U.S. Department of
Homeland Security

United States
Coast Guard

SUPPLY POLICY AND PROCEDURES MANUAL

COMDTINST M4400.19B
JULY 2005

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

Commandant
United States Coast Guard

2100 Second Street, S.W.
Washington, DC 20593-0001
Staff Symbol: CG-44
Phone: (202) 267-2601

COMDTINST M4400.19B
JUL 12 2005

COMMANDANT INSTRUCTION M4400.19B

Subj: SUPPLY POLICY AND PROCEDURES MANUAL (SPPM)

1. PURPOSE. This Manual prescribes policies, procedures, and standards for the administration of the Federal Supply System throughout the Coast Guard, excluding Coast Guard Inventory Control Points (ICPs).

2. ACTION. Area and District Commanders, Commanders of Maintenance and Logistics Commands, Commanding Officers of Headquarters units, Assistant Commandants for Directorates, Judge Advocate General, and special staff offices at Headquarters shall ensure compliance with the provisions of this Manual. Internet release authorized.

3. DIRECTIVES AFFECTED. The following directives are hereby cancelled:

   a. Supply Policy and Procedures (SPPM) Manual, COMDTINST M4400.19A

   b. Inspection, Packing, Handling, Storage, and Transportation Handbook, COMDTINST M4450.1A

4. DISCUSSION. This Manual is a complete revision. To achieve the revision a large IPT representing all major stakeholders was chartered and charged with making this manual more effective and user friendly. While making the manual larger and more bulky, the IPT added several enclosures that contain information that is not readily available at some of the Coast Guard's more remote locations. The Office of Logistics, Commandant (CG-44), would appreciate user comments on this Manual. Please email your comments to NMoment@comdt.uscg.mil or fax to (202) 267-4516.

5. MAJOR CHANGES. Major changes have been made throughout the entire document to include the following:

   a. Chapter 1. Responsibilities are aligned with the recent reorganization of Coast Guard units. Chapter 1 also provides organizational responsibilities as they relate to supply

DISTRIBUTION – SDL No. 143

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	1	1	1	1	1	1	1	1	1	1		1	1	1	1	1	1		1		1					
B	1	8	2	1	6	10		6	1	3	10	5	1	24	1	1	1	50	1	2	1	1	4		1	
C	2	2	2	3	1	1	1	1	1	1	4	1	1		1	1	1		1		1	1	1	1	1	
D	1	1	1	2				1					1		1					1	1	1	1			1
E				1				1																		
F																										
G																										
H																										

NON-STANDARD DISTRIBUTION:

management. Brief descriptions of Coast Guard and DoD Logistics Management Systems that are routinely used by Coast Guard units have also been added to the Manual.

b. Chapter 2. This chapter includes current Coast Guard policies and procedures for Materiel Acquisition.

c. Chapter 3. Reflects the policies and procedures for Materiel Management of Coast Guard assets below the wholesale level.

d. Chapter 4. This chapter provides policies and procedures on how to package, handle, store, and transport Coast Guard inventory.

e. Chapter 5. This chapter provides information on procuring, accountability, using, and disposing of fuel within the Coast Guard.

6. ENCLOSURES. In addition to the Acronyms and Abbreviations and Glossary located in the enclosures, other supply information has been added to the enclosures that will provide units with useful and beneficial information to assist during daily operations.

7. PROCEDURES. This Manual is available on CD-ROM, the Coast Guard Intranet, CG Central, and a hardcopy will be provided on request. Coast Guard users may order additional copies of this Manual, using procedures described in the Directives, Publications, and Report Index, COMDTNOTE 5600.

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

9. FORMS. Required forms for this Manual are included in enclosure G, Forms and Labels. The majority of the forms are available in the Coast Guard ADOBE Forms Library or can be ordered in accordance with procedures stated in the Catalog of Forms, COMDTINST M5213.6 (series). OGA forms can be ordered directly from the source of supply.

D.G. Gabel /s/
Assistant Commandant for Engineering and Logistics

SUPPLY POLICY AND PROCEDURES MANUAL (SPPM)

TABLE OF CONTENTS

CHAPTER 1:	**ORGANIZATIONAL RESPONSIBILITIES AND LOGISTICS MANAGEMENT SYSTEMS (LMS)**	
A	**Organizational Responsibilities**	
	Introduction	**1-A-1**
	Authority	**1-A-2**
	Policy	**1-A-2**
	Organizational Responsibilities	**1-A-2**
B	**Logistics Management Systems (LMS)**	
	Introduction	**1-B-1**
	Coast Guard Logistics Management Systems	**1-B-1**
	DoD and OGA Logistics Management Systems	**1-B-6**
CHAPTER 2:	**MATERIEL ACQUISITION**	
A	**Overview**	
	Introduction	**2-A-1**
	Required Sources of Supplies and Services	**2-A-1**
	Procurement Functions in the Supply Department	**2-A-2**
B	**Automated Procurement of Materiel**	
	Introduction	**2-B-1**
	The MILSTRIP Process	**2-B-1**
	Background	**2-B-1**
	Coast Guard Standard Automated Requisitioning Systems	**2-B-1**
	Requisitioning Policies	**2-B-2**

SUPPLY POLICY AND PROCEDURES MANUAL (SPPM)

TABLE OF CONTENTS

CHAPTER 2:	**MATERIEL ACQUISITION**	
B	**Automated Procurement of Materiel** *(cont.)*	
	Automated Requisitioning Management System (ARMS)	**2-B-3**
	Configuration Management plus (CMplus) and the Fleet Logistics System (FLS)	**2-B-4**
	Manual Requisition Log	**2-B-5**
	Emergency Requirements	**2-B-5**
	Emergency Actions	**2-B-5**
	Emergency Requisitions	**2-B-6**
	Exceptions	**2-B-6**
	Advantages	**2-B-6**
	Internet Purchases	**2-B-6**
	Prime Vendor Contracts	**2-B-6**
	Fiscal Year Cutoff Processing Procedures	**2-B-7**
	Types of Forms	**2-B-8**
C	**MILSTRIP Process**	
	Introduction	**2-C-1**
	Uniform Materiel Movement and Issue Priority System (UMMIPS)	**2-C-1**
	MILSTRIP Status	**2-C-3**
	MILSTRIP Messages	**2-C-6**
	Outstanding MILSTRIP Requisition Transactions	**2-C-8**
D	**Materiel Obligation Validation (MOV)**	
	Introduction	**2-D-1**
	Policy	**2-D-1**

SUPPLY POLICY AND PROCEDURES MANUAL (SPPM)

TABLE OF CONTENTS

CHAPTER 2:	**MATERIEL ACQUISITION** *(cont.)*	
D	**Materiel Obligation Validation (MOV)** *(cont.)*	
	Applicability	**2-D-1**
	MOV Control Transactions	**2-D-1**
	Schedule for Cyclic Validation of MOVs	**2-D-2**
E	**Acquisition of Special Items, Equipment, Supplies, and/or Services**	
	Introduction	**2-E-1**
	Policy	**2-E-1**
	Acquisition Reference Matrix	**2-E-1**
	Ammunitions	**2-E-5**
	Auxiliary Flags and Pennants	**2-E-6**
	Flag Officer Stationery	**2-E-6**
	Navigational Charts, Maps, and Related Materiel	**2-E-11**
	Navy-Type, Navy-Owned Equipment at Coast Guard Units	**2-E-12**
	Parts Pooling in the Coast Guard	**2-E-14**
	Ozone Depleting Substances (ODS)	**2-E-14**
	Printing, Blank Forms, and Publications	**2-E-18**
	SERVMART Procurements	**2-E-19**
	Subsistence	**2-E-22**
	Table Linen and Bedding	**2-E-22**
F	**Actions on Outstanding MILSTRIP Requisitions**	
	Introduction	**2-F-1**
	Types of Actions	**2-F-1**

SUPPLY POLICY AND PROCEDURES MANUAL (SPPM)

TABLE OF CONTENTS

CHAPTER 2:	**MATERIEL ACQUISITION** *(cont.)*	
F	**Actions on Outstanding MILSTRIP Requisitions** *(cont.)*	
	Transmission Methods	**2-F-2**
	Follow-up Requests	**2-F-2**
	Request to Improve the Estimated Ship Date (ESD)	**2-F-3**
	Request For Tracer Actions	**2-F-4**
	Modifying a Requisition	**2-F-4**
	Canceling a Requisition	**2-F-5**
	Mass Cancellation of Requisitions	**2-F-7**
G	**Use of Requisition Invoice/Shipping Document (Form DD-1149) for Acquisition/Requisitioning/Transferring of Materiel**	
	Introduction	**2-G-1**
	Policy	**2-G-1**
	DD-1149 Uses	**2-G-1**
	Procedures	**2-G-1**
H	**Centralized Supply Management of Engines for Cutters and Standard Boats**	
	Introduction	**2-H-1**
	Procedures	**2-H-1**
	Charging Procedures	**2-H-1**
	Maintenance of Control Number	**2-H-1**
	Engine Remanufacture/Overhaul	**2-H-1**
	Intermediate Repair	**2-H-2**
	Engine Identification	**2-H-2**

SUPPLY POLICY AND PROCEDURES MANUAL (SPPM)

TABLE OF CONTENTS

CHAPTER 2:	**MATERIEL ACQUISITION** *(cont.)*	
H	**Centralized Supply Management of Engines for Cutters and Standard Boats** *(cont.)*	
	Engine Remanufacture under the CEO Program	**2-H-3**
	Warranty Engine Repair	**2-H-3**
	Non-Warranty Engine Repair	**2-H-3**
	Current Engines in the CEO Program	**2-H-3**
CHAPTER 3	**MATERIEL MANAGEMENT**	
A	**Overview**	
	Introduction	**3-A-1**
B	**Materiel Identification**	
	Introduction	**3-B-1**
	General Process for Item Identification	**3-B-2**
	The Federal Catalog System (FCS)	**3-B-7**
	The Coast Guard Cataloging Responsibilities	**3-B-13**
	Federal Logistics Information System (FLIS)	**3-B-16**
	Federal Logistics (FEDLOG) Data and Other Publication used by Field Units	**3-B-17**
C	**Inventory Management**	
	Introduction	**3-C-1**
	Coast Guard Inventory	**3-C-2**
D	**Determining Stock Requirements and Replenishment Quantities**	
	Introduction	**3-D-1**
	Determining Stock Requirements	**3-D-1**

SUPPLY POLICY AND PROCEDURES MANUAL (SPPM)

TABLE OF CONTENTS

CHAPTER 3	**MATERIEL MANAGEMENT** *(cont.)*	
D	**Determining Stock Requirements and Replenishment Quantities** *(cont.)*	
	Determining Replenishment Quantities	**3-D-6**
E	**Physical Inventory Requirements**	
	Introduction	**3-E-1**
	Physical Inventory Discrepancies	**3-E-4**
	Determining What to Count	**3-E-4**
	Conducting the Physical Counts	**3-E-5**
	Maintenance of Documentation	**3-E-13**
	Inventory Reporting Requirements	**3-E-13**
	Reconciliation Requirements	**3-E-14**
	Reporting of Discrepant Inventory	**3-E-16**
F	**Shelf-Life**	
	Introduction	**3-F-1**
	Shelf-Life Acquisition and Procurement	**3-F-3**
	Requisitioning, Issue, and Shipment of Shelf-Life Items	**3-F-3**
	Receiving, Storage, Surveillance, and Extensions of Shelf-Life Items	**3-F-3**
	Materiel Disposition and Disposal of Shelf-Life Items	**3-F-6**
	Materiel Quality Control Storage Standards (MQCSS) Program	**3-F-8**
G	**Stock Record and Documentation Management**	
	Introduction	**3-G-1**
	Data Requirements for Stock Record Systems	**3-G-1**

SUPPLY POLICY AND PROCEDURES MANUAL (SPPM)

TABLE OF CONTENTS

CHAPTER 3	**MATERIEL MANAGEMENT** *(cont.)*	
H	**Receipt Process**	
	Introduction	**3-H-1**
	Timeframe for Receipting	**3-H-1**
	Designation of Duties	**3-H-1**
	Receipt Documents	**3-H-2**
	Retaining Receipt Documents	**3-H-2**
	Receipt Transactions Authorized for Recording Receipts	**3-H-2**
	Materiel Receipt Acknowledgment (MRA)	**3-H-2**
	Processing Materiel Receipts	**3-H-3**
I	**Discrepancy Reporting**	
	Introduction	**3-I-1**
	Supply Discrepancy Report (SDR) SF-364	**3-I-1**
	Transportation Discrepancy Report (TDR) SF-361	**3-I-11**
	Quality Deficiency Report (QDR) SF-368	**3-I-12**
	Report of Survey	**3-I-14**
J	**Materiel Returns Program (MRP)**	
	Introduction	**3-J-1**
	Materiel Returns Program Process	**3-J-5**
	Automatic Return Notification (FTA)	**3-J-6**
	MRP Shipping Criteria	**3-J-6**
	MRP Credits	**3-J-7**

SUPPLY POLICY AND PROCEDURES MANUAL (SPPM)

TABLE OF CONTENTS

CHAPTER 3	**MATERIEL MANAGEMENT** *(cont.)*	
K	**Depot Level Reparables (DLR)**	
	Introduction	**3-K-1**
	The DLR Process	**3-K-2**
	Packing and Shipping a DLR Item	**3-K-4**
	The ATAC Transshipment Program	**3-K-8**
	The ARSC Internal DLR Process	**3-K-9**
	The ELC Internal MTR/DLR Process	**3-K-10**
	DoD DLR Process	**3-K-12**
L	**Expending Materiel**	
	Introduction	**3-L-1**
	Materiel Expenditures	**3-L-1**
	Materiel Issues	**3-L-2**
	Sales to OGA, Public or Commercial Organizations	**3-L-5**
	Distress Services to Vessels	**3-L-9**
	Aids to Navigation Support	**3-L-9**
	Inter-Agency Cross-Servicing in Storage Activities	**3-L-10**
M	**Supply Support**	
	Introduction	**3-M-1**
	Allowances and Applications	**3-M-1**
	Allowance Change Request (ACR)	**3-M-3**
N	**Price Challenge**	
	Introduction	**3-N-1**
	Purpose	**3-N-2**
	Policy	**3-N-3**

SUPPLY POLICY AND PROCEDURES MANUAL (SPPM)

TABLE OF CONTENTS

CHAPTER 3	**MATERIEL MANAGEMENT** *(cont.)*	
N	**Price Challenge** *(cont.)*	
	Procedures	**3-N-4**
	Information Requirements	**3-N-7**
	Forms and Reports	**3-N-8**
O	**Configuration Reporting**	
	Introduction	**3-O-1**
	Processing a Configuration Change	**3-O-1**
P	**Integrated Deepwater System (IDS)**	
	Introduction	**3-P-1**
CHAPTER 4	**PACKAGING, HANDLING, STORAGE, AND TRANSPORTATION (PHS&T)**	
A	**Overview**	
	Introduction	**4-A-1**
B	**Inspection of Inventory**	
	Introduction	**4-B-1**
	Inspecting Inventory	**4-B-1**
	Inspecting Special Items	**4-B-2**
	Systematic Cyclic Inspections	**4-B-2**
C	**Preservation, Packaging, and Packing of Inventory**	
	Introduction	**4-C-1**
	Preservation of Materiel	**4-C-2**
	General Packaging of Materiel	**4-C-3**

SUPPLY POLICY AND PROCEDURES MANUAL (SPPM)

TABLE OF CONTENTS

CHAPTER 4	**PACKAGING, HANDLING, STORAGE, AND TRANSPORTATION (PHS&T)** *(cont.)*	
C	**Preservation, Packaging, and Packing of Inventory** *(cont.)*	
	Packaging Hazardous Materiel	**4-C-7**
	Packaging of Electrostatic Discharge Sensitive (ESDS) Materiel	**4-C-9**
D	**Storage of Inventory**	
	Introduction	**4-D-1**
	Storage Area Layout	**4-D-2**
	Storage Area Locator System	**4-D-4**
	Inter-Agency Cross-Servicing in Storage Activities	**4-D-8**
	Stowage of Materiel	**4-D-9**
	Storage of Hazardous Materiel (HAZMAT)	**4-D-10**
E	**Handling of Inventory**	
	Introduction	**4-E-1**
	Loading and Unloading Materiel	**4-E-2**
F	**Transportation of Inventory**	
	Introduction	**4-F-1**
	Shipment Procedures	**4-F-1**
CHAPTER 5	**FUEL MANAGEMENT**	
A	**Overview**	
	Introduction	**5-A-1**
	Fuel Conversion	**5-A-1**

SUPPLY POLICY AND PROCEDURES MANUAL (SPPM)

TABLE OF CONTENTS

CHAPTER 5	**FUEL MANAGEMENT** *(cont.)*	
B	**Fuel Purchasing**	
	Introduction	**5-B-1**
	Fuel Sources	**5-B-1**
	Fuel Purchase Cards	**5-B-4**
	First-In First-Out (FIFO) Pricing Procedures	**5-B-12**
	US Coast Guard Fuel Procurement Methods (Table 3)	**5-B-13**
C	**Fuel Inventory Management**	
	Supply Fund Fuel Record Keeping and Reporting	**5-C-1**
D	**Fuel Environmental**	
	Introduction	**5-D-1**
	Environmental Concerns	**5-D-1**
E	**Fuel Transportation, Disposal, and Technical**	
	Introduction	**5-E-1**
	Disposal of Fuel on Decommissioned Cutters	**5-E-1**
	In-Line Fuel Sampling	**5-E-2**
ENCLOSURES		
A	**ACRONYMS AND ABBREVIATIONS**	**A-1**
B	**GLOSSARY**	**B-1**
C	**FEDERAL SUPPLY CLASS ASSIGNMENTS**	
	Coast Guard Integrated Materiel Management	**C-1**
	DoD Integrated Materiel Management	**C-38**
	General Services Administration (GSA)	**C-72**

SUPPLY POLICY AND PROCEDURES MANUAL (SPPM)

TABLE OF CONTENTS

ENCLOSURES *(cont.)*

D	**MILSTRIP SUPPLY AND STORAGE CODES**	
	Acquisition Advice Code	**D-1**
	Advice Codes	**D-6**
	BK_ Response Codes	**D-7**
	BKR Reject Reason Codes	**D-9**
	Classes of Supply	**D-11**
	Contact Preservation Material Codes	**D-12**
	Cognizance (COG) Codes	**D-16**
	Customer Asset Reporting Transaction Status Codes	**D-20**
	Demand and Suffix Codes	**D-25**
	Disposal Authority Codes	**D-27**
	Disposal Condition Codes	**D-28**
	Distribution Codes	**D-29**
	Document Identifier Codes	**D-30**
	Documents Processed by DAASC	**D-46**
	Force Activity Designator Codes	**D-48**
	Julian Date Calendar (Perpetual)	**D-51**
	Media and Status Codes	**D-52**
	Mode of Shipment Codes	**D-54**
	MOE Rule Codes	**D-56**
	Methods of Preservation Codes	**D-57**

SUPPLY POLICY AND PROCEDURES MANUAL (SPPM)

TABLE OF CONTENTS

ENCLOSURES *(cont.)*

D	**MILSTRIP SUPPLY AND STORAGE CODES** *(cont.)*	
	National Stock Number	**D-58**
	Phonetic and Voice Recognition Alphabets and Numerals	**D-59**
	Precious Metals Codes	**D-60**
	Priority System UMMIPS	**D-62**
	Project Codes	**D-63**
	Requisition Transaction Advice Codes	**D-64**
	Requisition Transaction Status Codes	**D-68**
	Routing Identifier Codes	**D-78**
	Special Marking Codes	**D-81**
	Shelf-Life Codes	**D-82**
	Shipment Hold Codes	**D-83**
	Shipping and Packaging Discrepancies Codes	**D-85**
	Signal Codes	**D-96**
	Source, Maintenance, Recoverability (SMR) Codes	**D-97**
	Supplementary Address	**D-99**
	Supply Condition Codes	**D-100**
	Supply Status Codes	**D-103**
	Unit of Issue Codes	**D-105**
E	**INSTRUCTIONS AND SAMPLE MESSAGES & FORMATS**	
	Aeronautical Publication Change Recommendation (CG Form 22)	**E-1**
	Allowance Change Request (NAVSUP 1220-2)	**E-2**

SUPPLY POLICY AND PROCEDURES MANUAL (SPPM)

TABLE OF CONTENTS

ENCLOSURES *(cont.)*

E	**INSTRUCTIONS AND SAMPLE MESSAGES & FORMATS** *(cont.)*	
	BK1 Document	**E-4**
	BK2 Document	**E-6**
	BK2 Document (80 cc)	**E-8**
	BK3 Document	**E-9**
	BK4 Document	**E-10**
	COSAL Requisitioning Format	**E-11**
	DoD Single Line Item Requisition System Document – Manual (DD Form 1348-6)	**E-12**
	DoD/DHS EMALL Quick Start Instructions	**E-15**
	Fleet COSAL Feedback Report (NAVSUP Form 1371)	**E-17**
	Interpreting Shipment Status	**E-19**
	Interpreting Supply Status	**E-24**
	Issue Release/Receipt Document (DD Form 1348-1A)	**E-26**
	Materiel Obligation Validation (MOV)	**E-30**
	Materiel Returns Program (MRP)	**E-32**
	NMCS and PMCS Requisitions	**E-34**
	Packaging and Transporting ESDS Items	**E-37**
	Procurement Request (DOT F-4200.1)	**E-39**
	Quality Deficiency Report (SF 368) Category II	**E-42**
	Report of Survey (CG Form 5269)	**E-47**
	Requisition and Invoice/Shipping Document (DD Form 1149)	**E-49**
	Requisition and Invoice/Shipping Document (DD Form 1149) in CMplus	**E-53**

SUPPLY POLICY AND PROCEDURES MANUAL (SPPM)

TABLE OF CONTENTS

ENCLOSURES *(cont.)*

E	**INSTRUCTIONS AND SAMPLE MESSAGES & FORMATS** *(cont.)*	
	Requisition and Invoice/Shipping Document (DD Form-1149) for Temporary Storage	**E-58**
	SERVMART Shopping List (SSL)	**E-60**
	Supply Discrepancy Report (SF-364)	**E-62**
	Unit Assessment Checklist	**E-72**
	Casualty Reporting Procedures (CASREP) Reporting Plain Language Addresses (PLAs)	**E-79**
	AF_ Formatted Message Follow-Up	**E-82**
	AF_ Narrative Message Follow-Up	**E-83**
	BK2 Narrative Message	**E-84**
	BK2 Message (80 cc)	**E-85**
	Canceling Non-NSN Requisition via Narrative Messages	**E-86**
	MILSTRIP Message with Exception Data	**E-87**
	MILSTRIP Message Requisition for Navigational Charts, Maps, and Related Materiel	**E-88**
	Outstanding MILSTRIP Requisitions	**E-90**
	Regular Shipment Status by Message	**E-91**
	Routine MILSTRIP Message	**E-92**
F	**TABLES AND CHART**	
	ALMIS	**F-1**
	ARMS	**F-2**
	Accounting for Fuel	**F-3**

SUPPLY POLICY AND PROCEDURES MANUAL (SPPM)

TABLE OF CONTENTS

ENCLOSURES *(cont.)*

F	**TABLES AND CHARTS** *(cont.)*	
	Physical Inventory Flowchart	**F-15**
	Price Challenge Cash Bonus Award Criteria and Recommendation Amounts	**F-16**
	Storage Limits for Hazardous Materiel in General Purposes Areas	**F-18**
	Valuation of Unit Inventory Prices	**F-20**
	Vessel Systems Interconnect with DoD	**F-24**
	CMplus Physical Inventory Report – Storeroom: ELEC/ELEX Stores	**F-25**
	Fiberboard Container Size List	**F-26**
	Formulas for Materiel Weight and Size Calculation	**F-31**
	Guidance for Establishing Number of Unit Packs Per Intermediate Container	**F-33**
	Inventory Management Authorized Systems/Tools	**F-35**
	Selected Item Management (SIM) Tables	**F-37**
G	**FORMS AND LABELS**	
	Caution Label	**G-1**
	Identification Tag	**G-2**
	Shelf-Life Extension Notice	**G-3**
	Unserviceable Item Label	**G-4**
	Unserviceable (Reparable) Label - Materiel	**G-5**
	Forms List	**G-6**
H	**DEEPWATER (TBD)**	
I	**CUSTOMER SERVICE**	
	Air Force	**I-1**

SUPPLY POLICY AND PROCEDURES MANUAL (SPPM)

TABLE OF CONTENTS

ENCLOSURES *(cont.)*

I	**CUSTOMER SERVICE** *(cont.)*	
	Army	**I-2**
	Coast Guard	**I-3**
	Defense Logistics Agency (DLA)	**I-5**
	General Services Administration (GSA)	**I-18**
	Marines	**I-22**
	Navy	**I-23**
J	**REFERENCES**	**J-1**

CHAPTER ONE
ORGANIZATIONAL RESPONSIBILITIES AND LOGISTICS MANAGEMENT SYSTEMS (LMS)

CHAPTER 1.
ORGANIZATIONAL RESPONSIBILITIES AND LOGISTICS MANAGEMENT SYSTEMS

1-A. ORGANIZATIONAL RESPONSIBILITIES

Introduction

***Websites*:**
US Code of Federal Regulations: http://www.access.gpo.gov

Engineering Logistics Concept of Operations (ECONOP), COMDTINST 4100.7 (series) http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm

Supply Policy and Procedures Manual (SPPM), COMDTINST M4400.19 (series): http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm

Uniform Supply Operations (USO) Manual, COMDTINST M4121.4 (series): http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm

The Assistant Commandant for Engineering and Logistics (CG-4) is an integral part of the success of the overall Coast Guard mission and vision. The Assistant Commandant for Engineering and Logistics (CG-4) develops, deploys, and maintains resources necessary to sustain capabilities to meet operational requirements that support the five Coast Guard Strategic Goals, which are Safety, Protection of Natural Resources, Mobility, Maritime Security, and National Defense. The Assistant Commandant for Engineering and Logistics is responsible for Engineering and Logistics. The Assistant Commandant for Engineering and Logistics provides technical, logistics, and engineering support for all Coast Guard operating programs. This includes performing or assisting in planning, design, construction, acquisition, renovation, maintenance, outfitting, and alterations of cutters, boats, aircraft, motor vehicles, aids to navigation, and shore facilities. Engineering and Logistics maintenance responsibility also includes complete life-cycle support: installation, operations, maintenance, and ultimately replacement.

The Office of Logistics (CG-44) is responsible for the overall logistics functions for the Assistant Commandant for Engineering and Logistics (CG-4). The Office of Logistics mission is to ensure the appropriate policies and information systems are in place to provide logistics support to Coast Guard activities worldwide. Logistics Program Management (CG-441) is a component of the Office of Logistics and is responsible for issuance, oversight, and analysis of policies and procedures for conducting and reporting supply management.

Supply Management is critical to the continued support and readiness of Coast Guard Platforms *(reference the Engineering Logistics Concept of Operations (ECONOP), COMDTINST 4100.7(series) for additional information)*. Therefore, the Logistics Program Management (CG-441) developed the Supply Policy and Procedures Manual (SPPM) to standardize supply and inventory policies and procedures for all Coast Guard units. Unless specified by the Supply Policy and Procedures Manual (SPPM), COMDTINST M4400.19 (series), this regulation does not apply when accounting for the following Inventory Control Points: ARSC and ELC. The Uniform Supply Operations Manual (USO), COMDTINST M4121.4 (series), respectively, provides specific policy for the acquisition, accountability, management, and disposal of stock being store at these locations for issue to a customer.

CHAPTER 1.
ORGANIZATIONAL RESPONSIBILITIES AND LOGISTICS MANAGEMENT SYSTEMS

1-A. ORGANIZATIONAL RESPONSIBILITIES

Authority
(Continued)

Websites:
Property Management Manual, COMDTINST M4500.5 (series)
http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm

Uniform Regulations Manual, COMDTINST M1020.6 (series)
http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm

The SPPM, COMDTINST M4400.19 (series) was also developed to enable Coast Guard activities to work together to manage and track materiel (e.g., major systems, reparable items, repair parts, and consumables) and resources (e.g., requisition, receipt, storage, and expenditure). Logistics Program Management (CG-441) maintains, updates, and modifies the SPPM, COMDTINST M4400.19 (series) on a continuous basis to ensure Coast Guard units are kept abreast of changes that occur in policy and systems within the Department of Homeland Security, Coast Guard, Department of Defense, and other civilian Federal services.

The SPPM takes its authority from the US Code and the Code of Federal Regulations. The Coast Guard works closely with and therefore adheres to the regulations, policies, and procedures prescribed by the Department of Defense (DoD) and Other Government Agencies (OGA) governing DoD and OGA systems.

The SPPM is the governing guidance for supply policy throughout the Coast Guard, but properly refers users to other Coast Guard directives when the areas of responsibility and authority are dictated by another Coast Guard office (e.g., the Property Management Manual, COMDTINST M4500.5 (series) or the Uniform Regulations Manual, COMDTINST M1020.6 (series)).

Policy

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

All personnel and systems shall comply with the instructions contained herein.

Organizational Responsibilities

The supply management process encompasses a wide range of functions that require input and actions from many levels and activities within the US Coast Guard. The table below identifies those levels and activities that are actively involved in the supply management process and their responsibilities:

CHAPTER 1.
ORGANIZATIONAL RESPONSIBILITIES AND LOGISTICS MANAGEMENT SYSTEMS

1-A. ORGANIZATIONAL RESPONSIBILITIES

Organizational Responsibilities
(Continued)

Organizational Responsibilities:

CG-6

- **CG-62** — **DAAS and DoDAAC**
  Provide technical advice and assistance for automated data processing and telecommunications related to DoD's DAAS.
- **CG-63**
  1. Asset Manager for all CG-4 sponsored logistics IT business systems.
  2. Facilitates logistics IT business systems through CG-6 System Development Life Cycle processes to ensure successful deployment of logistics systems meeting Coast Guard logistics requirements.
- **CG-64**
  1. Develop and implement technical logistics and maintenance support philosophies, plans, and directions.
  2. Implement and maintain Logistics Support Plans (platform manager).

CG-8

- **CG-841**
  1. Ensure systems are certified for financial management standards for OM&S.
  2. Establish/designate/certify systems for financial tracking of OM&S materiel.
- **CG-842**
  1. Provide financial and audit oversight
  2. Analyze financial reports and logistics data
  3. Maintain an internal control program
  4. Maintain reporting standards
- **CG-85** — Issue Federal and Coast Guard procurement policies and procedures.

CHAPTER 1.
ORGANIZATIONAL RESPONSIBILITIES AND LOGISTICS MANAGEMENT SYSTEMS

1-A. ORGANIZATIONAL RESPONSIBILITIES

Organizational Responsibilities
(Continued)

Organizational Responsibilities: *(cont.)*

G-A

1. Determine which units will require initial outfitting of spares to support Navy-owned equipment during logistics planning and request the assignment of the Navy (N) series code.
2. Submit a change of mailing, billing, and freight address (CG Form 4183) to the Engineering Logistics Center (ELC) as early as possible in the logistics planning process to establish the "N" service code for requisitioning of initial outfitting materiel.

G-D

1. Program Manager for the Integrated Deepwater System.
2. Ensure Coast Guard Deepwater units are provided assets and systems to continually meet maritime threats and challenges.
3. Provide a performance-base approach to upgrading existing assets while transitioning to newer, more capable platforms, with improved systems for Command, Control, Communication and Computers, Intelligence, Surveillance, Reconnaissance (C4ISR), and innovative logistics support.
4. Develop and integrate a system of assets that maximizes operational effectives and total ownership costs.

FAD

Coordinate FAD assignments with Commandant (G-O), (G-D), and (G-M), as required.

CG-4

- **CG-41**
- **CG-43**
- **CG-45**

1. Develop and implement technical logistics and maintenance support philosophies, plans, and directions.
2. Implement and maintain Logistics Support Plans (platform manager).

CHAPTER 1.
ORGANIZATIONAL RESPONSIBILITIES AND LOGISTICS MANAGEMENT SYSTEMS

1-A. ORGANIZATIONAL RESPONSIBILITIES

Organizational Responsibilities
(Continued)

Organizational Responsibilities: *(cont.)*

CG-4 *(cont.)*

- **CG-41**
- **CG-45**

Program/support manager for the supply support activities, which compute the allowances authorized for the platforms and field units.

- **CG-44**

1. US Coast Guard Program Manager for Logistics Management.
2. Logistics Interface with OGA.
3. Promulgates Policy.
4. Budget for major FLIS system changes (i.e., establish new FLIS segment).

– **CG-442** Provide analysis and develop and maintain logistics information systems

Requisitioning

1. Conduct periodic reviews of ARMS operations to ensure that all standard functions are being performed.
2. Submit budget requests to obtain ARMS funding.
3. Troubleshoot ARMS supply related problem and conduct ARMS Logistics Training.
4. Approve or disapprove field requests for ARMS changes and obtain user ID's for requesting units. Coordinate with Commandant (CG-63).
5. Troubleshoot CMplus related problems.
6. Coordinate assignment of CMplus technical training.
7. Monitor CMplus operations to ensure proper implementation of new or changed programs.
8. Provide CMplus with technical advice on communications equipment and capabilities. Serve as data processing expert for CMplus.

CHAPTER 1.
ORGANIZATIONAL RESPONSIBILITIES AND LOGISTICS MANAGEMENT SYSTEMS

1-A. ORGANIZATIONAL RESPONSIBILITIES

Organizational Responsibilities
(Continued)

Organizational Responsibilities: *(cont.)*

- **CG-44** *(cont.)*
  - **CG-442** **Requisitioning** *(cont.)*
    9. Coordinate hardware and software requirements with appropriate program managers.
    10. Render technical advice to Logistics Program Management (CG-441) and make system and programming changes to accommodate VLS.
  - **CG-441** **Requisitioning**
  - **CG-442** Direct efforts of project teams when introducing new logistics projects or changes thereto.
  - **CG-441**
    1. Interface with OGA.
    2. Develop, implement, distribute, and maintain supply policy, procedures, guidance, and directions.
    3. Ensure compliance to all supply policy and procedures.
    4. Ensure system-wide compliance including specific reviews of supply programs.
    5. Serve as a member of the DoD Supply Process Review Committee (PRC).
    6. Serve as Coast Guard point of contact for all supply issues.

    Requisitioning
    1. Investigate reports of suspected abuses of supply programs and take the corrective action.
    2. Exercise system-wide management over Coast Guard participation and use of OGA processes, that are required, when access OGA systems.
    3. Initiate and monitor internal Coast Guard supply training.
    4. Serve as members of the DoD Supply Process Review Committees (PRC).

CHAPTER 1.
ORGANIZATIONAL RESPONSIBILITIES AND LOGISTICS MANAGEMENT SYSTEMS

1-A. ORGANIZATIONAL RESPONSIBILITIES

Organizational Responsibilities
(Continued)

Organizational Responsibilities: *(cont.)*

- **CG-44** *(cont.)*
  - **CG-441** **DAAS and DoDAAD**
    1. Exercise system wide management over Coast Guard participation and use.
    2. Participate in the DAAS Advisory Group.
    3. Develop and publish policies and procedures governing Coast Guard participation.
    4. Solicit and monitor feedback about DAAS from Coast Guard users.
    5. Serve as Coast Guard point of contact with the DoD Defense Automatic Addressing System Center (DAASC).
    6. Provide funds as available to improve Coast Guard participation in DAAS.
    7. Prescribe DoDAAD use within the Coast Guard.
    8. Coast Guard DoDAAD focal point.
    9. Provide recommendations, comments, and proposals on the DoDAAD to the DoDAAD Systems Administrator.

    FAD
    1. When deliberate and intentional overstatement of assigned priorities is evident, provide corrective measures, including disciplinary measures if warranted.
    2. Establish and administer procedures for priority assignments to shipments of new procurement materiel from contractor's plants and for contractor's use in ordering Government Furnished Equipment (GFE).

    Note: The contract should include procedures for shipment of materiel and if it does, those procedures govern. Also, any establishment of procedures with respect to any particular contract should only be undertaken via the contracting officer.

CHAPTER 1.
ORGANIZATIONAL RESPONSIBILITIES AND LOGISTICS MANAGEMENT SYSTEMS

1-A. ORGANIZATIONAL RESPONSIBILITIES

Organizational Responsibilities
(Continued)

Organizational Responsibilities: *(cont.)*

- **CG-44** *(cont.)*
  - **CG-441**

FAD *(cont.)*

3. Assign initial FAD (other than FAD I) to Coast Guard units, operations, special projects, programs, and contractors.
4. Approve field project requests that qualify for FAD II assignment and designate a temporary termination date upon approval.
5. Coordinate FAD assignments with Commandant (G-O), and Commandant (G-M), as required.
6. Conduct periodic reviews of FADs III, IV, and V assignments of MLCs, ICPs, and Headquarters units.
7. Assign expiration dates to temporary FADs.
8. Review overall system performance to ensure adequate responsiveness.
9. Review DAAS Logistics Information Data Service (LIDS) reports to ensure System Performance.

FLIS

1. Develop and implement policy & procedures relative to Coast Guard involvement with FLIS.
2. Serve as Coast Guard point of contact on matters relating to FLIS.
3. Coordinate FLIS changes with Supply Centers and DLIS.
4. Request FLIS review and coordinate Coast Guard proposals with other FLIS focal points.
5. Provide quarterly SCR to Supply Centers on changes that impact the Coast Guard.

MILSTRIP

1. Develop and implement MILSTRIP policies and procedures within the Coast Guard.

CHAPTER 1.
ORGANIZATIONAL RESPONSIBILITIES AND LOGISTICS MANAGEMENT SYSTEMS

1-A. ORGANIZATIONAL RESPONSIBILITIES

Organizational Responsibilities
(Continued)

Organizational Responsibilities: *(cont.)*

- **CG-44** *(cont.)*
  - **CG-441**

MILSTRIP *(cont.)*

2. Serve as Coast Guard point of contact for all MILSTRIP issues to the Defense Logistics Management System Office (DLMSO).
3. Initiate and monitor internal Coast Guard MILSTRIP training programs.

MILSTRAP

1. Develop and implement MILSTRAP policies and procedures within the Coast Guard.
2. Serve as Coast Guard point of contact for all MILSTRAP issues to the Defense Logistics Management System Office (DLMSO).
3. Ensure compliance with MILSTRAP policy and procedures.
4. Ensure compliance with Commandant's logistics policies and compatibility with Coast Guard and DoD standards systems when new or changed operations are introduced.
5. Assign initial FAD (other than FAD I) to Coast Guard units, operations, special projects, programs, and contractors.

UMMIPS

1. Issue policy guidance on Coast Guard use of UMMIPS.
2. Ensure system-wide compliance including specific reviews of priority assignments.
3. When deliberate and intentional overstatement of assigned priorities is evident, provide corrective measures, including disciplinary measures if warranted.

CHAPTER 1.
ORGANIZATIONAL RESPONSIBILITIES AND LOGISTICS MANAGEMENT SYSTEMS

1-A. ORGANIZATIONAL RESPONSIBILITIES

Organizational Responsibilities
(Continued)

Organizational Responsibilities: *(cont.)*

- **CG-44** ***(cont.)***
  - **CG-441** **UMMIPS** *(cont.)*
    4. Establish and administer procedures for priority assignments to shipment of new procurement materiel from contractor's plants and for contractor's use in ordering Government Furnished Equipment (GFE).

    Note: The contract should include procedures for shipment of materiel and if it does, those procedures govern. Also, any establishment of procedures with respect to any particular contract should only be undertaken via the contracting officer.

Facility/ Program Managers and Staff Divisions (PMSD)

1. Accountability and internal control systems for the following categories of OM&S and inventory:
   a. Commandant (CG-41): OM&S located at ARSC/Air Stations
   b. Commandant (CG-45): OM&S/Inventory located at the ELC
   c. Commandant (G-OCU): Small Arms
   d. Commandant (CG-64): Electronics
   e. Commandant (CG-44): Cutters/Shore Stations/ATON Parts
2. Integrate the progressive transition of supply management responsibilities into the Coast Guard supply system.
3. Allocation such funding as necessary to ensure supply effectiveness with minimum costs.

CHAPTER 1.
ORGANIZATIONAL RESPONSIBILITIES AND LOGISTICS MANAGEMENT SYSTEMS

1-A. ORGANIZATIONAL RESPONSIBILITIES

Organizational Responsibilities
(Continued)

Organizational Responsibilities: *(cont.)*

Area COs
District COs
MLC COs

Responsible for ensuring physical inventories are scheduled, conducted, reconciled, and reported in accordance with the procedures set forth in the SPPM.

Stock Records

1. Ensuring automated/manual stock records are kept up-to-date.
2. Ensuring compliance with these policies and procedures.
3. Forwarding proposed changes/recommendations to the policies and procedures governing these systems to Commandant (CG-44).

G-O

1. US Coast Guard Program Manager for Operations.
2. Develop and implement operations policy and requirements.
3. Implement and maintain the Operations Logistics Support Plans (OLSPs).

CG-132

Provide CMplus training advice to the Program Manager and assist in the implementation of related training programs.

Finance Center (FINCEN)

1. Maintaining the Core Accounting Systems (CAS) general ledger balances for OM&S.
2. Ensure annual reconciliation of subsidiary OM&S records and CAS general ledger and the CFO Act financial statements.
3. Provide accounting advice and assistance for CMplus/ARMS transactions and interface with appropriate accounting systems.

CHAPTER 1.
ORGANIZATIONAL RESPONSIBILITIES AND LOGISTICS MANAGEMENT SYSTEMS

1-A. ORGANIZATIONAL RESPONSIBILITIES

Organizational Responsibilities *(Continued)*

Organizational Responsibilities: *(cont.)*

- **Operations System Command (OSC) Martinsburg**
  1. Designate and supervise VSL CGSW operators and control assignments of user ID's and passwords.
  2. Review recommendations for system improvements and submit CMplus budget data when required.
  3. Provide CMplus support to units.

Inventory Control Points (ICPs)

- **Aircraft Repair & Supply Center (ARSC)**
  1. Implement and maintain supply support operations associated specifically with assigned commodities.
  2. Conduct Aircraft Maintenance Management Reviews.
  3. Conduct Aircraft Technical Reviews.

  Note: Responsibility applies to aviation materiel types 1, 2, 4, 6, and 7.

- **Engineering Logistics Center (ELC)**
  1. Implement and maintain supply support operations associated specifically with hull, mechanical, electrical, electronics, and ordnance.
  2. Manage Cutter Support Reviews/Equipment Support Reviews/Sustainment ILSMTs.
  3. Support Cutter Class Maintenance Plans.
  4. Serve as COTR for Commandant (CG-64).
  5. Provide Naval Engineering services.
  6. Manage the Yard Fund Retail Inventory (YFRI).

  Configuration Management
  1. Maintain configuration information to the Lowest Replaceable Unit (LRU).
  2. Review ECRs and provide input/recommendations to CCBs.

Organizational Responsibilities *(Continued)*

Organizational Responsibilities: *(cont.)*

Inventory Control Points (ICPs) *(cont.)*

- **Engineering Logistics Center (ELC)** *(cont.)*

DAAS and DoDAAC

1. Maintain the official DoDAAD records for the Coast Guard.
2. Receive and implement updates to official records.
3. Maintain the official DoDAAD records for the Coast Guard.
4. Receive and implement updates to official records.
5. Coordinate with the Naval Finance and Accounting Center (NFAC) for the assignment and maintenance of "N" service codes. Provides the "N" service code number to the requesting office and Logistics Program Management (CG-441) when assigned by the NFAC.
6. Provide DoDAAD assistance to Coast Guard units upon request.

- **ELC, TISCOM, C2CEN, LSU, and Project Managers**

Submit Equipment Integrated Logistics and Support Plans (EILSP), Field changes and updates to the ELC for approval by the appropriate CCB.

- **ARSC**
- **ELC**

Materiel Management

1. Provide feedback and recommendations for improvements on supply policy issues to Logistics Program Management (CG-441).
2. Implement and monitor new and current policy and procedures promulgated by Logistics Program Management (CG-441).
3. Compute the allowances authorized for the platforms and field units.

CHAPTER 1.
ORGANIZATIONAL RESPONSIBILITIES AND LOGISTICS MANAGEMENT SYSTEMS

1-A. ORGANIZATIONAL RESPONSIBILITIES

Organizational Responsibilities *(Continued)*

Technical References:
Uniform Supply Operations (USO) Manual (COMDTINST M4121.4 (series))

Organizational Responsibilities: *(cont.)*

Inventory Control Points (ICPs) Dual Responsibilities *(cont.)*

- **ARSC**
- **ELC**

Materiel Management *(cont.)*

4. Initiate provisioning and re-provisioning.
5. Develop and maintain cataloging data.
6. Inventory Management of wholesale OM&S and retail inventory (Supply Fund) within the Coast Guard governed by the Uniform Supply Operations (USO) Manual, COMDTINST M4121.4 (series).
7. Interface with OGA to perform Inventory Management functions.
8. Provide warehousing services.
9. Maintain Configuration Data Management of Coast Guard Systems.
10. Manage the pipeline and rotatable pool for reparables.

Allowance Management

Administer the allowance programs for designated platforms and field units. This responsibility includes:

1. Issuance of procedural guidance on Coast Guard Allowances.
2. Maintenance of allowance publications in accordance with promulgated standard service criteria.
3. Preparation and issuance of these publications to field units.
4. Validation of centrally supported equipment.
5. Interface and liaison with OGA sources of supply.
6. Process Allowance Change Request (ACRs).
7. Monitor system effectiveness.
8. Track change requests from receipt to final resolution.

CHAPTER 1.
ORGANIZATIONAL RESPONSIBILITIES AND LOGISTICS MANAGEMENT SYSTEMS

1-A. ORGANIZATIONAL RESPONSIBILITIES

Organizational Responsibilities *(Continued)*

Organizational Responsibilities: *(cont.)*

Inventory Control Points (ICPs) Dual Responsibilities *(cont.)*

- **ARSC**
- **ELC**

Allowance Management *(cont.)*

Note: Coast Guard owned ordnance consists of small arms that are accounted for on the appropriate Allowance Equipage List (AEL). Navy-owned ordnance is accounted for and supported in accordance with the Navy's ordnance COSAL.

Configuration Management

1. Maintain configuration data of units and equipment for which they provide allowance documentation.
2. Publish and distribute applicable allowance, maintenance, and configuration documents to field units.

FAD

1. Procure materiel to meet Priority 01 through 08 requisitions without challenge; except when records indicate requisitions are suspect based on review of priority, project code, and quantity or known system application.
2. Notify appropriate District Commander, MLC, Headquarters Unit, after issue of any suspect priority 01 through 08 requisitions, with copy to Logistics Program Management (CG-441).

FLIS

1. Review SCRs to ensure Coast Guard required support is developed and maintained.
2. Approve/disapprove FLIS SCRs that qualify Coast Guard participation in the Federal Catalog System (FCS).

CHAPTER 1.
ORGANIZATIONAL RESPONSIBILITIES AND LOGISTICS MANAGEMENT SYSTEMS

1-A. ORGANIZATIONAL RESPONSIBILITIES

Organizational Responsibilities *(Continued)*

Organizational Responsibilities: *(cont.)*

Inventory Control Points (ICPs) Dual Responsibilities *(cont.)*

- **ARSC**
- **ELC**

FLIS *(cont.)*

3. Provide cost savings benefits (tangible/intangible) data on SCRs as required.
4. Make recommendation to Logistics Program Management (CG-441) for improving Coast Guard participation in the FCS.
5. Ensure implementation of approved SCRs on effective date.
6. Use FLIS as required for provisioning and cataloging.
7. Develop and maintain the budget for minor FLIS systems changes.

MILSTRAP

1. Implement and monitor MILSTRAP changes and revisions as promulgated by Logistics Program Management (CG-441).
2. Provide feedback for improvement to Logistics Program Management (CG-441) on MILSTRAP as it applies to the Coast Guard.

Dual Responsibilities

ARSC/ELC, MLCs, District Commanders, HQ Units

MILSTRIP

1. Ensure compliance of MILSTRIP policies and procedures.
2. Implement and monitor MILSTRIP changes and revisions promulgated by Logistics Program Management (CG-441).
3. Provide feedback for improvements to MILSTRIP to Logistics Program Management (CG-441).

CHAPTER 1.
ORGANIZATIONAL RESPONSIBILITIES AND LOGISTICS MANAGEMENT SYSTEMS

1-A. ORGANIZATIONAL RESPONSIBILITIES

Organizational Responsibilities
(Continued)

Organizational Responsibilities: *(cont.)*

Maintenance and Logistics Command (MLCs)

- **MLCLANT**
- **MLCPAC**

1. Implement and maintain all approved maintenance and support policies and procedures affecting their respective charters.
2. Develop and maintain maintenance support plans.
3. Monitor/evaluate maintenance and supply support performance.
4. Ensure compliance with Supply Policy and Procedures Manual (SPPM).
5. Ensure compliance of configuration management of ships, standard small boats, and shore based electronic systems
6. Provide technical expertise for monitoring and maintaining materiel readiness of cutters and boats.
7. Provide maintenance support.
8. Provide feedback and recommendations for improvements on supply policy issues to the Logistics Program Management (CG-441).
9. Implement and monitor new and current policy and procedures promulgated by the Logistics Program Management (CG-441).
10. Provides the following services to Area and District ships, boats, and shore base electronic systems:
    a. Expert technicians to help the ship's workforce complete preventative maintenance.
    b. Ship repair planning support.
    c. Ship repair execution support – Port Engineer services.
    d. Manage Government Furnished Equipment (GFE).

CHAPTER 1.
ORGANIZATIONAL RESPONSIBILITIES AND LOGISTICS MANAGEMENT SYSTEMS

1-A. ORGANIZATIONAL RESPONSIBILITIES

Organizational Responsibilities
(Continued)

Organizational Responsibilities: *(cont.)*

Maintenance and Logistics Command (MLCs) *(cont.)*

- **MLCLANT**
- **MLCPAC**

(cont.)

Allowance Management

1. Responsible for area-wide program administration and coordination, unless otherwise designated by the MLC (mv). This does not apply to Aviation Allowances (CG-298).
2. Review comments and provide recommendations on allowance change requests (ACR's) and configuration change forms (CCF's) for installed systems/equipment.
3. Direct the initiation of change requests or reports based on design changes, equipment upgrading and other maintenance related actions.
4. Provide allowance document assistance to small units with no supply personnel.
5. Conduct annual field inspections to ensure all units are maintaining and using allowance documents and electronic transmittals.
6. Conduct annual field training to ensure that field unit personnel are in compliance with allowance management practices.

Integrated Support Commands (ISCs)

1. Maintain limited inventory for industrial manufacturing of specific items (e.g., AtoN day boards).
2. Maintain various Industrial shop stocks.
3. Maintain a limited rotating pool of repairable pipeline assets.
4. Ensure policy compliance set forth in the Supply Policy and Procedures Manual (SPPM).

CHAPTER 1.
ORGANIZATIONAL RESPONSIBILITIES AND LOGISTICS MANAGEMENT SYSTEMS

1-A. ORGANIZATIONAL RESPONSIBILITIES

Organizational Responsibilities
(Continued)

Organizational Responsibilities: *(cont.)*

Integrated Support Commands (ISCs) *(cont.)*

5. Maintain a Support Activity Allowance List (SAAL).

District Commanders

Limited intermediate level small boat and shore base unit maintenance and supply support.

District Commanders, HQs Units, and MLCs

FAD

1. Assign FADs III, IV, and V to units under their commands beyond initial assignment by Logistics Program Management (CG-441).
2. Maintain current records of FAD assignment.
3. Ensure compliance of FAD assignment.
4. Emphasize to subordinate commands necessity of policy compliance for priority assignments.
5. Provide Logistics Program Management (CG-441) with recommendations for improvement to UMMIPS in writing.

Configuration Management

1. Ensure operating units under their command report configuration changes in a timely manner *(as soon as reasonably possible)*.
2. Perform technical and quality reviews of CCFs.
3. Provide input/recommendations to the CCBs and attend CCB meetings.

DAAS and DoDAAC

1. Ensure maximum use of DAAS for supply data relevant to their commands.

CHAPTER 1.
ORGANIZATIONAL RESPONSIBILITIES AND LOGISTICS MANAGEMENT SYSTEMS

1-A. ORGANIZATIONAL RESPONSIBILITIES

Organizational Responsibilities *(Continued)*

Organizational Responsibilities: *(cont.)*

District Commanders, HQs Units, and MLCs *(cont.)*

DAAS and DoDAAC *(cont.)*

2. Provide comments and recommendations about DAAS to Logistics Program Management (CG-441).
3. Submit any DoDAAC or address changes and updates (e.g., zip codes) to the ELC in accordance with the Coast Guard Standard Distribution List (SDL), COMDTNOTE 5605 and the Change of Mailing, Billing, and Freight Address Form, CG Form 4183.
4. Submit address changes and updates if the "N" service code is affected.
5. Mailing, freight, and billing addresses must contain the nine digits Zip Code (zip plus 4-digits).

Materiel Management

Provide specific instructions and ensuring that field units maintain financial and physical accountability of inventory, including the timely and complete accurate recording of all inventory transactions.

Requisitioning

1. Ensure that quantities ordered and the scheduling of orders are within the Supply Fund (SF) capital and Operating Materiel and Supplies (OM&S) authorization.
2. Supply Officer or command designated supply officer is assigned for acquiring/procuring inventory.
3. Ensure inventory received at the unit is accounted for.
4. Manage and administer the approved Coast Guard system for units under their authority.

Organizational Responsibilities *(Continued)*

Organizational Responsibilities: *(cont.)*

District Commanders, HQs Units, and MLCs *(cont.)*

Requisitioning *(cont.)*

5. Recommend changes to the approved Coast Guard system and monitor unit performance.
6. Provide data processing and telecommunication capabilities to the approved Coast Guard system users.
7. Serve as CMplus requisitioner for collocated activities.
8. Submit budget requests, obtain unit CMplus funding.

COs/OINCs of Units

1. Perform preventative maintenance on standard boat engines per established directives.
2. Accomplish removal, installation, and set-up of centrally maintained engines in standard boats.
3. Initiate and submit warranty claims for overhauled engines to the ELC for resolution.
4. Shall ensure that the supply related duties are accomplished.

Allowance Management

Cutters with officers assigned to supply operations duty, will administer the advanced programs under the direction of the Commanding Officer.

Organizational Responsibilities *(Continued)*

Organizational Responsibilities: *(cont.)*

COs/OINCs of Units *(cont.)*

Supply Department – The Supply Officer or designated personnel are responsible for the administration of the shipboard allowance program. Duties include: the receipt and shipboard distribution of allowance publications and amendments, coordination of the ACRs and responsibility, custody and general management of the storerooms and related inventories.

Engineering Department – The Engineer Officer is responsible for the generation of pertinent data and justification for ACRs. Also provides technical input into the CPLs (the same as APLs) relating to the Engineering Department.

Deck Department – The First Lieutenant is responsible for the generation of pertinent data and justification for ACRs, CCFs, and technical input into the CPLs related to the Deck Department and Ordnance *(if no Weapons Officer is assigned)*.

Operations Department – The Operations Officer is responsible for the generation of pertinent data and justification for ACRs. Also provides technical input into the CPLs related to the Operations Department.

Organizational Responsibilities *(Continued)*

Organizational Responsibilities: *(cont.)*

COs/OINCs of Units *(cont.)*

Depot Level Reparables (DLR)

1. Ensure Unit DLR manager's ship reparables by traceable means within 24 hours of receipt of replacement item.
2. Ensure Unit DLR manager's utilized reusable containers to ship carcasses back to the depot or contracted repair facility to the maximum extent possible.
3. Responsible for complying with the DLR program.
4. Required to pay the entire amount of the carcasses when the unit has failed to return the original unserviceable carcass.

FAD

1. Ensure compliance with UMMIPS standards.
2. Either personally review or delegate in writing to specific personnel the authority to review the Urgency of Need Designator (UND) requirements (except CASREPS) to certify that the urgency of need was accurately determined due to inability to perform the assigned mission. This review will be accomplished prior to the transmission of requisitions to the supply source.
3. Ensure accurate application of FAD assignment.

Organizational Responsibilities
(Continued)

Organizational Responsibilities: *(cont.)*

COs of Air Stations	**Allowance Management** 1. Responsible for and administers the allowance program. Duties include the receipt and air station distribution of allowances publications and amendments, coordination of the ACRs, CCFs, and responsibilities, custody and general management of the storerooms and related inventories. 2. Responsible for the generation of pertinent data and justifications for ACRs, CCFs, and for the technical input into the allowance parts lists.
Executive Officer, where Supply Officers are not assigned, under the direction of the CO	**Allowance Management** Administer the shipboard allowance program. Duties include: receipt and shipboard distribution of allowance and amendments; coordination of ACRs. Also provides administration and general management of the storerooms and other related inventories and inventory records.
COs/OINCs of Shore Units with Boats Attached	**Allowance Management** Responsible for the administration of the allowance program. The Engineer Officer or Engineer Petty Officer is responsible for the preparation of pertinent data and justifications for ACRs. Also provides technical input to the allowance program.

CHAPTER 1.
ORGANIZATIONAL RESPONSIBILITIES AND LOGISTICS MANAGEMENT SYSTEMS

1-A. ORGANIZATIONAL RESPONSIBILITIES

Organizational Responsibilities
(Continued)

Organizational Responsibilities: *(cont.)*

Group Commanders

Allowance Management
Responsible for reviewing and forwarding ACRs and CCFs. Provide assistance to support units for allowance program matters and may initiate ACRs on behalf of support units.

Units

1. Maintain inventories in approved systems.
2. Request adjustments to allowance quantities, as usage needs dictates.
3. Provide feedback to the supply system to ensure proper supply support. (i.e., SCRs, CASREPS, MICA changes)
4. Maintain Configuration data via approved systems.
5. Comply with the CFO Act.

Configuration Management

1. Request status on submitted CCFs if a response is not received within 90 days.
2. Maintain unit allowance documents.
3. Generate pertinent data and justification for Allowance Change Requests (ACRs) initiated by the unit.
4. Report discrepancies in allowance documentation.
5. Update unit records.

Materiel Management

1. Physical and financial accountability of inventory under their control.
2. Establish and maintaining centralized supply.

CHAPTER 1.
ORGANIZATIONAL RESPONSIBILITIES AND LOGISTICS MANAGEMENT SYSTEMS

1-A. ORGANIZATIONAL RESPONSIBILITIES

Organizational Responsibilities
(Continued)

Organizational Responsibilities: *(cont.)*

Units *(cont.)*

Materiel Returns Program

1. Report materiel excess to authorized stocking levels to the appropriate source of supply, using MRP procedures.
2. Process Materiel Returns transactions through the approved Coast Guard system.
3. Maintain a history file of MRP transactions sent and received. Follow-up on transaction over 30 days old with no response from the source of supply.
4. Dispose of materiel that does not meet the MRP criteria. Materiel that does not meet the MRP criteria shall be processed through the local Defense Reutilization and Marketing Office (DRMO).

Note: Reference the Property Management Manual, COMDTINST M4500.5 (series) for instructions on disposal of excess materiel.

5. The returning activity is responsible for repackaging, marking, and disposal cost incurred by the ICP if materiel is returned for any of the following reasons:
   a. Was not authorized.
   b. Exhibited packaging discrepancies.
   c. Is unaccompanied by required technical or shipping documentation.

Organizational Responsibilities *(Continued)*

Organizational Responsibilities: *(cont.)*

Units *(cont.)*

MILSTRAP

1. Maintain record of receipt in the approved Coast Guard system.
2. Transmit receipts to ARMS2 through CMplus.

Physical Inventory

Shall designate a Physical Inventory Control Officer (PICO), a Count Team (CT), and Research and Adjustment (RA) personnel for conducting a physical count. These units shall designate in writing separate individuals as a PICO, CT (a minimum of two individuals per team), and RA.

Exceptions: Units with less than 5 permanent personnel can request a waiver from Logistics Program Management (CG-441), requiring a two person count team.

Receipt Processing and Materiel Issues

Each unit shall maintain a roster of personnel who have the ability to physically receipt into inventory and physically issue from inventory and update the stock records.

THIS PAGE INTENTIONALLY LEFT BLANK

CHAPTER 1.
ORGANIZATIONAL RESPONSIBILITIES AND LOGISTICS MANAGEMENT SYSTEMS (LMS)

1-B. LOGISTICS MANAGEMENT SYSTEMS (LMS)

Introduction

The Coast Guard logistics information systems are business management systems that allow the Coast Guard to carry out and manage a broad range of business functions electronically. Through these systems, either agency wide or inter-functional with the Department of Defense (DoD), we are able to requisition, receipt, bill or pay for, transport, account for and eventually dispose of a wide array of items, such as spare parts, medical supplies, uniforms, boats, airplanes, etc. These systems enable the Coast Guard to do its business of logistics more efficiently, effectively, economically and faster.

Coast Guard Logistics Management Systems

In recent years a number of LMS have emerged within the Coast Guard and DoD. These systems are as follows:

USCG LMS	DoD and OGA LMS
ACMS	CRIF
ALMIS	DAAS
AMMIS	ETA/POWERTRACK
ARMS	FEDLOG
ATIMS	ISIS
CEDS	LINKS
CIMS	One Touch
CMplus	ROLMS
FLS	SCLSIS
FPD	
I-ATONIS	
IMS	
LIMS	
NESSS	
NE-TIMS	
REMEDY	

1-B. LOGISTICS MANAGEMENT SYSTEMS (LMS)

Coast Guard Logistics Management Systems *(Continued)*

To better understand the purpose of the Logistics Management Systems used and maintained by the Coast Guard and DoD, a brief description for each system has been provided below:

Aviation Computerized Maintenance System (ACMS). ACMS centrally tracks maintenance requirements and historical data for the aviation fleet including engines, avionics, ground support equipment, and life support equipment. ACMS was implemented at all 26 air stations.

Aviation Logistics Management Information System (ALMIS). ALMIS will integrate the forecasting capability of the existing Aviation Computerized Maintenance Systems (ACMS) with the inventory management/fiscal accounting functionality of the Aviation Maintenance Management System (AMMIS) to close the loop of logistics support to improve inventory purchase/repair decisions and provide total asset visibility. ALMIS is not a new system, but rather is an evolution of two legacy systems, making the data from the legacy systems more accessible to decision makers at all levels of the organization. A combination of simple, browser-based tools and widely used technologies will be used to create new applications like the Electronic Aircraft Logbook, and data warehousing tools will be used to integrate existing data and put it to work.

Aviation Maintenance Management Information System (AMMIS). AMMIS replaced existing, obsolete software with a new integrated system at ARSC. It provides requisitioning, wholesale and retail inventory management, procurement, fiscal accounting, disbursing, warehousing, shipping, receiving, aircraft flight and operations tracing, pilot and aircrew training and qualification tracking, and flight pay reporting. AMMIS provides Total Asset Visibility (TAV) through an integrated relational database, which shows location of all Coast Guard owned aviation spare parts at ARSC and the various air stations. ARSC and all Coast Guard Air Stations use AMMIS. It became operational in October 1994.

Automated Requisition Management System (ARMS). ARMS provide the requisite functionality for requisition processing for all Federal Supply System transactions. ARMS is used by various Coast Guard units.

Coast Guard Logistics Management Systems *(Continued)*

Aviation Technical Information Management System (ATIMS). ATIMS provides aviation technical publications in electronic format. Access to the publications is available through compact discs and via the Coast Guard Intranet.

Civil Engineering Data System (CEDS). CEDS provides high-level maintenance planning, budgeting and execution management of AFC-43 (Shore Unit Maintenance), Acquisition, Construction and Improvement (AC&I), and Environmental Compliance & Restoration (EC&R) appropriation-funded projects. Coast Guard units responsible for shore facilities, Civil Engineering Units, the Maintenance and Logistics Commands, and Headquarters, use CEDS; it provides real property management of all shore facilities.

Contract Information Management System (CIMS). CIMS consists of two commercial-off-the-shelf products integrated with CAS. The result is a fully integrated finance and procurement system. Procurement Requests (PR) are generated and approved in FPD and then electronically routed to CIMS. CIMS automates the procurement process from PR receipt to contract closeout. For example, CIMS generates milestones, creates solicitations and contracts, electronically routes procurement documents for approval and has a reporting capability to assist contracting professionals in managing their workload. Upon contract award the obligation is automatically fed back out to FPD.

Configuration Management Plus (CMplus). CMplus is a CG SWIII-based application that allows cutters and selected shore units to manage local configuration, maintenance, and supply information. By using CMplus, users can review and modify unit configuration data, define, schedule, and record maintenance performed on unit equipment, maintain records on unit inventory, create requisitions, order supplies, and issue supplies. In shore-support mode, CMplus allows selected units to perform these functions in support of units that do not have CMplus or that require external support.

Coast Guard Logistics Management Systems *(Continued)*

Fleet Logistics System (FLS). The Fleet Logistics System (FLS) is an intranet based web logistics management application that resides at the Coast Guard Operations Systems Center (OSC) in Kearneysville, WV. FLS is designed to automate the management of US Coast Guard platform (ashore and afloat) logistics. This includes maintenance and configuration management and some procurement, and financial management transactions. The goal is to provide a fully integrated system that replaces existing logistics management systems and incorporate enhanced capability.

Finance and Procurement Desktop (FPD). The Finance and Procurement Desktop is the Coast Guard's procurement and funds management software. FPD is used throughout the Coast Guard at Unit, Group, District, and Headquarters offices as a tool to develop procurement actions and to report, commit, and obligate funds. The FPD is used for the transmission of financial and procurement data to the Coast Guard Finance Center (FINCEN) for update to Core Accounting System (CAS) and automates the reconciliation of CAS balances with local ledger accounts maintained in FPD.

Integrated Aids to Navigation Information Systems (I-ATONIS). I-ATONIS is the official system used by the Coast Guard to store pertinent information relating to short range aids to navigation. The information used within the database is used for generation of Local Notice to Mariners, Light List, charting, and program management decisions. I-ATONIS data serves many purposes such as planning AtoN service work, tracking program performance measures, tracking hardware configuration, tracking equipment failures, justifying AC&I and AFC 43 funding, adjusting the AFC 30 budget model and historical recordkeeping. Coast Guard units involved with AtoN use I-ATONIS.

Industrial Management System (IMS). An automated, multi-dimensional Oracle-based management software solution. IMS is Oracle Financials coupled with several components to make it a versatile tool for our Industrial Managers and staff. Oracle version 11(I) is known as Coast Guard Oracle Financials (CGOF), which is our core accounting system. Elements include a financial suite linked to the general ledger. Coast Guard Yard Time and Attendance (YTA-Wage Grade Labor Management), Integrated Pay and Personnel System (IPPS), industrial work order management, some inventory accountability, and electronic purchasing (FPD Interface).

Coast Guard Logistics Management Systems *(Continued)*

Logistics Information Management System (LIMS). LIMS is the standard materiel requisition system authorized for all Coast Guard Deepwater units with a Coast Guard Standard Workstation (CGSW) or other appropriate computer terminal. It is the only onboard system authorized for managing the maintenance and supply support of Deepwater assets. LIMS procedures **are not** applicable to non Deepwater assets.

Naval and Electronics Supply Support System (NESSS). NESSS is the GUI version of the Supply Center Computer Replacement (SCCR) software. This web-based application provides logistical, acquisition, financial capabilities for personnel located at the Engineering Logistics Center (ELC) and the Coast Guard YARD. It consists of six subsystems, FLS Main, Supply, Finance, Procurement, Provisioning/Cataloging, and Depot Maintenance.

Naval Engineering Technical Information (NE-TIMS). NE-TIMS provides authorized personnel access, through CD-ROM and/or the Coast Guard Intranet, to engineering technical data such as drawings and technical publications. Hardware requirements are SWSIII with either CD-ROM or CGDN+ access. No special software is required to view the documents. The Technical Information Branch of the Engineering Logistics Center manages NE-TIMS. CD-ROM distribution is automatic and access via the Coast Guard Intranet is password controlled for any activity other than for viewing.

REMEDY. Fully automated, the OSC Remedy System provides end users with a simplistic, NT based application, which allows for submitting and tracking HelpDesk trouble reports and System specific Change Management process tracking. REMEDY is only used for Coast Guard Standard Workstation trouble reports and shall not be used for any other application, specifically electronics tracking.

1-B. LOGISTICS MANAGEMENT SYSTEMS (LMS)

DoD and OGA Logistics Management Systems

Websites:
DAAS/DIELOG Website
https://www.daas.dla.mil

Contacts:
DAASC Dayton Information Center
Email Address:
daashelp@daas.dla.mil
Or phone DSN 986-3247
Or commercial (937) 656-3247

Cargo Routing Information File (CRIF). The Navy's Fleet Locator receives routing locations and instructions from ships, squadrons and other mobile units including Coast Guard units, creates the Cargo Routing Information File (CRIF) for use by shippers routing, and maintains an accurate data base accessed by many shippers (DoD and Commercial) into Financial Air Clearance Transportation System (FACTS) and Vendor Receipt Expediting Program (VREP). The NAVTRANS CRIF database contains routing instructions for all Navy and Coast Guard mobile units (includes embarked squadrons), outlines where to send cargo (and cutoff dates), and information for updates submitted by: Battle Group Commander, Logistics Commander within the area of responsibility or individual units/squadron, via messages.

Defense Automatic Addressing System (DAAS). DAAS provides the capability to send and receive Military Standard Logistic System (MILS) transactions, via the Electronic Mail System. DAAS system is available to Coast Guard units around the clock. DAAS uses the DIELOG system to return exception transactions to units when access to a MODEM (for dail-up) or DDN (for network) is not available. DIELOG is intended for LOW VOLUME use, which is less than 2,500 records per day. If a user anticipates a continuously higher volume of transactions, please contact DAASC Help Desk to discuss an alternate method of communication. To sign up for DIELOG the unit should reference the DAAS/DIELOG website.

ETA/POWERTRACK – TRANSPORTATION. Electronic Transportation Acquisition (ETA) consists of the Global Freight Management (GFM) and PowerTrack Systems that use web-based programs for obtaining carrier services and generating electronic bills of lading and carrier invoices. ETA implementation at selected operational units will result in significant transportation management and billing efficiencies. It will also satisfy a government mandate to use commercial billing documentation in lieu of the Government Bill of Lading (GBL) for CONUS freight shipments beginning 1 April 2002.

DoD and OGA Logistics Management Systems *(Continued)*

Federal Logistics Information System (FEDLOG). FEDLOG is the government designated logistics information system that allows its user to retrieve information from the Federal Logistics Information System (FLIS) databases quickly and easily. The FLIS database is the master file of all active National Stock Numbers used by the Department of Defense, Coast Guard, and other government agencies (OGAs) to identify equipment and supplies.

FEDLOG is published by the Defense Logistics Information Service (DLIS). FEDLOG provides cataloging information on 7 million-plus stock numbers and 12 million-plus part numbers. FEDLOG is available in CD-ROM or DVD format. The FEDLOG is updated monthly and distributed to Coast Guard units upon request. To receive or delete a subscription for FEDLOG, contact Logistics Program Management (CG-441) for assistance.

FEDLOG provides Management Data, Part and Reference Number Data, Freight Data, Supplier Data, Characteristics Data, and Representative Drawing Data. FEDLOG also provides photos and line drawings of an item, when available. Additional information about FEDLOG is available in Chapter 3, *(Materiel Management)*/Section B, *(Materiel Identification)* of this manual.

Integrated Submarine Information System (ISIS). ISIS is a Microsoft Windows driven, requisition-tracking system used to expedite Issue Priority Group One (IPG-1) requisitions. It is used by both the Pacific and Atlantic Fleets. ISIS is developed and programmed by the Program Management Office (PMO); information is stored in an Oracle database and can be extracted using real-time inquiries and reports. ISIS can be accessed via direct dial-up or the Internet. ISIS is the tool that allows PMO to provide its customers with plain language status and in-transit visibility of their requisition. Status can also be obtained from our command website. For customers with Internet connectivity, requisitions can be input directly into our database using the ISIS Online function. ISIS also has automated links to military and civilian databases to ensure our customers have the latest information.

DoD and OGA Logistics Management Systems *(Continued)*

Logistics Information Network System (LINKS). LINKS allows users worldwide access to logistics information on asset availability, requisition status, item identification. Use of the system is free, but users need one user ID and a password to enter into and use the system.

One Touch. One Touch is the Navy's Web-Based Supply System. On Touch provides universal, Internet access to the Navy and DoD system. It allows the user to research and requisition government parts on the Internet. It accommodates bandwidth constraints while aligning with the Navy Supply Center strategic vision to leverage technology, best business practices and world-class communication.

Retail Ordnance Logistics Management System (ROLMS). ROLMS is an integrated system of applications software designed specifically for ordnance management. It is used to track and manage the array of information necessary to efficiently and effectively administer an activity's ordnance inventory. ROLMS is sponsored by the Naval Ammunition Logistics Center (NALC), Ordnance Information Systems, and Program Management Office (PMO).

Ship Configuration and Logistics Support Information System (SCLSIS). SCLSIS encompasses the automated data processing systems and all practices and procedures for identification and status accounting of ships' configuration and logistics for Navy Type Navy Owned Ordnance and Electronic Systems. The SCLSIS addresses all configuration-worthy items; the process also provides for technical data reviews and equipment configuration audits.

CHAPTER TWO
MATERIEL ACQUISITION

CHAPTER 2.
MATERIEL ACQUISITION

2-A. OVERVIEW

Introduction

This chapter will provide policy, procedures, and guidance for establishing a uniform process by which the Coast Guard acquires supplies and materiel from Coast Guard sources of supply (e.g. Aircraft Repair & Supply Center (ARSC) and Engineering Logistics Center (ELC), other government agencies and commercial sources.

Required Sources of Supplies and Services

Websites:
SAPHandbook,COMDTINST M4200.13 (series)
http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm

FAR Handbook:
http://www.arnet.gov/far/

Technical References:
Federal Acquisition Regulation
Chapter 8. Required Sources of Supplies and Services

Chapter 16. Types of Contracts

SAP Handbook, COMDTINST 4200.13 (series)
Chapter 2. Required Sources of Supplies and Services

All procurement actions, regardless of dollar value, shall use the following sources of supply in the order they are listed, per the Simplified Acquisition Procedures (SAP) Handbook, COMDTINST M4200.13 (series) and the Federal Acquisition Regulations (FAR):

1. Agency Inventory
2. Excess From Other Agencies (e.g., Defense Reutilization and Marketing Office (DRMO))
3. Federal Prison Industries, Inc. (UNICOR)
4. Products available from the Committee for purchase from People Who Are Blind or Severely Disabled (NIB-NISH), (JWOD)
5. Wholesale supply sources such as, General Services Administration (GSA) stock program, the Defense Logistics Agency (DLA), Department of Veterans Affairs (VA), and Military Inventory Control Points (ICPs)
6. Mandatory Federal Supply Schedules (FSS)
7. Optional use Federal Supply Schedules (FSS)
8. Open-Market Commercial Suppliers (including educational and nonprofit institutions). Government-wide Agency Contracts (GWACS) – see FAR 16.505.

Required services shall be used in the following order:

1. Services available from the Committee for Purchase from People Who Are Blind or Severely Disabled (NIB-NISH)
2. Mandatory Federal Supply Schedules (FSS)
3. Optional use Federal Supply Schedules (FSS)
4. Federal Prison Industries, Inc. (UNICOR)
5. Commercial Sources (GWACS)

For additional information on the required sources of supply and services is located in the SAP Handbook, COMDTINST M4200.13 (series).

CHAPTER 2.
MATERIEL ACQUISITION

2-A. OVERVIEW

Procurement Functions in the Supply Department

The Responsibilities of a Supply Department: The supply officer is the head of the supply department. *(Refer to Chapter 1, Organizational Responsibilities and Logistics)* The supply department functions are:

1. **Supply Support**:
   a. Process procurement requests and/or requisitions received from the end users.
   b. When applicable, ensure procurement requests are entered in the Financial and Procurement Desktop (FPD).
   c. Coordinate and track purchases/requisitions.
   d. Record and report property and inventory into Coast Guard authorized property and inventory systems.
   e. Manage property and inventory.
   f. Procures navigation and/or intelligence charts, maps, and related publications.
2. **Unit Service (where applicable)**:
   a. Food items: preparation and management of food services and facilities.
   b. Budgeting, accounting, and disbursing of unit's funds.
   c. Medical and dental supplies are the responsibility of the supply officer.

Not the Responsibility of Supply Department: The unit's weapons officer has the responsibility to procure ammunitions, ammunition containers, and ammunition details.

CHAPTER 2.
MATERIEL ACQUISITION

2-B. AUTOMATED PROCUREMENT OF MATERIEL

Introduction

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

The MILSTRIP Process

Website:
MILSTRIP
http://www.dla.mil

MILSTRIP are standard procedures, data elements and codes, formats, forms, and time standards for the interchange of logistics information relating to requisitioning, supply advice, supply status, materiel issue/receipt, lateral redistribution, and materiel return processes. MILSTRIP can be transmitted electronically or submitted manually between Department of Defense (DoD), Coast Guard, and US civilian government agencies that participate in the program. The flowchart located in enclosure F, *Tables and Charts* depicts how Coast Guard MILSTRIP requisitions are electronically transmitted from CMplus to an inventory control point that is the source of supply for a particular item(s).

Specific MILSTRIP procedures and codes are published electronically on the Defense Logistics Agency (DLA) Internet.

Background

Automated Logistics Management Information System (ALMIS), Configuration Management plus (CMplus), Fleet Logistics System (FLS), and the Naval and Electronic Supply Support System (NESSS) are the only standard requisitioning management applications in the Coast Guard. ALMIS is used for ordering aviation type 2 and 4 materiel from the ARSC. CMplus permits units to transmit MILSTRIP transactions through the Automated Requisitioning Management System (ARMS) within FLS to Defense Automatic Addressing System (DAAS) and the Source of Supply (SoS). NESSS is used by the Engineering Logistics Center (ELC) for materiel management and requisitioning from other SoS. A description of the above systems can be found in Chapter 1. *Organizational Responsibilities and Logistics Systems*.

Coast Guard Standard Automated Requisitioning Systems

Coast Guard units shall:
1. use CMplus *or FLS* to interface with ARMS.
2. use MILSTRIP procedures for requisitioning.
3. use ALMIS for type 2, 4, and 6 materiel (air stations only).

Units without CMplus *or FLS* are authorized to forward their requisitions, request status, and receive updates from their supporting Coast Guard unit that has these capabilities (e.g. group offices). Requirements shall be communicated electronically to the source of supply for CMplus and FLS to transmit MILSTRIP transactions.

Coast Guard Standard Automated Requisitioning Systems *(Continued)*

Contacts:
Problems with CMplus or FLS
OSC Martinsburg
(304) 264-2500

Requirements may be communicated manually only if electronic means are not available. Requisitions with Exception Data are exempt.

Communication Type Used	Method Is…
Electronics	Data Transceiver (CMplus, FLS)
Manual	Fax Machine Message Courier Mail Telephone (Emergencies Only)

Figure 1. Communication to the SoS

Requisitioning Policies

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

Activity	Is Responsible For…
Requisitioner/ User	1. Submits requisitions, follow-ups, modifiers, and cancellations when required. 2. Ensures that the priority designators applied are in accordance with the Force Activity Designator (F/AD) assigned to their unit. 3. Ensures data transmission is consistent with priority designator (PD). 4. Initiates manual requisitioning only when electronic transmission or formatted messages are not available.
Source of Supply (SoS)	1. Ensures order meets Required Delivery Date (RDD). 2. Selects appropriate mode of transportation. 3. Provides supply status to the requisitioner/user. 4. Maintains stock to fill requisitions. 5. Expedites delivery of items under procurement, repair, maintenance, rebuild, and renovation.

Figure 2. Requisitioning Policy

Requisitioning Policies *(Continued)*

Activity	Is Responsible For …
Source of Supply (SoS)	6. Issues or procures materiel to priority designator (PD) 02 through 08 requisitions. However, a requisition can be challenged if it is suspected of being in error based on review of quantity or project code. 7. Passes requisitions to the appropriate SoS, when required.

Figure 2. Requisitioning Policy (cont.)

Automated Requisitioning Management System (ARMS)

ARMS Introduction. The Automated Requisitioning Management System (ARMS) is an interactive system located at OSC Martinsburg, WV. Coast Guard Military Standard Requisition and Issue (MILSTRIP) requisitions are transmitted from CMplus or *FLS* to ARMS. ARMS allows the user to:

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

ARMS Exceptions. ARMS Procedures are not applicable to Non-reimbursable type “2” and type “4” aviation spares from the Aircraft and Repair and Supply Center (ARSC).

ARMS Functions. ARMS is designed to automatically:

1. Receive, format, edit, and process requisitions and requisition status.
2. Forward processed unit requisitions for accounting to Core Accounting System (CAS). Units will see an obligation notice and the Program Element Status (PES) report. See FINCEN SOP for transaction codes.
3. Transmit requisitions to DAAS for further transmission to the appropriate source of supply.
4. Receive and pass requisition backorder validations to ARMS users for validation and reply.
5. Close a requisition when cancellation status is received.
6. Provide user query capability to view requisition records, status and follow-up, cumulative transaction file and total obligations.
7. Forward a materiel receipt acknowledgment (MRA) to DAAS.

Configuration Management plus (CMplus) & the Fleet Logistics System (FLS)

CMplus & FLS Introduction. CMplus and FLS are standard requisitioning systems authorized for all Coast Guard units with a Coast Guard Standard Workstation (CGSW) or other appropriate computer terminal.

Both CMplus and FLS are interactive system operated at the unit level which allows the user to:

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

CMplus & FLS Exceptions. CMplus procedures are not applicable to Non-reimbursable aviation spares from the Aircraft Repair and Supply Center (ARSC), type "2" and type "4" materiel.

CMplus & FLS Functions. CMplus is designed to: Format, edit and process unit requisitions including MILSTRIP requisitions with Document Identifier Codes (DIC) A05 and A0E with required exception data. CMplus will create a file and save it in the Armslufs folder. Also, the file will be pasted to Coast Guard Message (CGM) and transmit message.

1. Transmit requisitions to OSC Martinsburg, which transmits hourly to appropriate Source of Supply via ARMS and DAAS.
2. Receive and process requisition status as well as follow-ups, cancellations and modifications to and from supply sources.

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

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

Configuration Management plus (CMplus) & the Fleet Logistics System (*Continued*)

Website:
Automatic Procedures for CMplus
CMplus Users Manual or CMplus Job Aid can be accessed at http://cgweb.uscg.mil/g-s/g-sl/g-sls/slsindex.htm

CMplus & FLS Functions. *(cont.)*

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

Figure 3. CMplus & FLS Functions

Provides user query capability to view:
1. Requisition records, status, and follow-ups.
2. The users cumulative transaction file and total obligations.
3. Catalog of user registered Coast Guard, DoD, and GSA items with current prices.

Manual Requisition Log

Forms:
Surf Requisition Log (CG Form 4940)
(Located in Enclosure G, Forms and Labels)

Multi-use Standard Requisition/Issue System Document (SF-344)
(Located in Enclosure G, Forms and Labels)

The optional Surf Requisition Log (CG Form 4940) is a multi-purpose form for recording MILSTRIP requirements, requisitions, status, and receipts when CMplus is not available. However, the ELC does not accept the Surf Requisition Log (CG Form 4940) and request that units fax or send messages to the Customer Service Branch for processing.

Unit personnel place their requirements in the log and the storekeeper or supply Petty Officer then completes the form by creating a CMplus transaction, SF-344 or message or telephone MILSTRIP transaction. A computer-generated report may be used in lieu of this form.

Emergency Requirements

Emergency requirements exist when:
1. A Casualty Report (CASREP) occurs.
2. Failure to receive an item results in an operational mission being impaired.
3. A costly work stoppage occurs at an industrial or other facility engaged in repair or modification of equipment is caused.

Emergency Actions

1. Verify that the source of supply has received your requisition.
2. Call customer service of source of supply.
3. Send a “Supply Assistance” message to the source of supply.
4. Request assistance from the ARSC, ELC or MLC.

Emergency Requisitions

Contacts:
ELC Customer Service Branch
Fax #: (410) 762-6213

Transmission of emergency requisitions associated with a CASREP (priority 02, or 03) is allowed via message or telephone **ONLY** when CMplus is not available or if there is exception data. If the SoS is the ELC, emergency requisitions should be sent via MILSTRIP Message or they can be faxed to the ELC's Customer Service Branch.

Exceptions

MILSTRIP procedures do not apply when requisitioning:

1. Bulk petroleum, coke or coal.
2. Communication Security (COMSEC) equipment, COMSEC aids, including classified components, individual repair parts, and elements, which are classified and designated cryptographic.
3. Industrial plant equipment.
4. Presentation Silver.
5. Cognizance symbol "OK" library materiel controlled by the Chief of Naval Education and Training (CNET). This materiel is requisitioned by letter in accordance with the Naval General Library Manual.

Advantages

MILSTRIP provides users with a common language that:

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

Internet Purchases

Website:
GSA Advantage Online Ordering System accessed at:
https://fss.gsa.gov/

DoD EMALL – Is an on-line Department of Defense ordering system. DoD EMALL is a required source of supply for all office supply procurements.

GSA Advantage – An An on-line ordering system. To place an order, you must be a valid Government-wide Commercial Purchase Cardholder or have an established GSA assigned account number and password. To obtain a Government-wide Commercial Purchase Card, contact your Chief of Contracting Office (COCO) in your AOR.

Prime Vendor Contracts

Prime Vendor contracts are issued by DLA in lieu of stockpiling materiel in the depot system. One of the advantages to this system is that the need for large inventories is abolished because the vendor guarantees quick delivery. To use a Prime Vendor contract, the contractor either provides an online terminal in which units submit stock requests directly to the vendor, or a unit will submit requests to a Prime Vendor unit. Once received, the unit certifies the invoice/packing slip for payment and forwards the invoice to the COTR or DPSC. *(Refer to enclosure I, Customer Service for Prime Vendor contact points)*.

Fiscal Year Cutoff Processing Procedures

Year-end Accounting. MLCs, district commanders and commanding officers of Headquarters units will issue guidance to accomplish fiscal year-end accounting functions per the Financial Resource Management Manual (FRMM), COMDTINST M7100.3 (series), Chapter 7.

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

The submission of requisitions for items commodities “1” or “2” (supply fund) and non-reparable free issue items commodities “D” or “M” are not affected. The ARSC will also provide FY closeout instructions to their customers.

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

Legal Obligations. Requisitions or purchase orders may be placed by the ARSC, ELC, MLCs, district or Headquarters unit Offices prior to 01 October to commercial sources, the Coast Guard Yard Industrial Fund (as distinguished from Authorized Fund Transfer stock at the Coast Guard Yard) or other government agencies to replenish stock. Obligations covering requisitions and purchase orders in this category are legal obligations against current fiscal year. Obligations to the Coast Guard Yard are considered legal obligations if they have a constructive start in the FY the funds are appropriated. Obligations may be carried over into the subsequent fiscal year if requisitions are accepted by the source of supply prior to the close of business on *30 September*.

Types of Forms

Specific forms allow the user to requisition materiel or request status of a requisition in various ways. *(Blank forms are located in enclosure G, Forms and Labels.)*

Form	Is Used As A…
CG-4940 Surf Requisition Log	Optional form for recording unit's requirements.
NAVSUP 1250-1 Single Line Item Consumption/ Requisition Document (manual)	Initial order for Depot Level Reparables (DLRs).
DD Form 1348-1A, Issue Release/Receipt Document	Release materiel from Source of Supply (SoS). Release materiel from DRMO Receipt by consignee.
DD Form 1348-6, Non-Automated DoD Single Line Item Requisition System Document	Manual long form used only when exception data is required, or when the requisition does not have a NSN or an ACN, or when the identification number exceeds the stock or part number field. The form is also used when electronic transmission/systems are not available to the requisitioning unit or the source of supply or the item is immediately available from a nearby supply center with a "walk through" requisition.
SF-344 Multi-Use Standard Requisition/Issue System	Initial request for NSN materiel from unit supply office and must not be submitted to outside sources. **Local use only**.

Figure 4. Forms used to Requisition Materiel

CHAPTER 2.
MATERIEL ACQUISITION

2-C. MILSTRIP PROCESS

Introduction

Websites:
MILSTRIP Procedures:
http://www.dla.mil

MILSTRIP In CMplus:
http://cgweb.uscg.mil/g-s/g-sls/SLSINDEX.htm

This section provides uniform procedures for the Military Standard Requisitioning and Issue Procedure (MILSTRIP). MILSTRIP was established by the Department of Defense (DoD) for use within DoD and the Coast Guard to govern requisitions and issue of materiel within standardized priorities. Included in this section will be the time standards for the interchange of logistics information relating to requisitioning, supply advice, supply status, and materiel issue/receipt. In this section the following elements will be discussed:

1. Uniform Materiel Movement and Issue Priority System (UMMIPS)
2. MILSTRIP Status
3. MILSTRIP Messages
4. MILSTRIP Codes
5. Outstanding MILSTRIP

Specific MILSTRIP procedures and codes are published electronically on the Defense Logistics Agency website. The unit can also access the MILSTRIP procedures for CMplus on the Logistics Systems (CG-442) website.

Uniform Materiel Movement and Issue Priority System (UMMIPS)

Technical References:
MILSTRIP
(DoD 4000.25-1-M)
http://www.dla.mil/

The Coast Guard will follow UMMIPS policies and procedures in accordance with the Military Standard Requisitioning and Issue Procedures (MILSTRIP) DoD 4000.25-1-M, to requisition items in the Federal Supply System (e.g., Coast Guard, GSA, DoD, and DLA).

Under UMMIPS, the Coast Guard units will:

1. abide by the FAD requirements and assignments.
2. comply with the UND requirements.
3. use a Priority Designator (PD).

Serial number within the requisition or commercial purchase document number will be assigned by CMplus.

UMMIPS Processing and Delivery Dates. The figures on the following page provide UMMIPS's established processing times and delivery dates by priority designator.

Uniform Materiel Movement and Issue Priority System (UMMIPS)
(Continued)

UMMIPS Processing Dates:

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

Figure 1. UMMIPS Processing Dates

UMMIPS Delivery Dates:

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

Figure 2. UMMIPS Delivery Dates

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

They represent the cumulative days normally required for:
1. *Requisition submittal.*
2. *Availability determination and shipment planning.*
3. *Transportation and delivery.*
4. *Receipt processing by requisitioner.*

Uniform Materiel Movement and Issue Priority System (UMMIPS) *(Continued)*

UMMIPS Timeframes for SoS to Furnish MILSTRIP Status.
Supply sources are required to provide supply and shipment status per the following UMMIPS timeframes and per the requisitioners media and status code.

Priority	Supply Status	Shipment Status
01-03	-	24 hours
01-08	48 hours	-
04-08	-	48 hours
9-15	5 work days	3 work days

Figure 3. UMMIPS Timeframes

MILSTRIP Status

The purpose of MILSTRIP status is to inform the requisitioner of the supply or shipment status of their requisition/order. This section and the MILSTRIP codes in enclosure D, *MILSTRIP Supply and Storage Codes* of this manual will help the requisitioner understand and interpret the status. The requisitioner reviews the status of each requisition and takes the necessary actions to complete the requisition.

Types of MILSTRIP Status. There are two types of MILSTRIP status:
1. **Supply Status** – Information on the most recent supply action for a requisition.
2. **Shipment Status** – Information on quantity shipped, mode of shipment, and applicable transportation numbers.

The Different Formats and Method Associated with MILSTRIP Status.
Supply sources provide status in several formats, which are determined by the selected Media and Status Code (rp 7) of the original requisition.

Types of Format. There are two formats for transmitting supply or shipment status:
1. Supply or shipment status by message.
   a. Formatted – When requested by specific media and status code, units receive via DAAS a MILSTRIP format status.
   b. Narrative – Used as required for exception type status messages.
2. Supply or shipment status received in electronic format for CMplus.

MILSTRIP Status
(Continued)

Contact Information:
Web VLIPS Customer Support Office
Phone #: (937) 656-3247
Fax #: (937) 656-3800 or 3801
Email: lipshelp@daas.dla.mil

Websites:
DAASC
https://www.daas.dla.mil/

Logistics Information Network (LINK)
https://www.daas.dla.mil/

WEB Visual Logistics Information Processing System (WEB VLIPS)
https://www.daas.dla.mil/

Requesting Status. There are two basic methods to requesting status:
1. Via the original requisition: Placing appropriate Media & Status Code (rp 7) in requisition.
2. Via follow-up message: See enclosure E, *Instructions, Sample Messages, and Formats)* for details.

Note: See the CMplus User Manual for instructions on requesting requisition status.

Interpreting a Narrative or Formatted Message. A narrative message uses the same standard MILSTRIP elements as a supply status card. Certain data elements may not fit the format. All data elements are separated by a slash (/) and if a data element is not applicable the term "BLNK" will be present.

A formatted MILSTRIP message response will not use a slash (/) between data elements. If a data element is not applicable, the space will be left blank.

Note: Examples of the Narrative and the Formatted messages are located in enclosure E, Instructions, Sample Messages, and Formats of this manual.

Obtaining Status. Status of a requisition can be obtained by the following methods:
1. Message via DAAS.
2. ARMS to local system (CMplus). The MILSTRIP update function within CMplus enables you to update the order manually with incoming status information. You also may use this function to change the document identifier code; i.e., to a “Cancel” status or respond to materiel obligation verification request and retransmit the order to the ICP.
3. Logistics Information Network (LINK).
4. WEB Visual Logistics Information Processing System (WEB VLIPS).

LINK and WEB VLIPS are DAASC WEB based systems. To obtain access to LINK and WEB VLIPS fill out a System Access Request (SAR) from the above WEB VLIPS address or contact the Customer Support Office.

MILSTRIP Status
(Continued)

Interpreting Supply and Shipment Status. The following categories of status may be provided by the source of supply:

Status Categories	Use
Exception Status	Notifies requisitioner that the requisition has been affected following reasons: 1. Procurement for direct delivery 2. Partial issue 3. Substitution of requested item 4. Change of unit of issue, NSN or COG 5. Requisition rejection 6. Referral order 7. Cancellation acknowledgement 8. Issue not expected to meet required timeframes 9. Items are backordered 10. Requisition passed to another SoS
100% Supply Status	Provides all information on supply source actions in regards to the requisition, including release of materiel for shipment, but not including bill of lading number or mode of shipment.
Shipment Status	Provides only pertinent shipping information: 1. Date of shipment 2. Mode of shipment 3. Registered parcel number 4. Transportation control number 5. Bill of lading number 6. Date available for in CONUS shipment.

Figure 4. Category of Status

MILSTRIP Status *(Continued)*

Interpreting Supply and Shipment Status. *(cont.)*:

Status Categories	Use
100% Supply Status, Plus Shipment Status	Provides the request information from both categories.
Exception Status, Plus Shipment Status	Provides the request information from both categories.

Figure 4. Category of Status (cont.)

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

Supply Status Direct Delivery from the Vendor. Supply sources will provide the following status for those items that are direct delivery from procurement:

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

Figure 5. Supply Status Direct Delivery

MILSTRIP Messages

MILSTRIP messages shall be transmitted via the Coast Guard Message System (CGMS). All messages are transmitted directly to the Source of Supply (SoS). All formatted requisition messages shall be created in CMplus before transmitting to CGMS. Document numbers for all MILSTRIP requisitions will be assigned from CMplus.

MILSTRIP Messages *(Continued)*

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

Format	Used For …
Formatted	routine requisitions
Narrative	requisitions requiring amplifying information
80 rp message (normally uses a formatted type message)	returning materiel. *Note: See enclosure E for procedures (BK2 response format)*

Figure 6. MILSTRIP Message Formats

Note: The procedure for creating a formatted message and assigning a document number within CMplus can be found in enclosure E, Instructions, Sample Messages, and Formats of this manual.

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

1. Message Instructions for US Coast Guard units are located in enclosure E, *Instructions, Sample Messages, and Formats* of this manual.
2. Formatted messages are limited to 66 RP per data line.
3. MILSTRIP messages contain no paragraph number and no slash between numbers.
4. Data elements that are not applicable to a requisition shall not be filled. The letters "BLNK" are not needed.
5. A formatted message can contain 450 line items.
6. MILSTRIP data must be transmitted exactly as it appears in RP order. Extra characters, spaces or incorrect data will cause the requisition to be rejected.
7. Priority 01-08 MILSTRIP requisitions are authorized for transmission during periods of restricted communication (**i.e., MINIMIZE**).

Transmission Rules (Narrative). The following rules apply to the transmission of narrative MILSTRIP requisitions:

1. Message Instructions for US Coast Guard units are located in enclosure E, *Instructions, Sample Messages, and Formats* of this manual.

MILSTRIP Messages *(Continued)*

Transmission Rules (Narrative). *(cont.)*

2. All requisitions on one message shall contain the same RIC.
3. No more than seven requisitions shall be included on a message.
4. Each requisition shall be listed in a separately numbered paragraph.
5. Requisitions shall be in MILSTRIP format, but each data element shall be separated by slash (/). Data elements that are not applicable or are unknown will be identified by "BLNK".
6. CMplus shall assign document numbers. See enclosure E, *Instructions, Sample Messages, and Formats* for further instruction on assigning document numbers from CMplus.
7. Document number shall be separated into 3 fields (e.g., Z12345/7123/6123).
8. The subject line of the message shall be SUBJ: MILSTRIP DOCUMENTS.
9. If the requisitioned item is related to a CASREP, the CASREP message date-time group will be listed as reference (a).
10. Messages shall not contain both CASREP and Non-CASREP requisitions.
11. If shipping to other than the requisitioner or supply address, provide a full and complete shipping address.

Outstanding MILSTRIP Requisition Transactions

There are four types of basic action a requisitioner can take to modify, monitor, and/or terminate an outstanding requisition:

Type	Requested Action
Follow-up Inquiries (AF_) Transaction	Request status, improve shipping dates, re-instate lost or cancelled requisitions.
Tracer Inquiries (AFT) Transaction	Request for a tracer on overdue, shipped materiel.
Requisition Modification (AM_) Transaction	Request by requisitioner, supplementary addressee or monitoring activity to modify priority, required delivery date, media and status code and/or distribution code.
Requisition Cancellation (AC_) Transaction	Request by requisitioner or supplementary addressee when materiel is no longer required.

Figure 7. Requisitioning Actions

Outstanding MILSTRIP Requisition Transactions *(Continued)*

Units not using CMplus shall review their outstanding requisitions during the following timetable to determine the need for follow-up action:

Priority	When to Review
1-3	Daily
4-8	At Least Weekly
9-15	At Least Monthly

Figure 8. Outstanding Requisition Timetable

Transmission Methods for Follow-up Requests. The following timeframes are used to follow-up on requisitions submitted into Federal Supply System (FSS):

1. Automated Systems (CMplus)
2. Message to SoS
3. Telephone Inquiry

The first chart below *(Figure 9),* identifies the timeframes that are used to follow-up on requisitions submitted into the Federal Supply System (FSS). The second chart *(Figure 10)* provides the timeframes for shipping and receiving materiel in CONUS and OCONUS:

Chart 1

Priority of Requisition	From Date of Original Requisition Follow-up Sent After
1-3	**6 Days**
4-8	**15 Days**
9-15	**21 Days**

Figure 9. Follow-up Timetables for Requisitioning

Outstanding MILSTRIP Requisition Transactions *(Continued)*

Chart 2

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

Figure 10. Shipping and Receiving Materiel Timeframes

The Figure 11 below lists the timeframe criteria for submitting a follow-up request:

If...	Then Follow-up is Submitted...	
the original requisition did not request status,	only after the RDD or SDD has passed.	
the requested status has not been received,	**For Priority**	**Submit**
	1-8	after 3 days since the original requisition or previous follow-up request.
	9-15	after 7 days since the original requisition or previous follow-up request.
requested status has/has not been received,	after Required Delivery Date (RDD) or Scheduled Delivery Date (SDD) has passed.	
last status give an Estimated Ship Date (ESD),	after the ESD has passed and the following transportation lead-times have expired.	

Figure 11. Timeframe for Submitting Follow-up Requests

Outstanding MILSTRIP Requisition Transactions *(Continued)*

Request to Improve the Estimated Ship Date (ESD). There are two methods for improving the ESD:
1. Request a follow-up using DIC AFC.
2. A MILSTRIP Supply Assistance Request (SAR) to the SoS.

Request for Tracer Actions. A Tracer action may be requested if a unit has been notified that the materiel was shipped, but has not been received within the transportation timeframes.

There are two ways to transmit a tracer action request:
1. CMplus
2. Message

When an item is insured/registered parcel post or certified mail for a shipment, an AFT request shall be submitted. The following figure provides the following timeframes for processing an AFT.

If Materiel is...	Then Submit...
Regular repair part or consumable,	an AFT no earlier than 10 days, no later than 60 days from shipping date.
medical materiel,	an AFT no earlier than 10 days, no later than 90 days from the shipping date.
not receive after first AFT document,	the second AFT within 15 days.

Figure 12. Processing an AFT

Items Shipped, but Not Received and Can not be Traced. The following steps shall be taken for those items that were shipped, not received and cannot be traced:

Step	Action
1	Submit a new requisition for the required materiel.
2	If materiel is DTO, advise appropriate work center of new requisition number.
3	Annotate ***"MAT"L shipped, but not received"*** on outstanding files of previous requisition.

Figure 13. Untraceable Materiel Procedures

Outstanding MILSTRIP Requisition Transactions *(Continued)*

Items Shipped, but Not Received and Can not be Traced. *(cont.)*

Step	Action
4	Transfer previous requisition to materiel completed file.
5	Submit a Supply Discrepancy Report (SDR) to the SoS, as appropriate.

Figure 13. Untraceable Materiel Procedures

Modifying a Requisition. A requisition may be modified by the following sources:
1. Requisitioner
2. Supplementary Addressee

The following data fields may be modified on a previously submitted requisition:
1. Media and Status Code (rp 7)
2. Supplementary Address (rp 45-50)
3. Distribution Code (rp 54)
4. Project Code (rp 57-59)
5. Priority Designator (rp 60-61)
6. Required Delivery Date (rp 62-64)
7. Advice Code (rp 65-66)

To ***modify a quantity*** for an item previously requisitioned and the quantity required is greater than the quantity previously requisitioned; a requisition modifier will be submitted for the original quantity with the new priority and a new requisition will be submitted for the additional quantity required under the new priority.

If the quantity required is less than the quantity previously requisitioned, a cancellation request for the original requisition should be submitted and a new requisition submitted for the quantity required under the new priority.

Additional reasons for modifying an outstanding requisition are:
1. Change of Force Activity Designator (FAD)
2. Change in Urgency of Requirement

Note: Previously submitted CASREP MILSTRIPs cannot be modified.

Outstanding MILSTRIP Requisition Transactions *(Continued)*

Modifying a Requisition. *(cont.)*
Requisition modifications may be submitted via:
1. CMplus
2. Message
3. Fax, phone or walk through

Canceling a Requisition. A request to cancel a MILSTRIP requisition may be submitted by the following sources:
1. Requisitioning Activity.
2. Supplementary Addressee.
3. Activity designated by the first character of the Distribution Code.

When submitting a cancellation request for MILSTRIP requisitions to the appropriate SoS, the Coast Guard unit shall ensure one or more of the following reasons exist:
1. The requirement for the materiel no longer exists.
2. The unit has been scheduled for deactivation or decommissioning.

Note: If the unit processed a requisition through CMplus and has already received a "BA" status, the requisition ***can not*** *be cancelled.*

The Coast Guard unit ***shall not submit a cancellation request*** when the latest status indicates the materiel has been:
1. Mailed.
2. Shipped by air to aerial port of embarkation 10 days prior to discontinuance of requirement.
3. Shipped by surface transportation to a water port of embarkation 45 days or more prior to discontinuance of requirement.
4. Under contract for direct shipment to the unit "BV" status.

The Coast Guard unit shall not request that materiel procured on a ***direct delivery contract be cancelled*** from contractors.

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

Outstanding MILSTRIP Requisition Transactions *(Continued)*

Canceling Non-NSN Requisitions via Narrative Message. The following procedures apply to cancellation of MILSTRIP requisitions requiring exception data:

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

Figure 14. Cancellation of Requisitions with Exception Data

Note: An example of a narrative message for a cancelled Non-NSN requisition is located in enclosure E, Instructions, Sample Messages, and Formats of this manual.

Follow-up on Cancellations. If a cancellation request is not confirmed within 10 days after submittal, follow-up actions shall be initiated. Cancellation follow-ups are prepared and submitted in the same manner as cancellation requests, except for the use of the DIC (AK_series).

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

Confirmation of a Cancellation Request. Supply sources should confirm a cancellation request within five days after receipt of the AC_ or AK_ document. The following codes indicate supply action:

If...	the Supply Source issues...
cancellation is confirmed,	a supply status "BQ" or "B4", as needed.
cancellation is not possible because materiel has been shipped,	an AU_ document with shipping information.

Figure 15. Confirmation of a Cancellation Request

Outstanding MILSTRIP Requisition Transactions *(Continued)*

Confirmation of a Cancellation Request. *(cont.)*
The activity requesting cancellation shall notify supplementary addressees of the cancellation action either through automated means or by message.

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

The unit shall forward a message to the ELC requesting a mass cancellation when:
1. An Operating Facility Change Order (OFCO) disestablishes a unit.
2. A project terminates.
3. An Interservice Agreement is terminated.

The chart below reflects the actions shall be taken once a mass cancellation is submitted.

Step	Action	To
1	Review all outstanding requisitions and send (AC_) cancellation transactions for materiel not required (including aviation materiel (Type 3 & 5)). For aviation materiel, record into AMMIS (AC_) cancellation transactions for the materiel (Type 1, 2, 4, 6, and 7) not required.	SoS
2	For materiel still required, unit submits modifier (AM_) with "555" in the Required Delivery Date (RDD).	SoS
3	CONUS units 45 days/OCONUS units 60 days before closing/decommissioning, will forward a message requesting a mass cancellation.	ELC

Figure 15. Mass Cancellation Requisitions

Outstanding MILSTRIP Requisition Transactions *(Continued)*

Mass Cancellation of Requisitions. *(cont.)*

Step	Action	To
3	*Note*: The ELC will info a copy of the mass cancellation request message to the unit. The unit will receive AE_ transactions with supply status "BQ" or "B4" on requisitions cancelled by the SoS under the mass cancellation procedures.	**ELC**
4	30 days before closing/decommissioning, the unit forwards a CG Form 4183, *Change of Mailing, Freight, and Billing Address,* for processing.	**ELC, CG-441**

Figure 15. Mass Cancellation Requisitions (cont.)

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

CHAPTER 2.
MATERIEL ACQUISITION

2-D. MATERIEL OBLIGATION VALIDATION (MOV)

Introduction

The Materiel Obligation Validation (MOV) process was established to provide requisitioners with effective supply support and to minimize procurement, transportation, and billing cost. MOV's are sent each quarter to the requisitioner from the ICPs when there is insufficient stock at the current time to fill a unit's request for materiel. ICPs submit MOV requests on backordered requisitions to the units to validate that unfilled needs for materiel still exist. The MOV process allows the unit to inform the source of supply its continued need for ordered items.

Policy

Warning: Failure to respond to MOVs within established timeframes will result in automatic cancellation of requisitions by source of supply (SoS).

Requisitioners shall respond to MOV inquiries within the required time frames listed in Figure 1, regardless of the type of transmission media used, i.e. manual, message or CMplus.

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

Fleet type commanders will advise supply sources by message within 10 days of receiving MOVs of fleet units that are unable to acknowledge receipt or to respond by the due date.

ICPs shall issue MOV inquiries per MOV time cycles and take appropriate action based on customer response to those MOVs.

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

Applicability

MOVs are provided for those requisitions for which status of BB, BC, BD, BV, and BZ exists and when:

1. PD 01-08 requisitions have aged to 30 days past the requisition date.
2. PD 09-15 requisitions have aged to 75 days past the requisition date.

Note: For any outstanding requisition for which a MOV was not received, verify continued need and follow up as required.

MOV Control Transactions

MOV Control Transactions. The MOV Control transaction lets the requisitioner know the batch number, how many batches are being forwarded to the unit and how many request transactions are in the batch. The transaction is a Document Identifier Code (DIC) AN9. The format for the MOV Control Transaction is located in enclosure E, *Instructions, Sample Messages, and Formats.*

MOV Control Transactions *(Continued)*

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

Acknowledge Receipt of MOV Control Batch. If the count is correct, acknowledge receipt of the batch by returning the control transaction utilizing DI AP9 and including the date in RP 41-44 that the batch was received. If the count is not correct, acknowledge non-receipt of the total batch by returning the control transaction utilizing DI APX and include the data in RP 41-44 that the total batch was not received.

MOV Response Transaction. A MOV response is a reply by a requisitioner to a MOV request advising the supplier:
1. to hold a materiel obligation until supplied.
2. to cancel all or a portion of a materiel obligation.

Respond to a MOV Request. After validating the MOV requests, create a DI AP_ response *(the format for the MOV Response is shown in enclosure E, Instructions, Sample Messages, and Formats)* for each DI AN_ request on the listing. See Figure 1 for schedule of validation of MOVs.

Reinstatement Authorizations for MOV. DI_APR Materiel Obligation Validation Reinstatement request is not authorized for use by the Coast Guard.

Schedule for Cyclic Validation of MOVs

Following is the schedule for validation of MOVs:

Cycle No.	Cutoff for Supply Sources to Prepare and Forward Validation Request	Maximum Ending Date by which the Requisitioner Responses are Due Back to the Supply Source.
1	20 Jan	5 Mar
2	20 Apr	5 Jun
3	20 Jul	5 Sep
4	20 Oct	5 Dec

Figure 1. Validation of MOV

CHAPTER 2.
MATERIEL ACQUISITION

2-E. ACQUISITION OF SPECIAL ITEMS, EQUIPMENT, SUPPLIES, AND/OR SERVICES

Introduction

This section contains information on how to order items, equipment, supplies and/or services that require special considerations.

Policy

Units shall use the policies and procedures set forth in this section or, as indicated, in the reference documents listed on the Acquisition Reference Matrix, located below, when ordering special items that require additional control, handling and/or are not procured through normal channels in a Supply Department (e.g., weapons, ammunition, medical, etc.).

Acquisition Reference Matrix

In an effort to provide the SPPM users with consistent and accurate information, this section will provide a quick list of references and internet links that provide policy and procedures for acquisitioning special items, supplies and/or services. The authority to use personal services contracts has been delegated to the Coast Guard, indefinitely *(for additional information, refer the Personal Services Contracts, HSAR 3037.)*

Acquisition Reference Matrix

TOPIC	REFERENCES	RELATED LINKS
Acquisition of Excess Property (OGA)	**Property Management Manual,** COMDTINST M4500.5 (series)	*http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm*
Aeronautical, Special Materiel	**Aeronautical Engineering Maintenance Management Manual,** COMDTINST M13020.1 (series) **Contact Point**: **ARSC** Product Development Branch Elizabeth City, NC 27909 COM: (919) 335-6190	*http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm*
Chronometers	**Record Rates and Errors Reference**: Navigational Timepiece Rate Book, NAVSHIPS Publication 4270	

Figure 1. Acquisition Reference Matrix

Acquisition Reference Matrix *(Continued)*

Acquisition Reference Matrix *(cont.)*

TOPIC	REFERENCES	RELATED LINKS
Compressed Gas and Compressed Gas Cylinders	**Naval Engineering Manual**, COMDTINST M9000.6 (series)	*http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm*
	Code of Federal Regulations (CFR), Title 49, Part 173,	*http://www.access.gpo.gov/*
	Damage Control Preventive Maintenance Manual, TP 2006 (series)	
Deceased Members Services	**Decedent Affairs Guide,** COMDTINST M1770.1 (series)	*http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm*
Lumber, Mill Work, Plywood, and Veneer	**Military Standard Requisitioning Procedures Manual (MILSTRIP),** DoD 4000.25-1-M	*http://www.dla.mil/*
Manila and Nylon Rope	**Military Standard Requisitioning Procedures Manual (MILSTRIP),** DoD 4000.25-1-M	*http://www.dla.mil/*
Medical Materiel	**Medical Prime Vendor Program Implementation within the Coast Guard**, COMDTINST M6740.2 (series)	*http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm*
	Allowances Information: 1. **Health Services** Allowance List, Afloat, COMDTINST M6700.6 (series)	*http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm*
	2. **Health Services** Allowance List, Part III, Shore and Vessels, COMDTINST M6700.7 (series)	*http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm*

Figure 1. Acquisition Reference Matrix (cont.)

Acquisition Reference Matrix *(Continued)*

Acquisition Reference Matrix *(cont.)*

TOPIC	REFERENCES	RELATED LINKS
Medical Materiel	**Allowances Information**: *(cont')* 3. Health Services Allowance List, Part III, Shore Units, and Vessels, COMDTINST M6700.7 (series)	*http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm*
Wardroom China, Silverware, Medals, and Awards	**Contact Point:** ELC's Customer Service Branch (Code 018) COM: 410 762 6800 or 800 336 7430/6800 FAX: 410 762 6213 or (410) 762-6776	*http://cgweb.elcbalt.uscg.mil*
Office Equipment and Furniture	**Guidelines and Standards List**: Property Management Manual, COMDTINST M4500.5 (series)	*http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm*
Ordnance Materiel	**Ordnance Manual**, COMDTINST M8000.2 (series) NAVSUP P724	*http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm*
Paint and Preservative Coating	**Coating and Color Manual**, COMDTINST M10360.3 (series) **Maintenance Engineering Contacts**: **ELC**: Customer Service Branch (Code 018) COM: 410 762 6800 or 800 336 7430/6800 FAX: 410 762 6213 or (410) 762-6776 **HQ Contacts** **CG-45**: (202) 267 - 0667 **CG-41**: (202) 267 - 1879	*http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm*

Figure 1. Acquisition Reference Matrix (cont.)

Acquisition Reference Matrix *(Continued)*

Acquisition Reference Matrix *(cont.)*

TOPIC	REFERENCES	RELATED LINKS
Pesticides and Fumigation Services	**Preventive Medicine**, NAVMED P5010, Ch 8 **Navy Shipboard Pest Control Manual**, BUMEDINST 6250.1E **Pest Management Program,** OPNAVINST 6250.4B **For Navy Consultation Assistance**: *(See Enclosure I for additional information)*	
Port Services	**SAP Handbook,** COMDTINST M4200.13 (series)	*http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm*
Safety Equipment and Personal Protective Clothing	**Rescue and Survival Systems Manual**, COMDTINST M10470.10 (series)	*http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm*
	Aviation Life Support Systems Manual, COMDTINST M13520.1 (series)	*http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm*
	Maritime Law Enforcement Manual, COMDTINST M16247.1 (series)	*http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm*

Figure 1. Acquisition Reference Matrix (cont.)

Ammunitions

Website:
Coast Guard Ordnance, Manual, COMDTINST 8000.2 (series)
http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm

When requisitioning ammunition for Coast Guard the following policy and procedures must be followed:

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

Requisitioning Responsibilities.

Requisitioning	Responsibility
Service Allowance	Commandant (G-OCU) will provide original outfitting of service allowance to newly established floating units at no cost.
Refresher Training	Cutters obtain Non Combat Expenditure Allowances (NCEA) from Areas to support this requirement. Commandant (G-OCU) supports Areas with NCEAs to meet Coast Guard missions.
Training Ammunition for Cadet Cruises	Cutters obtain NCEAs from Areas to support scheduled Cadet Cruises.
Other Requirements	All High Endurance Cutters (HECs) , Medium Endurance Cutters (MECs), Armory Detachments (DETS) and Areas can requisition ammunition using RIE or MILSTRIP via NAVORDCEN IMSD AMMO DETs.

Figure 2. Requisitioning Responsibilities

Ammunitions *(Continued)*

Requisitioning Responsibilities. *(cont.)*

Requisitioning	Responsibility
Commercial Procurement	No commercial procurements are authorized without prior approval from (G-OCU). Morale ammunition: (i.e., 12GA, & 22 Cal) for morale weapons are not subject to this restriction.

Figure 2. Requisitioning Responsibilities (cont')

Auxiliary Flags and Pennants

Contacts:
Coast Guard Auxiliary Association
9449 Watson Industrial Park
St. Louis, MO 63126
Fax (314) 962-6804

Auxiliary National Supply Center (ANSC)
1301 First Street, Suite E
Rivers Edge
Granite City, Illinois 62040-1803
Phone: (618) 452-4309
Fax: (618) 452-4249

Information on Ordering Flags
(314) 962-8828

Website:
Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)
http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm

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

Procedures for Ordering Auxiliary Flags and Pennants. To order auxiliary flags and pennants, submit a purchase order to the Coast Guard Auxiliary Association.

Customer Service. For additional information on ordering flags and pennants call (314) 962-8828. You may also order Auxiliary education materials and ribbons by contacting the aforementioned telephone number.

Authorized persons can also order Auxiliary manuals and publications from the Auxiliary National Supply Center (ANSC).

Flag Officer Stationery

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

Units shall charge stationery costs to Allotment Fund Code 30 made available to each flag officer.

Flag Officer Stationery *(Continued)*

Description of Flag Officer Stationery. Flag officer stationery (plain and partially printed) contains the official emblem, which consists of the official blue flag flying on a gold halberd and staff bearing the appropriate number of white stars. The emblem is printed on:

1. Invitations
2. Place Cards
3. Letter and Letterhead
4. Informal Notes

Type	Description	Envelopes Included	Used For…
Plain Invitations	Card, 5-3/8" X 4-1/4", containing the official emblem, but without the standard Coast Guard Flag Command language.	Plain	Functions such as memorial services, military reviews, etc.
Printed Invitations	Card, 5-3/8" X 4-1/4" printed with the official Coast Guard emblem and applicable language.	Plain	
Place Card	Card, 5-1/8" X 2-1/8" printed with the official Coast Guard emblem, die-cut and scored for folding to stand upright.	No	Seating at official functions

Figure 3. Description of Flag Officer Stationery

Flag Officer Stationery *(Continued)*

Flag Officer Stationery. *(cont.)*

Type	Description	Envelopes Included	Used For…
Letterhead Paper	Paper, 7" X 8-1/2", printed with the official Coast Guard emblem. Officer's name **will not** be printed on the paper	Plain	
Letterhead Paper	Paper, 7" X 8-1/2", printed with the official Coast Guard emblem and the name and office address of the Flag Officer.	Envelopes with return address of the Flag Officer	
Informal Note	Paper, 5 3/8" X 7-1/2, printed with the official Coast Guard insignia centered on the lower half of the paper.	Plain	Used for short notes or replies to correspondence. When folded, used as a place card.
Second Sheet	Paper, 7" X 81/2", plain paper.	No	Continuation of Letter/Letterhead

Figure 3. Description of Flag Officer Stationery (cont.)

Flag Officer Stationery
(Continued)

Important Note: Printing of unit or Commanding Officer Stationery is not authorized. Units are required to use standard Coast Guard stationery.

Procedures for Ordering Flag Officer Stationery. When ordering Flag Officer Stationery the requisition must include the title and address to be printed on the accompanying envelopes. The matrix below provides the ordering information needed to successfully acquire Flag Officer stationery:

Item	Description	Order From	National Stock Number	Unit of Issue
Stationery	7" X 8-1/2" (1 - 4 Stars) ***Include appropriate title and address on ordering document. Envelope not included.***	COMDT (CG-61)	None	Box (500)
Stationery	7" X 8-1/2 (3 and 4 Stars) ***Plain envelopes included***	COMDT (CG-61)	None	Box (500)
Stationery	7" X 8-1/2" (2 Stars) ***Plain envelopes included***	ELC	7530-01-029-6638	Box (500)
Stationery	7" X 9-1/4" (Note Paper) (1 Star) ***Plain envelopes included***	ELC	7530-01-GF3-0890	Box (500)
Informal Note	5-3/8" X 7-1/2" (3 and 4 Stars) ***Plain envelopes included***	COMDT (CG-61)	None	Box (250)
Informal Note	7" X 9-1/4" (2 Stars) ***Plain envelopes included***	ELC	7530-01-029-6637	Box (250)

Figure 4. Ordering Flag Officer Stationery

Flag Officer Stationery *(Continued)*

Flag Officer Stationery. *(cont.)*

Item	Description	Order From	National Stock Number	Unit of Issue
Informal Note	5-3/8" X 7-1/2" (1 Star) ***Plain envelopes included***	ELC	7530-01-GF3-1000	Box (250)
Invitation	5-3/8" X 4-1/4" (3 and 4 Stars) ***Printed with event information. Plain envelope included***	COMDT (CG-61)	None	Box (250)
Invitation	5-3/8" X 4-3/8" (2 Stars) ***Printed with event information. Plain envelope included***	ELC	7530-01-031-8753	Box (250)
Invitation	5-3/8" X 4-1/4" (1 Star) ***Printed with event information. Plain envelope included***	ELC	7530-01-GF3-0890	Box (250)
Place Card	5-1/8" X 2-1/8" (3 and 4 Stars)	COMDT (CG-61)	None	Box (250)
Place Card	5-1/8" X 2-1/8" (2 Stars)	ELC	7530-01-031-8754	Box (250)
Place Card	5-1/8" X 2-1/8" (1 Star)	ELC	7530-01-GF3-0910	Box (250)

Figure 4. Ordering Flag Officer Stationery (cont.)

Navigational Charts, Maps, and Related Materiel

Contact:
Coast Guard GI&S Officer
(202) 267-0358

Contacts:
Ordering Navigational Charts, Maps, and Related Materiel:

DLA:
Phone: 1 (800) 826-0342
Email: pc9@dscr.dla.mil
Website: http://www.dscr.dla.mil

US Coast Guard:
Commandant (G-OPN)
(AD Accounts & Initial Orders)
Phone: (202) 267-0358

Commandant (CG-441)
(Requisitioning)
Phone: (202) 267-2601

Coast Guard units with established Automatic Distribution (AD) accounts are provided charts, maps, and related materiel automatically from the Richmond Mapping Facility (RMF). RMF is composed of two entities--Defense Supply Center Richmond (DSCR) and Defense Distribution Mapping Activity (DDMA).

Requisitioning of charts, maps and related materiel shall be through CMplus or RMF (WEBREQ) using MILSTRIP. MILSTRIP will include Routing Identification Code (HM8), Signal Code “D”, and Fund Code “NS”.

Chart and map products are assigned NGA Reference Numbers, as well as National Stock Numbers (NSN), which can be used for ordering by MILSTRIP. When ordering using a NGA Reference Number, use Document Identifier Code "A0D" for CONUS or "A04" for OCONUS activities. When ordering using a NSN, use Document Identifier Code "A0A" for CONUS or "A01" for OCONUS activities. A complete listing of available chart and map products is available on the RMF website (http://www.dscr.dla.mil/rmf).

Electronic ordering is the preferred method for ordering products; however, various means are available to enable electronic transmission of MILSTRIP requisitions. Web Requisitioning is commonly referred to as WEBREQ. This system allows customers to order map products via the Internet. There are also several Map Support Offices (MSO's) throughout the world to aid in more timely deliveries of maps to theater customers compared to shipments directly from Richmond. Caution should be taken as limited issue and stocking is handled by these offices. Assistance can be obtained from Coast Guard Commandant (G-OPN-2) at (202) 267-0358 or email: fparker@comdt.uscg.mil.

Emergency/Crisis Support Ordering.
RMF can assist with any emergency requests due to crisis situations, short-notice deployments or any other unexpected development. Contact RMF Customer Support at (804) 279-6500 or (800) 826-0342.

Navy-Type, Navy-Owned Equipment at Coast Guard Units

The Navy provides Coast Guard units with equipment to facilitate joint service operations. The Navy retains ownership of the equipment and provides funds via Coast Guard Headquarters for allowed Coordinated Shipboard Allowance List (COSAL) spare parts. The Navy COSAL requisition *will not* be filled until the unit is registered by the SCLSIS CDM at the ELC (Code 016) in the Navy Weapons System File (WSF).

Units shall use the Ship's Configuration Change Form, OPNAV 4790/CK form to report any configuration change of Navy owned equipment in their custody to the ELC (016).

Units shall requisition shipboard allowance spare parts for Navy owned equipment using the MILSTRIP process. Usually, initial spares parts are provided during installation of equipment. If the spares are not provided, the Navy installation team may provide MILSTRIP requisitions to be submitted after the equipment is registered on the Navy WSF by the ELC. Additionally, initial spares will be requisitioned for the unit by the ELC (Code 016) as part of a revised MICA package. These requisitions will be sent to NICP Puget Sound and funded through the Navy COSAL Outfitting Fund. The ELC will provide the unit a list of document numbers requisitioned. Units are required to track status. The following actions shall be taken to ensure that authorized items have been received:

1. Identify all spare parts in the package.
2. Check the Allowance.
3. Allowance Parts List (APL) to insure receipt of all allowed items.

Note: If unit personnel are unsure of authorized items, contact the ELC (016) for guidance. If authorized items are missing from the spares package, contact the ELC (016) for guidance.

4. Place spare parts into unit inventory and register them on unit stock records in CMplus, etc. Do not stock as a package. Stock the individual spare parts by NSN or CAGE & P/N.
5. Fill out the required Ship's Configuration Change Form, OPNAV 4790/CK(s) as per instructions in this manual and forward to the ELC (016).
6. Register the new equipment on unit property record in Oracle, Fixed Assets Module.
7. Delete any equipment removed/replaced from unit property record.

Navy-Type, Navy-Owned Equipment at Coast Guard Units
(Continued)

Website:
OPNAV 4790CK Form Website
http://cgweb.elcbalt.uscg.mil/

Note: This includes version changes. For example, if a system is upgraded from an AN/equipment (V) 3 to AN/equipment (V) 4, you must add the (V) 4 nomenclature to your property record and delete the (V) 3 nomenclature.

If a spare parts package is not provided, the unit shall:

1. Fill out required OPNAV 4790 CK(s) as per instructions in this manual and forward to the ELC (016). The Ship's Configuration Change Form, OPNAV 4790/CK form and instructions is located in enclosure E, *Instructions, Sample Messages, and Formats* or the ELC's website. Register the new equipment on unit property record (ORACLE, Fixed Assets/CMplus)
2. Delete any equipment removed/replaced from unit property record.

Note: This includes version changes. For example, if a system is upgraded from an AN/equipment (V) 3 to AN/equipment (V) 4, you must add the (V) 4 nomenclature to your property record and delete the (V) 3 nomenclature.

3. Requisition COSAL spare parts after confirming with the ELC (016) that your unit has been registered on the NAVY WSF.

Units shall requisition replacement spares using the usual process (CMplus, narrative message) and the codes outlined below. Units are authorized to requisition COSAL spares for equipment registered in their custody on the Navy WSF by the ELC.

Coast Guard requisitions for Navy Stock Account (NSA) materiel including Depot Level Reparables (DLRs) will be honored by Navy ICPs and Navy Stock Points on a cash sale basis. Where applicable, the Navy will reimburse the Coast Guard quarterly for funds expended in support of Navy-owned equipment. Field changes, Ordnance Alterations (ORDALTS) and modification kits will be requisitioned directly from the cognizant Navy ICP or Hardware Systems Command inventory manager. Requisitions will contain a "D" or "M" signal code and no fund code.

Parts Pooling in the Coast Guard

Additional Info: The requesting unit must coordinate the entire parts pooling process. All parts pooling packages require ALMIS processing and shall be marked clearly with: "CG Aviation Parts Pooling," Document Number (Gaining Unit Document Number)

Coast Guard units will maximize existing Coast Guard OM&S inventory, regardless of location. Parts Pooling will be the first source of supply for all CASREP/AOG requirements (priority 02, "999" requirements/requisitions).

Parts Pooling can occur between Air Stations or between Naval and Shore units within the Coast Guard. The following procedures apply when parts pooling is the source of supply to an unit:

Air Stations. Parts Pooling allows Air Stations to support one another when parts are needed before the ARSC can supply them through the normal re-supply pipelines. The decision to parts pool rests with the unit that has the initial request (requisitioner). Before a parts pool can be initiated, a requisition must be in place in ALMIS. The requesting unit is responsible for locating a potential donor and initiates the parts pooling process using the Parts Pooling Module within ALMIS. ALMIS will generate a replacement asset for the losing unit in the parts pooling when the unit falls below their allowance quantity. The requesting unit must receipt for the materiel via ALMIS and is responsible for any unserviceable materiel turned-in.

Naval and Shore Units. A parts pool allows Naval and Shore units to support one another when parts are needed before ELC and/or the Federal Supply System (FSS) can supply them through the normal re-supply pipelines. The decision to parts pool rests with the unit that has the initial request (requisitioner). The requesting unit must receipt for the materiel via CMplus. The unit is also responsible for the turn-in of any unserviceable materiel.

Ozone Depleting Substances (ODS)

Coast Guard units will order and return Class I ODS materiel from the Defense Supply Center-Richmond (DSCR). The Defense Logistics Agency (DLA) has designated DSCR as the ODS control activity. Class I ODS agents are defined as Halon, Freon (CFC), Carbon Tetrachloride, and Methyl Chloroform, which damage the ozone layer above the earth. Effective 31 December 1995, production of Halon has not been legally permitted in the United Staes. All other commonly used Class I ODS agents were phased out by 31 December 1995. This includes the commonly used refrigerant/coolant R-12.

Ozone Depleting Substances (ODS)
(Continued)

In order to ensure that the Coast Guard has a sufficient supply of Class I ODS materiel until replacement items can be identified or developed, the Coast Guard will participate in the ODS Defense Reserve established by the Department of Defense (DoD). Coast Guard units will follow the following ODS guidelines:

Returns Procedures

1. Coast Guard units will recover or turn-in all excess Chlorofluorocarbons (CFCs) and Halons not in mission critical applications to DSCR for the establishment of the Coast Guard Defense Reserve.
2. Coast Guard units are no longer required to submit Request for Credit (Document Identifier Code "FTE") when returning Class I ODS to the Defense Reserve.
3. All types of cylinders will be accepted (e.g., fire extinguishers, spheres, canisters). Only recovery cylinders are available free of charge from DSCR and can be requisitioned by using MILSTRIP. Recovery cylinders are described as follows:
   a. Recovering CFC's – cylinders are painted orange.
   b. Recovering Halons – cylinders are red with gray or white stripes.
   c. Both types have yellow tops and dual ports or two valves.
4. All ODS cylinders must be tagged as follows:
   a. The shipper's DoDAAC.
   b. Shipping activity with POC and phone number.
   c. The NSN of the cylinders containing the recovered Class I ODS.
   d. Type of ODS (e.g., Halon 1301 or CFC-12).
   e. Quantity of cylinders and pounds of ODS contained within the shipping container.
   f. Apply a "WARNING" or "HAZARDOUS" label in accordance with DoT Regulations, 49 CFR, part 172.101.
   g. If like NSN ODS items are shipped in a box, container or palletized, only one tag/label is necessary for that shipment.
5. Fire suppression cylinders/canisters with electrical charges or initiators ***must be deactivated*** prior to shipment. Safety caps ***must*** be used to cover exposed actuation mechanisms and discharge ports; otherwise dangerous safety situations could arise during the shipping, receiving and storage process.

Ozone Depleting Substances (ODS)
(Continued)

Returns Procedures *(cont.)*

6. Financial credit will not be given for turned-in ODS or cylinders. However, ownership credit will always be given to the Coast Guard for the pounds of ODS and government cylinders returned to the reserve. The ODS can be requisitioned and the cylinders reissued to the Coast Guard as needed in accordance with the requisitioning procedures contained herein.
7. Empty recovery and standard government cylinders can always be turned into the reserve. If unsure whether a cylinders can always be turned into the reserve or whether a cylinder is government owned or not, return them anyway; they will always be the property of the Coast Guard.

Transportation Procedures

1. When shipping Class I ODS, refer to the following regulations if necessary:
   a. MIL-STD-129L, MIL STD marking for shipment and storage.
   b. DLAR 4145.25, Storage and Handling of Compressed Gases and Liquids in Cylinders.
   d. CFR 49, paragraph 173.301, Requirements for the Shipment of Compressed Gas Cylinders.
   e. CFR 49, part 172.
   f. DoD Regulation, 4000.25-1-M.
   g. COMDTINST M4610.5 (series), Transportation of Freight, encl (12).
2. When shipment is ready, ship ODS/cylinders to:
   Defense Distribution Depot-Richmond (DDRV)
   SW0400
   Cylinder Operations
   8000 Jefferson Davis Highway
   Richmond, VA 23297-5000

Requisitioning Procedures

1. "Mission Critical" refers to existing systems requiring Class I ODS to protect "life, equipment or property," for which no suitable substitutes are available.

Ozone Depleting Substances (ODS)
(Continued)

Requisitioning Procedures *(cont.)*

2. Class I ODS items must be intended for use in one of the "mission critical" uses established by CG-43, CG-45, and CG-41:
   a. Refrigerated ship's stores.
   b. Shipboard air conditioning systems, servicing mission-critical temperature sensitive equipment (i.e., electronics).
   c. Shipboard fire suppression system for engine rooms, machinery spaces, turbine enclosures, flammable liquid lockers and paint lockers.
   d. Fire suppression aboard aircraft.
   e. Fire suppression in flight simulators at ATC Mobile.
   f. Fire suppression for ship control and navigation training system (SCANTS) at Coast Guard Academy.
3. Only the following Coast Guard users are authorized to requisition Class I ODS from the Defense Reserve at DSCR:
   a. US Coast Guard Academy.
   b. ARSC Elizabeth City.
   c. District (O) offices (Districts 1 to 17).
   d. MLCLANT and MLCPAC (v) offices.
4. Coast Guard units will order Class I ODS in accordance with Military Standard Requisitioning and Issue Procedures (MILSTRIP). The requisition document can be either the 80-column Form DD-1348-1A or in electronic format. When preparing your requisition, the following additional **information is mandatory**:
   a. In column 4-6, enter S9G.
   b. In column 45-50, leave blank, enter a signal code "A" when FINCEN is the billing address.
   c. In column 57-59, enter GDB.
   d. In column 67-69, enter SRG.
   e. In column 70, enter 7.
   f. In column 71, enter A.
5. The following Class I ODS NSN's are the only mission critical items that will be stocked by the Defense Reserve:
   a. HALON 1301, NSN 6830-00-543-6623, 150 lbs.
   b. HALON 1301, NSN 6830-01-356-9751, 1240 lbs.
   c. R-12, NSN 6830-00-264-5913, 45 lbs.
   d. R-12, NSN 6830-00-292-0133, 145 lbs.
   e. R-12, NSN 6830-01-355-4011, 1190 lbs.

Ozone Depleting Substances (ODS) *(Continued)*

Requisitioning Procedures *(cont.)*

6. Requisitions of Class I ODS for other than mission critical uses will be done by using the General Services Administration (GSA) or commercial sources of supply. Stockpiling of Class I ODS is not allowed or authorized.

Printing, Blank Forms, and Publications

Websites:
Directives, Publications, and Reports Index, COMDTNOTE 5600
http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm

Catalog of Forms, COMDTINST M5213.6 (series)
http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm

The procurement of all Federal printing will be governed by the Government Printing and Binding Regulations of the Joint Committee on Printing, Congress of the United States.

The Directives, Publications, and Reports Index, COMDTNOTE 5600 are considered the allowance list for directives and publications for units listed therein.

Authorized forms, other than local forms, are listed in the Catalog of Forms, COMDTINST M5213.6 (series). Most forms are available by automated means on Adobe for Coast Guard standard workstations.

Stationery type items, such as specially designed postcards, labels and letterhead, which have a form number assigned, will be considered blank forms. If a form number is not assigned, the item will be considered as stationery.

Commandant, Area Commanders, Maintenance and Logistics Commands, and District Commanders are authorized to obtain printing services from the following sources in the order listed. Per JCP Title IV, Paragraph 49-2 the Government Printing Office (GPO) must grant a waiver for all other sources including emergency, non-repetitive printing of $500.00 or less.

1. Government Printing Office Regional Printing Procurement Offices as listed in the Government Printing and Binding Regulations.
2. Federal Plants authorized to do printing as shown in Title V of the Printing and Binding Regulations in accordance with Title I paragraph 4-1 through 4-2.
3. Commercial sources listed in Federal Supply Schedules.

Other units requiring printing services will contact their area MLC/ISC for assistance in obtaining the nearest source of supply to satisfy the requirement.

SERVMART Procurements

The objectives of the Department of Defense's SERVMARTs are to:
1. Expedite and improve service to customers.
2. Decrease cost of furnishing materiel to customers through bulk procurement.

The SERVMART is a self-service store, which is operated by an ashore supply activity to provide ready supply of relatively low cost items frequently required by customers in the area.

The self-service feature of the SERVMART, as well as the simplified requisitioning procedures enables a shore supply activity to realize time and cost efficiencies. The SERVMART allows customers to obtain materiel quickly without having to prepare and submit a separate requisition for each item required. Additional benefits of SERVMART self-service stores are:
1. Expedite and improve service to customers.
2. Decrease cost of furnishing materiel to customers through bulk procurement.
3. Reduce inventory, to the customer, by affording more readily assessable materiel.
4. Reduce the number of individual requisition transactions.

Utilization of SERVMART self-service stores will also reduce administrative costs for processing items received, and allows simpler verification of items purchased by using the SERVMART Shopping List (4491), NAVSUP Form 1314 or other authorized SERVMART in-house forms. Unit supply or designated personnel shall ensure the following policies are adhered to when using the Department of Defense's SERVMARTs as a source of supply:
1. Utilize SERVMARTs to the extent possible to reduce administrative cost in processing materiel requirements.
2. Document list of items/materiel required using the SERVMART Shopping List (4491), NAVSUP Form 1314.
3. Authorized medical personnel can only procure medical and dental items and an official letter, signed by the Commanding Officer of the requesting unit, must accompany a request for the required items.
4. The ordering unit must ensure that the purchaser is aware of the limitation in the use of the ship's electrical power, prior to authorizing the purchase of any operating space items that will require the use of the ship's electrical power.

SERVMART Procurements
(Continued)

5. All electrically powered items, purchased at SERVMART must be approved and/or tagged by the Electrical/Electronic Shop at the unit prior to use. Approvals shall be in accordance with existing shipboard Electric Safety Regulations.
6. Ensure controlled equipage or personal property items are properly controlled, documented and reported in ORACLE, Fixed Assets and the Air Force Personal Clothing and Equipment Record Form (AF 538).
7. All Operating Maintenance and Supply (OM&S) items shall be receipted into CMplus immediately after purchase from SERVMART.
8. Items purchased from the SERVMART shall be validated against the SSL by a designated supply or other personnel.

Customer Items Purchase Report (CIPR). All Fleet Industrial Supply Center (FISC) SERVMARTs are equipped with Electronic Point of Sale (EPOS) II systems. One of the by-products of EPOS, which is available upon request, is the Customer Items Purchased Report (CIPR). The CIPR itemizes all SERVMART purchased and/or controlled items by a specific unit *(based on the time period requested by the unit).*

Maintaining an Audit Trail. The importance of ensuring that government funds are properly expended cannot be over emphasized. Use the following procedures to maintain an audit trail:

1. Receipts *(Cash register)* shall be attached to the SSLs.
2. The original SSL will be retained in the shipboard files for review during Supply Management Inspections. The following information shall be annotated on the SSL:
   a. Name, Rank, and Grade of purchaser.
   b. Signature authorizing purchase *(for medical and dental items)*.
   c. Name and Unit of Issue of Item(s) purchased.
   d. Name of individual validating and inspecting the SSL.
3. Upon return to the unit, supply personnel will compare the receipt copy of the SSL to the original, to ensure no discrepancies exist. Copies of the CIPR will be filed in the shipboard records for Supply Management Inspections.
4. If the quantity requested is received, circle the total quantity annotated on the SSL. If only a partial quantity was received, line out the requested quantity and enter the partial quantity received. If the item was not in stock, line out the requested quantity and annotate "Not in Stock or NIS" in the quantity section.

SERVMART Procurements *(Continued)*

5. Correct the SSL, when required, to reflect the current price, stock numbers, and unit of issues for items purchased from the SERVMART.
6. Check out the items purchased by the materiel category (i.e., a separate group of items on each SSL). As each group of items are checked out, give the original SSLs to the SERVMART clerk.
7. The SERVMART clerk will return the white copy of the SSL to the customer with a receipt *(cash register)*.
8. Prior to leaving the SERVMART, the customer shall reconcile any differences between prices listed on the receipt *(cash register)* and prices annotated on the SSL.

Inspection. All items purchased from the SERVMART shall be returned to the ship. The Supply Officer or his designated representative shall inspect the purchased materiel for the correct count. The receipted quantities shall be validated and the original SSL will be dated and signed under "Received, Inspected, and Verified."

Procurement of Materiel in Bulk Quantities.
Since larger ships often require quantities of materiel, which exceed amounts reasonably expected to be stocked on the shelf, many SERVMARTs provide a bulk purchasing service. This service is designed to provide the big order customer with higher quantity without permitting materiel to remain available on the shelf to fill smaller orders that the customer will need. However, SERVMARTs are not designed to be the source of supply for long-term requirements or pre-deployment load out. The use of SERVMARTs to fill such needs is not authorized.

Document Preparation for Category Materiel. One SSL is required to be prepared for each category of materiel that is to be procured from a SERVMART. The materiel categories are as follows:
1. Stock replenishment of consumable stock
2. Stock replenishment of repair parts (SRRP)
3. DTO consumables
4. DTO repair parts
5. Equipage
6. Medical/dental materiel (all COG symbol 9L items)
7. Hull and Structural (facilities) Maintenance Preservation Materiel (HSMPM)

The format for preparing the SSL can be found in enclosure E, *Instructions, Sample Messages, and Formats* of this manual.

Subsistence

Technical References:
Food Service Manual, COMDTINST M4061.5 (series)

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

The Defense Supply Center-Philadelphia (DSCP) is responsible for the procurement and distribution of subsistence items.

The DSCP has access to prime vendor sources to procure the maximum benefit consistent with policies set forth in the Coast Guard Food Service Manual, COMDTINST M4061.5 (series).

When ordering items chargeable to the unit Allotment Fund Code (AFC) 30 funds the procedures below shall be followed:

Item	Procedure
Food Packets	For abandon ship and emergency conditions, food packets should be ordered in accordance with the Coast Guard Food Service Manual, COMDTINST M4061.5 (series)
Canned Drinking Water	For emergency conditions and abandon ship, allowances established from the unit's allowance list are charge to the unit's AFC 30 funds. ***Bottled water is not authorized from appropriated funds unless a health official determines the local water is unfit due to medical or sanitary reasons. (Ref: The FRMM, COMDTINST 7100.3 (series), Section 5.K)*
Ice	When ice making facilities are inoperative or not available, commercial procurement of ice is authorized and chargeable to the unit's AFC 30 funds for: 1. Support of Enlisted Dining Facility (EDF) 2. Cooling of drinking water 3. Care of sick 4. Preserving medical specimens/supplies

Figure 4. Items Chargeable to AFC 30 Funds

Table Linen and Bedding

Mattresses, pillows, mattress covers, pillowcases, sheets, blankets, bedspreads, and table linens will be procured using unit AFC 30 funds (Reference the SAP Handbook, COMDTINST M4200.13 (series) for mandatory procurement sources for the aforementioned items).

Table Linen and Bedding
(Continued)

Commanding officers and officers in charge shall establish internal controls over organizational bedding; however, consideration shall be given concerning the cost of items as opposed to controls established.

Marking of Coast Guard bedding and table linen is recommended, but not mandatory. Maintenance of organizational bedding is the responsibility of the unit. Unit facilities shall be used for maintenance purposes to the maximum extent possible.

Use of commercial facilities is authorized and chargeable to unit operating funds when unit facilities cannot accomplish cleaning and maintenance of table linens and bedding.

Requisitioning of items shall be from government sources using standard MILSTRIP procedures and when required (i.e., items are not available from government sources) from GSA Federal Supply Schedules.

THIS PAGE INTENTIONALLY LEFT BLANK

CHAPTER 2.
MATERIEL ACQUISITION

2-F. ACTIONS ON OUTSTANDING MILSTRIP REQUISITIONS

Introduction

The purpose of the section is to establish policy and provide procedures to assist US Coast Guard's personnel in effectively modifying, monitoring, and terminating an outstanding MILSTRIP requisition in the Federal Supply System (FSS). The following topics will be discussed throughout this section:

1. Modifying a Requisition (DIC: AM_ Series)
2. Following-up on Requests to Improve Shipping Dates (DIC: AFC)
3. Preparing Requests for Tracer Actions (DIC: AFT)
4. Canceling a Requisition (DIC; AC_ Series)
5. Developing Mass Cancellation of Requisitions

Types of Actions

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

Type	Requested Action
Follow-up Inquiries (AF_) Transaction	Request for status, improve shipping dates, re-instate lost or cancelled requisitions.
Tracer Inquires (AFT) Transaction	Request for a tracer on overdue, shipped materiel.
Requisition Modification (AM_) Transaction	Request by requisitioner, supplementary addressee or monitoring activity to modify priority, required delivery date, media and status code and/or distribution code.
Requisition Cancellation (AC_) Transaction	Request by requisitioner or supplementary addressee when materiel is no longer required.

Figure 1. Outstanding Requisition Actions

Units not using CMplus shall review their outstanding requisitions during the following timetable to determine the need for follow-up action:

Priority	When to Review
1-3	Daily
4-8	At Least Weekly
9-15	At Least Monthly

Figure 2. Non-CMplus users Outstanding Requisitions Timetable

2-F. ACTIONS ON OUTSTANDING MILSTRIP REQUISITIONS

Transmission Methods

There are three modes for transmitting a follow-up request:
1. Automated Systems (CMplus)
2. Message to SoS
3. Telephone Inquiry

Follow-up Requests

Follow-up Timeframes. The following timeframes are used to follow-up on requisitions submitted into the Federal Supply System (FSS).

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

Figure 3. Requisition Follow-up submitted into FSS

When to Submit Follow-up Requests. The following table lists timeframe criteria for submitting a follow-up request:

If…	Then Follow-up is Submitted…	
the original requisition did not request status,	only after the RDD or SDD has passed.	
requested status has not been received,	**For Priority**	**Submit**
	1-8	After 3 days since the original requisition or previous follow-up request.
	9-15	After 7 days since the original requisition or previous follow-up request.
requested status has/has not been received,	after RDD or SDD has passed.	

Figure 4. Timetables for Submitting Follow-up Request

Follow-up Requests *(Continued)*

When to Submit Follow-up Requests. *(cont.)*:

If…		Then Follow-up is Submitted…	
last status gave an ESD,		after the ESD has passed and the following transportation lead-times have expired.	
Priority	**CONUS (Excluding Alaska and Hawaii)**	**Western (Pacific, Persian Gulf, Red Sea)**	**Other Areas**
1-3	**3 Days**	**8 Days**	**7 Days**
4-8	**6 Days**	**11 Days**	**10 Days**
9-15	**13 Days**	**80 Days**	**63 Days**

Figure 4. Timetables for Submitting Follow-up Request (cont.)

Note: An example Narrative Message Follow-up is located in enclosure E, Instructions, Sample Messages, and Formats.

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

Request to Improve the Estimated Ship Date (ESD)

Methods to Improve Estimated Shipping Dates. There are two methods for improving ESD:

1. Request a follow-up using DIC "AFC" is located in enclosure E, *Instructions, Sample Messages, and Formats*.
2. Send a MILSTRIP Supply Assistance Request (SAR) to the SoS.

Note: An example of a Supply Assistance Request message is located in enclosure E, Instructions, Sample Messages, and Formats.

2-F. ACTIONS ON OUTSTANDING MILSTRIP REQUISITIONS

Request for Tracer Actions

A Tracer Action may be requested if a unit has been notified that materiel was shipped, but has not been received within the transportation timeframes.

Method of Transmission. There are two ways to transmit a tracer request:
1. CMplus
2. Message

When to Submit an AFT Request. The following information applies for items shipped; insured/registered parcel post or certified mail shipment:

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

Figure 5. When to Submit an AFT

Items not Shipped by Traceable Means. The following steps shall be taken for those items that were shipped, not received and cannot be traced:

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

Figure 6. Steps for Materiel Shipped, but not Received, and Cannot be Traced

Modifying a Requisition

A requisition may be modified by the following sources:
1. Requisitioner
2. Supplementary Addressee
3. Monitoring Activity

Modifying a Requisition *(Continued)*

Data Fields Eligible for Modification. The following data fields may be modified on a previously submitted requisition:
1. Media and Status Code (RP 7)
2. Supplementary Address (RP 45-50)
3. Distribution Code (RP 54)
4. Project Code (RP 57-59)
5. Priority Designator (RP 60-61)
6. Required Delivery Date (RP 62-64)
7. Advice Code (RP 65-66)

Modifying A Quantity. When the priority of an item previously requisitioned is modified and the quantity required is greater than the quantity previously requisitioned, a requisition modifier will be submitted for the original quantity with the new priority, and a new requisition will be submitted for the additional quantity required under the new priority.

If the quantity required is less than the quantity previously requisitioned, a cancellation request for the original requisition should be submitted and a new requisition submitted for the quantity required under the new priority.

Reasons to Modify. The following conditions may require modification of an outstanding requisition:
1. Change of Force Activity Designator (FAD)
2. Change in Urgency of Requirement

Note: Previously submitted CASREP MILSTRIPS cannot be modified.

Means of Transmission. Requisition modifications may be submitted via:
1. CMplus
2. Message
3. Fax, phone or walk through

Canceling a Requisition

A request to cancel a MILSTRIP requisition may be submitted by the following sources:
1. Requisitioning Activity
2. Supplementary Addressee
3. Activity designated by the first character of the Distribution Code.

Canceling a Requisition *(Continued)*

Exceptions for Canceling Direct Delivery Procurements:
If the materiel definitely cannot be utilized, even in the future, a request may be initiated for cancellation.

When to Submit a Cancellation Request. Requests for cancellation of MILSTRIP requisitions shall be submitted when:
1. The requirement for the materiel no longer exists.
2. The unit has been scheduled for deactivation or decommissioning.

*Note: If the unit processed a requisition through CMplus and has already received a "BA" status, the requisition **cannot** be cancelled.*

When not to Submit a Cancellation Request. A cancellation request shall not be submitted when the latest status indicates the materiel has been:
1. Mailed
2. Shipped by air to aerial port of embarkation 10 days prior to discontinuance of requirement.
3. Shipped by surface transportation to a water port of embarkation 45 days or more prior to discontinuance of requirement.
4. Under contract for direct shipment to the unit "BV" status.

Canceling Direct Delivery Procurements. Cancellation request shall not be requested for materiel procured for direct delivery from the contractor.

Means of Transmission. Cancellation requests may be transmitted via:
1. CMplus
2. Message

Canceling Non-NSN Requisitions via Narrative Message. The following procedures apply to cancellation of MILSTRIP requisitions requiring exception data:

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

Figure 7. Cancellation of MILSTRIP Requisitions/w Exception Data

Canceling a Requisition *(Continued)*

Follow-up on Cancellations. If a cancellation request is not confirmed within 10 days after submittal, follow-up actions shall be initiated.

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

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

Confirmation of a Cancellation Request. Supply sources should confirm a cancellation request within five days after receipt of the AC_ or AK_ document. The following codes indicate supply action:

IF…	Then Supply Source Issues…
cancellation is confirmed,	use supply status BQ or B4, as appropriate.
cancellation is not possible because materiel has been shipped,	use an AU_ document with shipping information.

Figure 8. Supply Codes for Cancellation Request

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

Mass Cancellation of Requisitions

A mass cancellation terminates all outstanding requisitions dated on or prior to the effective date announced in a mass cancellation request when Issue Release/Receipt Document, DD Form 1348-1A or Purchase Requests (PRs) have not been created by the SoS for a specific Department of Defense Activity Address Code (DoDAAC).

Note: Only the Engineering Logistics Center (ELC) can issue a mass cancellation request in the Federal Supply System (FSS).

When to Request a Mass Cancellation. Units shall forward a message to the ELC requesting a mass cancellation when:

1. An Operating Facility Change Order (OFCO) disestablishes a unit.
2. A project terminates.
3. An Interservice agreement is terminated.

Mass Cancellation of Requisitions *(Continued)*

Form:
Change of Mailing, Freight, and Billing Address
(CG Form 4183) – Located in enclosure G, (Forms and Labels)

The chart below reflects what actions shall be taken once a mass cancellation is required.

Step	Action	To
1	Review all outstanding requisitions and send (AC_) cancellation transactions for materiel not required (including aviation materiel (Type 3 & 5)). For aviation materiel, record into AMMIS (AC1) cancellation transactions for the materiel (Type 1, 2, 4, 6, and 7) not required.	**SoS**
2	For materiel still required, unit submits modifier (AM_) with "555" in the Required Delivery Date (RDD).	**SoS**
3	CONUS units 45 days/OCONUS units 60 days before closing/decommissioning, will forward a message requesting a mass cancellation. *Note: The ELC will info a copy of the mass cancellation request message to the unit. The unit will receive AE_ transactions with supply status BQ or B4 on requisitions cancelled by the SoS under the mass cancellation procedures.*	**ELC**
4	30 days before closing/decommissioning, the unit forwards a CG Form 4183 *(Change of Mailing, Freight, and Billing Address)* for processing.	**ELC, CG-441**

Figure 9. Mass Cancellations

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

CHAPTER 2.
MATERIEL ACQUISITION

2-G. USE OF REQUISITION INVOICE/SHIPPING DOCUMENT (FORM DD-1149) FOR ACQUISITION/REQUISITIONING/ TRANSFERRING OF MATERIEL

Introduction

The Use of Requisition Invoice/Shipping Document, Form DD-1149 is provided for multi-purpose non-standard requisitioning and shipping of materiel requirements.

Policy

All materiel requisitioned, transferred or receipted with the Use of Requisition Invoice/Shipping Document, DD 1149 shall be recorded in CMplus.

DD-1149 Uses

The Use of Requisition Invoice/Shipping Document, DD-1149 may be used for the following reasons:

1. Requisitioning of those items excluded from MILSTRIP or other procurement documents to include:
   a. Repairs
   b. Rentals
   c. Fuel
2. Transfer materiel between Coast Guard locations or units.
3. As prescribed by DoD or OGA supply sources or repair facilities.

Procedures

The procedures for filling out the Use of Requisition Invoice/Shipping Document, DD Form 1149, recording in CMplus and printing can be found in enclosure E, *Instructions, Sample Messages, and Formats.*

THIS PAGE INTENTIONALLY LEFT BLANK

CHAPTER 2.
MATERIEL ACQUISITION

2-H. CENTRALIZED SUPPLY MANAGEMENT OF ENGINES FOR CUTTERS AND STANDARD BOATS

Introduction

Supply support management of cutter and standard boat engines is the responsibility of the Engineering Logistics Center (ELC), Baltimore, MD. The program is designed to ensure standard engine configurations through the accomplishment of remanufacture to standard specifications, and to control configuration of all engines in the program by serial number.

Procedures

Units should use the stock numbers located in enclosure C, *Federal Supply Class Assignments* to requisition standard engines used on small boats.

Charging Procedures

Engine overhaul costs will be determined by the ELC, and recovered from the customer via funded requisition through the billing process. The amount of funds to be obligated will be announced by the ELC through a separate ELC message, which will also provide the procedural guidance for issue and turn in of engines. Costs incurred by the ELC to replace missing or cannibalized hang-on equipment will be charged to the customer.

Maintenance of Control Number

Life cycle serial number control will be maintained by the ELC for all centrally supported engines through the various phases of transportation, overhaul, storage, and issue.

Note: Intermediate Repair (IR) engine serial numbers will be maintained by the cognizant MLC.

Engine Remanufacture/ Overhaul

Engine remanufacture is defined as depot level restoration of an engine or engine set (engine & transmission) to a like new condition through a remanufacturing process to an approved ELC issued specification that includes the following:

1. Complete Engine
2. Gear and Accessories Disassembly
3. Test
4. Inspection
5. Mandatory Replacement of Certain Parts
6. Replacement or Reconditioning of Subassemblies Units or Parts that Exceed Manufactures Limits
7. Subsequent Assembly

Engine Remanufacture/ Overhaul *(Continued)*

8. Alignment
9. Calibration
10. Dynamometer Test and Run-In

Note 1: Zeroing of engine hours is only authorized via the installation of an ELC Central Engine Overhaul (CEO) remanufactured engine.

Note 2: The ELC is the only activity authorized to contract remanufacturing service.

Intermediate Repair

Engine repair is defined as the return of an engine or engine set (engine and transmission) to an operating condition by the rework or substitution of only the failed parts using local (intermediate level) resources. These resources may include unit, group, station, support center, base personnel, Other Government Agencies or local funding of contractor repairs.

The Districts and NESU's through the respective MLC maintain this process, the Intermediate Repair (IR) Program.

Note: If cost of IR is to exceed 50% of the CEO priced asset, the engine shall be returned to the ELC for remanufacture.

Engine Identification

Engines identified on page *2-H-4* shall be subject to the following:

1. The ELC in Baltimore, Maryland is the program and supply support manager.
2. Engines that are not installed whether ready for issue (RFI) or not ready for issue (NRFI) are depot level repairable and must be returned to the ELC. No engines shall be acquired or remanufactured outside the CEO program unless prior written authorization is received from the ELC.
3. Units may transfer engines between boats, but must advise the ELC in writing when such action is taken to ensure serial number control is maintained. Modification or movement from port to starboard to port is prohibited.
4. Units shall comply with current ELC instructions concerning the turn in of failed engines, and ensure that appropriate hang-on equipment is not removed, or cannibalized from the engines.

2-H. CENTRALIZED SUPPLY MANAGEMENT OF ENGINES FOR CUTTERS AND STANDARD BOATS

Engine Remanufacture under the CEO Program

1. ELC shall manage and administer the CEO program.
2. Engine remanufacture shall be accomplished by the ELC in accordance with standard the ELC issued specifications.
3. Engine remanufacture cost is not to exceed 65 percent of the total cost of a new asset, excluding FT4A turbines.

Warranty Engine Repair

Repair action during the warranty period shall be initiated only after discussion and concurrence with the Central Engine Overhaul (CEO) Team at the ELC. Group Commanders, Commanding Officers, Officers-in-Charge, and Contracting Officers should not construe this to mean local repair is not authorized during the life of the engine; rather that during the warranty period, local repair must be such that it will not jeopardize the Coast Guard's investment in a warranty. Contact with the CEO Team at the ELC via the respective MLC provides the unit with appropriate direction to safeguard that warranty.

The authority to proceed with local repairs during the warranty period is based upon the cause of the casualty, urgency, and extent of local repair required.

Non-Warranty Engine Repair

An engine may be removed from a boat to perform repairs. If local repairs are elected, the operational commander will be responsible for placing the affected boat in a non-operational status for the duration of the repairs.

If replacement vice repair is elected, another engine shall be requisitioned from the ELC, or from an established IR pool. The failed engine (assembled with hang-ons) must be returned to the ELC.

Local engine repairs shall be in accordance with the appropriate engine manufacturer's or MLC technical repair specifications.

Current Engines in the CEO Program

The list below is subject to change. Engines covered under the CEO program, including small boat engines, reduction gears, current price and turbines are referred to in the annual ELC message each September.

Current Engines in the CEO Program *(Continued)*

Engines In the CEO Program.

	NSN	Type	Application
*	2815-01-033-3050	VT903M Port	41' UTB
*	2815-01-040-2293	VT903 Starboard	41' UTB
*	2815-01-120-4016	12V71TI Port	55' ANB
*	2815-01-120-0992	12V71TI Starboard	55' ANB
*	2815-12-348-2440	MTU8V396	87' WPB
**	2815-99-739-4949	16RP200M	110' WPB A/B Class
**	2815-01-342-4445	3516	110' WPB C Class
**	2815-01-442-4541	6V92RTA Port	47' MLB
**	2815-01-442-4549	6V92RTA Starboard	47' MLB
***	3010-01-047-2577	MG509	41' UTB
***	3010-01-127-6490	MG514	55' ANB
***	3010-01-058-0117	MG521	75' LIC
***	2010-12-347-4887	ZFBW255	87' WPB
***	3010-99-741-9566	ZF1500	110' WPB A/B Class
***	3010-12-327-7446	ZF755	110' WPB C Class
***	3010-01-088-3782	MG540	160' LIC
***	3010-12-344-0596	WVS234UD	47' MLB

Figure 1. Engines in the CEO Program

CHAPTER THREE
MATERIEL MANAGEMENT

CHAPTER 3.
MATERIEL MANAGEMENT

3-A. OVERVIEW

Introduction

The purpose of this chapter is to establish policy and procedures for Coast Guard units and others that work within the Coast Guard supply systems.

Furthermore, the policies and procedures in this chapter are written to interface with the Federal Supply System (FSS) to the fullest extent possible and provide optimum uniformity in the areas of Materiel Management.

The policies, procedures and instructions in this chapter are mandatory and applicable to all personnel throughout the Coast Guard.

Exceptions: Subsistence, munitions, medical, personal property, and other supply requirements, which are governed by other directives.

The policies and procedures in this chapter will provide guidance for:

1. Developing materiel requirements based on customer needs while minimizing excessive procurements and storage of inventory.
2. Identifying and maintaining support providers that provide the best value at the minimum cost.
3. Determining how to best manage and deliver materiel to satisfy the demanding requirements of Coast Guard units in a changing environment.
4. Performing other supply related functions and programs that are unique to the Coast Guard.
5. Establishing Coast Guard customers as the foundation for driving all materiel management decision-making processes.
6. Promulgating best business practices in the area of materiel management.

The aforementioned guidance is covered in the following sections of this chapter:

1. Materiel Identification
2. Determining Stock Requirements and Replenishment Quantities
3. Shelf Life
4. Receipt Processing
5. Materiel Returns Program
6. Inventory Management
7. Physical Inventory Requirements
8. Stock Record and Documentation Management
9. Discrepancy Reporting
10. Depot Level Reparables

CHAPTER 3.
MATERIEL MANAGEMENT

3-A. OVERVIEW

Introduction
(Continued)

11. Materiel Issues
12. Configuration Reporting
13. Supply Support
14. Deepwater

CHAPTER 3.
MATERIEL MANAGEMENT

3-B. MATERIEL IDENTIFICATION

Introduction

This section defines policy and procedures used by the US Coast Guard (USCG) in the materiel identification process and Federal Catalog System. The instructions provided in this section apply to all operational units of the Coast Guard.

This section discusses materiel identification, why it is necessary, how materiel is identified and tools available to use in identifying materiel. Some major points are as follows:

1. The problem of materiel identification is not peculiar to the Coast Guard or to the Department of Defense (DoD). When individual members purchase a part for their car directly or use a mail order catalog, they face the same problems that they would if they were ordering a part at work. They must look up their product by make, model and year, and then cross-reference that information to a catalog number or part number which identifies what they want to order.
2. The vast majority of inventory required for unit operations can be obtained through the Federal Supply System by using National Stock Numbers. You will find an explanation of the Federal Supply System and stock number identification within this section.
3. Both catalog and part numbers follow the materiel identification system used by the manufacturer or supplier. Vendors use it for the same reason that the Coast Guard does. It is a brief, accurate means of identifying one specific item of materiel. Each company develops a system to meet its own needs. For this reason, information on how part numbers are derived must be obtained by contacting the vendor directly.

Why Identification is Important. Accurate identification of materiel on hand is important for two reasons:

1. Materiel is stocked because it may be needed for preventative or failure maintenance. As such, accurate identification ensures the right part is used to accomplish the maintenance action.
2. Accurate identification is critical in documenting the value of inventory. A single digit in error can change the entire classification of an item and greatly distort the true value of the item.

Introduction
(Continued)

Websites:
Barcoding
Logistics Systems (CG-442) Homepage
http://cgweb.uscg.mil/g-s/g-sls/SLSINDEX.htm

Vessel Logistics System (VLS)
http://vlsweb.osc.uscg.mil

Job Aid, Supply
Logistics Systems (CG-442) Homepage
http://cgweb.uscg.mil/g-s/g-sls/SLSINDEX.htm

Barcoding. Barcoding is a means of capturing data by an automated process. Some of the benefits of using barcoding equipment instead of manual submissions include reduction of man-hours, minimize data input errors, and provides accurate data into legacy systems. Units that have two-dimensional barcode equipment utilize the equipment to receipt, issue, and mark storage locations with a barcode tag or sticker.

Coast Guard units shall ship barcode equipment to the vendor within 10 days after determining that the equipment is unserviceable. Deployed Coast Guard units shall ship all unserviceable barcode equipment to the vendor within 10 days of returning to their homeport. Units shall contact the current barcode vendor immediately to obtain instructions for returning unserviceable barcode equipment for repair.

Information and use of barcode equipment can be found in the office of Logistics Systems (CG-442) website listed under barcoding and CMplus. Procedures for barcoding materiel are located on the Logistics Systems (CG-442) website listed under Job Aid, Supply.

Note: The Coast Guard's Vessel Logistics Systems (VLS) website provides Barcoding information.

General Process for Item Identification

The surest way to identify an item is by the label on the package. This may seem obvious, but it points to why it is very important to leave an item inside the original packaging.

Assuming that you ordered the correct item in the first place; when an item is in its original packing and in the location identified; identifying the correct item for maintenance action is much easier.

Item Markings. You can also identify an item by the markings on the asset itself. If an NSN or NIIN is stamped on the item, again the process is simplified. Open FEDLOG and enter the NSN, which will give you pricing and ordering information.

If the NSN/NIIN is not posted in FEDLOG (e.g., has a "temporary" number) or is a Part Number only item, further research is required.

1. Check with other technical experts at the unit.

General Process for Item Identification *(Continued)*

Item Markings.

2. Locate the technical manual for the system or subsystem to which the asset belongs.
3. Call the MLC or ARSC and talk to the associated type desk.
4. Call the ELC and talk to the Technical Information Management Branch (05T).
5. For assets that were originally shipped with a Coast Guard temporary stock number, the ELC has hardcopy and electronic records they may be able to search and locate the new, permanent stock number.

Make every effort to cross-reference an item listed only by Part Number to its associated NSN, if one exists. This considerably simplifies acquiring accurate pricing data to document the unit's value of inventory and, for most items, having an NSN simplifies the ordering process.

When There is No Packaging or Item Markings. This is where item identification becomes really difficult.

1. If the process begins with a maintenance action, then at least the technicians know where the part came from and can trace the process by the Work Breakdown Structure. This is why users you should attach parts to a Configuration Item within CMplus.

If ...	Then...
An NSN is listed for an item	The primary source for documentation of prices is FEDLOG. Unit level item management software (CMplus) is set up to automatically update prices, but the update process only works for an item identified by NSN.
The unit price for an item is listed in FEDLOG	Enter that price in the stock record.
The item is not listed in FEDLOG, or if no price is listed	Further research is required.

Figure 1. Item Identification and Price Data

General Process for Item Identification *(Continued)*

When There is No Packaging or Item Markings. *(cont.)*

If ...	Then...
Part Number Only Items, or NSNs That Are Not Listed in FEDLOG	Research the unit's commercial procurements to determine if the item was recently purchased. Suggested research sources are: 1. Government Credit Card Statements 2. Vendor's Invoices 3. Purchase Orders 4. Contract Delivery Orders 5. Federal Supply Schedules (Delivery Orders)
Further Review for Part Number Only Items, or NSNs That Are Not Listed in FEDLOG	Review Federal Supply System files to determine if the item's unit price is available. Suggest sources for research: 1. DD-1348-1A. DoD Single Line Item Release/Receipt Documents 2. Unit's Requisition File 3. Items Requisitioned by External Source (e.g., MLC, ELC, District) 4. Navy Owned Equipment 5. General Supply Administration Catalogs Source of Supply Customer Service Hotlines 6. NAVSUP 2002 Publication 7. Navy Logistics CD-ROM 8. Delivery Orders 9. Contacting MFG or local retailer

Figure 1. Item Identification and Price Data

Identification Using Manufacturer's Part Numbers. If the Federal Supply System does not support the part or there is a mission essential immediate operational need, the unit may need to purchase materiel commercially using a Manufacturer's Part Number.

1. Refer to the appropriate technical manual or manufacturer's technical publication of the Part Number and Item Description.
2. Ensure that a Manufacturer's Part Number has a Commercial and Government Entity Code (CAGE) with it. (CAGE codes can be identified or cross-referenced in FEDLOG).

General Process for Item Identification *(Continued)*

If a firm that does not have an established CAGE code that supplies an item, the unit will have to create a local CAGE code when entering the item into the stock record. Start with 00001 and ensure the information (e.g., name and address) is recorded showing that this local CAGE code applies to a specific vendor.

Unit Configuration Overview. From the very beginning, Coast Guard units have maintained some level of configuration information.

1. Even wooden ships had line drawings that gave the layout of the boat and dimensional information on the compartments.
2. Also maintained on paper are:
   a. Technical Publications and Engineering Drawings
   b. Allowance Parts Information (APL, AEL, ERPAL, BOSS)
   c. Maintenance Work Cards, which included lists of tool parts and consumables required to complete the task
   d. Personnel task qualifications for technicians required to complete a task
   e. Safety requirements
   f. Other references

Not only did all these paper documents take up a great deal of space, keeping them updated with the latest changes was a time-consuming effort. Often, alterations to the unit's installed equipment were not reported and some of those that were somehow never made it into the official records. When contractors came out to work, they frequently found conditions other than reported, leading to rework and cost overruns.

With the manual system, all data exchange occurred by exchanging pieces of paper. ICPs sent allowance lists to units; units sent requests for allowance changes to the ICPs. Units sent Configuration Change Notices to various data managers (and assumed the changes were incorporated into the master drawings).

General Process for Item Identification *(Continued)*

In managing unit configuration, it is important to remember the difference between what a Configuration Item (CI) does and what it is:

What a CI does...	What a CI is...
The name of each CI provides a definition of Form, Fit, and Function for that item – what it **does**. For example, the CI named Fire Pump Recirculation Relief Valve is the bypass valve for the recirculation regulator of the Fire Pump. The placement of a CI relates to its Form, Fit, and Function.	The detailed information about a CI relates to what it **is**. There are several reasons to be concerned about updating detailed information: 1. Frequently, there will be a number of "parts" that will meet the Form, Fit and Function criteria, but have very different effects on the operation of a system (e.g., replacing a 450 cfm Rochester Carburetor with a 1150 cfm Holly Carburetor will make the engine operate very differently). When performing maintenance, it is important to log any changes to the installed manufacturer product, serial number, or other details. 2. Location of a CI can affect Maintenance Procedure details (e.g., who does the task, how often, tools and parts required.

Figure 3. Configuration Item Identification

Alterations are major overhauls to CIs. Regular maintenance replaces one CI with an identical item, but does not change the configuration structure. In contrast, an Alteration adds or deletes CIs, which entirely changes the configuration structure.

The Federal Catalog System (FCS)

The FCS is an essential management tool, used within and between Department of Defense (DoD) activities, Civil Agencies and foreign governments. The purpose is to obtain, verify, record and provide item identification and supply management information to Coast Guard customers. It applies to items frequently procured, stocked, and controlled that are subject to central inventory management, reporting, distribution, and disposal.

CHAPTER 3.
MATERIEL MANAGEMENT

3-B. MATERIEL IDENTIFICATION

The Federal Catalog System (FCS)

Technical References:
FCS Operating Authorities
FCS Policy Manual, DoD 4130.2-M

Federal Logistics Information System (FLIS) Procedures Manual, DoD 410.39-M (series)

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

1. Establish a single supply language of item identification.
2. Provide accurate information to identify an item of supply.
3. Record the Source of Supply (SoS) for each item.
4. Record the government activities that manage and use each item.
5. Provide other supply management data (e.g., freight, standardization).
6. Identify Substitutability/Interchangeability in Federal Logistics Information System (FLIS).
7. Promote exchange of data between all DoD components, civil agencies, NATO and other foreign countries, and industry.

Federal Catalog Standardization. Is the program used to achieve effective supply support and significant savings through:

1. Increased efficiency resulting from management, procurement, installation, and repair of new items.
2. Lower purchasing costs resulting from large volume buying.
3. Decrease procurements, inspections, receiving, and accounting actions.
4. Reduced holding costs.
5. Reduced costs of cataloging.

The Coast Guard shall participate in both the FCS and Standardization (Interchangeability/Substitutability (I&S)) Programs. To do this, the Coast Guard shall:

1. Use the FCS to the fullest extent possible to acquire materiel. When materiel is not available from the FCS using MILSTRIP, or from the Federal Supply System (FSS), the Coast Guard will use Simplified Acquisition Procedures (SAP) Handbook, COMDTINST M4200.13 (series) to acquire materiel on the open market.
2. Use provisioning and pre-procurement screenings to obtain maximum use of existing National Stock Numbers (NSNs).
3. Interface with FLIS to achieve cataloging and standardization program objectives.

Interchangeable and Substitutable (I&S) Program. The I&S program is an effective tool to reduce the number of items already in the supply system and to prevent the entry of new items when already existing items will suffice.

The Federal Catalog System (FCS) *(Continued)*

Interchangeable and Substitutable (I&S) Program. *(cont.)*
Definitions of an interchangeable and substitutable item are as follows:

Interchangeable Item	Substitutable Item
One, two or more items, which possess functional and physical characteristics, equal in performance and durability. Such items are capable of being exchanged one for the other without alternation or hindering their performance.	Must: 1. Be physically and functionally equal to all items for which it is being considered as a substitute. 2. Meet one-way Interchangeable definition. 3. Be economically advantageous to the Coast Guard.

Figure 4. Interchangeable & Substitutable Items

The ELC and ARSC will review new items introduced into the supply system to determine whether items already exist in the system that can do the job. If existing items are found, the new items will not be introduced.

The FCS Process. Once the unit has a stock number, the process of ordering an item or issuing stock or accomplishing a maintenance task is greatly simplified. To aid the identification process, it is important to understand the Federal Stock System – how items are catalogued, stocked and supplied to the end user. There are over four million supply items in the Department of Defense (DoD) Supply System.

The Coast Guard Supply System alone stocks over one million items. When relinquishing a specific item from a supply activity, the unit must use the common language that has been developed to accurately identify the item. This tool is known as the Federal Catalog System.

The Federal Catalog System (FCS) *(Continued)*

The Federal Supply Classification System.
The Federal Supply Classification System is designed to classify all items of supply used by the Federal Government. Each item of supply is classified in one, and only one, four-digit Federal Supply Classification. The first two-digits denote the group or major division of commodities; the last two-digits denote the class or subdivision of commodities within a group. The FSC consists of 78 groups (some currently unassigned). These stock groups cover rather broad categories of materiel. Therefore, they are subdivided into classes.

There are approximately 642 classes assigned to the 78 groups. The number of classes within each group varies. Each class covers a particular area of commodities, in accordance with their physical or performance characteristics, or based on the fact that the items in the class are usually requisitioned or issued together. You will learn the frequently used classes within the groups by using them.

Examples of how the classes are used to divide types of materiel are shown below:

Group	Title
31	Bearings
43	Pumps and Compressors
48	Valves
59	Electrical and Electronic Equipment Components
79	Cleaning Equipment and Supplies

Figure 5. Classes of Materiel

National Codification Bureau (NCB) Code. An NCB code, which is included as the fifth and sixth digits of a NSN or a NATO stock number. It identifies the country that assigned the stock number or it indicates that two or more countries use the stock number. There are two NCB codes assigned to the United States. The NCB code “00” identifies all NIINs assigned before 31 March 1975. The following example shows that although the last seven-digits of the NIINs are identical, the items are different. One has an NCB code of 00 and the other has an NCB code of 01. Errors in the use of “00” and “01” can result in either rejected requisitions or in the receipt of incorrect materiel.

The Federal Catalog System (FCS) *(Continued)*

National Codification Bureau (NCB) Code. *(cont.)*
Deepwater assets will not utilize the standard NCB code format. Instead, the fifth and sixth digits will contain "DW" to identify all Deepwater assets.

NCB Breakdown for an Item of Supply			
COG	**FSC**	**NIIN**	**Item Name**
9N	**5915**	**00-005-8825**	**Filter, Band Pass**
7R	**1650**	**01-005-8825**	**Cylinder, Assembly, Actuating, Line**

Figure 7. NCB Breakdown for an Item of Supply

Together the stock group and classes are known as the FSC. The Defense Logistics Agency H-Series contains a complete listing of assigned federal supply classification classes. You will notice that the Federal Supply Groups starts with Group 10.

A list of the Federal Supply Groups and Classes are published in enclosure C, *Federal Supply Class Assignments*.

National Stock Number (NSN). The National Stock Number (NSN) is a 13-digit stock number assigned by the Defense Logistics Information Service (DLIS) in Battle Creek, Michigan, to identify an item of materiel in the supply distribution system of the United States.

The NSN consists of a four-digit FSC group and class and a nine-digit National Item Identification Number (NIIN).

The NIIN consists of a two-digit National Codification Bureau (NCB) code (which will be discussed below) and seven-digits in conjunction with the NCB code uniquely identify each NSN item in the Federal supply distribution system. An example of the elements of an NSN are shown on the following page:

The Federal Catalog System (FCS)
(Continued)

National Stock Number (NSN). *(cont.)*

National Stock Number for an Item of Supply	
Example: 3110-00-123-4567	
FSC Group	31
FSC Class	10
FSC	3110
NCB	00
NIIN	00-123-4567

Figure 6. Elements of a NSN

National Codification Bureau (NCB) Code. An NCB code, which is included as the fifth and sixth digits of a NSN or a NATO stock number. It identifies the country that assigned the stock number or it indicates that two or more countries use the stock number. There are two NCB codes assigned to the United States. The NCB code "00" identifies all NIINs assigned before 31 March 1975. The following example shows that although the last seven-digits of the NIINs are identical, the items are different. One has an NCB code of 00 and the other has an NCB code of 01. Errors in the use of "00" and "01" can result in either rejected requisitions or in the receipt of incorrect materiel.

Deepwater assets will not utilize the standard NCB code format. Instead, the fifth and sixth digits will contain "DW" to identify all Deepwater assets.

NCB Breakdown for an Item of Supply			
COG	FSC	NIIN	Item Name
9N	5915	00-005-8825	Filter, Band Pass
7R	1650	01-005-8825	Cylinder, Assembly, Actuating, Line

Figure 7. NCB Breakdown for an Item of Supply

The Federal Catalog System (FCS) *(Continued)*

National Item Identification Number (NIIN). The National Item Identification Number (NIIN) is a nine-digit number, which identifies each item of supply used by the DoD, Federal Civil agencies, and Foreign Nations. The NIIN indexes or relates to identification data information that makes it different from every other item. The amount and type of identification data depends on the item and its intended use. Although the NIIN is part of the NSN, it is used to independently identify an item. Except for identification lists, most Federal supply catalogs are arranged in NIIN order. Stock records are maintained in NIIN order as are load lists and consolidated allowance lists.

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

Cognizance Symbol (COG). A two-position numeric-alpha code identifying a stock numbered item with the Coast Guard or Navy inventory manager of a specific category of materiel in which the item is included. See enclosure, D, *MILSTRIP Supply and Storage Codes.*

The first position of the Cognizance Symbol is numeric and identifies the storage account as follows:

1, 3, 4, 5, and **7**	Materiel is held in the US Coast Guard Stock Account (USCGSA). When this materiel is issued, the requisitioner must pay for it.
9	Materiel purchased by the Defense Stock Fund and held in Navy Stock Account (NSA). When this materiel is issued, the requisitioner must pay for it.
2, 4, 6, and **8**	Materiel held in the Appropriations Purchases Account or Non-stores Account. This materiel is issued without charge to the requisitioner.

Figure 5. Cognizance Symbol

The second position of the cognizance symbol is a single-letter code that designates the inventory manager or inventory control point (ICP) that has cognizance, or control, of the materiel. These inventory managers may be located at Coast Guard or Defense activities.

The Federal Catalog System (FCS) *(Continued)*

Coast Guard Activity Codes. Activity Codes provide field units with points of contact for cataloging requests and assistance. The Federal Catalog System (FCS) has assigned the following activity codes to the Coast Guard:

Activity Code	Activity
XG	Commanding Officer US Coast Guard Engineering Logistics Center (ELC) 2401 Hawkins Point Road Mail Stop 25/Code 028 Baltimore, MD 21226-5000
XH	Commanding Officer US Coast Guard Aircraft Repair & Supply Center 1664 Weeksville Road ATTN: Code 2500 Elizabeth City, NC 27909

Figure 8. Coast Guard Activity Codes

The Coast Guard Cataloging Responsibilities

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

Stage	Action
I	Screen the Federal Catalog System for an existing National Stock Number (NSN) a. If an item has been selected as a Supply Support Candidate, identify the actual manufacture part number, Commercial and Government Entity (CAGE) code, physical, electrical, and mechanical characteristics. b. If an item cannot be identified to an existing NSN, establish the item in the Federal Catalog System.
II	a. If no NSN exists for an item, determine if the item shall be centrally managed or locally (unit level) procured.

Figure 9. Stages of Cataloging

The Coast Guard Cataloging Responsibilities *(Continued)*

Cataloging Process. *(cont.)*

Stage	Action
II *(cont.)*	Catalog a new item into the FCS for NSN assignment: b. If it is determined that the item will be centrally managed and an NSN is required, prepare an Item Entry Proposal. In the proposal, detail all the cataloging requirements per DoD/FLIS procedures and submit to the Defense Logistics Information Service (DLIS) for assignment of an NSN. c. If DLIS assigns a new NSN and the Coast Guard is assigned Inventory Management responsibility, the Coast Guard will maintain and support the item.
III	If the Coast Guard has management responsibility for an NSN, inform DLIS of all changes that affect the cataloged item (e.g., price changes, additional manufacturers, change in availability and change in the item manager).

Figure 9. Stages of Cataloging (cont.)

Cataloging Exceptions. A cataloging action/request for an NSN is not required when:
1. An item is procured on a one-time basis:
2. An item is furnished by a contractor in fulfillment of service contracts and is consumed in performance of the service.
3. An item is in printed form, chart, manual, book or other documents.

Coast Guard Catalog Interface with the FCS. ICPs provide cataloging expertise in Hull, Mechanical, Electrical, and Ordnance (HME&O), Electronics and Aircraft Parts. The ELC/ARSC cataloging actions include:
1. Entering Coast Guard unique items of supply into the FCS.
2. Ensuring NSNs are assigned for all items, which are centrally managed or procured. NSNs will be used in all supply management functions and publications.
3. Establishing/maintaining item identification and management data for DLIS publications.

The Coast Guard Cataloging Responsibilities *(Continued)*

NSN Criteria. Items subject to stockage for supply support or repetitive procurement, distribution, and issue. These will be named, identified, classified, and numbered for inclusion in the FCS. Some items are normally not assigned a NSN. The following are some examples:

1. Parts of an End Item or Major Assembly
2. Industrial Processes (Assembly Methods or Fabrications)
3. Major End Items (Aircraft, Cutters, Tanks)
4. Printed Materiel
5. Real Estate
6. Research and Development Materiel

Activity Control Numbers (ACNs). ACNs are configured similar to NSNs (13-digit, except that the last 9 characters may not all be numeric). These items are stocked at Coast Guard ICPs. The following chart provides the configuration of Coast Guard ACNs:

Item Cataloged By ICPs	ACN-Format
ELC (Activity XG)	1234-01-G**-1234
ARSC (Activity XH)	1234-01-H**-1234

Figure 10. US Coast Guard Activity Control Numbers

Deepwater:

Item Cataloged By ICGS	ACN-Format
Deepwater (Activity DW)	1234-DW-XXX-1234

Figure 11. Deepwater Activity Control Number

Types of items that will have an ACN in lieu of NSN include:

1. Patterns and Molds
2. Materiel stored for a short time
3. Certain tool kits
4. Electronic Field changes
5. Bulletins
6. Certain Containers
7. Deepwater Assets

The Coast Guard Cataloging Responsibilities *(Continued)*

There are other ACNs used by the Coast Guard ICPs. They can be as follows:

1. USCG-Item Control Numbers (USCG-ICN) for MICA. Assigned to Coast Guard unique items listed in APLs for information purposes. No failure rate anticipated. These items are not stocked by Coast Guard ICPs and can be locally procured. An example is 0000-XG-C**-****. USCG-ICN assigned to patterns, molds or other production equipment carried in the ELC managed inventory. An example is 2015-01-FYY-XXXX.
2. USCG-ICN assigned to special tools and test equipment carried in the ELC inventory. An example is 201-01-FYY-XXXX.
3. USCG-ICNs are temporarily assigned NSNs. Example is 0000-01-LG4-XXXX.
4. ACNs assigned for the Yard/ELC/ARSC retail inventory not stocked. *(XXXX=Sequential Number, YY=Fiscal Year)*

Navy Item Control Numbers (NICNs). NICNs are assigned by Navy ICPs to items not included in the FCS, but stocked or monitored by Navy Supply Centers. NICNs consist of four positions, a two position alpha code, which identifies the type of NICN, followed by seven digits. NICNs are being phased out. Any NICN materiel still required is converted to a Coast Guard ICN. The following are examples of NICNs:

1. Permanent NICN (P-NICN) items are considered maintenance significant, no failure rate anticipated, selected for an APL as "information only" pending further cataloging action if warranted. NICNs consist of 13 alphanumeric characters with "LL" in the fifth and six positions and a "C" in the seventh position. *Example is: 0000-LL-CXX-XXXX.*
2. Temporary NICNs (T-NICN) was developed by NAVICP with an "LL" in the fifth and sixth position. Assigned for temporary identification and control of selected non-NSN items that are pending NSN assignment. Example is: 0000-LL-DXX-XXXX.

Federal Logistics Information System (FLIS)

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

1. A centralized database to support the integrated logistics support program of participating Department of Defense (DoD), Federal Civil Agencies, and Foreign Nations.
2. Logistics management data for over seven million National Stock Numbers (NSNs) to ICPs and field units.
3. Coast Guard logistics management data to other participating entities.

Federal Logistics Information System (FLIS) *(Continued)*

The Coast Guard uses the FLIS database to support the following logistics functions:

1. Cataloging	7. Preservation
2. Excess Redistribution	8. Procurement
3. Inventory Control	9. Provisioning
4. Item Entry Control	10. Technical Data Management
5. Maintenance	11. Transportation
6. Packing	12. Warehousing

Figure 12. Logistics Functions Supported by FLIS

System Change Request (SCR) Process. SCRs are submitted by the following services/agencies:

1. Defense Logistics Agency (DLA)
2. Defense Logistics Information Service (DLIS)
3. Military Services
4. Civil Agencies (includes the ICPs)

Federal Logistics (FEDLOG) Data and Other Publication used by Field Units

Since 1992 the DLIS has replaced most of its catalog hard copy and microfiche publications with a CD-ROM product called Federal Logistics Data or FEDLOG. FEDLOG is a basic five-disc configuration containing data that resides in the FLIS. The chart below shows the data currently available by disc:

DISCs	Available Data
1 – 5	Basic: 1. Master Cross Reference List (MCRL) 2. Management List (ML) 3. DoD Interchangeability and Substitutability (I&S) 4. Freight Classification Data 5. Identification Lists 6. Parts of the Federal Item Logistics Data Record 7. Federal Item Name Directory (FIND) 8. Federal Supply Classification (FSC) Cataloging Handbook H-2 9. Characteristics Search 10. Drawings *Note: FEDLOG is also available on DVD.*

Figure 13. FEDLOG Data

Federal Logistics (FEDLOG) Data and Other Publication used by Field Units *(Continued)*

Additional Information:
CARGO CD – The POC for CARGO CDs is located at NAVICP, telephone number (717) 605-2641

GSA Publications – GSA Publications can be ordered from the following address:
General Services Administration
Centralized Mailing List Service
819 Taylor Street
P.O. Box 6477
Forth Worth, Texas 76115

Websites:
Navy's Afloat Shopping Guide (ASG)
http://www.dlis.dla.mil

Navy's Publications
http://www.dlis.dla.mil

Additional Information found in the FEDLOG:

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

Other Logistics Publications Available from DoD and OGA Sources. The Naval Inventory Control Point (NAVICP), Mechanicsburg, Pennsylvania, currently produces the Navy's Afloat Shopping Guide (ASG) and other Navy publications.

The Navy currently does not distribute hardcopies and CDs. The Consolidated Afloat Requisitioning Guide Overseas (CARGO) is a CD that provides information on how to order stock from the Combat Logistics Force (CLF). The CLF consists of Navy supply ships that are used by the Coast Guard to replenish at sea (RAS). The CARGO CD is published every six months with instructions on requisitioning procedures for HULL (High Usage Load List Materiel), AO Deck Load (lubricants and gases), Ships Store Afloat Requisitioning and Load List, Subsistence Requisitioning, and FILL (Fleet Issue Load List).

Federal Logistics (FEDLOG) Data and Other Publication used by Field Units *(Continued)*

The General Services Administration (GSA) still produces some supply publications that are used by the Coast Guard.

Coast Guard units will use FEDLOG to retrieve the following supply data:

1. Management Data
2. Part Number Information
3. Supplier or CAGE Information
4. Freight Information
5. Characteristics Information
6. Reference Drawings

THIS PAGE INTENTIONALLY LEFT BLANK

CHAPTER 3.
MATERIEL MANAGEMENT

3-C. INVENTORY MANAGEMENT

Introduction

***Important Reference**:*
Authorized Systems and Tools for Managing Inventory can be found in Enclosure F, Tables and Charts, which provides a breakdown of specific inventory and their authorized management tools/systems.

Proper inventory accountability is a requirement of sound financial and inventory management. Detailed records of all produced or acquired materiel shall be maintained. Managing the ordering, receipt, storage, issue, and disposition of inventory is critical to controlling cost, operational efficiency, and mission readiness.

Inventory. For the purpose of this manual, inventory is materiel, parts or supplies stocked or stored. Inventory is stocked in storerooms, warehouses, trailers, etc. It must be accounted for both physically and financially, regardless of value on automated or manual stock records until it is issued to end user.

Examples of Inventory:
1. Fuel
2. Subsistence (food stores)
3. Clothing
4. Spare Parts for Hull, Mechanical, and Electrical (HM&E) equipment on board the vessels
5. Electronic Spare Parts, Components, and Equipment (including parts for Navy-Type, Navy-Owned (NTNO) Equipment)
6. Depot Level Reparables (DLRs) HM&E and Electronics removed from vessels, aircraft or facilities returned for repair to the Inventory Control Point (ICP)/Naval Engineering Support Unit (NESU)/Electronics Support Unit (ESU) or repair facility
7. Weapons Spare Parts including NTNO Weapons Equipment (excluding Ammunition)
8. Rotatable Pool Equipment held by support units
9. Construction Spare Parts and materiel, such as Plumbing, Electrical, Lumber, and Carpentry supplies
10. Vehicle/Trailer Spare Parts
11. Law Enforcement supplies prior to issue
12. Survival Equipment prior to issue
13. Aviation Materiel Type "3" (Aeronautical materiel, except avionics, with a $250 or lower unit price)
14. Aviation Materiel Type "5" (Avionics materiel with a $800 or lower unit price)
15. Buoys and Aids to Navigation (ATON) Hardware (except for lighted foam and steel buoys, and unlighted foam and steel buoys 3rd class and larger).

Note[1]: Immediate response/support trailers must be locked and have an inventory list maintained by the person responsible for the unit's inventory.

Introduction *(Continued)*

Note[2]: The authorized systems/tools for management of inventory can be found in enclosure F, Tables and Charts.

Coast Guard Inventory

Although many types of equipment are identified as inventory within the Coast Guard, there are specific items that have been excluded from inventory or are considered expensed. Examples of non-inventory items are:

1. Pre-Expended Bin (PEB), Shop Stock, OSI
2. MWR (Moral, Welfare, and Recreational) items purchased with NAFs
3. Allowance Equipage List (AEL)
4. General Use Consumable List (GUCL)
5. Medical Store Room Items (Medical Allowance)

Operating Space Items. Items required in shipboard operating spaces (e.g. MK Shop, ET Shop) or shoreside work spaces (e.g. Sector Engineering). These consist of PEB, Shop Stock, and Consumables.

Management of PEB Materiel.

1. PEB consists of low cost, frequently used maintenance related items which are pre-expended from supply department inventory and stored in departmental work centers for ready accessibility to maintenance personnel.
2. Department heads will designate the work center(s) in which the PEB will be located. The Supply Officer and department heads jointly will develop a list of the items and quantities to be pre-expended.
3. The Supply Officer will retain the original of the list and a copy will be provided to each department head concerned. To ensure that only authorized items and minimum quantities are pre-expended from inventory, the following criteria are prescribed:
4. Only maintenance related SIM items will be pre-expended; non-maintenance related SIM items and non-SIM items will not be pre-expended.
5. The item must have five or more demands per month unit wide, or two or more demands per month from the same department. To qualify for PEB. (Demand frequency, in this case, does not necessarily refer to the number of times that an item is requested from the supply department, but rather to the number of times that an item is required for maintenance jobs. For example, one gross of screws may represent only one issue by the supply department but may represent several applications to different maintenance jobs.)

Coast Guard Inventory
(Continued)

Management of PEB Materiel. *(cont.)*

6. Quantities will be limited to one month usage, except for items such as frequently used bolts, nuts, and screws when the standard unit of issue (e.g., gross) may exceed maintenance requirements for one month.
7. The unit price will be limited to $50 or less.
8. Depot Level Repairables (DLRs) or "critical" items will not be pre-expended.
9. Controlled, sensitive, and pilferable items will not be pre-expended.
10. Hazardous/flammable items will not be pre-expended.

Quarterly Reviews of PEB Materiel. Coincident with the quarterly review of SIM stock records, the Supply Officer will review the list of PEB items. When the frequency of demand no longer qualifies a listed item as PEB materiel, the Supply Officer will request the department head concerned to delete the unqualified item from the duplicate list, and to return any on hand quantity (except nuts, bolts, and screws) of the item to inventory. Conversely, if a not listed SIM repair part has experienced sufficient frequency of demand to qualify as PEB materiel, the item will be brought to the attention of the using department head(s) so that, if desired, it may be added to the duplicate list and requested as PEB materiel.

Management of Shop Stock. Shop stock is consumable items (i.e., gaskets, screws, washers, etc.) used in daily maintenance operations or construction of a finished product, is expended upon issue and considered consumed in use. The value of shop stock is such that costing or charging their use to a specific project or work order is impractical. Since shop stock is already expended to end-use it is not visible or available to the ICP or the supply system.

1. Shop stock excludes items on a centrally managed allowance list (e.g. MICA). If the unit needs to stage low dollar value unit stock items in the work spaces, use the PEB process to manage those items.
2. Shop stock is limited to:
   a. Consumable items having a unit price less than $50.00 and held in quantities at or below customary usage levels (e.g. ATON and Boatswain supplies).
   b. Items that do not make up a complete unit of issue due to partial usage of some materiel – regardless of original cost.
3. Over-investment in shop stocks is not economical and should be avoided and must be closely monitored.
4. Reparable items cannot be shop stock.
5. Storeroom Items (SRI) costing <$50.00 is not to be expended and considered shop stock to avoid maintaining them on inventory records.

Coast Guard Inventory *(Continued)*

Management of PEB Materiel. *(cont.)*

6. Shop Stock items may not exceed a six-month supply, based on demand history data, at the shop where they are located.
7. Recommend as a good inventory management practice that a local stock record be maintained on the materiel at the shop or with the OSI.

Management of Consumables. Consumables consist of common administrative and housekeeping items, common tools, paints or other items not specifically designated as equipage or repair parts. Storage of consumable items shall be kept to a minimum and shall comply with appropriate safety restrictions (e.g. HAZMAT).

Inventory Restrictions. Do not store expensed inventory in the same location (i.e. same shelf or vidmar drawer) as stocked inventory.

Coast Guard inventory is usually stocked in the general location or near the end user. The requirements objective for storing inventory is based on the following reasons:

1. Demand
2. Demand frequency
3. Maintenance plans and/or a predetermined allowance
4. Parts belonging to a Rotatable Pool

While the Coast Guard is not part of the Department of Defense (DoD), it is essential to standardize our supply policy and procedures to interface with the DoD and Other Government Agency (OGA) supply systems to the maximum extent possible in order to maximize logistics support.

Inventory is maintained and stored by the following activities within the Coast Guard:

1. Inventory Control Points (ARSC and ELC)
2. Retail Stock Points UDC, ISC Boston, and ISC Kodiak)
3. Industrial Stock Point
4. Unit/Sector Stock Point

ELC and ARSC Managed/Controlled Inventory. The ELC and ARSC have the authority to accomplish the following functions:

1. Procure and stock materiel for redistribution.
2. Enter into Rotatable Pool Agreements with the MLCs/Sectors to support Coast Guard units in geographic or mission support areas.

Coast Guard Inventory *(Continued)*

ELC and ARSC Managed/Controlled Inventory. *(cont.)*

3. Stock any items regardless of the unit cost.
4. Position stocks on-site and at other Coast Guard activities or designated remote location.
5. Maintain off-site storage of ICP stock on ICP records.

Note: The following procedures apply to all Coast Guard ICP's managed stock and to those activities that hold ELC and ARSC managed stock – except for activities listed below:

a. *Coast Guard Yard – Transaction reporting will be accomplished in accordance with the ICP procedures.*
b. *Navy Stock Points – Transaction reporting will be accomplished in accordance with the Interdepartmental Agreement between the Navy Supply Systems Command and the Coast Guard.*

Receipt of Inventory Managed by the ELC and ARSC at Stock Points. When a materiel receipt is directed by ELC or ARSC, an advance notification shall be provided to stock points of all incoming materiel as follows:

If Receipt is a...	Then...
new procurement	*(ARSC only)* stamp copy of purchase order or procurement regulation with *"ARSC Materiel Expected Receipt"* and forward to the stock point.
Repair and Return or Replacement-In-Kind	forward copy of the Repair and Return/Replacement-In-Kind letter prepared by the ELC or ARSC to the stock point.
redistribution action	forward copy of the Materiel Release Order (MRO) to the consignee.

Figure 1. Receipt of Inventory Managed by the Coast Guard ICPs.

Within two working days from the date of physical receipt, ELC and ARSC shall report materiel received as the result of a new procurement, repair, and return action or redistribution action to the stock point via message. The ELC or ARSC may request use of the Receipt of APA Materiel Form (CG-4589) for reporting the receipt of materiel.

Coast Guard Inventory
(Continued)

Technical Reference:
Property Management Manual, COMDTINST 4500.5 (series)
http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm

Stock points must post due-in information by electronic means and maintain a hardcopy file of expected receipt documents. If the materiel has been turned in or picked up without the ELC or ARSC knowledge the receipt of the materiel shall be reported to the appropriate activity on a Receipt of APA Materiel Form (CG-4589). The appropriate activity to report the receipt of materiel can be determined by identifying the Federal Supply Classification (FSC) of the item and comparing it to the list of FSCs in enclosure C*, Federal Supply Class Assignments*.

All packing, crating, marking, preservation and storage procedures shall be in accordance with Chapter 4, *Packaging, Handling, Storage, and Transportation (PHS&T)* of this manual.

When materiel is discovered in a damage condition, the stock point shall perform the following tasks:
1. Report the damage materiel to the appropriate ICP via the Controlled Materiel Report of Condition Change.
2. Determine the condition of the item prior to damage (i.e. stock records) and the present condition using the Condition Codes. If the stock point is unable to determine the present condition, then the materiel shall be reported as "suspended from issue pending classification" (Condition Code "J").
3. Physically segregate the damaged materiel by its condition code.

The ELC or ARSC shall determine if a Report of Survey (CG Form 5269) is required in accordance with the Property Management Manual, COMDTINST M4500.5 (series), upon receipt of the Controlled Materiel Report of Condition Change.

Retail Inventory Activities. Retail Inventory is managed by the UDC, Industrial Support Center (ISC) – Boston, and ISC Kodiak. Materiel Management at the retail level utilizes a centralized system where the stocking activity maintains materiel (based on demand) to support authorized users. Retail inventories shall not stock OM&S materiel carried in other Coast Guard accounts, without prior approval from Commandant (CG-842). The following criteria must be met in order to carry inventory in a retail inventory. All exceptions must be requested through Commandant (CG-842).
1. Consumable items only.
2. One demand per year or more.
3. Unit price $1,000 or less.
4. No more than six-month inventory level will be stocked.
5. No redistribution or mail/freight of inventory to end-user (over-the-counter sales only).

Coast Guard Inventory
(Continued)

Industrial Stock Activities. Industrial stock will not exceed 60 days supply, based on historical demands; exceptions will be those items with a long procurement lead-time, standard unit pack or have an Economical Order Quantity (EOQ). The Industrial Stock may consist of the following criteria:

1. Consumable and DLR reparable items.
2. High dollar value items that are charged against a particular project or work order.
3. Bulk stock items.
4. Items of a highly desirable and pilferable nature.
5. Stock procured by the Supply Fund is managed as retailed stock.
6. Consumable items.
7. Approved by the Commandant (CG-84), Office of Financial Policy & Systems

Unit Stock. Unit materiel management and accountability rests with the Commanding Officer or Officer In Charge. Unit inventory stock consists of storeroom items (SRI). SRI's are DLR reparables and repair parts. These items may be allowance or non-allowance items that do not qualify as OSI, shop stock or PEB.

Aviation units shall maintain a stock record for the following materiel types that are not accounted for in Aviation Materiel Management Information System (AMMIS):

1. Type 3 – Non-avionics Aeronautical materiel, with a unit price less than $250.
2. Type 5 - Avionics materiel with a unit price less than $800.
3. Inventory management of repair parts designated as SIM requires:
   a. Close and continuing attention.
   b. Quarterly stock status review.
   c. Quarterly sample counts IAW physical inventory procedures.
   d. Verification or update of pertinent management data on stock records via automated means (e.g. FEDLOG update) or manually (e.g. after receipt of item purchased commercially).
   e. Stock replenishment based on demand.
   f. Collective storage in a centrally located area of the storeroom, except for items which, due to their physical characteristics, cannot be stored in such a manner.
   g. Identification of an item as SIM-managed on the stock record.

Coast Guard Inventory
(Continued)

4. Inventory management of non-SIM repair parts requires:
   a. Close attention only upon receipt and issue of materiel.
   b. Inventory of the remaining balance of an item after each issue (i.e. post issue inventory).
   c. Verification of pertinent management data (e.g. through FEDLOG) only when an item is requisitioned.
   d. Stock replenishment on a one for one basis except when excess stock is on hand.
   e. Evaluation to determine if item qualifies for SIM inventory.
5. Inventory management of consumables requires:
   a. Close attention only upon receipt and issue of materiel.
   b. Stock replenishment based on submission of authorized request.
   c. Quarterly evaluation to determine if item qualifies for SIM inventory.

CHAPTER 3.
MATERIEL MANAGEMENT

3-D. DETERMINING STOCK REQUIREMENTS AND REPLENISHMENT QUANTITIES

Introduction

The process of determining requirements for replenishment requires that several basic questions be answered:

1. What to requisition?
2. When to requisition?
3. How much to requisition?

This chapter explains the stock criteria used in determining what items should be maintained in stock for mission or maintenance support, when to purchase, and how to calculate the minimum quantity required for operational support.

Determining Stock Requirements

During the provisioning process, the ARSC, ELC, and Navy identify systems and equipment installed on or within a platform. For each system or equipment a list of parts is maintained that supports it. These lists provide unit personnel with information required to obtain repair parts. Historical demand data will be maintained for all Not Carried (NC) repair parts ordered for DTO. When reordering stock, units shall place priority on items which have an association with a maintenance task.

1. For vessel and shore HM&E, and ELEX actual quantities held at the unit are demand driven based on SIM calculations and maintenance requirements, except for DLR/MTR and ordnance items. DLR/MTR items are ordered on a one-for-one basis. For ordnance items see Ordnance Manual.
2. Aviation DLR reparables and repair parts allowance quantities are "fixed" and cannot be changed unless authorized by ARSC.
3. Navy-Type Navy-Owned (NTNO) or Navy supported shipboard allowance DLR/MTRs and repair parts are established by the designated In-Service Engineering Agent and cannot be changed unless authorized by the Inventory Control Point.

Selected Item Management (SIM) Items. SIM items have two or more demands recorded within the last six months. It is used to manage repair parts and consumables that have high usage. In general SIM is an inventory control principle which focuses management attention on the small percentage of items that experience the majority of onboard demands.

1. Consumables. This information applies primarily to afloat units. Except for certain bulky items which must be replenished frequently due to inadequate storage space, consumable will be procured to maintain average endurance levels. Normally, only consumables that qualify for SIM designation, and for which the supply department storage space is adequate, will be considered for stocking – consistent with high and low limits discussed below.

Determining Stock Requirements *(Continued)*

Selected Item Management (SIM) Items. *(cont.)*

1. Consumables. *(cont.)* SIM designated consumables that cannot be stored in supply department spaces will be procured and issued as SIM-DTO. Non-SIM consumables will generally be ordered for DTO, but may be stocked if justified on the basis of mission essentiality or health and comfort. With smaller units having limited storage space, all consumables will normally be ordered for DTO rather than for stock or SIM.

2. Pre-Expended Bin (PEB) Materiel. PEB materiel consist of low-cost, frequently used maintenance related items which are pre-expended from supply department stock and stored in departmental work centers for ready accessibility to maintenance personnel. The supply officer and department heads will jointly develop a list of items to be pre-expended. PEB materiel will be replenished by the petty officer designated by the department head in whose space the PEB is located. To ensure that only authorized items and minimum quantities are pre-expended from supply department stock, the following criteria are prescribed:
   a. Only maintenance related SIM materiel will be pre-expended. Non-maintenance related SIM and non-SIM items will not be pre-expended.
   b. The item must have a demand frequency of five or more per month unit-wide, or two or more per month from the same department. (Demand frequency, in this case, does not refer to the number of times an item is requested from supply, but rather the number of times an item is required for maintenance tasks. For example, one unit of issue from supply (e.g. one HD washers) represents multiple applications to different maintenance tasks.
   c. Quantities will be limited to one month usage – except for frequently used items such as fuses, washers, bolts, and screws – where the standard unit of issue (e.g. HD) may exceed maintenance requirements for one month.
   d. The unit cost will be limited to $50 or less for shipboard items and $250 or less for aviation items, unless higher priced items are specifically authorized (in writing) by the commanding officer/OIC.
   e. Depot level reparables or "critical" items will not be pre-expended.
   f. Items with assigned storage codes indicating a requirement for specialized storage facilities (e.g. hazardous/flammable items) will not be pre-expended.

Determining Stock Requirements *(Continued)*

3. Designation of SIM-DTO Items. A SIM-DTO item is any consumable item that meets the frequency of demand criteria for a SIM item, but is not stocked by the supply department, usually because of space limitations. SIM-DTO materiel received will be issued immediately to the using department. The supply department will maintain stock records (identify as Not Stocked in CMPlus) in order to:
   a. Collect usage data incident to simultaneously posting of receipts and issues.
   b. Record outstanding requisition data. However, since receipts and issues are posted simultaneously, stock records for SIM-DTO items will never show an on-hand balance.

Items Not Eligible for SIM. The following items are not eligible for SIM.

1. DLR/MTR
2. Unusual or one-time demand
3. Unserviceable materiel for issue or transfer
4. Non-SIM Items. Non-SIM items should have a demand within two years or anticipated maintenance requirement. These items do not have a high usage demand, are not on the allowance list, and usually are not high dollar or reparables. Non-SIM items should be stocked at a minimum purchasing only the quantity per component required for maintenance or repairs.

   a. Designation of Non-SIM Items. At the time of the quarterly review of SIM stock records, any SIM item which has had no demand for the past six months will be re-designated as a non-SIM item. At that point, SIM based quantity adjustments (high limit, low limit, and safety level entries) are invalid.

5. Not Carried (NC) Items. NC items include parts that may be required to support non-standard systems and equipment. Each request for a NC repair part shall be verified to ensure that the item is identified properly and the parent equipment is currently installed at the unit. If the parent equipment is installed, but not supported in the current allowance list (e.g. MICA) or supports non-standard systems/equipment, the following conditions apply:
   a. Replenishment of NC items shall be strictly limited to quantity necessary for the immediate demand. When necessary, issue request documents will be prepared to record demand and initiated the procurement process.

Determining Stock Requirements *(Continued)*

5. Not Carried (NC) Items. *(cont.)*
   b. When a NC item receives two demands of a recurring nature within a period of one year, the item may be procured for stock as a non-SIM item with a minimum replacement quantity of one.
   c. When a NC item receives two demands of a recurring nature within a six-month period, the item may be procured, stocked, and managed as a SIM item. The initial quantity to be requisitioned for stock shall be no higher than the low limit for demand based on at least one six-month period.
6. Seasonal Demand Items. Special consideration is given to items that experience seasonal demands. Stock records for seasonal items should be identified separately to permit seasonal reviews. Seasonal demands experience serves as the basis for computing anticipated future seasonal demands.

Registering Demands. Under the SIM concept, the designation of items as SIM, SIM-Direct Turnover (SIM-DTO), or non-SIM is based primarily upon frequency of demand. Since frequency of demand relates to a specific time frame, it is necessary to consider the date on which each demand is registered. To facilitate reviews of demand frequency, demands for stock items and demands for Not Carried (NC) items are registered differently.

1. Stock Items. Demand for stock items is registered when the requested item is issued and the issue has been posted to the stock record. When the requested quantity is totally Not In Stock (NIS), the demand is not registered until the item has been requisitioned and partial quantity has been received and issued. If the requested quantity is partially supplied from onboard stock and the remaining quantity is procured for DTO, the demand is registered upon the first partial issue. Whenever partial quantities are involved, all issues applicable to the same requirement are collectively considered as one demand.
2. Not Carried (NC) Items. Demand for a NC item is registered when the requested item is requisitioned. If the request for a requisitioned item is cancelled because the requirement no longer exists, the registered demand is nullified. In such cases, the "hit" will be removed from the historical demand file and discarded, regardless of whether or not a cancellation confirmation or the materiel is eventually received.

Determining Stock Requirements *(Continued)*

Registering Demands. *(cont.)*

3. Designation of SIM Items. A SIM item is an item which has been demanded two or more times within the past six-month period or which has a predictable demand frequency of two or more times in a six-month period based on deployment or seasonal usage. Not carried items which are initially designated as non-SIM will be designated as SIM upon the second demand of a recurring nature in a six-month period.
4. Materiel Which May Not Be Included in the SIM Process. Consistent with the "fixed allowance" policy established by the Coast Guard and Navy, Mandatory Turn-In Reparable (MTR) items are not authorized to be stocked as SIM materiel, regardless of the frequency of demand. Therefore, when the currently allowed quantities of such items need to be revised incident to increased/decreased demand, an allowance change request (ACR) must be submitted to the cognizant ICP.
5. Designation of SIM-DTO Items. A SIM-DTO item is any consumable item that meets the frequency of demand criteria for a SIM item, but is not stocked by the supply department, usually because of space limitations. SIM-DTO materiel received will be issued immediately to the using department. CMPlus will maintain stock records identified as Not Stocked in order to:
   a. Collect usage data incident to simultaneously posting of receipts and issues.
   b. Record outstanding requisition data. However, since receipts and issues are posted simultaneously, stock records for SIM-DTO items will never show an on-hand balance.
6. Designation of Non-SIM Items. At the time of the quarterly review of SIM stock records, any SIM item which has had no demand for the past six months will be redesignated as a non-SIM item. At that point, SIM based quantity adjustments (high limit, low limit, and safety level entries) are invalid.

When and What to Requisition. The matrix on the following page should be periodically reviewed to ensure compliance.

Determining Stock Requirements *(Continued)*

When and What to Requisition. *(cont.)*

If the expended item is a ...	Then the unit shall...
Allowance Item listed in the MICA or COSAL *(cont.)*	1. If a DLR/MTR item requisition from the source of supply or ICP on a one for one replacement. 2. If a NTNO repair part, order to the quantity established allowance. To request an allowance change, submit an Allowance Change Request (ACR). 3. If a consumable, compute using the SIM calculation to determine the order quantity. 4. If allowance repair parts determine order quantity by adding scheduled maintenance and corrective maintenance quantity used in current plus last four quarters. Do not reorder just to replenish a shortfall allowance.
SIM	Compute the demand data and reorder as necessary. The items low limit shall be set at the calculated level.
Non SIM	Compute the demand data and reorder as necessary.
DLR/MTR	Equipment removed for repair shall be shipped IAW with the materiel returns procedures in section 3-J, Materiel Returns Program of this chapter.
Seasonal Demand Items	Base the demand forecast on the average monthly demands computed over the peak demand periods.

Figure 1. When and What to Requisition (cont.)

Determining Replenishment Quantities

Within the Coast Guard, there are three stocking levels that must be considered for determining the purchase quantity. The following are the three stocking levels:

Determining Replenishment Quantities *(Continued)*

1. **Operating Level (OL)**. The quantity of an item required to sustain operations in the interval between scheduled replenishments.
2. **Order & Ship Time Level (O&ST)**. The quantity of an item expected to be issued during the time interval between initiation of stock replenishment action and the receipt of the item resulting from that action.

Safety Level (SL). The quantity of an item (in addition to the operating level) required on-hand to continue normal issuance of stocks to customers in the event of minor interruption of normal replenishment or unpredictable fluctuations in demand.

All activities afloat and ashore shall use the following fixed months of supply:

Level	Days of Supply
Operating Level	75 Days
Order & Ship Level	Enclosure F (Tables and Charts)
Safety Level	Enclosure F (Tables and Charts)

Figure 2. Fixed Months of Supply

The demand computation shall be based on a 12-month period for non-SIM and seasonal items and six months for SIM.

CMplus will automatically identify unit's SIM items and calculation the high, low, and safety levels. If CMplus is not available to a unit, the unit shall use the SIM tables in *enclosure F (Table and Charts)* to calculate SIM requirements.

Procedures to Calculate Requirements.

Step	Action
1	Review Demand Frequency: Step: 1 Action: After each demand, review the stock record for the last transactions.

Figure 3. Procedures for Calculating Requirements

Determining Replenishment Quantities *(Continued)*

Procedures to Calculate Requirements. *(cont.)*

Step	Action
1 *(cont.)*	<table><tr><th>Step</th><th>Action</th></tr><tr><td>2</td><td>If two or more demands are recorded within the last six months, the item is a candidate for SIM.</td></tr></table> *Note: Inventory losses do not count toward SIM.*
2	Calculate the total demand during the six-month period.
3	Enter the High/Low Matrix tables using six-month demand data, the unit's operating level and the appropriate order/shipping time.
4	Determine High Limit (HL)/Low Limit (LL)/Safety Level (SL).
5	Determine the quantity to requisition using the following steps for each item: <table><tr><th>Step</th><th>Action</th></tr><tr><td>1</td><td>Determine On-Hand (OH) quantity</td></tr><tr><td>2</td><td>Determine quantity Due-In (D/I)</td></tr><tr><td>3</td><td>Determine quantity on Backorder (BO)</td></tr><tr><td>4</td><td>Calculate: OH + D/I – BO = Total Materiel available and on order.</td></tr><tr><td>5</td><td>Compare total materiel available and on order to calculate high/low/safety limits</td></tr><tr><td>6</td><td>Order to achieve new high/low limit.</td></tr></table>

Figure 3. Procedures for Calculating Requirements (cont.)

Order and Shipping Time (O&ST). Order and shipping time is a factor in determining the high and low limit quantities listed for each demand quantity:

Determining Replenishment Quantities *(Continued)*

Order and Shipping Time (O&ST). *(cont.)*

For units that are...	Your ordering/shipping time is...
shore stations or cutters and items are readily obtainable from SERVMART or the local support center,	0 days
shore stations or non-deployed cutters in the United States, excluding Hawaii, and Alaska and for deployed cutters obtaining items,	30 days
from stock points in Alaska, Hawaii, and outside the US or from mobile support force ships,	30 days
deployed cutters in areas other than the Western Pacific when items can only be obtained from the United States, excluding Hawaii or Alaska.	75 days
deployed cutters in the Western Pacific when items can only be obtained from the United States, excluding Hawaii or Alaska,	90 days

Figure 4. Order and Shipping Time (O&ST) (cont.)

Note: The above O&STs are suggested criteria and may be adjusted to meet operational needs.

Economic Order Quantity (EOQ). The replenishment quantity of low cost, small cube SIM items (e.g. pencils, paper clips, etc.) may be increased by an additional 75-day supply if the total dollar value of the additional quantity will not exceed $100 per extended line item.

Population Related Consumables. If a unit's normal onboard personnel count is increased incident to a special mission, the stock levels of SIM consumables with usage directly related to the number of personnel (e.g. toilet paper, mess gear, etc.) will be adjusted upward to reflect the anticipated usage during the mission.

THIS PAGE INTENTIONALLY LEFT BLANK

CHAPTER 3.
MATERIEL MANAGEMENT

3-E. PHYSICAL INVENTORY REQUIREMENTS

Introduction

The objective of this section is to provide policy and procedures for conducting Physical Inventories at Coast Guard Field Units. All Coast Guard Field Units are required to conduct scheduled physical counts within the specified timeframes stated in this section.

The objectives of a physical inventory are to:
1. Ensure on-hand quantities match stock record entries
2. Identify stock deficiencies
3. Ensure materiel is correctly identified, properly stored, and in good condition
4. Update location and other management data
5. Identify items that need to be repaired, replaced or acquired

Note: A flowchart of the Physical Inventory process is located in enclosure F, Tables and Charts.

Physical Inventory Elements. The basic physical inventory elements include:
1. Preparation to conduct physical inventory
2. Conducting physical counts:
   a. Ensuring physical count quantities match stock record quantities (Floor to Record).
   b. Ensuring stock records match actual stock on-hand (Record to Floor)
   c. Reconciling accountability stock record variances to physical count quantities.
3. Researching discrepancies and identifying causes for adjustments (root cause analysis).
4. Ensuring required reports are created and results reported.
5. Ensuring accurate and complete documentation is placed on file.

Note: For an inventory to be documented as completed, all items listed must be physically counted. If stocked items in a sample count or wall-to-wall inventory are located in a shore side storage location, the inventory cannot be documented as complete until those items are counted.

Introduction
(Continued)

Additional Info:
MRPI shall be separated by at least 60 calendar days (Example: If a unit completes an inventory on 31 March for the second quarter, it cannot start the 3rd quarter inventory prior to 30 May.)

Types of Physical Inventories. Types of physical inventories are:

1. **Mini-Random Physical Inventory (MRPI)**. Count of a smaller portion of the inventory. MRPI shall be separated by at least 60 calendar days from the last physical inventory. Sample size to be used is one half of the full random sample size as in Figure 2. This count will be split in half, one part to be floor to record the other record to floor (i.e. if the full sample size was 32 the mini random sample size would be 16 as shown in Figure 2, then the mini count would be 8 items counted floor to record the other 8 items would be record to floor). Units that fail two consecutive MRPIs in accordance with the minimum accuracy standards listed in Figure 2 shall complete a wall-to-wall inventory within 45 days of the signature date for the last physical inventory.
2. **Floor to Record**. Validate a physical count of items in a location, area or storeroom against the stock record.
3. **Record to Floor**. Validate stock records against the physical count in location, area, or storeroom.
4. **Statistical Random Sample**. A random sample used to statistically project the accuracy of a total inventory population. Units that fail the 4th QTR Statistical Random Sample, in accordance with the minimum accuracy standards listed in Figure 3, shall complete a wall-to-wall inventory within 45 days of the signature date for Year End Certification Memorandum.
5. **Spot Count**. An unscheduled physical count of any item.
6. **Wall-to-Wall**. A physical count of all inventories.

The following scheduled inventory requirements listed in Figure 1 are considered minimal for effective inventory control.

Items that fall under more than one stock control category will be subjected to the more stringent category and deleted from the least stringent category. For example, motor oil is considered a hazardous substance; it could also fall under pilferable. Conduct one annual physical count on motor oil with an accuracy rate of 100%.

Introduction
(Continued)

Website:
CG-44 Homepage
http://cgweb.comdt.uscg.mil/g-sl/gsl.htm

Physical Inventory Count Types and Time Standards. *(cont.)*

Count Types	Minimum Count Frequency	Time Standard
MRPI and Floor-to-Record Counts	1st, 2nd, 3rd Quarter	20 Days
Statistical Random Sample and Floor-to-Record Counts	4th Quarter	20 Days
Spot Count	Unit discretion	1 Day
Controlled, Sensitive, and Pilferable	Annually	10 Days
Wall-to-Wall	As Directed	As Directed

Figure 1. Physical Inventory Count Types and Time Standards

Time Standards. Physical inventories are continuous events. A continuous event for example is: if a physical inventory count starts on a Wednesday and is not completed by the end of the work day then the count shall reconvene on the following work day until it is completed. If the physical inventory count is disrupted due to a mission event, then the current physical inventory would be cancelled and a new physical inventory would begin physical inventories shall be carried out within the time standards noted above. The time standards represent the time to complete all Physical Inventory Elements. If an unexpected operational commitment precludes completion within the Time Standard the Commanding Officer/Officer In Charge (CO/OIC) will sign a Memorandum to File stating date the inventory began, date and nature of the delay, and date the inventory was completed.

Waiver Request. Unit shall conduct physical counts at intervals defined in Figure 1. If a waiver is required, Commanding Officer or OICs shall submit the request through the chain of command to Logistics Program Management (CG-441).

Introduction *(Continued)*

Reporting Requirement. The electronic reporting method for the Physical Inventory Report is currently under development. Units will be instructed when to submit their reports electronically. In addition to documenting completion on the Memorandum to File signed by the CO/OIC, wall-to-wall, Statistical Random Sample and MRPI results shall be reported electronically as a Physical Inventory Report to Commandant (CG-441). Additionally, the latest Federal Logistics System (FLS) quarterly data extract submitted to Operations Systems Center (OSC) Martinsburg shall also be reported on the Physical Inventory Report. An example of the electronic Physical Inventory Report is located in enclosure E, *Instructions, Sample Messages, and Formats*.

The appropriate parent command and the Maintenance and Logistics Command (MLC) Compliance Team shall be notified of the results of the physical inventory.

Physical Inventory Discrepancies

If any discrepancies are recorded against a stocked item, then a single error is recorded. *(Note: A price discrepancy, or no price listed, affects value of inventory and CFO Act readiness, but does not count towards inventory accuracy)*. A list of discrepancies that constitute an error are as follows:

1. An item has an incorrect quantity on hand without documentation to back-up the differences between what is on hand and what is recorded in the system.
2. An item could not be found in the correct location.
3. An item held in the wrong location and recorded in the system.
4. An item found in a location and not recorded in the system.
5. An item found in a location to have a different condition code than what is recorded in the system.
6. An item found in a location that is in Not Ready For Issue (NRFI) condition when the stock record lists it as being in Ready For Issue (RFI) condition.

Determining What to Count

There are two ways to validate confidence that an accurate value of a unit's inventory is being recorded and reported:

Wall-to-Wall. A wall-to-wall counts all (100%) inventory.

(Note: To validate the effectiveness of a wall-to-wall inventory, the unit shall conduct a Statistical Random Sample following the 4th Qtr procedures located on page 3-E-15, with the following exception: Do not send the second Memorandum to file to FINCEN; place it in the file with the remainder of the inventory package. If the unit fails the statistical random sample, contact Commandant (CG-441) for further direction.)

Determining What to Count *(Continued)*

Sample. The normal procedures for selecting the appropriate sample size is based on the total number of stocked line items recorded in the unit's authorized inventory system. The implementation of this standard and the generation of a list of items to audit are included in the functionality of CMplus. In counting a sample, the assumption is that if errors are found in the sample count, and they are within an acceptable limit, then the accuracy of the sample reflects the accuracy of the entire population of items on-hand.

Conducting the Physical Counts

Important Website:
CMplus Procedures
http://cgweb.uscg.mil/g-s/g-sls/slsindex.htm

Coast Guard units shall take the following steps to successfully conduct physical counts of materiel and comparing on-hand materiel to the unit's stock record is provided in the steps below. Two count sheets will be created to conduct a physical count from record-to-floor and floor-to-record (location survey). Any discrepancies discovered must be reconciled within the time standards noted in Figure 1.

All Coast Guard Field Units holding inventory requires a minimum of five personnel to conduct the physical inventory. Coast Guard units with insufficient personnel shall contact their parent command for assistance. All Coast Guard units shall designate the following responsibilities to individuals in writing:

Physical Inventory Control Officer (PICO) – The PICO has the responsibility of the physical inventory process, designation of personnel, documentation, root cause analysis, and reporting results. The PICO has access to stock records on-hand quantities and the storeroom/warehouse.

Count Team (CT) – The CT are comprised of two individuals who have access to the storeroom/warehouse for conducting counts. The CT does not have access to the stock record and on-hand quantities before and during the count.

Research/Adjustment Analyst (RA) – The RA has access to the stock records. The RA does not have access to the storeroom/warehouse during the count.

Controlled, Sensitive and Pilferable Items – All controlled and sensitive items counted annually shall require an accuracy standard of 100%. Pilferable items require an accuracy standard of 97%. All materiel gains and losses shall be researched and results reported to the CO on the quarterly physical inventory report.

Conducting the Physical Counts
(Continued)

Procedures for the 1st, 2nd, and 3rd Quarter Physical Counts. The standard sample size required for accuracy for each sample size listed below:

Inventory Line Items	Sample Size	Errors Allowed
1 – 150	10	1
151 – 280	16	2
281 – 500	25	3
501 – 1,200	40	4
1,201 – 3,200	63	7
3,201 – 10,000	100	10
10,001 – 35,000	158	16

Figure 2. Physical Inventory Sample Sizes and Allowed Errors

Note: If sample size equals or exceeds stocked line items, carry out 100% inspection.

The Property Inventory Control Officer (PICO) shall…

1

a. Suspend processing of low-priority issue requests while the items are being counted. High priority issues shall be recorded during the post count validation research process.

b. Post all receipts and expenditure documents. Run an Inventory by Location report to identify items assigned a temporary (XXXXXX) location and a Zero Price Report to identify items on record with no dollar assigned. Correct all discrepancies prior to conducting the count. Ensure that personnel are available and fully understand their responsibilities. To the greatest extent possible carryout all pre-inventory actions specified in this section.

Conducting the Physical Counts *(Continued)*

Procedures for the 1st, 2nd, and 3rd Quarter Physical Counts. *(cont.)*

The PICO shall…*(cont.)*

2 Ensure that the following pre-inventory actions are completed prior to the physical inventory count.

a. While the physical counts are being conducted suspends processing of low-priority requisition (issue priority 9 to 15) while the item is under inventory.

b. Post all receipts and expenditure documents pertinent to the materiel to be inventoried including all not ready for issue materiel (e.g. depot level reparables in "F" condition).

3 Ensure that personnel are available and trained for the inventory.

4 Inspect and arrange materiel to be inventoried to include:

a. Identify items with a National Stock Number (NSN) and/or Commercial and Government Entity Code (CAGE), Part Number.

b. Package loose units of small items in standard lot size.

c. Clearly identify all items with barcoded information, if applicable.

d. Ensure identifying information is visible.

e. Stack similar items in rows and tiers to expedite counting.

f. Verify and reseal all containers with broken seals that have full quantities.

g. Ensure all locations are properly labeled.

h. Ensure all items have a documented price.

5 For the record-to-floor prepare two copies of the sample count sheets: A master of the inventory count listing and a copy for distribution to the CT.

a. Both count sheets shall include a complete NSN or part number, cage code, item nomenclature, unit of issue, and all storage locations for each item and a remarks section for additional notes. If they appear, black out any on-hand quantities.

b. Prepare a blank count sheet with the following data columns for the floor to record part of the inventory:

1. NSN or part number and CAGE Code
2. Item Nomenclature

Conducting the Physical Counts *(Continued)*

Procedures for the 1st, 2nd, and 3rd Quarter Physical Counts. *(cont.)*

The PICO shall…*(cont.)*

5 *(cont.)* b. *(cont.)*

3. Unit of Issue
4. Storage location of the item counted
5. Remarks section for additional notes

Note: If on-hand quantity and extended line item value appear on the record to floor count sheet, black out the quantity and total dollar value on the copied count sheet.

6 For the floor-to-record portion of the inventory, select a list of storage locations (e.g. row, bin, shelf, rack) from the total inventory records for the CT to conduct the counts.

7 Ensure the number of items that will be picked and entered on the floor-to-record count sheet equals the number of items picked on the record-to-floor count sheet.

Note: If applicable, ensure appropriate barcode equipment is available for CT to conduct inventory.

8 Deliver record-to-floor and floor-to-record count sheet(s) to the CT personnel and oversee the count.

9 Ensure that all count listings are completed.

10 Remind the CT to note any items stored in a previously undocumented location.

11 Ensure that count and location listings are accounted for and turn-in when counts and location surveys are completed.

The CT shall…

12 Consist of two or more personnel. One of the counters shall not be involved in issues, receipts or physical custody of materiel.

13 Use the "blind count" method (i.e. the CT will not have access to stock record on-hand quantities before or during the count phase.)

14 Use the touch method of counting. (i.e. each item shall be physically touched and counted.)

Conducting the Physical Counts *(Continued)*

Procedures for the 1st, 2nd, and 3rd Quarter Physical Counts. *(cont.)*

The CT shall...*(cont.)*

15 Take the Record-to-Floor count sheet and count all items listed.

16 Note in the remarks section of the count sheet any item discrepancies.

17 Take the Record-to-Floor count sheet and go to each location listed, identify on NSN/Part Number and count all like items.

18 Have CT members sign and date the bottom of the count sheet(s).

19 Turn in all count and location sheets to the RA when completed.

The RA shall...

20 Review count sheet(s) to ensure all count sheets are accounted for and all selected items have been counted.

21 Compare the count sheet(s) to the stock record on-hand quantities.

22 Reconcile items to stock records.

23 Identify items by part number, locate and enter a CAGE code on the count sheet and, if required on the CMplus stock record.

24 Go to step 30 and complete steps to prepare memo, if there are no discrepancies on the 1st count sheet(s).

If discrepancies remain, note the items with discrepancy (potential error) on the first count sheet(s) and forward to the PICO.

25 Prepare another count sheet with just the discrepant items, ensuring no on-hand quantities are listed. Mark the count sheet as 2nd count.

26 Ensure one person not assigned to the first count and not involved in issues, receipts or physical custody of inventory.

27 Ensure all count sheets are accounted for and turned in when counts are completed.

Conducting the Physical Counts *(Continued)*

Form:
Adjustment Form
CG Form 3114
(See enclosure E, Instructions, Sample Messages, and Formats)

Procedures for the 1st, 2nd, and 3rd Quarter Physical Counts. *(cont.)*

The CT shall...

28 Obtain 2nd count sheet(s) from the PICO for items requiring second count due to quantity discrepancy.

29 Use the same procedures (Refer to #5) as in the 1st counts.

30 Sign and date the bottom of all count sheet(s).

31 Forward 2nd count sheet(s) to RA.

The RA shall…

32 Compare the 2nd count sheet(s) to the stock records.

33 Where there are discrepancies, note type of discrepancy on 2nd count sheet, (e.g. quantity difference, condition code difference, location difference). Discrepancies are reported as errors on memorandum for CO/OIC signature.

34 Research, reconcile, and post adjustments. Note any root causes found and report them to the PICO.

35 Produce and submit the TAV extract.

36 Prepare a Memorandum for the Commanding Officer and/or Officer in Charge signature via the PICO. Note the following information:

a. Unit Name
b. Unit OPFAC
c. Date of Inventory
d. Type of Inventory
e. Total Number of Stocked Inventory Items
f. TAV extractions were completed and FLS records were updated correctly and timely
g. No zero cost items exist
h. No quantities exist without a bin location
i. Number of Record-to-Floor Items
j. Number of Floor-to-Record Items
k. Number of Errors Record-to-Floor
l. Number of Errors Floor-to-Record

Conducting the Physical Counts *(Continued)*

Procedures for the 1st, 2nd, and 3rd Quarter Physical Counts. *(cont.)*

The PICO shall…*(cont.)*

36 *(cont.)*

m. Total Errors Allowed
n. Total Errors in Sample
o. Pass/Fail

Include as attachment:

a. Count sheet(s) - (1st and 2nd)
b. Adjustment Form (CG-3114), if applicable
c. CMplus Physical Inventory Report with any reconciliation research conducted on discrepancies
d. Inventory By Location Report
e. Zero Price Report

37 Forward memo with attachments to PICO within **3** days of completion of reconciliation.

The PICO shall…

38 Sign and date the draft memo within **3** days of receiving it.

39 Forward to Commanding Officer for endorsement with identification of root causes, and reports of survey, if required.

40 Prepare and forward a Report of Survey to the cognizant approving authority as directed.

41 Maintain all documentation (i.e. count sheets, adjustment forms or CMplus Physical Inventory Report, Inventory By Location Report, Zero Price Report, surveys, and memos) for a period of three years plus the current year.

Conducting the Physical Counts *(Continued)*

Procedures for the 4th Quarter Physical Counts. The standard size required for accuracy for each sample size listed below:

Inventory Line Items	Sample Size	Errors Allowed
1 – 150	20	0
151 – 280	32	1
281 – 500	50	2
501 – 1,200	80	3
1,201 – 3,200	125	7
3,201 – 10,000	200	14
10,001 – 35,000	315	21

Figure 3. Physical Inventory Sample Sizes and Allowed Errors for 4th Quarter

Note: If sample size equals or exceeds stocked line items, carry out 100% inspection.

Procedures for the 4th Quarter Physical Inventory are the same as the procedures for the 1st, 2nd, and 3rd Quarters Physical Inventories, with the following exceptions:

1. The full sample count taken from Figure 3 is performed Record-to-Floor checking the stock record against the item count in the storage locations.
2. For completeness testing, an additional quantity of items equal to ten percent of the sample size will be selected in the storage locations and compared against the stock record (Floor-to-Record).
3. This is a year end certification, not a physical inventory results reporting.

Year End Certification. In addition to the Memorandum to File documenting completion of the Statistical Random Sample, the RA will complete an additional Memorandum to File for CO/OIC signature to certify inventory accuracy. This memo is routed to US Coast Guard Finance Center (fr) and shall contain the following information:

1. That the unit certifies that a physical inventory has been conducted.
2. That the unit certifies that all items requiring an inventory were on hand and verified against the appropriate tracking system, that quantities listed in the tracking system are correct as of 30 Sep (current fiscal year), no zero cost items exist, no quantity exists without a bin location, and TAV extractions were completed.

Conducting the Physical Counts *(Continued)*

Year End Certification. *(cont.)*

3. If errors were noted that change the unit's value of inventory (more or less on hand than expected), then the Memo must state that as of 01 Aug (current fiscal year) the items/quantities listed were incorrect and the following items/quantities should be added to/deleted from the unit's inventory for that year.
4. For financial reporting purposes only, note in the Memo that items inventoried are classified as Operating Materials and Supplies (OM&S).

Complete year end certification documentation shall be kept on file in an audit ready status for a period of three fiscal years plus the current year.

Maintenance of Documentation

The PICO shall maintain the following documentation for a period of three fiscal years plus the current year. The following documentation shall be maintained during the aforementioned timeframe:

1. Certified Memo with the following attachments:
2. Physical Inventory Report (must be signed and dated) and/or Adjustment Forms (CG-3114)
3. Count Sheet(s)
4. Location Listing(s)
5. All Report of Survey (CG-5269)
6. All research documentation (Transaction History File)

Inventory Reporting Requirements

Important Note:
Reports that are not received or are outside the window are considered delinquent.

All field units holding inventory shall execute a data extraction each fiscal quarter, and at the completion of each physical inventory, to the designated central system (e.g. FLS at OSC Martinsburg). A data extraction is defined as the execution of the extraction routine that creates a compressed data file. The file contains (at a minimum) all the inventory data recorded by the unit as of the date the extraction routine was executed. The file created shall be submitted via electronic mail as close to the end of each fiscal quarter as possible.

Inventory Reporting Requirements *(Continued)*

The following are the define reporting windows for an electronic mail submission to be considered on-time:

Fiscal Quarter	Ending Date	Window to Report
1	23 December	15 December – 23 December
2	23 March	15 March – 23 March
3	23 June	15 June – 23 June
4	23 September	15 September – 23 September
Any		Completion of Physical Inventory

Figure 4. Reporting Windows for Electronic Mail Submission

CMplus Physical Inventory Report/Adjustment Forms (CG-3114). Adjustments forms or the CMplus Physical Inventory Report can be used as an adjustment form to document inventory and/or price changes. Listed automatically on the report are items on file, items reconciled, exception items and total exception adjustments. Manually type or print total inventory losses on the report as shown on the sample located in enclosure F, *Tables and Charts*. The report/adjustment forms shall be reviewed, signed and dated by the RA, and subsequently reviewed by the PICO. The PICO shall sign and date after the completion of the review.

Reconciliation Requirements

Research of Physical Inventory. An investigation of potential or actual discrepancies between physical count and recorded balances must be conducted. The purpose of research is to determine the cause of discrepancies.

Types of Research. There are three types of research.

1. Post Count Validation. A comparison of physical count with recorded balances and consideration of transactions that have occurred during the time of the physical count, but have not been posted to the records. Conduct a post count validation (second blind count) of discrepant items. The purpose of post count validation is to determine the validity of the count. Post count validation research ends when the accuracy of the count has been verified. If a discrepancy still exists after the post count continue research in accordance with the minimum research requirements in Figure 5.

Reconciliation Requirements *(Continued)*

Research of Physical Inventory. *(cont.)*

2. Pre-Adjustment Research. A review of potential discrepancies, which involves conducting warehouse search counts, consideration of recent transactions, receipt/issue documentation and verification of catalog Federal Logistics (FEDLOG) data. The purpose of pre-adjustment research is to determine the correct balance. Pre-adjustment research ends when the balance has been verified or the adjustment quantity determined. If a discrepancy still exists after the pre-adjustment research has been completed continue research in accordance with the minimum research requirements in Figure 5.
3. Causative Research. An investigation of discrepancies (i.e. gains/losses) consisting of (as a minimum) a complete review of all transactions to include supporting documentation, catalog change actions, shipment discrepancies, and unposted or rejected documentation occurring since the last completed inventory. The purpose of causative research is to identify, analyze, and evaluate the cause of inventory discrepancies with the aim of eliminating repetitive errors. Causative research ends when the cause of the discrepancy has been discovered or when, after review of the transactions, no conclusive findings are possible and an inventory gain/loss transaction is posted to bring the records in balance. If no conclusive findings occur, note in the stock record folder that causative research had been accomplished.

Minimum Research Requirements. The following minimum research requirements are for determining the level of research required by dollar value. *(Examples of research – Post Count Validation, Pre-Adjustment Research and Causative Research*)

Condition of Discrepancy		Required Research	
Total Dollar Value	**Post Count Validation**	**Pre-Adjustment Research**	**Causative Research**
<$100	Yes	No	No
≥$100 but <$1000	Yes	Yes	No
>$1000 or pilferable/ classified/sensitive	Yes	Yes	Yes

Figure 5. Research Requirements by Dollar Value

Note: At the command's discretion, any item can be researched to determine the cause for discrepancy.

3-E. PHYSICAL INVENTORY REQUIREMENTS

Reporting of Discrepant Inventory

Reporting Requirements. The following minimum reporting requirements are for total number of inventory loss, damaged or destroyed with total dollar values are as follows:

Total Dollar Value	Report	Approving Authority
<$5,000	Adjustment Forms (CG-3114) or CMplus Physical Inventory Report	Unit CO/OIC or designated authority at unit
≥$5,000 but <$10,000	Report of Survey with above adjustment forms or CMplus Inventory Report	Unit CO/OIC
≥$10,000 but <$100,000	Same as above	Unit forward to designated ISC (for MLCPAC units only), MLCLANT (flp) or CO HQ units
≥$10,000 but <$100,000	Same as above	COMDT (CG-842), copy to COMDT (CG-441)

Figure 6. Reporting Requirements

Board of Survey. The Board of Survey must be in accordance with the Property Management Manual, COMDTINST M4500.5 (series).

The Report of Survey should be completed and distributed as stated on the chart below. A sample of a Report of Survey Form, (CG-5269) with instructions can be found in enclosures E *(Instructions, Sample Messages, and Formats)* and G *(Forms and Labels).*

Reporting of Discrepant Inventory *(Continued)*

Board of Survey. *(cont.)*

If final approval authority is...	Then...
Unit	Retain original Report of Survey in units supply files.
ISC	The unit will forward original and one copy to ISC. ISC will return original of approval/disapproved report of survey to unit.
COMDT (CG-842)	Unit will forward original and two copies to COMDT (CG-842) one copy to COMDT (CG-441), and one copy to the ISC. COMDT (CG-842) will return original of approved/disapproved report of survey to the unit and a copy to the ISC.

Figure 7. Board of Survey

Note: Units shall retain approved report of surveys for a minimum of three years.

THIS PAGE INTENTIONALLY LEFT BLANK

CHAPTER 3.
MATERIEL MANAGEMENT

3-F. SHELF-LIFE

Introduction

The Federal Supply System maintains various items that require special handling due to certain deteriorative characteristics. These items are called shelf-life items and shall be properly maintained to ensure the US Coast Guard customers are provided serviceable materiel at all times. The purpose of this section is to provide guidelines and instructions for procuring, maintaining, and disposal of shelf-life inventory within the Coast Guard.

Information in this section pertains to the management of consumable and non-consumable shelf-life items that may or may not be hazardous in nature. Shelf-life items can be found in all classes of supply and stored at various levels in the Federal Supply System (FSS). Shelf-life management for hazardous materiel follows the same procedures as non-hazardous shelf-life, unless specific instructions are given for priority processing over non-hazardous materiel. Class I (perishable subsistence), Class III (bulk petroleum), Class V (ammunition), and Class VII-B (blood) are excluded from this section and shall continue to be managed in accordance with existing materiel management regulations.

Shelf-Life should not be confused with **Service-Life**. For the correct definitions of Shelf-Life and Service-Life, see the list of definitions in enclosure B, *Glossary*. The deteriorative nature of some items over time while in a storage environment results in their designation and identification as shelf-life items. These items require intensive controls in order to minimize materiel and financial losses to the Federal government.

<u>Shelf-Life versus Service-Life</u>

1. Opening unit-of-issue containers of shelf-life items for routine partial issue, use or inspections is discouraged. Once the container (unit-of-issue) is opened the shelf-life markings and dates are of little value for that specific container and shelf-life ceases. Opening the container negates shelf-life and triggers service-life for that specific container. Shelf-life and service-life are both reduced dramatically depending on how long the container is open and the storage conditions related to the open container. More frequent inspections are required for shelf-life items partially unused in previously open containers, particularly if the application is critical, as the degradation or deterioration will inherently occur more rapidly. Acquiring the proper units-of-issue, unit packs, and ensuing that stockage objective are adjusted accordingly should prevent degradation or deterioration.

Introduction
(Continued)

Shelf-Life versus Service-Life *(cont.)*

2. Opening an external unit pack normally is not expected to cause any accelerated degradation or deterioration to the units-of-issue packed inside of their individual containers or packages. Shelf-life management continues uninterrupted.
3. Opening a manufacturer's package, packing, and preservation to positively verify the identity of the contents negates shelf-life and triggers service-life. Unless the shelf-life item's use or consumption is imminent and particularly if the application is critical the item should not be placed back into stock (e.g., on the shelf or in pre-extended bins, etc.)

Designation of items for shelf-life management are to be held to a minimum since these items require specialized management, handling, and continuous surveillance, which often results in higher related costs. Items will not be designated for shelf-life merely to facilitated storage control.

Acquisition and procurement of inventory without shelf-life consideration, prior to being placed into service, can have an adverse impact on the environment and support to Coast Guard customers. Non-extendible shelf-life items allowed to expire while still in storage result in unnecessary materiel losses, re-procurement costs, and disposal costs. The following functions and/or processes have an significant impact on shelf-life management:

1. The acquisition process and synonymously used supply chain, cradle-to-grave or life-cycle management.
2. Shelf-life item management at all levels of supply to include, but not limited to the Primary Inventory Control Activity (PICA), Secondary Inventory Control Activity (SICA), and the unit.
3. Receipt, storage, surveillance, inspection/testing, and identification/dissemination of shelf-life extensions.
4. Materiel releases to include, but not limit to, shipments and transfers.
5. Materiel dispositions and disposal.

This section is also applicable to shelf-life items furnished as Government Furnished Property (GFP) to a contractor for the fabrication/production of an end item. Management and storage of GFP shall be subject to the same restrictions and management controls.

Shelf-Life Acquisition & Procurement

Shelf-Life Code (SLC). With few exceptions, all items assigned a National Stock Number (NSN) in the Federal Supply System will be designated by a specific shelf-life code. This code identifies the length of the shelf-life period expressed in months. All NSNs or NIINs not designated as shelf-life items in accordance with this section are considered non-deteriorative and thus, are not shelf-life items. Non-self-life items shall be coded and identified with a shelf-life code of "0" (zero).

1. Assignment of SLC
   a. The managing Inventory Control Point (ICP) shall assign SLCs to all items of supply following a technical evaluation of the deteriorative or unstable characteristics of the item.
   b. Each item of supply shall be assigned a single SLC. This code shall designate the item as Type I (alpha character, except X) or Type II (numeric character and alpha character X) and have the appropriate shelf-life period (in months) assigned to the item as shown in enclosure D, *MILSTRIP Supply and Storage Codes* of this manual.
      1. **Type I** items expire on the expiration date when the materiel is unfit for use. *(Further discussed in this section)*
      2. **Type II** items are (1) visually inspected, (2) laboratory tested or (3) other restorative actions taken as required by the storage standard to specifically extend shelf-life storage periods. *(Further discussed in this section)*

Requisitioning, Issue, and Shipment of Shelf-Life Items

Issue/Shipment. Stock selected for issue/shipment will be the supply condition code specified by the Materiel Release Order (MRO). Materiel issued/shipped shall be properly marked with appropriate shelf-life data shown below the item identification data on all unit, intermediate, and exterior containers, in accordance with MIL-STD-129, MIL-STD-130, MIL-STD-290 (FSC 9150 only) or FED-STD-123 (references (m) through (p)) and shall be retained during shipment.

Wholesale-level Supply Activities (SA) will ensure that all shelf-life items/materiel meet the requisitioner's requirements, which includes proper stock selection and correct packing, marking, and labeling prior to release. **Shipping expired shelf-life materiel to any customer is prohibited**. Coast Guard customers receiving expired materiel shall be entitled to a replacement of the expired materiel and reimbursement of any customer cost or disposal costs associated with the expired materiel.

Requisitioning, Issue, and Shipment of Shelf-Life Items *(Continued)*

First-In-First-Out (FIFO). Materiel will be issued/shipped on a FIFO basis and shall be the oldest within the condition code specified unless otherwise authorized. In order to issue the oldest materiel:

1. Type I non-extendible shelf-life items will be issued/shipped by the earliest date of the expiration.
2. Type II extendible shelf-life items will be issued/shipped by the earliest date manufactured, earliest date cured, earliest date packed or earliest date assembled (apply one as appropriate).
3. Shelf-life materiel, which is approaching expiration or inspection/test dates, will be marketed to prevent disposal of materiel.

Supply Condition Codes Applied to Issues/Shipments. When materiel is issued on the FIFO principle, supply condition codes for shelf-life items shall be applied in accordance with the following table:

When Shelf-Life Remaining is:	Assign Supply Condition Code:
Less than 3 months	**-C-** IMM shall contact the customer prior to issue of materiel to CONUS customers only.
3 through 6 months	**-B-** Restricted issue. IMM issues materiel to CONUS customers.
More than 6 months	**-A-** Unrestricted issue

Figure 1. Condition Codes applied to Issues/Shipments

Exceptions to Condition Codes Applied to Issues:

1. When directed by the ICP, items assigned a shelf-life code of 12-months or less may be maintained in condition code "A" for a specific period other than for those periods shown above. These items shall be isolated and close surveillance maintained by the ICP and the wholesale-level storage activity to ensure items are issued prior to the expiration date.

Requisitioning, Issue, and Shipment of Shelf-Life Items *(Continued)*

Exceptions to Condition Codes Applied to Issues: *(cont.)*

2. When directed by the ICP, items assigned a shelf-life code of 12-months or less may be maintained in condition code "A" for a specific period other than for those periods shown above. These items shall be isolated and close surveillance maintained by the ICP and the wholesale-level storage activity to ensure items are issued prior to the expiration date.
3. For materiel managed by the Defense Supply Center Philadelphia (DSCP)-Medical, condition code "C" materiel is issued to CONUS customers on priority designator 01-03 requisitions when the materiel has less than 90 days of shelf-life remaining. However, for materiel in condition code "C" with less than 30 days shelf-life remaining, customer concurrence is required.
4. For GSA materiel, internal controls have been established to ensure that no item is shipped from GSA facilities if less than the minimum shelf-life timeframe reference Figure 2 (GSA Shipment Controls).

DESTINATION			
Shelf-Life	**CONUS**	**Overseas Surface**	**Overseas Air**
1 year or more	½ original shelf-life		
9 months	4 months	4 months	4 months
1 year or more	½ original shelf-life		
9 months	4 months	4 months	4 months
6 months	2 months	3 months	2 months
3 months	1 months	N/A*	45 days
*Items with a 3-month shelf-life must be shipped overseas only by air transportation.			

Figure 2. GSA Shipment Controls

Receiving, Storage, Surveillance, and Extensions of Shelf-Life Items

Supply Discrepancy Report (SDR), SF 364. Coast Guard activities should record and report shipments received with packaging inadequacies and discrepancies in accordance with procedures outlined in the SPPM, Chapter 3/section I, *(Discrepancy Reporting)*. SDRs for shelf-life items shall be submitted regardless of dollar value. Prompt submission and processing of shelf-life hazardous and non-hazardous SDRs, in that order, shall be performed to ensure that the maximum amount of shelf-life remains, after the SDR has been resolved.

Remaining Upon Receipt (85%). A minimum of 85 percent remaining shelf-life is required at the time of receipt by the first government activity, except otherwise authorized.

Materiel Disposition and Disposal of Shelf-Life Items

Form:
DD Form 2477
Shelf-Life Extension Notice
(See enclosure E , Instructions, Sample Messages, and Formats)

Wholesale Excess. When an Inventory Manager (IM) perceives that on-hand shelf-life materiel will exceed foreseeable demands, it is the IMs responsibility to review the item's demand patterns, due-in quantities, stock-on-hand, customer ordering practices, and recommend a possible extension of Type II materiel time-limits to avoid having materiel expire.

Redistribution. Redistributions of shelf-life items may be made both within and among Federal services and agencies.

Coast Guard Activities Excess Reporting of Shelf-Life (DIC FTE). Reporting of excess shelf-life items/materiel to the ICPs shall be in accordance with the SPPM, Chapter 3/Section J, Materiel Returns Program.

Materiel Returns Program (MRP). MRP policy, procedures, and credit processing can be found in the SPPM, Chapter 3/Section J, *Materiel Returns Program*. Excess Class II perishable subsistence and Class VIII medical shelf-life items are not authorized for return.

Type I Non-Extendible Shelf-Life Items. Assets that are potential excess with 6-months or less shelf-life remaining shall be subject to accelerated issue or disposal procedures by the ICP to realize the maximum usage prior to expiration of shelf-life.

Type II Extendible Shelf-Life Items. Assets that are Type II Extendible shelf-life items will be reported and returned in a ready-for-issue condition. Any Type II shelf-life items having less than 3 months shelf-life remaining will not be returned unless authorized by the managing ICP. All Type II shelf-life items shall be extended prior to return and the DD Form 2477, Shelf-Life Extension Notice shall be attached to the materiel if it has been extended.

Materiel Disposition and Disposal of Shelf-Life Items (*Continued*)

Reporting and Returning Shelf-Life Assets. When the inventory manager authorizes the return of serviceable materiel, returned assets shall be considered in determining future requirements for selected items whose forecasted requirements are dependent on previous demands.

1. Improper Materiel Returns – Coast Guard activities returning materiel is cautioned that the returning activity may be held responsible for costs incurred by the receiving activity when discrepancies are identified and validated (e.g., invalid condition codes, quantities, expired shelf-life, etc.) Actions taken by the receiving activity may include all cost reimbursable actions performed by the receiving activity such as repackaging, marking, and/or disposal.
2. Unauthorized Returns – Reported assets that the inventory manager does not authorize for return or temporary retention shall be subject to the retail holding or disposal practices of the owning Service/Agency (S/A).
3. Packing, Handling, Storage, and Transportation (PHS&T) – Costs for Authorized and Proper Directed Returns – The receiving S/A will pay the PHS&T costs associated with all directed returns. Coast Guard activities should consider retaining, disposing or consolidating assets to limit returns where the shipping costs exceed the value of the assets. The supply source shall also pay storage costs for assets identified by the manager for temporary retention.
4. Uneconomical Excess Reporting – The owing S/A managers may set dollar thresholds to avoid uneconomical reporting and return of assets above retail retention limits. For assets below the threshold, the owner should consider retaining, disposing or consolidating those assets where the reporting costs exceed the value of the assets. The dollar threshold for the supply activities can be found in the Materiel Returns Program section of this chapter.

Disposal of Shelf-Life Materiel. Final disposal action should be the absolute last resort for shelf-life items that have, expired or will not be extended due to visual inspection/laboratory test failure and are not HAZMAT/HAZMAT Waste (HW).

When an activity is authorized to dispose of shelf-life materiel, expeditious action shall be taken to process the materiel for DRMO turn-in citing the appropriate disposal authority code is located in enclosure D *(MILSTRIP Supply and Storage Codes)*.

Materiel Disposition and Disposal of Shelf-Life Items *(Continued)*

Forms:
DD Form 1348-1A
Issue Release/Receipt Document (See enclosure E, Instructions, Sample Messages, and Formats)

DD Form 1348-2
Issue Release/Receipt Document with Address Label (A sample form is located in enclosure G, Forms and Labels)

Disposal of Shelf-Life Materiel. *(cont.)*
Some state and local environmental laws consider both expired and lapsed inspection/test-dated shelf-life as HAZMAT subject to potential HW disposal requirements. Coast Guard units should be aware that many items managed by DoD are considered as HAZMAT and there is potential to incur environmental notices of violation (NOV) resulting in additional costs for HW disposal and substantial costs for associated penalties.

Materiel availability in the materiel disposition system is to be used to the fullest extent practicable to prevent concurrent procurement, disposal, or to prevent the repair of unserviceable items when serviceable items are available.

When excess (serviceable/unserviceable) shelf-life materiel migrates to supply condition codes J, K, L, M, N, P, Q or R, activities must initiate action to reclassify the materiel to an acceptable supply condition code (i.e., A through H) before preparing the disposal turn-in document, DD Form 1348-1A, Issue Release/Receipt Document or DD Form 1348-2, Issue Release/Receipt Document with Address Label.

In order to ensure that shelf-life items are properly disposed of, insert the following entries on the DD Form 1348-1A or DD Form 1348-2, Disposal Turn-In Document:
1. Insert Management Code "T" in RP 72 for shelf-life materiel that has expired or can not/will not be extended.
2. Insert "Shelf-Life Property" in block 27.
3. Insert the FLIS or FEDLOG recorded Shelf-Life code in block 15.
4. Insert the Reason for Disposal Code in the requisition turn-in document.

Shelf-Life items shall be turned-in to the DRMO for physical receipt or receipt-in-place, whichever is more practical or required.

Materiel Quality Control Storage Standards (MQCSS) Program

The Materiel Quality Control Storage Standards (MQCSS) are maintenance of storage standards for the Department of Defense (DoD), General Services Administration (GSA), and the Coast Guard managed materiel. The standards are utilized by activities in performing storage surveillance for materiel procured, managed, and stored within the FSS. The MQCSS are the principles for quality assurance techniques to be used in determining the condition of materiel upon receipt (Service/Agency (S/A) option), in storage, upon shipment, and test or restorative actions required to maintain and return stocks to a ready-for-issue status.

Materiel Quality Control Storage Standards (MQCSS) Program *(Continued)*

Website:
Shelf-Life Homepage
http://www.shelflife.hq.dla.mil

Contact Information:
DSCR, ADP Security Office
Telephone Numbers:
(804) 279-4131/4195

Email Addresses:
adpsecurity@dscr.dla.mil
or
GIS7006@dscr.dla.mil

Storage standards are required to be prepared on Type II (extendible) shelf-life items. Storage standards should also be prepared on other items at the option of the managing ICP, e.g., Type I (non-extendible) shelf-life items, critical application, principal, sensitive or hazardous items.

Accessing the M-204 Data Systems. Coast Guard employees can access the Quality Status Listing (QSL) and Materiel Quality Control Storage Standards (MQCSS) data systems at the Shelf-Life Homepage. The user must obtain a password before gaining access to the QSL. The Defense Supply Center Richmond (DSCR) is responsible for issuing passwords to the M-204 Shelf-Life Database users. A request for a password can be requested by telephone or email to the DSCR, ADP Security Office *(available on your left)*. The following information should be provided, when requesting a password:

1. Name
2. User ID
3. Organization
4. Commercial Telephone Number

A password is not required for access into the MQCSS.

THIS PAGE INTENTIONALLY LEFT BLANK

CHAPTER 3.
MATERIEL MANAGEMENT

3-G. STOCK RECORD AND DOCUMENTATION MANAGEMENT

Introduction

Stock records are necessary to obtain the following results:

1. Maintain proper stock accountability (on-hand balance)
2. Record supply transactions (e.g., receipts, issues)
3. Assist in replenishment decisions (i.e., requisitions)
4. Assist in determining follow-up actions
5. Physical inventory stock
6. Report value of inventory for determining budget and financial management
7. Provide support for MLC and CFO reviews
8. Units shall maintain stock records on Coast Guard authorized stock record systems for inventory (including "XB" coded items) or supply fund inventory

Note: Only the Academy, ELC, ISC's Kodiak, Boston, and UDC have supply find inventory.

Data Requirements for Stock Record Systems

Data requirements have been established for US Coast Guard authorized stock record systems. The following data requirements are the data elements required on a stock record:

1. National Stock Number (NSN)/Activity Control Number (ACN) or CAGE, and Part Number
2. Item name or Nomenclature
3. Quantity On-Hand
4. Quantity Due-In
5. Condition Code
6. Purchase Unit Price
7. Unit Price and Weighted Average Unit Price (see section on valuation of unit price)
8. Unit of Issue
9. Location of Stock
10. Historical Usage
11. MTR/DLR *(if applicable)*. Record Cognizance Code "XB" *(if applicable)* "XB" items are electronic equipment owned and managed by the ELC
12. Serial Number *(if applicable)*
13. Shelf Life Information
14. Type code (identifies if materiel is GUCL, shop stock, storeroom items)
15. Project or Maintenance scheduling and required delivery dates

Refer to the User Manual of the Coast Guard authorized system and/or CMplus Supply Job Aid of the automated stock record system (e.g. CMplus, TAIT, ORACLE Inventory) you are using for the system data requirements.

Data Requirements for Stock Record Systems *(Continued)*

Website:
CMplus Supply Job Aid
http://cgweb.uscg.mil/g-s/g-sls/SLSINDEX.htm

Transactions that affect Stock Records. Listed below are the types of transactions that affect stock records. The sections that explain the transactions and how they are recorded on the stock record are in parenthesis.

1. Receipts *(see section titled, Receipt Processing)*
2. Issues *(see section titled, Acquisition and Expending Materiel)*
3. Procurement Due-in's *(see section titled, Acquisition)*
4. Report of Surveys *(see section titled, Report of Surveys)*
5. Inventory Adjustment Debits/Credits (Gains/Losses) – (*see section titled, Physical Inventory)*

Valuation of Inventory. All inventory shall have a valuation (unit price) recorded on stock records. Items with zero unit price will be researched and established. Valuation of inventory shall be certified annually on the Quarterly Physical Inventory Memo by the supply officer/comptroller/XO/XPO or competent higher authority. Record on the stock record as follows:

1. The weighted/moving average method of valuing inventory is computed in CMplus/FLS starting in FY 1999.
2. Documentation to support valuation shall be maintained at the unit for a period of three years plus the current fiscal year.
3. Units without CMplus shall value OM&S at historical cost, including items that are free issue to the unit.
4. Documentation to support the valuation of each OM&S NIIN/Part Number shall be maintained by the unit, and shall be as follows: Issue Release/Receipt Document (DD Form 1348-1A), MIPR, Requisition and Invoice/Shipping Document (DD Form 1149), Contract/Purchase Order, and Invoice
5. See enclosure F, *Tables and Charts* for additional pricing guidance.

Exclusions. For medical and subsistence materiel refer to the following manuals:

1. For Inventory Management procedures for medical supplies refer to the Medical Manual, COMDTINST M6000.1 (series).
2. For Inventory Management procedures for subsistence refer to the Coast Guard Food Service Manual, COMDTINST M4061.5 (series).

Publications Available to Assist the Coast Guard User. The CMplus and ALMIS users guides/manuals are available to assist Coast Guard units in using automated stock record systems.

Data Requirements for Stock Record Systems *(Continued)*

Website:
OPNAV 4790CK Form
http://cgweb.elcbalt.uscg.mil/

Documentation Required to be Maintained. The following documentation is required to be filed and maintained for three fiscal years plus the current fiscal year.

1. Receipts (Issue Release/Receipt Document, (DD Form 1348-1A), MIPR, Requisition and Invoice/Shipping Document (DD Form 1149), Contract/Purchase Order, and Invoice)
2. Issues (Requests)
3. In-transit information (e.g. CBL, estimated date or delivery, shipping address, etc.)
4. Physical inventory count sheets or work sheets for self audits and complete physical counts
5. Report of Survey (CG-5269)
6. Adjustment Form (CG-3114) or CMplus Physical Inventory Report or ALMIS Inventory Discrepancy Report
7. Inspection Reports
8. Certification Letter with quarterly physical inventory reports
9. Configuration Management changes on Ship's Configuration Change Form (OPNAV 4790/CK)
10. Allowance Change requests

THIS PAGE INTENTIONALLY LEFT BLANK

CHAPTER 3.
MATERIEL MANAGEMENT

3-H. RECEIPT PROCESS

Introduction

The receipt process consists of taking into custody materiel at final destination, recording the on-hand quantity received and dollar value on stock records and placement into stock for future use or immediately issuing materiel to user (Direct Turn Over (DTO)). Accurate and timely receipt processing, coupled with the retention of documentation directly supports the valuation of OM&S, and is essential to the unit achieving and maintaining audit compliance.

Timeframe for Receipting

Timely receipting of materiel reduces the risk of loss or theft and maintains and/or improves operational readiness by ensuring materiel is available for use.

Within five calendar days of materiel being received at the final destination, the unit shall complete the following guidelines for processing materiel receipts on page *3-H-3* of this section.

Materiel received and upon inspection determined not acceptable for use is called discrepant materiel. Discrepant materiel shall also comply with the guidelines for processing materiel receipts within five calendar days. However, materiel shall be recorded in "L" condition. Place in stock/holding location separate from "A" condition materiel awaiting disposition instructions from the source of supply. Discrepant materiel shall be reported in accordance with Chapter 3 *(Materiel Management)*, section I *(Discrepancy Reporting).*

Designation of Duties

By designating specific receipt functions to personnel, management is able to reduce security gaps, fraud, theft, and/or human, procedural, or system errors that create errors in on-hand stock, stock records, and financial data. The ability to place materiel into storage locations and update stock records to reflect those changes is not routine and shall be restricted to an absolute minimum number of personnel. Each unit shall maintain a roster of personnel who have the ability to physically receipt materiel into stock and update the stock records.

For responsibilities and duties refer to Chapter 1, *(Organizational Responsibilities and Logistics Management Systems)*, section A *(Organizational Responsibilities).*

CHAPTER 3.
MATERIEL MANAGEMENT

3-H. RECEIPT PROCESS

Receipt Documents

Forms:
DD Form 1149, Requisition and Invoice/Shipping Document
Enclosure G, Forms and Labels

DD Form 1348-1A, Issue Release/Receipt Document
Enclosure G, Forms and Labels

DD Form 250, Materiel Inspection and Receiving Report
Enclosure G, Forms and Labels

The following documents are used to receipt for materiel. Receipt documents shall be signed (include print name) and date received by unit personnel when materiel is received at final destination.

1. Contracts/Invoices/Materiel Inspection and Receiving Report (DD Form 250)
2. Purchase Orders/Inspection Reports
3. Government Bill of Lading (GBL) or Commercial Bill of Lading (CBL)
4. Requisition and Invoice/Shipping Document (DD Form 1149), Issue Release/Receipt Document (DD Form 1348-1A) etc.

Retaining Receipt Documents

Maintain all receipt documentation on file at unit for three fiscal years plus current year.

Receipt Transactions Authorized for Recording Receipts

Website:
CMplus Supply Job Aid
http://cgweb.uscg.mil/g-s/g-sls/SLSINDEX.htm

Only receipt transaction document identifier "D4S", CMplus MILSTRIP receipt transaction, Direct Turn Over (DTO), or credit adjustment specifically identified for receipting are the only receipt transactions authorized. If the receipt is for a commercial purchase, use a credit adjustment for receipting. For traceability, ensure that a document number is recorded on the credit adjustment receipt transaction and receipt document. To receipt in CMplus, follow the Supply Job Aid procedures on the Intranet.

Materiel Receipt Acknowledgment (MRA)

If the materiel was acquired through the Federal Supply System, then the receiving unit or designated reporting command shall forward a MRA to the ICP or source of supply within:

1. Five calendar days of materiel receipt.
2. 30 calendar days from the release date when a shipment to a CONUS activity has not been received.
3. 90 calendar days from the release date when a shipment to an overseas activity has not been received.
4. 15 calendar days from when the DRF transaction (follow-up to MRA) was received.

Materiel Receipt Acknowledgment (MRA) *(Continued)*

A MRA shall be forwarded to the ICP or Source of Supply when the following conditions exist:

1. When there is a full, partial, split or non-receipt shipment.
2. When there is a discrepant/deficient, and non-discrepant shipment.
3. If the stock number/part number can not be entered on the MRA, but the document number is on the MRA.
4. If the ICP or source or supply is following up with a DRF transaction when materiel receipt has not been acknowledged on time.

Note: For materiel requisitioned by one unit (i.e. MLC) and shipped to another (i.e. cutter, station, etc.), send a copy of the receipt document or message to the originator. Only the originator may receipt for the received requisition.

Processing Materiel Receipts

Processing Receipts for Receiving. Receiving shall use the following procedures in Figure 2, to process receipts:

Step	Action
1	Verify the number of cartons, packs or pieces received against shipping documents and check for damage. Inspect materiel in accordance with Chapter 4, section B *(Inspection of Inventory)*. Any damage, shortage or overage shall be noted on all copies of the receipt document. *Note: Materiel received without documentation shall be processed using a dummy invoice.*
2	Sign and return a copy of receipt (e.g. DD-1348-1A or DD-1149) to the sender upon completion of receipt processing.
3	Forward a copy of the signed and dated receipt document to the stock control section, supply office or unit accounting section for accounting purposes.
4	Forward the materiel and a copy of the signed and dated receipt document to the storeroom.

Figure 2. Processing Receipts for Receiving

Processing Materiel Receipts *(Continued)*

Website:
CMplus/Supply Job Aid
http://cgweb.uscg.mil/g-s/g-sls/SLSINDEX.htm

Processing a Receipt in a Storeroom. Upon receipt of materiel from receiving, the storeroom shall follow the procedures in Figure 3 below:

Step	Action
1	Count and verify materiel against receiving documents. For purpose of this count, the quantity shown on the outside of the container may be used, if the package has not been previously opened. If the package has been opened or appears to have been opened, the contents shall be verified by an item count. If two-dimensional barcode equipment is available recommend it be utilized for receipting. Units with CMplus shall refer to the CMplus Job Aid on the Coast Guard website for system procedures to record receipts.
2	Store materiel or temporary stock/holding location for discrepant materiel. Note the location and any discrepancies on the receiving document.
3	Forward a copy of the receiving document to the stock control section and indicate the storage location and any discrepancies.

Figure 3. Processing Receipts in a Storeroom

Note: For materiel requisitioned by one unit (i.e., MLC) and shipped to another (i.e., cutter, station, etc.), send a copy of the receipt document or a message to the originator.

Processing a Receipt on Stock Records. Upon completion of storeroom procedures the stock control section shall follow the steps in Figure 4.

1	Record quantity received, date received and purchase price on an authorized stock record system, such as: CMplus – Supply – Barcode Processing. The *Inventory, Barcode Updates* function in CMplus allows receipt transactions created with the barcode scanner to be uploaded into CMplus. A Direct Turn-Over (DTO) allows the unit to receipt and issue to a user with one transaction.
2	Submit Materiel Receipt Acknowledgement (MRA) transaction if materiel was requisitioned from a Federal source of supply. If the materiel is discrepant, record discrepancy code on transaction. See MRA on page 3-H-2 and enclosure D, *MILSTRIP Supply and Storage* Codes.

Figure 4. Processing Receipts on Stock Records

Processing Materiel Receipts *(Continued)*

Processing a Receipt on Stock Records. *(cont.)*

3	Discrepant materiel should be reported in accordance with Discrepancy Reporting in Chapter 3, Section I.

Figure 4. Processing Receipts on Stock Records (cont.)

THIS PAGE INTENTIONALLY LEFT BLANK

CHAPTER 3.
MATERIEL MANAGEMENT

3-I. DISCREPANCY REPORTING

Introduction

The purpose is to determine the cause of discrepancies, effect corrective actions, and prevent recurrence. The discrepancy reporting may be accomplished by completion of the following forms: Supply Discrepancy Report (SDR) (previously named Report of Discrepancy (ROD), a Transportation Discrepancy Report (TDR) or a Quality Discrepancy Report (QDR). Such reports provide support for adjustment of property and financial inventory accounting records; information as a basis for claims against contractors; notification to shippers; visibility of preservation, packing, marking, and unitization discrepancies; required corrective actions; disposition instructions; and information for management evaluations. Discrepancies are monitored by the ICP/IM and trends noted through evaluation of feedback data.

Coast Guard units shall submit the discrepancy reporting documentation to the appropriate office/agency when the following applies:
SDR – Upon receipt of incorrect items, quantities, shelf-life issues, and poor packaging, submit a SDR to the source of supply.

QDR – When procured Coast Guard and OGA items do not meet the fit, form, or function of the mission for which they were intended, a QDR shall be submitted regardless of dollar value.

TDR – When a shipment is astray, damaged, incomplete or improperly marked/labeled/documentation, shortage due to theft, pilferage, leakage, evaporation (including hazardous materiel), submit a TDR to the source of supply.

Supply Discrepancy Report (SDR) SF-364

Submitting an SDR (SF-364). A Supply Discrepancy Report (SDR) can be submitted to the source of supply through the following mechanisms:

1. Preparing and submitting an SF-364 (NSN: 7540-00-159-4442).
2. Automated discrepancy-reporting system.
3. Electronic Data Interchange (EDI).
4. DLA Customer Service Call Centers
5. Email or any other manner acceptable to the submitter and recipient can be used to report the discrepancy as long as the procedures are submitted in accordance with this section or the Reporting of Supply Discrepancies Publication (DLAI 4140.55), which is available on the DLA website.

CHAPTER 3.
MATERIEL MANAGEMENT

3-I. DISCREPANCY REPORTING

Supply Discrepancy Report (SDR) SF-364
(Continued)

Website:
Reporting of Supply Discrepancies Publication
http://www.dla.mil

Procedure for filling out the SDR (SF-364) can be found in enclosure E, *Instructions, Sample Messages, and Formats* typical shipping and packaging discrepancies are listed by discrepancy code in enclosure D, *MILSTRIP Supply and Storage Codes*.

Excluded from the SDR. The reporting of the following types of discrepancies are excluded from the provision of the SDR:

1. Shipping discrepancies found while materiel is in storage with exception of short shipment and wrong item discrepancies discovered upon opening a sealed vendor's pack (exception applicable to US Government only.)
2. Discrepancies involving local base or station deliveries to or returned from internal or satellite activities.
3. Discrepancies involving shipments of privately owned vehicles.
4. Discrepancies involving shipments on requisitions or purchase orders from personnel services activities, which cite non-appropriated funds.
5. Shipping discrepancies involving personal property shipments with the exception of packaging discrepancies.

Cost Incurred if Materiel Returned in Violation of Procedures. Commands/units returning materiel may be held responsible for costs incurred if returns are made in violation of these procedures. Some examples of cost reimbursable actions performed by the receiving activity are repackaging, marking, and disposal.

Shipping or packaging discrepancies attributable to the responsibility of the shipper (including contractors/manufacturers or vendors) will be reported via SDR by the receiving activity.

Transshipment activities noting packaging deficiencies on shipments in transit will prepare an SDR.

For multi-stop shipments/deliveries, each consignee will report Shipping discrepancies pertaining only to their receipt.

When both item discrepancies and packaging discrepancies are noted on the same shipment, both types of discrepancy should be included on the same report. The report initiator will indicate on the SDR what action is requested.

Multiple requisitions received under a consolidated shipment cannot be combined for reporting purposes.

CHAPTER 3.
MATERIEL MANAGEMENT

3-I. DISCREPANCY REPORTING

Supply Discrepancy Report (SDR) SF-364
(Continued)

Billing, accounting, and financial adjustments for supply discrepancies errors will be processed through FINCEN and report on the units Program Element Status (PES) Report.

If Extended Dollar Value per Line Item Exceeds….	Then Submit an SF-364 when…
$100	1. The shipment has a shortage/overage in quantity, except controlled, or pilferage items. See $0 value table on next page. 2. The item received is for subsistence and the shelf life has expired and there is no indication the item has been inspected under shelf-life extension procedures. 3. The item was reported shipped by non-traceable US Postal Service (e.g. parcel post), and was not received or was received in damaged condition. 4. The item was received from a canceled order. *Note: A copy of the confirmation of cancellation is required.*
$100	Discrepancies exist in materiel returns. This includes excess and redistribution materiel.
$100	Discrepancies exist in shipments to and from Defense Reutilization and Marketing Office (DRMO) Activities.
$50	There is a shortage/overage and the item originated from GSA.
$0	1. The item is either classified or protected and there is a shortage/overage from a vendor or packing discrepancy. 2. There is a shortage/overage and item is shipped from an authorized contractor/vendor or manufacturer. 3. The item received is erroneous materiel, an unacceptable substitute or a duplicate shipment.

Figure 1. Extended Dollar Value

Supply Discrepancy Report (SDR) SF-364
(Continued)

Contact Info:
DoD's Quality Status Listing or Materiel Quality Control Storage Standards
http://www.shelflife.hq.dla.mil

Shelf-Life Hotline
1 (209) 946-6333

Extended Dollar Value. *(cont.)*

If Extended Dollar Value per Line Item Exceeds….	Then Submit an SF-364 when…
$0 *(cont.)*	1. The item's shelf life has expired. Prior to filing an SDR, access the DoD Quality Status Listing or Materiel Quality Control Storage Standards to determine if Type II (extendible shelf life) items may be extended. For GSA-managed items, contact the Shelf-Life HOTLINE, prior to filing an SDR to determine if the expiration date has been extended. 2. The item is shipped to the wrong activity. 3. The item's supply documentation or technical data is missing or improperly prepared. 4. The item was received for repair and has been stripped of parts or components without inventory manager authorization. a. There are repetitive discrepancies. 5. Discrepancies exist in shipments of pilferable or sensitive materiel regardless of dollar value.

Figure 1. Extended Dollar Value (cont.)

Packaging Discrepancies. The receiving activity is required to submit a SF-364 report.

If Dollar Value per Line Item Exceeds…	Then Submit SF-364 when…
See Note	Any unsatisfactory condition resulting from improper packaging causes or renders the item, shipment, or package to be vulnerable to any loss, delay or damage. *Note: Report if the estimated or actual cost of correction exceeds $100 or the value of the item, shipment, or package exceeds $2500 (regardless of the cost to correct the packaging discrepancy).*

Figure 2. Packaging Discrepancies

Supply Discrepancy Report (SDR) SF-364
(Continued)

Form:
SF 364, Report of Discrepancy (ROD) is located in enclosure G, Forms and Labels

Packaging Discrepancies. *(cont.)*

If Dollar Value per Line Item Exceeds…	Then Submit SF-364 when…
$0	1. Packaging, preservation, or marking discrepancies resulting in damaged materiel, which may endanger life, impair combat or deployment operations, or affect other materiel. 2. When there is improper identification of a container or item that require opening the container, and proper storage cannot be accomplished now, regardless of cost. 3. Any packaging discrepancy involving hazardous materiel exists, including improper identification marking of items and packs of unitized loads, regardless of whether damage or other unsatisfactory condition has resulted.
$0	There are excessive packaging discrepancies, which impose a significant burden on receiving or transshipment activities.

Figure 2. Packaging Discrepancies (cont.)

Supporting Document in Shipping-Type (Item) Discrepancies. Use a copy of the approved (response from SoS) Supply Discrepancy Report, SF-364 as supporting documentation for inventory and financial accounting adjustments.

Disposition of Materiel. The ICP or distribution center will use the reverse side of the Supply Discrepancy Report (SF-364) as an action reply for those discrepant conditions requiring disposition instructions to the reporting activity.

Credit Adjustments on SDRs. When an ICP or distribution depot has indicated that a credit adjustment has been authorized, reimbursement is normally provided to the fund code and bill-to address cited on the original requisition. When concerned about an apparent non-receipt of credit, the SDR submitter should consult with the FINCEN for verification. Allow a minimum of 60 days from the date of the SDR response before initiating a follow-up action.

Supply Discrepancy Report (SDR) SF-364
(Continued)

When non-receipt of credit is confirmed, FINCEN will submit a request for billing adjustment as prescribed by MILSBILLS (Document Identifier Code "GAE" and billing Advice Code "26") or the DLMS, Volume 7, Finance.

Transfers of Item's Management Responsibility. Under the Logistics Reassignment Program, item management responsibility for an item may have been transferred to another component (military service or agency) after the date of shipment. In these instances, a single discrepancy may require action or reply from two different components (shipper's IM and the gaining item manager (GIM)).

Example: *One component could be responsible for the investigation (Shipping activity) and initiation of billing adjustments (Shipping ICP or IM) for items billed but not received, and GIM would be responsible for disposition instructions on any erroneous materiel received.*

When the reporting activity is aware of these circumstances, the Supply Discrepancy Report (SF-364) must clearly indicate, under remarks, the disposition or action desired by each component. Distribution must be adjusted accordingly.

When the reporting activity is not aware of a logistics transfer, the service or agency receiving the Supply Discrepancy Report (SF-364) for action must notify the other service or agency, indicating action required and notifying the reporting activity.

Invalid Reports. When the originator discovers a report to be invalid, a copy of the initial report shall be annotated with the word "*CANCELLED*" or "*CORRECTED*" above the "*Date*" block and forwarded to the same distribution list as the original report.

Supply Discrepancy Report (SDR) SF-364
(Continued)

Submission Timeframes for SDRs (SF-364).
The Supply Discrepancy Report (SF-364) shall be submitted by receiving activities or transshipment activities as outlined in the table below:

For a Shipment…	Submit the SF-364 within…
With packaging discrepancies resulting in damaged materiel, which may endanger life, impair combat or deployment operations. Overages or shortages of controlled materiel. Controlled materiel is categorized as classified, sensitive, and pilferable. Examples: arms, ammunition, parking stickers/passes.	24 hours of the initial report. (Report immediately to the Shipping activity, contracting office, and Source of Supply by quickest communication medium to enable the shipper to take immediate corrective action.)
All other discrepancies	90 calendar days from date of receipt of shipment.
From government and commercial sources to overseas activities	150 calendar days from date of receipt of shipment.

Figure 3. SDR Timeframes

Late Submission. SDRs which do not meet the reporting criteria or timeframes specified above and do not present sufficient justification will be denied. However, when circumstances prevent compliance with the above time standards (e.g., response to a tracer action reveals a supposed transportation discrepancy to be a shipping/packaging discrepancy); the reasons for delay will be annotated or identified by discrepancy code and action activities will honor the discrepancy report. Reporting units are required to send the Supply Discrepancy Report (SF-364) to report a shipping-type (item) or packaging discrepancy after the reporting time limit has expired.

Supply Discrepancy Report (SDR) SF-364
(Continued)

Replies to SF-364. Action activities will reply to all SDRs within the following timeframes:

1. Thirty calendar days from date of receipt of reports by the ICP or distribution depot when association with shipments of controlled inventory items.
2. Otherwise, fifty-five calendar days from date of receipt of report by the ICP or distribution depot.

Follow-ups to SDR (SF-364) Submissions. When an ICP or distribution depot does not reply to an SDR within the prescribed timeframe, the unit will send a follow-up inquiry using hard copy or automated means. If there is any change to the point of contact information originally provided, the new information should be included in the follow-up. If applicable, units should allow for the mailing time of the original report before following up to the ICP or distribution depot. *(See enclosure E, Instructions, Sample Messages, and Formats for instructions on preparing the Supply Discrepancy Report (SF 364) follow-up inquiry).*

Non-Response or Unresolved SDR's. If after appropriate follow-up, should the unit still not receive a reply or response does not result in a satisfactory reply or solution to an SDR, notify Commandant (CG-441). In such instances, furnish copies of all correspondence/information pertaining to the problem to Commandant (CG-441) who shall contact the service or agency for a resolution of the problem.

Shipping (Item) Discrepancies. Submit an SDR (SF-364) as shown below for shipping item discrepancies. Shipping item discrepancies are any variation in quantity or condition of materiel received that is different from what is shown on the covering authorized shipping documents, e.g., Issue Release/Receipt Document (DD Form 1348-1A), or purchase order. This includes incorrect and misdirected materiel, receipt of cancelled requirements, improper, inadequate technical or supply documentation, or other discrepancies and is not the result of a transportation error or product quality deficiency.

Supply Discrepancy Report (SDR) SF-364
(Continued)

Form:
DD Form 1348-1A, Issue Release/Receipt Document is located in enclosure G, Forms and Labels

Shipping (Item) Discrepancies. *(cont.)*

For…	Distribution is…
Shipments that originate from DoD	1. Army and Marine Corps directed shipments. Original and one copy to ICP/IMM SDR processing focal point. 2. All Others: Original and one copy to the Shipping (Defense Depot) activity. DLA will accept SDRs at the Shipping depot or the IMM based upon customer preference. Where the Shipping activity is not known, forward to the ICP/IMM.
Shipments that originate from Coast Guard	1. Original and one copy to the ELC/ARSC with copy of receipt document attached, and 2. When the shipping activity is not part of the ELC/ARSC, then two copies to the Shipping activity with a copy of receipt document attached.
GSA originated or directed shipments	1. Original and two copies with a copy of the DD-1348-1A to: 2. GSA Discrepancy Reports Center 1500 East Bannister Road Kansas City, MO 64131 3. GSA office symbols are: a. Director - (6FR) b. Shipping Discrepancies c. (6FRS) d. Transportation Discrepancies - (6FRT) e. Billing/Misc Discrepancies - (6FRB)

Figure 4. Where to Forward SDR

Supply Discrepancy Report (SDR) SF-364
(Continued)

Shipping (Item) Discrepancies. *(cont.)*

For…	Distribution is…
GSA originated or directed shipments *(cont.)*	1. Communications Routing Indicator Code and address: a. RUCHLLA; GSA FSS DRC/Kansas City, MO// (enter office symbol) 2. Send original and two copies attached to a copy of the direct delivery order, or 3. Vendor's shipping document to the GSA Discrepancy Reports Center when purchased by GSA for direct delivery to contractor or vendor.
Purchases from Federal Supply Schedules or GSA Open-End contracts	Original and one copy to the procuring GSA contracting officer with a copy of contractor or vendor shipping document attached.
Defense European and Pacific Redistribution Activity (DEPRA) directed shipments	1. Original and one copy to shipping activities and other copies as required locally. 2. One copy to: a. DEPRA/Defense Automatic Addressing System Office Gentile Air Force Base Dayton, OH 45444
IPE shipments directed by Defense Industrial Plant Equipment Center (DIPEC)	Original and one copy, with two copies of the DD 1348-1A or other authorized Shipping document to the responsible ICP.
Interservice	1. Original and one copy to ICP/IMM. 2. One copy to shipping activity.

Figure 4. Where to Forward SDR (cont.)

Supply Discrepancy Report (SDR) SF-364
(Continued)

Shipping (Item) Discrepancies. *(cont.)*

For…	Distribution is…
Shipments to the Defense Reutilization Marketing (DRMS)	1. Original and copy to original Shipping activity; a copy of the Disposal Turn-In Document (DD-1348-1A) will be attached 2. One copy to ICP/IM 3. One copy to the Defense Reutilization and Marketing Service (DRMS) with DD-1348-1A.
Receipts of excess from DRMO	1. Original and one copy to (DRMO). 2. One copy to DRMS.
Industrial Plant Equipment (IPE) shipments directed by a military service ICP or IM.	Original and two copies to ICP.

Figure 4. Where to Forward SDR (cont.)

Transportation Discrepancy Report (TDR) SF-361

Form:
SF 361, Transportation Discrepancy Report (TDR) is located in enclosure G, Forms and Labels

Websites:
Transportation of Freight Manual, COMDTINST 4610.5 (series)
http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm

Defense Transportation Regulation Part II, DoD 4500.9-R
http://public.transcom.mil/

The Transportation Discrepancy Report (TDR), SF 361 is used to request information from the shipper, give notification to the carrier concerning any discrepancy in the shipment, or report any miscellaneous problem that interferes in the timely and proper movement of freight. Reportable discrepancies include shipment shortages, loss, damage, astray freight and excessive in transit times. The Transportation Discrepancy Report (TDR), SF 361 serves as an important support document for initiating freight claims against transportation service providers. Transportation Discrepancy Reporting policy and procedures are found in Transportation of Freight Manual, COMDTINST M4610.5 (series) and Defense Transportation Regulation, Part II, DOD 4500.9-R website.

CHAPTER 3.
MATERIEL MANAGEMENT

3-I. DISCREPANCY REPORTING

Quality Deficiency Report (QDR) SF-368

Form::
Product Quality Deficiency Report Form (SF 368) is located in enclosure G, Forms and Labels

Website:
Instructions for completing the SF368 can be found at website: http://www.nslcptsmh.navsea.navy .mil

The Product Quality Deficiency Report (SF-368) is used to provide feedback to activities responsible for design, development, purchasing, supply, maintenance, and contract administration so that deficiencies can be corrected and prevented. The General Services Administration (GSA) and Department of Defense (DoD) require the use of the Quality Deficiency Report (QDR), SF-368 in lieu of other forms for reporting quality deficiencies involving items obtained through GSA and DoD sources. The instructions for completing the Product Quality Deficiency Reports (QDR), SF-368 are located on the Department of Defense website. The Product Quality Deficiency Report (PQDR) web application automates, electronically, the transfer of PQDR's between the Army, Navy, USMC, Air Force, DCMA, and DLA. It also allows end users to run ad-hoc type, reporting, queries, simultaneously against all services in real time. All government agencies may retrieve the PQDR records to assist in best-value source selection purposes.

Coast Guard Headquarters initiated acquisitions with quality deficiencies shall be reported in accordance with the Major Systems Acquisition Manual, COMDTINST M4150.2 (series).

When to Submit a QDR. A deficiency, which prevents an item from fulfilling its intended mission. This can include deficiencies in materiel or the technical requirements of materiel, drawing and specifications requirements. A quality deficiency may also be attributable to one or more of the following:

1. Any condition that limits or prevents the use of materiel for the purpose intended or required where the materiel meets all other specifications or contractual requirements and can be corrected only by a design change.
2. Any unsatisfactory materiel condition attributable to improper, incorrect, ambiguous or omitted contractual requirements, including deficient specification and other technical data.
3. Action Point. An activity responsible for resolving a deficiency, including necessary collaboration with support points.
4. Support Point. An activity, which assists the action point in processing and resolving a deficiency, (e.g., contract administration officer or engineering support office).
5. Category I Quality Deficiency. A product quality deficiency which may cause death, injury, or severe occupational illness; would cause loss or major damage to a weapon system; or directly restricts search and rescue and combat readiness capabilities.
6. Category II Quality Deficiency. A product quality deficiency, which does not meet the criteria, set forth in Category I.

Quality Deficiency Report (QDR) SF-368
(Continued)

Note: When the appropriate category cannot be determined locally, "Category I" will be assigned.

Submission Timeframes. Use the table below for Category I and II deficiencies:

For…	Report…	To…
Category I Deficiencies	within 72 hours via telephone or priority message	Action Agency (ICP/IM) with follow-up of SF-368
Category II Deficiencies	within 5 working days using SF-368 in triplicate.	Action Agency (ICP/IM) with supporting documentation

Figure 5. SF-368 Submission Timeframes

Response Timeframes.

1. Units that do not receive response to QDR submissions to OGA within 180 days shall submit a follow-up letter to the cognizant MLC or District Commander.
2. The ELC/ARSC shall acknowledge receipt within 5 working days and provide interim instructions.

QDRs (SF-368) will always be submitted in triplicate with one copy for unit records. QDRs must be retained for two years after completion action. The QDR points of distribution list is located in enclosure I, *Customer Service*.

Replacement or Credit for QDR Materiel. Replacement or credit for QDR materiel will not be automatic. Credit is generally not given for QDR materiel less than $100 in value.

Disposition of QDR Materiel. The table below provide disposition instructions based on the dollar value of the materiel:

Value of Item	Disposition Instructions
Less than $100	Unilateral disposal authorized after 90 days.
More than $100	The action point will provide disposition instruction within 90 days.

Figure 6. QDR Disposition Instructions

Quality Deficiency Report (QDR) SF-368
(Continued)

Storage of QDR Materiel. If materiel being held pending QDR action creates a storage problem, the cognizant MLC or District Commander shall assist subordinate units in locating adequate storage facilities until disposition instructions are received.

Procurement File Maintenance. Documentation should be kept to a minimum. However, documentation, (i.e., Simplified Acquisition Summary) is required to document deviation from a mandatory source, to describe unusual situations affecting the purchase and/or to explain the purchasing official's rationale for the purchase.

Report of Survey

A report of survey is an administrative action where the loss, damage, or destruction of government property (including inventory) is investigated and reviewed to establish pertinent facts and to determine the extent or absence of employee personal responsibility for such loss, damage, or destruction. A report of survey is also made when reporting the condition of inventory being recommended for disposal or replacement. The term "Report of Survey" refers to the survey document, CG Form 5269.

Report of Survey policies and procedures can be found in Chapter 3/Section E, *Physical Inventory Requirements*. A sample of the Report of Survey form (CG 5269) is located in enclosure G, *Forms and Label*. Also, the Report of Survey (CG 5269) instructions are located in enclosure E, *Instructions, Sample Messages, and Formats*.

CHAPTER 3.
MATERIEL MANAGEMENT

3-J. MATERIEL RETURNS PROGRAM (MRP)

Introduction

US Coast Guard units shall report assets to the Integrated Materiel Manager/Inventory Control Point (IMM/ICP) for return or disposition instructions. The Materiel Returns Program (MRP) allows a unit to return excess items to the wholesale Integrated Materiel Manager/Inventory Control Point (IMM/ICP), which is no longer needed by the unit. There are many reasons for a unit to accumulate excess stock that needs to be returned to the IMM/ICP. Listed below are some of the reasons, but are not limit to:

1. Requisitioning error
2. Change in mission requirements
3. Obsolete End Item or Weapon System
4. Allowance Changes
5. Physical Inventory discrepancies
6. Item replaced by another part

When a return request is received by an IMM/ICP, a review of their current stock position to determine if the excess inventory can be used to fill various requirements. The MRP policies and procedures in this section are applicable to materiel ordered from and/or returned to the IMM/ICP for the following Federal services:

1. Department of Defense (DoD)
2. General Services Administration (GSA)
3. US Coast Guard (USCG)

The Materiel Returns Program is used when the following incidents occur:

1. When the requisitioning activity is above authorized retention level.
2. When materiel is in excess and is no longer required.
3. When the materiel has been designated as an Automated Materiel Return item.

Limitations on MRP Items. All excess materiel regardless of the dollar value shall be reported to the appropriate managing activity for disposition instructions, except when the IMM/ICP has authorized local disposal.

The managing IMM/ICP can impose a minimum dollar amount for items that are candidates for returnable items, which exceed the MICA.

Introduction
(Continued)

Limitations on MRP Items. *(cont.)*
The IMM/ICP will determine whether the materiel should or should not be returned, once the request has been received from the unit. The current dollar limitations for return materiel are listed below by services.

Service	Materiel Reporting Dollar Limits	Materiel Return Dollar Limits
Army	**No Limits** *(except condition Code "H" materiel)*	**$50.00**
Navy	**No Limits**	**$50.00** *(Total Line Item Value)*
Marine	**No Limits**	**$50.00** *(Total Line Item Value)*
Air Force	**No Limits**	**$50.00** *(Total Line Item Value)*
DLA	**No Limits**	**$30.00**
USCG	**No Limits**	**$50.00** *(Total Line Item Value)*
GSA	**Varies** *(Per FSC)*	**Varies** *(See Chart Below)*

Figure 1. Services Dollar Limitation for Return Materiel

Reportable Materiel. Materiel that is eligible for return must be first reported as excess to the managing IMM/ICP prior to receiving disposition instructions. The managing IMM/ICP provides specific guidelines for reportable materiel eligible for return through the MRP. Not all materiel can be returned under the MRP. The following matrix identifies those items that **are** eligible for return to the managing IMM/ICP:

Introduction
(Continued)

Reportable Materiel. *(cont.)*

GSA	DoD/USCG	Can be Reported Under the MRP
	X	New, unused items
	X	Used serviceable items (with a reparable code of "R")
X		The minimum dollar value per item based on current GSA selling price for various classes of materiel is:

FSC	Name	Amount
51	Hand Tools	$50
52	Measuring Tools	$50
7105	Household Furniture	$300
7110	Office Furniture	$300
7125	Cabinets, Lockers, Bins, Shelving	$300
7195	Misc. Furniture & Fixtures	$300
7930	Cleaning & Polishing Compounds and Preparations	$300
8010	Paints, Dopes, Varnishes and Related Products	$300
8030	Preservatives & Sealing Compounds	$300
8040	Adhesives	$300
	All Others	$100

Figure 2. Reportable Materiel by Services

Introduction
(Continued)

Non-Reportable Materiel. The following matrix identifies those items, by classes, that **are not** eligible for return to the managing IMM/ICP:

GSA	DoD/USCG	Excluded from the MRP
X	X	Items not identified by a National Stock Number (NSN) or a Activity Control Number (ACN)
X	X	Perishable Subsistence Items (FSG 89)
	X	Class V Ground Ammunition
	X	Class W Surface Ammunition
	X	Lumber
X		Tires (FSC 2610)
X		Forms (FSC 7540)
X		Boxes, Crates (FSC 8115)
X	X	Terminal Items (Refer to Acquisition Advice Code (AAC) in FEDLOG)
X		Cost to repair exceeds 60% of current selling price
X	X	Less than 1 year remaining shelf-life

Figure 3. Non-Reportable Materiel by Service

Response Timeframes. The Coast Guard units must meet the established shipping timeframes when returning materiel under the MRP.

DOD Materiel.
1. **OCONUS** – Materiel must be shipped and receipted to the IMM/ICP record NLT 180 days from the date of the FTR or FTM.
2. **CONUS** – Materiel must be shipped and receipted to the IMM/ICP record NLT 120 days from the date of the FTR or FTM.

Note: If the materiel is not receipted within the prescribed timeframes, the return authorization will be cancelled.

Introduction
(Continued)

Response Timeframes. *(cont.)*

Coast Guard Materiel.
CONUS/OCONUS – Materiel must be shipped and receipted to the IMM/ICP record NLT 75 days from the date of shipment of the "A" condition asset.

Note: Waivers/extensions will be given on a case-by-case basis. If the materiel is not receipted within the prescribed timeframes, the unit will be charged the sale price of the shipped item and all return authorizations will be cancelled.

Processing MRP Transactions. The Coast Guard automated information systems shall be used to initiate and process MRP transactions, unless automated systems are not available. A MILSTRIP message shall only be used when Coast Guard automated systems are not available. The Defense Automated Addressing System (DAAS) Office can be contacted for alternative MRP processing methods.

Challenging Materiel Returns Cancellations (FTC). When an FTE transaction is received by the IMM/ICP, an evaluation of the IMM/ICP's stock position is made and a response is issued to the requesting unit. A record of the response is kept in the IMM/ICP's history file records by document number. Any reference to the document number of record will generate the same response.

Once the IMM/ICP assigns a status code to a document, it cannot be changed. If the customer wishes a reevaluation of the IMM/ICP's stock position then another FTE must be submitted for the same materiel using a new document number.

Materiel Returns Program Process

The MRP process allows the IMM/ICP to exchange information with the unit to determine if the unit's excess stock or reparable items should be return to the managing IMM/ICP. The MRP process requires that various steps be accomplished prior to determining whether materiel should be retained by the IMM/ICP disposed of by the unit, or repaired by a maintenance facility. The matrix that explains the MRP process can be found in enclosure E, *Instructions, Sample Messages, and Formats.*

3-J. MATERIEL RETURNS PROGRAM (MRP)

Automatic Return Notification (FTA)

The Automatic Return Notification (FTA) is used for materiel that has been identified by the IMM/ICP as an automatic return. The IMM/ICP will provide disposition instructions to the reporting unit on where to ship the materiel.

Nonconsumables Item Materiel Support Code (NIMSC) "5". All NIMSC "5" unserviceable (condition codes "E" and "F") items are designated as automatic return items on an interservice basis. The managing IMM/ICP shall notify the appropriate receiving activity where the item will be shipped. Project code "3AL" shall be used on the FTA and all other documentation when an unserviceable NIMSC "5" item is being returned or when requisitioning a replacement item. If a replacement for the returned unserviceable NIMSC "5" item is not required then project code "3AL" shall not be used the FTA or any related documentation. The IMM/ICP will treat the FTA as though there has been a FTE report and FTR reply. *(For additional information on unserviceable items reference the Depot Level Reparable section in Chapter 3, section K.)*

MRP Shipping Criteria

When it has been determined that the materiel reported on the FTE, should be returned to the managing IMM/ICP or the designated facility, the IMM/ICP will provide a priority designator in columns "60-61" on the Issue Release/Receipt Document, (SF 1348-1A). The priority designator indicates the degree of urgency the materiel shall be transported and handled. The following priority designators will be used during the MRP *(For additional guidance on the MRP shipping criteria can be found in the* DoD MILSTRIP Manual, DoD 4000.25-1-M:

Value	Description
03	Expedite Critical Items
06	Priority Automatic Return
13	Routine not Covered above in Excess Stocks

Normally, packing crating, handling and transportation will be paid by the IMM/ICP for all materiel authorized to be shipped back and receipted into wholesale stock (Status Codes: TA/TH/TB/TJ).

MRP Shipping Criteria *(Continued)*

However, Coast Guard activities returning materiel may be held responsible for all associated costs when discrepancies are reported and validated using Discrepancy Reporting procedures (refer to Chapter 3, section I, Discrepancy Reporting for additional information on SDRs). This includes returns made in violation of approved materiel returns procedures, returns displaying packaging discrepancies, and returns of reparable items unaccompanied by required technical data. The IMM/ICP may recover, from the unit, all reimbursable cost performed by the receiving activity to include repackaging, marking, and disposal.

MRP Credits

The MRP credit criteria for GSA, DoD, and USCG are based on a need for the item reported for return. The unit may or may not receive credit on materiel returned to the IMM/ICP. The IMM/ICP will notify the unit with a FTR reply (status codes TA (creditable return) or TB (noncreditable return)). In addition, the IMM/ICP may elect not to give credit to the reporting unit based on the condition code and shelf-life remaining on the materiel. If credit is given the credit will be reported on the units Program Element Status (PES) report when the IMM/ICP completes the inspection of the materiel.

Credit billing will be initiated after the following:
1. Credit is authorized. (FTR with TA/TH status)
2. Follow-up and shipment timeframes are met.
3. Materiel is receipted in the condition reported.

Note: The credit is applied by fiscal year of the document number and can only be used in the same fiscal year.

Credit for materiel returns is given to Coast Guard units based on the receipt and classification of materiel once it has been received. The billing office for the IMM/ICP will process credits for materiel returns during the first billing cycle after receiving notification that materiel, authorized for return for credit has been received in the appropriate condition code.

MRP credits will be processed at the current standard price at the time of receipt or at a reduced price at the discretion of the IMM/ICP; the price will be determined by the condition of the materiel received.

MRP Credits
(Continued)

When a Credit is Denied. The following matrix shows when the IMM/ICP denies credit in the MRP process:

GSA	DoD/ USCG	Credit denied for…
X	X	Materiel returned by unit prior to submission of a FTE (Customer Asset Report).
X	X	Materiel returned by unit prior to receipt of shipping instructions from the IMM/ICP (FTR).
X	X	Unit fails to provide a FTL or FTM (Materiel Return Shipment Status) to the managing IMM/ICP.
X	X	Materiel authorized for return is not received by the IMM/ICP or storage facility within the prescribed timeframes.
X	X	If the IMM/ICP determines that no credit will be given.
	X	Materiel returned in excess of the quantity authorized for return.
	X	Materiel returned in unauthorized condition codes.
X		Materiel received that is unserviceable or incomplete and is not economically reparable.
	X	Materiel has 6 months or less shelf-life remaining.
	X	Appropriation Purchase Account (APA) Materiel (free Coast Guard issue).

Figure 4. Credit Denial

MRP Credits
(Continued)

Determining MRP Credits. The following matrix shows the criteria used to determine the amount of credit to be given, when materiel has been shipped and received.

Note: Based on the approval of the IMM/ICP.

GSA	DoD/ USCG	USCG Only	Credit Criteria
	X		Credit granted may be the standard price, a reduced sale price, or an amount discounted to cover the cost of repairs, based on the condition of the materiel and its current selling price.
X			Credit will be granted at 80% of the current selling price for new or ready for issue (C*ondition Code "A"*) items.
X	X		Credit will be granted at 60% of the current selling price for unserviceable or incomplete materiel that is economically reparable (Condition Code "F") or requires additional parts (Condition Code "G"). US Coast Guard items are Free Issue in most cases and no credit is given.
		X	Units are charged a set repair cost for certain vessel engines and shafts managed by the ELC. The repair and return items and their repair cost are reported to all units by message each year for the ELC.
		X	All credit authorized through MILSTRIP shall be recorded on the unit's financial report, under the returned materiel document number.

Figure 5. Determining MRP Credits

MRP Credits
(Continued)

Follow-up on Credits. When an approved credit has not been received from the IMM/ICP in **60** calendar days or more since the materiel receipt status (DIC: FTZ). The unit shall submit a (DIC: FTP) follow-up to the IMM/ICP.

Attempts to resolve discrepancies in the FTE process or requests for reinstatement of credit should be initiated no later than one year after the receipt of the FTZ transaction.

The instructions for MILSTRIP documents referenced in Enclosure E, *Instructions, Sample Messages, and Formats* or the DoD MILSTRIP Manual, DoD 4000.25-1-M, Chapter C9.

CHAPTER 3.
MATERIEL MANAGEMENT

3-K. DEPOT LEVEL REPARABLES (DLR)

Introduction

Technical Reference:
Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series)
http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm

Significant cost savings can be realized within a Federal organization when an effective Depot Level Reparable (DLR) Program has been implemented. DLRs are equipment or parts that have been identified as high cost items that can be repaired at a central designated repair facility and returned to the supply stock system for anticipated redistribution.

DLR item management pertains to DoD and Mandatory Turn-In Reparables (MTR) pertains to Coast Guard owned materiel.

Note: MTR is used for both DLR and MTR items in CMplus.

Types of DLR Items: There are two types of DLR items:
1. DoD owned/managed items. These items can be identified by their "7" series cognizant symbol.
2. Coast Guard owned and managed reparable items.

The following requirements are required for management of all DLR items:
1. Coast Guard customers shall also provide funded requisitions to the DoD for all DLR items.
2. Coast Guard users shall comply with DoD's reparable tracking system to ensure unserviceable carcasses are turned in for repair before the final billing takes place.
3. Coast Guard users shall use the proper Military Standard Requisitioning and Issue Procedures (MILSTRIP) Advice Code ("5_" series) to requisition DLR items. Requisitioners shall respond within five workdays to DLR follow-ups using proper response codes for DoD, and respond to MTR report message to the ELC.
4. Coast Guard units shall document and package unserviceable DLR items within 48 hours of receipt of replacement item.
5. Coast Guard units shall ship DLR items via traceable means.
6. Coast Guard units shall track unserviceable DLR on CMplus. If CMplus is unavailable, manually document code shipped, method, tracking number and receipt confirmation.

Management policies and procedures for aviation reparables are contained in Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series).

3-K. DEPOT LEVEL REPARABLES (DLR)

The DLR Process

Required Codes for DLR Transactions. The following codes are required when processing DLR transactions in the Federal Supply System (FSS):

1. Reparability Code. The applicable reparability code for each National Stock Number (NSN) is listed in FEDLOG. Reparability codes denote whether an item is reparable and the lowest maintenance level at which repair or condemnation is normally accomplished. Coast Guard reparability codes can be found in enclosure D, *MILSTRIP Supply and Storage Codes.*
2. Cognizant Codes. Identifies and designates the inventory control point, office or agency which exercises supply management. Coast Guard and Navy cognizant codes can be found in enclosure D, *MILSTRIP Supply and Storage Codes.*
3. Activity Codes. Identifies and activity for cataloging and management purposes within the Federal Catalog System. Coast Guard activity codes can be found in enclosure D, *MILSTRIP Supply and Storage Codes*.
4. Materiel Control Codes. Segregates items into more manageable groupings (fast, medium, or slow movers) or to relate to field activities special reporting requirements. Coast Guard materiel control codes can be found in enclosure D, *MILSTRIP Supply and Storage Codes*.

DLR Tracking System. The DLR tracking system allows the Coast Guard supply systems to monitor the return of a NRFI carcass when a replacement reparable item is ordered. The tracking system maintains surveillance over DLR unserviceable carcasses to ensure recovery and reimbursement of the unserviceable carcass. If an NRFI carcass is not returned, the unit will pay the full price for a serviceable replacement requisition in the FSS. The tracking system ensures that the supply system maintains a rotatable pool of these high-dollar, reusable parts. The tracking system monitors carcasses through the use of MILSTRIP advice codes and DAAS.

The DLR tracking system uses the following two MILSTRIP codes to track NRFI:

1. MILSTRIP Advice Codes, “5_” series, alerts the tracking system of turn-in availability.
2. MISTRIP Document Identifier Code, “BK_” series, is used to track returns.

The DLR Process *(Continued)*

DLR Tracking System. *(cont.)*
Unit funds will be lost if the required timeframes and follow-up messages are not adhere to. Coast Guard units will be charged the standard price if a NRFI carcass is not returned to the appropriate repair or transshipment facilities.

Note: Refer to the enclosures for further information documents, examples, codes, and timelines for DLR returns within the FSS.

DLR Pricing.
1. **Standard Price** – A fee assessed when a Not Ready For Issue (NRFI) unit or unserviceable carcass is not turned in for repair to the appropriate facility. Coast Guard units will be assessed a fee for all parts that are not turned in. Cannibalized subassemblies or "beyond – repair" condition items will also result in a standard price charge.
2. **Net Price** – A fee assessed when a NRFI carcass is not turned into the response repair or transshipment center.

Note: A final billed price is charged to the requisitioner based on the receipt of an unserviceable carcass and its state of reparability.

DLR Requisition Types. The requisitioning department (e.g., the supply department) has the following options for ordering a DLR from the source of supply:
1. CMplus MILSTRIP Format (excluding Casualty Report (CASREPs))
2. CASREP Message in the MILSTRIP Format
3. Fleet Logistic Support (FLS)

DLR Requisition Procedure. Regardless of the requisition format chosen, the following basic steps should be followed to requisition a DLR item: *(An example of a DLR MILSTRIP can be found in enclosure E, Instructions, Sample Messages, and Formats.*

Step	Action
1	Follow the basic procedure for creating a MILSTRIP *(see Chapter 2/section C, the MILSTRIP Process for additional information)*.
2	Input the ordering quantity being returned. DLR items are issued one per document number.

Figure 1. Procedures for Requisitioning a DLR

The DLR Process *(Continued)*

DLR Requisition Procedure. *(cont.)*

Step	Action
3	Input the fund code citing accounting data in the appropriate field for the selected format.
4	Input the appropriate advice code, "5_" series, found in enclosure D, *MILSTRIP Supply and Storage Codes.*

Figure 1. Procedures for Requisitioning a DLR (cont.)

Reporting of Excess RFI DLR's. Excess DLRs in "A" condition will be reported to the source of supply covered under the Materiel Returns Process (*See Chapter 3, section J, Materiel Returns Program (MRP) for additional information.)*

Packing and Shipping a DLR Item

Packaging for DLR Shipments. Unserviceable DLR materiel should be packaged in the original container of the replacement item, to include reusing cushioning and bracing materiel. If the original packaging is not available for use, substitute packaging containers and accessories can be used to ensure the materiel is properly secured and protected. Any container and cushioning materiel that provides a comparable level of protection to that of the replacement item's packaging can be used. The unit must not delay returning the unserviceable carcass to the appropriate repair facility for credit.

Note: If the unit anticipates or encounters a delay in returning the unserviceable asset the appropriate repair facility should be notified immediately by message or electronically.

Labeling DLR Materiel for Shipment. There are three types of labels required for DLR turn-in items. See the list below for the three types: *(Examples of the labels and tags can be found in enclosure E, Instructions, Sample Messages, and Formats)*

1. Caution Labels
2. Unserviceable Item Labels
3. Unserviceable Item Tags

Packing and Shipping a DLR Item *(Continued)*

The Coast Guard unit can obtain DLR labels and tags through the Federal Supply System (FSS). The NSN or form number is available below: *(use the label or the tag when returning unserviceable materiel, do not use both)*. The tag or label must also be accompanied by the BC1 document.

1. Caution Label COG/NSN 1I-1-8-LF-508-4400
2. Unserviceable Item Label Cognizance Code (COG)/NSN
3. 96 7690-00-888-7536
4. Identification Tag, DD Form 1577-2
5. Identification Label, DD Form 1577-3

Marking DLR Containers for Shipment. The ***required*** marking for DLR containers based on their priority or Materiel Condition Code (MCC) can be found in Figure 2 below.

Priority or MCC	Associated Marking Tape	Where to Apply Tape
03 or MCC E	Red Tape NSN 7510-00634-2941	Encircle the container
06 or MCC E	Blue Tape NSN 7510-00-634-2943	Encircle the container
13 or MCC E	Firm Tape or White Tape *(See Note Below)*	Encircle the container

Figure 2. Required Marking for DLR Containers

Note: Fleet Intensified Reparable Management Items (FIRM) tape can be used to mark DLR containers instead of white tape. FIRM tape is 2-inch wide, white tape with the acronym FIRM printed in red at two-inch intervals. The FIRM tape is available from the Navy Inventory Control Point.

Shipment of DLR Materiel: The following shipping criteria shall be followed when returning DLR materiel, to receive proper credit and to avoid lost shipments:

Packing and Shipping a DLR Item *(Continued)*

Shipment of DLR Materiel: *(cont.)*

1. **When to ship unserviceable DLR items...**

   The appropriate documentation and packaged unserviceable DLR items shall be shipped within 48 hours of receipt of the replacement item.

2. **Where to ship unserviceable DLR items...**

   a. To the Advance Traceability and Control (ATAC) Hub or Node Advance Traceability and Control Verification Center). *(Refer to ATAC in this section for additional information)*
   b. To the Source of Supply (SoS) or repairing Depot identified in FEDLOG.
   c. To the appropriate Coast Guard Inventory Control Point, for Coast Guard managed unserviceable DLR items. *(Do not use an ATAC Hub or Node)*

3. **Methods for shipping unserviceable DLR items…**

   a. The unit shall ship unserviceable DLR items by shipping services that have the ability to trace/track shipments (i.e., FEDEX, UPS, or Freight Carrier Services).
   b. **Delivery**. Used if the Coast Guard unit is in the immediate vicinity of the Designated Overhaul Point (DOP) or the ATAC transshipment point.
   c. **Mail**. Used if the unit is not in the immediate vicinity of the DOP or transshipment point.

   Note: Priority 03 and 06 items will be shipped via traceable means (i.e., FEDEX, AWB, etc.). Priority 13 items will be shipped by certified mail. In all cases, traceable means shall be used. (e.g., signed return-receipt requested)

   d. **Other Methods**. When practicable or expedient, the unserviceable DLR item shall be transshipped. by Coast Guard aircrafts or cutters returning to port.

Packing and Shipping a DLR Item *(Continued)*

Shipment of DLR Materiel: *(cont.)*

4. How to ship multiple unserviceable DLR items…

a. Segregate unserviceable items according to priority (03, 06, or 13).
b. Segregate items requiring transshipment from those able to be delivered directly to the appropriate repair facility.
c. Segregate items adequately packaged from those that "Require Packaging".
d. Ensure all quantities of a single line item are packed in the same container, if practical.
e. Ensure heavy and light items are not included in the same container.
f. Segregate "FIRM" items from non-FIRM items.

5. Creating a shipment log with the following data elements, when CMplus is not available...

a. The unit shall maintain a log of shipments of unserviceable DLR items (CMplus/Manual).
b. Expenditure Document Number (same as replacement item's requisition document number).
c. Name of department or organization from which item was expended.
d. Port of Debarkation (POD) or transshipping activity.
e. Materiel Identifiers (Nomenclature and NSN)
f. Transportation information and certified/registered mail number.
g. Any remarks pertinent to the shipment.

3-K. DEPOT LEVEL REPARABLES (DLR)

The ATAC Transshipment Program

The Advance Traceability and Control (ATAC) Transshipment Program is a Navy Tracking Program that is designed to ensure unserviceable DLR carcasses are turned-in, repaired, and returned to the Federal Supply System. The ATAC Transshipment Program ***is not*** to be used for Coast Guard managed items.

The ATAC Transshipment Program service DoD managed reparable items only and are responsible for the following responsibilities:

1. Track and account for DLR items
2. Centralized transshipment of unserviceable DLR items
3. Proper reporting to the owning Source of Supply (SoS)
4. Reduce the number of Not Ready For Issue (NRFI) follow-up documents.
5. Reduce the delay in unserviceable DLR item movement and processing.
6. Signature accountability

Materiel Excluded from ATAC. The following DLR items ***are not*** accepted by the ATAC system:

1. Coast Guard Unique DLR Items
2. **CLASSIFIED** Items
3. Aircraft Parts
4. Materiel Coded for Disposal
5. Radiac Equipment
7. Hazardous/Flammable Items
8. Small Arms
9. Items with Cognizant Code of "1R", "1H", or "3H" and a MCC of "D"

Types of ATAC Centers. There are two types of ATAC centers:

1. **Hub (Verification Center)**. Provides the following services:
   a. Document verification and correction
   b. Identification of final consignee
   c. Transshipment to final consignee
   d. Preparation of Supply Discrepancy Report (SDR)
2. **Node**. Provides the following services:
   a. DLR collection
   b. Consolidation of shipments
   c. Transshipment to final consignee

Note: ATAC locations/addresses can be found in enclosure I, Customer Service.

3-K. DEPOT LEVEL REPARABLES (DLR)

The ARSC Internal DLR/MTR Process

The Aircraft Repair and Supply Center (ARSC) provide reparable services for various aviation items. The ARSC manage and own NRFI materiel and use AMMIS to process DLRs/MTRs.

Coast Guard Air Stations shall process DLRs/MTRs to the ARSC in the following sequence:

The unit shall...

1 identify the broken part.

2 check AMMIS for availability of replacement item.

3 create a document in AMMIS for replacement item and AMMIS will automatically create a turn-in document for the NRFI.

4 pull the replacement item off the shelf , if available.

5 insert *"BK1"* into AMMIS when supply has NRFI item to ship.

6 insert *"AS2"* into AMMIS when supply ships NFRI item to ARSC.

The Logistics Management Specialist (LMS) shall...

7 input *"BA"* into AMMIS and processes the RFI for shipment.

8 input *"BB"* into Aviation Materiel Management Information System (AMMIS) if an RFI is not available and place the unit's request on backorder.

The warehouse shall...

9 input *"AS1"* into AMMIS when they ship out an RFI item.

The unit shall...

10 insert *"REC"(received)* into AMMIS when the replacement item has been received and put the item into storage until required for use.

The ARSC Internal DLR/MTR Process *(Continued)*

The ARSC Internal DLR Process. *(cont.)*

The warehouse shall...

11 receive the unserviceable item and puts the carcass in the NFRI section of the warehouse.

12 inform the LMS that the unserviceable items has been received.

The LMS shall...

13 determine if the NFRI will be repaired locally.

14 determine if the NFRI will be repaired through a commercial contract or the Coast Guard internal Repair Depot.

15 use the DLR/MTR system with Other Government Agency (OGA) obligating funds for net price (Navy) or standard price (Army), as applicable.

16 create a document number and releases the NRFI from the inventory to the Repair Depot.

17 requisition RFI materiel via the Internet using the document number created in step 16.

18 develop and forwards Miscellaneous Obligation to the Fiscal Operations Branch.

The ELC Internal DLR/MTR Process

The Engineering Logistics Center (ELC) provides reparable services for various Coast Guard reparable items. The ELC manages and owns NRFI materiel and uses Naval & Electronics Supply Support System (NESSS) to process DLRs/MTRs.

Coast Guard units shall process DLRs/MTRs to the ELC in the following sequence:

The unit shall...

1 submits a requisition electronically (FLS/CMPLUS or by message to the ICP for processing. Ensure to use the appropriate advice code.

The ELC Internal DLR/MTR Process *(Continued)*

The ELC Internal DLR Process. *(cont.)*

NESSS will...

2 edit the document to determine if the requisition can automatically be process through the system or require the intervention of an IM.

The IM shall...

3 make corrections, or provide status on requisition information appearing on the edit/exception list.

NESSS will...

4 create a customer history record.

5 record the demand.

6 establish a due-in for the unserviceable reparable, unless the Advice Code indicates that no unserviceable carcass is being returned by the unit.

7 if sufficient stock is available create a MRO and release the item for shipment. If insufficient stock is not available the unit's request is backordered.

Note: Warehouse ships the item with a BC1 (return document), FedEx Ground return label and instructions for unit to return unserviceable item.

The Unit shall...

8 receives the serviceable carcass and is responsible to return within 30 days.

9 notify the ELC if an extension is requested and provide return shipping instructions.

Note: The ELC will send unit a message at the 45th day stating that item is overdue and due back in 30 days to avoid billing. Units are billed at the 75th day and notification is sent to units by message.

The ELC Internal DLR/MTR Process *(Continued)*

The ELC Internal DLR Process. *(cont.)*

The Warehouse shall...

10 receive the unserviceable carcass and matched it to the due-in record within the system.

11 process the receipt and placed the unserviceable carcass on the shelf, in condition code "F", awaiting repair.

DOD's DLR Process

The Department of Defense has basic requirements a unit must follow when processing a DLR. Although DoD services may slightly vary in their procedures, the DLR process and the final results are always the same.

Units returning unserviceable DoD managed reparables shall follow the basic sequence:

The unit shall...

1 Identify the unserviceable asset and the need for a replacement part.

2 submit a requisition and "FTA" electronically through DAAS or forward a message off-line to appropriate Primary Inventory Control Activity (PICA) for processing.

The PICA will...

3 establish stock record accounting for the item.

4 issue a serviceable item to replace the unserviceable carcass and establish a due in using the customer's requisition number.

5 direct the unit to return the unserviceable carcass within 10 days, using the customer's requisition number for the serviceable item. *(Exceptions may be granted on a case-by-case basis.)*

The Unit shall...

6 Ship the unserviceable carcass to the appropriate depot to be repaired.

3-K. DEPOT LEVEL REPARABLES (DLR)

DoD DLR Process

The DoD DLR Process. *(cont.)*

The PICA shall...

7 prepare a work order for the unserviceable item once it has been received, based upon the need for the item.

The Depot shall...

8 repair the unserviceable item and return the repaired item to stock.

THIS PAGE INTENTIONALLY LEFT BLANK

CHAPTER 3.
MATERIEL MANAGEMENT

3-L. EXPENDING MATERIEL

Introduction

This section provides the policy and procedures for expending materiel from a units inventory records due to sale, issues, transfers, surveys, etc.

Materiel Expenditures

Expenditures. The expenditure process generally involves the passing of title from one entity to another with the intention the item be consumed in use, sold, or retained on hand for later use or sale. Three processes apply to removal of materiel from organizational warehouses and stock rooms - issues, transfers, and surveys. The passage of title, regardless of method, requires the quantity and cost information related to the item be removed from the inventory, supplies, and materiel system.

An issue is the physical turning over of materiel by the supply department or custodian (either immediately upon receipt, if DTO, or as requested from supply department stocks) to the using unit or department. The term "issues" shall not be used interchangeably with the term "transfers". When items are issued from stock, they are expended from the stock records.

Transfers. A transfer is the movement (including turn in) of materiel from the custody and records of a field unit to the custody and records of another field unit.

Surveys. A survey is the procedure required when Coast Guard materiel must be:

1. Condemned as a result of damage, obsolescence, or deterioration.
2. Appraised as a result of loss of utility.
   a. Acknowledged as nonexistent as a result of loss or theft, necessitating the removal of the accountable materiel from the records of the holding activity.
   b. When a survey is approved, it becomes an expenditure document and will be assigned a serial number in the expenditure document series.
3. For additional information, see the Property Management Manual, COMDTINST M4500.5 (series).

Segregation of Duties. The ability to review information regarding materiel on hand may be considered a routine function. The ability to physically remove/issue materiel from storage locations and update stock records to reflect those changes is not routine and shall be restricted to an absolute minimum number of personnel. Each unit shall maintain a roster of personnel who have the ability to physically remove/issue materiel and to update the stock records.

By designating specific issue functions to personnel, management is able to reduce security gaps, fraud, theft, and/or human, procedural, or system errors that create

Materiel Issues

Website:
CMplus Job Aids
http://cgweb.uscg.mil/g-s/g-sls/SLSINDEX.htm

Segregation of Duties. *(cont.)*
errors in on-hand stock, stock records and financial data. For responsibilities and duties refer to Chapter 1, *(Organizational Responsibilities and Logistics Management Systems)*, section A *(Organizational Responsibilities).*

Designation of Duties in Writing. Command/unit shall maintain all designation of duties memos signed and dated by CO or OIC of personnel that physically issue storeroom or warehouse items and/or record/post issues in an authorized automated system. This also includes supervisors and any other personnel who have access to storeroom/warehouse items and/or automated records.

Procedures. When an item is issued to a user the quantity on-hand is reduced in stock and on the inventory records. When Direct turnover (DTO) materiel is received and turned over to the requesting unit or department, the receipt and related issue information will be posted at the same time. Therefore, the on hand balance for a DTO item is always zero.

The originator of a request for materiel from inventory is responsible for identifying it by item description, part number or NSN. This information is normally available from technical manuals, government catalogues or manufacturer's catalogues.

Automated procedures for issuing materiel from unit inventory records shall be followed per the Coast Guard authorized automated system for the unit. The issue of materiel from unit records shall be documented based on the type of issue. Additional requirements for transfer of materiel are found in the Property Management Manual, COMDTINST M4500.5 (series) and shall be consulted when not specifically covered in the instructions in this manual.

A unit may break open the unit of purchase and enter unit of issue data separately. However, if the unit chooses to break open the unit pack and issue by individual piece (e.g. fuse, washer, resistor) then all inventory management actions (e.g. count during MRPI and Statistical Random Sample) shall also be accomplished at the piece part level. For example: If the purchase unit of issue is "pack" (pack having 100 bolts) and purchase quantity is 1PK, the unit can open the package and issue by each (EA).

Any time materiel is removed from or placed into the inventory storage location it shall be documented. If removal is necessary for inspection or service of the item in storage, its removal and return shall be noted on an Issue/Return log. Minimum entries are: date, NSN or part number, location, reason, quantity

Materiel Issues *(Continued)*

removed/returned, quantity remaining, and signature. If removal is necessary to support troubleshooting a system or subsystem an entry shall also be made on the Issue/Return log with the same required entries. Before returning to stock a qualified technician shall certify in writing the item removed is complete and in Ready For Issue (RFI) condition.

For all usage calculation, a demand is not logged until the requested items are actually issued and turned over to the requestor. If issued materiel is not required and returned to inventory the demand entry for the item is cancelled. Before an item can be returned to stock, a qualified technician shall certify in writing the item is complete and in RFI condition.

If a unit has two-dimensional barcode equipment, it is recommended the unit utilize the barcode equipment to issue materiel. Information and use of barcode equipment can be found on Commandant (CG-442) website listed under barcoding. The CMplus procedures for barcoding materiel are also located on the Commandant (CG-442) website listed under Job Aid, Supply.

The following table is a list the types of transactions for accounting and recording purposes for issues, transfers, and surveys:

Types	Procedure
Issue of inventory materiel	All issues (including disposal) from unit records shall be documented in a Coast Guard authorized inventory system. Manual inventory record procedures shall only be used when automated inventory systems are not available. One of the following documents or their automated equivalent: DD Form 1348-1A, or DD Form 1149 or SF-122 shall be used to document transactions.
Transfer to another unit	All transfers from unit records shall be documented in a Coast Guard authorized inventory system. Manual inventory record procedures shall only be used when automated inventory systems are not available. One of the following documents or their automated equivalent: DD Form 1348-1A, or DD Form 1149 or SF-122, shall be used to document transactions.

Figure 1. Types of Transactions For Accounting and Recording

Materiel Issues *(Continued)*

A MILSTRIP issue document number or record system generated issue document number shall be assigned to each issue. A MILSTRIP document number shall be developed per the Military Standard Requisitioning and Issue Procedures (MILSTRIP) numbering system. The document number consists of the DoDAAC, a four-digit Julian Date and a four-digit serial number.

Example: Z11401-4123-9500 – These document numbers are called Issue document numbers.

The same document number ***shall not*** be assigned to issues or transfers that were assigned to requisitions unless the requisitions are for replacement Mandatory Turn-In Reparable (MTR) items.

Note: CMplus units cannot divide serial numbers into block as each MILSTRIP number is sequentially assigned.

The unit issuing the materiel shall ensure that all issues are recorded/posted in a Coast Guard authorized inventory system (e.g CMplus, ORACLE Inventory). Additionally, Coast Guard units shall ensure the following procedures are continually carried out when issuing Coast Guard materiel:

1. **Routine Issues** – The inventory system will be maintained for recording all issues, sales, transfers, and surveys.
2. **MTR/DLR Issues** – Document numbers in this section will duplicate the document numbers and National Stock Numbers assigned to replacement requisitions.

The following information is required for all issues, when recording/posting in a Coast Guard authorized system:

1. Issue Document Number
2. Quantity
3. Unit of Issue
4. Condition Code
5. Department for which expended
6. Materiel Identification, including National Stock Number or Cage and Part Number
7. Remarks *(If applicable, example serial number for MTR/DLR)*
8. Disposition *(If applicable)*

The Issue Document Files shall contain the original (or copy when the original is required elsewhere) of each Issue document prepared by the unit Supply

Materiel Issues *(Continued)*

Department. Issue documents will be filed by Issue document number. However, Issue documents for MTR items will be placed on the opposite side of the other Issue documents. The files shall be maintained on a Fiscal Year Basis. Maintain for three years plus current year:

1. Designation of duties memos.
2. All shipment/transfer paperwork, Issue Release/Receipt Document (DD Form 1348-1A), or Requisition and Invoice/Shipping Document (DD Form 1149) or Transfer Order of Excess Personal Property (SF-122), Government Bill of Lading (GBL) SF1102/SF1103/SF1203 or Commercial Bill of Lading (CBL).

Sales to OGA, Public or Commercial Organizations

The legislation under 31 U.S.C 1535, 1536, and 1537 authorized the Coast Guard to sell materiel and services to Other Government Agencies (OGA) customers, upon request. OGA customers are defined as other Federal government agencies or units, and D.C. government. The Commandant delegates the above authority to Maintenance and Logistics Commands, District Commanders, Commanding Officers of Headquarters units, Commanding Officers and Officers and Officers-in-Charge of Coast Guard units as the occasion warrants. Ensure that the contracting officer is consulted to ensure all sales and services are in accordance with the Federal Acquisition Regulations (FAR) and the Economic Act. If an agreement results in reimbursement of funds, consult the Financial Resource Management Manual (FRMM), COMDTINST M7100.3 (series), section 5.I.

Coast Guard Peculiar Items. Coast Guard peculiar items may be issued or sold only after the approval of the appropriate Coast Guard inventory manager. The inventory manager, if unknown, may be identified by the source of supply (SoS) code in FEDLOG or by the individual Coast Guard inventory manager item management list *(See the appropriate SoS website)*.

Interservice Supply Support Agreements (ISSA). In most cases when a sale transaction takes place, an Interservice Supply Support Agreement (ISSA) has been previously negotiated between the Coast Guard and the agency requesting the materiel and/or service.

There is no minimum value limitation on materiel and/or services provided to a customer. All sales transactions shall be sent to FINCEN for billing.

1. Interservice Supply Support is defined as action by one agency or element thereof to provide logistics or administrative support to another agency or element. Among the military services, Interservice Supply Support represents a significant source of supply.

Sales to OGA, Public or Commercial Organizations *(Continued)*

Interservice Supply Support Agreements (ISSA). *(cont.)*

2. While there are both formal and informal Interservice techniques, most are Interservice Supply Support Agreements (ISSA). An ISSA is an agreement for the exchange of materiel, services, inventory control documentation, and other management aids between a distribution system of one agency and a distribution system of another. See Defense Regional Interservice Support (DRIS) regulation, DoD 4000.19 (series).
3. MLCs, District Commanders and Commanding Officers of Coast Guard Headquarters units are authorized to enter into local support agreements with any other government agency to obtain logistics support, when feasible and when tangible economies are assured, or to provide logistics support to Coast Guard units or other government agencies within existing capabilities and from available resources.

Aviation Fuels, Lubricants, Services, and Storage. Under certain circumstances, 49 U.S.C, 44502, provides for the sale to any aircraft of fuel, oil, equipment and supplies, mechanical service, and temporary shelter.

1. This authority shall be cited on all documentation showing the sale of the above listed items.
2. This applies only where the government has jurisdiction over the airport and no commercial facilities are co-located.
3. Sales and services are authorized only when necessary, because of an emergency, to allow the aircraft to continue to nearest airport operated by private enterprise.
4. The government does not assume any responsibility for loss or damage resulting from storage or shelter of an aircraft while on Coast guard property.
5. There will be no government competition or interference with commercial enterprises. Supplies provided and services performed will be of limited nature consistent with the situation and within the capabilities of the Coast Guard unit concerned provided this will not be in competition with commercial enterprise when such facilities are available and deemed adequate.

When processing requests for aviation fuels, lubricants, services, and storage.

1. Coast Guard aviation units with the proper supplies and facilities can furnish the fuel, lubricants, equipment, services, and storage to an aircraft during an emergency.
2. Authority to be cited is 49 U.S.C. 44502.

Sales to OGA, Public or Commercial Organizations *(Continued)*

3. Temporary storage and shelter for damaged aircraft, to the extent that major repairs are required, may be given emergency storage and shelter in their damaged state at the pilot's request, providing the following exist:
   a. Proper Facilities are available.
   b. Major or minor overhauls are not authorized.
   c. The aircraft requires extensive repairs and the owner of the aircraft cannot furnish appropriate repair parts within a reasonable length of time, the aircraft must be removed by the owner/operator from the Coast Guard facility without delay.
   d. All articles must be sold based on last acquisition price or the prevailing local fair market value. Prevailing local fair market prices will be confirmed by checking with area vendors. Labor charges are provided in Standard Rates, COMDTINST 7310.1 (series). Aircraft storage fees for aircraft stored in a Coast Guard facility will be based on fair market value for the locality.
   e. There is no minimum value limitation on materiel and/or services provided to a customer. All sales transactions shall be sent to FINCEN for billing.
   f. Monies received may be credited to the appropriation from which the cost was paid. Monies collected will be deposited in accordance with the instructions contained in the Finance Center's Standard Operating Procedures (SOP), FINCENSTFINST M7000.1, Chapter 9.
   g. Billing requests can be forwarded to FINCEN in the following formats: email message, memorandum, fax, invoice, and credit card receipt. The following information shall be provided in the documentation: the complete name and address of the individual or activity to be billed, the total amount of the bill, a description of what the bill is for, the conditions under which it was necessary to make the sale and the appropriate accounting line. For a reimbursable, include the reimbursable number. Any funding documents and/or commitments from the debtor must be included in the above documentation. Detailed instructions for filling a bill are found in the ***"SALES TO OTHER GOVERNMENT AGENCIES, PUBLIC AND COMMERCIAL VESSELS AND OTHER WATERCRAFT"*** in this section of the manual.

Sales to OGA, Public or Commercial Organizations *(Continued)*

h. The servicing activity must immediately forward billing requests to FINCEN for processing. Billing must occur within 5 days of receipt of goods or services.
i. Damage to the aircraft while on government property will require the owner to remove the aircraft at the earliest practicable date.

Vessels and Other Watercraft. 14 U.S.C, 654 and 14 U.S.C. 141, Chapter 7, provide for the sale of fuel and supplies, and services to Other Government Agencies, Public and Commercial Vessels and other Watercraft, if the vessel or watercraft is unable to:

1. Procure fuel, supplies, or services from other sources at its present location.
2. Proceed to the nearest port where they may obtain the necessary materiel and/or services without endangering the safety of the ship, the health and comfort of its personnel, or the state of the property carried onboard.

This authority shall be cited on all documents showing the sale of the above listed items.

There will be no government competition or interference with commercial enterprises. Supplies provided and services performed will be of a limited nature consistent with the situation and within the capabilities of the Coast Guard unit concerned and provided this will not be in competition with commercial enterprise when such facilities are available and deemed adequate.

The following procedures apply to sales and services provided to OGA, public, and commercial vessels and other watercraft:

1. Documentation shall be by letter of agreement or understanding. The MLC, District or Headquarters unit legal staff must approve such letters, when possible.
2. Whenever possible, payment shall be obtained at the time supplies and services are furnished.
3. There is no minimum value limitation on materiel and/or services provided to a customer. All sales transactions shall be sent to FINCEN for billing.
4. Documentation submitted to FINCEN shall be used as a billing document to cover sales of materiel or services to private parties, other than Government agencies, except where the sales are covered by a contract. Interservice Supply Support Agreement (ISSA) shall be established for OGA customers.

Sales to OGA, Public or Commercial Organizations *(Continued)*

Note: The billing request shall be forwarded to FINCEN in the following formats: email message, memorandum, fax, invoice, and credit card receipt. All documentation must be clearly annotated with "Billing For Sale of Materiel and Services". The instructions required on the submitted documentation are located in enclosure E, Instructions, Sample Messages, and Formats.

1. All articles must be sold based on the last acquisition price, or current local fair market value. Standard labor rates are provided in Standard Rates, COMDTINST 7310.1 (series).
2. Monies received will be credited to the current appropriation concerned.
3. Monies received will be deposited in accordance with the instructions contained in the Finance Center Standard Operating Procedures, FINCENSTFINST M7000.1 (series).

Distress Services to Vessels

Distress services may include the furnishing of clothing, food, lodging, medicines, and other necessary supplies and services to parties aided by the Coast Guard. This is provided for in 14 U.S.C. Subpart 88.

Charges for sales of supplies and furnishing of services are considered appropriate when, for example, food, fuel general stores or repairs to the vessel or its equipage are considered a necessity by the owner, master or crew and furnished based on their request. Coast Guard units or vessels shall not procure and stock equipment and supplies, except as provided for in current directives or authorized by competent authority. Operators of vessels or watercraft are not to be permitted to take advantage of the government by demanding free supplies or services. Charges will be made depending upon the circumstances involved in each case.

When sales are made, units will follow the procedures provided under "Sales to Other Government Agencies (OGA), Public and Commercial Vessels and Other Watercraft". Monies received will be deposited in accordance with the instructions contained in the Finance Center Standard Operating Procedures, FINCENSTFINST M7000.1 (series).

Aids to Navigation Support

33 CFR Subparts 74 and 76 provide for charges for and the sale of Aids to Navigation to other government agencies (OGAs) and private parties.

Aids to Navigation Support *(Continued)*

Sales of navigational equipment are authorized to foreign, state, or municipal governments or departments; therefore, parties required to maintain private aids to navigation or contractors engaged in public works. Sales are authorized only when such equipment is not readily available in the open market.

The following procedures apply for charges and collection of sales and services in support of Aids to Navigation:

1. Compute charges for aids to navigation work performed by the Coast Guard including replacement materiel cost, in accordance with the Aids to Navigation Administration Manual, COMDTINST M16500.7 (series).
2. Sales of navigation equipment will be invoiced at cost, plus 25 percent for overhead.
3. When sales are made, units will follow the procedures provided under "Sales to Other Government Agencies (OGA), Public and Commercial Vessels and Other Watercraft" section.
4. Proceeds from such sales will be deposited in the Treasury to the credit of the current appropriation for operating expenses for Coast Guard.

Inter-Agency Cross-Servicing in Storage Activities

Cross-servicing storage activities are encouraged to use storage services of other government agencies to avoid new construction, unnecessary transportation of supplies, materiel and equipment to distant storage points. Types of services usually include use of space, handling, checking, storage and withdrawal of materiel; preservation and packaging; packing and marking, conducting inventory and special security.

The General Services Administration (GSA) has entered into an agreement with DoD and civil agencies for cross servicing in storage activities. Definite rates are prescribed except where contract operated or leased facilities are involved, in which case rates will be negotiated by the agencies. The GSA agreement does not alter current Coast Guard agreements with the Army, Navy, or Air Force involving storage and warehouse services.

Additional cross servicing arrangement whereby the Coast Guard obtains storage and warehousing services will be made under existing agreements with other military services in lieu of the GSA and DoD agreement. The following units

Inter-Agency Cross-Servicing in Storage Activities
(Continued)

have been made a part of the GSA and DoD cross servicing agreement on the basis that they may be able to provide storage and warehousing services:

Name	Location
Aircraft Repair and Supply Center (ARSC)	Elizabeth City, NC 27909-5001
Engineering Logistics Center	2401 Hawkins Point Road Baltimore, MD 21226-5000
Integrated Support Commands (ISCs) Boston, Portsmouth, and Alameda	Boston, MA Portsmouth, VA Alameda, CA

Figure 2. Inter-Agency Cross-Servicing Storage Activities

THIS PAGE INTENTIONALLY LEFT BLANK

CHAPTER 3.
MATERIEL MANAGEMENT

3-M. SUPPLY SUPPORT

Introduction

Technical References:
Operational Logistics Support Plan (OLSP) Instruction, HQINST 4081.2 (series)

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

Coast Guard Uniform Supply Operations Manual, COMDTINST M4121.4 (series)

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

Systems Integrated Logistics Support Command (SILS) Policy Manual, COMDTINST M4150.8 (series)

Naval Engineering Manual, COMDTINST M9000.6 (series)

Electronics Manual, COMDTINST M10550.25 (series)

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

Supply support ensures that spares are available and/or economical. Supply support consists of all management actions, procedures, and techniques used to determine requirements to acquire, receive, store, transfer, issue, and dispose of secondary items (e.g. repair parts).

Maintaining the operational readiness of Coast Guard systems under the diverse and adverse conditions of military use depends directly on the availability of *"the right supplies at the right time and in the right place."* This requires the timely provisioning, procurement, distribution, and inventory replenishment of spares, repair parts, and special supplies, without which any modern defense system can not function for long.

Supply support is that element of integrated logistics support concerned with the identification, procurement, positioning, issuance, and disposal of secondary items. The importance of adequate supply support in achieving system readiness cannot be overstated. In fact, no adequate degree of readiness can be achieved without supply support.

The supply support process provides:
1. Organizational (unit), Intermediate (ESD, ISC, NESU), and Depot level spare/repair parts (ICP).
2. Repair parts and consumables.
3. Coordination of repair/overhaul programs with related maintenance piece parts.
4. Development of allowance lists tailored to suit the individual unit's materiel support requirements.

Allowances and Applications

What are Allowances? Allowances are all maintenance-significant parts, special tools, and supplies necessary for maintaining the equipment/component in operating condition. Baseline allowances shall be of sufficient quantity to ensure that the platform/unit receives the level of supply support necessary to perform its first operational mission and maintenance requirements without overstocking.

What is an Allowance Document? An allowance document (e.g. MICA) lists:
1. The equipment, components, and equipage verified as being on a unit to perform its operational mission.

Allowances and Applications *(Continued)*

2. The parts, special tools, and supplies required for the operation, maintenance, overhaul, and repair of equipment/components.
3. The miscellaneous portable items, operating space items, and consumables necessary for the safety, care, and upkeep of the unit itself.

What are Allowances Quantities? Allowance quantities are the quantities of each allowance item authorized for stocking at a Coast Guard unit as determined through the ARSC or ELC allowance algorithm. All aviation allowance quantities at the air stations are controlled by ARSC. Air stations **shall not** change aviation allowance quantities without approval from ARSC. Shipboard and shoreside allowance quantities for Depot Level reparables and Mandatory Turn-In items are fixed quantities. This means the unit shall maintain in stock, only the quantity authorized by ELC. Allowance quantities for shipboard and shoreside repair parts and consumable items are recommended quantities for stocking at units. This means that once the ship or ship support unit records one year demand/usage data on the repair parts or consumable items, the SIM tables are available in enclosure F, *Tables and Charts* should be used to calculate current and future quantities for scheduled and corrective maintenance actions. Navy-Type Navy-Owned (NTNO) or Navy supported shipboard allowances are established by the designated In-Service Engineering Agent and Inventory Control Point and are documented in the unit's tailored COSAL document.

Allowance Documents and their Applications. The following is a list of allowance documentations used by the Coast Guard and their application:

Allowances	Applications
Management Information for Configuration and Allowances (MICA)	Provide hierarchical systems configuration identification, as well as parts information for all centrally supported hull, mechanical, and electrical (HM&E) and electronic equipment requirements aboard selected Coast Guard vessels and shore stations. MICAs are developed by the ELC. MICAs are the standard allowance documents for standard boats 30’ and over, cutters, and for electronic equipment supported at shore stations.

Allowances and Applications *(Continued)*

Allowance Documents and their Applications. *(cont.)*

Allowances	Applications
AMMIS	AMMIS list aviation allowances calculated by ARSC. These allowances provide parts required for the organizational maintenance being conducted at an air station on assigned aircraft. Allowances are provided in electronic format.
Ordnance/Electronics COSAL	Coordinated Shipboard Allowance List is the standard allowance document used by all units with Navy-Type Navy-Owned (NTNO) electronic and ordnance equipment installed. It provides hierarchical systems configuration identification, as well as parts, special tools, test equipment and consumables information for the installed NTNO equipment.
CPL	Configuration Parts List is a general term used in CMplus that includes Allowance Parts Lists (APLs), Allowance Equipage Lists (AEL), and Electronics Allowance for Maintenance (EAM).

Allowance Change Request (ACR)

Allowance Change Requests are required to request changes to NTNO and DLR materiel allowances held by units.

1. ACRs shall be submitted when (but not limited to) changes in manufacturer's requirements, planned maintenance system requirements, spare parts requirements becoming necessary due to configuration changes, reliability issues, operational requirements, deployments, special operations, etc.
2. All ACRs shall be submitted utilizing the Allowance Change Request (NAVSUP Form 1220-2) with the exception of aviation units. CMplus units shall use the computer-generated format and follow instructions in CMplus Job Aid website. Follow the instructions contained in Figure 1 for filling out Allowance Change Request (NAVSUP 1220-2) manually. ACRs will be submitted as shown below: *(Note: CMplus allows only one item per ACR.)* Allowance Change Requests are required to request changes to NTNO and DLR materiel allowances held by units.

Allowance Change Request (ACR)

Required Form:
Allowance Change Request, NAVSUP Form 1220-2
Enclosure G, Forms and Labels

Website:
CMplus Job Aid
http://cgweb.uscg.mil/g-s/g-sls/SLSINDEX.htm

Allowance Change Request *(cont.)*

2. ACRs shall be submitted when (but not limited to) changes in manufacturer's requirements, planned maintenance system requirements, spare parts requirements becoming necessary due to configuration changes, reliability issues, operational requirements, deployments, special operations, etc.
3. All ACRs shall be submitted utilizing the Allowance Change Request, NAVSUP Form 1220-2 with the exception of aviation units. CMplus units shall use the computer-generated format and follow instructions in CMplus Job Aid website. Follow the instructions contained in Figure 1 for filling out the Allowance Change Request (NAVSUP 1220-2) manually. ACRs will be submitted as shown in Figure 1 below: *(Note: CMplus ACR allow only one item per ACR.)*

Submissions of ACR.

Submittal Procedures	Submit to
MICA HM&E	ELC (code 01) with a copy to MLC (vr)
MICA ELEX (INCLUDING NTNO ELECTRONICS)	ELC (code 016) via MLC (t)
NTNO ORDNANCE	ELC (code 016) with a copy to MLC (vr)
AMMIS	ARSC via AMMIS

Figure 1. ACR Submittal Procedures

ACR Approval Process.

1. ***MICA ACRs*** shall be reviewed by ELC. ACRs with larger technical or funding issues will be forwarded to the Facility Manager for final determination by ELC. ELC shall monitor the progress of ACRs received until a final decision is made. Once approval or disapproval has been made, ELC shall notify the submitting unit and the ACR will be closed. Any additional changes will require a new ACR.
2. ***Aviation ACRs*** shall be reviewed and a decision made by the ARSC. The ARSC shall track all ACRs received throughout the process. Once approval or disapproval of the ACRs has been made, ARSC shall notify the submitting unit.
3. ***NTNO ACRs*** shall be reviewed by the ELC and forwarded to the designated In-Service Engineering Agent and Inventory Control Point for consideration and approval.

Allowance Change Request (ACR)
(Continued)

Website:
Logistics Systems (CG-442) Homepage:
http://cgweb.uscg.mil/g-s/g-sls/SLSINDEX.htm

Issuance of Changes. ***MICA/COSAL*** changes and update shall be provided by message and paper copy to the units affected by the change. Units will make pen and ink changes to their current MICA until they receive a future published MICA manual with incorporated changes.

Note: The ACR form can be computer generated within CMplus. The procedures for creating the ACR in CMplus can be in the CMplus Job Aid, Supply Menu, and Allowance Lists on the Logistics Systems (CG-442) website. Instructions for filling out the Allowance Change Request (NAVSUP 1220-2) for submission to the ELC for HM&E, Electronics or Ordnance can be found in the enclosures. The Aviation ACR's follow ARSC's instructions.

THIS PAGE INTENTIONALLY LEFT BLANK

CHAPTER 3.
VALUE MANAGEMENT

3-N. PRICE CHALLENGE

Introduction

The Coast Guard uses thousands of parts managed by the Federal Supply System (FSS). Approximately 90 percent of the parts used by the Coast Guard are purchased and managed by the General Services Administration (GSA), Defense Logistics Agency (DLA) and other DoD services. In an effort to prevent waste and abuse in the Federal Supply System, the US Coast Guard and the Department of Defense have joined forces to develop programs that identify parts purchased through commercial sources that are overpriced.

When an item has been purchased and/or is managed by the Federal Government and is suspected of being overpriced, submitters can request a price challenge to determine if the price is excessive or valid. An inquiry will be classified as either price challenge or price verification, depending on the amount of information received from the challenger (submitter). The following defines what a price challenge and price verification are:

1. Price Challenge – A price challenge is performed when the challenger provides sufficient information to conduct a price analysis, which is not restricted to price verifications only. This type of analysis involves price verification, interchangeability of National Stock Numbers (NSNs), alternate sources of supply and/or alternate sources of repair.

2. Price Verification – (Currently is only being done by the Navy) - Price verification is performed when the challenger provides a NSN, the suspect price and nomenclature of the item. The challenger should also provide a detailed explanation of why the item is suspected of being overpriced. With the limited information received from the challenger, the researcher will be restricted to verifying only that the listed price is correct or incorrect based on procurement history plus the agency's Cost Recovery Rate (CRR). If the list price is correct, the agency will explain to the challenger how the price was established. If the price is incorrect, the agency will inform the challenger that the price is incorrect and provide the correct price with an explanation of how the correct price was established.

For many years the Navy has operated a successful Price Challenge Program that identifies FSS parts that are overpriced. Since 1989, the Navy has allowed Coast Guard submitters to participate in their Price Challenge Program. The Navy works with Coast Guard's two Inventory Control Points:

Introduction *(Continued)*

(1) Engineering Logistics Center (ELC) and (2) Aircraft Repair & Supply Center (ARSC) to process price challenges for Coast Guard unique items and items used by the Coast Guard, but managed by DoD.

The Coast Guard Item Managers work directly with the Navy's Price Challenge Hotline Program to identify and research potential overpriced parts, which are purchased and managed within the FSS.

The price challenge process helps to eliminate abusive practices of paying more than is absolutely necessary and saves the customer and government money. While item managers strive to eliminate overpriced parts within the inventory, they are not always familiar with the function and design of the parts they manage. That is why the price challenge process relies heavily on the actual user of parts to question and recommend a part that may be overpriced.

Purpose

This procedure establishes policy, assigns responsibilities and prescribes procedures to identify:

1. parts purchased by the Federal Government that are perceived to be excessively and/or erroneously priced.
2. the appropriate contacts for investigating price challenge and price verification requests and prescribed timeframes for processing requests.
3. and process the appropriate price challenge documentation in order to submit, investigate and process reports on prices that are perceived to be excessive and overpriced for spare, consumable and non-consumable parts, which are in the Federal Supply System.

This procedure provides guidance to Coast Guard civilian and military submitters on how to challenge and report overpriced parts to the appropriate agency and/or office for review and processing. Additionally, this procedure encourages all Coast Guard submitters to take an active role in identifying and controlling erroneously priced items, from vendors and commercial sources, by participating in the price challenge process.

CHAPTER 3.
VALUE MANAGEMENT

3-N. PRICE CHALLENGE

Policy

Price Challenge procedures shall be established at all Coast Guard HQ activities, Inventory Control Points (ICPs), Maintenance Logistics Commands, Industrial Support Commands, Units, and Contracting Offices. The price challenge processes shall be made available to all Coast Guard civilian and military submitters.

The procedures for reporting suspect price errors will be broadcast via the Internet, to all Coast Guard personnel on the Office of Logistics Homepage (CG-44).

Any civilian or military member of the Coast Guard may "challenge" the price of any spare part or consumable item managed in the Federal Supply System (FSS) if he/she suspects it to be excessive. The basis for challenging the price of a part may be, but not limited to, the following reasons:

1. The challenger has a "gut feeling" that the part is overpriced.
2. The part is identical to another part in the FSS and the government would be able to reduce the price by consolidating the management under one National Stock Number (NSN).
3. A part would achieve a reduced price through a new commercial source of purchase.
4. A part would achieve a reduced price as a result of a buy/make decision.

Submitters who challenge prices for Federal managed parts may be eligible for cash awards through the Navy's Price Challenge Hotline Program for Coast Guard unique parts and OGA parts, if there is significant cost avoidance to the government. The Navy's category matrix chart for cost avoidance, which qualifies for cash awards, can be found on in enclosure F, *Tables and Charts*. The awards are based on the annual cost avoidance resulting from a decrease in the price of a challenged part. The Navy's Price Challenge Hotline Program will forward a disbursement form to members for challenges producing cost avoidance for the Navy.

All price challenges will be promptly reviewed and processed by Price Challenge representatives at the Coast Guard activity where the item is managed. Price Challenge representatives will take appropriate action(s) to process all inquiries of suspected erroneous prices in the prescribed timeframe, to include determining the correct price. Price Challenge representatives will also ensure that the challenger's questions, recommendations and relevant issues are addressed in a timely manner.

3-N. PRICE CHALLENGE

Policy
(Continued)

Useful Websites:
Supply Policy and Procedures Manual (SPPM),
COMDTINST M4400.19 (series)
http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm

Simplified Acquisition Procedures (SAP) Handbook,
COMDTINST M4200.13 (series)
http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm

When price challenge or price verification has been processed and it has been determined that the price is overpriced, action will be taken immediately to correct the price through voluntary and/or contractual agreements with the vendor and/or commercial activity. Additionally, when an erroneous price has been identified in the Federal Cataloging System, action will be taken to contact the managing activity to correct the price.

A central representative for Price Inquiry Screening of Coast Guard managed parts shall be located at each Coast Guard Inventory Control Point (ICPs). These representatives shall screen and process all price challenge inquiries received from Coast Guard units and the Navy's Price Challenge Hotline Program.

A principal representative shall be located at Coast Guard Headquarters to oversee the price challenge process and to establish and coordinate policy and procedures. Additionally the Coast Guard Headquarters representative shall answer questions and respond to issues and concerns that are related to the price challenges.

The price challenge process is not an authority to bypass the Federal Supply System (FSS) and procure from commercial sources. The submitter must continue to follow the general purchase policy found in the Simplified Acquisition Procedures (SAP) Handbook, COMDTINST M4200.13 (series), Chapter 3, Sources of Supply.

All Coast Guard Activities shall actively publicize the Price Challenge policies and procedures and the Department of Defense's hotline numbers to ensure the programs achieve ultimate success through participation of Coast Guard personnel.

Procedures

Procedures For Price Challenge Program.

Responsible Party…	**Action…**
All Coast Guard Personnel	1. Can challenge the price of any part managed within the Federal Supply System, if the price appears to be excessive. 2. Should request a price challenge if any of the following reasons exist, but are not limited to: a. The part appears to be overpriced. b. Parts with separate NSNs that are identical in the FSS. c. Existence of a less expensive substitute. d. Knowledge of the cost to manufacture. e. A "gut feeling" that the price is excessive.

Procedures
(Continued)

Procedures For Price Challenge Process. *(cont.)*

Responsible Party…	**Action…** *(cont.)*
All Coast Guard Personnel *(cont.)*	3. Other commercial sources have been identified where a part in the FSS, can be purchased. 4. Shall take the following actions to request a price challenge for a potentially excessive priced part: a. Identify the managing activity for the part to be challenged. b. Complete Price Challenge Hotline Suspected Overcharging Notification (Form 4265/1 (03/95)) or the Suspected Overcharging Notification Form (CG 5592); both found in enclosure G, *Forms and Labels*. 5. Mail, fax, or email the completed Suspected Overcharging Notification Form, (CG Form 5592) to the appropriate Coast Guard managing activity or to the Navy's Price Challenge Hotline Program for processing. (Reference the Points of Contact in enclosure I, *Customer Service* to identify the activity). *Note: Contractor personnel can also challenge prices, but they are ineligible for cash awards. Contractors can receive a certificate of recognition from the Navy, as an "Honorary Price Fighter", but no monetary rewards.*
The Coast Guard ICPs	Upon receipt of the submitted Suspected Overcharging Notification Form, CG Form 5592 to determine if enough information has been submitted to conduct a price challenge.
The Navy Price Fighters	Upon receipt of the completed Price Challenge Hotline Suspected Overcharging Notification Form (Form 4265/1) or Suspected Overcharging Notification Form (CG Form 5592), the Navy's Price Fighters will determine if enough information has been submitted to conduct price challenge or price verification.

Procedures
(Continued)

Procedures For Price Challenge Process. *(cont.)*

Responsible Party…	Action…
The Coast Guard ICPs an Navy Price Fighters	**Price Challenge**: If there is enough information to conduct a price challenge the activity shall: 1. Contact the submitter that submitted the price challenge to acknowledge receipt of the price challenge request and provide an anticipated completion date, within 10 working days. 2. Evaluate, screen and/or forward the price challenge to the appropriate activity(s) for further evaluation and/or resolution. 3. Track and provide status to the submitter on the progression of the price challenge, until the process is completed. 4. Track and provide status to the submitter on the progression of the price challenge, until the process is completed. 5. Report the results of the price challenge reviews to the submitter within 90 days of receipt the initial request. 6. Coordinate with the contracting office responsible for procuring the challenged part. (For example procuring offices at the ELC, ARSC, etc.) *Note: If there is not enough information to process the price challenge request, the processing activity will contact the submitter within 10 working days either by mail, telephone or email and inform the submitter that additional information is needed.*
Navy Price Fighters	**Price Verification**: If there is only enough information to conduct a price verification, the Navy's Price Fighters shall: 1. Contact the submitter to acknowledge receipt of the price verification request and provide an anticipated completion date, within 10 working days.

Procedures
(Continued)

Procedures For Price Challenge Process. *(cont.)*

Responsible Party…	Action…
Navy Price Fighters *(cont.)*	**Price Verification**: *(cont.)* 2. Evaluate, screen and/or forward the price verification request to the appropriate office(s) to further validate the current list price or determine the correct price. 3. Track and provide status to the submitter on the progression of the price verification, until the process is completed. 4. Report the price verification results of to the submitter within 90 days of receipt of the initial request. 5. Coordinate with the appropriate contracting office responsible for procurement of the challenged part.

Information Requirements

The challengers must provide as much information as possible on the suspected part to ensure the price challenge process is expedited. The challenger shall complete the required form for requesting a price challenge and submit the form to the appropriate office or activity for processing. Price challenges for Coast Guard specific items shall be submitted to the appropriate Coast Guard Inventory Control Point or the Navy's Price Fighters Office for processing. If the item is managed by an OGA, the price challenge will be submitted to the Navy's Price Fighters Office for processing. For information on points of contacts for the price challenge programs, reference *enclosure I, Customer Service* to identify managing activity. The following information is required when submitting a price challenge request to the managing activity:

1. NSN (provide manufacturer's part number, if available).
2. Item Name (if unknown, provide common nomenclature).
3. Catalog price or unit price in question.
4. Source of unit price in question.
5. Point(s) of contact (inquirer and screener) – name, office symbol, address/activity, and commercial telephone number.

Any additional information that will be helpful in processing the price challenge in question.

3-N. PRICE CHALLENGE

Forms and Reports

Websites:
Navy's Website
https://www.navsup.navy.mil

1. **Suspected Overcharge Notification Form (CG Form 5592)** – All price challenge requests for Coast Guard unique items shall be submitted on a Suspected Overcharge Notification Form, CG Form 5592.

2. **Price Challenge Hotline Suspected Overcharging Notification (Form 4265/1)** – Price challenges may be submitted on-line via the Navy's website by clicking on "Contacting Us" then on "Challenge a Price." Price inquiries for the Department of Defense shall be submitted on the Price Challenge Hotline Suspected Overcharging Notification (Form 4265/1). A copy of the Price Challenge Hotline Suspected Overcharging Notification (Form 4265/1) can be found in *enclosure G, Forms and Labels*. Reference the Team Price Fighters, Price Challenge Hotline Operation Manual or visit the Navy's website, for instructions to complete the Price Challenge Hotline Suspected Overcharging Notification (Form 4265/1).

Note: A sample of the Suspected Overcharge Notification Form (CG Form 5592) and the Price Challenge Hotline Suspected Overcharging Notification (Form 4265/1)) can be found in enclosure G, Forms and Labels.

CHAPTER 3.
MATERIEL MANAGEMENT

3-O. CONFIGURATION REPORTING

Introduction

Technical References:
Coast Guard Configuration Management,
COMDTINST 4130.6 (series)
http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm

Configuration Management Guidance,
MIL-HDBK-61B
http://www.exigent.info/MIL-HDBK-61B%20draft.pdf

Configuration Management (CM) is a management discipline that applies technical and administrative direction over the functional and physical characteristics of designated Configuration Items (CIs). The importance of reporting configuration changes cannot be overemphasized. The quality and accuracy of information reported in the baseline of the Weapon System File (WSF)/MICA Master File directly determines the quality of MICA/COSAL support to the unit. If configuration changes are not reported, vital support elements will not be on hand when needed. Without such support, the materiel readiness of a unit is adversely affected. Considering the impact on unit support systems, all configuration changes shall be accurately reported as soon as possible.

The purpose of the section is to identify and refer to the policy requirement and procedures for unit level reporting, recording, and verification/auditing of configuration changes. Unit level reporting, recording, and verification/auditing of configuration changes shall be in accordance with the Coast Guard Configuration Management, COMDTINST 4130.6 (series) and Configuration Management Guidance, MIL-HDBK-61B.

Processing a Configuration Change

Technical References:
Aeronautical Engineering Maintenance Management Manual
COMDTINST M13020.1 (series)
http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm

Form:
Ship's Configuration Change Form, OPNAV 4790/CK
(See enclosure E, Instructions, Sample Messages, and Formats)

Aviation Units. Aviation units shall follow the procedures in the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series) to report completion of TCTOs.

Non-Aviation Units. Units shall submit all configuration changes to the ELC using the Ship's Configuration Change Form, OPNAV 4790/CK. Upon receipt of submitted forms, the ELC will record the changes in the appropriate database(s) and return a copy of the processed form. Units shall maintain a file of the processed forms.

THIS PAGE INTENTIONALLY LEFT BLANK

CHAPTER 3.
MATERIEL MANAGEMENT

3-P. INTEGRATED DEEPWATER SYSTEM (IDS)

Introduction

Technical Contacts:
Logistics Program Management
(CG-441)
(202) 267-2293

ELC Deepwater Division
(410) 762-6108

Note: Additional detailed policy and procedures for acquisition, accountability, management, and disposal of Deepwater assets within the Deepwater Supply Operations/Elements are currently under development.

This section provides interim policy, procedures, and responsibility for Deepwater assets in supply operations/elements within the US Coast Guard (CG). Deepwater (DW) assets are listed below.

This section also prescribes policy for accountability for Deepwater assets acquired by the Coast Guard from whatever source, whether bought or not. It will serve as the principle policy accounting procedures that will be continuous from the time of acquisition until the ultimate consumption or disposal of the asset.

Deepwater supply operations/elements within the Coast Guard shall comply with Coast Guard and Federal Regulations, for guidance and procedures for materiel management of Deepwater assets for Integrated Deepwater System (IDS) units. In addition, these activities shall comply with guidelines published in the Supply Policy and Procedures Manual (SPPM) on supply procedures applicable to acquisition, accountability, management, and disposal of supplies and personal property for Deepwater assets.

Such accounting will be maintained through formal records. This policy also serves to ensure compliance with the Chief Financial Officers (CFO) Act.

Activity Control Number (ACNs). Deepwater assets will be assigned ACNs. The following information provides the configuration of Deepwater assets.

Item Cataloged by ICGS	ACN-Format
Deepwater (Activity DW)	1234-DW-***-1234

Figure 1. Deepwater Activity Control Number

Logistics Information Management System (LIMS).
All new Deepwater Assets (including 123' Patrol Boats) will use LIMS. This includes all maintenance, materiel, and services requests. LIMS is the standard materiel requisition system authorized for all Coast Guard Deepwater units with a Coast Guard Standard Workstation (CGSW) or other appropriate computer terminal. It is the only onboard system authorized for managing the maintenance and supply support of DW assets. LIMS procedures are not applicable to non-DW assets.

Introduction
(Continued)

LIMS is an interactive maintenance centric information system that allows the users to:

1. Initiate requisitions, follow-ups, cancellations, and receipts.
2. Perform queries, view actions and status relating to requisitions.
3. Edit transactions initiated by the user to ensure that the Military Standard Requisitioning and Issue Procedures (MILSTRIP) requirements are in compliance.
4. Retain requisition history file.
5. Manage DW inventory for all assets.
6. Allows visibility of both inventory and its assets.

Why Deepwater? Homeland security has led to a greatly increased tempo of Coast Guard operations in the nation's ports, waterways, and coastal areas. To meet maritime threats and challenges, the Coast Guard initiated the IDS Program. The program is often called “Deepwater” or “IDS”. The IDS is an integrated, performance-based approach to upgrading existing assets while transitioning to newer, more capable platforms, with improved systems for Command, Control, Communications and Computers, Intelligence, Surveillance, Reconnaissance (C4ISR), and innovative logistics support. To achieve this, the program has set-up the System Integration Program Office (SIPO), which allows for the collocation of Coast Guard and Integrated Coast Guard System (ICGS) personnel to work as a fully integrated team.

The fully implemented system to include air, surface and C4ISR systems will be more supported through the Integrated Logistics Support (ILS). ILS will cover maintenance planning, supply support, support and test equipment, facilities, packaging, handling, storage, and transportation.

For legacy and Coast Guard unique assets the Engineering Logistic Center (ELC) and Aircraft Repair and Supply Center (ARSC) will continue to provide supply support to Coast Guard supply operation/elements.

Commercial non-development items (CANDI) will use Contractor Logistic Support (CLS) and direct vendor support.

Introduction
(Continued)

The following are Deepwater assets:
C4ISR:(Command, Control, Communications, Computers, Intelligence, Surveillance, and Reconnaissance) Systems.

SURFACE:
National Security Cutter, (NSC)
Offshore Patrol Cutter (OPC)
123' Patrol Boat – (WPB) (legacy 110' Island Class Patrol Boats conversion to the 123' Patrol Boats)
Fast Response Cutter (FRC)
Short Range Prosecutor (SRP)
Long Ranger Interceptor (LRI)

AIR:
Medium Range Surveillance (MRS)
Maritime Patrol Aircraft (MPA)
VTOL (Vertical Takeoff and Landing) Unmanned Aerial Vehicle (VUAV)
High Altitude Endurance Unmanned Aerial Vehicle (HAUAV)
Multi-Mission Cutter Helicopter (MCH)
Vertical Recovery and Surveillance (VRS) helicopter

Note: Additional detailed policy and procedures for acquisition, accountability, management, and disposal of Deepwater assets within the Deepwater Supply Operations/Elements are currently under development.

THIS PAGE INTENTIONALLY LEFT BLANK

CHAPTER FOUR
PACKAGING, HANDLING, STORAGE, AND TRANSPORTATION (PHS&T)

CHAPTER 4.
PACKAGING, HANDLING, STORAGE, AND TRANSPORTATION (PHS&T)

4-A. OVERVIEW

Introduction

This chapter provides US Coast Guard activities, units, and personnel with uniform policy and procedures for inspecting, packaging, handling, storing, and transporting inventory procured, received and maintained by Coast Guard units.

This chapter shall give basic guidance to Coast Guard units that are not associated with the PHS&T process that is normally conducted by an inventory control point. The policy and procedures in this chapter will provide the required guidelines to ensure valuable Coast Guard assets are continuously protected, maintained, and preserved at the best economic cost, until total consumption by the user.

The packaging, handling, storage, and transportation (PHS&T) policies and procedures at Coast Guard activities will be uniform at the maximum possible extent. Policies, procedures, and practices indicated herein by directive words such as “shall”, “will” or “must” comply with the policy and procedures in this chapter to prevent errors and delays when performing PHS&T of Coast Guard inventory. Failure to comply may result in damage of inventory during handling and shipping, deterioration of inventory due to improper storage, and loss.

The policy and procedures in this chapter shall be used in conjunction with existing local or command policies that require equal or greater care of Coast Guard equipment.

This chapter will cover the following elements of PHS&T:
1. Inspection
2. Packaging
3. Handling
4. Storage
5. Transportation

THIS PAGE INTENTIONALLY LEFT BLANK

CHAPTER 4.
PACKAGING, HANDLING, STORAGE, AND TRANSPORTATION (PHS&T)

4-B. INSPECTION OF INVENTORY

Introduction

Unloading incoming materiel requires planning and constant monitoring by a storage facility. The mechanics of unloading materiel will vary based on the carrier, weight of the incoming materiel, the unloading facility, and the availability of materiel handling equipment (MHE). When unloading incoming materiel from carriers the following sequence should be followed:

1. Before a seal on a truck is opened the seal must be checked for condition and serial number. If the seal is broken or missing, or if the shipment serial numbers do not agree, an annotation should be made on the documentation, and in the case of sensitive cargo, the transportation office and security office should be notified prior to unloading.
2. The truck doors are opened manually by the truck driver. The doors must always be opened so that personnel are protected against falling containers or unsecured materiel.
3. A preliminary inspection should be made when the carrier's vehicle is opened. If there is obvious evidence of shortage or damage, do not unload the materiel, if practical, until the materiel has been inspected by a storage facility representative and the carrier.
4. The method of entry into the carrier for unloading depends upon the type of carrier, type of materiel received and the physical characteristics of the receiving area.

Inspecting Inventory

Once the unloading has begun, all materiel shall be inspected for damages and inaccuracies, when permissible. All damaged materiel should be set aside for further examination by technically qualified personnel. In addition to inspections of materiel, the appropriate reports shall be completed; to document any materiel that is improperly preserved, packed or marked as defined in Chapter 3 *(Materiel Management),* section I *(Discrepancy Reporting)* or the Transportation Discrepancy Reporting section of the Freight Transportation Manual to report over, short, astray, damaged freight or other type of transportation discrepancies.

Photographs of the damaged materiel are valuable and should be used when details of the discrepancy cannot be adequately explained, or can be more fully supported by such documentation. Additional inspections will be performed at the discretion of the servicing Service/Agency.

4-B. INSPECTION OF INVENTORY

Inspecting Inventory *(Continued)*

If the point of acceptance is at the source, exterior containers (except for classified materiel) should not be opened unless there is evidence of tampering, damage during transit or another indication requiring the container to be opened. Classified and sensitive materiel will require a 100 percent check to verify that all the materiel was ship and no damages exist.

The materiel must be repackaged and the receipt annotated when a container is received damaged and unsuitable for proper storage. Opening and repacking may also be required if there is any question concerning the contents of the container.

Inspecting Special Items

Inspecting classified, sensitive, and pilferable materiel should be performed within the restricted storage area whenever possible. When additional space is required to properly conduct an inspection of the materiel, then a temporary restricted area should be established. All discrepancies discovered during the inspection should be processed in accordance with the SPPM, Chapter 3 *(Materiel Management)*, section I *(Discrepancy Reporting)*.

Systematic Cyclic Inspections

Cyclic inspections of materiel in storage are extremely important in the evaluation of the quality of materiel. Systematic Cyclic Inspections of inventory shall be performed at a minimum of once each fiscal year, by Coast Guard units. The purpose of cyclic inspections is directly related to a Care of Supplies in Storage (COSIS) program. In many instances, long periods of time may elapses from the time of receipt of materiel into storage and when the materiel is issued to the user for use.

Therefore, cyclic inspections shall be conducted in the interim to detect condition, degradation, corrosion, damage, shelf-life, and other deficiencies caused by improper storage methods, extended time in storage, or by the inherent deterioration characteristics of the materiel.

Cyclic inspections identify minor deficiencies before they become major problems for Coast Guard units. The inspections assist storage personnel in being proactive in correcting potential problems and insuring that materiel in storage is maintained in serviceable and useable conditions.

Systematic Cyclic Inspections *(Continued)*

Cyclic inspections will assure that…

1. Stored materiel is inspected at intervals indicated by the assigned shelf-code, inspection frequency code, or the type of storage required for the materiel.
2. Quantitative data generated by the cyclic inspection process are thoroughly analyzed, summarized, and furnished periodically to management officials to assist in the elimination of deficiencies.

THIS PAGE INTENTIONALLY LEFT BLANK

CHAPTER 4.
PACKAGING, HANDLING, STORAGE, AND TRANSPORTATION (PHS&T)

4-C. PRESERVATION, PACKAGING, AND PACKING OF INVENTORY

Introduction

All US Coast Guard managed materiel that is procured, received, stored, and shipped shall be preserved, packaged, and marked to ensure adequate protection is provided at the lowest cost and best value. Packaging of materiel shall be enforced to prevent damage and deterioration and to provide for efficient and economical handling. Use of commercial packaging should be considered before a contract is awarded and specific requirements shall be specified in the acquisition documents to prevent inadequate packaging when commercially packed. Coast Guard units shall specify the packaging requirements that reflect the potential distribution needs for the life cycle of the items being procured. The nature of the item shall determine the type and extent of the protection required during item development, use, consumption, and disposal. All packaging will be in accordance with pre-determined technical data specifications. The Coast Guard units shall ensure that packaging levels, methods, materiel, and processes are uniformly applied within the Coast Guard. When procuring off-the-shelf materiel, Coast Guard units should ensure the materiel is fully packaged in a ready-for-issue use. When required, additional packaging services will be obtained at the procurement source, unless otherwise authorized by the procuring official.

The nature of the materiel, the anticipated logistics environment (e.g., shipping, handling, transportation, length, and the type of storage) the materiel will encounter, and consideration of the consequences of receipted damage materiel shall determine the type and extent of the protection required. Environmental pollution prevention measures shall be incorporated into packaging standards, specification, and other guidelines. The design and selection of the packaging materials shall be considered to determine the disposability, reusability, biodegradability, recycling, and conservation.

Coast Guard units shall reuse packaging, materials, and containers to the maximum extent possible. Coast Guard units shall make every effort to reduce packaging when applicable and use of plastic packaging in the place of non-plastic packaging, when ever possible. When commercial packaging is cost effective, Coast Guard units may use when necessary.

Introduction
(Continued)

The unit must ensure that the technical data of the packaging construction and test performance show that the package will withstand the logistics conditions. Coast Guard units shall record and report shipments received with packaging inadequacies and discrepancies in accordance with the Discrepancy Reporting in Chapter 3 *(Materiel Management)*, *section I*.

Items that enter the military distribution system shall be packaged and preserved according to military specifications, standards, practices, and requirements. The following apply:
1. Materiel expected to enter the military distribution system.
2. Materiel delivered wartime.
3. Materiel requiring reusable containers.
4. Materiel intended for delivery-at-sea.

Items which are not going into the military distribution system are to be packaged in accordance with commercial practice. The following apply, but is not limited to:
1. Materiel intended for immediate use.
2. Items for not-mission-capable supply.
3. Items intended for depot operational consumption.
4. Small parcel shipments (CONUS), not for stock.
5. Direct Vendor Deliveries (CONUS).

Preservation of Materiel

Preservation is designed to protect materiel during shipment, handling, indeterminate storage, and distribution to customers worldwide. Preservation of materiel should be continually performed with minimal interruptions. If interruptions should occur, temporary wraps, covers or enclosures should be used to avoid contamination or deterioration of materiel.

When preservatives are required to protect materiel from chemical deterioration, refer to the military contact preservation materiel codes found in enclosure D, *MILSTRIP Supply and Storage Codes*. When selecting preservatives, units shall ensure the application, use or removal of the preservatives will not damage the materiel or impair the function of the item.

Preservation of Materiel *(Continued)*

Preservatives shall be uniformly applied by the appropriate procedures that permit the preservatives to coat the entire surface of the materiel. The following are suggested methods of applying preservatives to materiel:

1. Dipping
2. Flow Coating
3. Slushing
4. Brushing
5. Filling or Flushing
6. Fogging
7. Spraying

Methods of Preservation. There are five basic methods of preservation (MOP). The following briefly define the five methods:

1. Method 10 (formerly Method III) – Physical Protection.
2. Method 20 (formerly Method I) – Preservative Coating only.
3. Method 30 (formerly Method IC) – Waterproof Protection.
4. Method 40 (formerly Method IA) – Watervaporproof Protection.
5. Method 50 (formerly Method II) – Watervaporproof Protection with Desiccant.

The preservation methods shall be as specified in the contract or purchase order. If the preservation method is not given in the contract or purchase order, the appropriate method shall be selected from the applicable tables in enclosure D, *MILSTRIP Supply and Storage Codes.*

General Packaging of Materiel

Acquiring storage activities will develop procedures for selecting and applying packaging protection. The following are the levels of packing:

Level	Explanation
A	Protection required to meet the most severe worldwide shipment, handling, and storage conditions. A level A pack must, in tandem with the applied preservation, be capable of protecting materiel from the effects of direct exposure to extremes of climate, terrain, and operational and transportation environments.

Figure 1. Levels of Packing

General Packaging of Materiel
(Continued)

Levels of Packing. *(cont.)*

Level	Explanation
A *(cont.)*	Examples of situations that indicate a need for use of a level A pack are: Mobilization, strategic and theater deployment and employment, open storage, and deck loading. Examples of containers used for level A packing requirements include, but are not limited to, overseas type wood boxes, and plastic and metal reusable containers.
B	Protection is required to meet moderate worldwide shipment, handing, and storage conditions. A Level B pack must, in tandem with applied preservation, be capable of protecting materiel not directly exposed to extremes of climate, terrain, and operational and transportation environments. Examples of situations that indicate a need for use of a level B pack are: Security Assistance (that is, Foreign Military Sales (FMS)) and containerized overseas shipment. Examples of containers used for level B packing requirements include, but are not limited to, domestic wood crates, weather-resistant fiberboard containers, fast pack containers, weather-resistant fiber drums, and weather-resistant paper and multi-wall shipping sacks.

Figure 1. Levels of Packaging (cont.)

Coast Guard units shall use shipping containers that will provide the required protection for all item packaged and shipped.

All unit, intermediate, and exterior packs shall be marked in accordance with MIL-STD-129 and additional marking requirements as specified by other authorities. Interior bags or containers, when enclosed within another container to complete a unit pack shall also be marked as specified for unit pack identification in MIL-STD-129.

General Packaging of Materiel
(Continued)

The following rules apply when using intermediate or exterior containers for shipment of materiel.

Intermediate Containers. Intermediate containers shall be used under any one of the following conditions:

1. When they are considered economical because of the total quantity on order, production schedule or when they facilitate handling, storage, and reshipment.
2. When the quantity to be shipped to a single destination permits the use of two or more intermediate container in an exterior container.
3. When the exterior surface of the unit pack is a bag or wrap of any kind.
4. When specified by the acquisition activity.

Exterior Containers. When practicable, the exterior container being shipped to a single destination shall include the following:

1. Contain items of the same National Stock Number.
2. Contain identical quantities of unit/intermediate packs.
3. Contain items of the same contract.
4. Contain items having the same lot number, cure, and manufacture or expiration date.
5. Be the most cost effective and be of minimum cube to contain and protect the items.

Packaging Designs. There are various types of methods used to package materiel for shipment. A lists of the designs are available below:

1. ***Inner Package Closures***. A combination packaging containing liquid hazardous materiel must be packed so that closures on inner packaging are upright.
2. ***Friction***. The nature and thickness of the outer packaging must be such that friction during transportation is not likely to generate an amount of heat sufficient to alter dangerously the chemical stability of the contents.

General Packaging of Materiel
(Continued)

Packaging Designs. *(cont.)*

3. ***Securing and Cushioning***. Inner packaging of combination packaging must be so packed, secured and cushioned to prevent their breakage or leakage and to control their movement within the outer packaging under conditions normally incident to transportation. Cushioning materiel must not be capable of reacting dangerously with the contents of the inner packaging or having its protective properties significantly weakened in the event of leakage.
4. ***Metallic Devices***. Nails, staples, and other metallic devices shall not protrude into the interior of the outer packaging in such a manner as to be likely to damage inner packaging or receptacles.
5. ***Vibration***. Each non-bulk package must be capable of withstanding, without rupture or leakage during the vibration test.

Non-Bulk Package Filling Limits.

1. A single or composite of non-bulk packaging may be filled with a liquid hazardous materiel only when a specific gravity of the materiel only when the specific gravity of the materiel does not exceed that marked on the packaging or a specific gravity of 1.2 if not marked. The exceptions are listed below:

1	A Packing Group I packaging may be used for a Packing Group II materiel with a specific gravity not exceeding the greater of 1.8 or 1.5 times the specific gravity marked on the packaging, provided all the performance criteria can still be met with the higher specific gravity materiel.
2	A Packing Group I packaging may be used for a Packing Group III materiel with a specific gravity not exceeding the greater of 2.7 or 2.25 times the specific gravity marked on the packaging, provided all the performance criteria can still be met with the higher specific gravity materiel.

Figure 2. Non-Bulk Package Filling Limits

General Packaging of Inventory *(Continued)*

Non-Bulk Package Filling Limits. *(cont.)*

3	A Packing Group II packaging may be used for a Packing Group III materiel with a specific gravity not exceeding the greater of 1.8 or 1.5 times the specific gravity marked on the packaging, provided all the performance criteria can still be met with the higher specific gravity materiel.

Figure 2. Non-Bulk Package Filling Limits

2. Except as otherwise provided in this section, a non-bulk packaging may not be filled with a hazardous materiel to a gross mass greater than the maximum gross mass marked on the packaging.
3. A single or composite non-bulk packaging, which is tested and marked for liquid hazardous materiel may be filled with a solid hazardous materiel to a gross mass, in kilograms, not exceeding the rated capacity of the packaging in liter, multiplied by the specific gravity marked on the packaging or 1.2 if not marked.

Packaging Hazardous Materiel

Hazardous materiel will be provided the minimum required packaging protection at the lowest overall cost without compromising predetermined safety standards within the US Coast Guard. Adequate protection shall be given to the packaging of hazardous materiel prior to releasing the materiel into the environment.

Hazardous materiel being shipped, packaged, and marked shall be in accordance with the applicable modal regulation. Modal regulations consist of, but not limited to, the following regulations:

1. International Civil Aviation Organization (ICAO), reference 5.
2. International Air Transport Association (IATA), reference 7.
3. International Maritime Dangerous Goods (IMDG) Code/International Maritime Organization (IMO), reference 6.
4. Title 49, Code of Federal Regulations (49 CFR), reference 3.
5. Transportation of Freight Manual, COMDTINST M4610.5 (series).

Packaging Hazardous Materiel *(Continued)*

Package Markings for Non-Bulk Hazardous Materiel. Coast Guard units offering non-bulk hazardous materiel for transportation shall ensure the appropriate marking is on each package, freight container, and transport vehicle, if required. Hazardous materiel shall be packaged and marked, in accordance with Federal and international regulations. Markings on hazardous materiel must have the following requirements:

1. Markings must be durable, in English and printed on or affixed to the surface or a package or on a label, tag or sign.
2. Markings must be displayed on a background of sharply contrasting color.
3. Markings must be unobscured by labels or attachments.
4. Markings must be located away from any other markings, such as advertising, that could significantly reduce its effectiveness.

In addition to required Federal and/or International marking; the technical name of the materiel shall be marked, in parentheses, on the packages and containers when transporting hazardous materiel.

Technical names for and descriptions for hazardous materiel shall also be annotated on shipping documents. The outside of each package authorized by an exemption shall be plainly and durably marked “DOT-E” followed by the exemption number assigned.

The hazardous materiel shipped in non-bulk packaging shall be marked with the name and address of the consignor or consignee except when the package is the following:

1. Transported by highway only and will not be transferred from one motor carrier to another.
2. Part of a carload lot, truckload lot or freight container load, and the entire contents of the rail car, truck or freight container are shipped from one consignor to one consignee.
3. A package which has been previously marked as required for the materiel it contains and on which the marking remains legible and need not be remarked.
4. Identification numbers are not required on packages which contain only limited quantities.

Packaging Hazardous Materiel *(Continued)*

Package Markings for Bulk Hazardous Materiel. Coast Guard units offering bulk hazardous materiel for transportation shall ensure the appropriate markings are on the packaging, along with the required identification numbers. The markings shall be placed as follows:

1. On each side and each end, if the packaging has a capacity of 3,785 L (1,000 gallons) or more.
2. On two opposing sides, if the packaging has a capacity of less that 3,785 L (1,000 gallons).
3. For cylinders permanently installed on a tube trailer motor vehicle, on each side and each end of the motor vehicle.

Markings shall have the width of at least 6.0 mm (0.24 inch) for bulk packaging and a height of a least one of the following:

1. 100 mm (3.9 inches) for rail cars.25 mm (one inch) for portable tanks with capacities of less than 3,785 L (1,000 gallons).50 mm (2.0 inches) for cargo tanks and other bulk packages.

The outside of each package authorized by an exemption shall be plainly and durably marked "DOT-E" followed by the exemption number assigned. Each bulk packaging shall be marked with a proper shipping name, common name or identification number as required and must remain marked until the container has been emptied or one of the following:

1. Sufficiently cleaned of residue and purged of vapors to remove and purged of vapors to remove any potential hazard.
2. Refilled with materiel requiring different markings or no markings, to such an extent that any residue remaining in the packaging is no longer hazardous.

Packaging of Electrostatic Discharge Sensitive (ESDS) Materiel

Electronic parts and devices are highly susceptible to damage from static electricity, even at levels which can be neither seen nor felt. Electrostatic discharge (ESD) affects many components such as transistors, resistors, integrated circuits, and many types of semiconductor devices during shipping, handling, and installation.

Packaging of Electrostatic Discharge Sensitive (ESDS) Materiel *(Continued)*

Often it takes only a small level of charge to cause this damage. A spark discharge resulting from the accumulation of electrostatic charges does not necessarily destroy a device or cause a circuit in which it is used to become nonfunctional. The device can be permanently damaged, yet perform its intended function.

Additional exposures to these spark discharges or using the device in a circuit, can further damage and degrade it until failure occurs. This is known as a latent failure and can seriously affect a system's reliability.

It is essential that everyone involved in the acquisition, handling, transporting, and storing of ESDS materiel be concerned about Electrostatic Discharge (EDS). All ESDS materiel shall be packaged, shipped, and stored in ESD protective material, including condition code "F" returns (unserviceable Depot Level Reparable items).

All reparable ESDS materiel shall be rendered the level of packaging that will prevent further deterioration of the item. For additional ESDS packaging and transportation information refer to the table in enclosure E, *Instructions, Sample Messages, and Formats*.

CHAPTER 4.
PACKAGING, HANDLING, STORAGE, AND TRANSPORTATION (PHS&T)

4-D. STORAGE OF INVENTORY

Introduction

Inventory in Coast Guard Storerooms and other storage areas shall be arranged to minimize loss and damage of inventory and to avoid injury to personnel. Storeroom personnel shall continually work to ensure the following:

1. Maximum use of available space.
2. Provide orderly storage and readily accessibility.
3. Facilitate issue of oldest stock first (i.e. First In - First Out).
4. Facilitate physical inventories.

Storeroom/Storage management practices shall be uniform across Coast Guard units, afloat, and ashore. General Use Consumable List (GUCL) materiel shall be stored in a separate location, away from regular inventory and labeled "GUCL materiel". Personal items and Non-Storeroom Items shall not be stored in unit storerooms without the Commanding Officer (CO) approval. If approved, these items shall be tagged with the CO's signature or the signature of a delegated individual, to ensure they are not mistaken for Storeroom Items (SRIs).

All stocked items shall be legibly marked, tagged and/or labeled and/or barcoded with either of the following identification numbers:

1. NSN
2. ACN
3. Part Number/CAGE
4. Other appropriate identifying number

In addition to labeling inventory with the appropriate identification number; the following information shall be included on storage labels, tags or barcodes:

1. Condition Code of item
2. Quantity *(if more than one)*
3. Unit of Issue

The appropriate commercial and/or Military Standards shall be used to determine the degree of preservation and packaging required to maintain inventory integrity while in storage at the wholesale/retail levels.

4-D. STORAGE OF INVENTORY

Introduction *(Continued)*

The Coast Guard units shall ensure the following measures are taken for inventory maintained in the unit's storage areas:

1. Retain repair parts in their original packaging until issued.
2. Repackage those items, which were inadequately or improperly packaged.
3. Report materiel received in an unsatisfactory condition using a Supply Discrepancy Report (SDR) (formerly Report of Discrepancy (ROD)).
4. Provide adequate protection of RFI materiel and unserviceable MTR/DLR inventory awaiting transfer.

Units shall take appropriate precautions in storage and handling of hazardous materiel.

Storage Area Layout

The supply officer or designated individual is responsible overall for the storage, security, and inventory control of materiel stored in supply storage areas.

Maintenance of Spaces. The supply officer or designated individual shall ensure all storage areas are properly maintained, cleaned, and secured.

Security of Spaces. Materiel in storeroom spaces will be kept under lock and key, in all-possible cases. When the storage space is a designated workspace, requires access for damage control purposes or security watches, then cabinets with locks or any other acceptable locking methods are authorized.

Exception: Materiel in large quantities and dimensions (i.e., gravel) and stored in open areas are exempt.

Only authorized personnel shall have routine access to storage spaces. Other personnel will be admitted only as necessary for the storage and breakout of materiel, in emergencies and by permission of the supply officer, or in their absence, the Commanding Officer or Officer of the Deck/Day (OOD).

Access for Damage Control Purposes. Damage control personnel will be granted access to storage spaces to perform their assigned duties. Storage spaces will not be secure in such a manner that access by damage control personnel is impeded in an emergency.

Storage Area Layout
(Continued)

Materiel Condition of Spaces. The Supply Officer or designated individual shall inspect storage areas to ensure that the materiel condition of spaces and fixtures are satisfactory. All storeroom/storage area discrepancies shall be reported to the Engineering Officer for repair.

Storage Considerations. The following considerations shall be used when determining storage locations:
1. Type of materiel
2. Quantity to be stored
3. Characteristics (i.e., flammable, HAZMAT)
4. Number of storage spaces
5. Size and shape of storage spaces
6. Condition code of materiel (i.e., codes A, F, and J)

Storage Area Layout. Storage areas will be consistent with pre-determined layout factors and other storage considerations. Storage areas will be outfitted with cabinets, bins, racks, shelving, lockers, and other storage aids suited for the types and quantity of materiel stored. The supply officer or designated individual shall submit a work request to the Engineering Officer for any changes to installed storage aids.

General Guidelines for Storage. The following guidelines apply to all Coast Guard storage facilities:
1. Locate frequently requested materiel (such as Selected Item Management (SIM) items) close to the point of issue.
2. Segregate and closely monitor materiel, which are dissimilar in type or classification (i.e., hazardous/non-SIM, shelf-life/non-shelf-life, ordnance).
3. Avoid multiple locations for the same item.
4. Arrange materiel with identification labels facing outward to facilitate issues and physical inventory.
5. Locate shelf-life items in a readily accessible area to facilitate periodic screening.
6. Locate light, bulky materiel in storerooms with high overhead clearance (to maximize the use of available space).
7. For cutters, locate heavy bulk materiel in areas most convenient to hatches and materiel handling equipment (to minimize the physical effort required for loading, storing, and breakouts that does not affect stability).

Storage Area Layout *(Continued)*

General Guidelines for Storage. *(cont.)*

8. Install appropriate aids in spaces that can be effectively used. Multiple line items may be stored in the same location.
9. Storeroom stock of different materiel conditions (e.g., "A", "F", and "J"), and OSI items shall not be stored or co-located in one location.

Storage Area Locator System

Standard Storage Space Numbering. All units maintaining stock shall number storage aids with the location code in characters approximately one inch in height or use a barcode location label. A minimum of five digit numeric-alpha storage locations will be assigned to each space, cabinet, drawer or shelf unit. CMplus will allow up to an eight digit numeric-alpha storage location as noted in the matrix below:

Numbering Drawer Shelf Units. The numbering format shall be used in all automated or manual stock records.

Character Position	Character Type	Explanation
1 & 2	Numeric/ Alpha	For each cabinet/bulk storage area, drawer or shelf, standard damage control numbering has no bearing on this designation. On afloat units, it is preferred that numeric should be consecutively assigned from forward to AFT, and from the port to starboard, starting with the foremost compartment starting with 01A1A. Numbering begins at the far left, nearest to the main entry and proceeds clockwise. *Note: For units with more than 99 storage locations, the first three characters must be numeric. Five numeric or more characters can be used, ensuring that the total characters do not exceed eight spaces.*

Figure 1. Format for Numbering Drawers

Storage Area Locator System
(Continued)

Numbering Drawer Shelf Units. *(cont.)*

Character Position	Character Type	Explanation
1 & 2 *(cont.)*	Numeric/ Alpha	*Note: The first location after 99Z9Z is 100A1A. It is not necessary to use every number in a series before starting a new series. An example is: #1 01A1A – 53F1A, #2 60A1A – 75F1A. (See shore units below.)*
3	Alpha	One of the drawers or shelves of the unit. Consecutive numbering begins with the upper most drawer or shelf.
4	Numeric	Section of the drawer or shelf. Long shelves may be broken into vertical sections. Sections are numbered sequentially on each drawer or shelf, within a row, from left to right. *Note: For units with more than 9 locations across, a second numeric character can be used as long as the total characters for space location does not exceed eight spaces. The next location after 01A9A is 01A10A.*
5	Alpha	Drawer or Shelf Subsection. Different items may be stowed in the same section. Subsections will be numbered sequentially from the front (face) of the drawer or shelf to the back.

Figure 1. Format for Numbering Drawers (cont.)

Storage Area Locator System *(Continued)*

Example. The following is an example of shelf numbering: 32A2A indicates as follows:

32	Designates the Cabinet or Bulk Storage Shelf Row.
A	Designates the first Drawer or Shelf.
2	Designates the second Row or Section of the Shelf.
A	Designates the first complement of the Drawer Section or Shelf.

Figure 2. Example of Numbering Format

Afloat Units. The compartment number shall be shown in CMplus for each Cabinet/Bulk Storage location. CMplus allows up to 8 spaces for a shelf location. An example:

Space ID	SRI (Storeroom #1)
Description	01-256-0-A
Shelf Location	01A1A

Figure 3. Example of CMplus Storage Information

Shipboard storage does not require an alphabetic prefix. The first location is usually 01A1A. For shore side storage, indicate W for warehouse, S for shed, and T for trailer. Example below:

W1	Designates the Cabinet or Bulk Storage Shelf Row in the Warehouse.
A	Designates the first Drawer or Shelf.
2	Designates the Second Row or Section of the Shelf.
B	Designates the Second Complement of the Drawer Section or Shelf.

Figure 4. Example of Storage Information for Shipboard Storage

Storage Area Locator System *(Continued)*

Afloat Units. *(cont.)*
If more than 9 locations are required for storage in a warehouse the next location is W10A1A. A shed and trailer would use an "S" or "T" respectively in the first location in lieu or the "W".

Note: If a unit expects to have no more than 9 shore side locations, then W1A1A through W9Z9Z is used. If between 10-99 shore side locations, then W1A1A (or W01A1A) through W99Z9Z could be used.

Shore Units. Should indicate unit building or building number identification.

Note: CMplus allows up to 8 spaces for space ID, 20 spaces for space description, and 8 spaces for shelf location. Example below:

Space ID	WH (Warehouse)
Description	Warehouse – Bldg 7 (Location)
Shelf Location	01A1A

Figure 5. Example of Storage Information for Shore Units

If there are more than 99 locations, then the next location is 100A1A. (A maximum of 5 numeric characters can be used.) For different levels or storage rooms in a warehouse, then first location of a lower level or the first storeroom, that may be 100A1A to 199Z9Z. The second level or second storeroom that may be 200A1A to 299Z9Z. It is not necessary to use every number in a series before starting a new series.

Storage Area Locator System *(Continued)*

Examples of How to Label Shelves and Drawers.

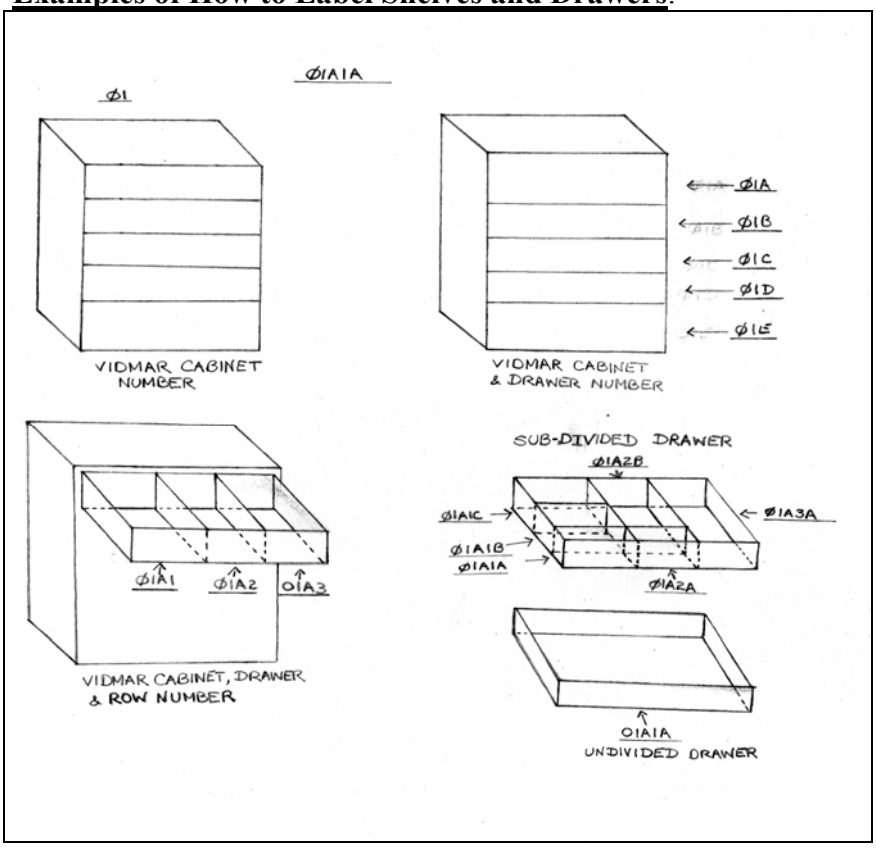


Figure 6. Numbering and lettering of shelving rows, shelves, and shelf sections.

Note: Only the subdivided drawer plan is authorized. The other drawings are to illustrate how the breakdown is subdivided. 01A1 is actually 01A1A, 01A2 is actually 01A2A, etc.

Inter-Agency Cross-Servicing in Storage Activities

Cross-servicing storage activities are encouraged to use storage services or other government agencies to avoid new construction, unnecessary transportation of supplies, materiel, and equipment to distant storage points. Types of services usually include use of space, handling, checking, storing, and withdrawal of materiel, preservation and packaging, packing and marking, conducting inventory and special security.

The General Services Administration (GSA) has entered into an agreement with DoD and civil agencies for cross-servicing in storage activities.

Inter-Agency Cross-Servicing in Storage Activities *(Continued)*

Cross-Servicing Storage Facilities:
Aircraft Repair and Supply Center (ARSC)
Elizabeth City, NC 27909-5001

Engineering Logistics Center (ELC)
Baltimore, MD 21226-1792

Integrated Support Command (ISC)
Boston, MA

Integrated Support Command (ISC)
Portsmouth, VA

Integrated Support Command (ISC)
Alameda, CA

Definite rates are prescribed, except where contract operated or leased facilities are involved, in which case rates will be negotiated by the agencies. The GSA agreement **does not** alter current Coast Guard agreements with the Army, Navy or Air Force involving storage and warehouse services.

Additional cross-servicing arrangements whereby the Coast Guard obtains storage and warehousing services will be made under existing agreements with other military services in lieu of the GSA and DoD agreement. Coast Guard activities participate with GSA and DoD cross-servicing agreement on the basis that they may be able to provide storage with warehousing services.

Stowage of Materiel

The unit shall take the following actions when stowing materiel:

1. Review the Stock Record System for current storage locations. Store new materiel in an existing location and consolidate similar materiel from multiple locations.
2. Place all materiel in its assigned storage bin/shelf. When placing the item in its storage location, conduct a thorough inventory spot check, of any other items in the same location with the same NSN or part number to ensure the quantity is correct on the stock records.
3. Record the total quantity on-hand in the Issue/Return Log.

CHAPTER 4.
PACKAGING, HANDLING, STORAGE, AND TRANSPORTATION (PHS&T)

4-D. STORAGE OF INVENTORY

Storage of Hazardous Materiel (HAZMAT)

References:
The Hazardous Waste Management Manual (COMDTINST M16478.1(series))
http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm

Contact:
Office of Safety and Environmental Health (CG-113)
Telephone #: (202)267-1882
Fax #:(202) 267-4355
Email: Conye@comdt.uscg.mil
Commandant USCG HQ
2100 Second Street S.W.
Room 5308
Washington, DC 20593-0001

Website:
HMIRS
http://www.dlis.dla.mil/hmirs

Materiel that inherent hazardous properties require special stowage facilities and handling precautions. The Hazardous Waste Management Manual, COMDTINST M16478.1 (series), outlines requirements for storage of hazardous materiel in the Coast Guard.

When developing storage areas for hazardous materiel, the characteristics of the materiel shall be considered. The materiel characteristics require special storage and handling guidelines to prevent risks to personnel or to the facility in which they are stored.

The unit shall take the necessary actions to clearly and accurately label hazardous materiel to ensure the maximum possible protection against commingling or incompatible items in a storage area. Contact between incompatible materiel will produce a reaction such as fire, explosion, polymerization, boiling or spattering, severe heat, or the release of poisons or hazardous gases.

Proper labeling will also enforce maximum correct storage controls, protection of the safety and health of Coast Guard personnel, and assist in the inventory of hazardous materiel/chemical materiel being stored.

When conducting an inventory of hazardous materiel, verify the same product identity as specified on the Material Safety Data Sheet (MSDS), the quantity on-hand, and the date the inventory was established.

Material Safety Data Sheets (MSDSs). MSDSs must be immediately available to employees at locations where hazardous materiel are used. The unit shall have MSDSs physically on-hand for each hazardous chemical that they use. The Federal repository for MSDS and value-added information to include logistics, transportation, etc are available in the Hazardous Materiel Information Resource System (HMIRS). HMIRS is available to registered Federal government employees and government contractors. Instructions for accessing HMIRS can be obtained through the Office of Safety and Environmental Health (CG-113).

Storage of Hazardous Materiel (HAZMAT)
(Continued)

Technical References:
Segregation and Storage of Hazardous Materiel
49 CFR 177.848
http://www.access.gpo.gov/

Types of Hazardous Materiel Storage Areas. Hazardous materiel storage areas can be identified by the materiel primary hazardous characteristic. Since it is not practical to provide a completely detailed, item-by-item listing of hazardous materiel and their storage requirements. The following list provides a broad description of storage areas for hazardous materiel:

1. Radioactive
2. Corrosive
3. Oxidizer
4. Explosive
5. Flammable
6. Compressed Gas
7. Low Hazard (General Purpose)
8. Organic Peroxide
9. Reactive
10. Poison

Within each of the aforementioned storage areas, further segregation is required based on the compatibility of the individual items whose general properties indicate they may be stored in the same storage area. When a primary hazardous storage area is full, the local installation shall consult with base safety and health, fire department, environmental personnel, and higher headquarters personnel to resolve all hazardous storage issues.

Special Storage and Handling.
Local designated storage areas intended for the storage of materiel that technical professionals deem as unique hazards that must be completely segregated from all other materiel. The materiel stored in special storage areas can cover a wide variety of hazardous materiel.

When the MSDS for the item appears in the HMIRS, it will be assigned one of the other standard HCCs by technical personnel reviewing the MSDS, which will reflect the hazardous characteristics of the materiel. However, local authorities familiar with their own facilities may elect to completely segregate the product because of unique local conditions, regulations, or practices.

The decision to segregate inventory into a separate storage area must be supported by documentation such as an MSDS, other technical literature,

Storage of Hazardous Materiel (HAZMAT)
(Continued)

Special Storage and Handling. *(cont.)*
independent research, or through documented experience which has proved that the materiel possesses unique hazards. All decisions to segregate such a product rely heavily on the professional judgment of the technical personnel at the specific installation.

Materiel placed in special storage areas must be separated from all other products by a least physical distance determined by local authorities and preferably by a wall or in another building. Special storage areas should be selected while considering the amount, potential safety, and environmental hazards associated with the materiel, and the number and size of containers to be handled.

Special storage areas containing hazardous materiel shall be limited to authorized personnel and marked with signs or placards properly identifying them. The manufacturer's recommendations and other technical information regarding storage, fire protection, temperature, security, etc. should be considered when determining special storage areas. An adequate ventilation system should be available in the special storage area to ensure hazardous vapors do not migrate to other storage areas. The airflow should be frequently monitored to identify and hazardous vapors/odors.

Coast Guard units may allow small quantities of hazardous materiel to be stored in general purpose storage areas provided a specific limitation is placed on the types of hazardous materiel can be stored, the unit container size, and the maximum volume to be stored. Prior to storage, the unit must ensure that Federal, state, and local guidance is followed.

The chart recommending storage limitations for Hazardous Materiel in general purpose storage areas can be found in enclosure F, *Table and Charts*.

Shelf-Life of Hazardous Materiel. Coast Guard units shall use the First-In First-Out (FIFO) method when storing and issuing hazardous shelf-life materiel. Care must be taken to ensure that hazardous materiel with the least remaining shelf-life are arrange in the storage location in a manner that will allow easy access while minimizing the need to move or handle such materiel.

Storage of Hazardous Materiel (HAZMAT)
(Continued)

Special Storage and Handling. *(cont.)*
All hazardous materiel with a shelf-life shall be assigned a shelf-life code. If the appropriate shelf-life code is not assigned, the materiel may deteriorate in storage that can cause unnecessary safety or health risks and disposal costs.

When it is determined that unit has excess shelf-life hazardous materiel and disposal actions are required; the unit shall dispose of the materiel through DRMO. Prompt disposal action will reduce disposal cost and lessen other environmental problems. Some States, under their specific environmental laws, interpret the expiration of shelf-life for hazardous materiel as the point at which the item becomes classifiable as hazardous waste.

CHAPTER 4.
PACKAGING, HANDLING, STORAGE AND TRANSPORTATION (PHS&T)

4-E. HANDLING OF INVENTORY

Introduction

Materiel Handling is the movement of materiel to, through, and from productive processes; in receiving, storage, packing, and shipping areas. While materiel handling practices vary, the basic principles remain constant. Often the basic principles for handing materiel are sometime overlooked, but the following underlying guidelines must be considered when handling materiel and will be discussed in this section:

1. Least handling is the best handling.
2. Standardization of materiel handling methods and equipment.
3. Volume determines the method of handling materiel.
4. Advanced planning of materiel handling methods and equipment should be carried out the same time with other planning activities and undertakings with full recognition of present and future factors.
5. Lengths and numbers of moves of materiel should be kept to a minimum.
6. The physical state of materiel is a factor in determining materiel handling and its equipment.
7. Short, irregular moves lend themselves to manual materiel handling.
8. Whenever practicable, materiel should be preposition for the handling operations.

The greatest savings in moving materiel is secured by not handling the materiel at all. Rarely though, is materiel not handled during storage, therefore every attempt should be made to limit the handling of materiel.

Coast Guard units should use standardized materiel handling methods and equipment, whenever possible, to reduce cost of operations, in maintenance, repair, storage, and issuing of materiel.

The quantity of materiel to be moved determines the materiel handling method to be used. Regardless of the size, shape or value of the materiel to be moved, the unit should determine how much materiel needs to be moved, prior to handling the materiel.

The important phase of any program is planning. Coordination with the required individuals should be accomplished to ensure materiel handling is completed successfully. Some of the factors requiring advance planning are:

1. Protection required against weather or breakage.
2. Legal and physical restrictions in reference to transposition.
3. The standardization of equipment and methods.
4. Safety hazards.

Introduction *(Continued)*

Movement of materiel should be reduced, as much as possible, to avoid backtracking and time consuming moves. Limits of moves will help to better utilize equipment and personnel.

There are three physical states of material: solid, liquid or gas, which determines the handling of the materiel.
1. Gases are contained in cylinders.
2. Liquids, such as acids are contained in carboys.
3. Solids, such as sheets and metal are placed on wooden skids and pallets.

When moves are short, irregular, and the load is over the maximum capacity, manpower shall be used instead of equipment.

When performing handling operations, the following should be considered when positioning materiel:
1. Materiel should be positioned in an area to ensure easy access.
2. Materiel should be positioned on conveyors to reduce accidents and equipment damage.
3. Materiel should be positioned to avoid obstruction of other materiel movement.

Loading and Unloading Materiel

Loading and unloading materiel is an important function of materiel handling. Whenever practicable, loading and unloading materiel should be accomplished with equipment instead of personnel to reduce safety hazards and protect personnel. Some of the equipment can be used are conveyors, industrial trucks, cranes, etc. to aid in the loading and unloading of materiel.

Proper loading and unloading will prevent damage of materiel. When materiel is loosely packed it can be subjected to more damage than properly packed materiel. The units should consider placing heavier materiel on the bottom and ensure containers are strong enough to support the internal materiel it contains when storing, moving, and shipping equipment.

A larger number of pick-up and delivery points will increase the loading and unloading requirements of a unit, thus affecting manpower and costs. Combining several pick-up points into a central location should be considered.

Loading and Unloading Materiel
(Continued)

High priority items should be placed in an accessible location. Proper loading of high priority materiel will expedite delivery at destination, so the materiel can readily be unloaded.

Expedited materiel should be loaded and unloaded appropriately from specific locations. Items such as parcel post, air freight, express mail.

THIS PAGE INTENTIONALLY LEFT BLANK

CHAPTER 4.
PACKAGING, HANDLING, STORAGE, AND TRANSPORTATION (PHS&T)

4-F. TRANSPORTATION OF INVENTORY

Introduction

Technical Reference:
Transportation of Freight Manual, COMDTINST M4610.5 (series)
http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm

Contact:
Transportation Program Manager
Logistics Program Management (CG-441)
Commercial: (202) 267-0640

All Coast Guard materiel shall be transported by the best economical method that will provide dependable, safe, and timely transportation from one destination to another. The Transportation of Freight Manual, COMDTINST M4610.5 (series) provides policy and procedures for transporting materiel by Coast Guard employees when preparing and shipping materiel by air, ground, water, and any other method of transportation.

When transporting hazardous materiel by air, highway, rail, water or any combination, Coast Guard personnel, and its contractors shall comply with applicable Federal, international or military regulations and procedures. Selection, inspection, marking, and use of containers and packaging for hazardous materiel shall also be in accordance with applicable Federal, international, and military regulations. Only appropriately trained personnel shall perform required inspections, repair, reconditioning, and testing of containers used for transport and storage of hazardous materiel.

Individuals that handle shipments of hazardous materiel are required to be trained and certified every two years according to policy outlined in the Transportation of Freight Manual, COMDTINST M4610.5 (series). Individual certified to handle hazardous materiel shall be responsible for providing shipping guidance and instructions to Coast Guard personnel on hazardous materiel.

Hazardous materiel shall be classified for shipment. When materiel has more than one hazard it shall be classed according to the highest applicable hazard class of the materiel. For additional information on hazardous classes, packing groups, shipment codes reference the Transportation of Freight Manual, COMDTINST M4610.5 (series) or the Logistics Program Management (CG-441) website.

Shipment Procedures

Mode of shipment, level of transportation service and carrier selection are done in accordance with the Transportation of Freight Manual, COMDTINST M4610.5 (series) and are the responsibility of local Transportation Officers or Transportation Agents. Transportation arrangements (includes carrier selection and issuance of freight bills) are made at the Electronic Transportation Acquisition (ETA) support site.

CHAPTER 4.
PACKAGING, HANDLING, STORAGE, AND TRANSPORTATION (PHS&T)

4-F. TRANSPORTATION OF INVENTORY

Shipment Procedures
(Continued)

Technical Reference:
Defense Transportation Regulation (DTR)
45900.9R, Part II

Website:
AMC Worldwide Express
https://public.amc.af.mil/business/wwx/wwx.htm

All Coast Guard shore units in the United States are supported by its servicing Integrated Support Center (ISC).

Area MLCs support afloat cutter/deployed units. Those OCONUS units not serviced by a MLC or ISC are authorized to issue Government Bills of Lading (SF 1103). Small parcels, requiring express services, shall be shipped using a US Government account number associated with one of the Blanket Purchase Agreements (BPA), current services and rates can be found on the Air Mobility Commands (AMC) Worldwide Express website.

Small parcels, requiring ground services, shall be processed using any one of the approved commercial parcel carriers, such as US Postal Services, United Parcel Service or Express.

For shipments of arms, ammunition, sensitive, classified, cryptographic or shipment moving between CONUS and OCONUS in the DTS, mode of shipment, level of transportation service, documentation, and carrier selection are done in accordance with the Defense Transportation Regulation (DTR), 45900.9R, Part II, Cargo Movement.

Defense Transportation System (DTS). DoD and Coast Guard activities are required to use the DTS services outlined in the Defense Transportation Regulation Part II, Cargo Movement, DoD 4500.9R, except when they are service-unique or theater-assigned assets. Required DTS services include all services to be provided by Transportation Component Command and other agencies on their behalf.

CHAPTER FIVE
FUEL MANAGEMENT

CHAPTER 5.
FUEL MANAGEMENT

5-A. OVERVIEW

Introduction

Important Note:
Technical and operational requirements for cutter and boat fuel, and restrictions on fuel additives, are addressed in the Naval Engineering Manual, COMDTINST 9000.6 (series), Chapter 541.

This chapter provides policy and procedures on fuel management in support of for US Coast Guard operations. Major categories are fuel purchasing, fuel inventory management, and fuel disposal. Sources of fuel, procurement methods, accounting process, fuel card programs are covered under fuel purchasing. Fuel Inventory management addresses various reporting procedures and fuel disposal addresses disposal of fuel as part of the decommissioning process.

By normal definition, fuel is a substance consumed by an engine or other device to produce energy or heat. Lubricants, engine coolants, and maintenance related items are not considered to be fuel and may not be charged to the Supply Fund. Fuel additives used to enhance engine performance, which are consumed with fuel, may be charged to the Supply Fund by vessels purchasing fuel with Supply Fund accounting. Fuel acquired from other accounts, e.g. District energy accounts should verify local procedures for additives, lubricants, and coolants.

Fuel Conversion

Fuel acquired OCONUS is often delivered in metric tons or imperial gallons. To adequately report or price the fuel received, the unit will have to convert the metric measurement to a US equivalent. The following table is provided to standardize conversions:

Conversion Table.

Metric Equivalent	Symbol	US Equivalent	Conversion Example*
Liters	ℓ		
1 Liter		0.264 gals.	12,000ℓ x 0.264 = 3,168 US gals.
3.785 Liters		1 gal.	12,000ℓ/3.785 = 3,170 US gals.
Cubic Meter (CM)	**CM**		
1 CM		264.2 gals.	100 CM x 264.2 = 26,420 US gals.
0.00378 CM		1 gal.	100 CM/0.00378 = 26,455 US gals.

Figure 1. Conversion Table

Fuel Conversion
(Continued)

Conversion Table. *(cont.)*

Metric Equivalent	Symbol	US Equivalent	Conversion Example*
Imperial Gallons	**IG**		
1 IG		1.2 gals.	15,000 IG x 1.2 = 18,000 US gals.
0.833 IG		0.1 gals.	15,000 IG/0.833 = 18,007 US gals.
Metric Ton	**MT**		
1 MT		315.3 gals.	17 MT x 315.3 = 5,360.1 US gals.
0.003172 MT		1 gal.	17 MT/0.003172 = 5,359.4 US gals.

Figure 1. Conversion Table (cont.)

*Conversion differences are attributed to rounding differences.

Note: One US barrel equals 42 US gallons. (Example: 270 bbls = 11,340 gallons)

CHAPTER 5.
FUEL MANAGEMENT

5-B. FUEL PURCHASING

Introduction

This section consists of three major topics.
1. Sources of Fuel – Identifies where fuel is purchased.
2. Fuel Purchasing Cards – Outlines the use of cards.
3. Fuel Purchasing – Establishes processes.
4. Fuel Accounting – Identifies the accounting processes.

Fuel Sources

By normal definition, fuel is a substance consumed by an engine or other devices to produce propulsion energy or heat. Lubricants, engine coolants and maintenance related items are not considered to be fuel and may not be charged to the Supply Fund. Fuel additives used to enhance engine performance and are consumed with the fuel may be charged to the Supply Fund by vessels purchasing fuel with Supply Fund accounting. Fuel acquired from other accounts should verify local procedures for additives, lubricants and coolants.

The Coast Guard assets must obtain fuel from sources listed in Figure 1 (Fuel Sources) below. The sources are listed in order of precedence.

Asset	Order of Precedence
Cutters	1. Coast Guard owned MILSPEC or Navy Purchase Description fuels 2. DoD or Other Government Agency (OGA) owned fuel 3. DESC Bunkers contract fuel 4. Local Purchase/Open Market fuel
Air Stations	1. Coast Guard owned fuel 2. DoD or OGA owned fuel 3. DESC Posts, Camps & Stations (PC&S) contract fuel 4. DESC Intoplane contract fuel 5. Local Purchase/Open Market fuel
Aircraft	1. Coast Guard owned fuel 2. DoD or OGA owned fuel 3. DESC Intoplane contract fuel 4. Local Purchase/Open Market fuel

Figure 1. Fuel Sources

Fuel Sources
(Continued)

Websites:
Domestic and Overseas Bulletins
http://www.desc.dla.mil

Defense Energy Supply Center (DESC)
http://www.desc.dla.mil

Fuel Sources: *(cont.)*

Asset	Order of Precedence
Shore Facilities *(Includes, but not limited to ISCs, Groups, and Stations)*	1. Coast Guard owned fuel 2. DoD or OGA owned fuel 3. DESC Posts, Camps & Stations contract fuel 4. DESC Bulk contract fuel 5. Local Purchase/Open Market fuel
Boats	1. Coast Guard owned fuel 2. DoD or OGA owned fuel 3. Local Purchase/Open Market fuel
Auxiliary Vessels	1. Local Purchase/Open Market fuel
Motor Vehicles	1. GSA leased vehicles: Refer to the Motor Vehicle Manual, COMDTINST M11240.9 (series) 2. DHS/USCG owned vehicles: Local Purchase/Open Market fuel

Figure 1. Fuel Sources (cont.)

Fueling Locations. Information regarding fueling locations for Coast Guard assets and fuel type are depicted in Figure 2 (Fueling Locations Information) below.

Fueling Location Information.

Asset/Fuel	Fueling Locations Information
Cutters	DoD Fuel Depot or DoD Fuel Inventory Manager at location desired for fueling and/or submit LOGREQ to the operational commander.
Aircraft	Contact DoD Air Base and/or DoD Fuel Depot Inventory Managers.
Shore Facilities	Contact DoD Air Base and/or DoD Fuel Inventory Manager.

Figure 2. Fueling Location Information

Fuel Sources

Website:
Bulk Fuel Location Information
http://www.desc.dla.mil

Fueling Location Information. *(cont.)*

Asset/Fuel	Fueling Locations Information
Bunker	Refer to the DESC Domestic and Overseas Bulletins website.
Post, Camps, & Stations	Refer to DESC website.
Bulk	Refer to Bulk Fuel Location Information website for bulk fueling locations.

Figure 2. Fueling Location Information (cont.)

Fuel Exchange Agreement (FEA). DESC has entered into support agreements with host nations to provide fuel deliveries of NATO equivalent fuels at the tax-exempt standard rates. These agreements allow for delivery from host nation Defense Ministry forces or equivalent government contractors direct to a Coast Guard unit with minimal documentation and are equivalent to a requisition from a government source. The language of the FEA determines whether Coast Guard units may participate and defines ordering and reporting criteria.

1. **FEA – Canada**. DESC maintains an FEA for use by USN/USCG units visiting Canada. The following procedures should be followed to requisition fuel from Canadian Forces.
   A. Cutters.
      1. Submit message request 10 days in advance (if possible) to either.
         a. **Commander, Maritime Command, Halifax, NS (MARLANTHQ HALIFAX//N31//)**
         b. **Commander, Maritime Forces Pacific, Esquimalt, BC (CANFLTPACHQESQUIMALT//F4 LOG//)**
      2. Receipt delivery on tickets/documentation provided by the delivery agent. The Use of Requisition Invoice/Shipping Document (DD Form1149) may be used in the absence of Canadian Forces documentation. Provide a USCGOFS 35-document type for tracking purposes.
2. Upon refueling submit a message acknowledging receipt. The message should include quantity, fuel type, dispensing activity, total cost (US dollars), unit OPFAC and hull number, requisition number, and name of receiving agent (Coast Guard member signing the delivery ticket.)

Fuel Sources
(Continued)

a. Message should be sent to:

1. MARLANTHQ HALIFAX//N31// - or CANFLTPACFHQ ESQUIMALT//F4 LOG//
2. COGARD FINCEN CHESAPEAKE VA//OGA//
3. DESC SAN ANTONIO TX//DESC-RR//

b. Aircraft. For Canadian Forces bases or Canadian Intoplane facilities, the aircraft must present the DoD's Ident-A-Plate (DoD Form 1896). Billing will be in US dollars at the DESC Standard prices.

3. **FEA – Chile**. DESC maintains an FEA for use by USN/USCG units visiting Chile. The procedures parallel those shown above for FEA-Canada.

Fuel Purchase Cards

Website:
DESC:
http://www.desc.dla.mil
Contact Numbers:
DESC
(703) 767-8456

Coast Guard AirCard PM
(757) 366-6520

Coast Guard Finance Center
(757) 523-6940 (Option 1)

Coast Guard Energy PM
(202) 267-0645

ARSC Engineering Division
(252) 335-6650

The following purchase cards are used by the Coast Guard to purchase fuel:
1. Ident-A-Plate
2. AirCard
3. Bank One Fleet Master Card (BOFFMC)

Ident-A-Plate Card (DD 1896 Form, Contacts for Ident-A-Plate Card Accounting). The Ident-A-Plate Card is used by Coast Guard aircraft to purchase fuel at DoD facilities. Additional information on the Ident-A-Plate Card can be found in the FINCEN SOP 12E-35.

1. Contacts for Ident-A-Plate:
   a. Card Issuance – US Coast Guard Aircraft Repair & Supply Center (ARSC), Engineering & Industrial Support Division, Flight Operations Branch (contact number (252) 335-6550).
   b. Card Accounting – US Coast Guard Finance Center – contact number (757) 366-6520.
   c. Program Manager – US Coast Guard Energy Program Manager, Commandant (CG-832), (contact number (202) 267- 2671).
   d. Defense Energy Support Center – INTOPLANE business unit

Fuel Purchase Cards
(Continued)

Website:
Customer Multi-Service Company
http://www.desc.dla.mil

DESC AirCard
http://www.desc.dla.mil

FINCEN:
Email Address:
aircard@fincen.uscg.mil

The Ident-A-Plate card is the form of payment to be used at DoD facilities by Coast Guard aircraft when purchasing fuel from DoD.

The Ident-A-Plate card transaction generates a Fuel Sale Slip, DD Form 1898 or Fuels Issue/Defuel Document (Non-DoD), AF-1995 sales slip that is then processed by DoD for payment. Upon receipt of the payment information, the Coast Guard Finance Center reconciles the payment with the appropriate unit/aircraft and initiates a CAS transaction that is transmitted to the responsible unit.

The users of the Ident-A-Plate card shall abide by the following policy.

1. Issuance – Requests for issuance of the Ident-A-Plate card shall be made to ARSC. Requests shall be made in the event of an aircraft transfer, card loss or damage, or other card discrepancy. Cards shall be printed using the format specified in reference (a). The unit Supply Officer is responsible for the proper administration of the Ident-A-Plate cards within their command.
2. Receipt – Units receiving an Ident-A-Plate card from ARSC shall destroy the card it replaces and send an acknowledgement of receipt and destruction (if applicable) back to ARSC.
3. Safeguarding – An Ident-A-Plate card shall at a minimum be kept onboard its associated aircraft or in the aircraft's flight kit.
4. Transaction Documentation – As soon as possible after a transaction, the documentation of the transaction shall be transferred to the servicing supply office for proper accounting.
5. Card Use Authority. – There is no limitation on who can use the Ident-A-Plate card. Unit Supply Officers shall ensure that those individuals determined to be authorized users of the Ident-A-Plate understand the proper procedures to document transactions.

Aviation Intoplane Reimbursement Card (AirCard). The AirCard is a commercial credit card used to purchase aviation fuel, fuel related products and ground services at airports. Additional information on the AirCard can be found on the DESC Website or the FINCEN SOP. Coast Guard personnel can also contact the contact listed in the left column, for additional questions.

The AirCard is accepted at over 5000 airports worldwide. It is used to purchase both DESC Into plane contract fuel and open market fuel for aircraft while the aircraft is away from a Coast Guard installation. Once payment for fuel is made using the AirCard, the vendor generates a receipt. The vendor then forwards the transaction information to Multi-Service Company, who then pays the vendor and forwards the transaction to DFAS. DFAS then pays Multi-Service Company and

Fuel Purchase Cards
(Continued)

bills the appropriate agency through interfund billing. DFAS bills the Coast Guard at either the DESC Intoplane contractor price or the DESC Intoplane open market price.

The DESC Intoplane contractor price or the DESC Intoplane open market price can be found at the DESC Customer Service website, under "Standard Prices". Once the Finance Center receives the billing information from DFAS, the information is forwarded to the appropriate unit via PES. AirCard acceptor location may be found on the Multi-Service Company's website and DESC's website.

The users of the AirCard shall abide by the following policy.

1. Issuance – Requests for issuance of the AirCard shall be made to the Finance Center via email. Cards shall be issued to specific aircraft and tied to the responsible budget office accounting line. The AirCards transfer with the aircraft from one unit to the next. FINCEN is notified of the transfers to change the accounting line associated to the card so no action is required by the unit. The unit Supply Officer is responsible for the proper administration of the AirCard's within their command.
2. Safeguarding – The AirCard is a commercial credit card and as such shall at a minimum be kept on board its associated aircraft or in the aircraft's flight kit. If the aircraft will be placed in an extended maintenance status, the AirCard shall be kept in a locked compartment under supervision of the responsible supply office.
3. Transaction Documentation – As soon as possible after a transaction, the documentation of the transaction shall be transferred to the servicing supply office for proper accounting and reconciliation.
4. Card Usage – The AirCard shall be the preferred fuel and related services payment method for Coast Guard aircraft at private or commercial airports, except as follows:
   a. In the event that there is no DESC Intoplane contract provider available, also known as the Multi-Service Acceptor and an open market purchase is required, the AirCard should only be used if the open market price is equal to or greater than the DESC Intoplane standard price.
   b. If the open market price is less than the DESC Intoplane standard price, then the Bank One Fleet Fuel Master Card or other purchase mechanisms shall be used to obtain the lower price.

Fuel Purchase Cards
(Continued)

Contact:
FINCEN BOFFMC PM
(757) 366-6520

5. Card Use Authority – Units shall determine the individuals within their command that are authorized to use the card. Unit Supply Officers shall ensure that those individuals have satisfactory credit card management history, as well as, understand the importance of proper use of the card.

Bank One Fleet Fuel Master Card (BOFFMC). The BOFFMC is a commercial credit card issued under a Coast Guard specific task order to the GSA Smart Pay contract. BOFFMCs use shall be limited to the purchases of fuel from commercial sources when DESC contract fuel is not available. The BOFFMC is also authorized to be used for the following:

1. Aircraft Ground Services as defined in DESC contracting clause F56.01.
2. Coast Guard owned small boats/vehicles emergency repairs when no other payment method is available and when a boat or vehicle is away from its home station. Upon return to the home station, the unit Supply Officer/Petty Officer shall be notified in order to determine the appropriate action required to properly account for the purchase.

The users of the BOFFMCs shall abide by the following policy.

1. Issuance – Requests for issuance of the BOFFMC shall be made to FINCEN, BOFFMC Program Manager. Cards shall be issued to specific assets and tied to the appropriate budget office's accounting line. Cards shall only be issued when an actual need is identified.
2. Authorized Users – BOFFMCs are assigned to Coast Guard owned assets. Any Coast Guard member or employee may use the BOFFMC to purchase fuel for a Coast Guard owned asset as established by local procedures.
   A. Auxiliarists:
      1. Only auxiliarists who are under official orders can use the BOFFMC to purchase fuel for Coast Guard owned assets.
      2. Use of the BOFFMC to purchase fuel for privately owned assets under official orders shall be limited to and documented as being mission critical. The BOFFMC for the group or station shall be used.
      3. Follow guidelines in Auxiliary Manual, M16790.1 (series) for reimbursement or auxiliary fuel purchases not using the BOFFMC.

   B. Commands, e.g. Supply Officers, shall ensure that all BOFFMC users receive training on policy or procedures prior to being permitted to make purchases with the card.

Fuel Purchase Cards
(Continued)

3. Spending Limits. Cards are set up with single purchase/monthly spending limits as listed below:

VESSEL or VEHICLE	Single/Monthly
WHEC/WAGB Class Cutters	250K/500K*
WMEC/WLB Class Cutters	100K/200K
All Other Cutters	50K/100K
Aircraft/Shore Units	25K/50K
Small Boats	2.5K/10K
Vehicles	2.5K/2.5K

Figure 2. Credit Card Spending Limits

*OCONUS only and if supply officer is warranted for $250K procurement. CONUS single purchase limit is $100K

Note: Request for waivers to limits listed above must be routed through the Energy Program Manager in Commandant (CG-832).

The Coast Guard personnel shall abide by the following procedures when using the BOFFMC.

1. Safeguarding – The BOFFMC shall at all times be under the supervision of the unit Supply Officer/Petty Officer. When not in use the BOFFMC shall be kept in a secure location such as a safe, locked compartment, boat kit, flight kit, and vehicle key pouch or vehicle kit.
2. Transaction Documentation – As soon as possible after a transaction, the documentation of the transaction shall be transferred to the servicing supply office for proper accounting and reconciliation.
3. Receipts – Itemized receipts (including vendor name, purchase date, quantity, price per gallon, and total price) shall be obtained to document each purchase. Receipts must be delivered to the responsible Supply Officer/Petty Officer in the timely manner after the transaction occurs.

Fuel Purchase Cards
(Continued)

Website:
Finance Center
http://cgweb.fincen.uscg.mil/FCR/index.htm

4. Reconciliation – The local control point shall ensure that the BOFFMC monthly statements reconcile with BOFFMC transaction receipts. Statements shall be signed by local control point and retained for a period of three years. Local control points are required to post BOFFMC transactions using the miscellaneous icon in Finance and Purchasing Desktop acquisition. Under the miscellaneous icon, an USCG OFS document number cannot be inserted. Documents appearing on the weekly PES report will show in CAT IV. This requires the reconciler to create a DOC alias from the documents originally created in miscellaneous. The Fleet Card report is available at the Finance Center's intranet site. Obligations should be posted on a daily basis to reflect actual spend down.

   "I certify that the transactions listed on this statement were proper and for the purchase of fuel and authorized fuel related products only."

   Units shall provide copies of the statements and receipts to the Finance Center only when requested for audit purposes.
5. Financial and Procurement Desktop (FPD) Information – Currently, units are required to post BOFFMC transactions using the miscellaneous icon in Simplified Acquisitions.
6. Audits – FINCEN shall perform quarterly audits of all BOFFMC transactions greater than $2.5K and selected other transactions based upon merchant category codes.

DoD, OGA, and USCG Owned Fuel Procurement Methods. DoD, OGA, and Coast Guard owned fuel is normally purchased in accordance with procedures outlined in section 12-D of the FINCEN SOP, Document Type 35.

The DoD IDENT-A-PLATE Card (DD Form 1896) is used at DoD airbases by the Coast Guard aircraft as the primary method for documenting fuel purchases. Refer to the FINCEN SOP, section 12-E, Document Type 35.

Fuel Purchase Cards
(Continued)

Websites:
Commercial Source Delivery to Coast Guard Cutters or Boats
http://www.desc.dla.mil

Commercial Source Delivery to Coast Guard Aircraft
http://www.desc.dla.mil

Commercial Source Delivery to Tanks, Barge, Bladder or Pipeline
http://www.desc.dla.mil

Commercial Source Delivery for Bulk Fuel
http://www.desc.dla.mil

DoD, OGA, and USCG Owned Fuel Procurement Methods. (cont.)
Note: Commandant (G-OCA) msg291456Z NOV 2004 states the Ident-A-Plate Card will eventually be replaced by a commercial AirCard.

DESC Bunkers	Fuel available under contract from a commercial source that is delivered directly into the tanks of a Coast Guard cutter or boat from a delivery truck, bare or pipeline. For DESC Bunkers information, go to the DESC website.
DESC Intoplane	Fuel available under contract from a commercial source that is delivered at an airport directly into the tanks of a Coast Guard aircraft. For additional information, go to DESC website.
DESC PC&S	Fuel available under contract from a commercial source that is delivered directly into a shore facility tank by truck, barge, bladder or pipeline. This fuel is then consumed by the receiving unit or transferred to another unit/entity for use. For additional information, go to the DESC website.
DESC Bulk	This is MILSPEC fuel, e.g. F-76, JP-5 from DoD sources, e.g. fuel farms, oilers/tankers. Coast Guard units normally purchase DESC Bulk contract fuel that has been previously purchased and stored by a DoD agency. For additional information, go to the DESC website.

Figure 3. DoD, Coast Guard, and OGA Owned Fuel

Open Market Fuel Purchase. Purchasing fuel on the open market is subject to standard small purchase procurement guidelines and limitations for purchasing of other goods. The requirements that must be followed are competition, procurement authority, and limits.

1. **Competition** – Open Market purchases of $2500 or greater must be competed and the procurement file properly documented.
2. **Authority** – Procuring officials must be designated per the Simplified Acquisition Procedures (SAP) Handbook, COMDTINST M4200.13 (series).

Fuel Purchase Cards
(Continued)

Open Market Fuel Purchase. *(cont.)*

3. **Limits** – Limits on procurement official authority must not be exceeded per the SAP Handbook, COMDTINST M4200.13 (series). To acquire fuel through local purchase or open market vendors, Coast Guard activities should contact marinas, fuel delivery companies, fuel stations, marine exchanges or husbanding agents for the location of available fuel sources and/or submit LOGREQ to the Operational Commander. The following methods may be used for procurement of open market fuel:
   a. Bank One Fleet Fuel Master Card (BOFFMC): Commercial credit card issued to vessels and aircraft used for open market purchases up to the single purchase limit of the assigned asset.
   b. Bank of America Procurement Master Card: Up to the card credit limit and procurement limit of the procurement of the official and with COCO permission under certain circumstance, this card may be used at vendors that accept it.

Note: Although mentioned as a procurement source, this should be used as a matter of last resort and requires COCO approval. See the Simplified Acquisition Procedures (SAP) Handbook, COMDTINST M4200.13 (series).

   c. Multi-Service AirCard: Aircraft possessing an AirCard may purchase open market fuel from vendors, accepting AirCards at airports.
   d. GSA Citibank/Voyager Fleet Card: Commercial credit card assigned to DHS licensed/tagged vehicles. Refer to the Motor Vehicle Manual, COMDTINST M11240.9 (series).
   e. Procurement Document: Solicitation/Contract/Order for Commercial Items (SF 1449), Purchase Order-Invoice-Voucher (SF 44), and Order for Supplies and Services (OF 347) are major forms that can be used to procure fuel. Refer to the SAP Handbook, COMDTINST M4200.13 (series) for instructions regarding the specific use of the aforementioned forms.
   f. Convenience Check: Refer to the SAP Handbook, COMDTINST M4200.13 (series) for policy and procedures regarding use of Convenience Check.
   g. Imprest Fund (cash): Refer to the SAP Handbook, COMDTINST M4200.13 (series), and/or the Certifying and Disbursing Manual, COMDTINST M7210.1 (series) on Imprest Fund policy and procedures.

Fuel Purchase Cards *(Continued)*

Fuel Purchasing Common Sense Guide. A Common Sense Guide to fuel purchasing for the US Coast Guard is available. The guide is in three formats: a poster, a brochure, and a fold-out guide. Each contains summary information that tells you where and how to buy fuel for cutters, aircraft, and boats; leased and Coast Guard owned ground vehicles; shore facilities heating fuel. The information presented is consistent with the information contained in this chapter. For copies of the guide contact your area point of contact for fuel related matters. The fuel procurement methods are provided in Table 3 below.

First-In First-Out (FIFO) Pricing Procedures

Fuel Inventory Value. The value of fuel inventory will be determined by using the purchase price paid at the unit's last refueling and the number of gallons on-hand. The difference between the earlier extended value and the recalculated inventory value will also be recorded. The following example is the FIFO pricing procedures:

Example
CGC OUTAGAS refuels 100 gallons priced at $.90/gallon. She expends 50 gallons and then refuels 100 more gallons at $.80/gallon. The vessel now has 150 gallons of fuel on board. If the cutter were to transfer all of the fuel, the fuel would be priced in the following manner.

a. *1st 100 gallons→$.80/gallon*
b. *The remaining 50 gallons (the difference between the present amount and the amount received at the last refueling) will be priced at the $.90/gallon.*
c. *Total price charged = (100)($.80) + (50) ($.90) or→$125.00*

The fuel transferred will then be removed from the transferring unit's inventory and subsequent acquisitions will be credited to the unit's inventory.

TABLE 3. US Coast Guard Fuel Procurement Methods

CUTTER FUEL:	**Priority**	**Fuel Type**	**Pricing Method**	**Procurement Method**	**Billing Source**
Bulk: These are the Defense Fuel Supply Points (DFSPs) or the Department of Defense (DoD) terminal facilities (e.g. Naval Stations such as Tyndall and Scott). The Coast Guard has one bulk terminal facility at Kodiak, which typically stores DF2. Refer to COMDTINST M9000.6 (series). Naval Engineering Manual, for precautions involving this fuel.	**1st**	**F76 (Std. Naval Distillate)**	**Standard Contract Price (Stable the entire fiscal year)**	**DD Form 1149**	**DFAS/DESC**
Bunker: Fuel procured via a government contract with a local commercial vendor and delivered direct from the vendor's truck/barge/tank to the vessel.	**2nd**	**NPD MGO (Marine Gas Oil), B76 or DF 2 depending on location.** *(For DF 2 see low flash point safety instructions in COMDTINST M9000.6)*	**Standard Contract Price**	**SF 1449/OF347 (Cutters with a Contracting Officer) SF-44 (Cutters without a Contracting Officer may also use a SF-44)**	**DFAS/DESC**
PC&S: DESC solicits, awards, and manages contracts with local vendors that deliver petroleum ground fuels or various marine diesel fuels to a customer's service or storage tank.	**3rd**	**Commercial Petroleum Products**	**Current Contract Price (usually fluctuates with market trends)**	**SF1449/OF347**	**Vendors**
Open Market – Fleet Fuel Card: Commercial credit card used for open market purchases from non-contract vendors.	**4th**	**Commercial Petroleum Products**	**Current Open Market Price (Fluctuates daily)**	**Bank One Fleet Fuel MasterCard aka Fleet Fuel Card**	**Bank One Cite Commercial Card issuer vice a bank** *(See previous panel)*

Figure 4. Coast Guard Procurement Methods

US Coast Guard Fuel Procurement Methods (cont.)

AIRCRAFT FUEL:	**Priority**	**Fuel Type**	**Pricing Method**	**Procurement Method**	**Billing Source**
Bulk: These are the Defense Fuel Supply Points (DFSPs) or the DoD terminal facilities (e.g. Naval Stations such as Norfolk and Mayport, and Air Force bases such as Tyndall and Scott). The Coast Guard has one bulk terminal facility at Kodiak.	**1st**	**JP5, JP8 (Aviation Turbine Fuel)**	**Standard Contract Price**	**DoD Identaplate**	**DFAS/DESC**
Into-Plane: A DESC program that establish aviation fuel contracts at many commercial airfields. *(Use the AIRCARD)*	**2nd**	**Jet A – CONUS** **Jet A1- OCONUS**	**Standard Price**	**AirCard**	**DFAS/DESC**
Open Market*: Purchase of non-contract fuel and additional aviation group services (ramp fees, oxygen, servicing, etc.)	**3rd**	**Jet A – CONUS** **Jet A1- OCONUS**	**Current Open Market Price**	**AirCard**	**Commercial Card Issuer**
Open Market – Fleet Fuel Card*: Commercial credit card used for open market fuel purchases from non-contract vendors.	**4th**	**Jet A – CONUS** **Jet A1- OCONUS**	**Current Open Market Price**	**Bank One Fleet Fuel MasterCard** *(See comments under Cutter Fuel)*	**Bank One** *(See comments under Cutter Fuel)*

Figure 4. Coast Guard Procurement Methods (cont.)

Note: For other vehicles and special situation purchase methods, see pages 5-B-11 and 5-B-12 or consult the SAP Handbook, COMDTINST M4200.13 (series).

CHAPTER 5.
FUEL MANAGEMENT

5-C. FUEL INVENTORY MANAGEMENT

Supply Fund Fuel Record Keeping and Reporting

This section discusses the formats for the monthly fuel report that is required from large cutters that use Supply Fund fuel. These cutters are the WAGBs, WHECs, WMECs, WPCs (CGC SHAMAL, CGC TORNADO, AND CGC TEMPEST), and WIX's (CGC Eagle and CGC GENTIAN). Smaller cutters (e.g. WLB, WLM and WPB) shall follow procedures established by their assigned Districts for fuel reports.

The fuel process is made up of the following components:
1. **Field Units** need fuel to perform their mission.
2. **Budget Offices** project future needs for the cutters and report the information to the Program Manager at Coast Guard Headquarters.
3. **Headquarters** reports the information received to Congress in order to get funding for future mission necessities.

The Finance Center (FINCEN) uses the monthly fuel reports to track the inventories of fuel. The Coast Guard's fuel accounts and operational expense accounts are charged based on the information contained in the fuel reports. These accounts are maintained in the USCG Oracles Financial System (USCG OFS).

To track the inventories of fuel. FINCEN uses the monthly Fuel Reports to determine the following:
1. Value of the present inventory
2. Value of transferred inventory
3. Value of expended inventory

This information enables them to properly charge AFC-30 Fund and correctly reimburse the Supply Fund.

In order for the FINCEN to maintain a current and accurate picture of inventory levels, fuel consumed, and prices paid, it is important that Supply Fund units submit fuel reports with complete documentation in a timely manner. The FINCEN shall maintain a worksheet consisting of the following information:
1. Present value of unit's fuel inventory (determined by FINCEN).
2. A chronological posting of all fuel receipts and transfers.

Supply Fund Fuel Record Keeping and Reporting *(Continued)*

Initial Inventory Recordkeeping. When a cutter is commissioned and/or decommissioned, a conversion date is established for the funding of fuel using the Supply Fund. At that time, the unit commanding officer shall:

1. Inventory the number of gallons of fuel on-hand at the time of delivery or on the date of conversion.

2. Forward a message report to each of the following:
   a. Responsible budget office
   b. Cutter Administrative Commander (ADCON)
   c. Finance Center (OGP)
   d. Commandant (CG-842)

3. Contents of the message shall contain the following information:
   a. Number of gallons on-hand
   b. Unit price/gallon (latest refuel cost)
   c. Total value of fuel on-hand

Monthly Inventory Recordkeeping. The commanding officer of a unit ordering fuel under the Supply Fund shall submit a monthly inventory report to the Finance Center (OGP). Also, the commanding officer should provide copies to other Coast Guard entities (MLC, Area, District) as required by local procedures. The reporting period is from the 1st to the last calendar day of each month.

Note: The unit shall maintain file reports for 3 years.

Units may submit monthly reports to the Finance Center via any of the following:

1. FAX
2. Message
3. Email

Note: A hard copy of the report must follow with copies of supporting documentation (i.e., Solicitation/Contract/Order for Commercial Items (*DD Form 1149)), purchase order, credit receipts, etc.).*

Supply Fund Fuel Record Keeping and Reporting *(Continued)*

Guideline for Submitting Monthly Reports. The following table provides guidelines for submitting monthly fuel reports:

If the activity is a…	Then…	
Cutter in port or shore side unit	Submit report (Fax, message, e-mail) to FINCEN not later than 5th working day of the following month.	
Cutter underway or scheduled to be underway on last day of the month	**Line 1**	Beginning Inventory (gallons)
	Line 2	Purchases (date of purchase, location/source, fuel type (e.g. MGO, DF2, F76, etc), Contractor, Purchase Order (PO)/Delivery Order (DO), gallons, unit price, total cost)
	Line 3	Transfers in (date of transfer, unit transfer from, fuel type (e.g. MGO, DF2, F76, etc.), gallons)
	Line 4	Transfers out (date of transfer, unit transferred from, fuel type (e.g. MGO, DF2, F76, etc.), gallons)
	Line 5	Gains/Loss from sounding (gallons)
	Line 6	Fuel Expended (gallons)
	Line 7	Ending Inventory (gallons)
Main Propulsion Fuel for Cutters and Boats assigned to Cutters	**Line 1**	Beginning Inventory (gallons)

Figure 1. Guidelines for Submitting Monthly Reports

Supply Fund Fuel Record Keeping and Reporting *(Continued)*

Guideline for Submitting Monthly Reports. *(cont.)*

Main Propulsion Fuel for Cutters and Boats assigned to Cutters *(Continued)*	**Line 2**	Purchases (date of purchase, geographic location (port/source), fuel type (MGO, DF2, F76, etc.), contractor, Purchase Order (PO)/Delivery Order (DO), or credit card number, or Solicitation/Contract/Order for Commercial Items (DD Form 1149) requisition number, number of gallons purchased, unit price, and total cost.
	Line 3	Transfers In (date of transfer, unit transferred to, fuel type (MGO, DF2, F76, etc.) number of gallons, DD Form 1149 requisition number).
	Line 4	Transfer Out (date of transfer, unit transferred to, fuel type (MGO, DF2, F76, etc.) number of gallons, DD Form 1149 requisition number).
	Line 5	Gains/Losses from soundings (number of gallons)
	Line 6	Fuel Expended (number of gallons)
	Line 7	Ending Inventory (gallons)

Figure 1. Guidelines for Submitting Monthly Reports (cont.)

Note: Copies of receipts and issue documents shall be provided to the Finance Center (OGP) to support monthly reports. Units are required to retain reports for three years.

Additional Report Guidance:

1. Transfers-In
   a. Fuel that is received from another Supply Fund unit or an internal transfer from one inventory to the other. All others are considered to be purchases.

Supply Fund Fuel Record Keeping and Reporting *(Continued)*

Additional Report Guidance. *(cont.)*

1. Transfers-In *(cont.)*
   b. Internal transfers are a transfer from one inventory to another within the ship, e.g. JP-5 transfer to the MDE tanks. Include the number of gallons transferred on the monthly fuel report. No entries are required in USCG OFS.
   c. Supply Fund Transfers are transfers from one Supply Fund unit to another. Provide the same information as for a purchase.
2. Transfer-Out
   a. Fuel that is issued to another asset, e.g. ship or aircraft or removed for maintenance. Transfers-out are considered a sale. (Reference Chapter 2 (Materiel Acquisition)/Section E *(Acquisition of Special Items, Equipment, Supplies, and/or Services))* for information on Sales to Non-Coast Guard Activities- Aviation Fuels, Lubricants, Services, and Storage.
   b. Ship to Ship Transfers are transfers of fuel from one Supply Fund unit to another afloat unit, e.g. Coast Guard asset, DoD/NATO, and distress vessel. The cutter that the fuel is being "transferred to," shall report the document number, gallons, and fuel type. Transfers to non-Coast Guard assets must be coordinated with FINCEN to ensure billing/collection processes are initiated.
   c. Helicopter Fueling refers to a helicopter refueling onboard a Supply Fund unit. The following information is required in the monthly fuel report:
      1. Helicopter Tail Number
      2. Date(s) of fuel transfer
      3. Helicopter home airfield
      4. Amount of gallons received
      5. Price per gallon *(refer to First In, First Out Pricing Procedures on page 5-C-7 when determining the Price per Gallon.)*

Note: Although the document number provided by the cutters is required when the transfers are processed at FINCEN, the document number is changed when the Air Station is actually billed. (Refer to the example on the following page.)

Supply Fund Fuel Record Keeping and Reporting *(Continued)*

Additional Report Guidance. *(cont.)*

Example: From the Bear's August 2002 Report:

Document Number – Z11501-2242-2057
Recipient – HITRON 10; HH-1113
Date: 8/30/02
The document # would be – 35 02 115012421 113
Document Type 35
Fiscal Year – 02
SF Unit transferring Fuel – 11501
Julian Date of Transfer – 242
The Helicopter Tail Number - 1113

Note: The document number is changed so that the Air Station being charged for the fuel can identify that one of their helicopters has incurred the charge for the fuel. This method makes the reconciliation process simpler for everyone reconciling the financial information. The document number also identifies the helicopters attached to a specific cutter at the time of refueling.

d. Fuel Tank Cleaning or Gas-Free Certification occurs when transferring out and disposing of fuel as part of cleaning or gas-freeing the fuel tanks. The loss to the Supply Fund must be recaptured. Indicate whether the transferred fuel was contaminated or not. If the fuel was not contaminated then the unit's OE could be affected.
e. Transfer-Out to a Seized Vessel occurs when the Coast Guard's mission requires the confiscation of a vessel and its transportation to another location. If the confiscated vessel requires fuel, the Area Commanders will provide guidance on how to file a claim for reimbursement. These guidelines shall be followed and **all** claims shall be filed in a timely manner.

Note: It is very important to document and provide the proper information for all transfers – if the fuel is no longer in your inventory, then it has to be paid for. If enough information is not available to bill the unit/agency provided the service, then the cutter providing the service will be required to pay for the missing fuel.

Supply Fund Fuel Record Keeping and Reporting *(Continued)*

First In, First Out Pricing Procedures. The value of the fuel inventory is determined by using the purchase price paid at the unit's last refueling and the number of gallons on-hand. The difference between the earlier extended value and the recalculated inventory value will also be recorded.

The following is an example of the First In, First Out Pricing procedures: CGC OUTAGAS refuels 100 gallons priced at $.90/gallon. She expends 50 gallons, then refuels 100 more gallons at $.80/gallon. She now has 150 gallons of fuel on board. If the cutter were to transfer all of the fuel, fuel would be priced in the following manner:

1. 1st 100 gallons→$.80/gallon
2. The remaining 50 gallons (the difference between the present amount and the amount received at the last refueling) will be priced at the $.90/gallon.
3. Total price charged = (100) ($.80) + (50)($.90) or → $125.00

The fuel transferred will then be removed from the transferring unit's inventory and subsequent acquisitions will be credited to the unit's inventory.

Reports during Major Renovation and Modernization. Vessels entering major renovation/overhaul shall report fuel transfers as follows:

1. Use message format and report to FINCEN (OGP) and Commandant (CG-44).
2. Inventory of fuel on-hand entering renovation/overhaul.
3. Receipt of fuel during renovation/overhaul (gallons, unit price).
4. Transfer of fuel during renovation/overhaul (date, gallons, and unit receiving fuel).
5. Inventory of fuel at delivery (gallons).
6. MLCs Contracting Officer is responsible for establishing procedures for the transfer and/or disposal of fuel/oil by the Contractor/Vendor. The procedures shall be addressed in the contract.
7. Proceeds from the sale of fuel/oil may be used to offset the renovation cost.

THIS PAGE INTENTIONALLY LEFT BLANK

CHAPTER 5.
FUEL MANAGEMENT

5-D. FUEL ENVIRONMENTAL

Introduction

This section outlines general policy and procedures regarding the environmental aspects of fuel.

Environmental Concerns

Technical References:
Hazardous Waste Management Manual, COMDTINST M16478.1 (series)
http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm

Storage Tank Management Manual, COMDTINST M5090.9 (series)
http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm

Discharge of Oil Regulation 40 CFR 110
http://www.gpoaccess.gov/nara/index.html

Clean Water Act (CWA)
http://www.epa.gov/

Technical Standards and Corrective Action Requirements for Owners and Operators of Underground Storage Tanks (UTSs), 40 CFR 280.1
http://www.gpoaccess.gov/nara/index.html

The Coast Guard is committed to actively protecting the environment by adhering to all applicable regulatory requirements and by preventing or controlling pollution caused by Coast Guard facilities. There are also legal requirements to reinforce this commitment. The Coast Guard's environmental protection program, as it applies to petroleum operations, is summarized in this section.

The Coast Guard's environmental protection program is delineated in various Commandant Instructions and Federal regulations. The instruction and regulations shall be used as the primary guides in dealing with all environmental issues. MLCs and CEUs are available to assist Coast Guard shore activities with environmental issues.

Fuel Facility Environmental Protection. At fuel facilities the major area of environmental concerns focus on the handling and storage of petroleum products. There are several environmental requirements, which relate directly to fuel operations and facilities. In addition, personnel shall be familiar with reporting requirements, equipment, and training needs that support environmental programs.

Storage Tanks. This section provides information and guidance applicable to the regulation of both underground storage tanks (USTs) and above ground storage tanks (ASTs) containing petroleum products. Additional information concerning this topic may be found in the Hazardous Waste Management Manual, COMDTINST M16478.1 (series) and the Storage Tank Management Manual, COMDTINST M5090.9 (series).

ASTs are not currently subject to Federal regulation beyond the petroleum pollution prevention and discharge reporting requirements of 40 CFR 110. Some states have new AST regulations and activities should contact their servicing environmental unit for specific information regarding compliance with these AST regulations and any subsequent project development.

Existing USTs, which are governed by Federal, state or local regulations were either replaced or upgraded to meet corrosion protection and spill/overfill prevention standards by the end of 1998. These regulations apply only to regulate USTs. As defined in 40 CFR 280.1, airport hydrant fuel distribution systems and field-constructed tanks are excluded from the Federal UST regulations.

Environmental Concerns
(Continued)

Technical References:
Standards for Management of Specific Hazardous Waste and Specific Types of Hazardous Waste Management Facilities, 40 CFR 266.4
http://www.gpoaccess.gov/nara/index.html

Emergency Planning, Preparedness and Prevention (EPPP) Guide for Oil Spills and Hazardous Substances Releases COMDTPUB 16480.1
http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm

Oil Pollution Act of 1990 (OPA 90)
http://www.uscg.mil/d13/ipa/news/oil_pollution_act_of_1990.htm

Storage Tanks. *(cont.)*
For activities that have an AST management plan and an UST management plan, the combination of both are referred to as a facility tank management plan. As more states regulate ASTs, fuel facilities will need to develop comprehensive tank management plans to comply.

Oil Management Ashore. Environmental Protection Agency (EPA) regulations control the marketing and burning of hazardous waste fuel and used oil. These regulations, which are extremely complex, essentially prohibit the burning of hazardous waste fuel and off specification used oil for energy recovery in "non-industrial boilers." To burn these fuels requires EPA notification and detailed analysis of the fuel to be burned.

Each fuel facility should develop a used oil management plan. This plan identifies sources of used oil, primary used oil segregation groups (i.e., on-spec used oil, off-spec used oil), recycling options, and detailed operational requirements. The plan should address any used oil burned for energy recovery. *(Additional guidance on the aforementioned subject can be found in 40 CFR 266.4)*

Reclaimed fuel is used oil, which has been subject to a process that allows the fuel to be recovered and reutilized as a usable product. Guidance concerning the Coast Guard fuel reclamation processes can be obtained through you servicing environmental unit.

Oil and Hazardous Substance Contingency Planning. Emergency Planning, Preparedness, and Prevention Guide for Oil Spills and Hazardous Substance Releases, COMDTPUB P16480.1 provides detailed guidance concerning oil and hazardous substances (OHS) contingency planning and the Oil Pollution Act of 1990 (OPA 90). The OPA 90 amends the Clean Water Act (CWA) to strengthen the National Response System, clarify Federal response authority, increase penalties for spills, require tank vessel, and facility response plans. The OPA 90 provides new requirements for spills response planning and training, drills and exercises.

A primary requirement of OPA 90 is to strengthen the National Response System. Primary components of this system are Area Coordinators who are responsible for developing Area Contingency Plans (ACP), a Coast Guard On-Scene Commander (CGOSCDR), a Shore Side Commander or Facility Incident Commander (FIC), and a Facility On-Scene Coordinator.

Environmental Concerns
(Continued)

Technical References:
Coast Guard, Department of Homeland Security (Operations), 33 CFR 150
http://www.gpoaccess.gov/nara/index.html

Facilities Transferring Oil or Hazardous Materiel in Bulk, 33 CFR 154
http://www.gpoaccess.gov/nara/index.html

Worker's Protection Standards, 40 CFR 170
http://www.gpoaccess.gov/nara/index.html

Timed-Limited Tolerance for Emergency Exemptions, 40 CFR 176
http://www.gpoaccess.gov/nara/index.html

Stability Requirement for All Vessels, 46 CFR 170
http://www.gpoaccess.gov/nara/index.html

Inspection and Certification 46 CFR 176
http://www.gpoaccess.gov/nara/index.html

Response Plans for Onshore Oil Pipelines, 49 CFR 194
http://www.gpoaccess.gov/nara/index.html

Oil and Hazardous Substance Contingency Planning. *(cont.)*
The Facility Response Plan (FRP) needs to identify personnel who have been assigned to each of the preceding components. Since these positions periodically change, care must be taken to update the FRP accordingly. The entire response structure is called the Incident Command System (ICS) and is critical to any FRP.

Commanders designated as CGOSCs shall have an OHS contingency plan providing geographic coverage for the assigned area. CGOSC plans shall conform to the contingency planning instructions issued by area coordinators and shall identify Coast Guard facility assignments and responsibilities within the CGOSC region. Facility Incident Commanders and Facility Response Coordinators need to be familiar with CGOSC OHS contingency plans and integrate them into the FRP.

FRPs are required to be submitted by a broad range of activities. Three Federal agencies regulate the different categories of facilities required to submit FRPs.

1. The Coast Guard regulates deepwater ports and Marine Transportation Related (MTR) facilities. These regulations are specified in 33 CFR 150 and 33 CFR 154.
2. EPA regulates non-transportation related onshore facilities and these regulations are found in 40 CFR 170-176.
3. The Research and Special Programs Administration (RSPA) regulates mobile facilities (tank trucks, railroad cars, offshore facilities and portable tanks) and these regulations are found in 49 CFR 170-176. RSPA also regulates offshore facilities and pipelines and these regulations are found in 49 CFR 194.

Most Coast Guard facilities fall under either USCG or EPA jurisdiction. Facilities that meet the criteria for more than one type of facility are called "complex facilities." No facility is required to have more than one FRP. However, FRP must be submitted to every Federal agency that has jurisdiction over that facility. The best approach to complying with this requirement is to develop an FRP that meets the most stringent of the Federal or state requirements and then develop a cross-reference sheet for each agency charged with oversight. It should be noted that a Spill Prevention Control and Countermeasures (SPCC) Plan is a separate document although some states have combined the FRP and SPCC into a separate plan. Assistance in developing site-specific instructions can be obtained from your servicing environmental unit.

Environmental Concerns
(Continued)

Customer Service:
National Response Center
1-800-424-4402

Technical References:
Occupational Safety and Health Standards
29 CFR 1910.1200
http://www.gpoaccess.gov/nara/index.html

Hazardous Waste Operations and Emergency Response
29 CFR 1910.120
http://www.gpoaccess.gov/nara/index.html

Oil and Hazardous Substance Contingency Planning. *(cont.)*
The OPA 90 requires quarterly spill notification and emergency response procedures drills and subsequent evaluations of the responsiveness of established plans. The OPA 90 also requires annual tabletop and equipment deployment drills and triennial area exercises intended to demonstrate and test worst-case spill response capabilities. Additionally, the OPA 90 provides for unannounced drills, which may be conducted as frequently as on an annual basis.
Activities need to document training procedures in the FRP and be prepared to conduct unannounced drills.

Spill Reporting. All Coast Guard facility oil/hazardous substance discharges, regardless of quantity, that reach, or potentially reach navigable waters shall be reported immediately to the National Response Center. State and local regulatory agency notification may also be required.

Oil Spill Equipment. Materiel needed to respond to oil spills can be broken into two categories:
1. Consumables
2. Equipment

Consumables are those items (i.e., sorbets, rags, etc.), which are utilized in bulk amounts to clean up oil spills.

Equipment is materiel specialized as long life items (i.e., boats, booms, and trucks) held in reserve to assist with oil spill clean-up operations.

The quantity and type of oil spill consumable materiel are established and controlled by the local activity. The types of oil spill control equipment and quantities at each facility is set by the activity and validated by the servicing environmental unit.

Oil Spill Training. Each activity must establish specific training programs to comply with the Occupational Safety and Health Administration (OSHA), Oil Pollution Act of 1990 (OPA 90), and applicable state regulations.

OSHA Hazardous Communication (HAZCOM) and Hazardous Waste Operations and Emergency Response (HAZWOPER) training requirements can be found in 29 CFR 1910.1200 and 1910.120. All personnel involved with fuel operations should have annual HAZCOM training. All personnel involved with oil spill clean up should have an initial 40 hours of HAZWOPER training followed by an 8-hour annual refresher course.

Environmental Concerns
(Continued)

Technical References:
Facilities Transferring Oil or Hazardous Materiel in Bulk
33 CFR 154.3
http://www.gpoaccess.gov/nara/index.html

Oil Pollution Prevention
40 CFR 112.1
http://www.gpoaccess.gov/nara/index.html

Oil Pollution Prevention
40 CFR 112.7
http://www.gpoaccess.gov/nara/index.html

Storage Tank Management Manual, COMDTINST M5090.9 (series)
http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm

Oil Spill Training. *(cont.)*
Training programs and required documentation need to be identified in the SPPC and/or the OPA 90 Facilities Response Plan (FRP). Activities should conduct full operational spill drills quarterly or as required by Federal, state, or local regulations.

Marine Fuel Terminal Operations.
The Department of Transportation through the US Coast Guard and applicable Oil Pollution Prevention regulations *(33 CFR 154.3),* has jurisdiction over marine transportation related facilities, including piers, pipelines on piers and pier issue/receipt facilities like marine loading arms and hoses. Activities with marine terminals can expect annual inspections by the Coast Guard.

Among other administrative matters, marine terminal inspections will check for written letters of intent, fuel operations manuals, letters of adequacy, designation of person's in charge, loading arm/fuel hose certifications, and declaration of inspections.

A letter of intent to operate the fuel facility should be on file and current. This document should be updated and forwarded to the Coast Guard Captain of the Port (COTP) when the responsible officer changes.

The fuel operations manual should be in the format indicated in 33 CFR 154.3. In order to obtain a letter of adequacy the fuel operations manual should be submitted to the COTP for review.

A list of persons in charge (PIC) needs to be on file and current. This document should be submitted to the COTP when designated personnel change. Any individual who is responsible for a particular marine terminal evolution (i.e., loading or unloading of fuel) needs to be designated as a PIC. Each PIC must carry written designation at all times.

Note: In order to be designated a PIC documentation of training and experience is required and could be asked for during a marine terminal inspection.

Spill Prevention Control and Countermeasures (SPCC) Plan. Requirements for SPCC plans are addressed in 40 CFR 112.1 and 112.7, and the Storage Tank Manual, COMDTINST M5090.9 (series). SPCC plans are not required if the facility has an aggregate unburied storage capacity of 1,320 gallons or less of oil and has a total underground storage capacity 42,000 gallons or less, or could **not** reasonably be expected to discharge oil into or upon the navigable waters of the United States.

Environmental Concerns
(Continued)

Technical References:
Application for a Permit
40 CFR 122.21
http://www.gpoaccess.gov/nara/index.html

At a minimum this plan must include a description of containment facilities, diversionary piping, warning system and operating procedures.

This plan must be reviewed and certified by a professional engineer every three years or whenever there is a change in facilities or operations. Facilities which have experienced a spill into navigable water of 1,000 gallons or two reportable spills into navigable water in any 12 month period are required to submit SPCC plans to the EPA Regional Administrator within 60 days following such a spill.

SPCC plans will be maintained at the facility and be available to EPA Regional Administrators or their designated representatives and state and local agencies for on-site review during normal working hours. A draft outline for developing facility SPCC plans is available from your servicing environmental unit. Cognizant CEUs should be contacted for further assistance concerning development and updating of SPCC plans.

Other Environmental Concerns. In addition to oil there are other pollutants that can affect the operation of fuel terminals. Normally, these types of pollutants are site-specific so assistance in dealing with them should be obtained from the cognizant CEU.

1. **Water** - The major areas of environmental concern relating to water are point source discharges (for example--from a sewage treatment plant or an oily waste treatment plant), which require monitoring under provisions of the National Pollutant Discharge Elimination System (NPDES), and programs for dealing with potential ground water contamination. *(For more information refer to 40 CFR 122.21 and the Storm Water Management Guide, COMDTINST P11300.3(series))*. Specific information about site-specific regulations on discharge standards and reporting requirements can be obtained from the cognizant CEU.
2. **Air** - The Clean Air Act (CAA) establishes national ambient air quality standards (NAAQS). Achieving these standards is the responsibility of the states that must develop state implementation plans (SIPS), which outline to the EPA how each state will achieve and maintain the NAAQS. States may require pollution control measures, which are more stringent than those mandated by EPA, but may under no circumstances allow measures, which are less stringent. Title V of the CAA created an operating permit program to be developed and implemented by the states per EPA regulations. The permit program to be developed and implemented by the states per EPA regulations. The permit program attempts to clarify in a single document all the requirements applicable to a source. In general, air pollution

Environmental Concerns
(Continued)

Technical References:
Standards of Performance for New Stationary Sources
40 CFR 60
http://www.gpoaccess.gov/nara/index.html

Hazardous Waste Management Manual, COMDTINST M16478.1 (series)
http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm

The Emergency Planning and Community Right-to Know Act (EPCRA) and Pollution Prevention (PL), COMDTINST M16455.10 (series)
http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm

National Environmental Policy Act (NEPA) Implementing Procedures, COMDTINST M16475.1 (series)
http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm

Environmental Considerations for Decision Making, COMDTPUB P16475.6 (series)
http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm

Air *(cont.)*

requirements can be classified according to whether the source is stationary or mobile. Stationary sources are further broken down into "major" and "area" categories. Activities should complete an emissions inventory of all stationary sources to determine if they are a major source. For more information, see 40 CFR 60. Specific information and assistance about site-specific regulations can be obtained from your servicing environmental unit.

Control of Hazardous Materiel and Hazardous Waste. Hazardous Waste Management Manual, COMDTINST M16478.1 (series) and the Emergency Planning and Community Right-to-Know Act (EPCRA) and Pollution Prevention (PL), COMDTINST M16455.10 (series) provide guidance in this area. Generating, collecting, storing, and disposing of hazardous waste are extremely sensitive environmental areas. Fuel personnel should become familiar with the terms hazardous materiel (HM), hazardous substances (HS), and hazardous waste (HW). A very general definition of hazardous waste is any discarded materiel (liquid, solid, or gaseous); when released or spilled pose a substantial hazard to human health of the environment. In addition to this general definition the EPA and state regulator agencies have classified certain substances as hazardous by definition (example: Tetraethyl Lead). Potential hazardous wastes of concern to fuel terminal personnel are slop fuels and tank bottom sludges. Due to the complicated nature of hazardous waste the storage or disposal of these substances, whether on-site or off-site, should be coordinator with the cognizant CEU. The hazardous waste coordinator should be able to provide information on hazardous waste minimization and compliance with any local hazardous materiel management system program.

Note: Transportation of Freight requirements for transporting hazardous materiel, refer to the technical reference to the left.

NEPA. The National Environmental Policy Act (NEPA) establishes policy, sets goals, and provides a means for carrying out environmental policy. NEPA mandates that Federal agencies utilize decision-making tools to ensure knowledge of environmental impacts and compliance with various regulations. NEPA further requires a detailed statement on the environmental impact of major Federal actions that significantly affect the environment. Procedures must be in place to ensure that environmental information is available to decision makers and citizens before decisions are made and major Federal actions are taken. Additional information on NEPA may be found in the

Environmental Concerns
(Continued)

Technical References:
Safety and Environmental Health Manual, COMDTINST M5100.47 (series)
http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm

Natural Resources Management, COMDTINST 5090.3 (series)
http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm

The Emergency Planning and Community Right-to-Know Act (EPCRA) and Pollution Prevention (PL), COMDTINST M16455.10 (series)
http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm

Environmental Compliance Evaluation (ECE) Program, COMDTINST M16478.5 (series)
http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm

NEPA. *(cont.)*
National Environmental Policy Act (NEPA) Implementing Procedures, COMDTINST M16475.1 (series) and the Environmental Considerations for Decision Making, COMDTPUB P16475.6 (series)

Noise Pollution Ashore. The Safety and Environment Health Manual, COMDTINST M5100.47 (series) provides guidance concerning noise prevention ashore. The noise control act establishes standards to reduce noise emissions. Specific information and assistance about site-specific regulations can be obtained from the cognizant CEU.

Natural Resources Management. There are a multitude of laws that govern the management of natural resources on Coast Guard lands, which are covered in the Natural Resources Management, COMDTINST 5090.3 (series). Of these regulations the management of fish and wildlife, forest management, and wetlands management are important to obtain from the cognizant CEU.

Emergency Planning and Community Right to Know Act (EPCRA). EPCRA requires facilities meeting threshold-planning quantities of hazardous materiel (including fuels) to notify Federal and local authorities. Specific guidance for may be obtained from The Emergency Planning and Community Right-to-Know Act (EPCRA) and Pollution Prevention (PL), COMDTINST M16455.10 (series).

Environmental Compliance Evaluations. There are two general types of deficiencies that could result in noncompliance with environmental standards. The first is caused by inaccurate or incomplete operation and maintenance procedures or failure of existing facilities and equipment that result in an incident (example: an oil spill) in violation of existing environmental standards. The second type of violation stems from the imposition of new environmental standards that result in the noncompliance of historically adequate operations and maintenance procedures, equipment and facilities. To ensure that an activity does not violate existing or new environmental standards continued review of operational and maintenance practices and an evaluation of equipment and facilities are required by facility personnel in conjunction with the servicing environmental unit. Additionally, a detailed assessment of the environmental and natural resource programs will be conducted every three years. Guidance concerning environmental compliance evaluations (ECE) can be found in the Environmental Compliance Evaluation (ECE) Program, COMDTINST M16478.5 (series).

CHAPTER 5.
FUEL MANAGEMENT

5-E. FUEL TRANSPORTATION, DISPOSAL, AND TECHNICAL

Introduction

This section provides the required procedures for disposal of fuel on decommissioned cutters and the Coast Guard pricing procedures for purchasing fuel. Additionally, a reference to the Coast Guard in-line fuel-sampling program is available in this section.

Note: For non-Supply Find vessels, fuel has been purchased with local assets and should be transferred internally. All efforts should be made to mitigate the loss to local accounts.

Disposal of Fuel on Decommissioned Cutters

Website: FINCEN SOP http://cgweb.fincen.uscg.mil/FCR/index.htm

Disposal of Supply Fund Fuel for Decommissioned Cutters/Shore Units. Supply Fund fuel onboard decommissioned cutters or shore units shall be disposed of as follows:

1. Transfer to another unit using supply fund fuel at the latest receipt price.
2. Sale to other Coast Guard activities not using supply fund fuel at the latest receipt price.
3. Fuel not disposed of shall be considered as cost of "placing vessel in an inactive status" and cost of doing business.

Finance Center Responsibilities. The Finance Center shall use monthly fuel reports to determine the value of the unit's present inventory, inventory transferred, and inventory extended. The FINCEN will also determine the present value of the unit's fuel inventories using the "First-In, First-Out" (FIFO) method of inventory pricing *(See page 5-C-7).*

Transfer of Fuel. Transfer of fuel from a unit ordering fuel under the Supply Fund to other units, agencies or private parties shall be accounted for accordingly to ensure reimbursement of the Coast Guard Supply Fund and the receiving party is properly charged.

Finance Center (FINCEN) Responsibility for Transfer. The price of fuel transferred shall be determined from the FINCEN inventory ledger. The price of fuel at the recent refueling will be charged. When a vessel transfers more fuel than it received at its most recent refueling, the difference in fuel will be priced at the cost of the fuel at the latest refueling and so on until the entire amount of the fuel has been priced.

Disposal of Fuel on Decommissioned Cutters *(Continued)*

Finance Center (FINCEN) Responsibility for Transfer. *(cont.)*
When fuel is transferred to an agency or private party outside of the Coast Guard's Supply Fund, an account receivable will be established in accordance with Chapter 9 of the FINCEN SOP in order to maintain an efficient cash flow.

Accounting transactions for the disposal of fuel are contained in Chapter 9 of the FINCEN SOP.

In-Line Fuel Sampling

The US Coast Guard In-Line Fuel Sampling Program is administered by Engineering Logistics. The Coast Guard fuel quality website includes a database, valuable links and fuel guidance articles. The address can be found on the left, under website.

Website:
Fuel Quality
http://cgweb.elcbalt.uscg.mil/

ENCLOSURE A
ACRONYMS AND ABBREVIATIONS

ENCLOSURE A
ACRONYMS AND ABBREVIATIONS

A

AAC	Acquisition Advice Code
AACOM	Atlantic Area Command
AAP	Allowance Appendix Page
AC&I	Acquisition, Construction & Improvement
ACMS	Aviation Computerized Maintenance System
ACN	Activity Control Number
ACR	Allowance Change Request
ADP	Automatic Data Processing
ADPS	Automated Data Processing System
AEL	Allowance Equipage List
AFB	Air Force Base
AFC	Allotment Fund Control Code
AID	Automatic Initial Distribution
AIG	Address Indicating Group
AIM	Accountable Item Management
ALT	Administrative Lead Time
AMC	Acquisition Method Code
AMC	Area Maintenance Coordinator
AMCS	Acquisition Method Suffix Code
AMDF	Army Master Data File
ANMCS	Anticipated Not Mission Capable Supply
AMMIS	Aviation Materiel Management Information System
AOR	Area of Responsibility
APA	Appropriation Purchase Account

ENCLOSURE A
ACRONYMS AND ABBREVIATIONS

A *(cont.)*

APL	Allowance Parts List
ARSC	Aircraft Repair and Supply Center
ARMS	Automated Requisition Management System
ATAC	Advanced Traceability and Control
ATC	Aviation Training Center
ATON	Aids To Navigation
ATU	Administrative Target Unit
AUTODIN	Automatic Digital Network

ENCLOSURE A
ACRONYMS AND ABBREVIATIONS

B

BOA	Basic Ordering Agreement
BOSS	Boat Outfit and Support System
BOSS	Buy Our Spares Smart
BPA	Blanket Purchase Agreement
Bulk POL	Bulk Petroleum

ENCLOSURE A
ACRONYMS AND ABBREVIATIONS

C

CAGE	Commercial and Government Entity Code
CALMS	Combined Allowances for Logistics Maintenance and Support
CASKO	Component, Assembly, Set, Kit, and Outfit
CASREP	Casualty Report
CB	Change Bulletin
CBR (-D)	Chemical, Biological, and Radiological (Defense)
CCB	Configuration Control Board
CCF	Configuration Change Form
CDM	Configuration Data Manager
CFR	Code of Federal Regulations
CG	Coast Guard
CGOF	Coast Guard Oracle Financials
CG-ICN	Coast Guard Item Control Number
CGSW	Coast Guard Standard Workstation
CHOP	Change of Operational Control
CI	Configuration Item
CIC	Content Indicator Code
CICA	Competition In Contracting Act
CID	Component Identification
CIFD	Configuration Item Functional Description
CIMS	Contract Information Management System
CINCLANTFLT	Commander in Chief, U. S. Atlantic Fleet
CINCPACFLT	Commander in Chief, U. S. Pacific Fleet

ENCLOSURE A
ACRONYMS AND ABBREVIATIONS

C *(cont.)*

CM	Configuration Management
CMD	Catalog Management Data
CMP	Class Maintenance Plan
CMP	Commodity Management Plan
CMplus	Configuration Management Plus
CNO	Chief of Naval Operations
CO	Commanding Officer
COB	Close of Business
COCO	Chief of Contracting Office
COG	Cognizance Code
COMSEC	Communications Security
COMDTINST	Commandant Instruction
CONUS	Continental United States
COSAL	Consolidated Ships Allowance List
COSIS	Care of Supplies in Storage
CPU	Central Processing Unit
CRIM	Cargo Routing Information Management System
CSA	Configuration Status Accounting
CSC	Customer Supply Center
CSMP	Current Ships Maintenance Project
CTIC	Contract Technical Information Code

ENCLOSURE A
ACRONYMS AND ABBREVIATIONS

D

DAAS	Defense Automatic Addressing System
DAASO	Defense Automatic Addressing System Office
DARECOMPSCC	Development and Readiness Command Packaging Storage and Containerization Center
DDC	Defense Distribution Center
DEMIL	Demilitarization
DEPRA	Defense European and Pacific Redistribution Activity Procedures
DESC	Defense Energy Supply Center
DFARS	Defense Federal Acquisition Regulation Supplement
DHS	Department of Homeland Security
D/I	Due-In
DIC	Document Identifier Code
DID	Data Item Description
DIPEC	Defense Industrial Plant Equipment Center
DISC	Defense Industrial Supply Center
DLA	Defense Logistics Agency
DLAI	Defense Logistics Agency Instruction
DLAR	Defense Logistics Agency Regulation
DLIS	Defense Logistics Information Service
DLMS	Defense Logistics Management System
DLMSO	Defense Logistics Management System Office
DLR	Depot Level Reparable
DLSC	Defense Logistics Services Center
DLSSO	Defense Logistics Standard Systems Office
DMA	Defense Mapping Agency
DMAHCO	Defense Mapping Agency Hydrographic Center Office

ENCLOSURE A
ACRONYMS AND ABBREVIATIONS

D *(cont.)*

D/O	Due-Out
DoD	Department of Defense
DoDAAC	Department of Defense Activity Address Code
DoDAAD	Department of Defense Activity Address Directory
DOT	Department of Transportation
DPSC	Defense Personnel Support Center
DRIS	Defense Regional Interservice Support Programs
DRMO	Defense Reutilization and Marketing Office
DRMS	Defense Reutilization and Marketing Service
DRO	Disposal Release Order
DSC	Defense Supply Center
DSS	Distribution Standard System
DTG	Date-Time Group
DTO	Direct Turn Over
DTS	Defense Transportation System
DUSD (L)	Deputy Under Secretary of Defense for Logistics
DVD	Direct Vendor Delivery

ENCLOSURE A
ACRONYMS AND ABBREVIATIONS

E

EC	Electronic Commerce
EC	Engineering Change
ECP	Engineering Change Proposal
ECR	Engineering Change Request
EDI	Electronic Data Interchange
EIC	Equipment Identification Code
EILSP	Equipment/System Integrated Logistics Support Plan
ELC	Engineering Logistics Center
EOD	Explosive Ordnance Disposal
EOQ	Economic Order Quantity
EPPL	Excess Personal Property List
ERQ	Economic Repair Quantity
ESD	Estimated Shipping Date
EUCOM	Europe Command

ENCLOSURE A
ACRONYMS AND ABBREVIATIONS

F

FAD	Force Activity Designator
FAR	Federal Acquisition Regulations
FCC	Fleet Command Center
FCS	Federal Catalog System
FEDLOG	Federal Logistics Record
FEDS/Screen	Federal Excess Disposal System/Screen by Computer
FED-STD	Federal Standard
FEDSTRIP	Federal Standard Requisitioning and Issue Procedures
FIFO	First In, First Out
FINCEN	Coast Guard Finance Center
FINCENINST	Finance Center Instruction
FINCENSOP	Finance Center Standard Operating Procedures
FLIS	Federal Logistics Information System
FLS	Fleet Logistics System
FMS	Foreign Military Sales
FMV	Fair Market Value
FPD	Financial Procurement Desktop
FPMR	Federal Property Management Regulations
FPO	Fleet Post Office
FPR	Failed Part Reporting
FSC	Federal Supply Class
FSG	Federal Supply Group
FSL	Forward Stockage Location
FSS	Federal Supply Schedule
FSS	Federal Supply System
FY	Fiscal Year

ENCLOSURE A
ACRONYMS AND ABBREVIATIONS

G

GAO	General Accounting Office
GBL	Government Bill of Lading
GFE	Government Furnished Equipment
GFI	Government Furnished Information
GFM	Government Furnished Materiel
GFP	Government Furnished Property
GIM	Gaining Item Manager
GPETE	General Purpose Electronic Test Equipment
GSA	General Services Administration
GUCL	General Use Consumable List

ENCLOSURE A
ACRONYMS AND ABBREVIATIONS

H

HAZCOM	Hazardous Communication
HAZMAT	Hazardous Materiel
HAZMIN	Hazardous Material Minimization
HAZMINCTR	Hazardous Material Minimization Center
HM&E	Hull, Mechanical, and Electrical
HCC	Hazardous Material Characteristics Code
HMC&M	HAZMAT Control and Management
HMIS	HAZMAT Information System
HSC	Hierarchical Structure Code
HW	Hazardous Waste

ENCLOSURE A
ACRONYMS AND ABBREVIATIONS

I

IAW	In Accordance With
ICP	Inventory Control Point
ILP	International Logistics Program
ILSMT	Integrated Logistics Support Management Team
ILSP	Integrated Logistics Support Plan
IM	Inventory Manager
IMC	Item Management Coding
IMDG	International Maritime Dangerous Goods
IMM	Integrated Materiel Manager
IMMC	Integrated Materiel Management Committee
IMO	International Maritime Organization
IMPAC	International Merchant Purchase Authorization Card
INMARSAT	International Maritime Satellite
IRIS	Interrogation Requirements Information System
I&S	Interchangeability and Substitutability
ISC	Integrated Support Command
ISIS	Integrated Submarine Information System
ISSA	Interservice Supply Support Agreement
ITSC	Item Type Storage Code

ENCLOSURE A
ACRONYMS AND ABBREVIATIONS

J

JCN	Job Control Number
JCS	Joint Chiefs of Staff
JTAV	Joint Total Asset Visibility

L

LIDS	Logistics Information Data Service
LIFO	Last In, First Out
LIM	Losing Inventory Manager
LIN	Line Item Number
LIRSH	Navy List of Items Requiring Special Handling
LOGAIR	Logistics Air
LOGREQ	Logistics Request
LOGRUN	Logistics Remote Users Network
LR	Logistics Reassignment
LSN	Local Stock Number
LUFS	Large Unit Financial System

ENCLOSURE A
ACRONYMS AND ABBREVIATIONS

M

MAC	Military Airlift Command
MAM	Maintenance Assistance Module
MAP	Military Assistance Program
MC	Management Code
MCC	Materiel Condition Code
MCC	Materiel Control Code
MCC	Mission Criticality Code
MCRL	Master Cross Reference List (part of FEDLOG)
MICA	Management Information for Configuration and Allowance
MILSBILLS	Military Standard Billing System
MILSCAP	Military Standard Contract Administration Procedures
MILSPECS	Military Specifications
MILSPETS	Military Standard Petroleum System
MILSTD	Military Standard
MILSTAMP	Military Supply Transportation and Movement Procedures
MILSTEP	Military Standard Supply and Transportation Evaluation Procedures
MILSTICCS	Military Standard Item Characteristics Code Structure
MILSTRAP	Military Standard Transaction Reporting and Accounting Procedures
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MINI-TAV	Mini-Total Asset Visibility
MIPR	Military Interdepartmental Purchase Request
MIS	Management Information System
MLCLANT	Maintenance and Logistics Command, Atlantic
MLCPAC	Maintenance and Logistics Command, Pacific
MOA	Memorandum of Agreement

M *(cont.)*

MOE	Major Organizational Entity Code
MOU	Memorandum of Understanding
MOV	Materiel Obligation Validation
MQCSS	Materiel Quality Control Storage Standards
MRIL	Master Repairable Item List
MRO	Materiel Release Order
MRP	Materiel Returns Program
MRQ	Maximum Release Quantity
M&S	Media and Status
MSC	Military Sealift Command
MSDS	Material Safety Data Sheet
MTR	Mandatory Turn-in Reparable

ENCLOSURE A
ACRONYMS AND ABBREVIATIONS

N

NAFA	Non-Appropriated Fund Activity
NASG	Navy Afloat Shipping Guide
NATO	North Atlantic Treaty Organization
NAVAIR	Naval Air Systems Command
NAVELEX	Naval Electronic Systems Command
NAVFACNGCOM	Naval Facilities Engineering Command
NAVFORSTAT	Navy Force Status
NAVICP	Naval Inventory Control Point
NAVSEA	Naval Sea Systems Command
NAVSUP	Naval Supply Systems Command
NC	Not Carried
NCB	National Codification Bureau
NEM	Naval Engineering Manual
NESSS	Naval and Electronic Supply Support System
NFAC	Naval Finance and Accounting Center
NICN	Navy Item Control Number
NIIN	National Item Identification Number
NIMA	National Imagery and Mapping Agency
NIRF	National Inventory Record File
NIS	Not In Stock
NLT	Not Later Than
NMCS	Not Mission Capable Supply
NOTAL	Not to All
NOV	Notice of Violation

ENCLOSURE A
ACRONYMS AND ABBREVIATIONS

N *(cont.)*

NPFC	Naval Publications and Forms Center
NRC	Nuclear Regulatory Commission
NRFI	Not Ready For Issue
NSA	Navy Stock Account
NSN	National Stock Number

ENCLOSURE A
ACRONYMS AND ABBREVIATIONS

O

OBE	Overtaken By Events
OCONUS	Outside the Continental United States
ODS	Ozone Depleting Substances
OE	Operating Expense
OFCO	Operating Facility Change Order
OGA	Other Government Agency
OIC	Officer In Change
OL	Operating Level
OM&S	Operating Materiel and Supplies
O/ST	Order/Shipping Time Level
OPFAC	Operating Facility or Operating Facility Code
OLSP	Operational Logistics Support Plan
OGA	Other Government Agency
OR	Operational Readiness
ORDALT	Ordnance Alteration
OSD	Office of the Secretary of Defense
OSHA	Occupational Safety and Health Administration
OSC	Operations System Command
OSI	Operating Space Item

ENCLOSURE A
ACRONYMS AND ABBREVIATIONS

P

PACOM	Pacific Area Command
PEB	Pre-Expended Bin (Materiel)
PD	Priority Designator
PES	Program Element Status
PG	Priority Group
PHS&T	Packaging, Handling, Storage, and Transportation
PICA	Primary Inventory Control Activity
PIPS	Price Inquiry Processing System
PM	Platform Manager
PM	Program Manager
PMCS	Partial Mission Capable Supply
P-NICN	Permanent Navy Item Control Number
PPB	Planning, Programming, and Budgeting
POD	Port of Debarkation
POE	Port of Embarkation
POL	Petroleum, Oils, and Lubricants
PQDR	Product Quality Deficiency Report
PR	Procurement Request
PRC	Process Review Committee
PRI	Priority Routing Identifier
PRO	Project Resident Office
PV	Prime Vendor

ENCLOSURE A
ACRONYMS AND ABBREVIATIONS

R

RADIAC	Radioactive Detection Indication and Computation
RAC	Requisitioning Address Code
RCL	Radiac Calibrations Laboratory
RDD	Required Delivery Date
RFI	Ready For Issue
RI	Routing Identifier
RIC	Routing Identifier Code
RIMCS	Recoverable Item Movement Control System
RMCS	Recoverable Item Movement Control System
RP	Record Position
RPS	Road Parcel Service
RIO	Resident Inspection Office
RO	Requirement Objective
ROD	Report of Discrepancy
ROI	Return on Investment
RDT&E	Research, Development, Test, and Evaluation

S

SA	Storage Activity
SAAL	Support Activity Allowance List
SAMMS	Standard Automated Material Management System
SAN	System Advisory Notice
SAP	Simplified Acquisition Procedures
SAR	Search and Rescue
SCA	Stock Control Activity
SCANTS	Ship Control And Navigation Training System
SCC	Supply Condition Code
SCLSIS	Ships Configuration & Logistics Support Information System
SCR	System Change Request
SDD	Scheduled Delivery Date
SDL	Standard Distribution List
SDR	Supply Demand Review
SDR	Supply Discrepancy Report
SF	Standard Form
SHIPALT	Ship Alteration
SICA	Secondary Inventory Control Activity
SIM	Selected Item Management
SIM	Serial Item Management
SL	Safety Level
SLC	Shelf Life Code
SLEP	Shelf Life Extension Program
SLES	Shelf Life Extension System
SMIC	Special Material Identification Code
SMR	System Management Release
SMR	Source, Maintenance and Recoverability Code

ENCLOSURE A
ACRONYMS AND ABBREVIATIONS

S *(cont.)*

SNUD	Stock Number User Directory
SOP	Standard Operation Procedures
SOS	Source of Supply
SPBO	Spare Parts Breakout
SPPM	Supply Policy and Procedures Manual
SR	Stock Readiness
SRI	Storeroom Items
SSR	Supply Support Request
STAR	Standard Automated Requisitioning
SUBJ	Subject
SUPADD	Supplementary Address
SUPCEN	Supply Center
SWASIA	Southwest Asia

T

TAV	Total Asset Visibility
TCMD	Transportation Control Movement Document
TCN	Transportation Control Number
TDR	Transportation Discrepancy Report
TELENET	Telephone Network
TIR	Total Item Record
TM	Technical Manual
T-NICN	Temporary Navy Item Control Number
TO	Transportation Officer
TOB	Target Operating Budget

ENCLOSURE A
ACRONYMS AND ABBREVIATIONS

U

UFS	Unit Financial System
UI	Unit of Issue
UID	Unique Item Identification
UM	Unit of Measure
UMMIPS	Uniform Materiel Movement and Issue Priority System
UND	Urgency of Need Designator
UPS	United Parcel Service
USA	United States Army
USAF	United States Air Force
USCG	United States Coast Guard
USD	Under Secretary of Defense
USMC	United States Marine Corps
USN	United States Navy
USO	Uniform Supply Operations (Manual)

ENCLOSURE A
ACRONYMS AND ABBREVIATIONS

V

VE	Value Engineering
VECP	Value Engineering Change Proposals
VEI	Value Engineering Incentive
VEP	Value Engineering Proposal
VPV	Virtual Prime Vendor

ENCLOSURE A
ACRONYMS AND ABBREVIATIONS

W

WAGB	Coast Guard Cutter Icebreaker
WHEC	Coast Guard Cutter High Endurance
WMEC	Coast Guard Cutter Medium Endurance
WPB	Coast Guard Cutter Patrol Boat Medium
WTGB	Coast Guard Cutter Icebreaking Tug
WLB	Coast Guard Cutter Buoy Tender, Seagoing
WYTL	Coast Guard Cutter Harbor Tug Small
WIX	Coast Guard Cutter Training Cutter
WLI	Coast Guard Cutter Buoy Tender, Inland
WLIC	Coast Guard Cutter Construction Tender, Inland
WLM	Coast Guard Cutter Buoy Tender, Coastal
WLR	Coast Guard Cutter Buoy Tender, River
WPC	Coast Guard Cutter Patrol Boat
WSF	Weapons System File
WWMCCS	Worldwide Military Command and Control Systems

ENCLOSURE A
ACRONYMS AND ABBREVIATIONS

Y

YFRI	Yard Fund Retail Inventory

ENCLOSURE B
SPPM GLOSSARY

ENCLOSURE B
SPPM GLOSSARY

A

Accessory — A part, subassembly, or assembly designed for use in conjunction with or to supplement another assembly, unit or set, and which contributes to the effectiveness without extending or varying the basic function of the assembly or set. An accessory may be used for testing, adjusting, or calibrating purposes (e.g., test instrument, recording camera for radar set, headphones, emergency power supply).

Accountability — The obligation imposed by law or regulation, on a designated individual for keeping accurate records of property, documents, or funds. The person having this obligation may or may not have actual possession of the property, documents, or funds. Accountability is concerned primarily with records, while responsibility is concerned primarily with custody care, and safekeeping, (refer to Chapter 1, Organizational Responsibilities and Logistics Systems).

Accountable Activity — Refers to accountability of all Activities that will receive, issue or store (safekeeping of Materiel in their custody or possession) materiel. Is not necessarily just financial accountability (responsibility for financial records). Some activities do not have financial capability, but are responsible (accountable) for materiel on-hand at that location.

Accountable Officer — The individual required to direct the recording and maintenance of records of property and funds, but may not have physical possession of or responsibility for the property, documents or funds. See "Accountability."

Accountable Property — A term used to identify Government property that is recorded in a formal property management or accounting system, and is controlled by an identification system with supporting records-from acquisition to disposal.

Acquisition — The acquiring by contract with appropriated funds of supplies or services (including construction) by and for the use of the Federal Government through purchase or lease, whether the supplies or services are already in existence or must be created, developed, demonstrated, and evaluated. Acquisition begins at the point when the agency needs are established and includes the description of requirements to satisfy the agency needs, solicitation, and selection of sources, award of contracts, contract administration, and those technical and management functions directly related to the process of fulfilling the agency needs by contract.

ENCLOSURE B
SPPM GLOSSARY

A (*cont.*)

Acquisition Advice Code (AAC)	Indicates how and under what restrictions an item will be acquired.
Acquisition Method Code (AMC)	A single-digit numeric code, assigned to a spare part by the Inventory Control Point managing that part, which describes the results of a technical review of the part and its suitability. The AMC number indicates to the contracting officer whether the part may be procured competitively.
Acquisition Method Suffix Code (AMSC)	A single-digit alpha code, assigned by the Inventory Control Point to provide the contracting office with engineering, manufacturing and technical information which is considered in the acquisition process.
Activity Code	A two-position code assigned by the Defense Logistics Information Service (DLIS) for use in the Federal Catalog System to identify an activity for cataloging and management purposes. USCG activity code = XG (ELC) and XH (ARSC).
Activity Control Number (ACN)	An interim stock number assigned to an item awaiting establishment of a National Stock Number (NSN) by DLIS or an item not anticipated to require NSN establishment. ACNs will not be found in FEDLOG. The unit MICA will contain this information.
Actual Manufacturer	An individual, activity or organization that performs the physical fabrication processes that produce the deliverable part or other items of supply for the government. The actual manufacturer must produce the part in-house. The actual manufacturer may or may not be the design control activity.
Adjustment	An adjustment is used to reconcile the actual on-hand quantities within Unit Stock storage locations with the automated Stock Record (TAIT or CMplus) quantities. Adjustments are tied to Physical Inventory Reconciliation and are not to be used in conjunction with normal Issue and Receipt of materiel.
Administrative Control	Directions or exercise of authority over subordinate or other organizations in respect to administrative matters, such as personnel management, supply services, and other matters not included in the operational missions of the subordinate or other organizations.
Administrative Lead-Time (ALT)	The time interval between initiation of procurement action and the letting of a contract or placing of an order.

A *(cont.)*

Advice Code — The "Advice Code" is used in a MILSTRIP requisition to provide special instructions to the source of supply, such as "Do not substitute," "Do not backorder," "Furnish exact quantity," etc. *(See Enclosure D, MILSTRIP Supply and Storage Codes)*.

Allowances — All maintenance-significant parts, special tools, and consumables, which are necessary to maintain that equipment in operating condition.

Allowance Change Request (ACR) — A document sent by the unit to ELC or ARSC requesting a change to the unit allowance list.

Allowance Documents — Lists of maintenance-significant items (spare and repair parts, special tools, and consumables) that are required to support a system or equipment. The items on these lists become candidates for stocking by an Inventory Control Activity. These candidates are then coded to indicate whether or not they are authorized to be stocked as unit spares and in what quantity.

Allowance Equipage List (AEL) — A technical document contained in the Management Information for Configuration and Allowances (MICA). Allowance Equipage Lists (AELs) are prepared under the direction of the Program Manager and/or Sponsor, as well as with information obtained from manufacturers and vendors. It is prepared for various categories of mechanical, electrical or ordnance systems. When used for systems, the AELs include the items required for operation of the system and the repair parts required for maintenance of the system. This materiel falls into the general category of tools and equipage, which are retained in the custody of the user department. AEL is also known as Configuration Parts Listing (CPL) in CMplus.

Allowance Items — All maintenance-significant parts, special tools, and consumables, which are necessary to maintain that equipment in operating condition. These candidates are then coded to indicate whether or not they are authorized to be stocked as unit spares and in what quantity.

Allowance Parts List (APL) — An APL is an allowance document developed for every installed and centrally supported equipment in the USCG inventory. It is a list of all maintenance-significant parts, special tools, and consumables that are necessary to maintain that equipment in operating condition. It is contained in Management Information for Configuration and Allowance (MICA); it is also known as Configuration Parts Listing (CPL) in CMplus.

ENCLOSURE B
SPPM GLOSSARY

A *(cont.)*

Allowance Quantity	The number of a specific line item authorized to carry by the unit as determined through the ELC Allowance algorithm. Also known as depth.
Alternate Number	A type of reference number. Identification to a National Stock Number (NSN) normally is made by use of a primary reference number. Additional numbers that can be used to determine an NSN, such as manufacturer's part numbers, drawing and piece numbers are referred to as alternate numbers.
AMMIS Allowance List	Allowances contained in the Aviation Maintenance Management Information System (AMMIS). It is prepared for individual items and a limited number of subassemblies.
Annual Appropriation	An appropriation that is available for incurring obligations during the fiscal year specified in the Appropriation Act (e.g., OE 30, Operating and Maintenance; OE 41, Aeronautical Engineering; OE 42, Telecommunications; and OE 44, Logistics and Supply).
Annual Buy Quantity	The forecast quantity of a part required for the next 12 months.
Annual Buy Value (ABV)	The annual buy quantity of a part multiplied by its unit price.
Application	The relationship of repair parts to end items or major components.
Appropriation Purchase Account (APA)	A funding technique where items are centrally provided by the ELC/ARSC with annual OE funds or provided as initial provisioning stocks funded by AC&I or specific OE programs. APA items are usually provided to authorize users without reimbursement.
ARSC	The Aircraft Repair and Supply Center (ARSC) is a Coast Guard facility located in Elizabeth City, NC. ARSC is the Inventory Control Point and central repair facility for aviation.
Assembly	A number of parts or subassemblies joined together to perform a specific function.
Asset	Assets in storage at retail consumer level sites, at retail intermediate storage sites, at disposal activities, or in wholesale inventories. Primary or secondary materiel, to include materiel on-hand and due-in.
Attrition	The reduction of inventory by subsequent issue rather than disposal.

A *(cont.)*

Automated Requisition Management System (ARMS2)	The Coast Guard's central requisition routing hub between Coast Guard units and the Defense Automated Addressing System Center (DAASC). Serves as a historical repository for the majority of all USCG requisitioning activity. Communicates with the CMplus/FLS unit level system via communications middleware developed for the LEIS II project.
Automatic Data Processing (ADP) Equipment	A group of interconnected machines consisting of input, storage, computing, control, output, and other peripheral devices, which use electronic circuitry in the computing element to perform logical and arithmetic operations by means of programmed instructions.
Automatic Data Processing Systems	The recording, filing, computing, data, production, automatic, and sequential processes required for operation of ADP.
Automatic Voice Network (AUTOVON)	A telephone system used throughout DoD worldwide.
AVCAL	The Aviation Consolidated Allowance List (AVCAL) contains a list of items authorized that should be on hand to support aviation equipment.
Average Endurance Test	The quantity of materiel normally required to be on-hand to sustain operation for a stated period without augmentation. Average endurance level is the medial between the safety level and stockage objective (i.e., the safety level plus one-half the operating level).

ENCLOSURE B
SPPM GLOSSARY

B

Backorder	The quantity of an item requisitioned by ordering activities that is not immediately available for issue, but is recorded as a stock commitment for future issue.
Bill of Lading	Is the primary document used to procure freight and express transportation and related services from commercial carriers, including Freight Forwarders.
Boat Outfit and System Support (BOSS)	Parts maintained by Groups to support assigned boats.
Breakout	The improvement of the acquisition status of a part resulting from a technical review and a deliberate management decision. The competitive acquisition of a part previously purchased noncompetitively and the direct purchase of a part previously purchased from a prime contractor who is not the actual manufacturer of the part.
Budget	A planned program for a fiscal period in terms of estimated costs, obligations, and expenditures.
Budget Forecast	Estimates prepared before the beginning of a fiscal year, based upon forecast of the workload to be performed.
Bulk Items	Any item normally ordered in mass quantity whose individual unit value is not cited by industry standard. Normally a product available in unlimited number of units like lubricating oil bought by the gallon but delivered by truck. Gasoline is a bulk product.
Bulk Petroleum (BULK POL)	Petroleum products that are packaged, stored, and issued in containers having a fill capacity of over 55 gallons. Examples include JP4 Jet Fuel, diesel fuel, and AVGAS.

ENCLOSURE B
SPPM GLOSSARY

C

CAGE Code — The Commercial and Government Entity (CAGE) code provides a means of identifying manufacturers without writing out the complete name and address. The Defense Logistics Agency has assigned five-digit identifying numbers to all manufacturers and suppliers that contract with the government. Units must use the CAGE Code in combination with the Manufacturer's Part Number to identify the Unit Stock Materiel in stock lists and cross-reference listings.

CALMS — Replaced by MICA.

Cancelled Card — A card that has been deleted from the FleetFuel database and is no longer valid for use.

Cancellation — The act of canceling; calling off some arrangement. The act of nullifying; making null and void; counteracting or overriding the effect or force of something.

Cannibalize — To remove serviceable parts from one item of equipment in order to install them on another item of equipment or placed in stock for future use.

Capital Authorization — Capital Authorization is an operating target assigned to each activity with a Supply Fund account. It provides a dollar limitation on the value of inventory and undelivered orders that may be maintained by a supply account (S/A) at any time.

Capitalization — The recording of the dollar value of general property and materiel in inventory in an appropriate General Ledger Account. From the Financial Resource Management Manual (FRMM), COMDTINST M7100.3 (series), Chapter 7: Recording and carrying forward any expenditure into one or more future periods (SFFAS #6). This process matches the benefits gained from that expenditure with the associated cost and does not include repair and maintenance (R&M) costs.

Capitalized Assets — Items in a category of property (e.g. real, GPP, OM&S) at or above a specific dollar value. All assets above the threshold for that class of property will be recorded on the Coast Guard's Balance Sheet. This Balance Sheet is validated by the Department of Homeland Security (DHS) Inspector General's Office and presented to Congress as a true statement of the value of property held by the Coast. This is a requirement of the Chief Financial Officer Audit Act.

C *(cont.)*

Carcass	An unserviceable reparable item.
Care of Supplies in Storage (COSIS)	A program composed of a set of processes and procedures whose purpose is to ensure that materiel in storage is maintained in ready-for-issue condition or to prevent uneconomic deterioration of unserviceable materiel. With proper COSIS, supplies and equipment in storage will be preserved and maintained in a serviceable condition through inspection and actions taken to correct any forms of deterioration and to restore materiel to ready-for-use condition. COSIS include the in-storage inspection, minor repair, testing, exercising, preservation, and packing of materiel and all intra-depot materiel movement to perform those tasks.
Casualty Report (CASREP)	A report from a unit informing supporting activities that the unit has an equipment failure affecting its operational readiness to perform assigned missions. A CASREP provides information as to nature failure, effect of mission, requirements for repair of the equipment, and assistance needed.
Cataloging	This term encompasses the policies, principles, rules, guides and procedures for naming, identifying, classifying and stock numbering items of supply.
Chargeable Activity	The unit for which expenditures represent a cost of operation regardless of funds used, the activity administering the funds, the activity performing the accounting, or the activity preparing the requisition. Activity that provides funding for a requested supply or service.
Circuit Symbol	Also known as Reference Designator/Assembly Designator. Letters or numbers or both used to uniquely identify and locate discrete units, and basic piece parts of a specific electronic or electrical system/equipment. A method of coding that identifies the specific level of indenture within equipment in top down or disassembly order from end item to piece part. Coding is applied in accordance with ANSI Y 32.16, Reference Designations for Electrical and Electronic Parts and Equipment.
Classified Item	A controlled item requiring protection in the interest of national security.
Close of Business (COB)	Usually referring to the hour of day in which normal daily operations within an organization cease.

C *(cont.)*

Cognizance Code (COG)	A two-position numeric-alpha code identifying a stock numbered item with the Coast Guard or Navy inventory manager of a specific category of materiel in which the item is included. It also indicates whether the materiel is managed in a Navy Stock Account (NSA) stores account, an Appropriation Purchase Account (APA) stores account or a non-stores account.
Commercial and Government Entity Code (CAGE)	A code that identifies the name and address of commercial businesses and Government activities. Larger businesses may have more than one code. CAGE codes are found in FEDLOG.
Commercial Packaging	The materiel and methods used by the supplier that meet the requirements of the distribution systems serving the US Coast Guard, DoD services, and commercial customers.
Commercial Part or Item	A part or item manufactured primarily for the commercial rather than military market yet has both commercial and military applications. Commercial parts or items are manufactured in accordance with normal commercial quality controlled production runs that meet or exceed the requirements of government specifications or standards.
Common Item	Any item of materiel, which is required for use by more than one activity used to denote any consumable item except repair parts or other technical items, or available commercial items.
Common Servicing	That function performed by one military service in support of another military service, from which reimbursement is not required.
Common User Airlift Terminals	A facility that regularly provides (for two or more Services) the terminal functions of receipt, transit storage or staging, processing, and loading or unloading of cargo or passengers on an aircraft. It may be a military installation, part of a military installation, or a commercial facility operated under contract or arrangement by a DoD component.
Common-User Ocean Terminals	A military or commercial facility operating under contract or arrangement by the Military Traffic Management and Terminal Services. Terminal functions consist of receipt, transit storage, staging, processing, loading or unloading of passengers or cargo aboard ships.
Competition	A contract action where two or more responsible sources, acting independently, can be solicited to satisfy the government's requirements. (See definitions for limited competition and full and open competition.)

C *(cont.)*

Competition Advocate	The Competition in Contracting Act (CICA) of 1984, established Competition Advocates for government agencies and their respective contracting offices. Competition Advocates foster full competition by challenging barriers to competition, such as, unnecessarily detailed specification or excessively restrictive statements of need.
Component	An assembly or any combination of parts subassemblies and assemblies mounted together. Normally to be affixed to an end item. (See Major Component).
Concurrent Delivery	The simultaneous delivery of support items with the end item being provisioned.
Configuration Baseline	An agreed to description of the attributes of a product, at a point in time, which serves as a basis for defining change.
Configuration Data Manager (CDM)	The individual or an activity, usually located at an ICP, who has responsibility for maintaining the configuration data of a unit.
Configuration Identification	The process of identifying CIs and the documentation that will be used to support configuration status accounting and control of a CI for its life cycle. Configuration identification leads to the release of approved CIs, their associated configuration baselines and configuration documentation.
Configuration Item	Any hardware, softeware or combinationof both that has an end-use function and has been designated for separate configuration management.
Configuration Management	A process from acquisition through disposal by which changes, maintenance or associated parts are tracked and identified through a complex process of decomposing or breaking out a System into numerous lower level items/line replace able unit.
Configuration Management Plus (CMplus)	CMplus is the primary unit level configuration, maintenance, and supply system. CMplus allows access to information relating to the units inventory, maintenance, requisitioning and equipment history.
Configuration Parts Listing (CPL)	CPLs consist of Allowance Parts Lists (APL), Allowance Equipage Lists (AEL), and any other item that is used at the unit. It is used in the Supply module with allowances in CMplus.
Configuration Status Accounting (CSA)	The reporting and recording of the information that is needed to manage configuration effectively, including a listing of the approved configuration identification, the status of proposed changes to configuration, and the implementation status of approved changes.

C *(cont.)*

Consumable	A non-repairable item or repair part which can be discarded more economically than it can be repaired or which is consumed in use. It does not include support equipment but does include repair parts for support equipment.
Consumer-Level of Supply	An inventory, regardless of funding source, usually of limited range and depth, held only by the final element in an established supply distribution system for the sole purpose of internal consumption.
Consumption Document	The form used to record and/or report issues of materiel. Consumption occurs when the materiel is issued, regardless of when used.
Consumption Rate	The average quantity of an item consumed or expanded during a given time interval, expressed in quantities by the most appropriate unit of measurement per applicable started basis.
Containerization	The use of transport containers (that is, CONEX, MILVAN, SEAVAN, RO/RO trailers) to unitize cargo for transportation, supply, and storage. Containerization aids carriage of goods by one or more modes of transportation without the need for intermediate handling of the contents.
Continental U. S. (CONUS)	The 48 contiguous mainland states, excluding Hawaii and Alaska.
Contracting Officer	An official designated to enter into or administer contracts and make related determinations and findings.
Contract Modification	Any written alteration in the specification, delivery point, rate of delivery, contract period, price, or quantity, accomplished by unilateral action in accordance with a contract provision, or by mutual action of the parties to the contract. This includes bilateral actions such as supplemental agreements, and unilateral actions such as change orders, administrative changes, notices of termination, and notices of the exercise of a contract option.
Contractor	Any individual, company, partnership, association or corporation holding a contract with the Coast Guard.
Contractor Technical Information Code (CTIC)	A two digit alpha code assigned to a part by a prime contractor to furnish specific information regarding the engineering, manufacturing and technical aspects of that part.

C *(cont.)*

Controlled Inventory Items	Those items designated as having characteristics that require they be identified, accounted for, secured, segregated, or handled in a special manner to ensure their safeguard or integrity. They consist of classified, sensitive, and pilferable items.
Coordinated Procurement Assignee	The agency or military service assigned to purchase all Department of Defense requirements of a particular Federal Supply Group/Class, commodity, or item.
Cost	Cost is the total amount of funds required to acquire, utilize, and maintain the specified functions. For the seller, this is the total expense associated with the production of a product. For the DoD, the total cost includes not only the purchase price of the product but also the costs of introducing it into the activities inventory, operating it, supporting it throughout its usable life and disposing of it when it no longer serves a useful, functional purpose. (Total cost also includes a proportionate share of the in-house expenditures for development, engineering, testing, spare parts, and various categories of overhead expense.)
Cost, Actual	A cost sustained in fact, as opposed to a standard, predetermined, or estimated cost.
Cost Avoidance	The future annual savings the Coast Guard should realize through breakout activities. This represents projected, not realized, saving.
Cost Estimate	An estimate, generally built up from the individual elements of cost (materiel, labor and other resources) and profit require by a cost-efficient source of supply to produce an item in an economic order quantity and/or other quantity.
Cost Variance	The deviation of actual cost from the standard source, excess of actual cost over standard cost, or vice versa. Cost Variance is recorded by use of MILSTRAP DICs DB_ and DC_.
Country Code	A two-position code located in the 5th and 6th positions of the NSN. It identifies the country with integrated materiel management responsibility for the item. Code "00" represents US managed items assigned Federal Stock Numbers prior to 1 July 1974. Code "01" represents US managed items assigned NSNs after 1 July 1974. Synonymous with National Codification Bureau Code.
CPU	Central processing unit of an automatic data processing system.

C *(cont.)*

Critical Application — An application, identified by Military Standard (MIL-STD), Military Specification (MIL-SPEC), and/or technical publications, which identifies the requirement for and the use of a specific shelf-life item/materiel and the absence of identified shelf-life item/materiel would potentially cause a work stoppage or the end item's inability to accomplish the mission.

Critical Item — Materiel essential to the operational readiness of a unit, which is in short supply in the stock system (or expected to be in short supply for an extended period of time). Lists of critical items, with appropriate materiel control and/or inventory reporting instructions, are distributed periodically by inventory managers specifically to designated ashore and afloat activities. The term "critical item" also may be used afloat to refer to high usage, bulky consumable (e.g., "never out" items such as rags, toilet paper, etc.) because of shipboard space constraints and must be replenished at every opportunity.

Criticality Code — A symbol indicating certain characteristics of an item makes it unique because unusual tolerance, fit, tests, or other requirements affect its identification.

Cross Servicing — That function performed by one military service in support of another military service for which reimbursement is required from the service receiving support.

Current Fiscal Year — The fiscal year in progress but not completed, beginning 1 October and ending 30 September each year.

Cycle Counting — Method used to achieve inventory accuracy by counting a portion of a unit's inventory on a recurring (i.e., daily, weekly, monthly) basis.

ENCLOSURE B
SPPM GLOSSARY

D

Damage

1. Physical damage from external or internal forces that result in breakage, denting, marring, distortion, displacement, or abrasion.
2. Mechanical damage resulting from direct force that may impair mechanical or operational function of the item.

Data

A general term used to demote any or all facts, numbers, letters, and symbols that refer to, or describe an object, idea, condition, situation or other factors. It connotes basic elements of information, which can be processed or produced by a computer.

Data Element

A basic unit of information having a unique meaning and containing subcategories (data items) with distinct units of values (e.g., military personnel grade, sex, race, geographic location & military unit).

Data Item

A subunit of descriptive information or value classified under a data element. For example, the data element "military personnel grade," contains data items such as sergeant, captain and colonel.

Data Link

A communication link, which has terminals suitable for transmission of data. The distance between terminals could be hundreds of miles.

Data Pattern Message

A machine sensible document /transaction in a fixed length, 80-character card image - format, suitable for mechanical processing upon receipt.

Data Transceiver

A digital communication device capable of transmitting and receiving information in a form suitable for direct input to a data processing system.

Date Assembled

The date items or parts are assembled into Components, Assemblies, Sets, Kits and Outfits (CASKOs) or the date various CASKOs are assembled into a larger unit.

Date Manufactured

The date the item, materiel, or commodity was fabricated, processed, produced or formed for use. For drugs, chemicals, and biological substances, the date of manufacture for products submitted to the Food and Drug Administration (FDA) for certification prior to release is the date of the official certification notice. For products manufactured under the license of the Agricultural Research Service (ARS), the date manufactured conforms to the definition established by the ARS. The date of manufacture shall not be shown for medical items having expiration dates.

D *(cont.)*

Date Packed	The date when the product was packaged in the unit container, regardless of dates of packing, shipping, or additional processing (used for subsistence only).
Date of Requisition	The Julian date contained in the MILSTRIP Document Number.
Date-Time-Group (DTG)	The date and time, expressed in digits, at which a message was released for transmission.
Days	Calendar days.
Debarkation	The unloading of cargo or personnel from a ship or aircraft.
Defense Automatic Addressing System (DAAS)	Includes RIC SGA. And RIC SHA. The Defense Logistics Agency Activities responsible for receiving, automatic addressing, and routing MILSTRIP transactions. The appropriate reference is DoD 4140.29-M.
Defense Integrated Data System (DIDS)	A standard Department of Defense (DoD) system concerned primarily with item data, item cataloging and item specification and identification. Central manager is the Defense Logistics Information Service (DLIS), Battle Creek, Michigan.
Defense Logistics Information Service (DLIS)	The designated Department of Defense activity responsible for effecting the circulation of cataloging data, excess property information and redistribution of excesses. Responsibility includes furnishing commonality decks of inter-service items to ICPs and maintaining centralized records to reflect the exchange of releasable assets among the ICPs.
Defense European and Pacific Redistribution Activity (DEPRA)	A central system for screening and redistribution of DoD assets among European and Pacific activities.
Defense Packaging Policy Group	An OASD/military services/DLA group established as a permanent forum to provide policy, guidance, and standardization of packaging throughout the military services and DLA.
Defense Reutilization and Marketing Service (DRMS)	The designated DLA activity responsible for the reutilization of DoD excess and surplus property within DoD and non-DoD Federal agencies and authorized donees.

D *(cont.)*

Deficit	A shortage, in assets as opposed to requirements. For example, Requirements Objective (RO) deficit would be obtained by computing the total RO requirements minus current on hand plus due in.
Demand	As used in this manual, a request for either a not carried item, that is procured, or is issued from existing stock.
Demand Code	A single alphabetic character entered by the initiator of the requisition to indicate to the management element of a distribution system whether the demand is recurring or nonrecurring. Demand Codes are listed in enclosure D, MILSTRIP Supply and Storage Codes of this manual.
Demand During Lead-Time	The recurring demand which can be expected during the procurement or repair lead-time or the order and shipping time.
Demand Frequency	The number of times an item is requested within a given time period, regardless of the quantity requested or issued.
Demand, Non-Recurring	A request of a "one-time" nature, e.g., to provide an initial or authorized increase to support a planned requirement.
Demand, Recurring	Recurring request for the same item.
Demilitarization (DEMIL)	The act of destroying the military advantages inherent in certain types of materiel. The term includes, but is not limited to such things as mutilation, dumping at sea to prevent the further use of the equipment and materiel for its intended lethal purposes.
Department of the Air Force	The executive part of the Department of the Air Force which oversees all field headquarters, forces, reserve components, installations, activities, and functions under the control and supervision of the Secretary of the Air Force.
Department of the Army	The executive part of the Department of the Army which oversees all field headquarters, forces, reserve components, installations, activities, and functions under the control and supervision of the Secretary of the Army.
Department of the Navy	The executive part of the Department of the Navy which oversees the Headquarters, United States Marine Corps; the entire operating forces of the United States Navy (including naval aviation), and of the United States Marine Corps. This includes the reserve components of such forces, all field activities, headquarters, forces, bases, installations, activities, and functions under control or supervision of the Secretary of the Navy; and the united States Coast Guard when operating as part of the Navy pursuant to law.

D *(cont.)*

Depot (Supply)	An activity for receipt, classification, storage, accounting, issue, maintenance, procurement, manufacture, assembly, research, salvage, or disposal of materiel.
Depot Level Reparable (DLR)	The highest level of repair performed at designated maintenance activity to augment stocks of serviceable materiel. The term encompasses repairs performed at Coast Guard facilities, commercially, or at depot level activities of other military services and normally consists of one or more of the following: inspection, test, repair, or overhaul.
Depot Maintenance	That maintenance performed on materiel requiring major overhaul or the complete rebuilding of parts, assemblies, subassemblies, and end items, including the manufacture of parts, modifications, testing, and reclamation as required. Depot maintenance supports lower categories of maintenance by providing technical assistance and performing maintenance beyond their responsibility. Depot maintenance provides stocks of serviceable equipment by using more extensive facilities for repair than are available in lower maintenance activities.
Designated Overhaul Point	An activity (including an activity of another military service or a contractor) designated by a Program/Support Manager to perform highest (depot) level of repair on a particular item or group of items.
Design Change	A government approved engineering change incorporated into the end item that modifies, adds to, or supersedes a part in the end item.
Design Control Activity	A contractor or government activity having responsibility for the design of a given part, and for the preparation and currency of engineering drawings and other technical data for that part. The design control activity may or may not be the actual manufacturer.
Deterioration	The impairment of item quality, value, or usefulness caused by erosion, oxidation, corrosion, etc.
Direct Delivery	Items to be procured and shipped from suppliers/vendors to requesting organizations rather than to a storage activity.
Direct Purchase	The acquisition of a part from the actual manufacturer, including a prime contractor who is an actual manufacturer of the part.
Direct Turnover (DTO) Materiel	Any consumable, repair part, or general purpose property item ordered from sources external to the cutter which is delivered directly to the using department. Such materiel is required for immediate or planned use.

D *(cont.)*

Disassembly	The removal of repair parts or components from an end item resulting in that end product being reported under the appropriate condition code or in the instance of complete disassembly, the loss of the end item from inventory and the reporting of components on hand under their own stock number.
Disk	A thin metal plate coated with ferrous oxide used in the recording of storage data in an ADP System.
Disk Pack	A group of disks used in an Automated Data Processing System (ADPS), usually removable from the disk drive.
Disposal	The act of getting rid of excess or surplus general property by transfer, donation, sale, abandonment, or destruction in accordance with appropriate government regulations. Disposal does not include redistribution or property within the Coast Guard.
Distribution Code	A code entered in a requisition that serves only to indicate an addressee to receive status transactions (including MOV requests).
Distribution Field	The distribution field of a requisition serves a dual purpose when using the Navy Supply System. The first position indicates the distribution code that, in conjunction with the service designator code, indicates a monitoring activity that will receive 100% supply and shipment status on the requisition. Second and third positions indicate the cognizance symbol of the service originating the requisition. The distribution code (when assigned by the requisitioner) and the cognizance symbol will be perpetuated on all subsequent documentation.
Distribution Site Manager	The Distribution Site Manager is normally located at the Integrated Support Commands (ISCs). A list of the Distribution Site Managers, by location, can be found in enclosure I, *Customer Service*.
Distribution System	That complex of facilities, installations, methods and procedures, designated to receive, store, maintain, distribute and control the flow of materiel between the point of receipt into the supply system and the point of issue to using activities and units.
Diversion	The rerouting or cargo to a new transshipment point or via a different mode of transportation prior to arrival at the original destination.

D *(cont.)*

Document Identifier Code (DIC)	A three-character code which identifies the purpose of the document (e.g., requisition, cancellation, requisition modifier, follow up). The document identifier is a mandatory entry on all MILSTRIP documents.
Document Number	A 14-digit, non-duplicative number constructed to identify the military service, requisitioner, Julian date, and serial number.
Double Entry	An accounting system where every transaction is recorded in two parts, as a debit and credit. The debit in one part always equals the credit in the other part.
Drawings	Graphic data, such as graphs or diagrams, on which details are presented with sufficient information which define completely, directly, or by reference. The end result is the selection, procurement and manufacture of the item required.
Due-In (D/I)	Quantities of supplies scheduled to be received from vendors, repair facilities, assembly operations, inter-depot transfers and other supply sources.
Due-Out (D/O)	Items requisitioned, but unfilled and currently recorded as requirement for future issue.

ENCLOSURE B
SPPM GLOSSARY

E

Economic Order Quantity (EOQ)	The most economical quantity of low cost SIM items to order at one time, considering the applicable procurement and inventory costs.
Economic Repair Quantity (ERQ)	That quantity of materiel, which minimizes the total of the administrative cost to repair and the cost to hold the item in inventory.
Economic Retention Limit	The maximum quantity of an item that can be held in stock without incurring greater costs for carrying the stock than the costs for disposal and resulting loss of investment. Is shall be used to determine which portion of the inventory may be economically retained and which portion should be disposed of as excess.
Electronic Data Interchange (EDI)	A standard, commercial syntax and set of variable length transactions to facilitate the interchange of electronic data relating to such business transactions as order placement and processing, shipping and receiving information, invoicing, and payment and cash application.
Embarkation	The loading of personnel or of cargo onto ships or aircraft.
End Item	A final combination of end products, component parts, and/or materiel that is ready for its intended use, e.g., ship, tank, mobile machine shop, or aircraft.
End Item Population	That quantity of the end item planned to be put into service.
End User	The activity, which is the final recipient or consumer of an item of supply. Items issued as end use are reimbursed by the operating expense appropriation.
Engineering Logistics Center (ELC)	Activity derived from the consolidation of Supply Center Baltimore and Supply Center Curtis Bay.
Equipage	All articles needed to outfit an individual or organization. The term pertains to clothing, tools, utensils, vehicles, weapons, and other similar items. As to type of authorization, equipment may be divided into special (or project) equipment, equipment prescribed by tables or allowances, and equipment prescribed by tables of organization and equipment.

E *(cont.)*

Equipment Identification Code (EIC)	A seven-character code. The first position identifies the system; the second identifies the subsystem; the third and fourth identify the equipment category in the system; the remaining three digits provide greater definition of the part of the equipment being worked upon. EICs are assigned to equipment/components to indicate their relative position in a weapon system.
Equipment Installation	Those items of accessory equipment and furnishings, which are affixed as a part of the building, ship or facility. Excludes machine tools and production equipment. When installed, these items become part of the real property to which they are attached.
Equivalent Item	An item that is similar to another in that its characteristics are in strict accordance with drawings, specifications, standards or performance qualification tests (i.e., within limits or tolerances and compounds) specified therein. Repairable assemblies are equivalent only if their "purchased repair parts" and performance also are equivalent. "Purchased repair parts" are limited to those items of a design peculiar to the repairable assembly concerned.
Essential Item	Any item or part whose lack renders the supported system or end item inoperable.
Estimated Cost	A calculated amount (as distinguished from an actual outlay) based upon related cost experience, prevailing wages, and prices, anticipated budgetary controls or reimbursement.
Excess Listings	Consolidated listings of excess general property prepared by the Defense Retaliation and Marketing Service (DRMS), the General Services Administration (GSA), or other government agencies to advertise items that may be required for further utilization.
Excess Property	The quantity of property in possession of any component of the Department of Defense exceeding the quantity required or authorized for retention by that component.
Excess Stock	The quantity of an item on-hand in inventory, which exceeds the sum of the requisitioning objective plus any authorized program stock (e.g., mobilization reserve) plus any authorized economic or contingency retention stock. It is that quantity which exceeds the retention limit.

E *(cont.)*

Expendable Property	Property that may be consumed in use or loses its identity in use and may be dropped from stock record accounts when issued or used. An expendable end item would be items such as soap, socks, ashtrays, etc
Expenditure	Amounts due and payable as a result of a commitment or obligation being fulfilled.
Expiration Date	The date by which non-extendible (Type I) items should be discarded as no longer suitable for issue or use.
Expiration Dating Period (Potency Period)	The expiration-dating period (Potency Period) represents the period beyond which the product cannot be expected to yield its specific results or retain its required potency. Applies to drugs, chemicals, and biological substances.
Extended Dollar Value	The contract unit price of a part multiplied by the quantity purchased.
Exterior Pack	A container, bundle, or assembly that is sufficient by design and construction to protect unit and intermediate packs and contents during shipment and storage. This can be a unit pack or a container with and combination of unit or intermediate packs.

ENCLOSURE B
SPPM GLOSSARY

F

Fabrication	The act of constructing, manufacturing, inventing, or creating. Converting raw materiel, bulk stock or by modifying other stocked items to an end product.
Failed Part Reporting (FPR)	FPR is required to identify engineering analysis of those parts that failed in service and thus resulted in degraded equipment performance when the affected equipment should have been available as designed.
Fair Market Value (FMV)	The present day value of an item in its present condition, as determined by the official responsible for the item.
Family Grouping	A system of classification identifying related items that may, under specific conditions, be inter changed or substituted for each other and under which demand or assets may be consolidated in determining requirements.
Family Head	The leading or prime National Stock Number (NSN) of Family Group. The head is the NSN that can be used more effectively on more applications than any other related NSNs. It is usually the latest, most technically advanced item preferred above all others in the family in most applications and is designated as the item to be procured for future requirements.
Federal Acquisition Regulations (FAR)	Government-wide procurement regulation issued jointly by the General Services Administration and other government agencies. See CFR 48.
Federal Catalog System	A federal program administered by DoD in conjunction with GSA. It names, describes, and classifies all items bought, stocked, or distributed in the Federal Supply System.
Federal Excess Disposal System (FEDS)	FEDS screed by Computer and Request Excess by Electronic Notification (screen) is the General Services Administration (GSA) Automated inquiry system that manages the listing and transfer of all GSA controlled excess personnel property.
Federal Item Identification	A complete description in accordance with FED-STD-5.
Federal Logistics Data on CD-ROM (FEDLOG)	A DoD DOS-based CD-ROM product containing information on all stock items managed in the Federal Stock System. Used by units to support the ordering of supplies and equipment requirements.
Federal Logistics Information System (FLIS)	A management system designed to collect, store, process and provide items related to logistics information.

F *(cont.)*

Federal Property Management Regulations (FPMR)	Includes regulations and materiel concerning the management of archives, records, materiel, public buildings, supply and procurement utilities, transportation, disposal, and other logistical activities for which GSA has government-wide responsibility.
Federal Supply Classification (FSC)	Permits the classification of all items of supply. Represents the first four positions of a NSN. Developed and controlled by the Defense Logistics Information Service (DLIS). Federal Supply Classes represent groups of similar items (e.g., FCS 1005 consists of small arms).
Federal Supply Group (FSG)	Consists of the first two positions of a NSN. Developed and controlled by the Defense Logistics Information Service (DLIS).
Field Change	Field Changes are issued to modify electronic equipment to meet a change in operational requirements (e.g., remove safety hazards, correct design deficiencies, improve reliability and maintainability, and correct technical documentation). Technical manuals and formal operating and maintenance instructions are treated as an inherent part of the equipment for field change purposes.
Field Level Reparable	Any item, component, or equipment which, on failure to reach operating limits, is removed and then repaired and/or condemned at the organizational and/or intermediate level of maintenance.
Fiscal Year (FY)	Twelve-month period selected for accounting purposes. The Federal fiscal year begins on the first day of October and ends on the last day of September of the following calendar year. The fiscal year is designated by the calendar year in which it ends (i.e., FY XX ended September XXXX).
Fixed Safety Level	A quantity of stock on hand to provide protection against stock outage. The quantity is equal to expected demands over a fixed time frame.
Fleet Logistics System (FLS)	FLS is one step in the development of the Coast Guard Logistics System. FLS is intended to provide an information system that integrates the processes and the data associated with configuration management, maintenance management, supply management, procurement management and financial management.
Follow-Up	An inquiry AF_ to the action taken on a requisition previously submitted.

F *(cont.)*

Follow-Up Reply	A reply to a requisitioner's follow-up AF-request.
Force/Activity Designator (FAD)	A Roman numeral designator from I to V established by each military service on the Joint Chiefs of Staff, which indicates the importance of the unit missions, installation, project or program with respect to National objections to the military mission of the unit.
Free Issue	Materiel provided without charge to the activity to which it is issued.
Frequency of Demand	The term "frequency of demand" or "demand frequency" is the number of requests (i.e., hits) that an item experiences within a given time frame, regardless of the quantities requested or issued.
Full & Open Competition	A contract action where all responsible sources are permitted to compete.
Full Screening	A detailed parts breakout process, including data collection, data evaluation, technical evaluation, economic evaluation and supply feedback, used to determine if parts can be purchased directly from the actual manufacturer(s) or can be competed.
Function	Function is defined as the specific purpose or use intended for something. It describes what must be achieved. For VE studies, the description of function is reduced to the simplest accurate expression. This is accomplished by employing only two words; an active verb and a quantifiable noun. “Support weight,” “transmit torque,” and “conduct current” are typical expressions of function. Note that each function is described in terms that are quantifiable and measurable.
Fund Code	The "fund code" is a two-character code used to cite accounting data on requisitions.

G

General Accounting Office (GAO)

An audit and investigative agency of Congress.

General Ledger

In double-entry bookkeeping, the single record that includes the accounts classifying and summarizing all financial transactions as a basis for financial reports.

General Purpose Property

A category of general property, which is not specialized in nature. General Purpose property includes artwork, models, office equipment and artifacts.

General Purpose Property, Controlled

"Controlled General Purpose Property" refers to items which require special management control because the materiel is"

1. essential for the protection of life, or
2. valuable and easily converted to personal use

Controlled general purpose property (e.g., life preservers, wetsuits, gas masks, binoculars, special clothing and firearms) is generally carried at the unit n allowance quantities only, and requires special inventory control in accordance with Property Controls. See Property Management Manual, COMDTINST M4500.5 (series).

General Purpose Reusable Container

A container designed to maintain a number of items within certain limits of size, weight, and fragility. A general purpose reusable container, which can be reused a number of times and may be identified by military or Federal specifications.

General Use Consumables List (GUCL)

The GUCL is a list of generally used non-equipment related consumable items for initial outfitting of a ship's operating spaces and storerooms.

Government Furnished Property (GFP)

Materiel in the possession of or acquired by the Government and later delivered or otherwise made available to a contractor. Title to all materiel furnished by the Government remains with the Government. Materiel that is GFP may be incorporated into or attached to a deliverable end item or that may be consumed or expended in performing a contract. The GFP includes assemblies, components, parts, raw and processed materiel, and small tools and supplies that may be consumed in normal use in performing a contract.

H

Hardware	The physical equipment or devices forming a computer and peripheral equipment.
Hazardous Materiel (HAZMAT)	Refers to materiel that requires special storage, control, handling, or processing. For a more complete definition, refer to the Hazardous Waste Management Manual, COMDTINST M16478.1 (series).
High Limit	The maximum quantity of materiel to be maintained on hand and on order to sustain current operations. This includes the sum of stock represented by the operating level, safety level, order level and shipping time. (Equivalent to requisitioning objective)

ENCLOSURE B
SPPM GLOSSARY

I

Identification List	Those sections of the Federal Supply Catalog containing technical characteristics or other identifying data for items of supply.
Immediate Buy	A buy which must be executed, as soon as, possible to prevent unacceptable equipment readiness reduction, unacceptable disruption in operational capability, increase safety risks or to avoid other costs.
Imprest Fund	Funds advanced by a disbursing officer to a duly authorized agent. Used for local purchase of small dollar valued supplies or services.
Industrial Fund	A revolving fund established for the purpose of providing a working capital for the operation of industrial type activity. The Industrial Fund is similar to the Coast Guard Supply Fund.
Initial Provisioning	The process determining the range and quantity of items (i.e., spare and repair parts, special tools, test equipment and support equipment, required to support and maintain an item for an initial period of service). Its phases include identification of items, establishment of data for catalog, technical manual and allowance list preparation, as well as, preparation of instructions to assure delivery of necessary support items with related end items.
Inspect/Test Date	The date, by which extendible (Type II) items should be subjected to visual inspection, certified laboratory test or restoration.
Inspections	The examination, including testing of supplies, raw materiel, documents, data components and intermediate assemblies, to determine whether the supplies conform to technical requirements.
Insurance Item	An item that experiences only intermittent demands, which are not sufficiently repetitive to warrant stockage, but prudence dictates that a nominal quantity be available to meet urgent demands.
Integrated Materiel Management (IMM)	The materiel manager responsible for the execution of assigned materiel management functions for selected items or selected Federal Supply Classes (FSCs).
Interchangeability and Substitutability (I&S)	That phase of Logistics that includes managing, cataloging, requirements determinations, procurement, distribution, and disposal of materiel.
Interchangeable Item	An equivalent item that is used in place of another when necessary.

I *(cont.)*

Interdepartmental/Agency Support	Provision of Logistic or administrative support in services or materiel by one or more Military Services to one or more departments or agencies of the US Government (other than military) with or without reimbursement. See also International Logistic Support and Interservice Support.
Intermediate Maintenance	That maintenance which is the responsibility of and performed by designated maintenance activities for direct support of using organizations. Its phases normally consist of calibration, repair, or replacement of damaged or unserviceable parts, components, or assemblies; the emergency manufacture of non-available parts; and providing technical assistance to using organizations.
Intermediate Pack	A wrap, box, or bundle that contains two or more unit packs of identical items.
Inter-Service Support	Action by one military service or element to provide logistic and administrative support to another military service or element. Such action can be recurring or non-recurring in character, on an installation, area, or worldwide basis. See also Interdepartmental/Agency Support.
In-transit Inventory	That materiel in the military distribution system, which is in the process of movement from point of receipt from procurement and production (either contractor's plant or first destination, depending upon point of delivery) and between points of storage and distribution.
Intra-Supply Service	The exchange of materiel, inventory control documentation, and other management data within or between the distribution systems, or a single military service or within the Defense Logistics Agency.
Inventory	Materiel, parts or supplies stocked, stored or issued (previously called Operating Materials and Supplies). Inventory is stocked in storerooms, warehouses, trailers, etc. and accounted for physically and financially, regardless of value on automated or manual stock records, until it is issued to the end user.
Inventory Control	That phase of Logistics that includes managing, cataloging, requirements determinations, procurement, distribution, and disposal of materiel.

I *(cont.)*

Inventory Control Point (ICP)	The organizational element within a distribution system that is assigned responsibility for systems-wide control for systems-wide control of materiel. In a centralized inventory control system, the inventory control point also may perform the functions of a stock control activity.
Inventory Manager (IM)	Inventory managers may be inventory control points under the primary support of the Naval Supply Systems Command, or bureaus, systems commands, and officers, which exercise inventory control over materiel.
Inventory Segment	A sub-grouping of stock materiel for physical inventory purposes. The segment may be by cognizance symbol, federal supply class or some other form of commodity grouping, such as SIM items, shelf life materiel, boast spates, electron tubs, boiler tubs, fire brick, etc.
Invoice	A document showing particulars on property transferred or services rendered, setting forth the date, quantity, description, price and total amount.
Interrogation Requirements Information System (IRIS)	An on-line program which provides visibility of all National Stock Number (NSN) items identified as excess in the worldwide inventory of the Defense Reutilization and Marketing Services (DRMS).
Issue	To furnish materiel to customer or users from stock.
Issue Priority Designator (IPD)	The issue priority designator (IPD) is used by the supply system to satisfy competing materiel requirements and stocking activity processing except mode of transportation selection. (See Chapter 2 *(MILSTRIP Process)* and Enclosure D *(MILSTRIP Supply and Storage Codes)*)
Issue Processing Time Segments	The amount of time in days to process a requisition from receipt to issue according to priority designator.
Issue Restriction Code	A code added to the Stock Master Record to restrict processing of issues. Code R assigned to the Stock Master Record will result in rejection of all issues with Exception Code RS. Issue Restriction Codes are assigned to selected items by the Inventory Manager to ensure manual review of all issues.
Item	An “item” (a non-specific term used to denote any product) consists of each size or color, etc., of an article (e.g., Ensign US No.7).

I *(cont.)*

Item Manager	An individual within the organization of an inventory control point or other such organization assigned management responsibility for one or more specific items of materiel.
Item of Supply	Single item of production or two or more items of production that are functional interchangeable and are a single National Stock Number.

J

Julian Date The Julian date consists of two elements; the last digit of the calendar year and the numeric consecutive day of the calendar year, e.g., 5365 represents 31 December 2005.

L

Lead Document Number

A Military Standard Requisitioning and Issue Procedures (MILSTRIP) document number, which is used as the primary number for the Military Standard Transportation and Movement Procedures (MILSTRAP) and the Transportation Control Number (TCN). If, for example, a shipment were to be consolidated using five separate document numbers, the lowest serial number document number would be selected as the Lead Document Number or TCN.

Level of Supply

The quantity of supplies or materiel authorized or directed to be held in anticipation of future demand. See also operating level of supply; order and shipping time; procurement Lead-Time; requisitioning objective; safety level of supply; stockage objective; strategic reserve.

Levels of Protection

A means of specifying the level of military preservation and packing that a given item requires to assure that is not degraded during shipment and storage. Specific levels of protection are as follows:

a. Military level of Preservation. Preservation designed to protect an item during shipment, handling, indeterminate storage, and distribution to consignees worldwide.

b. Military Levels of Packing.
(1) Level A. Protection required to meet the most severe worldwide shipment, handling, and storage conditions. A level A pack must, in tandem with the applied preservation, be capable of protecting materiel from the effects of direct exposure to extremes of climate, terrain, and operational and transportation environments.

Examples of situations that indicate a need for use of a level A pack are: War Reserve Materiel, mobilization, strategic and theater deployment and employment, open storage, and deck loading.

Examples of containers used for level A packing requirements include, but are not limited to, overseas type wood boxes, and plastic and metal reusable containers.

(2) Level B. Protection required to meet moderate worldwide shipment, handling, and storage conditions. A Level B pack must, in tandem with applied preservation, be capable of protecting materiel not directly exposed to extremes of climate, terrain, and operational and transportation environments.

L *(cont.)*

Levels of Protection *(cont.)*	Examples of situations that indicate a need for use of a level B pack are: Security Assistance (that is, Foreign Military Sales (FMS)) and containerized overseas shipment. Examples of containers used for level B packing requirements include, but are not limited to, domestic wood crates, weather-resistant fiberboard containers, fast pack containers, fast pack containers, weather-resistant fiber drums, and weather-resistant paper and multi-wall shipping sacks.
Life Cycle Buy Value	The total dollar value of all acquisitions that are estimated to occur over a part's life cycle.
Life Expectancy	Number of years that have been predetermined for the end item to be of serviceable use.
Life of Type Item	An item for which usage is anticipated and provisioning of systems stock is made for the projected life of the end item because of the complex production process involved and the limited density which would make it highly uneconomical to reorder.
Limited Competition	A Competitive contract action where the provisions of full and open competition do not exist.
Limited Screening	A parts breakout process covering only selected points of data and technical evaluations and should only be used to support immediate buy requirements.
Line Item	A single Line Item of property or supply.
Local Purchase	The act of acquiring an item from commercial sources. Local purchase is not limited to the immediate geographical area in which the purchasing installation is located.
Location Survey	A verification, other than an actual count, comprised of assets and location data to insure proper recording of location, stock number, condition code, shelf-life code, etc.
Logistics	The movement and maintenance of forces. Those aspects of military operation, which deal with design and development, acquisition, storage, movement, distribution, maintenance, evacuation and disposition of materiel.
Logistics Reassignment (LR)	The transfer of materiel management responsibilities from one Integrated Materiel Manager (IMM) to another IMM.

L *(cont.)*

Long Lead-Time Items Those items, which because of their complexity of design, complicated manufacturing process, or limited production, may cause production or procurement cycles, which normally preclude timely or normal provisioning.

Low Limit The term "low limit" is the stock position that indicates the need to initiate replenishment action. It includes the sum of stocks represented by the safety level and the order and shipping time. (Equivalent to reorder point)

M

Maintenance Assistance Modules (MAMs) MAMs are replaceable assemblies (modules) required to execute an approved maintenance plan that calls for identifying the fault of a failed module substitution. MAMs will appear in the Combined Allowance for Logistics Maintenance and Support (CALMS) Part III, Section CF of the Stock Number Sequence List (SNSL) with Allowance Note Code "N".

Maintenance Source Code A numeric code that identifies the source of parts or other materiel obtained from other than normal supply channels. The maintenance source code is entered on data block 18 of NAVSUP Form 1250-1 allowing the document to be utilized to report usage.

Major Component An item supported by an APL, but used in a larger item. For example, an air cooler unit installed in the engine room is equipment, which is supported by an APL, and contains two components, the cooler unit and an alternating motor, both supported by individual APLs. (See Component)

Major Organizational Entity (MOE) Code Used to record an activity's cataloging and inventory management responsibility for an item of supply in the Defense Logistics Service Center (DLSC) file.

Make Item An item that is made from raw or bulk stock, or by modifying other stocked items, and not procured for stock or issued in furnished form. For units with a centrally managed allowance list, make items are source coded "MO" and are listed in the front of the MICA, Introduction Appendix C. Make Item also refers to a situation, such as ATONs, where the unit orders bulk materiel and stock system items to construct a finished product (e.g. a channel marker).

Management Coding The assignment of codes consisting of letters or numerals to support items in order to record management decisions, such as sources for replenishment, prescribed levels of maintenance, item managers, and the management data.

M *(cont.)*

Management Information for Configuration and Allowances (MICA)

The combined HM&E and ELEX allowance document for an individual unit or class that is the result of aggregating all the APLs and AELs applicable to a specific unit and calculating allowance quantities using various computation models. It describes the ship's system configuration, spares, MAMs, and operating space items. The MICA is both a supply and a technical/maintenance document.

The overall MICA performance objective is to provide required materiel for a 90-day period with the exception of WAGBs and certain LORAN Stations, without replenishment. This means the MICA authorizes a unit to carry enough materiel to operate for 90 days without replacing the materiel as it is used.

Management Information System (MIS)

An organized communications network that provides management with vital information for effective performance, planning, operation, and control of the organization.

Mandatory Turn-In Reparable (MTR)

An item that has been selected by cognizant inventory managers for transfer to a designated depot level repair facility when it becomes unserviceable. Coast Guard MTR items are:

1. Items identified with a Coast Guard Reparability Code of R are listed in FEDLOG as Reparables.
2. ELC Electronics Reparables are identified with cognizance (COG) Code XB in the Quarterly Stock Listing
3. ELC HM&E Reparables are identified with a repair code of R in FEDLOG.
4. ARSC Reparables identified with a Coast Guard Reparability Code R in FEDLOG. Navy MTR items are identified by National Stock Number (NSN), cognizance symbol, Materiel Code E, G, H, Q or X, with Repair Maintenance Code D or L and are listed in FEDLOG.

Manufacture

The physical fabrication process that produces a part or other item of supply. The physical fabrication processes include, but are not limited to, machining, welding, soldering, brazing, heat-treating, braking, riveting, pressing, chemical treatment, etc.

Manufacturers Identity Code

Used in place of the first five positions of a stock number for part numbered items which have not been assigned an NSN.

Manufactures Part Number

Used for items that have not been assigned an NSN.

M *(cont.)*

Marking	The application by stamping, printing, painting of numbers, item description, National Stock Number (NSN), symbols, colors on containers (unit, intermediate, and shipping), tags, and labels, of items for identification during handling, shipment, and storage, as used herein. This term does not include symbols for materiel identification, such as color-coding or the use of repetitive symbols on metals (MIL-STD-129).
Master Cross Reference List (MCRL)	Is a part of FEDLOG and contains all reference numbers in the Federal Catalog System.
Master Item Record	The file record that contains information about the characteristics, asset position, requirements, demand and lead-time history, and forecasts for each item.
Materiel	Raw substance or goods that make up an end product (e.g., sand, potash and lime are the "materiel" used to make glass). Includes all items necessary for equipment, maintenance, operation, and support of military activities without distinction as to their application for administrative or combat purposes.
Materiel Cognizance	Denotes responsibility for exercising supply management over items or categories of materiel.
Materiel Obligation Back Order	That unfilled quantity of a requisition that is not immediately available for issue, but is recorded by the inventory manager or stock point as a commitment for future issue. Materiel obligations are normally assigned status code BB, BC, BD, BP, or BV.
Materiel Obligation Validation (MOV)	The requirement for the validation, by the user, of the continuing need for overage materiel requisitions. Requirement for the reconciliation of the supply source's materiel obligation (backorder) records with the due-in (outstanding requisitions) records of the requisitioning activities.
Materiel Obligation Validation (MOV) Request	A request from an inventory manager or stock point to a requisitioner or designated activity for a validation of the requirement of unfilled requisitions held as materiel obligations with outstanding requisitions held by the requisitioner or designated activity.
Materiel Obligation Validation (MOV) Response	A reply by a requisitioner or designated activity to an MOV request advising the source of supply to: 1. Continue action to fill materiel obligation. 2. Cancel the entire materiel obligation. 3. Modify the quantity required.

M *(cont.)*

Materiel Pipeline	The quantity of an item required in the supply system to maintain an uninterrupted replacement flow.
Materiel Readiness	The availability of materiel required by a military organization to support its wartime activities, contingencies, disaster relief efforts (in the event of a flood, earthquake, etc.), or other emergencies.
Materiel Release Confirmation	A notification from a shipping activity advising the originator of the Materiel Release Order of the positive action taken on his order.
Materiel Release Denial	A notification from a shipping activity advising the originator of the Materiel Release Order of negative (warehouse denial) action on the order.
Materiel Release Order (MRO)	An order issued by an accountable supply activity directing a storage and shopping activity to release and ship materiel.
Materiel Requirements	Those quantities of items of equipment and supplies necessary to equip, provide a materiel pipeline, and aid a service, formation, organization, or unit in the fulfillment of its mission or tasks.
Materiel Turned In To Store	Items in excess of current needs of using activities returned to stock. Some materiel is subject to reimbursement to the returning activities.
Maximum Release Quantity (MRQ)	A predetermined quantitative amount based on an average of requisition quantities over a period of time used to determine if a requisition quantity appears to be excessive.
Media and Status Code	A single character code that indicates the type of status required, who is to receive status, and how status is to be furnished, i.e., by what communication media.
Military Assistance Program (MAP)	The program for providing military assistance under the Foreign Assistance Act of 1961. The MAP is separate from Economic Aid and other programs authorized by the Act and includes the furnishing of defense articles and services through Grant Aid or Military Sales to eligible Allies, as specified by Congress.
Military Interdepartmental Purchase Request (MIPR)	The DD-438, prepared by a requiring department to request the procurement of supplies or services from the purchasing department. Reference is made in contracts to the MIPR number when the contract is written as a result of a MIPR.

M *(cont.)*

Military Packaging	The methods and materiel described in Federal or military specifications, standards, drawings, or other authorized documents or systems designed to prevent damage or deterioration during distribution or storage of materiel.
Military Sealift	The single managing operating agency for designated sealift service. Also referred to as MSC.
Military Service	A branch of the Armed Forces of the United States, established by act of Congress, in which persons are appointed, enlisted or inducted for military service and which operates and is administered within a military or executive department. The military services are: The United States Army, the United States Navy, the United States Air Force, the United States Marine Corps and the United States Coast Guard.
Military Specifications (MILSPECS)	Documents intended primarily for use in procurement. These documents are clear, accurate descriptions of the technical requirements for items, materiel or services. Specifications for items and materiel also contain preservation, packing and marking requirements.
Military Standard (MILSTD)	An established or accepted level of performance in the military used as a yardstick in evaluating actual progress.
Military Standard Billing System (MILSBILLS) (DoD 4000.25 7-M)	Provides uniform billing procedures within the Department of Defense.
Military Standard Contract Administration Procedures (MILSCAP)	Provides uniform procedures, rules, format, time standards and standard data elements for the interchange of contract-related information between and among the military service contractors.
Military Standard Item Characteristics Code Structure (MILSTICCS)	The coding structure used to code characteristic data for item identification, transmission, storage and processing.
Military Standard Requisitioning and Issue Procedures (MILSTRIP) (DoD 4140.17-M)	Provides uniform procedures, codes, formats, documents, and time standards for the interchange of requisitioning and issue information between requisitioner and sources of supply.

M *(cont.)*

Military Standard Supply and Transportation Evaluation Procedures (MILSTEP) (DoD 4140.22-M)	A uniform system of measuring logistics performance of requisitioning and issue procedures and transportation systems.
Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP) (DoD 4000.25-2-M)	Enlarges MILSTRIP by extending uniform communicating procedures, codes, forms, and formats for the transmission of items and financial data between the management, stock control, and storage elements of the military services and Defense Logistics Agency distribution systems.
Military Standard Transaction Reporting and Movement Procedures (MILSTAMP) (DoD 4500.32-R)	Contains all necessary forms, formats, codes, procedures, rules and methods required by military components in the movement of materiel.
Mini Total Asset Visibility (Mini TAV)	An interim TAV system until FLS provides complete fleet-wide TAV. A central repository of inventory, usage, allowance, and maintenance data extracted from unit Shipboard Computer Aided Maintenance Program (SCAMP) and Configuration Management plus (CMplus) databases. Extracts occur approximately quarterly and consist of large compressed files ranging in size from 100K to 2MB. Files are e-mailed or mailed via floppy to the central system at OSC Martinsburg.
Missing	Asset is absent and circumstances of its disappearance are unknown.
Mode of Shipment Code	A one character alphabetic or numeric code that identifies the initial method of movement by the shipper.
Modification	An alteration to an item made by the government or a contractor.

N

Narrative Message	Any message that is not a machine sensible transaction/document, but contains variable length, "in-the-clear" language not suitable for mechanized processing upon receipt. Narrative message is a generic term, which includes teletype, dispatch or Teletype Wide – Area Exchange.
National Codification Bureau (NCB) Code	A two-digit code which is included as the fifth and sixth digits of a National Stock Number. It identifies the country that has management responsibility for the items.
National Item Identification Number (NIIN)	A DLSC cataloged number, which represents the last nine positions of a National Stock Number beginning with the Country Code or National Codification Bureau Code (NCBC). (MILSTRIP RP 12-20)
National Stock Number (NSN) (13 Positions)	A 13-digit stock number assigned by the Defense Logistics Service Center (DLSC), Battle Creek, Michigan, which identifies items in the supply system of the United States. A stock number consists of a four-digit Federal Supply Classification (FSC), and a two-digit National Codification Bureau (NCB) code and seven digits which, in conjunction with the NCB code form a nine digit National Item Identification Number (NIIN), uniquely identifying each NSN item in the federal supply system (MILSTRIP CC 8-22) and (DoD 4140.17-M).
Navy Item Control Number (NICN)	A 13-character identification number, which is assigned by an ICP or other Navy item manager to control an item that has not yet been (or will not be) assigned a national stock number.
Net Inventory Assets	That portion of the total materiel assets which is designated to meet the materiel inventory objective. It consists of the total materiel assets less the peacetime materiel consumption and losses through normal appropriation and procurement lead-time periods.
New Card	A card that **is not** currently in the FleetFuel database. Therefore, it should not appear on the monthly statements received from BankOne.
Non-Allowance Items	Items, which do not appear in authorized allowance documents or if listed, appears without an allowed quantity.
Non-Consumable Item	An item of supply which is not consumed in use and which retains its original identity during the period of use such as weapons, machines, tools and equipment.
Non-Inventory	All other materiel, parts, and supplies not identified under inventory to include Shop Stock, MWR items purchased with NAFs, AEL, and GUCL.

N *(cont.)*

Non-Personal Services Contracts	Contracts calling for performance requiring specialized equipment and trained personnel. It is also required that the contractor or individual performs work adequately described in the contract free of government supervision, direction or control. Also see personal service.
Non-Recurring Demand	A requisition made on a one-time basis for materiel.
Non-SIM Item	Used in cataloging to identify an item for which a standard replacement has been determined. Nonstandard items are not authorized for future procurement. (In common use language, a nonstandard item is also a repair part for a nonstandard system, which is specifically authorized under the Naval Engineering Manual and the Electronics Manual, so you can't make a blanket statement that nonstandard items are not authorized for procurement).
Nonstandard Item	Used in cataloging to identify an item for which a standard replacement has been determined. Nonstandard items are not authorized for future procurement. (In common use language, a nonstandard item is also a repair part for a nonstandard system, which is specifically authorized under the Naval Engineering Manual and the Electronics Manual, so you can't make a blanket statement that nonstandard items are not authorized for procurement).
Not Carried (NC) Items	Synonymous with the term "non-stock materiel" refers to items not stocked (i.e., item which are not maintained by the supply department).
Not in Stock (NIS) Items	Carried items not in stock when the demand occurs.
Not Mission Capable Supply (NMCS)	A condition that exists when equipment is deadline for parts, aircraft out of commission for parts, engines out of commission for parts, units capability impaired for parts, etc.
Not Ready For Issue (NRFI)	Requiring additional parts or components to complete the end item prior to use (e.g. and overhaul kit with a gasket removed and used). Economically reparable asset that requires repair, overhaul, or reconditioning.

O

Obligation	The quantity of materiel needed to fill demands that were not satisfied because of the inadequacy of stock on hand, or quantity needed to fill specific requirements within a specified period, regardless of the on-hand position. There is a momentary liability incurred from an agreement to purchase supplies.
Obsolescent or Obsolete	Materiel or specifications going out of use and becoming obsolete.
Outside Continental United States (OCONUS)	Alaska, Hawaii, US possessions and foreign countries located outside the 48 contiguous United States.
Operating Expense (OE)	A yearly apportionment used for operation and maintenance of a Coast Guard activity.
Operating Forces	Those forces whose primary missions are to participate in combat and the integral supporting elements of those forces.
Operating Level	The quantity of materiel (exclusive of safety level) required to sustain operations during the interval between successive requisitions. Normally, it is the difference in the quantity between the requisitioning objective (high limit) and reorder point (low limit).
Ordering Officer	An individual appointed by a contracting officer and whose authority is limited to placing orders under contracts such as Federal supply Schedule contracts or other government sources of supply subject to any limitations prescribed by the appointing official.
Operational Facilities (OPFAC)	An active Coast Guard unit manned by permanently assigned personnel. See “Activity Address Code”.
Operating Materiel and Supplies (OM&S)	Free issue and locally requisitioned or procured tangible general property that will be consumed in normal operations by the end users (e.g., afloat and ashore units). OM&S is stocked in storerooms, warehouses, trailers, etc., and accounted for physically and financially, regardless of value on automated or manual stock records until it is issued to the end user. OM&S consists of allowance, SIM, Non-SIM reparables, and seasonal items. SIM, Non-SIM, reparables, and seasonable items may be allowance or non-allowance items.

O *(cont.)*

Operational Readiness (OR) — The capability of a unit, weapon, system or equipment to perform the missions or functions for which it is organized or designed. May be used in a general sense to express a level or degree of readiness.

OPFAC (Operating Facility Code) — Synonymous with the last five positions of the DoD Activity Address Code (AAC), e.g., AAC = Z11234, OPFAC = 01-11234.

Order and Shipping Time — Time interval between initiation of stock replenishment action and the receipt of materiel resulting from that action. The term is applicable to materiel available at the source of supply to which the order is directed. Not to be confused with procurement Lead-Time, this is used when materiel must be produced or manufactured. The order and shipping time has two elements.

1. **Order Time**. The time interval between placement of the order and shipment of the materiel by the supplying activity.
2. **Shipping Time**. The time interval between shipment of the materiel by the supplying activity and receipt of the materiel at the intended destination.

Organizational Issue Materiel — Any Coast Guard property that is issued to an individual on a loan basis for his/her use in the performance of official duties. This materiel may/will be recovered when the individual no longer requires it to perform assigned duties. Some examples of organizational issue materiel are: coveralls, hand tools, foul weather gear, small general test equipment, etc.

Organizational Maintenance — That maintenance which is the responsibility of and performed by a using organization on its assigned equipment. Its phases normally consist of inspecting, servicing, lubricating, adjusting and the replacing of parts, minor assemblies.

Other Government Agencies (OGA) — Any agency outside the Coast Guard that provides equipment, parts, services, i.e., DoD, DLA, GSA etc.

Overhaul — The process of restoring an item of supply to an serviceable condition by disassembling the item, inspecting the condition of each of its components, and parts reassembling it, using serviceable or new assemblies, subassemblies and parts. This is followed by inspection and operational tests.

Overseas — All locations, including Alaska and Hawaii, outside the continental United States.

ENCLOSURE B
SPPM GLOSSARY

P

Packaged Petroleum (Package POL)	Petroleum products, general lubricants, greases and specialty items, normally packaged by a manufacture and procured, stored, transported and issued in containers having a fill capacity of 55 gallons or less. Contracts to bulk petroleum.
Packaging	An all-encompassing term describing the methods and materiel used to protect materiel from deterioration or damage. Packaging includes the processes of preservation, cleaning, drying, packing, marking, and unitization.
Packaging, Handling, Storage, and Transportation (PHS&T)	The methods and materiel described in Federal or military specifications, standards, drawings, or other authorized documents or systems designed to prevent damage or deterioration during distribution or storage or materiel.
Packing List	A document prepared by a supplier. It itemizes in detail the contents of a shipping container and is usually affixed to, or included in, the container.
Part	One piece or two or more pieces joined together that are not normally subject to disassembly without destruction or impairment of designed use.
Part Number	The identification number assigned an item by the manufacturer or vendor. When used, it must be qualified by the name of the manufacturer or vendor.
Passing Action	Passing Action
Petroleum, Oils and Lubricants (POL)	A broad term, which includes all petroleum and associated products, with integrated materiel management being at the Defense Fuel supply Center and with the ELC as the Coast Guard POL representative. Also see “Bulk Petroleum” and “Packaged Petroleum”.
Phase Code (1 Position A) (DoD 4100.39M)	Used to denote charges of and relationships between NSNs listed in the Catalog Management Data Notification Record.
Physical Characteristics	Those characteristics of equipment, which are primarily physical in nature, such as weight, height, length and cube.
Physical Inventory Adjustment	The accounting transaction giving effect to the correction of an accountable balance to agree with a physical count of the items.

P *(cont.)*

Physical Security	That part of security concerned with physical measures designed to safeguard personnel, to prevent unauthorized access to equipment, facilities, materiel and documents and to safeguard them against espionage, sabotage, damage and theft.
Pilferable Item	A controlled inventory item having a ready resale value, civilian use or application, which is especially subject to theft.
Planned Program Requirements	A future requirement for materiel based on or related to an authorized program such as construction, conversion, repair, alteration, outfitting of ships, aircraft and shore units.
Planned Requirement	A future requirement for materiel of or related to an authorized program such as construction, conversion, repair, alteration, outfitting of cutters, aircraft and shore units. May carry over into budget out year procurements.
Planning, Programming, and Budgeting (PPB)	The three basic processes by which an activity determines its objectives and controls resources necessary to meet those objectives.
Pre-Expended Bin (PEB) Materiel	SIM items having a low unit cost ($50 or less) and frequent usage. PEB items are expensed from supply department records and placed in locations conveniently available to maintenance personnel. Each cutter will establish its own PEB criteria.
Preferred Item	Used in cataloging as an item processing technical characteristics that permits its use as a replacement for another item, but is not considered as a replacement or substitute for the item.
Pre-Inventory Survey	A survey conducted prior to the physical inventory cut-off for the purpose of checking housekeeping and other factors such as mixed stocks, questionable identity, etc., that would adversely affect the inventory.
Preservation	The processes and procedures used to protect materiel against corrosion, deterioration, and physical damage during shipment, handling, and storage. As applicable, preservation includes cleaning, drying, application of preservative, wrapping, cushioning, containers (unit and intermediate) and complete identification markings up to, but not including the exterior shipping container.
Preservation and Packaging	Application of adequate protective measures to prevent deterioration, including as applicable, the use of protective wrappings, cushioning, interior containers and complete identification marking up to but not including the exterior shipping containers.

P *(cont.)*

Prime Contractor — A contractor having responsibility for design control and/or delivery of a system/equipment such as aircraft, engines, ships, tanks, vehicles, guns and missiles, ground communications and electronics systems, and test equipment.

Principal Items — Major end items, weapons systems such as cutters, aircraft, tanks, missiles, etc.

Priority Delivery Date (PDD) — The maximum standard terminal date for normal order and shipping time (depending on priority designate or used) required for a supply system to affect delivery of items to a requisitioner. See Chapter 2.

Priority Designator (PD) — "The priority designator" (01-15) expresses the relationship between the requisitioner's assigned force activity designator (FAD) and his selected urgency of need designator (UND), and determines the time frame within which the requisition will be processed. See Chapter 2.

Priority Group (PG) — Established by UMMIPS and used primarily in the MILSTAMP process. The priority groups relates to the Priority Designator as follows:

PD	PG
9-15	one
9-15	two
9-15	three

Priority Requisition — A requisition having a predetermined degree of precedence over other requisitions.

Procurement — The procurement of materiel, supplies, or services by an officially designated command or agency with funds specifically provided for such procurement for the benefit and use of the entire component or the receiving activity.

Procurement History — History relative to prior buys of an item, part or component. The procurement history includes, but is not limited to, price paid, number of units bought, date of purchase, special considerations, etc.

P *(cont.)*

Procurement Lead-Time — The time interval between initiation of the procurement action and receipt of materiel in the supply system at the destination called for in the procurement action. Procurement lead-time is comprised of two elements:

1. Administrative Lead-Time: The time interval between initiation of the replacement action and the award of a contract.
2. Production Lead-Time: The time interval between award of the contract and receipt of the materiel into the supply system at the stated destinations.

Procurement Method Suffix Code — A code reflecting the decision of the Primary Inventory Control Activity from a planned procurement review.

Production Lead-Time — The time interval between the placement of a contract and receipt of materiel purchases into the Supply System.

Production Quantity (Requirement) — The quantity of RFI (Ready For Issue) reparables, which must be produced from repair to satisfy requirements.

Program Change Factor — Modifies the demand rate to compensate for known programmed changes in end item density or troop strength. It adjusts the fluctuations in density and population of the end item being supported.

Program Manager — The staff officer at Headquarters designated by and responsible to the Program Director for the detailed management of the Coast Guard program.

Program Requirements — The materiel required for the purpose of changing the operational capability of the Coast Guard, e.g., new facilities, aircraft, cutters and modification of equipment.

Program Stock — Materiel acquired and held in stock for the purpose of satisfying a specific program such as construction, conversion, outfitting, and repair or mobilization reserve.

Project Code (MILSTRIP RP 57-59) — A DoD Agency, the Coast Guard or GSA may assign project codes for special projects, programs, certain operations, exercises and maneuvers. Project codes will be perpetuated from the original requisition to all other related transactions. This field may be left blank.

P *(cont.)*

Property	A generic term used to indicate any tangible or intangible asset; essentially: (1) anything owned having monetary value; (2) benefits that can be obtained or controlled by the entity.
Property (General)	All tangible property of the Federal Government that are neither documents of the Federal Government nor is classified as real estate. General Property includes: general purpose property, vessels, aircraft, boats, weapons, vehicles, trailers, electronic equipment, buoys, and navigational aid, Yard Fund property, and Government Furnished Equipment in the hands of contractors. Each category has its own General Ledger account in the Coast Guard Financial System.
Property Custodial Responsibility	The obligation of an individual to keep safe and care for government property entrusted to his custody.
Property Disposal Officer	An individual who is charged with responsibility for receipt, care, handling, accounting and disposition of excess and surplus property.
Protective Clothing	Clothing especially designed, fabricated, or treated to protect personnel against hazards caused by extreme changes in physical environment, dangerous working conditions or enemy action.
Provisioning	The process of determining and acquiring the range and depth of materiel necessary to support and maintain a system or equipment for all levels of maintenance for an initial period of service. The term "range" refers to the number of different spare parts carried onboard, while "depth" refers to the quantity of each part carried onboard. Provisioning includes the identification of an item, establishing data for cataloging, technical manual and allowance list preparation and instructions for delivery of necessary support items with related end items.
Purchasing Authority	The power granted to a person to issue orders or contracts in his own right within certain limitations.
Purpose Code	A single alphabetic character used to provide a means of identifying the purpose or reason for which an inventory balance is reserved, i.e., special pools and programs, general mobilization, etc.

Q

Quantity	The number of items requisitioned by an activity. The quantity in the MILSTRIP transaction reflected in record position 25-29.
Quantity Unit Pack Code	Indicates on the Stock Master File the number of units of issue in the unit package as established by the managing activity.

R

Ready For Issue (RFI) New, used, repaired or reconditioned materiel that is serviceable and issuable to all customers without limitations or restrictions. Complete as delivered from the manufacturer or supplier.

Rebuild Restoring an item to a condition of serviceability equivalent to its original state.

Receipt Acceptance of quantities of items into either a retail or wholesale supply system. Maybe either a manual or electronic methods to close a requisition.

Receiving Activity An activity that is authorized to physically receive shipments from a carrier, and then tallies in, inspects, and accepts the materiel into a supply system.

Recoverable Items Items of a non-expendable nature that may or may not be classified as reparables.

Recoverability Code A one position code assigned to end items and support items to indicate the recoverability intention and the level of maintenance authorized disposition action on unserviceable support items; and for repairables, it is used to indicate the lowest maintenance level responsible for repair/condemnation and disposition of the item.

Recurring Demand Item Any item for which the recorded frequency of past demands is such that it can be used to predict future demands or, lacking such demand history, technical advice has indicated that the item will be subject to random repetitive demands.

Redistribution Order An order issued by the Inventory Manager to a distribution activity (storage point) directing release of materiel to another distribution activity.

Reference Number Any number other than the current stock number, or circuit symbol in electronic equipment, that is used to identify a part. The most important reference numbers are manufacture's parts numbers. Reference numbers are used in the MCRL and CALMS to determine the NSN.

Referral Order An order within supply distribution complexes for the purpose of passing correctly routed requisitions for continued supply action when the initial activity cannot fill the requisition. Differs from a Passing Order, which results from incorrect routing.

R *(cont.)*

Reimbursement	An amount received, or to be received, by an agency or activity for the cost of materiel furnished or to be furnished to others.
Rejection Advice Code	A code, identifying to the originator of a transaction the reason for the rejection. The source of supply may provide amplifying guidance to the requisitioning action.
Remove-Replace-Repair Maintenance Concept	The approach to maintenance whereby a failed component is removed, replaced by an RFI spare and repaired as a maintenance action separate from and following the replacement action.
Reorder Point	The stock position, which signals the need to initiate replenishment action. Reorder point includes the sum of stock represented by the safety level and the order and shipping time (equivalent to "low limit").
Repair	The restoration or replacement of parts, components, real property or equipment as necessitated by wear and tear, damage, or failure of parts, in order to maintain it in efficient operating condition.
Repair Cost	The cost to restore an unserviceable item to serviceable status via specific repair, overhaul or rework procedures.
Repair Cycle	The series of processes, which occur from the date when the item is inducted into the actual, repair process until its completion as a repair item under that process.
Repair Cycle Time	The time normally required for an item to pass through the repair cycle, including any extraordinary delay awaiting parts or any intentionally extended transit, storage or repair process delays.
Repair Part	Any item, including modules and consumable materiel which has an equipment application and/or appears in an Allowance Parts List, Stock Number Sequence List, Integrated Stock List, Coast Guard drawings, or a manufacturer's technical manual. Section A of Part III of CALMS (SNSL – Storeroom Items) lists repair parts and equipment related consumables normally stocked by the supply department. Any item in Section A is considered by definition to be a repair part.
Reparable	A component, module, assembly, subassembly, or equipment determined by the Coast Guard/Navy inventory control manager to be economically reparable when it becomes unserviceable.

R *(cont.)*

Replacement Card	A card that **is** still active in the FleetFuel database. The request for a replacement must be ordered exactly as shown on the monthly statements received from BankOne.
Replacement Item	A like item supplied as a spare or repair part to replace of the original part. Replacement items may be of better quality or have greater capacity than the item replaced.
Replenishment Part	A part, repairable or consumable, purchased after provisioning of that part for the replacement, replenishment of stock or use in the maintenance, overhaul and repair of equipment such as aircraft, engines, ships, tanks, vehicles, guns and missiles, ground communications and electronic systems, ground support and test equipment.
Report of Survey or Survey	An administrative action whereby the loss, theft or damage of government property is investigated and reviewed to establish pertinent facts and to determine the extent or absence of employee responsibility for such loss, theft or damage. A survey may also be required to report the condition of property being recommended for replacement or disposal as excess or otherwise.
Reprovisioning	Follow-on provisioning conducted primarily to revise technical data from incorporating Engineering Changes generated since provisioning.
Request for Improvement in Estimated Shipping Date (ESD)	A follow-up inquiry requesting supply action to improve the estimated shipping date contained in previously furnished supply status documents.
Required Delivery Date (RDD)	The specific Julian date (other than the priority delivery date) when the requisitioner requires the materiel. (DIC AMP)
Requirements	The quantities of materiel necessary to equip and sustain an organization in the fulfillment of its mission or tasks during a specified time.
Requirements Determination	The computation of the difference between gross requirements and the inventories available under the control of the inventory manager. This competition indicates whether requirements and inventories are in balance, or whether purchase, repair or disposal action is necessary.

R *(cont.)*

Requirements Objective	The maximum quantity of materiel to be on hand or on order at any given point in time except for authorized long supply stock, economic retention stock or contingency retention stock.
Requisition	The transactions/documents submitted to a supply source to obtain materiel. Requisition may be transmitted by message, telephone, or radio when time is of the essence. Such requisitions will be relayed in exactly the same coded format that is specified for message requisitions. Written confirmation of receipt of these requisitions is not required and will not be forwarded.
Requisitioner	Any Coast Guard activity, afloat or ashore, with DoDAAC/RAC assigned. The requisitioner is identified in RP 30-35 of a MILSTRIP transaction through CMplus/FLS or messages.
Requisitioning Objective	The maximum quantity of materiel to be maintained on hand and on order to sustain current operations. Requisitioning objective includes the sum of stocks represented by operating level, safety level, and order and shipping time. (Equivalent to “high limit”.)
Retail	A level of stock maintained under the supply management control at the command for local consumption.
Retail Level of Supply	Echelon of supply, which normally submit requisitions to the wholesale level.
Reusable Container	A shipping and storage container that is designed for reuse without impairment of its protective function. A shipping and storage container that can be repaired, refitted, or both, to prolong its life or to adapt it for shipment of items other than that for which it was originally intended.

R *(cont.)*

Reusable Container, Specialized	A container designed to maintain a specific item, or many items, while being transported, stored, or handled. A specialized reusable container has an expected service life equal to or greater than that of the item it is designed to protect. Engineering specifications are used to define form, fit, function, materiel, tolerances, and manufacturing techniques. These containers are accountable according to service or agency requirements.
Reverse Engineering	A process by which parts are examined and analyzed to determine how they were manufactured for the purpose of developing a complete technical data package. The normal, expected result of reverse engineering is the creation of a technical data package suitable for manufacture of an item by new sources.
Revolving Fund	A fund established to finance a cycle of operations to which reimbursements and collections are returned for reuse in such a manner as to maintain the principal of the fund, e.g., working capital funds, industrial funds and loan funds.
Rotatable Pool	A selected range of reparable items, which are positioned for a specific maintenance operation, to permit the remove-replace-repair concept of maintenance for those items during the overhaul or repair of a cutter or aircraft. The range of rotatable pool items will be limited to those items, which will be immediately available in order to shorten overhaul or repair time.
Routing Identifier Code (RIC)	The "routing identifier code" is a three-character alpha/numeric code used to identify the intended recipient of a requisition. Also, it may indicate the originator of status or the actual consignor of materiel.

ENCLOSURE B
SPPM GLOSSARY

S

Safety Level	The term "safety level" is the quantity of materiel, in addition to the operating level required to be on hand to permit continuous operations in the event of interruption of normal replenishment or unpredictable fluctuations in issue demand.
Sales Variance	The monetary difference between the actual sales price of an item and its established standard price.
Sample Inventory	A sample of items selected from an inventory list in such a manner that each item is the lot has an equal opportunity of being included in the sample. A method of physical inventory.
Scheduled Inventory	A physical inventory, which is to be conducted on a group of items within a specific period of time according to an established plan.
Schedule Response Time	Interval between transmission of a repair requirement by an Inventory Manager and induction of materiel into repair by a designated overhaul point.
Scrap	Property that has no value, except for its basic materiel content, excluding precious metals.
Secondary Inventory Control Activity (SICA)	A code that identifies a supply control activity responsible for controlling stock levels and maintaining item accountability when supply support is furnished by a different service or agency or, in case of Defense Supply Centers, responsible for residual supply management actions not transferred to the General Services Administration (GSA).
Selected Item Management (SIM)	A consumable item which has experienced a frequency of demand of two or more within the past six months or has a predictable demand frequency of two or more based on deployed or seasonal usage. Frequency of demand is defined as the number of separate times an item is issued, regardless of the quantity of each issue.
Sensitive Item	Controlled inventory items, which require a high degree of protection and control due to statutory requirements or regulations, such as narcotics and drug abuse items, precious metals, hazardous items or highly pilferable items.
Serial Number	The last four positions of a document number assigned on a daily basis ranging from 0001 to 9999. Also, a unique number assigned to some end items to identify each item specifically i.e., a vehicle serial number.

S *(cont.)*

Serviceable Condition	The condition codes, which indicate the items in ready-for-issue condition. Serviceable codes are A, B, C and D.
Serviceable Stock	The quantity of an item in stock and in ready-for-issue condition.
Service Code	Identifies the service or agency submitting a demand. It is also used as the first position of the document number.
Services	Non-materiel requirements such as equipment, rental, commercial, telephone, ferry tickets or similar documents for services.
Service Designator Code	A single character code that identifies a service or element of a service. The letter "Z" has been established to provide identification of Coast Guard requisitioning activities.
Service Life	A general term used to quantify the average or standard life expectancy of an item or equipment while in use. When a shelf-life item is unpacked and introduced to mission requirements, installed into intended application, or merely left in storage, placed in pre-extended bins, or held as bench stock, shelf-life management stops and service life begins.
SERVMART	A retail self-service store usually stocking office, housekeeping and janitorial supplies and tools.
Shelf-Life	The total period of time beginning with the date of manufacture, cure date (for elastomeric and rubber products only), assembly, pack (subsistence only) or after visual inspection/laboratory test/restorative action, that an item may remain in the combined wholesale (including manufacturer's) and retail storage systems and still remain suitable for issue to and/or consumption by the end user. Shelf Life should not be confused with service life.
Shelf-Life Code	A code assigned to a shelf-life item to identify the period of time beginning with the date of manufacture, date of cure (for elastomeric and rubber products only and rubber products only), date of assembly, or date of pack (subsistence only), and ending with the date by which an item must be used (expiration date) or subjected to inspection, test, restoration, or disposal action. Code 0 (zero) indicates that the NSN or NIIN is not a shelf-life item.

S *(cont.)*

Shelf-Life Item	An item of supply possessing deteriorative or unstable characteristics to the degree that a storage time period must be assigned to ensure that it will perform satisfactorily in service.
Shipment	A consignment of goods from one place, furnished under one contract or subcontract, and released to a carrier for transportation to a destination.
Shipment Status	Consists of shipping information, including the estimated shipment date or the date shipped, the transportation control number (TCN), bill of lading number, parcel post registration number, when applicable, the mode of shipment, and the port of embarkation (overseas) or date available for shipment in the United States (excluding Alaska and Hawaii).
Shipment Status Card and Materiel Release Confirmation	A dual-purpose document prescribed in MILSTRIP by which specific shipping information is furnished to the activities authorized to receive status. It is also used as a confirmation of shipping action taken by the shipper against Materiel Release Orders received from the supplying sources.
Shipping Document	An authenticated form evidencing shipment or issue from the shipping activity to an authorized receiver. This form contains, as a minimum, for each item shipped or issued, the quantity, unit of issue, unit price and total dollar value.
Shop Stock	Consumable items, generally of low unit cost, having a steady usage rate, which have been expensed the financial records to end use and are located where they are readily accessible to shop personnel for use in manufacture or repair efforts.
Short Supply	The status of an item resulting from the total stock on hand plus anticipated receipts during a given period being less than the expected total demand during that period.
Signal Code	The purpose of the "signal code" is twofold. This code designates the fields (card columns), which contain the intended consignee (ship to) and the activity (bill to) to receive the bills and effect payment, when applicable. The "Bill to" activity for intra-Coast Guard transactions also may indicate the chargeable or accountable activity. All requisitions and documents will contain the appropriate signal code.
SIM DTO Item	A SIM DTO is defined as any consumable item that meets the frequency of demand criteria for a SIM item but is not stocked by the supply department, usually because of space limitations. Materiel received will be issued immediately to the using department.

S *(cont.)*

Small Purchase	The purchase of supplies and non-personal services when the aggregate amount involved in any one transaction does not exceed the authorized limitations.
Sole Source	The only contractor who can manufacture an item or component, whether due to time constraints, warranties or patent rights.
Source	Any commercial or noncommercial organization, which can supply a specified part. For coding purposes, sources include actual manufacturers, prime contractors, vendors, dealers, surplus dealers, distributors and other firms.
Source Approval	The government review, which must be completed prior to a contract award.
Source Codes	Codes assigned to end items and support items to indicate the manner of acquiring the items for the maintenance, repair, rework or overhaul offend items.
Source of Supply (SoS)	Any Federal Government organization (DoD or non-DoD) exercising control of materiel and to which requisitions are directed.
Spares	Repairable components or assemblies used for maintenance replacement purposes in the end items of equipment. They are articles identical to or interchangeable with the repairable items on contract which are procured over and above the quantity needed for initial installation for support of a system.
Special Tools, Test Equipment and Support Equipment	Those support items that have single or peculiar application to a specific end item.
Specialized Reusable Container	A container designed to maintain a specific item, or many items, while being transported, stored or handled. A specialized reusable container has an expected service life equal to or greater than that of the item it is designated to protect. Engineering specifications are used to define form, fit, function, materiel, tolerances, and manufacturing techniques. These containers are accountable according to service or agency requirements.
Standard Delivery Date (SDD)	The latest terminal date by which the supply system normally is expected to process a requisition and to affect delivery of materiel to a requisitioner.

S *(cont.)*

Standard Price	Synonymous with unit price. A predetermined value established for each item in the stock master file. The standard price usually consists of the acquisition cost, transportation costs and surcharges for inventory losses.
Status Codes	General. "Status Codes" (supply status codes) are two character alphabetic or alphanumeric codes, which are used by inventory managers or supply sources to advise the requisitioner, consignee, or designated monitoring activity of the status of requisitions.
Stock	The total quantity of an item of supply held in inventory regardless of serviceability or purpose for which held.
Stockage Objective	The maximum quantity of materiel to be maintained on-hand to sustain current operations. This includes the sum of stock represented by the operating level and safety level.
Stock Control	Process of maintaining data on the quantity, location, and condition of supplies and equipment due-in, on-hand and backordered in order to determine availability of materiel for issue and to facilitate distribution and management of materiel.
Stock Control Activity (SCA)	The organizational element of a distribution system, which is assigned responsibility for maintenance of inventory data on the quantity, ownership, purpose, condition, and location of materiel due-in, on-hand, and backordered to determine availability of materiel for issue and to facilitate distribution and management of materiel.
Stock Point	A distribution point for materiel.
Stock Record Account	A basic record showing by item the receipt and issuance of property, the balance on-hand and such other identifying or stock control data as may be required by proper authority.
Stock Record Adjustment	An entry made to correct an accountable record. An adjustment is used to reconcile the actual on-hand quantities within Unit Stock storage locations with the automated Stock Record System Adjustments are tied to Physical Inventory Reconciliation *(See enclosure E, Instructions, Sample Messages, and Formats).*
Storage	The keeping or placing of property in a warehouse, shed, or open area. Storage is a continuation of the receiving operation and is preliminary to the shipping or issuing operation.

S *(cont.)*

Storage Activity — The organization element of a distribution system which is assigned responsibility for the physical handling of materiel incident to its check-in and inspection (receipt), its keeping and surveillance in a warehouse, shed, tank, or open area storage and its selection and shipment (issue).

Storage Standards — Mandatory instructions for the visual inspection/laboratory testing and/or restoration of items in storage. These standards provide guidance on storage criteria and time phasing of inspections during the storage cycle to determine the materiel serviceability and degree of deterioration, which has occurred.

Subassembly — Two or more parts, which form a portion of an assembly or a component replaceable as a whole, but having a part or parts which are individually replaceable. For example: A cartridge with stylus would be a subassembly for a tone ARM (assembly) or a turntable in a music system.

Substitute Item — An item that is authorized for one-time use in place of another item, based on a specific application and requests. Equivalent or interchangeable items are not included in the term "substitute items." No substitute will be used that may:

1. Void manufacturer's guarantee or warranty.
2. Adversely affect delicate, sensitive, or critical assemblies.

Cause a danger to those around the equipment/component; or impact sensitive or critical assemblies subject to environmental conditions, high speed, or high loads.

Suffix Code — A single character code that relates and identifies supply transactions for partial quantities to the original requisition or transaction, without duplicating or causing loss of identity of the original document number.

Supplementary Address Code — A code that indicates a specific account number or Activity Address Code for the purpose of receiving materiel or documentation. Each account will contain addresses in detail to permit shipping and billing of materiel and for mailing of documentation.

Supplies — All items necessary for the equipment, maintenance and operation of a military command, including food, clothing, equipment, arms, ammunition, fuel, materiel and machinery of all kinds.

S *(cont.)*

Supply	The procurement, distribution and maintenance while in storage and salvage supplies, including the determination of the kind and quantity of supplies needed.
Supply Condition Codes for Shelf-Life Items	These specific codes provide standard criteria at the wholesale/retail level and designate the remaining shelf-life of an item form dates of manufacture, cure, assembly, pack (subsistence only), inspect test, or restoration action. A classification of materiel that reflects its readiness for issue and use or to identify the action underway to change the status of materiel. Enclosure D, *MILSTRIP Supply and Storage Codes* provides a complete listing of these codes and their definitions as related to shelf-life items/materiel.
Supply Control	The process by which an item of supply is controlled within the supply system, including requisitioning, receipt, storage, stock control, shipment, disposition, identification, and accounting.
Supply Demand Review (SDR)	The formal process whereby supplies are compared to current and projected requirements (demand) for the purpose of initiating supply adjustment actions such as initiation of procurement, repair or disposal action or the modification of any such previous actions.
Supply Fund	A revolving fund which finances inventories and required materiel and generates income by selling such materiel.
Supply Support Request (SSR)	A transaction identifying requirements for consumable items that is submitted by the component introducing a materiel and/or weapon system to the IMM.
Support Equipment	Items that are not an integral part of an end item, but are required in the operation of the end item, or facility operational in its intended environment. This includes all equipment required to install, operate and maintain the item, system or facility including the support of the support equipment.
Support Item	Items subordinate to or associated with an end item and required to operate, service, repair or overhaul an end item, i.e., spares, test equipment and repair parts.
Support Director	Support Directors are responsible to the Program Directors for detailed management of a Coast Guard program.

S *(cont.)*

Support Items	Items subordinate to, or associated with an end item, i.e., spares, repair parts, tools, test equipment, support equipment and sundry materiel required to operate, service, repair or overhaul an end item.
Support Manager	The staff officer at Headquarters designated by and responsible to the support Director for the detailed management of the Support Program.
Surplus Property	Any excess property not required for the needs and discharge of the responsibilities of all federal agencies, including the Department of Defense, as determined by the General Services Administration.
System	A combination of two or more end items or equipment working together to perform an operational function. A system is also any combination of related people, methods or processes, hardware, software, data and telecommunications components utilized to accomplish a specified function or set of functions.
System Acquisition	Process of providing a new or improved materiel capability in response to a validated need.
System Stock	Materiel, repair parts, and /or items of supply identified during the provisioning phase as tock worthy in support of installed equipment.

T

Tactical Vehicle	A vehicle having military characteristics designed primarily for use by forces in the field in direct connection with, or support of, combat or tactical operations, or the training of troops for such operations.
Technical Assistance	The providing of advice, assistance and training pertaining to the installation, operations, or the training of troops for such operations.
Technical Characteristics	Those characteristics of equipment, which pertain primarily to the engineering principles involved in producing equipment possessing desired military characteristics, e.g., for electronic equipment, technical characteristics include such items as circuitry and types and arrangement of components.
Technical Data	Specification, plans, drawings, standards, purchase descriptions and other such data to describe the government's requirement for acquisition. Level III data is the most comprehensive data package. Possession of Level III data for a spare part and the right to use the data, allows the owner to offer that item for bides by competing manufacturers.
Teleprocessing	The combination of telecommunications and computer operations interfacing in the automatic processing, reception and transmission of data information.
Terminal Item	An item in stock for which future procurement is not authorized. However, requisitions for that item may continue to be submitted and honored until all stocks have been exhausted or disposed of.
Test Equipment	Also referred to as Support Equipment. The equipment required to maintain an item, system or facility operational in its intended environment; and includes the necessary equipment to test, measure, diagnose, calibrate, handle, secure, and repair systems, sub-systems, components, and equipment. This includes, but is not limited to: Special Purpose Test Equipment, Calibration Equipment, General Purpose Electronic Test Equipment (GPETE), Automatic Test Equipment (ATE), and Built-In Test Equipment (BITE).
Tools and Test Equipment	Those support items that are not an integral part of an end item, but are required to inspect, test, calibrate, service, repair or overhaul, and end item.
Total Item Record (TIR)	The segment of the Federal Logistics Information System (FLIS) Data Bank containing all available information on NSNs necessary for identification and logistical support.

T *(cont.)*

Total Materiel Assets — The total quantity of an item available in the military system worldwide and all funded procurement of the item with adjustments to provide for transfers out of or into the inventory through the appropriation and procurement Lead-Time periods. It includes peacetime force materiel assets and war reserve stock.

Total Materiel Requirement — The sum of the peacetime force materiel requirement and the war reserve materiel requirement.

Traffic Management — The direction, control, and supervision of all functions pertaining to the procurement and use of freight and passenger transportation services.

Transportation Operating Agencies — Military and civil agencies are:

1. Department of the Army – Military Traffic Management and Terminal Services.
2. Department of the Navy – Military Sealift Command.
3. Department of the Air Force – Military Airlift Command.
4. Civil – Those Federal agencies having responsibilities under national emergency conditions for the operational direction of one or more forms of transportation. They are also referred to as Federal Modal Agencies or Federal Transport Agencies.

Type I Shelf-Life Item — An individual item of supply, which is determined through an evaluation of technical test data and/or actual experience to be an item with a definite nonexpendable period of shelf-life. One exception is Type I medical shelf-life items, which may be extended if they have been accepted into and passed testing for extension in the DoD/FDA Shelf-Life Extension Program (SLEP).

Type II Shelf-Life Item — An individual item of supply having an assigned shelf-life time period that may be extended after completion of visual inspection/laboratory test, and/or restorative action.

ENCLOSURE B
SPPM GLOSSARY

U

Unauthorized Procurement Action	Contracts made by individuals without contracting or purchasing authority or by contracting officers that exceeds their delegated authority.
Uniform Materiel Movement and Issue Priority Systems (UMMIPS)	A system to ensure that materiel requirements are processed in accordance with the mission of the requiring activity and the urgency of need. It also establishes maximum requisition processing and materiel movement standard timeframes.
Unit	Any military element whose structure is prescribed by competent authority. A unit can also be an organization title of a subdivided group within a task force. A standard of basic quantity into which an item of supply is divided, issued or used. In the meaning, also called unit of issue.
Unit of Issue (UI)	Reflects the types of units under which materiel is issued. Unit of issue codes are contained in the applicable catalogs or stock list.
Unit Pack	A consolidated quantity starting a specific pack, which contains specific quantities of units. *(For, example, a unit of soda would be one each or one can. A unit pack would consist of six units (6-pack) or 24 units, making up a case.)* The first tie, wrap, or container applied to a single item, or a quantity thereof, or to a group of items of a single stock number, preserved or unpreserved, that constitutes a complete or identifiable package.
Unit Price	The price of the individual item of supply per unit of issue.
Unitization	Assembly of exterior packs of one or more line items of supply into a single load so that the load can be handled as a unit through the distribution system. Unitization (unitized loads or unit loads) encompasses consolidation in a container, placement on a pallet or load base, or securely binding together.
Unserviceable	Stock (scrap, condemned) that is damaged and can no longer be economically repaired, or a stock item that has been identified by a customer as non-conforming, or a stock item that has been received from purchase or repair in a non-conforming state. It has been determined that it is more cost effective to re-procure than to repair the stock item.

ENCLOSURE B
SPPM GLOSSARY

Urgency of Need Designator (UND)	An alphabetic character that relates to the urgency of need as determined by a requisitioner using the criteria prescribed by the Unformed Materiel Movement and Issue Priority System (UMMIPS). See Chapter 2/section C and enclosure D, *MILSTRIP Supply and Storage Codes* for additional information.
Used But Good	Items at the unit level which are of unknown condition, but which the technicians assert are kept as spares "just in case" they are needed to cannibalized parts from or otherwise utilize.

V

Value

Value is the relationship of worth to cost in accordance with the user's (or customer's) needs and resources in a given situation. The ratio of worth to cost is the principal measure of value. Thus, a "value equation" may be used to derive a Value Index as follows:

$$\text{Value Index} + \frac{\text{Worth}}{\text{Cost}} = \frac{\text{Utility}}{\text{Cost}}$$

Value may be increased by (1) improving the utility of something with no change in cost, (2) retaining the same utility for less cost, or (3) combining improved utility with a decrease in cost. Optimum value is achieved when all utility criteria are met at the lowest overall cost. Although worth and cost can each be expressed in monetary units, value is dimensionless expression of the relationship of these two.

Vendor

An individual, partnership, corporation or other entity that sells property to the government.

Vendor Item

An item which is used in or attached to the end item produced by the contractor under this contract and which is procured by the contractor on the open market or from established sources and for which the contractor is not the design activity.

W

War Materiel Requirement — The quantity of an item required supporting the approved United States force structure and those Allied forces through the period prescribed for war materiel planning purposes. It includes the materiel required to equip and provide a materiel pipeline for the M-Day (Mobilization Day) forces (authorized peacetime forces, both active and reserve on M-day minus one day) to support planned mobilization and to sustain in training, combat and combat support operations as applicable to all United States forces and Allied forces designated in the current Secretary of Defense guidance.

War Reserves — Stocks of materiel amassed in peacetime to the increase in military requirements consequent upon an outbreak of war. War reserves are intended to provide the interim support essential to sustain operations until replenishment can be accomplished.

Weapon System — A weapon and those components required for its operation. The term is not precise unless specific parameters are established.

Weapon Systems File (WSF) — The configuration baseline of a vessels systems/components initially established by planners and shipbuilders. Cutter configuration baseline data collected during the planning and building phases is held in the WSF, which is a computerized database operated by the Navy Inventory Control Point (NAVICP), Mechanicsburg, PA. The files contain the configuration of a cutter's systems and equipment, technical data about each system, a list of higher and lower applications that the system is part of and component characteristics for equipment.

Wholesale — The highest level of organized supply whose function is to procure, repairs, and maintains stocks to replenish the retail levels of supply. The terms "wholesale supply," "wholesale level of supply," and "wholesale echelon" are synonymous.

Wholesale Stock — Stock regardless of funding sources over which the IMM has asset knowledge and exercises unrestricted asset control to meet worldwide inventory management responsibilities.

Working Capital Fund — A revolving fund established to finance inventories of supplies and other stores or to provide working capital for industrial type activities.

W *(cont.)*

Worth Worth is the least expenditure required to provide an essential function and is established by comparison. (One method of approximating worth is by determining the cost of a functional equivalent.) Worth is not affected by the consequence of failure. (For example, if a bolt supporting a wing of an aircraft fails, the plane may crash. Nevertheless, the worth of the bolt is the lowest cost necessary to provide a reliable fastening, not the cost of a downed aircraft.)

THIS PAGE INTENTIONALLY LEFT BLANK

ENCLOSURE C
FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

ENCLOSURE C

FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

COAST GUARD INTEGRATED MANAGEMENT

Each item in the Federal Supply System is assigned to a specific Source of Supply (SoS) for management within the Federal Government. The following FSCs have been designated to the Coast Guard as the integrated materiel manager at the wholesale level.

Coast Guard Federal Supply Groups and Classes

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

ENCLOSURE C

FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

Coast Guard Federal Supply Groups and Classes

Class	Description	Cataloging Activity
11	**Nuclear Ordnance**	
1105	Nuclear Bombs	XG
1110	Nuclear Projectiles	XG
1115	Nuclear Warheads and Warhead Sections	XG
1120	Nuclear Depth Charges	XG
1125	Nuclear Demolition Charges	XG
1127	Nuclear Rockets	XG
1130	Conversion Kits, Nuclear Ordnance	XG
1135	Fusing and Firing Devices, Nuclear Ordnance	XG
1140	Nuclear Components	XG
1145	Explosive and Pyrotechnic Components, Nuclear Ordnance	XG
1190	Specialized Test and Handling Equipment, Nuclear Ordnance	XG
1195	Miscellaneous Nuclear Ordnance	XG
12	**Fire Control Equipment**	
1210	Fire Control Directors	XG
1230	Fire Control Computing Sights and Devices	XG
1240	Optical Sighting and Ranging Equipment	XG
1250	Fire Control Stabilizing Mechanisms	XG
1260	Fire Control Designating and Indicating Equipment	XG
1265	Fire Control Transmitting and Receiving Equipment, except Airborne	XG

ENCLOSURE C

FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

Coast Guard Federal Supply Groups and Classes

Class	Description	Cataloging Activity
12	**Fire Control Equipment** *(cont.)*	
1270	Aircraft Gunnery Fire Control Components	XG
1280	Aircraft Bombing Fire Control Components	XG
1285	Fire Control Radar Equipment, except Airborne	XG
1287	Fire Control Sonar Equipment	XG
1290	Miscellaneous Fire Control Equipment	XG
13	**Ammunition and Explosives**	
1305	Ammunition, through 30mm	XG
1310	Ammunition over 30mm up to 75mm	XG
3115	Ammunition, 75mm through 125mm	XG
1320	Ammunition, over 125mm	XG
1325	Bombs	XG
1330	Grenades	XG
14	**Guided Missiles**	
1440	Launchers, Guided Missiles	XG
1450	Guided Missiles Handling and Servicing Equipment	XG
15	**Aircraft and Airframe Structural Components**	
1510	Aircraft, Fixed Wing	XH
1520	Aircraft, Rotary Wing	XH

ENCLOSURE C
FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

Coast Guard Federal Supply Groups and Classes

Class	Description	Cataloging Activity
15	**Aircraft and Airframe Structural Components** *(cont.)*	
1540	Gliders	XH
1550	Drones	XH
1560	Airframes Structural Components	XH
16	**Aircraft Components and Accessories**	
1610	Aircraft Propellers & Components	XH
1615	Helicopter Rotor Blades, Drive Mechanisms and Components	XH
1620	Aircraft Landing Gear Components	XH
1630	Aircraft Wheel and Brake Systems	XH
1650	Aircraft Hydraulic, Vacuum and De-icing System Components	XH
1660	Aircraft Air Conditioning, Heating and Pressurizing Equipment	XH
1670	Parachutes; Aerial Pack Up, Delivery, Recovery Systems; and Cargo Tie Down Equipment	XH
1680	Miscellaneous Aircraft Accessories and Components	XH
17	**Aircraft Launching, Landing and Ground Handling Equipment**	
1710	Aircraft Landing Equipment	XH
1720	Aircraft Launching Equipment	XH
1730	Aircraft Ground Servicing Equipment	XH
1740	Airfield Specialized Trucks and Trailers	XH
18	**Space Vehicles**	
1810	Space Vehicles	XH

ENCLOSURE C
FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

Coast Guard Federal Supply Groups and Classes

Class	Description	Cataloging Activity
18	**Space Vehicles** *(cont.)*	
1820	Space Vehicle Components	XH
1830	Space Vehicle Remote Control Systems	XH
1840	Space Vehicle Launchers	XH
1850	Space Vehicle Handling and Servicing Equipment	XH
1860	Space Survival Equipment	XH
19	**Ships, Small Craft, Pontoons, and Floating Docks**	
1915	Cargo and Tanker Vessels	XG
1920	Fishing Vessels	XG
1925	Special Service Vessels	XG
1930	Barges and Lighters, Cargo	XG
1935	Barges and Lighters, Special Purpose	XG
1940	Small Craft	XG
1945	Pontoons and Floating Docks	XG
1950	Floating Dry-docks	XG
1955	Dredges	XG
1990	Miscellaneous Vessels	XG
20	**Ship and Marine Equipment**	
2010	Ship and Boat Propulsion Components	XG
2020	Rigging and Rigging Gear	XG

ENCLOSURE C

FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

Coast Guard Federal Supply Groups and Classes

Class	Description	Cataloging Activity
20	**Ship and Marine Equipment** *(cont.)*	
2030	Deck Machinery	XG
2040	Marine Hardware and Hull Items	XG
2050	Buoys	XG
2060	Commercial Fishing Equipment	XG
2090	Miscellaneous Ship and Marine Equipment	XG
21	**Unassigned**	
22	**Railway Equipment**	
2230	Right-of–Way Construction and Maintenance Equipment, Railroad	XG
2240	Locomotive, Rail Car Accessories, and Components	XG
2250	Track Materiel, Railroad	XG
23	**Ground Effect Vehicles, Motor Vehicles, Trailers, and Cycles**	
2305	Ground Effect Vehicles	XG
2310	Passenger Motor Vehicles	XG
2320	Trucks and Truck Tractors, Wheeled	XG
2330	Trailers	XG
2340	Motorcycles, Motor Scooters and Bicycles	XG
2350	Combat, Assault and Tactical Vehicles, Tracked	XG

ENCLOSURE C

FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

Coast Guard Federal Supply Groups and Classes

Class	Description	Cataloging Activity
24	**Tractors**	
2410	Tractor, Full Tracked, Low Speed	XG
2420	Tractors, Wheeled	XG
2430	Tractors, Full Tracked, High Speed	XG
25	**Vehicular Equipment Components**	
2510	Vehicular Cab, Body and Frame Structural Components	XG
2520	Vehicular Power Transmission Components	XG
2530	Vehicular Brake, Steering, Axle, Wheel, and Track Components	XG
2540	Vehicular Furniture and Accessories	XG
2590	Miscellaneous Vehicular Components	XG
26	**Tires and Tubes**	
2610	Tires and Tubes, Pneumatic, Except Aircraft	XH
2620	Tires and Tubes, Pneumatic, Aircraft	XH
2630	Tires, Solid and Cushion	XH
2640	Tire Rebuilding and Tire and Tube Repair Material	XH
27	**Unassigned**	
28	**Engines, Turbines, and Components**	
2805	Gasoline Reciprocating Engines, Except Aircraft, and Components	XG
2810	Gasoline Reciprocating Engines, Aircraft Prime Mover, and Components	XH

ENCLOSURE C
FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

Coast Guard Federal Supply Groups and Classes

Class	Description	Cataloging Activity
28	**Engines, Turbines, and Components** *(cont.)*	
2815	Diesel Engines and Components	XG
2820	Steam Engines, Reciprocating, and Components	XG
2825	Steam Turbines and Components	XG
2830	Water turbines, Water Wheels, and Components	XG
2835	Gas Turbines, and Jet Engines, Except Aircraft, and Components	XG
2840	Gas Turbines and Jet Engines, Aircraft prime moving, and Components	XH
2845	Rocket Engines and Components	XH
2850	Gasoline Rotary Engines and Components	XG
2895	Miscellaneous Engines and Components	XG
29	**Engine Accessories**	
2910	Engine Fuel System Components, Non-Aircraft	XG
2915	Engine Fuel System Components, Aircraft	XH
2920	Engine Electrical System Components, Non-Aircraft	XG
2925	Engine Electrical System Components, Aircraft prime moving	XH
2930	Engine Cooling System Components, Non-Aircraft	XG
2935	Engine Cooling System Components, Aircraft prime moving	XH
2940	Engine Air and Oil Filters, Strainers, and Cleaners, Non-Aircraft	XG
2945	Engine Air and Oil Filters, Strainers, and Cleaners, Aircraft	XH

ENCLOSURE C
FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

Coast Guard Federal Supply Groups and Classes

Class	Description	Cataloging Activity
29	**Engine Accessories** *(cont.)*	
2950	Turbo Superchargers and Components (Except Cummins Parts)	XH
	Turbo Superchargers (Cummins Parts)	XG
2990	Miscellaneous Engine Accessories, Non-Aircraft	XG
2995	Miscellaneous Engine Accessories, Aircraft	XH
30	**Mechanical Power Transmission Equipment**	
3010	Torque Converters and Speed Changers	XG
3020	Gears, Pulleys, Sprockets and Transmission Chain	XG
3030	Belting, Drive Belts, Fan Belts and Accessories	XG
3040	Miscellaneous Power Transmission Equipment	XG
31	**Bearings**	
3110	Bearings, Anti-Friction, Unmounted	XG
3120	Bearings, Plain, Unmounted	XG
3130	Bearings, Mounted	XG
32	**Woodworking Machinery and Equipment**	
3210	Sawmill and Planing Mill Machinery	XG
3220	Woodworking Machines	XG
3230	Tools and Attachments for Woodworking Machinery	XG
33	**Unassigned**	

ENCLOSURE C

FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

Coast Guard Federal Supply Groups and Classes

Class	Description	Cataloging Activity
34	**Metalworking Machinery**	
3405	Saws and Filing Machines	XG
3408	Machining Centers and Way-Type Machines	XG
3410	Electrical and Ultrasonic Erosion Machines	XG
3411	Boring Machines	XG
3412	Broaching Machines	XG
3413	Drilling and Tapping Machines	XG
3414	Gear Cutting and Finishing Machines	XG
3415	Grinding Machines	XG
3416	Lathes	XG
3417	Milling Machines	XG
3418	Planers and Shapers	XG
3419	Miscellaneous Machine Tools	XG
3422	Rolling Mills and Drawing Machines	XG
3424	Metal Heat Treating and Non-Thermal Treating Equipment	XG
3426	Metal Finishing Equipment	XG
3431	Electric Arc Welding Equipment	XG
3432	Electric Resistance Welding Equipment	XG
3433	Gas Welding, Heat Cutting and Metalizing Equipment	XG
3436	Welding Positioners and Manipulators	XG
3438	Miscellaneous Welding Equipment	XG

Coast Guard Federal Supply Groups and Classes

Class	Description	Cataloging Activity
34	**Metalworking Machinery** *(cont.)*	
3439	Miscellaneous Welding, Soldering and Brazing Supplies and Accessories	XG
3441	Bending and Forming Machines	XG
3442	Hydraulic and Pneumatic Presses, Power Driven	XG
3443	Mechanical Presses, Power Driven	XG
3444	Manual Presses	XG
3445	Punching and Shearing Machines	XG
3446	Forging Machinery and Hammers	XG
3447	Wire and Metal Ribbon Forming Machines	XG
3448	Riveting Machines	XG
3449	Miscellaneous Secondary Metal Forming and Cutting Machines	XG
3450	Machine Tool, Portable	XG
3455	Cutting Tools for Machine Tools	XG
3456	Cutting and Forming Tools for Secondary Metalworking Machinery	XG
3460	Machine Tools Accessories	XG
3461	Accessories for Secondary Metal Working Machinery	XG
3465	Production Jigs, Fixtures and Templates	XG
3470	Machine Shop Sets, Kits and Outfits	XG

ENCLOSURE C

FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

Coast Guard Federal Supply Groups and Classes

Class	Description	Cataloging Activity
35	**Service and Trade Equipment**	
3510	Laundry and Dry Cleaning Equipment	XG
3520	Shoe Repairing Equipment	XG
3530	Industrial Sewing Machines and Mobile Textile Repair Shops	XG
3540	Wrapping and Packaging Machinery	XG
3550	Vending and Coin Operated Machines	XG
3590	Miscellaneous Service and Trade Equipment	XG
36	**Special Industry Machinery**	
3605	Food Products Machinery and Equipment	XG
3610	Printing, Duplicating and Bookbinding Equipment	XG
3611	Industrial Marking Machines	XG
3615	Pulp and Paper Industries Machinery	XG
3620	Rubber and Plastics Working Machinery	XG
3625	Textile Industries Machinery	XG
3630	Clay and Concrete Products Industries Machinery	XG
3635	Crystal and Glass Industries Machinery	XG
3640	Tobacco Manufacturing Machinery	XG
3645	Leather Tanning and Leather Working Industries Machinery	XG
3650	Chemical and Pharmaceutical Products Manufacturing Machinery	XG
3655	Gas Generating and Dispensing Systems, Fixed or Mobile	XG

Coast Guard Federal Supply Groups and Classes

Class	Description	Cataloging Activity
36	**Special Industry Machinery** *(cont.)*	
3660	Industrial Size Reduction Machinery	XG
3670	Specialized Semiconductor Microcircuit and Printed Circuit Board Manufacturing Machinery	XG
3680	Foundry Machinery, Related Equipment and Supplies	XG
3685	Specialized Metal Container Manufacturing Machinery and Related Equipment	XG
3690	Specialized Ammunition and Ordnance Machinery and Related Equipment	XG
3693	Industrial Assembly Machines	XG
3694	Clean Work Stations, Controlled Environment and Related Equipment	XG
3695	Miscellaneous Special Industry Machinery	XG
37	**Agricultural Machinery and Equipment**	
3710	Soil Preparation Equipment	XG
3720	Harvesting Equipment	XG
3730	Dairy, Poultry and Livestock Equipment	XG
3740	Pest, Disease and Frost Control Equipment	XG
3750	Gardening Implements and Tools	XG
3770	Saddlery, Harness, Whips and Related Animal Furnishings	XG

ENCLOSURE C

FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

Coast Guard Federal Supply Groups and Classes

Class	Description	Cataloging Activity
38	**Construction, Mining, Excavating, and Highway Maintenance Equipment**	
3805	Earth Moving and Excavating Equipment	XG
3810	Cranes and Crane-Shovels	XG
3815	Crane and Crane-Shovel Attachments	XG
3820	Mining, Rock Drilling, Earth Boring and Related Equipment	XG
3825	Road Clearing, Cleaning and Marketing Equipment	XG
3830	Truck and Tractor Attachments	XG
3835	Petroleum Production and Distribution Equipment	XG
3895	Miscellaneous Construction Equipment	XG
39	**Materials Handling Equipment**	
3910	Conveyors	XG
3915	Materials Feeders	XG
3920	Materials Handling Equipment, Nonself-Propelled	XG
3930	Warehouse Trucks and Tractors, Self-Propelled	XG
3940	Blocks, Tackle, Rigging and Slings	XG
3950	Winches, Hoists, Cranes and Derricks	XG
3960	Freight Elevators	XG
3990	Miscellaneous Materials Handling Equipment	XG
40	**Rope, Cable, Chain and Fittings**	
4010	Chain and Wire Rope	XG
4020	Fiber Rope, Cordage and Twine	XG
4030	Fittings for Rope, Cable and Chain	XG

ENCLOSURE C

FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

Coast Guard Federal Supply Groups and Classes

Class	Description	Cataloging Activity
41	**Refrigeration, Air Conditioning and Air Circulating Equipment**	
4110	Refrigeration Equipment	XG
4120	Air Conditioning Equipment	XG
4130	Refrigeration and Air Conditioning Components	XG
4140	Fans, Air Circulators and Blower Equipment	XG
4150	Vortex Tubes and Other Related Cooling Tubes	XG
42	**Fire Fighting, Rescue and Safety Equipment; and Environment Protection Equipment and Materials**	
4210	Fire Fighting Equipment	XG
4220	Marine Lifesaving and Diving Equipment	XG
4230	Decontaminating and Impregnating Equipment	XG
4235	Hazardous Material Spill Containment and Cleanup Equipment and Material	XG
4240	Safety and Rescue Equipment	XG
4250	Recycling and Reclamation Equipment	XG
43	**Pumps and Compressors**	
4310	Compressors and Vacuum Pumps	XG
4320	Power and Hand Pumps	XG
4330	Centrifugal, Separators and Pressure, and Vacuum Filters	XG

ENCLOSURE C

FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

Coast Guard Federal Supply Groups and Classes

Class	Description	Cataloging Activity
44	**Furnace, Steam Plant and Drying Equipment; and Nuclear Reactors**	
4410	Industrial Boilers	XG
4420	Heat Exchangers and Steam Condensers	XG
4430	Industrial Furnaces, Kilns, Leers and Ovens	XG
4440	Dryers, Dehydrators and Anhydrators	XG
4460	Air Purification Equipment	XG
4470	Nuclear Reactors	XG
45	**Plumbing, Heating and Waste Disposal Equipment**	
4510	Plumbing Fixtures and Accessories	XG
4520	Space and Water Heating Equipment	XG
4530	Waste Disposal Equipment	XG
4540	Waste Disposal	XG
46	**Water Purification and Sewage Treatment Equipment**	
4610	Water Purification Equipment	XG
4620	Water Distillation Equipment, Marine and Industrial	XG
4630	Sewage Treatment equipment	XG
47	**Pipe, Tubing, Hose and Fittings**	
4710	Pipe, Tube and Rigid Tubing	XG
4720	Hose and Flexible Tubing	XG
4730	Hose, Pipe, Tube, Lubrication and Railing Fittings	XG
48	**Valves**	
4810	Valves, Powered	XG

Coast Guard Federal Supply Groups and Classes

Class	Description	Cataloging Activity
48	**Valves** *(cont.)*	
4820	Valves, Non-powered	XG
49	**Maintenance and Repair Shop Equipment**	
4910	Motor Vehicle Maintenance and Repair Shop Specialized Equipment	XG
4920	Aircraft Maintenance and Repair Shop Specialized Equipment	XH
4921	Torpedo Maintenance, Repair and Checkout Specialized Equipment	XG
4923	Depth Charges and Underwater Mines Maintenance, Repair and Checkout Specialized Equipment	XG
4925	Ammunition Maintenance, Repair and Checkout Specialized Equipment	XG
4927	Rocket Maintenance, Repair and Checkout Specialized Equipment	XG
4930	Lubrication and Fuel Dispensing Equipment	XG
4931	Fire Control Maintenance and Repair Shop Specialized Equipment	XG
4933	Weapons Maintenance and Repair Shop Specialized Equipment	XG
4935	Guided Missile Maintenance, Repair and Checkout Specialized Equipment	XH
4940	Miscellaneous Maintenance and Repair Shop Specialized Equipment	XH
4960	Space Vehicle Maintenance, Repair and Checkout Specialized Equipment	XH
50	**Unassigned**	

ENCLOSURE C

FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

Coast Guard Federal Supply Groups and Classes

Class	Description	Cataloging Activity
51	**Hand Tools**	
5110	Hand Tools, Edged, Non-powered	XG
5120	Hand Tools, Non-edged, Non-powered	XG
5130	Hand Tools, Power Driven	XG
5133	Drill Bits, Counter bores and Countersinks; Hand and Machine	XG
5136	Taps, Dies and Collets; Hand and Machine	XG
5140	Tool and Hardware Boxes	XG
5180	Sets, Kits and Outfits of Hand Tools	XG
52	**Measuring Tools**	
5210	Measuring Tools, Craftsmen's	XG
5220	Inspection Gages and Precision Layout Tools	XG
5280	Sets, Kits and Outfits of Measuring Tools	XG
53	**Hardware and Abrasives**	
5305	Screws	XG
5306	Bolts	XG
5307	Studs	XG
5310	Nuts and Washers	XG
5315	Nails, Machine Keys and Pins	XG
5320	Rivets	XG
5325	Fastening Devices	XG
5330	Packing and Gasket Material	XG

Coast Guard Federal Supply Groups and Classes

Class	Description	Cataloging Activity
53	**Hardware and Abrasives** *(cont.)*	
5331	O-Rings	XG
5335	Metal Screening	XG
5340	Hardware, Commercial	XG
5341	Brackets	XG
5342	Hardware, Weapons System	XG
5345	Disks and Stones, Abrasive	XG
5350	Abrasive Materials	XG
5355	Knobs and Pointers	XG
5360	Coil, Flat, Leaf and Wire Springs	XG
5365	Bushings, Rings, Shims and Spacers	XG
54	**Prefabricated Structures and Scaffolding**	
5410	Prefabricated and Portable Buildings	XG
5411	Rigid Wall Shelters	XG
5419	Collective Modular Support Systems	XG
5420	Bridges, Fixed and Floating	XG
5430	Storage Tanks	XG
5440	Scaffolding Equipment and Concrete Forms	XG
5445	Prefabricated Tower Structures	XG
5450	Miscellaneous Prefabricated Structures	XG

ENCLOSURE C

FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

Coast Guard Federal Supply Groups and Classes

Class	Description	Cataloging Activity
55	**Lumber, Millwork, Plywood and Veneer**	
5510	Lumber and Related Basic Wood Materials	XG
5520	Millwork	XG
5530	Plywood and Veneer	XG
56	**Construction and Building Materials**	
5610	Mineral Construction Materials, Bulk	XG
5620	Tile, Brick and Block	XG
5630	Pipe and Conduit, Nonmetallic	XG
5640	Wallboard, Building Paper and Thermal Insulation Materials	XG
5650	Roofing and Siding Materials	XG
5660	Fencing, Fences, Gates and Components	XG
5670	Building Components, Prefabricated	XG
5675	Non-wood Construction Lumber and Related Materials	XG
5680	Miscellaneous Construction Materials	XG
57	**Unassigned**	
58	**Communication, Detection and Coherent Radiation Equipment**	
5805	Telephone and Telegraph Equipment	XG
5810	Communications Security Equipment and Components	XG
5811	Other Crypto logic Equipment and Components	XG

Coast Guard Federal Supply Groups and Classes

Class	Description	Cataloging Activity
58	**Communication, Detection and Coherent Radiation Equipment** *(cont.)*	
5820	Radio and Television Communication Equipment, Except Airborne	XG
5821	Radio and Television Communication Equipment, Airborne	XH
5825	Radio Navigation Equipment, Except Airborne	XG
5826	Radio Navigation Equipment, Airborne	XH
5830	Intercommunication and Public Address Systems, Except Airborne	XG
5831	Intercommunication and Public Address Systems, Airborne	XH
5835	Sounds Recording and Reproducing Equipment	XG
5836	Video Recording and Reproduction Equipment	XG
5840	Radar Equipment, Except Airborne	XG
5841	Radar Equipment, Airborne	XH
5845	Underwater Sound Equipment	XG
5850	Visible and Invisible Light Communication Equipment	XG
5855	Night Vision Equipment, Emitted and Reflected Radiation	XG
5860	Stimulated Coherent Radiation Devices, Components and Accessories	XG
5865	Electronic Countermeasures, Counter-Countermeasures and Quick Reaction Capability Equipment	XG
5895	Miscellaneous Communication Equipment	XG
59	**Electrical and Electronic Equipment Components**	
5905	Resistors	XG
5910	Capacitors	XG

ENCLOSURE C
FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

Coast Guard Federal Supply Groups and Classes

Class	Description	Cataloging Activity
59	**Electrical and Electronic Equipment Components** *(cont.)*	
5915	Filters and Networks	XG
5920	Fuses Arrestors, Absorbers and Protectors	XG
5925	Circuit Breakers	XG
5930	Switches	XG
5935	Connectors, Electrical	XG
5940	Lugs, terminals and Terminal Strips	XG
5945	Relays and Solenoids	XG
5950	Coils and Transformers	XG
5955	Oscillators and Piezoelectric Crystals	XG
5960	Electron Tubes and Associated Hardware	XG
5961	Semiconductor Devices and Associated Hardware	XG
5962	Microcircuits, Electronic	XG
5963	Electronic Modules	XG
5965	Headsets, Handsets, Microphones and Speakers	XG
5970	Electrical Insulators and Insulating Materials	XG
5975	Electrical Hardware and Supplies	XG
5977	Electrical Contact Brushes and Electrodes	XG
5980	Optoelectronic Devices and Associated Hardware	XG
5985	Antennas, Waveguides and Related Equipment	XG

Coast Guard Federal Supply Groups and Classes

Class	Description	Cataloging Activity
59	**Electrical and Electronic Equipment Components** *(cont.)*	
5990	Synchros and Resolvers	XG
5995	Cable, Cord and Wire Assemblies; Communication Equipment	XG
5996	Amplifiers	XG
5998	Electronic and Electrical Assembly Boards, Cards, and Associated Hardware	XG
5999	Miscellaneous Electrical and Electronic Components	XG
60	**Fiber Optics Materials, Components, Assemblies and Accessories**	
6010	Fiber Optic Conductors	XG
6015	Fiber Optic cables	XG
6020	Fiber Optic Cable Assemblies and Harnesses	XG
6021	Fiber Optic Switches	XG
6030	Fiber Optic Devices	XG
6032	Fiber Optic Light Sources and Photo Detectors	XG
6035	Fiber Optic Light Transfer and Image Transfer Devices	XG
6060	Fiber Optic Inter-connectors	XG
6070	Fiber Optic Accessories and Supplies	XG
6080	Fiber Optic Kits and Sets	XG
6099	Miscellaneous Fiber Optic Components	XG

ENCLOSURE C

FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

Coast Guard Federal Supply Groups and Classes

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

ENCLOSURE C

FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

Coast Guard Federal Supply Groups and Classes

Class	Description	Cataloging Activity
63	**Alarm, Signal and Security Detection Systems**	
6310	Traffic and Transit Signal Systems	XG
6320	Shipboard Alarm and Signal Systems	XG
6330	Railroad Signal and Warning Devices	XG
6340	Aircraft Alarm and Signal Systems	XH
6350	Miscellaneous Alarm, Signal and Security Detection Systems	XG
64	**Unassigned**	
65	**Medical, Dental and Veterinary Equipment and Supplies**	
6505	Drugs & Biologicals	XG
6508	Medicated Cosmetics and Toiletries	XG
6510	Surgical Dressing Materials	XG
6515	Medical and Surgical Instruments, Equipment and Supplies	XG
6520	Dental Instruments, Equipment and Supplies	XG
6525	X-Ray Equipment and Supplies; Medical Dental, Veterinary	XG
6530	Hospital Furniture, Equipment, Utensils, and Supplies	XG
6532	Hospital and Surgical Clothing and Related Special Purpose Items	XG
6540	Ophthalmic Instrument, Equipment and Supplies	XG
6545	Replenishable Field Medical Sets, Kits and Outfits	XG
6550	Diagnostic Substances, Reagents, Test Kits and Sets	XG

ENCLOSURE C

FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

Coast Guard Federal Supply Groups and Classes

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

ENCLOSURE C

FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

Coast Guard Federal Supply Groups and Classes

Class	Description	Cataloging Activity
67	**Photographic Equipment**	
6710	Cameras, Motion Picture	XG
6720	Cameras, Still Picture	XG
6730	Photographic Projection Equipment	XG
6740	Photographic Developing and Finishing Equipment	XG
6750	Photographic Supplies	XG
6760	Photographic Equipment and Accessories	XG
6770	Film, Processed	XG
6780	Photographic Sets, Kits and Outfits	XG
68	**Chemicals and Chemical Products**	
6810	Chemicals	XG
6820	Dyes	XG
6830	Gases; Compressed and Liquefied	XG
6840	Pest Control Agents and Disinfectants	XG
6850	Miscellaneous Chemical Specialties	XG
69	**Training Aids and Devices**	
6910	Training Aids	XG
6920	Armament Training Devices	XG
6930	Operational Training Devices	XG
6940	Communication Training Devices	XG

ENCLOSURE C

FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

Coast Guard Federal Supply Groups and Classes

Class	Description	Cataloging Activity
70	**Automatic Data Processing Equipment (including Firmware) Software, Supplies and Support Equipment**	
7010	ADPE System Configuration	XG
7020	ADP Central Processing Unit (CPU Computer) Analog	XG
7021	ADP Central Processing Unit (CPU Computer) Digital	XG
7022	ADP Central Processing Unit (CPU Computer) Hybrid	XG
7025	ADP Input/Output and Storage Devices	XG
7030	ADP Software	XG
7035	ADP Support Equipment	XG
7040	Punched Card Equipment	XG
7042	Mini and Micro Computer Control Devices	XG
7045	ADP Supplies	XG
7050	ADP Components	XG
71	**Furniture**	
7105	Household Furniture	XG
7110	Office Furniture	XG
7125	Cabinets, Lockers, Bins and Shelving	XG
7195	Miscellaneous Furniture and Fixtures	XG
72	**Household and Commercial Furnishings and Appliances**	
7210	Household Furnishings	XG
7220	Floor Coverings	XG

ENCLOSURE C

FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

Coast Guard Federal Supply Groups and Classes

Class	Description	Cataloging Activity
72	**Household and Commercial Furnishings and Appliances** *(cont.)*	
7230	Draperies, Awnings and Shades	XG
7240	Household and Commercial Utility Containers	XG
7290	Miscellaneous Household and Commercial Furnishings and Appliances	XG
73	**Food Preparation and Serving Equipment**	
7310	Food Cooking, Baking and Serving Equipment	XG
7320	Kitchen Equipment and Appliances	XG
7330	Kitchen Hand Tools and Utensils	XG
7340	Cutlery and Flatware	XG
7350	Tableware	XG
7360	Sets, Kits and Outfits and Modules: Food Preparation and Serving	XG
74	**Office Machines, Text Processing Systems and Visible Record Equipment**	
7430	Typewriters and Office Type Composing Machines	XG
7435	Office Information System Equipment	XG
7450	Office Type Sound Recording and Reproducing Machines	XG
7460	Visible Record Equipment	XG
7490	Miscellaneous Office Machines	XG

ENCLOSURE C

FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

Coast Guard Federal Supply Groups and Classes

Class	Description	Cataloging Activity
75	**Office Supplies and Devices**	
7510	Office Supplies	XG
7520	Office Devices and Accessories	XG
7530	Stationery and Record Forms	XG
7540	Standard Forms	XG
76	**Books, Maps and other Publications**	
7610	Books and Pamphlets	XG
7630	Newspapers and Periodicals	XG
7640	Maps, Atlases, Charts and Globes	XG
7641	Aeronautical Maps, Charts, and Geodetic Products	XG
7642	Hydrographic Maps, Charts, and Geodetic Products	XG
7643	Topographic Maps, Charts, and Geodetic Products	XG
7644	Digital Maps, Charts, and Geodetic Products	XG
7650	Drawings and Specifications	XG
7660	Sheet and Book Music	XG
7670	Microfilm Processed	XG
7690	Miscellaneous Printed Matter	XG
77	**Musical Instruments, Phonographs and Home-Type Radios**	
7710	Musical Instruments	XG
7720	Musical Instrument Parts and Accessories	XG
7730	Phonographs, Radios and Television Sets: Home Type	XG
7740	Phonograph Records	XG

Coast Guard Federal Supply Groups and Classes

Class	Description	Cataloging Activity
77	**Musical Instruments, Phonographs and Home-Type Radios** *(cont.)*	
7710	Musical Instruments	XG
7720	Musical Instrument Parts and Accessories	XG
7730	Phonographs, Radios and Television Sets: Home Type	XG
7740	Phonograph Records	XG
78	**Recreational and Athletic Equipment**	
7810	Athletic and Sporting Equipment	XG
7820	Games, Toys and Wheeled Goods	XG
7830	Recreational and Gymnastic Equipment	XG
79	**Cleaning Equipment and Supplies**	
7910	Floor Polishers and Vacuum Cleaning Equipment	XG
7920	Brooms, Brushes, Mops and Sponges	XG
7930	Cleaning and Polishing Compounds and Preparations	XG
80	**Brushes, Paints, Sealers and Adhesives**	
8010	Paints, Dopes, Varnishes and Related Products	XG
8020	Paint and Artist's Brushes	XG
8030	Preservative and Sealing Compounds	XG
8040	Adhesives	XG

ENCLOSURE C

FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

Coast Guard Federal Supply Groups and Classes

Class	Description	Cataloging Activity
81	**Containers, Packaging and Packing Supplies**	
8105	Bags and Sacks	XG
8110	Drums and Cans	XG
8115	Boxes, Cartons and Crates	XG
8120	Commercial and Industrial Gas Cylinders	XG
8125	Bottles and jars	XG
8130	Reels and Spools	XG
8135	Packaging and Packing Bulk Material	XG
8140	Ammunition and Nuclear Ordnance Boxes, Packages and Special Containers A	XG
8145	Specialized Shipping and Storage Containers	XG
82	**Unassigned**	
83	**Textiles, Leather, Furs, Apparel and Shoe Findings, Tents and Flags**	
8305	Textile Fabrics	XG
8310	Yarn and Thread	XG
8315	Notions and Apparel Findings	XG
8320	Padding and Stuffing Materials	XG
8325	Fur Materials	XG
8330	Leather	XG
8335	Shoe Findings and Soling Materials	XG

Coast Guard Federal Supply Groups and Classes

Class	Description	Cataloging Activity
83	**Textiles, Leather, Furs, Apparel and Shoe Findings, Tents and Flags** *(cont.)*	
8340	Tents and Tarpaulins	XG
8345	Flags and Pennants	XG
84	**Clothing and Individual Equipment and Insignia**	
8405	Outerwear, Men's	XG
8410	Outerwear, Women's	XG
8415	Clothing, Special Purpose	XG
8420	Underwear and Night wear, Men's	XG
8425	Underwear and Nightwear, Women's	XG
8430	Footwear, Men's	XG
8435	Footwear, Women's	XG
8440	Hosiery, Hand Wear and Clothing Accessories, Men's	XG
8445	Hosiery, Hand Wear and Clothing Accessories, Women's	XG
8450	Children's and Infant's Apparel and Accessories	XG
8455	Badges and Insignia	XG
8460	Luggage	XG
8465	Individual Equipments	XG
8470	Armor, personal	XG
8475	Specialized Flight Clothing and Accessories	XG
85	**Toiletries**	
8510	Perfumes, Toilet Preparations and Powders	XG
8520	Toilet Soap, Shaving Preparations and Dentifrice's	XG

Coast Guard Federal Supply Groups and Classes

Class	Description	Cataloging Activity
85	**Toiletries** *(cont.)*	
8530	Personal Toiletry Articles	XG
8540	Toiletry Paper Products	XG
86	**Unassigned**	
87	**Agricultural Supplies**	
8710	Forage and Feed	XG
8720	Fertilizers	XG
8730	Seeds and Nursery Stock	XG
88	**Live Animals**	
8810	Live Animals, Raised for Food	XG
8820	Live Animals, Not Raised for Food	XG
89	**Subsistence**	
8905	Meat, Poultry and Fish	XG
8910	Dairy Foods and Eggs	XG
8915	Fruits and Vegetables	XG
8920	Bakery and Cereal Products	XG
8925	Sugar, Confectionery and Nuts	XG
90	**Unassigned**	

ENCLOSURE C
FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

Coast Guard Federal Supply Groups and Classes

Class	Description	Cataloging Activity
91	**Fuels, Lubricants, Oils and Waxes**	
9110	Fuels, Solid	XG
9130	Liquid Propellants and Fuels, Petroleum Base	XG
9135	Liquid Propellant Fuels and Oxidizers, Chemical Base	XG
9140	Fuel Oils	XG
9150	Oils and Greases: Cutting, Lubricating, and Hydraulic	XG
9160	Miscellaneous Waxes, Oils and Fats	XG
92	**Unassigned**	
93	**Nonmetallic Fabricated Materials**	
9310	Paper and Paperboard	XG
9320	Rubber Fabricated Materials	XG
9330	Plastic Fabricated Materials	XG
9340	Glass Fabricated Materials	XG
9350	Refractories and Fire Surfacing Materials	XG
9390	Miscellaneous Fabricated Nonmetallic materials	XG
94	**Nonmetallic Crude Materials**	
9410	Crude Grades of Plant Materials	XG
9420	Fibers: Vegetables, Animal and Synthetic	XG
9430	Miscellaneous Crude Animal Products, Inedible	XG
9440	Miscellaneous Crude Agricultural and Forestry Products	XG
9450	Nonmetallic Scrap, Except Textile	XG

ENCLOSURE C

FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

Coast Guard Federal Supply Groups and Classes

Class	Description	Cataloging Activity
95	**Metal Bars, Sheets and Shapes**	
9505	Wire, Non-electrical	XG
9510	Bars and Rods	XG
9515	Plate, Sheet, Strip, Foil and leaf	XG
9520	Structural Shapes	XG
9525	Wire, Non-electrical, Nonferrous Base Metal	XG
9535	Plate, Sheet, Strip and Foil: Nonferrous Base Metal	XG
9540	Structural Shapes, Nonferrous Base Metal	XG
9545	Plate, Sheet, Strip, Foil and Wire: Precious Metal	XG
96	**Ore, Minerals and their Primary Products**	
9610	Ores	XG
9620	Minerals, Natural and Synthetic	XG
9630	Additives Metal and Materials	XG
9640	Iron and Steel Primary and Semi-finished Products	XG
9650	Nonferrous Base metal Refinery and Intermediate Forms	XG
9660	Precious Metals Primary Forms	XG
9670	Iron and steel Scrap	XG
9680	Nonferrous Scrap	XG
97	**Unassigned**	
98	**Unassigned**	

ENCLOSURE C
FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

Coast Guard Federal Supply Groups and Classes

Class	Description	Cataloging Activity
99	**Miscellaneous**	
9905	Signs, Advertising Displays and Identification	XG
9910	Jewelry	XG
9915	Collectors and/or Historical Items	XG
9920	Smokers' Articles and Matches	XG
9925	Ecclesiastical Equipment, Furnishings, and Supplies	XG
9930	Memorials; Cemeteries and Mortuary Equipment and Supplies	XG
9999	Miscellaneous Items	XG

ENCLOSURE C

FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

DEPARTMENT OF DEFENSE (DOD) INTEGRATED MATERIEL MANAGEMENT

Each item in the Federal Supply System is assigned to a specific Source of Supply (SoS) for management within the Federal Government. The following FSCs have been designated to the DoD as the integrated materiel manager at the wholesale level.

DoD Federal Supply Groups and Classes

FSC	Description	RIC/ACTY Code
10	**Weapons**	
1005	Guns, thru 30mm	S9C/AX
1010	Guns, over 30mm to 75mm	S9C/AX
1015	Guns, 75mm - 125mm	S9C/AX
1020	Guns, over 125mm - 150mm	S9C/AX
1025	Guns, over 150mm - 200mm	S9C/AX
1030	Guns, over 200mm - 300mm	S9C/AX
1035	Guns, over 300mm	S9C/AX
1040	Chemical Weapons & Equipment	S9C/AX
1045	Launchers, Torpedoes & Depth Charges	S9C/AX
1055	Launchers, Grenade, Rocket and Pyrotechnic	S9C/AX
1075	Degaussing and Mine Sweep Equipment	S9C/AX
1080	Camouflage and Deception Equipment	S9C/AX
1090	Assemblies Interchangeable Between Weapons in 2 or More Classes	S9C/AX
1095	Miscellaneous Weapons	S9C/AX
12	**Fire Control Equipment**	
1210	Fire Control Directors	S9E/TX
1220	Fire Control Computing Sights and Devices	S9E/TX

ENCLOSURE C
FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

DoD Federal Supply Groups and Classes

FSC	Description	RIC/ACTY Code
12	**Fire Control Equipment** *(cont.)*	
1240	Optical Sight and Range Equipment	S9E/TX
1250	Fire Control Stabilizing Mechanisms	S9E/TX
1260	Fire Control Designating and Indicating Equipment	S9E/TX
1265	Fire Control Transmitting and Receiving Equipment, Except Airborne	S9E/TX
1270	Aircraft Gunnery Fire Control Components	S9G/CX
1280	Aircraft Bombing Fire Control Components	S9G/CX
1285	Fire Control Radar Equipment, Except Airborne	S9E/TX
1287	Fire Control Sonar Equipment	S9E/TX
1290	Miscellaneous Fire Control Equipment	S9E/TX
14	**Guided Missiles**	
1420	Guided Missile Components	S9E/TX
1430	Guided Missile Remote Control Systems	S9E/TX
1440	Launchers, Guided Missile	S9E/TX
1450	Guided Missile Handling and Servicing Equipment	S9C/AX
15	**Aircraft and Airframe Structural Components**	
1560	Airframe Structural Components	S9G/CX
16	**Aircraft and Airframe Structural Components**	
1610	Aircraft Propellers	S9G/CX
1615	Helicopter Rotor Blades, Drive Mechanisms and Components	S9G/CX

ENCLOSURE C
FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

DoD Federal Supply Groups and Classes

FSC	Description	RIC/ACTY Code
16	**Aircraft Components and Accessories** *(cont.)*	
1620	Aircraft Landing Gear Components	S9G/CX
1630	Aircraft Wheel and Brake Systems	S9G/CX
1650	Aircraft Hydraulic, Vacuum and De-icing System Components	S9G/CX
1660	Aircraft Air Conditioning, Heat and Pressurizing Equipment	S9G/CX
1670	Parachutes; Aerial Pick Up, Delivery, Recovery Systems; and Cargo Tie Down Equipment	S9G/CX
1680	Miscellaneous Aircraft Accessories and Components	S9G/CX
17	**Aircraft Launching, Landing and Ground Handling Equipment**	
1710	Aircraft Arrest, Barrier and Barricade Equipment	S9C/AX
1720	Aircraft launching Equipment	S9C/AX
1730	Aircraft Ground Servicing Equipment	S9G/CX
1740	Airfield Specialized Trucks and Trails	S9C/AX
18	**Space Vehicles**	
1820	Space Vehicle Components	S9G/CX
1830	Space Vehicle Remote Control Systems	S9G/CX
1840	Space Vehicle Launchers	S9G/CX
1850	Space Vehicle Handling and Servicing Equipment	S9G/CX
1860	Space Survival Equipment	S9G/CX

ENCLOSURE C

FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

DoD Federal Supply Groups and Classes

FSC	Description	RIC/ACTY Code
20	**Ship and Marine Equipment**	
2010	Ship and Boat Propulsion Components	S9C/AX
2020	Rigging and Rigging Gear	S9C/AX
2030	Deck Machinery	S9C/AX
2040	Marine Hardware and Hull Items	S9C/AX
2050	Buoys	S9C/AX
2060	Commercial Fishing Equipment	S9C/AX
2090	Miscellaneous Ship Marine Equipment	S9C/AX
22	**Railway Equipment**	
2230	Right-of-Way Construction and Maintenance Equipment, Railroad	S91/KZ
2240	Locomotive and Rail Car Access and Components	S91/KZ
2250	Track Materials, Railroad	S91/KZ
23	**Ground Effect Vehicles, Motor Vehicles, Trailers, and Cycles**	
2310	Passenger Motor Vehicles	FAA/75
2320	Trucks and Truck Tractors, Wheeled	FAA/75
2330	Trailers	FAA/75
2340	Motorcycles, Motor Scooters, and Bicycles	FAA/75
24	**Tractors**	
2410	Tractors, Full Track, Low Speed	S9l/KZ
2420	Tractors, Wheeled	S9l/KZ
2430	Tractors, Track Laying High Speed	S9l/KZ

ENCLOSURE C
FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

DoD Federal Supply Groups and Classes

FSC	Description	RIC/ACTY Code
25	**Vehicular Equipment Components**	
2510	Vehicle Cab, Body and Frame Structural Components	S9C/AX
2520	Vehicle Power Transmission Components	S9C/AX
2530	Vehicle Brake, Steer Axle, Wheel and Track Components	S9C/AX
2540	Vehicle Furniture and Accessories	S9C/AX
2541	Weapon Systems Specific Vehicular Accessories	S9C/AX
2590	Miscellaneous Vehicle Components	S9C/AX
26	**Tires and Tubes**	
2620	Tires and Tubes, Pneumatic, Aircraft	S9G/CX
28	**Engines, Turbines, and Components**	
2805	Gas Reciprocating Engine and Components, Except Aircraft	S9C/AX
2810	Gas Reciprocating Engine and Components, Aircraft	S9G/CX
2815	Diesel Engine and Components	S9C/AX
2820	Steam engine, Reciprocating, and Components	S9C/AX
2825	Steam Turbines and Components	S9C/AX
2830	Water Turbines and Wheels, and Components	S9l/KZ
2835	Gas Turbines, Jet Engine and Components, Except Aircraft	S9G/CX
2840	Gas Turbines, Jet Engine and Components, Aircraft	S9G/CX
2845	Rocket Engine and Components	S9G/CX
2850	Gas Rotary Engine and Components	S9l/KZ
2895	Miscellaneous Engine and Components	S9C/AX

ENCLOSURE C
FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

DoD Federal Supply Groups and Classes

FSC	Description	RIC/ACTY Code
29	**Engine Accessories**	
2910	Engine Fuel Systems Components, Except Aircraft	S9C/AX
2915	Engine Fuel Systems Components, Aircraft	S9G/CX
2920	Engine Electrical Systems Components, Except Aircraft	S9C/AX
2925	Engine Electrical Systems Components, Aircraft	S9G/CX
2930	Engine Cooling Systems Components, Except Aircraft	S9C/AX
2935	Engine Cooling Systems Components, Aircraft	S9G/CX
2940	Engine Air and Oil Filters, Strainers and Cleaners, Except Aircraft	S9C/AX
2945	Engine Air and Oil Filters, Strainers and Cleaners, Aircraft	S9G/CX
2950	TurboSupercharger	S9G/CX
2990	Miscellaneous Engine Accessories, Except Aircraft	S9C/AX
2995	Miscellaneous Engine Accessories, Aircraft	S9G/CX
30	**Mechanical Power Transmission Equipment**	
3010	Torque Converters, and Speed Changers	S9C/AX
3020	Gears, Pulleys, Sprockets, and Transmission Chain	S9C/AX
3030	Belting, Drive Belts, Fan Belts, and Accessories	S9l/KZ
3040	Miscellaneous Power Trans Equipment	S9C/AX
31	**Bearings**	
3110	Bearings, Anti-friction, Unmounted	S9G/CX
3120	Bearings, Plain, Unmounted	S9G/CX
3130	Bearings, Mounted	S9G/CX

ENCLOSURE C
FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

DoD Federal Supply Groups and Classes

FSC	Description	RIC/ACTY Code
32	**Woodworking Machinery and Equipment**	
3210	Sawmill and Planning Mill Machinery	S91/KZ
3220	Woodworking Machine	S91/KZ
3230	Tools and Attachments for Woodworking Machine	S91/KZ
34	**Metalworking Machinery**	
3405	Saws and Filing Machine	S9G/CX
3408	Machining Centers and Way-Type Machine	S9G/CX
3410	Electric and Ultrasonic Erosion Machine	S9G/CX
3411	Boring Machine	S9G/CX
3412	Broaching Machine	S9G/CX
3413	Drilling and Tapping Machine	S9G/CX
3414	Gear Cutting and Finishing Machines	S9G/CX
3415	Grinding Machine	S9G/CX
3416	Lathes	S9G/CX
3417	Milling Machine	S9G/CX
3418	Planers and Shapers	S9G/CX
3419	Machines, Tools Miscellaneous	S9G/CX
3422	Rolling Mills and Drawing Machines	S9G/CX
3424	Metal Heat Treat and Non-Thermal Treat Equipment	S9G/CX
3426	Metal Finishing Equipment	S9G/CX
3431	Elect Arc Welding Equipment	S9G/CX

ENCLOSURE C
FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

DoD Federal Supply Groups and Classes

FSC	Description	RIC/ACTY Code
34	**Metalworking Machinery** *(cont.)*	
3432	Elect Resistance Welding Equipment	S9G/CX
3433	Gas Welding, Heat Cutting, and Metalizing Equipment	S9G/CX
3436	Welding Positioners and Manipulators	S9G/CX
3438	Miscellaneous Welding Equipment	S9G/CX
3439	Miscellaneous Welding, Soldering and Brazing Supplies and Accessories	S9G/CX
3441	Bending and Forming Machinery	S9G/CX
3442	Hydraulic and Pneumatic Presses, Power Driven	S9G/CX
3443	Mechanisms Presses, Power Driven	S9G/CX
3444	Manual Presses	S9G/CX
3445	Punching and Shearing Machinery	S9G/CX
3446	Forging Machines and Hammers	S9G/CX
3447	Wire and Metal Ribbon Form Machinery	S9G/CX
3448	Riveting Machinery	S9G/CX
3449	Miscellaneous Secondary Metal Forming and Cutting Machinery	S9G/CX
3450	Machinery Tools, Portable	S9G/CX
3455	Cutting Tools for Machinery Tools	S9G/CX
3456	Cutting and Forming Tools for Secondary Metalworking Machinery	S9G/CX
3460	Machine Tool Accessories	S9G/CX

ENCLOSURE C
FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

DoD Federal Supply Groups and Classes

FSC	Description	RIC/ACTY Code
34	**Metalworking Machinery** *(cont.)*	
3461	Accessories for Secondary Metalworking Machinery	S9G/CX
3465	Production Jigs, Fixtures and Templates	S9G/CX
3470	Machine Shop Sets, Kits and Outfits	S9G/CX
35	**Service and Trade Equipment**	
3510	Laundry and Dry Cleaning Equipment	SK1/KZ
3520	Shoe Repairing Equipment	SK1/KZ
3530	Industrial Sew Mach and Mobile Textile Repair Shops	SK1/KZ
3540	Wrapping and Packaging Machines	7FX/75
3550	Vending and Coin Operating Machines	7FX/75
3590	Miscellaneous Service and Trade Equipment	7FX/75
36	**Special Industry Machinery**	
3605	Food Products Machinery and Equipment	S9G/CX
3610	Print, Duplicating, and Bookbinding Equipment	S9G/CX
3611	Industrial Marking Machinery	S9G/CX
3615	Pulp and Paper Industries Machinery	S9G/CX
3620	Rubber and Plastics Working Machinery	S9G/CX
3625	Textile Industries Machinery	S9G/CX
3630	Clay and Concrete Industries Machinery	S9G/CX
3635	Crystal and Glass Industries Machinery	S9G/CX
3640	Tobacco Manufacturing Machinery	S9G/CX

ENCLOSURE C
FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

DoD Federal Supply Groups and Classes

FSC	DESCRIPTION	RIC/ACTY Code
36	**Special Industry Machinery** *(cont.)*	
3645	Leather Tanning and Leather Working Machinery	S9G/CX
3650	Chemical and Pharmaceutical Manufacturing Machinery	S9G/CX
3655	Gas Generating and Dispensing Systems Fixed or Mobile	S9G/CX
3660	Industrial Size Reduction Machinery	S9G/CX
3670	Specialized Semiconductor, Microcircuit and Printed Circuit Board Manufacturing Machinery	S9G/CX
3680	Foundry Mach, Related Equipment and Supplies	S9G/CX
3685	Specialized Metal Container Manufacturing Machinery and Related Equipment	S9G/CX
3690	Specialized Ammo and Ordnance Machinery and Related Equipment	S9G/CX
3693	Industrial Assembly Machinery	S9G/CX
3694	Clean Work Stations, Control Environment and Related Equipment	S9G/CX
3695	Miscellaneous Specialized Industry Machinery	S9G/CX
37	**Agricultural Machinery and Equipment**	
3710	Soil Preparation Equipment	S91/KZ
3720	Harvesting Equipment	S91/KZ
3730	Dairy, Poultry, Livestock Equipment	S91/KZ
3740	Pest, Disease, Frost Control Equipment	S9G/CX
3750	Gardening Implements and Tools	6FE/75
3770	Saddlery, Harness, Whips, Related Animal Furnishings	S91/KZ

ENCLOSURE C

FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

DoD Federal Supply Groups and Classes

FSC	Description	RIC/ACTY Code
38	**Construction, Mining, Excavating, and Highway Maintenance Equipment**	
3805	Earth Moving and Excavating Equipment	S91/KZ
3810	Crane and Crane Shovel Attachments	S91/KZ
3815	Crane and Crane Shovel Attachments	S91/KZ
3820	Mining, Rock Drilling, Earth Boring, Related Equipment	S91/KZ
3825	Road Clearing and Cleaning Equipment	S91/KZ
3830	Truck and Tractor Attachment	S91/KZ
3835	Petroleum Production and Distribution Equipment	S91/KZ
3895	Miscellaneous Construction Equipment	S91/KZ
39	**Materials Handling Equipment**	
3910	Conveyors	S91/KZ
3915	Materials Feeders	S91/KZ
3920	Materials Handling Equipment, Nonself-Propelled	S91/KZ
3930	Warehouse Trucks and Tractors, Self-Propelled	S91/KZ
3940	Block, Tackle, Rigging, Sling	S91/KZ
3950	Winch, Hoist, Crane, Derrick	S9C/AX
3990	Elevators, Escalators	S9C/AX
40	**Rope, Cable, Chain and Fittings**	
4010	Chain and Wire Rope	S9G/CX
4020	Fiber Rope, Cordage, Twine	S91/KZ
4030	Fitting for Rope, Cable, Chain	S9C/AX

ENCLOSURE C

FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

DoD Federal Supply Groups and Classes

FSC	Description	RIC/ACTY Code
41	**Refrigeration, Air Conditioning and Air Circulating Equipment**	
4110	Refrigeration Equipment	S91/KZ
4120	Air Conditioning Equipment	S91/KZ
4130	Refrigeration and Air Conditioning Components	S91/KZ
4140	Fans, Air Circulators and Blower Equipment	S91/KZ
4150	Vortex Tubes and Other Related Cooling Tubes	S9G/CX
42	**Fire Fighting, Rescue and Safety Equipment; and Environment Protection Equipment and Materials**	
4210	Fire Fighting Equipment	S91/KZ
4220	Marine Lifesaving and Diving Equipment	S91/KZ
4230	Decontaminating and Impregnating Equipment	S91/KZ
4235	Hazardous Material Spill Containment Cleanup Equipment and Material	S9G/CX
4240	Safety and Rescue Equipment (transferred to S91/KZ on May 2001)	S91/KZ
4250	Recycling and Reclamation Equipment	S9G/CX
43	**Pumps and Compressors**	
4310	Compressors and Vacuum Pumps	S9C/AX
4320	Power and Hand Pumps	S9C/AX
4330	Centrifugal, Separators, and Pressure and Vacuum Filters	S9C/AX

ENCLOSURE C
FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

DoD Federal Supply Groups and Classes

FSC	Description	RIC/ACTY Code
44	**Furnace, Steam Plant and Drying Equipment; and Nuclear Reactors**	
4410	Industrial Boilers	S9C/AX
4420	Heat Exchange and Steam Condensers	S9C/AX
4430	Industrial Furnaces, Kilns, Lehrs and Ovens	S91/KZ
4440	Dryer, Dehydrators, Anhydrators	S9C/AX
4460	Air Purification Equipment	S9C/AX
45	**Plumbing, Heating and Waste Disposal Equipment**	
4510	Plumbing Fixtures and Accessories	S91/KZ
4530	Fuel Burning Equipment Units	S91/KZ
4540	Miscellaneous Plumbing, Heat and Sanitation Equipment	S91/KZ
46	**Water Purification and Sewage Treatment Equipment**	
4610	Water Purification Equipment	S9C/AX
4620	Water Distillation Equipment, Marine and Industrial	S9C/AX
4630	Sewage Treatment Equipment	S91/KZ
47	**Pipe, Tubing, Hose and Fittings**	
4710	Pipe and Tube	S9C/AX
4720	Hose and Tubing, Flexible	S9C/AX
4730	Fittings and Specialties; Hose, Pipe and Tube	S9C/AX

ENCLOSURE C
FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

DoD Federal Supply Groups and Classes

FSC	Description	RIC/ACTY Code
48	**Valves**	
4810	Valves, Powered	S9C/AX
4820	Valves, Non-Powered	S9C/AX
49	**Maintenance and Repair Shop Equipment**	
4910	Motor Vehicle Maintenance and Rep Shop Specialized Equipment	S9C/AX
4920	Aircraft Maintenance and Rep Shop Specialized Equipment	S9G/CX
4921	Torpedoes Maintenance, Rep, and Checkout Specialized Equipment	S9C/AX
4923	Depth Charges and Underwater Mines Maintenance, Rep and Checkout	S9C/AX
4925	Ammo Maintenance, Rep and Checkout Specialized Equipment	S9G/CX
4927	Rocket Maintenance, Rep and Checkout Specialized Equipment	S9G/CX
4930	Lubrication and Fuel Dispensing Equipment	S91/KZ
4931	Fire Control Maintenance and Rep Shop Specialized Equipment	S9G/CX
4933	Weapons Maintenance and Rep Shop Specialized Equipment	S9G/CX
4935	Guided Missile Maintenance, Rep and Checkout Specialized Equipment	S9G/CX
4940	Miscellaneous Maintenance and Rep Shop Specialized Equipment	S9C/AX
4960	Space Vehicle Maintenance, Rep and Checkout Specialized Equipment	S9G/CX
4970	Multiple Guided Weapons, Specialized Maintenance and Repair Shop Equipment	S9G/CX

ENCLOSURE C
FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

DoD Federal Supply Groups and Classes

FSC	Description	RIC/ACTY Code
51	**Hand Tools**	
5110	Hand Tools, Edged, Nonpowered	6FE/75
5120	Hand Tools, Non-edged, Non-powered	6FE/75
5130	Hand Tools, Power Driven	6FE/75
5133	Drill Bits, Counterbores and Countersinks; Hand and Mach	6FE/75
5136	Taps, Dies, Collets, Hand and Machine	6FE/75
5140	Tool and Hardware Boxes	6FE/75
5180	Specialized Equipments, Kits, Outfits/Hand Tools	6FE/75
52	**Measuring Tools**	
5210	Measuring Tools, Craftsmen's	6FE/75
5220	Inspection Gage and Precision Layout Tools	S91/KZ
5280	Sets, Kits and Outfits of Measuring Tools	S91/KZ
53	**Hardware and Abrasives**	
5305	Screws	S91/KZ
5306	Bolts	S91/KZ
5307	Studs	S91/KZ
5310	Nuts and Washers	S91/KZ
5315	Nails, Machine Keys and Pins	S91/KZ
5320	Rivets	S91/KZ
5325	Fastening Devices	S91/KZ
5330	Packing and Gasket Materials	S91/KZ
5331	O-Rings	S91/KZ
5335	Metal Screening	S91/KZ

ENCLOSURE C
FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

DoD Federal Supply Groups and Classes

FSC	Description	RIC/ACTY Code
53	**Hardware and Abrasives** *(cont.)*	
5340	Hardware, Commercial	S91/KZ
5341	Brackets	S91/KZ
5342	Hardware, Weapon System	S9G/CX
5345	Disks and Stones, Abrasive	7FX/75
5350	Abrasive Materials	7FX/75
5355	Knobs and Pointers	S91/KZ
5360	Coil, Flat and Wire Springs	S91/KZ
5365	Bushings, Rings, Shims and Spacers	S9G/CX
54	**Prefabricated Structures and Scaffolding**	
5410	Prefabricated Portable Buildings	S91/KZ
5411	Rigid Wall Shelters	S91/KZ
5419	Collective Modular Support System	S9C/AX
5420	Bridges, Fixed and Floating	S9C/AX
5430	Storage Tanks	S91/KZ
5440	Scaffold Equipment and Concrete Forms	S91/KZ
5445	Prefabricated Tower Structures	S91/KZ
5450	Miscellaneous Prefab Structures	S91/KZ
55	**Lumber, Millwork, Plywood and Veneer**	
5510	Lumber and Related Basic Wood Materials	S91/KZ
5520	Millwork	S91/KZ
5530	Plywood and Veneer	S91/KZ

ENCLOSURE C
FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

DoD Federal Supply Groups and Classes

FSC	Description	RIC/ACTY Code
56	**Construction and Building Materials**	
5610	Mineral Construction Materials, Bulk	7FX/75
5620	Building Tile, Brick, and Block	7FX/75
5630	Pipe and Conduit, Nonmetallic	7FX/75
5640	Wallboard, Building Paper, Thermal Insulation Materials	7FX/75
5650	Roofing and Siding Materials	7FX/75
5660	Fencing, Fences, Gates and Components	S91/KZ
5670	Building Components Prefabricated	7FX/75
5675	Non-Wood Construction, Lumber, and Related Material	S91/KZ
5680	Miscellaneous Construction Materials	7FX/75
58	**Communication, Detection and Coherent Radiation Equipment**	
5805	Telephone and Telegraph Equipment	S91/KZ
5810	Communications Security Equipment and Components	S9E/TX
5811	Other Cryptologic Equipment and Components	S9E/TX
5815	Teletype and Facsimile Equipment	S91/KZ
5820	Radio and TV Communications Equipment, Except Airborne	S9E/TX
5821	Radio and TV Communications Equipment, Airborne	S9G/CX
5825	Radio and Navigation Equipment, Except Airborne	S9E/TX
5826	Radio Navigation Equipment, Airborne	S9G/CX
5830	Intercom and PA Systems, Except Airborne	S91/KZ
5831	Telecommunications and PA Systems, Except Airborne	S9G/CX
5835	Sound Recording and Reproducing Equipment	S91/KZ
5836	Video Recording and Reproducing Equipment	S91/KZ

ENCLOSURE C
FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

DoD Federal Supply Groups and Classes

FSC	Description	RIC/ACTY Code
58	**Communication, Detection and Coherent Radiation** *(cont.)*	
5840	Radar Equipment, Except Airborne	S9E/TX
5841	Radar Equipment, Airborne	S9G/CX
5845	Underwater Sound Equipment	S9E/TX
5850	Visible and Invisible Light Communications Equipment	S9E/TX
5855	Night Vision Equipment, Emitted and Reflected Radiation	S9E/TX
5860	Simulated Coherent Radiation Devices, Components, and Accessories	S9E/TX
5865	Elect Countermeasures, Counter Countermeasures and Quick Reaction Capability Equipment	S9E/TX
5895	Miscellaneous Communication Equipment	S9E/TX
59	**Electrical and Electronic Equipment Components**	
5905	Resistors	S9E/TX
5910	Capacitors	S9E/TX
5915	Filters and Networks	S9E/TX
5920	Fuses, Arrestors, Absorbers and Protectors	S9E/TX
5925	Circuit Breakers	S9E/TX
5930	Switches	S9E/TX
5935	Connectors, Electrical	S9E/TX
5940	Lugs, Terminals, Terminal Strips	S9G/CX
5945	Relays, Solenoids	S9E/TX
5950	Coils, Transformers	S9E/TX
5955	Oscillators, Piezoelectric Crystals	S9E/TX

ENCLOSURE C
FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

DoD Federal Supply Groups and Classes

FSC	Description	RIC/ACTY Code
59	**Electrical and Electronic Equipment Components** *(cont.)*	
5960	Electron Tubes and Associated Hardware	S9E/TX
5961	Semiconductor Devices and Associated Hardware	S9E/TX
5962	Microcircuits, Electronic	S9E/TX
5963	Electronic Modules	S9E/TX
5965	Headsets, Handsets, Microphones, Speakers	S9E/TX
5970	Electrical Insulators and Insulating Materials	S9G/CX
5975	Electric Hardware, Supplies	S9G/CX
5977	Elect Contact Brushes, Electrodes	S9G/CX
5980	Optoelectronic Devices and Assoc Hardware	S9E/TX
5985	Antennas, Waveguides, Related Equipment	S9E/TX
5990	Synchros and Resolvers	S9E/TX
5995	Cable, Cord, Wire Assemblies; Communications Equipment	S9G/CX
5996	Amplifiers	S9E/TX
5998	Electrical, Electronic Assemblies; Boards, Cards, Assoc Hardware	S9E/TX
5999	Miscellaneous Electrical and Electronic Components	S9E/TX
60	**Fiber Optics Materials, Components, Assemblies and Accessories**	
6005	Couplers, Splitters, Mixers	S9E/TX
6006	Attenuators	S9E/TX
6007	Fiber Optic Filters	S9E/TX

ENCLOSURE C
FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

DoD Federal Supply Groups and Classes

FSC	Description	RIC/ACTY Code
60	**Fiber Optics Materials, Components, Assemblies and Accessories** *(cont.)*	
6008	Optical Multiplexer/Demultiplexers	S9E/TX
6010	Fiber Optic Conductors	S9E/TX
6015	Fiber Optic Cables	S9E/TX
6020	Fiber Optic Cable Assemblies, Harnesses	S9E/TX
6021	Fiber Optic Switches	S9E/TX
6025	Fiber Optic Transmitters	S9E/TX
6026	Fiber Optic Receivers	S9E/TX
6029	Optical Repeaters	S9E/TX
6030	Fiber Optic Devices	S9E/TX
6032	Fiber Optic Light Sources and Photo	S9E/TX
6033	Fiber Optic Photo Detectors	S9E/TX
6034	Fiber Optic Photo Detectors	S9E/TX
6035	Fiber Optic Modulators/Demodulators	S9E/TX
6040	Fiber Optic Sensors	S9E/TX
6050	Fiber Optic Passive Devices	S9E/TX
6060	Fiber Optic Interconnectors	S9E/TX
6070	Fiber Optic Accessories and Supplies	S9E/TX
6080	Fiber Optic Kits and Sets	S9E/TX
6099	Miscellaneous Fiber Optic Components	S9E/TX

ENCLOSURE C
FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

DoD Federal Supply Groups and Classes

FSC	Description	RIC/ACTY Code
61	**Electric Wire and Power and Distribution Equipment**	
6105	Motors, Electrical	S9G/CX
6110	Electrical Control Equipment	S9G/CX
6115	Generators and Generator Sets, Electrical	S9G/CX
6116	Fuel Cell Power Units, Components and Accessories	S9G/CX
6117	Solar Electrical Power Systems	S9G/CX
6120	Transformers, Distribution, and Power Stations	S9G/CX
6125	Converters, Electrical, Rotating	S9G/CX
6130	Converters, Electrical, Nonrotating	S9G/CX
6135	Batteries, Nonrechargeable	S9G/CX
6140	Batteries, Rechargeable	S9G/CX
6145	Wire and Cable, Elect	S9E/TX
6150	Miscellaneous Elect Power and Distribution Equipment	S9G/CX
6160	Miscellaneous Battery Retaining Fixtures and Liners	S9G/CX
62	**Lighting Fixtures and Lamps**	
6210	Indoor, Outdoor Elect Lighting Fixtures	S91/KZ
6220	Electric Vehicle Lights, Fixtures	S91/KZ
6230	Electric Portable and Hand Lighting Equipment	S91/KZ
6240	Electric Lamps	S91/KZ
6250	Ballasts, Lampholders, Starters	S91/KZ
6260	Nonelectrical Lighting Fixtures	S91/KZ

ENCLOSURE C
FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

DoD Federal Supply Groups and Classes

FSC	Description	RIC/ACTY Code
63	**Alarm, Signal and Security Detection Systems**	
6310	Traffic and Transit Signal Systems	S91/KZ
6320	Shipboard Alarm and Signal Systems	S9G/CX
6330	Railroad Signal and Warning Devices	S91/KZ
6340	Aircraft Alarm and Signal Systems	S9G/CX
6350	Miscellaneous Alarm Signal and Security Detection Systems	S91/KZ
65	**Medical, Dental and Veterinary Equipment and Supplies**	
6505	Drugs and Biologicals	S9M/KX
6508	Medicated Cosmetics and Toiletries	S9M/KX
6510	Surgical Dressing Materials	S9M/KX
6515	Med, Surgical Instruments, Equipment and Supplies	S9M/KX
6520	Dental Instruments, Equipment and Supplies	S9M/KX
6525	X-Ray Equipment and Supplies: Medical, Dental, Veterinary	S9M/KX
6530	Hospital Furniture, Equipment, Utensils, Supplies	S9M/KX
6532	Hospital, Surgical Clothing, Related Spec Purpose Items	S9M/KX
6540	Ophthalmic Instruments, Equipment and Supplies	S9M/KX
6545	Replenishable Field Med Sets, Kits and Outfits	S9M/KX
6550	In-Vitro Diagnostic Substances, Reagents, Test Kits and Sets	S9M/KX
66	**Instruments and Laboratory Equipment**	
6605	Navigational Instruments	S9G/CX
6610	Flight Instruments	S9G/CX

ENCLOSURE C
FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

DoD Federal Supply Groups and Classes

FSC	Description	RIC/ACTY CODE
66	**Instruments and Laboratory Equipment** *(cont.)*	
6620	Engine Instruments	S9G/CX
6625	Electrical and Electronic Propulsion Measuring, Test Instruments	S9E/TX
6630	Chemical Analysis Instruments	S9M/KX
6635	Physical Properties Testing and Inspection Equipment	S9G/CX
6636	Environmental Chambers and Related Equipment	S91/KZ
6640	Lab Equipment and Supplies	S9G/CX
6645	Time Measuring Instruments	S9G/CX
6650	Optical Instruments, Test Equipment, Components and Accessories	S9G/CX
6655	Geophysical Instruments	S9G/CX
6660	Meteorological Instruments and Apparatus	S9G/CX
6665	Hazard-Detecting Instruments and Apparatus	S9G/CX
6670	Scales and Balances	S9G/CX
6675	Drafting, Surveying, and Mapping Instruments	S91/KZ
6680	Liquid, Gas Flow, Liquid Level and Mechanisms Motion Measuring Instruments	S9G/CX
6685	Pressure, Temp, and Humidity Measurement and Control Instruments	S9G/CX
6695	Combination and Miscellaneous Instruments	S9G/CX

ENCLOSURE C
FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

DoD Federal Supply Groups and Classes

FSC	Description	RIC/ACTY Code
67	**Photographic Equipment**	
6710	Cameras, Motion Picture	S91/KZ
6720	Cameras, Still Picture	S91/KZ
6730	Photo Projection Equipment	S91/KZ
6740	Photo Developing and Finishing Equipment	S91/KZ
6750	Photo Supplies	S91/KZ
6760	Photo Equipment and Accessories	S91/KZ
6770	Film, Processed	S91/KZ
6780	Photo Sets, Kits, and Outfits	S91/KZ
68	**Chemicals and Chemical Products**	
6810	Chemicals	S9G/CX
6820	Dyes	S9G/CX
6830	Gases: Compressed and Liquefied	S9G/CX
6840	Pest Control Agents and Disinfectants	S9G/CX
6850	Miscellaneous Chemical Specialties	S9G/CX
69	**Training Aids and Devices**	
6910	Training Aids	S9M/KX
6920	Armament Training Devices (transferred to S91/KZ on May 2001)	S91/KZ
6930	Operation Training Devices (transferred to S91/KZ on May 2001)	S91/KZ
6940	Communications Training Devices	S91/KZ

ENCLOSURE C

FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

DoD Federal Supply Groups and Classes

FSC	Description	RIC/ACTY Code
70	**Automatic Data Processing Equipment (including Firmware) Software, Supplies and Support Equipment**	
7010	ADPE Systems Configuration	S91/KZ
7020	ADP Cent Processing Unit (CPU Computer), Analog	S91/KZ
7021	ADP Cent Processing Unit (CPU Computer), Digital	S91/KZ
7022	ADP Cent Processing Unit (CPU Computer), Hybrid	S91/KZ
7025	ADP Input/Output and Storage Devices	S91/KZ
7030	ADP Software	S91/KZ
7035	ADP Supplies and Equipment	S91/KZ
7040	Punched Card Equipment	S91/KZ
7042	Mini and Micro Computer Control Devices	S91/KZ
7045	ADP Supplies	S91/KZ
7050	ADP Components	S91/KZ
71	**Furniture**	
7105	Household Furniture	3FN/75
7110	Office Furniture	3FN/75
7125	Cabinets, Lockers, Bins, Shelving	3FN/75
7195	Miscellaneous Furniture and Fixtures	3FN/75
72	**Household and Commercial Furnishings and Appliances**	
7210	Household Furnishings	S9T/CY
7220	Floor Coverings	3FN/75

ENCLOSURE C
FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

DoD Federal Supply Groups and Classes

FSC	Description	RIC/ACTY Code
72	**Household and Commercial Furnishings and Appliances** *(cont.)*	
7230	Draperies, Awnings and Shades	3FN/75
7240	Household and Commercial Utility Containers	7FX/75
7290	Miscellaneous Household Commercial Furnishings and Appliances	7FX/75
73	**Food Preparation and Serving Equipment**	
7310	Food Cooking, Baking and Serving Equipment	S91/KZ
7320	Kitchen Equipment and Appliances	S91/KZ
7330	Kitchen Hand Tools and Utensils	7FX/75
7340	Cutlery and Flatware	7FX/75
7350	Tableware	7FX/75
7360	Sets, Kits, Outfits and Modules, Food Preparation and Serving	S91/KZ
74	**Office Machines, Text Processing Systems and Visible Record Equipment**	
7420	Accounting and Calculating Mach	2FY/75
7430	Typewriters and Office Type Composing Mach	2FY/75
7435	Office Info Systems Equipment	2FY/75
7450	Office Type Sound Recording and Reproducing Mach	S91/KZ
7460	Visible Record Equipment	2FY/75
7490	Miscellaneous Office Machines	2FY/75

ENCLOSURE C

FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

DoD Federal Supply Groups and Classes

FSC	Description	RIC/ACTY Code
75	**Office Supplies and Devices**	
7510	Office Supplies	2FY/75
7520	Office Devices and Accessories	2FY/75
7530	Stationery and Record Forms	2FY/75
7540	Standard Forms	7FX/75
76	**Books, Maps and other Publications**	
7610	Books and Pamphlets	S91/KZ
7630	Newspapers and Periodicals	S91/KZ
7640	Maps, Atlases, Charts and Globes	S9G/CX
7641	Aeronautical Mapping, Charting, and Geodetic Products (located at Richmond, DSCR-JN)	HM8
7642	Hydrographic Mapping, Charting, and Geodetic Products (located at Richmond, DSCR-JN)	HM8
7643	Topographic Mapping, Charting, and Geodetic Products (located at Richmond, DSCR-JN)	HM8
7644	Digital Mapping, Charting, and Geodetic Products (located at Richmond, DSCR-JN)	HM8
7650	Drawings and Specifications	S91/KZ
7660	Sheet and Book Music	S91/KZ
7670	Microfilm, Processed	S91/KZ
7690	Miscellaneous Printed Matter	S91/KZ

ENCLOSURE C
FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

DoD Federal Supply Groups and Classes

FSC	Description	RIC/ACTY CODE
77	**Musical Instruments, Phonographs and Home-Type Radios**	7FX/75
7710	Musical Instruments.	7FX/75
7720	Musical Instruments Parts and Accessories	7FX/75
7730	Phonograph, Radio and TV's, Home-type	7FX/75
7740	Phonograph Records	7FX/75
78	**Recreational and Athletic Equipment**	
7810	Athletic and Sporting Equipment	7FX/75
7820	Games, Toys, Wheeled, Goods	7FX/75
7830	Recreation and Gym Equipment	7FX/75
79	**Cleaning Equipment and Supplies**	
7910	Floor Polishers and Vacuum Cleaning Equipment	7FX/75
7920	Brooms, Brushes, Mops, Sponges	7FX/75
7930	Cleaning and Polishing Compounds and Prep	7FX/75
80	**Brushes, Paints, Sealers and Adhesives**	
8010	Paints, Dopes, Varnishes and Related	6FE/75
8020	Paint and Artists' Brushes	6FE/75
8030	Preservative and Sealing Compounds	6FE/75
8040	Adhesives	6FE/75
81	**Containers, Packaging and Packing Supplies**	
8105	Bags and Sacks	2FY/75
8110	Drums and Cans	S91/KZ

ENCLOSURE C
FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

DoD Federal Supply Groups and Classes

FSC	Description	RIC/ACTY CODE
81	**Containers, Packaging and Packing Supplies** *(cont.)*	
8115	Boxes, Cartons, Crates	2FY/75
8120	Commercial and Industrial Gas Cylinders	S9G/CX
8125	Bottles and Jars	S91/KZ
8130	Reels and Spools	S91/KZ
8135	Packaging and Packing Bulk Materials	2FY/75
8140	Ammo and Nuclear Ordnance Boxes, Packages and Specialized Containers	S9G/CX
8145	Special Ship and Storage Containers	S91/KZ
83	**Textiles, Leather, Furs, Apparel and Shoe Findings, Tents and Flags**	
8305	Textile Fabrics	S9T/CY
8310	Yarn and Thread	S9T/CY
8315	Notions and Apparel Findings	S9T/CY
8320	Padding and Stuffing Materials	S9T/CY
8325	Fur Materials	S9T/CY
8330	Leather	S9T/CY
8335	Shoe Findings and Soling Materials	S9T/CY
8340	Tents and Tarpaulins	S9T/CY
8345	Flags and Pennants	S9T/CY
84	**Clothing and Individual Equipment and Insignia**	
8405	Outerwear, Men	S9T/CY
8410	Outerwear, Women	S9T/CY
8415	Clothing, Special Purpose	S9T/CY

ENCLOSURE C
FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

DoD Federal Supply Groups and Classes

FSC	Description	RIC/ACTY CODE
84	**Clothing and Individual Equipment and Insignia** *(cont.)*	
8420	Underwear and Nightwear, Men	S9T/CY
8425	Underwear and Nightwear, Women	S9T/CY
8430	Footwear, Men	S9T/CY
8435	Footwear, Women	S9T/CY
8440	Hosiery, Handwear and Clothing	S9T/CY
8445	Hosiery, Handwear and Clothing Accessories, Women	S9T/CY
8450	Child and Infant Apparel and Accessories	S9T/CY
8455	Badges and Insignia	S9T/CY
8460	Luggage	S9T/CY
8465	Individual Equipment	S9T/CY
8470	Armor, Personal	S9T/CY
8475	Spec Flight Clothing and Accessories	S9T/CY
85	**Toiletries**	
8510	Perfumes, Toilet Preparations and Powders	7FX/75
8520	Toilet Soap, Shave Prep and Dentifrices	7FX/75
8530	Personal Toiletry Articles	7FX/75
8540	Toiletry Paper Products	7FX/75
87	**Agricultural Supplies**	
8710	Forage and Feed	7FX/75
8720	Fertilizers	7FX/75
8730	Seeds and Nursery Stock	7FX/75

ENCLOSURE C
FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

DoD Federal Supply Groups and Classes

FSC	Description	RIC/ACTY CODE
88	**Live Animals**	
8810	Live Animals, Raised for Food	S9S/S9P
8820	Live Animals, Not for Food	S9S/S9P
89	**Subsistence**	
8905	Meat, Poultry and Fish	S9S/S9P
8910	Dairy Foods and Eggs	S9S/S9P
8915	Fruits and Vegetables	S9S/S9P
8920	Bakery and Cereal Products	S9S/S9P
8925	Sugar, Confectionery and Nuts	S9S/S9P
8930	Jams, Jellies and Preserves	S9S/S9P
8935	Soups and Bouillons	S9S/S9P
8940	Special Dietary Foods and Food Specialty Preparations	S9S/S9P
8945	Food, Oils and Fats	S9S/S9P
8950	Condiments and Related Products	S9S/S9P
8955	Coffee, Tea and Cocoa	S9S/S9P
8960	Beverages, Nonalcoholic	S9S/S9P
8965	Beverages, Alcoholic	S9S/S9P
8970	Composite Food Packages	S9S/S9P
8975	Tobacco Products	S9S/S9P

ENCLOSURE C
FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

DoD Federal Supply Groups and Classes

FSC	Description	RIC/ACTY CODE
91	**Fuels, Lubricants, Oils and Waxes**	
9110	Fuels, Solid	S91/KZ
9130	Liquid Propulsion and Fuels, Petroleum Base	S9F/KY
9140	Fuel Oils	S9F/KY
9150	Oils and Greases: Cutting, Lubricating, and Hydraulic	S9G/CX
9160	Miscellaneous Waxes, Oils and Fats	S91/KZ
93	**Nonmetallic Fabricated Materials**	
9310	Paper and Paperboard	2FY/75
9320	Rubber Fabricated Materials	S91/KZ
9330	Plastics Fabricated Materials	S91/KZ
9340	Glass Fabricated Matierals	S91/KZ
9350	Refractories and Fire Surfacing Materials	S91/KZ
9390	Miscellaneous Fabricated Nonmetal Materials	S91/KZ
94	**Nonmetallic Crude Materials**	
9410	Crude Grades of Plant Materials	S9M/KX
9420	Fibers: Vegetable, Animal and Synthetic	S9T/CY
9430	Miscellaneous Crude Animal Products, Inedible	S9T/CY
9440	Miscellaneous Crude Agricultural and Forest Products	S91/KZ
9450	Nonmetallic Scrap, Except Textile	S91/KZ

ENCLOSURE C
FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

DoD Federal Supply Groups and Classes

FSC	Description	RIC/ACTY CODE
95	**Metal Bars, Sheets and Shapes**	
9505	Wire, Nonelectrical	S91/KZ
9510	Bars and Rods	S91/KZ
9515	Plate, Sheet, Strip, Foil and Leaf	S91/KZ
9520	Structural Shapes	S91/KZ
9525	Wire, Nonelecrtical, Nonferrous Base Metal	S91/KZ
9530	Bars and Rods, Nonferrous Base Metal	S91/KZ
9535	Plate, Sheet, Strip and Foil: Nonferrous Base Metal	S91/KZ
9540	Structural Shapes, Nonferrous Base Metal	S91/KZ
9545	Plate, Sheet, Strip, Foil, and Wire: Precious Metal	S91/KZ
96	**Ore, Minerals and their Primary Products**	
9610	Ores	S91/KZ
9620	Minerals, Natural and Synthetic	S91/KZ
9630	Additive Metal Materials	S91/KZ
9640	Iron and Steel Primary and Semi-finished Products	S91/KZ
9650	Nonferrous Base Metal Refinery and Intermediate Forms	S91/KZ
9660	Precious Metals Primary Forms	S91/KZ
9670	Iron and Steel Scrap	S91/KZ
9680	Nonferrous Metal Scrap	S91/KZ

ENCLOSURE C
FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

DoD Federal Supply Groups and Classes

FSC	Description	RIC/ACTY CODE
99	**Miscellaneous**	
9905	Signs, Advertising Displays, Displays, and ID Plates	7FX/75
9910	Jewelry	7FX/75
9915	Collectors and/or Historical Items	7FX/75
9920	Smokers' Articles and Matches	7FX/75
9925	Ecclesiastical Equipment, Furnishings and Supplies	S9T/CY
9930	Memorials, Cemeterial and Mortuary Equipment Supplies	S9M/KX
9999	Miscellaneous Items	S91/KZ

S9C/AX	Defense Supply Center, Columbus (Construction, formerly Defense Construction Supply Center)
S9E/TX	Defense Supply Center, Columbus (Electronics, formerly Defense Electronics Supply Center)
S9G/CX	Defense Supply Center, Richmond, (Formerly Defense General Supply Center)
HM8	Defense Supply Center, Richmond (Mapping, Charting and Geodetic Products)
S9T/CY	Defense Supply Center, Philadelphia (Clothing and Textiles) (Formerly Defense Personnel Support Center)
S9S	Defense Supply Center, Philadelphia (Subsistence) (Formerly Defense Personnel Support Center)
S9M/KX	Defense Supply Center, Philadelphia (Medical) (Formerly Defense Personnel Support Center)
S91	Former Defense Industrial Supply Center (General and Industrial) (Now part of Defense Supply Center, Philadelphia)
S9F/KY	Defense Energy Support Center (Formerly Defense Fuel Supply Center)

Note: S91, S9T, S9S, S9M are now all part of DSCP.

ENCLOSURE C

FEDERAL SUPPLY CLASS (FSC) ASSIGNMENTS

GENERAL SERVICES ADMINISTRATION (GSA)

Class	Description
FAA/75	Vehicle Acquisition and Leasing Service
FCX	Services Acquisition Center
2FY/75	Office and Supply and Paper Products
FCG	Office and Scientific Equipment Acquisition Center
3FN/75-CO	National Furniture Center
6FE/75	Tools and Appliances Acquisition Center
6FR	National Customer Service Center
7FX/75	General Products Commodity Center
FCI	Information Technology Acquisition Center

ENCLOSURE D
MILSTRIP SUPPLY AND STORAGE CODES

ENCLOSURE D

MILSTRIP SUPPLY AND STORAGE CODES

ACQUISITION ADVICE CODES

Acquisition Advice Code (AAC) indicates how and under what restrictions an item will be acquired. The AAC will reflect applications of three basic methods: (1) by requisition; (2) by fabrication or assembly; (3) by local purchase.

CODE	EXPLANATION
A	**SERVICE/AGENCY REGULATED**. (Service/Agency use only) Issue, transfer, or shipment is controlled by authorities above the Inventory Control Point (ICP) level to assure proper and equitable distribution. 1. The use or stockage of the item requires release authority based on prior or concurrent justification. 2. Requisitions submitted in accordance with service/agency requisitioning procedures.
B	**ICP REGULATED**. (Service/Agency use only) Issue, transfer, or shipment is controlled by the ICP. 1. The use or stockage of the item requires release authority based on prior or concurrent justification. 2. Requisitions will be submitted in accordance with service/agency requisitioning procedures.
C	**SERVICE/AGENCY MANAGED**. (Service/Agency use only) Issue, transfer, or shipment is not subject to specialized controls other than those imposed by individual service supply policy. 1. The item is centrally managed, stocked and issued. 2. Requisitions will be submitted in accordance with the service/agency requisitioning procedures.
D	**DoD INTEGRATED MATERIEL-MANAGER (IMM) STOCKED AND ISSUE**. Issue, transfer, or shipment is not subject to specialized controls other than those imposed by the integrated materiel manager/military service supply policy. 1. The item is centrally managed, stocked and issued. 2. Requisitions must contain fund citation required to acquire item. Requisitions will be submitted in accordance with integrated materiel manager/military service requisitioning procedures.
E	**OTHER SERVICE-MANAGED, STOCKED, AND ISSUED**. (For service use only if SICA LOA is 8D and NIMSC is 6) Issue, transfer, or shipment is not subject to specialized controls other than those imposed by the service requisitioning policy. 1. The item is centrally managed, stocked and issued. 2. Requisitions may require a fund citation and will be submitted in accordance with the service requisitioning procedures.

ENCLOSURE D

MILSTRIP SUPPLY AND STORAGE CODES

ACQUISITION ADVICE CODES *(cont.)*

CODE	EXPLANATION
F	**FABRICATE OR ASSEMBLE NONSTOCKED ITEMS**. National Stock Numbered items fabricated or assembled from raw materiel and finished products as the normal method of support. Procurement and stockage of the items are not justified because of low usage or peculiar installation factors. Distinctions between local or centralized fabricate/assembly capabilities are identified by the Source of Supply (SoS) Modifier in the SoS Column of the Service Management Data Lists.
G	**GENERAL SERVICES ADMINISTRATION (GSA) CIVIL AGENCY INTEGRATED MATERIEL MANAGED, STOCKED, AND ISSUED**. Identifies GSA/civil agency-managed items available from GSA/civil agency supply distribution facilities. Requisitions and fund citations will be submitted in accordance with GSA/civil agency/service requisitioning procedures.
H	**DIRECT DELIVERY UNDER A CENTRAL CONTRACT NUMBER (VENDOR STOCKED)**. Issue, transfer, or shipment is not subject to specialized controls other than those imposed by Integrated Materiel Manager/Service/Agency supply policy. 1. The item is centrally managed and procured. 2. Normal issue is by direct shipment from the vendor to the user at the order of the ICP or IMM. However, orders may be shipped from stock by ICP or IMM distribution facilities when the vendor's minimum order quantity is not met or when stocks are being drawn down. 3. Requisitions and fund citations will be submitted in accordance with IMM/Service/Agency requisitioning procedures. 4. Generally, delivery will be made within applicable Service/Agency guidelines addressing customer-required timeframe.
I	**DIRECT ORDERING FROM A CENTRAL CONTRACT/SCHEDULE NONSTOCKED ITEMS**. Issue, transfer, or shipment is not subject to specialized controls other than those imposed by integrated materiel manager/service supply policy. The item is covered by a centrally issued contractual document, or by a multiple award Federal Supply Schedule that permits using activities to place orders directly on vendors for direct delivery to the user.
J	**NOT STOCKED, CENTRALLY PROCURED NONSTOCKED ITEMS**. IMM/Service centrally managed, but not stocked item. Procurement will be initiated only after receipt of a requisition.

ACQUISITION ADVICE CODES *(cont.)*

CODE	EXPLANATION
K	**CENTRALLY STOCKED FOR OVERSEAS ONLY**. Main means of supply is local purchase or direct ordering from a central contract/schedule when the Federal Supply Schedule Number is shown in the CMD record. Item is stocked in domestic supply system for those activities unable to procure locally due to nonavailability of procurement sources or where local purchase is prohibited (e.g., ASPR; Flow of Gold or by internal service /agency restraints). Requisitions will be submitted by overseas activities in accordance with service/agency/ requisitioning procedures. *Note: Continental US (CONUS) activities will obtain supply support through local procurement procedures.*
L	**LOCAL PURCHASE NONSTOCKED ITEMS**. DLA/GSA/service/agency managed items authorized for local purchase as a normal means of support at base, post camp or station level. Item not stocked in wholesale distribution system of integrated materiel manager/service/agency inventory control point.
M	**RESTRICTED REQUISITIONS – MAJOR OVERHAUL**. (Service/Agency use only) Items (assemblies and/or component parts) that for lack of specialized tools, test equipment, etc.; can be used only by major overhaul activities. Base, post, camp, or station activities will not requisition unless authorized to perform major overhaul function.
N	**RESTRICTED REQUISITIONING DISPOSAL**. (Service/Agency use only)* Discontinued items no longer authorized for issue except on the specific approval of the service inventory manager. Requisitions may be submitted in accordance with service requisitioning procedures in instances where valid requirements exist and replacing item data has not been furnished.
O	**PACKAGED FUELS NONSTOCKED ITEMS**. DLA-managed and service-regulated. 1. Item will be centrally procured in accordance with DoD 4140.25-M, Procedures of the Management of Petroleum Products, but not stocked by IMM. Long lead time required. 2. Requirement will be satisfied by direct shipment to the user either from a vendor or from service assets at the order of the ICP or IMM. 3. Requirements and/or requisitions will be submitted in accordance with service procedures.

ACQUISITION ADVICE CODES *(cont.)*

CODE	EXPLANATION
P	**RESTRICTED REQUISITION – SECURITY ASSISTANCE PROGRAM (SAP)**. 1. Indicates item is stocked or acquired only for SAP (replaces Military Assistance Program (MAP)) requirements. 2. Indicates item is nonstocked and materiel is ordered from the contractor for shipment directly to the foreign government. 3. Base, post, camp or stations will not requisition.
Q	**BULK PETROLEUM PRODUCTS**. DLA managed. 1. Item may be either centrally stocked or available by direct under a central contract. 2. Requirements will be submitted by military services in accordance with IMM procedures. 3. Item will be supplied in accordance with DoD 4140.25-M.
R	**RESTRICTED REQUISITION – GOVERNMENT FURNISHED MATERIEL (GFM)**. Indicates item is centrally procured and stocked as GFM in connection with the manufacturer of military items. Base, post, camp or stations will not requisition.
S	**RESTRICTED REQUISITIONING – OTHER SERVICE FUNDED**. (Service use only) For service-managed items whereby the issue, transfer, or shipment is subject to specialized controls of funding military service. 1. Item is procured by a military service for the funding by a military service and is centrally managed by the funding military service. 2. The procuring military Service has no requirement in its logistics system for the item.
T	**CONDEMNED NONSTOCKED ITEM**. Item is no longer authorized for procurement, issue, use or requisitioning.
U	**LEAD SERVICE-MANAGED**. As a minimum provides procurement, disposal, and single submitter functions. Wholesale logistics responsibilities which are to be performed by the PICA in support of SICA are defined by the SICA NIMSC code.
V	**TERMINAL ITEM**. Identifies items in stock, but future procurement is not authorized. Requisition may continue to be submitted until stocks are exhausted. Preferred item National Stock Number (NSN) is normally provided by the application of the phrase: "When Exhausted use (NSN)." Requisitions will be submitted in accordance with IMM/Service requisitioning procedures as applicable.

ACQUISITION ADVICE CODES *(cont.)*

CODE	EXPLANATION
W	**RESTRICTED REQUISITIONING – SPECIAL INSTRUCTIONS APPLY NONSTOCKED ITEM**. Indicates the stock number has been assigned to a generic item for use will be submitted only in accordance with IMM/service requisitioning procedures. (This code will be used, when applicable, in conjunction with Phrase Code S (Stock as a NSN(s)). It is considered applicable for use when a procurement sources(s) becomes available. The Phrase Code S and the applicable "stock as" NSN(s) will then be applied for use in stock, store, and issue actions.
X	**SEMIACTIVE ITEM – NO REPLACEMENT NONSTOCKED ITEM**. A potentially inactive NSN that must be retained in the supply system as an item of supply because (1) stocks of the item are on hand or in use below the wholesale level and (2) the NSN is cited in equipment authorization documents TO&E, TA, TM, etc., or in use assets are being reported. 1. Items are authorized for central procurement, but not authorized for stockage at the wholesale level. 2. Requisitions for in-use replacement will be authorized in accordance with individual military service directives. 3. Requisitions may be submitted as requirements generate. Repetitive demands may dictate an AAC change to permit wholesale stockage.
Y	**TERMINAL ITEM (NONSTOCKED ITEMS)**. Further procurement is not authorized. No wholesale stock is available for issue. 1. The items are centrally managed, stocked and issued. 2. Requisitions will be submitted in accordance with IMM/Service requisitioning procedures.
Z	**INSURANCE/NUMERIC STOCKAGE OBJECTIVE ITEM**. Items that may be required occasionally or intermittently and prudence requires that a nominal quantity of materiel be stocked due to the essentiality or the lead-time of the item. 1. The items are centrally managed, stocked and issued. 2. Requisitions will be submitted in accordance with IMM/Service requisitioning procedures.

ENCLOSURE D

MILSTRIP SUPPLY AND STORAGE CODES

ADVICE CODES

Advice Code (AC) provide coded instruction by the requisitioner to supply sources when such data are considered essential to a supply action and entry in narrative form is not feasible. The requisition transaction advice codes flow from requisition originators to initial processing points and are thereafter perpetuated into passing actions and release/receipt documents. The asset transaction advice codes flow from a DAAS facility to an ICP/IMM to indicate that the asset transaction has been edited by DAAS. The method of assigning advice codes and listings of requisition/asset transaction advice codes are provided below. Advice codes shall be entered in rps. 65-66.

CATEGORY ASSIGNMENTS OF ADVICE CODE

RECORD 65	POSITION 66	Numeric/Alphabetic & Numeric/Numeric
2 **3**	**A thru Z (except O and I), 1 thru 9** **A thru Z (except O and I), 1 thru 9**	For DLA, Interservice and GSA transactions
1	**A thru Z (except O and I), 1 thru 9**	For intra-Army usage
6	**A thru Z (except O and I), 1 thru 9**	For intra-Air Force usage
5	**A thru Z (except O and I), 1 thru 9**	For intra-Navy usage
4	**A thru Z (except O and I), 1 thru 9**	For intra-Marine Corps usage
7	**A thru Z (except O and I), 1 thru 9**	For intra-GSA usage
8	**A thru Z (except O and I), 1 thru 9**	For intra-DLA usage
9	**A thru Z, 1 thru 9**	Reserved – not to be used
0	**A thru Z, 1 thru 9**	Reserved – not to be used

ENCLOSURE D

MILSTRIP SUPPLY AND STORAGE CODES

BK__RESPONSE CODES

Codes	Description	Comments
A	NRFI turn-in using original requisition number.	No entry required in rp 48-61.
B	NRFI turn-in using document number other than requisition number.	Turn-in document number is shown in rp 48-61.
C	No NRFI available for turn-in; Advice Code "5A".	Results in additional billing.
D	No NRFI available for turn-in; Advice Code "5D".	Results in additional billing.
F	Turn-in delayed until the Julian date in rp 62-66.	Only two "F" Response Codes can be used for the same document. The Julian date in rp 62-66 must not be over 365 days in the future. If so, use offline BK2 with explanation. A new BK1 will be forwarded 75 days after the Julian Date in rp 62-66.
H	Item turned in as RFI on document number other than requisition number.	Turn-in document number is shown in rp 48-61.
J	• The RFI materiel ordered on this document number was shipped but not received. The NRFI materiel was or will be turned-in under the document number for the replacement materiel. • The materiel on this document number was ordered to replace materiel previously shipped under another document number, but not received. The turn-in was made under the original document number.	Turn-in document number is shown in rp 48-61. It will never be the same as the document number in rp 13-40. This code is similar to a "B" Response Code. Submit a Report of Discrepancy (SF-364) and survey the lost materiel using a Report of Survey (CG-5269).
K	Unit deployed and unable to accomplish turn-in within required timeframe; turn-in will be accomplished by the date shown in rp 62-66.	The five-digit Julian date format must be used, e.g., 98031 = 31 January 98.

BK__RESPONSE CODES *(cont.)*

Codes	Description	Comments
L	Advice Code should have bee "5S". Turn-in will be made upon receipt of RFI.	Not applicable.
N	Advice Code should have been "5R". Turn-in will be made upon receipt of RFI.	Not applicable.
P	No NRFI will be turned-in. The requisition being tracked has been canceled and cancellation was confirmed on date shown in rp 62-66.	Use the five-digit Julian date in rp 62-66. If the issue was made, a carcass value will be billed.

ENCLOSURE D

MILSTRIP SUPPLY AND STORAGE CODES

BKR REJECT REASON CODES

The BKR will notify an activity responding to a BK1 follow-up when they have submitted an invalid BK2 response or a BK2 code to accommodate the situation shown below:

Codes	Explanation
A	BK2 received cited a document number for which no ICP carcass tracking record exists for either the original document number or the turn-in document number. Resubmit BK2 with correct document number.
B	BK2 received with a blank or invalid response code or with an invalid response quantity. Resubmit BK2 with either a valid response code or a valid response quantity.
C	Second BK2 received cited a second "F" or "K" response code. Only one "F" or "K" response code will be accepted. Resubmit BK2 with valid response code.
E	BK3 produced due to receipt of a BK2 "H" response code, but not "D6A" Condition Code "A" materiel received.
F	BK2 received cited B responses, but the turn-in document number was already matched to an exchange requisition under that document number and there was no excess receipt quantity. Resubmit BK2 citing correct turn-in document number.
G	BK2 received cited a NIIN, which is unacceptable. The NIIN cited on BK2 is not an acceptable substitute for the original item. Resubmit BK2 with acceptable substitute NIIN or if there is no acceptable substitute, charge BK2 response code to indicate not turn-in will be mad (C, D or G). A "C", "D" or "G" response results in a carcass value bill.
H	BK2 received cited response code "P", but the CTR requisition has not been canceled. Submit cancellation to ICP or resubmit BK2 citing correct response code. If item has been issued, requisition cancellation will not process.
I	BK2 received cited the customer as the turn-in activity. Resubmit BK2 citing correction in activity.
J	BK2 received cited response code "A", but the CTR record has a "C", "D", or "G" response loaded with no quantity received. Response codes "C", "D" or "G" indicate that no turn-in will be made. Billing will be at standard price.
K	BK2 received cited a "B" Response Code, but the Shipment Document Number is for a non-exchange record. Resubmit BK2 with correct document number.
L	BK2 received cited a "B" Response Code, but the Shipment Document Number was used to match a previous exchange record. Resubmit corrected BK2.

BKR REJECT REASON CODES *(cont.)*

Codes	Explanation
M	More than 2 valid BK2 Response Code received for this Document Number and NIIN; BK2 was submitted, but 2 BK2 responses already posted to the ICP CTR file. Research records to determine if their response is valid. If you determine the response is invalid and no future action is required, contact the appropriate ICP to cancel the response.
N	BK2 received cited a "J" Response Code, but the Shipment Document Number does not match an exchange record. Resubmit BK2 with correction document number.
O	BK2 received cited an "A" or "H" response, but a BK1 has not been generated.
P	BK2 received cited a quantity greater than "1" and has not been exempted. Resubmit BK2 with correct quantity.
R	BK2 received cited an "H" Response Code, but does not meet the validation criteria for "H" response. Resubmit BK2 with correct Response Code.
S	BK2 received cited a "B" Response Code, but the Shipment Document Number contains a Julian Date that exceeds the allowable NAVSUP established timeframe for ownership of the carcass. If the RIP is valid item, contact the appropriate ICP.
T	BK2 received cited an "A" Response Code, but the NIIN listed on the BK2 is incompatible with the NIIN listed on the D6A receipt TIR. Take one of the following action and contact the ICP: • Challenge the ICPs "Rejected" decision with documentation. • Accept Carcass Value charge and let the D6A remain on CTR file for future use. • Accept Carcass Value charge and request that the D6A be passed to the Materiel Returns Program for potential credit. • Submit a BK2 "b" response citing a Shipment Document Number with a compatible NIIN.
U	BK2 received is an exact duplicate of a BK2 response previously received and posted to the CTR file.

ENCLOSURE D

MILSTRIP SUPPLY AND STORAGE CODES

CLASSES OF SUPPLY

CLASS OF SUPPLY	DESCRIPTION
1	Subsistence, including free health and welfare items.
2	Clothing, individual equipment, tentage, tool sets and tool kits, handtools, administrative and housekeeping supplies and equipment (including maps). This includes items of equipment, other than major items, prescribed in authorization/allowance tables and items of supply (not including repair parts).
3	POL, petroleum and solid fuels, including bulk and packaged fuels, lubricating oils and lubricants, petroleum specialty products; solid fuels, coal, and related products.
4	Construction materials, to include installed equipment and all fortification/barrier materials.
5	Ammunition, of all types (including chemical, radiological, and special weapons): Bombs, explosives, mines, fuses, detonators, pyrotechnics, missiles, rockets, propellants, and other associated items.
6	Personal demand items (non-military sales items).
7	Major Items: A final combination of end products which is ready for its intended use: (principal item) e.g., launchers, tanks, mobile machine shops and vehicles.
8	Medical materiel, including medical peculiar repair parts.
9	Repair parts and components, including kits, assemblies and subassemblies, reparable and non-reparable, required for maintenance support of all equipment.
10	Materiel to support nonmilitary programs; such as, agricultural and economic development, Clothing Table Allowance (CTA) 50-909 is not included in classes 1 through 9.

ENCLOSURE D

MILSTRIP SUPPLY AND STORAGE CODES

CONTACT PRESERVATIVE MATERIAL CODES

CODE	MIL STANDARDS	GRADE	CLASS	TYPE	DESCRIPTION
01	MIL-PRF-16173	1	----	----	Corrosion Preventive, Solvent Cutback, Cold Application, Hard Film
02	MIL-PRF-16173	2	----	----	Corrosion Preventive, Solvent Cutback, Cold Application, Water Displacing Soft Film
03	MIL-PRF-16173	3	----	----	Corrosion Preventive, Solvent Cutback, Cold Application, Water Displacing Soft Film
06	MIL-C-11796	----	3	----	Light Preservative Compound, Soft Film, Hot Application
07	MIL-PRF-3150	----	----	----	Medium Preservative Oil, Cold Application
09	VV-L-800	----	----	----	Very Light Preservative Oil, Water Displacing, Cold Application
10	MIL-PRF-21260	10, 30, 50	----	----	Preservative and Break-in Lubricating Oil, Internal Combustion Engine
11	MIL-PRF-23827	----	----	----	Grease, Aircraft and Instrument, Gear and Actuator Screw
12	MIL-PRF-81322	----	----	----	Grease, Aircraft, General Purpose
13	MIL-PRF-10924	----	----	----	Grease, Automotive and Artillery
15	MIL-H-46170	----	----	----	Hydraulic Fluid, Synthetic, Rust Inhibited, Fire Resistant

CONTACT PRESERVATIVE MATERIAL CODES *(cont.)*

CODE	MIL STANDARDS	GRADE	CLASS	TYPE	DESCRIPTION
17	MIL-PRF-6085	----	----	----	Lubricating Oil, Instrument, Aircraft, Low Volatility
19	MIL-PRF-16173	4	----	----	Corrosion Preventive, Solvent Cutback, Cold Application, Transparent, Non-Tacky
20	MIL-P-46002	----	----	----	Preservative Oil, Contact and Volatile Corrosion Inhibited
21	MIL-PRF-16173	5	----	----	Corrosion Preventive, Solvent Cutback, Water Displacing Soft Film, Low Pressure Steam Removable
27	MIL-C-16555	----	----	I	Sprayable Strippable Coating, Aluminum and Aluminum Gray
28	MIL-C-16555	----	1	II	Sprayable Strippable Coating, Olive Drab
29	MIL-C-16555	----	2	II	Sprayable Strippable Coating, Marine Corps Green
30	MIL-L-46010	----	----	----	Corrosion Inhibiting Lubricant, Solid Film, Heat Cured
31	MIL-C-66529	----	----	II	Corrosion Preventive, Ready Mixed, for Reciprocating Aircraft Engines
32	MIL-C-6529	----	----	III	Corrosion Preventive, Ready Mixed, for Turbojet Aircraft Engines
33	MIL-PRF-7808	----	----	----	Lubricating Oil, Synthetic Base, for Aircraft Turbine Engines

CONTACT PRESERVATIVE MATERIAL CODES *(cont.)*

CODE	MIL STANDARDS	GRADE	CLASS	TYPE	DESCRIPTION
38	MIL-P-149	----	----	----	Strippable Plastic Coating (Hot Dipping)
43	MIL-G-25537	----	----	----	Grease, Helicopter Oscillating Bearing
49	-----	----	----	----	Vendor's Protective Grease or Oil Coating
50	MIL-PRF-7870	----	----	----	Lubricating Oil, Low Temperature
51	MIL-PRF-6081	1010	----	----	Lubricating Oil, Jet Engine
52	MIL-PRF-8188	----	----	----	Corrosion Preventive Oil, Synthetic Base, for Aircraft Gas Turbine Engines
53	SAE-J1966	----	----	----	Lubricating Oil, Aircraft Piston Engine
56	MIL-PRF-23699	----	----	----	Lubricating Oil, Synthetic Base, for Aircraft Turbine Engines
57	MIL-PRF-21260	10	----	----	Light Viscosity Preservative and Break-in Lubricating Oil, Internal Combustion Engine
58	MIL-PRF-21260	2	----	----	Medium Viscosity Preservative and Break-in Lubricating Oil, Internal Combustion Engine
59	MIL-PRF-21260	3	----	----	Heavy Viscosity Preservative and Break-in Lubricating Oil, Internal Combustion Engine
65	MIL-PRF-83282	----	----	----	Hydraulic Fluid, Synthetic, Fire Retardant
79	MIL-B-46176	----	----	----	Brake Fluid, Silicone, Automotive, Operational and Preservative
80	MIL-P-53030	----	----	----	Primer Coating, Epoxy, Water Reducible
89	-----	----	----	----	Preserve with Normal Operating Lubricant

CONTACT PRESERVATIVE MATERIAL CODES *(cont.)*

CODE	MIL STANDARDS	GRADE	CLASS	TYPE	DESCRIPTION
XX	-----	----	----	----	See Method of Preservation code for this Requirement
ZZ	------	----	----	----	Special Requirement – See Specific Instructions or Drawings provide
00	-----	----	----	----	No Requirement

ENCLOSURE D

MILSTRIP SUPPLY AND STORAGE CODES

COGNIZANCE (COG) CODES

The Cognizance (COG) Code is a two-part code that provides supply management data. The first part of the symbol is numeric-code that identifies the supply store account in which materiel is carried in the supply system. The second part of the COG symbol is alpha-code that identifies the inventory manager or inventory control point (ICP) that has cognizance, or control, of the materiel.

CODE	ACTIVITY
NAVY	
0A	Field Command, Defense Nuclear Agency
0E	Naval Sea Systems Command (NAVSEA)
0H	Naval Inventory Control Point – Mechanicsburg (NAVICP-M)
0I	Naval Inventory Control Point – Philadelphia (NAVICP-P)
0J	Naval Inventory Control Point – Mechanicsburg (NAVICP-M)
0K	Chief, Naval Education and Training Support
0M	Naval Inventory Control Point – Mechanicsburg (NAVICP-M)
0O	Naval Inventory Control Point – Mechanicsburg (NAVICP-M)
0Q	Naval Inventory Control Point – Philadelphia (NAVICP-P)
0R	Naval Inventory Control Point – Philadelphia (NAVICP-P)
0S	Naval Inventory Control Point – Mechanicsburg (NAVICP-M)
0T	Commandant of the Marine Corps
0V	Naval Air Systems Command (NAVAIR)
0X	Commander, Military Sealift Command (MSC)
1B	Naval Supply Systems Command (NAVSUP)
1H	Naval Inventory Control Point – Mechanicsburg (NAVICP-M)
1I	Naval Inventory Control Point – Philadelphia (NAVICP-P)
1R	Naval Inventory Control Point – Philadelphia (NAVICP-P)
2B	Naval Inventory Control Point – Mechanicsburg (NAVICP-M)
2C	Civil Engineer Support Office

ENCLOSURE D
MILSTRIP SUPPLY AND STORAGE CODES

COGNIZANCE (COG) CODES *(cont.)*

CODE	ACTIVITY
2F	Naval Sea Systems Command (NAVSEA)
2J	Naval Sea Systems Command (NAVSEA)
2L	Directorate Communication Security Material System
2M	Naval Air Systems Command (NAVAIR)
2P	Strategic Systems Project Office (SSPO) – Naval Plant Rep, Pittsfield, MA
2Q	Naval Air Systems Command (NAVAIR)
2S	Naval Sea Systems Command (NAVSEA)
2V	Naval Air Systems Command (NAVAIR)
2W	Naval Air Systems Command (NAVAIR)
2X	Strategic Systems Project Office (SSPO – Naval Plant Rep, Sunnyvale, CA
2Z	Space & Naval Warfare Systems Command (SPAWAR)
3C	Defense Supply Center – Columbus (DSCC)
3G	Defense Supply Center – Richmond (DSCR)
3N	Defense Supply Center – Columbus (DSCC)
3Z	Defense Industrial Supply Center (DISC)
3H	Naval Inventory Control Point – Mechanicsburg (NAVICP-M)
4E	Naval Ordnance Center – Mechanicsburg
4K	Naval Air Systems Command (NAVAIR)
4M	Space & Naval Warfare Systems Command (SPAWAR)
4P	Strategic Systems Project Office (SSPO) – Naval Plant Rep, Sunnyvale, CA
4R	Naval Inventory Control Point – Philadelphia (NAVICP-P)
4T	Naval Ordnance Center - Mechanicsburg
4V	Naval Air Systems Command (NAVAIR)
4X	Strategic Systems Project Office (SSPO) – Naval Plant Rep, Anaheim, CA
4Y	Naval Inventory Control Point – Mechanicsburg (NAVICP-M)

COGNIZANCE (COG) CODES *(cont.)*

CODE	ACTIVITY
4Z	Naval Inventory Control Point – Philadelphia (NAVICP-P)
5L	Army Strategic Communications Command
5M	Army Security Agency
5N	San Antonio Air Logistics Center, Kelly AFB, TX
5P	San Antonio Air Logistics Center, Kelly AFB, TX
5R	Naval Inventory Control Point – Philadelphia (NAVICP-P)
6A	Naval Inventory Control Point – Mechanicsburg (NAVICP-M)
6B	Naval Inventory Control Point – Mechanicsburg (NAVICP-M)
6C	Naval Inventory Control Point – Mechanicsburg (NAVICP-M)
6D	Naval Inventory Control Point – Mechanicsburg (NAVICP-M)
6H	Naval Inventory Control Point – Mechanicsburg (NAVICP-M)
6K	Naval Inventory Control Point – Mechanicsburg (NAVICP-M)
6L	Naval Inventory Control Point – Mechanicsburg (NAVICP-M)
6M	Naval Inventory Control Point – Mechanicsburg (NAVICP-M)
6N	Naval Inventory Control Point – Mechanicsburg (NAVICP-M)
6P	Strategic Systems Project Office (SSPO) – Naval Plant Rep, Sunnyvale, CA
6R	Naval Inventory Control Point – Philadelphia (NAVICP-P)
6V	Naval Aviation Depot Operations Center (NADOC)
6X	Naval Inventory Control Point – Mechanicsburg (NAVICP-M)
7E	Naval Inventory Control Point – Mechanicsburg (NAVICP-M)
7G	Naval Inventory Control Point – Mechanicsburg (NAVICP-M)
7H	Naval Inventory Control Point – Mechanicsburg (NAVICP-M)
7N	Naval Inventory Control Point – Mechanicsburg (NAVICP-M)
7R	Naval Inventory Control Point – Philadelphia (NAVICP-P)
7Z	Naval Inventory Control Point – Mechanicsburg (NAVICP-M)

ENCLOSURE D

MILSTRIP SUPPLY AND STORAGE CODES

COGNIZANCE (COG) CODES *(cont.)*

CODE	ACTIVITY
8A	Naval Inventory Control Point – Mechanicsburg (NAVICP-M)
8E	Naval Air Systems Command (NAVAIR)
8M	Naval Air Systems Command (NAVAIR)
8N	Naval Inventory Control Point – Mechanicsburg (NAVICP-M)
8P	Strategic Systems Project Office (SSPO) – Technical Rep, Great Neck, NY
8S	Naval Sea Systems Command (NAVSEA)
8T	Naval Sea Systems Command (NAVSEA)
8U	Naval Ordnance Center - Mechanicsburg
8X	Strategic Systems Project Office (SSPO) – Naval Plant Technical Rep, Anaheim, CA
9A	Army Tank-Automotive Center (ATAC)
9C	Defense Supply Center – Columbus (DSCC)
9E	Army Troop Support Command
9F	Warner-Robins Air Logistics Center, Robins AFB, GA (WR-ALC)
9G	Defense Supply Center – Richmond (DSCR)
9H	Army Armament Command
9I	Ogden Air Logistics Center, Hill AFB, UT (OG-ALC)
9J	Oklahoma City Air Logistics Center, Tinker AFB, OK (OC-ALC)
9K	Sacramento Air Logistics Center, McClellan AFB, CA (SM-ALC)
9L	Defense Supply Center – Philadelphia (DSCP)
9M	Defense Supply Center – Philadelphia (DSCP)
9N	Defense Supply Center – Columbus (DSCC)
9O	Marine Corps, Albany, GA
9Q	General Services Administration (GSA)
9S	Army Missile Material Readiness Command
9V	San Antonio Air Logistics Center, Kelly AFB, TX (SA-ALC)
9W	Army Aviation Material Command (AAMC)
9X	Defense Fuel Supply Center (DFSC)
9Y	US Army Electronics Command
9Z	Defense Industrial Supply Center (DISC)

ENCLOSURE D

MILSTRIP SUPPLY AND STORAGE CODES

CUSTOMER ASSET REPORTING TRANSACTION STATUS CODES

Use these "S" series status codes on the Document Identifier (DI) FTR to reject asset transaction. If subsequent reporting is required for the items identified by the FTR containing S series status codes, submit a new asset report with a new document number. Use the T series status codes with DIs FTB/FTD/FTQ/FTR/FT6/FTZ to provide informative/action status on an asset report and related documentation. When a DI FT6 is submitted to the reporting activity, it will contain the applicable status code cited in the DI FTR.

CODE	EXPLANATION
SA	**REJECTED**. If appropriate, resubmit with exception information as required by instructions disseminated separately by applicable ICP/IMM. (Assign a new document number if a new asset report is submitted.) **(Use on DI FTR only)**
SB	**REJECTED**. Report garbled and incomplete. Corrective action cannot be determined. Review entire contents, correct, and resubmit if appropriate. (Assign a new document number if a new asset report is submitted.) **(Use on DI FTR only)**
SC	**REJECTED**. ICP/IMM of the reported item cannot be determined. Research records and if applicable, resubmit citing correct stock number. (Assign a new document number if a new asset report is submitted.) If NSN is GSA managed, item is non-stocked; disposition is authorized under local directives. **(Use on DI FTR only)**
SD	**REJECTED**. NSN not identifiable. Corrective action cannot be determined. Review, correct, and resubmit, if appropriate. (Assign a new document number if a new asset report is submitted.) **(Use on DI FTR only)**
SF	**REJECTED**. Item not in authorized condition to be reported or condition code cannot be identified. Materiel should be screened for correct condition code and new FTE submitted or if not reportable, dispose of under current procedures. (Assign a new document number if a new asset report is submitted.) **(Use on DI FTR only)**
SG	**REJECTED**. This transaction is a duplicate of a previously received report. Recipient must research asset records to determine if this transaction was previously rejected with an S series status/reject code. If so, resubmit a new asset report with a new document number. Otherwise, no action is required.
SH	**REJECTED**. Unit of issue is incorrect and cannot be converted or corrected. (Assign a new document number if a new asset report is submitted.) **(Use on DI FTR only)**

CUSTOMER ASSET REPORTING TRANSACTION STATUS CODES *(cont.)*

CODE	EXPLANATION
SJ	**REJECTED**. Signal code is blank or incorrect. (Assign a new document number if a new asset report is submitted.) **(Use on DI FTR only)**
SK	**REJECTED**. Unable to identify the ship-from or credit-to address as designated by the signal code. (Assign a new document number if a new asset report is submitted.) **(Use on DI FTR only)**
SL	**DELECTED**. [Text Deleted]
SM	**REJECTED**. Stock balance indicates materiel is not required; however, item is in process of migrating and further action is deferred until date contained in rp 70-73. If asset position exceeds retention limits after that date, resubmit to appropriate IMM. (Assign a new document number if a new asset report is submitted.) **(Use on DI FTR only)**
SN	**REJECTED**. Materiel reported not authorized for return. Disposition is authorized under current instructions. **(Use on DI FTR only)**
SP	**REJECTED**. Item was reported and requisitioned by the reporting activity (rp 30-35), or requisitioned by another activity for shipment to the reporting activity for shipment to the reporting activity (rp 45-50). **(Use on DI FTR only)**
SQ	**REJECTED**. Reported NSN is master item number (i.e., all makes and models) used for reference purpose only. Review records and resubmit with new document number(s), citing appropriate NSN(s) for the specific item(s) being reported. **(Use on DI FTR only)**
TA	**CREDITABLE RETURN**. Credit will be granted for quantity indicated in rp 25-29. Ship materiel to activity in rp 54-56. **(Use on DI FTR or FT6)**
TB	**NONCREDITABLE RETURN**. Return quantity indicated in rp 25-29 to activity indicated in rp 54-56. **(Use on DI FTR or FT6)**
TC	**NOT RETURNABLE**. Quantity reported has been determined by the IMM to be not economically feasible to return. Further processing must be under appropriate S/A regulations. **(Use on DI FTR)**
TD	**NOT RETURNABLE**. 1. Special instructions for disposition are stated in the remarks field. In this case, the status document will be mailed. This code will not be used when other status codes have been established to convey applicable status. 2. When due to security reason, or space limitations, instructions will be furnished by separate media referring to pertinent document numbers. In this case, the remarks block will be left blank and TD status documents may be transmitted electrically. **(Use on DI FTR)**

CUSTOMER ASSET REPORTING TRANSACTION STATUS CODES *(cont.)*

CODE	EXPLANATION
TE	**MATERIEL REQUIRED FOR LATERAL REDISTRIBUTION**. DI A4_ referral(s) will follow. **(Use on DI FTR)**
TF	**MATERIEL REQUIRED FOR LATERAL REDISTRIBUTION**. Status being investigated. **(Use on DI FTR)**
TG	**MATERIEL REQUIRED FOR LATERAL REDISTRIBUTION**. DI A4_referral(s) will follow containing stock number and/or unit of issue as changed and as indicated in rp 8-22 and/or rp 23-24. Examine unit of issue and quantity fields for possible changes. **(Use on DI FTR)**
TH	**CREDIT WILL BE GRANTED FOR THE QUANTITY INDICATED IN rp 25-26**. Stock number and/or unit of issue changed as designated in rp 8-22 and/or rp 23/24. The quantity field (rp 25-29) is adjusted as required. Examine unit of issue and quantity fields for possible changes. Ship materiel to activity in rp 54-56. **(Use on DI FTR or FT6)**
TJ	**NONCREDITABLE RETURN**. Stock number and/or unit of issue changed as designated in rp 8-22 and/or rp 23/24. Examine unit of issue and quantity fields for possible changes. **(Use on DI FTR or FT6)**
TK	**NOT RETURNABLE**. Stock number and/or unit of issue changed as designated in rp 8-22 and/or rp 23-24. Quantity indicated in rp 25-29 exceeds authorized retention levels. Examine unit of issue and quantity fields for possible changes. **(Use on DI FTR)**
TL	**MATERIEL RECEIVED**. No credit allowed as item received was other than that authorized for return. **(Use on DI FTR)**
TM	**MATERIEL RECEIVED**. No credit or reduced credit is allowed because condition received was less than reported. Condition of materiel received is indicated in rp 71. **(Use on DI FTR)**
TN	**MATERIEL RECEIVED**. Credit authorized for quantity in rp 25-29. **(Use on DI FTZ)**
TP	**MATERIEL NOT RECEIVED WITHIN THE PRESCRIBED TIMEFRAME**. Credit authorization is cancelled. **(Use on DI FTZ)**
TQ	**MATERIEL RECEIVED**. Noncreditable return as indicated in reply to customer asset report. **(Use on DI FTZ)**
TR	**YOUR DI FTE RECEIVED AND IN PROCESS**. Reply will be provided by the date indicated in rp 70-73. **(Use on DI FTD)**

CUSTOMER ASSET REPORTING TRANSACTION STATUS CODES *(cont.)*

CODE	EXPLANATION
TT	**MATERIEL RECEIVED AND IN PROCESS OF INSPECTION AND CLASSIFICATION**. DI FTZ will be provided upon completion. **(Reply to DI FTT), (Use on DI FTR)**
TU	**MATERIEL NOT RECEIVED**. (Reply to DIs FTT and FTP). **(Use on DIs FTR and FTB)**
TV	**MATERIEL NOT RECEIVED WITHIN PRESCRIBED TIMEFRAME**. Noncreditable return authorization is cancelled. **(Use on DI FTZ)**
TW	**CREDIT ACTION IN PROCESS**. Financial transaction is forthcoming. **(Reply to FTP), (Use on DI FTB)**
TX	**FINANCIAL TRANSACTION ACCOMPLISHED**. Bill number of credit transaction appears in rp 76-80. **(Reply to DI FTP), (Use on DI FTB)**
TY	DI FTZ Generated on document number cited indicated no credit authorized for return. **(Reply to DI FTP), (Use on DI FTB)**
TZ	**CUSTOMER ASSET REPORT CHANGED BY DAAS (rp 4-6)**. Examine rp 8-22 for possible change in FSC/NSN/part number being converted to an NSN if the original Customer Asset Report was DI FTG. Also, examine rp 67-69 to determine if the transaction has been routed to another activity. **(Use on DI FTQ)**
T1	**MATERIEL RECEIVED**. No credit allowed because the stock number was changed from a stock fund to an appropriation financed item. For intra-Service use only. **(Use on DI FTZ)**
T3	**DI FTM HAS BEEN RECEIVED**. Materiel has not been received. Materiel should be shipped, tracer action initiated or DI FTC submitted as appropriate. **(Use on DI FT6)**
T4	**MATERIEL NOT RETURNABLE**. Quantity indicated in rp 25-29 is no longer required IPE and must be reported to DIPEC (SE 4300) under DLAM 4215.1 et al.
T5	**Deleted**. **(Use TZ)**
T6	**DI FTE HAS BEEN ROUTED TO THE ACTIVITY INDICATED IN rp 67-69**. Forward all future FT_ documents to that activity. **(Use on DI FTR)**

CUSTOMER ASSET REPORTING TRANSACTION STATUS CODES *(cont.)*

CODE	EXPLANATION
T7	**FSC HAS BEEN CHANGED BY THE ICP IN rp 4-6**. **(Use on DI FTR)**
T9	**PART NUMBER CANNOT BE CONVERTED TO AN ESTABLISHED NSN**. Materiel reported is not authorized for return. Use current service/agency instructions for disposition of materiel. **(Use on DI FTQ)**

ENCLOSURE D

MILSTRIP SUPPLY AND STORAGE CODES

DEMAND AND SUFFIX CODES

The purpose of the signal code in A series documents is twofold in that it designates the field containing the intended consignee (ship-to) and the activity to receive and effect payment of bills, when applicable. In the case of the Materiel Returns Program (MRP) – (FT series), the signal code designates the fields containing the intended consignor (ship-from) and the activity to receive and process credits, when applicable. All requisitions/asset. All requisitions/asset reports will contain the appropriate signal code. The signal code shall be inputted in record position 51.

Demand Codes. The demand code is a mandatory entry of an alphabetic character to indicate to the management element of a distribution system whether the demand is recurring or nonrecurring.

Codes	Explanation
I	**INACTIVATED ITEM DEMAND**. This code will be entered only in requisitions (DI A0_) applicable to inactivated items by the DAAS.
N	**NONRECURRING DEMAND**. A request made for a requirement known to be a one-time occurrence; for example, an MWO kit for application or an initial request for storage. Requisitions will be closed nonrecurring when the demand is anticipated to be nonrepetitive.
O (Alpha)	**NO DEMAND**. To be assigned by requisition activities in submitting requisitions for substitute items which are acceptable in lieu of previously requisitioned, but delayed items and for initial fill of PWRMS consumable item requirements. Also applicable to resubmission of previously requisitioned requirements under a new document number4 when associated with shortage or nonreceipt for which shipment status was received. May be prescribed by the program manager on the basis of a nonrepetitive program requirement for which use of Demand N or P is determined to be inappropriate.
P	**NONRECURRING DEMAND FOR SPECIAL PROGRAM REQUIREMENTS**. Entered in requisitions by a requisition initiator to identify a requisition for special program/requirements for which stocks were known to have been acquired by the ICP in anticipation of supply demands.
R	**RECURRING DEMAND**. A request made periodically or anticipated to be repetitive by an authorized requisitioner for consumption or use or for stock replenishment. The occurrences encompass most demands; therefore, a demand will be considered recurring when a doubt exists. *Note: Not applicable to resubmission of previously requisitioned requirements under a new document number when associated with shortage or nonreceipt for which shipment status was received; use demand code "O" for these requirements.*

ENCLOSURE D

MILSTRIP SUPPLY AND STORAGE CODES

Suffix Codes (General). The suffix codes are to relate and identify requisition and MRP transaction "partial action" taken on the original requisition or MRP transaction without duplicating or causing loss of identity of the original number. Suffixes will be alphabetic or numeric with the exception that the following alpha and numeric characters will never be used:

ALPHA	NUMERIC
I, N, O, P, R, S, and Z	**1 and 0**

Note: Suffix Y is reserved for and used by the Navy and DLA only in their intra-Service action involving duplicate shipments.

Processing Source	Assigned Suffixes
Initial Source	A through E
First Secondary Source	F through H, J, and K
Second Secondary Source	L, M, Q, T, and U
Third Secondary Source	V through X
Fourth Secondary Source	2 through 9

ENCLOSURE D

MILSTRIP SUPPLY AND STORAGE CODES

DISPOSAL AUTHORITY CODES

Disposal Authority codes are one-character alpha codes that are entered on Defense Reutilization Marketing Service (DRMS) related documentation to indicate that the materiel being transferred to a Defense Reutilization Marketing Office (DRMO) because instructions of the ICP/IMM relayed through the Materiel Returns Program (MRP) or other proper authority. The Disposal Authority code is located in rp 64.

Code	Explanation
M	Items on this transaction are ICP/IMM stock and are being transferred to DRMS by authority of the responsible ICP/IMM.
N	Items on this transaction are not reportable by virtue of exclusion to the MRP or other specific criteria; such as, extended dollar value or condition limitations on asset reporting, which are duty authorized to be transferred to DRMS.
R	Items on this transaction have been reported to the ICP/IMM under MILSTRIP MRP procedures and are considered over the ICP/IMMs authorized retention levels. Use S/A retention levels and instructions to manage this materiel.

ENCLOSURE D

MILSTRIP SUPPLY AND STORAGE CODES

DISPOSAL CONDITION CODES

Disposal Condition Codes are assigned by the Defense Reutilization and Marketing Office to accurately describe the materiel physical condition based on inspection of materiel at the time of receipt.

CODE	TITLE	DEFINITION
1	Unused-Good	Unused property that is usable without repairs and identical or interchangeable with new items from normal supply source.
2	Unused-Fair	Unused property that is usable without repairs, but is deteriorated or damaged to the extent that utility is somewhat impaired.
3	Unused-Poor	Unused property that is usable without repairs, but is considerably deteriorated or damaged. Enough utility remains to classify the property better than salvage.
4	Used-Good	Used property that is usable without repairs and most of its useful life remains.
5	Used-Fair	Used property that is usable without repairs, but is somewhat worn deteriorated and may require some repairs.
6	Used-Poor	Used property that may be used without repairs, but is considerably worn or deteriorated to the degree that remaining utility is limited or major repairs will soon be required.
7	Repairs Required-Good	Required repairs are minor and should not exceed 15 percent of the standard price.
8	Repairs Required-Fair	Required repairs are considerable and are estimated to range from 16 percent to 40 percent of the standard price
9	Repairs Required-Poor	Required repairs are major because the property is badly damaged, worn, or deteriorated and are estimated to range from 41 percent to 65 percent of the standard price.
S	Scrap	Materiel that has no value except for its basic materiel content.
X	Salvage	Property has some value in excess of its basic materiel content, but repair or rehabilitation to use for the originally intended purpose is clearly impractical. Repair for any use would exceed 65 percent of the standard price.

ENCLOSURE D

MILSTRIP SUPPLY AND STORAGE CODES

DISTRIBUTION CODES

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

CODE	US COAST GUARD ACTIVITY
A	**Commander, First Coast Guard District**
D	**Commander, Fifth Coast Guard District/MLCLANT**
E	**Commander, Seventh Coast Guard District**
F	**Commander, Eighth Coast Guard District**
G	**Commander, Ninth Coast Guard District**
H	**Commander, Eleventh Coast Guard District**
I	**Commander, Coast Guard Yard**
J	**Commander (MF), MLCPAC**
K	**Commander, Thirteenth Coast Guard District**
L	**Commander, Fourteenth Coast Guard District**
M	**Commander, Seventeenth Coast Guard District**
O	**Commander, US Coast Guard ELC (Electronics)**
P	**Commander, US Coast Guard ELC (HM&E)**
Q	**Commander, US Coast Guard ELC (HM&E)**
Z	**Commanding Officer, Headquarters Support Command (HSC)**

ENCLOSURE D

MILSTRIP SUPPLY AND STORAGE CODES

DOCUMENT IDENTIFIER CODES

Document Identifier Code (DIC) in rp 1-3 provides the means for identifying a document as to the system to which it pertains and further identifies the document's intended purpose and usage. This is an abridged listing of most commonly used documents identifiers by the US Coast Guard. Refer to chapter 5 for further description of Document Identifier Codes.

A SERIES

DOCUMENT TITLE	DIC	EXPLANATION
Requisition	**A01**	Overseas Shipment with NSN.
	A02	Overseas Shipment with Part Number.
	A04	Overseas Shipment with Other Number.
	A05*	Overseas Shipment with Exception Data.
	A07	Overseas Shipment/Overseas Dependent School System Requirement.
	A0A	Domestic Shipment with NSN.
	A0B	Domestic Shipment with Part Number.
	A0D	Domestic Shipment with Other Number.
	A0E*	Domestic Shipment with exception Data.
Redistribution Order	**A21**	For Overseas Shipment with NSN/NATO Stock Number.
	A22	For Overseas Shipment with Part Number.
	A24	For Overseas Shipment with Other Number.
	A25*	For Overseas Shipment with Exception Data.
	A27	For Overseas Shipment/Overseas Dependent School System.
	A2A	For Domestic Shipment with NSN/NATO Stock Number.
	A2B	For Domestic Shipment with Part Number.
	A2D	For Domestic Shipment with other Number.
	A2E*	For Domestic Shipment with Exception Data.

DOCUMENT IDENTIFIER CODES *(cont.)*

A SERIES *(cont.)*

DOCUMENT TITLE	DIC	EXPLANATION
Passing Order	**A31**	For Overseas Shipment with NSN/NATO Stock Number.
	A32	For Overseas Shipment with Part Number.
	A34	For Overseas Shipment with Other Number.
	A35	For Overseas Shipment with Exception Data.
	A3A	For Domestic Shipment with NSN/NATO Stock Number.
	A3B	For Domestic Shipment with Part Number.
	A3D	For Domestic Shipment with Other Number.
	A3E*	For Domestic Shipment with Exception Data.
Referral Order/Lateral Redistribution Order for Retail Assets	**A41**	For Overseas Shipment with NSN/NATO Stock Number.
	A42	For Overseas Shipment with Part Number.
	A44	For Overseas Shipment with Other Number.
	A45*	For Overseas Shipment with Exception data.
	A47	For Overseas Shipment/Overseas Dependent School System Requirement.
	A4A	For Domestic Shipment with NSN/NATO Stock Number.
	A4B	For Domestic Shipment with Part Number.
	A4D	For Domestic Shipment with Other Number.
	A4E*	For Domestic Shipment with Exception Data.

DOCUMENT IDENTIFIER CODES *(cont.)*

A SERIES *(cont.)*

DOCUMENT TITLE	DIC	EXPLANATION
Materiel Release Order	**A51**	For Overseas Shipment with NSN/NATO Stock Number.
	A52	For Overseas Shipment with Part Number.
	A54	For Overseas Shipment with Other Number.
	A57	For Overseas Shipment/Overseas Dependent School System Requirement.
	A5A	For Domestic Shipment with NSN/NATO Stock Number.
	A5B	For Domestic Shipment with Part Number.
	A5D	For Domestic Shipment with Other Number.
	A5E*	For Domestic Shipment with Exception Data.
Disposal Release Order	**A5J**	From ICP to Storage Activity *(may also be used by local generating activity.)*
Materiel Release Denial	**A61**	For Overseas Shipment with NSN/NATO Stock Number.
	A62	For Overseas Shipment with Part Number.
	A64	For Overseas Shipment with Other Number.
	A65	For Overseas Shipment with Exception Data.
	A67	For Overseas Shipment/Overseas Dependent School System Requirement.
	A6A	For Domestics Shipment with NSN/NATO Stock Number.
	A6B	For Domestics Shipment with Part Number.
	A6D	For Domestics Shipment with Other Number.
	A6E*	For Domestics Shipment with Exception Data.

DOCUMENT IDENTIFIER CODES *(cont.)*

A SERIES *(cont.)*

DOCUMENT TITLE	DIC	EXPLANATION
Disposal Release Denial	**A6J**	From Storage Activity to ICP.
Direct Delivery Supply Status	**AB1**	To Requisitioner (RP 30–35).
	AB2	To Supplementary Address (RP 45-50).
	AB3	To Activity Code (RP 54).
	AB8	To DAAS from S/A for Distribution by DAAS of Direct Delivery Notice DIs AB1, AB2, and/or AB3 under MILSTRIP Status Distribution Rules.
Cancellation	**AC1**	By Requisitioner (RP 30-35).
	AC2	By Supplementary Address (RP 45-50).
	AC3	By Activity Code (RP 54).
Supply Status	**AE1**	To Requisitioner (RP 30-35).
	AE2	To Supplementary Address (RP 45-50).
	AE3	To Activity Code (RP 54).
	AE6	To ICP/IMM from Storage or Reporting Activity in response to a DI AF6, DI AC6, DI A4_ with Distribution Code 2 or A5_, when a DI AR_ or AS6 does not apply.
	AE8	To the Defense Automatic Addressing System (DAAS) from service/agency (S/A) for distribution by DAAS of supply status DI AE1, AE2, and/or AE3 under MILSTRIP status distribution rules.

DOCUMENT IDENTIFIER CODES *(cont.)*

A SERIES *(cont.)*

DOCUMENT TITLE	DIC	EXPLANATION
Supply Status *(Continued)*	**AE9**	From the Defense Automated Addressing System (DAAS): a. To activities identified by Media and Status Code (RP 7), and /or Distribution Code (RP 54) to advise of the rerouting or change to a MILSTRIP requisition transaction as reflected by the status code (RP 65-66). b. To activity in RP 30-35 when the Media and Status is "0" and RP 54 is blank or invalid to advise of rerouting or change to a MILSTRIP requisition transaction as reflected by the status code (RP 65-66). c. To activities in RP 30-35, 45-50, and 54 to advise of rejection of a MILSTRIP requisition transaction as reflected by status code (RP 65-66). d. To "From" Routing Identifier (RP 74-76) to advise of the rerouting of an A3_ (Passing Order) or A4_ (Referral Order).
Follow-Up	**AF1**	To Requisitioner (RP 30-35).
	AF2	To Supplementary Address (RP 45-50).
	AF3	To Activity Code (RP 54).
Follow-Up Request for Improve Estimated Shipping Date (ESD)	**AFC**	Furnished by requisitioning activities as requests to supply sources to initiate actions, which will improve estimated availability dates provided in supply status transactions.
Disposal Shipment/Receipt Confirmation Follow-up	**AFX**	From DRMS to RP 30-35 or from ICP/IMM to RP 4-6.
Follow-up *(Request for DODAAC of Initial Transportation Shipping Activity)*	**AFY**	A request to supply source to obtain the DODAAC of the initial (origin) transportation shipping activity for tracing shipments under DoD 4500.32-R (MILSTAMP).
Disposal Shipment Confirmation Follow-up *(DI Code ASZ not received)*	**AFZ**	From DRMS to RP 30-35 or from ICP/IMM to RP 4-6.

DOCUMENT IDENTIFIER CODES *(cont.)*

A SERIES *(cont.)*

DOCUMENT TITLE	DIC	EXPLANATION
Document Modifier	**AM1****	For Overseas Shipment with NSN/NATO Stock Number. *(Process as requisition if original document not received.)*
	AM2*	For Overseas Shipment with Part Number. *(Process as requisition if original document not received.)*
	AM4*	For Overseas Shipment with Other Number. *(Process as requisition if original document not received.)*
	AM5* **	For Overseas Shipment with Exception Data. *(Process as requisition if original document not received.)*
	AMA**	For Domestic Shipment with NSN/NATO Stock Number. *(Process as requisition if original document not received.)*
	AMB**	For Domestic Shipment with Part Number. *(Process as Requisition if original document not received.)*
	AMD**	For Domestic Shipment with Other Number. *(Process as requisition if original document not received)*
	AME* **	For Domestic Shipment with Exception Data. *(Process as requisition if original document not received.)*
Document Modifier *(Process Only to Change Supplementary Address and Signal Code Field)*	**AMF***	From ICP to Procurement Activity. Changes Supplementary Address *(Offer/Release Option Code (rp46) or Freight Forwarder Code (rp 47) in FMS requisitions)* and signal code.
Document Modifier *(Process Only to Change)*	**AMP***	From ICP to procurement activity. Changes Required Delivery Date (RDD) field (RP 62-64) to Expedite Handling Signal "555".

DOCUMENT IDENTIFIER CODES *(cont.)*

A SERIES *(cont.)*

DOCUMENT TYPE	DIC	EXPLANATION
Materiel Obligation Validation Request	**AN1**	Relates to Requistioner (RP 30-35).
	AN2	Relates to Supplementary Address (RP 45-50).
	AN3	Relates to Activity Code (RP 54).
Materiel Obligation Validation Control Document	**AN9**	Header Document used to Forwarding Requesting Documents by DMS (Defense Messaging Center).
Materiel Obligation Validation (MOV) Request Follow-up Control Document	**ANZ**	Header document used when following up on request documents previously forwarded (DI AN9) by DMS or mail.
MOV Response	**AP1**	Relates to Requisitioner (RP 30-35).
	AP2	Relates to Supplementary Address (RP 45-50).
	AP3	Relates to Activity Code (RP 54).
Receipt Confirmation for Materiel Obligation Validation Requests	**AP9**	Return document for acknowledgement of documents transmitted either by DMS or mail.
Materiel Obligation Validation Reinstatement Request	**APR**	Notification to supply source-requesting reinstatement of a requisition canceled under MOV.
Notice of Non-Receipt of Total Batch of MOV Documents	**APX**	Document used to Notify Supply Source that all AN-MOV Documents were not received.

DOCUMENT IDENTIFIER CODES *(cont.)*

A SERIES *(cont.)*

DOCUMENT TYPE	DIC	EXPLANATION
Materiel Release Confirmation	**AR0**	To ICP from storage
	ARA	For release of quantity greater than requested *(due to unit pack.)*
	ARB	For release of quantity less than requested *(due to unit pack.)*
Force Closed Materiel Release Confirmation	**ARH**	For use by ICPs and storage activities to force close open MRO records.
Disposal Release Confirmation	**ARJ**	From storage activity to ICP.
	ARK	From storage activity to ICP for release of quantity greater than requested.
	ARL	From storage activity to ICP for release of quantity less than requested.
Shipment Status	**AS1**	To requisitioner (rp 30-35).
	AS2	To supplementary address (rp 45-50).
	AS3	To rp 54.
	AS6	To ICP/IMM from reporting activities for LRO shipments of retail assets.
Disposal Shipment Confirmation	**ASZ**	From shipping activity to DRMS.
Follow-up	**AT1**	For Overseas Shipment with NSN/NATO Stock Number.
	AT2	For Overseas Shipment with Part Number. *(Process as requisition if original requisition not received.)*
	AT4	For Overseas Shipment with Other Number. *(Process as requisition if original requisition not received.)*

DOCUMENT IDENTIFIER CODES *(cont.)*

A SERIES *(cont.)*

DOCUMENT TYPE	DIC	EXPLANATION
Follow-up *(cont.)*	**AT5**	For Overseas Shipment with Exception Data. *(Process as requisition if original requisition not received.)*
	AT7	For Overseas Shipment/Overseas Dependent School System Requirement. *(Process as requisition if original requisition not received.)*
	ATA	For Domestic Shipment with NSN/NATO Stock Number. *(Process as requisition if original requisition not received.)*
	ATB	For Domestic Shipment with Part Number. *(Process as requisition if original requisition not received.)*
	ATD	For Domestic Shipment with Other. *(Process as requisition if original requisition not received.)*
	ATE*	For Domestic Shipment with Exception Data. *(Process as requisition if original requisition not received.)*
Reply to Cancellation Request – Shipment Status	**AU1**	To Requisitioner (rp 30-35).
	AU2	To Supplementary Address (rp 45-50).
	AU3	To rp 54.
Inventory Control Point Government-Furnished Materiel Validation Request	**AX1**	From ICP to Management Control Activity (MCA) to validate GFM transactions to a valid contract.
Management Control Activity Government – Furnished Materiel Validation Response	**AX2**	From MCA to ICP. Response to ICP validation request of GFM transactions.

DOCUMENT IDENTIFIER CODES *(cont.)*

* Processing activity will, by screening of documents, ascertain whether requisition type document contains NSN/NATO Stock Number, part number, or other. If item identifying data can be acted upon without need for further exception data, code in rp 3 will be changed as appropriate to correspond to the NSN/NATO Stock Number, part number, or other.

** A requisition modifier document may be initiated by the requisitioner, supplementary address or control office to modify the following fields in an original requisition document:

1. Media and Status, rp 7
2. Supplementary Address, rp 45-50
3. Country FMS Offer/Release Option, rp 46
4. Freight Forwarder, rp 47
5. Signal, rp 51
6. Fund, rp 52-53
7. Distribution, rp 54
8. Project, rp 57-59
9. Priority Designator, rp 60-61
10. Required Delivery Date or Required Delivery Period (conventional ammunition only), rp 62-64
11. Advice, rp 65-66

In accordance with MILSTRIP, when the supplementary address (rp 45-50), the project (rp 57-59), the RDD (rp 62-64), or the Advice (rp 65-66) of the DI AM_ is blank, these fields of the original requisition will be modified accordingly (subsistence requisitions are excluded from the RDD deletion provisions).

When modifying other than supplementary address, project, RDD or Advice, e.g., priority, customers must not leave the fields blank unless their intent is to have them deleted by the processing ICP. Unintentional blanking of the above fields may result in processing actions not in accordance with the customer's intended desire.

DOCUMENT IDENTIFIER CODES *(cont.)*

F SERIES

DOCUMENT TYPE	DIC	EXPLANATION
Automatic Return Notification	**FTA**	Customer Notification to a supply source of an automatic return *(not authorized for use to DLA).*
Reply to Follow-up for Credit Status	**FTB**	ICP/IMM reply to FTP, status follow-up for credit. Bill number under which credit was processed will be in rp 76-80. If credit was not processed rp 76-80 will be blank. (MILSBILLS, DOD 4000.25-7-M.)
Cancellation of Customer Asset Report	**FTC**	Customer cancellation of previously submitted asset report.
Disposition Instructions	**FTD**	ICP/IMM status to customer advising of delay in response to asset report.
Customer Asset Report	**FTE**	Customer report of available assets.
Follow-up for ICP/IMM Reply to Customer Asset Report	**FTF**	Customer follow-up to ICP/IMM.
Customer Asset Report (Part-Numbered Items)	**FTG**	Customer report of available assets for part-numbered items. (Transmit to DAAS only.)
Materiel Returns Program Supply Status	**FTL**	Customer status to ICP/IMM indicating estimated date of shipment.
Shipment Status	**FTM**	Customer status to ICP/IMM indicating release of shipment to carrier.

DOCUMENT IDENTIFIER CODES *(cont.)*

F SERIES *(cont.)*

Follow-up for Credit	**FTP**	Customer follow-up for credit. Transaction status code from FTR will be entered in rp 65-66 and "expected credit" from FTR will be entered in rp 72-80. (MILSBILLS, DOD 4000.25-7-M.)
DAAS Customer Asset Report Informative Status	**FTQ**	DAAS status to customer indicating actions on excess report.
Reply to Customer Asset	**FTR**	ICP/IMM reply to customer asset report.
Follow-up for ICP/IMM Materiel Receipt Status	**FTT**	Customer follow-up due to nonreceipt of ICP/IMM receipt acknowledgment.
ICP/IMM Follow-up	**FTZ**	ICP/IMM advice to customer of receipt or nonreceipt of materiel.
ICP/IMM Follow-up	**FT6**	ICP/IMM follow-up materiel authorized to be returned.

Z SERIES (CMplus)

No Requisition Overseas Shipment	**Z01**	NSN/NATO Stock Number.
	Z04	With Other.
	Z05	With Exception.
No Requisition Domestic Shipment	**Z0A**	NSN/NATO Stock Number.
	Z0D	With Other.
	Z0E	With Exception.
Delete a Z0 or A0 Series	**ZDL**	Requisition/Obligation.

DOCUMENT IDENTIFIER CODES *(cont.)*

DAAS (DoD 4000.25-10-M)

DOCUMENT TYPE	DIC	EXPLANATION
Request for Transmission Interfund Bill	**QB1**	Interfund billing interrogation. Request retransmission of interfund billing (365 days from the date a bill is filed at DAAS.) If not the actual billed activity, enter DODAAC of requesting DAAS response to DODAAF interrogation.
DODAAF Interrogation Response	**QD_**	DAAS response to DODAAF interrogation.
Item Source of Supply Interrogation	**QUE**	Customer Interrogation to DAAS for source of supply.
DAAS Source of Supply Response	**QUR**	DAAS response to customer interrogation to DAAS source of supply file.

MILSTRAP (DoD 4000.25-2-M)

Materiel Receipt Acknowledgment	**DRA**	From reporting activity to supply source to acknowledge materiel receipt.
Materiel Receipt Acknowledgment Reply	**DRB**	From reporting activity to supply source to acknowledge materiel receipt in reply to follow-up.
Follow-up for Delinquent Materiel Receipt Acknowledgement	**DRF**	From supply source to reporting activity to follow-up when materiel receipt has not been acknowledged on time.
Weapon Serial Number Control	**DSM**	Used for registration and reporting of small arms between Component Registries and between the Component Registry and the DoD Registry.

DOCUMENT IDENTIFIER CODES *(cont.)*

MILSTRAP (DoD 4000.25-2-M) *(cont.)*

DOCUMENT TYPE	DIC	EXPLANATION
Follow-up for Delinquent Materiel Receipt Acknowledgement	**DRF**	From supply source to reporting activity to follow-up when materiel receipt has not been acknowledged on time.
Weapon Serial Number Control	**DSM**	Used for registration and reporting of small arms between Component Registries and between the Component Registry and the DoD Registry.
Asset Support Request	**DTA**	Used by authorized activities to request Logistics Asset Support Estimates (LASE) form IMMs.
Asset Support Reply (Asset Data)	**DTB**	Reply to asset support request/follow-up, from IMMS to the appropriate service/agency activity.
Asset Support Reply (Backorder Data)	**DTC**	Reply to asset support request/follow-up, from IMMs to appropriate service/agency activity.
Asset Support Request Follow-up	**DTD**	Asset support request/follow-up, from the service/agency activity to appropriate IMMs.
Special Program Requirement	**DYA**	Request from forecasting activity to ICP to advise of expected future requirements. Excludes requests submitted for Cooperative Logistics Supply Support Arrangement (CLSSA) requirements.
Special Program Requirement Request (Exception Data)	**DYB**	Request with exception data from forecasting activity to ICP to advise of expected future requirements. Excludes requests submitted for CLSSA requirements.
Special Program Requirement Cancellation	**DYC**	Forecasting activity cancellation notice to ICP to request cancellation of a previously submitted request.

DOCUMENT IDENTIFIER CODES *(cont.)*

MILSTRAP (DoD 4000.25-2-M) *(cont.)*

DOCUMENT TITLE	DIC	EXPLANATION
Special Program Requirement Modifier	**DYD**	Forecasting activity modification request to ICP to request change of certain data in a previously submitted request.
Special Program Requirement Substitute Item Acceptance	**DYG**	Acceptance of ICP offered substitute item from forecasting activity.
Special Program Requirement Substitute Item Rejection	**DYH**	Rejection of a substitute item by forecasting activity to ICP.
Special Program Requirement to Follow-up	**DYJ**	Forecasting activity follow-up to ICP to request response a previously submitted request.
Special Program Requirement	**DKY**	ICP status to forecasting activity in response to a request, follow-up, modifier, cancellation, or substitute item rejection.
Special Program Requirement Request (Cooperative Logistics Supply Support Arrangement)	**DYL**	Forecasting activity request to ICP to advise of expected future CLSSA requirements.
Special Program Requirement Request (Exception Data for Cooperative Logistics Supply Support Arrangement)	**DYM**	Forecasting activity request to ICP with exception data, to advise of expected future CLSSA requirements.

DOCUMENT IDENTIFIER CODES *(cont.)*

MILSCAP (DoD 4000.25-5-M)

DOCUMENT TITLE	DIC
Destination Acceptance Alert	**PK5**
Destination Acceptance Report, in Response to an Alert	**PKN**
Contract Completion Statement	**PKP**
Contract Completion Statement	**PK9**
Unclosed Contract Status	**PKX**
Contract Closeout Extension	**PKZ**

MILSPETS (DoD 4140.25-M)

P(N)_	All DIs with P in rp 1 and any numeric in rp2 are reserved for MILSPETS use and used solely for reporting fuels transactions.

ENCLOSURE D

MILSTRIP SUPPLY AND STORAGE CODES

DOCUMENTS PROCESSED BY DAASC

Document Identifier Code	Originating Military Service Agency						
	USA	USN	USAF	USMC	DLA	GSA	CG
AO1/AOA[10/11]	R	R[1]	R	R	R[2]	P	R[9]
A3[11]	P[8]	R	P	R	R[2]	P	P[9]
A4[11]	P[12]	R[1]		R	R[2]	P	P[9]
OTHER 'A' SERIES[11]	P	P	P[12]	P[12]	P	P	P[9]
'B' SERIES	P	P	P[4]	P	-	-	-
'C' SERIES	P	P	P	-	P	-	-
'D' SERIES[11]	P	P	P[4]	P	P	-	P
'F' SERIES (except FT)	P	P	P	P	P	P	-
FTC/FTE/FTF	R	R	R	R	R	R	R
FTR/FTS/FTT	P	P	P	P	P	P	P
FTZ	P	P	P	P	P	-	P
'G' SERIES	P	P	P	P	P	-	-
'J' SERIES	P	P	P	P	P	-	-
PKN/PKP/PK5	P	P	P	P	P	P	-
QB1	-[7]	-[7]	-[7]	-[7]	-[7]	-[7]	-[7]
QD SERIES[3]	P	P	P	P	P	P	P
QR SERIES	P	P	P	P	P	P	P
QUE[3]/QUR	P	P	P	P	P	P	P
XC/XQR	-	-	-	P	-	-	-
XD	P	P	P				
XQ/XW/XU	P						
X2A/B/C/D/F	-	-	P	-	-	-	-
7/9	-	-	R[5]	-	-	-	-

DOCUMENTS PROCESSED BY DAASC *(cont.)*

Additional Information:

("P" – Passed by DAASC to Addressee indicated by originator)

("R" – Routed by DAASC Rules/Source of Supply (SoS) records)

1. Routing for Navy limited to input from designated Navy activities.
2. Routing action limited by special DLA rules.
3. Interrogation request limited to action by DAASC only.
4. Designated Air Force documents routed by Air Force SoS if on record, otherwise they are passed.
5. Route by Air Force SoS if on record, otherwise reject back to originator.
6. JTH documents are routed by DAASC to RIC "S9D" (DRMS).
7. MILSBILLS interrogation to DAASC.
8. Documents originated by military services/agencies, directed to a GSA Source will receive DAASC SoS edit and be routed accordingly.
9. Coast Guard A0_/AM_/AT_ are routed accordingly.

rp 4 = Navy - > pass	rp 30-35 = Z50100 - > pass
rp 45-50 = Z71114 - > pass	rp 57-59 = ZOK - > pass
All other Coast Guard DIC A_ series documents are passed.	

10. Pass to DSCC RIC "S9S" and "S9P" without edit, all DICs, A0_, AM_, AT_, AF_, AC_, A3_, A4_, and D_ series with RIC "S9S" or "S9P" in rp 4-6.
11. Army, Air Force, and Marine Corps DICs AM_ and AT_ are routed.

Note: 0=Numeric Zeros

ENCLOSURE D

MILSTRIP SUPPLY AND STORAGE CODES

FORCE ACTIVITY DESIGNATOR CODES

Force/Activity Designator	A	B	C
I	**PRIORITY DESIGNATOR 1** CONUS: 3.5 Days Overseas: 8.5 – 11 Days Express: 6.5 Days	**PRIORITY DESIGNATOR 4** Special RDD Entry** CONUS: 7 Days Overseas: 14 – 16 Days Other RDDs: CONUS: 16 Days Overseas: 44 – 78 Days	**PRIORITY DESIGNATOR 11** Special RDD Entry*** CONUS: 7 Days Overseas: 14 – 16 Days Other RDDs: CONUS: 16 Days Overseas: 44 – 48 Days
II	**PRIORITY DESIGNATOR 2** CONUS: 3.5 Days Overseas: 8.5 – 11 Days Express*: 6.5 Days	**PRIORITY DESIGNATOR 5** Special RDD Entry** CONUS: 7 Days Overseas: 14 – 16 Days Other RDDS: CONUS: 16 Days Overseas: 44 – 78 Days	**PRIORITY DESIGNATOR 12** Special RDD Entry *** CONUS: 7 Days Overseas: 14 - 16 Days Other RDDS: CONUS: 16 Days Overseas: 44 – 78 Days
III	**PRIORITY DESIGNATOR 3** CONUS: 3.5 Days Overseas: 8.5 – 11 Days Express*: 6.5 Days	**PRIORITY DESIGNATOR 6** Special RDD Entry** CONUS: 12 Days Overseas: 16-17 Days Other RDDS: CONUS: 16 Days Overseas: 44 – 78 Days	**PRIORITY DESIGNATOR 13** Special RDD Entry*** CONUS: 7 Days Overseas: 14 – 16 Days Other RDDS: CONUS: 16 Days Overseas: 44 – 78 Days
IV	**PRIORITY DESIGNATOR 7** Special RDD Entry ** CONUS: 7days Overseas: 14 – 16 Days Other RDDS: CONUS: 16 Days Overseas: 44 – 78 Days	**PRIORITY DESIGNATOR 9** Special RDD Entry *** CONUS: 7 Days Overseas: 14 – 16 Days Other RDDS: CONUS: 16 Days Overseas: 44 – 78 Days	**PRIORITY DESIGNATOR 14** Special RDD Entry *** CONUS: 7 days Overseas: 14 – 16 Days Other RDDS: CONUS: 16 Days Overseas: 44 – 78 Days
V	**PRIORITY DESIGNATOR 8** Special RDD Entry** CONUS: 7 Days Overseas: 14 – 16 Days Other RDDS: CONUS: 16 Days Overseas: 44 – 78 Days	**PRIORITY DESIGNATOR 10** Special RDD Entry** CONUS: 7 Days Overseas: 14 – 16 Days Other RDDS: CONUS: 16 Days Overseas: 44 – 78 Days	**PRIORITY DESIGNATOR 15** Special RDD Entry** CONUS: 7 Days Overseas: 14 – 16 Days Other RDDS: CONUS: 16 Days Overseas: 44 – 78 Days

Time includes requisition submission time and receipt take-up time.

*	Applies to Overseas IPG I < 150 lbs. with or RDD of 999, 777, N or E
**	Applies to Expedite Handling RDDs of N, E, 777,, 555, 444, or JD < 8 Days
***	Applies to Expedite Handling RDDs of 555, 444 or JD < 8 Days

*{**Please Note:** DLA depots have set a goal of processing all orders and offering them to shipping, regardless of priority, within one day.}*

ENCLOSURE D

MILSTRIP SUPPLY AND STORAGE CODES

TIME STANDARDS FOR TRANSPORTATION PRIORITY 1

Transportation priority 1 applies to requisition with priority designators 01 through 03 and all required delivery dates (RDDs).

Table 1. UMMIPS Time Standards for Transportation Priority 1

	AREA					
PIPELINE SEGMENT	**CONUS**	**A**	**B**	**C**	**D**	**EXPRESS**
A. Requisition Submission Time	**.5**	**.5**	**.5**	**.5**	**.5**	**.5**
B. ICP Processing Time	**.5**	**.5**	**.5**	**.5**	**.5**	**.5**
C. Storage Site (or Base) Processing, Packaging and Transportation Hold Time	**1**	**1**	**1**	**1**	**1**	**1**
D. Storage Site to CCP Transportation Time	**N/A**	**1**	**1**	**1**	**1**	**N/A**
E. CCP Processing Time	**N/A**	**.5**	**.5**	**.5**	**1**	**N/A**
F. CONUS In-Transit Time	**1**	**1**	**1**	**1**	**1**	**N/A**
G. POE Processing and Hold Time	**N/A**	**1**	**1**	**1**	**2**	**N/A**
H. In-transit to Theater Time	**N/A**	**1**	**1**	**1**	**1.5**	**3**
I. POD Processing Time	**N/A**	**.5**	**.5**	**.5**	**1**	**N/A**
J. In-Transit, Within-Theater Time	**N/A**	**1**	**1**	**1**	**1**	**1**
K. Receipt Take-Up Time	**.5**	**.5**	**.5**	**.5**	**.5**	**.5**
Total Order-to-Receipt Time	**3.5**	**8.5**	**8.5**	**8.5**	**11**	**6.5**

TIME STANDARDS FOR TRANSPORTATION PRIORITY 2

Transportation priority 2 applies to requisition with priority designators 04 through 15 and these RDDs:

444. An RDD equal to "444" indicates handling service for customers collocated with the storage activity or for locally negotiated arrangements.

555. An RDD equal to "555" indicates exception to mass requisition cancellation, expedited handling required.

ENCLOSURE D

MILSTRIP SUPPLY AND STORAGE CODES

FORCE ACTIVITY DESIGNATOR DESCRIPTIONS

Force/Activity Designator	For...
I	• Coast Guard peacetime programs that are of vital national concern. • During wartime or hostilities as required by the Chief of Naval Operations (CNO). • Authorized by the Joint Chiefs of Staff (JCS) and approved by the Secretary of Defense.
II and III	• Conditions considered existing when Not Mission Capable Supply (NMCS); Casualty Report (CASREP); Partial Mission Capable Supply (PMCS) and Anticipated Not Mission Capable Supply (ANMCS) impede the assigned mission(s) of the unit. • Coast Guard units included under DoD Navy Force Status (NAVFORSTAT). Reporting to Worldwide Military Command and Control Systems (WWMCCS) based on depth of readiness and combat support. • Coast Guard units engaged in logistics support of Search and Rescue (SAR). • Coast Guard units engaged in Law Enforcement missions. • FAD II assignments are approved for aircraft service acceptance trials conducted by the Board of Inspection and Safety.
IV	• Coast Guard units performing secondary type missions (e.g., host support functions (depots), activities such as testing, research, liaison duties).
V	• Coast Guard units performing administrative, training, inspection, medical liaison, and reserve missions.

ENCLOSURE D

MILSTRIP SUPPLY AND STORAGE CODES

JULIAN DATE CALENDAR (PERPETUAL) *(NOTE: FOR LEAP YEAR, ADDS ONE DAY AFTER 28 FEBRUARY)*

DATE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	DATE
1	001	032	060	091	121	152	182	213	244	274	305	335	1
2	002	033	061	092	122	153	183	214	245	275	306	336	2
3	003	034	062	093	123	154	184	215	246	276	307	337	3
4	004	035	063	094	124	155	185	216	247	277	308	338	4
5	005	036	064	095	125	156	186	217	248	278	309	339	5
6	006	037	065	096	126	157	187	218	249	279	310	340	6
7	007	038	066	097	127	158	188	219	250	280	311	341	7
8	008	039	066	098	128	159	189	220	251	281	312	342	8
9	009	040	067	099	129	160	190	221	252	282	313	343	9
10	010	041	068	100	130	161	191	222	253	283	314	344	10
11	011	042	069	101	131	162	192	223	254	284	315	345	11
12	012	043	070	102	132	163	193	224	255	285	316	346	12
13	013	044	071	103	133	164	194	225	256	286	317	347	13
14	014	045	072	104	134	165	195	226	257	287	318	348	14
15	015	046	073	105	135	166	196	227	258	288	319	349	15
16	016	047	074	106	136	167	197	228	259	289	320	350	16
17	017	048	075	107	137	168	198	229	260	290	321	351	17
18	018	049	076	108	138	169	199	230	261	291	322	352	18
19	019	050	077	109	139	170	200	231	262	292	323	353	19
20	020	051	078	110	140	171	201	232	263	293	324	354	20
21	021	052	079	111	141	172	202	233	264	294	325	355	21
22	022	053	080	112	142	173	203	234	265	295	326	356	22
23	023	054	081	113	143	174	204	235	266	296	327	357	23
24	024	055	082	114	144	175	205	236	267	297	328	358	24
25	025	056	083	115	145	176	206	237	268	298	329	359	25
26	026	057	084	116	146	177	207	238	269	299	330	360	26
27	027	058	085	117	147	178	208	239	270	300	331	361	27
28		059	086	118	148	179	209	240	271	301	332	362	28
29	029	060	087	119	149	180	210	241	272	302	333	363	29
30	030		089	120	150	181	211	242	273	303	334	364	30
31	031		090		151		212	243		304		365	31

ENCLOSURE D

MILSTRIP SUPPLY AND STORAGE CODES

MEDIA AND STATUS CODES

Supply sources are required to provide status data to designated activities as notice of action taken or being taken on MILSTRIP requisition type documents, materiel returns program documents and related transactions. Status data is either "supply status" or "shipment status" and may be informational or require additional data from the recipients. Activities to receive status data and the type of data required are designated by a one-digit alphanumeric code in rp7. A significant distribution code in rp 54 also designates monitoring/control offices to receive all status data.

	To Record Positions		
TYPE OF STATUS	**30-35**	**50**	**54**
GSA Mailer, GSA 10050			
• 100% Supply Status and Shipment Status	**A, G**	**H, G**	**-**
• 100% Supply Status	**-**	**-**	**-**
• Exception Supply Status and Shipment Status	**J, P**	**Q, P**	**-**
Defense Message System (DMS)			
• 100% Supply Status and Shipment Status	**S, F**	**U, F**	**8,0**
• 100% Supply Status	**B**	**D**	**-**
• Exception Supply Status and Shipment Status	**K, Z**	**M, Z**	**Y**
• Exception Supply Status	**2**	**4**	**-**
Readable Document (Mailed)			
• 100% Supply Status and Shipment Status	**T**	**V**	**-**
• 100% Supply Status	**C**	**E**	**-**
• Exception Supply Status and Shipment Status	**L**	**N**	**-**
• Exception Supply Status	**3**	**5**	**-**

NOTES:

1. If the entry in rp 54 is nonsignificant, shipment status (DI AS8) will be sent to DAASC.
2. A valid rp 54 entry will receive an image of all status regardless of media and status code and an image of all cancellation/rejections will be provided to all valid rp 30-35, 40-50 and 54 entries regardless of media and status codes.
3. On AM_IAT_IAFC documents, when rp 54 contains a nonsignificant code and media and status code is zero (0), eight (8), or Y, status will be provided to the requisitioner (rp 30-35). Regardless of the media and status cited, supply sources will transmit all machine sensible status documents via DAASC. DAASC will determine appropriate transmission media as follows:
   a. DAASC will transmit by data messages when the address is served by a DMS terminal.
   b. When an addressee is not served by a DMS terminal, DAASC will transmit readable documents by mail unless status transactions have M&S A, H, J or Q; DAASC will transmit GSA Form 10050.

MEDIA AND STATUS CODES *(cont.)*

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

ENCLOSURE D

MILSTRIP SUPPLY AND STORAGE CODES

MODE OF SHIPMENT CODES

Mode of Shipment Codes identifies the general mode (e.g., air or surface) and the specific method (e.g., motor, rail airfreight, parcel post, etc.) used for each segment of movement within the Defense Transportation System (DTS). When preparing advance TCMDS for submission to a clearance authority, the code selected identifies the method of transportation, which will deliver the shipment to the POE. Mode of Shipment code shall be entered in rp 77.

CODE	METHOD OF SHIPMENT
A	Motor, truckload
B	Motor, less than truckload.
C	Van (unpacked, uncrated personal or Government property)
D	Driveway, truckaway, towaway
E	Bus
F	Air Mobility Command (AMC) Channel and Special Assignment Airlift Mission
G	Surface parcel post
H	Air parcel post
I	Government trucks, for shipment outside local delivery area
J	Air, small package carrier
K	Rail, carload (includes TOFC/COFE (excluding SEAVAN))
L	Reserved
M	Surface – Freight forwarder
N	Reserved
O	Organic military air (including aircraft of foreign governments)
P	Through Government Bill of Lading (TGBL)
Q	Commercial Air Freight
R	European Distribution System (EDS)/or Pacific Distribution System (PDS)
S	Scheduled Truck Service (applies to contract carriage, guaranteed traffic routings and /or Air Freight Forwarder
U	Reserved
V	SEAVAN
W	Water, river, lake, coastal (commercial)
X	Bearer, walk-thru (customer pickup of materiel)
Y	Reserved
Z	Holding action of less than 24 hours from date the materiel is available for shipment

MODE OF SHIPMENT CODES *(cont.)*

CODE	METHOD OF SHIPMENT *(cont.)*
2	Government watercraft, barge, or lighter
3	Roll-on/roll-off (RORO) service
4	Armed Forces Courier Service (ARFCOS)
5	Surface – Small Package Carrier
6	Military Official Mail (MOM)
7	Express Mail
8	Pipeline
9	Local delivery by government or commercial truck including on-base transfers and deliveries between air, water, or motor terminals and adjacent activities. Local delivery areas are identified in commercial carrier's tariffs, which are filed and approved by regulatory authorities.

ENCLOSURE D

MILSTRIP SUPPLY AND STORAGE CODES

MOE RULE CODES

A MOE Rule Code is a two character alphabetic code that identifies a particular Federal service, agency or activity. The following table lists the MOE Rule Codes for some Service/Agencies:

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

ENCLOSURE D

MILSTRIP SUPPLY AND STORAGE CODES

METHODS OF PRESERVATION CODES

CODE	METHOD	SUPERSEDED CODES FROM:	
		MIL-P-116J	MIL-STD-2073-2C
10	Physical Protection	III	10
20	Preservative Coating Only (with greaseproof wrap, as required)		11
	30 Waterproof Protection	IC	2Y
31	Waterproof Bag, Sealed	IC-3	2D
32	Container, Waterproof Bag, Sealed	IC-2	2M
33	Greaseproof-Waterproof Bag, Sealed	IC-1	2E
	40 Watervaporproof Protection	IA	3Y
41	Watervaporproof Bag, Sealed	IA-8	3G
42	Container, Watervaporproof Bag, Sealed, Container	IA-14	3Q
43	Floating Watervaporproof Bag, Sealed	IA-16	3H
44	Rigid Container (other than metal), Sealed	IA-13	3T
45	Rigid Metal Container, Sealed	IA-5	3V
	50 Watervaporproof Protection with Desiccant	II	4Y
51	Watervaporproof Bag, Sealed	IIc	4G
52	Container, Watervaporproof Bag, Sealed, Container	IIb	4Q
53	Floating Watervaporproof Bag, Sealed	IIa	4H
54	Rigid Container (other than metal), Sealed	IIf	4T
55	Rigid Metal Container, Sealed	IId	4V
ZZ	See J.4.1.c	---	---

ENCLOSURE D

MILSTRIP SUPPLY AND STORAGE CODES

NATIONAL STOCK NUMBER OR PART NUMBERS

The identifying number for items maintained and procured by the Federal government can be a National Stock Number (NSN), manufacturer's part number, or a temporary Activity Control Number (ACN). The NSN, Commercial and Government Entity (CAGE) code, part numbers are entered in rp 8-22 of the DD Form 1348-1A, DD-1348-6 or SF-344. If the CAGE code is not available in the Cataloging Handbook H4/H8 series, enter the manufacturer's name and part number in the remarks section of the DD Form 1348-6 or SF-344. In event a CAGE code is found, researching the FEDLOG may reveal a NSN. The unit should use the DD Form 1348-6 (Non-NSN Requisition) when the CAGE and part number is greater than 15 digits.

National Stock Number: 13-Digits:

rp	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
NSN or ACN	8	3	2	0	0	0	3	1	2	3	4	1	2	Blank	

Part Number: 15-Digits:

rp	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
Part Number or CAGE	1	2	3	4	5	1	2	3	4	5	6	7	8	9	0

Note: Cognizance symbols, stratification codes, fraction symbols, condition codes, etc. are never to be entered in rp 8-20.

ENCLOSURE D

MILSTRIP SUPPLY AND STORAGE CODES

PHONETIC AND VOICE RECOGNITION ALPHABETS AND NUMERALS

A	**Alpha**	**T**	**Tango**
B	**Bravo**	**U**	**Uniform**
C	**Charlie**	**V**	**Victor**
D	**Delta**	**W**	**Whiskey**
E	**Echo**	**X**	**X-Ray**
F	**Foxtrot**	**Y**	**Yankee**
G	**Golf**	**Z**	**Zebra**
H	**Hotel**		
I	**India**		
J	**Juliet**	**0**	**Zero (or Oh)**
K	**Kilo**	**1**	**One**
L	**Lima**	**2**	**Two**
M	**Mike**	**3**	**Three**
N	**November**	**4**	**Four**
O	**Oscar**	**5**	**Five**
P	**Papa**	**6**	**Six**
Q	**Quebec**	**7**	**Seven**
R	**Romeo**	**8**	**Eight**
S	**Sierra**	**9**	**Nine**

Special Additional Words for Voice Recognition

Yes (or Six)	**Cancel**
No (or Nine)	**Next**
Help	**Space**

Note: Nancy and/or Baker will not be accepted by voice recognition systems, such as those instituted within DESEX.

ENCLOSURE D

MILSTRIP SUPPLY AND STORAGE CODES

PRECIOUS METALS CODES

(Record Position 62) in Disposal Turn-in Documents)

The Precious Metals Codes are used to identify items turned into disposal as to their content of precious metals. The following table illustrates the precious metals codes and content value.

Code	Type of Precious Metals	Content Value
A	No known Precious Metal.	None
B	Item is known to contain Precious Metal(s), but the amount(s) are unknown.	
C	Presence or absence of Precious Metals varies between items of production for the same item of supply.	
D	Silver	Equals 15 grams or more
E	Silver	Less than 15 grams
F	Gold	Equals 10 grams or more
G	Gold	Less than 10 grams
H	Platinum *(See Note 1)*	Equals 10 grams or more
I	Platinum *(See Note 1)*	Less than 10 grams
J	Palladium *(See Note 1)*	Equal 5 grams or more
K	Palladium *(See Note 1)*	Less than 5 grams
L	Iridium *(See Note 1)*	Equals 20 grams or more
M	Iridium *(See Note 1)*	Less than 20 grams
N	Rhodium *(See Note 1)*	Equals 15 grams or more
O	Rhodium *(See Note 1)*	Less than 15 grams
P	Osmium	Equals 10 grams or more
Q	Osmium	Less than 10 grams
R	Ruthenium	Equals 10 grams or more
S	Ruthenium	Less than 10 grams

ENCLOSURE D

MILSTRIP SUPPLY AND STORAGE CODES

PRECIOUS METALS CODES *(cont.)*

Code	Type of Precious Metals	Content Value
T	Silver-Gold	Combination equals 15 grams or more
U	Silver-Gold	Combination contains less than 15 grams
V	Silver-Platinum *(See Note 1)*	Combination equals 15 grams or more
W	Silver-Platinum *(See Note 1)*	Combination contains less than 15 grams
X	Silver-Gold-Platinum Family *(See Note 1)*	Combination equals 15 grams or more
Y	Silver-Gold-Platinum Family *(See Note 1)*	Combination contains less than 15 grams
Z	Gold-Platinum Family *(See Note 1)*	Combination equals 10 grams or more
2	Gold-Platinum Family *(See Note 1)*	Combination contains less than 10 grams
3	Determination of Precious Metal content is uneconomical	

Note 1: Platinum Family includes Platinum, Palladium, Iridium, Rhodium, Osmium, Ruthenium.

ENCLOSURE D

MILSTRIP SUPPLY AND STORAGE CODES

PRIORITY SYSTEM
UNIFORM MATERIEL MOVEMENT AND ISSUE PROCEDURES

UMMIPS is a two-digit code known as Priority Designator (PD). Combining the assigned Force Activity Designator (FAD) and the appropriate UND (Urgency of Need Designator) will enable the requisitioner to determine the appropriate Priority Designator. It should be noted that an assigned FAD normally limits the requisitioner to choosing from three Priority Designators consistent with the UND. For example, a requisitioner assigned FAD III will normally select Priority Designator 03, 06 or 13 based on the requisitioner's determination as to whether the UND is A, B or C. The following table illustrates the above relationship and how to determine the RIGHT priority. The PD is entered in rps 60 and 61.

		URGENCY OF NEED DESIGNATORS		
		Unable to Perform Mission	Impaired Operational Capability	Routine
FORCE/ACTIVITY DESIGNATORS	TASK	A	B	C
I	SECDEF/JCS Designated Units	1	4	11
II	Deployed to/Operating from OCONUS; CONUS 90 days prior to deploying	2	5	12
III	OCONUS not in FAD II; CONUS deploying prior to D+30	3	6	13
IV	Other Activity & Selected Reserve Forces	7	9	14
V	All Other	8	10	15

ENCLOSURE D

MILSTRIP SUPPLY AND STORAGE CODES

PROJECT CODES

A Project Code is a three-character alpha/numeric code that identifies special programs, exercises, projects, operations, or other purposes on requisitions and related documentation. The Project Code can be found in record positions (rp) 57-59 on the requisition. If no project code is required, rp 57-59 will be left blank. Project Codes are assigned by the Chairman of the Joint Chief of Staff (CJCS), Coast Guard Headquarters, district offices, Headquarters units, and Inventory Control Points (ICPs) for the purpose of identifying requisitions and related documentation and shipments or performance and cost data related to specific projects, programs, certain operations and exercises. The following categories are assigned by Coast Guard Headquarters. Requests for Project Codes assigned within the category listed below shall be forwarded to Commandant (CG-441).

Note: The CJCS Project Code 9GO (NINE-GOLF-OSCAR) is assigned to Homeland Defense for all NORTHCOM units and all United States Coast operational commands.

Category	Is....
A	For use when no meaning of the code will be perpetuated outside the originating service. The code will be perpetuated in all related documentation and will appear as a part of the shipping container markings.
B	For use when recognition and exceptional processing actions have been prearranged between specified services. Assignment authority is the same as category A.
C	Assigned by the Defense Logistics Standard Systems Office (DLSSO-BM) and authorized for use by all specified services. Category C codes begin with the number "3" followed by two alpha characters. Example: 3AA, 3AL. Requests for Category C project codes shall be submitted to Commandant (CG-441). All Category C codes will publish electronically on the DLMSO website with the internet address http//www.dlmso.hq.dla.mil/Manuals/MILSTRIP/D_and_C_Project_Codes.pdf unless prohibited by security classification.

ENCLOSURE D

MILSTRIP SUPPLY AND STORAGE CODES

REQUISITION TRANSACTION ADVICE CODES

CODE	EXPLANATION
2A	Item is not locally obtainable through manufacture, fabrication, or procurement.
2B	Requested item only will suffice. Do not substitute/ interchange. Also applies to "obsolete"/ "inactivated" items previously rejected with Status CJ. When used in response to Status Code CJ, the submission of a new requisition will be on DD Form 1348-6 with all appropriate technical data; for example, end item usage, component, make model, series, serial number, drawing piece and/or part number, manual reference, or applicable publication.
2C	(1) Do not backorder. Reject any unfilled quantity not available to meet SDD/RDD. Suitable substitute acceptable. (2) When entered in Brand Name Resale Subsistence Item, requisitions for overseas will be interpreted to authorize rejection of unfilled quantities not due to arrive in the overseas command by the RDD plus 30 days. Rejection status will be furnished the customer when it is determined by the supply source that unfilled requisition quantities cannot be shipped in time to arrive at the OCONUS destination by RDD plus 30 days. This may occur as a result of vendors' failure to ship required quantities to the CONUS transshipment depots by contract delivery date plus 15 days or, upon receipt at the CONUS transshipment depot, it is determined that the shipment could not reach the OCONUS destination by the RDD plus 30 days.
2D	Furnish exact quantity requested (i.e., do not adjust to quantity unit pack unless adjustment is upward and the dollar value increase is not more than $5.00 over the requisition's extended money value).
2E	Free Issue. Stock lists or other publications offer this materiel without reimbursement. (To be used with Signal D or M on inter-Service requisitions.)
2F	Item known to be coded "Obsolete" but still required for immediate consumption. Service coordinated/approved substitute is acceptable. If unable to procure, reject requisition with Status CJ.
2G	Multiple-use: (1) Ship new stocks or stocks having new appearance; (2) Strategic mission requires latest model and configuration (for electronic tubes); (3) Strategic mission requires newest stock only (for photographic film or for aerial requirements for ammunition devices or cartridges); (4) Anticipated usage requires latest expiration dates only (for biologicals).

REQUISITION TRANSACTION ADVICE CODES *(cont.)*

CODE	EXPLANATION
2H	Special textile requirement for use in airborne operations where personal safety is involved.
2J	Do not substitute or backorder any unfilled quantities.
2K	Item being requisitioned from CONUS pursuant to the balance of payments program. (To be used only by OCONUS requisitioner.)
2L	Quantity reflected in quantity field exceeds normal demands; however, this is a confirmed valid requirement.
2M	The MCA validation process has revealed that the requested item is authorized by a valid contract.
2N	Item required in one continuous length as expressed in rp 25-29 and unit of issue in rp 23-24. No other configuration is acceptable and/or multiples of the unit packs are not acceptable.
2P	Item required in one continuous length as expressed in rp 25-29 and the unit of issue in rp 23-24. If requirement exceeds the unit pack length, multiples of the unit packs are acceptable.
2Q	The MCA validation process has revealed that the quantity cited on the DI AX1 exceeds the contract authorized quantity. The total requisitioned quantity is to be rejected.
2R	The MCA validation process has revealed that the quantity cited on the DI AX1 transaction exceeds the contract authorized quantity. The quality field in this transaction (DI AX2) reflects the quantity that may be supplied. The quantity difference between the DI AX1 and this transaction will not be supplied.
2S	Issue below established stock reservation levels are authorized. (To be used by service owners of SMCA managed conventional ammunition items only.)
2T	Deliver to the ultimate consignee by the SDD or RDD entered hereon or cancel requirement.
2U	The MCA validation process has revealed that no valid contract is registered at the MCA.
2V	The MCA validation process has revealed that the contract is valid; however, the requisitioned item, or requisitioner, or the DODAAC in rp 45-50, is not authorized GFM under the contract.
2W	The requisition is submitted for free issue of assets above the AFAO on a fill or kill basis. (Applicable to MAP/MASF requisitions only.)
21	Combination of Advice Codes 2L and 2T.
22	Combination of Advice Codes 2C and 2L.

REQUISITION TRANSACTION ADVICE CODES *(cont.)*

CODE	EXPLANATION
23	Combination of Advice Codes 2L and 2G.
24	Combination of Advice Codes 2B and 2G.
25	Combination of Advice Codes 2A and 2F.
26	Combination of Advice Codes 2B and 2L.
27	Combination of Advice Codes 2D and 2L.
28	Combination of Advice Codes 2N and 2L.
29	Combination of Advice Codes 2D and 2G.
3A	Deleted.
3B	Item being requisitioned has been designated as commercial-type item. Unable to obtain item from commercial sources. Request supply of requisitioned quantity be accomplished against the FMS case reflected in rp 48-50.
3J*	Deleted.
3K*	Storage activity reply to follow-up for receipt status. Storage activity has the receipt in process.
3L-3M	Deleted.
3N*	Storage activity reply to follow-up for receipt status. Storage activity has no receipt in process; no record of the due-in.
3O	Deleted.
3P*	Storage activity reply to follow-up for the status on receipt or reclassification action. This record is a duplicate of the original receipt or adjustment provided by the storage activity.
3Q	Requested item only will suffice. Do not substitute/interchange. Requisitioner will accept Condition E stock in a usable condition (ammunition stock only).
3R-3S	Reserved.
3V	Deliver to the ultimate consignee by the SDD entered hereon or cancel requirement. Requisitioner will accept Condition E stock in a usable condition (ammunition stock only).
3W	Furnish exact quantity requested (i.e., do not adjust to unit pack quantity). Requsitioner will accept Condition E stock in a usable condition (ammunition stock only).
3X	Requisitioner will accept Condition E stock (ammunition stock only).
3Y	Do not substitute or back order any unfilled quantities. Requisitioner will accept Condition E stock in a usable condition (ammunition stock only).

REQUISITION TRANSACTION ADVICE CODES *(cont.)*

CODE	EXPLANATION
3Z	The quantity reflected in the quantity fields exceeds normal demand; however, this is a confirmed valid requirement. Requisitioner will accept Condition E stock in a usable condition (ammunition stock only).
31	Combination of Advice Codes 2J and 2G.
32	Combination of Advice Codes 2C and 2T.
33	Combination of Advice Codes 2L and 2J.
34	Requested item only will suffice. Do not substitute/interchange. Items required in one continuous length as expressed in rp 25-29 and the unit of issue in rp 23-24. No other configuration is acceptable and/or multiples of the unit pack are not acceptable. (Combination of Advice Codes 2B and 2N.)
39	Requested item only will suffice. Do not substitute/interchange. Item required in one continuous length as expressed in rp 25-29 and the unit of issue in rp 23-24. If requirement exceeds the unit pack length, multiples of the unit pack are acceptable. (Combination of Advice Codes 2B and 2P.)

* Not used. Procedures to be developed. (For use in MILSTRAP transactions.)

MATERIEL RETURNS PROGRAM ADVICE CODES

3T	Document has been edited by DAAS. Records indicate that NSN is correct and that the activity identified in rp 4-6 is the managing ICP/IMM.
3U	The correct supply source is in rp 4-6. Necessary action has been initiated to correct the FLIS supply source file.

INTRANSIT CONTROL SYSTEM ADVICE CODES

35	Deleted
36	A DRMO receipt exists for which a matching AS3 has not been received. (For use with DIs AFX and AFZ by DRMS only.)
37	An AS3 has been received for which a matching DRMO receipt has not been received. (For use with DIs AFZ by DRMS only.)

ENCLOSURE D

MILSTRIP SUPPLY AND STORAGE CODES

REQUISITION TRANSACTION STATUS CODES

CODE	EXPLANATION
BA	Item being processed for release and shipment. The ESD is contained in rp 70-73 when provided in response to a follow-up.
BB	Item is back ordered against a due-in to stock. The ESD for release of materiel to the customer is contained in rp 70-73.
BC	Item on original requisition containing this document number has been back ordered. Long delay is anticipated and ESD is in rp 70-73. Item identified in the NSN field (or "remarks" field if NSN field cannot accommodate the item number), which is not an automatic/coordinate substitute, can be furnished. The price of the substitute item is in rp 74-80. If desired, submit a cancellation for the original requisition and submit a new requisition* for the offered substitute.
BD	Requisition is delayed due to need to verify requirements relative to authorized application, item identification, or technical data. Requisition for GFM is delayed pending validation by either contracting MCA or between source of supply and MCA. See rp 4-6 to determine the activity performing the validation. Upon completion of review, additional status will be provided to indicate action taken.
BE	Depot/storage activity has a record of the MRO but no supporting transaction/record of the action taken. (Depot/storage activity response to ICP request for MRO status for use with DI AE6 only.)
BF	No record of your document for which your DI AF_follow-up or cancellation request was submitted. Also used by a supply source to indicate no record of a GFM requisition for which a DI AX2 transaction has been received. (1) If received in response to a cancellation request, subsequently received requisitions (AO_) or other documents (AM_, AT_) will be returned by the supply source with BF status. Deobligate funds and, if item is still required, submit requisition using new document number.** (2) If received in response to a follow-up (AF_) request, supply source action to process subsequently received documents (AO_, AM_, AT) will continue under regular MILSTRIP procedures.* (3) When used in response to DRMS generated DI AFX and AFZ follow-ups, indicates that the shipping activity has no record of generating an AS3 transaction or of making a shipment to a DRMO under the document number in question and has not received a signed copy of the DTID. (4) MCAs/contractors/S/As in receipt of Status Code BF will review for establishment of a valid GFM requisition. If a valid requisition exists, a DI AT_ transaction will be generated. Subsequent receipt of a valid requisition will be processed by the MCA/SOS, under MILSTRIP Chapter 11 procedures.

REQUISITION TRANSACTION STATUS CODES *(cont.)*

CODE	EXPLANATION
BG	One or more of the following fields have been changed: (1) Stock Number (as the result of a formal catalog change). (a) Requisitioned NSN has been replaced by or consolidated with NSN in stock number field. (b) NSN is assigned to part number that was requisitioned. (c) FSC has changed but NIIN remains the same as originally requisitioned. Review NSN (FSC and NIIN) to ensure that requisition under process is for desired item. If NSN is not for desired item, submit cancellation request to SOS. (d) FSC has changed but NIIN remains the same as expressed in original transaction. (Applies to MILSTRAP DZ9 status notifications only.) (2) Unit of Issue (as the result of a formal catalog change). (3) Requisitioned part number has been identified to/replaced by the part number reflected in the stock number field. Examine quantity and unit price resulting from the above changes and revise appropriate records accordingly. The supply source will provide additional status to indicate further action taken on this requisition.
BH	Service coordinated/approved substituted/interchangeable item, identified in stock number field, will be supplied. Examine unit of issue, quantity, and unit price fields for possible changes. Revise appropriate records accordingly. Additional status will be provided.
BJ	Quantity changed to conform to unit pack or because of allowable direct delivery contract variance; adjust the due-in records accordingly. Unit of issue is not changed.
BK	Requisition data elements have been modified as requested. Examine data fields in this status document for current requisition data.
BL	NOA was forwarded to the CR of FF on date entered in rp 70-73.
BM	Your document was forwarded to the activity indicated in rp 67-69. Forward all future transactions for this document number to that activity. (Also applies to MILSTRAP DZ status notifications.)
BN	Requisition being processed as free issue. Signal and fund code fields corrected as noted. Adjust local fund obligation records.
BP	Requisition has been deferred per customer instructions. The ESD is in rp 70-73.
BQ	Canceled. Results from receipt of cancellation request from requisitioner, consignee, manager, or other authorized activity. Also applies to cancellations resulting from deletion of an activity from the DODAAD. Deobligate funds, if applicable.

REQUISITION TRANSACTION STATUS CODES *(cont.)*

CODE	EXPLANATION
BR	Canceled. Requisitioning activity authorized cancellation in response to MOV request furnished by processing point.
BS	Canceled. Requisitioning activity failed to respond to MOV request from processing point.
BT	Requisition has been received and will be processed for attempted release and shipment from stock to meet your RDD. Further status will be provided based on asset availability at the time of release processing. (Applies to Subsistence only).
BU	Item being supplied against your FMS Case Designator reflected in rp 48-50 or your Grant Aid Program and RCN reflected in rp 46-50. This document represents a duplicate of the requisition prepared by the US Service.
BV	Item procured and on contract for direct shipment to consignee. The contract shipping date is entered in rp 70-73. Cancellation, if requested, may result in billing for contract termination and/or transportation costs, if applicable.
BW	Your FMS/Grant Aid requisition containing this document number has been received by the ILCO and submitted to the supply system. A current ESD is not presently available but will be provided by subsequent status transactions. (May be used by ILCOs in acknowledging requisition receipt or in reply to follow-up when ESDs are not available.)
BX	Deleted.
BY	Depot/storage has previously denied the MRO by DI A6_. (Depot/storage activity response to ICP request for MRO status, for use with DI AE6 only.)
BZ	Requisition is being processed for direct delivery procurement. Upon completion of necessary procurement action, additional status will be provided to indicate action taken. The ESD is in rp 70-73.
B1	Assets not currently available. Requisition will be retained by DRMS for days from date of receipt awaiting possible arrival of assets. (DRMS use only.)
B2	Status of supply or procurement action precludes requested modification.
B3	The RAD contained in the original requisition is unrealistic. The date in rp 70-73 is the date when the materiel will be available.
B4	Canceled. Results from receipt of cancellation request from requisitioner, consignee, manager, or other authorized activity. Do not deobligate funds. Billing for materiel or contract termination charges will be made.
B5	The activity identified by the code in rp 4-6 is in receipt of your follow-up request. Action to determine current status and/or improve the ESD is being attempted. Further status will be furnished.

REQUISITION TRANSACTION STATUS CODES *(cont.)*

CODE	EXPLANATION
B6	The materiel applicable to the requisition requested for cancellation has been diverted to an alternate consignee.
B7	Unit price change. The latest unit price for the item identified by the stock or part number in rp 8-22 is reflected in rp 74-80.
B8	Quantity requested for cancellation or diversion was not accomplished.
B9	The activity identified by the code in rp 4-6 is in receipt of your cancellation request. Action to cancel the demand or to divert the applicable shipment is being attempted. Do not deobligate funds or delete due-in. Advice of final action will be furnished in subsequent status transactions.
CA	Rejected. (1) Initial provision of this status will be by narrative message. The message will also state the reasons for rejection. (2) When provided in response to a follow-up, this status will be sent via DMS and no reasons for rejection will be included. When received in response to a follow-up, authorized status recipients may request the reasons for rejection off-line (by mail, message, or telephone) if the initial narrative message containing the reasons for rejection cannot be located.
CB	Rejected. Initial requisition requested rejection of that quantity not available for immediate release or not available by the SDD or RDD or within the RDP (for conventional ammunition). Quantity field indicates quantity not filled. Also used by a reporting activity to advise the ICP/IMM that a DI A4_ with distribution code 2 cannot be filled from reported materiel.
CC	Nonconsumable Item. Your service is not a registered user. Submit your requisition to your service ICP for registration action.
CD	Rejected. Unable to process because of errors in the quantity, date, and/or serial number fields. (1) If received in response to a requisition and the materiel is still required, submit a new requisition* with correct data field entries. (2) If received in response to a cancellation request and materiel is not required, submit a new cancellation request with a valid quantity entry.
CE	Rejected. Unit of issue in original requisition, which is reflected in rp 23-24 of this status document, does not agree with ICP unit of issue and quantity. SOS will enter the correct unit of issue in rp 79-80 of status transactions.

REQUISITION TRANSACTION STATUS CODES *(cont.)*

CODE	EXPLANATION
CG	Rejected. Unable to identify requested items. Submit a new requisition and furnish correct NSN or part number. If correct NSN or part number is unknown, or if part number is correct, submit a new requisition* on DD Form 1348-6 furnishing as much data as is available. SF 344 may be submitted by authorized activities. (See Appendix A, MILSTRIP.)
CH	Rejected. Requisition submitted to incorrect single manager/technical service/distribution depot or MCA and correct source/MCA cannot be determined. Research for correct source/MCA and submit a new requisition*.
CJ	Rejected. (1) Item coded (or being coded) "obsolete" or "inactivated." Item in stock number field, if different from item requisitioned, can be furnished as a substitute. Unit price of the substitute item is in rp 74-80. (2) If offered substitute is desired, submit a new requisition* with substitute item stock number. (3) If only original item is desired, submit a new requisition* for procurement on procurement on DD Form 1348-6. SF 344 may be submitted by authorized by authorized activities. (See appendix A, MILSTRIP.) Cite Advice Code 2B. Furnish technical data; for example, end item usage, component, make, model, series, serial number, drawing piece and/or part number, manual reference, or applicable publication. (4) Rejected. DOD MILSTRIP DTA Asset Support Request submitted for obsolete/inactive NSN which cannot be supported. (Applies to MILSTRIP DZG transaction rejects only.)
CK	Rejected. Unable to procure. No I&S item is available. Returned for supply by local issue of components, kit, or next higher assembly. Suggest fabrication or cannibalization. If not available, submit a new requisition* for components, or next higher assembly.
CL	Rejected. Contractors requisition or related transaction is to be processed initially by an MCA. Transaction entries indicate direct submission. Research for correct MCA and submit a new requisition. *
CM	Rejected. Item is not or is no longer free issue. Submit a new funded requisition* with signal code other than D or M.
CN	Nonconsumable Item. Your service does not receive requisition support on this item or your requirement is a nonrecurring demand which cannot be satisfied. Support will be provided upon submission of an MIPR by your service ICP.

REQUISITION TRANSACTION STATUS CODES *(cont.)*

CODE	EXPLANATION
CP	Rejected. SOS is local manufacture, fabrication, or local procurement. If item cannot be manufactured or fabricated locally, or activity lacks procurement authority/capability, submit a new requisition* with Advice Code 2A.
CQ	Rejected. Item requested is command or service regulated or controlled. Submit new requisition* through appropriate channels.
CR	Rejected. Invalid DI for a GFM transaction.
CS	Rejected. Quantity requisitioned is suspect of error or indicates excessive quantity. Partial quantity being supplied. Quantity field in this transaction reflects quantity rejected. If requirement still exists, submit a new requisition* for the required quantity using Advice Code 2L.
CT	Rejected. FMS requisition contains a "U" or "V" in rp 36 and the entry in rp 72 is incorrect or blank. Review records and resubmit with a new document number and a correct CLPSC in rp 72.
CU	Rejected. Unable to procure item requested. Item is no longer produced by any known source and attempts to obtain item have failed. Item in stock number field can be furnished as a substitute. Unit price of the substitute item is in rp 74-80 (If offered substitute is desired, submit a new requisition* with substitute item stock number.)
CV	Rejected. Item prematurely requisitioned. The effective date for requisitioning is contained in rp 70-73.
CW	Rejected. Item not available or is a non-mailable item whose transportation costs are uneconomical. Local procurement is authorized for this requisition only. If item cannot be locally procured, submit a new requisition* using Advice Code 2A.
CX	Rejected. Unable to identify the ship-to address as designated by the signal code or the signal code is invalid. If still required, submit a new requisition* with valid data entries.
CY	Rejected. Unable to procure item requested. Item is no longer produced by any known source and attempts to obtain item have failed. If requirement still exists, contact appropriate S/A technical organization for assistance or, if substitute item is known, requisition* that item.
CZ	Rejected. Subsistence item not available for resale. Reserved for troop issue only.
C1	For Subsistence Only. Rejected. Requested item is not available nationally. Do not requisition this item until advised by the activity identified in rp 4-6.

REQUISITION TRANSACTION STATUS CODES *(cont.)*

CODE	EXPLANATION
C2	Rejected. ILP funds are not available to process this requisition. (This code will be used between ILCO and requisitioners only.)
C3	Rejected. Applies to subsistence only. Vendor cannot make delivery during shipping period.
C4	Rejected. Applies to subsistence. Item is seasonal and not available for delivery during current shipping period.
C5	Rejected. Requisitioner, upon inspection of materiel located in the DRMO activity, rejected acceptance due to condition of materiel/unacceptable substitute and/or materiel incorrectly identified. This status code is generated by the DRMO and furnished to the appropriate status recipients.
C6	Rejected. Requisition is for commercial type item which is not authorized for supply under the FMS program. If unable to obtain desired item from commercial sources, submit a new requisition* containing Advice Code 3B after obtaining approval from the US service implementing the case.
C7	Rejected. DO indicates this is a remarks/exception data document. Supply source has no record of receipt of remarks/exception data. If still required, submit a new requisition*.
C8	Rejected. Vendor will not accept order for quantity less than the quantity indicated in rp 76-80. If requirement still exists, submit a new requisition* for a quantity that is not less than that reflected in rp 76-80.
C9	Rejected. Applies only to subsistence. Quantity in rp 25-29 canceled due to nonavailability during shipping period. If required in subsequent shipping period, submit a new requisition*.
DA	Rejected. SOS is direct ordering from the Federal Supply Schedule identified by number in rp 76-80 (rp 76-77 group, rp 78-79 part, rp 80 sections). If activity lacks procurement authority, submit a new requisition* with Advice Code 2A.
DB	Rejected. No valid contract registered at MCA.
DC	Processing of your CLSSA termination/drawdown requisition (CLPSC: A, B, C, or D) has resulted in the quantity reflected in rp 25-29 being absorbed by the ICP/IMM.
DD	Processing of your CLSSA termination/drawdown requisition (CLPSC: C or D) has resulted in the quantity reflected in rp 25-29 not being absorbed by the IMM/ICP. This quantity will not be delivered. Disposition of materiel will be in accordance with appropriate service/agency regulations. Billing action for this quantity is in process. Status on any remaining quantity will be communicated by a separate transaction.

REQUISITION TRANSACTION STATUS CODES *(cont.)*

CODE	EXPLANATION
DE	Canceled. Although shipment status (DI AS3) was sent, no shipment was made *(For use in controlling shipments in-transit to disposal only.)* May be used in response to DIs AFX and AFZ with Advice Code 37.)
DF	Terminate intransit control processing. A signed receipt copy of the DTID is not available, but investigation indicates that property was removed from the storage area and cannot be located. Further research is being conducted within S/A channels. (For use in controlling shipments intransit to disposal only.)
DG	Shipment confirmed. The quantity in the DI AS3 transaction was the quantity shipped. A signed copy of the DTID acknowledging DRMO receipt of that quantity is on file. DRMS action required to resolve apparent discrepancy. (For use in controlling shipments intransit to disposal only. May be used in response to DI AFX or AFZ with Advice Code 35 or 37.)
DH	Terminate intransit control processing. A signed copy of the DTID acknowledging receipt is on file. The quantity in the DTID is included in the quantity field. Further research on the quantity discrepancy is being conducted within S/A channels. (For use in controlling shipments intransit to disposal only. May be used only in response to DI AFX or AFZ with Advice Code 35 or 37.)
DJ	Rejected. GFM quantity requisitioned partially exceeds the contract authorized quantity. The quantity that exceeds the authorized quantity will not be supplied. Quantity in this transaction has been adjusted to reflect the authorized quantity.
DK	Rejected. Your DI APR transaction requesting reinstatement was received over 60 days after generation of the DI AE_ transaction containing Status Code BS.
DL	Rejected. Your DI APR transaction requesting reinstatement has been received. There is no record of a DI AE_ transaction containing Status Code BS.
DM	Rejected. Your DI APR transaction requesting reinstatement has been received. The DI APR transaction requested reinstatement of a quantity larger than that which was canceled by the DI AE transaction containing Status Code BS. The quantity canceled is shown in rp 25-19.
DN	Rejected. A valid contract is recorded at the MCA; however, the requisitioned item, the requisitioner, or the DODAAC in rp 45-50 is not authorized GFM under the contract.

REQUISITION TRANSACTION STATUS CODES *(cont.)*

CODE	EXPLANATION
DP	Rejected. Unable to identify the ship-to and/or mail-to MAPAC to a valid address in the MAPAC to a valid address in the MAPAD. If still required, submit appropriate code(s) and address(es) under the procedures of DOD 4000.25-8-M, "Military Assistance Program Address Directory." Upon confirmation the code(s) and address(es) have been added to the MAPAD, resubmit the requisition.
DQ	Rejected. GFM quantity requisitioned totally exceeds the contract authorized quantity. The total requisitioned quantity is rejected.
DR	Rejected. The MCA, for the contract indicated by the requisition, failed to respond or provide a valid response to an ICP GFM validation request.
DS	Requisition received for an item for which your service is not a registered user. Issue action is being processed. Request action be taken to register your service as a user using the procedures outlined in DOD 4100.39-M.
DY	Rejected. Materiel shipped by non-traceable means or supplied by DVD from a contractor without an assigned DODAAC or there is no record of the transaction for which the DI AFY follow-up was submitted. (Use on DI ASY.)
D1	Canceled. Requisition was retained for 60 days. Requested asset did not become available. Quantity field indicates quantity not filled. (DRMS use only.)
D2	Rejected. Item requested is Brand Name Resale and is in short supply.
D3	Rejected. Activity did not respond to supply source request for additional information.
D4	Canceled. Applies only to subsistence items. Quantity in rp 25-29 canceled. Your requisition quantity, together with all other requisitions received in this cycle for the specified port or depot, does not meet the contractor's minimum order quantity.
D5	Rejected. Item requested is Nuclear Reactor Plant materiel authorized for issue only to Nuclear Reactor Plant activities and support facilities. A similar item may be available under a different NSN. If unable to identify the non-nuclear NSN, submit a new requisition* providing complete technical data (such as: APL/AEL, end use equipment, CAGE, part number, piece number, nameplate) and remarks indicating "NON-NUCLEAR APPLICATION" in the remarks block.
D6	Rejected. Manually prepared requisition contains unauthorized exception data.
D7	Requisition modifier rejected because of errors in one or more data elements.

REQUISITION TRANSACTION STATUS CODES *(cont.)*

CODE	EXPLANATION
D8	Rejected. Requisition is for controlled substance/item and requisitioner and/or ship to address is not an authorized recipient. Submit a new requisition* on a DD Form 1348-6 furnishing intended application and complete justification for the item.

*** Submit a new requisition using a new document number with a current ordinal date.**
**** If requisitioning via submission of a new document number, submit a cancellation request prior to fund deobligation to ensure against a potential duplicate shipment.**

ENCLOSURE D

MILSTRIP SUPPLY AND STORAGE CODES

ROUTING IDENTIFIER CODES

Routing Identifier Codes (RICs) are assigned by services/agencies for processing interservice/agency and intra-service/agency logistics transactions. The codes service multiple purposes in that they are a source of supply codes, intersystem routing codes, intrasystem routing codes and consignor (shipper) codes. This is a listing of commonly used RICs. A more extensive list can be found in DoD 4000.25-1-S1 or Internet site http://www.daas.dla.mil/daashome/daasc_milstrip.htm. RICs shall be entered in rps 4-6, 67-69, and 74-76.

DEFENSE LOGISTICS AGENCY

RIC	COG	DEFENSE LOGISTICS AGENCY
SGA		Defense Automatic Addressing System Center, Area C, Bldg. 207, 5250 Pearson Road, WPAFB, OH 45433-5328
SHA		Defense Automatic Addressing System Center, Tracy Location, Stockton, CA 95296-0940
S9C/S9E	9C/9N	Defense Supply Center, Columbus, P.O. Box 3990, Columbus, OH 43216-5000 (includes electronics)
S9D		Defense Reutilization and Marketing Service, Federal Center, 74 Washington Ave. North, Battle Creek, MI 49017-3092
S9F	9X	Defense Energy Support Center, 8725 John J. Kingman Road, Ste. 2941, Fort Belvoir, VA 22060-6222
S9G/HM8	9G	Defense Supply Center, Richmond, 8000 Jefferson Davis Highway, Richmond, VA 23297-5000
S9R		Defense Supply Center, Richmond, Product Center 12, Richmond, VA 23297-5000
S9I	9Z	Defense Supply Center, Philadelphia, Directorate of General and Industrial, 700 Robbins Avenue, Philadelphia, PA 19111-5096
S9L		Defense Logistics Information Service, Federal Center, 74 Washington Ave. North, Battle Creek, MI 49017-3084
S9M	9L	Defense Supply Center, Philadelphia, Directorate of Medical Materiel, 700 Robbins Ave., Philadelphia, PA 19111
S9T	9D	Defense Supply Center, Philadelphia, Directorate of Clothing and Textiles, 700 Robbins Avenue, Philadelphia, PA 19111

ENCLOSURE D

MILSTRIP SUPPLY AND STORAGE CODES

ROUTING IDENTIFIER CODES *(cont.)*

ARMY		
RIC	**COG**	**LOCATION**
AKZ	**9A**	USA tank Automotive and Armaments Command (TACOM), Warren, MI 48397-5000
A12	**9E**	USA Soldiers Systems Command, Kansas St., Bldg. 3, Natick, MA 01760-5000
B14	**9H**	USA Armament and Chemical Acquisition and Logistics Activity (ACALA); Industrial Operations Center (IOC), Rock IL 61299-6000
B16/B46	**9Y**	USA Communications-Electronics Command (CECOM), Director of Materiel Management, Fort Monmouth, NJ 07703-5006
B17		USA Aviation and Missile Command (AMCOM), Redstone Arsenal, AL 35898-5239 (Aviation)
B64	**9S**	USA Aviation and Missile Command (AMCOM), Redstone Arsenal, AL 35898-5239 (Missile)
B69		USA Medical Materiel Agency (USAMMA), Frederick, MD 21701-5001
NAVY		
N32	**1I/1R**	Naval Inventory Control Point, 700 Robbins Ave., Philadelphia, PA 19111-5098 (Aviation)
N35	**1H**	Naval Inventory Control Point, 5450 Carlisle Pike, P.O. Box 2020, Mechanicsburg, PA 17055-0788 (Surface/Sub-surface)
AIR FORCE		
FGZ	**9I**	Ogden Air Logistics Center, Hill AFB, Ogden, UT 84056-5713
FHZ	**9J**	Oklahoma City Air Logistics Center, Tinker AFB, OK 73145-3055
FLZ	**9F**	Warner Robins Air Logistics Center, Robins AFB, Warner Robins, GA 31098-1640

ROUTING IDENTIFIER CODES *(cont.)*

MARINE CORPS		
MPB	**9O**	ILS Directorate, Code 820, Marine Corps Logistics Base, Albany, GA 31704-5000
US COAST GUARD (USCG)		
ZNC		US Coast Guard Engineering and Logistics Center (ELC), Inventory Control Point, 2401 Hawkins Point Road, Baltimore, MD 21228-1792
ZQC		US Coast Guard Aircraft Repair and Supply Center (ARSC), Aircraft Inventory Control Point, Elizabeth City, NC 27909-5001
GENERAL SERVICES ADMINISTRATION (GSA)		
GSA	**9Q**	General Services Administration, FSS, Washington, DC 20406 (Do not use for MILSTRIP Mail or TWX)
FEDERAL AVIATION ADMINISTRATION (FAA)		
FAA	**G69**	Federal Aviation Administration, 800 Independence Avenue, S.W., Washington, DC 20591

ENCLOSURE D

MILSTRIP SUPPLY AND STORAGE CODES

SPECIAL MARKING CODES

CODE	EXPLANATION OF CODE	CODE	EXPLANATION OF CODE
ZZ	Special Requirements	25	Box_____ of _____
01	Fragile	26	Load Bearing Area
02	Arrow Up	28	Do not Drop or Throw
03	Method 50	29	Do not Hump
04	Fragile, Arrow-up and Method 50	30	Top Heavy
05	Delicate Instrument	31	Center of Gravity
06	Delicate Instrument and Arrow-up	32	Type I, Shelf Life
07	Glass – Do not Drop	33	Type II, Shelf Life
08	Keep Dry	34	Manufacturer's Part Number
09	Perishable – Keep Frozen	36	Fragile, Arrow-up, and Glass
10	Keep at 40 Degrees Temperature	37	Fragile, Arrow-up
11	Sling Point	39	ESD Sensitive Electronic Device Requirements of MIL-STD-129 Apply
12	Fragile, Method 50		
13	Open this Side		
14	Center of Balance	40	Omission of Marking for Sensitive, Controlled or Pilferable Items per MIL-STD-129
15	Use no Hooks		
16	Top		
17	Reusable Container	51	Marking shall be accomplished in accordance with the marking requirements in the applicable procedural packaging specification
18	Remove Top First		
19	Method 50 Reusable Container		
20	Do not Bend		
21	Do not Sling	52	Hardness Critical
23	Perishable Biologicals, Do not Freeze	60	Asbestos Warning Label
24	Open for Inspection or Use Only	00	No Special Marking

ENCLOSURE D

MILSTRIP SUPPLY AND STORAGE CODES

SHELF-LIFE CODES

Shelf-Life is the total period of time beginning with the date of the manufacture/cure/assembly/pack that an item may remain in the combined wholesale (including manufacturer) and retail storage system and still remain suitable for issue/use by the end user. Shelf-Life is not to be confused with service-life, which is a general term, used to quantify the average or mean life of an item while in use. A shelf-life item is an item of supply having deteriorative or unstable characteristics to the degree that a storage time period must be assigned to ensure that it will perform satisfactorily while in service. There are two types of shelf-life items. A **Type I Shelf-Life Item** is an individual item of supply, which is determined through an evaluation of technical test data and/or actual experience to be an item with a definite non-extendable period of shelf life. A **Type II Shelf-Life Item** is an individual item of supply that may be extended after completion of inspection, test and restorative actions.

SHELF-LIFE PERIOD	TYPE I	TYPE II	SHELF-LIFE PERIOD	TYPE I	TYPE II
Nondeteriorative			27 months	N	N/A
1 month	A	N/A	30 months	P	N/A
2 months	B	N/A	36 months	Q	7
3 months	C	1	48 months	R	8
4 months	D	N/A	60 months	S	9
5 months	E	N/A	72 months	I	
6 months	F	2	84 months	T	
9 months	G	3	96 months	U	
12 months	H	4	Variable	V	
15 months	J	N/A	120 months	W	
18 months	K	5	180 months	Y	
21 months	L	N/A	240 months	Z	
24 months	M	6	Medical items and Chemical Protective Clothing with a shelf-life period greater than 120 months.	X	

ENCLOSURE D

MILSTRIP SUPPLY AND STORAGE CODES

SHIPMENT HOLD CODES

Signal Codes for "A" Series DIC's:

The following codes signify materiel to be shipped to the requisitioner (rp 30-35).

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

The following codes signify materiel to be shipped to the Supplementary Address (rp 45-50) to the following:

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

Signal Codes for "FT" Series DIC's:

The following codes signify materiel to be shipped from the unit in rp 30-35 and credit to the following:

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

The following codes signify materiel to be shipped to the Supplementary Address (rp 45-50) and credited to the following:

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

ENCLOSURE D

MILSTRIP SUPPLY AND STORAGE CODES

SHIPMENT HOLD CODES

In shipping status documents (AS_), the shipment hold code is used to record the delay of materiel at a shipping activity after it has been picked, packed, marked and made ready for shipment. Shipment Hold Codes shall be entered in rp 51. Explanation for the delay is as follows:

CODE	EXPLANATION
A	Shipment unit held for consolidation.
B	Awaiting carrier equipment.
C	Awaiting export/domestic traffic release.
D	Delay due to diversion to surface resulting from challenge by air clearance activity.
E	Delay resulting from challenge by air clearance activity for which no diversion to surface occurs and materiel was shipped by air.
F	Embargo.
G	Strikes, riots, civil commotion.
H	Acts of God.
J	Shipment delayed to process customer cancellation request(s).
K	Diversion to surface movement due to characteristics of materiel that preclude air shipment, e.g., size, weight, or hazard classification.
L	Delay requested and/or concurred in by consignee.
M	Delay to comply with valid delivery dates at CONUS destination/out loading terminals.
N	Delay due to diversion to air (requisition priority upgraded).
O-Y	Reserved.
Z	Holding action of less than 24 hours from date the materiel is available for shipment.

ENCLOSURE D

MILSTRIP SUPPLY AND STORAGE CODES

SHIPPING AND PACKAGING DISCREPANCIES

The following codes are used to provide a description of the discrepant condition. Multiple codes may be used on a single report. Preprinted codes on the face of the SF 364 may be supplemented from this list of codes. These are authorized for use in all formats of SDR reporting. Use of the expanded list of codes is encouraged to clearly identify the discrepant situation and reduce the need for narrative descriptions.

Code

CONDITION OF MATERIEL

C1 In a condition other than shown on supply document or on the supporting inspection/test certificate.

C2 Expired shelf life.

C3 Damaged US Postal Service shipment.

C4 Materiel received stripped of parts or components (cannibalized). Applicable to materiel returns or repairs only.

C5 Incomplete item received. Do not use for incomplete sets/kits/outfits.

SUPPLY DOCUMENTATION

D1 Supply documentation not received with materiel.

D2 Supply documentation illegible or mutilated.

D3 Supply documentation incomplete, improper, or without authority. (Only when receipt cannot be properly processed.)

LUMBER

L1 Moisture exceeds allowable percentage.

L2 Not treated in accordance with specification.

L3 Product off grade.

L4 Improper size.

L5 Improper tally.

L6 Improper or no grademark on product.

L7 Rotten product.

L8 Splits, excessive, wane, scant, or not end trimmed (one or all).

SHIPPING AND PACKAGING DISCREPANCIES *(cont.)*

Code

MISDIRECTED

M1 Materiel improperly addressed and shipped to wrong activity.

OVERAGE, DUPLICATE, OR RECEIPT OF CANCELLED MATERIEL

O1 Quantity received is more than quantity shown on the supply document.

O2 Quantity received is more than quantity requested plus variance, if applicable (other than unit of issue or unit of pack).

O3 Quantity duplicates shipment.

O4 Materiel received after cancellation.

O5 Concealed overage discovered in a sealed shipping container.

O6 Overage due to unit of issue/unit of pack incompatibility (use only when requisition specified no unit of issue/unit of pack variance).

PACKAGING DISCREPANCY

P1 **Improper Preservation.**

P101 Cleaning inadequate, incorrect, or omitted.

P102 Preservative inadequate, incorrect, or omitted.

P103 Barrier materiel inadequate, incorrect, or omitted.

P104 Unit pack cushioning inadequate, incorrect, or omitted.

P105 Unit container inadequate, incorrect, omitted or oversized.

P106 Desiccant incorrect, improperly located, or omitted.

P107 Tape/closure of unit container incorrect or inadequate.

P108 Hazardous materiel not removed as required.

P109 Improper preservation of hazardous materiel (includes ammunitions/explosives).

P110 Level of protection excessive or inadequate.

P111 Minimum protection not applied (materiel returns).

P112 Non-conformance to specified requirements for preservation (explanation required).

P113 Electrostatic/electromagnetic device preservation inadequate or omitted.

P114 Concealed preservation defect found in storage (retail only).

SHIPPING AND PACKAGING DISCREPANCIES *(cont.)*

Code

PACKAGING DISCREPANCY *(cont.)*

P2	**Improper Packing**
P201	Container inadequate, incorrect, or oversized.
P202	Intermediate container inadequate, incorrect, oversized, or omitted.
P203	Exterior container inadequate, incorrect, oversized, or omitted.
P204	Blocking and bracing inadequate, incorrect, or omitted.
P205	Cushioning inadequate, incorrect, or omitted.
P206	Level of protection excessive or inadequate.
P207	Container deteriorated.
P208	Skids incorrect or omitted.
P209	Improper packing of hazardous materiel (includes ammunitions/explosives).
P210	Non-conformance to specified requirements for packing (explanation required).
P211	Improper foam-in-place.
P212	Reusable container not used or improperly prepared.
P213	Closure incorrect or inadequate.
P214	Concealed packing defect found in storage (retail only).
P3	**Improper Markings**
P301	Identification markings omitted, incomplete, incorrectly located, or not legible.
P302	Improper marking of hazardous materiel (includes ammunitions/explosives).
P303	Labels omitted or improperly affixed.
P304	Contract data omitted, incomplete, incorrectly located, or not legible.
P305	Precautionary or handling markings omitted, incorrect, or not legible.
P306	Shelf-life markings omitted, incorrect, or not legible.
P307	Bar code markings omitted, or not legible.
P308	Incorrect lot number.
P309	Set or assembly markings omitted.
P310	Address incorrect or not legible.

SHIPPING AND PACKAGING DISCREPANCIES *(cont.)*

Code

PACKAGING DISCREPANCY *(cont.)*

P3 **Improper Markings** *(cont.)*

P311 Non-conformance to specified requirements for marking *(Explanation required).*

P312 Electrostatic/electromagnetic device markings inadequate or omitted.

P313 Packing list omitted or incorrectly located

P4 **Improper Unitization (Includes Palletization and Containerization)**

P401 Cargo no Unitized.

P402 Shrink/stretch wrap inadequate or omitted.

P403 Strapping inadequate or omitted.

P404 Multiple consignees in single consignee consolidation container.

P405 Protective covering/wrapping inadequate, improper, or omitted.

P406 Contents of multi-pack container inadequately packaged, stuffed or missing unit packs.

SHORTAGE OR NONRECEIPT

S1 Quantity received less than the quantity indicated on the supply documentation.

S2 Quantity received less than the quantity requested minus the variance, if applicable (other than the unit of issue or unit of pack).

S3 Total nonreceipt of the US Postal Service shipment.

S4 Total nonreceipt, not transportation related. (United States only)

S6 Shortage due to unit of issue/unit of pack incompatibility. (Use only when the requisition specified no unit of issue/unit of pack variance.)

S7 Shortage or nonreceipt of an item in a multi-pack or sealed shipping container.

S8 Concealed shortage discovered upon opening a sealed vendor's pack.

S9 Incomplete sets/kits/outfits. Do not use to report cannibalization.

TECHICAL DATA MARKINGS (NAME PLATES, LOG BOOKS, OPERATING HANDBOOKS, SPECIAL INSTRUCTIONS)

T1 Technical data markings missing.

SHIPPING AND PACKAGING DISCREPANCIES *(cont.)*

Code

TECHICAL DATA MARKINGS (NAME PLATES, LOG BOOKS, OPERATING HANDBOOKS, SPECIAL INSTRUCTIONS) *(cont.)*

T2	Technical data markings illegible or mutilated.
T3	Precautionary operational markings missing.
T4	Inspection data missing or incomplete.
T5	Serviceability operating data missing or incomplete.
T6	Warranty data missing.
T7	Missing part number on bare item.
T8	Incorrect Part number.
T9	Operating handbooks, log books, and/or special instructions missing.

INCORRECT ITEM

W1	Incorrect item received.
W2	Unacceptable substitute received.
W3	Incorrect item received, but not identifiable to an NSN or part number.
W4	Misidentified item received.
W5	Mixed stock received.
W6	Incorrect item discovered upon opening a sealed vendor's pack. (Not applicable to Security Assistance.)

OTHER DISCREPANCIES

Z1	Other discrepancy – see remarks.
Z2	Repetitive discrepancy. (Must use in combination with other codes or describe in remarks.)
Z3	Receipt not due-in (distribution depot only for unauthorized returns).
Z4	No record exists for document number cited on supply document.

ENCLOSURE D

MILSTRIP SUPPLY AND STORAGE CODES

TYPICAL INITIATOR ACTIONS REQUESTED LISTED BY SDR (ROD) ACTION CODE

The following codes are used to provide a description of the action requested by the initiator of the SDR. Multiple codes may be used on a single report. Preprinted codes on the face of the SF 364 may be supplemented from this list of codes. These codes are authorized for use in all reporting formats.

Code	Explanation
1A	Disposition instruction requested.
2A	Disposition of materiel and financial adjustment (credit) requested.
1B	Materiel being retained.
2B	Materiel being retained. Financial adjustment (debit) requested.
1C	Supporting supply documentation requested.
2C	Technical documentation/data requested.
1D	Materiel still required; expedite shipment.
1E	Local purchase materiel to be returned at supplier's expense unless disposition instructions to the contrary are received within 15 days.
1F	Replacement shipment requested.
2F	Materiel being held for disposition instructions, request funds citation.
1G	Reshipment not required. Item to be requisitioned.
1H	No action required. Information only.
2J	Financial adjustment requested.
1Z	Other action requested (see remarks).
2Z	Additional information is being submitted off-line. (Applicable for use with electronic SDR submission only.)

ENCLOSURE D

MILSTRIP SUPPLY AND STORAGE CODES

TYPICAL ICP/IMM OR DEFENSE DEPOT RESPONSES LISTED BY DISPOSITION/STATUS CODE

ICP/IMM or Defense Depot activities use the following list of codes to provide a response to an SDR (ROD) initiator. Multiple codes are used on a single report to provide complete financial and materiel disposition instructions and provide additional information as needed. Codes may be used to replace or supplement preprinted information on the reverse side of the SF 364. These codes are authorized for use in all reporting formats. Where possible, system design should accommodate in-the-clear text for ease of use.

The 100-seies codes provide status of financial resolution, materiel disposition instructions, or other appropriate information.

Code	Explanation
101	Credit authorized.
102	Credit not authorized.
103	Discrepancy report receipt acknowledgment.
104	Additional clarification required from customer. See remarks.
105	Forward materiel received to address shown. Must use traceable and most economical means available.
106	Forward materiel received to contractor address shown. Must use traceable and most economical means available.
107	Forward materiel address shown for inspection/exhibit analysis. Must use traceable and most economical means available.
108	Forward materiel to contractor address shown for inspection/exhibit analysis. Must use traceable and most economical means available.
110	Disposal authorized in accordance with local procedures.
111	Disposal authorized, monetary reimbursement from contractor.
112	Disposal authorized, contractor will provide replacement.
113	Provide disposal documentation to address shown.
114	Provide disposal documentation by date indicated to address shown. Credit will be authorized upon receipt.

TYPICAL ICP/IMM OR DEFENSE DEPOT RESPONSES LISTED BY DISPOSITION/STATUS CODE *(cont.)*

Code	Explanation
115	Turn in materiel received to Defense Reutilization and Marketing Office (DRMO).
116	Turn in hazardous materiel received to DRMO. MIPR provided to cover disposal costs.
117	Materiel will be billed if not returned by date indicated.
118	Debit authorized for materiel retained.
119	Retain materiel received at no charge.
120	Retain materiel with consideration from contractor.
121	Retain materiel without consideration from contractor.
122	Retain materiel for future supply decision.
123	Materiel will be reissued at no charge.
124	Materiel is no longer procurable.
125	Incomplete part/missing component being forwarded.
126	Stock not available for reshipment. Your requisition has been reinstated and will be placed on backorder.
127	Contractor to reunite.
128	Balance of contract materiel will not be shipped.
129	Reimbursement for repackaging discrepancy cannot be authorized until submitter provides cost for repackaging.
130	Place materiel in stock as is.
131	Remark/repackage materiel and place in stock.
132	Inspect and place in depot stock.
133	Upgrade materiel to Condition Code A, correction made by government with reimbursement from contractor.
134	Upgrade materiel to Condition Code A, correction made by government without reimbursement from contractor.
135	Documentation/technical data is being forwarded.
136	Confirmed canceled requisition shipped.
137	Additional comments provided. See remarks.
138	Shipment shortage based on pieces, weight, and cube.
139	Warehouse denial total shipment.

TYPICAL ICP/IMM OR DEFENSE DEPOT RESPONSES LISTED BY DISPOSITION/STATUS CODE *(cont.)*

Code	Explanation
140	Warehouse denial partial shipment.
141	Duplicate shipment from stock or procurement.
142	Proof of delivery/evidence of shipment not available.
143	SDR canceled by submitter.
144	Recorded for information only. No action taken.
145	No contractor liability found.
146	Materiel return acknowledged.
147	Corrected shipment document (DD Form 250) provided.

The 400-series codes indicate the SDR has been closed for the reason provided.

400	SDR closed. Non-compliance with disposition instructions.
401	SDR closed. Non-response to additional information request.
402	SDR closed. Wrong materiel returned.

The 500-series codes indicate an interim reply.

501	SDR assigned to Defense Contract management Command (DCMC) for investigation.
502	SDR resolution deferred pending receipt of exhibit.
503	SDR currently under investigation.
504	SDR submitted to incorrect action activity. SDR forwarded as shown.
505	SDR under investigation. SDR has been forwarded to activity identified for additional action.
506	Item has been transferred to new item manager. Referred to gaining item manager (GIM) for disposition.
507	SDR forwarded to shipping depot for proof of delivery.
508	SDR forwarded to shipping depot for evidence of shipment.
509	SDR forwarded to local procurement office for action.
510	SDR forwarded to Item Manager for research and/or disposition instructions.
511	SDR forwarded to Industrial Operations Command for action.

TYPICAL ICP/IMM OR DEFENSE DEPOT RESPONSES LISTED BY DISPOSITION/STATUS CODE *(cont.)*

Code	Explanation
512	SDR forwarded to Simplified Nonstandard Acquisition Program (SNAP) Project Office for action.
513	SDR forwarded to IL Directorate or Repair and Return Office for research of R&R case.
514	SDR forwarded to the packaging specialist for research.
515	Procurement/Defense Contract Management Command awaiting response from contractor. SDR suspended.
516	Receipt of materiel returned by customer has not posted to date. Under investigation.
517	Defense Finance and Accounting Service (DFAS) billing information requested.
518	Your SDR identifies a transportation discrepancy and is being processed as a Transportation Discrepancy Report (TDR).
519	Your SDR identifies a quality deficiency and is being processed as a Product Quality Deficiency Report (PQDR).

The 700-series codes indicate SDR rejection.

701	SDR rejected. See remarks.
702	SDR rejected. Materiel shipped as requisitioned.
703	SDR rejected. Overage/shortage is within contract variation clause.
704	SDR rejected. Evidence of shipment/proof of delivery forwarded.
705	SDR rejected. Records indicate the inspection or test date or this shelf-life item has been extended to date indicated.
706	SDR rejected. Shelf-life not applicable for this item.
707	SDR rejected. Acceptable substitute issued for materiel requisitioned.
708	SDR rejected. Materiel shipped prior to cancellation request.
709	SDR rejected. Discrepant quantity shipped after SDR submission.
710	SDR rejected. Discrepant quantity on backorder.
711	SDR rejected. Materiel shipped via insured/certified/registered mail. Request you contact local postal authority to verify delivery of materiel.
712	SDR rejected. Submit offer of materiel under materiel returns programs.
713	SDR rejected. Discrepancy does not meet required minimum dollar value.

TYPICAL ICP/IMM OR DEFENSE DEPOT RESPONSES
LISTED BY DISPOSITION/STATUS CODE *(cont.)*

Code	Explanation
The 700-series codes indicate SDR rejection. *(cont.)*	
714	SDR rejected. Billing adjustments for other than Security Assistance may not be requested on a SDR. Contact local finance office.
715	SDR rejected. Discrepancy not reported within required timeframe.
716	SDR recorded for information and possible corrective action.
717	SDR identifies a carrier discrepancy. Resubmit as a Transportation Discrepancy Report (TDR).[1]
718	SDR identifies a quality deficiency. Resubmit as a PQDR.[1]
719	SDR rejected. Duplicate of previously submitted SDR.

[1]Use of this code is discouraged. Every effort should be made to process the discrepancy report and resolve the situation without requiring the initiator to resubmit. See preferred codes 518 and 519.

ENCLOSURE D

MILSTRIP SUPPLY AND STORAGE CODES

SIGNAL CODES

The purpose of the signal code in A series documents is twofold in that it designates the field containing the intended consignee (ship-to) and the activity to receive and effect payment of bills, when applicable. In the case of the Materiel Returns Program (MRP) – (FT series), the signal code designates the fields containing the intended consignor (ship-from) and the activity to receive and process credits, when applicable. All requisitions/asset. All requisitions/asset reports will contain the appropriate signal code. The signal code shall be inputted in record position 51.

A SERIES:

Codes	Explanation
A	Bill to activity in rp 30-35
B	Bill to the activity in rp 45-50
C	Bill to the activity in rp 52 and 53
D	No billing required – free issue. (Not to be used by DoD activities when submitting requisitions on GSA.)
W	For intra-Service use only.
J	Bill to the activity in rp 30-35
K	Bill to the activity in rp 45-50
L	Bill to the activity in rp 52 and 53
M	No billing required – free issue. (Not to be used by DoD activities when submitting requisitions on GSA.)
X	For intra-Service use only.

F SERIES:

Codes	Explanation
J	Credit to activity in rp 30-35
K	Credit to the activity in rp 45-50
L	Credit to the activity in rp 52
M	No credit required.
X	For intra-Service use only.

ENCLOSURE D

MILSTRIP SUPPLY AND STORAGE CODES

SOURCE, MAINTENANCE, RECOVERABILITY (SMR) CODES

Source, Maintenance, and Recoverability (SMR) Codes are used to communicate maintenance and supply instructions to the various logistics support levels and using commands for the logistics support of systems, equipment, and end items. These codes are made available to their intended users by means of technical publications such as allowance lists, illustrated parts breakdown (IPB) manuals, repair parts and special tools list (RPSTLs), maintenance manuals and supply documents, SMR codes are assigned to each support item based on the logistic support planned for the end item and its components. The SMR code format consists of a two position Source Code, a two position Maintenance Code, a one position Recoverability Code and a one position Service Option Code.

The instructions for processing SMR Codes are provided as follows**:**

Code	Positions	Explanation
Source	**1-2**	Indicate the source for acquiring the item for replacement purposes, i.e., procured and stocked, manufactured or assembled.
Maintenance	**3-4**	Indicate the lowest maintenance level authorized to remove/replace, and use the item. The decision to code the item for repair at the indicated maintenance level requires that the proper logistics support (parts, manuals, training, tools, etc.) and all repair capability (remove, replace, repair, assemble, manufacture, and testing for the support item) be provided or be available to that maintenance level. This does not preclude some minor repairs, which may be accomplished at the lower level of maintenance such as: simple replacement of minor items at the organizational level (fuses, light bulbs, screws, knobs, handles, etc.) Because of service differences in communicating maintenance information, a maintenance code entry in this position is not required by all services. Therefore this position is for optional use on intra-service equipment. When a maintenance code is not used a dash (-) sign will be entered. For multi-service equipment this position will contain a uniform maintenance code assigned by the service (s) requiring the code.
Recoverability	**5**	Indicate the desired disposition of the support item.
Service Option	**6**	Conveys specific information to the logistics community and to the operating forces. This code is unique to each service and is utilized to disseminate specific instructions to the service's logistics business processes.

ENCLOSURE D

MILSTRIP SUPPLY AND STORAGE CODES

G-1 JOINT SERVICE CODING REFERENCE CHART

SOURCE			MAINTENANCE				RECOVERABILITY			
1ST POS	2ND POSITION		3RD POSITION		4TH POSITION		5TH POSITION		6	
MEANS OF ACQUIRING SUPPORT									SERVICE OPTION CODES	
P	A	ITEM: STOCKED	USE: LOWEST LEVEL AUTHORIZED TO REMOVE AND REPLACE THE ITEM.		REPAIR: LOWEST LEVEL WITH CAPABILITY AND RESOURCES TO PERFORM COMPLETE REPAIR ACTION.		DISPOSITION: WHEN UNSERVICEABLE OR UNECONOMICALLY REPARABLE, CONDEMN OR DISPOSAL.			
	B	ITEM: STOCKED, INSURANCE								
	C	ITEM: STOCKED, DETERIORATIVE								
	D	ITEM: SUPPORT, INITIAL ISSUE OR OUTFITTING & STOCKED ONLY FOR ADD'L INITIAL ISSUE								
	E	EQUIPMENT: SUPPORT, NON-STOCKED, CENTRALLY PROCURED ON DEMAND								
	F	EQUIPMENT: SUPPORT, NON-STOCKED CENTRALLY PROCURED ON DEMAND	O	ORG/UNIT	O	ORG/UNIT	O	ORG/UNIT		
	G	ITEM: STOCKED FOR SUSTAINED SUPPORT. UNECONOMICAL TO PRODUCE AT A LATER TIME			F	I/DS/AFLOAT OR THIRD ECHELON	F	I/DS/AFLOAT OR THIRD ECHELON		
	H	ITEM: STOCKED, CONTAINS HAZMAT. HMIS/MSDS REPORTING REQUIRED	F	I/DS/FLOAT OR THIRD ECHELON	G	ASHORE AND AFLOAT	G	ASHORE AND AFLOAT		
	R	TERMINAL OR OBSOLETE, REPLACED								
	Z	TERMINAL OR OBSOLETE, NOT REPLACED								
K	D	ITEM: DEPOT O/H & MAINTENANCE KITS	G	BOTH ASHORE AND AFLOAT						
	F	ITEM: MAINTENANCE KIT, PLACE AT O, F, H, L			H	I/GS/ASHORE OR FOURTH ECHELON	H	I/GS/ASHORE OR FOURTH ECHELON		
	B	ITEM: IN BOTH DEPOT REPAIR & MAINTENANCE KITS								
M	O	MFG OR FAB AT UNIT LEVEL	H	I/GS/ASHORE OR FOURTH ECHELON						
	F	MFG OR FAB AT INTERMEDIATE/DS LEVEL			K	CONTRACTOR FACILITY	K	CONTRACTOR FACILITY		
	H	MFG OR FAB AT INTERMEDIATE/GS LEVEL								
	L	MFG OR FAB AT SPECIAL REPAIR ACTIVITY (SRA)								
	G	MFG OR FAB AT BOTH AFLOAT AND ASHORE	K	CONTRACTOR FACILITY						
	D	MFG OR FAB AT DEPOT MAINTENANCE LEVEL								
A	O	ITEM: ASSEMBLED AT UNIT			L	SRA	L	NOT AUTHORIZED BELOW DEPOT LEVEL		
	F	ITEM: ASSEMBLED AT INTERMEDIATE/DS LEVEL								
	H	ITEM: ASSEMBLED AT INTERMEDIATE/GS LEVEL	L	SPEC. REPAIR ACTIVITY						
	L	ITEM: ASSEMBLED AT SRA			D	DEPOT	D	FLR; CONDEMN OR DISPOSE AT DEPOT		
	G	ITEM: ASSEMBLED AFLOAT OR ASHORE								
	D	ITEM: ASSEMBLED AT DEPOT MAINTENANCE LEVEL								
X	A	ITEM: REQUISITION NEXT HIGHER ASSEMBLY	D	DEPOT	Z	NON-REPARABLE	Z	NON-REPARABLE		
	B	ITEM: NOT PROCURED OR STOCKED, AVAILABLE THRU SALVAGE, REQ BY CAGE/PART NUMBER								
	C	INSTALLATION DRAWING, DIAGRAM, INSTRUCTION SHEET. IDENTIFY BY CAGE/PART NUMBER	Z	REF ONLY	B	RECONDITION	A	NON-REPARABLE BUT REQUIRES SPECIAL HANDLING		
	D	NON-STOCKED. OBTAIN VIA LOCAL PURCHASE								

ENCLOSURE D

MILSTRIP SUPPLY AND STORAGE CODES

SUPPLEMENTARY ADDRESS

US Coast Guard units are identified by Service or Activity addresses in order to procure and receive materiel, get status data, and mailing of documentation through the Federal Supply System. The Supplementary Address contains the Department of Defense Activity Address Code (DoDAAC) or FEDSTRIP AAC in rp 45-50. The Supplementary Addresses are established and disseminated by the DoD services, DLA, and GSA.

Supplementary Address:

Service					
Agency					
Activity Address Code Record Positions					
45	**46**	**47**	**48**	**49**	**50**

<u>Note</u>: When a Supplementary Address is not required the unit will use "Y" in rp 45 to indicate that the data in position 46-50 is not the significant to the Federal Supply System, but is to be perpetuated in document processing. For example, the "Y" in rp 45 followed SR1 to signify Storeroom 1 or "Y01A1C" to signify location of Vidmar "01A1C".

ENCLOSURE D

MILSTRIP SUPPLY AND STORAGE CODES

SUPPLY CONDITION CODES

Supply Condition Codes are used to classify materiel in terms of readiness for issue and use or to identify action underway to change the status of materiel. When materiel is determined to be in excess of approved stock levels and/or no longer serviceable, Supply Condition Codes A through H and S will be utilized to reflect materiel condition prior to turn-in to the Defense Reutilization and Marketing Office (DRMO).

CODE	TITLE	DEFINITION
A	Serviceable (Issuable WO/Qualification)	New, used, repaired, or reconditioned materiel that is serviceable and issuable to all customers with limitation or restriction. Includes materiel with more than 6 months shelf life remaining.
B	Serviceable (Issuable W/ Qualification)	New, used, repaired, or reconditioned materiel which is serviceable and issuable for its intended purpose but which is restricted from issue to specific units, activities, or geographical areas by reason of its limited usefulness or short service life expectancy. Includes materiel with 3 through 6 months shelf life remaining.
C	Serviceable (Priority Issue)	Items which are serviceable and issuable to customers, but which must be issued before Supply Condition Codes A and B materiel to avoid loss as a usable asset. Includes materiel with less than 3 months shelf life remaining.
D	Serviceable (Test/Modification)	Serviceable materiel, which requires test, alteration, modification, technical data marking, conversion, or disassembly. This does not include items, which must be inspected or tested immediately prior to issue.
E	Unserviceable (Limited Restoration)	Materiel that involves only limited expense or effort to restore to serviceable condition and which is accomplished in the SA where the stock is located. May be issued to support ammunition requisitions coded to indicate acceptability of usable condition E stock.
F	Unserviceable (Reparable)	Economically reparable materiel that requires repair. Overhaul, or reconditioning; includes reparable items that are radioactively contaminated.

SUPPLY CONDITION CODES *(cont.)*

CODE	TITLE	DEFINITION
G	Unserviceable (Incomplete)	Materiel requiring additional parts or components to complete the end item prior to issue.
H	Unserviceable (Condemned)	Materiel that has been determined to be unserviceable and does not meet repair criteria; includes condemned items that are radioactively contaminated; Type I shelf life materiel that has passed the expiration date; and Type II shelf life materiel that has passed the expiration date and cannot be extended. *(NOTE: Classify obsolete and excess materiel to its proper condition before consigning to the DRMO. Do not classify materiel in Supply Condition H unless it is truly unserviceable and does not meet repair criteria.)*
I	Not Assigned	Reserved for future DoD assignment.
J	Suspended (In Stock)	Materiel in stock that has been suspended from issue pending condition classification or analysis, where the true condition is not known. Includes shelf life Type II materiel that has reached the expiration date pending inspection, test, or restoration.
K	Suspended (Returns)	Materiel returned from customers and users that are awaiting condition classification.
L	Suspended (Litigation)	Materiel held pending litigation or negotiation with contractors or common carriers.
M	Suspended (In Work)	Materiel identified on an inventory control record, but has been turned over to a maintenance facility or contractor for processing.
N	Suspended (Ammunition Suitable for Emergency Combat Use Only)	Ammunition stocks suspended from issue except for emergency combat use.
O	Not Assigned	Reserved for future DoD assignment.

SUPPLY CONDITION CODES *(cont.)*

CODE	TITLE	DEFINITION
P	Unserviceable (Reclamation)	Materiel determined to be unserviceable, uneconomically reparable as a result of physical inspections, teardown, or engineering decision. Item contains serviceable components or assemblies to be reclaimed.
Q	Suspended (Quality Deficient Exhibits)	This code is for intra-Air Force use only. Quality deficient returned by customers/users as directed by the IMM due to technical deficiencies reported by Quality Deficiency Report. Exhibit requires technical or engineering analysis to determine cause of failure to perform in accordance with specifications.
R	Suspended (Reclaimed Items Awaiting Condition Determination)	Assets turned in by reclamation activities that do not have the capability (e.g., skills, manpower, or test equipment) to determine the materiel condition. Actual condition will be determined prior to induction into maintenance activities for repair/modification.
S	Unserviceable (Scrap)	Materiel that has no value except for its basic materiel content. No stock will be recorded as on hand in Supply Condition Code S. This code is used only on transactions involving shipments to DRMOs. Materiel will not be transferred to Supply Condition Code S prior to turn-in to DRMOs if materiel is recorded in Supply Condition Codes A through H at the time materiel is determined excess. Materiel identified by NSN will not be identified by this supply condition code.
T-Z	Not Assigned	Reserved for future DoD assignment.

ENCLOSURE D

MILSTRIP SUPPLY AND STORAGE CODES

SUPPLY STATUS CODES

Supply Status Codes are used to reflect, in materiel management records and in the Federal Cataloging System, decisions made by inventory managers as to the normal means of supply support to be provided for each NSN. Correspondence received from DLA activities often makes reference to Supply Status Codes in lieu of Acquisition Advice Code (AAC). The following correlation table will assist in determination of the appropriate AAC. The Supply Status codes shall be annotated in rp 65-66.

SSC	AAC	SSC	AAC
1	D or Q	6	T, V, or Y
2	F, L, or I	7	K
3	H, J, or O	8	R
4	P	9	X
5	W	0	None
		A	Z

SUPPLY STATUS CODES *(cont.)*

These codes reflect, in materiel management records and in the Federal Cataloging System, decisions made by inventory managers as to the normal means-of-supply/stockage/nonstockage status of each assigned NSN. As explained above many of the Supply Status Codes are related to Acquisition Advice Codes.

CODE	ITEM	EXPLANATION
1	**Stocked**	Centrally procured, stocked, and distributed under control of an inventory control point (ICP) for all customers.
2	**Nonstocked Local Purchase**	Main means of supply is local purchase. Item not stocked in domestic depot system. Appeal to ICP indicated by Source of Supply Column, or to prescribed purchasing activity, when unable or not permitted to procure locally.
3	**Nonstocked Centrally Procured**	Centrally procured for shipment directly to user or another military service not stocked by purchasing activity.
4	**Security Assistance Programs**	Centrally procured and/or stocked solely for Foreign Military Sales.
5	**Reference**	Stock number assigned for use in bid invitations, allowance lists, and so on, against, which no stocks are ever recorded.
6	**Terminal Stocked**	Item in stock and being issued until exhausted. Not authorized for future procurement. Code includes Standardization Status Code 3 and E (nonstandard) items.
7	**Stocked for Overseas Only**	Main means of supply is local purchase. Item stocked in domestic supply system for those overseas activities unable to procure locally due to nonavailability of procurement source or where local purchase is prohibited (e.g., Defense Acquisition Regulation (DARS), Flow of Gold, or by internal military service restraints).
8	**Stocked GFM/GFP**	Centrally procured and stocked as government furnished materiel (GFM) or government furnished property (GFP) for use in manufacture of items.
9	**Semi-active**	Item of supply that must be retained because stocks of the item are in use or on hand below the wholesale level.
0	**No Supply Status**	Activity interest in item is limited to that reflected in Catalog Responsibility Code (e.g., 10000 or 60000). (Code used in published catalogs)
A	**Insurance/NSO**	Centrally procured and stocked in nominal amounts only due to the essentiality or lead-time of item.

ENCLOSURE D

MILSTRIP SUPPLY AND STORAGE CODES

UNIT OF ISSUE CODES

The unit of issue (U/I) is a two-letter designation that indicates the count, measurement, container or form of an item of supply. It is the minimum quantity of the item that may be ordered. Like the National Stock Number (NSN), the U/I must be used on all MILSTRIP and FEDSTRIP requisitions. The U/I code shall be entered in rp 23-24.

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

THIS PAGE INTENTIONALLY LEFT BLANK

ENCLOSURE E
INSTRUCTIONS, SAMPLE MESSAGES, AND FORMATS

ENCLOSURE E

INSTRUCTIONS, SAMPLE MESSAGES, AND FORMATS

AERONAUTICAL PUBLICATION CHANGE RECOMMENDATION (CG FORM 22)

The instruction for completing the CG Form 22 is provided below.

BLOCK #	DESCRIPTION
1	Enter the Unit's OPFAC
2	Enter the Unit's Name
3	Enter the Date the CG Form 22 was Initiated
4	Leave Blank until the Control Number is assigned by the CG-22 Tracking System
5	Enter the Change Title
6	Enter the Originator's Name and Rank (First, MI, Last)
7	Enter the Originator's Phone Number
8	Enter "X" in the correct block to indicate the CG-22 Type
9	Enter the Aircraft Type
10	Select Yes or No for Procedural Block
11	Select Yes or No for the TCTO Block
12	Enter the Publication Number
13	Enter the Revision Date of the affected Publication
14	Enter the affected Page(s)
15	Enter the ATA Chapter Number
16	Enter the affected Paragraph(s)
17	Enter the affected Figure Number(s)
18	Select Yes or No for COMDT. Change Block.
19	Enter MPC Number
20	Enter current MPC Date
21	Enter MPC Page Number(s) affected
22	Select Yes or No for Interval Change Block
23	Enter Publication deficiency and Recommended Changes
24	Enter Publication deficiency and Recommended Changes
25 - 50	Complete Manually

ENCLOSURE E

INSTRUCTIONS, SAMPLE MESSAGES, AND FORMATS

PREPARING THE ALLOWANCE CHANGE REQUEST (ACR)
(NAVSUP 1220-2)

A NAVSUP 1220-2 is used to request changes to materiel allowances held by fleet units. Submission of an ACR requires valid usage data and sufficient justification to warrant change. The following table describes how to complete NAVSUP 1220-2.

BLOCK #	BLOCK TITLE	DATA TO ENTER
1	From	Enter address in the same manner as other official correspondence.
2	Date/Serial Number	Enter the serial number that includes the ship type, hull number of the ship and a sequential number.
3	APL/AEL/RIC Number	Enter the Allowance Parts List, Allowance Equipage List, and Repairable Item Code Number if available.
4	Status of Requested/Allowed Item	Enter an "X" in the appropriate box (es) to show the status of the requested /allowed item(s).
5	National Stock Number (NSN) or FSM & Part Number Unit of Issue	Enter the NSN or the FSCM and Manufacturer's part number. FSCMs are to be written in accordance with DOD publications H4-1 or H4-2, Federal Supply Codes for Manufacturers.
6	Equipment/Component (E/C) or item Nomenclature	Enter nomenclature for each stock number or part number listed in Block 5. Provide nameplate description and all available technical data. If the item listed is a repair part and the APL/AEL/RIC number for the parent equipment/component is not provided in Block 3, give nameplate data, if available, or as a minimum manufacturer's name, item name, drawing or reference number, applicable, technical manual and the service application, system or subsystem of the equipment which the repair parts supports. *Note: If additional space is required, use Block 12 or separate page.*

PREPARING THE NAVSUP 1220-2 *(cont.)*

BLOCK #	BLOCK TITLE	DATA TO ENTER
7	Unit of Issue	Enter the two position alphabetic unit of issue for item. For non-standard items, use the manufacturer's parts list for U/I data. If unknown, leave blank.
8	Unit Price	Enter the unit price of each item listed.
9	Present Quantity Allowed	Enter present quantity allowed (authorized). Cite source and date of allowance document in Block 12.
10	New Total Quantity	Enter the total of the present quantity allowed and the additional quantity requested.
11	Extended Value of Change	New total quantity less present quantity allowed times Unit Price. This is not required for decreases.
12	Justification (Mandatory)	Indicate authority for present quantity allowed times (Block 9) and reason for requesting change. Completion of this block is mandatory.
13	Copy To	Enter abbreviated titles and codes. Enter complete addresses.
14	Signature	Sign in the same manner as other official correspondence.
15	First Endorsement	Endorsements should include applicability to end-user, other ships which will assist in further consideration of the request.

ENCLOSURE E

INSTRUCTIONS, SAMPLE MESSAGES, AND FORMATS

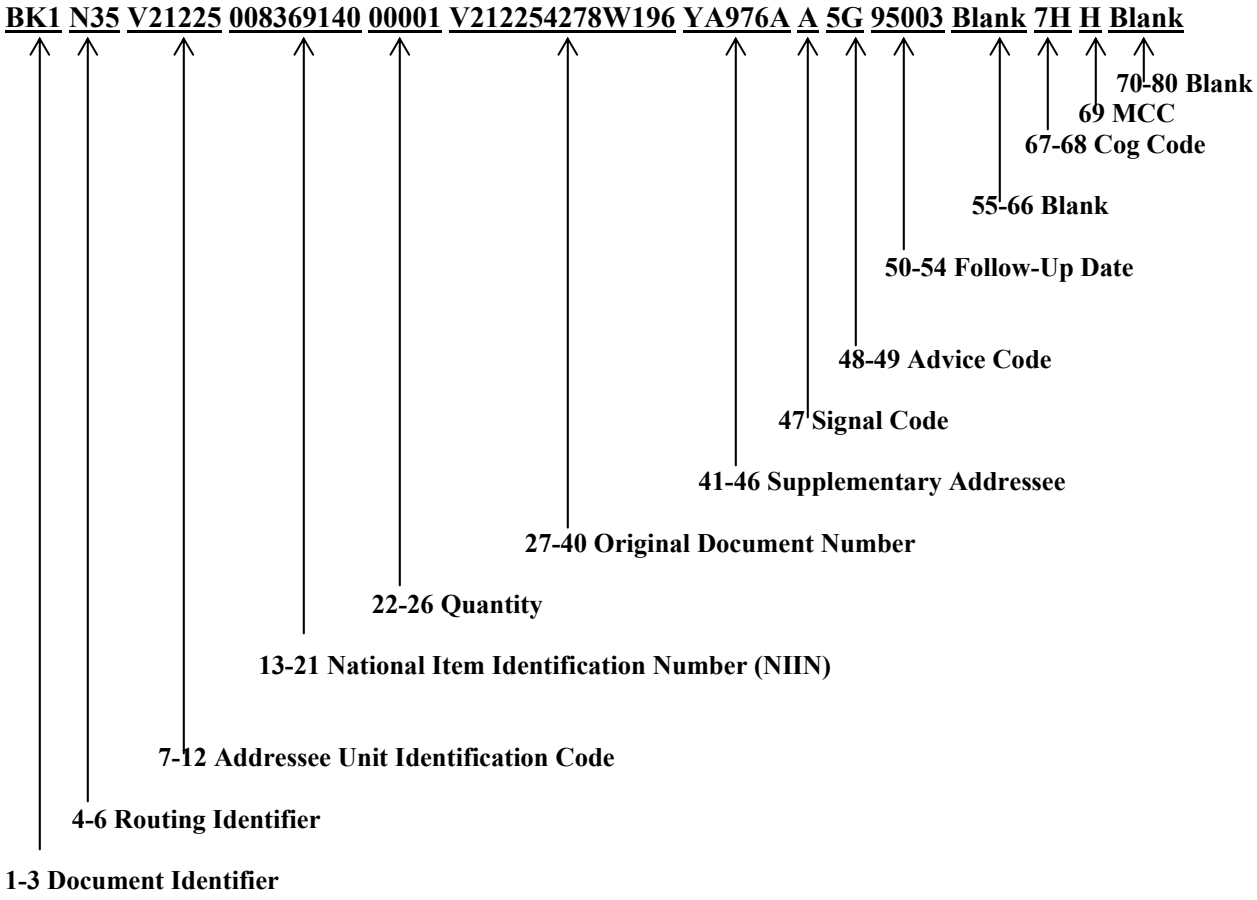
CREATING THE BK1 DOCUMENT

The BK1 notifies the requisitioner and supplementary addresses, if applicable, that the not ready for issue (NRFI) carcass has not been received within the tracking timeframe. The following table describes BK1 data fields to be completed by the ICP.

RECORD POSITION	DESCRIPTION
1-3	Enter the Document Identifier
4-6	Enter the Routing Identifier Code *(From)*
7-12	Enter the DoD Activity Address Code *(To)*
13-21	Enter the National Item Identification Number (NIIN)
22-26	Enter the Quantity Requisitioned
27-40	Enter the Original Requisition Document Number
41-46	Enter the Supplementary Address Information
47	Enter the Signal Code
48-49	Enter the Advice Code
50-54	Enter the Follow-Up Date
55-66	Leave Blank
67-68	Enter the COG
69	Enter the MCC
70-80	Leave Blank

CREATING THE BK1 DOCUMENT, *(cont.)*

The following is an example of a BK1 string:



ENCLOSURE E

INSTRUCTIONS, SAMPLE MESSAGES, AND FORMATS

CREATING THE BK2 DOCUMENT

The BK2 document responds to the BK1 follow-up document. The requisitioner uses the BK2 to describe the availability and shipment status of the NRFI carcass or to seek reversal of charges assessed by a related BK3 document. The BK2 response message must be received by the cognizant ICP within 21 days after the follow-up date in the BK1 message (see record position 50-54) to avoid additional charges.

STEP	RECORD POSITION	DESCRIPTION
1	**1-3**	Enter "BK2"
2	**4-6**	Enter the Routing Identifier of the ICP
3	**7-12**	Enter the activity address code to which the NRFI item was turn-in, if not the same as the activity listed by FEDLOG (i.e., items were sent to a transshipment point). If not applicable, leave six blank spaces. Do not use own OPFAC.
4	**13-21**	Enter the National Item Identification Number (NIIN)
5	**22-26**	Enter the Quantity that was our will be turned-in
6	**27-40**	Enter the Original Requisition Document Number
7	**41-46**	Enter the DoD Activity Address Code (DoDAAC) to which the NRFI carcass was shipped (ATAC Hub or Node). Leave blank if no carcass was or will be shipped
8	**47**	Enter the appropriate Response Code
9	**48-61**	Enter the document number on which the turn-in was actually shipped if different from original requisition number. Leave blank when Response Code (rp 47) is other than "B."
10	**62-66**	Enter the Date on which the item was or will be shipped. Use a five digit Julian Date (see example). Leave blank when the Response Code is "C" or "D." *Example: 94001* This date represents 01 January 1994.
11	**67-68**	Enter COG
12	**69**	Enter MCC
13	**70**	Enter Mode of Shipment
14	**71-80**	Enter GBL/CBL/TCN, and S/N

CREATING THE BK2 DOCUMENT, *(cont.)*

The following is an example of a BK2 string:

BK1 N35 Blank 008369140 00001 V2122254278W196 N68620 A _____ 4280 7H H F 61407X3000

71-80 GBL/CBL/S Serial No.

70 Mode of Shipment

69 MCC

67-68 Cog Code

62-66 Date Shipped

48-61 Turn-In Document Number

47 Response Code

41-46 Supplementary Addressee

27-40 Original Document Number

22-26 Quantity

13-21 National Item Identification Number (NIIN)

7-12 Turn-In Activity, If Other Than HUB/DSP/DOP

4-6 Routing Identifier

1-3 Document Identifier

Two Line Messages to DAAS

First Line	CC 1-59 Into CC1-59 Followed by 1OF2 in CC 60-63
Second Line	CC 60-80 Into CC1-21 Followed by 2OF2 in CC 22-25

ENCLOSURE E

INSTRUCTIONS, SAMPLE MESSAGES, AND FORMATS

CREATING THE BK2 DOCUMENT (80 CC)

The BK2 document responds to the BK1 follow-up document. The 80cc BK2 is submitted when shipping information needs to be passed for tracking purposes. Follow the steps below to fill-out an 80 cc BK2:

STEP	RECORD POSITION	DESCRIPTION
1	**1-3**	Enter "BK2"
2	**4-6**	Enter the Routing Identifier of the ICP/SUPCEN
3	**7-12**	If not the same as the activity listed by FEDLOG, enter the DoDAAC to which the NRFI was turned-in, if not applicable, leave blank.
4	**13-21**	Enter the National Item Identification Number (NIIN)
5	**22-26**	Enter the Quantity that was our will be turned-in
6	**27-40**	Enter the Original Requisition Document Number
7	**41-46**	Enter the DoD Activity Address Code (DoDAAC) to which the NRFI carcass was shipped (ATAC Hub or Node). Leave blank if no carcass was or will be shipped
8	**47**	Enter the appropriate Response Code
9	**48-61**	Enter the document number on which the turn-in was actually shipped if different from original requisition number. Leave blank when Response Code (rp 47) is other than "B", "H", or "J".
10	**60-63**	Enter " 1 of 2"
11	**1-2 (2nd Line)**	Start a second line and enter the last two numbers of the Document Number from Step 9
12	**3-7**	Enter the five-digit Julian Date
13	**8-9**	Enter the COG
14	**10**	Enter the Materiel Control Code
15	**11**	Enter the Mode of Shipment
16	**12-21**	Enter the GBL, TCN or Certified/Registered Mail Number
17	**22-25**	Enter "2 of 2"

ENCLOSURE E

INSTRUCTIONS, SAMPLE MESSAGES, AND FORMATS

CREATING THE BK3 DOCUMENT

The BK3 document notifies the requisitioner of additional charges that are billed due to a non-response to a BK1 document or when a BK2 indicates a turn-in will not be made. The following information is required when preparing the BK3 document:

STEP	RECORD POSITION	DESCRIPTION
1	1-3	Enter "BK3"
2	4-6	Enter the Routing Identifier Code
3	7-12	DoDAAC of the activity to whom the billing notification is being sent
4	13-21	Enter the National Item Identification Number (NIIN) of the item being requisitioned
5	22-26	Enter the Quantity that was not turned-in and is being billed additionally
6	27-40	Enter the Original Requisition Document Number
7	41-46	Enter the Supplementary Address from the Original Requisition
8	47	Enter the Signal Code
9	48-49	Advice Code used on the Original Requisition
10	50-54	Date of BK1 initiated
11	55-61	Priced Billed. Difference between the Net and Standard Price, in dollars
12	62-63	Enter the Fund Code from the Original Requisition
13	64	Leave Blank
14	65	Reason Codes for additional billing: **Reason Code** — **Definition** **A** — Submitting BK2 with a Response Code of "C", "D" or "G". **B** — Invalid or a non-response to BK1 **C** — For a non-response to the second BK1 or BK2, referring to the quantity less than BK1.
15	66	Leave Blank
16	67-68	Enter the COG
17	69	Enter the Materiel Control Code
18	70-80	Leave Blank

Note: When responding to a BK3, use a 66-column BK2 with narrative to the SoS requesting a reversal of additional charges if a carcass was turned-in. (Refer to the BK2 instructions)

ENCLOSURE E

INSTRUCTIONS, SAMPLE MESSAGES, AND FORMATS

CREATING THE BK4 DOCUMENT

The BK4 is used by the Navy to reverse additional charges assessed by a "BK3" document. Once the NRFI carcass is received, the Navy will reverse the additional charges with a BK4 document. The following information is required when preparing the BK4 document:

STEP	RECORD POSITION	DESCRIPTION
1	**1-3**	Enter "BK4"
2	**22-26**	Enter the Quantity that is being reversed
3	**65**	Reversal Code: • A – Reversal of "BK3" which was already billed • B – Reversal of "BK3" which was not billed
4	*****	All other Record Positions are the same as "BK3"

ENCLOSURE E

INSTRUCTIONS, SAMPLE MESSAGES, AND FORMATS

COSAL REQUISITIONING FORMAT

Units shall requisition replacement spares using the usual process (CMplus/ARMS, narrative message...). Additionally the following format for requisitioning initial outfitting of spare parts shall be used and charged to a Coordinated Shipboard Allowance List (COSAL or CALMS/MICA) Technical Operating Budget (TOB).

BLOCK #	BLOCK TITLE	DATA TO ENTER
30	**Service Designator**	"N" Service Code
31-35	**Service Code = "N"** **UIC =**	As applicable
44	**Demand**	"N"
45-50	**Supplementary**	Service Designator Code "N" and UIC of address of the Naval Supply Center holding the appropriate COSAL TOB
51	**Signal Code**	"B"
52-53	**Fund Code**	Leave Blank, if requisition is submitted to a NAVSEA TOB holder. Enter the Fund Code designated by the NAVSEA TOB if submitted to another Supply Activity.
57-59	**Project Code**	"ZR3" (See Note 1)
65-66	**Advice Code**	"5D" (See note 2)

Note 1: Project Code "ZR3" applies to initial outfitting and repair parts support of Navy-owned equipment onboard Coast Guard Ships.

Note 2: Advice Code "5D" must be used for all "7" COG Items.

ENCLOSURE E

INSTRUCTIONS, SAMPLE MESSAGES, AND FORMATS

PREPARING THE DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MANUAL) (DD FORM 1348-6)

A DD Form 1348-6 (6 parts) is used to requisition materiel when the following occurs: no NSN or an Activity Control Number (ACN), the identification number exceeds the stock or part number field, requires exception data, is immediately available from a nearby supply center with a "walk through" requisition. The following table describes how to complete the DD Form 1348-6, Single Line Item Requisition System Document.

Coast Guard units should obtain the MILSTRIP document number to be used on the DD Form 1348-6 from CMplus. The CMplus function "Assign MILSTRIP Number" shall be used to assign the next available MILSTRIP document number for tracking MILSTRIP documents not created in CMplus and to ensure that the MILSTRIP document number is not duplicated. To view the next assigned MILSTRIP document number, select CMplus Job Aid – Supply, MILSTRIP, Assign MILSTRIP Number under website: http://cgweb.uscg.mil/g-s/g-sl/g-sls/slsindex.htm.

RECORD POSITION	BLOCK TITLE	DATA TO ENTER
1-3	**Document Identifier**	Enter "A05" or "A0E" as appropriate.
4-6	**Routing Identifier**	Enter routing identifier of stock point to whom the requisition is being sent.
7	**M&S**	Enter the applicable code.
8-22	**Item Identification (NSN, FSCM/Part No., Other)**	In the clear address and/or DoDAAC and address or reporting activity (consignee).
23-24	**Unit of Issue**	Enter the two position alphabetic unit of issue for item requisitioned.
25-29	**Quantity**	Enter the requested quantity.
30-35	**Document Number (Requistioner)**	Enter the service designator and DoDAAC of the chargeable activity requisitioning the materiel.
36-39	**Date**	Enter the Julian date on which the request is submitted.
40-43	**Serial**	Enter the serial number of the request.
44	**Demand**	Enter the demand code.

PREPARING THE DD-FORM 1348-6 *(cont.)*

RECORD POSITION	BLOCK TITLE	DATA TO ENTER
45-50	**Supplementary Address**	• Enter a service designator and DoDAAC or OPFAC of "Ship to" activity. • Enter "Y" in RP 45, and local control code in RP 46-50 when desired and "A" in RP 51. • Leave blank if same as RP 30-35.
51	**Signal**	Enter signal code.
52-53	**Fund Code**	Enter fund code.
54-56	**Distribution Code**	Enter the monitoring activity code if applicable; otherwise leave blank.
57-59	**Project Code**	Enter project code if applicable.
60-61	**Priority**	Enter the authorized priority designator.
62-64	**Required Delivery Date**	Enter the required delivery date.
65-66	**Advice Code**	Enter the appropriate advice code or leave blank.
67-73	**Blank**	Leave Blank
74-80	**Total Price**	Enter the total estimated price.

The following table describes how to complete the lower half of the DD Form 1348-6 if using editions prior to Jul 91.

BLOCK #	BLOCK TITLE	DATA TO ENTER
1	**Manufacturer's Code and Part No.**	Enter the CAGE and part number of the item when both the CAGE and complete part number cannot be included in RP 8-22. Line out "Part No." From the data block caption and enter the CAGE if known. Line out " Manufacturer's Code" from the data block caption and enter the part number when only the part number is known. Leave RP 8-22 blank when any entry is included in data block 1.
2	**Manufacturer's Name**	Enter the name and address of the manufacturer, if known.
3	**Manufacturer's Catalog Identification**	Enter the title, edition and page number of the manufacturer's catalog in which the item is described.
4	**Date**	Enter date of manufactured.

PREPARING THE DD-FORM 1348-6 *(cont.)*

BLOCK #	BLOCK TITLE	DATA TO ENTER
5	**Technical Order Number**	Enter the name of issuing office, number of any technical order, note bulletin, etc.
6	**Technical Manual Number**	Enter the title, edition and page number of the technical order, note, bulletin, etc.
7	**Name of Item Requested**	Enter the noun name of the item.
8	**Description of Item Requested**	Enter a detailed description of the item other than the noun, color and size. Include noun name, color and size in data blocks 7, 8a, 8b respectively. Include the circuit symbol number for electronic or ordnance items.
9	**End Item Application**	Enter the noun name of the component or equipment, preferably the component that the item goes to.
9a-9e	**See Data to Enter for Block Titles**	Enter the source of supply, make or type model number, series and serial number respectively of the component or equipment indicated in data block 9.
10	**Requisitioner**	Enter name and address of requisitioner.
11	**Remarks**	Enter any additional technical information such as, number, drawing number, piece number, service application, contract number, military specification number and any component or equipment nameplate data not included in data blocks 9 through 9e. • If a component indicates the next higher assembly. • If no fund code assigned in RP 52-53, enter accounting string.

ENCLOSURE E

INSTRUCTIONS, SAMPLE MESSAGES, AND FORMATS

DOD/DHS EMALL
QUICKSTART INSTRUCTIONS

The DHS has mandated that all *office supplies* will be purchased through the DHS EMALL. DHS Management Directive (MD) Number 731 defines office supply as: a commercially available item with a single dollar value under $300 that is consumed in the process of conducting DHS business. The definition includes, but is not limit to, items such as pens, paper, toner cartridges, paper clips, and other commonly acquired items to support DHS employees in performing their duties. The definition excludes hardware, software, furniture, or capital equipment. For additional information on DHS/EMALL mandate and information on ordering office supplies, reference the SAP Handbook, Chapter 2 *(Required Sources of Supplies and Services)*.

When purchasing other than Office Supplies, Coast Guard units shall:

- Use CMplus or FLS to interface with ARMS
- Use MILSTRIP procedures for requisitioning
- Use ALMIS for type 2, 4, and 6 materiel
- Use EMALL only when a Coast Guard authorized automated system(s) is not available.

Units without CMplus or FLS are authorized to forward their requisitions, request status, and receive updates from their supporting Coast Guard units that have CMplus or FLS capabilities (e.g. group offices). Requirements shall be communicated electronically to the source of supply for CMplus and FLS to transmit MILSTRIP transactions.

Registration to use the EMALL is easy. There are two groups of people:

- **Shoppers** – Those with needs but no government issued purchase card.
- **Orderers** – Persons who have been issued a government issued purchase card and/or authorized to place orders via MILSTRIP.

Upon deciding if you are a Shopper or Orderer, the following process must be followed:

- Access the EMALL website at: http://www.emall.dla.mil.
- Select New User Registration (lower left hand corner of the screen)
- Follow the registration instructions provide below.

Shoppers and Orderers: To make changes to the information in your user profile, logon to the EMALL. Upon logging in, select “Account” from the menu on the left hand corner of the screen and select “Modify your account”.

DOD/DHS EMALL Registration Instructions: *(cont.)*

SHOPPERS		ORDERERS	
Step	*Instruction/Explanation*	*Step*	*Instruction/Explanation*
1	Provide answers as appropriate. *Note: The question "Can you commit funds on behalf of the US Government?" must be answered "No".*	**1**	Provide answers as appropriate. *Note: The question "Can you commit funds on behalf of the US Government?" must be answered "Yes".*
2	Select "Continue"	**2**	Select "Continue"
3	Follow the directions and provide the requested information. *Note: Use the drop down menus to select Department of Homeland Security, your Service/Agency of Assignment and Major Command.*	**3**	Follow directions and provide the requested information. *Note: Use the drop down menus to select Department of Homeland Security, your Service/Agency of Assignment and Major Command. If you know your DoDAAC use it. If you do not know you DoDAAC use* ***SP5200.***
4	Select "Finish"	**4**	Select "Finish"
5	Confirm the information you have provided.	**5**	Confirm the information you have provided.
6	Select "Option/Permission" and follow the instructions that are provided to customize your account.	**6**	Select "Options/Permission" and follow the instructions that are provided to customize your account.
7	Click on "Back" on your browser (upper left hand corner of the screen)	**7**	Click on "Back" on your browser (upper left hand corner of the screen)
8	Click on "Go to main screen" and logon to the EMALL	**8**	Click on "Go to main screen" and logon to the EMALL
9	Begin Shopping	**9**	Begin shopping

Questions or Concerns? Call the EMALL Help Desk at 1-(888) 352-9333

ENCLOSURE E

INSTRUCTIONS, SAMPLE MESSAGES, AND FORMATS

PREPARING THE FLEET COSAL FEEDBACK REPORT (FCFBR) (NAVSUP FORM 1371)

A NAVSUP Form 1371 is used to call attention to and seek correction of any technical deficiencies found on Allowance Parts List (APL)/Allowance Equipage List (AEL) to warrant change. Whenever a FCFBR is submitted, attach copies of the reference material (drawings, TM excerpts, etc.). The FCFBR will be processed faster if accompanied by reference material. The following table describes how to complete NAVSUP Form 1371.

BLOCK TITLE	DATA TO ENTER
From	Enter address in the same manner as other official correspondence.
APL/AEL Number	Enter the Allowance Parts List and Allowance Equipage List Number if available.
APL Date	Enter the APL date on which the request is submitted.
Technical Manual Number	Enter the TM Number related to the item.
PAGE	Enter page number of correction.
REF/Circuit Symbol No.	Enter the Ref/Circuit Symbol number.
National Stock Number (NSN)	Enter the item's NSN.
Part NO. and FSCM	Enter the FSCM and Manufacturer's part number. FSCMs are to be written in accordance with DOD publications H4-1 or H4-2, Federal Supply Codes for Manufacturers.
TO	The complete In-the-Clear address to include name of unit, address, zip code. Also include the attention symbol/code of the action activity.
Nameplate Data (For Material Handling Equipment include USN No.)	Enter nomenclature for stock number or part number listed above. Provide nameplate description and all available technical data.

PREPARING THE NAVSUP Form 1371 *(cont.)*

BLOCK TITLE	DATA TO ENTER
Fully Describe the Technical Problem, Be Specific, Include Part Numbers and FSCMs, RSNs/CSNs, NSNs, and Item Name	Enter the item that needs attention to or seek correction of any technical deficiencies. List the repair part, the APL/AEL number for the parent equipment/component is not provided, give nameplate data, if available, or as a minimum manufacturer's name, item name, drawing or reference number, applicable, technical manual and the service application, system or subsystem of the equipment which the repair parts supports.
Submitted By: Name, Rate, Work Center	(Self Explanatory)
Tel. No.	(Self Explanatory)
Reviewed By: Work Center Supervisor	(Self Explanatory)
Reviewed By: Supply Support Center Supervisor	(Self Explanatory)
Date	(Self Explanatory)
Originators Serial/Transmittal No.	(Self Explanatory)
Reviewing Activity Response	Any additional comments from the reviewing activity
Name	(Self Explanatory)
Code	Office Symbol or Code
Tel No.	(Self Explanatory)

ENCLOSURE E

INSTRUCTIONS, SAMPLE MESSAGES, AND FORMATS

INTERPRETING SHIPMENT STATUS

This section provides the requisitioner information needed to interpret shipment status received. There are two types of formats for interpreting shipment status: shipment status by message and shipment status received in electronic format for CMplus. The following table provides the data elements to interpret shipment status received.

RECORD POSITION	BLOCK TITLE	DESCRIPTION
1-3	**DIC**	Document Identifier for shipment status.
4-6	**RIC**	Routing identifier of supply source furnishing status.
7	**Media & Status Code**	Same as requisition.
8-22	**NSN**	NSN, ACN or part number. ***Note***: *If part number exceeds 10 digits, this field will be blank or it will include the CAGE Code and the first 10 digits of the part number.*
23-24	**Unit of Issue**	Most current unit of issue.
25-29	**Quantity**	Quantity being shipped.
30-43	**Document Number**	Same as requisition.
44	**Suffix Code**	Assigned to identify a supply action applicable to a partial quantity *(See enclosure D)*. Otherwise blank.
45-50	**Supplementary Address**	Same as requisition.
51	**Hold Code**	Defines shipment delays.
52-53	**Fund Code**	Same as requisition.
54	**Distribution Code**	Same as requisition.
55-56	**Cognizance Code**	Same as requisition.
57-59	**Shipment Date**	ESD, if item has not yet shipped.

INTERPRETING SHIPMENT STATUS *(cont.)*

RECORD POSITION	BLOCK TITLE	DESCRIPTION
Lower Line:		
60-76	**Transportation Control Number (TCN), Government Bill of Lading (GBL), Certified Mail, or United Parcel Service (UPS)**	Use the following sub-table to identify shipment document number:

Type of Information Shipment	**Shipping**
DoD, e.g. Single Item Shipment:	AMC, TCN comprised of requisitioner DoDAAC, Julian Date, and Serial Number(in rp "60-73"), followed by "XXX" (in rp "74-76")
Consolidated Shipment:	TCN comprised of requisition number of the earliest SDD or RDD in the shipment in rp "3-15". The first position (split shipment code when required) or an "X" is omitted from shipment status documents.

INTERPRETING SHIPMENT STATUS *(cont.)*

RECORD POSITION	BLOCK TITLE	DESCRIPTION
Lower Line:		
62-76 *(cont.)*	**Transportation Control Number (TCN), Government Bill of Lading (GBL), Certified Mail, or United Parcel Service (UPS)**	Use the following sub-table to identify shipment document number:

Type of Information Shipment	Shipping
UPS:	RP "3-8: Shipper's DoDAAC. RP "9": The letter "U". RP "10-17: Shipment pick-up number (if the pick-up number has less than eight digits, the significant digits are preceded by zeroes).
Certified Mail	RP "3-8": Shipper's DoDAAC. RP "9": Letter "I" (insured), letter "R" (registered), letter "C" (certified). RP "10-17": Insured, registered, certified number.

INTERPRETING SHIPMENT STATUS *(cont.)*

RECORD POSITION	BLOCK TITLE	DESCRIPTION
Lower Line: *(cont.)*		
62-76 *(cont.)*	**Transportation Control Number (TCN), Government Bill of Lading (GBL), Certified Mail, or United Parcel Service (UPS)**	Use the following sub-table to identify shipment document number:

Type of Information Shipment	Shipping
Certified Mail	RP "3-8": Shipper's DoDAAC. RP "9": Letter "I" (insured), letter "R" (registered), letter "C" (certified). RP "10-17": Insured, registered, certified number. *Note: If the number is less than eight digits, the significant numbers will be preceded by zeros.*
GBL	RP "3-8": Shipper's DoDAAC RP "9": Letter "B" RP "10-17": GBL number

77	**Mode of Shipment**	Leave Blank

INTERPRETING SHIPMENT STATUS *(cont.)*

RECORD POSITION	BLOCK TITLE	DESCRIPTION
Lower Line: *(cont.)*		
78-80	**Date Available for Shipment or Embarkation**	CONUS: Date available for shipment overseas including Hawaii and Alaska: Port of Embarkation Code if TCN used in rp "3-17"; otherwise leave blank.

ENCLOSURE E

INSTRUCTIONS, SAMPLE MESSAGES, AND FORMATS

INTERPRETING SUPPLY STATUS

The elements needed to interpret supply status for regular shipments have been provided in the instructions below.

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

RECORD POSITION	BLOCK TITLE	DESCRIPTION
UPPER LINE:		
1-3	**DIC**	Document Identifier Code
4-6	**RIC**	Routing identifier of supply source providing status.
7	**M&S**	Media & Status code from requisition.
8-22	**NSN**	NSN, ACN or part number. *Note: If part number exceeds ten digits, this field will be blank or it will include the CAGE Code and the first 10 digits of the part number.*
23-24	**Unit of Issue**	Most current unit of issue.
25-29	**Quantity**	Quantity being supplied.
30-43	**Document Number**	Same as requisition number.
44	**Suffix Code**	Assigned to identify a supply action applicable to a partial quantity *(See enclosure D)*. Otherwise blank.
45-50	**Supplementary Address**	Same as requisition.
51	**Signal Code**	Same as requisition.
52-53	**Fund Code**	Same as requisition.
54	**Distribution Code**	Same as requisition.
55-56	**Cognizance Code**	Same as requisition.
57-59	**Project Code**	Same as requisition.

INTERPRETING SUPPLY STATUS *(cont.)*

RECORD POSITION	BLOCK TITLE	DESCRIPTION
Lower Line:		
60-61	**Priority**	Same as requisition.
62-64	**Transaction Date**	Last three digits of Julian date on which supply decision made.
65-66	**Status Code**	See enclosure D.
67-69	**RIC**	Routing identifier of supply source to send any additional follow-ups to.
70-73	**Estimated Shipping**	When indicated by appropriate status code, the Julian date the materiel is expected to be shipped. Otherwise leave blank.
74-80	**Unit Price**	Unit price is applicable to rp 8-22. Blank if status is BK.

ENCLOSURE E

INSTRUCTIONS, SAMPLE MESSAGES, AND FORMATS

PREPARING THE ISSUE RELEASE/RECEIPT DOCUMENT (DD FORM 1348-1A)

The table below identifies the MILSTRIP format required when submitting a MILSTRIP requisition through the Federal Supply System (FSS). The required supply codes can be found in enclosure D, *MILSTRIP Supply and Storage Codes*.

RECORD POSITION	BLOCK TITLE	DATA TO ENTER
1-3	**Document Identifier Codes (DIC)**	Identifies the type of document in relation to the requisitioning, receipt, and issue system.
4-6, 67-69, and 74-76	**Routing Identifier Codes**	The codes serve multiple purposes: supply codes, intersystem routing codes, intra-system routing codes, and consignor (shipper) codes.
7	**M&S Codes**	Status data is either "supply status" or "shipment status" and may be informational or require additional data by recipients.
8-22	**Item Identification (NSN, FSCM/Part No., Other)**	The identifying number for the item being ordered.
23-24	**Unit of Issue**	An abbreviated description of a standard unit that an item is ordered and issued.
25-29	**Quantity**	Enter the requested quantity.
30-35	**Document Number (Requistioner)**	Enter the service designator and DoDAAC of the chargeable activity requisitioning the materiel.
36-39	**Date**	Enter the Julian date on which the request is submitted.
40-43	**Serial**	Enter the serial number of the request.
44	**Demand/Suffix Code**	Signal Code – Designates who receives the materiel and who pays the bill. Shipment Hold Code – Informs of delay of materiel at a shipping activity after it has been picked, packed, marked, and made ready for shipment.

PREPARING THE DD-FORM 1348-1A *(cont.)*

RECORD POSITION	BLOCK TITLE	DATA TO ENTER
45-50	**Supplementary Address**	• Enter a service designator and DoDAAC or OPFAC of "Ship to" activity. • Enter "Y" in RP 45, and local control code in RP 46-50 when desired and "A" in RP 51. • Leave blank if same as RP 30-35.
51	**Signal and Shipment Hold Codes**	Signal Code – Designates who receives the materiel and who pays the bill. Shipment Hold Code – Informs of delay of materiel at a shipping activity after it has been picked, packed, marked, and made ready for shipment.
52-53	**Fund Code**	Indicates to the supply source that the funds are coming from to pay for the requisitioned item.
54	**Distribution Codes**	Designates an activity to receive additional status.
55-56	**Cognizant Codes**	The Navy's unique code that identifies the stores account and commodity code.
57-59	**Project Codes**	Identifies requisition and related documentation and shipments or performance and cost data related to specific projects, programs, certain operations, and exercises.
60-61	**Priority Designator**	Combining the assigned Force/Activity Designator (FAD), and the appropriate Urgency of Need Designator (UND) to determine the appropriate Priority Designator.
62-64	**Required Delivery Date (RDD)**	Identifies the date materiel is required.

PREPARING THE DD-FORM 1348-1A *(cont.)*

RECORD POSITION	BLOCK TITLE	DATA TO ENTER
65-66	**Advice Codes/Status Codes**	Advice Codes – Coded supply action instructions to supply. Status Codes – Status Codes inform recipients of the status of requisitions/excess reports and related transactions.
71	**Supply Condition Codes**	Classify the condition of materiel in terms of readiness for issue and use or to identify action underway to change the status of materiel.
77	**Mode of Shipment Codes**	Identifies the method of transportation that will deliver the shipment.

PREPARING THE DD-FORM 1348-1A *(cont.)*

The figure below is a sample of an Issue Release/Receipt Document (DD Form 1348-1A).

DD FORM 1348-1A (3c), JUL 91, ISSUE RELEASE/RECEIPT DOCUMENT

PREVIOUS EDITION MAY BE USED

1. TOTAL PRICE | 2. SHIP FROM | 3. SHIP TO

DI OD CE N T | RI FROM | MA S | UI NS IT | QUANTITY | SUPPLEMENTARY ADDRESS | SIG | FUND | DISTRIBUTION | PROJECT | PRI | REQD | DELD | ADV | RI | OCNT | MOD | UNIT PRICE DOLLARS CTS | DOLLARS | CTS

AOA NHZ B EA 00001 Z11501 BSN 9Z 02999 2A | 10 00 | 10 00

4. MARK FOR CASREP 98002

5. DOC DATE | 6. NMFC | 7. FRT RATE | 8. TYPE CARGO | 9. PS

10. QTY. RECD | 11. UP | 12. UNIT WEIGHT | 13. UNIT CUBE | 14. UFC | 15. SL

16. FREIGHT CLASSIFICATION NOMENCLATURE

17. ITEM NOMENCLATURE

BEARING

18. TY CONT | 19. NO CONT | 20. TOTAL WEIGHT | 21. TOTAL CUBE

22. RECEIVED BY | 23. DATE RECEIVED

24 DOCUMENT NUMBER & SUFFIX (30-44)

Z11501-8005-W123

25 NATIONAL STOCK NO. & ADD (8-22)

3110-00-123-4567

26. RIC (4-6) UI (23-24) QTY (25-29) CONCODE (71) DIST (55-56) DISP (74-80)

NHZ EA 00001 A 9Z 0001000

1

27 ADDITIONAL DATA

FROM: Z11501 USCGC BEAR (WMEC 901)
PORTSMOUTH, VA

TO: N00102 PORTSMOUTH NAVAL SHIPYARD
PORTSMOUTH, VA

APPROVED BY: R. U. RIGHT, CWO2, USCG
SUPPLY OFFICER

S/N 0102-LF-016-4100

ENCLOSURE E

INSTRUCTIONS, SAMPLE MESSAGES, AND FORMATS

MATERIEL OBLIGATION VALIDATION (MOV)

The MOV process provides requisitioners with effective supply support and to minimize procurement, transportation and billing costs. The MOV provides for validation of the need of ordered items and reconciliation of records. Materiel obligation is the unfilled portion of a requisition (for a stocked or non-stocked item, NSN or non-NSN item) that is not promptly available for issue. The following tables describe how to complete the MOV Control Transaction and MOV Response.

CONTROL TRANSACTION

RECORD POSITION	BLOCK TITLE	DATA TO ENTER
1-3	**DIC**	AN9 is the original card ANZ is the follow-up
4-6	**RIC**	Supply source making the request. *NOTE: Pre-printed address of supply source is included on the card.*
7-10	**Control Number**	Enter in RP 7-8 = batch number Enter in RP 9-10 = total number batches being forwarded.
11-13	**Numbers of Cards**	Enter the number of request/response cards in this batch.
30-35	**Address**	Enter unit DODAAC
36-39	**Cut-off Date**	Enter Julian date AP_ card is due at Supply Source.
54-56	**Distribution Code**	Distribution code where applicable. Otherwise blank.

MOV RESPONSE

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

ENCLOSURE E

INSTRUCTIONS, SAMPLE MESSAGES, AND FORMATS

MATERIEL RETURNS PROGRAM

The purpose of the Materiel Returns Program (MRP) is to allow for the return to wholesale of Service-owned materiel purchased from various Federal services, which has become excess at the unit level. The matrix below explains the MRP process in the order that it occurs:

MRP Process Matrix.

Action	Regular Return	Reparable	Explanation
FTE/FTG	**X**	**X**	A **Customer Asset Report (FTE)** is sent to the managing IMM/ICP from the unit to informing them that excess stock is available at the unit and disposition is needed. An FTE must be submitted for each NSN. The **Customer Asset Report (FTG)** for part numbered items is transmitted to DAAS for conversion to the NSN. Once the correct stock number is identified, DAAS forwards the unit's asset report to the managing IMM/ICP for disposition.
FTC	**X**	**X**	The unit can cancel previously submitted asset report (FTE/FTG), if the materiel reported is no longer available. The unit shall send the managing IMM/ICP a **Cancellation of Excess Report (FTC)**. The managing IMM/ICP will determine whether the materiel on the asset report should be returned or not returned. If it is determined that the materiel is not needed by the IMM/ICP a FTC will be sent to the unit.
FTR	**X**	**X**	The **Reply to Customer Asset Report (FTR)** is sent to the unit by the managing IMM/ICP in response to the unit's FTE/FTG. The FTR provides disposition instructions for reported assets. The IMM/ICP will use Customer Asset Reporting Transaction Status Codes to provide information/status ("T" series) and rejection ("S" series) to the unit-requesting disposition.
FTM	**X**	**X**	The **Shipment Status (FTM)** is used by the unit to inform the IMM/ICP that the materiel directed for return has been released to the carrier. The unit shall prepare a FTM for each shipment.
FTA		**X**	The **Automatic Return Notification (FTA)** is sent to the managing IMM/ICP when a repair item has been shipped to the maintenance facility for repair. The Coast Guard does not have automated capability to process a FTA; therefore, a FTA must be prepared offline and sent to the managing S/A when an unserviceable repair item has been shipped to the repair depot. An FTA must be submitted for each NSN.

MRP Process Matrix: *(cont.)*

Action	Regular Return	Reparable	Explanation
FTF/ FTT/ FTP/ FT6	**X**	**X**	A **Customer Asset Report (FTF)** is sent by the unit requesting status of original asset report. *(Must be submitted 30 days from the date of submission of the FTE)* A **Follow-up for ICP/IMM Materiel Receipt Status (FTT)** is used when materiel to be returned has been shipped as directed by a FTR, but the unit has not received the FTZ. *(Must be submitted 70 days (CONUS) or 130 days (OCONUS) after shipmen)* A **Follow-up for Credit (FTP)** is used when materiel to be returned has been shipped and the credit allowance was indicated by the FTZ, but no credit billing has been received. An **ICP/IMM Follow-up on Directed Returns (FT6)** is used by the IMM/ICP to follow-up on a FTR sent to the unit. The unit reviews their records to determine if a FTR has been received. If the unit does not have a record of receiving the FTR, then the FT6 will be converted into a FTR and processed by the unit.
FTZ	**X**	**X**	The ICP/IMM **Materiel Receipt Status (FTZ)** provides advice to the customer of receipt or nonreceipt of materiel ship to the repair facility.
FTD	**X**	**X**	The ICP/IMM **Disposition Instruction (FTD)** provides advice to the unit of receipt or non-receipt of materiel ship to the repair facility.

ENCLOSURE E

INSTRUCTIONS, SAMPLE MESSAGES, AND FORMATS

NOT MISSION CAPABLE SUPPLY (NMCS) AND PARTIAL MISSION CAPABLE SUPPLY (PMCS) REQUSITIONS

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

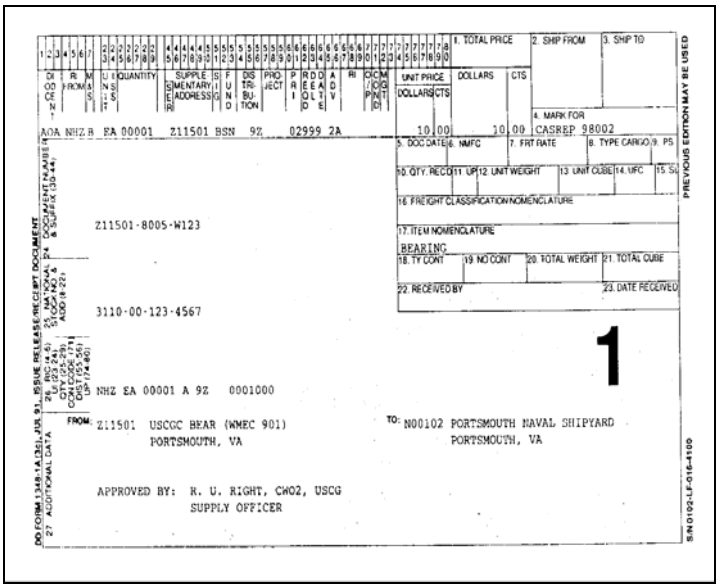
STEP	BLOCK TITLE	DESCRIPTION
1		Follow the basic data elements required for MILSTRIP requisitions.
2	Media and Status (RP 7)	Enter the appropriate code. (See enclosure D)
3	Serial Number (RP 40-43)	Enter the serial number set aside for CASREP item "W__". For PMCS use regular serial number.
4	Distribution Code (RP 54)	See enclosure 4 to ensure appropriate activity receives 100% supply and shipment status.
5	Priority (RP 60-61)	Per urgency of need/FAD
6	RDD (RP 62-64)	

If...	Then...
priority 01, 02, or 03 for requisitions of critically needed supporting NMCS/PMCS materiel.	enter "999"
Unit is overseas or deploying within 30 days and assigned FAD I, II, or III and one of the following applies:	enter "999"

STEP	BLOCK TITLE	DESCRIPTION	
		If...	**Then...**
6 *(cont.)*	RDD (RP 62-64)	*(cont.)*: • materiel is needed to correct a casualty to a primary weapon, search, and rescue or other CASREP equipment • materiel is needed to prevent casualty to a primary weapon, SAR or equipment within 15 days of actual combat or SAR or within 5 days for all other worldwide requirements.	

NOT MISSION CAPABLE SUPPLY (NMCS) AND PARTIAL MISSION CAPABLE SUPPLY (PMCS) REQUSITION. *(cont.)*

The following is an example of a DD-1348-1A used for a NMCS requisition walk-through at the SoS.



DD FORM 1348-1A, JUN 91, ISSUE RELEASE/RECEIPT DOCUMENT

DI CODE | R FROM/TO | M&S | U/I | QUANTITY | SUPPLEMENTARY ADDRESS | SIGN | FUND | DISTRIBUTION | PROJECT | PRI | RDD | DEAD | ADV | RI | COG | COMP/TO

AOA NHZ B EA 00001 Z11501 BSN 9Z 02999 2A

1. TOTAL PRICE | 2. SHIP FROM | 3. SHIP TO

UNIT PRICE DOLLARS CTS | DOLLARS | CTS

10 00 | 10 00

4. MARK FOR CASREP 98002

5. DOC DATE | 6. NMFC | 7. FRT RATE | 8. TYPE CARGO | 9. PS

10. QTY. REC'D | 11. UP | 12. UNIT WEIGHT | 13. UNIT CUBE | 14. UFC | 15. SU

16. FREIGHT CLASSIFICATION/NOMENCLATURE

17. ITEM NOMENCLATURE

BEARING

18. TY CONT | 19. NO CONT | 20. TOTAL WEIGHT | 21. TOTAL CUBE

22. RECEIVED BY | 23. DATE RECEIVED

PREVIOUS EDITION MAY BE USED

Z11501-8005-W123

3110-00-123-4567

NHZ EA 00001 A 9Z 0001000

1

FROM: Z11501 USCGC BEAR (WMEC 901)
PORTSMOUTH, VA

TO: N00102 PORTSMOUTH NAVAL SHIPYARD
PORTSMOUTH, VA

APPROVED BY: R. U. RIGHT, CWO2, USCG
SUPPLY OFFICER

S/N 0102-LF-016-4100

ENCLOSURE E

INSTRUCTIONS, SAMPLE MESSAGES, AND FORMATS

PACKAGING AND TRANSPORTING ESDS ITEMS

Packaging of ESDS Items.
In all cases the first contacting layer (with bare item) of the selected protective materiel will be static dissipative and not conductive. Such a layer may be in the form of a homogeneous single film or cushion thickness or a multi-layered structure either as a flat film or cushioning pad as in a pouch configuration.

Shielding will be required to protect against the effects of static discharge. This protection is normally available in materiel through the use of conductive layers attained by carbon loading metallization or other manufacturing techniques as provided by MIL-B-81705, type I, barrier materiel. When applied, whether as composite structure, pouches, or laminates, inside surfaces of MIL-B81705, type I, materiel will not be permitted to be placed against bare items or be used as the outside layer of unit packs.

Selection of the appropriate preservation materiel will be based on the nature of the items and preservation packing data. Unpreserved ESDS items shall be handled by trained personnel, who can effectively process the protective materiel and equipment. Only new antistatic preservation materiel will be used to form a unit pack. The following preservation and packing instructions shall be used for ESDS items:

a. Wrap the item with barrier material conforming to MIL-B-81705, type II; or cushion the item with antistatic material conforming to PPP-C-795, class 2, or A-A-59136, class 1, 2, 3, or 4, grade B, type I, or A-A-3129, type I or type II; or place the in an antistatic pouch conforming to MIL-P-81997, type I, interlocking (zipper-type) closure, type II (heat-sealable lip) closure, constructed from MIL-B-81705, type II, material to prevent bag puncture.
b. Place the wrapped or cushioned item in a bag (MIL-B-117, type I, class F, style I) made from material conforming to MIL-B-81705, type I. The bag shall be made of one piece of material folded in half and heat sealed on three sides. This becomes the unit pack which can be handled as you would any non-ESDS item.
c. Place a sensitive electronic device unit pack label on the unit pack. In the absence of the National Stock Number (NSN), local purchase procedures shall be followed when ordering a unit pack sensitive electronic device label. If the label is temporarily unavailable, unit packs may be marked with the sensitive electronic device symbol and the statement "DO NOT OPEN EXCEPT AT AN APPROVED ESD PROTECTIVE WORKSTATION/LOCATION."

Most ESDS items (e.g., circuit cards, resistors, and semiconductors) can utilizes 1 of 12 reusable PPP-B-1672, type II, style D, folding convoluted "fast packs," which are the only fast packs authorized for ESDS items. ESDS items that will not fit into 1 0f the 12 authorized fast packs will be packed according to prescribed packaging instructions or into PPP-B-636 fiberboard containers. Allowing for antistatic cushioning, measure for desired size fiberboard container and refer to the recommended fiberboard most frequently used container list (for additional information see MIL-STD-2073). The listed sizes may be requisitioned through normal supply channels.

Transporting ESDS Items before Final Unit Pack. *(cont.)*
If the unit pack must be opened for any reason, during transport, it shall only be opened at a control location. Instructions will be given, in this section for those items need to be transported to several areas before it is converted to a unit pack (e.g., from receiving inspection, to repair and test, to inspection, then to final unit pack), use the following procedures:

a. Wrap, cushion, or pouch the item the item in accordance with the packaging instructions stated in this section.
b. Place the wrapped or cushioned item in a bag with one open edge made from material conforming to MIL-B-81705, Type I.
c. Fold the open edge over and place a rubber band around the bag to hold the flap down. Adhesive tape shall not be used since it can generate an electrostatic charge when removed from the roll or the bag.
d. Transport the item by using a covered antistatic tote tray or by placing the item in an antistatic type II, style D (folding convoluted), fast pack, PPP-B-1672. Protecting items in this manner ensures that the item is first placed in an antistatic environment and the transported.

All reparable ESDS items shall be rendered the level of packaging that will prevent further deterioration of the item. Returned condition code "F" materiel shall be given the same packaging detailed as stated in the Packaging of ESDS Items' section.

When handling ESDS items the following rules shall be reinforced:

1. Handle all ESDS items at a static-safeguarded worksite/location.
2. Transport all ESDS items in static protective containers or packages.

ENCLOSURE E

INSTRUCTIONS, SAMPLE MESSAGES, AND FORMATS

PROCUREMENT REQUEST
(DOT F-4200.1)

A Form DOT F-4200.1 is used as the basic requesting document for most types of procurements. It is also used for requesting modifications to procurement contracts.
The following table describes how to complete the Form DOT F-4200.1.

Note: Leave upper right-hand and corner blank. If additional space is needed, used blank paper or Form DOT F-4200.2CG, Procurement Request Continuation Sheet.

BLOCK #	BLOCK TITLE	DATA TO ENTER
1	**Name, Phone Number, and Routing Symbol of Person to Contact**	Enter name of person to contact concerning the request.
2	**Type of Request**	• A. New Request – use if this is an initial request. • B. Change to Pending PR No. – use if there is a change and enter the PR number assigned by the procurement office. • C. Modification to Contract or Order No. – use if modifying and existing order or contract and enter order or contract number assigned by procurement office.
3	**Originating Office Data**	Enter any internal data needed by the office preparing the PR, such as internal PR number, project or task number, etc.
4	**Additional Information**	Enter suggested sources of supply, applicable security classification, or other instructions or data. If source of supply is "sole source" enter the source and justification with the PR.
5	**Approvals**	**Column A. Approving Officials**. Enter typed name and title for approving officials as indicated below: • (1) Authorized Requisitioner. Signature of person authorized to approve request for procurement action. • (2) Accounting Certification Officer. Signature of accounting representative having authority to certify that funds are available for the procurement.

PREPARING THE DOT F-4200.1 *(cont.)*

BLOCK #	BLOCK TITLE	DATA TO ENTER
5	**Approvals** *(cont.)*	• (3) and (4). For use as may be required by local instructions. **Column B. Routing Symbol.** Self-explanatory. **Column C. Date.** Give date of approval. **Column D and Column E.** Internal Routing. Use only if internal review and intermediate approvals are required by approving officials.
6	**Consignee and Destination**	Enter the name of consignee and address location where requested items are to be delivered or services are to be performed. If shipments are to be made to more than one destination, enter the words "Multiple Destinations". Attached a list of the consignee addresses where shipments are to be made.
7	**Dates(s) Required**	Enter the date(s) that items are required. Do not use "as soon as possible" or similar terms. When the requested items and/or services are required sooner than the normal procurement lead-time would permit, a written justification should be attached to the PR. The justification should state why expedited handling is necessary and the probable results if the indicated delivery date(s) is not met.
8	**Government Furnished Property**	If "Yes" is checked, describe each item to be furnished by the Government and state its acquisition cost (estimated if unattainable), and state the use to be made of the item(s) by the contractor.

PREPARING THE DOT F-4200.1 *(cont.)*

BLOCK #	BLOCK TITLE	DATA TO ENTER
9	**Description of Items or Services**	**Column A. Item No.** Enter item numbers numerical sequence. **Column B. Item or Service.** Identify applicable specifications, drawings, and purchase descriptions, and attach a copy of each. Provide Federal Stock Numbers if known and manufacturer's part number, if applicable. If a brand name or equal product, state the commercial brand name and model, and set forth those characteristics essential to Government needs. Furnish any special shipping and routing instructions, and any preservation, packaging, packing, and marking instructions. Furnish any other instructions, such as inspection and testing requirements. **Column C. Quantity.** Enter quantity of each item requested. **Column D. Unit.** Enter measure, such as "each or "set". **Column E. Estimated Total Cost.** Use the most current price available, i.e., the reasonable "going market price", as may be obtainable from commercial catalogs, price lists, bulletins, reports, trade journals and the like. If the requested item or service has been previously procured, and no other more current pricing data is available, use last known price. **Column F. Estimate Total Cost.** Enter the total estimated cost for each item, and grand total cost.
10	**Accounting Data**	Enter the appropriations(s) under which funds have been made available, and any other accounting data required. Reference Finance Center S.O.P M7000.1.

ENCLOSURE E

INSTRUCTIONS, SAMPLE MESSAGES, AND FORMATS

PREPARING THE QUALITY DEFICIENCY REPORT (QDR) SF 368/CATEGORY II

The SF 368 is used to report defects in design, specification, materiel, manufacturing and workmanship, which does not meet the criteria of a Category I report shown in enclosure 6 *(messages)*.

Section 1: Section I shall be completed by the originating source. When a space provided is not sufficient, enter "see block 22" and in block 22, show the applicable block number and enter the appropriate information. A separate sheet of paper may be used. Use the following instructions when completing SF-368. If a deficiency involves items other then motor vehicles or components thereof, then complete all blocks. If a deficiency involves motor vehicles or components thereof, then complete blocks 1, 4, 6-13, 15d, 16, 19, 21, and 22.

BLOCK #	DATA TO ENTER
1a	**From** *(Originating Source)*
1b	**Typed Name, Duty Phone Number** *(include area code)*, and signature of POC.
2a	**To** *(Name and address of the screening point (cognizant ICP/IM) to which the report is being submitted.)*
2b	**Typed Name, Duty Phone Number, and Signature** *(The Screening Point (cognizant ICP/IM) will enter the name commercial phone number and signature of the individual processing the report.)*
3	**Report Control Number** *(i.e., 001/94)*
4	**Date Deficiency Discovered** *(In the case of motor vehicles, the date the deficiency was suspected.)*
5	**National Stock Number** *(NSN/ACN/Part Number of the deficient materiel, when applicable.)*
6	*Nomenclature* (*Item Name)*
7	**Manufacturer/MFG. Code Shipper** *(Name or case of manufacturer, maintenance contractor or government activity, which last repaired or overhauled the deficient materiel. Include the shipper's name, if different from manufacturer. For motor vehicles, enter manufacturer of vehicle or component part.)*
8	**Manufacturer's Part Number**
9	**Manufacturer's Serial/Lot/Batch Numbers** *(for deficient materiel)*
10	**Contract/Purchase Order/Document Numbers**
11	**Item** *(check the appropriate block to indicate)*
12	**Date of Manufacture, Repair or Overhaul**

PREPARING THE QUALITY DEFICIENCY REPORT (QDR)
SF 368/CATEGORY II *(cont.)*

BLOCK #	DATA TO ENTER
13	**Operating Time at Failure** *(Indicate the time materiel had been in operation since new or overhaul/repair. Use the appropriate performance element (e.g., odometer miles, hour meter hours, etc.). If item is a motor vehicle, indicate date vehicle was placed in service.)*
14	**Government Furnished Material (GFM)** *(Check the block that applies, if any materiel that belongs to the Government and is furnished to a contractor for some purpose.)*
15	**Quantity**: a. Received b. Inspected c. Deficient d. In Stock
16a	**End Item** *(The major system in which the item is used.)* 1. Type/Model/Series 2. Serial Number
16b	**Next Higher Assembly** 1. NSN 2. Nomenclature 3. Part Number 4. Serial/Lot Numbers
17	**Dollar Value** *(of deficient materiel)*
18	**Estimated Correction Cost** *(If known, estimated cost for correcting the deficiency.)*
19	**Item Under Warranty** *(Check a block to indicate whether the item is covered by a contractual warranty, if known.)*
20	Not applicable.
21	**Action/Disposition** *(Check block to indicate action taken or requested. If holding an exhibit, indicate the number of days the exhibit will be held. If none of the choices apply, check "other" and identify the action taken or requested in Item 22.)*
22	**Details** *(Describe to the best of your ability what is wrong, how and why, circumstances prior to difficulty, cause, action taken including disposition, recommendations. Identify with related item number. Include and list all supporting documentation. Continue on a separate sheet, if necessary.)*

PREPARING THE QUALITY DEFICIENCY REPORT (QDR)
SF 368/CATEGORY II *(cont.)*

Section II. Section II shall be completed by the screening point, action point or support point as applicable.

BLOCK #	DATA TO ENTER
23a	**To** *(The action point will enter the name and address of the support point to which the report is being submitted. If more than one support point is involved, 25a should be used.)*
23b	**Type Name, Duty Phone Number, and Signature** (*The action point will enter the date, name, duty phone number, and signature of the individual processing the report. If more than one support point is involved, 25b should be used.)*
24a	**To** *(The support point may use this block to identify the name, address of the support point to which the report is being submitted. Use items 26a, if more than one.)*
24b	**Type Name, Duty Phone Number, and Signature** *(The support point may use this block to identify the name, date, duty phone number, and signature of the individual assigned to process the report. If more than one support point is involved, 26b should be used.)*
25a	**To** *(For use in addition to item 23a, if needed.)*
25b	**Typed Name, Duty Phone Number, and Signature** *(For use in addition to item 23b, if needed.)*
26a	**To** *(For use in addition to item 24a, if needed.)*
26b	**Typed Name, Duty Phone Number, and Signature** *(For use in addition to item 24b, if needed.)*

Section III. Section III is to be filled in with the appropriate data relative to the results of any investigation that were conducted on the discrepant materiel.

BLOCK #	DESCRIPTION
27-37	**SECTION III OF THE SF-368 IS DESIGNED AS AN INTERNAL RECORD OF INVESTIGATION, RECOMMENDATIONS, AND FINDINGS. THE SCREENING POINT ALSO USES IT AS A REPLY DOCUMENT.**

PREPARING THE QUALITY DEFICIENCY REPORT (QDR) SF 368/CATEGORY II *(cont.)*

QUALITY DEFICIENCY REPORT
(Category II)

SECTION I

1a. FROM *(Originating point)*	2a. TO *(Screening point)*
1b. TYPED NAME, DUTY PHONE AND SIGNATURE	2b. TYPED NAME, DUTY PHONE AND SIGNATURE

3. REPORT CONTROL NO.	4. DATE DEFICIENCY DISCOVERED	5. NATIONAL STOCK NO. *(NSN)*	6. NOMENCLATURE
7. MANUFACTURER/MFG. CODE/SHIPPER	8. MFG. PART NO.	9. SERIAL/LOT/BATCH NO.	10. CONTRACT/PO/DOCUMENT NO.
11. ITEM ☐ NEW ☐ REPAIRED/ OVERHAULED	12. DATE MANUFACTURED/ REPAIRED/OVERHAULED	13. OPERATING TIME AT FAILURE	14. GOVERNMENT FURNISHED MATERIAL ☐ YES ☐ NO

15. QUANTITY	a. RECEIVED	b. INSPECTED	c. DEFICIENT	d. IN STOCK

16. DEFICIENT ITEM WORKS ON/WITH	a. END ITEM *(Aircraft, tank, ship, howitzer, etc.)*	(1) TYPE/MODEL/SERIES			(2) SERIAL NO.
	b. NEXT HIGHER ASSEMBLY	(1) NATIONAL STOCK NO. *(NSN)*	(2) NOMENCLATURE	(3) PART NO.	(4) SERIAL NO./LOT NO.

17. DOLLAR VALUE	18. EST. CORRECTION COST	19. ITEM UNDER WARRANTY ☐ YES ☐ NO ☐ UNKNOWN	20. WORK UNIT CODE/EIC *(Navy and Air Force only)*

21. ACTION/DISPOSITION
☐ HOLDING EXHIBIT FOR _____ ☐ RELEASED FOR INVESTIGATION ☐ RETURNED TO STOCK/ DISPOSED OF ☐ REPAIRED ☐ OTHER *(Explain in Item 22)*

22. DETAILS *(Describe, to best ability, what is wrong, how and why, circumstances prior to difficulty, description of difficulty, cause, action taken including disposition, recommendations. Identify with related item number. Include and list supporting documents. Continue on separate sheet if necessary.)*

SECTION II

23a. TO *(Action point)*	24a. TO *(Support point) (Use items 25 and 26 if more than one)*
23b. TYPED NAME, DUTY PHONE AND SIGNATURE	24b. TYPED NAME, DUTY PHONE AND SIGNATURE
25a. TO *(Support point)*	26a. TO *(Support point)*
25b. TYPED NAME, DUTY PHONE AND SIGNATURE	26b. TYPED NAME, DUTY PHONE AND SIGNATURE

STANDARD FORM 368, April 1974
General Services Administraton (FPMR 101-26-7)

PREPARING THE QUALITY DEFICIENCY REPORT (QDR)
SF 368/CATEGORY II *(cont.)*

SECTION III

27a. FROM *(Action point)*

28a. TO *(Screening point)*

27b. TYPED NAME, DUTY PHONE AND SIGNATURE

28b. TYPED NAME, DUTY PHONE AND SIGNATURE

29. SPECIFICATION NO.

30. ORIGINATORS METHOD OF NOTIFICATION

☐ SF 368 ☐ MSG *(Copy attached)* ☐ PHONE CALL/VISIT

31. TYPE OF SHIPMENT/PURCHASE

DIRECT DELIVERY FROM VENDOR:

☐ DEPOT ☐ STOCK ITEM ☐ NONSTOCK ITEM ☐ FEDERAL SUPPLY SCHEDULE

OTHER *(Specify)* ☐

32. FINDINGS AND RECOMMENDATIONS OF INVESTIGATION *(Explain in detail. Continue on a separate sheet of paper, if necessary.)*

33. ACTION TAKEN

34. RESULTS OF DEPOT SURVEILLANCE

35. FROM *(Screening point)*

36. TO *(Originator)*

37. DISTRIBUTION

STANDARD FORM 368 PAGE 2
April 1974

ENCLOSURE E

INSTRUCTIONS, SAMPLE MESSAGES, AND FORMATS

PREPARING THE REPORT OF SURVEY (CG-5269)

A Report of Survey, CG-5269 documents incidents when Government materiel is lost, damaged or is destroyed. The Report of Survey also serves as a support document for adjusting the materiel from accountable records. The Report of Survey is also used to charge financial liability assessed against and individual or activity or provide relief from a financial liability.

BLOCK	ACTION
Date	Enter the date when the CG-5269 was prepared.
Number	Supply Officer or designated individual in charge of supply, assigns a four digit serial number suffixed by the last two digits of the fiscal year, e.g. 0001-98.
Activity	The name of the activity where the Board of Survey is convened.
Originator	Supply Officer or designated individual in charge of supply.
Item(s)	Number of items on attached CG-3114, Discrepancy Report or CMplus Physical Inventory Report.
Condition Code	Annotate on the survey any condition other than "A" on CG-3114 and CMplus Inventory Report.
Quantity, Unit Price, and Total Value	List on CG-3114 or CMplus Inventory Report form attached.
Reason for Survey	Example, "Item is Lost or Missing" or Damaged or Destroyed".
Accounting Classification	Insert ATU, Cost Center, OPFAC, and use Inventory in the Owner Code.
Action by Commanding Officer or Delegate	See Property Management Manual, Chapter 7 for "Survey To Be Made By" and "Signature Block".
Survey Report and Recommendation	Include the cause (if known), recommendations and corrective action.
Review of Survey Report	Refer to the list below for approving authorities. If disapproved, note it on the report what corrective action is to be taken.

PREPARING THE REPORT OF SURVEY *(cont.)*

APPROVAL AUTHORITY

If final approval authority is…	Then…
UNIT	Retain original Report of Survey in units supply files.
ISC	Unit will forward original and one copy to the ISC. The ISC will return the original approved/disapproved Report of Survey to the unit.
Commandant (CG-842)	The unit will forward original and two copies to Commandant (CG-842), one copy to Commandant (CG-441), and one copy to the ISC. Commandant (CG-842) will return the original approved/disapproved Report of Survey to the unit and a copy to ISC.

Note: The unit will retain approved Report of Surveys for three years.

ENCLOSURE E

INSTRUCTIONS, SAMPLE MESSAGES, AND FORMATS

PREPARING DD FORM-1149, REQUISITION AND INVOICE/SHIPPING DOCUMENT

When creating a DD Form-1149, to transfer/issue materiel to another unit, CMplus will automatically:

- Display the next available MILSTRIP document number as the transfer-out record number, and
- Decrease the inventory on-hand balance for the transferred/issued item by the transfer amount.

The procedure for creating a DD Form-1149 can be found at http://cgweb.uscg.mil/g-s/g-sls/SLSINDEX.htm, CMplus Job Aids – Supply – Transfer Out.

RECORD POSITION	BLOCK TITLE	DATA TO ENTER
1	From	Enter Commanding Officer, unit name, hull number (if vessel), and phone number.
2	To	Enter the name of the activity, which will provide the materiel or service or receive transferred materiel, and phone number.
3	Ship to – Mark For	Enter the name of the requesting unit, point of delivery (or FPO address) and Point of contact (POC). Include ship hull numbers.
4	Appropriations Data and subhead	Enter complete line of accounting data per the FINCEN SOP.
4 (a)	Item No.	Self-explanatory.
4 (b)	Federal Stock Number, Description, and Coding of Materiel and/or Services	**If used for materiel**. Then list NSN, item name (nomenclature for electronics) and a separate requisition number for each line item if required. **If used for service**. Then describe service to be performed. **If used for repair:** • Describe repair to be performed. • Identify affected equipment by serial number. • State value of any materiel-leaving unit.

PREPARING DD FORM-1149 *(cont.)*

RECORD POSITION	BLOCK TITLE	DATA TO ENTER
4(c)	Unit of Issue	Enter the appropriate unit of issue or JOB if service is requested.
4(d)	Quantity Requested	Enter the quantity required. (Enter quantity of 1 when the unit of issue is JOB.)
4(e)	Supply Action	Amount filled from requested; otherwise leave blank.
4(f)	Type Container	Self explanatory, fill in as required.
4(g)	Container NOS.	Self explanatory, fill in as required.
4(h)	Unit Price	Self explanatory, fill in as required.
4(i)	Total Cost	Self explanatory, fill in as required. Auto filled on Jet Filler.
5	Requisition Date	Enter the YY/MM/DD on which the requisition is prepared.
6	Requisition Number	Enter the DODAAC, Julian Date and requisition serial number. *NOTE: If an individual serial number is required for each line item, list each serial number in block (b). Also, add requisition number if using continuation sheet.*
7	Date Material Required	Enter the YY/MM/DD that delivery of materiel or completion of service is required.
8	Priority	Enter the appropriate two-digit priority designator (i.e., Priority or Routine).
9	Authority or Purpose	When available, enter the authoritative reference applicable to procurement of the specific materiel or service requested; otherwise, state purpose.
10	Signature	The name, rank and signature of the authorizing official (i.e., supply officer).
11-18	Blocks 11-18 Leave Blank	Blocks 11-18 Leave Blank
19	Receipt (Sheet Total)	Enter total of each page of DD Form 1149.
20	Receiver's Voucher No.	Leave Blank

ENCLOSURE E

INSTRUCTIONS, SAMPLE MESSAGES, AND FORMATS

Example 1. DD-1149 Form use to requisition for a service:

SHIPPING CONTAINER TALLY ____ 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE/SHIPPING DOCUMENT

Form Approved OMB No. 0704-0246

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0246), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO EITHER OF THESE ADDRESS. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2

1. FROM: (Include ZIP Code)
COMMANDER (VLP-2)
USCG MLC PAC, Bldg 50-7
Coast Guard Island, Alameda, CA 94501-5100

SHEET NO. 1 | NO. OF SHEETS 1 | 5. REQUISITION DATE 97/10/17 | 6. REQUISITION NUMBER ZJ7171-8290-9001

7. DATE MATERIAL REQUIRED (YYMMDD) 97/10/20 | 8. PRIORITY ROUTINE

2. TO: (Include ZIP Code)
RECEIVING OFFICER
USCG INTEGRATED SUPPORT COMMAND
14 SO. MASSACHUSETTS, SEATTLE, WA 98134-1192

9. AUTHORITY OR PURPOSE
TRANSFER OF MATERIAL

10. SIGNATURE
I. M. WARRANT, CWO4

11 a. VOUCHER NUMBER & DATE (YYMMDD)

12. DATE SHIPPED (YYMMDD) 97/10/18 | b.

3. SHIP TO - MARK FOR
M/F: USCGC MIDGETT (WHEC 726)
ATTN: MKCS MALONEY

13. MODE OF SHIPMENT SURFACE | 14. BILL OF LADING NUMBER C-0,067.529

15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.

4. APPROPRIATIONS SYMBOL AND SUBHEAD	OBJECT CLASS	EXPENDITURE ACCOUNT (From)	EXPENDITURE ACCOUNT (To)	CHARGEABLE ACTIVITY	BUREAU CONTROL ACTIVITY NO.	BUREAU CONTROL NO.	AMOUNT

ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES (b)	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CONTAINER (f)	CONTAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)
1.	PROPULSION SHAFT NSN 2010-01-204-9918	EA	00001					$0.00
2.	STRUT ASSENBLY NSN 2040-01-203-8572	EA	00001					$0.00
3.	RUDDER NSN 2040-01-203-4887	EA	00002					$0.00
4.	METAL PLATE NSN 9515-01-204-6438	EA	00003					$0.00
								$0.00
								$0.00
								$0.00
								$0.00
	UPON RECEIPT OF MATERIAL SIGN ORIGINAL AND RETURN TO ADDRESS IN BLOCK #1.							$0.00

SIGNATURE | DATE

16. TRANSPORTATION VIA MATS OR MSTS CHARGEABLE TO

17. SPECIAL HANDLING

18. RECEIPT OF SHIPMENT

ISSUED BY	TOTAL CONTAINERS	TYPE CONTAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE
CHECKED BY					
PACKED BY					
	0		TOTAL	0	0

19. RECEIPT

CONTAINERS RECEIVED EXCEPT AS NOTED	DATE (YYMMDD)	BY	SHEET TOTAL
			$0.00
QUANTITIES RECEIVED EXCEPT AS NOTED	DATE (YYMMDD)	BY	GRAND TOTAL
POSTED	DATE (YYMMDD)	BY	20. RECEIVER'S VOUCHER NO.

DD Form 1149, JAN 93

51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

Example 2. DD-1149 Form use to requisition for shipping:

SHIPPING CONTAINER TALLY ——— 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE/SHIPPING DOCUMENT

Form Approved OMB No. 0704-0246

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget; Paperwork Reduction Project (0704-0246), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO EITHER OF THESE ADDRESS. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2

1. FROM: (Include ZIP Code)
COMMANDER (VLP-2)
USCG MLC PAC, Bldg 50-7
Coast Guard Island, Alameda, CA 94501-5100

SHEET NO. 1 | NO. OF SHEETS 1 | 5. REQUISITION DATE 97/10/17 | 6. REQUISITION NUMBER ZJ7171-8290-9001

7. DATE MATERIAL REQUIRED (YYMMDD) 97/10/20 | 8. PRIORITY ROUTINE

2. TO: (Include ZIP Code)
RECEIVING OFFICER
USCG INTEGRATED SUPPORT COMMAND
14 SO. MASSACHUSETTS, SEATTLE, WA 98134-1192

9. AUTHORITY OR PURPOSE
TRANSFER OF MATERIAL

10. SIGNATURE I. M. WARRANT, CWO4 | 11 a. VOUCHER NUMBER & DATE (YYMMDD) | b.

3. SHIP TO - MARK FOR
M/F: USCGC MIDGETT (WHEC 726)
ATTN: MKCS MALONEY

12. DATE SHIPPED (YYMMDD) 97/10/18

13. MODE OF SHIPMENT SURFACE | 14. BILL OF LADING NUMBER C-0,067.529

15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.

4. APPROPRIATIONS SYMBOL AND SUBHEAD	OBJECT CLASS	EXPENDITURE ACCOUNT (From)	(To)	CHARGEABLE ACTIVITY	BUREAU CONTROL ACTIVITY NO.	BUREAU CONTROL NO.	AMOUNT

ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES (b)	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CON-TAINER (f)	CON-TAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)
1.	PROPULSION SHAFT NSN 2010-01-204-9918	EA	00001					$0.00
2.	STRUT ASSENBLY NSN 2040-01-203-8572	EA	00001					$0.00
3.	RUDDER NSN 2040-01-203-4887	EA	00002					$0.00
4.	METAL PLATE NSN 9515-01-204-6438	EA	00003					$0.00
								$0.00
								$0.00
								$0.00
								$0.00
	UPON RECEIPT OF MATERIAL SIGN ORIGINAL AND RETURN TO ADDRESS IN BLOCK #1.							$0.00

SIGNATURE | DATE

16. TRANSPORTATION VIA MATS OR MSTS CHARGEABLE TO | 17. SPECIAL HANDLING

18. RECEIPT OF SHIPMENT	ISSUED BY	TOTAL CON-TAINERS	TYPE CON-TAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE
	CHECKED BY					
	PACKED BY	0		TOTAL	0	0

19. RECEIPT		DATE (YYMMDD)	BY	SHEET TOTAL
	CONTAINERS RECEIVED EXCEPT AS NOTED			$0.00
	QUANTITIES RECEIVED EXCEPT AS NOTED	DATE (YYMMDD)	BY	GRAND TOTAL
	POSTED	DATE (YYMMDD)	BY	20. RECEIVER'S VOUCHER NO.

DD Form 1149, JAN 93

51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

ENCLOSURE E

INSTRUCTIONS, SAMPLE MESSAGES, AND FORMATS

CREATING THE DD FORM-1149 IN CMPLUS

When creating a DD Form 1149 to transfer/issue materiel to another unit, CMplus will automatically:

- Display the next available MILSTRIP document number as the transfer-out record number
- Decrease the inventory on-hand balance for the transferred/issued item by the transfer amount.

The procedure for creating a DD Form-1149 can be found at: http://cgweb.uscg.mil/g-s/g-sls/SLSINDEX.htm, CMplus Job Aids-Supply-Transfer-out. To print the DD Form 1149, select F2 FILE: Print DD Form 1149. The DD-1149 is also used to receipt for materiel and adjust on-hand balance in the inventory. (Use the DD Form 1149 in CMplus: http://cgweb.uscg.mil/g-s/g-sls/SLSINDEX.htm, CMplus Job Aids – Supply – Adjustments-credit adjustments.) The following table describes how to fill out a manual DD Form 1149 for procurement, transfer or issue of materiel (other than bulk fuel) or services: *(Examples of the DD Form 1149 are provided)*

BLOCK #	BLOCK TITLE	DATA TO ENTER
1	From	Enter the Commanding Officer, unit's name and hull number (if vessel), and phone number.
2	To	Enter the name of the activity, which will provide the materiel, service or receive the transferred materiel, and phone number.
3	Ship to – Mark for	Enter the name of the requesting unit, point of delivery (or FPO address) and Point of Contact (POC). Include ship hull numbers.
4	Appropriation and Subhead	Enter the complete line of accounting data per the FINCEN SOP.
5	Requisition Date	Enter the YY/MM/DD on which the requisition is prepared.
6	Requisition Number	Enter the DoDAAC, Julian date and requisition serial number. Note: If an individual serial number is required for each line item, list each serial number in block (b).
7	Date Materiel Required	Enter the YY/MM/DD that delivery of materiel or completion of service is required.

CREATING THE DD FORM-1149 IN CMPLUS *(cont.)*

BLOCK #	BLOCK TITLE		DATA TO ENTER	
8	Priority		Enter the appropriate two-digit priority designator (i.e., Priority or Routine).	
9	Authority or Purpose		When available, enter the authoritative reference applicable to procurement of the specific materiel or service requested; otherwise, state the purpose.	
10	Signature		The name, rank, and signature of the authorizing official (i.e., supply officer).	
	(a)	Item No.	Self Explanatory	
	(b)	Description of Materiel Service and/or Repair	If used for...	Then...
			Materiel	List NSN, Item Name (Nomenclature for Electronics) and a separate requisition number for each line item if required.
			Service	Describe the service to be performed.
			Repair	• Describe repair to be performed. • Identify affected equipment by serial number. • State value of any materiel-leaving unit.
	(c)	Unit of Issue	Enter the appropriate unit of issue or JOB if service is requested.	
	(d)	Quantity Requested	Enter the quantity required. (Enter quantity of 1 when the unit of issue is JOB.)	
	(e)	Supply Action	Amount filled from the request; otherwise leave blank.	

CREATING THE DD FORM-1149 IN CMPLUS *(cont.)*

BLOCK #	BLOCK TITLE		DATA TO ENTER
10 *(cont.)*	**(f)**	Type Container	Self-Explanatory, fill in as required.
	(g)	Container NOS	Self-Explanatory, fill in as required.
	(h)	Unit Price	Self-Explanatory, fill in as required.
	(i)	Total Cost	Self-Explanatory, fill in as required.

ENCLOSURE E

INSTRUCTIONS, SAMPLE MESSAGES, AND FORMATS

Example 1. Is a completed DD-1149 requisition for service.

SHIPPING CONTAINER TALLY → 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE/SHIPPING DOCUMENT

Form Approved OMB No. 0704-0246

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget; Paperwork Reduction Project (0704-0246), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO EITHER OF THESE ADDRESS. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2

1. FROM: (Include ZIP Code) COMMANDING OFFICER USCGC MIDGETT (WHEC-726) POC: QMC SOMEBODY 1519 ALASKAN WAY SO., SEATTLE, WA PH:	SHEET NO. 1 / NO. OF SHEETS 1 / 5. REQUISITION DATE 98/01/03 / 6. REQUISITION NUMBER Z11412-8003-1234 7. DATE MATERIAL REQUIRED (YYMMDD) 98/01/30 / 8. PRIORITY ROUTINE
2. TO: (Include ZIP Code) COMMANDING OFFICER PUGET SOUND NAVAL SHIPYARD POC: PO1 ANYBODY BREMERTON, WA PH:	9. AUTHORITY OR PURPOSE TRANSFER OF MATERIAL FOR REPAIR 10. SIGNATURE I. M. WARRANT, CWO3 / 11 a. VOUCHER NUMBER & DATE (YYMMDD)
3. SHIP TO - MARK FOR M/F: REPAIR OF SHIP'S BINOCULARS	12. DATE SHIPPED (YYMMDD) / b. 13. MODE OF SHIPMENT / 14. BILL OF LADING NUMBER 15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.

4. APPROPRIATIONS SYMBOL AND SUBHEAD	OBJECT CLASS	EXPENDITURE ACCOUNT (From)	EXPENDITURE ACCOUNT (To)	CHARGEABLE ACTIVITY	BUREAU CONTROL ACTIVITY NO.	BUREAU CONTROL NO.	AMOUNT
ENTER ACCOUNTING STRING TO CHARGE IN THIS BLOCK. THE AMOUNT OF MONEY OBLIGATED IS ENTERED BELOW.							

ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES (b)	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CON-TAINER (f)	CON-TAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)
1.	BINOCULAR - NSN: 6650-00-418-2127 - S/N: 123456	EA	00001				$500.00	$500.00
								$0.00
								$0.00
	NOTIFY QMC SOMEBODY WHEN READY FOR PICK UP. COST NTE $500							$0.00
	WITH OUT THE PERMISSION OF THE SUPPLY OFFICER.							$0.00
								$0.00
								$0.00
								$0.00
								$0.00
								$0.00

SIGNATURE / DATE

16. TRANSPORTATION VIA MATS OR MSTS CHARGEABLE TO

17. SPECIAL HANDLING

18. RECAPITULATION OF SHIPMENT	ISSUED BY	TOTAL CON-TAINERS	TYPE CON-TAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE
	CHECKED BY					
	PACKED BY					
		0		TOTAL	0	0

19. RECEIPT		DATE (YYMMDD)	BY	SHEET TOTAL
	CONTAINERS RECEIVED EXCEPT AS NOTED			$500.00
	QUANTITIES RECEIVED EXCEPT AS NOTED	DATE (YYMMDD)	BY	GRAND TOTAL
	POSTED	DATE (YYMMDD)	BY	20. RECEIVER'S VOUCHER NO.

DD Form 1149, JAN 93

51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

Example 2. Is a completed DD-1149 requisition for shipping.

SHIPPING CONTAINER TALLY _____ 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE/SHIPPING DOCUMENT

Form Approved OMB No. 0704-0246

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0246), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO EITHER OF THESE ADDRESS. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2

1. FROM: (Include ZIP Code)
COMMANDER (VLP-2)
USCG MLC PAC, Bldg 50-7
Coast Guard Island, Alameda, CA 94501-5100

SHEET NO. 1 | NO. OF SHEETS 1 | 5. REQUISITION DATE 97/10/17 | 6. REQUISITION NUMBER ZJ7171-8290-9001

7. DATE MATERIAL REQUIRED (YYMMDD) 97/10/20 | 8. PRIORITY ROUTINE

2. TO: (Include ZIP Code)
RECEIVING OFFICER
USCG INTEGRATED SUPPORT COMMAND
14 SO. MASSACHUSETTS, SEATTLE, WA 98134-1192

9. AUTHORITY OR PURPOSE TRANSFER OF MATERIAL

10. SIGNATURE I. M. WARRANT, CWO4 | 11 a. VOUCHER NUMBER & DATE (YYMMDD) | b.

3. SHIP TO - MARK FOR
M/F: USCGC MIDGETT (WHEC 726)
ATTN: MKCS MALONEY

12. DATE SHIPPED (YYMMDD) 97/10/18

13. MODE OF SHIPMENT SURFACE | 14. BILL OF LADING NUMBER C-0,067.529

15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.

4. APPROPRIATIONS SYMBOL AND SUBHEAD	OBJECT CLASS	EXPENDITURE ACCOUNT (From)	(To)	CHARGEABLE ACTIVITY	BUREAU CONTROL ACTIVITY NO.	BUREAU CONTROL NO.	AMOUNT

ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES (b)	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CONTAINER (f)	CONTAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)
1.	PROPULSION SHAFT NSN 2010-01-204-9918	EA	00001					$0.00
2.	STRUT ASSENBLY NSN 2040-01-203-8572	EA	00001					$0.00
3.	RUDDER NSN 2040-01-203-4887	EA	00002					$0.00
4.	METAL PLATE NSN 9515-01-204-6438	EA	00003					$0.00
								$0.00
								$0.00
								$0.00
								$0.00
								$0.00
	UPON RECEIPT OF MATERIAL SIGN ORIGINAL AND RETURN TO ADDRESS IN BLOCK #1.							$0.00

SIGNATURE | DATE

16. TRANSPORTATION VIA MATS OR MSTS CHARGEABLE TO

17. SPECIAL HANDLING

18. RECEIPT OF SHIPMENT

ISSUED BY	TOTAL CONTAINERS	TYPE CONTAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE
CHECKED BY					
PACKED BY	0		TOTAL	0	0

19. RECEIPT

CONTAINERS RECEIVED EXCEPT AS NOTED	DATE (YYMMDD)	BY	SHEET TOTAL
			$0.00
QUANTITIES RECEIVED EXCEPT AS NOTED	DATE (YYMMDD)	BY	GRAND TOTAL
POSTED	DATE (YYMMDD)	BY	20. RECEIVER'S VOUCHER NO.

DD Form 1149, JAN 93

51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

ENCLOSURE E

INSTRUCTIONS, SAMPLE MESSAGES, AND FORMATS

PREPARING DD FORM-1149, REQUISITION AND INVOICE/SHIPPING DOCUMENT FOR TEMPORARY STORAGE

All materiel transferred into temporary storage shall be documented on a DD Form-1149. The data below is required on the DD Form-1149. Distribution of the DD Form-1149 is as follows:

- The original copy shall be signed by the receiving unit and returned to the requesting unit.
- Copies shall be made and distribute as follows: One copy shall be retained at the receiving unit, a copy shall be placed inside each container, and a copy shall be placed in a waterproof envelope securely attached to the outside of each container.

BLOCK #	DESCRIPTION
1	Transferring Activity Name
2	Receiving Activity Name
3	Enter "Items for Temporary Storage"
4	Not Applicable
5	Date of Transfer *(YYYY/MM/DD)*
6	Requisition Number - Used for Tracking Purposes Only
7	Date Materiel to be returned *(YYYY/MM/DD)*
8	Not Applicable
9	Enter "Temporary Storage"
10	Supply Officer Signature
11	Not Applicable
12-15	Shipping Data, if applicable
a	Number each Line Item Transferred
b	The following information is required for each item transferred: • NSN, part number/Cage or general description of the contents of each piece, box or other container. • Classification of Materiel • Type of storage required (e.g., covered, secure, HAZMAT). • Estimated length of temporary storage
c	Unit of Issue (e.g., each, box)
d	Quantity per Line Item

PREPARING DD FORM-1149, REQUISITION AND INVOICE/SHIPPING DOCUMENT FOR TEMPORARY STORAGE *(cont.)*

BLOCK #	DESCRIPTION
e	Not Applicable
f	Type of Container
g	Consecutive Number of Materiel transferred for tracking purposes.
h	Value of Materiel Transferred
i	Total Value of Materiel transferred per line item – Auto Fill
19	Sheet Total – Auto Fill

ENCLOSURE E

INSTRUCTIONS, SAMPLE MESSAGES, AND FORMATS

SERVMART SHOPPING LIST (SSL)

The SSL is required to be repaired for each category of materiel that is to be procured from a SERVMART store. The following data elements are shall be completed when completing the SSL.

DATA ELEMENT	DATA TO ENTER
Signal Code	Appropriate Signal Code *(See Enclosure D)*
Supplementary Address	Unit Supplementary Address
Work Center	Work Center requesting the materiel, if applicable
Object Class Code	Object Class Code will be "000" unless the transaction affects the international balance of payments
Org Code	N/A
Job Order	N/A
Item Number	Self-Explanatory
COG Symbol and NSN	Cognizance Symbol and National Stock Number
Description	Description of Item
U/I	Unit of Issue
Quantity	Quantity Required
Unit Price	Price for each Item
Extension	Quantity X the Unit Price =
Requiring Department	Work Center Code *(for stock, the storage location)*
Shopper	Authorized Purchaser
Authorized Signature	Signature of Authorized Requester, according to the SAP Handbook, COMDTINST M4200.13 (series)
Supply Officer's Signature	Self-Explanatory
Required Date/Receipt Information	Date and Name/Signature of person receiving, inspecting, and certifying the purchased materiel.
Unit Mailing Address	Enter Ship/Activity Mailing Address
Purchase Subtotal	Total Extended Price
Plus 10% for Price Variations	Add 10% of Extended Price
Purchase Total	Grand Total

SERVMART SHOPPING LIST *(cont.)*

Note: The COG Symbol/NSN or description columns may be altered only when an NIS condition exists to obtain a like item (i.e., 6" screwdriver instead of 8" screwdriver). The addition of any item(s) or substitution of anything other than a like item is strictly prohibited.

ENCLOSURE E

INSTRUCTIONS, SAMPLE MESSAGES, AND FORMATS

PREPARING THE SUPPLY DISCREPANCY REPORT/SDR (SF-364)

A SDR (SF-364) is used to identify inventory discrepancies for items shipped by the SoS. Shipping item discrepancies are any variation in quantity or condition of materiel received that is different from what is shown on the covering authorized shipping documents, e.g., DD Form 1348-1A, or purchase order. This includes incorrect and misdirected materiel, receipt of cancelled requirements, improper, inadequate technical or supply documentation, or other discrepancies and is not the result of a transportation error or product quality deficiency. A SF-364 shall be submitted only if the incoming shipment is from Department of Defense (DoD) activities, GSA supply distribution facilities, ELC/ARSC, or authorized contractors/vendors or manufacturers.

BLOCK #	BLOCK TITLE	DATA TO ENTER
---	**Type of Report**	Indicate whether shipping discrepancy or packaging discrepancy by placing an "X" in the appropriate box (es) at the top of the SF-364.
1	**Date of Preparation**	Use month, day, and four-position year format
2	**Report Number**	The reporting activity's internal control number
3	**To**	The complete In-the-Clear address to include name of unit, address, zip code, and DoDAAC and/or RIC (if assigned), also include the attention symbol/code of the action activity. The action activity is based upon the orgin of the shipment. If forwarding to the Defense Distribution Depot, the RIC of the shipping depot is located in rp 4-6. If forwarding to the ICP, the RIC or the ICP is located in positions 67-69 of the DD Form 1348-1A. When both shipping and packaging discrepancies are reported for the same item, enter "see item 15" and enter addresses/codes of both activities in item 15.
4	**From**	In the clear address and/or DoDAAC and address or reporting activity (consignee).
5a	**Shipper's Name**	Name of shipping activity, if different from Block 3.

PREPARING THE SF-364 *(cont.)*

BLOCK #	BLOCK TITLE	DATA TO ENTER
5b	**Number and Date of Invoice**	When the shipment is from a vendor, the vendor's invoice number and the date of the invoice or the shipper's bill number, sales slip or shipping document. Attach a copy of the invoice, if available. *Note: Do not fill in if packaging is discrepant.*
6	**Transportation Document Number**	The type of transportation document, i.e., • Government Bill of Lading • Commercial Bill of Lading • Manifest • Waybill • Insured/certified U.S. Postal Service • Transportation Control and Movement Document (TCMD) and the identifying number assigned to the document.
7a	**Shipper's Number**	The identifying number assigned to the purchase order or shipping order, or contract/contract line number/document number by the vendor, if different from the requisitioner's number.
7b	**Office Administering Contract**	Name, address, and DoDAAC of a government activity having administrative authority over the contract with commercial source.
8	**Requisitioner's Number**	The requisition document number, contract or other authorizing number assigned by the ordering activity.
9a	**NSN or Part Number and Nomenclature**	The item's NSN or part number and it's name. *Note: When the item received is different from the item shown on shipping documents, or different from the item ordered; show each item on a separate line.*
9b	**Unit of Issue**	The unit of issue as billed or indicated on the shipping document for each item listed in Block 9a. *Note: Not applicable to packaging discrepancies.*

PREPARING THE SF-364 *(cont.)*

BLOCK #	BLOCK TITLE	DATA TO ENTER
9c	**Quantity Shipped/Billed**	Quantity of items shipped or billed. When discrepancy code C1 is applicable, enter the quantity and the condition code of the item when shipped. *Note: Not applicable to packaging discrepancies.*
9d	**Quantity Received**	Quantity received
10a	**Discrepancy Quantity**	Enter the discrepancy quantity. For Discrepancy Code "C1", enter the quantity and the condition code of the item received. When the total quantity received is classified under more than one condition code, enter separately each partial quantity followed by the applicable condition code. For Discrepancy Code "C2", show the following information under Block 12 *(Remarks):* • Manufacturer's name • Contract or purchase order number, if not shown in Block 7a • Date of manufacture, pack or expiration • Lot or batch number • Location of materiel • Name, address, and telephone number of contact • Nature of complaint, stating in detail the reason the materiel is considered unsatisfactory.
10b	**Discrepancy Unit Price**	Unit price billed or indicated on the shipping document. *Note: Not applicable to packaging discrepancies.*

PREPARING THE SF-364 *(cont.)*

BLOCK #	BLOCK TITLE	DATA TO ENTER
10c	**Discrepancy Total Cost**	For shipping discrepancies, enter the total value of the discrepant materiel. (10a X 10b) For packaging discrepancies, enter total cost for corrective packaging of all discrepant items. Shipping discrepancy on the same item, enter the total value of materiel and the total cost of corrective packaging on separate lines.
10d	**Discrepancy Code**	Use the codes listed in enclosure D. When Discrepancy Code "Q1" *(Product Quality (Item) Deficiency)*, or "C2" *(Expired Shelf Life)* if applicable, enter the following information under item 12, remarks: • Manufacturer's name and the Commercial and Government Entity (CAGE) Code *(if available)*. • Contract/purchase order number if not shown in item 7a. • Date manufactured, date cured, date assembled, date packed *(apply one as appropriate)*, and expiration date for Type I (nonextendible) shelf-life items and inspection or test date for Type II (extendible) shelf-life items. Include the date overhauled/rebuilt if pertinent. • Lot/batch number • Location of materiel • The point of contact's name, address, and telephone number • Nature of complaint stating in detail why materiel is unsatisfactory. When a discrepancy condition exists that is not listed, perform the following actions: • Place code "Z1" in block 10d • Describe the discrepancy in Block 12

PREPARING THE SF-364 *(cont.)*

BLOCK #	BLOCK TITLE	DATA TO ENTER
11	**Action Code**	Indicate action requested of the activity to which the report is addressed by use of codes listed in enclosure 4 or on the SF-364. Restrictions: Action Code "1D" or "1F" shall not be used on discrepancy reports prepared to cover shipment from USCG, GSA, or DoD stock funded activities. Materiel still required must be re-requisitioned. Financial adjustment, when appropriate, will be processed based on the SF-364. Indicate action requested of the activity to which the report is addressed by use of codes listed in enclosure 4 or on the SF-364. Restrictions: • Action Code "1D" or "1F" shall not be used on discrepancy reports prepared to cover shipment from USCG, GSA, or DoD stock funded activities. Materiel still required must be re-requisitioned. Financial adjustment, when appropriate, will be processed based on the SF-364. • Action Code "1E" applies only to local purchase items. When a discrepancy condition exists that is not listed, perform the following actions: • Place code "Z1" in block 10d • Describe the discrepancy in Block 12

PREPARING THE SF-364 *(cont.)*

BLOCK #	BLOCK TITLE	DATA TO ENTER
12	**Remarks**	Use the following statement when reporting to any activity other than the ELC. *"This report is subject to civil agency limits for financial adjustments and reporting criteria."* Include in the block supplemental information, e.g., when the combination of discrepancy codes and action codes is not fully comprehensive. Information should provide specifics pertaining to the appearance or marking of materiel container or package: • Lot or batch number • Contract number • Manufacture or packing date • Inspector number • Date of inspection Provide photos where they would assist the shipping activity investigation. If medical materiel requiring refrigeration or frozen storage is involved, provide the information requested on the special instruction sheet, which is included with shipments of such materiel. For packaging discrepancies, cite the specific violation (s) of: • Specification • Regulations • Instructions • Contracts Make recommendations for improvement, if applicable. Include the complete commercial telephone number of the individual to be contacted for additional information.
13	**Funding and Accounting Data**	For packing discrepancies, enter the accounting or appropriation data needed by the ICP or distribution depot to credit the account of the reporting activity for costs involved in correcting the reported discrepancy. *Note: Not applicable to shipping discrepancies.*

PREPARING THE SF-364 *(cont.)*

BLOCK #	BLOCK TITLE	DATA TO ENTER
14a	**Typed or Printed Name, Title, and Phone Number of Preparing Official**	(Self Explanatory)
14b	**Signature**	(Self Explanatory)
15	**Distribution Address**	Enter other addresses receiving copies. *Notes: When the report of discrepancy reflects an action code, to which a reply is applicable, the reverse side of the report will be completed by the appropriate responding office.*
16	**From**	Name and address of the activity preparing the reply.
17	**Distribution Addressees for Copies**	Addressees receiving copies of the reply in addition to the addressees listed in Block 18.
18	**To**	Name and address of the activity indicated in Block 4 on the front of the form.
19	**Action Taken**	Place an "X" in the appropriate box to indicate action taken.
20	**Disposition Instructions**	When appropriate, place an "X in the appropriate box (es) to indicate disposition instructions.
21	**(None)**	If a new requisition is required, place an "X" in the box.
22	**(None)**	If a replacement shipment will be made, place an "X" in the box and provide the date of shipment.
23	**Remarks**	Provide any clarifying instructions or information necessary.
24a	**Typed or Printed Name of Preparing Official**	(Self Explanatory)

PREPARING THE SF-364 *(cont.)*

BLOCK #	BLOCK TITLE	DATA TO ENTER
24b	**Signature**	(Self Explanatory)
24c	**Date**	(Self Explanatory)

Note: A sample of the SF-364 can be found below:

PREPARING THE SF-364 *(cont.)*

REPORT OF DISCREPANCY (ROD)

☐ SHIPPING ☐ PACKAGING

1. DATE OF PREPARATION | 2. REPORT NUMBER

3. TO *(Name and address, include ZIP Code)*

4. FROM *(Name and Address, include ZIP Code)*

5a. SHIPPER'S NAME

5b. NUMBER AND DATE OF INVOICE

6. TRANSPORTATION DOCUMENT NUMBER *(GBL, Waybill, TCN, etc.)*

7a. SHIPPER'S NUMBER *(Purchase Order/Shipment, Contract, etc.)*

7b. OFFICE ADMINISTERING CONTRACT

8. REQUISITIONER'S NUMBER *(Requisition, Purchase Request, etc.)*

9. SHIPMENT, BILLING, AND RECEIPT DATA				10. DISCREPANCY DATA				11.
NSN/PART NUMBER AND NOMENCLATURE (a)	UNIT OF ISSUE (b)	QUANTITY SHIPPED/ BILLED (c)	QUANTITY RECEIVED (d)	QUAN-TITY (a)	UNIT PRICE (b)	TOTAL COST (c)	CODE[1] (d)	AC-[2] TION CODE

12. REMARKS *(Continue on separate sheet of paper if necessary)*

[1] DISCREPANCY CODES

CONDITION OF MATERIAL
- C1 - In condition other than that indicates on release/receipt document
- C2 - Expired shelf life
- C3 - Damaged parcel post shipment

SUPPLY DOCUMENTATION
- D1 - Not received
- D2 - Illegible or mutilated
- D3 - Incomplete improper or without authority *(Only when receipt cannot be properly processed)*

MISDIRECTED MATERIAL
- M1 - Addressed to wrong activity

OVERAGE/DUPLICATE SHIPMENTS
- O1 - Quantity in excess of that on receipt document
- O2 - Quantity in excess of that requested *(Other than unit of issue pack)*
- O3 - Quantity duplicates shipment

PACKING DISCREPANCY
- P1 - Improper preservation
- P2 - Improper packing
- P3 - Improper marking
- P4 - Improper unitization

PRODUCT QUALITY DEFICIENCIES
- Q1 - Deficient material *(Applicable to Grant Aid and FMS shipments only)*

SHORTAGE OF MATERIAL
- S1 - Quantity less than that on receipt document
- S2 - Quantity less than that requested *(Other than unit of issue pack)*
- S3 - Non-receipt of parcel post shipments

ITEM TECHNICAL DATA MARKINGS *(i.e., Name Plates, Log Books, Operating Handbooks, Special Instructions, etc.)*
- T1 - Missing
- T2 - Illegible or mutilated
- T3 - Precautionary operational markings missing
- T4 - Inspection data missing or incomplete
- T5 - Serviceability operating data missing or incomplete
- T6 - Warranty data missing

WRONG ITEM *(Identify requested item as a separate copy in Item 9 above)*
- W1 - Incorrect item received
- W2 - Unacceptable substitute

OTHER DISCREPANCIES
- Z1 - See remarks

[2] ACTION CODES
- 1A - Disposition instructions requested *(Reply on reverse)*
- 1B - Material being retained *(See remarks)*
- 1C - Supporting supply documentation requested
- 1D - Material still required expedite shipment *(Not applicable to FMS)*
- 1E - Local purchase material to be returned at supplier's expense unless disposition instructions to the contrary are received within 15 days *(Reply on reverse)* *(Not applicable to FMS)*
- 1F - Replacement shipment requested *(Not applicable to FMS)*
- 1G - Reshipment not required. Item to be re-requisitioned
- 1H - No action required. Information only
- 1Z - Other action requested *(See remarks)*

13. FUNDING AND ACCOUNTING DATA

14a. TYPED OR PRINTED NAME, TITLE, AND PHONE NUMBER OF PREPARING OFFICIAL

14b. SIGNATURE

15. DISTRIBUTION ADDRESSEES FOR COPIES

364-103 7540-00-159-4442 *(Previous edition is obsolete.)* STANDARD FORM 364 (REV. 2-80) Prescribed by GSA FPMR 101-26-8

PREPARING THE SF-364 *(cont.)*

16. FROM:

17. DISTRIBUTION ADDRESSEES FOR COPIES

18. TO:

Use window envelope to mail this document. Insert name and address, including ZIP Code, starting one typing space below the left dot. Each address line must NOT extend beyond right dot. Address must not exceed four single space typing lines.

19. IN ACCORDANCE WITH NOTICE OF DISCREPANCY ON FACE OF THIS FORM:

Fold here

a. MATERIAL ☐ HAS BEEN ☐ WILL BE SHIPPED DOCUMENT NUMBER

b. ☐ NO RECORD OF SHIPMENT. RESUBMIT REPORT TO PROPER OFFICE UNDER APPROPRIATE REGULATION.

c. ☐ AN ADJUSTMENT IN BILLING HAS BEEN/WILL BE PROCESSED AS A: ☐ CREDIT ☐ DEBIT

d. ☐ INVOICE/BILL ATTACHED

e. ☐ PROOF OF DELIVERY (Parcel Post Shipments) OR EVIDENCE OF SHIPMENT ENCLOSED.

f. ☐ AN ADJUSTMENT IN BILLING FOR THE REPORTED DISCREPANCY WILL NOT BE PROCESSED FOR THE FOLLOWING REASON WHICH IS CITED IN THE INDICATED REGULATION.

(1) REASON FOR NOT PROCESSING	(2) PRESCRIBING REGULATION
(a) DISCREPANCY WAS NOT REPORTED WITHIN THE TIME FRAMES ALLOWED AND/OR	(a) CHAPTER 5 OF THE GSA HANDBOOK, DISCREPANCIES OR DEFICIENCIES IN GSA OR DOD SHIPMENTS, MATERIAL, OR BILLINGS (FPMR 101-26.8)
(b) DOLLAR VALUE DOES NOT MEET THE CRITERIA PRESCRIBED IN THE REGULATION OR AGREEMENT INDICATED IN 19f(2)	(b) CHAP. 2 AND/OR 7 OF DOD 4000.25-7-M, MILITARY STANDARD BILLING SYSTEM (MILSBILLS) AND/OR DD 1513, U.S. DOD OFFER AND ACCEPTANCE, AS APPLICABLE

20. THE FOLLOWING DISPOSITION IS TO BE MADE OF THE REFERENCED MATERIAL:

a. ☐ PROCESSED FOR DISPOSAL IN ACCORDANCE WITH SERVICE/AGENCY DIRECTIVES.

b. ☐ REPRESENTATIVE WILL CALL FOR DISCUSSION CONCERNING DISPOSITION IN: DAYS

c. ☐ RETAIN MATERIAL AT NO CHARGE.

d. ☐ MATERIAL WILL BE PICKED UP IN: DAYS

e. ☐ SHIP MATERIAL (Specify location):

Fold here

(1) ☐ GBL APPROPRIATION CHARGEABLE:

(2) ☐ CHARGES COLLECT-VIA ☐ FREIGHT ☐ EXPRESS ☐ PARCEL POST ($ _____ postage advanced herewith). *NOTE: Please enclose postage. Material cannot be returned Parcel Post collect.)*

(3) ☐ PARCEL POST LABEL ATTACHED (4) ☐ FREIGHT PREPAID

f. ☐ OTHER *(Specify)*

21. ☐ IF MATERIAL IS STILL REQUESTED, SUBMIT NEW REQUISITION

22. ☐ REPLACEMENT WITH SATISFACTORY MATERIAL WILL BE MADE ON OR BEFORE: DATE

23 REMARKS *(Continue on separate sheet of paper if necessary)*

24a. TYPED OR PRINTED NAME AND PHONE NUMBER OF PREPARING OFFICIAL	24b. SIGNATURE	24c. DATE

STANDARD FORM 364 BACK (REV. 2-80)

ENCLOSURE E

INSTRUCTIONS, SAMPLE MESSAGES, AND FORMATS

UNIT ASSESSMENT CHECKLIST

1. **REFERENCES**.

   (a) Supply Policy and Procedures Manual (SPPM), COMDTINST M4400.19 (series)
   (b) Naval Engineering Manual (NEM), COMDTINST M9000.6 (series)
   (c) Property Management Manual, COMDTINST M4500.5 (series)
   (d) Financial Resource Management Manual (FRMM), COMDTINST M7100.3 (series)

2. **PURPOSE**. To evaluate Inventory Management and readiness for CFO Audit.

3. **DISCUSSION**. The elements described below are factors that are considered critical to the effective management of unit level inventories. This checklist is provided for use as a self-evaluation guide and to prepare for CFO Audits. It is designed to aid the unit in identifying strengths and areas of concern. The elements of the checklist are subject to revision and may be supplemented with other factors or guidelines as necessary. Any supplemental factors will be provided in advance of scheduled visits.

FACTORS

A. **TRAINING**. This section is designed to measure the amount of training a unit has received.

   1. Number of persons having CS Class "C" School training: [ ]
   2. Number of CS course quota requests pending: [ ]
   3. Number of persons having CMplus training: [ ]
   4. CMplus System Administrator: [ ]

B. **MANDATORY TURN-IN REPAIRABLE (MTR)/DEPOT LEVEL REPAIRABLE (DLR)**. This section is designed to measure effectiveness of the unit in managing high value repair parts designated as repairable.

   1. Number of MTR/DLR surveyed over the last 12 months: [ ]
   2. Number of MTR/DLR carcasses awaiting turn-in: [ ]
   3. Number of MTR/DLR carcasses overdue to Supply: (Replacement has been delivered.) [ ]

ENCLOSURE E

INSTRUCTIONS, SAMPLE MESSAGES, AND FORMATS

UNIT ASSESSMENT CHECKLIST

FACTORS *(cont.)*

C. **CONFIGURATION MANAGEMENT**. This section is designed to identify the effectiveness of the USCG Engineering Logistics Center (ELC) responses to the maintenance of allowance documents submitted by your unit.

	Submitted (Over the last 12 months)	Cleared (Over the last 12 months)
1. Configuration Change Requests:		
2. Allowance Change Requests:		
3. ACRs returned disapproved over the last 12 months:		
4. CCFs over 60 days with no response:		
5. ACRs over 60 days with no response:		
6. How many Engineering Changes have been completed during this period:		

7. How many Change letters have you received from ELC: _____? How many were: Configuration updates_____ Allowance updates _____.

8. How many Configuration updates have you performed in CMplus & MICA document? [ ]

D. **SELECTED ITEM MANAGEMENT (SIM) FILE**. This section is designed to measure how effectively the unit is managing those frequently used consumables and repair parts that qualify for SIM procedures.

	YES	NO
1. Does the unit use SIM?		
2. Number of SIM items onboard:		
3. Number of SIM items with an on-hand quantity below their low limit:		
4. Number of Not in Stock (NIS) demands for SIM items in last 90 days:		

E. **STOCK RECORDS**. This section is designed to record a spot check of the unit's stock records.

1. Number of sample count (stocked line items): [ ]

UNIT ASSESSMENT CHECKLIST

FACTORS *(cont.)*

2. Number of Location Errors: [ ]
3. Number of Quantity Errors: [ ]
4. Date of last FEDLOG update: [ ]

F. **CFO ACT READINESS**: This section is designed to determine the unit's readiness for a possible CFO Act/DHS IG audit of inventory items carried on-board. We would also appreciate it if all the collateral duties assignments and letters of designation could be in one place.

	YES	NO
1. Has the unit entered all reportable inventory into CMPLUS, with the exception of aeronautical material, not located at the Inventory Control Points (ICPs). *Note: Aeronautical Type 3 and 5 shall be entered into CMplus. (Ref (a), SPPM, COMDTINST M4400.19 (series), Chapter 3))*		
2. Are shipping documents (DD-1348-1A) retained for three fiscal years plus the current in Julian date/document number sequence? *(Ref (a), SPPM, COMDTINST M4400.19 (series), Chapter 3))*		
3. Are completed and acknowledged disposal documents (DD-1348-1A, DD-1149, SF-122, SF-123, and Certificate of Destruction) maintained in the unit files for three fiscal years plus the current? *(Ref (a), SPPM, COMDTINST M4400.19 (series), Chapter 3))*		
4. Does the quantity on stock records or CMPLUS match the quantity on hand? *(Ref (a), SPPM, COMDTINST M4400.19 (series), Chapter 3))*		
5. Do stock records contain as a minimum: NSN or CAGE/ Part Number, Item Name or NOMEN, price, allowance, storage location, and quantity on hand information and condition code? *(Ref (a), SPPM, COMDTINST M4400.19 (series), Chapter 3))*		
6. Is receipt documentation on hand to support receipt quantities and valuation?		

ENCLOSURE E

INSTRUCTIONS, SAMPLE MESSAGES, AND FORMATS

UNIT ASSESSMENT CHECKLIST

FACTORS *(cont.)*

	YES	NO
7. Are scheduled and non-scheduled physical inventories conducted and properly posted to the stock records? *(Ref (a), SPPM, COMDTINST M4400.19 (series), Chapter 3))*		
8. Are all stock items legibly marked, tagged or labeled with NSN, CAGE/Part Number, or other appropriate identifying numbers? *(Ref (a), SPPM, COMDTINST M4400.19 (series), Chapter 3))*		

9. Has the unit researched and assigned prices/values to its line items, including zero-priced items, carried in the inventory?
   Records indicate there are_____items with invalid locations.
   Records indicate there are _____zero priced items to be researched.

	YES	NO
10. Is an "MTR Suspense File" or local tracking system maintained? *(Ref (a), SPPM, COMDTINST M4400.19 (series), Chapter 3))*		
11. Are receipts and issues properly posted in CMPLUS, or on stock records? *(Ref (a), SPPM, COMDTINST M4400.19 (series), Chapter 3))*		
12. Were necessary adjustments made if differences were found between actual quantities on-hand and stock record quantity? *(Ref (a), SPPM, COMDTINST M4400.19 (series), Chapter 3))*		
13. Does the unit have an expenditure log used to control document assignments and a record of all expenditures? Applies to transfers (DD-1149), Surveys (CG-5269), and Mandatory Return Reparable (MTR) items. *(Ref (a), SPPM, COMDTINST M4400.19 (series), Chapter 3))*		

ENCLOSURE E

INSTRUCTIONS, SAMPLE MESSAGES, AND FORMATS

UNIT ASSESSMENT CHECKLIST

FACTORS *(cont.)*

	YES	NO
14. Are the following responsibilities designated to individuals in writing prior to counts:		
• **PICO** - Physical Inventory Control Officer		
• **CT** - Count Team		
• **RA** - Research/Adjustment Analyst		
15. Has the unit completed MRPI's? Are the errors within the acceptable table, for that type of unit • The prescribed sample size is: _____. • The numbers of allowable errors are: _____. *(Ref (a), SPPM, COMDTINST M4400.19 (series), Chapter 3))*		
16. If discrepancies were noted in the MRPI, was a Memorandum sent to the Commanding Officer/OINC listing all discrepancies? *(Ref (a), SPPM, COMDTINST M4400.19 (series), Chapter 3))*		
17. Did the unit keep the memorandum and supporting documentation used to conduct the MRPI's, and Statistical Random Sample on file for 3 years, plus current year? *(Ref (a), SPPM, COMDTINST M4400.19 (series), Chapter 3))*		
18. Dates of last two inventory sample, sample size, and errors: Date:_____Sample Size:_____Errors:_____ Date:_____Sample Size:_____Errors:_____		

	YES	NO
19. If the unit exceeded their allowable errors, was a wall-to-wall inventory conducted? If no, when is a wall-to-wall inventory scheduled (_____)? *(Ref (a), SPPM, COMDTINST M4400.19 (series), Chapter 3))*		
20. Did the unit follow the Physical Inventory requirements? *(Ref (a), SPPM, COMDTINST M4400.19 (series), Chapter 3))*		

ENCLOSURE E

INSTRUCTIONS, SAMPLE MESSAGES, AND FORMATS

UNIT ASSESSMENT CHECKLIST

FACTORS *(cont.)*

	YES	NO
21. Was the annual inventory certification letter sent to FINCEN (fc) at the end of the fiscal year? *(Ref (a), SPPM, COMDTINST M4400.19 (series), Chapter 3))*		
22. Does the unit have a copy of the certification letter completed at the end of the previous fiscal year with supporting documentation on file for 3 years? *(Ref (a), SPPM, COMDTINST M4400.19 (series), Chapter 3))*		
23. Are unit price in stock records obtained from one of the following sources: a. Price paid as obtained from, invoice, Federal Logistics Data (FEDLOG), Purchase Order or Contract. b. If documentation is not available use best "fair market value" estimate. A memorandum in the receipt file will suffice to support fair market value estimates.		
24. Is the receipt of material verified sign and dated, on appropriate document (e.g. Contract, DD Form-1348-1A, DD Form-1149)? *(Ref (a), SPPM, COMDTINST M4400.19 (series), Chapter 3))*		
25. Has the unit submitted a TAV data extract for each quarter, to OSC Martinsburg? *(Ref (a) ALCOAST 539/04 (R091742Z DEC04))*		
26. Does the unit know where to send the data extracts? *(Ref: ALCOAST 539/04, (E-Mail=TAV@FLS.OSC.USCG.MIL))*		
27. Has the inventory manager taken action to ensure that storerooms are properly maintained, cleaned and secured? *(Ref (a), SPPM, COMDTINST M4400.19 (series), Chapter 3))*		
28. Does the Inventory Manager, as custodian of all repair parts, control access to all storage spaces? *(Ref (a), SPPM, COMDTINST M4400.19 (series), Chapter 3))*		

ENCLOSURE E

INSTRUCTIONS, SAMPLE MESSAGES, AND FORMATS

UNIT ASSESSMENT CHECKLIST

FACTORS *(cont.)*

	YES	NO
29. Do you have a list of the names and designations of POC's who have accesses to storage locations? Are storage locations separate from their workspaces?		
30. Do you have a list of the names and designations of POC's who have issue privileges? Do you have any oversight processes in place?		
31. Are issue and receipt files in good order and maintained for a period of three fiscal years plus the current?		
32. Are reviews of inventory conducted? (E.g. to determine excess, obsolete stock); If they are, are the stock items categorized on the stock record?		
33. Does the unit maintain material other than listed in CMplus? *(Ref (a), SPPM, COMDTINST M4400.19 (series), Chapter 3))*		

ENCLOSURE E

INSTRUCTIONS, SAMPLE MESSAGES, AND FORMATS

CASUALTY REPORTING PROCEDURES (CASREP) REPORTING PLAIN LANGUAGE ADDRESSES FOR US COAST GUARD UNITS

All US Coast Guard units, when reporting CASREPs include the following addee:

-For all Coast Guard Units CASREP message routing shall be:

ACTION:	**Units supporting activity as appropriate** **ADCON//**Staff Element(s)**//** **COGARD FLS MARTINSBURG WV** **TRMSDATACEN SAN DIEGO CA** **TRMSDATACEN PEAL HARBOR HI** **COMLANTFLT NORFOLK VA** **AIG 6842** (for units in the Pacific Fleet area) **AIG 6843** (for units in the Atlantic Fleet area)

INFO:	**OPCON//**Staff Element(s)**//** Units Group/Sector as appropriate Units District as appropriate **COGARD ENGLOGCEN BALTIMORE MD//**Staff Elements**//** 012 Patrol Boats Branch 013 ATON Branch 014 Standard Boats Branch 015 WAGB Platform Branch 016 Electronics/Ordnance Branch 017 Maintenance Branch 021 Electronic Systems Branch 022 ATON Hardware/General Stores Branch 023 Naval Architecture Branch 024 Boat Engineering Branch 025 Auxiliary Machinery Branch 026 Propulsion Branch 027 Electrical Branch 052 Information Systems Branch 053 VLS Sustainment Branch 05T Technical Information Management Branch **COGARD YARD BALTIMORE MD** (For hull and ordnance CASREPs) **COGARD MLCLANT NORFOLK VA**//Staff Elements// **COGARD MLCPAC ALAMEDA CA**//Staff Elements// **Support centers/bases** as required/appropriate **All U.S. Navy addressees** as appropriate **COMDT COGARD WASHINGTON DC//**Staff Element(s) **//** (Note 1 and Note 2 for Pacific Fleet units only) **Other** (as directed)

ENCLOSURE E

INSTRUCTIONS, SAMPLE MESSAGES, AND FORMATS

Notes
1. COMDT COGARD (G-OPD and G- OPF-3) on all casualties to install armament above 50 cal., gunfire control systems and ASW equipment.
2. All 82-foot WPB info COMDT COGARD (G-OCU and G-OPF-3) on structural casualties only.

Boat Units:

CASREPs for **RB-S, RB-M, 41 ft UTB, 49 FT BUSL, and 55 Ft ANB,** include INFO ADDEES:

COGARD TRACEN YORKTOWN VA//BFC//

CASREPs for **47 Ft MLB**, include INFO ADDEES:

COGARD TRACEN YORKTOWN VA//BFC//
COGARD NMLBS CAPE DISAPPOINTMENT WA

- Addresses for Specific Equipment Types for Coast Guard Units

Special addressees associated with selected equipment types are required, as shown in the figure below, and shall be included as **information** addressees. CASREP drafters should check information addressees listed below against a current update of the Message Address Directory to ensure that plain language addresses are correct. Ensure office codes are included on CASREP messages when appropriate. Office codes change depending on specific equipment, subassembly, and type of technical assistance indicated in the CASREP.

IF EQUIPMENT IS:	INFORMATION ADDRESSES:
Air search radars and naval tactical data systems	**COMNAVSEASYSCOM WASHINGTON DC**
	NAVSURFWARCENDIV PORT HUENEME CA
	NAVSURFWARCEN PHDIV VIRGINIA BEACH VA
ASW or ASW related	**NAVUNSEAWARCEN DIV NEWPORT RI**
	COMNAVSEASYSCOM WASHINGTON DC
Cryptographic equipment	**SPAWARSYSCEN CHARLESTON SC//721//**
Display consoles and radar repeaters SYA-4, UYA-4, SPA-25	**NAVSURFWARCENDIV PORT HUENEME CA**
	CBTDIRSYSACT DAM NECK VA//DN00/DN20/DN30//
Electronic equipment	**NAVUNSEAWARCEN DIV NEWPORT RI**
	NAVSEA DET NISMF PORTSMOUTH VA
	COMSPAWARSYSCOM SAN DIEGO CA
Hull, mechanical and electrical equipment and systems (Note 1)	**NAVSURFWARCEN SHIPSYSENGSTA PHILADELPHIA PA**
NAVSEASYSCOM	**NSFLANT PORTSMOUTH VA** (Atlantic only)

cognizance	**SOUTHWEST RMC SAN DIEGO CA** (Pacific only)
	NAVSHIPYARD AND INF PEARL HARBOR HI (MIDPAC only)
Shipboard communications (Note 2)	**COMSPAWARSYSCOM SAN DIEGO CA**
Shipboard electronics and peripheral systems; e.g., dry air cooling water, air conditioning and ventilation, etc. (Note 3)	**COMSPAWARSYSCOM SAN DEIGO CA**
	NAVUNSEAWARCEN DET FEO NORFOLK VA
	CBTDIRSYST DAM NECK VA//DN00/DN02/DN03//
Shipboard satellite communications	**NCTAMS LANT NORFOLK VA//N6//** (Atlantic only)
	NCTAMS EURCENT NAPLES IT//N6// (Mediterranean only)
	NCTAMS PAC HONOLULU HI//N6// (Pacific only)
Sonar	**NAVUNSEAWARCEN DIV NEWPORT RI**
	COMNAVSEASYSCOM WASHINGTON DC
	SOUTHWEST RMC SAN DIEGO CA (Pacific only)
Surface guns and gun control systems	**NAVSURFWARCEN PORT HUENEME DIV DET LOUISVILLE KY**
	NAVSURFWARCENDIV PORT HUENEME CA
	NAVUNSEAWARCEN DET FEO NORFOLK VA
Underway replenishment related	**WPNSTA EARLE COLTS NECK NJ**
	NAVSURFWARCENDIV PORT HUENEME CA

Notes

1. Include as info ADDEE only if equipment is U.S. Navy supported; i.e., the equipment and parts are in the federal supply system.
2. Include as info ADDEE only if equipment is U.S. Navy supported; i.e., AN/WSC-3.
3. Include as info ADDEE only if equipment is U.S. Navy supported; i.e., the air dryer for the waveguide on the MK92 GFCS or the A/C for the AN/SLQ-32.

AF__ FORMATTED MESSAGE FOLLOW-UP

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

Record Position	Data Element	Data to be Entered
1-3	DIC	See enclosure D for the appropriate AF__ Document Identifier Code.
4-6	RIC *(From)*	Routing Identifier Code of the last known supply source. *(See enclosure D)*.
7-61	All	Same as the original requisition.
62-64	Required Delivery Date	Modify to improved shipping date.
65-66	Status Code	Last Status Code available (if any).

AF__ NARRATIVE MESSAGE FOLLOW-UP

The narrative message follow-up request for requisitions requiring exception or narrative information requires the following information:

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

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

UNCLAS//N04491//
SUBJ: MILSTRIP FOLLOWUP

1. ATA/ZIC/S/BLNK/EA/00001/Z11403/8033/6754/R/Z75160/B/SP/BLNK/BLNK/05/BLNK/BLNK. IDENTIFICATION DATA: CAGE AND PART NO. 05073-N3-12291-P014; MFR BABCOCK AND WILCOX CO., NEW YORK, NY, COAST GUARD TECHNICAL MANUAL 351-0048; BOILER, STEAM, MN, 634 PSI, 1393 TB; APL 021200007; MFG DWG NO MX 235001; EQUIP SPEC MIL-R-18381 SHPS, ADDL ITEM DATA, ACN4410-01-G00-0001
(Note: Follow-up when status is not received.)

OR

2. AF1/ZIC/S/05073-N3-12291-P104/EA/00001/Z11403/8033/6754/R/Z75160/B/SP/BLNK/BLNK/05
(Note: Follow-up when status is received.)

BK2 NARRATIVE MESSAGE

The BK2 narrative message is used with the regular BK2 to challenge the BK3 and request a reversal of additional charges. Units shall follow the sample message below to request a reversal of additional charges when:

- The requisitioner was unable to respond to a BK1 follow-up
- The requisitioner originally sent a BK2 indicating no turn-in was available, but later discovered a carcass to turn-in
- The unit was erroneously charged the standard price, even though a carcass was turned-in to the system

Note: See enclosure D, MILSTRIP Supply and Storage Codes for explanation of codes.

BK2 NARRATIVE-LAST RESORT TO MECHANICSBURG
P R
FM CCGDONE BOSTON MA
TO NAVICP MECHANICSBURG PA//01424//
INFO USCGC NEVERSAIL
BT
UNCLAS//N04440//
SUBJ: DLR BILLING REVERSAL REQUEST
A. DAAS O51051Z APR 94
1. PASS TO CODE 01424. IRT REF (A), PRIOR BK2 SUBMITTED INDICATING NON-AVAILABILITY OF TURN-IN. FURTHER RESEARCH INDICATES NRFI CARCASS WAS TURNED-IN. SHIP DATA IS AS FOLLOWS:
2. BK2/N35/N00189/001234567/00001/Z1550440050001/N00188/B/Z1550440310002/ 94060/7H/H/A/GBL 123456789
3. POC: SKC GOOBLATZ. PH: 617-222-1212
BT

ENCLOSURE E

INSTRUCTIONS, SAMPLE MESSAGES, AND FORMATS

BK2 MESSAGE (80 CC)

The BK2 message responds to the BK1 follow-up document. The 80cc BK2 message is submitted when shipping information needs to be passed for tracking purposes. Follow the steps below to fill-out the BK2 80 cc message.

P R
FM USCGC HAMILTON
TO DAAS DAYTON OH
INFO MLCPAC ALAMEDA CA/ML/VPL//
BT
UNCLAS//N04440//
SUBJ: DLR FOLLOW UP RESPONSE REQUEST
A. DAAS 051200Z APR 94
BK2N35N0018900345987600001Z1140140319867N00228JZ114014030981OF2
66940347HHAGBL14567892OF2

CANCELING A NON-NSN REQUISITION VIA NARRATIVE MESSAGE

The following procedures apply to cancellation of MILSTRIP requisition requiring exception data:

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

The following is an example of a message to request cancellation of a Non-NSN Requisition via Narrative Message:

FM: USCGC MIDGETT
TO: (LAST KNOWN HOLDER OF REQUISITION)
INFO: (AS REQUIRED)
BT
UNCLAS//N04491//
SUBJ: MILSTRIP CANCELLATION
1. AC1/ZICS/05073-N4-4317/EA/00001/Z114112/8172/6312/R/Y/01AZA/A/SP/BLNK/ SR1/05/182/BV/ZIC/BLNK
2. AC1/ZIC/S/2010 00 1234567/EA/00001/Z11412/8172/6313/R/Y/02AHB/A/SO/BLNK/ SR1/05/182/BV/ZIC/BLNK

BT

ENCLOSURE E

INSTRUCTIONS, SAMPLE MESSAGES, AND FORMATS

MILSTRIP MESSAGE WITH EXCEPTION DATA

All requisitions on one message shall contain the same RIC when submitted to the SoS. No more than seven requisitions shall be included on a MILSTRIP message. Each requisition shall be listed in a separately numbered paragraph and requisitions shall be in MILSTRIP format, but each data element shall be separated by slash (/). Data elements that are not applicable or are unknown will be identified by "BLNK". Document number shall be separated into 3 fields (e.g., Z12345/7123/6123). The subject line of the message shall be Subject: MILSTRIP Documents. If the requisitioned item is related to a CASREP, the CASREP message date-time group will be listed as reference (a). Messages shall not contain both CASREP and Non-CASREP requisitions. All narrative messages shall be submitted directly to the source of supply. If shipping to other than the requisitioner or supply address. Provide a full and complete shipping address. Below is an example of a non-NSN requisition for a CASREP item.

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

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

ENCLOSURE E

INSTRUCTIONS, SAMPLE MESSAGES, AND FORMATS

MILSTRIP MESSAGE REQUISITION FOR NAVIGATIONAL CHARTS, MAPS & RELATED MATERIEL

Coast Guard units shall use the following format to requisition Navigational Charts, Maps, and related materiel by MILSTRIP message.

P 022100Z JAN 97
FM COGARD STA SOUTH PORTLAND ME
TO DAAS DAYTON WRIGHT PATTERSON AFB OH
BT
UNCLAS//N04400//
SUBJ: MILSTRIP DOCUMENTS
A0AHM8S7642014010479EA00020Z3016270020001R******DNS******060152B**
BT

LEGEND:

RECORD POSITION	EXPLANATIONS
1-3	"A0A" ONLY
4-6	ROUTING IDENTIFIER CODE FOR NIMA: "HM8"
7	MEDIA & STATUS CODE: USE "S"
8-20	NATIONAL STOCK NUMBER
21-22	COG CODE: USE ONLY WHEN REQUISITIONING MAPS OR CHARTS FROM NAVY SOURCES; OTHERWISE LEAVE BLANK
23-24	UNIT OF ISSUE
25-29	QUANTITY REQUIRED
30-43	REQUISITION NUMBER CONSISTING OF UNIT DoDAAC, JULIAN DATE, AND SERIAL NUMBER
44	DEMAND CODE: R=RECURRING OR N=NONRECURRING
45-50	SUPPLEMENTARY ADDRESS: NOT TO BE USED
51	SIGNAL CODE: SIGNAL CODE "D" IS THE ONLY CODE ACCEPTED BY NIMA FROM COAST GUARD ACTIVITIES
52-53	FUND CODE: FUND CODE "NS" IS THE ONLY FUND CODE ACCEPTED BY NIMA FROM COAST GUARD UNITS

MILSTRIP MESSAGE REQUISITION FOR NAVIGATIONAL CHARTS, MAPS & RELATED MATERIEL

LEGEND: *(cont.)*

RECORD POSITION	EXPLANATIONS
54-59	**DISTRIBUTED AND PROJECT CODES: LOCAL USE PER ENCLOSURE *D, MILSTRIP Supply and Storage Codes***
60-61	**PRIORITY DESIGNATOR**
62-64	**REQUIRED DELIVERY DATE**
65-66	**ADVICE CODE: ONLY "2B", "2C" OR "2J" ARE TO BE USED FOR NIMA PRODUCTS**

Note: Any field not used is to be left as a blank space; e.g., required delivery date, advice code, and supplementary address.

OUTSTANDING MILSTRIP REQUISITIONS

FOLLOW-UP REQUESTS:

UNCLAS//N04491//
SUBJ: MILSTRIP FOLLOWUP

* 1. **ATA/ZIC/S/BLNK/EA/00001/Z11403/8033/6754/R/Z754160/B/SP/BLNK/**

a. IDENTIFICATION DATA: CAGE AND PART NO. 05073-N3-12291-P014; MFR BABCOCK AND WILCOX CO., NEW YORK, NY, COAST TECHNICAL MANUAL 351-0048; ITEM NAME: ELEMENT, SOOT BLOWER, UNIT A; END ITEM APPLICATION; BOILER, STEAM, MN, 634 PSI, 1393 TB; APL 021200007; MFG DWG NO MX 235001; EQUIP SPEC MIL-R-18381 SHPS, ADDL ITEM DATA, ACN4410-01-G00-0001

OR

** 2. **AF1/ZIC/S/05073-N3-12291-P104/EA/00001/Z11403**

* - Follow-up when status has not bee received.
** - Follow-up when status has been received.

The following is an example of a Supply Assistance Request message:

FM USCGC HAMILTON
TO (LAST KNOWN HOLDER OF REQUISITION)
INFO (AS REQUIRED)
BT
UNCLAS//NO4491//
SUBJ: MILSTRIP SUPPLY ASSISTANCE REQUEST

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

BT

ENCLOSURE E

INSTRUCTIONS, SAMPLE MESSAGES, AND FORMATS

REGULAR SHIPMENT STATUS BY MESSAGE

Units shall follow the sample message below for a regular shipment from a supply source. See enclosure *D, MILSTRIP Supply and Storage Codes* for explanation of codes.

BT
UNCLAS//N04400//
MILSTRIP SUPPLY STATUS DOCUMENTS

AE1N35S4320002183942 EA00001Z1140381836629 Z75160BSD
1H 05186BANDZ 0142000

AE1N35S4320002183942 EA00001Z1140381836629 Z75160BSD
1H 05186BANDZ 0142000

AE1NDZS4320002183942 EA00001Z1140381836629Z75160BSD
1H 05186BANDZ91890142000

ENCLOSURE E

INSTRUCTIONS, SAMPLE MESSAGES, AND FORMATS

ROUTINE MILSTRIP MESSAGE

Messages transmitted directly to Source of Supply (SOS) are limited to 66 RP per data line. The MILSTRIP messages should not contain paragraph numbers and slashes between numbers. The data elements that are not applicable to a requisition shall not be filled. The letters "BLNK" are not needed. The formatted message can contain 450 line items. MILSTRIP data must be transmitted exactly as it appears in RP order. Extra characters, spaces or incorrect data will cause the requisition to be rejected. Priority 01-08 MILSTRIP requisitions are authorized for transmission during periods of restricted communication (i.e., MINIMIZE).

RECORD POSITION	FIELD	DATA TO ENTER
1-2	DIC	See enclosure *D**
4-6	RIC	Activity to which requisition is submitted. See enclosure *D**
7	M&S Code	See enclosure *D**
8-22	NSN/ACN	Applicable NSN/ACN
23-24	Unit of Issue	Refer to FEDLOG
25-29	Quantity	Must be five digits. Precede the significant numbers with zeroes as required.
30-43	Document Number	Comprised of unit DoDAAC, Julian date, and serial number.
44	Demand	See enclosure *D**
45-50	Supplementary Address	See enclosure *D** for suggested uses.
51	Signal Code	See enclosure *D**
52-53	Fund Code	Supplied by FINCEN
54-56	Distribution Code	Enter item COG if known otherwise leave blank. (See RP 54-56 Assignments)
57-59	Project Code	Local use. Certain Project Codes
60-61	Priority	See enclosure D* and Chapter 2 (Materiel Acquisition) to determine the appropriate priority per unit FAD and UND.

ROUTINE MILSTRIP MESSAGE *(cont.)*

Record Position	Field	Explanation
62-64	Required Delivery Date (RDD)	**If...** / **Then...** Standard Delivery Date (SDD) is satisfactory, — no entry is required for these RPs. SDD is untimely, — enter RDD per enclosure *D**. requisition is for not mission capable supply (NMCS) item, — enter 999. item is needed to prevent work stoppage of a maintenance action with a unique job sequence number (JSN), — enter "R" in rp 62. RP 63-64 are left blank if SDD is satisfactory or filled in with a RDD if unsatisfactory. ANMCS — enter "N" in RP 62 enter "E" in RP
65-66	Advice Code	See enclosure *D**. *Note: An advice code must be entered for mandatory turn-in reparable (DLR/MTR) items.*

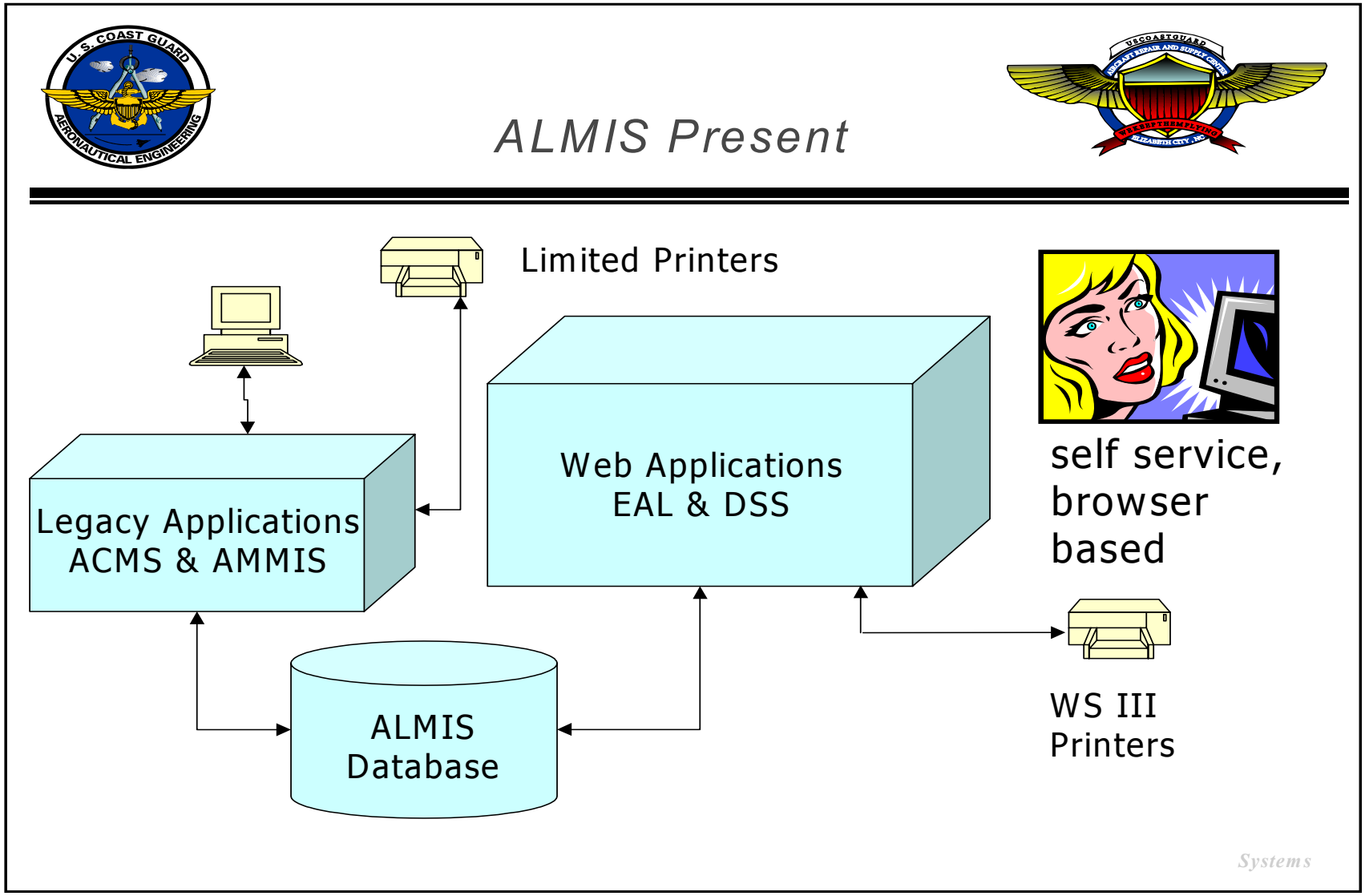
*Reference enclosure D, MILSTRIP Supply and Storage Codes.

THIS PAGE INTENTIONALLY LEFT BLANK

ENCLOSURE F
TABLES AND CHARTS

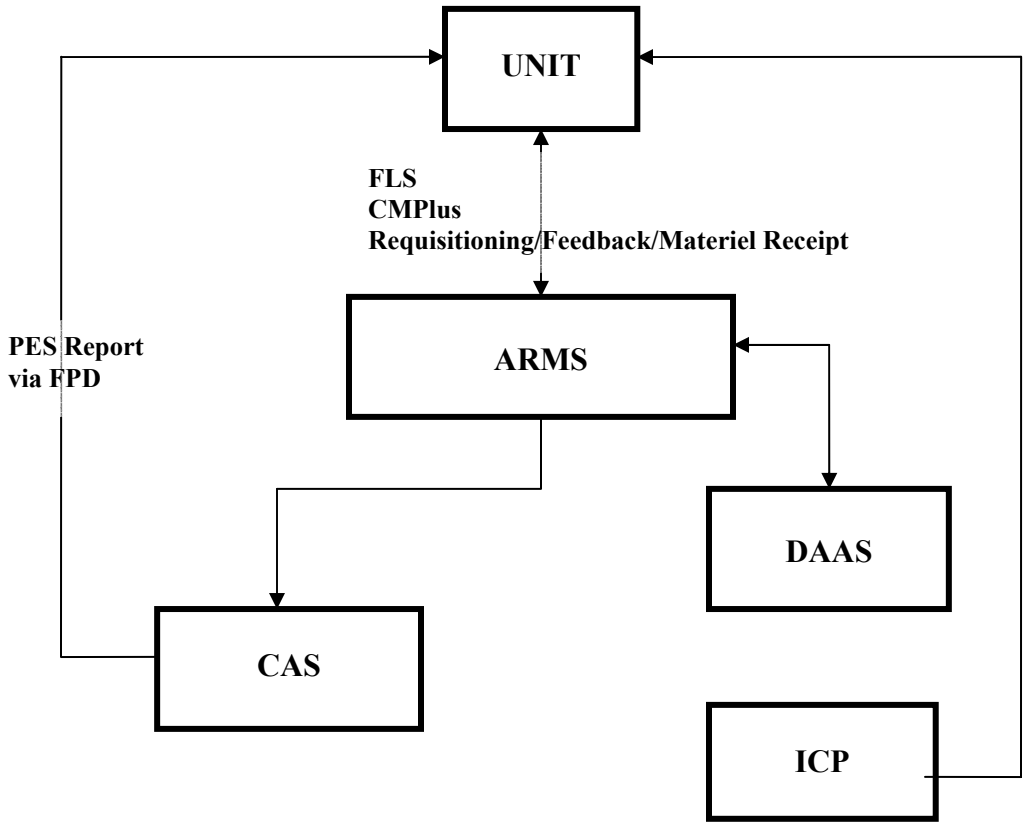
ENCLOSURE F

TABLES AND CHARTS



ENCLOSURE F
TABLES AND CHARTS

SUPPLY POLICY AND PROCEDURES MANUAL (SPPM)
AUTOMATED REQUISITIONING MANAGEMENT SYSTEM (ARMS) CHART



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

ENCLOSURE F
TABLES AND CHARTS

ACCOUNTING FOR FUEL

Coast Guard Financial Center Standard Operating Procedures (FINCEN SOP) relative to accounting for the purchasing of fuel are available at the FINCEN (http://www.fincen.uscg.mil) website. The accounting process for the procurement of fuel through various methods is described in the 12 charts below:

CUTTERS
FUEL SOURCE: DoD or OGA OWNED FUEL
Fuel Type: F76, JP-5, MILSPEC

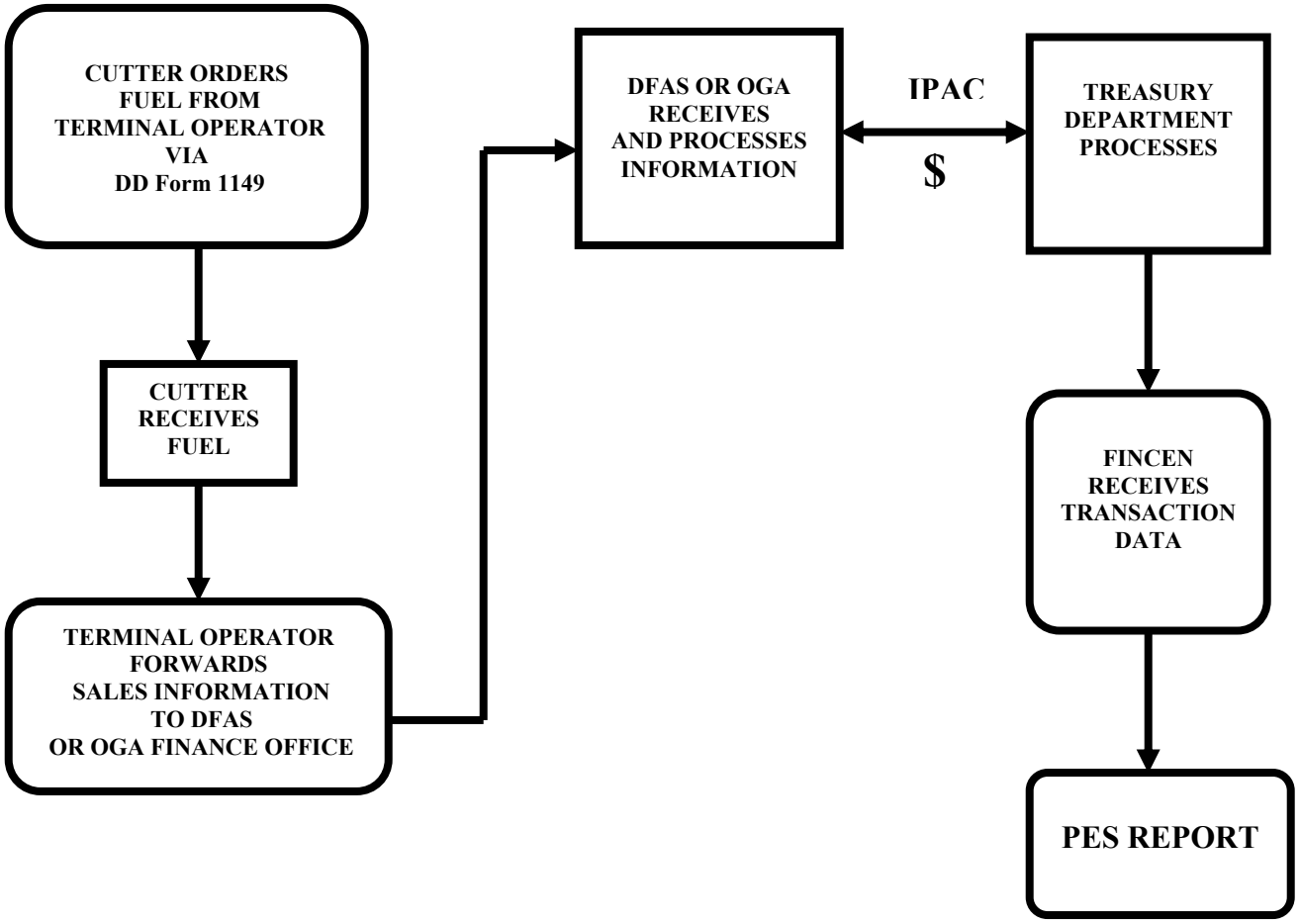


Chart 1. Complete Process Time (60 – 90 Days)

ENCLOSURE F
TABLES AND CHARTS

CUTTERS
FUEL SOURCE: DESC BUNKERS CONTRACT
Fuel Type: MGO, NPD

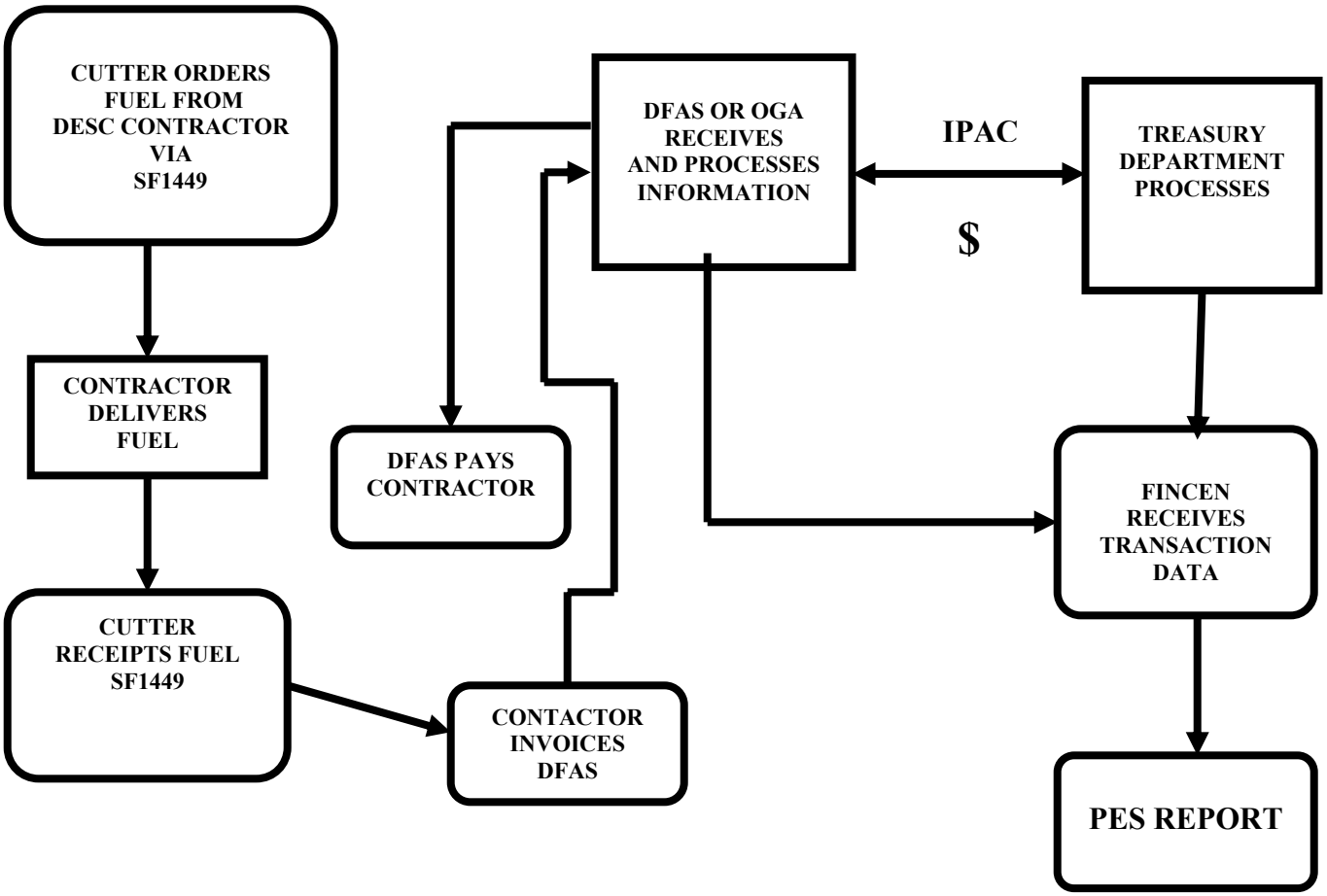


Chart 2. Complete Process Time (60 – 90 Days)

ENCLOSURE F

TABLES AND CHARTS

SHORE FACILITIES AND AIR STATIONS
FUEL SOURCE: DESC PC&S CONTRACT FUEL

Fuel Type: Heating Oil, Diesel, Aviation, and Gasoline

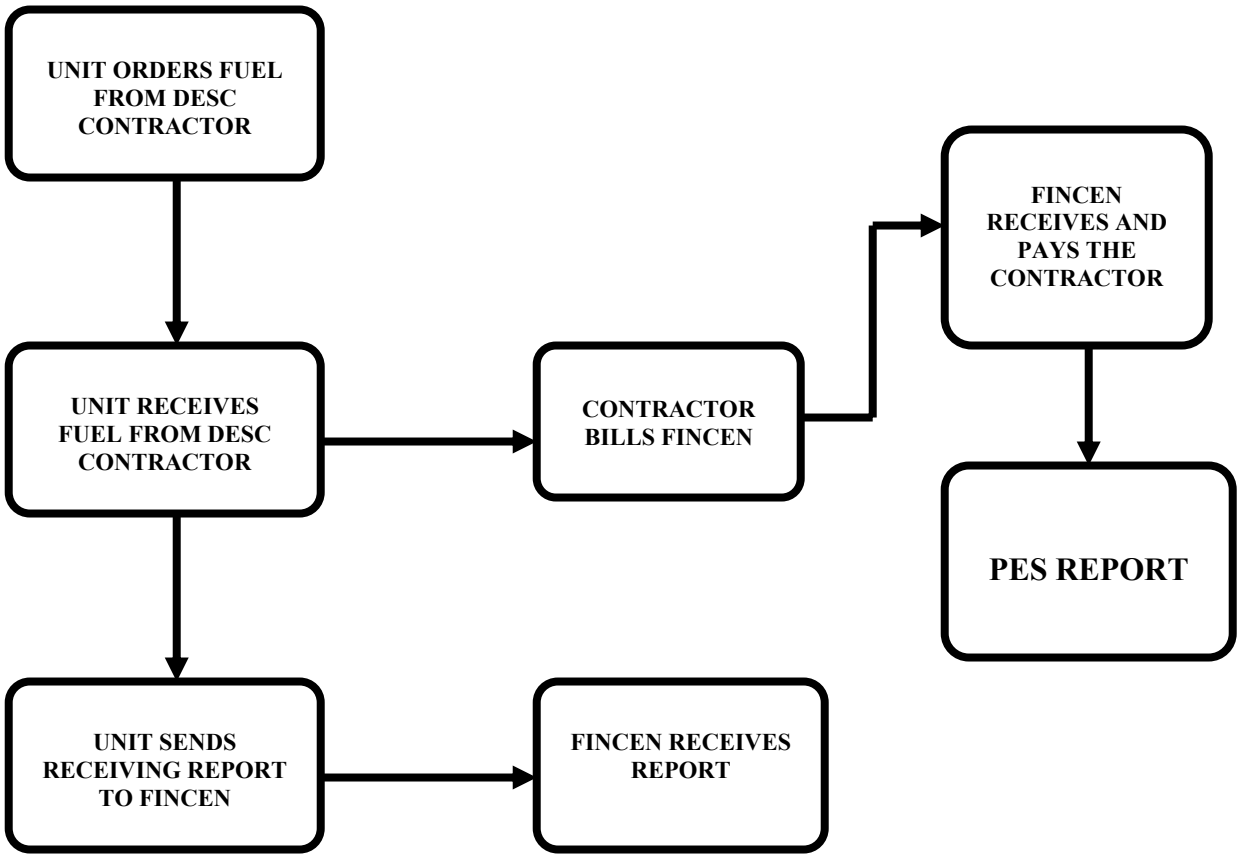


Chart 3. Complete Process Time (45 – 60 Days)

ENCLOSURE F
TABLES AND CHARTS

BANK ONE FLEET FUEL MASTERCARD
FUEL SOURCE: OPEN MARKET – COMMERCIAL VENDOR

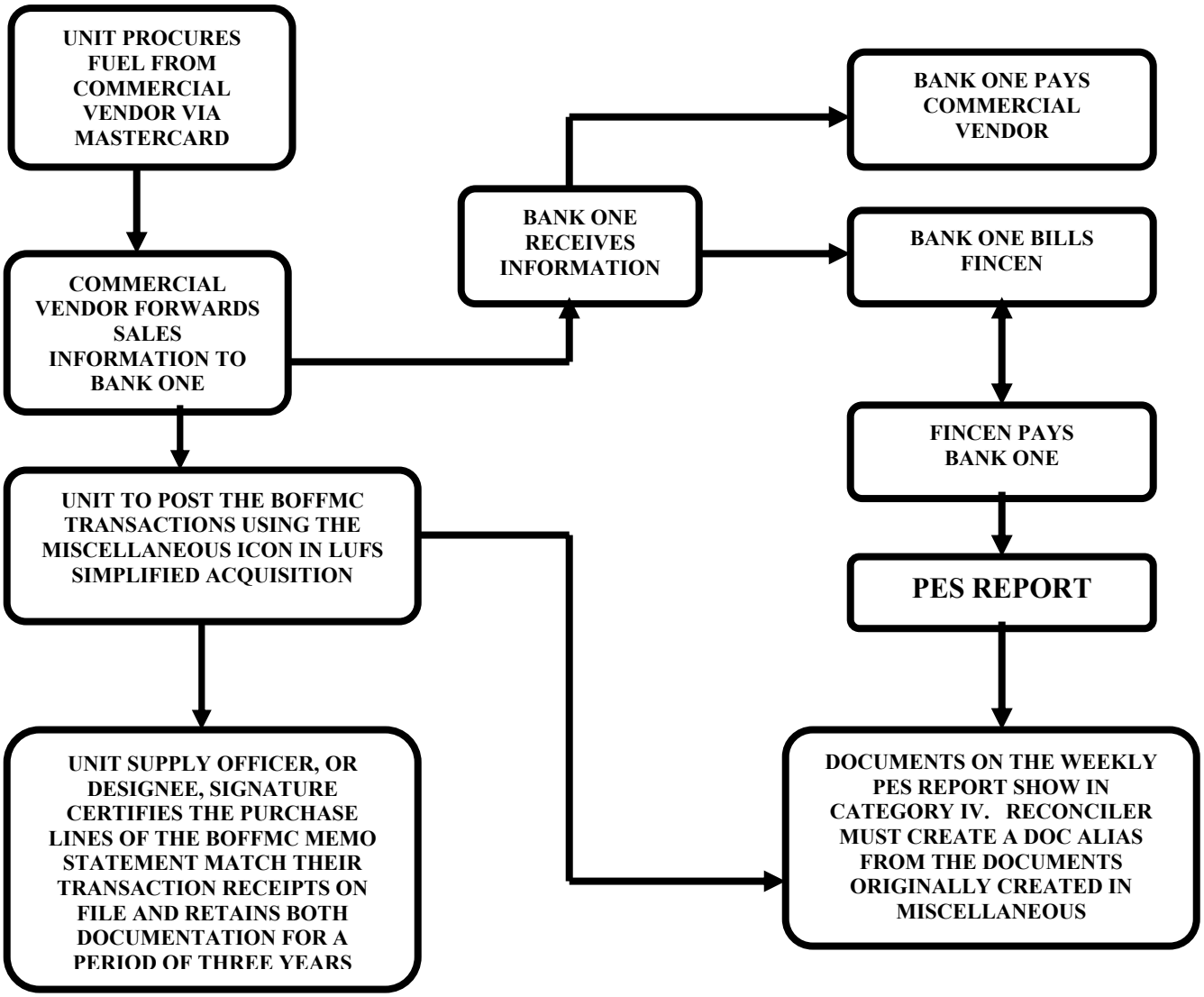


Chart 4. Complete Process Time (45 – 60 Days)

ENCLOSURE F

TABLES AND CHARTS

AIRCRAFT
DoD IDENTAPLATE
FUEL SOURCE: DoD OR OGA OWNED FUEL

Fuel Type: F76, JP-5, MILSPEC

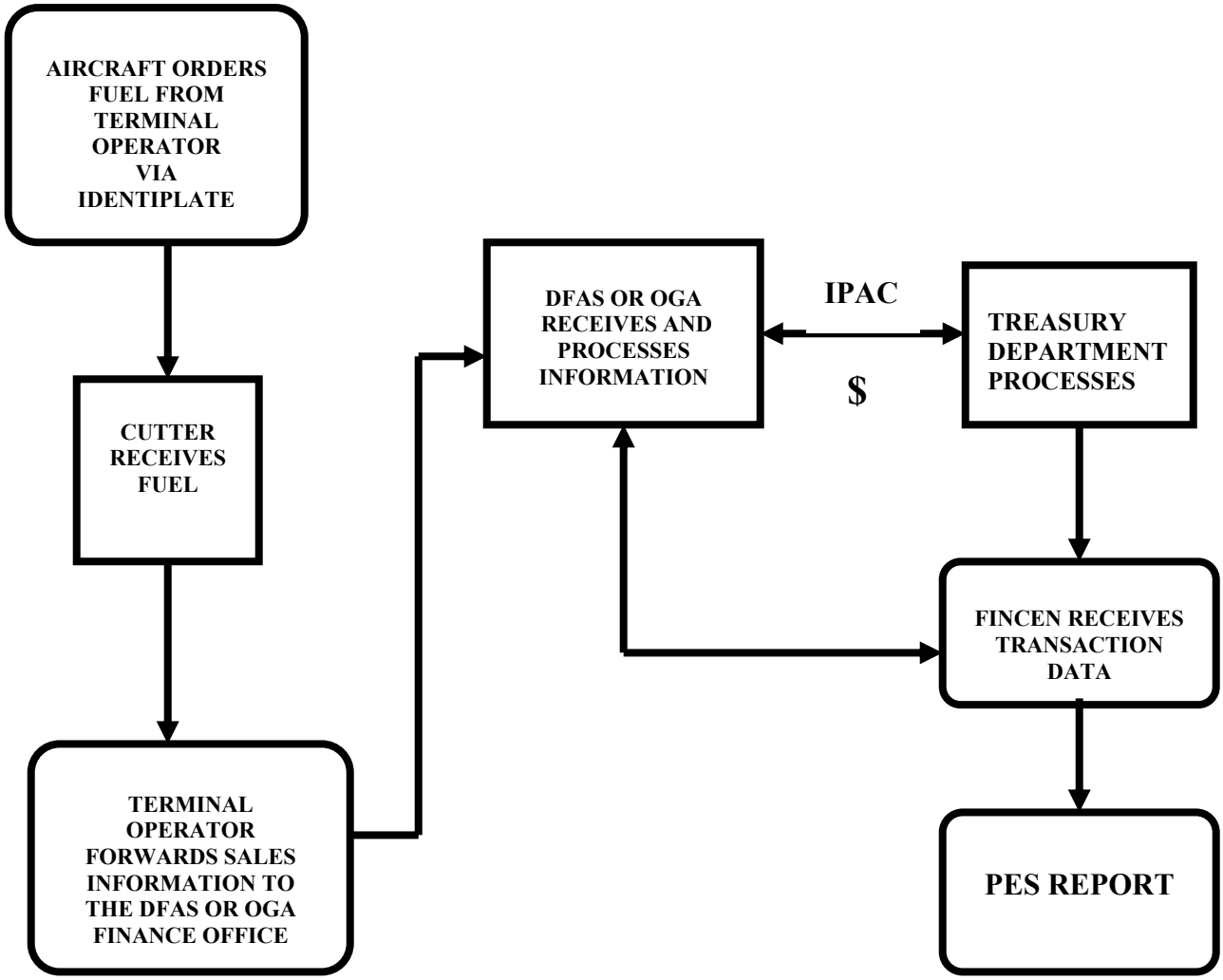


Chart 5. Complete Process Time (60 – 90 Days)

ENCLOSURE F

TABLES AND CHARTS

AIRCRAFT
AVIATION INTOPLANE REIMBURSEMENT CARD (AIRCARD)
AVCARD ACCEPTOR
FUEL SOURCE: DESC INTOPLANE CONTRACT

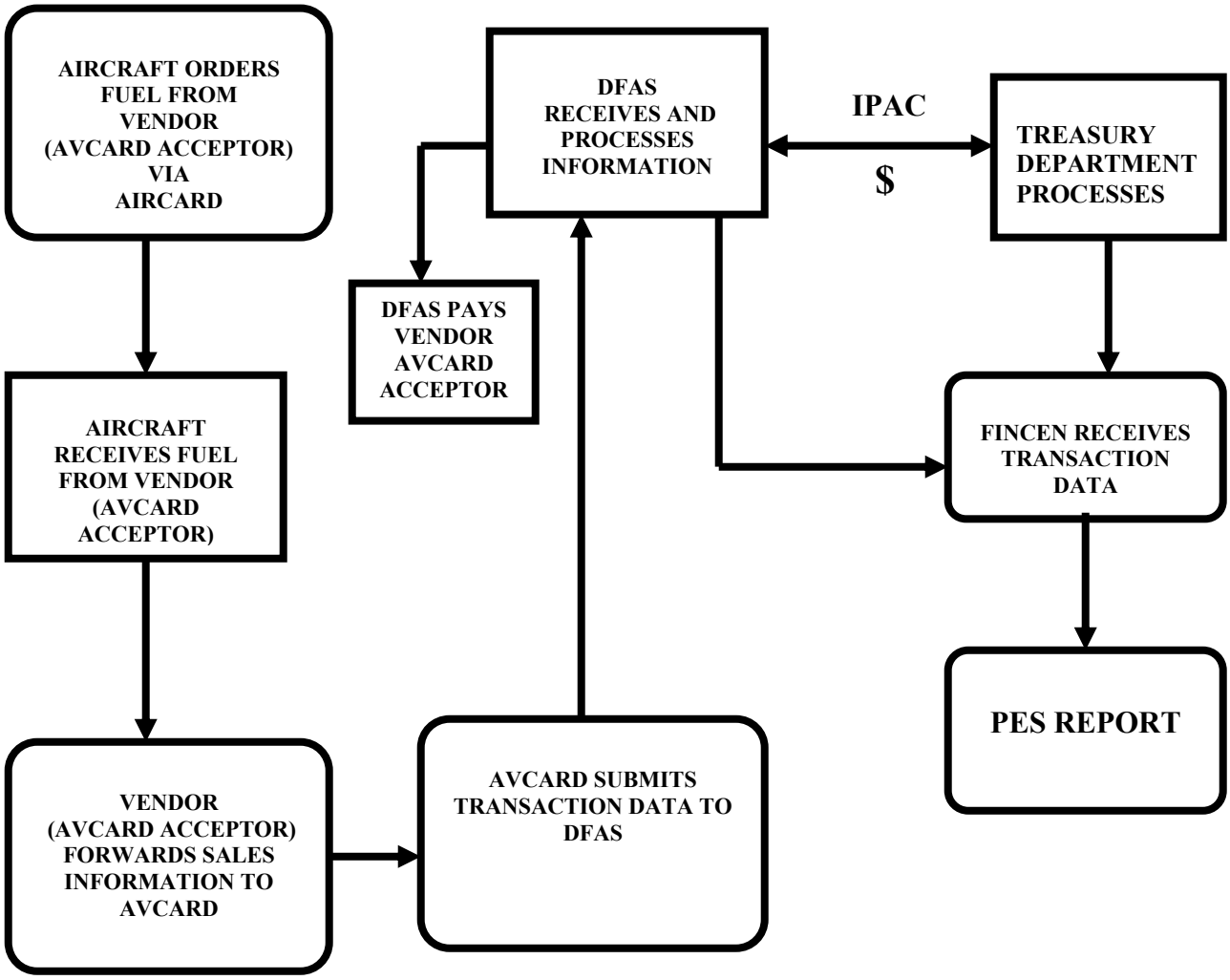


Chart 6. Complete Process Time (60 – 90 Days)

ENCLOSURE F

TABLES AND CHARTS

AIRCRAFT
AVIATION INTOPLANE REIMBURSEMENT CARD (AIRCARD)
AVCARD ACCEPTOR
FUEL SOURCE: GROUND SERVICES PROCESS

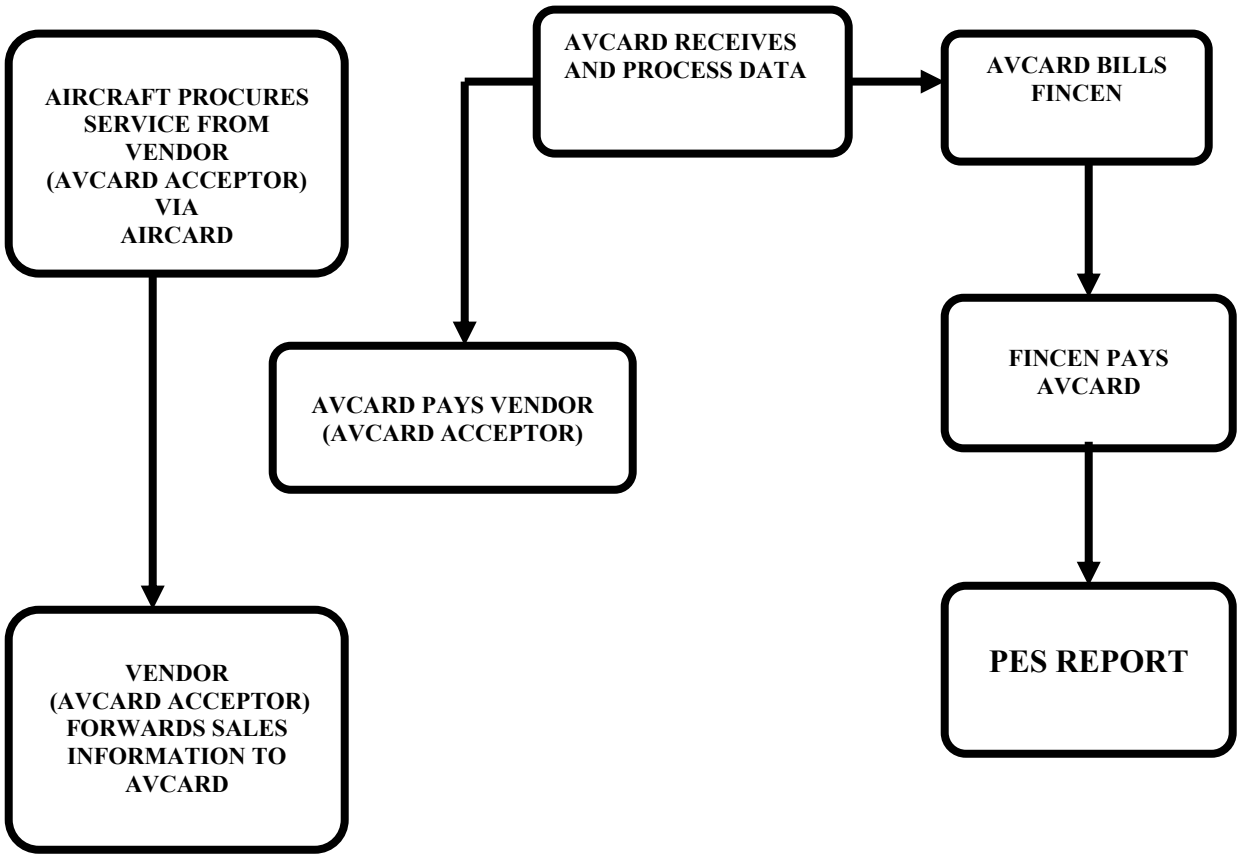


Chart 7. Complete Process Time (60 – 90 Days)

ENCLOSURE F
TABLES AND CHARTS

USCG OWNED FUEL

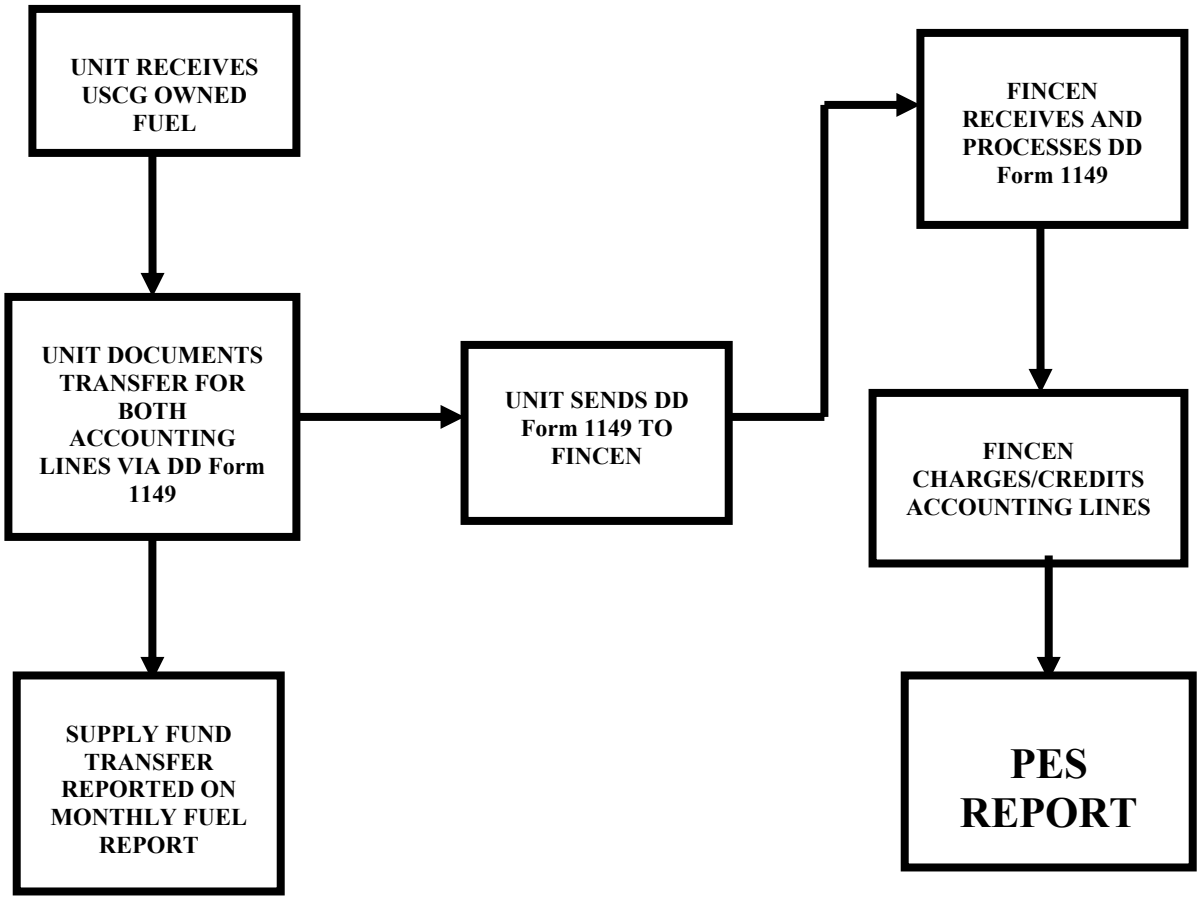


Chart 8. Complete Process Time (Not Required)

ENCLOSURE F
TABLES AND CHARTS

COMMERCIAL FUEL PURCHASE USING SF-1449

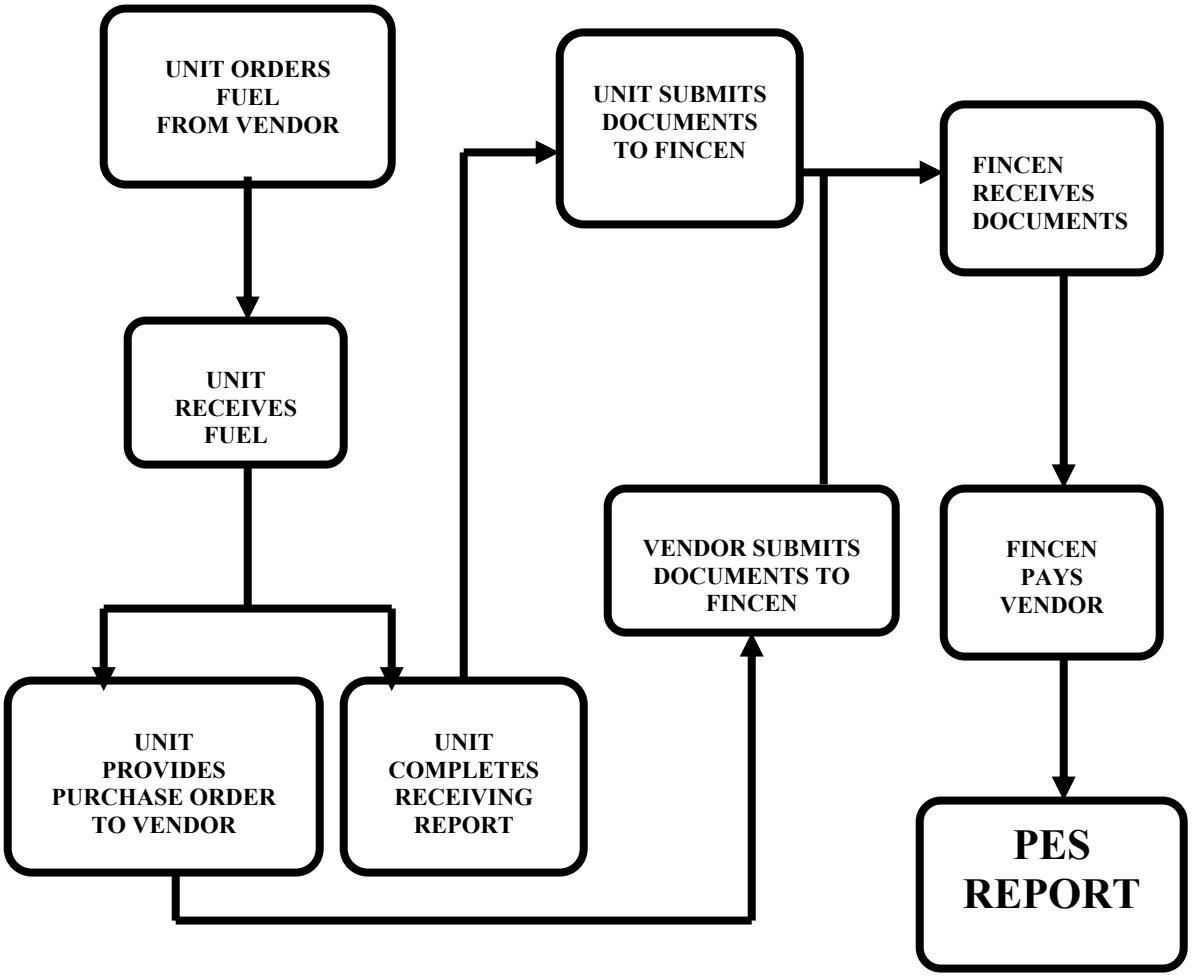


Chart 9. Complete Process Time (30 - 60 Days)

ENCLOSURE F
TABLES AND CHARTS

COMMERCIAL FUEL PURCHASE USING SF-44

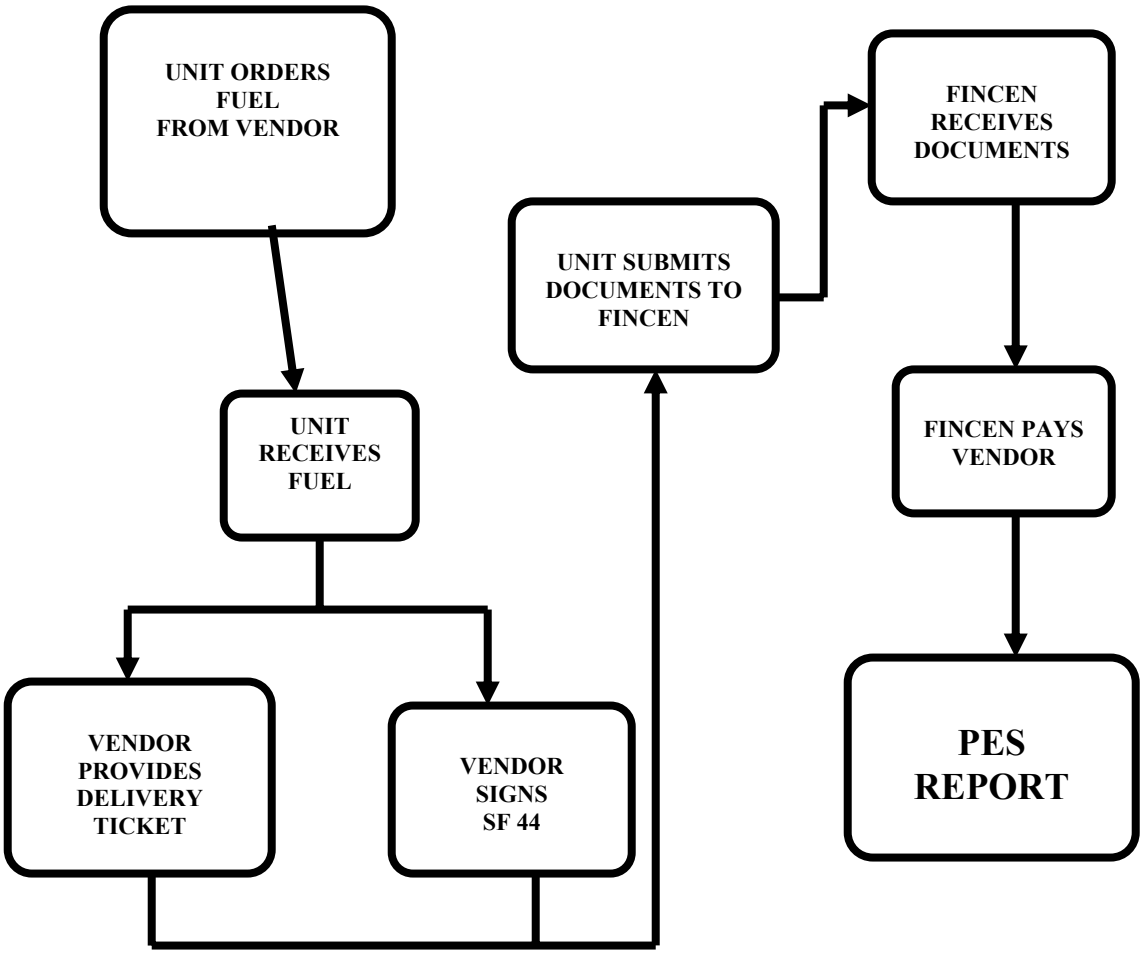


Chart 10. Complete Process Time (30 - 60 Days)

ENCLOSURE F

TABLES AND CHARTS

COMMERCIAL FUEL PURCHASE USING IMPREST FUND

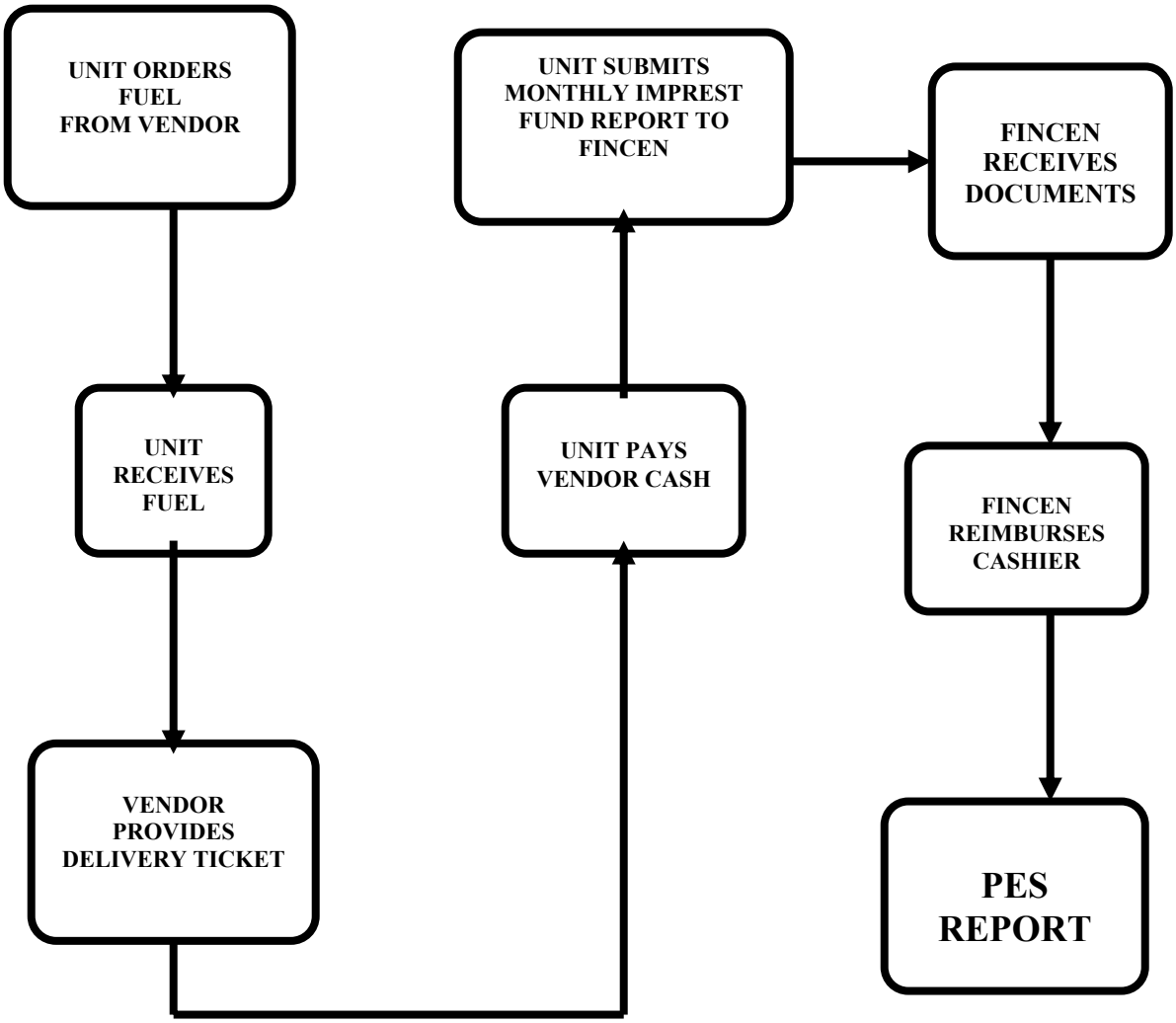


Chart 11. Complete Process Time (30 - 60 Days)

ENCLOSURE F
TABLES AND CHARTS

SUPPLY FUND MONTHLY FUEL REPORT

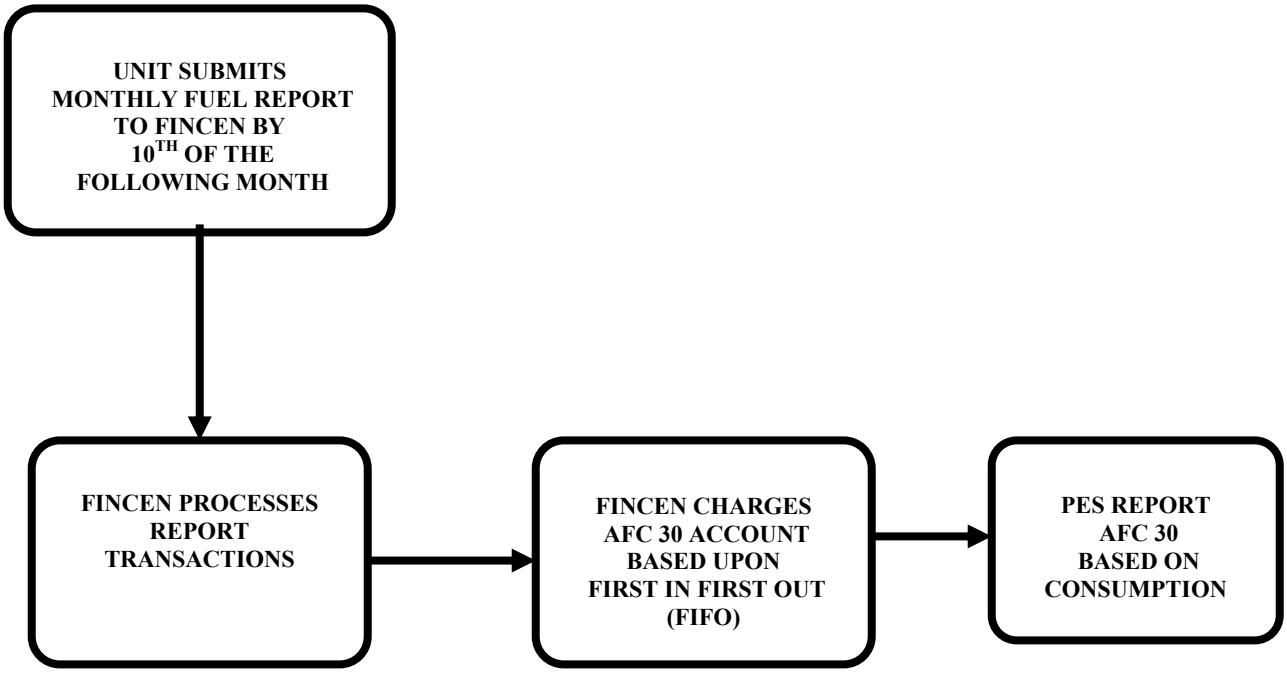
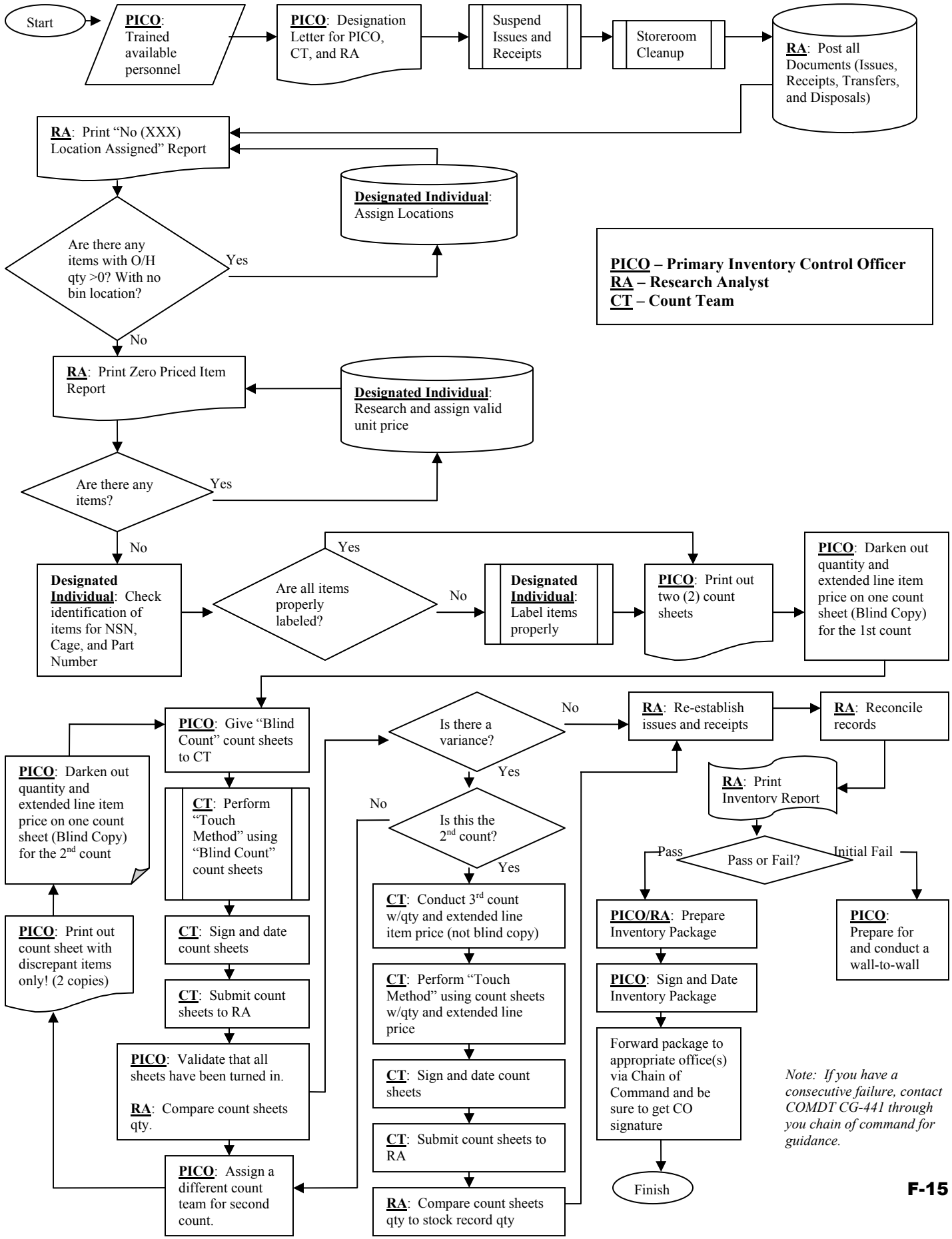


Chart 12. Complete Process Time (30 - 60 Days)

ENCLOSURE F
TABLES AND CHARTS
PHYSICAL INVENTORY FLOWCHART



Note: If you have a consecutive failure, contact COMDT CG-441 through you chain of command for guidance.

ENCLOSURE F

TABLES AND CHARTS

CASH BONUS AWARD CRITERIA AND RECOMMENDED AMOUNTS		
Category of Cost Avoidance		**Recommended Amount**
A.	**Refund** from a contractor by cash, or a credit, including credit against subsequent buys. *[See Note (1)]*	Award amount from tangible scale of OPNAVINST 1650.8C for the full amount. **Minimum of $100.00. Maximum of $25,000**.
B.	A specific buy, awarded during or as a result of the Investigation, to a **new source provided by the inquirer**. Includes contracts canceled as a result of a challenge. *[See Note (2)]*	One half of the award amount from tangible scale of OPNAVINST 1650.8C for the amount of the unit price reduction times the purchase quantity **Minimum of $100.00** **Maximum of $12,500**
C.	Inquirer identified and **incorrectly computed price** in Navy, DoD, and federal files used for billings on issued materiel. Incorrect price was not caused by a contractor overcharge. *[See Notes (2) & (3)]*	Ten percent of award amount from tangible scale of OPNAVINST 1650.8C for the amount of the historical annual Navy demand times the unit price difference. Annual demand may be prorated for the balance of the fiscal year, if annual price change would have corrected the error. **Minimum of $100.00. Maximum of $500.00** **If no demand exists, $50.00 award.**
D.	Inquiry initiates **consolidation of two National Stock Numbers**, achieving a reduced price through combined demand. *[See Notes (2) & (3)]*	Ten percent of award amount from tangible scale of OPNAVINST 1650.8C for the amount of the historical annual Navy demand times the unit price difference. Annual demand of the deleted National Stock Number. **Minimum of $100.00. Maximum of $500.00** **If no demand exists, $50.00 award.**
E.	Inquiry initiates a **change in Designated Overhaul Point** (DOP) for Depot Level Repairable (DLR) or **changes a DLR to consumable management** thereby reducing the standard price. *[See Notes (2) & (3)]*	Ten percent of award amount from tangible scale of OPNAVINST 1650.8C for the amount of the historical annual Navy demand times the unit price difference. **Minimum of $100.00. Maximum of $500.00** **If no demand exists. $50.00 award.**

ENCLOSURE F

TABLES AND CHARTS

CASH BONUS AWARD CRITERIA AND RECOMMENDED AMOUNTS
(Continued)

	Category of Cost Avoidance	Recommended Amount
F.	**Standard price would have been reduced for next fiscal year** due to a new buy or other change that the Item Manager knew about prior to the investigation. Standard price is reduced prior to next fiscal year due to inquiry. *[See Notes (2) & (3)]*	Ten percent of award amount from tangible scale of OPNAVINST 1650.8C for the amount of the historical annual Navy demand times the unit price difference. Annual demand may be prorated for the balance of the fiscal year. **Minimum of $100.00. Maximum of $500.00** **If no demand exist, $50.00 award**.
G.	Inquiry provides **a new procurement source**, which is approved, added to the bidders list and the price is confirmed. However, no new purchase has occurred. *[See Notes (4) & (5)]*	**$100.00 award** if source is added with confirmation of price. **$50.00 award** if source is added, but contract award is not guaranteed, nor is price confirmed.
H.	The questioned price was an estimated price. The **price is revised to a new lower estimated price** as a result of the investigation. However, no stock procurement has yet occurred. *[See Note (4)]*	**$100.00 award**
J.	Price Challenge Hotline Certification of Recognition for any significant contribution to a hotline case. Also for each case where any of the above awards apply.	

Notes:

(1)	If refund or price justification is solicited, but contractor does not respond or comply, case is eligible for **$50.00** cash award.
(2)	A minimum cost avoidance of **$100.00** must be computed to be eligible for awards in excess of **$100.00**.
(3)	A price decrease must occur and the annual demand must be more than zero for awards in excess of **$100.00**.
(4)	These intangible benefits to the system do not require any demand for award computation.
(5)	Normally, no award is to be granted for sources of supply like auto dealers for GM, Ford, etc. or Radio Shack for Tandy Corp., or local boat marinas for OMC, etc. due to the vast number of these types of companies across America. There may be exceptions on a case-by-case basis.

ENCLOSURE F

TABLES AND CHARTS

RECOMMENDED STORAGE LIMITS FOR HAZARDOUS MATERIEL IN GENERAL PURPOSE AREAS

Type Materiel	HCC	OSHA Class	Limits Per Bldg/Fire Area	Max Qty	OSHA Max Qty
			Max Unit Issue Size		
Flammable Liquid	F2	IB	32 OZ/1000 ML	25 GAL	25 GAL
Flammable Liquid	F3	IC	32 OZ/1000 ML	25 GAL	25 GAL
Flammable Liquid	F4	II	64 OZ/2000 ML	120 GAL	120 GAL
Comb Liquid	V4	IIIA	1 GAL/4000 ML	120 GAL	120 GAL
Aerosol, Flammable	V3		16 OZ/500 ML	25 GAL	25 GAL
Aerosol, Nonflammable	V2		16 OZ/500 ML	--	--
Alkali, Corrosive, Inorganic	B1		1 GAL/4000 ML (Liquids) 2.5 LB/1.14 KG (Solids)	180 GAL 990 LB	--
Alkali, Corrosive, Organic	B2		1 GAL/4000 ML (Liquids) 2.5 LB/1.14 KG (Solids)	180 GAL 990 LB	--
Acid, Corrosive, Inorganic	C1		1 GAL/4000 ML (Liquids) 2.5 LB/1.14 KG (Solids)	180 GAL 990 LB	--
Acid, Corrosive, Organic	C2		1 GAL/4000 ML (Liquids) 2.5 LB/1.14 KG (Solids)	180 GAL 990 LB	--
Oxidizer	D1		6 OZ/188 ML (Liquids) 2.5 LB/1.14 KG (Solids)	10 GAL 250 LB	--
Oxidizer & Poison	D2		6 OZ/188 ML (Liquids) 2.5 LB/1.14 KG (Solids)	10 GAL 250 LB	--

ENCLOSURE F

TABLES AND CHARTS

RECOMMENDED STORAGE LIMITS FOR HAZARDOUS MATERIEL IN GENERAL PURPOSE AREAS *(cont.)*

Type Materiel	HCC	OSHA Class	Limits Per Bldg/Fire Area	Max Qty	OSHA Max Qty
			Max Unit Issue Size		
Flammable Liquid & Corrosive, Acid	F6		4 OZ/125 ML (Liquids)	10 Gal	25 Gal
Flammable Liquid & Corrosive, Alkali	F7		4 OZ/125 ML (Liquids)	10 Gal	25 Gal
Flammable Solid	F8		No Limit	30 LB	--
Flammable & Poison	F5		4 OZ/125 ML (Liquids)	10 Gal	--
Gas, Flammable	G2		1 LB	220 LB	--
Gas, Nonflammable	G3		10 LB	300 LB	--
UN Poison, PG II	T3		16 OZ/500 ML (Liquids) 3 OZ/85 GM (Solids)	45 GAL 7.5 LB	--

Notes:

1. For flammable liquids, maximum quantity based on 29 CFR 1910.106 (e) (2) (b) based on the application on horizontal standard for storage of materiel.
2. Progression in U/I sizes chosen based on maximum quantity of 1 gallon as desirable for storage.
3. All HAZMAT in general purpose storage area should be placed in storage cabinets meeting requirement of 29 CFR 1910.106 (d) (3). Maximum of 3 storage cabinets allowed in fire area. Additional group of up to 3 cabinets must be separated from other cabinets or group of cabinets by at least 100 feet as specified by National Fire Protection Association (NFPA) 30.
4. In lieu of storage cabinets, separate storage rooms constructed as specified in 29 CFR 1910.106 (d) (4) are allowed.
5. Maximum storage for flammable aerosols based on fact that flammable aerosols are considered the same as OSHA IA liquids for storage purposes per the definition in 29 CFR 1910.106 (A) (13).
6. Maximum quantity of corrosives chosen based on the fact that maximum desired amount in storage should not equal Emergency Planning and Community Right-to-Know Act (EPCRA) reportable quantity as Sulfuric Acid and Sodium Hydroxide as these are common corrosive.
7. Storage of kits containing multiple types of hazardous materiel will be determined by the most restrictive size/quantity limitations, compatibility constraints, and most severe hazard classification.
8. Incompatible products shall be placed in separate storage cabinets.

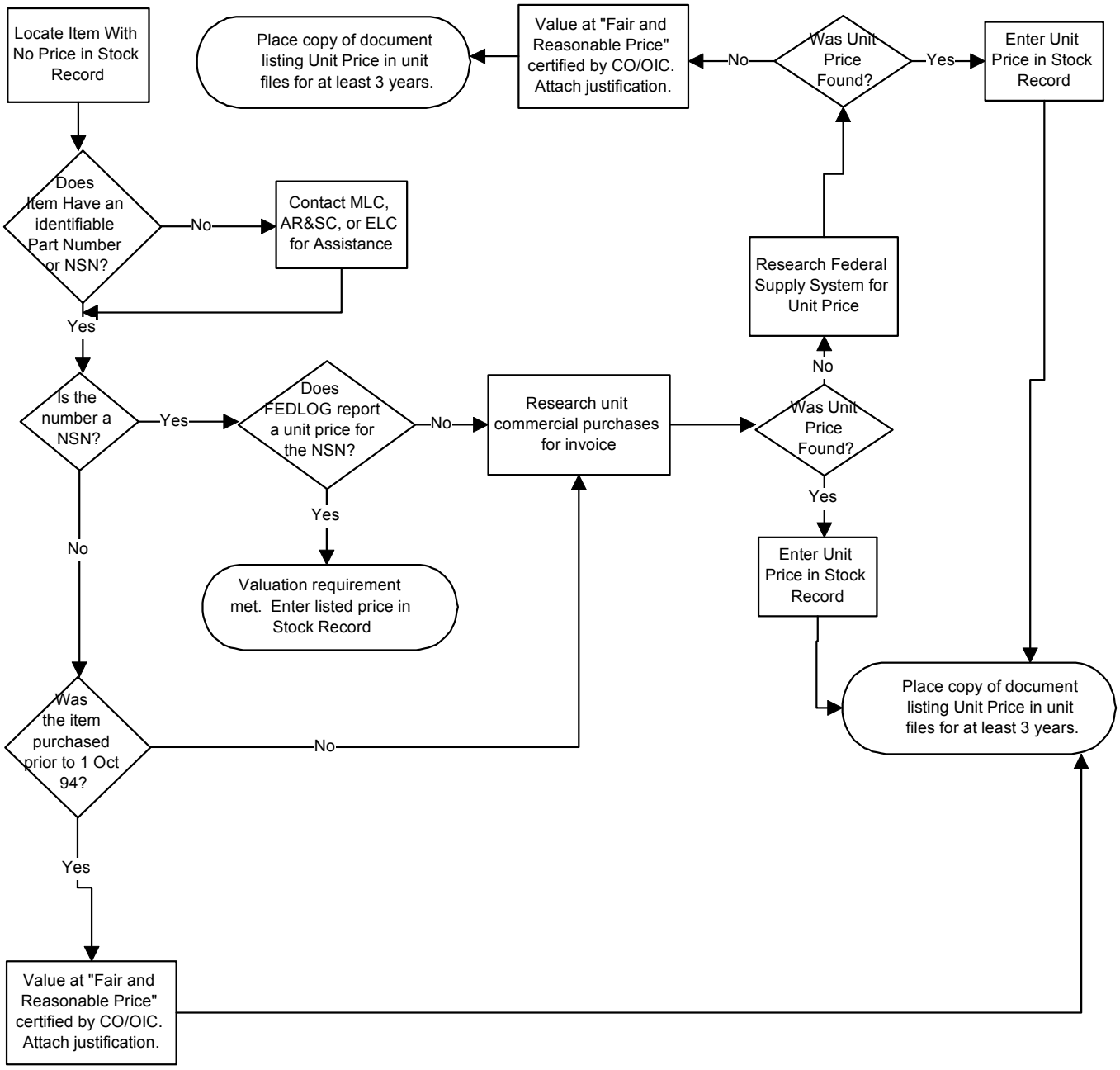
Additional References:
EPCRA - http://www.epa.gov/region5/defs/html/epcra.htm

NFPA - http://www.nfpa.org/catalog/home/index.asp?cookie%5Ftest=1

OSHA IA - http://www.uscg.mil/systems/gse/mark_Chap%203%20Redbook.pdf

ENCLOSURE F
TABLES AND CHARTS

VALUATION OF UNIT INVENTORY PRICES
Part 1 – Pricing Flowchart



ENCLOSURE F
TABLES AND CHARTS

Part 2: Procedures for Establishing Price Valuation of Stocked Materiel

Purpose: To define procedures for units to follow in establishing pricing of items.
Valuation: Units shall identify and provide documented value for all zero-priced items.
Requirements: Listed in their inventory.

Step **Action**:

1. **Print a report of OM&S items without a Unit Price:**
2. **Review each zero-priced item to determine the following:**
   - A NIIN is listed for the item - **Proceed to step 3.**
   - Only a Part No is listed - **Proceed to step 4.**
3. **Research the NIIN in FEDLOG***
   - If the Unit Price is listed in FEDLOG - enter Unit Price in the stock record (manual or automated). The valuation requirement has been met.
   - If the item is not found or the Unit Price is not listed in FEDLOG - continue to step 4.

**Note*: *If the item is listed in FEDLOG with no management data, when a FEDLOG update is run it may change the entered price back to zero. To ensure reporting of accurate value of inventory units shall do the following:*

- *Create a log to record all part numbers that change prices.*
- *Enter the NIIN on the log.*
- *Continue steps in this enclosure to find a valid price.*
- *Prior to submitting the unit's Quarterly TAV extract, run the FEDLOG update, re-enter prices from the log, and then create the FLS TAV extract.*

4. **Research unit's Commercial Procurement records to determine if item was recently purchased. Suggested sources to research**:
   - Govt. Credit Card Statements
   - Vendor's Invoices
   - Purchase Orders
   - Contract Delivery Orders
   - Federal Supply Schedules (Delivery Orders)
5. **If the Unit Price is found during this research:**
   - Enter the Unit Price in the stock record (manual or automated).
   - Copy the document where the Unit Price was found.
   - Maintain copy of this document for at least 3 years.
   - If the Unit Price is not found, proceed to step 5.

Part 2: Procedures for Establishing Price Valuation of Stocked Materiel *(cont.)*

6. **Review Federal Supply System files to determine if the item's Unit Price is available:**
   - Suggested sources to research:
   - DD1348-1A DOD Single Line Item Release/Receipt Documents
   - Unit's Requisition File
   - Items Requisitioned by MLC
   - Navy Owned Equipment
   - General Supply Administration Catalogs
   - OGA or CG Inventory Control Point Catalogs
   - Source of Supply Customer Service Hotlines
   - NAVSUP 2002 publication
   - Navy Logistics Library CD-ROM
   - Delivery Orders
7. **If the Unit Price is found during this research**:
   - Enter the Unit Price in the stock record (manual or automated).
   - Copy the document where the Unit Price was found.
   - Maintain copy of this document for at least 3 years.
   - If the Unit Price is not found, proceed to step 6.
8. **Determine the item's best "Fair Market" value:**
   - Suggested sources to research:
   - Technical Personnel Knowledge (EO/EPO, MK, DC, EM, ET, etc.)
   - Thomas Register of American Manufacturers
   - National Retailers Catalogs (Caterpillar, McMaster, etc.)
   - Federal Supply Schedules
   - Manufacturer Catalogs
   - Local Vendors
   - Source One CD-ROM
   - Similar Inventory Items On-hand
9. **Create a memorandum to support the best "Fair Market" value estimate:**
   - The following must be included in the memorandum:
   - Unit Price established at the best "Fair Market" value
   - Method used to determine best "Fair Market" value
   - If utilized, refer the catalog name, number and page number

Part 2: Procedures for Establishing Price Valuation of Stocked Materiel *(cont.)*

10. **Obtain Commanding Officer/Officer in Charge or Executive Officer/Executive Petty Officer certification:**
    - Unit Price established and the method used to determine it must be certified in writing by CO/OIC or XO/XPO

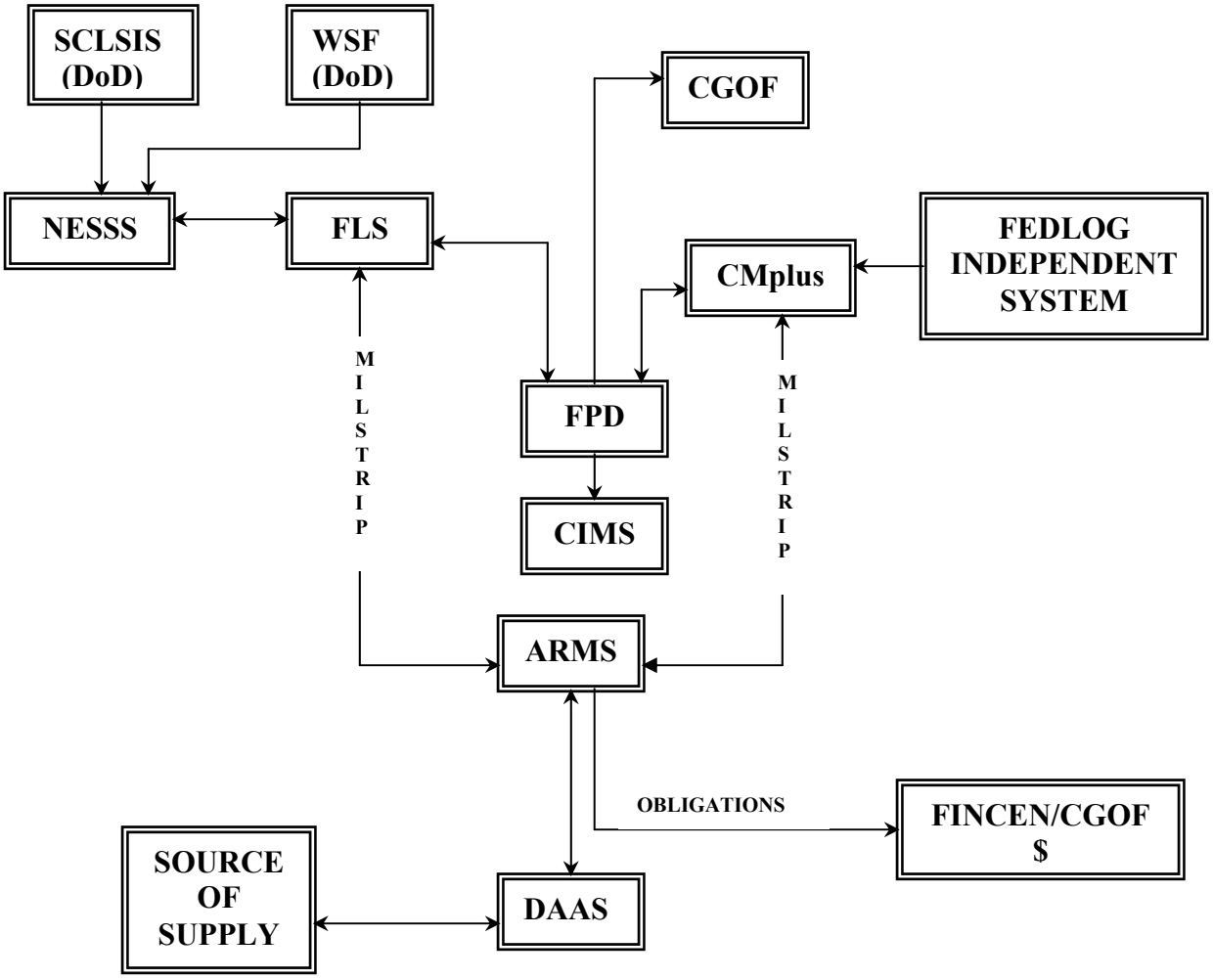
11. **Maintain hard copy of documents and the memorandum for current fiscal year plus 3 years.**

Note[1]: Although not a requirement for DHS IG compliance it is suggested that all the documentation listed in the above steps is kept in a single file.

Note[2]: Only price documentation that supports the price currently listed in the stock record must be maintained on file. File the document that supports the current price and discard the document with the old price.

ENCLOSURE F
TABLES AND CHARTS

US COAST GUARD VESSEL SYSTEMS INTERCONNECT WITH DOD



ACRONYMS

1. ARMS – Automated Requisition Management System
2. CGOF – Coast Guard Oracle Finances
3. CIMS – Contract Information Management System
4. CMplus – Configuration Management plus
5. DAAS – Defense Automatic Addressing System
6. DoD – Department of Defense
7. FEDLOG – Federal Logistics Record
8. FINCEN – Coast Guard Finance Center
9. FLS – Fleet Logistics System
10. FPD – Financial Procurement Desktop
11. MILSTRIP – Military Standard Requisitioning and Issue Procedures
12. NESSS – Naval and Electronic Supply Support System
13. SCLSIS – Ships Configuration &Logistics Support Information System
14. WSF – Weapons System File

ENCLOSURE F
TABLES AND CHARTS

CMPLUS PHYSICAL INVENTORY REPORT
STOREROOM: ELEC/ELEX STORES

Report Date: 10/06/2004

Page 1

Location	Count	U/I	NIIN	Item Description	Cage	Part Number
10B3A		EA	014249594	CIRCUIT CARD ASSEMBLY	62787	10600801
10E3A		EA	014255495	CIRCUIT CARD ASSEMBLY	5V967	XVME490
12D3B		EA	002259984	FUSE, CARTRIDGE	12204	145511
12G2A			01F991625			
12G2C		EA	014626093	CIRCUIT CARD ASSEMBLY	1Y735	730072
13F1B		EA	014207327	RELAY, ELECTROMAGNETIC	01121	700-HT12AZ24
13K1A		EA	001863260	LAMP, INCANDESCENT	00701	5167234
15B1A		EA	012225410	HOSE ASSEMBLY, NONMETALLIC	26840	003-0110-01-0

ENCLOSURE F

TABLES AND CHARTS

FIBERBOARD CONTAINER SIZE LIST

Container Inside Dimensions (inches)	National Stock Number	Container Wt. (LBS.)	Container Outside Dimensions (inches)	Container Cube (CU. FT)	Type	Grade	Class	Style	Variety	Bursting Strength (LBS/IN^2)
4x4x12	8115-00418-4660	.74	4.3x4.3x12.5	.134	CF	V3c	WR	RSC	SW	400
4x4x16	8115-00-200-6954	.72	4.3x4.3x16.5	.177	CF	V3c	WR	RSC	SW	400
5x5x20	8115-01-030-3532	.88	5.3x5.3x20.5	.333	CF	W5c	WR	RSC	SW	275
6x4x8	8115-00-190-4888	.45	6.3x4.3x8.5	.135	CF	W6c	WR	RSC	SW	175
6x6x6	8115-00-183-9503	.52	6.3x6.3x6.5	.149	CF	W6c	WR	RSC	SW	175
6x6x10	8115-00-417-9440	.68	6.3x6.3x10.5	.241	CF	V3c	WR	RSC	SW	400
6x6x15	8115-01-166-6458	.88	6.3x6.3x15.5	.356	CF	V3c	WR	RSC	SW	400
6x6x18	8115-00-1904920	1.00	6.3x6.3x18.5	.425	CF	V3c	WR	RSC	SW	400
6x6x24	8115-00-190-4921	1.25	6.3x6.3x24.5	.563	CF	V3c	WR	RSC	SW	400
8x4x4	8115-00-183-9500	.38	8.3x4.3x4.5	.093	CF	W6c	WR	RSC	SW	175
8x8x8	8115-00-183-9498	.90	8.3x8.3x8.5	.339	CF	W5c	WR	RSC	SW	275
8x8x10	8115-00-183-9499	1.02	8.3x8.3x10.5	.419	CF	W5c	WR	RSC	SW	275
8x8x12	8115-00-281-3882	1.12	8.3x8.3x12.5	.498	CF	V3c	WR	RSC	SW	400
8x8x14	8115-01-166-6459	1.25	8.3x8.3x14.5	.578	CF	V3c	WR	RSC	SW	400
8x8x16	8115-00-190-4936	1.35	8.3x8.3x16.5	.658	CF	V3c	WR	RSC	SW	400
8x8x24	8115-00-417-9442	1.80	8.3x8.3x24.5	.977	CF	V3c	WR	RSC	SW	400
9x6x6	8115-00-190-4950	.66	9.3x6.3x6.5	.220	CF	W5c	WR	RSC	SW	275
9x6x18	8115-01-029-6777	1.50	9.3x6.3x18.5	.627	CF	W5c	WR	RSC	SW	275
9x9x9	8115-01-166-6460	1.15	9.3x9.3x9.5	.476	CF	V3c	WR	RSC	SW	400
10x6x4	8115-00-183-9496	.60	10.5x6.3x4.5	.172	CF	W5c	WR	RSC	SW	275

ENCLOSURE F

TABLES AND CHARTS

FIBERBOARD CONTAINER SIZE LIST *(cont.)*

Container Inside Dimensions (inches)	National Stock Number	Container Wt. (LBS.)	Container Outside Dimensions (inches)	Container Cube (CU. FT)	Type	Grade	Class	Style	Variety	Bursting Strength (LBS/IN^2)
10x6x10	8115-00-255-1341	.85	10.3x6.3x10.5	.394	CF	V3C	WR	RSC	SW	400
10x8x6	8115-00-183-9497	.90	10.5x8.3x6.5	.328	CF	W5c	WR	RSC	SW	275
10x10x8	8115-00-183-9494	1.26	10.5x10.5x8.5	.542	CF	W5c	WR	RSC	SW	275
10x10x10	8115-00-190-4959	1.40	10.5x10.5x10.5	.670	CF	V3c	WR	RSC	SW	400
10x10x12	8115-01-034-0370	1.50	10.5x10.5x12.5	.798	CF	V3c	WR	RSC	SW	400
11x11x11	8115-00-417-9406	1.70	11.5x11.5x11.5	.880	CF	V3c	WR	RSC	SW	400
11.25x8.75x4	8115-01-012-5003	.93	11.5x9.0x6.5	.270	CF	V3c	WR	RSC	SW	400
11-1/4x8-3/4x18	8115-00-190-4969	1.86	11.5x9.0x18.5	1.108	CF	V3c	WR	RSC	SW	400
12x6x6	8115-00-183-9492	.78	12.5x6.3x6.5	.296	CF	V3c	WR	RSC	SW	400
12x6x12	8115-00-190-4974	1.15	12.5x6.3x12.5	.570	CF	W5c	WR	RSC	SW	275
12x6x15	8115-00-417-9380	1.32	12.5x6.3x15.5	.706	CF	V3c	WR	RSC	SW	400
12x9x6	8115-01-011-3626	1.10	12.3x9.3x6.5	.430	CF	V3c	WR	RSC	SW	400
12x12x4	8115-00-190-4860	1.35	12.5x12.5x4.5	.407	CF	W6c	WR	RSC	SW	175
12x12x8	8115-00-417-9378	1.50	12.5x12.5x8.5	.769	CF	V3c	WR	RSC	SW	400
12x12x10	8115-00-183-9490	1.81	12.5x12.5x10.5	.949	CF	V3c	WR	RSC	SW	400
12x12x12	8115-00-183-9491	1.97	12.5x12.5x12.5	1.130	CF	V3c	WR	RSC	SW	400
12x12x14	8115-00-409-3807	2.14	12.5x12.5x14.5	1.311	CF	V3c	WR	RSC	SW	400
13x13x13	8115-01-166-6461	2.48	13.3x13.3x13.5	1.382	CF	V3c	WR	RSC	SW	400
14x10x6	8115-00-495-5458	1.35	14.5x10.5x6.5	.573	CF	V3c	WR	RSC	SW	400
14x10x10	8115-01-030-3537	1.68	14.5x10.5x10.5	.925	CF	V3c	WR	RSC	SW	400

ENCLOSURE F

TABLES AND CHARTS

FIBERBOARD CONTAINER SIZE LIST *(cont.)*

Container Inside Dimensions (inches)	National Stock Number	Container Wt. (LBS.)	Container Outside Dimensions (inches)	Container Cube (CU. FT)	Type	Grade	Class	Style	Variety	Bursting Strength (LBS/IN^2)
14x12x8	8115-00-183-9488	1.80	14.5x12.5x8.5	.892	CF	V3c	WR	RSC	SW	400
14x14x12	8115-00-183-9489	2.22	14.5x14.5x12.5	1.521	CF	V3c	WR	RSC	SW	400
14x14x14	8115-00-417-9321	2.68	14.5x14.5x14.5	1.764	CF	V3c	WR	RSC	SW	400
14x14x16	8115-00-585-4906	2.75	14.5x14.5x16.5	2.008	CF	V3c	WR	RSC	SW	400
14x14x18	8115-00-417-9320	3.00	14.5x14.5x18.5	2.251	CF	V3c	WR	RSC	SW	400
15x15x10	8115-00-417-9318	2.55	15.5x15.5x10.5	1.460	CF	V3c	WR	RSC	SW	400
16x10x10	8115-01-030-4249	1.80	16.5x10.5x10.5	1.053	CF	V3c	WR	RSC	SW	275
16x12x8	8115-00-183-9487	1.93	16.5x12.5x8.5	1.015	CF	V3c	WR	RSC	SW	400
16x12x12	8115-00-418-4653	2.28	16.5x12.5x12.5	1.492	CF	V3c	WR	RSC	SW	400
16x16x12	8115-00-451-7853	3.09	16.5x16.5x12.5	1.969	CF	V3c	WR	RSC	SW	400
16x16x16	8115-00-190-5002	3.50	16.5x16.5x16.5	2.600	CF	V3c	WR	RSC	SW	400
18x12x12	8115-00-514-2409	2.50	18.5x12.5x12.5	1.673	CF	V3c	WR	RSC	SW	400
18x15x10	8115-00-190-5007	2.81	18.5x15.5x10.5	1.742	CF	V3c	WR	RSC	SW	400
18x15x15	8115-00-417-9292	3.34	18.5x15.5x15.5	2.572	CF	V3c	WR	RSC	SW	400
18x18x12	8115-00-183-9482	3.64	18.5x18.5x12.5	2.476	CF	V3c	WR	RSC	SW	400
18x18x18	8115-00-428-4185	4.38	18.5x18.5x18.5	3.664	CF	V3c	WR	RSC	SW	400
20x10x10	8115-01-166-6462	2.05	20.5x10.5x10.5	1.308	CF	V3c	WR	RSC	SW	400
20x12x12	8115-01-008-3645	2.60	20.3x12.3x12.5	1.806	CF	V3c	WR	RSC	SW	400
20x16x16	8115-00-275-5777	3.90	20.5x16.5x16.5	3.230	CF	V3c	WR	RSC	SW	175

ENCLOSURE F

TABLES AND CHARTS

FIBERBOARD CONTAINER SIZE LIST *(cont.)*

Container Inside Dimensions (inches)	National Stock Number	Container Wt. (LBS.)	Container Outside Dimensions (inches)	Container Cube (CU. FT)	Type	Grade	Class	Style	Variety	Bursting Strength (LBS/IN^2)
20x20x12	8115-00-428-4183	4.30	20.5x20.5x12.5	3.040	CF	V3c	WR	RSC	SW	400
20x20x20	8115-00-428-4158	5.35	20.5x20.5x20.5	4.986	CF	V3c	WR	RSC	SW	400
22x22x12	8115-00-428-4145	5.00	22.5x22.5x12.5	3.662	CF	V3c	WR	RSC	SW	400
24x12x12	8115-01-166-6464	2.90	24.5x12.5x12.5	2.215	CF	V3c	WR	RSC	SW	400
24x14x14	8115-01-071-2972	3.60	24.5x14.5x14.5	2.916	CF	V3c	WR	RSC	SW	400
24x16x12	8115-00-183-9481	3.80	24.5x16.5x12.5	2.924	CF	V3c	WR	RSC	SW	400
24x16x16	8115-00-292-0123	4.32	24.5x16.5x16.5	3.860	CF	V3c	WR	RSC	SW	400
24x18x18	8115-01-163-9189	5.00	24.5x18.5x18.5	4.853	CF	V3c	WR	RSC	SW	400
24x20x16	8115-00-417-9236	5.30	24.5x20.5x16.5	4.796	CF	V3c	WR	RSC	SW	400
24x24x10	8115-00-428-4124	5.45	24.5x24.5x10.5	3.647	CF	V3c	WR	RSC	SW	400
24x24x12	8115-00-174-2354	5.75	24.5x24.5x12.5	4.342	CF	V3c	WR	RSC	SW	400
24x24x16	8115-01-119-2523	6.05	24.5x24.5x16.5	5.732	CF	V3c	WR	RSC	SW	400
24x24x20	8115-01-166-6451	6.70	24.5x24.5x20.5	7.121	CF	V3c	WR	RSC	SW	400
24x24x24	8115-00-417-9416	7.62	24.5x24.5x24.5	8.510	CF	V3c	WR	RSC	SW	400
26x12x8	8115-01-166-6450	3.00	26.5x12.5x8.5	1.629	CF	V3c	WR	RSC	SW	400
26x12x10	8115-01-166-6449	3.30	26.5x12.5x10.5	2.013	CF	V3c	WR	RSC	SW	400
26x18x18	8115-01-166-6454	5.50	26.5x18.5x18.5	5.249	CF	V3c	WR	RSC	SW	400
26x26x20	8115-01-166-6463	7.00	26.5x26.5x20.5	8.331	CF	V3c	WR	RSC	SW	400
29x14x14	8115-01-166-6447	4.00	29.5x14.514.5	3.589	CF	V3c	WR	RSC	SW	400
30x12x6	8115-00-190-5017	2.61	30.5x12.5x6.5	1.434	CF	V3c	WR	RSC	SW	400

ENCLOSURE F

TABLES AND CHARTS

FIBERBOARD CONTAINER SIZE LIST *(cont.)*

Container Inside Dimensions (inches)	National Stock Number	Container Wt. (LBS.)	Container Outside Dimensions (inches)	Container Cube (CU. FT)	Type	Grade	Class	Style	Variety	Bursting Strength (LBS/IN^2)
30x12x12	8115-01-166-6448	3.50	30.5x12.5x12.5	2.758	CF	V3c	WR	RSC	SW	400
30x16x16	8115-00-292-0120	5.00	30.5x16.5x16.5	4.805	CF	V3c	WR	RSC	SW	400
30x20x12	8115-01-163-3446	4.80	30.5x20.5	4.523	CF	V3c	WR	RSC	SW	400
34x14x10	8115-00-564-8053	3.75	34.5x14.5x10.5	3.040	CF	V3c	WR	RSC	SW	400
34x20x15	8115-01-166-6455	6.00	34.5x20.5x16.0	6.549	CF	V3c	WR	RSC	SW	400
34x20x20	8115-01-166-6456	6.50	34.5x20.5x20.5	8.390	CF	V3c	WR	RSC	SW	400
36x12x12	8115-01-166-6457	3.82	36.5x12.5x12.5	3.300	CF	V3c	WR	RSC	SW	400
36x14x14	8115-00-190-5020	4.70	36.5x14.5x14.5	4.441	CF	V3c	WR	RSC	SW	400
36x24x22	8115-01-166-5118	7.20	36.5x24.5x22.5	11.644	CF	V3c	WR	RSC	SW	400
36x26x18	8115-01-166-6453	6.80	36.5x26.5x18.5	10.355	CF	V3c	WR	RSC	SW	400
40x14x14	8115-01-166-6452	6.00	40.5x14.5x14.5	4.928	CF	V3c	WR	RSC	SW	400

ENCLOSURE F
TABLES AND CHARTS

FORMULAS FOR MATERIEL WEIGHT AND SIZE CALCULATION

ABBREVIATION	DESCRIPTION
CD	Cushioning Density (lbs per cubic inch)
D	Depth of Item including Wrap, Dunnage or Container to be enclosed
HI	Height of Item
IHC	Inside Height of Container
ILC	Inside Length of Container
IWC	Inside Width of Container
L	Length of Item including Wrap, Dunnage or Container, in enclosed
LB	Length of Barrier
LBP	Length of Bottom Pad and Length of Top Pad
LC	Length of Cushioning
LEP	Length of End Pad
LI	Length of Item
LSP	Length of Side Pad
LW	Length of Wrap
NoT	Number of Thickness
OHC	Outside Height of Container
OLC	Outside Length of Container
OWC	Outside Width of Container
TBP	Thickness of Bottom Pad and Thickness of Top Pad
TC	Thickness of Cushioning
TEP	Thickness of End Pad
TF	Thickness Factor (thickness of container wall)
TSP	Thickness of Side Pad
W	Width of Item including Wrap, Dunnage or Container to be enclosed

FORMULAS FOR MATERIEL WEIGHT AND SIZE CALCULATION *(cont.)*

ABBREVIATION	DESCRIPTION
WB	**Width of Barrier**
WBP	**Width of Bottom Pad and Width of Top Pad**
WC	**Width of Cushioning**
WEP	**Width of End Pad**
WI	**Width of Item**
WSP	**Width of Side Pad**
Wt Con	**Weight of Container (lbs)**
WtC	**Weight of Cushioning (lbs)**
WtW	**Weight of Wrap**
WW	**Width of Wrap**
WWT	**Wrap Weight Factor (lbs/sq. in.)**

ENCLOSURE F

TABLES AND CHARTS

GUIDANCE FOR ESTABLISHING NUMBER OF UNIT PACKS PER INTERMEDIATE CONTAINER *(See notes 1 and 2)*

UNIT PACKS PER INTERMEDIATE CONTAINER	UNIT PACK WEIGHT (LBS)	UNIT PACK CUBE (CU. FT.)
100	.4	.0150
96	.41	.0156
92	.43	.0163
88	.46	.0170
84	.47	.0178
80	.5	.0187
76	.52	.0197
72	.55	.0208
68	.59	.0220
64	.62	.0234
60	.66	.0250
56	.71	.0267
52	.77	.0288
48	.83	.0312
44	.91	.0340
40	1.0	.0375
36	1.11	.0416
32	1.25	.0478
28	1.43	.0535
24	1.66	.0625
20	2.0	.0750
16	2.5	.0937
12	3.33	.125
8	5.	.187
4	10.	.375

GUIDANCE FOR ESTABLISHING NUMBER OF UNIT PACKS PER INTERMEDIATE CONTAINER *(See notes 1 and 2) (cont.)*

Note 1: Either the unit pack weight or unit pack cube, whichever is the bottommost entry in its respective column of the table, is the controlling factor in determining the number of unit packs per intermediate container (ICQ). When the controlling factor falls between any two values listed in the appropriate column, the ICQ will be the lesser o the two corresponding quantities given in the table.

Note 2: The following examples illustrate correct use of the table:

- *If the unit pack weight is .60 pounds and the unit cube in feet is .0175, 64 units would be placed in the intermediate container.*
- *If the unit pack weight is .49 pounds and the unit pack cube in feet is .0265, 56 unit packs would be placed in the intermediate container.*

ENCLOSURE F

TABLES AND CHARTS

INVENTORY MANAGEMENT AUTHORIZED SYSTEMS/TOOLS

The following table identifies inventory and their authorized systems/tools.

Examples	Authorized Management Tool
All field unit HM&E spare parts and components equipment	CMplus
All field unit elex spare parts and components, including parts for NTNO equipment	CMplus
Repairable HM&E and elex removed from vessel or aircraft, and returned for repair to ICP/NESU or repair facility	CMplus
Weapons spare parts (including NTNO weapons, excluding ammunition)	CMplus
Rotable pool equipment held by support units	CMplus
For engineering and industrial facilities only, including housing: Spare parts and materiel such as plumbing, electrical, lumber, and carpentry supplies.	CMplus
Vehicle spare parts	CMplus
Law enforcement supplies (not yet issued to users)	CMplus
Organizational clothing (not yet issued to users)	CMplus
Survival equipment (not yet issued to users/aircraft)	CMplus
Aviation materiel type 3 and 5	CMplus
Aviation materiel (all other types)	ALMIS
Hazardous materiel pharmacy	CMplus
Buoys (except for lighted foam and steel buoys, and unlighted foam and steel buoys 3rd class and higher) and materiel used to support buoy placement (i.e. shackles, sinkers, batteries, and chain)	CMplus
Industrial materiel and supplies (ISCs)	ORACLE Inventory

INVENTORY MANAGEMENT AUTHORIZED SYSTEMS/TOOLS: *(cont.)*

Examples *(cont.)*	Authorized Management Tool
Fuel	Monthly Fuel Reports
Coast Guard Uniform Clothing	IntregraSoft/based on local requirements.

Non-Inventory – All other materiel, parts, and supplies. *(Examples given below)*:

- Shop Stock
- MWR items purchased with NAFs.
- AEL
- GUCL

Criteria:

- Coded as "not stocked" in CMplus
- "0" on-hand quantity
- No location in CMplus

Shop Stock – Non-repairable parts that are consumed in normal operations and/or have a broken unit of issue. When these items are stocked with inventory, they must be clearly identified as shop stock or OSI.

How do we identify excess and obsolete?

- Do not use CMplus excess and shortage report (40% mismatch)
- Use line item CMplus demand data
- ILR by unit

Excess – Any inventory item that is stocked over and above the MICA allowance list and is not locally managed as a SIM item.

Obsolete – Any inventory item that is not found on any MICA allowance list.

Inventory Type	Event Type	Max. Allowable Days
Wall-to-Wall	Continuous	30 days
All others	Continuous	14 days

ENCLOSURE F

TABLES AND CHARTS

SELECTED ITEM MANAGEMENT (SIM) TABLES

30 days average endurance, six month demand period

When the quarterly computation of demand is based upon a six month demand period, the HL/LL/SL quantities authorized for a 30 day average endurance are as follows:

6 Month Demand Quantity	O & ST high	0 days low	O & ST high	30 days low	O & ST high	75 days low	O & ST high	90 days low	Safety Level
1	1	0	1	0	1	0	1	0	0
2	1	0	1	0	2	1	2	1	0
3	1	0	2	1	2	1	3	2	0
4	1	0	2	1	3	2	3	2	0
5	2	1	3	2	4	3	4	3	1
6	2	1	3	2	4	3	5	4	1
7	2	1	3	2	5	4	6	5	1
8	2	1	4	2	6	4	6	5	1
9	3	1	4	3	6	5	7	6	1
10	3	1	5	3	7	5	8	6	1
11	3	1	5	3	8	6	9	7	1
12	3	1	5	3	8	6	9	7	1
13	4	2	6	4	9	7	10	8	2
14	4	2	6	4	10	7	11	9	2
15	4	2	7	4	10	8	12	9	2
16	4	2	7	4	11	8	12	10	2
17	5	2	8	5	12	9	13	10	2
18	5	2	8	5	12	9	14	11	2
19	5	2	8	5	13	10	15	12	2
20	5	2	9	5	14	10	15	12	2
30	8	3	13	8	20	15	23	18	3
40	10	4	17	10	27	20	30	24	4
50	13	5	21	13	34	25	38	30	5
60	15	5	25	15	40	30	45	35	5
70	18	6	30	18	47	35	53	41	6
80	20	7	34	20	54	40	60	47	7
90	23	8	38	23	60	45	68	53	8
100	25	9	42	25	67	50	75	59	9

SELECTED ITEM MANAGEMENT (SIM) TABLES *(cont.)*

30 days average endurance, nine month demand period

When the quarterly computation of demand is based upon a nine month demand period, the HL/LL/SL quantities authorized for a 30 day average endurance are as follows:

9 Month Demand Quantity	O & ST high	0 days low	O & ST high	30 days low	O & ST high	75 days low	O & ST high	90 days low	Safety Level
2	1	0	1	0	1	0	1	0	0
3	1	0	1	0	2	1	2	1	0
4	1	0	2	1	2	1	2	1	0
5	1	0	2	1	3	2	3	2	0
6	1	0	2	1	3	2	3	2	0
7	2	1	2	1	4	3	4	3	1
8	2	1	3	2	4	3	4	3	1
9	2	1	3	2	4	3	5	4	1
10	2	1	3	2	5	4	5	4	1
11	2	1	4	2	5	4	6	5	1
12	2	1	4	2	6	4	6	5	1
13	3	1	4	3	6	5	7	6	1
14	3	1	4	3	7	5	7	6	1
15	3	1	5	3	7	5	8	6	1
16	3	1	5	3	8	6	8	7	1
17	3	1	5	3	8	6	9	7	1
18	3	1	5	3	8	6	9	7	1
19	4	2	6	4	9	7	10	8	2
20	4	2	6	4	9	7	10	8	2
30	5	2	9	5	14	10	15	12	2
40	7	3	12	7	18	14	20	16	3
50	9	3	14	9	23	17	25	20	3
60	10	4	17	10	27	20	30	24	4
70	12	4	20	12	32	24	35	28	4
80	14	5	23	14	36	27	40	32	5
90	15	5	25	15	40	30	45	35	5
100	17	6	28	17	45	34	50	39	6

SELECTED ITEM MANAGEMENT (SIM) TABLES *(cont.)*

30 days average endurance, nine month demand period

When the quarterly computation of demand is based upon a nine month demand period, the HL/LL/SL quantities authorized for a 30 day average endurance are as follows:

12 Month Demand Quantity	O & ST high	0 days low	O & ST high	30 days low	O & ST high	75 days low	O & ST high	90 days low	Safety Level
2	1	0	1	0	1	0	1	0	0
3	1	0	1	0	1	0	2	1	0
4	1	0	1	0	2	1	2	1	0
5	1	0	1	0	2	1	2	1	0
6	1	0	1	0	2	1	3	2	0
7	1	0	2	1	3	2	3	2	0
8	1	0	2	1	3	2	3	2	0
9	2	1	2	1	3	2	4	3	1
10	2	1	2	1	4	3	4	3	1
11	2	1	3	2	4	3	5	4	1
12	2	1	3	2	4	3	5	4	1
13	2	1	3	2	5	4	5	4	1
14	2	1	3	2	5	4	6	5	1
15	2	1	4	2	5	4	6	5	1
16	2	1	4	2	6	4	6	5	1
17	3	1	4	3	6	5	7	5	1
18	3	1	4	3	6	5	7	6	1
19	3	1	4	3	7	5	8	6	1
20	3	1	5	3	7	5	8	6	1
30	4	2	7	4	10	8	12	9	2
40	5	2	9	5	14	10	15	12	2
50	7	3	11	7	17	13	19	15	3
60	8	3	13	8	20	15	23	18	3
70	9	3	15	9	24	18	27	21	3
80	10	4	17	10	27	20	30	24	4
90	12	4	19	12	30	23	34	27	4
100	13	5	21	13	34	25	38	30	5

SELECTED ITEM MANAGEMENT (SIM) TABLES *(cont.)*

45 days average endurance, six month demand period

When the quarterly computation of demand is based upon a six month demand period, the HL/LL/SL quantities authorized for a 45 day average endurance are as follows:

6 Month Demand Quantity	O & ST high	0 days low	O & ST high	30 days low	O & ST high	75 days low	O & ST high	90 days low	Safety Level
1	1	0	1	0	1	0	1	0	0
2	1	0	1	0	2	1	2	1	0
3	1	0	2	1	3	2	3	2	0
4	2	1	2	1	3	2	4	3	1
5	2	1	3	2	4	3	5	4	1
6	2	1	3	2	5	4	5	4	1
7	3	2	4	3	6	5	6	5	2
8	3	2	4	3	6	5	6	6	2
9	3	2	5	3	7	6	7	6	2
10	4	2	5	4	8	6	8	7	2
11	4	2	6	4	9	7	9	8	2
12	4	2	6	4	9	7	10	8	2
13	5	3	7	5	10	8	10	9	3
14	5	3	7	5	11	9	11	10	3
15	5	3	8	5	12	9	12	10	3
16	6	3	8	6	12	10	13	11	3
17	6	3	9	6	13	10	14	12	3
18	6	3	9	6	14	11	15	12	3
19	7	4	10	7	15	12	16	13	4
20	7	4	10	7	15	12	17	14	4
30	10	5	15	10	23	18	25	20	5
40	14	7	20	14	30	24	34	27	7
50	17	9	25	17	38	30	42	34	9
60	20	10	30	20	45	35	50	40	10
70	24	12	35	24	53	41	59	47	12
80	27	14	40	27	60	47	67	54	14
90	30	15	45	30	68	53	75	60	15
100	34	17	50	34	75	59	84	67	17

SELECTED ITEM MANAGEMENT (SIM) TABLES *(cont.)*

45 days average endurance, nine month demand period

When the quarterly computation of demand is based upon a nine month demand period, the HL/LL/SL quantities authorized for a 45 day average endurance are as follows:

9 Month Demand Quantity	O & ST high	0 days low	O & ST high	30 days low	O & ST high	75 days low	O & ST high	90 days low	Safety Level
2	1	0	1	0	1	0	2	1	0
3	1	0	1	0	2	1	2	1	0
4	1	0	2	1	2	1	3	2	0
5	2	1	2	1	3	2	3	2	1
6	2	1	2	1	3	2	4	3	1
7	2	1	3	2	4	3	4	3	1
8	2	1	3	2	4	3	5	4	1
9	2	1	3	2	5	4	5	4	1
10	3	2	4	3	5	4	6	5	2
11	3	2	4	3	6	5	7	5	2
12	3	2	4	3	6	5	7	6	2
13	3	2	5	3	7	6	8	6	2
14	4	2	5	4	7	6	8	7	2
15	4	2	5	4	8	6	9	7	2
16	4	2	6	4	8	7	9	8	2
17	4	2	6	4	9	7	10	8	2
18	4	2	6	4	9	7	10	8	2
19	5	3	7	5	10	8	11	9	3
20	5	3	7	5	10	8	12	9	3
30	7	4	10	7	15	12	17	14	4
40	9	5	14	9	20	16	23	18	5
50	12	6	17	12	25	20	28	23	6
60	14	7	20	14	30	24	34	27	7
70	16	8	24	16	35	28	39	32	8
80	18	9	27	18	40	32	45	36	9
90	20	10	30	20	45	35	50	40	10
100	23	12	34	23	50	39	56	45	12

SELECTED ITEM MANAGEMENT (SIM) TABLES *(cont.)*

45 days average endurance, 12 month demand period

When the quarterly computation of demand is based upon a 12 month demand period, the HL/LL/SL quantities authorized for a 45 day average endurance are as follows:

12 Month Demand Quantity	O & ST high	0 days low	O & ST high	30 days low	O & ST high	75 days low	O & ST high	90 days low	Safety Level
2	1	0	1	0	1	0	1	0	0
3	1	0	1	0	2	1	2	1	0
4	1	0	1	0	2	1	2	1	0
5	1	0	2	1	2	1	3	2	0
6	1	0	2	1	3	2	3	2	0
7	2	1	2	1	3	2	3	2	1
8	2	1	2	1	3	2	4	3	1
9	2	1	3	2	4	3	4	3	1
10	2	1	3	2	4	3	5	4	1
11	2	1	3	2	5	4	5	4	1
12	2	1	3	2	5	4	5	4	1
13	3	2	4	3	5	4	6	5	2
14	3	2	4	3	6	5	6	5	2
15	3	2	4	3	6	5	7	5	2
16	3	2	4	3	6	5	7	6	2
17	3	2	5	3	7	5	8	6	2
18	3	2	5	3	7	6	8	6	2
19	4	2	5	4	8	6	8	7	2
20	4	2	5	4	8	6	9	7	2
30	5	3	8	5	12	9	13	10	3
40	7	4	10	7	15	12	17	14	4
50	9	5	13	9	19	15	21	17	5
60	10	5	15	10	23	18	25	20	5
70	12	6	18	12	27	21	30	24	6
80	14	7	20	14	30	24	34	27	7
90	15	8	23	15	34	27	38	30	8
100	18	9	25	17	38	30	42	34	9

SELECTED ITEM MANAGEMENT (SIM) TABLES *(cont.)*

60 days average endurance, six month demand period

When the quarterly computation of demand is based upon a 6 month demand period, the HL/LL/SL quantities authorized for a 60 day average endurance are as follows:

6 Month Demand Quantity	O & ST high	0 days low	O & ST high	30 days low	O & ST high	75 days low	O & ST high	90 days low	Safety Level
1	1	0	1	0	1	0	1	0	0
2	1	0	2	1	2	1	2	1	0
3	2	1	2	1	3	2	3	2	1
4	2	1	3	2	4	3	4	3	1
5	3	2	3	2	5	4	5	4	2
6	3	2	4	3	5	4	6	5	2
7	3	2	5	3	6	5	7	6	2
8	4	2	5	4	7	6	8	6	2
9	4	3	6	4	8	6	9	7	3
10	5	3	6	5	9	7	10	8	3
11	5	3	7	5	10	8	11	9	3
12	5	3	7	5	10	8	11	9	3
13	6	4	8	6	11	9	12	10	4
14	6	4	9	6	12	10	13	11	4
15	7	4	9	7	13	10	14	12	4
16	7	4	10	7	14	11	15	12	4
17	8	5	10	8	5	12	16	13	5
18	8	5	11	8	15	12	17	14	5
19	8	5	11	8	16	13	18	15	5
20	9	5	12	9	17	14	19	15	5
30	13	8	18	13	25	20	28	23	8
40	17	10	24	17	34	27	37	30	10
50	21	13	30	21	42	34	46	38	13
60	25	15	35	25	50	40	55	45	15
70	30	18	41	30	59	47	65	53	18
80	34	20	47	34	67	54	74	60	20
90	38	23	53	38	75	60	83	68	23
100	42	25	59	42	84	67	92	75	25

SELECTED ITEM MANAGEMENT (SIM) TABLES *(cont.)*

60 days average endurance, nine month demand period

When the quarterly computation of demand is based upon a 9 month demand period, the HL/LL/SL quantities authorized for a 60 day average endurance are as follows:

9 Month Demand Quantity	O & ST high	0 days low	O & ST high	30 days low	O & ST high	75 days low	O & ST high	90 days low	Safety Level
2	1	0	1	0	2	1	2	1	0
3	1	0	2	1	2	1	2	1	0
4	2	1	2	1	3	2	3	2	1
5	2	1	2	1	3	2	4	3	1
6	2	1	3	2	4	3	4	3	1
7	2	1	3	2	4	3	5	4	1
8	3	2	4	3	5	4	5	4	2
9	3	2	4	3	5	4	6	5	2
10	3	2	4	3	6	5	7	5	2
11	4	2	5	4	7	5	7	6	2
12	4	2	5	4	7	6	8	6	2
13	4	3	6	4	8	6	8	7	3
14	4	3	6	4	8	7	9	7	3
15	5	3	6	5	9	7	10	8	3
16	5	3	7	5	9	8	10	8	3
17	5	3	7	5	10	8	11	9	3
18	5	3	7	5	10	8	11	9	3
19	6	4	8	6	11	9	12	10	4
20	6	4	8	6	12	9	13	10	4
30	9	5	12	9	17	14	19	15	5
40	12	7	16	12	23	18	25	20	7
50	14	9	20	14	28	23	31	25	9
60	17	10	24	17	34	27	37	30	10
70	20	12	28	20	39	32	43	35	12
80	23	14	32	23	45	36	49	40	14
90	25	15	35	25	50	40	55	45	15
100	28	17	39	28	56	45	62	50	17

SELECTED ITEM MANAGEMENT (SIM) TABLES *(cont.)*

60 days average endurance, 12 month demand period

When the quarterly computation of demand is based upon a 12 month demand period, the HL/LL/SL quantities authorized for a 60 day average endurance are as follows:

12 Month Demand Quantity	O & ST high	0 days low	O & ST high	30 days low	O & ST high	75 days low	O & ST high	90 days low	Safety Level
2	1	0	1	0	1	0	1	0	0
3	1	0	1	0	2	1	2	1	0
4	1	0	2	1	2	1	2	1	0
5	2	1	2	1	3	2	3	2	1
6	2	1	2	1	3	2	3	2	1
7	2	1	3	2	3	2	4	3	1
8	2	1	3	2	4	3	4	3	1
9	2	1	3	2	4	3	5	4	1
10	3	2	3	2	5	4	5	4	2
11	3	2	4	3	5	4	6	5	2
12	3	2	4	3	5	4	6	5	2
13	3	2	4	3	6	5	6	5	2
14	3	2	5	3	6	5	7	6	2
15	4	2	5	4	7	5	7	6	2
16	4	2	5	4	7	6	7	6	2
17	4	3	5	4	8	6	8	7	3
18	4	3	6	4	8	6	9	7	3
19	4	3	6	4	8	7	9	8	3
20	5	3	6	5	9	7	10	8	3
30	7	4	9	7	13	10	14	12	4
40	9	5	12	9	17	14	19	15	5
50	11	7	15	11	21	17	23	19	7
60	13	8	18	13	25	20	28	23	8
70	15	9	21	15	30	24	33	27	9
80	17	10	24	17	34	27	37	30	10
90	19	12	27	19	38	30	42	34	12
100	21	13	30	21	42	34	46	38	13

SELECTED ITEM MANAGEMENT (SIM) TABLES *(cont.)*

75 days average endurance, six month demand period

When the quarterly computation of demand is based upon a six month demand period, the HL/LL/SL quantities authorized for a 75 day average endurance are as follows:

6 Month Demand Quantity	O & ST high	0 days low	O & ST high	30 days low	O & ST high	75 days low	O & ST high	90 days low	Safety Level
1	1	0	1	0	1	0	1	0	0
2	1	0	2	1	2	1	2	1	0
3	2	1	2	1	3	2	3	2	1
4	2	1	3	2	4	3	4	3	1
5	3	2	4	3	5	4	5	4	2
6	3	2	4	3	6	5	6	5	2
7	4	3	5	4	7	6	7	6	3
8	4	3	6	4	8	6	8	7	3
9	5	3	6	5	9	7	9	8	3
10	5	4	7	5	10	8	10	9	4
11	6	4	8	6	11	9	11	10	4
12	6	4	8	6	11	9	12	10	4
13	7	5	9	7	12	10	13	11	5
14	7	5	10	7	13	11	14	12	5
15	8	5	10	8	14	12	15	13	5
16	8	6	11	8	15	12	16	14	6
17	9	6	12	9	16	13	17	15	6
18	9	6	12	9	17	14	18	15	6
19	10	7	13	10	18	15	19	16	7
20	10	7	14	10	19	15	20	17	7
30	15	10	20	15	28	23	30	25	10
40	20	14	27	20	37	30	40	34	14
50	25	17	34	25	46	38	50	42	17
60	30	20	40	30	55	45	60	50	20
70	35	24	47	35	65	53	70	59	24
80	40	27	54	40	74	60	80	67	27
90	45	30	60	45	83	68	90	75	30
100	50	34	67	50	92	75	100	84	34

SELECTED ITEM MANAGEMENT (SIM) TABLES *(cont.)*

75 days average endurance, nine month demand period

When the quarterly computation of demand is based upon a nine month demand period, the HL/LL/SL quantities authorized for a 75 day average endurance are as follows:

9 Month Demand Quantity	O & ST high	0 days low	O & ST high	30 days low	O & ST high	75 days low	O & ST high	90 days low	Safety Level
2	1	0	1	0	2	1	2	1	0
3	1	0	2	1	2	1	2	1	0
4	2	1	2	1	3	2	3	2	1
5	2	1	3	2	4	3	4	3	1
6	2	1	3	2	4	3	4	3	1
7	3	2	4	3	5	4	5	4	2
8	3	2	4	3	3	5	4	6	5
9	3	2	4	3	6	5	6	5	2
10	4	3	5	4	7	5	7	6	3
11	4	3	5	4	7	6	8	7	3
12	4	3	6	4	8	6	8	7	3
13	5	3	6	5	8	7	9	8	3
14	5	4	7	5	9	7	10	8	4
15	5	4	7	5	10	8	10	9	4
16	6	4	8	6	10	8	11	9	4
17	6	4	8	6	11	9	12	10	4
18	6	4	8	6	11	9	12	10	4
19	7	5	9	7	12	10	13	11	5
20	7	5	9	7	13	10	14	12	5
30	10	7	14	10	19	15	20	17	7
40	14	9	18	14	25	20	27	23	9
50	17	12	23	17	31	25	34	28	12
60	20	14	27	20	37	30	40	34	14
70	24	16	32	24	43	35	47	39	16
80	27	18	36	27	49	40	54	45	18
90	30	20	40	30	55	45	60	50	20
100	34	23	45	34	62	50	67	56	23

SELECTED ITEM MANAGEMENT (SIM) TABLES *(cont.)*

75 days average endurance, 12 month demand period

When the quarterly computation of demand is based upon a 12 month demand period, the HL/LL/SL quantities authorized for a 75 day average endurance are as follows:

12 Month Demand Quantity	O & ST high	0 days low	O & ST high	30 days low	O & ST high	75 days low	O & ST high	90 days low	Safety Level
2	1	0	1	0	1	0	1	0	0
3	1	0	1	0	2	1	2	1	0
4	1	0	2	1	2	1	2	1	0
5	2	1	2	1	3	2	3	2	1
6	2	1	2	1	3	2	3	2	1
7	2	1	3	2	4	3	4	3	1
8	2	1	3	2	4	3	4	3	1
9	3	2	3	2	5	4	5	4	2
10	3	2	4	3	5	4	5	4	2
11	3	2	4	3	6	5	6	5	2
12	3	2	4	3	6	5	6	5	2
13	4	3	5	4	6	5	7	6	3
14	4	3	5	4	7	6	7	6	3
15	4	3	5	4	7	6	8	7	3
16	4	3	6	4	7	6	8	7	3
17	5	3	6	5	8	7	9	8	3
18	5	3	6	5	9	7	9	8	3
19	5	4	7	5	9	8	10	8	4
20	5	4	7	5	10	8	10	9	4
30	8	5	10	8	14	12	15	13	5
40	10	7	14	10	19	15	20	17	7
50	13	9	17	13	23	19	25	21	9
60	15	10	20	15	28	23	30	25	10
70	18	12	24	18	33	27	35	30	12
80	20	14	27	20	37	30	40	34	14
90	23	15	30	23	42	34	45	38	15
100	25	17	34	25	46	38	50	42	17

ENCLOSURE G
FORMS AND LABELS

ENCLOSURE G

FORMS AND LABELS

CAUTION LABEL

CAUTION

REPAIRABLE ITEMS

HANDLE WITH CARE WHILE UNPROTECTED

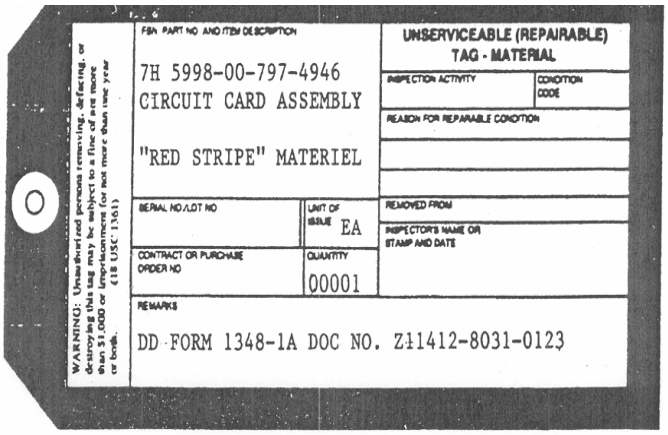
ADDITIONAL PACKAGING AND CUSHIONING
REQUIRED BEFORE ONWARD SHIPMENT

CAUTION

ENCLOSURE G

FORMS AND LABELS

IDENTIFICATION TAG



WARNING: Unauthorized persons removing, defacing, or destroying this tag may be subject to a fine of not more than $1,000 or imprisonment for not more than one year or both. (18 USC 1361)

FSN PART NO AND ITEM DESCRIPTION

7H 5998-00-797-4946
CIRCUIT CARD ASSEMBLY

"RED STRIPE" MATERIEL

UNSERVICEABLE (REPAIRABLE) TAG - MATERIAL

INSPECTION ACTIVITY

CONDITION CODE

REASON FOR REPAIRABLE CONDITION

SERIAL NO./LOT NO

UNIT OF ISSUE EA

REMOVED FROM

INSPECTOR'S NAME OR STAMP AND DATE

CONTRACT OR PURCHASE ORDER NO

QUANTITY 00001

REMARKS

DD FORM 1348-1A DOC NO. Z11412-8031-0123

ENCLOSURE G

FORMS AND LABELS

SHELF-LIFE EXTENSION NOTICE

SHELF-LIFE EXTENSION NOTICE

PER DOD 4140.27-M, CONTAINERS REQUIRE RE-MARKING WITH EXTENDED SHELF-LIFE DATA. UNITS OF ISSUE REQUIRE RE-MARKING UPON OPENING CONTAINER.

NSN: _____

CONTRACT NUMBER: _____

LOT/BATCH NUMBER: _____

DATE TESTED: _____

NEXT INSP/TEST DATE: _____

AUTHORITY: _____
(QSL, MQCSS, Other)

INSPECTED BY: _____
(Activity and Inspector's Name or Number)

DD FORM 2477-2, APR 1999 PREVIOUS EDITION MAY BE USED.

ENCLOSURE G

FORMS AND LABELS

UNSERVICEABLE ITEM LABEL

ENCLOSURE G

LABELS AND FORMS

UNSERVICEABLE (REPARABLE) LABEL – MATERIEL

WARNING: Unauthorized persons removing, defacing, or destroying this label may be subject to a fine of not more than $1,000 or imprisonment for not more than one year or both. (18 USC 1361)

FSN, PART NO. AND ITEM DESCRIPTION

7H 5998-00-797-4946
CIRCUIT CARD ASSEMBLY

"RED STRIPE" MATERIEL

UNSERVICEABLE (REPAIRABLE) LABEL - MATERIAL

INSPECTION ACTIVITY

CONDITION CODE

REASON FOR REPARABLE CONDITION

REPAIR CYCLE DATA

BASE ACCT. NO

REMOVED

RECEIVED IN BASE SUPPLY

DATE TO TMO

RECEIVED AT SRA

ORDERED BY MAINT.

RECEIVED IN MAINT. SHOP

MADE SERVICEABLE

SERIAL NUMBER/LOT NO

UNIT OF ISSUE EA

REMOVED FROM

CONTRACT OR PURCHASE ORDER NO.

QUANTITY 00001

INSPECTOR'S NAME OR STAMP AND DATE

REMARKS

DD FORM 1348-1A DOC NO. Z11412-8031-0123

ENCLOSURE G

FORMS AND LABELS

FORMS LIST

	Form Number	Form Name	Location of Form
1.	AF Form 538	Personal Clothing and Equipment Record	CG ADOBE Forms Library
2.	No Form Number	Supply Policy and Procedures Manual (SPPM) Record of Changes	SPPM, COMDTINST M4400.19 (series)
3.	CG Form 22	Aeronautical Publication Change Recommendation	CG ADOBE Forms Library
4.	CG Form 3114	Adjustment Form	CG ADOBE Forms Library
5.	CG Form 4183	Change of Mailing, Freight, and Billing Address	CG ADOBE Forms Library
6.	CG Form 4589	Receipt of APA Material	CG ADOBE Forms Library
7.	CG Form 4940	SURF Requisition Log	CG ADOBE Forms Library
8.	CG Form 5269	Report of Survey	CG ADOBE Forms Library
9.	CG Form 5592	Suspected Overcharging Notification Form	CG ADOBE Forms Library
10.	DD Form 250	Material Inspection and Receiving Report	CG ADOBE Forms Library
11.	DD Form 1144	Support Agreement	CG ADOBE Forms Library
12.	DD Form 1149	Requisition and Invoice/Shipping Document	CG ADOBE Forms Library
13.	DD Form1348-1A	Issue Release/Receipt Document	CG ADOBE Forms Library
14.	DOT Form F 4200.1.2CG	Procurement Request Process Rapidly	CG ADOBE Forms Library
16.	NAVSUP Form 1114 (1C)	Stock Record Card, Afloat	Order from Navy Supply Source (S/N: 0108-LF-501-1141)
17.	NAVSUP 1220-2	Allowance Change Request	CG ADOBE Forms Library

ENCLOSURE G

FORMS AND LABELS

FORMS LIST

	Form Number	Form Name	Location of Form
18.	NAVSUP 1250-1 (7C)	Single Line Item Consumption/Requisition Document	CG ADOBE Forms Library
19.	NAVSUP Form 1371	Fleet COSAL Feedback Report	CG ADOBE Forms Library
20.	Optional Form 347	Order for Supplies and Services	CG ADOBE Forms Library
21.	OPNAV 4790/CK	Ship's Configuration Change Form	CG ADOBE Forms Library
21.	PCH Form 4265/1	Price Challenge Hotline Suspected Overcharging Notification	CG ADOBE Forms Library
22.	Standard Form 18	Request for Quotation	CG ADOBE Forms Library
23.	Standard Form 30	Amendment of Solicitation/Modification of Contract	CG ADOBE Forms Library
24.	Standard Form 122	Transfer Order Excess Personal Property	CG ADOBE Forms Library
25.	Standard Form 344	Multi-Use Standard Requisitioning/Issue System Document	CG ADOBE Forms Library
26.	Standard Form 361	Transportation Discrepancy Report	CG ADOBE Forms Library
27.	Standard Form 364	Report of Discrepancy (ROD)	CG ADOBE Forms Library
28.	Standard Form 368	Product Quality Deficiency Report	CG ADOBE Forms Library
29.	Standard Form 1103	U.S. Government Bill of Lading International and Domestic Overseas Shipments	http://www.gsa.gov "e-Tools: Online Services" "Federal Forms"
30.	Standard Form 1165	Receipt for Cash – Subvoucher	CG ADOBE Forms Library
31.	Standard Form 1449	Solicitation/Contract/Order for Commercial Items	CG ADOBE Forms Library

PERSONAL CLOTHING AND EQUIPMENT RECORD

Use ink for all "signature" entries.
Use of "Balance on Hand" column is MAJCOM option.
Use ink/typewriter for remaining entries.

	S/N AND ARTICLE *(Noun)*	AUTHORIZED ALLOWANCE ASC	AUTHORIZED ALLOWANCE QNTY	SIZE	ISSUE DATE 1	ISSUE DATE 2	ISSUE DATE 3	ISSUE DATE 4	ISSUE DATE 5	TURN-IN DATE 1	TURN-IN DATE 2	TURN-IN DATE 3	TURN-IN DATE 4	TURN-IN DATE 5	BALANCE ON HAND
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															

21. OPTIONAL

22. RATED FSC AFSC

23. ORGANIZATION

24. GRADE	**25. SSAN**	**26. DUTY TEL**

27. NAME *(Last, First, Middle Initial)*

	SIG OF INDIVIDUAL	SIG OF SUP REP	PAGE OF

AF FORM 538 APR 74 **PREVIOUS EDITION WILL BE USED**

28. INVENTORY

I certify that items and quantities shown hereon are correct as indicated. *(Applicable only when physical inventory is accomplished.)*		I certify that items and quantities shown hereon are in my possession. *(Applicable only when physical inventory is accomplished.)*	
DATE	**SIGNATURE** *(Individual Performing Inventory)*	**DATE**	**SIGNATURE** *(Individual Accountable for Items)*

29. STATEMENT OF RATED FLYING STATUS CODE/HAZARDOUS DUTY STATUS

A. FLYING STATUS CODE		B. HAZARDOUS DUTY STATUS CODE		
CURRENT AERONAUTICAL RATING	**FLYING STATUS CODE**	**PAFSC**	**DAFSC**	**HAZARDOUS DUTY STATUS CODE**

I will give notification of any change in my flying status code/hazardous duty status code.

DATE	SIGNATURE

VALIDATION

BASE	DATE	INITIALS	BASE	DATE	INITIALS

REMARKS

ENCLOSURE E
FORMS AND LABELS

SUPPLY POLICY AND PROCEDURES MANUAL (SPPM)
RECORD OF CHANGES

CHANGE		DATE RECEIVED	DATE MADE	SIGNATURE
NO.	DATE			

AERONAUTICAL PUBLICATION CHANGE RECOMMENDATION

1. OPFAC	2. UNIT	3. DATE INITIATED	**4. CONTROL NUMBER**
5. CHANGE TITLE	6. ORIGINATOR (First, MI, Last, Rank)		7. ORIGINATOR PHONE ( )
8. CG-22 TYPE Pub ____ MPC ____ Comb. ____	9. AIRCRAFT TYPE	10. PROCEDURAL (Y/N) Yes	11. TCTO (Y/N) Yes
12. PUBLICATION NUMBER		13. REV. DATE	14. PAGE
15. ATA CHAPTER	16. PARAGRAPH	17. FIGURE	18. COMDT. CHANGE (Y/N) Yes
19. MPC NUMBER	20. DATE	21. PAGE	22. INTERVAL CHANGE (Y/N) Yes

23. PUBLICATION DEFICIENCY:

RECOMMENDATION:

24. MPC DEFICIENCY:

RECOMMENDATION:

25. LOCAL QA (Signature)	26. ENGINEERING OFFICER OR DESIGNATED REPRESENTATIVE (Signature)

27. PRIME UNIT REMARKS:

			28. DATE OUT:
29. ACTION CODE (A/P/D/X) APP. ____ PAR. ____ DISAPP. ____ CANCEL ____	30. PRIORITY **U / N / R**	31. TOPS (Y/N) **Y / N**	32. SIGNATURE

33. TECHNICAL SERVICES REMARKS:

			34. DATE OUT:
35. ACTION CODE (A/P/D/X) APP. ____ PAR. ____ DISAPP. ____ CANCEL ____	36. PRIORITY **U / N / R**	37. TOPS (Y/N) **Y / N**	38. SIGNATURE

39. RCM SIGNATURE: (Interval Changes Only)			**40. G-EAE-2 SIGNATURE:** (COMDTINST Changes Only)		
41. DATE OUT:	42. CODE A / P / D / X	43. PRIORITY U / N / R	44. DATE OUT:	45. CODE A / P / D / X	46. PRIORITY U / N / R
47. TPS MANAGER Signature		Date:	**48. TPS FINAL:** Signature		Date:
49. MPC COTR: Signature		Date:	**50. MPC FINAL:** Signature		Date:
Remarks:			**Remarks:**		

AERONAUTICAL PUBLICATION CHANGE RECOMMENDATION

CONTINUATION SHEET ***PAGE*** ***OF***

1. UNIT	2. OPFAC	3. CONTROL NUMBER	4. ATA CODE	
	-	- -	- -	

MANUAL

5. MANUAL DEFICIENCY:

RECOMMENDATION:

(Use continuation pages as necessary)

ACMS

6. ACMS DEFICIENCY:

RECOMMENDATION:

(Use continuation pages as necessary)

INSTRUCTIONS FOR FILLING OUT CG FORM 22

Block #1: Enter unit OPFAC.

Block #2: Enter Unit Name.

Block #3: Enter date CG Form 22 was initiated.

Block #4: Leave blank until Control Number is assigned by CG-22 Tracking System.

Block #5: Enter Change Title.

Block #6: Originator's Name (First, Mi, Last, Rank).

Block #7: Enter Originator's Phone Number.

Block #8: Enter "X" in correct block to indicate CG-22 Type.

Block #9: Enter aircraft type:

Block #10: Select Yes or No for Procedural block.

Block #11: Select Yes or No for TCTO block.

Block #12: Enter Publication number.

Block #13: Enter revision date of affected publication.

Block #14: Enter affected page(s).

Block #15: Enter ATA Chapter Number.

Block #16: Enter affected paragraph(s).

Block #17: Enter affected figure number(s).

Block #18: Select Yes or No for COMDT. Change Block.

Block #19: Enter MPC Number.

Block #20: Enter current MPC date.

Block #21: Enter MPC page number(s) affected.

Block #22: Select Yes or No for Interval Change Block.

Block #23: Enter Publication deficiency and recommended changes.

Block #24: Enter MPC deficiency and recommended changes.

Block Numbers 25 through 50 to be completed by hand.

U.S. DEPARTMENT OF HOMELAND SECURITY
U. S. COAST GUARD
CG-3114 (Rev. 6-04)

ADJUSTMENT FORM

STOCK NUMBER, GROUP OR CLASS	STORES ACCOUNT	ADJUSTMENT NUMBER

TYPE ADJUSTMENT	RECEIPT DOCUMENT NUMBER
☐ PRICE ☐ INVENTORY ☐ GROUP OR CLASS LEDGER	

ITEM	QUANTITY	UNIT PRICE	VALUE
ON STOCK RECORD			0.00
RECEIVED			0.00
ON HAND AND RECEIVED			
NEW UNIT PRICE			
PREVIOUS GROUP OR CLASS VALUE			
CURRENT GROUP OR CLASS VALUE			
ADJUSTMENT ☐ GAIN ☐ LOSS			0.00

REASONS FOR ADJUSTMENT

SIGNATURE	DATE

PREVIOUS EDITION MAY BE USED

U.S. DEPARTMENT OF HOMELAND SECURITY
U.S.COASTGUARD
CG-4183 (Rev. 6-04)

CHANGE OF MAILING, FREIGHT, AND BILLING ADDRESS

From:
To: **Commanding Officer, U.S. Coast Guard Engineering Logistics Center, Baltimore, MD**
Via:
Via: **(District, MLC, or COMDT)**

INSTRUCTIONS: Submit original and four copies to District, MLC, or COMDT. District, MLC, or COMDT verify accuracy and completeness. Forward original to Engineering Logistics Center, Baltimore and copies to Commandant (CG-612), Personnel Service Center and Coast Guard Institute *to arrive at least 30 days prior to the effective date of change requested.* A mail address must be a P.O. Box or street address and must include a city, state, and postal *nine-digit ZIP code.* The freight address cannot be a P.O. Box and must show a complete street address, city, state, and *nine-digit ZIP code of the facility.*

I. TO BE FILLED IN BY ORIGINATING UNIT

a. **ACTIVITY ADDRESS CODE** *(Leave blank if none authorized) Six characters beginning with a Z or N.*

b. **TYPE OF CHANGE**
- ☐ ESTABLISH ☐ REVISE
  - ☐ MAIL ADDRESS
  - ☐ FREIGHT ADDRESS
  - ☐ BILLING ADDRESS
- ☐ DELETE
  - ☐ FREIGHT ADDRESS
  - ☐ MAIL, FREIGHT, AND BILLING ADDRESS

REASON
- ☐ CORRECTION
- ☐ CHANGE OF ADDRESS
- ☐ *REDESIGNATION OF UNIT
- ☐ *UNIT DECOMMISSIONED/DISESTABLISHED
- ☐ *UNIT COMMISSIONED/ESTABLISHED

*Cite Operating Facility Change Order in Section II

c. **MAILING ADDRESS** Limited to 4 lines 35 characters per line. Only A-Z and 0-9 may be used (no punctuation). Use ZIP + 4. Fill in 2 digit Administrative Target Unit (ATU).

ATU (2 digits):

d. **EFFECTIVE JULIAN DATE** 5 digits in format YYDDD

e. **FREIGHT ADDRESS** (Must be used when 1c is a P.O. Box.) Limited to 4 lines 35 characters per line. Only A-Z and 0-9 may be used (no punctuation). Use ZIP + 4. Fill in 2 digit Administrative Target Unit (ATU).

ATU (2 digits):

f. **EFFECTIVE JULIAN DATE** 5 digits in format YYDDD

g. **STANDARD DISTRIBUTION LIST** *(Found in COMDTNOTE 5605) 2 character symbol.*

h. **BILLING ADDRESS** Complete this block by using a 6 character Activity Address Code (beginning with a Z) of unit to receive billing. If block a. is a Navy UIC leave blank. Fill in 2 digit Administrative Target Unit (ATU).

ATU (2 digits):

i. **EFFECTIVE JULIAN DATE** 5 digits in format YYDDD

Name and Telephone of Person to contact regarding this change ▶	**NAME**	**TELEPHONE NO.**
DATE	**SIGNATURE**	

II. DISTRICT, MLC, OR COMDT COMMENTS

1. Forwarded approval. Change affects ☐ DoDAAD and SDL ☐ SDL only ☐ DoDAAD only

2. Covered by OFCO No._____. *(When applicable)*

Name and Telephone of Person to contact regarding this change ▶	**NAME**	**TELEPHONE NO.**
DATE	**SIGNATURE BLOCK**	**SIGNATURE**

III. ENGLOGCEN BALTIMORE USE ONLY

Date received: Received By:	**Port Designator (3 characters)**	**Transaction Code**	1	2	3	4	Code 440 check _____ signature and date
Standard Point Location Code (6 characters)	**Air Terminal Identifier (3 characters)**	**TA**					Code 280 TAC3 check _____ signature and date
		TAC					Code 330 overall verification _____ signature and date

PREVIOUS EDITIONS ARE OBSOLETE

ORIGINAL - ELC

U.S. DEPARTMENT OF HOMELAND SECURITY
U.S.COASTGUARD
CG-4183 (Rev. 6-04)

CHANGE OF MAILING, FREIGHT, AND BILLING ADDRESS

From:
To: **Commanding Officer, U.S. Coast Guard Engineering Logistics Center, Baltimore, MD**
Via:
Via: **(District, MLC, or COMDT)**

INSTRUCTIONS: Submit original and four copies to District, MLC, or COMDT. District, MLC, or COMDT verify accuracy and completeness. Forward original to Engineering Logistics Center, Baltimore and copies to Commandant (CG-612), Personnel Service Center and Coast Guard Institute *to arrive at least 30 days prior to the effective date of change requested.* A mail address must be a P.O. Box or street address and must include a city, state, and postal *nine-digit ZIP code.* The freight address cannot be a P.O. Box and must show a complete street address, city, state, and *nine-digit ZIP code of the facility.*

I. TO BE FILLED IN BY ORIGINATING UNIT

a. **ACTIVITY ADDRESS CODE** *(Leave blank if none authorized) Six characters beginning with a Z or N.*

b. **TYPE OF CHANGE**
- ☐ ESTABLISH ☐ REVISE
  - ☐ MAIL ADDRESS
  - ☐ FREIGHT ADDRESS
  - ☐ BILLING ADDRESS
- ☐ DELETE
  - ☐ FREIGHT ADDRESS
  - ☐ MAIL, FREIGHT, AND BILLING ADDRESS

REASON
- ☐ CORRECTION
- ☐ CHANGE OF ADDRESS
- ☐ *REDESIGNATION OF UNIT
- ☐ *UNIT DECOMMISSIONED/DISESTABLISHED
- ☐ *UNIT COMMISSIONED/ESTABLISHED

*Cite Operating Facility Change Order in Section II

c. **MAILING ADDRESS** Limited to 4 lines 35 characters per line. Only A-Z and 0-9 may be used (no punctuation). Use ZIP + 4. Fill in 2 digit Administrative Target Unit (ATU).

ATU (2 digits):

d. **EFFECTIVE JULIAN DATE** 5 digits in format YYDDD

e. **FREIGHT ADDRESS** (Must be used when 1c is a P.O. Box.) Limited to 4 lines 35 characters per line. Only A-Z and 0-9 may be used (no punctuation). Use ZIP + 4. Fill in 2 digit Administrative Target Unit (ATU).

ATU (2 digits):

f. **EFFECTIVE JULIAN DATE** 5 digits in format YYDDD

g. **STANDARD DISTRIBUTION LIST** *(Found in COMDTNOTE 5605) 2 character symbol.*

h. **BILLING ADDRESS** Complete this block by using a 6 character Activity Address Code (beginning with a Z) of unit to receive billing. If block a. is a Navy UIC leave blank. Fill in 2 digit Administrative Target Unit (ATU).

ATU (2 digits):

i. **EFFECTIVE JULIAN DATE** 5 digits in format YYDDD

Name and Telephone of Person to contact regarding this change ▶	**NAME**	**TELEPHONE NO.**
DATE	**SIGNATURE**	

II. DISTRICT, MLC, OR COMDT COMMENTS

1. Forwarded approval. Change affects ☐ **DoDAAD and SDL** ☐ **SDL only** ☐ **DoDAAD only**

2. Covered by OFCO No._____. *(When applicable)*

Name and Telephone of Person to contact regarding this change ▶	**NAME**	**TELEPHONE NO.**
DATE	**SIGNATURE BLOCK**	**SIGNATURE**

III. ENGLOGCEN BALTIMORE USE ONLY

Date received: Received By:	**Port Designator (3 characters)**	**Transaction Code**	**1**	**2**	**3**	**4**	Code 440 check _____ signature and date
Standard Point Location Code (6 characters)	**Air Terminal Identifier (3 characters)**	**TA**					Code 280 TAC3 check _____ signature and date
		TAC					Code 330 overall verification _____ signature and date

PREVIOUS EDITIONS ARE OBSOLETE

COPY 1 - COMDT (CG-612)

U.S. DEPARTMENT OF HOMELAND SECURITY
U.S.COASTGUARD
CG-4183 (Rev. 6-04)

CHANGE OF MAILING, FREIGHT, AND BILLING ADDRESS

From:
To: **Commanding Officer, U.S. Coast Guard Engineering Logistics Center, Baltimore, MD**
Via:
Via: **(District, MLC, or COMDT)**

INSTRUCTIONS: Submit original and four copies to District, MLC, or COMDT. District, MLC, or COMDT verify accuracy and completeness. Forward original to Engineering Logistics Center, Baltimore and copies to Commandant (CG-612), Personnel Service Center and Coast Guard Institute *to arrive at least 30 days prior to the effective date of change requested.* A mail address must be a P.O. Box or street address and must include a city, state, and postal *nine-digit ZIP code.* The freight address cannot be a P.O. Box and must show a complete street address, city, state, and *nine-digit ZIP code of the facility.*

I. TO BE FILLED IN BY ORIGINATING UNIT

a. **ACTIVITY ADDRESS CODE** *(Leave blank if none authorized) Six characters beginning with a Z or N.*

b. **TYPE OF CHANGE**
- ☐ ESTABLISH ☐ REVISE
  - ☐ MAIL ADDRESS
  - ☐ FREIGHT ADDRESS
  - ☐ BILLING ADDRESS
- ☐ DELETE
  - ☐ FREIGHT ADDRESS
  - ☐ MAIL, FREIGHT, AND BILLING ADDRESS

REASON
- ☐ CORRECTION
- ☐ CHANGE OF ADDRESS
- ☐ *REDESIGNATION OF UNIT
- ☐ *UNIT DECOMMISSIONED/DISESTABLISHED
- ☐ *UNIT COMMISSIONED/ESTABLISHED

*Cite Operating Facility Change Order in Section II

c. **MAILING ADDRESS** Limited to 4 lines 35 characters per line. Only A-Z and 0-9 may be used (no punctuation). Use ZIP + 4. Fill in 2 digit Administrative Target Unit (ATU).

ATU (2 digits):

d. **EFFECTIVE JULIAN DATE** 5 digits in format YYDDD

e. **FREIGHT ADDRESS** (Must be used when 1c is a P.O. Box.) Limited to 4 lines 35 characters per line. Only A-Z and 0-9 may be used (no punctuation). Use ZIP + 4. Fill in 2 digit Administrative Target Unit (ATU).

ATU (2 digits):

f. **EFFECTIVE JULIAN DATE** 5 digits in format YYDDD

g. **STANDARD DISTRIBUTION LIST** *(Found in COMDTNOTE 5605) 2 character symbol.*

h. **BILLING ADDRESS** Complete this block by using a 6 character Activity Address Code (beginning with a Z) of unit to receive billing. If block a. is a Navy UIC leave blank. Fill in 2 digit Administrative Target Unit (ATU).

ATU (2 digits):

i. **EFFECTIVE JULIAN DATE** 5 digits in format YYDDD

Name and Telephone of Person to contact regarding this change	**NAME**	**TELEPHONE NO.**
DATE	**SIGNATURE**	

II. DISTRICT, MLC, OR COMDT COMMENTS

1. Forwarded approval. Change affects ☐ DoDAAD and SDL ☐ SDL only ☐ DoDAAD only

2. Covered by OFCO No._____. *(When applicable)*

Name and Telephone of Person to contact regarding this change	**NAME**	**TELEPHONE NO.**
DATE	**SIGNATURE BLOCK**	**SIGNATURE**

III. ENGLOGCEN BALTIMORE USE ONLY

Date received: Received By:	**Port Designator (3 characters)**	**Transaction Code**	1	2	3	4	Code 440 check _____ signature and date
Standard Point Location Code (6 characters)	**Air Terminal Identifier (3 characters)**	**TA**					Code 280 TAC3 check _____ signature and date
		TAC					Code 330 overall verification _____ signature and date

PREVIOUS EDITIONS ARE OBSOLETE

COPY 2 - PERSONNEL SERVICE CENTER

U.S. DEPARTMENT OF HOMELAND SECURITY
U.S.COASTGUARD
CG-4183 (Rev. 6-04)

CHANGE OF MAILING, FREIGHT, AND BILLING ADDRESS

From:
To: **Commanding Officer, U.S. Coast Guard Engineering Logistics Center, Baltimore, MD**
Via:
Via: **(District, MLC, or COMDT)**

INSTRUCTIONS: Submit original and four copies to District, MLC, or COMDT. District, MLC, or COMDT verify accuracy and completeness. Forward original to Engineering Logistics Center, Baltimore and copies to Commandant (CG-612), Personnel Service Center and Coast Guard Institute *to arrive at least 30 days prior to the effective date of change requested.* A mail address must be a P.O. Box or street address and must include a city, state, and postal *nine-digit ZIP code.* The freight address cannot be a P.O. Box and must show a complete street address, city, state, and *nine-digit ZIP code of the facility.*

I. TO BE FILLED IN BY ORIGINATING UNIT

a. **ACTIVITY ADDRESS CODE** *(Leave blank if none authorized) Six characters beginning with a Z or N.*

b. **TYPE OF CHANGE**
- ☐ ESTABLISH ☐ REVISE
  - ☐ MAIL ADDRESS
  - ☐ FREIGHT ADDRESS
  - ☐ BILLING ADDRESS
- ☐ DELETE
  - ☐ FREIGHT ADDRESS
  - ☐ MAIL, FREIGHT, AND BILLING ADDRESS

REASON
- ☐ CORRECTION
- ☐ CHANGE OF ADDRESS
- ☐ *REDESIGNATION OF UNIT
- ☐ *UNIT DECOMMISSIONED/DISESTABLISHED
- ☐ *UNIT COMMISSIONED/ESTABLISHED

*Cite Operating Facility Change Order in Section II

c. **MAILING ADDRESS** Limited to 4 lines 35 characters per line. Only A-Z and 0-9 may be used (no punctuation). Use ZIP + 4. Fill in 2 digit Administrative Target Unit (ATU).

ATU (2 digits):

d. **EFFECTIVE JULIAN DATE** 5 digits in format YYDDD

e. **FREIGHT ADDRESS** (Must be used when 1c is a P.O. Box.) Limited to 4 lines 35 characters per line. Only A-Z and 0-9 may be used (no punctuation). Use ZIP + 4. Fill in 2 digit Administrative Target Unit (ATU).

ATU (2 digits):

f. **EFFECTIVE JULIAN DATE** 5 digits in format YYDDD

g. **STANDARD DISTRIBUTION LIST** *(Found in COMDTNOTE 5605) 2 character symbol.*

h. **BILLING ADDRESS** Complete this block by using a 6 character Activity Address Code (beginning with a Z) of unit to receive billing. If block a. is a Navy UIC leave blank. Fill in 2 digit Administrative Target Unit (ATU).

ATU (2 digits):

i. **EFFECTIVE JULIAN DATE** 5 digits in format YYDDD

Name and Telephone of Person to contact regarding this change	**NAME**	**TELEPHONE NO.**
DATE	**SIGNATURE**	

II. DISTRICT, MLC, OR COMDT COMMENTS

1. Forwarded approval. Change affects ☐ **DoDAAD and SDL** ☐ **SDL only** ☐ **DoDAAD only**

2. Covered by OFCO No._____. *(When applicable)*

Name and Telephone of Person to contact regarding this change	**NAME**	**TELEPHONE NO.**
DATE	**SIGNATURE BLOCK**	**SIGNATURE**

III. ENGLOGCEN BALTIMORE USE ONLY

Date received: Received By:	**Port Designator (3 characters)**	**Transaction Code**	**1**	**2**	**3**	**4**	Code 440 check _____ signature and date
Standard Point Location Code (6 characters)	**Air Terminal Identifier (3 characters)**	**TA**					Code 280 TAC3 check _____ signature and date
		TAC					Code 330 overall verification _____ signature and date

PREVIOUS EDITIONS ARE OBSOLETE

COPY 3 - CG INSTITUTE

U.S. DEPARTMENT OF HOMELAND SECURITY
U.S.COASTGUARD
CG-4183 (Rev. 6-04)

CHANGE OF MAILING, FREIGHT, AND BILLING ADDRESS

From:
To: **Commanding Officer, U.S. Coast Guard Engineering Logistics Center, Baltimore, MD**
Via:
Via: **(District, MLC, or COMDT)**

INSTRUCTIONS: Submit original and four copies to District, MLC, or COMDT. District, MLC, or COMDT verify accuracy and completeness. Forward original to Engineering Logistics Center, Baltimore and copies to Commandant (CG-612), Personnel Service Center and Coast Guard Institute *to arrive at least 30 days prior to the effective date of change requested.* A mail address must be a P.O. Box or street address and must include a city, state, and postal *nine-digit ZIP code.* The freight address cannot be a P.O. Box and must show a complete street address, city, state, and *nine-digit ZIP code of the facility.*

I. TO BE FILLED IN BY ORIGINATING UNIT

a. **ACTIVITY ADDRESS CODE** *(Leave blank if none authorized) Six characters beginning with a Z or N.*

b. **TYPE OF CHANGE**
- ☐ ESTABLISH ☐ REVISE
  - ☐ MAIL ADDRESS
  - ☐ FREIGHT ADDRESS
  - ☐ BILLING ADDRESS
- ☐ DELETE
  - ☐ FREIGHT ADDRESS
  - ☐ MAIL, FREIGHT, AND BILLING ADDRESS

REASON
- ☐ CORRECTION
- ☐ CHANGE OF ADDRESS
- ☐ *REDESIGNATION OF UNIT
- ☐ *UNIT DECOMMISSIONED/DISESTABLISHED
- ☐ *UNIT COMMISSIONED/ESTABLISHED

*Cite Operating Facility Change Order in Section II

c. **MAILING ADDRESS** Limited to 4 lines 35 characters per line. Only A-Z and 0-9 may be used (no punctuation). Use ZIP + 4. Fill in 2 digit Administrative Target Unit (ATU).

ATU (2 digits):

d. **EFFECTIVE JULIAN DATE** 5 digits in format YYDDD

e. **FREIGHT ADDRESS** (Must be used when 1c is a P.O. Box.) Limited to 4 lines 35 characters per line. Only A-Z and 0-9 may be used (no punctuation). Use ZIP + 4. Fill in 2 digit Administrative Target Unit (ATU).

ATU (2 digits):

f. **EFFECTIVE JULIAN DATE** 5 digits in format YYDDD

g. **STANDARD DISTRIBUTION LIST** *(Found in COMDTNOTE 5605) 2 character symbol.*

h. **BILLING ADDRESS** Complete this block by using a 6 character Activity Address Code (beginning with a Z) of unit to receive billing. If block a. is a Navy UIC leave blank. Fill in 2 digit Administrative Target Unit (ATU).

ATU (2 digits):

i. **EFFECTIVE JULIAN DATE** 5 digits in format YYDDD

Name and Telephone of Person to contact regarding this change ▶	**NAME**	**TELEPHONE NO.**
DATE	**SIGNATURE**	

II. DISTRICT, MLC, OR COMDT COMMENTS

1. Forwarded approval. Change affects ☐ DoDAAD and SDL ☐ SDL only ☐ DoDAAD only

2. Covered by OFCO No._____. *(When applicable)*

Name and Telephone of Person to contact regarding this change ▶	**NAME**	**TELEPHONE NO.**
DATE	**SIGNATURE BLOCK**	**SIGNATURE**

III. ENGLOGCEN BALTIMORE USE ONLY

Date received: Received By:	**Port Designator (3 characters)**	**Transaction Code**	1	2	3	4	Code 440 check _____ signature and date
Standard Point Location Code (6 characters)	**Air Terminal Identifier (3 characters)**	**TA**					Code 280 TAC3 check _____ signature and date
		TAC					Code 330 overall verification _____ signature and date

PREVIOUS EDITIONS ARE OBSOLETE

COPY 4 - G-SLP

U.S. DEPARTMENT OF HOMELAND SECURITY
U.S. COAST GUARD
CG-4589 (Rev. 6-04)

RECEIPT OF APA MATERIAL

IDENTIFICATION NO.

To: *("X" appropriate box)*

- ☐ Commanding Officer, Brooklyn (E/G-ICP)
- ☐ Commanding Officer, Yard (SICP)
- ☐ Commanding Officer, Elizabeth City, (AICP)

DATE

REPORTING UNIT	CATEGORY *(EEE, ENE, OMR, etc)*	ACCOUNT *(Check one)* ☐ OINV ☐ OGA
	ITEM NAME	
STOCKING UNIT *(if other than reporting unit)*	STOCK NO.	PART NO.
	MANUFACTURER OR MANUFACTURER'S CODE	CONDITION CODE
RECEIVED FROM	DATE RECEIVED	DRAWING NO.
	QUANTITY	UNIT OF ISSUE
	UNIT PRICE	TOTAL PRICE
AUTHORITY *(Contract No., Reqn. No., Purchase Order, etc.)*	END USE *(Vessel Type, Equipment Type, etc.)*	

DESCRIPTION

REMARKS

REQUIRED DISTRIBUTION:	**SIGNATURE**
Unit File 1 Copy **District File** 1 Copy	

PREVIOUS EDITIONS MAY BE USED

U.S. DEPARTMENT OF HOMELAND SECURITY
U.S. COAST GUARD
CG-4589 (Rev. 6-04)

RECEIPT OF APA MATERIAL

IDENTIFICATION NO.

To: *("X" appropriate box)*

- ☐ Commanding Officer, Brooklyn (E/G-ICP)
- ☐ Commanding Officer, Yard (SICP)
- ☐ Commanding Officer, Elizabeth City, (AICP)

DATE

REPORTING UNIT	CATEGORY *(EEE, ENE, OMR, etc)*	ACCOUNT *(Check one)* ☐ OINV ☐ OGA
	ITEM NAME	
STOCKING UNIT *(if other than reporting unit)*	STOCK NO.	PART NO.
	MANUFACTURER OR MANUFACTURER'S CODE	CONDITION CODE
RECEIVED FROM	DATE RECEIVED	DRAWING NO.
	QUANTITY	UNIT OF ISSUE
	UNIT PRICE	TOTAL PRICE
AUTHORITY *(Contract No., Reqn. No., Purchase Order, etc.)*	END USE *(Vessel Type, Equipment Type, etc.)*	

DESCRIPTION

REMARKS

REQUIRED DISTRIBUTION: **Unit File** **1 Copy** **District File** **1 Copy**	**SIGNATURE**

PREVIOUS EDITIONS MAY BE USED

U.S. DEPARTMENT OF HOMELAND SECURITY
U.S. COAST GUARD
CG-4940 (6-04)

SURF REQUISITION LOG

UNIT OPFAC NUMBER (1)	SHEET NUMBER (2)

DEPT. (3)	COG (4)	STOCK NUMBER FSC FIIN (5)	U/I (6)	QUANTITY (7)	UNIT COST (8)	DOCUMENT NUMBER DATE (9) SERIAL (10)	FUND CODE (11)	OBLIGATION AMOUNT (12)	✓	DATE RECEIVED (13)	ACTUAL COST (14)	✓	NOMENCLATURE AND SUPPLIER (15)

U.S. DEPARTMENT OF HOMELAND SECURITY
U.S. COAST GUARD
CG-5269 (Rev. 6-04)

REPORT OF SURVEY

DATE

NUMBER

ACTIVITY

ORIGINATOR *(Signature and Title)*

REQUEST FOR SURVEY

ITEM	STOCK NUMBER AND DESCRIPTION	CONDITION CODE	QUANTITY	UNIT PRICE	TOTAL VALUE
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00

REASON FOR SURVEY

ACCOUNTING CLASSIFICATION

ATU	COST CENTER OPFAC	OWNER CODE

ACTION BY COMMANDING OFFICER OR DELEGATE

SURVEY TO BE MADE BY:

1. _____
2. _____
3. _____

SIGNATURE *(C.O. or delegate)*

DATE

SURVEY REPORT AND RECOMMENDATION

ITEM(S) SURVEYED IN ACCORDANCE WITH COAST GUARD REGULATION BY: *(Signature(s)) (Board Members)*

(1) (2) (3)

REVIEW OF SURVEY REPORT

☐ APPROVED

☐ DISAPPROVED

SIGNATURE *(C.O. or delegate)*

DATE

FINAL APPROVING AUTHORITY

☐ UNIT ☐ DISTRICT ☐ COMDT ☐ OTHER ☐ MLC

DISTRICT/MLC APPROVED/DISAPPROVED

DATE

COMMANDANT APPROVED/DISAPPROVED

DATE

SPECIFIC DISPOSAL ACTION TAKEN

SIGNATURE RANK AND TITLE

DATE

PREVIOUS EDITION IS OBSOLETE

SUSPECTED OVERCHARGING NOTIFICATION FORM DATE: _____

I think the Government is being overcharged on the following item. Please look into it, and let me know what you find.

NSN or Part Number _____
Description or Name of Item _____
Price you think is wrong _____
Where did you find this price? _____
Unit of Issue _____
Who issued this item? _____
Your requisition number _____
Contract # on item or paperwork _____

Is there another NSN you can USE IN PLACE of this item (at a lower price)?
_____ YES _____ NO

NSN _____ PRICE _____ U/I _____

Is there a SIMILAR item you can use in place of this you think is priced close to the true value of this item? _____ YES _____ NO

NSN _____ PRICE _____ U/I _____

Can you buy this SAME ITEM for less elsewhere? _____ YES _____ NO

Name of Company _____ FMSC/CAGE _____
Part Number _____
Address _____
_____
Telephone (____) _____

Why do you think this item is overpriced? _____
_____
_____

Any other comments or information? _____
_____

Please provide your complete mailing and message address:

Rank/Rate/MName: _____
Command: _____
Mailing Address: _____
_____
Message Address: _____
_____
FTS Number: _____

SEND TO APPROPRIATE COAST GUARD OR NAVY PRICE CHALLENGE OFFICE
U.S. DEPT. OF HOMELAND SECURITY, USCG, CG-5592 (6-04) LOCAL

MATERIAL INSPECTION AND RECEIVING REPORT

Form Approved
OMB No. 0704-0248

The public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0248), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ADDRESS.
SEND THIS FORM IN ACCORDANCE WITH THE INSTRUCTIONS CONTAINED IN THE DFARS, APPENDIX F-401.

1. PROCUREMENT INSTRUMENT IDENTIFICATION (CONTRACT) NO.	ORDER NO.	6. INVOICE NO./DATE	7. PAGE	OF	8. ACCEPTANCE POINT

2. SHIPMENT NO.	3. DATE SHIPPED	4. B/L TCN	5. DISCOUNT TERMS

9. PRIME CONTRACTOR	CODE	10. ADMINISTERED BY	CODE

11. SHIPPED FROM *(If other than 9)*	CODE	FOB:	12. PAYMENT WILL BE MADE BY	CODE

13. SHIPPED TO	CODE	14. MARKED FOR	CODE

15. ITEM NO.	16. STOCK/PART NO. DESCRIPTION *(Indicate number of shipping containers - type of container - container number.)*	17. QUANTITY SHIP/REC'D*	18. UNIT	19. UNIT PRICE	20. AMOUNT

21. CONTRACT QUALITY ASSURANCE

a. ORIGIN

☐ CQA ☐ ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.

DATE | SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

TYPED NAME:

TITLE:

MAILING ADDRESS:

COMMERCIAL TELEPHONE NUMBER:

b. DESTINATION

☐ CQA ☐ ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.

DATE | SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

TYPED NAME:

TITLE:

MAILING ADDRESS:

COMMERCIAL TELEPHONE NUMBER:

22. RECEIVER'S USE

Quantities shown in column 17 were received in apparent good condition except as noted.

DATE RECEIVED | SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

TYPED NAME:

TITLE:

MAILING ADDRESS:

COMMERCIAL TELEPHONE NUMBER:

** If quantity received by the Government is the same as quantity shipped, indicate by (X) mark; if different, enter actual quantity received below quantity shipped and encircle.*

23. CONTRACTOR USE ONLY

SUPPORT AGREEMENT

1. AGREEMENT NUMBER *(Provided by Supplier)*	2. SUPERSEDED AGREEMENT NO. *(If this replaces another agreement)*	3. EFFECTIVE DATE *(YYYYMMDD)*	4. EXPIRATION DATE *(May be "Indefinite")*

5. SUPPLYING ACTIVITY	6. RECEIVING ACTIVITY
a. NAME AND ADDRESS	a. NAME AND ADDRESS
b. MAJOR COMMAND	b. MAJOR COMMAND

7. SUPPORT PROVIDED BY SUPPLIER

a. SUPPORT *(Specify what, when, where, and how much)*	b. BASIS FOR REIMBURSEMENT	c. ESTIMATED REIMBURSEMENT

ADDITIONAL SUPPORT REQUIREMENTS ATTACHED: ☐ YES ☐ NO

8. SUPPLYING COMPONENT		9. RECEIVING COMPONENT	
a. COMPTROLLER SIGNATURE	b. DATE SIGNED	a. COMPTROLLER SIGNATURE	b. DATE SIGNED
c. APPROVING AUTHORITY		c. APPROVING AUTHORITY	
(1) TYPED NAME		(1) TYPED NAME	
(2) ORGANIZATION	(3) TELEPHONE NUMBER	(2) ORGANIZATION	(3) TELEPHONE NUMBER
(4) SIGNATURE	(5) DATE SIGNED	(4) SIGNATURE	(5) DATE SIGNED

10. TERMINATION *(Complete only when agreement is terminated prior to scheduled expiration date.)*

a. APPROVING AUTHORITY SIGNATURE	b. DATE SIGNED	c. APPROVING AUTHORITY SIGNATURE	d. DATE SIGNED

11. GENERAL PROVISIONS *(Complete blank spaces and add additional general provisions as appropriate: e.g., exceptions to printed provisions, additional parties to this agreement, billing and reimbursement instructions.)*

a. The receiving components will provide the supplying component projections of requested support. *(Significant changes in the receiving component's support requirements should be submitted to the supplying component in a manner that will permit timely modification of resource requirements.)*

b. It is the responsibility of the supplying component to bring any required or requested change in support to the attention of _____ prior to changing or cancelling support.

c. The component providing reimbursable support in this agreement will submit statements of costs to: _____ .

d. All rates expressing the unit cost of services provided in this agreement are based on current rates which may be subject to change for uncontrollable reasons, such as legislation, DoD directives, and commercial utility rate increases. The receiver will be notified immediately of such rate changes that must be passed through to the support receivers.

e. This agreement may be cancelled at any time by mutual consent of the parties concerned. This agreement may also be cancelled by either party upon giving at least 180 days written notice to the other party.

f. In case of mobilization or other emergency, this agreement will remain in force only within supplier's capabilities.

ADDITIONAL GENERAL PROVISIONS ATTACHED: ☐ **YES** ☐ **NO**

12. SPECIFIC PROVISIONS *(As appropriate: e.g., location and size of occupied facilities, unique supplier and receiver responsibilities, conditions, requirements, quality standards, and criteria for measurement/reimbursement of unique requirements.)*

ADDITIONAL SPECIFIC PROVISIONS ATTACHED: ☐ **YES** ☐ **NO**

13. ADDITIONAL PROVISIONS *(Use this space to continue general and/or specific provisions, as needed.)*

SHIPPING CONTAINER TALLY → 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE/SHIPPING DOCUMENT

Form Approved
OMB No. 0704-0246

The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0246), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR FORM TO THIS ADDRESS. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2.

1. FROM: *(Include ZIP Code)*	SHEET NO.	NO. OF SHEETS	5. REQUISITION DATE	6. REQUISITION NUMBER
	7. DATE MATERIAL REQUIRED *(YYYYMMDD)*			8. PRIORITY
2. TO: *(Include ZIP Code)*	9. AUTHORITY OR PURPOSE			
	10. SIGNATURE			11a. VOUCHER NUMBER & DATE *(YYYYMMDD)*
3. SHIP TO - MARK FOR	12. DATE SHIPPED *(YYYYMMDD)*			b.
	13. MODE OF SHIPMENT			14. BILL OF LADING NUMBER
	15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.			

4. APPROPRIATIONS DATA	AMOUNT

ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES (b)	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CON-TAINER (f)	CON-TAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00

16. TRANSPORTATION VIA MATS OR MSTS CHARGEABLE TO

17. SPECIAL HANDLING

18. RECAPITULATION OF SHIPMENT		TOTAL CON-TAINERS	TYPE CON-TAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE
	ISSUED BY					
	CHECKED BY					
	PACKED BY					
		0.00		← TOTAL →	0.00	0.00

19. RECEIPT				
CONTAINERS RECEIVED EXCEPT AS NOTED	DATE *(YYYYMMDD)*	BY	SHEET TOTAL 0.00	
QUANTITIES RECEIVED EXCEPT AS NOTED	DATE *(YYYYMMDD)*	BY	GRAND TOTAL 0.00	
POSTED	DATE *(YYYYMMDD)*	BY	20. RECEIVER'S VOUCHER NO.	

DD FORM 1149, APR 2000

51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

PREVIOUS EDITION MAY BE USED.

SHIPPING CONTAINER TALLY 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE/SHIPPING DOCUMENT *(Continuation Sheet)*

Form Approved
OMB No. 0704-0246
Expires Jan 31, 2003

The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0246). 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a current valid OMB control number.

PLEASE DO NOT RETURN YOUR FORM TO THIS ADDRESS. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2 OF DD FORM 1149.

SHEET NO.	NO. OF SHEETS	6. REQUISITION NUMBER	11a. VOUCHER NUMBER AND DATE	b. VOUCHER NUMBER AND DATE

ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES (b)	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CON-TAINER (f)	CON-TAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
							SHEET TOTAL	0.00

DD FORM 1149C, APR 2000 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 9 90 91 92 93 94 95 96 97 98 99 100

PREVIOUS EDITION MAY BE USED.

DD FORM 1348-1A (3c), JUL 91, ISSUE RELEASE/RECEIPT DOCUMENT

1 2 3 4 5 6 7		23	24	25 26 27 28 29		45	46 47 48 49 50	51	52 53 54 55 56	57 58 59 60	61	62 63 64	65 66	67 68 69	70	71 72 73	74 75 76 77 78 79 80
DI ODCE NT	RI FROM	M&S	UNIT	ISS	QUANTITY	SER	SUPPLE-MENTARY ADDRESS	SIG	FUND	DIS TRI-BU-TION	PRO-JECT	PRI	REQD	DELD DATE	ADV	RI	O/P COND MGT

UNIT PRICE		DOLLARS	CTS
DOLLARS	CTS		

1. TOTAL PRICE
2. SHIP FROM
3. SHIP TO
4. MARK FOR
5. DOC RATE
6. NMFC
7. FRT RATE
8. CARGO TYPE
9. PS
10. QTY. REC'D
11. UP
12. UNIT WEIGHT
13. UNIT CUBE
14. UFC
15. SL
16. FREIGHT CLASSIFICATION NOMENCLATURE
17. ITEM NOMENCLATURE
18. TY CONT
19. NO CONT
20. TOTAL WEIGHT
21. TOTAL CUBE
22. RECEIVED BY
23. DATE RECEIVED

24. DOCUMENT NUMBER & SUFFIX (30-44)

25. NATIONAL STOCK NO. & ADD (8-22)

26. RIC (4-6) UI (23-24) QTY (25-29) CON CODE (71) DIST (55-56) UP (74-80)

27. ADDITIONAL DATA

1

PREVIOUS EDITION MAY BE USED

S/N 0102-LF-016-4100

DD FORM 1348-1A (3c), JUL 91, ISSUE RELEASE/RECEIPT DOCUMENT

1	2	3	4	5	6	7		23	24	25	26	27	28	29		45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
DI OD CE N T			RI FROM			M & S		U N I T	I S S	QUANTITY						SER	SUPPLE-MENTARY ADDRESS					S I G	F U N D		DIS TRI-BU-TION			PRO-JECT			P R I		R E Q D	D E L D	D A T E		A D V		RI			O / P		C O N D	M G T							

1. TOTAL PRICE	2. SHIP FROM	3. SHIP TO
	4. MARK FOR	

UNIT PRICE		DOLLARS	CTS
DOLLARS	CTS		

5. DOC RATE	6. NMFC	7. FRT RATE	8. CARGO TYPE	9. PS

10. QTY. REC'D	11. UP	12. UNIT WEIGHT	13. UNIT CUBE	14. UFC	15. SL

16. FREIGHT CLASSIFICATION NOMENCLATURE

17. ITEM NOMENCLATURE

18. TY CONT	19. NO CONT	20. TOTAL WEIGHT	21. TOTAL CUBE

22. RECEIVED BY	23. DATE RECEIVED

24. DOCUMENT NUMBER & SUFFIX (30-44)

25. NATIONAL STOCK NO. & ADD (8-22)

26. RIC (4-6)
UI (23-24)
QTY (25-29)
CON CODE (71)
DIST (55-56)
UP (74-80)

27. ADDITIONAL DATA

2

PREVIOUS EDITION MAY BE USED

S/N 0102-LF-016-4100

DD FORM 1348-1A (3c), JUL 91, ISSUE RELEASE/RECEIPT DOCUMENT

1	2	3	4	5	6	7		23	24	25	26	27	28	29		45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
DI OD CE N T			RI FROM			M & S		U N I T	I S S	QUANTITY						SER	SUPPLE- MENTARY ADDRESS					SIG	F U N D		DIS TRI- BU- TION			PRO- JECT			P R I	R E Q D	D E L	D A T E		A D V			RI			O / P	C O N D	M G T							

1. TOTAL PRICE		2. SHIP FROM	3. SHIP TO
UNIT PRICE			
DOLLARS	CTS		
DOLLARS	CTS	4. MARK FOR	

5. DOC RATE	6. NMFC	7. FRT RATE	8. CARGO TYPE	9. PS

10. QTY. REC'D	11. UP	12. UNIT WEIGHT	13. UNIT CUBE	14. UFC	15. SL

16. FREIGHT CLASSIFICATION NOMENCLATURE

17. ITEM NOMENCLATURE

18. TY CONT	19. NO CONT	20. TOTAL WEIGHT	21. TOTAL CUBE

22. RECEIVED BY	23. DATE RECEIVED

24. DOCUMENT NUMBER & SUFFIX (30-44)

25. NATIONAL STOCK NO. & ADD (8-22)

26. RIC (4-6)
UI (23-24)
QTY (25-29)
CON CODE (71)
DIST (55-56)
UP (74-80)

27. ADDITIONAL DATA

3

PREVIOUS EDITION MAY BE USED

S/N 0102-LF-016-4100

DD FORM 1348-1A (3c), JUL 91, ISSUE RELEASE/RECEIPT DOCUMENT

1	2	3	4	5	6	7		23	24	25	26	27	28	29		45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
DI OD CE N T			RI FROM			M & S		U N I T	I S S	QUANTITY						SER	SUPPLE-MENTARY ADDRESS					S I G	F U N D		DIS TRI-BU-TION			PRO-JECT			P R I		R E Q D	D E L D	D A T E		A D V		RI			O / P		C O N D	M G T							

UNIT PRICE		DOLLARS	CTS
DOLLARS	CTS		

1. TOTAL PRICE	2. SHIP FROM	3. SHIP TO
	4. MARK FOR	

5. DOC RATE	6. NMFC	7. FRT RATE	8. CARGO TYPE	9. PS

10. QTY. REC'D	11. UP	12. UNIT WEIGHT	13. UNIT CUBE	14. UFC	15. SL

16. FREIGHT CLASSIFICATION NOMENCLATURE

17. ITEM NOMENCLATURE

18. TY CONT	19. NO CONT	20. TOTAL WEIGHT	21. TOTAL CUBE

22. RECEIVED BY	23. DATE RECEIVED

24. DOCUMENT NUMBER & SUFFIX (30-44)

25. NATIONAL STOCK NO. & ADD (8-22)

26. RIC (4-6)
UI (23-24)
QTY (25-29)
CON CODE (71)
DIST (55-56)
UP (74-80)

27. ADDITIONAL DATA

4

PREVIOUS EDITION MAY BE USED

S/N 0102-LF-016-4100

DD FORM 1348-1A (3c), JUL 91, ISSUE RELEASE/RECEIPT DOCUMENT

1	2	3	4	5	6	7		23	24	25	26	27	28	29		45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
DI OD CE N T			RI FROM			M & S		U N I T	I S S	QUANTITY						SER	SUPPLE- MENTARY ADDRESS					S I G	F U N D		DIS TRI- BU- TION			PRO- JECT			P R I	R E Q D	D E L	D A T E		A D V			RI		O / P	C O N D	M G T									

1. TOTAL PRICE	2. SHIP FROM	3. SHIP TO
	4. MARK FOR	

UNIT PRICE		DOLLARS	CTS
DOLLARS	CTS		

5. DOC RATE	6. NMFC	7. FRT RATE	8. CARGO TYPE	9. PS

10. QTY. REC'D	11. UP	12. UNIT WEIGHT	13. UNIT CUBE	14. UFC	15. SL

16. FREIGHT CLASSIFICATION NOMENCLATURE

17. ITEM NOMENCLATURE

18. TY CONT	19. NO CONT	20. TOTAL WEIGHT	21. TOTAL CUBE

22. RECEIVED BY	23. DATE RECEIVED

24. DOCUMENT NUMBER & SUFFIX (30-44)

25. NATIONAL STOCK NO. & ADD (8-22)

26. RIC (4-6)
UI (23-24)
QTY (25-29)
CON CODE (71)
DIST (55-56)
UP (74-80)

27. ADDITIONAL DATA

5

PREVIOUS EDITION MAY BE USED

S/N 0102-LF-016-4100

DD FORM 1348-1A (3c), JUL 91, ISSUE RELEASE/RECEIPT DOCUMENT

1	2	3	4	5	6	7	23	24	25	26	27	28	29	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
DI OD CE N T			RI FROM			M & S	U N I T	I S S	QUANTITY					SER	SUPPLE-MENTARY ADDRESS					S I G	F U N D		DIS TRI-BU-TION			PRO-JECT			P R I		R E Q D	D E L D	D A T E		A D V		RI			O / P	C O N D	M G T		UNIT PRICE DOLLARS	UNIT PRICE CTS					

1. TOTAL PRICE	2. SHIP FROM	3. SHIP TO
DOLLARS	CTS	4. MARK FOR

5. DOC RATE	6. NMFC	7. FRT RATE	8. CARGO TYPE	9. PS

10. QTY. REC'D	11. UP	12. UNIT WEIGHT	13. UNIT CUBE	14. UFC	15. SL

16. FREIGHT CLASSIFICATION NOMENCLATURE

17. ITEM NOMENCLATURE

18. TY CONT	19. NO CONT	20. TOTAL WEIGHT	21. TOTAL CUBE

22. RECEIVED BY	23. DATE RECEIVED

24. DOCUMENT NUMBER & SUFFIX (30-44)

25. NATIONAL STOCK NO. & ADD (8-22)

26. RIC (4-6)
UI (23-24)
QTY (25-29)
CON CODE (71)
DIST (55-56)
UP (74-80)

27. ADDITIONAL DATA

6

PREVIOUS EDITION MAY BE USED

S/N 0102-LF-016-4100

DEPARTMENT OF TRANSPORTATION

PROCUREMENT REQUEST PROCESS RAPIDLY

PROCUREMENT REQUEST NO.

DATE RECEIVED

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

3. ORIGINATING OFFICE DATA

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

2. TYPE OF REQUEST (Check one)

A ☐ NEW REQUEST

B ☐ CHANGE TO PENDING PR NO. _____

C ☐ MODIFICATION TO CONTRACT OR ORDER NO. _____

5. APPROVALS

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

6. CONSIGNEE AND DESTINATION

7. DATE(S) REQUIRED

8. GOVERNMENT FURNISHED PROPERTY

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

9. DESCRIPTION OF ITEMS OR SERVICES

ITEM NO. (A)	ITEM OR SERVICE *(Include Specifications and Special Instructions)* (B)	QTY (C)	UNIT (D)	ESTIMATED COST UNIT (E)	ESTIMATED COST AMOUNT (F)
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00

TOTAL $0.00

10. ACCOUNTING DATA

SYSTEMS DATA

CHECK APPLICABLE QUARTER

☐ 1ST ☐ 2ND ☐ 3RD ☐ 4TH

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

INSTRUCTIONS FOR PREPARATION OF PROCUREMENT REQUEST (PR)

GENERAL- Leave upper righthand corner blank. These spaces are for procurement office use. Complete all applicable blanks. If additional space is needed, use blank paper or Form DOT F 4200.2CG, Procurement Request Continuation Sheet.

ITEM 1-NAME, PHONE NUMBER, AND ROUTING SYMBOL of person to contact concerning the request.

ITEM 2-TYPE OF REQUEST

A. Check "New Request" if this is an initial request. B. If this is a change to a pending PR, check box, and enter PR number assigned by procurement office. C. If PR is for modifying an existing order or contract, check box, and enter order or contract number assigned by procurement office.

ITEM 3-ORIGINATING OFFICE DATA. Enter any internal data needed by the office preparing the PR, such as internal PR number, project or task number, etc.

ITEM 4-ADDITIONAL INFORMATION. Use this space to indicate suggested sources of supply, any applicable security classification, or for other instructions or data. If the items or services are proposed to be obtained from only one source of supply, furnish a "sole source" justification with the PR.

ITEM 5-APPROVALS.

COL. A-APPROVING OFFICIALS. Enter typed name and title for approving officials as indicated below:

(1) Authorized Requisitioner. Signature of person authorized to approve request for procurement action.

(2) Accounting Certification Officer. Signature of accounting representative having authority to certify that funds are available for the procurement.

(3) and (4) For use as may be required by local instructions.

COL. B-ROUTING SYMBOL. Self-explanatory.

COL. C-DATE. Give date of approval.

COL. D AND COL. E-INTERNAL ROUTING. Use these blocks only if internal review and intermediate approvals are required by approving officials.

ITEM 6-CONSIGNEE AND DESTINATION. Enter the name of consignee and address location where requested items are to be delivered or services are to be performed. If shipments are to be made to more than one destination, enter the words "Multiple Destinations" in this block and attach a list of the consignee addresses where shipments are to be made.

ITEM 7- DATE(S) REQUIRED. Enter the date(s) that items are required. Do not use "as soon as possible" or similar terms. When the requested items and/or services are required sooner than the normal procurement lead-time would permit, a written justification should be attached to the PR. The justification should state why expedited handling is necessary and the probable results if the indicated delivery date(s) is not met.

ITEM 8-GOVERNMENT FURNISHED PROPERTY. If "Yes" is checked, describe each item to be furnished by the Government and state its acquisition cost (estimated if unattainable), and state the use to be made of the item(s) by the contractor.

ITEM 9-DESCRIPTION OF ITEMS OR SERVICES.

COL. A-ITEM NO. Enter item numbers in numerical sequence.

COL. B-ITEM OR SERVICE. Identify applicable specifications, drawings, and purchase descriptions, and attach a copy of each. Provide Federal Stock Numbers if known and manufacturer's part number, if applicable.

If a brand name or equal product, state the commercial brand name and model, and set forth those characteristics essential to Government needs. Furnish any special shipping and routing instructions, and any preservation, packaging, packing, and marking instructions.

Furnish any other instructions, such as inspection and testing requirements.

COL. C-QUANTITY. Enter quantity of each item requested.

COL. D-UNIT. The measure, such as "each" or "set".

COL. E-ESTIMATED UNIT COST. Use the most current price available, i.e., the reasonable "going market price," as may be obtainable from commercial catalogs, price lists, bulletins, reports, trade journals and the like. If the requested item or service has been previously procured, and no other more current pricing data is available, use last known purchase price.

COL. F-ESTIMATED TOTAL COST. Enter the total estimated cost for each item, and grand total cost

ITEM 10-ACCOUNTING DATA. Enter the appropriation(s) under which funds have been made available, and any other accounting data required. Reference Finance Center S.O.P. M7000.1.

DEPARTMENT OF TRANSPORTATION

PROCUREMENT REQUEST - CONTINUATION SHEET

PROCUREMENT REQUEST NO.

9. DESCRIPTION OF ITEMS OR SERVICES

ITEM NO. (A)	ITEM OR SERVICE *(Include Specifications and Special Instructions)* (B)	QTY (C)	UNIT (D)	ESTIMATED COST UNIT (E)	ESTIMATED COST AMOUNT (F)
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00

U.S. GPO 1988-508-249

STOCK RECORD CARD, AFLOAT-NAVSUPFORM 1114 (1C) (Manual) BUFF (Rev. 2/88)

COG.	M/C	NATIONAL STOCK NO.	SMIC	DESCRIPTION	U/I	UNIT PRICE	APL/AEL NO.	LOCATION	HL	LL	SL

U I C	REQUISITIONS OUTSTANDING	A/L QTY	AT	E/R/C	BEG. MO. DEM.	DQBF	DFBF	URG	MRT	EOI	CI	MEC	HIC	SCC	SLC	PEB	DEM. PD.	DEM. QTY.

JUL. DATE	SERIAL NO.	QUANTITY	DATE & SER./WCC	RECEIPTS	ISSUES	ON HAND	DATE & SER./WCC	RECEIPTS	ISSUES	ON HAND

COG.	M/C	NATIONAL STOCK NO.	SMIC	DESCRIPTION	U/I	UNIT PRICE	APL/AEL NO.	LOCATION	HL	LL	SL

OMB NO. 0704-0188

S/N 0108-LF-1141

U.S. GPO 1988-508-249

STOCK RECORD CARD, AFLOAT-NAVSUPFORM 1114 (1C) (Manual) BUFF (Rev. 2/88)

COG.	M/C	NATIONAL STOCK NO.	SMIC	DESCRIPTION	U/I	UNIT PRICE	APL/AEL NO.	LOCATION	HL	LL	SL

U I C	REQUISITIONS OUTSTANDING	A/L QTY	AT	E/R/C	BEG. MO. DEM.	DQBF	DFBF	URG	MRT	EOI	CI	MEC	HIC	SCC	SLC	PEB	DEM. PD.	DEM. QTY.

JUL. DATE	SERIAL NO.	QUANTITY	DATE & SER./WCC	RECEIPTS	ISSUES	ON HAND	DATE & SER./WCC	RECEIPTS	ISSUES	ON HAND

COG.	M/C	NATIONAL STOCK NO.	SMIC	DESCRIPTION	U/I	UNIT PRICE	APL/AEL NO.	LOCATION	HL	LL	SL

OMB NO. 0704-0188

S/N 0108-LF-1141

U.S. GPO 1988-508-249

STOCK RECORD CARD, AFLOAT-NAVSUPFORM 1114 (1C) (Manual) BUFF (Rev. 2/88)

COG.	M/C	NATIONAL STOCK NO.	SMIC	DESCRIPTION	U/I	UNIT PRICE	APL/AEL NO.	LOCATION	HL	LL	SL

U I C	REQUISITIONS OUTSTANDING	A/L QTY	AT	E/R/C	BEG. MO. DEM.	DQBF	DFBF	URG	MRT	EOI	CI	MEC	HIC	SCC	SLC	PEB	DEM. PD.	DEM. QTY.

JUL. DATE	SERIAL NO.	QUANTITY	DATE & SER./WCC	RECEIPTS	ISSUES	ON HAND	DATE & SER./WCC	RECEIPTS	ISSUES	ON HAND

COG.	M/C	NATIONAL STOCK NO.	SMIC	DESCRIPTION	U/I	UNIT PRICE	APL/AEL NO.	LOCATION	HL	LL	SL

OMB NO. 0704-0188

S/N 0108-LF-1141

ALLOWANCE CHANGE REQUEST

NAVSUP 1220-2 (Rev. 12-76)

Instructions on Page 2 | Please Type or Print

1. FROM:

TO:

VIA:

2. Date/Serial Number

3. APL/AEL/RIC Number

4. Status of Requested/Allowed Item

☐ Item Addition or ☐ Item Deletion

☐ Item on Board or ☐ Item Not on Board

5. National Stock Number (NSN) or FSCM & Part Number	6. Equipment/Component (E/C) or Item Nomenclature	7. Unit of Issue	8. Unit Price	9. Present Qty. Allowed	10. New Total Qty.	11. Extended Value of Change
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00

12. Justification (Mandatory)

13. Copy To:

14. Signature:

15. First Endorsement

☐ Approval Recommended ☐ Disapproved ☐ Other

INSTRUCTIONS FOR PREPARING ALLOWANCE CHANGE REQUEST (ACR)

Block 1. ADDRESSEE. Complete in the same manner as other official correspondence.

Block 2. DATE AND SERIAL NUMBER. The serial number will include the ship type/hull number of the ship and a sequential number.

Block 3. ALLOWANCE PARTS LIST (APL), ALLOWANCE EQUIPAGE LIST (AEL), REPAIRABLE ITEM CODE (RIC) NUMBER (IF AVAILABLE). Enter the APL, AEL, number in this block.

Block 4. STATUS OF REQUESTED/ALLOWED ITEM. Place an "X" in the appropriate box(es) to show the status of the requested/allowed item(s).

Block 5. NATIONAL STOCK NUMBER (NSN) OR FEDERAL SUPPLY CODE FOR MANUFACTURERS (FSCM) AND PART NUMBER. Enter the NSN or the FSCM and manufacturer's part number. FSCMs are to be written in accordance with DOD publications H4-1 or H4-2 (Federal Supply Codes for Manufacturers).

Block 6. EQUIPMENT/COMPONENT (E/C) OR ITEM NOMENCLATURE. Enter nomenclature for each stock number or part number listed in Block 5. Provide nameplate description and all available technical data. If the item listed is a repair part and the APL/AEL/RIC number for the parent equipment/component is not provided in Block 3, give nameplate data, if available, or as a minimum manufacturer's name, item name, drawing or reference number, applicable technical manual and the service application, system or subsystem of the equipment which the repair part supports. (If additional space is required, use Block 12 or separate page.)

Block 7. UNIT OF ISSUE (U/1). Enter the approved abbreviation for each standard item, as listed in the Navy Management Data List (NMDL). For non-standard items, use the manufacturer's parts list for U/I data. If the U/I is unknown, LEAVE THIS BLANK.

Block 8. UNIT PRICE. Enter the unit price for each item listed.

Block 9. PRESENT QUANTITY ALLOWED. Enter present quantity allowed (authorized). Cite source and date of allowance document in Block 12.

Block 10. NEW TOTAL QUANTITY. Enter the total of the present quantity allowed and the additional quantity requested.

Block 11. EXTENDED VALUE OF CHANGE. New total quantity less present quantity allowed times Unit Price. (Not required for decreases.)

Block 12. JUSTIFICATION. Indicate authority for present quantity allowed (Block 9) and reason for requesting change. Completion of this block is mandatory.

Block 13. COPY TO. Enter abbreviated titles and codes. Addresses are not necessary unless they are not available in the SNDL.

Block 14. SIGNATURE. Sign in the same manner as other official correspondence.

Block 15. FIRST ENDORSEMENT. TYCOM'S endorsement should include applicability to other ships and such other information which will assist in further consideration of the request.

NAVSUP 1220-2 (12-76)
S/N 0108-LF-501-2206

1. REQ. DATE	2. DEPT. NO.	3. URGY	4. RDD	5. LOCATION	6. SIM / NON-SIM	7. ISSUE DATE	A. REQN. QTY.	B. REQN. NO.

8. NOUN NAME OR REF. SYM.	9. FPR	10. APL/AEL/CID	11. INV. QTY.	12. NIS / N/C	C. OBL AMT.	D. POSTED
						S/R (REQN. O/S)

JOB CONTROL NUMBER			16. EIC	17. EQUIP. COSAL SUPPT'D.	E.	
13. UIC	14. W	15. JSN		YES / NO	URG / MART	OPTAR LOG
						S/R (ISSUE)

18. SC	19. COG	20. MCC	STOCK NUMBER 21. FSC	22. NIIN	23. SMIC	24. U/I	25. QUANTITY	26. UNIT PRICE	27. EXTENDED PRICE	28. FUND

29. REMARKS	30. APPROVED BY:
	31. RECEIVED BY:

1 2 3	4 5 6	7	S/N U/I QTY.	30	31 32 33 34 35	36 37 38 39	40 41 42 43	44	45	46 47 48 49 50	51	52 53	54 55 56	57 58 59	60 61	62 63 64	65 66	67 68 69 70 71 72 73
DOC IDENT	RTG IDENT	M & S		SVC	UIC	JUL DATE	SERIAL	DEM	SVC	SUPPL ADDRESS	SIG	FUND	DIST	PROJ	PRI	RDD	ADV	
				DOCUMENT NUMBER														

SINGLE LINE ITEM CONSUMPTION/REQUISITION DOCUMENT (MANUAL)
NAVSUP FORM 1250-1 (7C) (9-85) S/N 0108-LF-501-2515

FLEET COSAL FEEDBACK REPORT (4441)	*Please Print or Type all information*	*NAVSEALOGSUPENGACT SER NO.*

FROM	APL/AEL NO.	APL DATE
	TECHNICAL MANUAL NUMBER	PAGE
	REF./CIRCUIT SYMBOL NO.	NSN
	PART NO. AND FSCM	

TO	NAMEPLATE DATA (For Material Handling Equipment include USN No.)
COMMANDING OFFICER NAVSEA LOGISTICS SUPPORT ENGINEERING ACTIVITY (Code 70) P.O. BOX 2060 MECHANICSBURG, PA 17055-0795	

FULLY DESCRIBE THE TECHNICAL PROBLEM, BE SPECIFIC, INCLUDE PART NUMBERS AND FSCMS, RSNS/CSNS, NSNS, AND ITEM NAME:
When practical attach copies of any amplifying document, i.e, copies of Tech. manual pages, drawings, schematics, MRC cards, etc. (Attach continuation sheet if needed).

SUBMITTED BY: NAME, RATE, WORK CENTER	TEL NO.	REVIEWED BY: WORK CENTER SUPERVISIOR
REVIEWED BY: SUPPLY SUPPORT CENTER SUPERVISOR	DATE	ORIGINATORS SERIAL/TRANSMITTAL NO.

REVIEWING ACTIVITY RESPONSE

NAME	CODE	TEL NO.

SEE SPCCINST 4441.170 FOR DETAILED INFORMATION CONCERNING USE OF THIS FORM

DO NOT USE THIS FORM TO:

A. Request a change in allowance for repair parts or equipage- use ACR Form (NAVSUP 1220-2).

B. Report equipment configuration changes - use CCR Form (OPNAV 4790/CK).

CONDITIONS UNDER WHICH THIS FORM SHOULD BE USED:

A. To add an NSN or Part Number to an APL.
B. Part Number in technical manual does not agree with APL.
C. APL is incorrect, missing information (i.e., Characteristics Data, Technical Manual Number, etc.).
D. Incorrect Part/Item listed on APL/AEL.
E. Non-allowed part required for PMS or allowed quantity insufficient for PMS (submission of a FCFBR must be accompanied by a copy of the MRC card).
F. Suspected error in code assignments (e.g., SMR Codes, NOTE Code, etc.).

SUGGESTIONS:

1. Submit ONLY the original FCFBR to NAVSEALOGSUPENGACT. Additional copies should be retained by the originator and supply officer.
2. Before submitting a FCFBR requesting the addition of an NSN or part, check your AELs to determine if the part is included on board as equipage.
3. Consolidate requests on one report whenever possible. Example - if multiple NSNs are involved on the same APL, submit one report listing the NSNs. Use your own judgement here.
4. Include originators telephone number. This will aid the evaluator if requests for additional information are needed.

ORDER FOR SUPPLIES AND SERVICES

PAGE OF PAGES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER
2. CONTRACT NO. *(If any)*
3. ORDER NO.
4. REQUISITION/REFERENCE NO.
5. ISSUING OFFICE *(Address correspondence to)*

6. SHIP TO:
a. NAME OF CONSIGNEE
b. STREET ADDRESS
c. CITY
d. STATE
e. ZIP CODE
f. SHIP VIA

7. TO:
a. NAME OF CONTRACTOR
b. COMPANY NAME
c. STREET ADDRESS
d. CITY
e. STATE
f. ZIP CODE

8. TYPE OF ORDER

☐ a. PURCHASE

REFERENCE YOUR:_____
Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.

☐ b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above- numbered contract.

9. ACCOUNTING AND APPROPRIATION DATA

10. REQUISITIONING OFFICE

11. BUSINESS CLASSIFICATION *(Check appropriate box(es))*

☐ a. SMALL ☐ b. OTHER THAN ☐ c. DISADVANTAGED ☐ d. WOMEN-OWNED

12. F.O.B. POINT

13. PLACE OF
a. INSPECTION
b. ACCEPTANCE

14. GOVERNMENT B/L NO.

15. DELIVER TO F.O.B. POINT ON OR BEFORE *(Date)*

16. DISCOUNT TERMS

17. SCHEDULE *(See reverse for Rejections)*

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	

SEE BILLING INSTRUCTIONS ON REVERSE

18. SHIPPING POINT
19. GROSS SHIPPING WEIGHT
20. INVOICE NO.

21. MAIL INVOICE TO:
a. NAME
b. STREET ADDRESS *(or P.O. Box)*
c. CITY
d. STATE
e. ZIP CODE

17(h) TOT. *(Cont. pages)*

17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY *(Signature)*

23. NAME *(Typed)*

TITLE: CONTRACTING/ORDERING OFFICER

Previous edition not usable

OPTIONAL FORM 347 (Rev. 6-95)
Prescribed by GSA/FAR 48 CFR 53.213(e)

SUPPLEMENTAL INVOICING INFORMATION

If desired, this order (or a copy thereof) may be used by the Contractor as the Contractor's invoice instead of a separate invoice, provided the following statement, (signed and dated) is on (or attached to) the order: "Payment is requested in the amount of $ _____ . No other invoice will be submitted." However, if the Contractor wishes to submit an invoice, the following information must be provided: contract number (if any), order number, item number(s), description of supplies or service, sizes, quantities, unit prices, and extended totals. Prepaid shipping costs will be indicated as a separate item on the invoice. Where shipping costs exceed $10 (except for parcel post), the billing must be supported by a bill of lading or receipt. When several orders are invoiced to an ordering activity during the same billing period, consolidated periodic billings are encouraged.

RECEIVING REPORT

Quantity in the "Quantity Accepted" column on the face of this order has been: ☐ inspected, ☐ accepted, ☐ received by me and conforms to contract. Items listed below have been rejected for the reason indicated:

SHIPMENT	PARTIAL		DATE RECEIVED	SIGNATURE OF AUTHORIZED U.S. GOV'T REP.	DATE
	FINAL				
TOTAL CONTAINERS		GROSS WEIGHT	RECEIVED AT	TITLE	

REPORT OF REJECTIONS

ITEM NO.	SUPPLIES OR SERVICES	UNIT	QUANTITY REJECTED	REASON FOR REJECTION

SHIP'S CONFIGURATION CHANGE FORM OPNAV 4790/CK (5- 84)

CONFIG FILE CORR	COMP M/A NO DEFL	COMP DEFL

SECTION I JOB IDENTIFICATION

JOB CONTROL NUMBER			ALTERATION IDENTIFICATION
1 SHIP'S UIC	2 WORK CENTER	3 JOB SEQ NR	4 ALTERATIONS (SHIPALT, FLD CHG, ETC)

A SHIP'S NAME	B HULL NUMBER	5 EIC	6 ACT TKN

7 EQUIPMENT NOUN NAME	8 S/F MHRS EXP	9 ACT MAINT	10 COMP DATE	11 M/R

SECTION II JOB DESCRIPTION/REMARKS

12 JOB DESCRIPTION/REMARKS

SECTION III COMPONENT CONFIGURATION CHANGE IDENTIFICATION

13 COMPONENT NOUN NAME	14 QUANTITY	15 CA

16 COMPONENT IDENTIFICATION	17 COMPONENT SERIAL NUMBER

18 COMPONENT APL/AEL	19 LOCATION (DECK/FRAME/SIDE)	20 EIC

21 NEXT HIGHER ASSEMBLY	22 S.A.C.	23 WORK CENTER

24 NAMEPLATE DATA

25 MIP	26 EOSS

27 TM

SECTION IV SPECIAL PURPOSE

28 RIN	29 AILSIN	30 SECAS OFFICE USE

-INSTRUCTIONS-

ITEM NUMBER	SECTION I & II DESCRIPTION	SECTION I &II PAGE 1	SECTION I &II PAGE 2
1-3	JOB CONTROL NUMBER	M	M
4	ALTERATION IDENTIFICATION	IP	IP
5	EQUIPMENT IDENTIFICATION CODE	M	NR
6	ACTION TAKEN	M	NR
7	EQUIPMENT NOUN NAME	M	NR
8	SHIP'S FORCE MANHOURS EXPENDED	M	NR
9	ACTIVE MAINTENANCE TIME	M	NR
10	COMPLETION DATE	M	NR
11	METER READING	IP	NR
12	JOB DESCRIPTION (REMARKS)	O	NR

ITEM NUMBER	SECTION III DESCRIPTION	REMOVE (R/D)	INSTALL (I/A)	MODIFY (M/C)
13	COMPONENT NOUN NAME	M	M	M
14	QUANTITY	M	M	M
15	COMPONENT ACTION	M	M	M
16	COMPONENT IDENTIFICATION	IP	IP	IP
17	COMPONENT SERIAL NUMBER	IA	IA	IA
18	COMPONENT APL/AEL	M	IA	IA
19	LOCATION	M	M	M
20	EQUIPMENT IDENTIFICATION CODE	NR	IA	NR
21	NEXT HIGHER ASSEMBLY	IP	IP	IP
22	SERVICE APPLICATION CODE	IA	IA	IA
23	WORK CENTER	NR	M	NR
24	NAMEPLATE DATA	NR	M	NR
25	MAINTENANCE INDEX PAGE	IA	IA	IA
26	EOSS	IP	IP	IP
27	TECH MANUAL NUMBER	IA	IA	IA

LEGEND

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

SECTION I, BLOCK 6 ACTION TAKEN	SECTION III, BLOCK 15 COMPONENT ACTION
5A - PARTIALLY COMPLETED ALTERATION 5B - FULLY COMPLETED ALTERATION 5C - FULLY COMPLETED EQUIVALENT TO ALTERATION 5D - ALTERATION DIRECTIVE NOT APPLICABLE 1 - MAINTENANCE ACTION COMPLETED PARTS DRAWN FROM SUPPLY 2 - MAINTENANCE ACTION COMPLETED REQUIRED PARTS NOT DRAWN FROM SUPPLY (LOCAL MANUFACTURE, PRE-EXPENDED BINS) 3 - MAINTENANCE ACTION COMPLETED NO PARTS REQUIRED.	MAINTENANCE ACTIONS R - REMOVED EQUIPMENT I - INSTALLED EQUIPMENT M - MODIFIED EQUIPMENT CONFIG FILE CORR NO MAINTENANCE ACTION A - ADDITION OF RECORD D - DELETION OF RECORD C - CORRECT/CHANGE EXISTING RECORD

WORK CENTER SUPERVISOR	DIVISION OFF	SUPPLY DEPT	3 M COORDINATOR

SHIP SEQUENCE NUMBER

PAGE _____ OF _____

SHIP'S CONFIGURATION CHANGE FORM CONTINUATION PAGE

OPNAV 4790/CK(C) (REV. 5-84)

JOB CONTROL NUMBER			ALTERATION IDENTIFICATION	SAME AS P1, SIII EXCEPT	PAGE ____ OF ____
1. SHIP'S UIC	2. WORK CENTER	3. JOB SEQ. NR.	4. ALTERATIONS (SHIPALT, FLD. CHG., ETC.)		

13. COMPONENT NOUN NAME			14. QUANTITY	15. CA
16. COMPONENT IDENTIFICATION		17. COMPONENT SERIAL NUMBER		
18. COMPONENT APL/AEL	19. LOCATION (DECK/FRAME/SIDE)		20. EIC	
21. NEXT HIGHER ASSEMBLY		22. S.A.C.	23. WORK CENTER	
24. NAMEPLATE DATA				
25. MIP		26. EOSS		
27. TM				
28. RIN	29. AILSIN	30. SECAS OFFICE USE		

JOB CONTROL NUMBER			ALTERATION IDENTIFICATION	SAME AS P1, SIII EXCEPT	PAGE ____ OF ____
1. SHIP'S UIC	2. WORK CENTER	3. JOB SEQ. NR.	4. ALTERATIONS (SHIPALT, FLD. CHG., ETC.)		

13. COMPONENT NOUN NAME			14. QUANTITY	15. CA
16. COMPONENT IDENTIFICATION		17. COMPONENT SERIAL NUMBER		
18. COMPONENT APL/AEL	19. LOCATION (DECK/FRAME/SIDE)		20. EIC	
21. NEXT HIGHER ASSEMBLY		22. S.A.C.	23. WORK CENTER	
24. NAMEPLATE DATA				
25. MIP		26. EOSS		
27. TM				
28. RIN	29. AILSIN	30. SECAS OFFICE USE		

JOB CONTROL NUMBER			ALTERATION IDENTIFICATION	SAME AS P1, SIII EXCEPT	PAGE ____ OF ____
1. SHIP'S UIC	2. WORK CENTER	3. JOB SEQ. NR.	4. ALTERATIONS (SHIPALT, FLD. CHG., ETC.)		

13. COMPONENT NOUN NAME			14. QUANTITY	15. CA
16. COMPONENT IDENTIFICATION		17. COMPONENT SERIAL NUMBER		
18. COMPONENT APL/AEL	19. LOCATION (DECK/FRAME/SIDE)		20. EIC	
21. NEXT HIGHER ASSEMBLY		22. S.A.C.	23. WORK CENTER	
24. NAMEPLATE DATA				
25. MIP		26. EOSS		
27. TM				
28. RIN	29. AILSIN	30. SECAS OFFICE USE		

PCH FORM 4265/1 (05-04)

PRICE CHALLENGE HOTLINE
SUSPECTED OVERCHARGING
NOTIFICATION

Date _____
Month/day/year

I think the Government is being over-charged on this item. Please look into it, and let me know what you find.

Describe the item you think is over-priced:

NSN or Part Number _____

Contract Number _____
(Mandatory if only part number is provided)

Description or name of item _____

Price you think is wrong _____

Source for the suspect incorrect or excessive price _____

Why do you think this item is over-priced? _____

_____

_____

_____

Is there another NSN you can USE IN PLACE of this item (at a lower price)? _____YES _____NO

NSN _____ Price_____

How did you learn about the Price Challenge Hotline Program?

❑ Poster	❑ Magazine/Journal Article	❑ Videotape
❑ Co-Worker	❑ Navy and Marine Corps News	❑ Other

Please provide your complete message or mailing address so we can tell you the results of our review.
(PLEASE PRINT)

Rank/Rate/Name _____

Command _____

Mailing Address _____

Message Address _____

DSN Phone Number _____

REQUEST FOR QUOTATION
(THIS IS NOT AN ORDER)

THIS RFQ ☐ IS ☐ IS NOT A SMALL BUSINESS SET ASIDE

PAGE OF PAGES

1. REQUEST NO.	2. DATE ISSUED	3. REQUISITION/PURCHASE REQUEST NO.	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1 ▶	RATING

5a. ISSUED BY

6. DELIVERY BY *(Date)*

5b. FOR INFORMATION CALL *(NO COLLECT CALLS)*

NAME	TELEPHONE NUMBER	
	AREA CODE	NUMBER

7. DELIVERY ☐ FOB DESTINATION ☐ OTHER (See Schedule)

8. TO:

a. NAME	b. COMPANY

c. STREET ADDRESS

d. CITY	e. STATE	f. ZIPCODE

9. DESTINATION

a. NAME OF CONSIGNEE

b. STREET ADDRESS

c. CITY

d. STATE	e. ZIP CODE

10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5A ON OR BEFORE CLOSE OF BUSINESS *(date)*

IMPORTANT: This is a request for information and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5A. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.

11. SCHEDULE *(Include applicable Federal, State and local taxes)*

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00

12. DISCOUNT FOR PROMPT PAYMENT: ▶

a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS	
			NUMBER	PERCENTAGE

NOTE: Additional provisions and representations ☐ are ☐ are not attached.

13. NAME AND ADDRESS OF QUOTER

a. NAME OF QUOTER

b. STREET ADDRESS

c. COUNTY

d. CITY	e. STATE	f. ZIP CODE

14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION

15. DATE OF QUOTATION

16. SIGNER

a. NAME *(Type or print)*	b. TELEPHONE	
	AREA CODE	NUMBER
c. TITLE *(Type or print)*		

Previous edition not usable

STANDARD FORM 18 (Rev. 6-95)
Prescribed by GSA - FAR 48 (CPR) 53.215-1(a)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	PAGE OF PAGES

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. *(If applicable)*

6. ISSUED BY	CODE	7. ADMINISTERED BY *(If other than Item 6)*	CODE

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and ZIP Code)*		(✓)	9A. AMENDMENT OF SOLICITATION NO.
			9B. DATED *(SEE ITEM 11)*
			10A. MODIFICATION OF CONTRACT/ORDER NO.
CODE	FACILITY CODE		10B. DATED *(SEE ITEM 13)*

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(✓) **A. THIS CHANGE ORDER IS ISSUED PURSUANT TO:** *(Specify authority)* **THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.**

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation date, etc.)* **SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).**

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

D. OTHER *(Specify type of modification and authority)*

E. IMPORTANT: Contractor ☐ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION *(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)*

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER *(Type or Print)*		16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)*	
15B. CONTRACTOR/OFFEROR _____ *(Signature of person authorized to sign)*	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY _____ *(Signature of Contracting Officer)*	16C. DATE SIGNED

STANDARD FORM 122
JUNE 1974
GENERAL SERVICES ADMINISTRATION
FPMR (41 CFR) 101-32.306
FPMR (41 CFR) 101-43.315

TRANSFER ORDER
EXCESS PERSONAL PROPERTY

1. ORDER NO.

2. DATE

3. TO: General Services Administration*

4. ORDERING AGENCY *(Full name and address)**

5. HOLDING AGENCY *(Name and address)**

6. SHIP TO *(Consignee and destination)* *

7. LOCATION OF PROPERTY

8. SHIPPING INSTRUCTIONS

9. ORDERING AGENCY APPROVAL

a. SIGNATURE

b. DATE

c. TITLE

10. APPROPRIATION SYMBOL AND TITLE

11. ALLOTMENT

12. GOVERNMENT B/L NO.

13. PROPERTY ORDERED

GSA AND HOLDING AGENCY NOS. (a)	ITEM NO. (b)	DESCRIPTION *(Include noun name FSC Group and Class, Condition code and, if available, National Stock Number)* (c)	UNIT (d)	QUANTITY (e)	ACQUISITION COST UNIT (f)	ACQUISITION COST TOTAL (g)
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00

14. APPROVAL

a. SIGNATURE

b. TITLE

c. DATE

FOR GSA USE ONLY	AGENCY AND LOCATION				FSC	CONDITION	SOURCE CODE
	AGENCY	STATE					

**** Include ZIP code***

DOCUMENT IDENTIFICATION

1. DOC. IDEN.	2. ROUTING IDEN.	3. M & S	DOCUMENT NUMBER 9-10 REQUISIT.	DOCUMENT NUMBER 11. DATE	13. D E M	14-15F. SUPPLEMENTARY ADDRESS	16F. S I G	17. FUND	18F. DISTRI-BUTION	19. PROJECT	20. PRI-ORITY	21. REQ'D DEL. DATE	SIGNATURE *(If required)*
1-3	4-6	7	30-35	36-39	44	45-50	51	52-53	54-56	57-59	60-61	62-64	

REQUISITION DATA

NOTE: Entries in shaded blocks may be in either the FIXED (F) or VARIABLE (V) sections - NEVER in both.

STOCK NUMBER 4. FSC	STOCK NUMBER 5. NIIN	STOCK NUMBER 6. ADD-T'N'L	7. UNIT OF ISSUE	8. QUANTITY	12. SERIAL	14-15V. SUPPLEMENTARY ADDRESS	16V. S I G	18V. DISTRI-BUTION	19V. PROJECT	22. ADVICE	23. REMARKS
8-11	12-20	21-22	23-24	25-29	40-43	45-50	51	54-56	57-59	65-66	

MULTIUSE STANDARD REQUISITIONING/ISSUE SYSTEM DOCUMENT

344-103

STANDARD FORM 344
FEB 1974 EDITION
GENERAL SERVICES ADMINISTRATION
FPMR (41 CFR) 101-26.2

TRANSPORTATION DISCREPANCY REPORT	1. DATE	2. REPORT NUMBER	FORM APPROVED OMB NO. 3090-0093

PART I

☐ REQUEST FOR INFORMATION *(RFI)* ☐ INITIAL NOTIFICATION ☐ MISCELLANEOUS PROBLEMS

3. TO	4. REPORTING ACTIVITY
5. CONSIGNOR	6. CONSIGNEE
7. SHIPPER	8. CARRIER ROUTING AND IDENTIFICATION
9. POINT OF ORIGIN	10. CARRIER'S PRO/FREIGHT BILL NO.
11. DESTINATION	12. BILL OF LADING NO./TYPE

13. MODE CODE	14. DATE CARRIER SIGNED FOR SHIPMENT	15. DATE CONSIGNEE RECEIVED SHIPMENT	16. DATE DISCREPANCY DISCOVERED	17. DATE CARRIER NOTIFIED	18. NAME OF PERSON CONTACTED

19. SEAL NUMBERS AND CONDITION

☐ INTACT ☐ BROKEN/MISSING *(Include details)*

ACQUISITION DOCUMENT AND/OR TRANSPORTATION CONTROL NO. 20	COMMODITY DESCRIPTION AND/OR NATIONAL STOCK NO. (NSN) 21	TYPE OF PACK 22	QUANTITY DISCREPANT *(PIECES)* 23	TYPE AND CAUSE CODE 24	ISSUE DATA				VALUE OR COST OF REPAIRS 29
					UNIT OF ISSUE 25	UNITS BILLED/ SHIPPED 26	DISCREPANT		
							UNITS 27	WEIGHT 28	

30. REMARKS *(See preparation instructions of covering regulation for suggested information)*

31A. NAME OF PREPARER *(Type or print)*	31B. TITLE
31C. TELEPHONE NO.	31D. SIGNATURE

32. REPLY

33A. NAME OF RESPONDENT *(Type or Print)*	33B. TELEPHONE NO.

33C. ADDRESS	33D. SIGNATURE	33E. DATE

PART II - *(FOR CLAIMS PURPOSES)*	34. THIS IS A SURVEY DOCUMENT. ☐ YES ☐ NO	35. DATE

36. TO

37. RESPONSIBILITY
☐ CARRIER ☐ SHIPPER/CONTRACTOR ☐ TRANS. SHIPPING ACTIVITY ☐ RECEIVER ☐ OTHER *(Specify)*

38. EXCEPTION NOTED ON CARRIERS DELIVERY RECEIPT? *(If "NO," explain in Remarks)* ☐ YES ☐ NO	39. DOCUMENTS ATTACHED *(If "YES," list in Remarks)* ☐ YES ☐ NO	40. PHOTOGRAPHS ATTACHED? ☐ YES ☐ NO

41. INSPECTION DATA	42. DISPOSITION DATA
☐ CARRIER INSPECTED *(Report attached)* ☐ INSPECTION WAIVED *(Waiver attached)*	☐ REJECTED *(Receipt attached)* ☐ REPAIRED AT GOVERNMENT EXPENSE *(Bill attached)*
☐ ORAL WAIVER *(Provide name, title, and date in Remarks)* ☐ GOVERNMENT INSPECTED *(Report attached)*	☐ OTHER *(Explain in Remarks)*

43. REMARKS *(See preparation instructions of covering regulation for suggested information)*

44. DISTRIBUTION OF COPIES	45A. NAME OF PREPARER *(Type or print)*	
	45B. TITLE	45C. TELEPHONE
	45D. SIGNATURE	

46. ACTION BY REVIEWING OFFICIALS

A. ABOVE ITEMS HAVE BEEN ☐ EXPENDED ☐ RECEIVED	B. INVENTORY ACCOUNT	C. CHARGE/TRANSFER TO:
D. ACCOUNTING CLASSIFICATION ▶		

E. APPROVED TO HOLD _____ RESPONSIBLE IN THE AMOUNT OF $ _____
(Name)

F. APPROVING OFFICIAL ▶	NAME *(Type or print)*	TITLE
	SIGNATURE	DATE

47. ACTION BY CLAIMS OFFICE

REPORT OF DISCREPANCY (ROD)

☐ SHIPPING ☐ PACKAGING

1. DATE OF PREPARATION	2. REPORT NUMBER

3. TO *(Name and address, include ZIP Code)*	4. FROM *(Name and Address, include ZIP Code)*

5a. SHIPPER'S NAME	5b. NUMBER AND DATE OF INVOICE	6. TRANSPORTATION DOCUMENT NUMBER *(GBL, Waybill, TCN, etc.)*

7a. SHIPPER'S NUMBER *(Purchase Order/Shipment, Contract, etc.)*	7b. OFFICE ADMINISTERING CONTRACT	8. REQUISITIONER'S NUMBER *(Requisition, Purchase Request, etc.)*

9. SHIPMENT, BILLING, AND RECEIPT DATA				10. DISCREPANCY DATA				11.
NSN/PART NUMBER AND NOMENCLATURE (a)	UNIT OF ISSUE (b)	QUANTITY SHIPPED/ BILLED (c)	QUANTITY RECEIVED (d)	QUAN-TITY (a)	UNIT PRICE (b)	TOTAL COST (c)	CODE[1] (d)	AC-[2] TION CODE

12. REMARKS *(Continue on separate sheet of paper if necessary)*

[1] DISCREPANCY CODES		[2] ACTION CODES
CONDITION OF MATERIAL C1 - In condition other than that indicates on release/receipt document C2 - Expired shelf life C3 - Damaged parcel post shipment SUPPLY DOCUMENTATION D1 - Not received D2 - Illegible or mutilated D3 - Incomplete improper or without authority *(Only when receipt cannot be properly processed)* MISDIRECTED MATERIAL M1 - Addressed to wrong activity OVERAGE/DUPLICATE SHIPMENTS O1 - Quantity in excess of that on receipt document O2 - Quantity in excess of that requested *(Other than unit of issue pack)* O3 - Quantity duplicates shipment PACKING DISCREPANCY P1 - Improper preservation P2 - Improper packing P3 - Improper marking P4 - Improper unitization	PRODUCT QUALITY DEFICIENCIES Q1 - Deficient material *(Applicable to Grant Aid and FMS shipments only)* SHORTAGE OF MATERIAL S1 - Quantity less than that on receipt document S2 - Quantity less than that requested *(Other than unit of issue pack)* S3 - Non-receipt of parcel post shipments ITEM TECHNICAL DATA MARKINGS *(i.e., Name Plates, Log Books, Operating Handbooks, Special Instructions, etc.)* T1 - Missing T2 - Illegible or mutilated T3 - Precautionary operational markings missing T4 - Inspection data missing or incomplete T5 - Serviceability operating data missing or incomplete T6 - Warranty data missing WRONG ITEM *(Identify requested item as a separate copy in Item 9 above)* W1 - Incorrect Item received W2 - Unacceptable substitute OTHER DISCREPANCIES Z1 - See remarks	1A - Disposition Instructions requested *(Reply on reverse)* 1B - Material being retained *(See remarks)* 1C - Supporting supply documentation requested 1D - Material still required expedite shipment *(Not applicable to FMS)* 1E - Local purchase material to be returned at supplier's expense unless disposition instructions to the contrary are received within 15 days *(Reply on reverse) (Not applicable to FMS)* 1F - Replacement shipment requested *(Not applicable to FMS)* 1G - Reshipment not required. Item to be re-requisitioned. 1H - No action required. Information only 1Z - Other action requested *(See remarks)*

13. FUNDING AND ACCOUNTING DATA

14a. TYPED OR PRINTED NAME, TITLE, AND PHONE NUMBER OF PREPARING OFFICIAL	14b. SIGNATURE

15. DISTRIBUTION ADDRESSEES FOR COPIES

16. FROM:	17. DISTRIBUTION ADDRESSEES FOR COPIES

18. TO:	
• •	Use window envelope to mail this document. Insert name and address, including ZIP Code, starting one typing space below the left dot. Each address line must NOT extend beyond right dot. Address must not exceed four single space typing lines.

→ *Fold here*

19. IN ACCORDANCE WITH NOTICE OF DISCREPANCY ON FACE OF THIS FORM:

a. MATERIAL ☐ HAS BEEN ☐ WILL BE SHIPPED	DOCUMENT NUMBER	b. ☐ NO RECORD OF SHIPMENT. RESUBMIT REPORT TO PROPER OFFICE UNDER APPROPRIATE REGULATION.	
c. ☐ AN ADJUSTMENT IN BILLING HAS BEEN/WILL BE PROCESSED AS A: ☐ CREDIT ☐ DEBIT		d. ☐ INVOICE/BILL ATTACHED	e. ☐ PROOF OF DELIVERY (Parcel Post Shipments) OR EVIDENCE OF SHIPMENT ENCLOSED.

f. ☐ AN ADJUSTMENT IN BILLING FOR THE REPORTED DISCREPANCY WILL NOT BE PROCESSED FOR THE FOLLOWING REASON WHICH IS CITED IN THE INDICATED REGULATION.

(1) REASON FOR NOT PROCESSING	(2) PRESCRIBING REGULATION
(a) DISCREPANCY WAS NOT REPORTED WITHIN THE TIME FRAMES ALLOWED AND/OR	(a) CHAPTER 5 OF THE GSA HANDBOOK. DISCREPANCIES OR DEFICIENCIES IN GSA OR DOD SHIPMENTS, MATERIAL, OR BILLINGS (FPMR 101-26.8)
(b) DOLLAR VALUE DOES NOT MEET THE CRITERIA PRESCRIBED IN THE REGULATION OR AGREEMENT INDICATED IN 19f(2)	(b) CHAP. 2 AND/OR 7 OF DOD 4000.25-7-M, MILITARY STANDARD BILLING SYSTEM (MILSBILLS) AND/OR DD 1513, U.S. DOD OFFER AND ACCEPTANCE, AS APPLICABLE.

20. THE FOLLOWING DISPOSITION IS TO BE MADE OF THE REFERENCED MATERIAL:

a ☐ PROCESSED FOR DISPOSAL IN ACCORDANCE WITH SERVICE/AGENCY DIRECTIVES.	b. ☐ REPRESENTATIVE WILL CALL FOR DISCUSSION CONCERNING DISPOSITION IN:	DAYS
c. ☐ RETAIN MATERIAL AT NO CHARGE.	d. ☐ MATERIAL WILL BE PICKED UP IN:	DAYS

→ *Fold here*

e. ☐ SHIP MATERIAL (Specify location):

(1) ☐ GBL APPROPRIATION CHARGEABLE:

(2) ☐ CHARGES COLLECT-VIA: ☐ FREIGHT ☐ EXPRESS ☐ PARCEL POST *($ _____ postage advanced herewith. NOTE: Please enclose postage. Material cannot be returned Parcel Post collect.)*

(3) ☐ PARCEL POST LABEL ATTACHED (4) ☐ FREIGHT PREPAID

f. ☐ OTHER *(Specify)*

21. ☐ IF MATERIAL IS STILL REQUESTED, SUBMIT NEW REQUISITION	22. ☐ REPLACEMENT WITH SATISFACTORY MATERIAL WILL BE MADE ON OR BEFORE:	DATE

23. REMARKS *(Continue on separate sheet of paper if necessary)*

24a. TYPED OR PRINTED NAME AND PHONE NUMBER OF PREPARING OFFICIAL	24b. SIGNATURE	24c. DATE

PRODUCT QUALITY DEFICIENCY REPORT

☐ CATEGORY I ☐ CATEGORY II

1a. FROM *(Originator)*		2a. TO *(Screening point)*	
1b. TYPED NAME, TELEPHONE NO. AND SIGNATURE	1c. DATE	2b. NAME, TELEPHONE NO. AND SIGNATURE	2c. DATE

3. REPORT CONTROL NO.	4. DATE DEFICIENCY DISCOVERED	5. NATIONAL STOCK NO. *(NSN)*	6. NOMENCLATURE

7a. MANUFACTURER/CITY/STATE	7b. MFRS. CODE	7c. SHIPPER/CITY/STATE	9. MFRS. PART NO.

9. SERIAL/LOT/BATCH NO.	10a. CONTRACT NO.	10b. PURCHASE ORDER NO.	10c. REQUISITION NO.	10d. GBL NO.

11. ITEM ☐ NEW ☐ REPAIRED/ OVERHAULED	12. DATE MANUFACTURED/ REPAIRED/OVERHAULED	13. OPERATING TIME AT FAILURE	14. GOVERNMENT FURNISHED MATERIAL ☐ YES ☐ NO

15. QUANTITY	a. RECEIVED	b. INSPECTED	c. DEFICIENT	d. IN STOCK

16. DEFICIENT ITEM WORKS ON/WITH	a. END ITEM *(Aircraft, tank, ship, howitzer, etc.)*	(1) TYPE/MODEL/SERIES			(2) SERIAL NO.
	b. NEXT HIGHER ASSEMBLY	(1) NATIONAL STOCK NO. *(NSN)*	(2) NOMENCLATURE	(3) PART NO.	(4) SERIAL NO./LOT NO.

17. UNIT COST	18. EST. REPAIR COST $	19a. ITEM UNDER WARRANTY ☐ YES ☐ NO ☐ UNKNOWN	19a. EXPIRATION DATE

20. WORK UNIT CODE/EIC *(Navy and Air Force only)*

21. ACTION/DISPOSITION
☐ HOLDING EXHIBIT FOR_____ DAYS ☐ RELEASED FOR INVESTIGATION ☐ RETURNED TO STOCK ☐ DISPOSED OF ☐ REPAIRED ☐ OTHER *(Explain in Item 22)*

22. DETAILS *(Describe, to best ability, what is wrong, how and why, circumstances prior to difficulty, cause, action taken, including disposition, recommendations. Attach copies of supporting documents. Continue on separate sheet if necessary.)*

23. LOCATION OF DEFICIENT MATERIAL

24a. TO *(Action point)*		25a. TO *(Support point) (Use items 26 and 27 if more than one)*	
24b. NAME, TELEPHONE NO. AND SIGNATURE	24c. DATE	25b. NAME, TELEPHONE NO. AND SIGNATURE	25c. DATE
26a. TO *(Support point)*		27a. TO *(Support point)*	
26b. NAME, PHONE NO. AND SIGNATURE	26c. DATE	27b. NAME, TELEPHONE NO. AND SIGNATURE	27c. DATE

28. FINDINGS AND RECOMMENDATIONS OF INVESTIGATION *(Explain in detail. Continue on a separate sheet of paper, if necessary.)*

29. ACTION TAKEN

30. RESULTS OF DEPOT SURVEILLANCE

INSTRUCTIONS

1a. FROM (Originator) - Complete name of activity (no acronyms when sending deficiency report across component lines), activity address code (AAC), address including zip code of the activity originating the report.

1b. NAME, TELEPHONE NO., AND SIGNATURE - Provide name, telephone no., (include all available telephone numbers: FTS, Autovan, and commercial) and signature of an individual who can serve as a contact for questions regarding the report and/r to request exhibits or samples.

1c. DATE - Enter the date report was signed and forwarded to the screening or action point.

2a. TO (Screening Point) - The originating point will complete name of the screening point activity (no acronyms when deficiency report will be sent across component lines), the activity address code (AAC), address including zip code of the screening point where the report needs to be sent by the originator's activity. For those activities that do not have screening points, leave blank.

2c. DATE - Enter the date the person finished processing the report at the screening point.

3. REPORT CONTROL NUMBER - Number assigned to report when a numbering system is used. Those activities which are reporting quality deficiencies across component lines and are to comply with the DLA Regulation 4155.24 should reference the report control number as prescribed in the regulation.

7a. MANUFACTURER/CITY/STATE - Name of the manufacturer, the maintenance contractor, or Government activity which last repaired or overhauled the deficient item. For motor vehicles or components thereof, enter name of manufacturer of the vehicle or component, as appropriate.

7b. MANUFACTURER'S CODE - Code of the manufacturer as listed in Cataloging Handbook H4.1 (Name to code), Federal Supply Code for Manufacturers (United States and Canada).

7c. SHIPPER/CITY/STATE - When the shipper of an item is different from the manufacturer, also include the shipper's or supplier's name.

9. SERIAL/LOT/BATCH NO. - Manufacturer's serial, lot or batch number of deficient item as applicable.

10. CONTRACT: PURCHASE ORDER: REQUISITION: GOVERNMENT BILL OF LADING (GBL) NO. - Enter these numbers or any other available transportation document number in lieu of the GBL. Such numbers appear on the container, purchase document, and/or the item. It is extremely helpful if these items are furnished when the material was supplies by GSA.

11. ITEM - Check the appropriate block; provide the dates manufactured and received in Block 12, if available.

13. OPERATING AT TIME OF FAILURE - Time item had been in operation since new, overhauled, or repaired when the deficiency was discovered, citing the appropriate performance element (miles, cycles, hours, etc.).

15c. QUANTITY DEFICIENT - Enter the quantity found deficient of those inspected.

15d. QUANTITY IN STOCK - Enter the quantity of material from the same manufacturer remaining in stock.

17. UNIT COST - Dollar value of the deficient item when known. Not applicable on reporting vehicles to GSA.

18. ESTIMATED REPAIR COST - Unit cost times number of units for replacement or estimated repair costs (including overhead) times number of units for correcting all the deficient items reported when it can readily be determined. Not applicable on reporting vehicles to GSA.

19. ITEM UNDER WARRANTY - Check if item is known to be covered by contractor warranty. If yes, provide expiration date.

21. ACTION/DISPOSITION - A check in the appropriate block to indicate the action taken or requested. When an exhibit or sample is being held, indicate the number of days in the space provided. (An exhibit or sample shall be held for a minimum of 30 calendar days from the date the report is transmitted to the action point. Reporting activities are reminded that the packaging, packing and shipping containers are to be held along with the exhibits to facilitate investigation.) When none of the items indicate the actions or disposition taken or requested, check "Other" and identify the nature of the action taken or requested in item 22.

23. LOCATION OF DEFICIENT MATERIAL - Address and location of the deficient material.

24a. TO (Action Point) - Name, in the clear address, including zip code of the action point to which the report is being submitted.

24c. DATE - Enter the date the report was forwarded to an action point or the date the findings and recommendations were completed.

28. FINDINGS AND RECOMMENDATIONS OF INVESTIGATION - Include the findings and recommendations were completed.

29. ACTION TAKEN - State the action taken to resolve the complaint.

30. RESULTS OF DEPOT SURVEILLANCE - Show results of depot surveillance and planned action (i.e., replacement or repair by contractor, disposal, issue, etc.).

U.S. GOVERNMENT BILL OF LADING
INTERNATIONAL AND DOMESTIC OVERSEAS SHIPMENTS

B/L NUMBER

TRANSPORTATION COMPANY TENDERED TO | SCAC | DATE B/L PREPARED

DESTINATION NAME AND ADDRESS | SPLC *(Dest.)* | SPLC *(Orig.)* | ORIGIN NAME AND ADDRESS

CONSIGNEE *(Name and full address of installation)* | GBLOC *(Cons.)* | SHIPPER NAME AND ADDRESS

APPROPRIATION CHARGEABLE | BILL CHARGES TO *(Dept./agency, bureau/office mailing address and ZIP code)* | AGENCY LOC CODE

VIA *(Route shipment when advantageous to the Government)*

MARKS AND ANNOTATIONS

PACKAGES NO.	PACKAGES KIND	HM	DESCRIPTION OF ARTICLES *(Use carrier's classification or tariff description if possible; otherwise use a clear nontechnical description.)*	19. WEIGHTS* *(Pounds only)*	FOR USE OF BILLING CARRIER ONLY Services	Rate	Charges
			CLASSIFICATION ITEM NO.		TOTAL CHARGES		

TARIFF/SPECIAL RATE AUTHORITY | CARRIER WAY/FREIGHT BILL NO. AND DATE

STOP THIS SHIPMENT AT

FOR

CARRIER'S PICKUP DATE *(Year, month, and day)*

FURNISH INFORMATION ON CAR/TRUCKLOAD/CONTAINER SHIPMENTS

SEAL NUMBERS	LENGTH/CUBE ORDERED	LENGTH/CUBE FURNISHED	MARKED CAPACITY ORDERED	MARKED CAPACITY FURNISHED	DATE FURNISHED
APPLIED BY:					

MODE	ESTIMATE	NO. OF CLS/TLS	TYPE RATE	PSC	REASON

This U.S. Government shipment is subject to terms and conditions of 41 CFR 102-117 and CFR 102-118.

CERTIFICATE OF CARRIER BILLING -- CONSIGNEE MUST NOT PAY ANY CHARGES

DELIVERED ON *(Year, month, and day)*

FOR USE OF ISSUING OFFICE

ISSUING OFFICE *(Name and complete address)* | GBLOC | ISSUING OFFICER

CONTRACT/PURCHASE ORDER NO. OR OTHER AUTHORITY | DATED

FOB POINT NAMED IN CONTRACT

*Show also cubic measurements for shipments via air, truck or water carrier in cases where required.

AUTHORIZED FOR LOCAL REPRODUCTION

STANDARD FORM 1103 (REV. 9/2003)
Prescribed by GSA/FMR 102-118

Standard Form 1165
Revised (6-83)
Department of the Treasury
I TFRM 4-4000
1165-106

RECEIPT FOR CASH - SUBVOUCHER

(To be used when invoice is not available)

SUBVOUCHER NO. _____

DATE _____

Received in cash from _____

_____ **and** _____/100 **($** _____ **) for the following:**

QUANTITY	ARTICLES OR SERVICES	AMOUNT

Vendor _____

Address _____

_____

By _____
(Signature of Vendor/Agent)

Title _____
(DO NOT SIGN IN DUPLICATE)

PURPOSE *(Project, etc.)*	APPROPRIATION AND ACCOUNTING CLASSIFICATION

INTERIM RECEIPT FOR CASH

DATE _____

Received of Imprest Fund Cashier
$ _____ **for which I hold myself accountable to the United States.**

_____
(Signature)

NOTE TO SIGNER

Be sure this receipt is marked "VOID" and returned to you when the transaction is completed or the funds returned to the Cashier.

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30

			1. REQUISITION NUMBER	PAGE 1 OF
2. CONTRACT NO.	3. AWARD/EFFECTIVE DATE	4. ORDER NUMBER	5. SOLICITATION NUMBER	6. SOLICITATION ISSUE DATE
7. FOR SOLICITATION INFORMATION CALL:	a. NAME		b. TELEPHONE NUMBER *(No collect Calls)*	8. OFFER DUE DATE/ LOCAL TIME

9. ISSUED BY — CODE

10. THIS ACQUISITON IS
- ☐ UNRESTRICTED
- ☐ SET ASIDE: %FOR
  - ☐ SMALL BUSINESS
  - ☐ HUBZONE SMALL BUSINESS
- ☐ 8(A)

NAICS:

SIZE STANDARD:

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED
- ☐ SEE SCHEDULE

12. DISCOUNT TERMS

☐ 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)

13b. RATING

14. METHOD OF SOLICITATION
☐ RFQ ☐ IFB ☐ RFP

15. DELIVER TO — CODE

16. ADMINISTERED BY — CODE

17a. CONTRACTOR/ OFFEROR — CODE — FACILITY CODE

TELEPHONE NO.

☐ 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER

18a. PAYMENT WILL BE MADE BY — CODE

18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED ☐ SEE ADDENDUM

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
	(Use Reverse and/or Attach Additional Sheets as Necessary)				

25. ACCOUNTING AND APPROPRIATION DATA

26. TOTAL AWARD AMOUNT *(For Govt. Use Only)*

☐ 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA ☐ ARE ☐ ARE NOT ATTACHED

☐ 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA ☐ ARE ☐ ARE NOT ATTACHED

☐ 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN _____ COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.

☐ 29. AWARD OF CONTRACT: REF. _____ OFFER DATED _____. YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:

30a. SIGNATURE OF OFFEROR/CONTRACTOR

31a. UNITED STATES OF AMERICA *(SIGNATURE OF CONTRACTING OFFICER)*

30b. NAME AND TITLE OF SIGNER *(Type or print)* — 30c. DATE SIGNED

31b. NAME OF CONTRACTING OFFICER *(Type or print)* — 31c. DATE SIGNED

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00

32a. QUANTITY IN COLUMN 21 HAS BEEN

☐ RECEIVED ☐ INSPECTED ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: ____________________

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32f. TELPHONE NUMBER OF AUTHORZED GOVERNMENT REPRESENTATIVE
	32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER		34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT	37. CHECK NUMBER
PARTIAL	FINAL			☐ COMPLETE ☐ PARTIAL ☐ FINAL	
38. S/R ACCOUNT NUMBER		39. S/R VOUCHER NUMBER	40. PAID BY		

41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT		42a. RECEIVED BY *(Print)*	
41 b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	41c. DATE	42b. RECEIVED AT *(Location)*	
		42c. DATE REC'D *(YY/MM/DD)*	42d. TOTAL CONTAINERS

ENCLOSURE H
DEEPWATER
(TBD)

ENCLOSURE I
CUSTOMER SERVICE

ENCLOSURE I

CUSTOMER SERVICE

AIR FORCE

PROGRAM	FUNCTIONS
1. Supply Discrepancy Reporting (SDR) Army-Air Force Exchange Chief, Army and Air Force Exchange Service Attn: CSXTX Dallas, TX 75222	All Army-Air Force Exchange Items
2. Quality Discrepancy Reporting (QDR) Commander Air Force Logistics Command (MMXQ) Wright-Patterson AFB, OH 45433 *Note: Send action copies of messages of SF 368 when reporting quality deficiency data conditions.*	All Inquires

ENCLOSURE I
CUSTOMER SERVICE

ARMY

PROGRAM	FUNCTIONS
1. DoD Chemical Equipment Hotline Information Toll-Free Number in US: 1 (800) 831-4408 Toll-Free Number in Korea: 0078-14-800-0335 Toll-Free Number in Germany: 0130810280 E-Mail Address: CEH@sbccom.apgea.army.mil FAX Number (not toll-free): (410) 436-3912	The hotline is a toll-free number that can be used by any customer to find answers to questions on any fielded chemical item. *Note: This hotline is for all services – Army, Navy, Marines, Air Force, Coast Guard, Army Reserve, and National Guard.*
2. Supply Discrepancy Reporting (SDR) Commander, US Army Materiel Development and Readiness Command Packaging, Storage, and Containerization Center (DARECOMPSCC) Savannah, IL 61074	**Report**: General Supplies
Commander, US Army Materiel Development and Readiness Command Ammunition Center Savannah, IL 61074	**Report**: Ammunition, Explosives, and Related Materiel
US Army Communications Electronic Engineering Installation Agency Attn: SCC-ACCM-NICP-D Fort Huachuca, AZ 85613	**Report**: Communications Security (COMSEC) Materiel
Army-Air Force Exchange Chief, Army and Air Force Exchange Service Attn: CSXTX Dallas, TX 75222	**Report**: All Army-Air Force Exchange Items
3. Quality Discrepancy Reporting (QDR) DARCOM Quality Assurance Field Activity Attn: DRXQA-P Lexington-Bluegrass Army Depot Lexington, KY 40511 Commercial: (606) 293-3180	**Report**: All Inquires

ENCLOSURE I
CUSTOMER SERVICE

US Coast Guard

	ACTIVITY	FUNCTIONS
1.	**Aircraft Repair & Supply Center (ARSC)** Aviation Logistics Division (ALD) Elizabeth City, NC 27909-5001 Commercial: (252) 335-6842	Provides one stop shopping for all aviation support. The ARSC is a combination of a Depot Maintenance Facility, Inventory Control Point, and an Engineering Technical Center that provides total integrated logistics support to 26 Coast Guard Air Stations that operate over 200 aircrafts.
2.	**Engineering Logistics Center (ELC)** 2401 Hawkins Point Road (Mail Stop 25) Baltimore, MD 21226-5000 FTS/Commercial: (410) 762-6800 Additional No.: 800 336-7430 X6800 FAX: (410) 762-6213 or (410) 762-6776	The majority of the ELC's daily business is stocking, managing, repairing, and shipping reparable and consumable parts to customers worldwide. ELC provides Naval Engineering and Ordnance consulting, Logistics Support for designated surface and C4 systems, and maintenance and allowance data.
3.	**Maintenance Logistics Command – Atlantic** Commander Main Street Tower 300 East Main Street Norfolk, VA 23510-9104 Commercial: (757) 628-4291 (European/Middle East Tour) (VDL)	Provides Coast Guard units and personnel in the Atlantic Area with a cost effective support system that satisfies all logistics requirements to support Coast Guard missions. We understand, anticipate, plan and meet customer needs, anytime, anywhere.
4.	**Maintenance Logistics Command – Pacific** Commander Coast Guard Island, Bldg. 54-D Alameda, CA 94501-5100 Commercial: (510) 437-2765 Fax: (510) 437-5753 (MDL)	Provides Coast Guard units and personnel in the Pacific Area with a cost effective support system that satisfies all logistics requirements to support Coast Guard missions. We understand, anticipate, plan and meet customer needs, anytime, anywhere.
5.	**Industrial Support Commands** ISC Alameda Comptroller Commercial: (510) 437-3175 ISC Boston Comptroller Commercial: (617) 223-3338 ISC Cleveland Comptroller Commercial: (216) 902-6365 ISC Honolulu Comptroller Commercial: (808) 541-1556 ISC Ketchikan Comptroller Commercial: (907) 228-0242 x242 ISC Kodiak Comptroller Commercial: (310) 732-7520 ISC Miami Comptroller Commercial: (305) 415-7070 ISC New Orleans Comptroller Commercial: (504) 942-4164	Provides Coast Guard units and various external individuals' access to a cost effective support system that satisfies all of their logistics requirements.

ENCLOSURE I
CUSTOMER SERVICE

US Coast Guard *(cont.)*

ACTIVITY	FUNCTIONS
5. Industrial Support Commands *(cont.)* ISC Portsmouth Comptroller Commercial: (757) 483-8570 ISC San Pedro Comptroller Commercial: (310) 732-7520 ISC Seattle Comptroller Commercial: (206) 217-6421 ISC St. Louis Comptroller Commercial: (314) 539-3900 X2376	

ENCLOSURE I

CUSTOMER SERVICE

DEFENSE LOGISTICS AGENCY (DLA)

	RIC	ACTIVITY	MANAGEMENT RESPONSIBILITIES
1.		Defense National Stockpile Center 8725 John J Kingman Road, STE 4616 Ft Belvoir, VA 22060-6222 Comm.: (703) 767-5500 Email: agricola@hq.dla.mil Internet Address: www.dla.mil/dnsc	• Cobalt • Diamond Stone • Lead • Tantalum • Tin • Zinc • and more
2.	**S9C** **(9C)** **S9E** **(9E)**	Defense Supply Center, Columbus (DSCC) P.O. Box 3990 Columbus, OH 43216-5000 Customer Call Center DESEX (Press "0" to reach Call Center) Call Center is staffed 24 hours everyday, including holidays. DSCC-NAB Comm.: (614) 692-2271/3191 Fax: (614) 692-1374 Operator Assistance: (614) 692-3131 after 1700 (614) 692-535/3170 Internet Address: www.dscc.dla.mil	• Weapon Systems • Electronic Parts
3.	**S9D**	Defense Reutilization and Marketing Service (DRMS) 74 Washington Avenue North Battle Creek, MI 49017-3092 Information: (616) 961-4000 Duty Officer: (616) 961-3535/3170 Internet Address: www.dla.mil/drms	• Demilitarization • Reutilization/Transportation/Donation • Environmental • Scrap Property Sales • Usable Property Sales • Logistics
4.	**S9F** **(9X)**	Defense Energy Support Center (DESC) 8725 John J. Kingman Road STE 4950 Ft Belvoir, VA 22060-6222 DLA Customer Service: 1 (800) 352-2255 Internet Address: www.desc.dla.mil	• Jet Fuels • Marine Fuels • Distillates • Residual Fuels • Gasoline • Diesel Fuel • Heating Fuel • Natural Gas • Electricity

ENCLOSURE I
CUSTOMER SERVICE

DEFENSE LOGISTICS AGENCY (DLA) *(cont.)*

	RIC	ACTIVITY	MANAGEMENT RESPONSIBILITIES
4.	**S9F (9X)**	*(cont.)*	• Bulk Petroleum Facilities • (storing DLA-owned fuel) • AIRCard Program
5.	**S9G** **S9R** **HM8 (9G)**	Defense Supply Center, Richmond (DSCR) 8000 Jefferson Davis Highway Richmond, VA 23297-5000 Customer Call Center (Customer may also press "0" to speak to a representative) DSCR-XDB Comm.: 1 (877) 352-2255 Fax: 1 (877) 352-6730 Email: cuscallctr@dscr.dla.mil Operator Assistance: (804) 279-3861 DoD Hazardous Materiel Hotline 1 (800) 851-8061 Internet Address: www.dla.mil/dscr	• Airframe/Aerospace Products • Packaged Petroleum • Oils and Lubricants • Chemicals • Batteries • Bearings • Instruments and Gauges • Metalworking Machines • Maps and Map Products • Hazardous Materiel • Ozone-Depleting Substance Reserve
6.	**S9I (9I)**	Defense Supply Center, Philadelphia (General and Industrial) 700 Robbins Avenue Philadelphia, PA 19111-5096 Customer Service/Call Center: Comm.: (215) 737-9146 (Option 2) FAX: (215) 737-4134/4089 Internet Address: www.dla.mil/dscp	• Firefighting Equipment • Marine Lifesaving Equipment • Imaging and Information Products • Materiel-Handling and Pallet Management items • Items used to maintain Base Facilities (wood) • Metals and Metal Products • Industrial Equipment (nuts and washer, bolts and studs, screws, packing and gaskets, pins, rivets and springs

ENCLOSURE I
CUSTOMER SERVICE

DEFENSE LOGISTICS AGENCY (DLA) *(cont.)*

	RIC	ACTIVITY	MANAGEMENT RESPONSIBILITIES
7.	**S9L**	Defense Logistics Information Service (DLIS) 74 Washington Avenue North, STE 7 Battle Creek, MI 49017-3084 Customer Call Center/Customer Service: 1 (800) 352-9333 Internet Address: www.dla.mil/dlis	• DLIS creates, obtains, manages and integrates logistics data from various forms as user-friendly information on the Federal Cataloging System (seven million supply items). • DLIS, designated as the centralized DoD center for all cataloging, performs all DoD cataloging • Cataloging, Central Contractor Registration (CCR), Characteristics Search (CHS), DLIS-Produced Publications, DLIS Products/Service Information Packages, Electronic/Hardcopy Data, Federal Logistics Information System (FLIS), Federal Catalog System (FCS), Federal Logistics Data on Compact Disc (FEDLOG), Technical problems with FEDLOG
8.	**S9M (9L)**	Defense Supply Center, Philadelphia (DSCP) Directorate of Medical Materiel 700 Robbins Avenue Philadelphia, PA 19111-5096 Operator Assistance: (215) 737-2411 Customer Service/Call Center: Comm.: (215) 737-9146 (Option 2) Internet Address: www.dla.mil/dscp	• Medical • Dental • Surgical • Biological • Pharmaceutical Items • Diagnostic Imaging • Patient Monitors • Ambulatory Equipment • CT Scanner Maintenance • Equipment Leasing • Surgical PREPACs • Mail order Pharmacy
9.	**S9P-SPS (9MP, 9MF)**	Defense Supply Center, Philadelphia Directorate of Subsistence 700 Robbins Avenue Philadelphia, PA 19111-5096 Operator Assistance: (215) 737-2411 Customer Service/Call Center: Comm.: (215) 737-9146 (Option 2) Internet Address: www.dla.mil/dscp	• Semi-Perishable • Perishable Foods • Meals • Ready-to-Eat • Humanitarian Rations • Operational Rations • Tray Pack • Unitized B Rations and More

ENCLOSURE I

CUSTOMER SERVICE

DEFENSE LOGISTICS AGENCY (DLA) *(cont.)*

	RIC	ACTIVITY	MANAGEMENT RESPONSIBILITIES
10	**S9T (9D)**	Defense Supply Center, Philadelphia (Clothing and Textiles) Directorate of Clothing and Textiles 700 Robbins Avenue Philadelphia, PA 19111-5096 Customer Service/Call Center: Comm.: (215) 737-9146 (Option 2) Internet Address: www.dla.mil/dscp	• Uniforms • Physical Training Items • Chemical Suits • Undergarments • Shoes and Boots • Headwear • Extreme Cold Weather Gear • Tents • Medals • Flags • Ribbons • Ecclesiastical Items

ENCLOSURE I

CUSTOMER SERVICE

DEFENSE DISTRIBUTION DEPOTS

	RIC	ACTIVITY	MANAGEMENT RESPONSIBILITIES
11.	**SDA**	(DDAG) Albany, GA (Marine Corps)	• Primary source of storage and distribution of Combat Vehicles, Repair Parts and expendables. • Provide a full range of services to the US Air Force, US Army, Defense Supply Center, Philadelphia, and other DLA customers. • Distribution support for the Propositioned Ships Program. • Distribution support for the Army's Force Provider Program. • Responsible for transportation management, receipt and inventory control.
12.	**SDB**	(DDAA) Anniston AL	• Distribution services for tracked vehicles, wheeled vehicles, small arms and missile launchers. • Materiel support for weapon systems, including lubrication oil, hydraulic fluid, cleaners and grease. • Primary mission is to support the maintenance mission of Anniston Army Depot. • Receive and send equipment and machinery by land, sea and air for worldwide distribution. • Store items ranging from small microchips to M1A2 main battle tanks. • Industrial capabilities include vehicle repair, modification and camouflage painting. • Total Package Fielding of Weapons Systems for combat and wheeled vehicles; disassembly, modification, and minor repair of small arms weapons; and preservation and packaging of new procurement materiel.

DEFENSE DISTRIBUTION DEPOTS *(cont.)*

	RIC	ACTIVITY	MANAGEMENT RESPONSIBILITIES
13.	**SG_**	(DDBC) Barstow, CA	• Store large tactical vehicles and equipment, including Self-Propelled Howitzers, M-60 Tanks, High Mobility Multipurpose Wheeled Vehicles, and ships' propellers, shafts and anchors. • Construct plywood, fire retardant, cardboard container, and fiberboard inserts. • Test and inspect gas masks, specialized clothing, filters, drinking tubes and other types of protective clothing.
14.	**SDH**	(DDCN) Cherry Point, NC	• Support the 2nd Marine Air Wing, numerous marine Aviation Logistics Squadrons, Naval Air Stations and the Naval Aviation Depot at Cherry Point. • Fixed and rotary winged aircraft maintenance. • Naval Air Systems Command proponent for custody, preservation, handling and shipping of assigned engines. • Provide rigging, loading, blocking and bracing, and transportation services for essential air and ground support equipment, weapons and vehicles for the Marine Corps deployments, exercises, and mobilizations.
15.	**SC_**	(DDCO) Columbus, OH	• Handle slow moving stock items. • Provide distribution and warehousing facilities for armed forces and other federal agencies. • Work closely with the Defense Reutilization and Marketing Service in support of the Humanitarian Assistance Program to provide materiel assistance to schools, state agencies, and homeless shelters.

ENCLOSURE I
CUSTOMER SERVICE

DEFENSE DISTRIBUTION DEPOTS *(cont.)*

	RIC	ACTIVITY	MANAGEMENT RESPONSIBILITIES
16.	**SDS**	(DDCT) Corpus Christi, TX	• Distribution point for major components to support helicopter repair missions worldwide. • Perform loading and offloading helicopters and other priority cargo from C-5A, C-141, and C-130 aircraft operated by the Military Airlift Command. • Items processed through DDCT are avionics, electronics, industrial, general, petroleum, chemical, and repair parts for principal end items like small aircraft and helicopters.
17.	**SDQ**	(DDDE) Germersheim, GE	• Provide subsistence, lumber, clothing and textiles and map products to military forces in Europe and the Middle East and for the Department of Defense Schools. • Provide subsistence distribution to Navy ships operating in the Mediterranean Sea and the Atlantic Ocean. • Ship gas cylinders to CONUS for refurbishment.
18.	**SDT**	(DDHU) Hill, UT	• Primary distribution support to the Ogden Air Logistics Center (ALC) for the Minuteman and Peacekeeper missiles and the Emergency Rocket Communication System; the F-16 Fighting Falcon; the C-130.
19.	**SDM**	(DDJF) Jacksonville, FL	• Store critical parts for maintenance, modifications, and repair on aircraft engines, avionics, airframes, and other electronic components.

DEFENSE DISTRIBUTION DEPOTS *(cont.)*

	RIC	ACTIVITY	MANAGEMENT RESPONSIBILITIES
20.	**SA_** **SN_**	(DDSP) Mechanicsburg, PA (DDSP) New Cumberland, PA	• Provide military and commercial repair parts, clothing and textiles, medical supplies and industrial and electronic components to military customers throughout the United States and the world. • Support the fielding of new weapon systems for the Army through the assembly of repair parts, tools and technical manuals at the Unit Materiel Fielding Point (UMFP). • Manage the Navy's Publications and forms mission.
21.	**SDF**	(DDNV) Norfolk, VA	• Provide standard packing operations, specialized storage operations, cold with direct vendor-to-customer and local delivery services. • Store new and repaired aircraft parts, and the handling and shipping of radioactive and medical items.
22.	**SDU**	(DDOO) Oklahoma City, OK	• Provide functions to include preservation and packaging, inventory, transportation functions on base, pickup and deliver services, maintenance support for materiel handling equipment, mechanical materiel handling systems, and Automated Data Processing Equipment. • Provide programmed maintenance support to the Air Force Logistics Center (ALC) for numerous aircraft and engines including the B-52, B-1B, B-2, KC-135, and E-3A (AWACS) aircraft and F100/110, F112, TF30 and TF33 engines.

DEFENSE DISTRIBUTION DEPOTS *(cont.)*

	RIC	ACTIVITY	MANAGEMENT RESPONSIBILITIES
23.	**SCJ**	(DDPH) Pearl Harbor, HI	• Store and ship such large items as ship's propellers, periscopes, gears and shafts.
24.	**SEB**	(DDPW) Puget Sound, WA	• Provide logistical support to local military commands in the Pacific Northwest, including Army, Navy, Marine Corp, Coast Guard and Air Force units. • Store Coast Guard items such as large turbine engines and small boats. • Store unique items such as sets of submarine batteries weighing in excess of 260,000 pounds, ship's propulsion shafts exceeding 40 feet in length, and a variety of other shipboard equipment that are routinely stored at the depot. • Recover and recycle excess parts and supplies from ships undergoing decommissioning at Puget Sound Naval Shipyard (PSNS).
25.	**SDN**	(DDRT) Red River, TX	• Provides distribution support for secondary items and for repair parts on tracked and wheeled vehicles, aircraft and weapon systems. • Store the Army's Bradley Infantry Vehicles, Multiple Launch Rocket Systems, and High Mobility multipurpose Wheeled Vehicles. • Build and maintain a supply of basic issue items that accompany wheeled and tracked vehicles shipped to units in the field. Kits include such things as wrenches, jacks, tie-down ropes and cables, and other items needed to perform minor maintenance in the Radio System.

DEFENSE DISTRIBUTION DEPOTS *(cont.)*

	RIC	Name/Location	Specialty
26.	**SDN**	(DDRT) Red River, TX *(cont.)*	• Assemble and distribute support packages, which consist of spare parts, tools, technical publications and diagnostic equipment needed to keep a particular item up and running until full operational maintenance systems are in place.
27.	**SR_**	(DDRV) Richmond, VA	• Store hazardous materiel. • Store lubricants, batteries, solvents, anti-freeze, and acids. • Store and receipt ozone-depleting substances. • Maintain a large compressed gas reclamation and cylinder refurbishment operation.
28.	**SDX**	(DDDC) San Diego, CA	• Stores salvaged parts and equipment once in use on Navy ships that were decommissioned. • Stores radar assemblies, compressors, gauges, valves or just about anything else identified for salvage is carefully set aside for later use or turned-in for redistribution. • Only certified in the continental United States for refurbishment of compressed gas cylinders.
29.	**SB_**	(DDJC) San Joaquin, CA	• Store food, clothing and textiles, medical supplies and equipment, construction materials, electrical supplies, electronic components, tires for vehicles and aircraft, secondary repair parts, and various other items.
30.	**SDC**	(DDTP) Tobyhanna, PA	• Full-service communications-electronics maintenance facility in the DoD. • Receives, stores, and issues systems ranging from Communication; Command, Control, and Computers; and Intelligence/Electronic Warfare to Satellite Communications systems.

DEFENSE DISTRIBUTION DEPOTS *(cont.)*

	RIC	Name/Location	Specialty
31.	**SDC**	(DDTP) Tobyhanna, PA	• Handles special electronics operations such as the Electro-Static Discharge Program where sensitive parts receive component protection through proper handling, packaging, marking and storage procedures. • Provides general purpose, heated and controlled humidity storage and contain satellite terminals, radio and radar systems, telephones and switchboards, anti-intrusion devices, airborne surveillance equipment and navigational instruments, electronic warfare, and many other types of unique and specialized systems.
32.	**SDD**	(DDWG) Warner Robins, GA	• Provides parts and equipment for F-15, C-130, C-5, and C-141 aircraft, target acquisition systems and most airborne electronic warfare systems. • Provides distribution and delivery services in support of depot-level maintenance for F-15; C-130, C-5, and C-141 aircraft and Air Force Avionics Technological Repair Center.
33.	**SCF**	(DDYJ) Yokosuka, Japan	• Stores materiel such as provisions and spare parts, ship screws, submarine parts, aircraft parts, bottled gasses, lumber, bar stock, drugs and medical supplies. • Carries a full range of subsistence materiel that includes freezes, chill, and dry commodities.

ENCLOSURE I

CUSTOMER SERVICE

DEFENSE LOGISTICS AGENCY (DLA)

	PROGRAM	FUNCTIONS
34.	**DoD EMALL** **Internet Address**: www.emall.dla.mil	A single entry point of entry requisitioning system used to find and acquire off-the-shelf, finished goods items from the commercial marketplace and DLA managed items.
35.	**Supply Discrepancy Reporting (SDR)** Commander Defense Supply Center – Columbus Attn: DSCC-NCBB P.O. Box 3990 Columbus, OH 43216-5000 Fax: (614) 692-4179	Report: • Construction Materiel • Electronic Materiel
	Commander Defense Supply Center-Richmond Attn: DSCR-JKSF 8000 Jefferson Davis Highway Richmond, VA 23297-5000 Fax: (800) 594-7637	Report: • General Supplies
	Commander Defense Supply Center – Philadelphia Attn: DSCP-PLD 700 Robins Avenue Philadelphia, PA 19111-5096	Report: • Industrial Materiel
	Commander Defense Supply Center – Philadelphia Attn: DSCP-HSQ 2800 South 20th Street Philadelphia, PA 19101-8419 Fax: (215) 737-7526/8462	Report: • Subsistence Materiel
	Commander Defense Supply Center – Philadelphia Attn: DSCP/FOCR 2800 South 20th Street Philadelphia, PA 19145 Fax: (215) 737-5601	Report: • Clothing and Textiles Materiel
	Commander Defense Supply Center – Philadelphia Attn: DSCP-MRCM 2800 South 20th Street Philadelphia, PA 19101-8419	Report: • Medical Materiel

Note: When ordering for newly authorized CBR materiel, all non-chargeable requisitions are forwarded to the Navy Supply Center Puget Sound, using Signal Codes "D" or "M" to identify non-chargeable materiel.

ENCLOSURE I
CUSTOMER SERVICE

DEFENSE LOGISTICS AGENCY (DLA) *(cont.)*

PROGRAM

36. Quality Discrepancy Reporting (QDR)

Commander, Defense Supply Center – Philadelphia
Attn: DSCP-HS
2800 South 20th Street
Philadelphia, PA 19101-8419
Commercial: (215) 737-3813
Fax: (215) 737-5655

Commander, Defense Supply Center – Columbus
Attn: DSCC-VCIF
P.O. Box 3990
Columbus, OH 43216-5000
Commercial: (614) 692-2089
Fax: (614) 692-4179

Commander, Defense Supply Center – Richmond
Attn: DSCR-ZRBA
800 Jefferson Davis Highway
Richmond, VA 23297-5000
Commercial: (804) 279-4576
Fax: (804) 279-3040

Commander, Defense Supply Center – Philadelphia
Attn: DSCP-OTT
700 Robbins Avenue
Philadelphia, PA 19111
Commercial: (215) 697-1415
Fax: (215) 697-0223

Note: Send action copies of the SF 368 or messages reporting quality deficiency data conditions on DLA procured or managed items to the appropriate Defense Supply Center (DSC) listed above.

ENCLOSURE I

CUSTOMER SERVICE

GENERAL SERVICES ADMINISTRATION (GSA)

	PROGRAM	FUNCTIONS
1.	**National Customer Service Center (NCSC)** Commercial: (800) 488-3111 Fax: (816) 926-6952 Email: NCSCcustomer.service@gsa.gov	The NCSC is the source for information on any of the products and services available from GSA.
2.	**e-Tools Customer Assistance** Commercial: (877) 472-3777 Email: GSA.Advantage@gsa.gov	Provides customer assistance to GSA customers.
3.	**Federal Supply Service** Commercial: (703) 605-5400	GSA Federal Supply Service (FSS) provides Federal customers with products, services, and programs to meet their supply, service, procurement, vehicle purchasing and leasing, travel, transportation, and personal property management requirements.
4.	**e-Resolve (e-Tools)** Internet Address: http://apps.fss.gsa.gov/ncsc/indexmain.cfm?CFID=31294685&CFTOKEN=40456411	e-Resolve offers ways to report a problem with GSA Global Supply orders or to submit an inquiry about any of the products and services offered through FSS.
5.	**GSA Shelf Life Management Program** Email: shelf.life@gsa.gov Internet Address: http://www.shelflife.hq.dla.mil	Provides guidance and assistance on Shelf Life items management and disposal.
6.	**Customer Service Directors** Commercial: (800) 488-3111 Internet Address: http://www.gsa.gov/Portal/gsa/ep/contentView.do?CONTACT_ID=Customer+Service+Directors&CONTACT_TYPE=GROUP&contentType=GSA_CONTACTS	Provides a list of worldwide network of knowledgeable Customer Services Directors (CSDs), answer questions, and provides assistance to GSA customers.
7.	**Supply Discrepancy Reporting (SDR)** Commander Defense Supply Center – Columbus Attn: DSCC-NCBB P.O. Box 3990 Columbus, OH 43216-5000 Fax: (614) 692-4179	**Report**: • Construction Materiel • Electronic Materiel
	Commander Defense Supply Center-Richmond Attn: DSCR-JKSF 8000 Jefferson Davis Highway Richmond, VA 23297-5000 Fax: (800) 594-7637	**Report**: General Supplies

GENERAL SERVICES ADMINISTRATION (GSA) *(cont.)*

PROGRAM	FUNCTIONS
7. **Supply Discrepancy Reporting (SDR)** *(cont.)* Commander Defense Supply Center – Philadelphia Attn: DSCP-PLD 700 Robins Avenue Philadelphia, PA 19111-5096	**Report**: Industrial Materiel
Commander Defense Supply Center – Philadelphia Attn: DSCP-HSQ 2800 South 20th Street Philadelphia, PA 19101-8419 Fax: (215) 737-7526/8462	**Report**: Subsistence Materiel
Commander Defense Supply Center – Philadelphia Attn: DSCP/FOCR 2800 South 20th Street Philadelphia, PA 19145 Fax: (215) 737-5601	**Report**: Clothing and Textiles Materiel
Commander Defense Supply Center – Philadelphia Attn: DSCP-MRCM 2800 South 20th Street Philadelphia, PA 19101-8419	**Report**: Medical Materiel

Note: When ordering for newly authorized CBR materiel, all non-chargeable requisitions are forwarded to the Navy Supply Center Puget Sound, using Signal Codes "D" or "M" to identify non-chargeable materiel.

GENERAL SERVICES ADMINISTRATION *(cont.)*

PROGRAM

8. Quality Discrepancy Reporting (QDR)

General:

Automotive Vehicles and Component Parts, including Tires, Tubes, and Batteries. Send the SF 368 (in triplicate) or message to the General Services Administration, Office of Federal Supply and Services (FAE), Washington, DC 20406.

All Other Items. Distribute action copies as outlined below. Send information copies of messages to the following address when reporting Category I Quality Deficiency conditions in materiel shipped from or directed by GSA. Send to General Services Administration, Office of Federal Supply and Services (FQA), Washington, DC 20406, Communications Routing Identifiers: RUEVFWM (unclassified) or RUEBGHA (classified).

Continental Activities

Send SF 368 (in triplicate) or action copies of messages to appropriate GSA regional offices below:

	GSA Regional Office Mailing and Cable Address and Routing Identifier (RI)	Communications Routing Identifiers	Areas Serviced
a.	General Services Administration (FSS) Attn: 2FO 26 Federal Plaza New York, NY 10278 Cable: NITRITES **RI: GNO**	Unclassified: RUEVDAE Classified: RUEBHGD	Connecticut Maine Massachusetts New Hampshire New Jersey New York Rhode Island Vermont
b.	General Services Administration 75 Spring Street, SW Atlanta, GA 30303 Cable: ATLAS **RI: GAO**	Unclassified: RUEVDAA Classified: RUEBHGB	Alabama Delaware District of Columbia Florida Georgia Kentucky Maryland Mississippi North Carolina Pennsylvania South Carolina Tennessee Virginia West Virginia

ENCLOSURE I

CUSTOMER SERVICE

GENERAL SERVICES ADMINISTRATION *(cont.)*

PROGRAM

	GSA Regional Office Mailing and Cable Address and Routing Identifier (RI)	Communications Routing Identifiers	Areas Serviced
c.	General Services Administration (FSS) Attn: 5FO 230 South Dearborn St. Chicago, IL 60604 Cable: CHIPPE **RI: GCO**	Unclassified: RUCHLAC Classified: RUEBHGF	Illinois Indiana Michigan Minnesota Ohio Wisconsin
d.	General Services Administration (FSS) Attn: 7FO 819 Taylor Street Fort Worth, TX 76102 Cable: DOOLY **RI: GFO**	Unclassified: RUCHMCI Classified: RUEBHGH	Arkansas Iowa Kansas Louisiana Missouri Nebraska New Mexico Oklahoma Texas

ENCLOSURE I

CUSTOMER SERVICE

MARINES

PROGRAM	FUNCTIONS
1. Supply Discrepancy Reporting (SDR) Commanding General Marine Corps Systems Command Quantico, Virginia 22206	**Report**: All Inquiries
2. Quality Discrepancy Reporting (QDR) Command General, United States Marine Corps Systems Command Quantico, Virginia 22206	**Report**: All Inquiries

ENCLOSURE I
CUSTOMER SERVICE

NAVY

PROGRAM	FUNCTIONS
1. Naval Expeditionary Logistics Support Force 593 Mayfield St Cheatham Annex Williamsburg, VA 23185-5831 Commercial: (757)887-7639 Fax: (757) 256-1394 Internet Address: http://www.navalreserve.navy.mil/Public/Staff/Centers/Forces+Command/Centers/Naval+Expeditionary+Logistics+Support+Force/WelcomeAboard/NAVELSF+Forward.htm	Naval Expeditionary Logistics Support Force (NAVELSF) is a Navy Reserve command organized and staffed to provide a wide range of supply and transportation support critical for peacetime support, crisis response, humanitarian, and combat service support missions.
2. One Touch Support Internet Address: www.onetouch.navy.mil ICPMART: www.navicpmart.com	Is a web-base research and requisitioning system for government parts and materiel while providing universal, internet access to Navy and DoD supply systems.
3. Fleet Locator and Cargo Routing Information File (CRIF) Commercial: (757) 443-5425	Receives routing location and instruction from ships, squadrons, and other mobile units. Contains routing instructions for all Navy/USCG mobile units (includes embarked squadrons). Outlines where to send cargo (and cut-off dates). Provides information for updates via messages, email, and phone call (emergency only).
4. Price Challenge Hotline P.O. Box 15129 Norfolk, Virginia 23511-0129 NAVICP (Code 1) Commercial: (757) 443-2006 Toll Free: (800) 628-2425 Telefax: (757) 443-2019 or (757) 443-2017 Email: Price_challenge_hotline@fossac.navy.mil	The mission of the Price Challenge Hotline is to provide pricing validation support by acting as the Navy's focal point for all pricing inquiries related to spare parts and consumables.
5. Supply Discrepancy Reporting (SDR) Commander Naval Sea Systems Command Attn: SEA 06413 Washington, DC 20662	**Report**: Ammunitions or Explosives
Commander Naval Supply Systems Command Attn: SUP031 Washington, DC 20376	**Report**: All others, except Ammunitions or Explosive
6. Quality Discrepancy Reporting (QDR) Commanding Officer Fleet Materiel Support Office (FMSO 99223) Mechanicsburg, PA 17055 Commercial: (717) 790-2319	**Report**: All Inquires

THIS PAGE INTENTIONALLY LEFT BLANK

ENCLOSURE J
REFERENCES

ENCLOSURE J
REFERENCES

Number	Title
	Defense Logistics Operation Customer Assistance Handbook
	Federal Acquisition Regulation (FAR)
BUMEDINST 6250.1E	Navy Shipboard Pest Control Manual
COMDTINST 4100.7 (series)	Engineering Logistics Concept of Operations (ECONOP)
COMDTINST 4130 (series)	Government Furnished Equipment
COMDTINST 7310.1 (series)	Standard Rates
COMDTINST M1020.6 (series)	Uniform Regulations Manual
COMDTINST M1770.1 (series)	Decedent Affairs Guide
COMDTINST M4061.5 (series)	Coast Guard Food Service Manual
COMDTINST M4121.4 (series)	Uniform Supply Operations (USO) Manual
COMDTINST M4150.2 (series)	Systems Acquisition Manual
COMDTINST M4200.13 (series)	Simplified Acquisition Procedures (SAP) Handbook
COMDTINST M4500.5 (series)	Property Management Manual
COMDTINST M4610.5 (series)	Transportation of Freight Manual
COMDTINST M5090.3 (series)	Natural Resources Management Manual
COMDTINST M5090.9 (series)	Storage Tank Management Manual
COMDTINST M5100.47 (series)	Safety and Environment Health Manual
COMDTINST M5213.6 (series)	Catalog of Forms Manual
COMDTINST M6000.1 (series)	Medical Manual
COMDTINST M6700.6 (series)	Health Services Allowance List, Afloat Manual
COMDTINST M6700.7 (series)	Health Services Allowance List Part III, Shore and Vessels Manual
COMDTINST M6740.2 (series)	Medical Prime Vendor Program within the Coast Guard Manual
COMDTINST M7100.3 (series)	Financial Resource Management (FRMM) Manual
COMDTINST M7210.1 (series)	Certifying and Disbursing Manual
COMDTINST M8000.2 (series)	Ordnance Manual
COMDTINST M9000.6 (series)	Naval Engineering Manual

ENCLOSURE J
REFERENCES

Number	Title
COMDTINST M10360.3A (series)	Coating and Color Manual
COMDTINST M10470.10 (series)	Rescue and Survival Systems Manual
COMDTINST M11240.9B (series)	Coast Guard Motor Vehicle Manual
COMDTINST M13020.1 (series)	Aeronautical Engineering Maintenance Management Manual
COMDTINST M13520.1 (series)	Aviation Life Support Systems Manual
COMDTINST M16247.1 (series)	Maritime Law Enforcement Manual
COMDTINST M16455.10 (series)	Emergency Planning and Community Right-to-Know Act (EPCRA) and Pollution Prevention (PL) Manual
COMDTINST M16478.1 (series)	Hazardous Waste Management Manual
COMDTINST M16478.5 (series)	Environmental Compliance Evaluation (ECE) Program Manual
COMDTINST M16790.1 (series)	Auxiliary Manual
COMDTINST M16798.3 (series)	Auxiliary Operations Policy Manual
COMDTINST M16475.1 (series)	National Environmental Policy Act (NEPA) Implementing Procedures Manual
COMDTINST M5090.9 (series)	Storage Tank Management Manual
COMDTNOTE 5600	Directives, Publications, and Reports Index (DPRI)
COMDTPUB P16475.6 (series)	Environmental Considerations for Decision Making
COMDTPUB P16480.1(series)	Emergency Planning, Preparedness, and Prevention Guide for Oil Spills and Hazardous Substance Releases
DHS-MD-Number 731	Strategically Sourced Commodities Policy and Procedures
DLAI 4140.55	Reporting of Supply Discrepancies
DLAR 4145.25	Storage and Handling of Compressed Gases and Liquids in Cylinders
DoD 4000.19	Defense Regional Interservice Support (DRIS)
DoD 4000.25-1-M	Military Standard Requisitioning and Issue Procedures (MILSTRIP) Manual
DTR 45900.9R, Part II	Defense Transportation Regulation
FED-STD-123	Marking for Shipment (Civil Agencies)

ENCLOSURE J
REFERENCES

FINCENSTFINST M7000.1	Finance Center Standard Operating Procedures
H4-1, H4-2	Federal Supply Codes for Manufacturers
MIL-B-117	Military Specification; Interior Packaging; bags, sleeves, tubing. All types, classes and styles
MIL-B-81705	Military Specification; Barrier materials; flexible, electrostatic-free, heat scalable, types 1 & 2
MIL-HDBK-61B	Military Handbook, Configuration Management Guidance
MIL-P-81997	Military Specification.; Pouches, cushioned, flexible, electrostatic-free
MIL-STD-129	Military Standard; Barcode Labeling Guide
MIL-STD-130	Identification Marking of US Military Property
MIL-STD-290	Packaging of Petroleum and Related Products
MIL-STD-2073	Standard Practice for Military Packaging
NAVMED P5010	Preventive Medicine
NAVSUP P-724	Conventional Ordnance Stockpile Management
OPNAVINST 6250.4B	Pest Management Program
PPP-B-636	Military Specification; Cartons
PPP-B-1672	Military Specification; Type II, Folding convoluted cushioning in reusable box
PPP-C-795	Military Specification; Bubble Wrap Anti-Static Recycled
PPP-C-1752	Military Specification; Cushioning Material, Packaging, Uni-cellular Polyethylene Foam, Flexible
Technical Publication 2006	Damage Control Preventive Maintenance Manual
Title 14	United States Code (USC)
Title 29	Code of Federal Regulation (CFR)
Title 31	United States Code (USC)
Title 33	Code of Federal Regulation (CFR)
Title 40	Code of Federal Regulation (CFR)
Title 49	Code of Federal Regulation (CFR)

THIS PAGE INTENTIONALLY LEFT BLANK