



**NONRESIDENT
TRAINING
COURSE**

Mineman, Volume 2

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PREFACE

About this course:

This is a self-study course. By studying this course, you can improve your professional/military knowledge, as well as prepare for the Navywide advancement-in-rate examination. It contains subject matter about day-to-day occupational knowledge and skill requirements and includes text, tables, and illustrations to help you understand the information. An additional important feature of this course is its reference to useful information in other publications. The well-prepared Sailor will take the time to look up the additional information.

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ASSIGNMENT QUESTIONS follow Appendix III.

CHAPTER 1

ADMINISTRATIVE FUNCTIONS

LEARNING OBJECTIVES

Upon completing this chapter, you should be able to do the following:

1. Describe the types of naval correspondence used within the Navy and the Mine Force.
2. Describe the use of instructions and notices, and describe the use of the Directives Issuance System used within the Navy and the Mine Force.
3. Describe the different types of messages used within the Navy and the Mine Force.
4. Describe the different security classifications, the purpose of marking classified material, the degree of protection required, and the means of declassification used within the Navy and the Mine Force.
5. Describe the procedures followed within the Mine Force for the routing, handling, and filing of Navy correspondence.
6. Describe automatic data processing and how it is used within the Mine Force.
7. Describe the procedures of maintaining and requesting changes to mine publications.

As a Mineman, you will find that, from time to time, you will be assigned various jobs, including administrative functions. Many of these assignments will include reports and other paperwork that you must complete and file or submit to another activity before the job is complete.

To help you successfully learn how these items are accomplished, this chapter discusses naval correspondence; instructions, notices, and the Directives Issuance System; naval messages; security classifications; the standard Navy filing system; automatic data processing; and basic administrative functions.

NAVAL CORRESPONDENCE

Naval correspondence covers a broad spectrum of material, including standard naval letters, multiple-address letters, joint letters, endorsements, and memorandums. Official naval correspondence includes all recorded communications sent or received in the Navy in the execution of official duties. Some of the more common types of communications are directives outlining policies and procedures, naval letters requesting and furnishing procedural information and authority, and letters and

memorandums assigning duties and individual responsibilities.

This chapter is primarily concerned with the correct format of official correspondence. The *Department of the Navy Correspondence Manual*, SECNAVINST 5216.5, contains the general instructions and examples of various correspondence. When you are assigned to a billet requiring the preparation of correspondence, you must consult local command instructions, outlining the specific details pertaining to the preparation of official correspondence in that command.

STANDARD NAVAL LETTERS

Official letters are usually prepared in naval format when communicating with naval commands. However, this format is also used when you are writing to certain other agencies of the U.S. government, especially those within other branches of the Department of Defense or the Coast Guard. Some civilian firms that deal extensively with the Navy have also adopted the naval format. The various components of a naval letter are discussed in the following paragraphs.

Stationery

Letterhead stationery of the activity responsible for signing the correspondence is used for the first page of a naval letter. If printed letterhead stationery is not available, the letterhead is typed or stamped in the center of the page, four lines from the top of the page.

Second and subsequent pages are typed on plain bond paper similar to letterhead paper in size, color, and quality. *Official Letterhead Stationery*, SECNAVINST 5602.6, gives standardized instructions for format and style when you are using letterhead stationery.

Margins

The left and right margins on the first page of all naval letters are 1 inch, and the bottom margin is at least 1 inch. The second and succeeding pages have a top margin of 1 inch. The other margins remain the same as on the first page.

Writing Styles

Correspondence formats are important; however, writing is more important. As an administrative assistant or a supervisor, you may be required to compose letters from brief notes or even from oral instructions. Write with clarity and conciseness. Use simple, plain language. Avoid cumbersome wording.

Identification Symbols

Identification symbols may be used on correspondence for reference purposes. Located in the upper-right corner and blocked one below the other, they include the standard subject identification code, the originator's code with or without the serial number, and the date.

1. Standard Subject Identification Code (SSIC). The SSIC is a four- or five-digit number that represents a letter's subject, and helps in the filing, retrieving, and eventual disposition of correspondence. The SSIC should be typed in the upper-right corner, two lines below the printed letterhead. To find the SSIC that represents the subject of your letter, refer to the *Department of the Navy File Maintenance Procedures and Standard Subject Identification Codes*, SECNAVINST 5210.11.

2. Originator's Code and Serial Number. The originator's code is the office symbol of the drafter. Commands may decide the makeup of an originator's code that is typed on all letters, either alone or as part of a serial number. A serial number is required on all classified correspondence. Whether your unclassified correspondence is serialized depends on local practice. When a serial number is used, it starts a new sequence of consecutive numbers at the beginning of each new calendar year. Serial numbers for classified letters begin with a C for Confidential, an S for Secret, and a T for Top Secret.

Example: 8550
Ser N31/C0023

3. Date. The date should be typed or stamped on all copies of a letter the same day it is signed. Never type or stamp the date on correspondence that will be signed at a later date. When material is dated, use a day-month-year order, using only the first three letters of the month and the last two digits of the year.

Heading Format

The heading of official naval correspondence includes six blocks: from, to, via, subject, reference, and enclosure.

1. From Block. The **from** block identifies, by title, the official in charge of the activity originating the letter. When a reply is required, this is the official to whom the reply is directed. When an originating official has more than one title (such as commander of a naval base or commandant of a naval district), normally only one of the titles is used in the from line of a letter, depending on the placement of responsibility for the subject matter involved. The precise wording of this block is established in one of the following publications:

- a. *Standard Navy Distribution List (SNDL), Enclosure 2 (Fleet Address Listings)*.
- b. *Standard Navy Distribution List (SNDL), Enclosure 3 (Shore address listings)*.

2. To Block. The **to** block on official correspondence is used to address the chief official of the bureau, office, command, or activity having responsibility for the subject matter. Give a complete mailing address, including the ZIP Code, and, whenever practical, the office that will act on your letter. The latter is done by including a code or a person's title in parentheses following the activity's name.

3. **Via Block.** The **via** block is used when one or more activities outside your command should review the communication or should provide an endorsement on it before it reaches its ultimate addressee. The via block is placed on the line below the **to** line. When there is more than one via addressee, each is numbered with Arabic numerals enclosed in parentheses; for example, (1), (2), (3). These numerals indicate the order in which the correspondence is to be sent. A via addressee may alter the list of the other via addressees, but the endorsement should include the reason for the alteration. A copy of the letter, together with a copy of each endorsement, is provided for each addressee. Follow your chain of command when corresponding on substantive matters, such as command decisions, policy issues, and official recommendations. Correspondence should be routed through intermediate commands to keep them informed, and allow them to comment on or approve the basic communication. You may list any interested addressees in this block when you want them to see a letter before it reaches the action addressee. Sometimes, there is not enough time for a letter to progress through all the via addressees before action by the addressee is required. In that case, you may elect to take one of the following actions:

- a. Route the original communication through the via addresses as usual, but send an advance copy to the action addressee. To alert all activities involved, repeat the action addressee's SNDL short title in the **copy-to** block. Include the word *advance* in parentheses.
- b. Route the original communication to the action addressee and, at the same time, send copies to all the via addressees. Include in the text a statement that copies have been mailed to all addressees simultaneously and that via addressees should forward endorsements directly to the action addressee. Then repeat the SNDL short titles of the via addressees in the **copy-to** block.

4. **Subject Block.** The **subject** block of an outgoing letter tells the reader what the letter is about in approximately 10 words or less. In response to incoming correspondence, the subject block of the reply should be the same as that of the incoming letter, unless a change is essential for clarity. The subject line starts two lines below the previous line. Every letter after the colon should be capitalized.

5. **Reference Block.** The **reference** block includes all references in the order in which they are mentioned

in the text of the letter. References are designated by small letters enclosed in parentheses; for example, (a), (b), (c). Only those references that contribute to the understanding of the letter should be listed. References include not only written communications, publications, and documents that are available to the addressee but also telephone conversations, meetings, and other applicable communications. References should not be used if they are not referred to in the body of the letter. When you cite correspondence in the reference block, include the following information:

- a. The SNDL short title of the originator
- b. The type of correspondence (letter, memorandum, message)
- c. The SSIC
- d. The originator's code (alone or combined with a serial number as shown in the referenced document)
- e. The date

6. **Enclosure Block.** Enclosures are listed in the **enclosure** block in the order of appearance in the text of the letter. They are preceded by Arabic numerals in parentheses and are identified in the same manner as a reference; for example, (1), (2), (3). When enclosures must be sent under separate cover, add the designation *SEP COV* (separate cover) in parentheses after the enclosure's entry in this block. Either a copy of the letter is sent with the material being transmitted under separate cover or the complete identification of the letter is included on the enclosure, if possible. A document should never be listed as both a reference and an enclosure in the same letter.

Text Block

The text (body of the correspondence) is the principal part of the letter and contains the thoughts the writer desires to communicate. It is the reason for all of the other parts of the letter. The text must be worded so that it unmistakably conveys the desired message.

Signature Block

The **signature** block is typed or stamped in block style on the fourth line below the last line of the text, starting at the center of the page. All signature names are typed in capitals at the end of a letter. The format of the signature should be that which is preferred by the signer. Neither the grade nor the functional title of the signing official is shown on the signature line itself, as

a general rule. Enter nothing below the name of the commanding officer. Enter the word *Acting* below the name of a person who has formally been appointed to replace the commanding officer temporarily. Enter the words *By direction* under the name of a subordinate who may sign official correspondence but not by title.

A commanding officer may authorize others to use facsimile stamps that duplicate their signatures whenever the personal signing of correspondence causes hardship or is impractical. If you are authorized to use a facsimile stamp of someone's signature, pen your initials next to each signature you stamp to authenticate the facsimile.

Copy-to Block

The **copy-to** block is placed at the left margin, on the second line below the last line of the signature information. The words *Copy to:* are typed in full and followed by a colon. Activities receiving copies are listed preferably by abbreviated titles, beginning on the line below the words *Copy to*. List addressees in any order, though internal offices of an activity should be grouped for ease of distribution.

A blind copy-to block is used to show the distribution of copies within your activity. Do not show this distribution on copies that are sent outside your activity. However, show the internal distribution on the copies that stay within your activity. To do this, type *Blind copy to:* at the left margin on the second line below the previous block (the copy-to block, if you have one, or the signature block). Never type *Blind copy to:* on the original document.

Page Identification

The first page of a letter is not normally numbered. Second and succeeding pages are numbered consecutively with Arabic numerals, beginning with the number 2, centered 1/2 inch from the bottom of the page. No punctuation accompanies a page number. The subject shown on the first page is repeated on the sixth line from the top on all succeeding pages.

MULTIPLE-ADDRESS LETTER

A multiple-address letter is a naval letter that is used when you have more than one action addressee. The addressees are either individually identified in the address block or are addressed as a distribution group at the bottom left of the letter.

A multiple-address letter may be typed if the number of addressees is small enough so that one or two typings will provide sufficient copies. Otherwise, use a duplicating process, such as a photocopier.

Every action addressee must receive a letter that has a letterhead and a signature. The letterhead may be printed, typed, stamped, or photocopied. The signature must be original or photocopied.

The format of the multiple-address letter is basically the same as the naval letter.

JOINT LETTER

A joint letter is a naval letter signed by officials of two or more activities. It deals with a subject or an administrative problem common to those activities. The dates entered on the joint letter are the signing dates for each signature.

ENDORSEMENT

An endorsement is used to approve, disapprove, or comment on the content of a letter that is forwarded through one or more addressees before reaching its final destination. When there is adequate space remaining on the page, the first and subsequent endorsements may be placed on the same page containing the basic letter or a previous endorsement. Letterhead paper is used for the original of an endorsement. An endorsement must be attached to the basic letter, as one is an integral part of the other.

The original of your endorsement with the original letter is forwarded to the next activity listed in the via block. Copies of your endorsement are forwarded to any via addressees and any earlier copy-to addressees only if your endorsement is significant. Routine endorsements include "Forwarded," "Forwarded for your consideration," and "Forwarded, recommending approval."

References are not repeated if they were referenced in the basic letter or in any previous endorsement to the basic letter. Any references you add are assigned a letter, continuing any sequence with the letters began in the earlier correspondence.

As with references, enclosures shown in the basic letter or in previous endorsements are not repeated. Instead, show only the enclosures you add. Assign numbers to all enclosures you add, even a single one, by continuing the sequence of the numbers begun in the earlier correspondence, if any.

MEMORANDUM

A memorandum is used for informal communications within and between activities or between subordinates. It may be directed to one or more addressees. It is never used to issue directives.

A memorandum may be prepared on plain bond paper or on the preprinted form, Department of the Navy Memorandum (OPNAV 5216/144A). Informal communications within an office may be written on the memorandum form by hand. A memorandum may also be prepared on letterhead stationery or on plain bond paper, but the word *MEMORANDUM* is typed in capital letters at the left margin, below the last line of the address in the letterhead (or the equivalent vertical spacing) or below any security classification.

If the subject of an informal memorandum is not significant, there is no need to keep a file copy. Endorsements for informal memorandums that do not require comments may consist of the endorser's initials and date next to the via line at the top of the page.

A memorandum-for is the most formal of all memorandum styles.

DIRECTIVES ISSUANCE SYSTEM

The purpose of the Directives Issuance System is to promulgate policy, procedures, and informational releases within the Department of the Navy. *Department of the Navy Directives Issuance System, SECNAVINST 5215.1*, establishes this system and gives detailed instructions on the formats for writing directives.

This section discusses directive criteria, directive types, directive identification symbols, and directive distribution.

DIRECTIVE CRITERIA

A document, generally speaking and regardless of its physical characteristics, is issued in the Directives Issuance System as an instruction when it has one of the following effects:

- Regulates, or is essential to, effective administration
- Establishes policy
- Delegates authority or assigns responsibility
- Establishes an organizational structure
- Assigns a mission, a function, or a task

- Initiates or governs a course of action or conduct
- Establishes a reporting requirement
- Changes supersedes or cancels another directive

Material falling outside the scope of these criteria may be issued in the Directives Issuance System as notices to obtain quick and controlled dissemination. These notice directives may include the following actions:

- Request for comments, approval, or information
- Directions for routinely carrying out established operations, such as matters pertaining to individual personnel actions or special shipments of material
- Informative announcements, such as education or promotion opportunities, recreation activities, work improvement plans, suggestions for morale building, or changes in office locations or telephone extensions

The following types of documents are required to be exempted from the Directives Issuance System:

- Navy Regulations
- Top Secret documents
- Registered publications
- Operational plans and orders

It is optional for the following types of documents to be included in, or exempted from, the Directives Issuance System:

- Technical and regulatory manuals and publications and their changes
- Issuances with fewer than six addressees, including copy-to addressees

DIRECTIVE TYPES

Commands use directives to communicate plans and policies to subordinates. The Directives Issuance System has two types of directives: instructions and notices.

Instruction

An instruction contains authority or information that is of a continuing reference value or requires continuing action. It remains in effect until it is superseded by another instruction or is canceled either by the originator or by higher authority.

Notice

A notice has a one-time or brief nature and contains a self-canceling provision. Although it has the same authority and effect as an instruction, it usually remains in effect for less than 6 months. It is not permitted to remain in effect for longer than 1 year.

DIRECTIVE IDENTIFICATION SYMBOLS

The directive identification symbols include the type of directive, the issuing authority, and the identification number. The primary purpose for the directive identification symbols is to give naval activities the following specific advantages in directives maintenance:

- Group directives by subject and combine related subjects.
- Distinguish between directives of continuing and brief durations.
- Obtain complete sets of instructions when an activity is commissioned or activated.
- Determine the current status and completeness of directives by using checklists.
- File directives and describe them as references by one easy method.
- Use the same numbering system for correspondence files and directives.

Since this system serves many useful purposes, it is important that you become well acquainted with it.

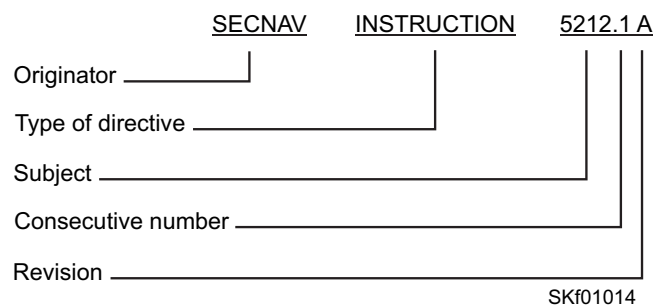
The following comments explain the directive identification symbols identified as SECNAVINST 5212.1.

- **SECNAV** is the abbreviation of the Secretary of the Navy, who is the issuing authority of this particular directive.
- **INST** (instruction) identifies the type of directive.
- **5212** is the identification code or the file number. (*Department of the Navy File Maintenance Procedures and Standard Subject Identification Codes*, SECNAVINST 5210.11, contains a list of appropriate code numbers to be used with directives. According to that instruction, the identification code 5212 indicates that the subject matter of the directive is Records Disposal System. If a letter precedes the

identification number, it indicates the security classification of a classified directive; for example, C indicates Confidential and S indicates Secret [C5212.1 or S5212.1]. Top Secret material is excluded from this system.)

- **1** is the consecutive number of the instruction. (In this case, .1 is the first directive to be issued under this subject by this command. The issuing authority assigns a consecutive number, in numerical sequence, to each instruction issued under the same subject identification code, regardless of its security classification. The consecutive numbers that are later canceled are not reused. The consecutive number always follows the identification code, separated by a period. [NOTE: Notices are not assigned consecutive numbers; they are identified by an issuing date.] When an instruction is revised, the same subject identification code and consecutive number contained on the directive being revised remains the same.)
- **C** is the revision of this particular instruction. (A capital letter [beginning with the letter A] is added after the consecutive number to indicate the revision. For example, the first revision is A; the second revision is B, etc.)

The following example is given to show an



identifying symbol assigned to a directive.

DIRECTIVE DISTRIBUTION

The drafter of a directive has the primary responsibility to determine the distribution requirement. Since it is essential that policy and procedural directives receive proper distribution, the drafter must check the appropriate distribution list to ensure proper dissemination.

The distribution list is a list of the action and information addressees of a directive. These addressees are selected on the basis of a need to act or a

need to know. Each activity preparing directives is required to prepare a distribution list.

The distribution list normally consists of specific lists for internal distribution, distribution to higher authority, and distribution to activities of the same type. The distribution list may also indicate the number of copies that should be forwarded to an activity, a department, or a division.

NAVAL MESSAGES

A naval message is an official communication transmitted by rapid electrical means. It is used for urgent communications where speed is of primary importance. A message should not be used when the necessary information can reach its destination by letter in time for proper action.

As a drafter of messages, you must prepare messages in the proper format and follow basic procedures. As a reader of messages, you must understand message format and content.

This section discusses message types, message responsibilities, message format, message readdressal, and MINIMIZE condition.

MESSAGE TYPES

There are four types of narrative messages: single address, multiple address, book, and general. These may be either classified or unclassified. Table 1-1 shows how these messages are used.

As a Mineman, you normally come in contact only with single-address, multiple-address, and general messages. When you draft messages, they will usually be in single- or multiple-address form.

MESSAGE RESPONSIBILITIES

As a Mineman, your specific responsibilities concerning messages will depend on your involvement with each message. You may be the originator, the drafter, the releaser, or the addressee (receiver) of the message. These responsibilities are described in the following paragraphs.

Originator

The message originator is the authority (command or activity) in whose name a message is sent. The originator is responsible for the functions of the drafter and the releaser.

Drafter

The drafter composes the message. Among all personnel involved with message management, the drafter is the key to an effective program. Required to have the most detailed knowledge and understanding of basic message procedures, the drafter is responsible for the following message elements:

- Ensuring the proper addressees
- Composing a clear and concise text

Table 1-1.—Message Types

TYPE OF MESSAGE	ADDRESSES USED
Single address	Has only one address, either action (TO addressee) or information (INFO addressee).
Multiple address	Has two or more addresses, action or information or both, and the drafter deems that each addressee should know of the other addresses.
Book	Has two or more addresses but the drafter deems that no addressee needs to know of the other addresses (i.e., a commercial contract bid).
General	Is designed to meet recurring requirements for disseminating information to a wide, predetermined standard distribution. Because the title (i.e., ALCOM, ALMILACT, NAVOP) indicates the distribution, it serves as the address designation in the address line of the message heading. To attain uniformity of format with Joint procedures, a title line is assigned. A consecutive three-digit serial number, followed by a single slant and the last digits of the calendar year, is typed immediately after the message title (i.e., ALCOM 012/93). The general message title, the number, and the year stand alone on the line after the classification line but before the subject line.

- Applying the proper security classification, special-handling, and declassification markings required by SECNAVINST 5510.36
- Selecting the appropriate precedence
- Coordinating message staffing
- Ensuring that the message is correctly formatted and is error free
- Ensuring the proper use and selection of appropriate message-handling instructions

Releaser

The message releaser is authorized to release a message for transmission in the name of the originator. In addition to validating the contents of the message, the releaser's signature affirms compliance with message-drafting instructions contained in *Telecommunications Users Manual*, NTP 3, and related publications. It is the releaser's signature that authorizes transmission of the message.

Addressee

The addressee's responsibilities depend on whether the addressee is an action or information addressee. For an action addressee, the message may require an immediate response or action. For an information addressee, the message will not normally require any action. In either case, the message may need to be readdressed to another activity, which is discussed later.

MESSAGE FORMAT

Naval messages are now being prepared on diskettes, using the MTF Editor software. The greatest difference between diskette message preparation and the previous methods is the use of a personal computer and the medium (diskette) for storing and delivering the message.

Diskettes, containing messages, must be compatible with formats cited in MIL-STD 1832, as applicable to Navy users. Any diskette received at a naval telecommunications center (NTCC) or an AUTODIN gateway terminal (Gateguard System) that cannot be read because of incompatible media or diskette file format will be rejected.

Gateguard is a backside AUTODIN terminal that provides a command's automated information system (AIS) with both an on-line communication gateway to

AUTODIN and a guard device that provides security isolation protection between networks. This circuit is used to move a command's outgoing AUTODIN messages from a connected AIS to Gateguard for onward routing to AUTODIN. When so directed by the operator, Gateguard attempts to establish a logical connection with the attached AIS. Once the link is established, messages are transferred to the AIS as soon as they become available.

Office Codes

Office codes will be used with all Navy shore activity plain-language addressees (PLAs), including those in the From line. An office code will immediately follow the PLA and will be enclosed by double forward slash (//). See figure 1-1. There is no limit on the number of office codes that can be used with a PLA.

Message Precedence

The message precedence indicates a desired writer-to-reader time. To the telecommunications center, the precedence indicates the relative order of processing and delivery. The precedence of an in-coming message has no direct effect on the time in which a reply must be sent or on the precedence assigned to that reply.

There are four precedence categories: ROUTINE, PRIORITY, IMMEDIATE, and FLASH. The drafter is responsible for determining the precedence, although the releaser may change the precedence assignment. For the precedence system to work properly, precedence assignment must be based on the urgency, rather than on the importance, of the subject. The time element involved, including the time difference between widely separated geographical areas, must also be considered. Complete information and examples of each type of precedence are contained in NTP 3. The four precedence categories are shown in table 1-2.

Speed-of-Service Objectives

The goal of the speed-of-service (SOS) objectives is to provide the most rapid communications support possible. These objectives apply to the total elapsed communications-handling time from the time of file at the message originator's telecommunications center to the time of receipt at the addressee's telecommunications center. SOS objectives are shown in table 1-3.

291936Z MAY 93
 FM CNO WASHINGTON DC//NN//
 TO COMINWARCOM CORPUS CHRISTI TX//00//
 INFO COMOMAG CORPUS CHRISTI TX//00//
 BT
 UNCLAS//N02300//
 MSGID/GENADMIN/CNO//
 SUBJ/UNDERWATER MINES//
 REF/A/RMJ/COMOMAG CORPUS CHRISTI TX//201311DEC92//
 REF/B/DOC/CNO/01JUL91//
 REF/C/PHONCON/OPNAV 85/20DEC92//
 NARR/ REF A REQ ASSISTANCE IN DRAFTING GENADMIN MSG. REF B IS ACP 121,US
 SUPP-1(F). REF C IS TELCON BETWEEN OPNAV/LT PISTOL AND COMOMAG/ENS BOAT.//
 POC/MR. DOOR/-/DSN 229-0547-N311B/202-282-0547.//
 RMKS/1. THE UNIQUE MESSAGE IDENTIFIER GENADMIN DISTINGUISHES THIS MESSAGE
 FORMAT FROM ALL OTHER FORMATTED MESSAGES.//

Figure 1-1.—GENADMIN message format.

Table 1-2.—Message Precedence Categories

Precedence Category	Purpose
ROUTINE	Assigned to all types of traffic that justify electrical transmission, but are not of sufficient urgency to require a higher precedence. Identified by the prosign R .
PRIORITY	Reserved for messages that require expeditious action by the addressees and/or that furnish essential information for the conduct of operations in progress when ROUTINE will not suffice. Highest precedence normally authorized for administrative messages. Identified by the prosign P .
IMMEDIATE	Reserved for messages relating to situations that gravely affect the national forces or populace and that require immediate delivery to addressees. Identify by the prosign O .
FLASH	Reserved for initial enemy contact messages or operational combat messages of extreme urgency. Brevity is mandatory. Identified by the prosign Z .

Table 1-3.—Speed-of-Service Objectives

Precedence	Prosign	Objective
FLASH	Z	As rapidly as possible, with an objective of less than 10 minutes.
IMMEDIATE	O	30 minutes
PRIORITY	P	3 hours
ROUTINE	R	6 hours

Message Date-Time-Group

The message date-time-group (DTG) is assigned for identification and file purposes only. The numerical portion has six digits: the first two are the day, the second two are the hour, and the third two are the minutes. This portion is followed by the zone suffix, the month, and the year (i.e., 291936ZMAY03).

- The zone suffix ZULU (Z) stands for Greenwich mean time. It is used as the universal time for all messages, except where theater or area commanders prescribe the use of local time for local tactical situations. (NOTE: The times 2400Z and 0000Z are not used to indicate a particular time; instead, either 2359Z or 0001Z is used, as appropriate.)
- The month is expressed by its first three letters.
- The year is expressed by its last two digits.

MESSAGE READDRESSAL

A message readdressal is a message that is transmitted to an activity that was not an original addressee. This is a frequent occurrence. The originator or the action addressee of a message may readdress a message for action or information to another activity; however, an information addressee may readdress a message for information purposes only.

MINIMIZE CONDITION

When an actual or simulated emergency arises or is anticipated, it may become necessary to reduce the volume of record and/or voice communications ordinarily transmitted over U.S. military-owned or -leased telecommunications facilities. This action, known as MINIMIZE, is designed to clear communications networks of all traffic whose urgency does not require transmission by electrical means during MINIMIZE. Only traffic of a precedence that concerns mission accomplishment or safety of life is considered essential and, therefore, requires electronic transmission.

Commanders at any level have the authority to impose MINIMIZE within their command or area of command responsibility. The authority to impose MINIMIZE is further discussed in *Allied Communications Publication*, ACP 121, U.S. Supplement 1.

When MINIMIZE is in effect, the releasing officer shall review all record traffic that has not been released or has been released but not yet received at the serving telecommunications center to ensure that the last line of text contain the words "Release by name and rank/grade."

CLASSIFIED INFORMATION

Proper security classification of correspondence is a serious problem in the Navy, largely because of overclassification. You, as the writer, should ensure that any assigned classification is justified by a genuine need. There are no simple rules for security. You must digest the various policy directives and then apply common sense.

Correspondence does not need to be classified according to the classification of its references unless it reveals a significant part of the content of the references. If the correspondence is classified, the classification is indicated on the rough draft, and the draft is handled as required by that classification.

Each piece of correspondence should be assigned the lowest classification consistent with the proper protection of the defense information contained in it. Correspondence and documents should be classified according to their relationship to other documents. This procedure is particularly important when documents are part of a series. Different paragraphs or actions of a single document may contain different classifications. However, the document must bear the highest overall classification it contains.

This section discusses classified material categories and classified material markings.

CLASSIFIED MATERIAL CATEGORIES

Information that requires protection against unauthorized disclosure in the interest of national security must be classified with one of only three designations: Top Secret, Secret, or Confidential. The handling markings For Official Use Only (FOUO) and Limited Official Use (LOU) cannot be used to identify classified information, nor can modifying terms be used with authorized classification designations, such as Secret Sensitive. Table 1-4 shows these classifications and for which kind of information they are used.

Regulations and guidance for classifying and safeguarding information are contained in *Department of the Navy (DON) Information Security Program*

Table 1-4.—Classification Parameters

Classification	Use
Top Secret	Information or material that with unauthorized disclosure could result in exceptionally grave damage to the national security.
Secret	Information or material that with unauthorized disclosure could result in serious damage to the national security.
Confidential	Information or material that with unauthorized disclosure could reasonably be expected to cause damage to the national security.

(ISP) Regulation, SECNAVINST 5510.36. Guidelines concerning classifying and safeguarding mine warfare information and material are contained in *Department of the Navy Security Classification Guidance for Mine Warfare Programs*, OPNAVINST C5513.7.

CLASSIFIED MATERIAL MARKING

The purpose of marking classified material is to inform the holder of the classification level and the degree of protection required of the material and to assist in extracting, paraphrasing, downgrading, and declassifying actions. Therefore, all classified material must be marked in a manner that leaves no doubt about the level of classification assigned to the material, which parts contain or reveal classified information, how long the material must remain classified, and any additional measures necessary to protect the material.

Basic Markings

The basic markings are placed on the first page of classified correspondence. The overall classification is typed at the upper left of the first page. It is stamped at both top and bottom centers of the page. The classification authority, downgrading, and declassification instructions are placed at the lower left of the page.

On the second and succeeding pages, the classification is stamped at both top and bottom centers of the page. The classification may be the overall classification of the document or the highest classification of the information on the page.

Portion Marking

Each portion of a classified document (section, part, paragraph, or subparagraph) is marked to show its level of classification or nonclassification. This requirement eliminates any doubt as to which portions of a document contain or reveal information requiring protection. The appropriate symbol is placed immediately following the portion letter or number, or

in the absence of letters or numbers, immediately before the beginning of the portion. The symbols are (TS) for Top Secret, (S) for Secret, (C) for Confidential, and (U) for Unclassified. The handling marking (FOUO) is used to denote information that is For Official Use Only.

Subjects and Titles

Subjects and titles of documents are unclassified whenever possible to simplify referencing them in unclassified documents or indexes. A subject or a title is marked with the appropriate symbol immediately following the subject or the title.

Upgrading, Downgrading, or Declassifying

Upon notification that information has been upgraded or that downgrading or declassification instructions have been changed, the holder must promptly and conspicuously mark the material containing the information. This annotation must indicate the change, the authority for the action, the date of the action, and the identity of the person making the change. Old markings should be canceled, if practicable; however, as a minimum, the new classification, including Unclassified, is placed on the cover and on the first page.

The standard classification, downgrading, and declassification markings that are placed on all classified material are as follows:

Classified by _____ (Note 1)

Declassify on _____(Note 2)

Downgrade to _____ (Note 3)

U.S. documents containing foreign government information are marked as follows:

Classified by _____ (Note 4)

Declassify on _____ (Note 5)

NOTE 1. If it is the original classification, the identification of the original classification authority is inserted. If more than one source is applicable, the words **Multiple Sources** are inserted.

NOTE 2. The specific date or event certain to occur is inserted. If a specific date or event cannot be determined, the notation **Originating Agency's Determination Required** or **OADR** is used.

NOTE 3. This marking is used only when downgrading is applicable. For example, a particular Secret document should be downgraded to Confidential on 31 December 2003. Therefore, this block will state **Downgrade to Confidential on 31 Dec 2003**.

NOTE 4. The identity of the foreign government or the international organization, the source document, the memorandum of understanding, or the classification guide is inserted.

NOTE 5. The notation **Originating Agency's Determination Required** or **OADR** is inserted.

For further instructions on classified information procedures, refer to SECNAVINST 5510.36.

ROUTING AND HANDLING OF OFFICIAL CORRESPONDENCE

The fact that official correspondence is originated implies that information is being requested or furnished. It follows that unless this information is properly disseminated, the mere origination of the correspondence accomplishes very little. Correspondence that requests a report does not produce the report unless the person responsible for its preparation receives the request.

The responsibility for the dissemination and proper handling of official correspondence is assigned to the administrative department of a mine shop. In many instances, an MN3 or an MN2 is assigned to this department. In the case of a small mine shop, the MN2 or the MN1 may even be the head of the administrative department. For that reason, it is essential that you, as a Mineman, understand how to handle incoming and outgoing correspondence.

This section discusses incoming and outgoing correspondence and the Navy filing system.

INCOMING CORRESPONDENCE

Official correspondence, received by the administrative department, should ultimately become a part of the permanent records of the command. The routing required between the receipt and the filing of the correspondence depends on the type of information furnished and any action required. Local procedures usually prescribe a standard routing for all incoming correspondence in addition to those individuals primarily concerned with the correspondence.

A route sheet is normally used to ensure the proper routing of correspondence that requires action. (It is often used for all correspondence, including information only as well as action.) This form is prepared in duplicate, with the original route sheet attached to the correspondence to be routed and the duplicate route sheet retained in the administrative office. As the correspondence progresses through the routing indicated, appropriate action is taken and the routing sheet is initialed by the responsible individuals. When the routing is complete, the correspondence, with the original route sheet, is returned to the administrative department for filing.

The routing may be placed on the correspondence itself if the correspondence is only for information. This may be accomplished by the use of a route stamp similar to that shown in table 1-5.

OUTGOING CORRESPONDENCE

Outgoing correspondence is prepared by the correspondence organizational component by using a rough draft prepared by the originator. The correspondence file that accompanies the letter to be signed is arranged according to the instructions of the signing official.

Table 1-5.—Route Stamp Example

SYMBOL	INITIALS	DATE
00		
01		
02		
03		
04		
41		
42		
FILE		

The letter is then presented to the appropriate official for signature. After the correspondence is signed, it is dated with the date on which it is signed, the file copies are removed for filing, and the correspondence is forwarded to the appropriate addressees.

FILING SYSTEM

The size and complexity of the Navy demands standard methods for filing paperwork. Standardization within the Navy also enables administrative personnel to leave one duty station and report to another without having to learn a different filing system. (The same principle applies to the Mine Force: personnel may leave one mine shop and report to another without having to learn a different filing system.) For these reasons, the Navy has established a coding system the *Department of the Navy Standard Subject Identification Codes*, SECNAVINST 5210.11. These codes are required on all Navy and Marine Corps letters, messages, directives, forms, and reports.

A standard subject identification code (SSIC) is a four- or five-digit number that represents the document's subject. The use of SSICs provides a tested method for filing documents consistently and

retrieving them quickly. SSICs are broken down into 13 major groups as shown in table 1-6.

These 13 major groups are broken down into primary, secondary, and tertiary subdivisions. For example:

8000 – Ordnance Material (major group)

8500 – Underwater Ordnance (general primary group)

8510 – Torpedoes (secondary group)

8550 – Mines (secondary group)

8551 – Aircraft Laid (tertiary group)

8553 – Submarine Laid (tertiary group)

The file arrangement within any office depends on the mission of the command and the volume of its official correspondence. General correspondence is normally stored in metal file cabinets. This includes letters and memorandums received or originated by the command. Messages are also kept in these files.

Folders are used to keep correspondence orderly in the files. Standard file folders are available in two sizes: letter size and legal size. The total number of folders and the appropriate primary, secondary, and tertiary subject identification numbers (or the

Table 1-6.—Standard Subject Identification Code Groupings

SSIC	SUBJECT
1000-1999	Military Personnel
2000-2999	Telecommunications
3000-3999	Operations and Readiness
4000-4999	Logistics
5000-5999	General Administration and Management
6000-6999	Medicine and Dentistry
7000-7999	Financial Management
8000-8999	Ordnance Material
9000-9999	Ships Design and Material
10000-10999	General Material
11000-11999	Facilities and Activities Ashore
12000-12999	Civilian Personnel
13000-13999	Aeronautical and Astronautical Material

name-title symbols) to be used are determined by the volume of written matter in each category to be filed. There may be no need to establish any folders on some major series groups, while other groups may require several folders broken down to primary, secondary, and tertiary subgroupings.

For further information on setting up and using correspondence files, consult SECNAVINST 5210.11.

AUTOMATED DATA-PROCESSING EQUIPMENT

The use of computers for office information systems has grown tremendously within the last 10 years. They can be used to perform many tasks that would normally consume hours of work each time a document or a page needed to be retyped.

By using word-processing equipment, you can create letters, memorandums, forms, and other documents that once had to be typed on a typewriter. Once the information has been created, you can save it on a disk for future use—you do not have to recreate it at a later date if you need it again. If any information needs to be changed, you can make corrections, rearrange paragraphs, or change the document in any manner, depending on the action required.

Never before has technology reached the point where whole instructions, letters, and large quantities of classified information could be placed in so small an area. The possibility that information can be lost or stolen because of improper safeguards and misuse is an ever-present danger. Automated data-processing (ADP) equipment is an invaluable asset in time savings. It is up to you to ensure that it is properly used and protected.

This section discusses proper use, care and maintenance, protection, and security of ADP equipment.

ADP EQUIPMENT USE

The first and foremost thing to remember is that word-processing systems are to be used for official business only. They are not for your own personal use or for playing games during your breaks. It is your responsibility to ensure that there is no unauthorized use of the equipment. The unauthorized use of computer disks can possibly result in computer viruses, which are destructive program intrusions that can destroy, modify, disclose, or deny use of the equipment.

The systems you will work with are microcomputers. They can be programmed, but it is not a necessity. Primarily, you will use packaged or off-the-shelf programs designed for specific applications. You will use three basic programs: word processing, data management, and spreadsheets.

Word-Processing Programs

You can use word-processing programs for any function that involves text, such as letters, memorandums, forms, and so forth. You can also edit, store, retrieve, and print the text. Using these functions, you can delete lines, sentences, and paragraphs. You can move paragraphs from one part of the text to another or to a completely different document. Word processing is particularly useful for text documents that are repetitive or that require many revisions. It saves much document retyping.

Data-Management Programs

Data-management programs allow you to enter and retrieve data in a variety of ways. You enter the data into the computer, where it is stored on a disk. Once the file is stored on the disk, you can retrieve it by searching the records. Also, you can print specific fields from the file. For example, you can print a command roster with name, rank, and social security number, or you can print the names in alphabetical order. You can also generate reports by specifying what records you want to use, what data you want from those records, and whether you want data from more than one record to be combined with other records. This program is extremely useful in the administrative and supply areas.

Spreadsheet Programs

Spreadsheet programs are tables of rows and columns of numbers that allow you to specify needed calculations. You enter the basic information into the appropriate row or column, and the program does all the calculations automatically.

ADP EQUIPMENT CARE AND MAINTENANCE

ADP equipment is normally covered by a maintenance contract to ensure that any system that fails is corrected only by authorized maintenance personnel. Do not, under any circumstances, try to repair the system yourself.

ADP equipment is well designed and does not require a lot of maintenance. Periodically, you should clean, dust, and wipe fingerprints from the monitor screen and the cabinet. When you clean the equipment, use the following procedures:

1. Ensure that the power is turned off before you start to clean the equipment.
2. Use a cloth that is lightly dampened with water or a specified cleaning solution.
3. Do NOT use spray liquids or soaking-wet cloths.
4. Do NOT attempt to clean the storage disks.
5. Use only the authorized cleaning kit to clean the disk drives.
6. Ensure that all equipment is completely dry before reapplying power to the system.

The most common problem experienced with computer systems is the buildup of dust over a period of time. To avoid this problem, keep the keyboard, the computer, and the monitor covered when they are not in use.

ADP EQUIPMENT PROTECTION

Two things your ADP system requires protection from are people and environmental threats. People pose threats to your system through unauthorized use by untrained personnel or by smoking, drinking, or eating around the computer. The proper training of personnel who use the equipment is mandatory. Environmental threats are dust, dirt, power surges, power failures, heat, humidity, and so forth.

As a computer operator, you are responsible for the protection of your hardware and software from misuse and improper handling. Without proper protective measures, many hours of work and research can be lost in an instant. The following paragraphs discuss some of the steps necessary to ensure that your hardware and software are properly protected.

Hardware Protection

The term *computer hardware* refers to the components of your computer system. They include a display monitor, a keyboard, a computer processing unit (CPU), and one or more printers. Proper precautions for your ADP equipment is essential for protection against catastrophes or mishaps. The use of

the following steps will help to stop some problems before they become mishaps:

- Always operate the equipment in the temperature range the manufacturer specifies.
- Always use a voltage regulator or a power line filter in areas where there are frequent power fluctuations.
- Always cover equipment, when it is not in use, with plastic covers to protect against dust accumulation and water damage.
- Always put equipment on a secure, stable surface never on a flimsy table.
- NEVER place equipment under overhead plumbing or sprinkler systems.
- NEVER eat, smoke, or drink around the equipment.

Software Protection

The term *computer software* refers to the floppy disks on which you store your information. The disk can store large amounts of data, but it can easily be destroyed or distorted through mishandling or misuse. The use of the following steps will help to reduce the chances of losing stored data:

- Always ensure that all disks are properly labeled as to their contents.
- Always make a backup copy of a disk that contains information of continuing importance.
- NEVER write on the label once it is placed on a disk.
- NEVER store disks in direct sunlight or in high-temperature areas.
- NEVER place disks near magnetic sources (such as a radio) or recording devices.
- NEVER allow eating, drinking, or smoking around disk-storage areas.
- NEVER touch the exposed surface of a disk.
- NEVER fold, bend, staple, paper clip, or band disks together.

Eventually, all disks wear out. However, with proper care and handling, your disks will normally last a long time, and any information stored on them will be accessible when needed.

ADP EQUIPMENT SECURITY

Security has been, is, and always will be a major concern in the Navy. Security is everyone's responsibility. You play an important part in your command's security program by protecting and safeguarding your computer hardware and software.

Hardware Security

Your workspace normally provides sufficient physical security to protect against unauthorized access and theft of material. Where possible, access to spaces where computer hardware is stored and operated is restricted to authorized personnel only. If, at any time, unauthorized personnel require access to the area, ensure that proper safeguards are used to protect your equipment. At the completion of a normal workday or when your activity is not manned, ensure that all computer hardware is stored in a secure area to prevent access by unauthorized personnel.

Software Security

The primary storage location for information is the floppy disk. The disks that you normally use are not much more than 3 ½ inches in diameter. Their small size makes them easily hidden. It is also easy for anyone to make copies of disks. All computer software must be given proper safeguard to prevent theft, loss, or destruction. The following actions are a partial list of security requirements:

- Always attach an external label to all disks to reflect the security classification of the material on individual disks. See figure 1-2.
- Always, to limit access, store all disks in a secure container when they are not in use.

Remember, once you lose the information on a disk, it is unlikely that it can be retrieved. It usually

must be retyped. It is up to you to ensure the proper care and maintenance of all disks that you use to preclude any unwarranted problems.

For further information regarding ADP procedures, consult *Utilization of Automated Information Systems (AIS) COMOMAGINST 5230.1*.

PUBLICATIONS MAINTENANCE

You, as a Mineman, use many different publications that apply to your job. Now it is your job to ensure that these publications are properly maintained and updated and that a full allowance is on board according to the mine bill of material (MBOM).

A publication may contain anything from the description of a weapons system, to test procedures, to a parts breakdown, to information on ordering needed parts. Without proper maintenance of these publications, erroneous or outdated information could be used.

This section discusses publication changes and technical manual reports.

PUBLICATION CHANGES

Publications are updated by the issuance of changes and revisions. These modifications ensure that the publication is technically correct, accurate, and adequate for its intended use. Publication changes include advance change notices, permanent changes, and revisions.

Advance Change Notice

An advance change notice (ACN) permits rapid response to technical difficulties encountered in the fleet's use of a publication. Its incorporation into the publication is mandatory.



Figure 1-2.—Security classification labels.

An ACN is prepared by the activity that has the responsibility for the publication. It is sent by letter or naval message, depending on the urgency and the amount of information involved. The ACN directs you to a specific chapter, section, part, page, paragraph, sentence, figure, or table and provides the exact information that must be added, substituted, or deleted.

An ACN is identified by a number and a letter, separated by a diagonal (i.e., ACN 4/C). As exemplified, the number before the diagonal (4) indicates the fourth ACN released since the last permanent change. The letter after the diagonal (C) indicates the next permanent change which, in this example, is the third.

When you receive an ACN, ensure that the title and the number are the same as those on the publication. ACN action may be made by pen and ink, cut-and-tape insertions, or page changes. After you have completed the change, record the entry in the front of the publication on the Record of Changes page. The ACN will be incorporated into the next permanent change or revision of the publication.

Permanent Change

A permanent change is prepared by the activity having cognizance of the publication. It is used to correct reported deficiencies, incorporate ACNs, add new procedures, or change existing procedures. A permanent change is a package that contains one or more complete page replacements or additions, the instructions for making the changes, a new title page, and a list of effective pages.

When you receive a permanent change, ensure that it is complete. Follow the instructions on the change sheet and remove and/or replace the affected pages. After you have made the change to the publication, record the change on the Record of Changes page and then destroy all the removed pages by following local disposal instructions.

Revision

A revision supersedes an existing edition of a publication. It is usually published when an existing publication has several permanent changes already issued and/or when an additional change would reduce the usability of the publication. A revision is issued as a complete publication, or a volume of a publication, and supersedes all previous issues, ACNs, and permanent changes. When you receive a revision, the superseded

publication may then be destroyed according to local disposal procedures.

TECHNICAL MANUAL DEFICIENCY/ EVALUATION REPORT

The NAVSEA (User) Technical Manual Deficiency/Evaluation Report (NAVSEA 9086/10) is used to report problems in the various publications that you use.

Naval messages may also be used to report an emergency technical manual (TM) deficiency. Such a case may be where a TM deficiency could possibly lead to personal harm or serious equipment damage, or it could possibly adversely affect the ship's mission. There is no set format for reporting by naval messages; however, you should include the information listed on a NAVSEA 9086/10 form.

Naval Sea Data Support Activity, Port Hueneme, California, records and monitors all TM deficiency reports to ensure timely response. Never hesitate to report a TM deficiency. This will ensure that the next issue of the TM is correct and that the next person using the TM will be working with the best information available.

RECOMMENDED READING LIST

NOTE: Although the following references were current when this NRTC was published, their continued currency cannot be assured. When consulting these references, keep in mind that they may have been revised to reflect new technology or revised methods, practices, or procedures. Therefore, you need to ensure that you are studying the latest revision.

Department of the Navy Correspondence Manual,
SECNAVINST 5216.5, Secretary of the Navy,
Washington, DC, 1996.

Department of the Navy Directives Issuance System,
SECNAVINST 5215.1, Secretary of the Navy,
Washington, DC, 1970.

*Department of the Navy File Maintenance Procedures
and Standard Subject Identification Codes*,
SECNAVINST 5210.11, Secretary of the Navy,
Washington, DC, 1987.

*Department of the Navy (DON) Information Security
Program (ISP) Regulation*, SECNAVINST
5510.36, Chief of Naval Operations, Washington,
DC, 1999.

Technical Manual for Underwater Mine Maintenance System, SW550-FO-PMS-101, Naval Mine Warfare Engineering Activity, Yorktown, VA, 1990.

Telecommunications Users Manual, NTP 3(I), Naval Computer and Telecommunications Command, Washington, DC, 1993.

Utilization of Automated Information Systems (AIS), COMOMAGINST 5230.1, Corpus Christi, TX, 1995.

CHAPTER 2

SUPPLY PROCEDURES

LEARNING OBJECTIVES

Upon completing this chapter, you should be able to do the following:

1. Explain the procedures for material identification used within the Mine Force.
2. Identify the material identification terminology used within the Mine Force.
3. Describe the procurement procedures used within the Mine Force.
4. Describe the procedures for the receipt, custody, and stowage of mine material.
5. Describe the procedures for issue, transfer, survey, and disposition of mine material.
6. Describe the mine inventory management.

As a Mineman, in addition to simply forwarding material requests to the supply department, you are required to screen all material requests to ensure that the material is

- necessary and supports the command's function,
- within the command's allowance requirements, and
- within the command's budget limitations.

You may also be required to assist supply personnel in preparing specific reports, conducting inventories, and determining priorities for requisitions.

Supply personnel cannot do the whole job of requisitioning material. They must first know your requirements and then whether the material is authorized for use. You, as a member of the supply department, should have a good understanding of the procedures required for the procurement of material through Navy supply channels. It is quite possible that, at sometime in the future, you will be in charge of the supply department. Therefore, understanding the procedures, forms, and proper record-keeping techniques is beneficial to both you and your command.

This chapter is not intended to make you an expert in supply matters. Rather, it is designed to give you a basic understanding of supply matters and to provide a better understanding of, and relationship with, the supply department. To do that, this chapter discusses material identification; supply terminology;

procurement responsibility; receipt, custody, and stowage of mine material; material expenditures, material disposition; and inventory management.

MATERIAL IDENTIFICATION

Before you can order and receive material, it must be properly identified. The problem of material identification is not peculiar to the Navy or to any specific military branch. You have probably had experiences of purchasing parts for your car at a store or through a mail order catalog; such items are identified by a catalog or part number. That catalog or part number is the material identification system used by the manufacturer or the supplier, and it is used for the same reason the Navy uses one: to provide a brief and accurate means of identifying specific items of material.

There are over four million items in the Department of Defense (DOD) Supply System. The Navy Supply System (NSS) alone stocks over one million items. Your unit or detachment stocks hundreds, maybe thousands, of items. A common method and a common language have been developed for properly requisitioning a specific item and for ensuring expedient delivery of item requests. Proper item identification and classification are essential to the receipt of the correct material.

This section discusses the Federal Catalog System and the Technical Manual Identification Numbering System.

FEDERAL CATALOG SYSTEM

The Defense Logistics Agency (DLA) administers the Federal Catalog System (FCS) under the direction of the Assistant Secretary of Defense (Installations and Logistics). The FCS encompasses the naming, the description, the classification, and the numbering of all items carried under centralized inventory control by the DOD and the civilian agencies of the federal government, as well as the publication of related identification data.

Only one identification may be used for each item for all supply functions from purchase to final disposal.

The FCS is also used by North Atlantic Treaty Organization (NATO) countries.

Federal Supply Classification System

The Federal Supply Classification (FSC) System is designed to permit the classification of all items of supply used by the federal government. Each item is classified in one, and only one, four-digit. The first two digits denote the federal supply group or major category of commodities. The last two digits denote the class or subdivision within a group. The groups cover a broad range of categories and are further broken down by classes. There are approximately 600 classes assigned. The groups are shown in table 2-1.

Table 2-1.—FSC Groups

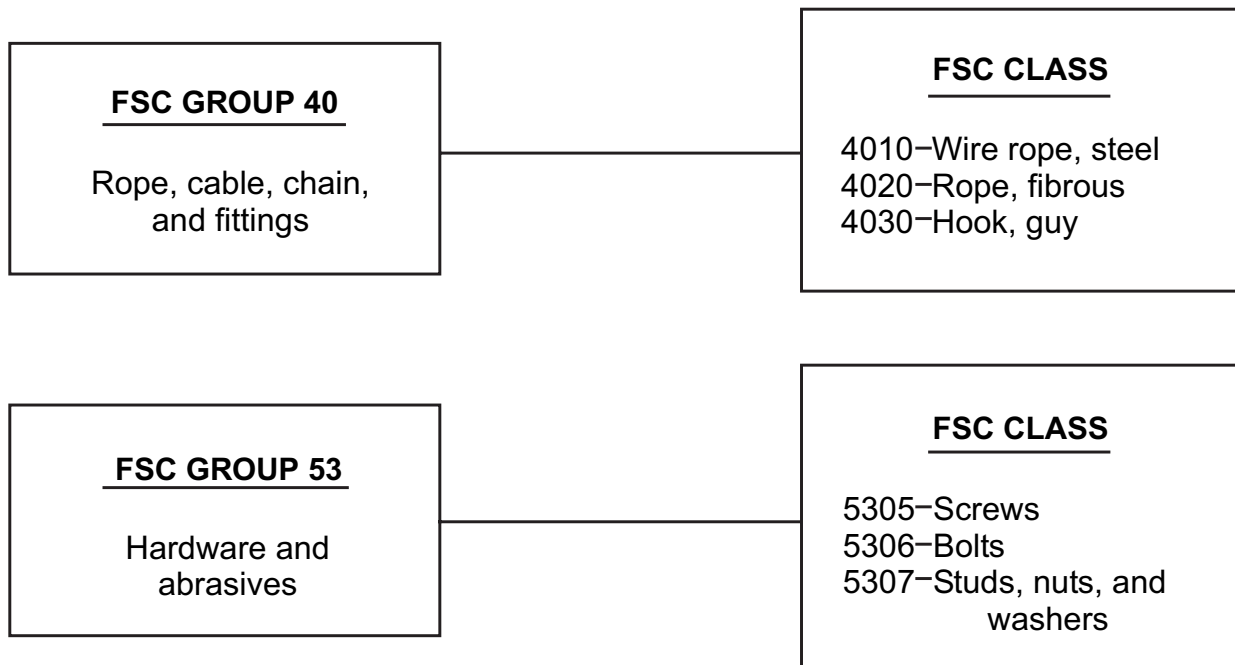
Group	Title
10	Weapons
11	Nuclear ordnance
12	Fire control equipment
13	Ammunition and explosives
14	Guided missiles
15	Aircraft and airframe structural components
16	Aircraft components and accessories
17	Aircraft launching, landing, and ground-handling equipment
18	Space vehicles
19	Ships, small craft, pontoons, and floating docks
20	Ship and marine equipment
21	Unassigned
22	Railway equipment
23	Ground effect vehicles, motor vehicles, trailers, and cycles
24	Tractors
25	Vehicular equipment components
26	Tires and tubes
27	Unassigned
28	Engines, turbines, and components
29	Engine accessories
30	Mechanical power transmission equipment
31	Bearings
32	Woodworking machinery and equipment

Table 2-1.—FSC Groups—Continued

Group	Title
33	Deleted
34	Metalworking
35	Service and trade equipment
36	Special industry machinery
37	Agricultural machinery and equipment
38	Construction, mining, excavating, and highway maintenance equipment
39	Material-handling equipment
40	Rope, cable, chain, and fittings
41	Refrigeration, air conditioning, and air circulating equipment
42	Fire-fighting, rescue, and safety equipment
43	Pumps and compressors
44	Furnace, steam plant and drying equipment, and nuclear reactors
45	Plumbing, heating, and sanitation equipment
46	Water purification and sewage treatment equipment
47	Pipe, tubing, hose, and fittings
48	Valves
49	Maintenance and repair shop equipment
50	Unassigned
51	Hand tools
52	Measuring tools
53	Hardware and abrasives
54	Prefabricated structures and scaffolding
55	Lumber, millwork, plywood, and veneer
56	Construction and building materials
57	Unassigned
58	Communication, detection, and coherent radiation equipment
59	Electrical and electronic equipment components
60	Fiber-optics materials and components
61	Electric wire, and power and distribution equipment
62	Lighting fixtures and lamps
63	Alarm and signal security detection systems
64	Unassigned
65	Medical, dental, and veterinary equipment and supplies
66	Instruments and laboratory equipment

Table 2-1.—FSC Groups—Continued

Group	Title
67	Photographic equipment
68	Chemicals and chemical products
69	Training aids and devices
70	General-purpose automatic data-processing equipment (including hardware, software, supplies, and support equipment)
71	Furniture
72	Household and commercial furnishings and appliances
73	Food preparation and serving equipment
74	Office machines, data-processing equipment, and visible record equipment
75	Office supplies and devices
76	Books, maps, and other publications
77	Musical instruments, phonographs, and home-type radios
78	Recreational and athletic equipment
79	Cleaning equipment and supplies
80	Brushes, paints, sealers, and adhesives
81	Containers, packaging, and packing supplies
82	Unassigned
83	Textiles, leather, furs, apparel, shoes, tents, and flags
84	Clothing, individual equipment, and insignia
85	Toiletries
86	Unassigned
87	Agricultural supplies
88	Live animals
89	Subsistence
90	Unassigned
91	Fuels, lubricants, oils, and waxes
92	Unassigned
93	Nonmetallic fabricated materials
94	Nonmetallic crude material
95	Metal bars, sheets, and shapes
96	Ores, minerals, and their primary products
97	Unassigned
98	Unassigned
99	Miscellaneous



MNF02001

Figure 2-1.—Examples of FSC groups and classes.

The number of classes in each group varies. Each class covers a particular area of commodities, depending on the physical or performance characteristics of commodities or whether the items in the class are usually requisitioned or issued together. Examples of how the classes are used to divide types of material within a stock group are shown in figure 2-1. The stock group and the class together are known as the federal supply classification (FSC).

National Stock Number

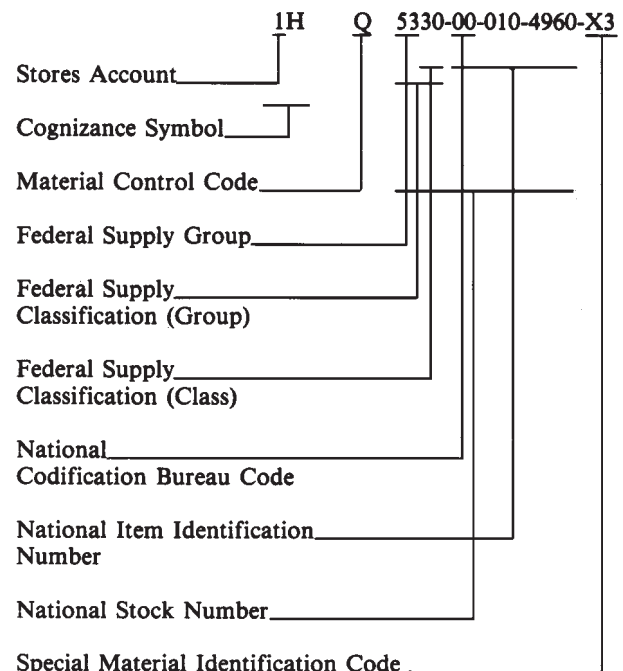
A national stock number (NSN) is a 13-digit number assigned by the Defense Logistics Service Center (DLSC) to identify an item of material in the supply distribution system. It consists of a four-digit FSC and a nine-digit national item identification number (NIIN). The NIIN consists of a two-digit national codification bureau (NCB) code and seven digits which, when used together, uniquely identify each NSN item in the Federal Supply Distribution System (FSDS). See figure 2-2.

Cognizance Symbol

A cognizance (control) symbol is a two-position alphanumeric code that is prefixed to an NSN to identify and designate the cognizant inventory manager who exercises supply management over specified categories of material. The first character of the cognizance symbol identifies the stores account

(Navy stock account [NSA], appropriation purchase account [APA], or none) as follows:

- 0 denotes material not carried in a stores account.
- Even numbers 2, 4, 6, and 8 denote material earned in an appropriation purchase account (APA). (This material is issued without charge to the requisitioner.)



SKF02002

Figure 2-2.—Elements of an NSN.

- Odd numbers 1, 3, 5, and 7 denote material carried in a Navy stock account (NSA). (The requisitioner must pay for this material.)
- 9 denotes Navy-owned material carried in an NSA and managed by the Navy Fleet Material Support Office (FMSO). (The requisitioner must pay for this material.)

The second part of the cognizance symbol is a single-letter code that designates the inventory manager or the inventory control point (ICP) that has cognizance of the material. The most commonly used cognizance symbols within the Mine Force are 2E, 2T, 4E, 6T, 7H, and 7Z. For a complete list of cognizance symbol assignments by the inventory manager, refer to appendix 18 of *Afloat Supply Procedures*, NAVSUP P-485.

Material Control Code

A material control code (MCC) is a single alphabetic character assigned by the inventory manager to segregate items into more manageable groupings (fast, medium, or slow movers) or to relate to field activities special reporting requirements.

National Codification Bureau Code

A national codification bureau (NCB) code is a two-digit code included as the fifth and sixth digits of an NSN or a NATO stock number. It either identifies the country that assigned the stock number or it indicates that the stock number is used by two or more countries. The most commonly used NCB codes within the Mine Force are 00 (United States) and 01 (United States).

National Item Identification Number

A national item identification number (NIIN) is a nine-digit number that identifies each supply item used by the DOD. Although the NIIN is part of the NSN, it is used independently to identify an item. Except for identification lists, most federal supply manual identifier catalogs are arranged in NIIN order. Stock records are also maintained in NIIN order, as are mine bill of material (MBOM) lists.

TECHNICAL MANUAL IDENTIFICATION NUMBERING SYSTEM

The Technical Manual Identification Numbering System (TMINS) is a method of classifying, indexing,

and numbering Navy technical manuals. This system was developed to encourage standardization and modernization. The 13-character alphanumeric system is patterned after the 13-digit NSN and serves both as a technical manual identification number (TMIN) and as a number used to requisition technical manuals.

The 13 characters are the publication identifier, which is divided into two sections. These two sections are the hardware/subject identifier (which contains seven alphanumeric characters) and the technical manual identifier (which contains six alphanumeric characters). These two sections are further divided, as shown in figure 2-3.

Hardware/Subject Identifier

The hardware/subject identifier is divided into blocks 1 through 7, described as follows:

- **Block 1, cognizant command (COG COM):** Indicates the system command that has control of the publication (NAVSEA, NAVAIR, NAVELEX, etc.).
- **Blocks 2 through 5, standard subject classifications code (SSCC):** Identifies the general classification of the subject matter or the commodity.
- **Blocks 6 and 7, subject serial:** Identifies the subject. (Assigned by the cognizant command during the early stages of development or procurement.)

Technical Manual Identifier

The technical manual (TM) identifier is divided into blocks 8 through 13, described as follows:

- **Blocks 8 through 10, TM acronym:** Identifies the type of manual (MMI maintenance manual, intermediate level; MMM maintenance manual, organizational, and intermediate level; etc.).
- **Blocks 11 and 12, TM serial number:** Identifies a specific manual or a separately bound part of the manual.
- **Block 13, TM issue:** Identifies the basic TM or a change.

For further clarification on TM identifiers, see the example in figure 2-3. This example shows that a particular manual is under the cognizance of NAVSEA (S), and is generally related to weapons (W), and is

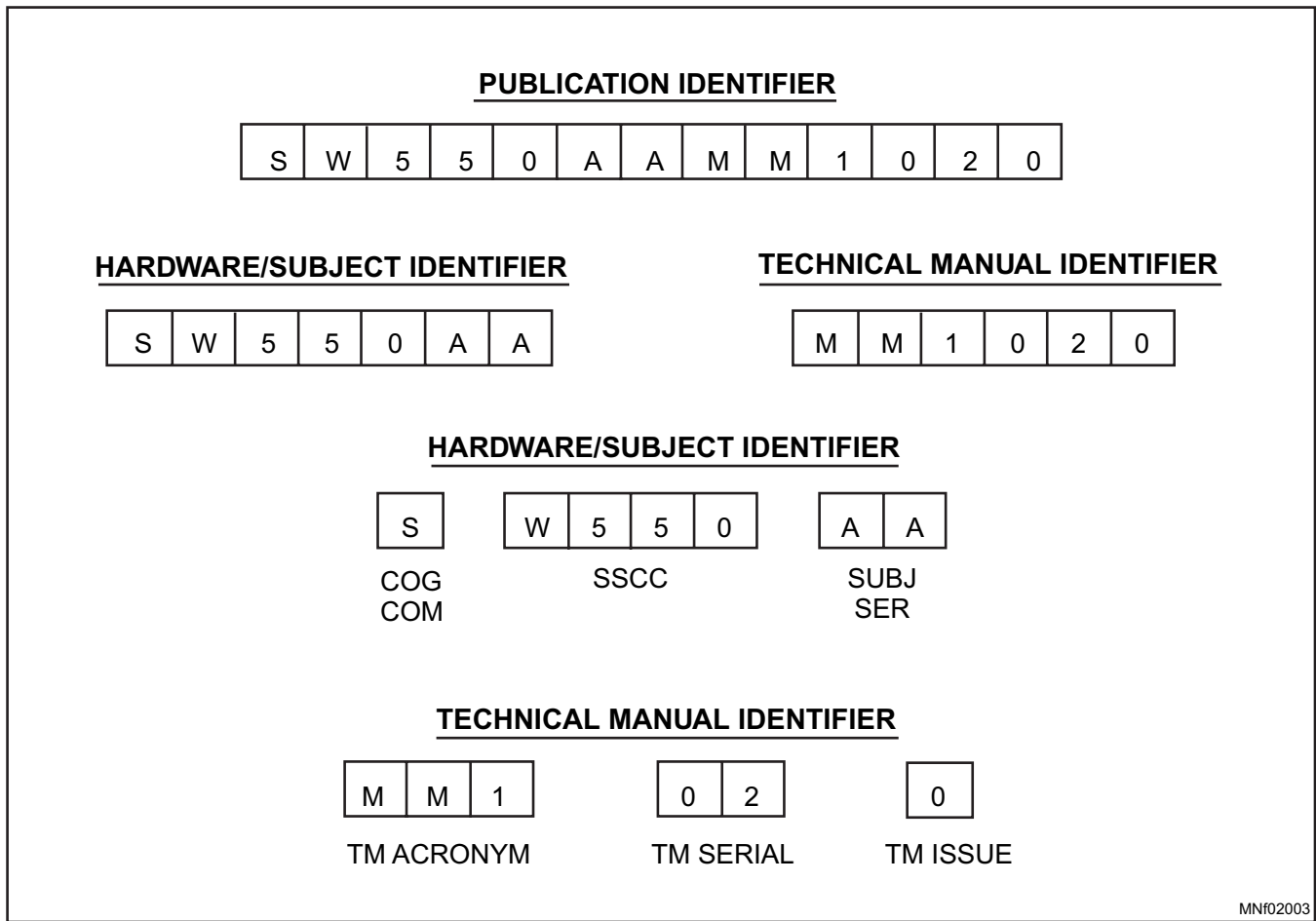


Figure 2-3.—Elements of a TMINS.

related to underwater mines in particular (550). The subject serial assigned by NAVSEA (AA) shows that it is a maintenance manual for use at the intermediate level (MMI), and that it is the second volume (02) of the basic issue (0). For additional information pertaining to TMINS, refer to *Navy Standard Technical Manual Identification Numbering System*, N0000-00-IDX-000/TMINS.

SUPPLY TERMINOLOGY

As a Mineman, it is important for you to have a clear understanding of the terminology used in material identification. The following terms are used to designate types of material and information about material:

- **Material:** Supplies, repair parts, equipment, and equipage used in the Navy.
- **Equipment:** Any functional unit of hull, mechanical, electrical, ordnance, or electronic material that is operated separately or as a component of a system or a subsystem and is

identified by a component identification number (CID), a numerical control code (NCC), an allowance parts list (APL), or a similar designation.

- **Support equipment:** Equipment (such as test equipment, fixtures, hand tools, etc.) required for the maintenance, assembly, disassembly, overhaul, repair, and test or check of the end item.
- **Equipment division:** Breakdown of electrical, electronic, mechanical, pneumatic, and hydraulic military equipment.
 1. **Part:** One piece or two or more pieces joined together that are not normally subject to disassembly without destruction of the designed use (such as electron tube, composition resistor, screw, capacitor, etc.).
 2. **Subassembly:** Two or more parts that form a portion of an assembly or a unit that is replaceable as a whole, but have a part or parts that are individually replaceable (such

as arming device, instrument rack, prepack, anchor, etc.).

3. **Assembly:** A number of parts or subassemblies or any combination thereof joined together to perform a specific function. In the Mine Force, this is a mine.
 4. **Unit:** An assembly or any combination of parts or subassemblies, mounted together, that is normally capable of independent operation in a variety of situations (such as hydraulic jack, electric motor, electronic power supply, electric generator, etc.). The size of an item is a consideration in some cases. An electric motor for a clock may be considered as a unit; it is not normally subject to disassembly.
 5. **Group:** A collection of units, assemblies, or subassemblies that is a subdivision of a set or a system, but is not capable of performing a complete operational function.
- **Equipage:** Non-installed and relatively durable items that are located in operating spaces or other designed areas to support recurring operational, maintenance, or administrative functions or to provide for the health, comfort, or safety of the crew. (Equipage does not include installed mechanical, electrical, ordnance, or electronic equipments, components, or systems.) Chargeable items of equipage are identified in procurement, receipt, and consumption documents by the letter *E* in the second position of the applicable fund code. See *Financial Management of Resources*, NAVSO P-3013-2. Controlled equipage refers to those items of equipage that require special management control because the material is (1) essential for the protection of life or (2) relatively valuable and easily convertible to personal use. Generally, controlled equipage is carried on board in allowance quantities only. It requires special inventory control according to chapter 6 of NAVSUP P-485. Items classified as controlled equipage are listed in appendix 11 of NAVSUP P-485.
 - **Repair part:** Any item (including modules and consumable materials) that has an application and appears in an APL, a stock number sequence list (SNSL), an integrated stock list (ISL), or a manufacturer's handbook.
 - **Consumables:** Administrative and house-keeping items, common tools, paints (not associated with the maintenance of mines), cognizance symbol II forms, or any other items not specifically defined as equipage or repair parts.
 - **End item:** A combination of products, component parts, or materials that is ready for its final intended use.
 - **Replacement item:** A different item supplied as a spare or repair part in place of the originally used part. Replacement items are not necessarily interchangeable with the items they replace; they may be of better quality or may have greater capacity than the items replaced. Replacement items are not substitutes because they are supplied on a continuing basis.
 - **Equivalent item:** An item that is similar to another item to the extent that its characteristics are in strict compliance with drawings, specifications, standards, performance qualification tests, within limits, or tolerances and compounds specified therein. Repairable assemblies are equivalent only if their "purchased repairable parts" and performance are also equivalent.
 - **Interchangeable item:** A non-equivalent item that is used in place of another item in all applications.
 - **Substitute item:** An item authorized for a one-time use in place of another item, based on a specific application and request. (Equivalent and interchangeable items are not included in this category.) No substitute will be used that might adversely affect any one of the following factors: (1) safety of flight; (2) efficient functioning of performance of any aircraft, engine, accessory, or equipment; (3) manufacturer's guarantee or warranty; (4) delicate, sensitive, or critical assemblies; or (5) assemblies subject to environmental conditions, high speed, or high loads.

PROCUREMENT RESPONSIBILITY

Procurement is the act of obtaining materials or services, using appropriate funds, by requisition or open purchase. The most frequently used of these methods is the requisition. The open purchase is used

for procurement of nonstandard material and for emergency requirements.

Each activity is responsible for spending the money made available to it in the most effective way. Although the money is not actual cash, it is available through specific allocated funds or accounts. A careful review of each obligation must be made to ensure that all funds are applied correctly.

As a supervisor, you must ensure that financial obligations made by your command are necessary and are not wasted or misappropriated. The ultimate use of an item must be considered since this generally determines which funds must be used. For example, paint requisitioned for painting office spaces must come from operating target (OPTAR) funds, while paint for mines must be obligated against mine maintenance funds.

This section discusses funds, requirements determination, requisitioning procedures, material obligation validations, and transmittal reports of transaction.

FUND TYPES

The Commander, Mobile Mine Assembly Group (COMOMAG) receives administrative funds from the Commander, Mine Warfare Command (COMINEWARCOM) and provides each mine assembly group (MOMAU) activity with funds each quarter. MOMAU activities are normally authorized two separate funds: OPTAR and mine maintenance. On occasion, a site may be granted a separate fund allocation; when this occurs, the COMOMAG provides specific instructions concerning the use and obligation of the special fund.

Fleet commanders are responsible for funding operational costs associated with MOMAU activities. This includes mine material movement/handling support and travel associated with fleet exercises. Operational funding support from the fleet commanders is passed to the MOMAU in various ways—often by way of reimbursable orders, sometimes through the host activity, and, in the case of travel, direct allocation.

OPTAR Funds

OPTAR funds are allocated for general site support. This support includes items necessary for the day-to-day support of the activity, but not for the direct support of mines, mine components, or mine

maintenance. Examples of OPTAR expenditures include

- cleaning gear,
- office supplies,
- electrical power,
- copier rental fees,
- telephone services,
- water,
- steam/heat, and
- foul weather gear.

Mine Maintenance Funds

Mine maintenance funds are provided for procurement of chargeable mines, mine components, and mine-related material. The funds must be obligated for material in direct support of mine material or maintenance. Examples of mine maintenance expenditures include

- paint and associated equipment,
- hand tools,
- sandpaper and disks, and
- protective clothing.

REQUIREMENTS DETERMINATION

With the rapid changes in the world defense situation, there has been a lot of talk about reducing the defense budget. Every year, funds get tighter and they will continue to be progressively harder to obtain. As a Mineman, you will be expected to maintain the current level of readiness that we now have. Therefore, it is critical to budget accurately and wisely with justification for all of the funds requested.

Budget considerations rest on all personnel at the command. Each area in the budget must be closely reviewed, and accurate estimates must be developed. Allowances must be examined to ensure that mine maintenance funds are not spent for weapons that are no longer required. Costs, associated with upcoming inspections, must be included in the budget. Basically, everything that costs money must be considered.

Routine requirements can be handled on a daily basis by your supply department. Special requirements, on the other hand, may need an additional augmentation of funds to fill requirements.

When allocated funds are determined to be insufficient to meet known requirements, a special request for funds augmentation is forwarded to COMOMAG by letter or message according to instructions in *Mobile Mine Assembly Group Supply Procedures*, COMOMAG/MOMAUINST 4000.1.

REQUISITIONING PROCEDURES

Requisitioning procedures include the use of requisition forms, requisition submission, the Uniform Material Movement and Issue Priority System, open purchase, service market (SERVMART) purchases, requisition logs and files, outstanding requisitions, completed requisitions, and requisition status. This section discusses each of these procedures.

Requisition Forms

There are several methods to requisition material. They include Military Standard Requisitioning and Issue Procedures (MILSTRIP) forms, forms for printing services, forms for work and other services, and letter requisitions.

MILSTRIP FORMS.—MILSTRIP forms are used to order material from the Navy Supply System, other military installations, the Defense Logistics Agency (DLA), and the General Services Administration (GSA). MILSTRIP requisitioning is based on the use of a coded, single-line item document for each supply transaction. For detailed information on MILSTRIP requisitioning, refer to COMOMAG/MOMAUINST 4000.1 and NAVSUP P-485.

The following MILSTRIP forms are the most commonly used in the Mine Force:

- **DD Form 1348 (4- or 6-Part):** The DOD Single-Line Item Requisition System Document (DD Form 1348) (4- or 6-PT) is used for requisitioning standard stock items (items with NSNs or NICNs) that are chargeable to OPTAR, mine maintenance, APA material, or publications funds. See figure 2-4.
- **DD Form 1348-6.** The NON-NSN Requisition (DD Form 1348-6) is used for requisitioning nonstandard items (NON-NSNs), whether chargeable or non-chargeable. Be sure to provide all the data that is required. See figure 2-5.
- **NAVSUP Form 1250-1.** The Single-Line Consumption/Requisition Document (NAVSUP Form 1250- 1) is used for requisitioning standard stock items (Navy stock numbers [NSNs or NICNs] that are chargeable to OPTAR funds or to mine maintenance APA material if the supporting activity will accept it). It may not be used to order publications. See figure 2-6.
- **DD Form 1149.** The Requisition and Invoice/ Shipping Document (DD Form 1149) is preferred by certain remote supply activities for requisitioning nonstandard items. However, the DD Form 1348-6 is the proper form to use. Keep the use of the DD Form 1149 to a minimum. See figure 2-7.

OTHER REQUISITIONING FORMS.—Other services, provided through the supply system, require the use of different types of requisitions. The services

DD FORM 1348 SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (Manual)

MNF02004

Figure 2-4.—DOD Single-Line Item Requisition System Document, DD Form 1348 (6-PT).

NOTE: When information required to complete the data entries described in the preceding chart is not applicable or available, the respective data blocks will be left blank or will be completed to the extent that applicable information is available. Additionally, authorized signature and the complete line of accounting data (see NAVSUP P-3013) be entered in the DD Form 1348-6.

DOCUMENT IDENTIFIER			ROUTING IDENTIFIER				M & S	ITEM IDENTIFICATION* (NSN, FSCM / Part No., Other)															UNIT OF ISSUE	QUANTITY					DOCUMENT NUMBER						
								FSCM					PART NUMBER																REQUISITIONER						
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	
A	Ø	E	N	D	Z	6																	E	A	Ø	Ø	Ø	Ø	1	R	5	2	1	9	2
DOCUMENT NO. (Cont.)						DATE	SERIAL	D E M A N D	S U P P L Y	SUPPLEMENTARY ADDRESS					S I G N A L	FUND CODE		DISTRIBUTION CODE		PROJECT CODE		PRIORITY	REQUIRED DELIVERY DAY OF YEAR		ADVICE CODE	BLANK									
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		
8	Ø	3	3	3	Ø	1	4	R	Y	N	E	B	1	3	A	N	R							Ø	6										
REJECT CODE (FOR USE BY SUPPLY SOURCE ONLY)										IDENTIFICATION DATA																									
										*1. MANUFACTURE'S CODE AND PART NO. (When they exceed card columns 8 thru 22) Ø5Ø73 N3 - 12291 - P1Ø4																									
										2. MANUFACTURE'S NAME BABCOCK & WILCOX CO., NEW YORK, NY																									
3. MANUFACTURE'S CATALOG IDENTIFICATION										4. DATE (YYMMDD)					5. TECHNICAL ORDER NUMBER																				
6. TECHNICAL MANUAL NUMBER NAVY TECH MANUAL 351 - 0048										7. NAME ITEM REQUESTED ELEMENT, SOOT BLOWER, UNIT A																									
8. DESCRIPTION OF ITEM REQUESTED										8a. COLOR					8b. SIZE																				
9. END ITEM APPLICATION BOILER, STEAM, MN, 634 PSI, 4617 CU FT, 1393 TB										9a. SOURCE OF SUPPLY BABCOCK & WILCOX CO.																									
9b. MAKE					9c. MODEL NUMBER					9c. SERIES					9d. SERIAL NUMBER Ø																				
10. REQUISITIONER (Clear text name and address) USS JOHN PAUL JONES (DDG - 32) FPO SAN FRANCISCO, CA 966Ø1										11. REMARKS ADDL EQUIP DATA: APL # Ø212ØØØØ7, MFR DW # MX 253ØØ1, EQUIP PATTERN # 12 ADDL ITEM DATA: NICN 441Ø - LL-CAO - ØØØ1: \$15Ø.ØØ																									
17818Ø84.7Ø2D/53824/Ø/Ø60957/2D/R52192/ØØ8Ø333Ø/4NR										R.S. SEARS, LT, SC, USN																									

NOTE: DD FORM 1348-6 is a 6 part snap out form with multicolored interleaved copies. It is perforated at fold line to permit fiding to size of a requisition

SKf03002

Figure 2-5.—Example of Non-NSN requisition, DD Form 1348-6.

are usually provided locally, and the use of the below-listed forms is required, as applicable.

- **DD Form 282.** The DOD Printing Requisition (DD Form 282) is used for ordering printing services. An obligation document DD Form 1348 is prepared and distributed according to NAVSUP P-485.
- **NAVCOMPT Form 2275.** The Order for Work and Services (NAVCOMPT Form 2275) is used to order work and services. It is used where required by MOMAU units and detachments for chargeable services, such as utilities,

transportation, equipment rental, or any other specific request for routine or emergency services. For further information, refer to COMOMAG/MOMAUINST 4000.1.

- **Letter requisitions.** Occasionally, a piece of equipment or a part for an underwater mine will not have an assigned stock number. This indicates that the material is not generally available for intermediate-level or depot-level use. The requirement for such items should be referred by letter to the officer in charge, Naval Mine Warfare Engineering Activity (NAVMINWARENGACT), via COMOMAG,

1. REG. DATE 6196 069R		2. DEPT NO. B		3. URGY B		4. RDD 6R06		5. LOCATION		6. SIM NON-SIM		7. ISSUE DATE 00002		8. REQN. NO. 6196-3456	
8. NOUN NAME OR REF SYM BLOCK				9. FFR 01689426				10. APL/AEL/CID		11. INV DTY HIS		12. N/C N/C		13. C. OBL AMT 264	
13. UIC V051520E01				14. WVC Z000P31R000				15. JRN		16. EIC		17. EQUIP COSAL SUPPLY'D YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		18. URG URG	
19. SC J9N		20. COG 592000		21. FSC 1604895		22. STOCK NUMBER EA		23. SMO 2		24. UI		25. QUANTITY 132		26. UNIT PRICE 2.64	
27. EXTENDED PRICE 2.64		28. FUND CR		29. REMARKS											
30. APPROVED BY: Ronald Dence												31. RECEIVED BY:			
SINGLE LINE ITEM CONSUMPTION/REQUISITION DOCUMENT (MANUAL) NAVSUP FORM 1250-1 (P. 1) (REV. 7/76) SIN 0108-LF-591-2005															
NAVSUP FORM 1250-1 SINGLE LINE ITEM CONSUMPTION - REQUISITION DOCUMENT (MANUAL) SK103001															

Figure 2-6.—Single-Line Consumption/Requisition Document, NAVSUP Form 1250-1.

explaining the circumstances and justifying the actual need for the item.

Requisition Submissions

Requisitions for material must be submitted to various stocking points, depending on the items required. Procedures for the submission of requisitions are in NAVSUP P-485 and COMOMAG/MOMAUINST 4000.1

In certain situations, material requirements dictate the need for procurement by message, rather than by the submission of standard requisition documents. The Ship's Parts Control Center (SPCC) in Mechanicsburg, Pennsylvania, has requested that the Defense Automatic Addressing System (DAAS) be maximized for submitting ammunition requisitions, as the use of the DAAS expedites SPCC processing.

The use of message requisitions, either DAAS or plain language, requires that attention be paid to the proper usage of MILSTRIP codes. Any omissions or invalid MILSTRIP codes will cause the requisition to be canceled or rejected without notification to the requisitioner.

Anytime a message or the DAAS is used, a DD Form 1348 must be typed with the date-time-group (DTG) in the remarks section of the message. The original of each DD Form 1348 is discarded and the remaining copies are filed according to COMOMAG/MOMAUINST 4000.1.

Uniform Material Movement and Issue Priority System

An essential part of MILSTRIP is the requirement to assign priorities according to set standards of the Uniform Material Movement and Issue Priority

System (UMMIPS). When material is requisitioned, moved, or issued, it is necessary to set a common basis of determining the importance of competing demands for resources in the logistics systems. Such resources include material assets, requisition processing, transportation priorities, and storage.

The method, used for expressing the military urgency of a requirement, is the priority designator (PD), which ranges from 01 (highest) to 15 (lowest). It is assigned to a requisition to determine the time that the requirement will be processed by the supply system. The PD is determined by the requisitioner's assigned force/activity designator and the proper urgency of need designator (UND).

FORCE/ACTIVITY DESIGNATOR.—The force/activity designator (F/AD) is a Roman numeral (I through V) assigned by the Secretary of Defense (SECDEF), the Joint Chiefs of Staff (JCS), or a DOD component to indicate the mission essentiality of a unit, an organization, an installation, a project, or a program to meet national objectives. The F/AD is based on a DOD determination of an activity's mission or essentiality.

F/AD assignments are based on the lowest F/AD required to indicate the activity's relative importance to national objectives. Mission priority ranges from combat, combat ready, and declared emergencies (F/ADI) to all other forces and activities (F/ADs II, III, IV, and V). Currently, F/AD II is assigned to MOMAU activities outside the Continental United States (CONUS), while F/AD III is assigned to CONUS MOMAU activities.

URGENCY OF NEED DESIGNATOR.—The urgency of need designator (UND) is a letter (A, B, or C) that indicates the relative urgency of need for a

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											
1. FROM R52192 USS JOHN PAUL JONES (DDG-52)		5. REQUISITION DATE 10 FEB 1998		6. REQUISITION NUMBER R52192-3041-BELOW		7. DATE MATERIAL REQUIRED 15		8. PRIORITY 13			
2. TO N00244 FISC SAN DIEGO, CA											
3. SHIP TO - MARK FOR SUPPLY OFFICER USS JOHN PAUL JONES (DDG-52) FPO SAN FRANCISCO, CA											
4. APPROPRIATION AND SUBHEAD 1791804.702D		OBJ. CL. 000	BUR. CONT. NO. 53824	SUBAL. LOT B	AUTHORIZATION ACCT'G ACTIVITY 060957	TRANS. TYPE 2D	PROPERTY ACTIVITY R52192	COUN-TRY ---	COST CODE 003041---NU	AMOUNT SEE BELOW	
ITEM NO.	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES	UNIT OF ISSUE (e)	QUANTITY REQUESTED (d)	SUPPLY ACTION (f)	TYPE OF CONTAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)				
SERVICES AND MATERIALS FOR REPAIR OF:								REQN. SER. NO.			
3001	MERCHANT CALCULATORS, Ser. No. 441067, 441255	JOB	1				\$60.00				
3002	FRIDEN ADDING MACHINE, Ser. No. 56432	JOB	1				40.00				
3003	IBM ELECTRIC TYPEWRITERS, Ser. Nos. 14-667421, 15-66744	JOB	1				60.00				
3004	REMINGTON ELECTRIC TYPEWRITER Ser. No. 336601	JOB	1				40.00				

16. TRANSPORTATION VIA MATS OR MATS CHARGEABLE TO

ISSUED BY	TOTAL CONTAINER	TYPE CONTAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE	CONTAINER RECEIVED EXCEPT AS NOTED	DATE	BY	SHEET TOTAL
CHECKED BY						CONTAINERS RECEIVED EXCEPT AS NOTED	DATE	BY	GRAND TOTAL
PACKED BY						POSTED	DATE	BY	20. RECEIVER'S VOUCHER NO.
				← TOTAL →					

DD FORM 1 MAR 59 1149 (2-PT)
REPLACES EDITION OF 1 MAY 58 WHICH MAY BE USED

S/N 0102-011-1801 ORIGINAL

SK103005

Figure 2-7.—Requisition and Invoice/Shipping Document, DD Form 1149.

Table 2-2.—Urgency of Need Designator Definitions

UND	Definition
A	<ol style="list-style-type: none"> 1. The requirement is immediate. 2. Without the material needed, the activity will be unable to perform one or more of its primary missions. 3. The condition noted in definition 2 has been reported by established NORS/CASREP procedures.
B	<ol style="list-style-type: none"> 1. The requirement is immediate, or it is known that such requirement will occur in the immediate future. 2. The activity’s ability to perform one or more of its primary missions will be impaired until the material is received. 3. This denotes immediate stock replenishment requirements of customer mission-essential material in FBM submarine tenders when the on-hand quantity is below the safety level and is expected to reach a zero balance before the receipt of stock is due in. 4. This denotes outfitting and replenishment requisitions for Q COSAL allowed reactor plant components, equipments, repair parts, special tools, and other material required to support reactor plant systems.
C	<ol style="list-style-type: none"> 1. The requirement is routine. 2. Material is required for stock replenishment of overseas forward-area supply activities, including CLF ships (other than FBM submarine tenders, which qualify for UND B under definition 3 above).

requirement of a force or an activity. The activity’s assigned F/AD, with the appropriate UND, determines the correct priority designator to be assigned to a requisition.

The basic definitions for UNDs are in table 2-2.

Table 2-3 shows the priority designators. The table is easy to use. For example, if your activity is assigned an F/AD of II and your requirement is of a routine nature, the priority to be assigned is 12.

In addition to providing standardized criteria for assigning priorities, UMMIPS provides acceptable maximum processing times for use by supply activities in furnishing material. Processing time standards and additional codes used in MILSTRIP and UMMIPS are included in NAVSUP P-485.

Open Purchase

Open purchase refers to the purchase of items outside the normal supply system. Unit and

Table 2-3.—Table Relating F/ADs and UNDs to Priority Designators

Urgency of Need Designator	F/AD				
	I	II	III	IV	V
	Priority Designator				
A Unable to perform	01	02	03	07	08
B Performance impaired	04	05	06	09	10
C Routine	11	12	13	14	15

detachment commanding officers and officers in charge are not designated as contracting or ordering officers and are not authorized to purchase these items. Any requirement for nonstandard material must be submitted to the supporting supply activity.

When an open purchase is necessary, you are required to find the availability of the item and the estimated cost of that item through commercial vendors. Extreme care must be taken to ensure that you will not make a commitment of government funds without approval from the supporting supply activity. A commitment of funds without prior approval can result in your personal acceptance of the financial obligation.

SERVMART Purchases

A SERVMART is a self-service store that is operated by an ashore supply activity to provide a ready supply of relatively low-cost items that are frequently required by area commands. The self-service feature and the simplified requisitioning procedure allow supply activities a substantial cost savings, while permitting their customers to obtain material quickly and without having to prepare and submit a separate requisition for each item ordered.

SERVMARTs issue a shopping guide that lists cognizance symbols, NSNs, names, units of issue, unit prices, and storage locations of the items stocked. The guide is a quick reference to eliminate the need for looking up each individual item in separate publications.

Requisition Logs

The requisition log is the principal financial control device for a command and is maintained by fiscal year. It is divided into three sections: OPTAR, mine maintenance, and APA, with tabs clearly indicating each section.

Each unit and detachment must establish a requisition log in which all requisitioning documents are recorded. Most of the columns in the log are self-explanatory, but you should observe the following general rules:

- Make corrections with a single line drawn through the entry and initial the error.
- Close out the OPTAR and mine maintenance logs on the 8th, 18th, and 28th of each month (26th for February) and the last day of the fiscal year.

- Write all entries legibly in ink/enter as required in a computer-based program.
- Enter all cancellations and adjustments reducing an obligation in red ink.
- Number each page sequentially.
- Enter the fiscal year on each page.

When you close out the log each month and at the end of the fiscal year, ensure that the proper entries have been made, the columns are totaled, and the transmittal number is posted at the end of the period covered.

Requisition Files

Requisition files are established according to the types of accounting funds involved. MOMAU activities maintain files for OPTAR, mine maintenance, and APA. Each requisition file is maintained on a fiscal year basis by document number sequence (Julian date and serial number).

Outstanding Requisitions

The outstanding requisitions file is actually three files broken down by the types of funds you use (OPTAR, mine maintenance, APA). The purpose of this file is to have receipt documents immediately available for processing when the material is received. In addition, the file provides a central location for use as a reference for follow-up action. It also acts as a depository for all receipt documents from the time the request is initiated until the proof of receipt is obtained. The file may also be used for all other actions that have been taken on a particular document.

The term *outstanding* denotes material that has been requisitioned, but has not yet been received or canceled by the activity. When a procurement document is submitted, a copy of the document is placed in the outstanding files.

Completed Requisitions

When requisitioned material is received or canceled, all related documents are placed in a material completion file. Like the outstanding files, three similar types of completion files must be kept (OPTAR, mine maintenance, APA). A requisition that has been only partially filled is retained in the outstanding file until action is either completed or canceled.

Requisition Status

The amount and type of status information an activity receives is determined by the media and status (M&S) code assigned to a requisition. The supply status keeps an activity informed as to the action being taken by supply activities furnishing the requested material.

For high-priority requisitions, supply-status information may be received by message. The information is similar to the message requisition.

When status information is received, it should be reviewed immediately to determine the purpose of the document and whether any action is required by the receiving activity. Status documents may cancel an existing requisition, provide back-order information or shipping status, represent passing actions, or modify an order. The status document may also challenge an order. A challenge requires the requisitioner to justify the requested material. Under certain circumstances, if an activity fails to respond to a status document within a specified period of time, the requisition is canceled automatically.

Too many status codes exist to identify them all in this nonresident training course (NRTC). As a member of the supply department, you must be aware of the various codes your activity may encounter. NAVSUP P-485 provides a complete listing of status codes. *MILSTRIP/MILSTRAP Desk Guide*, NAVSUP P-409, and *Fleet Use of MILSTRIP*, NAVSUPINST 4235.3, are also handy references. They provide general information concerning MILSTRIP procedures and contain the most common codes used.

MATERIAL OBLIGATION VALIDATIONS

A material obligation validation (MOV) is a request submitted to a requisitioner for verification of the requirement on an unfilled requisition. The purposes of MOV requests are to

1. ensure that overaged material obligations reflected in the inventory manager's records agree with the requisitioning activity's outstanding records;
2. determine if requirements for the material still exist and, if so, if the total quantity requested is still required; and
3. determine if the priorities assigned in the requisition are still valid.

When an MOV request is received, the activity must verify the requisition and prepare a report. There are two types of MOVs: external and internal.

External MOVs

External MOVs are validated by the inventory control point (ICP). Supply activities must review all requisitions held on back order (material not available) or those considered overage.

The ICP prepares a material obligation validation on the outstanding requisitions that meet the following criteria:

- Priority 01-08: Outstanding for more than 30 days past the requisition date.
- Priority 09-15: Outstanding for more than 75 days past the requisition date.

An MOV must be processed in a timely manner. Your failure to respond to an MOV in the time allowed can result in the cancellation of requisitions and the loss of funds that have been obligated for the purchase of those items.

Internal MOVs

Internal MOVs are conducted by COMOMAG, who maintains a duplicate file of all requisitions from units and detachments. During the last week of February, May, August, and November, COMOMAG forwards a listing of all outstanding requisitions to each site. The status listed is the last status COMOMAG received on the requisition.

Each site reviews the list and updates it, as necessary. Proper maintenance of the outstanding requisition file makes the internal MOV verification much easier.

TRANSMITTAL REPORT OF TRANSACTION

A transmittal report of transaction's is designed to ensure that COMOMAG is updated on a regular basis on the proper expenditure of funds. This report is forwarded to COMOMAG three times a month: on the 8th, the 18th, and the 28th. When these dates fall on a weekend or a holiday, the report is submitted on the last working day before the weekend or the holiday. You must retain copies of all transmittal reports in your files. Copies of all DD Forms 1348 are stapled to the report, along with adding machine tape to help preclude errors.

In addition to the regular transmittal report, a message transmittal must also be submitted. The message transmittal is not as detailed as the regular transmittal, but it is sent at the same time the regular transmittal is mailed. For further instructions in the preparation of this report, refer to COMOMAG/MOMAUINST 4000.1

The financial obligations your command incurs and the proper use of your budgeted funds are very important. To ensure that your funds are being used to the maximum extent and to ensure that you are properly accounting for your funds, COMOMAG retains duplicate records of each unit and detachment. It is extremely important that these records be accurate and up-to-date at all times.

MINE MATERIAL RECEIPT, CUSTODY, AND STOWAGE

Effective inventory control begins with proper material receipt, custody, and stowage procedures. Many supply problems in the Mine Force can be attributed to errors in these procedures. With common sense, basic supply discipline, and strict adherence to provided guidance, these problems can be overcome. Attention to detail is the key to success.

A receipt action follows every procurement action taken by your command. Preparing a requisition is only the first of several functions required to complete a transaction. The material must be received, identified, inspected, and distributed to the warehouse or the department that ordered the material.

This section discusses stock material receipt, material custody, minor property and controlled-equipment items, and material stowage.

STOCK MATERIAL RECEIPT

Stock material is a collection of like items in an FSC class. These items are maintained in the supply department and are used on a frequent basis. They may be anything from nuts and bolts to individual mine components. Processing the receipt of this material is a very basic procedure, but if it is not handled properly, it can have a serious effect on the validity of your stock records. The key to processing these items is to complete the job as soon as possible, preferably the same day, and post the material to the Funds Administration and Standardized Document Automation (FASTDATA) system or Retail Ordnance Logistics Management System (ROLMS) as

applicable with the stowage location properly annotated.

Quality-Deficient Material

There will be times when you receive material that does not meet required standards. This may be incorrect material, shortages in shipment, or defective equipment. If this happens, it is your responsibility to ensure that the material is reported through the proper channels. By reporting deficient material, you are providing feedback for determining the cause of the deficiency, providing information to effect preventive action, and/or adopting alternate courses of action.

Upon receipt or discovery of quality-deficient material, it should be suspended from issue and properly identified. At this time, the material must be placed in one of two categories:

- **Category I:** Quality-deficiency material that may (1) cause death, injury, or severe occupational illness; (2) cause loss or major damage to a weapons system; (3) directly restrict the combat readiness capabilities of the using organization; or (4) result in a production stoppage.
- **Category II:** Quality-deficiency material that does not meet the criteria in category I.

If the material falls under the definition of category I, the initial report must be submitted by PRIORITY message and followed with the submission of the Product Quality Deficiency Report (Standard Form 368). See figures 2-8A and 2-8B.

All items in category II must be submitted on Standard Form 368. Chapter 4 of NAVSUP P-485 gives the proper procedures to report quality-deficient material.

Material Lost in Shipment

With the large volume of material in the Navy Supply System, the numerous supply centers, and the various modes of transportation used, it is understandable that occasionally a whole or partial shipment may be lost in transit to your command. If loss in transit occurs, a current status of your outstanding requisitions will enable you to track or identify what material was shipped.

If the material does not arrive in a reasonable time after the required delivery date, the requisition must be completed. This is accomplished by surveying the lost

PRODUCT QUALITY DEFICIENCY REPORT					<input type="checkbox"/> CATEGORY I		<input type="checkbox"/> CATEGORY II		
1a. FROM (Originator)				2a. TO (Screening point)					
1b. 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			8. MFRS. PART NO.	
9. SERIAL/LOT/BATCH NO.		10a. CONTRACT NO.		10b. PURCHASE ORDER NO.			10c. REQUISITION NO.		10d. GBL NO.
11. ITEM <input type="checkbox"/> NEW <input type="checkbox"/> REPAIRED/OVERHAULED		12. DATE RECD., MFRD., RE-PAIRED, OR OVERHAULED			13. OPERATING TIME AT FAILURE			14. GOVERNMENT FURNISHED MATERIAL <input type="checkbox"/> YES <input type="checkbox"/> NO	
15. QUANTITY		a. RECEIVED		b. INSPECTED		c. DEFICIENT		d. IN STOCK	
16. DEFICIENT ITEM WORKS ON/WITH	a. END ITEM (Aircraft, mower, 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.	
17. UNIT COST \$		18. ESTIMATED REPAIR COST \$		19a. ITEM UNDER WARRANTY <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN			19b. EXPIRATION DATE		
20. WORK UNIT CODE/EIC (Navy and Air Force Only.)									
21. ACTION/DISPOSITION <input type="checkbox"/> HOLDING EXHIBIT FOR _____ DAYS <input type="checkbox"/> RELEASED FOR INVESTIGATION <input type="checkbox"/> RETURNED TO STOCK <input type="checkbox"/> DISPOSED OF <input type="checkbox"/> REPAIRED <input type="checkbox"/> 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. 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 Team)					27a. TO (Screening point)				
26b. NAME, TELEPHONE NO. AND SIGNATURE			26c. DATE		27b. NAME, TELEPHONE NO. AND SIGNATURE			27c. DATE	

PerFORM (DLA)

STANDARD FORM 368 (EG) (REV. 10-85)
GENERAL SERVICES ADMINISTRATION
(FPMR 101-26.6)

Figure 2-8A.—Product Quality Deficiency Report, Standard Form 368 (front).

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 (ACC), 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; Autovon, and commercial) and signature of an individual who can serve as a contact for questions regarding the report and/or to request exhibits or samples.

1c. DATE - Enter 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 supplied by GSA.

11. ITEM - Check the appropriate block; provide the dates manufactured and received in Block 12, if available.

13. OPERATING TIME AT 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 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 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 for resolution of complaint.

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.)

STANDARD FORM 368 BACK (REV. 10-85)

Figure 2-8B.—Product Quality Deficiency Report, Standard Form 368 (back).

material, if necessary, and submitting a report of discrepancy (ROD). If the material is still required, you must reorder it.

Report of Discrepancy

Shipping or packaging discrepancies that are the responsibility of the shipper, the contractor, the manufacturer, or the vendor should be reported on Report of Discrepancy (ROD) (Standard Form 364), as shown in figures 2-9A and 2-9B. The ROD is used to determine the cause of such discrepancies, to initiate corrective action, and to prevent the problem from reoccurring. Detailed instructions for and the types of discrepancies reported on this form are found in chapter 4 of NAVSUP P-485.

Completed Requisition Processing

The requisition files that you maintain in your supply department actually consist of six files: both outstanding and completed files for OPTAR, mine maintenance, and APA. These files are maintained in order of fiscal year, Julian date, and serial number.

When material is received, it is accompanied by a variety of paperwork, depending on how the material was shipped, the type of material requested, and the issuing. You must remember to accomplish the following three steps when the initial receipt of items is determined to be a complete shipment:

1. Date the document upon receipt.
2. Circle the quantity accepted.
3. Sign the document to indicate the receipt.

Once the material is received, it is vital that all paperwork be completed. Take the following steps to accomplish this task:

1. Ensure that the material is posted in the FASTDATA system or to the ROLMS file as applicable. See COMOMAGINST 4000.1 for additional information and changes.
2. Annotate the paperwork with the word *posted*, sign it, and date the document as of the date it was posted.
3. Annotate the correct stowage location.
4. Attach a completed copy of the shipping document to the outstanding requisition and file it in the completed requisition file.

5. Send a copy to COMOMAG in the next transmittal report.

There may be times when you receive only a partial shipment of the material you ordered. If this happens, you should follow the above steps upon the receipt of the material, but you should maintain the signed receipt in the outstanding requisition file until you receive the rest of the shipment.

MATERIAL CUSTODY

The Navy maintains in its inventory many items that could easily be converted to personal use. Because of this, you must ensure that all items at your command are properly accounted for and properly safe-guarded. Two key words that you must always keep in mind are *responsibility* and *accountability*. This section discusses some of the items and areas of material custody.

Plant Property Classes

For managerial, financial, and technical control purposes, plant property items used by the Navy are divided into the following four classes:

1. Land Plant Property, Class 1
2. Buildings, Structure, and Utilities Plant Property, Class 2
3. Equipment (other than industrial plant equipment) Plant Property, Class 3
4. Industrial Plant Equipment Plant Property, Class 4

Normally, you will encounter only class 3 plant property at MOMAU units or detachments. To decide if an item is classified as plant property, apply the following standards:

- The item has an expected normal useful life of 2 years or more.
- The item may be used in the furtherance of the assigned mission of an activity, including the functions of all subordinate subdivisions.
- The item cannot be altered beyond further use as an equipment item in performance of work within its designed capabilities.
- The item is NOT TO BE consumed in performance of its work.
- The item is NOT TO BE in an inventory account of the supply system.

INSTRUCTIONS

DEPARTMENT OF DEFENSE: DLAR 4140.55/AR 735-11.2/NAVSUPINST 4440.127E/AFR 400-54/MCO 4430.3E, Reporting of Item and Packaging Discrepancies, and/or DLAR 4140.60/AR 12-12/NAVSUPINST 4920.9B/AFR 67-7/MCO 4140.1B, Processing Discrepancy Reports Against Foreign Military Sales Shipments. CIVILIAN AGENCIES: See FPMR handbook cited in 19(2)(a).

REPORT OF DISCREPANCY (ROD)				1. DATE OF PREPARATION	2. REPORT NUMBER					
<input type="checkbox"/> SHIPPING		<input type="checkbox"/> PACKAGING								
3. TO (Name and address, include ZIP Code)				4. FROM (Name and address, include ZIP Code)						
5a. SHIPPER'S NAME				5b. NUMBER AND DATE OF INVOICE		6. TRANSPORTATION DOCUMENT NUMBER (GBL., Waybill, TCN, etc.)				
7a. SHIPPER'S NUMBER (Purchase Order/Shipment, Contract, etc.)		7b. OFFICE ADMINISTERING CONTRACT			8. REQUISITIONER'S NUMBER (Requisition, Purchase Request, etc.)					
9. SHIPMENT, BILLING, AND RECEIPT DATA						10. DISCREPANCY DATA			11.	
NSN/PART NUMBER AND NOMENCLATURE (a)			UNIT OF ISSUE (b)	QUANTITY SHIPPED/BILLED (c)	QUANTITY RECEIVED (d)	QUANTITY (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 indicated 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 <i>(Only when receipt cannot be properly processed)</i> 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 <i>(Other than unit of issue pack)</i> O3 - Quantity duplicates shipment PACKING DISCREPANCY P1 - Improper preservation P2 - Improper packing P3 - Improper marking P4 - Improper unitization	PRODUCT QUALITY DEFICIENCIES Q1 - Deficient material <i>(Applicable to Grant Aid and FMS shipments)</i> SHORTAGE OF MATERIAL S1 - Quantity less than that on receipt document S2 - Quantity less than that requested <i>(Other than unit of issue pack)</i> 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 <i>(Reply on reverse)</i> 1B - Material being retained <i>(See remarks)</i> 1C - Supporting supply documentation requested 1D - Material still required expedite shipment <i>(Not applicable to FMS)</i> 1E - Local purchase material to be returned at supplier's expense unless disposition instructions to the contrary are received within 15 days <i>(Reply on reverse) (Not applicable to FMS)</i> 1F - Replacement shipment requested <i>(Not applicable to FMS)</i> 1G - Reshipment not required. Item to be re-requisitioned 1H - No action required. Information only. 1Z - Other action requested <i>(See remarks)</i>

13. FUNDING AND ACCOUNTING DATA	
14a. TYPED OR PRINTED NAME, TITLE, AND PHONE NUMBER OF PREPARING OFFICIAL	14b. SIGNATURE
15. DISTRIBUTION ADDRESSEES FOR COPIES	

Figure 2-9A.—Report of Discrepancy, Standard Form 364 (front).

16. FROM:	17. DISTRIBUTION ADDRESSEES FOR COPIES
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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.
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19. IN ACCORDANCE WITH NOTICE OF DISCREPANCY ON FACE OF THIS FORM:

a. MATERIAL <input type="checkbox"/> HAS BEEN SHIPPED <input type="checkbox"/> WILL BE SHIPPED	DOCUMENT NUMBER	b. <input type="checkbox"/> NO RECORD OF SHIPMENT. RESUBMIT REPORT TO PROPER OFFICE UNDER APPROPRIATE REGULATION.
c. <input type="checkbox"/> AN ADJUSTMENT IN BILLING HAS BEEN/WILL BE PROCESSED AS A: <input type="checkbox"/> CREDIT <input type="checkbox"/> DEBIT	d. <input type="checkbox"/> INVOICE/BILL ATTACHED	e. <input type="checkbox"/> PROOF OF DELIVERY (Parcel Post Shipments) OR EVIDENCE OF SHIPMENT ENCLOSED.
f. <input type="checkbox"/> 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. <input type="checkbox"/> PROCESS FOR DISPOSAL IN ACCORDANCE WITH SERVICE/AGENCY DIRECTIVES	b. <input type="checkbox"/> REPRESENTATIVE WILL CALL FOR DISCUSSION CONCERNING DISPOSITION IN:	DAYS
c. <input type="checkbox"/> RETAIN MATERIAL AT NO CHARGE.	d. <input type="checkbox"/> MATERIAL WILL BE PICKED UP IN:	DAYS
e. <input type="checkbox"/> SHIP MATERIAL (<i>Specify location</i>):		
(1) <input type="checkbox"/> GBL APPROPRIATION CHARGEABLE:		
(2) <input type="checkbox"/> CHARGES COLLECT - VIA: <input type="checkbox"/> FREIGHT <input type="checkbox"/> EXPRESS <input type="checkbox"/> PARCEL POST		
(3) <input type="checkbox"/> PARCEL POST LABEL ATTACHED (4) <input type="checkbox"/> FREIGHT PREPAID		
(§ _____ postage advanced herewith. NOTE: Please enclose postage. Material cannot be returned Parcel Post collect.)		
f. <input type="checkbox"/> OTHER (<i>Specify</i>)		
21. <input type="checkbox"/> IF MATERIAL IS STILL REQUIRED, SUBMIT NEW REQUISITION	22. <input type="checkbox"/> REPLACEMENT WITH SATISFACTORY MATERIAL WILL BE MADE ON OR BEFORE:	DATE

23. REMARKS (*Continue on separate sheet of paper if necessary*)

24a. TYPED OR PRINTED NAME AND PHONE NUMBER OF PREPARING OFFICIAL	24b. SIGNATURE	24c. DATE
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Figure 2-9B.—Report of Discrepancy, Standard Form 364 (back).

- The item has an individual item cost of \$10,000 or more.

Host-Activity-Owned Plant Property

One of the categories of property that you will encounter at a MOMAU unit or detachment is host-activity-owned plant property. Any plant property that is provided to the unit or the detachment by the host activity and that is reported by the host activity is not accounted for by COMOMAG. It is reported under local procedures.

COMOMAG-Owned Plant Property

Another category of property that you will encounter at a MOMAU unit or detachment is COMOMAG-owned plant property. Any plant property provided to the unit or the detachment by COMOMAG is reported to COMOMAG. Plant property is inventoried on a 3-year cyclical inventory, as directed by the naval supply center (NSC). COMOMAG forwards the forms for conducting this inventory. Reporting procedures, as well as requisitions, inventories, and surveys of COMOMAG-owned plant property, are contained in COMOMAG/MOMAUIST 4000.1.

MINOR PROPERTY AND CONTROLLED-EQUIPAGE ITEMS

Minor property and controlled-equipage items are property that is acquired for immediate use and has a unit cost of less than the investment/expense funding threshold used by Congress for appropriating funds. Also, it has a useful life of less than 2 years.

Minor property and controlled-equipage items can easily be converted to personal use; therefore, they must be accounted for by proper internal control. The controlled-equipage item list (CEIL) is an item listing that the fleet commanders in chief developed jointly to control special inventory control items. The items, selected to be managed as controlled equipage, are categorized and are listed as signature and non-signature controlled items. This list is available in NAVSUP P-485.

If the CEIL is determined to be insufficient, the commanding officer or the officer in charge may designate additional equipage items that are believed to require control.

The Controlled-Equipage Custody Record (NAVSUP Form 306), as shown in figure 2-10, is the

proper form to use as a custody record and inventory control document. A complete description of the item must be shown, and, when required, any serial numbers.

Even though the control of items is ultimately the responsibility of the commanding officer or the officer in charge, physical custody of these items may be given to different departments, as required. For the record, the subcustody annotation should also be documented on a duplicate NAVSUP Form 306 and signed by the subcustodian. The original custody documents should be held by the commanding officer or the officer in charge and kept under lock and key.

Inventory of all minor property and controlled-equipage items is accomplished from 15 February to 15 March of each year. Upon completion of the inventory, a letter report, indicating the findings, is sent to COMOMAG within 30 days. Inventories are also required upon the relief of the commanding officer or the officer in charge or any department head with subcustody. In addition, all items must be sighted upon relief of the unit or detachment's Storekeeper.

MATERIAL STOWAGE

Material that is maintained in the warehouse, in magazines, or in other stowage areas should be arranged to ensure compliance with the following actions:

- Maximize the use of available space.
- Provide orderly stowage and ready accessibility.
- Reduce the possibility of material loss or damage.
- Minimize the possibility of personnel harm or equipment damage.
- Ensure that the first-in-first-out (FIFO) method is used to ensure that the oldest material is issued first.
- Make inventories easier.

Through the proper use of current instructions, good judgement, proper planning, and common sense, you will be able to achieve the best stowage from your spaces.

Material Protection

Material that is received by your command should have some type of preservation packaging and packing applied to it. These protection levels are designed to

MOB 7H 6650-00-254-8969		MOB NAME Binoculars		ALLOWANCE 8	U/I EA	UNIT PRICE 254.00	SHIP ACTIVITY 03659	DEPT. OPS	CARD NO. 5
ALLOWANCE LIST NO. 2-240034001		APPL DESCRIPTION Prismatic w/filter, case, strap, and 7x50 power							
SERIAL NO. 39764; 40101 ; 45999 ; 36545; 40101; 36972 ; 57408; 60347; 14765; 439401; 39764									
O/S REQN (NO.) (QTY)		O/S REQN (NO.) (QTY)		O/S REQN (NO.) (QTY)		O/S REQN (NO.) (QTY)		CUSTODY SIGNATURE REQUIRED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
7094-0196 2		7185-0190 3							
TRANSACTION RECORD									
DATE	ISSUE OR PURCHASE NO.	RECEIVED FROM EXPENDED TO	QUANTITY			ACKNOWLEDGE CUSTODY OF THIS ITEM IN THE QUANTITY OF ISSUED			
			RECD	EXPEN	BALANCE				
4/4/77	BT				6	<i>J.W. Mulgrew CDR</i>			
6/15/77	7094-0196	NSC OAK	2		8	<i>J.W. Mulgrew CDR</i>			
7/4/77	7185-0001	SURVEY		3	5	<i>J.W. Mulgrew CDR</i>			
9/16/77	7185-0190	NSC OAK	3		8	<i>J.W. Mulgrew CDR</i>			
9/30/77	INV (C.DH)				2	<i>J.W. Mulgrew CDR</i>			

Figure 2-10.—Controlled-Equipage Custody Record, NAVSUP Form 306.

protect the material from deterioration and damage during shipment, handling, and stowage.

Since most materials are adequately packed before shipment, your responsibilities for ensuring that the material is protected is limited to the following factors:

- Retaining repair parts in their original packaging until issued.
- Repackaging items that were not properly protected when received or that had their packaging removed or damaged while in stowage.
- Reporting material received in an unsatisfactory condition because of inadequate or improper preservation, packaging, or marking.

- Repackaging excess items returned from other departments.
- Packing or repackaging material for shipment to other commands or for turn-in.

Providing adequate protection of stock items is essential to ensuring that all material is ready for issue (RFI). Levels of protection are degrees of protection given or required for packaging and packing to guard against anticipated shipping conditions.

The levels (classified A, B, and C) are marked on the exterior containers. Appropriate combinations are used to inform the receiving activities of the levels of packaging and packing applied to a given shipment of material. Table 2-4 gives a brief description of each level.

Table 2-4.—Levels of Material Protection

Level	Protection Required
A	The degree of protection required to guard against the most severe conditions known or anticipated during shipment, handling, or storage.
B	The degree of protection required to guard against conditions known to be less severe than those requiring level-A protection but more severe than those requiring level-C protection.
C	The degree of protection required under known favorable conditions during shipment, handling, and limited storage. Repairable must be given level-C protection since guarded handling is mandatory and the designated overhaul point is known.

The six basic packaging methods are shown in table 2-5.

Most retrograde repairable are packaged by method III, which is the process of taping, wrapping, cushioning, baling, blocking, bracing, palletizing, or containerizing. Special equipment is required to apply the other packaging methods, which are usually not available on board ships or stations.

Material Security

The security of material in your supply spaces is essential. You must ensure that all classified and pilferable materials are stowed according to the following general security rules:

- Materials are always kept under lock and key, unless the bulk of the material makes this impractical.
- All supply spaces are locked when not attended by authorized personnel.
- All supply keys are kept under strict control.

Remember—the responsibility for the supply spaces rests with all personnel within the department.

MATERIAL EXPENDITURES

Expenditure is any act that results in a decrease of Navy assets (materials and funds). Material expenditure is the reduction of material held in stock by an activity. The three ways of expending material are issue, transfer and survey. They are defined in the following paragraphs:

1. An *issue* is the physical release of material by the supply department or the division to a user of the material. The term *issue* includes the term *loss by inventory* (LBI). However, *issue* should not be used interchangeably with the term *transfer*.
2. A *transfer* is the movement (including turn-in) of material from the custody and records of one activity to the custody and records of another activity.

Table 2-5.—Material-Packaging Methods

Method	Materials
I	Preservative coating with greaseproof wrap.
IA	Waterproof or vaporproof bag, heat sealed.
IB	Strippable coatings (not used by the Navy).
IC	Greaseproof or waterproof bag, heat sealed.
II	Waterproof or vaporproof enclosure with desiccant added.
III	Physical protection only.

3. A *survey* is used to expend material from stock and/or custody records in one of the following situations:
 - a. The material is condemned as a result of damage, obsolescence, or deterioration.
 - b. The material is appraised as damaged or is destroyed as a result of a loss of utility, not due to misconduct.
 - c. The material is acknowledged as non-existent as a result of loss due to theft.

Further information concerning the expenditure of material is contained in NAVSUP P-485 and COMOMAG/MOMAUINST 4000.1.

This section briefly discusses the issue, transfer, and survey of material; disposition of excess material; missing, lost, stolen, or recovered government property; and material shipment procedures.

MATERIAL ISSUE

When a division or a department requests material from the supply department, such requests should be submitted on a NAVSUP Form 1250 and logged in the requestor's requisition log. Once the material is received, the receipt date is logged in the requestor's requisition log. If the material ordered is not in stock, the supply department assigns a requisition number and returns a copy of the DD Form 1250 to the requestor, who then logs the assigned number in the requestor's requisition log.

Supply personnel indicate on the DD Form 1250 whether the material was issued or ordered. That information is then recorded on the appropriate stock record cards.

During quarterly maintenance or buildup evolutions, your division or department orders from the supply department the material required to replace rejects and/or to assemble mines to a higher configuration. These actions are considered internal requests, and all material accumulated in excess must be turned in to the supply department as soon as possible to avoid backlogs and to keep the supply department from ordering more of the same material when it is not required. Once the material is turned in, it is the responsibility of the supply department supervisor to ensure that the material is returned to stock or that it is disposed of as directed.

MATERIAL TRANSFER

Material is transferred for a variety of reasons. When a supply depot forwards requisitioned material, a transfer of material is involved. When an intermediate-maintenance activity returns excess or unserviceable material to a supply depot, a transfer of material is involved. Thus MOMAU activities can be on both the receiving and sending ends of material transfers.

The transfer of material from an activity may be made only when authorized by proper authority. Depending on the material, such authorizations may be automatically granted by a directive. Some requests for such an authorization may be required to be submitted in writing.

Material to be transferred must be forwarded with proper documents. The DOD Single-Line Item Release/Receipt Document (DD Form 1348-1) is the most commonly used document for transferring material. Like other supply documents, a copy of all DD Forms 1348-1 issued from or received by an activity must be retained.

MATERIAL SURVEY

The purpose of a survey is to determine the reason and/or the responsibility for the loss, damage, or destruction of government material and to determine the actual loss to the U.S. government. Immediately upon the discovery of the loss, the damage, or the destruction of government material, a preliminary investigation is conducted to determine if there is evidence of negligence, willful misconduct, or deliberate unauthorized use.

This preliminary investigation is conducted by the department head or the division officer (or equivalent) responsible for the material. When circumstances warrant, such as an indication of criminal action or gross negligence, the commanding officer or the officer in charge may appoint a surveying officer or a survey board to further investigate the situation.

NOTE

An individual who is accountable or responsible for the material in question may NOT be appointed as a surveying officer.

An investigation or a review must determine what caused the loss, the damage, or the destruction of the

material being surveyed. To make a determination for cause, the facts surrounding the incident must be thoroughly and quickly investigated. However, the investigation or the review should not be limited to the verification of statements from individuals. It should be broad enough to ensure that the interests of the government, as well as the rights of the individuals and the naval activity, are fully protected. A review is required to prove or to refute statements from individuals and to place the responsibility where it belongs. The form used for an investigation/review is Financial Liability Investigation of Property Loss (DD Form 200), as shown in figures 2-11A and 2-11B.

Research action is not usually required in the following situations:

1. When it is the opinion of the commanding officer or the officer in charge that negligence was not involved in the loss, the damage, or the destruction of the government property under investigation.
2. When, for reasons known to the commanding officer or the officer in charge, negligence or responsibility cannot be determined and research under those conditions will constitute an unnecessary administrative burden.
3. When an individual accepts responsibility for the loss, the damage, or the destruction of government property and voluntarily offers to reimburse the government for the material.

EXCESS MATERIAL DISPOSITION

The disposition (transfer or survey) of mine material may require special authorization or may be automatically authorized. Disposition procedures for mine material depend on many factors, such as the

- geographical location of the activity with the material,
- procedures of the inventory control manager,
- type of material involved,
- serviceability or unserviceability of the material, and
- type of account involved (APA, NSA, etc.).

You will be dealing with two types of material dispositions: serviceable and unserviceable. The following sections explain some of the procedures required for disposition of these materials.

Serviceable Material Disposition

Disposition of excess serviceable material, both service and exercise and training (ET), is required for two reasons: (1) to ensure that you are at your allowance levels, and (2) to make excess material available to other sites having trouble obtaining needed materials.

Inventory control managers issue disposition instructions for service and ET mine materials. Some of the items receive automatic disposition, while others require that requests be submitted. COMOMAG/MOMAUINST 4000.1 provides detailed guidance and references for the disposition of excess mine material.

Excess mine material identified as NSA (chargeable) or mandatory turn-in repairable (MTR) and not covered by other instructions should be offered to all units and detachments by letter with an information copy to the COMOMAG. Material, not required for immediate use by MOMAU activities, is processed under normal disposition procedures.

Unserviceable Material Disposition

Assembly-level items reported as reject material on supplement-B and supplement-E sheets normally do not require disposition requests. Disposition instructions are provided automatically by NAVMINEWARENGACT when certain function codes are used on the supplement sheets, unless a reporting activity indicates otherwise. Disposition instructions are forwarded on computer printout sheets and include sufficient data for an activity to prepare the shipping documents. If disposition instructions for reject items reported on supplement sheets are not received within 3 months, a follow-up tracer letter should be submitted to the NAVMINEWARENGACT.

Reclassification of Materials

Ammunition is designed and produced with as high a degree of safety and reliability as possible. However, during quality evaluation or surveillance testing, it is sometimes determined that an item will no longer function following design specifications. Therefore, its use must be limited, suspended, or permanently curtailed.

Malfunctions and discrepancies reported by using units also prompt inputs to the reclassification program, as does the declaration of material as obsolete/disposable. Information on reclassification actions is promulgated by the SPCC via notices of

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS

PRIVACY ACT STATEMENT

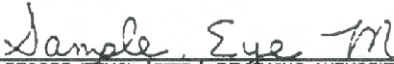
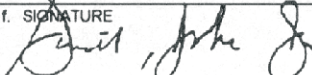
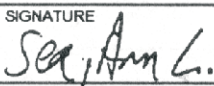

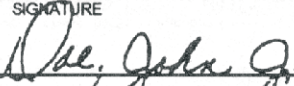
AUTHORITY: 10 USC 136; 10 USC 2775; DoD Instruction 7200.10; EO 9397.

ROUTINE USE: None

(*) **MLSR REPORT 1998/01**

PRINCIPAL PURPOSE: To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of soliciting the SSN is for positive identification.

DISCLOSURE: Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.

1. DATE INITIATED (YYMMDD) 980425		2. INQUIRY/INVESTIGATION NUMBER 25APR98-8746-8T1		3. DATE LOSS DISCOVERED (YYMMDD) 980424	
4. NATIONAL STOCK NO. 5820-01-079-9836	5. ITEM DESCRIPTION 19" RCA Color Track Television		6. QUANTITY 03	7. UNIT COST \$298.00	8. TOTAL COST \$894.00
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS LOST (*) STOLEN <input checked="" type="checkbox"/> LOST <input type="checkbox"/> DAMAGED <input type="checkbox"/> DESTROYED <input type="checkbox"/> (Attach additional pages as necessary) Television sets discovered missing from barracks 128 rooms 132, 143, and 156 as a result of a physical inventory conducted to update minor plant property records. Televisions were not secured LAW OPNAVINST 5830.14B, para. 0321, to prevent theft.					
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary) All personnel checking out of barracks now required to have their rooms physically inventoried prior to checkout. All televisions to be permanently secured within rooms by anchor pad or bolts. (*) NCIS NAVAL AIR STATION NOTIFIED 980424, ASSUMED CASE.					
11. INDIVIDUAL COMPLETING BLOCKS 9 THROUGH 10					
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) NAVAL AIR STATION NORTH ISLAND, CA 92010		b. TYPED NAME (Last, First, Middle Initial) Sample, Eye, M. SK1		c. AUTOVON / DSN NUMBER 476-7234	
		d. SIGNATURE 		e. DATE SIGNED 980425	
12. (X one) <input checked="" type="checkbox"/> RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS) <input checked="" type="checkbox"/> REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)					
a. NEGLIGENCE OR ABUSE EVIDENT / SUSPECTED (X one) <input checked="" type="checkbox"/> (1) Yes <input type="checkbox"/> (2) No		b. COMMENTS / RECOMMENDATIONS Televisions discovered missing upon making morning rounds.			
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) NAVAL AIR STATION NORTH ISLAND, CA 92010		d. TYPED NAME (Last, First, Middle Initial) Smith, John, J. BM1		e. AUTOVON / DSN NUMBER 476-3731	
		f. SIGNATURE 		g. DATE SIGNED 980802	
13. APPOINTING AUTHORITY					
a. RECOMMENDATION (X one) <input checked="" type="checkbox"/> (1) Approve <input type="checkbox"/> (2) Disapprove		b. COMMENTS / RATIONALE		c. FINANCIAL LIABILITY OFFICER APPOINTED (X one) <input checked="" type="checkbox"/> (1) Yes <input type="checkbox"/> (2) No	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) NAVAL AIR STATION NORTH ISLAND, CA 92010		e. TYPED NAME (Last, First, Middle Initial) Sea, Arn, L. LCDR		f. AUTOVON / DSN NUMBER 476-4488	
		g. SIGNATURE 		h. DATE SIGNED 980804	
14. APPROVING AUTHORITY					
a. ACTION (X one) <input checked="" type="checkbox"/> (1) Approve <input type="checkbox"/> (2) Disapprove		b. COMMENTS / RATIONALE  Submit copies to: (*) CNO (N09N1) NAVSURFWARCENDIV CRANE (3046)		c. LEGAL REVIEW COMPLETED IF REQUIRED (X one) <input checked="" type="checkbox"/> (1) Yes <input type="checkbox"/> (2) No	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) NAVAL AIR STATION NORTH ISLAND, CA 92010		e. TYPED NAME (Last, First, Middle Initial) Doe, John, J. CDR		f. AUTOVON / DSN NUMBER 476-0001	
		g. SIGNATURE 		h. DATE SIGNED 980804	

DD Form 200, FEB 91

Previous editions are obsolete.

Attachment (1)
to Enclosure (4)

SKF05011


Figure 2-11A.—Completed Financial Liability Investigation of Property Loss, DD Form 200 (front).

15. FINANCIAL LIABILITY OFFICER

a. FINDINGS AND RECOMMENDATIONS (Attach additional pages as necessary)

Findings:

1. BM1 Smith failed to properly secure television sets during the evening resulting in their theft. Failure to properly execute assigned responsibilities resulted in loss to government.
2. Remove from property record.
3. All personnel must now have their rooms physically inventoried before checkout. All televisions have been permanently secured within rooms by anchor pad or bolts.


b. DOLLAR AMOUNT OF LOSS \$894.00	c. MONTHLY BASIC PAY \$1,623.00	d. RECOMMENDED FINANCIAL LIABILITY \$894.00
e. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) NAVAL AIR STATION NORTH ISLAND, CA 92010	f. TYPED NAME (Last, First, Middle Initial) Jones, John J. LT	g. AUTOVON / DSN NUMBER 476-7387
	h. DATE REPORT SUBMITTED TO APPOINTING AUTHORITY (YYMMDD)	i. DATE APPOINTED (YYMMDD) 980424
	j. SIGNATURE 	k. DATE SIGNED 980801

16. INDIVIDUAL CHARGED

a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND (X one)

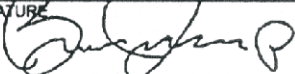
(1) Submit the attached statement of objection. (2) Do not intend to make such a statement.

b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL ADVICE. MY SIGNATURE IS NOT AN ADMISSION OF LIABILITY.

c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) NAVAL AIR STATION NORTH ISLAND, CA 92010	d. TYPED NAME (Last, First, Middle Initial) Smith, John J. BM1	e. SOCIAL SECURITY NUMBER 123-48-6789
	g. SIGNATURE 	h. DATE SIGNED 980803
f. AUTOVON / DSN NUMBER 476-3731		

17. ACCOUNTABLE OFFICER

a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD

b. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) NAVAL AIR STATION NORTH ISLAND, CA 92010	c. TYPED NAME (Last, First, Middle Initial) Brown, James P. CDR	d. AUTOVON / DSN NUMBER 427-7877
	e. SIGNATURE 	f. DATE SIGNED 980804

DD Form 200 (Back), FEB 91
Attachment (1)
to Enclosure (4)

SKf05012

Figure 2-11B.—Completed Financial Liability Investigation of Property Loss, DD Form 200 (back).

ammunition reclassification (NARs) or changes to *Ammunition Unserviceable, Suspended, and Limited Use*, TWO24-AA-ORD-010.

NARs supplement the TWO24-AA-ORD-010. Each NAR contains a separate reclassification action. A NAR may also be used to transmit technical or precautionary data pending its inclusion into the appropriate technical manual. NARs are distributed in message format to Address Indicating Group 181 (AIG 181). Each NAR message normally contains more than one NAR.

Since NARs are numbered sequentially through each calendar year, check the NAR numbers against the previously received NARs whenever you receive a NAR message. If any void is noted in the sequence of NAR numbers, request retransmission of the missing NARs from the SPCC.

Each activity with reclassified ammunition on hand must report it as soon as possible according to the TWO24-AA-ORD-010, unless otherwise directed in the NAR message. Material, reported in response to a NAR, should not be reported again when reclassification information is incorporated in the TWO24-AA-ORD-010. Individual holding activities should dispose of ammunition reclassified as suspended or unserviceable according to the TWO24-AA-ORD-010 or by a NAR through normal supply channels.

MISSING, LOST, STOLEN, OR RECOVERED GOVERNMENT PROPERTY

Certain categories of material are so sensitive that they must be made immediately visible to investigating agencies at the time of loss or recovery. In light of this, the Navy has instituted reporting procedures to help recognize physical security needs and to reduce property losses. *Report of Missing, Lost, Stolen, or Recovered (M-L-S-R) Government Property*, SECNAVINST 5500.4, and COMOMAG/MOMAUIINST 4000.1 give complete instructions on reporting M-L-S-R material. Material in the following categories must be reported:

- All serialized or unserialized firearms, weapons, ammunition, explosives, and other destructive devices, regardless of value.
- Serialized items (valued over \$ 100) and precious metals.
- Sensitive or classified material.

- Navy property requiring the completion of a Financial Liability Investigation of Property Loss (FLIPL) also known as a Report of Survey (DD Form 200) or Report of Discrepancy (ROD) Standard Form 364.

Proper management of naval material is a matter of top priority for all personnel, and all personnel are responsible for safeguarding all government property under their jurisdiction, whether or not they have signed a receipt.

MATERIAL SHIPMENT PROCEDURES

Material movement is an essential link in the chain of supply support. Vast quantities of material move daily in support of naval operations and they represent a substantial en route dollar value. Many of the en route items affect, to some degree, the operational capabilities of naval activities.

When, as a result of improper documentation and marking, shipments are delayed, misrouted, or lost, man-hours are lost in tracing the delinquent shipments. More importantly, the lack of critically needed parts reduces the operational capabilities of the intended recipient.

The Military Standard Transportation and Movement Procedures (MILSTAMP) System provides a means for better control of transportation performance to users. It also provides more efficient usage of available Defense Transportation System (DTS) capabilities. In addition, it permits greater efficiency in shipment planning. Documents used are uniform, and the system is compatible with MILSTRIP. A standard transportation priority system is based on UMMIPS.

MILSTAMP is mandatory for all military services and other agencies using the DTS. However, MILSTAMP does not apply to the following factors:

- Internal shipments within military installation or local-area shipments in support of satellite activities.
- Shipments completed within the mail system.
- Shipments moving on commercial bills of lading from, to, or between contractor plants.
- Movement of passengers.

Complete information concerning MILSTAMP is contained in *Military Standard Transportation and Movement Procedures*, DOD Regulation 4500-32-R.

Transportation Control and Movement Document

In any material transportation system, there is a requirement for certain basic information and data. This is accomplished by using a single, comprehensive, control document, the Transportation Control and Movement Document (DD Form 1348), as shown in figure 2-12. The shipper is responsible for the preparation of this document in its various forms and formats, including message format.

The transportation control and movement document (TCMD) is a multipurpose document or format that is designed for the following purposes:

- To identify the material in a shipment and to indicate the necessary transportation data. It takes the place of airbills, Navy cargo documents, and material-routing sheets.

- To obtain clearance and to provide advance notice to intermediate transshipment points that a shipment is to be expected.
- To provide the information required to trace a shipment.

When an activity uses DD Form 1348, one copy of each DD Form 1348-1 associated with the shipment (in addition to the DD Form 1348-1 expenditure file) should be filed with the TCMD. All forms associated with a shipment should be placed in a folder and filed numerically in TCMD-document-number sequence.

Transportation Control Number

The transportation control number (TCN) is the basic element in the MILSTAMP system. A number is assigned to each shipment unit for the shipment control

TRANSPORTATION CONTROL AND MOVEMENT DOCUMENT (4810)																	PAGE NO	
1 DOC ID TJ1	2 TRLR CONT	3 CONSIGNOR V12345 USS UNDERWAY (CV-00)			4 COMM-SPEC HDLG HD ELECTRON TUBE-MAGNETIC			5 AIF DIM A	6 POE PROVIDED BY THE ACA			7 POD PROVIDED BY THE ACA						
8 MODE 9	9 PACK CT	10 TRANS CONTROL NO V:2345-0001-0001 RXX			11 CONSIGNEE N24689 FISC. SOMEWHERE, STATE			12 PRI 1	13 RDD	14 PROJ 715	15 DATE SHPD S92	16 ETA U	17 TR ACCT N522					
18 CARRIER		19 FLIGHT TRUCK VOY DOC NO			20 REF		21 REMARKS					22 PIECES 1	23 WEIGHT 75	24 CURF 4				
25A TRANSHP POINT (1)		B DATE REC	C BAY WHSE	D DATE SHPD	E MODE CARRIER	F FLIGHT TRUCK VOY DOC NO		G REF	H STOW LOC	I SPLIT	J COND	K SIGNATURE REMARKS						
26A TRANSHP POINT (2)		B DATE REC	C BAY WHSE	D DATE SHPD	E MODE CARRIER	F FLIGHT TRUCK VOY DOC NO		G REF	H STOW LOC	I SPLIT	J COND	K SIGNATURE REMARKS						
27A TRANSHP POINT (3)		B DATE REC	C BAY WHSE	D DATE SHPD	E MODE CARRIER	F FLIGHT TRUCK VOY DOC NO		G REF	H STOW LOC	I SPLIT	J COND	K SIGNATURE REMARKS						
28 CONSIGNEE		29 DATE RECEIVED/OFFERED (high)			30 CONDITION		31 REMARKS											
32 DOC ID	33 TRAILER CONTAINER	34 CONSIGNOR COMM ABBR OTHER	35 COMMODITY SPEC HLOG	36 VOY NO	37 POD	38 MO	39 TYPE	40 TRANSPORTATION CONTROL NUMBER		41 CONSIGNEE	42 REMARKS			43 ADDITIONAL REMARKS OR				
TJ6			LSGP-28								42A	42B	42C	42D	42E	42F		
TJ9											42A	42B	42C	42D	42E	42F		
TJ9											42A	42B	42C	42D	42E	42F		
TJ9											42A	42B	42C	42D	42E	42F		

DD FORM 1348 MAR 1 APR 66 S/N D102 LF 013 6101 REPLACES EDITION OF 1 APR 63, WHICH MAY BE USED

SKf07028

Figure 2-12.—Transportation Control and Movement Document , DD Form 1348.

from origin to destination. To avoid duplicate number assignment, construct TCNs as follows:

- If the shipment is a fulfillment of the MILSTRIP requisition, the MILSTRIP requisition number and the three alphabetic characters assigned by the command become the TCN. The alphabetic characters identify complete, partial, or split shipments. Complete shipments are indicated by “XXX.”
- If the shipment is non-MILSTRIP, the shipping activity assigns the TCN. The TCN can be derived by referring to appendix C of DODINST 4500.32-R.

INVENTORY MANAGEMENT

The primary function of any supply organization is to ensure the availability of materials in the proper amount, at the proper place, and at the proper time. To accomplish this, continuous and judicious management of materials must be exercised.

Inventory requires the control of, and agreement between, stock and stock records, accurate allowance lists, evaluation of material usage, and anticipation of future requirements. In addition, reports must reflect accurate information so that Navy inventory managers can provide for future requirements.

This section discusses allowance lists, records and files, inventory and stock validity, inventory procedures, conventional ammunition integrated management system, and ammunition transaction reporting.

ALLOWANCE LISTS

Allowance lists itemize the material requirements of an activity. They are used extensively to identify and procure repair parts, equipment, and consumable materials necessary to maintain and support an activity’s mission. You, as the supervisor, will be dealing with allowances for service mines and mine components and ET mines and their components. As a person assigned to the supply department, it is your responsibility to inform your supervisor at the time of issue of any item that falls below the minimum required allowance.

Service Mines and Components

The allowance for service mines and their components is established by *Service Mines*

Distribution and Support Guidance, COMINEWARCOMINST C8550.5. Component spares and repair parts must be stocked to the levels set by the mine bill of material (MBOM). Requisitions are submitted promptly for any issue or expenditure of material that may reduce your stock below the allowance quantity. If you are in excess of allowance, the material is either reported and turned in to the appropriate inventory manager or is made available for redistribution according to the proper directives.

ET Mines and Components

The allowance for ET mines and their components is contained in *Mine Warfare Exercise and Training (ET) Exercise and Training (ET) Program Management*, COMOMAG 8550.16. Any unit or detachment that maintains ET mines must maintain stocks to the levels established in the MBOM. As with service mines and components, if your allowance falls below the MBOM allowance, you must promptly submit a requisition to order up to your established allowance.

At times, you may become in excess of allowance in ET material because training exercises are canceled. If this occurs, you may obtain permission from COMOMAG to retain the excess material on board. The request must be fully justified, and the projected date that your stock levels will be reduced to allowance levels must be provided.

RECORDS AND FILES

Stock records are essential for the inventory management of an activity. Without stock records, it is impossible to maintain an adequate stock of materials necessary for the operation and mission of the activity.

Battery Acquisition Transactions Systems

Battery Acquisition Transactions Systems (BATS) 98 is an automated computer program. BATS is used as a tool for maintaining battery inventories. It was developed to eliminate the Y2K problems found in earlier editions of BATS and uses actual calendar dates. This improves battery life calculations over the old method of 1 year equaling 12 months of 30 days each. BATS 98 operates in Microsoft Windows 95, 98, or NT 4.0 (License is not required). It automatically ages its inventory of batteries on a daily basis; and based on temperature and storage use, it provides a means of estimating future inventory requirements by calculating the useful life of a battery lot.

For further information on BATS, refer to *Mine Components, Description and Class-B Criteria*, SW550-AA-MMI-010, appendix A.

INVENTORY AND STOCK VALIDITY

An inventory is a method of verifying the accuracy of, or reconciling the difference between, receipt and expenditure transactions. Inventories verify that stocks are maintained at allowance levels and are accurately recorded on the stock record files.

Ideally, each command should seek to achieve a 100 percent stock validity on each inventory conducted. This is accomplished by accurate and timely posting of receipts and expenditures to the applicable stock record.

The results of inventories are reported to COMOMAG each month, and a stock validity of 90 percent is acceptable. Anything less than this percentage must be reported with the reasons for the unacceptable validity and with corrective actions taken to remedy the situation.

A physical inventory of 100 percent of on-hand stock must be completed each year. In addition to that requirement and to the below-listed inventories, a complete inventory of any item is held each time there is an issue or a receipt of that item. The results of this inventory are noted in the upper-right corner of the receipt document or in block 11 of DD Form 1250-1. When the transaction is posted to the applicable stock record, the inventory is verified.

Inventory Types

The term *inventory* refers to the quantity of on-hand stock that is maintained on the stock record. A physical inventory of these items is required for proper inventory control. Other goals that should be accomplished during an inventory are as follows:

1. Reconcile differences between the actual count and the stock record count.
2. Stop reoccurring discrepancies by effecting controls.
3. Determine stock deficiencies that require corrective action.
4. Ensure that material is correctly identified, properly stowed, packaged, and preserved.
5. Update location and other management data in stock and locator records. (ROLMS to

Conventional Ammunition Integrated Management System [CAIMS]).

6. Provide a basis for adjusting financial balances in inventory control files.

The rest of this section describes some of the inventories you will be involved with at your command.

RANDOM-SAMPLE INVENTORY.—Random-sample inventories are used to verify previously conducted inventories, such as the monthly one-twelfth inventory. In the main random-sample inventory, all items in stock are eligible to be counted and must have an equal chance of being selected. The initial item is selected from the first 20 cards and then every 20th card thereafter. In other words, if you pick the 15th item, then after that you pick the 35th, the 55th, the 75th, and so forth.

SELECTED-ITEM INVENTORY.—The selected-item inventory is designed to be used on certain fast-moving or frequently demanded items. It tests the readiness of the supply department by ensuring that there are sufficient quantities of material to build up your command's weapons.

MONTHLY ONE-TWELFTH INVENTORY.—The monthly one-twelfth inventory is accomplished by preparing inventory cards and dividing them by 12 equal sections. One of these sections is used to complete the inventory each month. You must remember to update the inventory cards as items are added to or deleted from your command's allowance.

Inventory Records

Once the inventory has been completed, all efforts must be made to correct any discrepancies before recording the results of the inventory. The results are posted to the applicable stock record file, located in ROLMS, in red and all records are maintained.

Material Lost or Gained by Inventory

When a physical count of material shows a quantity difference between the stock record and the actual count, it is called either a loss by inventory (LBI) or a gain by inventory (GBI). A loss or a gain must be reviewed carefully to ensure that the suspected loss or gain is valid and that later inventories will not show the count difference to be the same as the loss or the gain made in a previous inventory.

Once the loss or the gain has been verified and has been considered a minor difference, an adjustment NAVSUP Form 1250 is prepared according to NAVSUP P-485, and the quantity difference is then posted to the applicable stock record. If it is decided that there is a major difference, it must be determined if the material is to be reported on an M-L-S-R government property report or is to be surveyed.

INVENTORY PROCEDURES

All updated and receipt documents must be collected and posted to the applicable stock record before the start of the inventory. A quality assurance inspector and a member from the supply department review all discrepancies from the previous month to ensure that they have been corrected. These discrepancies should be resolved, if possible. If they cannot be resolved, the discrepancies are recorded on a separate sheet of the inventory report and the reasons are given as to why they were not corrected.

Since inventories are conducted to ensure that the data base files agree, it is extremely important that all inventories be conducted systematically and responsibly. Keep in mind the importance of a complete and accurate inventory to reduce errors. For each item to be inventoried, personnel involved must:

- identify each item legibly by stock number, part number, MMC, or Navy ammunition logistics code (NALC);
- check each item for proper packaging or condition;
- count each item carefully and record it accurately on the inventory document;
- record correctly the units of issue (es, pr, bx, etc.);
- attach the proper MIL-STD tag to each item with the correct identifying information; and
- record the actual location of the item on the inventory document.

This section does not cover all aspects of inventories. The use of NAVSUP P-485 and COMOMAG/MOMAUINST 4000.1 is essential in properly conducting your inventories.

Material Identification

Care must be taken to ensure that each item in stowage is legibly marked, tagged, or labeled with the

appropriate nomenclature and identification numbers (NSN, NICN). Material that is not properly identified can cause delays in issues and inventories.

Material Location

The location of each item in stock is maintained in a supply department file. Each item is assigned a row, an aisle, or a bin number. This item location number is maintained in the ROLMS data base and is used for locating the material for issues and inventories, and for stowing new material when received.

If, for any reason, it is necessary to relocate material, you need to ensure that the following actions are taken:

- Protect the material from loss or damage during movement.
- Stow the material properly in the new location.
- Record the new location promptly and accurately in the ROLMS data base.

You must always remember that the accuracy of your stowage reflects on your inventories and that the accuracy of your inventories reflects on the condition of your supply department.

CONVENTIONAL AMMUNITION INTEGRATED MANAGEMENT SYSTEM (CAIMS)

CAIMS is an information system designed to provide a comprehensive and timely response to the readiness needs of the Navy. The system is based on the use of large-scale, automated data-processing equipment to provide immediate retrieval and daily updating of the conventional ammunition database.

The primary goal of the supply system for conventional naval ammunition is to provide rapid and efficient response to the operational requirements of the users of naval ammunition. This goal can only be achieved when you, the requisitioner, and the stocking points follow the standard procedures for the preparation and transmission of requisitions and the proper reporting procedures.

AMMUNITION TRANSACTION REPORTING

Any action that affects the on-hand quantity of your command's reportable assets (such as issues, receipts, expenditures, or inventory losses or gains) are

reported on the ammunition transaction report (ATR). The method of processing ATR information into the CAIMS requires that all pertinent instructions be followed exactly.

The CAIMS is the only authorized sole source of asset and expenditure information used by the Chief of Naval Operations (CNO) and the fleet commanders in chief for the logistical management of ammunition. If the ATR information is not accurate, the information received by higher-echelon commands will not be accurate, and procurement and maintenance funding may be jeopardized. It is also the sole source of information used for the execution of operational plans (OPLANs) and operational orders (OPORDs).

Without accurate and prompt reporting by individual operating units and shore activities, procurement and maintenance funding will be severely hampered. The high cost and limited availability of ammunition requires all commands to provide continuous, intensive, and careful management of assets.

All transaction reporting must follow the procedures in SPCCINST 8010.12 and *Conventional Ordnance Management Manual*, COMPACFLT/COMLANTFLTINST 8010.12.

NOTE

COMOMAG, COMINWARCOM, and NAVMINWARENGACT commands should be addressed for information purposes on all transaction reports.

RECOMMENDED READING LIST

NOTE: Although the following references were current when this NRTC was published, their continued currency cannot be assured. When consulting these references, keep in mind that they may have been revised to reflect new technology or revised methods, practices, or procedures; therefore,

you need to ensure that you are studying the latest revision.

Afloat Supply Procedures, NAVSUP P-485, Naval Supply Systems Command, Washington, DC, 1984.

Conventional Ordnance Management Manual, COMPACFLT/COMLANTFLT 8010.12, Commander, U.S. Pacific Fleet, Pearl Harbor, HI, and Commander, U.S. Atlantic Fleet, Norfolk, VA, 1993.

Financial Management of Resources, NAVSO P-3013-2, Naval Supply Systems Command, Washington, DC, 1990.

Mine Warfare Exercise and Training (ET) Exercise and Training (ET) Program Management, COMOMAG 8550.16, Mobile Mine Assembly Group, Corpus Christi, TX, 2000.

MILSTRIP/MILSTRAP Desk Guide, NAVSUP P-409, Naval Supply Systems Command, Washington, DC, 1990.

Mine Components, Description and Class-B Criteria, SW550-AA-MMI-010, Naval Mine Warfare Engineering Activity, Yorktown, VA, 1993.

Mobile Mine Assembly Group Supply Procedures, COMOMAG/MOMAUINST 4000.1, Mobile Mine Assembly Group, Corpus Christi, TX, 2000.

Navy Standard Technical Manual Identification Numbering System, N0000-00-IDX-000/TMINS, Chief of Naval Operations, Washington, DC, 1988.

Report of Missing, Lost, Stolen, or Recovered (M-L-S-R) Government Property, SECNAVINST 5500.4F, Secretary of the Navy, Washington, DC, 1990.

Supply Management of Ammunition, SPCCINST 8010.12, Navy Ships Parts Control Center, Mechanicsburg, PA, 1984.

APPENDIX I

GLOSSARY

The entries listed in this appendix are terms as they are used in this NRTC.

ACCOUNTABILITY—The obligation, which is imposed upon any person who is authorized to have custody or possession of public property, to produce the property or the evidence of its authorized disposition when directed by proper authority or upon proper occasion.

APPROPRIATIONS PURCHASE ACCOUNT—The material that is purchased by a bureau or a command and is already charged to appropriated funds. The material is available for issue to end users.

BACKORDER—A requisition that cannot be filled by the supply activity from current stock and is being held until additional stock is received.

CANCELLATION—A total or partial discontinuance of a supply action requested by the requisitioner and confirmed by the supplier.

COGNIZANCE SYMBOL—A two-character symbol that designates the stores account in which the material is carried and the responsible inventory control point.

CONTROLLED EQUIPAGE—Any selected items of equipage that require increased management control due to high cost, vulnerability to pilferage, or essentiality to the command's mission.

CUSTODY—The responsibility for proper care, stowage, use, and records of Navy material.

DIRECTIVE—An instruction (order), a notice (bulletin), or a change transmittal. It prescribes or establishes policy, organization, conduct, methods, or procedures; requires actions or sets forth information essential to the effective administration or operation of activities concerned; or contains authority or information that must be promulgated formally.

DIRECTIVES ISSUANCE SYSTEM—The standard procedures and formats used to promulgate policy, procedures, and informational releases within the Department of the Navy.

DISTRIBUTION LIST—A list of action and information addressees of a directive or a

multiple-address document. These addressees are selected on a need-to-act or need-to-know basis.

EQUIPAGE—Any items of a durable nature that are not consumed in use and are essential to the command's mission. An allowed quantity is usually determined on an individual command basis and is contained in an allowance parts list, an allowance equipage list, or a similar list. It does not include installed equipment.

FUND CODE—A two-character code used to cite the appropriate accounting data on requisitions.

INSTRUCTION—A directive containing authority or information having continuing reference value or requiring continuing action. It remains in effect until superseded or otherwise canceled by the originator or by higher authority.

INVENTORY CONTROL POINT—The inventory manager that has cognizance or control of material for specifications, procurement, and stocking. It may be either a Navy or Defense activity.

ISSUE—The expenditure of material from the supply officer's custody to command use.

NOTICE—A directive of a one-time or brief nature. It has a self-canceling provision and the same force and effect as an instruction. It usually remains in effect for less than 6 months, but it is not permitted to remain in effect for longer than 1 year.

OPERATING TARGET—The obligational authority, which is granted by a type commander to ships and commands under his control, to cite his allotment in procuring materials and services. Instructions and limitations are provided by each type commander.

PRIORITY—A numerical designation assigned to a requisition by the requisitioner. It is used to establish the processing time for the requisition and the anticipated delivery time for the material.

RETAIL ORDNANCE LOGISTICS MANAGEMENT SYSTEM (ROLMS)—Database management system.

REVISION—A reissuance of an existing instruction in a completely rewritten form.

STANDARD NAVY DISTRIBUTION LIST—The list that provides official addressing and distribution information for the Naval Establishment.

SURVEY—The procedure used to expend material from stock records and accounts when it is deteriorated, damaged, lost, missing, or otherwise unavailable for its intended use.

APPENDIX II

ABBREVIATIONS AND ACRONYMS

The entries listed in this appendix are terms as they are used in this NRTC.

A

ACN—advance change notice

ADP—automated/automatic data processing

AIG—address indicating group

ALCOM—all commands

ALMILACT—all military activities

APA—appropriation purchase account

APL—allowance parts list

ATR—ammunition transaction report

B

BATS—Battery Data Base Management System

C

C—Confidential

CAIMS—Conventional Ammunition Integrated Management System

CASREP—Casualty report

CEIL—controlled-equipage item list

CID—component identification number

CLF—combat logistics force

CNO—Chief of Naval Operations

COMINEWARCOM—Commander, Mine Warfare Command

COMOMAG—Commander, Mobile Mine Assembly Group

CONUS—Continental United States

COSAL—coordinated shipboard allowance list

CPU—computer processing unit

D

DAAS—Defense Automatic Addressing System

DLA—Defense Logistics Agency

DLSC—Defense Logistics Services Center

DOD—Department of Defense

DTG—date-time-group

DTS—Defense Transportation System

E

ET—exercise and training

F

F/AD—force/activity designator

FBM—fleet ballistic missile

FCS—Federal Catalog System

FMSO—fleet material support office

FOUO—For Official Use Only

FSC—federal supply classification

FSDS—Federal Supply Distribution System

G

GBI—gain by inventory

GENADIM—general administrative

GSA—General Services Administration

I

ICP—inventory control point

J

JCS—Joint Chiefs of Staff

L

LBI—loss by inventory

LOU—Limited Official Use

M

M&S—media and status

MBOM—mine bill of material

MCC—material control code

MILSTAMP—Military Standard Transportation and Movement Procedures

MIL-STD—Military standard

MILSTRIP—Military Standard Requisitioning and Issue Procedures

M-L-S-R—missing, lost, stolen, or recovered

MOMAG—mobile mine assembly group

MOMAU—mobile mine assembly unit

MOV—material obligation validation

MTR—mandatory turn-in repairable

N

NALC—Navy ammunition logistics code

NAR—notice of ammunition reclassification

NATO—North Atlantic Treaty Organization

NAVMINEWARENGACT—Naval Mine Warfare Engineering Activity

NAVSEASYSKOM (NAVSEA)—Naval Sea Systems Command

NCB—national codification bureau

NCC—numerical control code

NICN—Navy item control number

NIIN—national item identification number

NSA—Navy stock account

NSC—naval supply center

NSN—national stock number

NSS—Navy Supply System

O

OPLAN—operational plan

OPORD—operational order

OPTAR—operating target

P

PD—priority designator

R

RDD—required delivery date

RFI—ready for issue

ROD—report of discrepancy

ROLMS—Retail Ordnance Logistics Management System

S

S—Secret

SECDEF—Secretary of Defense

SERVMART—service market

SNDL—Standard Navy Distribution List

SOS—speed of service

SPCC—Ships Parts Control Center

SSCC—standard subject classification code

SSIC—standard subject identification code

T

TCMD—transportation control and movement document

TCN—transportation control number

TM—technical manual

TMIN—technical manual identification number

TMINS—Technical Manual Identification Numbering System

TS—Top Secret

U

U—Unclassified

UMMIPS—Uniform Material Movement and Issue Priority System

UND—urgency of need designator

APPENDIX III

REFERENCES USED TO DEVELOP THIS NRTC

NOTE: Although the following references were current when this NRTC was published, their continued currency cannot be assured. When consulting these references, keep in mind that they may have been revised to reflect new technology or revised methods, practices, or procedures; therefore, you need to be sure that you are studying the latest references.

Afloat Supply Procedures, NAVSUP P-485, Naval Supply Systems Command, Washington, DC, 1984.

Conventional Ordnance Management Manual, COMPACFLT/COMLANTFLTINST 8010.12, Commander, U.S. Pacific Fleet, Pearl Harbor, HI, and Commander, U.S. Atlantic Fleet, Norfolk, VA, 1993.

Department of the Navy Correspondence Manual, SECNAVINST 5216.5, Secretary of the Navy, Washington, DC, 1996.

Department of the Navy Directives Issuance System, SECNAVINST 5215.1, Secretary of the Navy, Washington, DC, 1970.

Department of the Navy File Maintenance Procedures and Standard Subject Identification Codes, SECNAVINST 5210.11, Secretary of the Navy, Washington, DC, 1987.

Department of the Navy (DoN) Information Security Program (ISP) Regulation, SECNAV 5510.36, Chief of Naval Operations, Washington, DC, 1999.

Financial Management of Resources, NAVSO P-3013-2, Naval Supply Systems Command, Washington, DC, 1990.

MILSTRIP/MILSTRAP Desk Guide, NAVSUP P-409, Naval Supply Systems Command, Washington, DC, 1990.

Mine Components, Description and Class-B Criteria, SW550-AA-MMI-010, Naval Mine Warfare Engineering Activity, Yorktown, VA, 1993.

Mine Warfare Exercise and Training (ET) Exercise and Training (ET) Program Management, COMOMAG 8550.16, Mobile Mine Assembly Group, Corpus Christi, TX, 2000.

Mobile Mine Assembly Group Supply Procedures, COMOMAG/MOMAGINST 4000.1, Mobile Mine Assembly Group, Corpus Christi, TX, 2000.

Navy Standard Technical Manual Identification Numbering System, N0000-00-IDX-000/TMINS, Chief of Naval Operations, Washington, DC, 1988.

Report of Missing, Lost, Stolen, or Recovered (M-L-S-R) Government Property, SECNAVINST 5500.4, Secretary of the Navy, Washington, DC, 1990.

Supply Management of Ammunition, SPCCINST 8010.12, Navy Ships Parts Control Center, Mechanicsburg, PA., 1984.

Technical Manual for Underwater Mine Maintenance System, SW550-FO-PMS-101, Naval Mine Warfare Engineering Activity, Yorktown, VA, 1990.

Telecommunications Users Manual, NTP 3(I), Naval Computer and Telecommunications Command, Washington, DC, 1993.

Utilization of Automated Information Systems (AIS), COMOMAG/MOMAGINST 5230.1, Mobile Mine Assembly Group, Corpus Christi, TX, 1995.

ASSIGNMENT 1

Textbook Assignment: "Administration Functions," chapter 1, pages 1-1 through 1-12.

- 1-1. Within the Navy, which of the following types of communications are most common?
1. Directives
 2. Memorandums
 3. Naval letters
 4. All of the above
- 1-2. For the basic instructions on typing naval correspondence, what instruction should you use?
1. SECNAVINST 5215.1
 2. SECNAVINST 5216.5
 3. SECNAVINST 5210.11
 4. OPNAVINST 5510.1
- 1-3. If printed letterhead stationery is not available, which of the following types of paper should be used?
1. Plain bond paper
 2. Bond paper with typed letterhead only
 3. Bond paper with stamped letterhead only
 4. Both 2 and 3 above
- 1-4. What instruction gives guidance for the format and style of letterhead stationery?
1. SECNAVINST 5215.1
 2. SECNAVINST 5216.5
 3. SECNAVINST 5602.6
 4. OPNAVINST 5510.1
- 1-5. The left and right margins on all naval letters should be what size?
1. 1/2 inch
 2. 3/4 inch
 3. 1 inch
 4. 1 1/2 inches
- 1-6. Of the identification symbols that may be used on correspondence for reference purposes, which of the following symbols is not an identification symbol?
1. Classification
 2. Serial number
 3. SSIC
 4. Date
- 1-7. The standard subject identification code is on naval correspondence for which of the following reasons?
1. It indicates official correspondence
 2. It identifies the originator of the correspondence
 3. It represents the subject of the correspondence
 4. It indicates where the correspondence must be filed
- 1-8. A serial number is required on all classified correspondence.
1. True
 2. False
- 1-9. Serial numbers on correspondence start a new sequence of consecutive numbers at what point?
1. After you reach 100
 2. After you reach 999
 3. At the beginning of each calendar year
 4. At the beginning of each fiscal year
- 1-10. The date on official correspondence should be typed or stamped when the correspondence is
1. written in the rough
 2. typed in the smooth
 3. submitted for signature
 4. actually signed
- 1-11. The heading of official correspondence contains all of the following elements except which one?
1. Date
 2. Subject
 3. References
 4. Enclosures
- 1-12. The requirement for an endorsement is indicated by what part of a naval letter?
1. The To line
 2. The Via line
 3. The From line
 4. The Copy to line

- 1-13. When a letter has more than one via addressee, the order in which the letter should be sent to each via addressee is shown in what way?
1. Arabic numerals followed by a period
 2. Small letters followed by a period
 3. Arabic numerals enclosed in parentheses
 4. Small letters enclosed in parentheses
- 1-14. If there is not enough time for a letter to progress through the via addressees in time for the action addressee to complete action, you should take which of the following actions?
1. Send the original letter directly to the action addressee only
 2. Send the original letter to the action addressee and copies to the via addressees
 3. Send an advance copy to the action addressee
 4. Both 2 and 3 above
- 1-15. Regarding the subject line, which of the following statements is correct?
1. Is typed in bold letters
 2. It should be 10 words or less
 3. It starts three lines below the previous line
 4. It should be similar to the subject line of the incoming letter
- 1-16. In a naval letter, which of the following elements may be considered as references?
1. Meetings
 2. Publications
 3. Telephone calls
 4. All of the above
- 1-17. In a naval letter, references should be listed in what order?
1. Numerical
 2. Alphabetical
 3. Importance of subject
 4. Sequence in which they are mentioned in the text
- 1-18. Enclosures should be identified by which of the following methods?
1. Enclosure ONE
 2. Enclosure (1)
 3. Enclosure A
 4. Enclosure (a)
- 1-19. Regarding the signature line, which of the following statements is correct?
1. It does not contain the grade or the functional title of the signing official
 2. It should start 10 spaces to the right of center page
 3. It should start 10 spaces from the left margin
 4. It should be typed in lower-case letters
- 1-20. When a facsimile signature stamp is used, what, if anything, should be added beside the stamped signature?
1. Your signature only
 2. Your signature and the word for
 3. Your initials
 4. Nothing
- 1-21. What is the proper way to identify who is to receive a copy of a naval letter?
1. COPY-TO
 2. Copy-To
 3. Copy To:
 4. Copy to:
- 1-22. What is a multiple-address letter?
1. A letter sent to more than one command
 2. A letter having more than one return address
 3. A letter having more than one action addressee
 4. All of the above
- 1-23. A joint letter is a naval letter that is signed by officials of two or more activities.
1. True
 2. False
- 1-24. An endorsement may NOT be used for which of the following reasons?
1. To return a letter to the originator
 2. To forward the letter to the next via addressee
 3. To make comments on the contents of the letter
 4. To provide approval on the contents of the letter

- 1-25. In an endorsement, what is the proper way to list new references?
1. Start with the number 1
 2. Start with the letter a
 3. Assign a letter continuing with the sequence used in the earlier correspondence
 4. Assign a number continuing with the sequence used in the earlier correspondence
- 1-26. Correspondence used for informal communications between subordinates within the same command is a
1. message
 2. naval letter
 3. memorandum
 4. NAVGRAM
- 1-27. When plain bond paper is used for a memorandum, the word *MEMORANDUM* should be typed at what place on the paper?
1. At the bottom left margin
 2. At the top center of the page
 3. At the left margin below the typed letterhead or the security classification
 4. At the right margin below the typed letterhead or the security classification
- 1-28. If the subject of an informal memorandum is significant, there is no need to keep a file copy.
1. True
 2. False
- 1-29. What instruction establishes the directive issuance system and gives detailed directions on formats and writing style?
1. SECNAVINST 5211.1
 2. SECNAVINST 5215.1
 3. SECNAVINST 5216.11
 4. OPNAVINST 5510.1
- 1-30. An instruction is issued when it meets all of the following criteria EXCEPT which one?
1. Establishes policy
 2. Assigns a mission or a task
 3. Establishes a reporting requirement
 4. Requests comments, approval, or information
- 1-31. Which of the following documents is/are NOT part of the Directives Issuance System?
1. Navy Regulations
 2. Top Secret documents
 3. Operational plans and orders
 4. All of the above
- 1-32. The Directives Issuance System contains how many types of directives?
1. One
 2. Two
 3. Three
 4. Four
- 1-33. Information that is of a continuing reference value and requires continuing action is normally contained in which of the following documents?
1. Notice
 2. Message
 3. Instruction
 4. All of the above
- 1-34. Directive identification symbols include which of the following information?
1. Directive type
 2. Issuing authority
 3. Identification number
 4. All of the above
- 1-35. The directive identification symbol provides all but which of the following advantages?
1. Identifies the directive
 2. Identifies the directive's subject group
 3. Identifies whether the directive is a notice or an instruction
 4. Helps in the filing of directives
- 1-36. An instruction remains in effect for what maximum period of time?
1. 6 months
 2. 1 year
 3. 2 years
 4. Until canceled by the originator
- 1-37. A notice contains information or an action for a brief period and is issued with which of the following conditions?
1. A 30 day effective date
 2. A self-canceling provision
 3. A continuing reference value
 4. A transmittal instruction change

- 1-38. A directive identification symbol includes which of the following information?
1. Serial number
 2. Issuing authority
 3. Declassification date
 4. All of the above
- 1-39. Navy directives can be assigned which of the following security classifications?
1. For Official Use Only
 2. Confidential only
 3. Confidential and Secret only
 4. Confidential, Secret, and Top Secret
- 1-40. The U.S. Navy uses how many types of narrative messages?
1. One
 2. Two
 3. Three
 4. Four
- 1-41. The primary responsibility to determine the distribution requirement lies with which of the following entities?
1. The typist
 2. The drafter
 3. The issuing command
 4. The person signing the document
- 1-42. Distribution is selected on the basis of which of the following factors?
1. Need to act
 2. Need to know
 3. Both 1 and 2 above
 4. Nice to know
- 1-43. Where urgent communications and speed are of primary importance, which of the following communications forms should you use?
1. An instruction
 2. A naval letter
 3. A message
 4. A notice
- 1-44. As a Mineman, you will normally draft which of the following types of messages?
1. Single address only
 2. Single and multiple address only
 3. General and multiple address only
 4. General, single, and multiple addresses

IN ANSWERING QUESTIONS 1-45 THROUGH 1-48, SELECT FROM THE FOLLOWING LIST THE INDIVIDUAL RESPONSIBLE FOR THE ACTION DESCRIBED IN THE QUESTION. ANSWERS MAY BE USED MORE THAN ONCE OR NOT AT ALL.

- | |
|---|
| <p>A. Originator</p> <p>B. Releaser</p> <p>C. Drafter</p> <p>D. Addressee</p> |
|---|

- 1-45. What person is responsible for the selection of message precedence?
1. A
 2. B
 3. C
 4. D
- 1-46. What person is responsible for validating the contents of a message?
1. A
 2. B
 3. C
 4. D
- 1-47. What person is responsible for the proper addressing of a message?
1. A
 2. B
 3. C
 4. D
- 1-48. What person is responsible for readdressing a message to another activity?
1. A
 2. B
 3. C
 4. D
- 1-49. The originator of a message is the authority or the command in whose name the message is sent.
1. True
 2. False

- 1-50. The precedence of a message indicates which of the following factors?
1. The desired writer-to-reader time
 2. The time in which the receiving command must reply
 3. The precedence that must be used on the reply
 4. Both 2 and 3 above
- 1-51. Message traffic reserved for situations that gravely affect the national forces or population should be sent under what precedence?
1. ROUTINE
 2. PRIORITY
 3. IMMEDIATE
 4. FLASH
- 1-52. In determining the precedence to assign to a message, which of the following factors is the most important?
1. Urgency
 2. Number of addressees
 3. Importance of the subject
 4. Seniority of the originator
- 1-53. What precedence is the highest normally authorized for administrative messages?
1. ROUTINE
 2. PRIORITY
 3. IMMEDIATE
 4. FLASH
- 1-54. What precedence is identified by the prosign Z?
1. PRIORITY
 2. IMMEDIATE
 3. FLASH
 4. EMERGENCY COMMAND
- 1-55. What is the SOS objective of an IMMEDIATE message?
1. 10 minutes
 2. 30 minutes
 3. 3 hours
 4. 6 hours
- 1-56. A message is released for transmission at 0532 Greenwich Mean Time on 28 October 1993. What is the correct DTG assigned to the message?
1. 0532Z 28 OCT 93
 2. 28OCT93 0532Z
 3. 280532Z OCT 93
 4. 028532Z OCT 93
- 1-57. What is the speed-of-service objective of a PRIORITY message?
1. 10 minutes
 2. 30 minutes
 3. 3 hours
 4. 6 hours
- 1-58. The message date-time-group is assigned to each message for which of the following purposes?
1. Filing
 2. Identification
 3. Both 1 and 2 above
 4. Speed of service
- 1-59. When the volume of messages being transmitted must be reduced, which of the following events normally occurs?
1. Commands use naval letters
 2. Commands use readdressals
 3. MINIMIZE is imposed
 4. MAXIMIZE is imposed
- 1-60. Correspondence must be classified if one of the references is classified.
1. True
 2. False
- 1-61. Which of the following designations is NOT a classification?
1. Top Secret
 2. Secret
 3. Confidential
 4. For Official Use Only
- 1-62. Information that with unauthorized disclosure could result in exceptionally grave damage to the national security must be assigned what designation?
1. Top Secret
 2. Secret
 3. Confidential
 4. Limited Official Use

- 1-63. Material that with unauthorized disclosure could be expected to cause damage to the national security must be assigned what designation?
1. Top Secret
 2. Secret
 3. Confidential
 4. For Official Use Only
- 1-64. Regulations and guidance for classifying and safeguarding information are contained in which of the following documents?
1. OPNAVINST 5510.1
 2. OPNAVINST S5513.7
 3. SECNAVINST 5215.1
 4. SECNAVINST 5510.36
- 1-65. A document's overall classification should be typed at what location on the document?
1. Lower left of the first page
 2. Upper left of the first page
 3. Center bottom of the page
 4. Center top of the page
- 1-66. The disclosure of information that could result in serious damage to the United States should have what classification?
1. Secret
 2. Top Secret
 3. Confidential
 4. For Official Use Only
- 1-67. What is the purpose of marking classified material?
1. To inform the holder of the classification publication level only
 2. To inform the holder of the degree of protection required only
 3. To inform the holder of the classification level and to assist in extracting information only
 4. To inform the holder of the classification level and the degree of protection required and to assist in extracting information
- 1-68. Each paragraph of a classified document is marked to show its level of classification.
1. True
 2. False
- 1-69. The standard declassification markings are placed at what location on a document?
1. Bottom center on the first page
 2. Bottom left margin on the first page
 3. Top center on the first page
 4. Top left margin on the first page

ASSIGNMENT 2

Textbook Assignment: "Administrative Functions," chapter 1—continued, pages 1-12 through 1-18 and "Supply Procedures," chapter 2, pages 2-1 through 2-9.

- 2-1. To ensure that correspondence requiring action is completed, it should be routed through the chain of command by which of the following methods?
1. With a route stamp placed on it
 2. With the original route sheet attached
 3. Both 1 and 2 above
 4. With the duplicate route sheet attached
- 2-2. After action and routing of official correspondence is completed, what should happen to the route sheet and the original document?
1. The route sheet should be destroyed; the document should be filed
 2. Both the route sheet and the document should be filed
 3. The route sheet should be destroyed; the document should be filed in the administrative department's files
 4. Both the route sheet and the document should be returned to the administrative department for filing
- 2-3. At what point in its processing should official correspondence be dated?
1. When it is drafted
 2. When it goes in for signature
 3. After it is signed
 4. Before it is mailed or filed
- 2-4. What is the purpose of the SSIC system?
1. To standardize the processing of directives by the type of command
 2. To provide a single standard subject coding system
 3. To identify documents by reference numbers
 4. To maintain classified material
- 2-5. SSICs are broken down into how many major groups?
1. 6
 2. 8
 3. 10
 4. 13
- 2-6. What SSIC group pertains to facilities and activities ashore?
1. 11,000
 2. 8,000
 3. 6,000
 4. 4,000
- 2-7. The major groups of SSICs are broken down into how many subgroups?
1. Five
 2. Two
 3. Three
 4. Four
- 2-8. An instruction having an SSIC of 8551 pertains to what type of mines?
1. Aircraft laid
 2. Submarine laid
 3. Harbor defense
 4. Antisubmarine
- 2-9. For further information about SSICs, you should refer to which of the following instructions?
1. OPNAVINST 5510.1
 2. SECNAVINST 5216.5
 3. SECNAVINST 5215.1
 4. SECNAVINST 5210.11
- 2-10. A naval letter carries an SSIC of 4510. What is the major subject of the letter?
1. Logistics
 2. General Material
 3. Ordnance Material
 4. Operations and Readiness

2-11. Information on miscellaneous ordnance equipment is filed under what major subject series number?

1. 1000
2. 2000
3. 4000
4. 8000

2-12. The Mk 67 mine is identified by what subject code?

1. 8500
2. 8510
3. 8551
4. 8553

IN ANSWERING QUESTIONS 2-13 THROUGH 2-17, SELECT FROM THE FOLLOWING LIST THE PROGRAM THAT DESCRIBES THE ACTION IN THE QUESTION. ANSWERS MAY BE USED MORE THAN ONCE.

- | |
|--------------------|
| A. Spreadsheet |
| B. Word processing |
| C. Data management |

2-13. What program performs specific calculations?

1. A
2. B
3. C

2-14. What program combines one record with another?

1. A
2. B
3. C

2-15. What program stores and retrieves text?

1. A
2. B
3. C

2-16. What program generates reports?

1. A
2. B
3. C

2-17. What program is useful for repetitive documents?

1. A
2. B
3. C

2-18. All of the following computer items are considered as hardware except which one?

1. Printer
2. Monitor
3. Keyboard
4. Floppy disk

2-19. In ACN 3/C, what does the number 3 indicate?

1. Third revision
2. Third permanent change
3. Third change of revision C
4. Third ACN released since the last permanent change

2-20. A permanent change is issued as a complete publication and supersedes all previous issues.

1. True
2. False

2-21. Changes to publications may be issued in which of the following formats?

1. ACNs
2. Revisions
3. Permanent changes
4. All of the above

2-22. All technical manual deficiency reports are monitored by which of the following commands?

1. COMOMAG
2. COMINWARCOM
3. NAVMINWARENGACT
4. NAVSEADATASUPACT

2-23. The material identification number is used for which of the following reasons?

1. To identify specific items of material
2. To determine fraud, waste, and abuse
3. To track high-cost items
4. Both 2 and 3 above

- 2-24. The Federal Catalog System encompasses which of the following elements?
1. Description of all items carried under centralized inventory control only
 2. Description and classification of all items carried under centralized control only
 3. Naming and numbering of all items carried under centralized inventory control only
 4. Naming, description, classification, and numbering of all items carried under centralized control
- 2-25. Under the Federal Catalog System, each item may have a total of how many identification numbers?
1. One
 2. Two
 3. Three
 4. Four
- 2-26. The Federal Supply Classification (FSC) System permits the classification of supply items used by the Federal Government. Each item is classified in one, and only one, five-digit class.
1. True
 2. False
- 2-27. The first two digits of the FSC represent which of the following elements?
1. Material carried in an appropriation purchase account
 2. Major category of commodities
 3. Cognizance inventory manager
 4. Subdivision within the group
- 2-28. Aircraft and airframe structural components are in what FSC group'?
1. 10
 2. 12
 3. 15
 4. 40
- 2-29. Underwater mines are in which of the following FSC groups?
1. 11
 2. 13
 3. 14
 4. 38
- 2-30. A national stock number (NSN) has what total number of digits'?
1. 7
 2. 9
 3. 11
 4. 13
- 2-31. The national item identification number (NIIN) has what total number of digits?
1. 2
 2. 7
 3. 9
 4. 13
- IN ANSWERING QUESTIONS 2-32 THROUGH 2-35, REFER TO THE NSN "1350-00-123-4567."**
- 2-32. Which of the following numbers represent the FSC class?
1. 1350
 2. 13
 3. 50
 4. 00
- 2-33. The NIIN is represented by which of the following sets of numbers?
1. 00-123
 2. 1350-00
 3. 123-4567
 4. 00-123-4567
- 2-34. The FSC group is represented by which of the following numbers?
1. 13
 2. 50
 3. 1350
 4. 123-4567
- 2-35. The NCB code is represented by which of the following numbers'?
1. 00
 2. 123
 3. 1350
 4. 123-4567
- 2-36. The first character of the cognizance symbol represents which of the following factors about the item?
1. Inventory control point
 2. Inventory manager
 3. Stores account
 4. All of the above

- 2-37. If the first digit of the cognizance symbol is an odd number, it means that
1. the requisitioner must pay for the item
 2. the item is not carried in a stores account
 3. the item is issued without charge to the requisitioner
 4. the number denotes the inventory control point that has cognizance of the item
- 2-38. For a complete list of cognizance symbol assignments, you should refer to which of the following publications?
1. NAVSUP P-409
 2. NAVSUP P-485
 3. NAVSO P-3013-2
 4. COMOMAGWOMAGINST 4000.1
- 2-39. Within the United States, which of the following NCB codes is most commonly used?
1. 00
 2. 13
 3. 50
 4. 6T
- 2-40. Stock records and MBOMs are arranged in which of the following orders?
1. NSN
 2. MCC
 3. NIIN
 4. NALC
- 2-41. The Technical Manual Identification Numbering System (TMINS) is comprised of what total number of characters?
1. 7
 2. 9
 3. 11
 4. 13
- 2-42. In the publication identifier SW550-FO-PMS-010, the subject serial is identified by which of the following letters or numbers?
1. SW
 2. 550
 3. FO
 4. PMS

IN ANSWERING QUESTIONS 2-43 THROUGH 2-45, REFER TO THE PUBLICATION NUMBER "SW550-AA-MMI-020."

- 2-43. The technical manual (TM) serial number is represented by which of the following sets of numerals or letters?
1. SW
 2. 550
 3. AA
 4. 02
- 2-44. The TM acronym is represented by which of the following sets of numbers and/or letters?
1. AA
 2. 020
 3. MMI
 4. W550
- 2-45. The hardware/subject identifier is represented by which of the following groups of numbers and/or letters?
1. AA
 2. 020
 3. SW550AA
 4. MMI020
- 2-46. The technical manual identifier is divided into blocks. The basic TM or a change is identified in what block?
1. 4
 2. 5
 3. 11
 4. 13

IN ANSWERING QUESTIONS 2-47 THROUGH 2-50, SELECT FROM THE FOLLOWING LIST THE TERM CORRECTLY DESCRIBED IN THE QUESTION, ANSWERS MAY BE USED MORE THAN ONCE OR NOT AT ALL.

- | |
|----------------|
| A. Equipment |
| B. Consumables |
| C. Material |
| D. Equipage |

- 2-47. Ordnance material operated singly or as a component of a system.
1. A
 2. B
 3. C
 4. D
- 2-48. Non-installed items designed to support maintenance functions.
1. A
 2. B
 3. C
 4. D
- 2-49. Requires special inventory control in accordance with NAVSUP P-485.
1. A
 2. B
 3. C
 4. D
- 2-50. Common tools not associated with mine maintenance.
1. A
 2. B
 3. C
 4. D

- 2-51. Procurement is the act of obtaining materials by using which of the following methods?
1. Requisitions
 2. Open purchases
 3. Appropriate funds
 4. All of the above
- 2-52. Procurement is most commonly accomplished by which of the following methods?
1. Open purchase
 2. Appropriate fund
 3. Both 1 and 2 above
 4. Requisition
- 2-53. The Commander, Mobile Mine Assembly Group, receives administrative funds from which of the following commands?
1. CNO
 2. Fleet Commanders
 3. COMINWARCOM
 4. COMNAVSEASYSKOM
- 2-54. COMOMAG provides which of the following types of funds to MOMAU activities?
1. OPTAR only
 2. Operational only
 3. OPTAR and mine maintenance only
 4. OPTAR, operational, and mine maintenance
- 2-55. Fleet commanders are responsible for which of the following funding costs of MOMAU activities?
1. OPTAR
 2. Operational only
 3. Mine maintenance only
 4. Operational and mine maintenance

ASSIGNMENT 3

Textbook Assignment: "Supply Procedures," chapter 2—continued, pages 2-9 through 2-35.

3-1. OPTAR funds may be used for all of the following items except

1. protective clothing
2. foul weather gear
3. office supplies
4. cleaning gear

3-2. Mine maintenance funds must be obligated for material in direct support of mines.

1. True
2. False

3-3. When allocated funds are determined to be insufficient for requirements, you must request an augmentation of funds from which of the following commands?

1. Fleet commander's
2. COMOMAG
3. COMINWARCOM
4. COMNAVSEASYSKOM

IN ANSWERING QUESTIONS 3-4 THROUGH 3-7, SELECT THE CORRECT FORM TO BE USED FOR THE SITUATION DESCRIBED IN THE QUESTION. ANSWERS MAY BE USED MORE THAN ONCE OR NOT AT ALL.

- | |
|--------------|
| A. DD 1348-6 |
| B. DD 1348 |
| C. DD 1149 |
| D. DD 282 |

3-4. To order printing services.

1. A
2. B
3. C
4. D

3-5. In requisitioning non-standard items, some remote supply activities prefer to use what form?

1. A
2. B
3. C
4. D

3-6. To requisition non-standard items.

1. A
2. B
3. C
4. D

3-7. To order standard stock items that have either an NSN or an NICN.

1. A
2. B
3. C
4. D

3-8. In locations where MOMAU units or detachments are required to pay for utilities, transportation, or equipment rentals, you should use what form to order these services?

1. DD 282
2. DD 1348-6
3. NAVSUP 1250-1
4. NAVCOMPT 2275

3-9. Procedures for the submission of requisitions are in which of the following publications?

1. NAVSUP P-485
2. COMOMAG/MOMAGINST 4.000.1
3. Both 1 and 2 above
4. SPCCINST 8010.12

3-10. The military urgency of a requirement is expressed by which of the following methods?

1. Priority designator
2. Force/activity designator
3. Urgency of need designator
4. All of the above

- 3-11. The designation that identifies an activity based on mission essentiality is known as the urgency of need designator.
1. True
 2. False

IN ANSWERING QUESTIONS 3-12 THROUGH 3-15, REFER TO TEXTBOOK TABLE 2-2.

- 3-12. If your activity's ability to perform its primary mission is impaired, what UND should you use?
1. A
 2. B
 3. C
- 3-13. If the material is required for stock replenishment on an FBM submarine tender, what UND should you use?
1. A
 2. B
 3. C
- 3-14. . If the material is needed because without it the activity is unable to perform its primary mission, what UND should you use?
1. A
 2. B
 3. C
- 3-15. If the requirement is routine, what UND should you use?
1. A
 2. B
 3. C

IN ANSWERING QUESTIONS 3-16 THROUGH 3-18, REFER TO TEXTBOOK TABLE 2-3.

- 3-16. You are attached to an activity that is assigned the F/AD II. To indicate that your primary mission will be impaired without the material being received, what priority designator should you use?
1. 05
 2. 02
 3. 03
 4. 06

- 3-17. If the F/AD of any activity is IV, what is the highest priority designator that the activity may use?
1. 01
 2. 07
 3. 14
 4. 15

- 3-18. According to its military importance, an activity has what total number of priority designators assigned to it?
1. One
 2. Two
 3. Three
 4. Four
- 3-19. Unit and detachment commanding officers and officers-in-charge are NOT authorized to purchase items outside normal supply channels.
1. True
 2. False
- 3-20. Materials stocked in a specific SERVMART are listed in which of the following sources?
1. Stock list
 2. Stores list
 3. Shopping guide
 4. Each of the above
- 3-21. The requisition log is maintained by what time period?
1. Calendar year
 2. Fiscal year
 3. Quarter
 4. Month

- 3-22. The requisition log is divided into how many sections?
1. One
 2. Two
 3. Three
 4. Four

- 3-23. Regarding requisition files, what is meant by the term *outstanding*?
1. Material received is in excess of an activity's allowance
 2. Material ordered has been received by the requisitioner in good condition
 3. Material has been received but has not been recorded on stock record cards
 4. Material ordered has not been received nor canceled by the requisitioning activity
- 3-24. Status on high-priority outstanding requisitions is usually received by which of the following methods?
1. Message
 2. DD Form 1348m
 3. Both 1 and 2 above
 4. DD Form 1348 (4- or 6-PT)
- 3-25. All entries in a requisition log are required to be made
1. in red ink only
 2. in ink
 3. in pencil
 4. by typewriter
- 3-26. The requisition log is required to be closed out what total number of times per month?
1. One
 2. Two
 3. Three
 4. Four
- 3-27. The outstanding requisition file has which of the following purposes?
1. To have receipts readily available
 2. To have a central reference location
 3. To have a reference for follow-up action
 4. Each of the above
- 3-28. A complete list of status codes can be found in which of the following documents?
1. NAVSUP P-409
 2. NAVSUP P-485
 3. NAVSUPINST 4235.3
 4. COMOMAG/MOMAGINST 4000.1
- 3-29. A transmittal report of transaction is designed to ensure that COMOMAG is updated on a regular basis on the expenditure of funds. How frequently must this report be forwarded?
1. Three times a month
 2. Once a month
 3. Once a quarter
 4. Twice a year
- 3-30. Effective inventory control starts with which of the following procedures?
1. Receipt only
 2. Custody only
 3. Receipt and custody only
 4. Receipt, custody, and stowage
- 3-31. An MOV is submitted to the requisitioner for which of the following reasons?
1. To determine if requirements still exist
 2. To determine if the priority assigned is still valid
 3. To ensure that material obligations reflected in the inventory manager's records agree with the requisitioner's outstanding files
 4. All of the above
- 3-32. Internal MOVs are conducted by which of the following personnel?
1. COMINWARCOM
 2. COMOMAG
 3. SPCC
 4. ICP
- 3-33. When you receive quality-deficient material that may cause death or injury, you are required to submit which of the following documents?
1. Standard Form 364 only
 2. Initial report submitted by PRIORITY message, followed by Standard Form 364.
 3. Standard Form 368 only
 4. Initial report submitted by PRIORITY message, followed by Standard Form 368
- 3-34. Proper procedures to report quality-deficient materials are found in which of the following publications?
1. COMOMAG/MOMAGINST 4000.1
 2. SPCCINST 8010.12
 3. NAVSUP P-485
 4. Both 2 and 3 above

- 3-35. A Report of Discrepancy report should be submitted by the receiver of a shipment in which of the following situations?
1. Discovery is made of shipping or packaging discrepancies traceable to the shipper
 2. Discovery is made of discrepancies due to improper packing procedures
 3. Contraband is found during a customs inspection
 4. An exterior container is slightly damaged
- 3-36. The supply department is required to maintain what total number of requisition files?
1. One
 2. Five
 3. Three
 4. Six
- 3-37. Upon initial receipt of an item, which of the following steps must be accomplished?
1. Date the document, circle the quantity, and sign the document
 2. Date the document, circle the quantity, and post to the requisition log
 3. Date the document, post to the stock record card, and sign the document
 4. Sign the document, circle the quantity, and write *posted* on the document
- 3-38. Plant property is divided into what total number of classes?
1. One
 2. Two
 3. Three
 4. Four
- 3-39. Controlled equipage consists of items selected or approved by which of the following officers?
1. Fleet supply officers
 2. Chief of Naval Material
 3. Fleet commanders-in-chief
 4. Chief of Naval Operations
- 3-40. If the commanding officer or officer-in-charge of a MOMAU activity does not consider the CEIL to be sufficiently inclusive, he may take which of the following actions?
1. Designate additional equipage as required as controlled equipage
 2. Designate as additional controlled equipage only items that will also be designated as signature required
 3. Designate as additional controlled equipage only items that will also be designated as non-signature required
 4. Forward a request to the type commander requesting that additional items be added to the CEIL
- 3-41. Controlled equipage must be maintained on which of the following NAVSUP forms?
1. 306
 2. 368
 3. 409
 4. 485
- 3-42. Material maintained in warehouses and magazines should be arranged to provide all but which one of the following results?
1. To make inventories faster
 2. To maximize available space
 3. To ensure that the FIFO method is used
 4. To reduce the possibility of material loss or damage
- 3-43. How many levels of protection exist to ensure that stock items are RFI?
1. One
 2. Two
 3. Three
 4. Four
- 3-44. The controlled-equipage custody record serves as what two types of records?
1. Receipt and expenditure document
 2. Subcustody and maintenance document
 3. Custody record and expenditure document
 4. Custody record and inventory control document
- 3-45. The original NAVSUP Form 306 should be retained by the
1. storekeeper
 2. supply officer
 3. equipage custodian
 4. commanding officer/officer-in-charge

- 3-46. All transactions that result in a decrease of Navy assets can be described by which of the following terms?
1. Issue
 2. Survey
 3. Transfer
 4. Expenditure

IN ANSWERING QUESTIONS 3-47 THROUGH 3-49, REFER TO TABLE 2-4 IN THE TEXT FOR THE LEVEL OF MATERIAL PROTECTION THAT CORRECTLY DESCRIBES THE DEFINITION IN THE QUESTION. ANSWERS MAY BE USED MORE THAN ONCE.

- 3-47. Protection required for the most severe conditions.
1. A
 2. B
 3. C
- 3-48. Protection required for repairable parts for turn-in.
1. A
 2. B
 3. C
- 3-49. Protection required under favorable conditions.
1. A
 2. B
 3. C

IN ANSWERING QUESTIONS 3-50 THROUGH 3-54, REFER TO TABLE 2-5 IN THE TEXT FOR THE MATERIAL-PACKAGING METHOD THAT CORRECTLY DESCRIBES THE DEFINITION IN THE QUESTION. ANSWERS MAY BE USED MORE THAN ONCE.

- 3-50. Material coated with a grease-proof wrap.
1. Method I
 2. Method IB
 3. Method II
 4. Method III
- 3-51. Material with physical protection only.
1. Method I
 2. Method IA
 3. Method II
 4. Method III

- 3-52. Material protected by a waterproof enclosure with an added desiccant.
1. Method 1A
 2. Method IB
 3. Method IC
 4. Method II

- 3-53. Material in a heat-sealed, waterproof or vapor-proof bag.
1. Method IA
 2. Method IB
 3. Method IC
 4. Method III

- 3-54. Which of the following material-packaging methods is NOT used by the U.S. Navy?
1. Method I
 2. Method IB
 3. Method II
 4. Method III

- 3-55. An activity's service mine allowance list is established in what directive?
1. OPNAVINST C8550.5
 2. COMINWARCOMINST C8550.5
 3. COMOMAG/MOMAGINST 8550.13
 4. COMCLANTFLT/COMPACFLTINST 8010.12

- 3-56. The allowance for exercise and training mines and their components is established in what directive?
1. MBOM
 2. COMINWARCOMINST C8550.5
 3. COMOMAG/MOMAGINST 8550.16
 4. COMOMAG/MOMAGINST 8550.13

- 3-57. On a monthly 1/12 inventory, what is the minimum acceptable stock validity?
1. 100 percent
 2. 95 percent
 3. 90 percent
 4. 80 percent

- 3-58. On certain fast-moving or frequently demanded items, what type of inventory should be used?
1. 1/12
 2. Spot
 3. Selected item
 4. Random sample