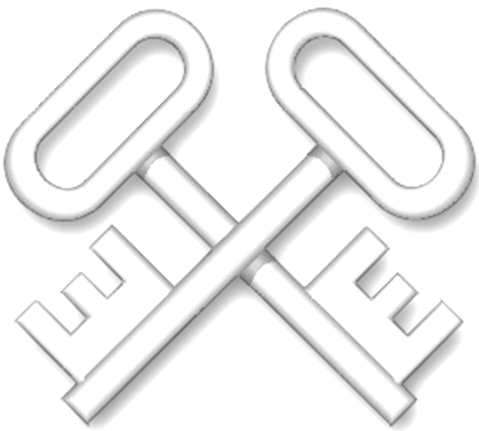
LOGISTICS SPECIALIST

(LS)



Training Manual

NAVEDTRA 15004B

0504LP1107081

March 2013

NOTICE: For content issues, contact the servicing Center of Excellence:
Center for Service Support (401) 841-1583 or DSN: 841-1583

Although the words "he," "him," and "his" are used sparingly in this course to enhance communication, they are not intended to be gender driven or to affront or discriminate against anyone.

SAILOR'S CREED

"I am a United States Sailor.

I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.

I proudly serve my country's Navy combat team with honor, courage, and commitment.

I am committed to excellence and the fair treatment of all."

THE UNITED STATES NAVY

GUARDIAN OF OUR COUNTRY

The United States Navy is responsible for maintaining control of the sea and is a ready force on watch at home and overseas, capable of strong action to preserve the peace or of instant offensive action to win in war.

It is upon the maintenance of this control that our country's glorious future depends; the United States Navy exists to make it so.

WE SERVE WITH HONOR, COURAGE, AND COMMITMENT

Tradition, valor, and victory are the Navy's heritage from the past. To these may be added dedication, discipline, and vigilance as the watchwords of the present and the future.

At home or on distant stations, we serve with pride, confident in the respect of our country, our shipmates, and our families.

Our responsibilities sober us; our adversities strengthen us.

Service to God and Country is our special privilege. We serve with honor.

THE FUTURE OF THE NAVY

The Navy will always employ new weapons, new techniques, and greater power to protect and defend the United States on the sea, under the sea, and in the air.

Now and in the future, control of the sea gives the United States her greatest advantage for the maintenance of peace and for victory in war.

Mobility, surprise, dispersal, and offensive power are the keynotes of the new Navy. The roots of the Navy lie in a strong belief in the future, in continued dedication to our tasks, and in reflection on our heritage from the past.

Never have our opportunities and our responsibilities been greater.

CENTER FOR SERVICE SUPPORT

ACKNOWLEDGEMENTS

The Center for Service Support (CSS), Newport, RI would like to acknowledge assistance of the following personnel in writing this NRTC:

LSCM (SW/AW)	Edgardo Rodriguez	USFF
LSCM(SW/AW)	Gilbert Williams	CSS San Diego
LSCM(SW/AW)	Russel St. John	FLC San Diego
LSCM(SW/AW)	John P. Murphy	COMPACFLT
LSCS(SW/AW)	Surrette Mazique	FLC Norfolk
LSCS(SW/AW)	Emmanuel Consulta	COMNAVAIRFOR San Diego
LSC (SW)	Hope Bowland	FLC Norfolk
LSC(SW)	Ana Norman	FLC San Diego
LSC(SW/AW)	Kerwin Hobbs	Supply School Newport
LSC(SW/AW)	Anna Boyce	NTTC Meridian
LSC(SW/AW)	Tony Gramentz	NMCB 133
LSC(SW/AW)	Arthur Mikels	NECC
LSC(AW)	Rhoda Basey	NECC
LSC(SW/AW)	Derek Branch	FLC San Diego
LS1(SW/AW)	Dayon Banks	CSS San Diego
Mr.	Tom Rittle	NAVSUP
Mr.	Charles Ramsey	FLC Jacksonville
Mr.	Robert Shaw	FLC San Diego

RTM Development Group personnel who provided direct support for this RTM:

LSC(SW/EXW/AW)	Ray Paradis	Training Manager/Primary Editor
Mr.	Richard Rangel	NRTC Model Manager

The Model Manager for this RTM is Center for Service Support Newport, RI DSN 841-1583

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 Navy-wide 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.

By enrolling in this self-study course, you have demonstrated a desire to improve yourself and the Navy. Remember, however, this self-study course is only one part of the Navy training program. Practical experience, schools, selected reading, and your desire to succeed are also necessary to successfully round out a fully meaningful training program.

COURSE OVERVIEW: In completing this non-resident training course, you will demonstrate knowledge of the subject matter by correctly answering questions on the following subjects: The military postal service, designations and terminations, mail packaging and acceptance, domestic mail, international mail, registered mail, finance, handling and transportation, claims and inquiries, directory service, equipment and supplies, official mail, audits, reports and inspections.

THE COURSE: This self-study course is organized into subject matter areas, each containing learning objectives to help you determine what you should learn along with text and illustrations to help you understand the information. The subject matter reflects day-to-day requirements and experiences of personnel in the rating or skill area. Also, it reflects guidance provided by Enlisted Community Managers (ECMs) and other senior personnel, technical references, instruction, etc., and either the occupational or Naval standards, which are listed in *Manual of Navy Enlisted Manpower and Personnel Classifications and Occupations Standards*, NAVPERS 18068.

THE ASSIGNMENTS: The assignments that appear in this course are designed to help you understand the material in the text.

COURSE OBJECTIVE

The objective of this course is to provide Logistics Specialist (LS) with occupational information in the following mission areas: Domestic, international, packaging, services, and postal operations.

INSTRUCTIONS FOR TAKING THE COURSE ASSIGNMENTS

The links and material that you are to study are included in each chapter. Study the material and links carefully before attempting to answer the questions. Pay close attention to tables and illustrations, and read the information in the links.

SELECTING YOUR ANSWERS

Read each question carefully, and then select the BEST answer. You may refer freely to the text. The answers must be the result of your own work and decisions. You are prohibited from referring to or copying the answers of others and from giving answers to anyone else taking the course.

SUBMITTING YOUR ASSIGNMENTS

To have your assignments graded, you must be enrolled in the course with the Non-Resident Training Course Administration Branch. Following enrollment, there are two ways of having your assignments graded:

- Use the Internet to submit your assignments as you complete them.
- Send all the assignments at one time by mail to CPPD, NRTC.

Grading on the Internet:

Advantages to Internet grading are as follows:

- You may submit your answers as soon as you complete an assignment.
- You get your results faster.
- In addition to receiving grade results for each assignment, you will receive course completion confirmation once you have completed all the assignments.

To submit your assignment answers via the Internet, go to the following site:

https://www.courses.netc.navy.mil

Grading by Mail: When you submit answer sheets by mail, send all of your assignments at one time. Do NOT submit individual answer sheets for grading. Mail all of your assignments in an envelope, which you either provide yourself or obtain from your nearest Educational Services Officer (ESO). Submit answer sheets to the following:

Commanding Officer
Center for Personal and Professional Development
ATTN: VOLED Det. (NRTC)
6490 Saufley Field Road
Pensacola, FL 32509

Answer Sheets: Each course includes an answer sheet for your assignments. If you are going to mail in your answer sheets, please make copies of the included answer sheet. Explanations for completing the answer sheets are on the answer sheet.

Follow the instructions for marking your answer on the answer sheet. Be sure that blocks 1, 2, and 3 are filled in correctly. This information is necessary for your course to be properly processed and for you to receive credit for your work.

COMPLETION TIME

Courses must be completed within 12 months from the date of enrollment. This includes time required to resubmit failed assignments.

PASS/FAIL ASSIGNMENT PROCEDURES

You will be given the opportunity to resubmit failed assignments. You may resubmit failed assignments only once. Internet students will receive notification when they have failed an assignment; they may then resubmit failed assignments on the Web site. Internet students may view and print results for failed assignments from the Web site. Students who submit by mail will receive a failing result letter and a new answer sheet for resubmission of each failed assignment.

COMPLETION CONFIRMATION

After successfully completing this course, you can download a copy of your letter of completion on the NRTC Web site:

https://www.courses.netc.navy.mil

STUDENT FEEDBACK QUESTIONS

We value your suggestions, questions, and criticisms on our courses. If you would like to communicate with us regarding this course, we encourage you, if possible, to use e-mail. If you write or fax, please use a copy of the Student Comment form that follows this page.

For subject matter questions:

Contact the Center for Service Support, Newport, RI

Email: NWPT_CSS_RTM@navy.mil

Phone: 401-841-1583 or DSN 841-1583

For enrollment, shipping, grading, or completion letter questions:

Email: NRTC@navy.mil

Phone: Toll Free 1-877-264-8583

Comm: 850-452-1511

DSN: 922-1511

FAX: 850-452-1370

(Do NOT fax answer sheets.)

ADDRESS:

Commanding Officer Center for Personal and Professional Development, ATTN: VOLED Det. (NRTC), 6490 Saufley Field Road, Pensacola, FL 32509

Privacy Act Statement: Under authority of Title 5, USC 301, information regarding your military status is requested in processing your comments and in preparing a reply. This information will not be divulged without written authorization to anyone other than those within DOD for official use in determining performance.

NETPDTC 1550/41 (Rev 4-00)

STUDENTS' COMMENTS

Course Title: ____

NAVEDTRA: ______________________ Date: ______________________

We need some information about you:

Rate/Rank and Name: ____

Command/Unit: ____

Street Address:

City: ____

State/FPO: ____

Zip: ____

Email Address: ______________________ DSN: __________________

Your comments, suggestions, etc.:

TABLE OF CONTENTS

TABLE OF CONTENTS

CHAPTER 1

SUPPLY ORGANIZATION AND ADMINISTRATION

The basic organization of the Department of the Navy (DON) is very important to its new members. The organizational structure helps you understand the reasons for certain policies and procedures in the Navy. The Basic Military Requirements training manual provides the organizational breakdown and applicable explanations. It also includes the basic organizational elements of shipboard and aircraft squadron organization.

In the daily operations of the Navy, we use more than two million kinds of supplies. Sometimes a customer may need a unique item. There are usually many different Navy units throughout the world that use the same kind of items. The Navy Supply System exists because of the widespread need for the same items. The Navy Supply System is part of the larger Federal Supply System that manages more than four million different items. Knowing the function of the Navy Supply System organization will help you understand how your job relates in managing these items. Also, you will learn how your job links to other commands, bureaus or offices in the Federal Supply System. For example, when ordering material, you must know the procedures for getting items. You must also know who wrote the requisitioning procedures and where they fit in the supply organization.

When submitting requisitions, you must know where to send the requisitions for material required for stock or by customers. You must also know what section of the organization processes the requisitions and follow-ups. This is the same as knowing the point of contact. Having a point of contact will make your job easier.

LEARNING OBJECTIVES

When you have completed this chapter, you will be able to do the following:

1. Describe the organization of the Navy Supply System.
2. Describe the role of an inventory manager.
3. Identify the functions of the inventory control points.
4. Describe the structure of the Naval Supply Systems Command Weapon Systems Support.
5. Describe the functions of supply in Fleet Commands.
6. Describe the functions and organization of the supply department; including those of supply departments ashore, or afloat with or without a supply corps officer.
7. Describe the procedures for correspondence and describe the standards for writing standard letters, memoranda and messages.
8. Describe the general and administrative duties of Logistics Specialist in the Navy.
9. Describe the categories of classified information.
10. Describe the types of security clearances.
11. Describe the procedures for handling various classes of classified information.
12. Describe the importance of providing good customer service to all individuals and the affects you will have on the image of your office, your rating, your command and the Navy as a whole.

13. Describe Navy publications and choose the correct publication for the purpose at hand.

THE NAVY SUPPLY SYSTEM

As the Navy Supply System has evolved, the organization for supply management has similarly evolved. The organization has developed to respond to the changing working requirements. The management part of the Navy Supply System organization consists of the Assistant Secretary of the Navy (Research, Development and Acquisition). This office is responsible for supervising the Navy-wide policy in production, procurement, supply and disposal of material. The Chief of Naval Operations (CNO) is responsible for planning and determining material support needs of operating forces. This includes equipment, weapons or weapons systems, material, supplies, facilities, maintenance and support services.

The CNO commands all activities known as the Systems Commands. The systems commands are as follows:

- Naval Air Systems Command (NAVAIR)
- Space and Naval Warfare Systems Command (SPAWAR)
- Naval Facilities Engineering Command (NAVFAC)
- Naval Sea Systems Command (NAVSEA).

Naval Supply System Command (NAVSUP)

The Commander, Naval Supply Systems Command (COMNAVSUP) is responsible for providing material support to the Navy and Marine Corps.

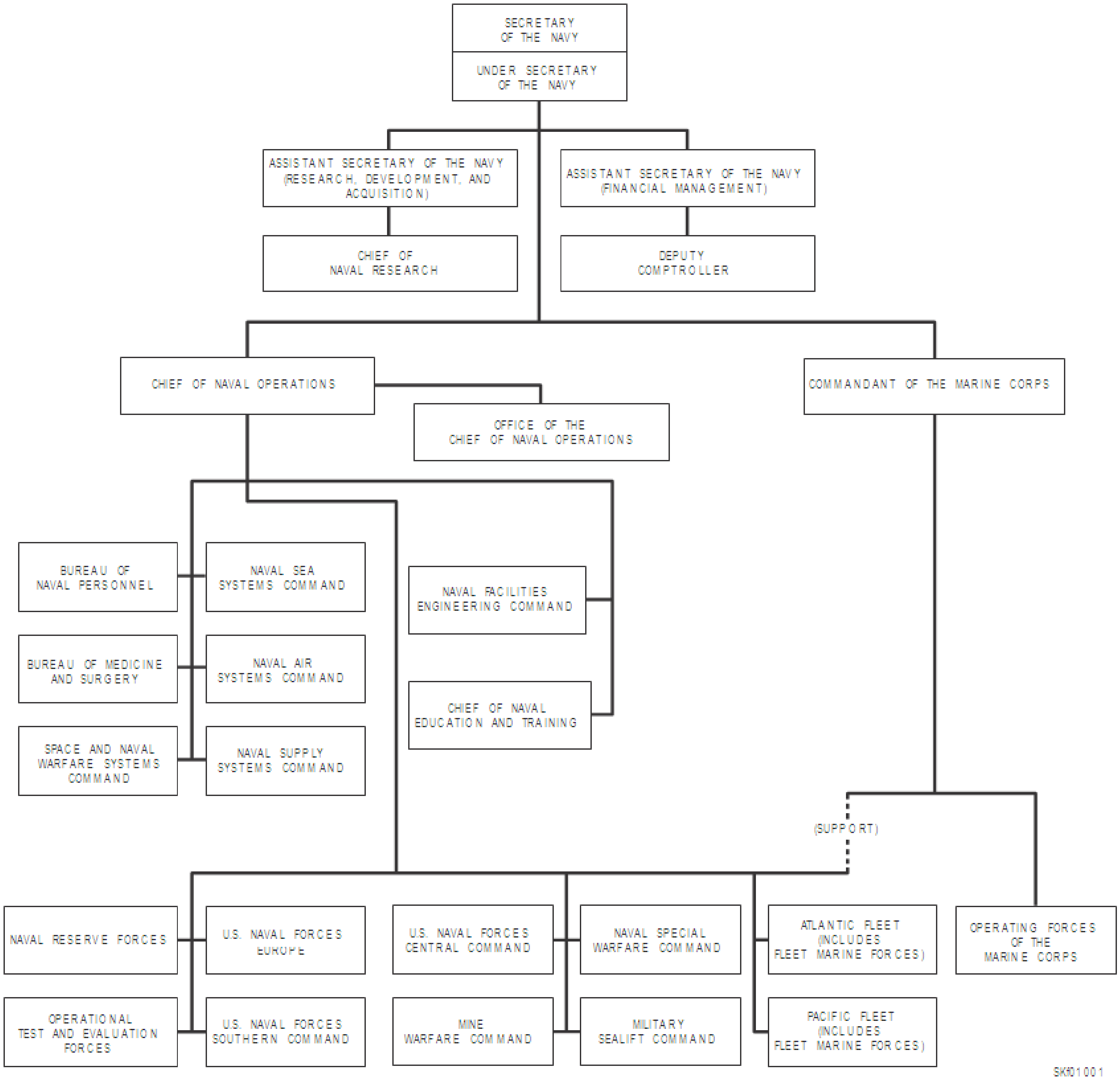


Figure 1-1 — Department of the Navy Organization

The Naval Supply Systems Command (NAVSUPSYSCOM) provides supply-management policies and methods to activities of the Navy and Marine Corps. This command is also known as NAVSUP and is the top level of the Naval Supply System. (*Figure 1-2*) illustrates Naval Supply Systems Command organization.

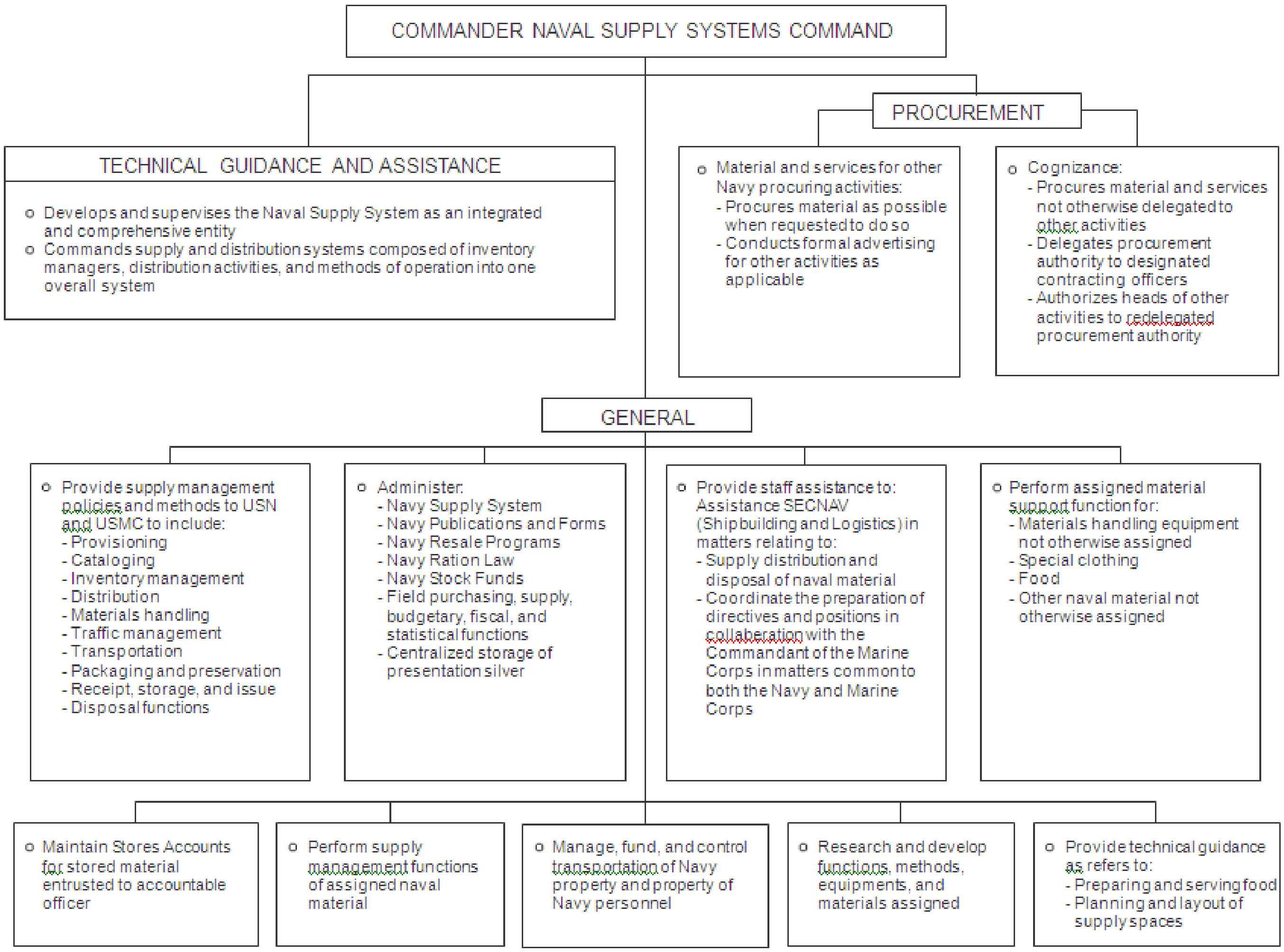


Figure 1-2 — NAVSUPSYSCOM Organization

Inventory Control Points

Navy inventory managers are those organizational elements responsible for managing assigned groups of material. The primary function of an inventory manager is to assure proper balance between supply and demand. Navy inventory managers can be broadly classified into two groups. The first group includes Navy commands whose principal mission is program management of weapons systems and major items. These commands manage limited numbers of items for which acquisition and continued control are essential to accomplishing their mission. These commands are the Hardware Systems Commands, Project Offices, Navy Training Systems Center and the Military Sealift Command. The second group includes the inventory control points under the Naval Supply Systems Command. These are the Naval Supply Systems Command Weapon Systems Support – Philadelphia, PA NAVSUP WSS-PHIL [formerly Aviation Supply Office (ASO)] and Naval Supply Systems Command Weapon Systems Support – Mechanicsburg, PA NAVSUP WSS-MECH [formerly Navy Ship's Parts Control Center (SPCC)]. The following paragraphs provide information concerning these inventory control points.

Each inventory control point (ICP) manages one or more types of material, which are held in a distribution system composed of stock points. The ICPs provide the material required by stock points, based on transaction reports submitted by the stock point. The ICPs stock management responsibilities to the supply system are summarized as follows:

- Position material at various stock points
- Retain inventory control of material through an extensive stock reporting system
- Provide technical assistance and cataloging services to the supply system and to its customers.

Naval Supply Systems Command Weapon Systems Support-Philadelphia (NAVSUP WSS-PHIL)

The NAVSUP WSS-PHIL is the inventory control point (ICP) that manages aircraft equipment and spare parts. It also manages photographic, meteorological, catapult and arresting gear equipment and associated spare parts. NAVSUP WSS-PHIL is under the administrative command of NAVSUP and the technical direction of the Naval Air Systems Command (NAVAIR). In providing administrative command over NAVSUP WSS-PHIL, NAVSUP provides command guidance and policy and the Navy Working Capital fund (NWCF) for buying consumable aeronautical material. In exercising technical direction of NAVSUP WSS-PHIL, NAVAIR provides technical information for aeronautical items. NAVAIR also provides NAVSUP WSS-PHIL with data for new weapons systems and funds for buying repairable items. (*Figure 1-3*) illustrates the NAVSUP WSS organization. This chapter describes the divisions of the NAVSUP WSS organization that you should be familiar with. This information will make your job easier.

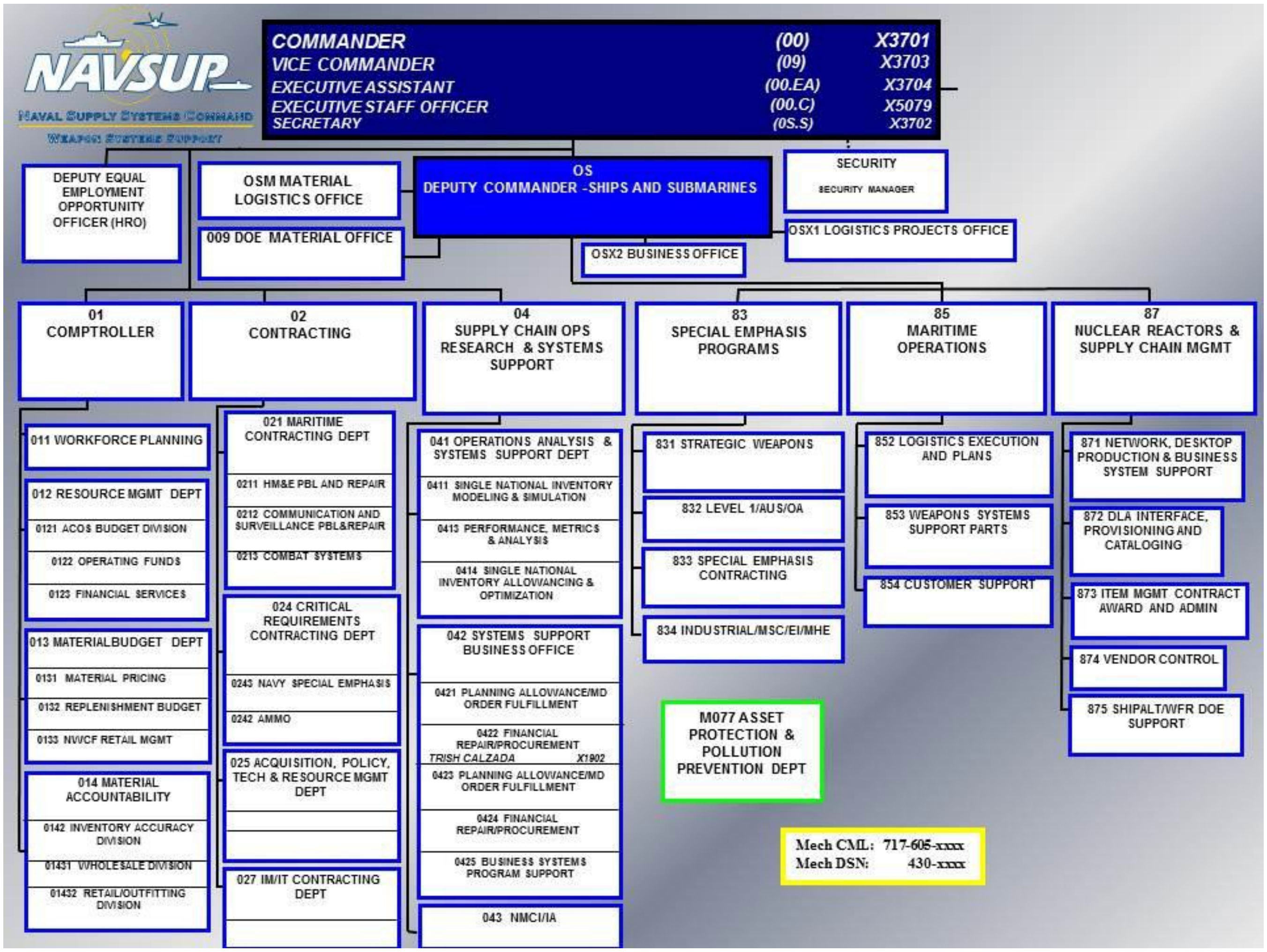


Figure 1-3 — NAVSUP WSS Organization

The Commanding Officer of NAVSUP WSS is responsible for accomplishing the mission of the command.

The Executive Officer is the direct representative of the Commanding Officer in maintaining the general efficiency of NAVSUP WSS.

The Special Assistants provide advisory assistance to the command level of NAVSUP WSS.

The Branch Naval Inventory Control Point performs programs support and inventory management for assigned weapons systems and equipment. These include consumable and repairable catapult and arresting gear material.

The Operations Directorate ensures the general effectiveness of the divisions under its control. There are three divisions under the Operations Directorate that perform as item managers. The following paragraphs describe these divisions.

The Strike Fighter division, under the Operations Directorate, manages material in support of fighter and attack aircraft in the Navy.

The Antisubmarine Warfare (ASW), Electronics and Trainer division serves as item manager for different types of material. It manages items needed to support aircraft involved in ASW, electronics and training missions. It also provides support for communication and navigation parts.

The Power Plant, Helicopter and Support Equipment (SE) division is responsible for managing engines, SE and helicopter items in the Navy.

As item managers, these divisions are responsible for maintaining stock of particular aeronautical material in the Navy. Some of their functions include the following:

- Preparing the material requisitions to document the initial requirements as determined by provisioning
- Reviewing the supply demand information to learn the item requirements in the supply system. NAVSUP WSS uses this information in considering replenishment of stock
- Controlling the distribution and redistribution of NAVSUP WSS managed items
- Processing all requisitions and requests for status that require manual processing
- Controlling the repair and rework of NAVSUP WSS managed aeronautical items.

Another division under the Operations Directorate is the Customer Operations division. The Customer Advocate branch under the Customer Operations division serves as the connecting link between NAVSUP WSS and its customers. This branch performs the following functions:

- Maintains data about the specific logistics and operating environment of the supported unit
- Coordinates, monitors and controls the development, maintenance and distribution of Aviation Consolidated Allowance List (AVCAL) and Shore Consolidated Allowance list (SHORCAL) from allowance list
- Prepares the tailored Aircraft Equipment Configuration List (AECL) for review by supported unit
- Monitors accuracy and updates the AECL when appropriate
- Verifies, updates and maintains file data of supported unit allowances
- Monitors and confirms customer requirements
- Assesses system capabilities and enhancements to improve the support process and overall readiness of intermediate maintenance activities.

There are three site support sections under the Customer Advocate branch in NAVSUP WSS. These sections perform the functions of the Customer Advocate branch in support of different sites:

- Site support section 1 performs the functions for assigned afloat units
- Section 2 performs the functions for assigned Marine Air Group (MAG) and selected shore stations
- Section 3 performs the functions for assigned shore stations.

The Requisition Control Center (RCC) of the Customer Operations division performs the following functions:

- Receives and processes all requisitions and requisition-related documents received by mail or message
- Reviews and prepares for processing all mechanically oriented material requests

- Edits material requests and related documents for correct format
- Ensures quick delivery of material required to fill customer requisitions
- Furnishes status to inquiring activities
- Processes requirements for part numbered material and provide analysis services for unidentified material requests.
- Performs item research data interpretation and selective item review tasks.

Under the RCC, the Requisition Process Control section performs the following functions:

- Receives, sorts and processes requisitions received by mail or message
- Furnishes scheduled and special messenger service throughout NAVSUP WSS on material requests document matters
- Routes and delivers lower priority requisitions to other areas when such documents require manual processing
- Monitors, controls and prepares reports on all material requests and related documents that the branch is processing.

The Part Number Requisition section of the Requisition Control Center performs the following functions:

- Provides analysis services for invalid, unidentified, or non-stock numbered (non-NSN) requisitions and inquiries
- Conducts reviews for established source codes, assigned stock number, approved alternate, or replacement items
- Recommends onetime procurement of non-NSN items
- Updates the document status file and provides status on requisitions.

The Requisition Processing section performs the following functions:

- Maintains records of all completed documents (other than those retained on the document status file)
- Processes follow-up requests submitted by requiring activities
- Furnishes priority “HOT-LINE” service to customers.

The Expediting Services unit performs the following functions:

- Pursues actions necessary to locate and provide material to fill requisitions for stock numbered material
- Identifies impending shortages in the supply system (wholesale) material and acts to avoid or reduce them
- Interfaces with NAVSUP WSS Customer Advocates to provide status on expected material availability for customer requirements.

The Programs Management section performs the following functions:

- Executes the Material Obligation Validation (MOV) Program
- Develops and reviews changes to requisition processing procedures.

The Inventory Control Point (ICP)/Systems Support Center of NAVSUP WSS Customer Operations perform the following functions:

- Computes remaining outfitting retail material requirements
- Manages the execution of funds that finance increases to retail supply levels
- Maintains the currency of aviation depot-level repairable (AVDLR) items wear out and survival data
- Sets and monitors inventory levels of NAVSUP WSS consumable items at selected operating activities
- Ensures the timely provision of government-furnished equipment (GFE) to meet weapons systems production schedules.

The Industrial Support Center of NAVSUP WSS Customer Operations is responsible for coordinating workload projections with depot customers. It negotiates viable repair schedules of AVDLR to provide maximum fleet support. It also checks repair schedule change proposals and revises organic and commercial rework schedules.

The Integrated Logistics Support (ILS) division provides a complete range of technical functions associated with provisioning of aeronautical requirements. This division serves as liaison between NAVSUP WSS and other activities on technically oriented matters. Its responsibilities include determining the technical characteristics of material for stock. The ILS division has four branches: The ILS branch, Provisioning branch, Cataloging branch and Technical Policy and Analysis branch.

The ILS branch processes Support Material List (SML) of items with assigned stock number or Temporary Navy Item Control Number (T-NICN).

The Provisioning branch of ILS performs several functions for getting the material or stock. Included in the item selection functions are the following responsibilities:

- Assigns Source, Maintenance and Recoverability (SM&R) codes according to applicable instructions
- Determines demilitarization code
- Assigns items for inclusion to the Aircraft Requirements Register (ARR).

The Cataloging branch of ILS is responsible for item identification/classification and National Stock Number (NSN) assignment. This branch assigns the Federal Supply Class (FSC) to all new items added in the database. It also gets the Commercial and Government Entity (CAGE) code for each item of supply. It prepares item description packages for submission to the Defense Logistics Services Center (DLSC), who assigns the NSN for the items. This branch also maintains NAVSUP WSS cataloging data, such as additions, deletions and changes.

The NSN assignment functions of the Cataloging branch include processing requests for emergency NSN and NATO stock numbers. It maintains the system for tracking the requests and provides status to customers. This branch operates the Maximum Interchange of the Latest Logistical Information Essential (MILLIE) status file for NAVSUP WSS customers.

The Technical Policy and Analysis Branch serves as point of contact for policy and procedures concerning technical information. Some of this branch’s functions include developing and implementing policy and procedures for the DoD Demilitarization Program within NAVSUP WSS. It is also responsible for identifying consumable and field-level repairable (FLR) items.

This branch also develops and implements NAVSUP WSS policies and procedures for the material management of inter-service used repairable items. It acts as inter-service supply support coordinator (ISSC) for NAVAIR. It also acts as stock coordinator for NAVAIR-managed inventories. It is responsible for reviewing items managed by NAVAIR annually to identify those items that may be transferred to an inventory control point.

The Naval Publications and Forms Directorate of NAVSUP WSS is responsible for the inventory management of Navy forms and publications. It is responsible for determining requirements, processing requisitions, cataloging and distributing forms and publications. It performs the initial distribution of publications to activities listed in the Standard Navy Distribution List (SNDL). The Naval Publications and Forms Directorate have three divisions:

- The COG-I Support division
- Physical Distribution division
- Systems Integrity division.

The COG-I Support division has three branches:

- The Publications and Directives branch
- Forms branch
- Customer Service branch.

The Publications and Directives branch is responsible for cataloging Navy publications and directives. It coordinates with the assigned sponsors of each publication and directive before printing of material. The Forms branch manages and controls stock funded Navy forms. The Customer Service branch receives and processes requisitions from requiring activities.

Naval Supply Systems Command Weapon Systems Support-Mechanicsburg (NAVSUP WSS-MECH)

The NAVSUP WSS-MECH is the ICP for ship equipment and spare parts. It is responsible for distributing change notices and processing Quality Deficient Reports (QDRs). NAVSUP WSS-MECH is also responsible for distributing the naval logistics library (NLL). Some items under management by NAVSUP WSS-MECH are common to aviation maintenance. These items include depot-level repairable (DLR) electronic material. When ordering or shipping items managed by NAVSUP WSS-MECH, you must follow the processing procedure set by NAVSUP WSS-MECH.

Inventory Managers

Navy inventory managers have primary responsibility for the managing assigned groups or categories of items of supply. The primary function of a Navy inventory manager is to provide effective and efficient support to the fleet and shore (field) activities of the Navy. Navy inventory managers include systems commands, project managers, bureaus, offices (including Military Sealift Command) and ICPs under the command of NAVSUP.

Inventory managers, under the command of NAVSUP, exercise primary inventory control responsibility for the various items of supply used by the Navy Inventory control responsibility actions include:

- Determining material and money requirements
- Initiating procurement and disposal material
- The positioning and repositioning of material.

Navy inventory managers participate directly in the various Department of Defense and Defense Logistics Agency inter-servicing and cataloging programs.

All materials used by the Navy are considered as items of supply and will be managed by an ICP. Excluded are those items assigned to a single agency or military service inventory manager for supporting retail stock or end-use requirements of the military services.

Navy inventory managers other than the ICPs include systems commands, project managers or offices of the Navy Department. A systems command, project manager or office is assigned responsibility for a basic Navy program that requires the development, use and management of material. Their interest in material is only in their programs and is as broad as the program itself.

Fleet Logistic Centers

The Fleet Logistic Center (FLC) replaced the Naval Supply Center (NSC) and Depot (NSD) organizations. The FLCs are echelon 3 commands and report to COMNAVSUPSYSCOM. The FLCs provide various logistics support to the fleet, shore activities and overseas bases.

General Information

The FLCs are known as stock points. They manage consumer end-use material by determining inventory levels, procuring, receiving, storing, issuing and shipping material to customers. There are three FLCs located outside the Continental U.S. (CONUS). These FLCs also manage and store the intermediate level and Navy wholesale inventory for Navy ICPs that directly support the fleet. Upon receipt of requisitions, FLCs will either issue the material or refer the requisition to the cognizant ICP. The stock points submit transaction reports on material issue, transfer or survey of wholesale stock to the ICP. The ICP uses this report to keep track of the inventory level and to determine when to buy additional material. The FLCs also operate Service Mart (SERVMART) as a retail outlet for high usage, consumable items. Customers can use the SERVMART on a walk-in basis and buy material with a money value only document. Refer to NAVSUP P-485 for additional information about FLCs.

The following activities are representative stock points:

- FLC, San Diego (Lead FLC)
- FLC, Norfolk
- FLC, Pearl Harbor
- FLC, Puget Sound
- FLC, Jacksonville
- FLC, Yokosuka
- FLC, Sigonella

Although very few Logistics Specialist have the opportunity to work in FLCs, you must understand the basic organization. They are the first line of support to overseas bases and aircraft carriers. They provide the bulk of aviation and general supplies. They are your point of contact for material and service requirements.

The following paragraphs describe the part of a FLC organization that you should be familiar with:

Department Providing Customer Service

To an LS, the most important parts of an FLC organization are the ones that provide services to customers. The following paragraphs discuss the FLC departments.

The Inventory Control Department maintains stock levels and stock records. It processes and provides the status on supply documents that are not processed through the automatic data processing system. The Requirements division determines the stock material requirements and the channels of getting the material for stock. The Customer Services division is the initial point of contact for the fleet and shore customers on material and service requirements. It maintains customer service information and procedures for requisitioning, follow-up and cancellation, including turn-in of repairable items.

The FLCs with regional contracting functions are responsible for centralized buying and other purchase-related functions assigned by NAVSUPSYSCOM. When assigned, the Purchase Department or Contracting Department processes the request for purchase for the FLC. It reviews purchase requests and determines the method of purchase for the material or service. It is also responsible for providing professional contracting guidance to afloat units when requested by the cognizant fleet or type commander. Material bought from purchase are those not available in the supply system. The method of getting these materials from civilian vendors is commonly known as “open purchase”. The contracting department makes contracts for material and services from authorized civilian vendors and contractors. The NAVSUPINST 4200.81 (series) through 4200.86 (series) provides contracting guidance and instructions to all contracting activities.

The Material Department maintains and operates storage facilities. It stores stock material and issues material when requested by the customer. Its packing and preservation division preserves, packs, and marks material for shipment.

The Fuel Department conducts the receiving, issuing and inventory operations of fuels. Its responsibilities include local deliveries of fuels to other naval activities within the area.

Supply Department

Most Logistics Specialist fill billets in the Supply department, either ashore or on ship. The basic functions and responsibilities of the supply department both ashore or afloat are the same. Basic functions include warehousing, distribution and control of material required by the activity. The NAVSUP P-485, Naval Supply Procedures, *V*olume 1 and Volume 3, describe supply procedures afloat and ashore, respectively. Refer to these publications for additional information on the topics discussed in this chapter.

Ashore

The Navy supply department of an ashore activity is an integral part of the organization. The purpose of a supply department is to provide warehousing, control stock and distribute material in support of the activity. It also provides administrative functions not provided by the activity. When authorized by NAVSUP, the supply department provides enlisted dining facility services in their area. The following paragraphs describe the responsibilities of each level of the supply department.

SUPPLY OFFICER AND ASSISTANT SUPPLY OFFICER (ASHORE). The supply officer is responsible for all supply functions of the activity. The assistant supply officer is responsible for maintaining the general efficiency of the work of the department. The Assistant Supply Officer performs the duties of the Supply Officer during the supply officer's absence.

PLANNING DIVISION. The Planning division performs planning functions not performed by higher authority. Some of the functions of the planning division are as follows:

- Develops procedures for the preparation and administration of the supply department's budget
- Estimates and recommends allocations of funds within the supply department
- Reviews and analyzes usage of funds to ensure maximum economy in such payments
- Prepares and maintains structural and organizational charts and recommends their changes
- Coordinates remedial action needed to correct discrepancies as a result of official inspections
- Analyzes operating procedures, including equipment and internal forms
- Ensures that operating procedures are followed and requests for deviations processed.

ADMINISTRATIVE DIVISION. This division performs personnel and office services functions for the supply department. The Administrative division is made up of the Personnel branch and Services branch. The Personnel branch performs personnel functions and maintains assigned civilian personnel records. The Services branch provides mail, central files, office supplies and other related common services to parts of the supply department.

TECHNICAL DIVISION. The Technical division maintains a current technical library on Navy material required by the mission of the activity. It also distributes technical information and screens command and inventory manager bulletins. When needed, it helps in identifying material or items on requisitions. At naval air activities, a Technical division is established only when considered necessary. If not established, technical research may be performed in other sections of the department as appropriate.

INVENTORY DIVISION. The Inventory division conducts inventories according to established schedules and requests. It reconciles the stock records and money value differences between the actual physical count and stock record balances. The Inventory division consists of the Count branch and the Audit branch. The Count branch performs the following functions:

- Conducts physical count and recount, when necessary, on all inventories
- Controls receipt, issue and transfer documents not processed before inventory cut-off date
- Tallies receipts and issues made during the inventory period. Uses tally result as source data in reconciling quantities in stock records and count cards
- The Audit branch reconciles inventory count with stock records.

CONTROL DIVISION. The Control division processes procurements, receipts and issue documents. It maintains the stock records and serves as liaison between the supply department and supported activities. There are three branches in the Control division. They are the Issue, Stock and Receipt Control branches.

MATERIAL DIVISION. This division is responsible for receiving, storing and issuing material. The following paragraphs describe the branches under the Material division.

The Traffic branch of the Material division is responsible for receiving and inspecting incoming material for shipment. The packing and preservation of material for shipment are done in this division.

It arranges shipment and delivery of material, including contact with commercial carriers concerning the shipment of material.

The Receiving branch of the Material division plans and directs the operations necessary to receive and control incoming material. The three sections that make up the Receiving branch are the Receipt Processing section, Receiving Operations section and Returned Material section.

The Receipt Processing section sets up and maintains the requisitions and order files for receipts from redistribution sources. This section also maintains the open order files for receipts from purchases.

The Receiving Operations section receives, checks and inspects (when required) all incoming material. This section segregates material for trans-shipment or for storage and performs investigation of overages, shortages, damaged and rejected material. It also maintains advance and completed government bill of lading files and carrier’s freight bill files.

The Returned Material section receives checks and identifies returned material. It arranges for the inspection of material, as necessary and the disposition of material to stock, other activities or to DRMO.

STORAGE BRANCH. This branch receives and stores material until requested. It maintains proper storage and care of material, including fuel and lubricants. It issues materials and operates various types of material handling equipment.

LABOR AND EQUIPMENT BRANCH. This branch maintains a residual labor and equipment pool. It determines and furnishes requirements for material handling equipment. It also furnishes laborers, high lift truck operators and other ungraded personnel not permanently assigned to the part of supply using them. This branch also gets and distributes transportation and weight handling equipment when public works does not provide them.

SHOP STORES BRANCH. When established, this branch controls and operates shop stores according to current directives. It provides personnel for storage, counter service, record keeping and stock control functions. It works together with the department served in setting the range and depth of needed stock items in shop stores. When other commands set up this store and the stock is part of the store’s account of the supporting command, it is considered a ready supply store. The organization concept of a ready supply store is the same as a shop store.

FUEL BRANCH. When authorized by NAVSUP, supply may set up a Fuel branch when it is required by workload and scope of operations. This branch receives stores and issues fuels. At activities with limited storage capacity, the Fuel branch also may determine requirements and schedule deliveries of fuels.

FOOD SERVICE DIVISION. The supply department may set up this division when authorized by NAVSUP. This division is also known as the enlisted dining facility (EDF). The organization of a Food Service division largely depends on the size, physical layout, facilities of the station and number of personnel subsisting in the facility. The Food Service division operates the enlisted dining facility. It also performs administrative functions, such as maintaining records and submitting returns.

AVIATION SUPPORT DIVISION. This division is also known as the supply support center (SSC). It is responsible for providing supply support for assigned organizational and intermediate maintenance activities (OMA and IMA). The Aviation Support division (ASD) is the single point of contact for maintenance activities requiring direct supply support. It is where Material Control places requirements for material and equipment needed to support maintenance of weapons systems.

Material Control places these requirements by submitting requisitions to ASD. In later chapter of this training manual, we describe ASD responsibilities and functions in detail.

Afloat

Afloat supply functions are categorized into material support and service functions. Material support functions relate to operational and maintenance requirements, while service functions relate to operating service facilities.

The organization of the supply department afloat varies according to the mission, physical characteristics and complement of the ship. As a LS, you will most likely be assigned to an aircraft carrier (CVN), an amphibious assault ship (LHA/LHD), or other various ship platforms. (*Figures 1-4, 1-5 and 1-6*) of this chapter provide an example of a supply department organization afloat.

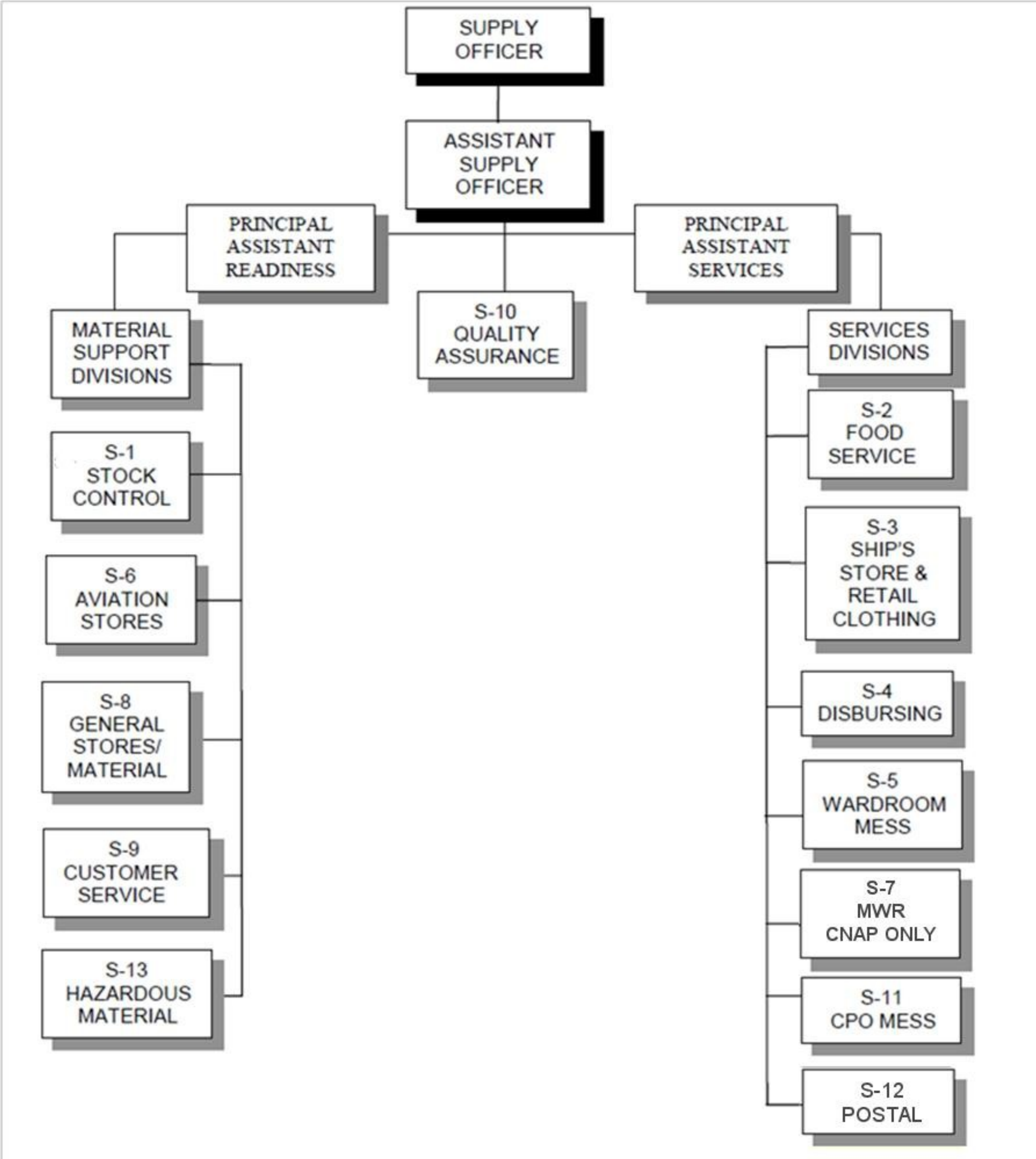


Figure 1-4 — Typical afloat supply organization of a large fleet unit

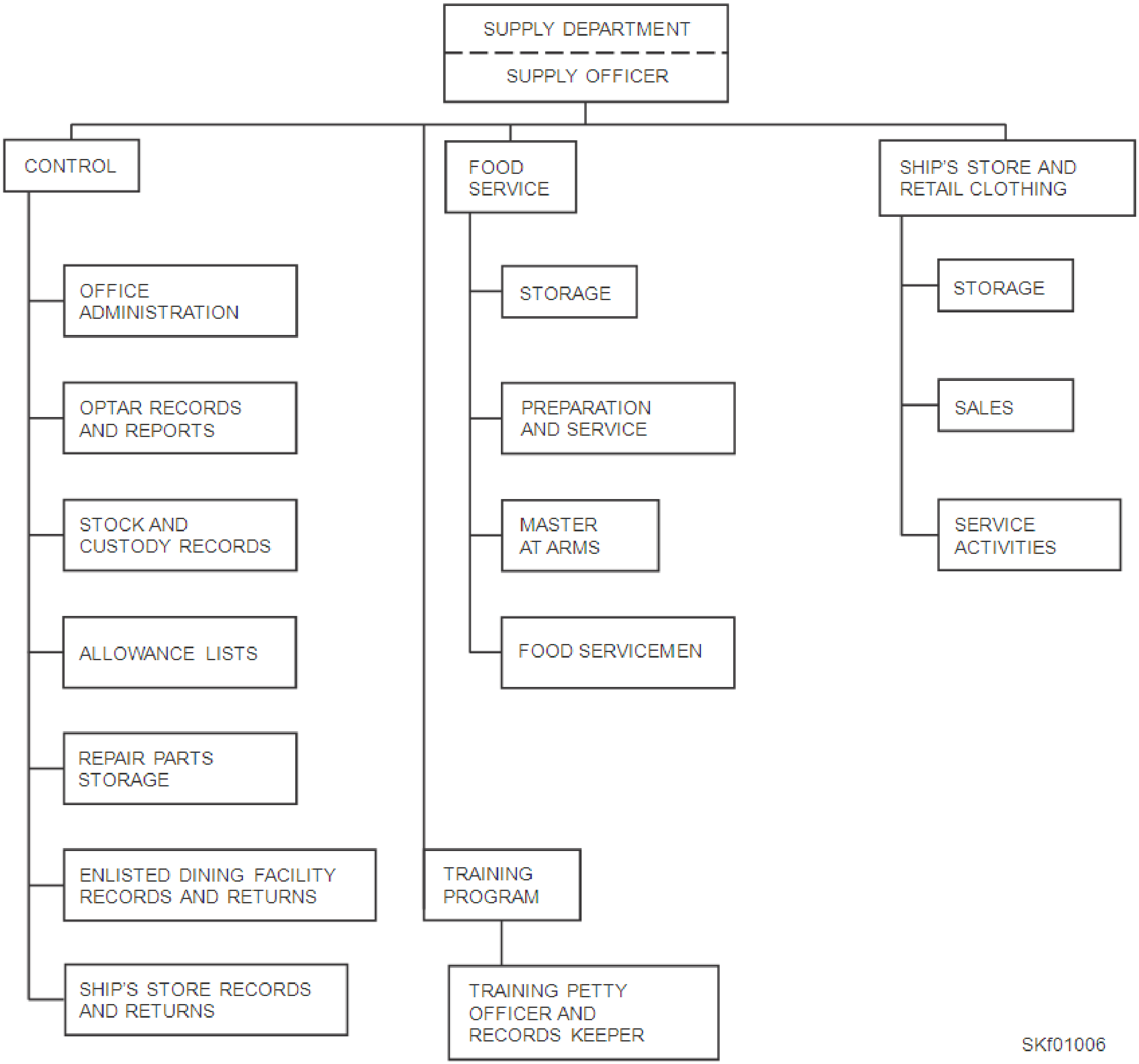


Figure 1-5 — Typical afloat supply organization of a small fleet unit without supply corps officer

As a member of the supply department aboard ship, you will be dealing with personnel in other divisions. To perform your duties effectively, you must be familiar with the different divisions. During weekends and after normal working hours, only the duty section staffs the supply department. The duty section consists of personnel from other divisions of the supply department. With few people in the duty section, all its members have to participate to accomplish any major task. You must know all the members and where they work, because you may have to contact everyone for a muster or meeting.

You may become part of different working party evolutions aboard ship or pier side. The underway replenishment (UNREP) or vertical replenishment (VERTREP) evolutions consist mostly of supply personnel from different divisions. In separating material, you must know how to differentiate items for ship's store, stock, or direct turnover (DTO). You must be able to segregate stock items for general stores, clothing, subsistence, and aviation stores. After segregating the items, it might be your job to tell each division responsible for the material to pick it up. The following paragraphs will help you familiarize yourself with the supply organization aboard ship.

SUPPLY OFFICER AND ASSISTANT SUPPLY OFFICER (AFLOAT). The supply officer (SUPPO) is the senior supply corps officer on board the ship and is the head of the supply department. The supply officer is responsible to the Commanding Officer for the performance and administration of all supply functions.

The assistant supply officer (ASUPPO) is also the primary assistant on aircraft carriers. The primary responsibility of the ASUPPO is to ensure the proper administration of the department and the training of supply personnel. Exercises general supervision over the Supply Quality Assurance (SQA) and Maintenance and Material Management /Damage Control divisions. The ASUPPO acts as supply officer during the period when the supply officer is absent.

Principal Assistants

The Principal Assistant for Logistics (PAL), when assigned, is responsible for the Stock Control, Aviation Support and Material division. These responsibilities include shipping and receiving sections if they are not part of the Material division.

The Principal Assistant for Services (PAS/SERVO), when assigned, is responsible for the services divisions: Food Service, Retail Operations, Disbursing, Hotel Services, MWR and CPO Mess. The services officer is primarily responsible for the accuracy of financial reports generated by each division. The services officer also functions as the administrative assistant to the supply officer in these areas.

Supply Divisions

Listed in the following paragraphs are titles, respective duties and responsibilities of supply divisions and officers. The set titles and job assignments for divisions like S-1, S-8 and so on, may vary from ship to ship. You should familiarize yourself with the organizational structure in your command to make your job easier.

- **General Stores (S-1 Division)**:

The stock control officer is directly responsible to the SUPPO for proper administration of the Stock Control division. On aircraft carriers, the stock control officer works under the PAL. On most ships, Stock Control is one of the sections that make up the S-1 division

The customer service section of stock control division on aircraft carriers is responsible for supervising customer service personnel in providing necessary support to supply department customers. Some of the services include technical research, open purchase and bearer pick-up. Customer Service is a section of the S-1 division on some other type of ships

The postal operations branch of the customer service section is responsible for all postal functions.

General. The general stores component procures, receives, stores, expends and accounts for consumable, equipage, repair parts and other material and maintains required records. It also prepares correspondence, reports and returns; and performs required obligation recording.

Stock Control. Stock control functions include determining requirements, preparing requisitions, processing receipt and expenditure documents and maintaining related files and records. It also performs financial accounting for material, maintains related files and records; maintains material catalogs, allowance lists and technical publications and prepares related correspondence, reports and returns.

Stowage. Stowage functions include the receipt, stowage, inventory and issue of material; the maintenance of related files, as required and the cleanliness and upkeep of assigned storage spaces.

- **Foodservice (S-2 Division)**:

The food service officer (FSO) is responsible for the food service units that operate all phases of the enlisted dining facility. The FSO is in charge of the S-2 division. The FSO also conducts authorized issues, sales and transfers of food items.

General. The foodservice component operates all phases of the enlisted dining facility and makes authorized issues, sales and transfers of food items.

Records and Returns. Records and returns functions include determining of requirements, preparing requisitions, processing receipt and expenditure documents, conducting inventories and maintaining related files and records. It also accounts for food items and prepares related correspondence, reports and returns.

Food Storage. Food storage functions include the receipt, storage and issue of all food stocks, the maintenance of related records and the cleanliness and upkeep of assigned spaces.

Food Preparation and Service. Food preparation and service functions include the preparation and service of food in the enlisted dining facility, operation of food preparation equipment and cleanliness and upkeep of assigned spaces.

- **Ship's Store and Retail Clothing (S-3 Division)**:

The sales officer is responsible for the ship's store, retail clothing stores, laundry service and barber shop. These stores and service units make up the S-3 division. It is responsible for requisitioning, receiving, storing and selling of ship's store and clothing items. On aircraft carriers, S-3 is designated as the Retail Operations Division responsible for the operation and administration of the ship's retail outlet activities. As such, the Retail Operations Officer is responsible for providing a source of low cost, high quality merchandise to the crew in addition to generating revenue for the ship's Morale, Welfare and Recreation Fund.

- **Disbursing (S-4 Division)**:

The disbursing officer (DISBO) is responsible for the disbursement and accountability of public funds of which entrusted and the management and execution of the at-sea Navy Cash program.

General. The disbursing component collects and disburses all public funds aboard ship and performs all afloat pay and allowance functions.

Public Vouchers. Public voucher functions include the preparation and verification of public vouchers as required.

Financial Returns. Financial return functions include payments and collections of all public funds and preparation of reports and financial returns.

- **Wardroom Mess (S-5 Division)**:

The wardroom mess officer is responsible for the operation of the officer's dining and berthing areas. The Wardroom Mess division (S-5) buys, receives, stores, issues and accounts for the foods and material needed. It is responsible for preparing and serving food for the officers. It is also responsible for the maintenance and cleanliness of officer berthing areas (also known as staterooms). On aircraft carriers, S-5 is designated as the Hotel Services Division responsible for providing hotel management services for ship's company and AIRWING officers and Chief Petty Officers (CPOs) in addition to laundry and barber services for all ship's company/AIRWING enlisted, CPOs and officers.

General. The wardroom mess component procures, receives, stores, issues and accounts for foodservice and other stores.

Records. The records section maintains records on all stores belonging to the wardroom mess.

Foodservice. The function of foodservice is to prepare and serve food.

Operating Space. The wardroom mess is responsible for cleaning and maintaining spaces assigned to the wardroom.

- **Aviation Stores (S-6 Division)**:

The aviation support officer (ASO) is directly responsible to the PAL for the proper administration of the ASD. The ASD (S-6) is also known as the Aviation Stores division on some ships. Its basic functions include receiving, storing and issuing material in support of aviation maintenance.

General. When an aviation stores division is established, it performs all functions related to procurement, receipt, stowage and issue of aviation material.

Records and Reports. Records and reports include accounting for all aviation material.

The Repairables Management Branch (RMB / S-6A) manages all AVDLRs, DLRs and FLRs with a Material Control Code (MCC) of H, E, X, G, Q, or D.

- **Morale, Welfare and Recreation – MWR (S-7 Division):**

On aircraft carriers, the MWR Officer is responsible for developing and conducting programs and services designed to maintain and improve the morale of the ship's crew and their dependents. The MWR Officer reports to the Services Officer.

- **Material Division (S-8 Division)**:

The material officer is responsible for receipt, stowage, issue and inventory of repair parts and consumable items. Also responsible for material handling during onload and offload including UNREP evolutions. The Material Officer reports to the PAL.

- **Hazardous Material Control (S-9 Division)**:

HAZMAT control is responsible for the proper receipt, stowage, issue, inventory and accountability of all hazardous material used onboard the ship. On aircraft carriers, Hazmat Control Division (S-8A) falls under Material Division.

- **Supply Quality Assurance (S-10 Division)**:

The Supply Quality Assurance (SQA) officer is responsible for determining supply department performance. The SQA officer does this by directing SQA personnel in conducting audits, random samplings and analyzing reports.

The supply quality assurance is responsible to ensure effective inventory, financial and personnel management is achieved and applied toward increased material readiness for each supply division.

- **Chief Petty Officer (CPO) Mess (S-11 Division)**:

The CPO mess caterer is responsible for hotel management and food service operations of the CPO mess. Usually temporarily assigned duty personnel from outside supply department fulfill this billet. The CPO mess caterer reports to the Services Officer, administratively and technically.

- **Supply Maintenance and Material Management (3M) / Damage Control (DC) – (S-13 or SDC Division):**

The S-13/SDC officer assigned on aircraft carriers reports directly to the Assistant Supply Officer and is responsible for damage control and maintenance upkeep of all supply department equipment.

Ships without Supply Corps Officer

The designated supply officer of a ship is responsible to the Commanding Officer for the proper performance of the following:

- Economical and efficient operation of the supply department
- Procurement, receipt, stowage (when applicable), issuing and accounting for equipage, repair parts, repairables and consumable required to support the ship
- Return of unserviceable repairables to the designated repair facility
- Operation and upkeep of equipment assigned to the supply department and the cleanliness and upkeep of assigned supply department spaces
- Training and supervision of personnel assigned to the supply department
- Certification for payment of lawful bills; when designated as fund cashier, the Supply Officer will also be responsible for the disbursement of government funds and proper accounting thereof
- Operation and supervision of the enlisted dining facility, including the procurement, preparation and service of food
- Operation and supervision of the ship’s store except when the ship’s store officer is designated in writing, to be other than the supply officer
- Performance of such other collateral duties as are assigned by the Commanding Officer.

Your duties as a Logistics Specialist will be much the same regardless of the type of ship in which you serve. The procedures set forth in this book apply to both ships supply department organization, unless an exception is noted. In these instances, both procedures will be given.

Other Activities Involved with Supply

The following text list those activities that have logistic or financial responsibilities and provide supply support to other activities. The support provided by these activities includes procurement, management and accounting of aviation and general material related to the duties of the LS.

Fleet Supply Officer

The Fleet Supply Officer serves as an advisor to the Fleet Commander concerning logistics and transportation matters. The Atlantic Fleet Supply Officer heads a division of staff personnel in the Commander, U.S. Fleet Forces (COMUSFF) Headquarters. The Pacific Fleet Supply Officer heads a division of Commander, Pacific Fleet (COMPACFLT) Headquarters staff. The United States Naval

Forces Europe Fleet Supply Officer heads the Commander, United States Naval Forces Europe (COMUSNAVEUR) Headquarters staff.

Air Type Commander Supply Staff

Ships of a fleet are grouped by types and assigned to type commanders (TYCOM) for administration. Certain TYCOMs have primary logistics responsibilities that extend beyond their own type organization. Commander, Naval Air Forces (COMNAVAIRFOR) acts as logistics agent for aviation support to aircraft carriers, squadrons and air stations. Some of the specific functions delegated to COMNAVAIRFOR are as follows:

- Provides planning information to support bases about aircraft deployments
- Issues aviation supply outfitting directives
- Controls the distribution of critical aviation materials
- Sets up supply procedures, stock levels and requisitioning channels for aeronautical material for fleet ships and bases
- Implements aviation supply policy and procedures directed by higher authority
- Conduct “Supply Management Assist/Inspection” (SMA/SMI) and Training Assist Visits (TAV) of supply departments on a routine basis.

Supply officers on the staff of type commanders perform the following functions:

- Keep the type commander advised of supply requirements
- Ensure compliance with Navy Department and fleet supply directives
- Make recommendations about supply policies, procedures and conditions of readiness affecting ships to TYCOM.

The Aviation Material Office is an agent of COMNAVAIRFOR for fleet rationing of aeronautical material. Fleet rationing control (FLEET CONTROL) is the process established for materials that have limited availability in the fleet. The Consolidated Fleet Controlled Material List (CFCML) is a comprehensive listing of all fleet controlled material. The Aviation Material Office and COMNAVAIRFOR distribute the CFCML semiannually. The CFCML shows the respective type commander or the agent’s code for items under their control. The listing is in national item identification number (NIIN) sequence and distributed to all activities.

Defense Finance and Accounting Service

The Defense Finance and Accounting Service (DFAS) was formerly called the Fleet Accounting and Disbursing Center (FAADC). DFAS is located in Norfolk, Virginia. Their duties include performing operating budget accounting for COMNAVAIRFOR activities. Type commanders authorize the use of funds by issuing operating targets (OPTARs) to ships, squadrons and other activities under their control. If you work in the accounting section of your activity, you will be involved in managing these funds. You may perform some of the accounting functions for your command. These functions involve maintaining OPTAR accounting records and submitting required reports to DFAS.

The DFAS accounts for the money value of material purchased with TYCOM funds and placed aboard ships. The material is placed on ships to support the aviation units. The transactions involving these items are recorded and reported. The LS assigned the accounting responsibility in stock control keeps records and submits the required reports to DFAS.

The message address DFAS-CL NORFOLK VA refers to Defense Finance and Accounting Service—Cleveland Center, Norfolk, Virginia.

Defense Logistics Agency

The Defense Logistics Agency (DLA) is a supply support organization. It is responsible for managing and controlling items commonly used by all military services. The DLA manages about 60 percent of the line items in the integrated Navy supply system. These are items identified by a 9 in the first position of the cognizance symbol, except The DLA headquarters is located in Cameron Station, Alexandria, Virginia. The role of the DLA headquarters in the DLA supply system is in comparison with the role of NAVSUPSYSCOM in the Navy supply system. (*Figure 1-6*) illustrates the defense logistics agency supply system.

There are six DLA primary level field activities. Each activity is responsible for certain types of material.

DLA Troop Support, Philadelphia, Pennsylvania, formerly known as Defense Personnel Support Center and Defense Support Center. It is responsible for food items, medical supplies and clothing, general and industrial supplies and supports U.S. humanitarian and disaster relief efforts.

DLA Energy, Fort Belvoir, Virginia, formerly known as Defense Fuel Supply Center and Defense Energy Support Center. It is responsible for providing contracting support and management of all petroleum and bulk petroleum-based fuels, additives and other energy products and services including jet fuels, distillates, residual fuels, natural gas and electricity.

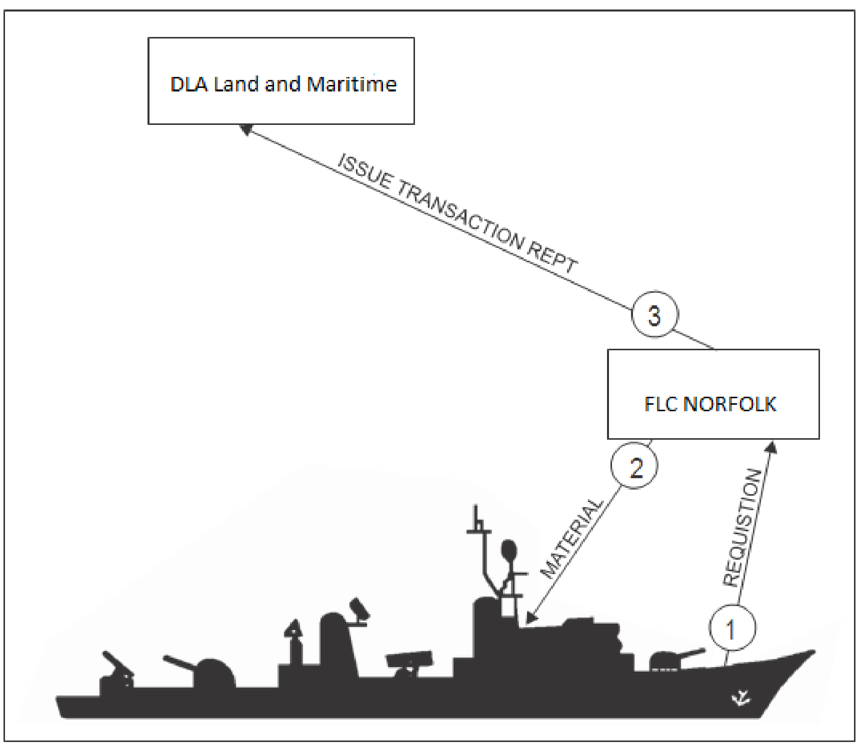


Figure 1-6 — The Defense Logistics Agency Supply System

DLA Aviation, Richmond, Virginia, formerly known as Defense Supply Center Richmond. It is responsible for air, aviation and space support. Items include airframe/aerospace products; packaged petroleum, oils and lubricants; chemicals; batteries; instruments and gauges; metalworking machines and primary supply source for repair parts and operating items.

DLA Land and Maritime, Columbus, Ohio, formerly Defense Supply Center Columbus. It is responsible for land and sea support. It manages twenty-five Federal Supply Groups and more than 200 Federal Supply Classes.

DLA Distribution New Cumberland, Pennsylvania (DDC). DLA Distribution is a combat support agency and the Defense Logistics Agency's Lead Center for Distribution. DDC's 26 sites around the world are responsible for the receipt, storage, issue, packing, preservation and transportation of more than 4 million items.

DLA Disposition Services Battle Creek, Michigan, formerly Defense Reutilization and Marketing Service (DRMS). Its mission is to provide the DoD's best value services and deliver great performance to their customers for the reuse, transfer, donation, sale or disposal of excess/surplus property.

DLA Aviation and DLA Land and Maritime perform the same functions for the defense supply system as ICP performs for the Navy supply system. The only exception is that DLA Energy has no responsibility for inventory control.

The defense depots (DD) perform material distribution functions within the defense supply system. The DD is a storage point for DLA material. The responsible DLA activity controls the issuance of material from a DD. The DD issues material based on the requisitions received and processed centrally by the DLA activity. The DD cannot accept requisitions directly and issues material only when directed by the DLA activity.

Operation of the DLA supply system—(*Figure 1-6*) depicts the operation of the DLA supply system in filling a material requirement requisition submitted by an afloat customer:

- USS John Paul Jones submits a requisition for cognizance symbol 9B material to FLC Norfolk
- FLC Norfolk, issues the material from DLA stocks
- FLC Norfolk, reports the issue transaction to DLA Land and Maritime

In the foregoing example, it should be understood that although requisitioned from and supplied by a Navy stock point, the material issued was owned and managed by DLA Land and Maritime.

Integrated Navy Supply System

(*Figure 1-7*) depicts the operation of the Integrated Navy Supply System. The following items correspond to the numbered lines in the illustration:

1. USS John Paul Jones requisitions cognizance symbol 9B material from FLC San Diego.

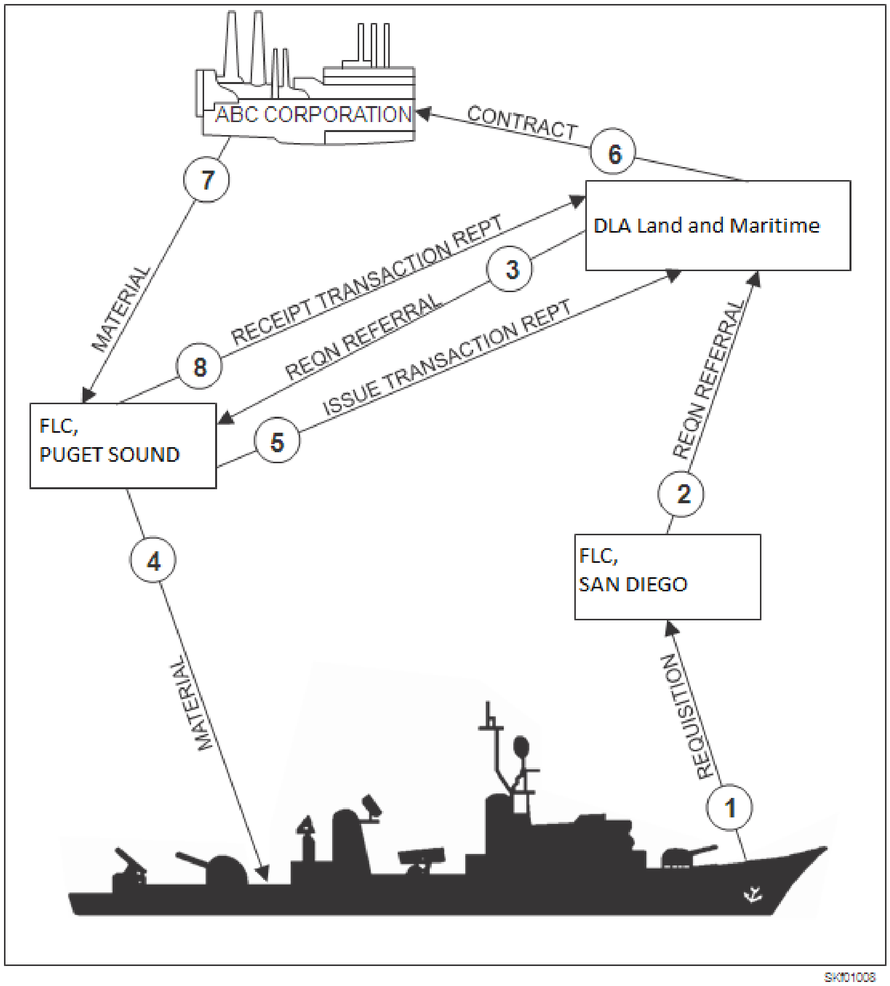


Figure 1-7 — The Integrated Navy Supply System

2. FLC San Diego, a Navy retail stock point, after screening its stock and determining that the requested material is not carried, refers the requisition to DLA Land and Maritime, the cognizant inventory manager.
3. DLA Land and Maritime, after researching its master records and determining that the material is available at FLC Puget Sound, (a specialized support point), refers the requisition to FLC Norfolk.
4. FLC Puget Sound, issues the material to USS John Paul Jones.
5. FLC Puget Sound, makes an issue transaction report to DLA Land and Maritime.
6. DLA Land and Maritime, after applying the issue report to its master record, ascertains that stock of the item at FLC Puget Sound is below the required Level and issues a contract to the ABC Corporation for additional stocks of the item.
7. The ABC Corporation ships the material to FLC Puget Sound.
8. FLC Puget Sound, makes a receipt transaction report to DLA Land and Maritime.
9. General Services Administration (GSA)

The General Services Administration (GSA) provides common use items to the Navy. These items include paints, hand tools, paper materials and cleaning gear. The Management List-Navy (ML-N) lists the Navy interest items as cognizance symbol 9Q. These items are available at Navy stock points.

ADMINISTRATION

The Logistics Specialist (LS) is a general rating. General ratings involve broad occupational fields of related duties and functions. As an LS, you will provide supply support from fleet operations to aviation maintenance personnel. To provide support, you must know the functions and responsibilities of your activity and the procedures that apply to each task. This chapter provides the direction and information you will need to do the administrative tasks and provide customer service. Upon completion of this chapter, you will be able to describe the following LS requirements:

- Duties and responsibilities of the LSs
- Purpose of publications and catalogs used by LSs
- General security rules that apply to supply department spaces
- Practices and procedures needed to provide quality customer relations.

General Duties and Responsibilities

General LS duties and responsibilities are as follows:

- Submitting requisitions
- Conducting technical research
- Receiving, identifying, stowing and expending material
- Performing financial accounting in support of aviation maintenance
- Performing administrative and clerical duties
- Picking up and delivering material
- Preparing supply documents
- Packing of material for shipment
- Operating pre-expended bins.

These duties are further explained in later chapters of this manual.

Tour of Duty

The following paragraphs contain information on typical duties to which you may be assigned.

Supply Department Ashore

When assigned to the supply department of a naval air station, you could be in the administrative division, material division, control division, or aviation support division. Some of the functions you will be expected to perform in various divisions are as follows:

<u>Administrative Division</u>. You will prepare various forms of correspondence.

<u>Material Division</u>. You could be assigned to any branch within the material division.

In the traffic branch, you will be involved in the following duties:

- Material receipt
- Inspection and verification
- Segregating and forwarding material to destinations
- Receipt document processing
- Discrepancy reporting
- Material handling equipment operation (when working in the receiving section).

When assigned to the delivery section of the traffic branch, you will be responsible for the local delivery of material. In the shipping section, you will be involved in making arrangements for shipment and delivery of material to carriers, including preparation of shipment documents and labels.

When assigned to storage branch, you will be involved in the receipt, stowage and issuance of material by using available labor saving devices and material handling equipment.

Control Division. When assigned to this division, you will be involved in the following tasks:

- Processing procurement
- Receipt
- Issue documents
- Maintaining stock records
- Customer service.

Aviation Support Division (ASD). When assigned to ASD, you will be involved in the following tasks:

- Processing requisitions
- Receipt
- Stowage and issuance of material
- Stock inventory
- Material delivery
- Other functions outlined in the Naval Aviation Maintenance Program (NAMP), COMNAVAIRFORINST. 4790.2 (series).

Supply Department Afloat

During sea duty, you could be assigned to an aircraft carrier or amphibious assault ship. You may be assigned to the aviation stores division, storage branch, receiving branch, stock control section or shipping section.

When assigned to the aviation stores division, you will be expected to use the applicable allowance lists, initial outfitting lists and other supply publications to perform technical research. You will also follow the operating procedures from supply instructions and manuals. For more information, refer to the Naval Aviation Maintenance Program (NAMP), COMNAVAIRFORINST 4790.2 (series) and the Supply Operations Manual (SOM), COMNAVAIRFORINST 4440.2 (series).

When assigned to the storage branch, you will be expected to receive, stow, conduct inventories and issue stock material.

When assigned to the receiving branch, you will receive, check and inspect or coordinate inspection of incoming material. You will also segregate stock and direct turn-over (DTO) material, notify the applicable division to pick up material and send copy of proof of delivery to stock control.

When assigned to the stock control section, you will be involved in posting expenditures and receipts, stock replenishment, inventories, file maintenance and stock reconciliation.

When assigned to the shipping section, you will be expected to pack, mark and label material for shipment; arrange shipments with the carrier; prepare transportation and shipment documents; and institute tracers on shipments. Refer to the Transportation of Material, NAVSUPINST 4600.86 and the Defense Transportation Regulation (DTR) 4500.9-R Part II, Cargo Movement, for transportation of property.

Squadron or AIMD

When attached to a squadron or AIMD, you will be assigned to material control. You will be expected to perform the following functions:

- Submit requisitions
- Receive and forward material
- Maintain logs, records and files
- Perform aircraft inventories
- Prepare associated documents
- Maintain inventory of IMRL
- Expedite high priority requisitions.

Miscellaneous Billets

In staff and other support billets, you will perform supply support and administrative functions and serve as liaison to other commands.

CORRESPONDENCE

One of your most important tasks as an LS is the preparation of correspondence. You will be expected to produce properly formatted letters with no errors quickly and efficiently.

Official correspondence in the Navy includes all recorded communications sent or received by a person in the Navy in the execution of the duties of his office. Supply departments, both ashore and afloat, originate and receive a large quantity of correspondence. Some of the more common types are: directives outlining supply policies and procedures, naval letters requesting and furnishing procedural information and authority and letters and memorandums assigning duties and individual responsibilities.

Senior petty officers or officers of the supply department normally draft outgoing correspondence. The LS3 or LS2 is primarily concerned with typing and format. Some correspondence originated by the supply department is of a recurring nature and relatively standard in content. The LS3 and LS2, using file copies of previous correspondence as a guide, may draft correspondence of this nature.

The format and procedural requirements of official correspondence samples are found in the *Department of the Navy Correspondence Manual,* SECNAVINST 5216.5 (series). Slight variations from these formats may be practiced at different commands. When assigned to a billet requiring the preparation of correspondence, it is necessary to consult local command instructions outlining the details pertaining to the preparation of correspondence. You should consult local command instructions for preparing official correspondence.

Within the Navy, you use a standard letter format when corresponding with certain government agencies, especially those within the Department of Defense (DoD). When corresponding to other persons and to civilian organizations, you prepare letters according to a business format.

Standard Letters

Instructions for typing standard letters are contained in the *Navy Correspondence Manual,* SECNAVINST 5216.5 (series). It is important to follow these instructions exactly. Uniformity is essential to an accurate and expeditious flow. See (*Figure 1-8*) for an example of a standard letter.

Stationery

The first page of a standard letter contains the letterhead (name and address) of the activity printed on bond paper. The second and succeeding pages of a letter are typed on plain white bond paper of the same size and quality as the letterhead paper.

Copies

Copies of naval correspondence are made on copying machines, if they are available. If not, copies for each via addressee and Copy to addressee are made on white carbon flimsy. The command file copy is made on yellow carbon flimsy. Other colors of flimsy paper may be used for internal routing, such as a daily read board.

1
2
3
4 *DEPARTMENT OF THE NAVY
*Name of Activity
*Address
1
2
SSIC
Code/**Serial*
*Date

1
2 From: Title of activity head, name of activity, location when needed
To: Title of activity head, name of activity, location when needed (*Code*)
Via: (1) Title of activity head, name of activity, location when needed (not numbered if only one)
(2) Pattern of (1) repeated for next endorser
1
2 Subj: NORMAL WORD ORDER, ALL LETTERS CAPITALIZED
1
2 *Ref: (a) Earlier communication that bears directly on subject at hand*
1
2 *Encl: (1) Material enclosed with letter identified in same way as reference, single enclosure numbered*
(2) Notation added for material sent separately (sep cover)
1
2 1. This example shows all the elements that might appear on the original of a one-page standard letter.

2. If you omit the date when you type the letter, start the From block on the fourth line below the code/serial to allow for an oversized date stamp.

3. Other examples in this chapter show the spacing to follow for correspondence that variously omits Via, Reference, and Enclosure blocks.
1
2
3
4 *NAME OF SIGNER
**By direction*
1
2 *Copy to:*
Short title of information addressee (see SNDL)
Short title of second information addressee

ITALICS: OPTIONAL ITEMS
ASTERISKS: ITEMS YOU MAY STAMP
UNDERLINED NUMBERS: TYPEWRITER LINES

Figure 1-8 — An example of a standard letter

Multiple-address Letters

A multiple-address letter is addressed to two or more activities individually identified in the **To** block or as a group in the Distribution block. It is typed in the usual manner of a standard letter except that the titles are listed in the **To** block in seniority order.

Each addressee must receive a letterhead copy with a signature. It can be an original copy or a photocopy. See (*Figure 1-9*) for an example of a multiple-address letter.

DEPARTMENT OF THE NAVY

NAVAEDUCATION AND TRAININO ROORA...
...ANAOIE...ENT SU ORT ACTIVITY
ENSACOLA, ,.LORIDA 3250-5000

IN REPLY REFER TO

7000
Ser 40/321
17 Apr 92

From: Commanding Officer, Naval Education Management Support Activity, Pensacola
To: Officer in Charge, Personnel Support Activity Detachment, Naval Training Center, Orlando
Officer in Charge, Personnel Support Activity Detachment, Recruit Training Command, Orlando

Subj: FY 1993 OPTAR FUNDS TRANSFER

Ref: (a) OIC NTC ltr 7000 PSD 12, of 4 Apr 92
(b) PHONCON PERSUPPDET RTC Orlando PNC NETPMSA Pensacola (Code 41) Mr. Frederick J. Smith

1. As requested by reference (a), and concurred with by reference (b), authority is granted to realign funds from PERSUPPDET RTC Orlando to PERSUPPDET NTC Orlando to cover PERSUPPDET NTC costs incurred by increasing supply levels to a 6-month level for both detachments.

2. Forward one copy of all requisitions and receipt documents to NETPMSA Pensacola, Code 42.

By direction

Figure 1-9– An example of a multiple-address letter

Joint Letters

The joint letter *(Figure 1-10)* is a variation of the standard letter where two or more commands wish to issue information that establishes an agreement or discusses a matter of mutual concern. When you type a joint letter, refer to the Navy *Correspondence Manual.* SECNAVINST 5216.5 (series).

DEPARTMENT OF THE NAVY
Personnel Support Activity (68609)
Personnel Support Activity Detachment (43081)
Pensacola, Florida 32509-5000

PSD 2300 Code 00	NAVPTO 2300	PSA 2300 Ser C0/1042 7 Dec 92

JOINT LETTER

From: Commanding Officer, Personnel Support Activity, Naval Air Station, Pensacola
Officer in Charge, Personnel Support Activity Detachment, Naval Air Station, Pensacola
Navy Passenger Transportation Officer, Naval Air Station, Pensacola
To: Commanding Officer, Naval Air Station, Pensacola (Attn: Communications Officer)

Subj: MESSAGE PICKUP/DELIVERY AUTHORIZATION

Ref: (a) Our ltr 2300 of 24 Sep 90

1. Cancel reference (a).

2. The following personnel are authorized to pick up and deliver message traffic for Personnel Support Activity Pensacola, Personnel Support Activity Detachment Pensacola and Navy Passenger Transportation Officer Pensacola:

NAME	RATE	SSN	ACCESS
MARTINEZ, JAIME C.	DKl	000-00-0000	UNCLASSIFIED
OLDER, FREDERICK M.	LCDR	000-00-0000	SECRET
YOUNG, THONAS S.	LT	000-00-0000	CONFIDENTIAL

P. W. HAMILTON Officer in Charge	L. C. MARTINEZ Transportation Officer	J. P. SLOAN Commanding Officer

Figure 1-10- An example of a joint letter

ENDORSEMENT

An endorsement is a brief form of correspondence used by via addressees to approve, disapprove, or comment on the contents of a letter or earlier endorsements. An endorsement can be done on the letter page or a new page. Refer to the *Navy Correspondence Manual*, SECNAVINST 5216.5 (series) for examples.

Memorandum

A memorandum provides an informal means of correspondence within an activity or between activities on routine business. There are four types of memorandum formats. The *printed memorandum* form is the most informal and is used among individuals and offices of the same activity. The *plain paper* memorandum is used within the activity and is no more formal than the printed memorandum, but it provides more flexibility when there are multiple addressees. The *letterhead* memorandum provides more formality. When direct liaison is authorized and the matter is routine, a memorandum (on letterhead paper) may be sent outside the activity. The *memorandum for* is the most formal memorandum. It may be used in writing to senior officials, such as the Secretary of Defense and the Secretary of the Navy. Because the *memorandum for* lacks a **from** block, the signer's title is typed below the name.

Business Letters

The business letter is used to correspond with agencies or individuals outside the Department of the Navy who are unfamiliar with the standard letter. It also may be used for official correspondence between individuals within the Department of the Navy when the occasion calls for a personal approach.

Messages

Messages are the quickest form of written communications in the Navy. Our telecommunications system is designed to get time-sensitive or critical information to addressees rapidly for effective use of information.

Messages are prepared on a computerized message format program, to be sent by electrical telecommunications.

Types of Directives

A directive prescribes or establishes policy, organization, conduct, methods or procedures. It requires action or sets forth information essential to the effective administration or operation of activities concerned. It may also contain authority or information that must be issued formally. The types of directives used in the Directive Issuance System are instructions, notices and change transmittals.

Instructions are directives that contain information of a continuing nature or require continuing action. An instruction has a continuing reference value and is effective until the originator cancels or supersedes it.

Notices are directives of a one-time nature or contain information or require action applicable for a brief period only. A notice has the same force and effect as an instruction, but it does not have permanent value. Therefore, it contains provisions for its own cancellation. When the exact length of time a notice is to remain in effect cannot be determined at the time of issuance, the specific date for record purposes is set far enough in the future to allow all necessary use of the notice.

A change transmittal is the medium used to transmit changes to an instruction or, under extenuating circumstances, a notice. Each transmittal describes the nature of the change and gives directions for making them. Directives are identified by designation information. Using “SECNAVINST 5215.1" as an example, ”SECNAV" is the issuing authority, “INST” is the type of directive, “5215" is the subject identification number, ”1" is the consecutive numbering for instructions by the directive control point. The consecutive numbers assigned to instructions, which are later canceled, are not reused. The period (.) is used to separate the subject identification and consecutive numbering. When a change is made, the change transmittal number and its date are shown on the page(s) that contain(s) the change; for example, “SECNAVINST 5215.1, Change Transmittal 1, 26 Jan 2010.” A revised instruction will retain all the designation information with the addition of a suffix capital letter (the first revision “A,” the second “B,” etc.) immediately following the consecutive number. Each change transmittal is identified in the designation line of the transmittal by the same number as the directive it changes (in the case of notices, the date), plus an assigned change transmittal number added to the identification; for example, “SECNAVINST 5215.2, Change Transmittal 1.”

You will use different instructions and notices when performing your daily tasks. They are issued by various commands, bureaus, ships, stations and operating forces. Headquarters, Naval Air Systems Command, issues many of the directives used in aircraft maintenance. They are known as NAVAIR instructions or notices. The directives issued by Chief of Naval Operations are known as OPNAV instructions or notices. Refer to *Department of the Navy Directives Issuance System*, SECNAVINST 5215.1 (series), for more information.

Classified Material Control

To protect the interests of the United States, certain information cannot be available to other countries. This information is given a classification that determines how much protection it needs.

Responsibilities

The Chief of Naval Operations (CNO) is responsible to the Secretary of the Navy (SECNAV) for all policies related to the maintenance of the security of all classified information within the Naval Establishment. The Department of the Navy *Information Security Program (ISP) Instruction, SECNAVINST 5510.36 (series),* known as the Information *Security Program,* is the source of the Navy’s security program.

From SECNAV, to the CNO, to your Commanding Officer, to your command security manager and to you, responsibilities and procedures are laid down and specified to protect classified information.

Do not let information fall into the wrong hands through careless talk or improper handling and safeguarding of written information.

Categories of Classified Information

Information is classified in three categories, each category requiring its own level of protection. These categories are Top Secret, Secret and Confidential.

Top Secret

Top Secret is the designation applied only to information or material the unauthorized disclosure of which could reasonably be expected to cause exceptionally grave damage to the national security. Examples of exceptionally grave damage include armed hostilities against the United States or its allies; disruption of foreign relations vitally affecting the national security; the compromise of vital national defense plans or complex cryptologic and communication intelligence systems; and the disclosure of scientific or technological developments vital to national security.

Secret

Secret is the designation applied only to information or material the unauthorized disclosure of which could reasonably be expected to cause serious damage to national security. Examples of serious damage include disruption of foreign relations significantly affecting the national security; significant impairment of a program or policy directly related to national security; revelation of significant military plans or intelligence operations; and the compromise of significant scientific or technological developments relating to national security.

Confidential

Confidential is the designation applied to information or material the unauthorized disclosure of which could reasonably be expected to cause identifiable damage to national security. Examples of identifiable damage include the compromise of information that indicates strength of ground, air and naval forces in the United States and overseas areas; disclosure of technical information used for training, maintenance and inspection of classified munitions of war; revelation of performance characteristics, test data, design and production data of munitions of war.

Security Clearances

A security clearance is a determination made that an individual is eligible for access to classified information up to a specific level. However, it is not an authorization for access to that information. It is important to separate the two terms, *clearance* and *access.* Clearance is determined after one of several types of personal investigations is completed. Access is granted when an individual has a need to know information up to a specific level.

Clearances are either final or interim. Final clearances are granted when all investigation requirements have been met and are favorable. Interim clearances are granted, not to exceed 6 months, when it is established that any delay would be harmful to the national interest and a personal investigation request has been submitted.

Marking Classified Material

When it is determined that information or material should be assigned a classification, such information must be conspicuously marked as described in the following paragraphs.

All original copies of letters, office memorandums, messages and other documents that are typed, printed, or written in longhand must be conspicuously marked with the appropriate classification at the top and bottom of each page, The markings must be placed in a position where they will not become covered in assembly, removal, or trimming. When the reverse sides of pages are used, they must be similarly marked with the classification.

All reproductions or copies of classified material, regardless of form, must bear clear, legible classification markings in the same manner as the originals. Not all copy equipment reproduces colors of ink or marginal images; therefore, personnel engaged in marking copies must make sure the reproduced copies are marked or stamped with the classification on all copies in the same position and size required for the originals.

The manner of marking classified equipment, products, or substance depends on the nature of the material. Normally, stamping, etching, or attaching a classification plate should mark the assigned classification. When it is not possible, the container must be appropriately marked. When the article or container cannot be marked, written notification of the assigned classification must be furnished to the consignee of the material.

The lettering of the classification stamp or mark must be all capitals and in red color and, when practical, must be larger in size than the type size of the text.

Custodial Precautions

Classified material is not removed from the physical confines of a command without the knowledge and approval of the Commanding Officer or an authorized representative. When classified material is removed, a complete list is prepared, signed by the individual removing the material and appropriately filed until the material is returned.

Care During Working Hours

Each person in the Navy must take every precaution to prevent deliberate or casual access to classified information by unauthorized persons. The precautions that must be followed are described in the following paragraphs.

When classified documents are removed from stowage for working purposes, they must be kept under constant surveillance or face down or covered when not in use.

Drafts, carbon sheets, carbon paper, typewriter ribbons, plates, stencils, stenographic notes, worksheets and similar items containing classified information are either destroyed by the person responsible for the preparation after they have served their purpose or are given the same classification and safeguarding in the same manner as the classified material produced from them.

The addressee opens classified material, upon receipt, or the persons specifically authorized by the addressee in writing to open material of the grade involved. If for any reason a space must be vacated during working hours, any classified material therein must be stowed according to stowage instructions for the classification involved.

Care After Working Hours

A system of security checks at the close of each working day must be instituted to make sure classified material held by a command is properly protected. Custodians of classified material are required to make an inspection that guarantees the following precautions have been fulfilled:

- All classified material is stowed in the prescribed manner
- Burn bags are properly stowed or destroyed
- Classified shorthand notes, carbon paper, typewriter ribbons, rough drafts and similar papers are properly stowed or destroyed. As a matter of routine during the day, such items must be placed in burn bags immediately after they have served their purpose
- Identification of the individual responsible for the contents of each container of classified material must be readily available. The individual so identified is contacted in the event a container of classified material is found open and unattended.

Care of Working Spaces

The necessary safeguards must be afforded to buildings and areas in which classified information is kept. Precautions must also be taken to minimize any danger or inadvertent disclosure of classified material in conversation. You must not discuss classified information in public places.

Stowage Procedures

Classified material must be stowed in the manner prescribed in chapter 10 of the Department of the Navy *Information Security Program (ISP) Instruction,* SECNAVINST 5510.36 (series). This publication outlines the physical security standards and requirements that serve as a uniform guide for determining the type and degree of protection for classified material. These standards and requirements are designed to provide for flexibility as well as adequacy in the physical security program.

Keys for padlocks used to protect classified material must be given the same protection as the material they protect. It is essential that combinations are known or keys are accessible only to those persons whose official duties demand access to the container involved. The combination or key to the security container must be changed at the time received, at the time any person having knowledge of it transfers from the organizational unit, at any time there is a reason to believe it has been compromised, or in any case not less than every 12 months. That lock must of the same classification as the material in the container secure any document showing the combination to a lock. Records of combinations must be sealed in an envelope and kept by the security manager, duty officer, or other personnel designated by the Commanding Officer.

When combination numbers are selected, multiples of 5 (ascending or descending) or personal data such as birth dates and social security numbers should not be used.

Records Disposal

An LS should be able to determine what records should be held in the files for a period of time or what records should be destroyed or transferred for preservation.

Record disposal techniques must keep pace with increased production and dissemination techniques. Temporary records must be identified, scheduled and regularly destroyed and permanent records must be identified and marked for preservation. The United States Criminal Code (appendix B) provides for fines and penalties including imprisonment for unlawful and willful destruction or removal of government records. Department of the Navy *Information Security Program (ISP) Instruction,* SECNAVINST 5510.36 (series) provides for the destruction of classified matter. This and other regulations for safeguarding security information must be followed at all times in applying the provisions outlined in the *Navy and Marine Corps Records Disposition Manual,* SECNAVINST 5212.5 (series).

Transferring Classified Material

Matter classified as Top Secret must be transmitted as prescribed by the Department of the Navy *Information Security Program (ISP) Instruction,* SECNAV 5510.36 (series). Only Secret and lesser-classified material may be sent via mail as prescribed by the *Department of the Navy Official Mail Management Instruction,* OPNAVINST 5218.7(series). All classified material must remain under U.S. custody and control at all times.

Any of the means approved for the transmission of Top Secret material prescribed in chapter 9 of the *Department of the Navy Information Security Program (ISP) Instruction* SECNAVINST 5510.36 (series) may be used.

Registered mail is used for the transmission of all Secret material, NATO Confidential and all other Confidential material mailed to an FPO/APO address.

Certified mail may be used for the transmission of Confidential (other than NATO) material addressed to contractor facilities cleared for access to classified information under the DoD Industrial Security Program or to any non-DoD agency of the executive branch.

Regular First-Class Mail or priority mail should be used for the transmission of Confidential (other than NATO Confidential) material addressed to DoD activities located anywhere in the United States and its territories.

Turn-In of Classified Material

Turn-in of classified material is handled according to the Department of the Navy *Information Security Program (ISP) Instruction*, SECNAVINST 5510.36 (series). Personnel handling classified items for turn-in must be cleared to handle classified material up to the level of the material being turned in. Top Secret and Secret material is turned in under a continuous chain of receipts. Receipts for Confidential material may be required at the discretion of the transmitter. Receipts for hand-delivered material are obtained on the No. 1 copy of the DD Form 1348-1, which is returned to the activity and filed in the expenditure invoice file.

When classified material is mailed or shipped, the special packaging, addressing shipment and receipt procedures contained in the Department of the Navy *Information Security Program (ISP) Instruction,* SECNAVINST 5510.36 (series), chapter 9, must be followed. In such cases, the No. 5 or 6 copy of the DD Form 1348-1 is stamped or annotated with the phrase Consignee sign and return this copy. When the receipted copy is returned, it is filed (with the retained original) in the expenditure invoice file.

Routing and Handling Official Correspondence

The fact that official correspondence is produced implies that the information is being requested or furnished. Unless this information is disseminated accurately, the work to produce it has accomplished very little. Correspondence requesting a report does not produce the report unless the person responsible for its preparation receives the request.

The responsibility for the dissemination and handling of official correspondence is assigned to a specific organizational component of the supply department. An LS3 or LS2 in many instances is assigned to this component and in smaller departments and aboard ship may even be the component head.

Incoming Correspondence

Official correspondence received by the supply department may become a permanent record of the department. The routing required between the receipt and the filing of correspondence depends on the type of information furnished and/or the action required. Local procedures usually prescribe a standard routing for all incoming correspondence. This is in addition to the routing to those individuals or organizational components primarily concerned with the communication.

A route sheet similar to (*Figure 1-11*) may be used to ensure the proper routing of correspondence requiring action. This should be prepared in duplicate with the original attached to the correspondence being routed and the copy being retained by the correspondence stock. As the correspondence progresses through the routing indicated, action is taken and the responsible individuals initial the routing sheet. When the routing is complete, the correspondence with the original route sheet is returned to the correspondence LS for filing.

MAIL CONTROL NO. 3232

FROM	SERIAL NO.	DATE	DATE RECEIVED	FILE NO.
BUPERS	-----	2/6/_	2/16/_	1430/NEC
ORIGINATOR (BASIC LETTER)	SERIAL NO.	DATE	NO. OF COPIES REC'D	REG. OR OMM NO.
BUPERS (Pers B2233)	-----	2/6/_	2	-----

ADDRESSED TO	ROUTED TO	ENCLOSURES RECEIVED
DIST LISTS I,II,III, & IV	ADMINO	None

SUBJECT

Centralized Scoring of CT Examinations and Change in Schedules

TICKLER DATE -----

ROUTING

DATE IN	DEPT. OR SECTION	ACTION* AS INDIC.	INITIAL	DATE OUT	RET. COPY	DATE IN	DEPT. OR SECTION	ACTION* AS INDIC.	INITIAL	DATE OUT	RET. COPY
2/16/_	ADMINO	I/R 2 copy		2/17/							
2/17/_	TRA.	C									
	IBE	W/R 2 copy									

REMARKS

INSTRUCTION

IF RETENTION OF THE ATTACHED CORRESPONDENCE IS ANTICIPATED FOR A PERIOD IN EXCESS OF 30 DAYS, DETACH AND RETURN THIS ORIGINAL MAIL RECORD TO STATION MAIL ROOM.

Signature on original acknowledges retention of correspondence and/or copy(ies) as indicated.

*SYMBOL

A - ACTION P - PREPARE REPLY
C-COMMENT R - RETAIN
I - INFORMATION W - PRIMARY COGNIZANCE

ACTION TAKEN:

Answered by: ser/meg ____________
Date/DTG ________ LEFT Station ____________
Via ____________ For ____________

MAIL CONTROL NO. 3232

Figure 1-11 — Route sheet

The routing scheme may be placed on the correspondence itself if it is in the nature of information. This may be accomplished by the use of a rubber stamp (*Figure 1-12*).

SYMBOL	INIT.	DATE
00		
01		
11		
02		
21		
22		
03		
31		

Figure 1-12 — Routing stamp

Outgoing Correspondence

Outgoing correspondence is usually handled by the correspondence component of the organization. They use a rough draft prepared by the originator. The completed letter is presented to the appropriate official for signature.

The correspondence file that accompanies the letter to be signed is arranged according to the instructions of the signing official.

Once signed, the correspondence is dated with the date on which it is signed. File copies are removed for filing and the correspondence forwarded to the addressee(s).

Tickler File

Another responsibility assigned to the correspondence LS is the maintenance of the system used to ensure a timely response to incoming correspondence. It may also be used to ensure the preparation of required reports. A tickler file is established simply as a reminder that some action is required prior to a certain date. The method most suitable for local conditions, considering size of operations and the amount of correspondence handled, should be used. The methods described in the following paragraphs are frequently used.

The retained copies of the route sheet may be used as a reminder for replies or reports of a one-time nature. They should be maintained by the date that the reply or report is due and retained until the required action is completed. If sending correspondence is required, enough time should be allowed to ensure its receipt by to the recipient on or before the due date.

For reports or actions of a more permanent or continuing nature, file folders may be used. These may be numbered from 1 to 31, corresponding to the days of the month. Notes listing action required, data required, background information and reference data are filed in the folders according to due date. The folder for the current day is pulled each morning and re-filed in the back of the file after the contents are noted and after it is determined that the required action has been taken. When it is found that the required action has not been taken, the correspondence LS should follow up with the responsible personnel.

Filing Correspondence

The Department of the Navy Standard Subject Identification Codes (SSIC) Manual, SECNAV Manual M-5210.2 , provides a single, standard subject system for classifying correspondence for filing. Subject throughout the Department of the Navy uses this system for standardized numbering of Navy and Marine Corps documents. The SSIC Manual, SECNAV Manual M-5210.2 contains a list of standard subject identification numbers and a list of name-title subject identification codes. Except at activities with an exceptionally large volume of correspondence, subject identification numbers normally establishes files. However, name-title codes or a combination of both may establish files.

Standard Subject Identification Numbers

For the purpose of identification and filing, standard subject identification numbers classify Navy correspondence and directives under 13 major series groups. These major series groups are further subdivided by use of the last three digits in the major series.

The 13 major subject groups are subdivided into primary, secondary and sometimes tertiary breakdowns.

(*Figure 1-13*) is an example of an identifying symbol assigned to an instruction issued by the Office of the Secretary of the Navy.

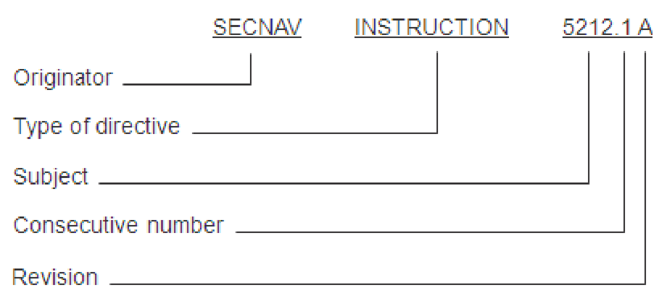


Figure 1-13 — Example of an identifying symbol assigned to an instruction

Consecutive numbers are assigned to instructions having the same subject identification number to show the order of issuance. For example, the subject number of contract financing is 7810. An originating office would assign numbers to the first, second and third instructions which it issues on contract financing as follows: 7810.1, 7810.2 and 7810.3, respectively. The number 7810.1A indicates the first revision of the instruction 7810.1.

Notices are not assigned consecutive numbers when they are of a one-time nature or of brief duration. The subject identification number assigned as the file number of a letter is not assigned a consecutive number. The security classification of Confidential or Secret instructions and notices is indicated by prefixing the subject number by “C” for Confidential and by “S” for Secret.

Name-Title Subject Identification Codes

Name-title codes (alphabetic or alphanumeric codes) are provided for names and titles frequently used by the Department of the Navy. These codes may be used for classifying and filing documents by name or organizational designation except that they are not to be used in assigning subject numbers to directives. Included are symbols for fleet organizations, the United States Government, foreign governments, commercial enterprises and firms; classes of personnel; types of Naval Activities; and official symbols for classes and types of aircraft, vessels and guided missiles.

The first letter of the name or title code designates the larger organizational group and the second or third letter designates a further breakdown of the larger group. For example, “NA” designates naval air stations. The “N” is for the Naval Shore Establishment and the “A” for air stations. An Arabic numeral added to the letter symbol further subdivides the code. For example: FF—Fleets, Forces, Types, Areas and Sea Frontiers. FF1—U.S. Fleet, FF3—U.S. Task Fleets.

Filing Arrangement

File arrangement within any office depends upon the mission of the office and on the volume of its official correspondence. Normally, general correspondence is stored in metal file cabinets. This includes letter and memorandums receive d or originated by the office.

Folders are used to keep correspondence orderly in the files. Standard file folders are available in two sizes, letter size (9 x 11-3/4 inches) and legal size (9 x 14-3/4 inches). The total number of folders and the appropriate primary, secondary or tertiary subject identification numbers, or the 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 folders on some major series groups, while others may require several folders broken down to primary, secondary, or tertiary numbers. The subject identification numbers or name-title symbols should be printed on each folder.

The subject identification number placed on the correspondence by the originator assists in determining the correct folder in which to file the correspondence. This number, however, may not be appropriate for the particular office concerned, thereby requiring reclassifying. The proper method of classifying a document for the purpose of selecting the appropriate file is to read it carefully and analyze it, considering the following factors:

- The most important, definite, or concrete subject mentioned
- The purpose or general significance of the document
- The manner in which users of the files request similar documents
- The subject identification code under which previous documents of a similar nature are filed.

Directives are not placed in the general correspondence files except when copies of instructions and notices are attached to or interfiled in such files when needed to complete a record or document. Instructions are filed in standard three-ring binders and are arranged as follows:

- In numerical order of subject identification number
- By the originating office within each subject identification number
- By consecutive number (suffix number) for each originating office.

Notices are usually not filed because of their brief duration. Should recipients believe it necessary to file a notice temporarily, it may be interfiled with instructions.

Messages are filed by the data/time group number. Normally, two files are maintained with one containing incoming messages and the other outgoing messages.

Disposition of Correspondence and Records

Retention of obsolete and inactive correspondence and records is costly. Such correspondence and records should be destroyed or transferred in accordance with approved record disposal instructions.

If this is not performed periodically, the volume of file space required becomes excessive and the files become unwieldy, thus inefficient. Law, which requires authorization, governs the destruction of records by proper authority. The authority for destruction of Navy records is contained in SECNAVINST 5215.5 (series), *Disposal of Navy and Marine Corps Records*.

The provisions of the *Disposal of Navy and Marine Corps Records,* SECNAVINST 5215.5 (series) are normally amplified by the issuance of local instructions outlining the procedures as they apply locally. The LS3 or LS2 should become familiar with these instructions. However, you should not take it upon yourself to determine the proper destruction or transfer of records not clearly defined in these instructions. This is the responsibility of senior petty officers, chiefs, or commissioned officers.

Local Disposition

Not all material in the files has a record characteristic. In fact, most printed matter found in the supply department general files fall in the category of non-record material. This includes documents that are copies of those filed in the ship's office or station administrative department or material accumulated in the process of producing records, but which never acquire a record characteristic themselves.

The *Disposal of Navy and Marine Corps Records* SECNAVINST 5212.5 (part II for shore stations and part III for ships) contains the retention standard for naval records. Record materials are listed by broad subject and the retention period is furnished. Non-record material may be destroyed locally as soon as it has served its purpose. Record material may be destroyed upon completion of the retention period.

Unclassified record or non-record materials authorized for destruction may be placed in wastebaskets and disposed of in the normal manner for trash. Classified matter authorized for destruction should be destroyed by burning in the presence of two designated witnesses. All persons witnessing the destruction of classified material must have security clearances at least as high as the category of material being destroyed. Classified matter may also be destroyed by pulping, provided destruction of the classified material is complete and reconstruction impossible.

Transfer to Federal Records Centers

Federal Records Centers have been established by the General Services Administration in various locations throughout the United States. Activities are authorized to transfer records to Federal Records Centers under certain conditions, including the following:

- When the records are specifically designated in SECNAVINST 5215.5 for periodic transfer
- When the records are designated in SECNAVINST 5212.5 for permanent or indefinite retention and they have served the activity's immediate reference needs
- When the retention period of records of a disestablished activity has not expired and the records are not required either by the cognizant bureau or office or by an activity assuming responsibility for functions of the disestablished activity
- When records have a retention period of more than 4 years
- When records are inactive and are not required for local operating purposes, provided it is determined the transfer can affect that savings.

Security of Supply Department Spaces

Security procedures for supply department spaces afloat and ashore are the same. The supervisors are responsible for identifying the requirements for the functions of their organizational elements and for seeing that personnel under their supervision are familiar with the security requirements for their particular assignments. On-the-job training is an essential part of command security education. All hands are responsible for ensuring that security is maintained at all times. This section explains the general security rules and requirements that apply to the supply department spaces.

General Supply Security Rules

The general supply security rules are as follows:

- Materials in store will always be kept under lock and key except when the bulk of such material makes stowage under lock and key impractical
- Supply spaces will be kept locked when not attended by authorized personnel
- Responsibility for the security of spaces will rest with the individual in charge of each space
- Permission for entry of persons ordinarily not authorized to have access to supply spaces will be obtained from the supply officer or delegated assistant
- No supply space will be secured in such a manner that access by use of ordinary damage control equipment is impeded in an emergency
- Keys to supply space padlocks will not be taken from the ship/building when the custodian goes ashore or secures from work. The keys must be returned to the key locker
- A key log will be maintained to identify the holders of keys removed from the key locker
- Combinations to locks will not be recorded in writing unless otherwise prescribed by higher authority
- All key padlocks will be 1 1/2-inch pin tumble type, with dead bolt either brass or bronze. The locks will be keyed individually and furnished with two master keys for each group and two grand master keys for each set
- All keyless padlocks will be the three-combination, manipulation-resistance Type 8077A
- Combinations on keyless padlocks will be changed at least every 6 months.

Padlocks and Master Keys

Supply department spaces are assigned to space groupings. You will be involved with Group I spaces, which consist of general stores, including storerooms, special lockers and related spaces, except when other security requirements are set by competent authority. Navy stock account and special accounting class 207 material stowage are included in this group. The security administration for this group is as follows:

- An original and duplicate key that is different from the keys to other spaces will open each lock
- The original key will be drawn from the key locker at the beginning of the day and will remain in the possession of the person in charge of the space during working hours
- The key will be returned in the key locker in the supply office at the end of the working day
- Duplicate keys will be kept in the duplicate key locker in the supply office or in the supply officer's safe

- A master key, which will open all locks in group I, will be in the custody of the Supply Officer. A duplicate master key may be placed in the custody of an officer or petty officer designated in writing by the supply officer
- A grand master key will be kept in the custody of the supply officer. The Supply Officer may authorize the duplicate master key to be passed among duty supply officers provided that strict accountability is maintained.

Office Spaces

The supply department office spaces are to be kept locked when not open for business. Distribution of keys to supply department offices will be at the discretion of the supply officer.

Key Lockers

The original keys to the key locker will be kept in the possession of the supply officer. Duplicate keys will be passed among duty supply officers or duty supply petty officers as authorized by the supply officer. Keys maintained in the key lockers must have an identification marking to be used for inventory of keys. A complete key inventor is usually accomplished during turnover of shifts or before securing from work. The results of the inventory are logged in the pass down log or the duty section logbook, with the date and time the inventory was accomplished and the name of the person who conducted the inventory. Any discrepancy to the key inventory must be reported to the duty supply officer and petty officer and must be corrected right away.

CUSTOMER SERVICE

LS is one of several ratings in the Navy that is primarily involved with providing services directly to personnel. This section identifies the skills and attitudes you will need to provide good customer service. Refer to *Navy Customer Service Manual (NAVEDTRA 14056)* for more information.

Customer Service as it Applies to the LS Community

As an LS working in a support activity, you will deal with many customers every day. You must follow the proper procedures to maintain control and accountability in providing the needed requirements of these customers. But, there may be times when the customers feel that the service or treatment provided was unsatisfactory. Did you correct the deficiency or continue working? How would you feel if you were the customer and received the same service from the supporting activity? You will probably understand the situation better than the customer because you are familiar with the supply procedures. A customer can still be given good service even though it is impossible to provide the desired results. People may ask for things or services to which they are not entitled or you are not authorized to approve or grant. In such cases, *service* refers to the quality of service rather than whether or not you complied with all of the customer's wishes. Providing quality service, either directly or indirectly to personnel and to the Navy, is the responsibility of everyone in the Navy.

Customer

The term *customer* is a familiar word. Everyone becomes a customer at some time. You provide services to customers, but become a customer when you require the services of the personnel office, disbursing office, career counselor's office and so forth. In this section, we refer to customers as anyone for whom a service is provided.

Contact Point

The “contact point” is, very simply, the physical location to which a customer goes to obtain a service. Some examples of contact points are as follows:

- Requisition control unit
- Technical research unit
- Document control unit
- Awaiting parts unit
- Rotatable / Velocity pool unit
- Pre-expended bin
- Maintenance support package
- Stock control office
- HAZMAT minimization center
- Shipping and Receiving.

These are some of the contact points that are manned by LSs who provide direct services to customers. Personnel go to these contact points to obtain services, advice and answers to questions. These points are important because the services they provide are important. However, the quality of these services is determined by the individual LSs providing them—YOU ARE ONE OF THOSE LSs.

Appearance

The first thing the customer notices and uses in forming an impression are the appearance of the LS and the area of the contact point. An LS with a neat and correct appearance brings respect from the customers. No one is expected to look neat and fresh at the end of a hard day, but everyone should start that way in the beginning of the shift.

Appearance does not necessarily affect performance, but it does indicate your attitude and pride to the customer. The appearance of the contact point also reveals the attitude of the LS toward the job he/she is assigned to do. A neat, business-like, efficient working space implies that the LSs working there are efficient and business like.

Cooperation

The mission of the division can only be accomplished when all individual tasks are completed. We can relate a division composed of smaller units to a manufactory composed of several assembly lines putting together small parts to build a product. Whenever there is a vacant spot in the assembly line, production process is slowed down and the product cannot be completed. This applies to you because supply is a large organization and requires everyone’s cooperation to accomplish its mission. Cooperation smoothes a lot of rough spots. Being cooperative doesn’t mean taking over other people’s jobs. It means working with other members of the team for the purpose of improving individual performance and overall efficiency.

Cooperation is necessary when training a new member of the organization. You can show the new member the mechanics of the job and let him/her do the job while you watch. But, a much better performance from the new member can be achieved if you explain the job thoroughly and provide references for any questions. Maintaining orderliness at the point of contact requires cooperation from everyone. Your cooperation is required to respond to the customer’s needs.

Assisting the LS's Customer

Helping a customer is a very easy task. Normally, it only takes a minute of your time. Helping does not necessarily mean doing everything to satisfy the customer's needs. You may not be authorized to perform some functions that are usually performed by others. You can provide assistance to the customer in the following ways:

- Identify the kind of help needed
- Perform the required service
- Refer the customer to the applicable point of contact if others perform the required service. You can also make a phone call to the applicable point of contact so that the customer will be expected.

SERVICE. Service is the work performed by the LS that contributes to the welfare of others. As a member of a support activity, you are the most important link between supply and your customers. The service you provide has a direct effect on readiness and effectiveness of the organization.

When the service provided to the customer is bad, its can have a lasting negative effect on the individual customer. It can cause the customer to feel resentment and frustration toward the organization and the person who provided the service.

On the other hand, good service builds good attitudes, promotes morale and gains the trust of the customers. It is common for a customer to contact the same LS that provided good service in the past. That LS is viewed as being capable, interested, knowledgeable, and most of all, trustworthy.

COURTESY. Regulations do not require courtesy beyond formal military courtesy. Common courtesy goes beyond what we are required to do. It is a voluntary expression of respect or consideration to another's rights or feelings. It is being polite and helpful when talking to someone on the telephone; opening the door for someone heavily laden with packages; and treating the customer as a person and their problems as important.

EVALUATION. Appropriate responses at the contact point require both ability and willingness on the part of the LS making the response. It is true that routine tasks do not present the same motivating challenge offered by the spectacular ones, but the overall results maybe just as important. Perhaps what is needed is a companion for the "can do" ability—a "will do" determination. The checklist shown in table 1-1 provides a means of evaluating the LS's performance. It is not intended to be used as a test with a numerical score and a PASS/FAIL grade, but as an inventory to determine what abilities and traits the LS now possesses and to point out the areas that need improvement.

Table 1-1 — Self-Evaluation Checklist

Are you here:	Or do you need—	
	Some Improvement	Much Improvement
Presents good personal appearance		Careless about appearance
Excellence knowledge of rating		Poor knowledge of rating
Good work organization		Poor work organization
Office/personnel records in top condition		Office/personnel records sloppy
Knows the sources of correct information		Always has to ask someone else
Good command of English (written and oral)		Poor choice and use of words
Accepts responsibility		Avoids responsibility
Considerate of co-workers		After me, they come first
Pleasant, outgoing, friendly		Surly, argumentative, sarcastic
Treats each customer as an individual		They're just service numbers
Gives customers only correct information		Takes good care of friends
Considerate of customer's time		Give them an answer and get rid of them
Considerate of customer's time		Only considerate of own time
Genuine interest in customer's problems		Resents problems; they cause work
Goes the extra step to ensure customer satisfaction		I do my work

Attitude

The impressions formed by the customer are the result of other evidence. The customer forms a mental picture of you from the message that was unconsciously communicated. The customer will try to visualize what kind of person you are and how you view the job, the rating, the Navy and the customer and his/her problems. The messages received by the customer consist of positive or negative attitudes. And soon, the customer knows how you feel. Attitudes will do just that and quickly. Customers can sense your attitude from your speech and manner.

The attitude we show toward the customer is closely related to the attitude toward our job. These attitudes are usually reflected in the work habits we developed without really being aware of them. Even though we may not be aware of these habits, the CUSTOMER IS AWARE OF THEM.

It is not enough just to exhibit a positive attitude towards our job and customers. We must also consider the customer's needs. You should refrain from using the following types of comments:

- Everybody knows that.
- You came all the way up here for that?
- You didn't know?
- You were supposed to be here yesterday.
- We'll get to it.

These types of comments indicate to the customer that his/her request is not important and that you have better ways to occupy your time. Most often, you will end up helping the customer anyway. In this case, the statement "If you can't say anything good, don't say anything at all" pertains.

There are several factors that often stand between you and the customer. These factors often complicate the customer's problem and your effort to provide a solution. You must be able to analyze the customer in order to serve them. The customer who is emotionally upset may have difficulty in stating a problem accurately or completely. Significant information may be omitted; opinion may have been confused with fact; or there may be a feeling that the information you want is too personal. Usually, it will help to first determine the cause of the customer's emotional upset and sort it out. Ask the customer some leading questions to find out the cause of the problem. A customer who is allowed to "blow off steam" (within reason) may then become apologetic and ready to accept the help. A calm, confident manner is the best approach. When you do not respond with anger or rudeness to a customer's emotional outburst, you have taken the first step toward solving the customer's problem, whatever its nature.

Frequently, a customer's problem will be stated in terms of results desired. It is then up to you to identify the nature or cause of the problem and provide a satisfactory solution. You must be familiar with all areas of your rating in order to identify specific problems. You must also know where to look to find the answers. You should keep the contact as impersonal as possible and concentrate on the problem.

Common Errors

There are times when you will make mistakes at the contact point while handling a customer's needs. These mistakes are normally a result of your negative attitude toward the customer, the customer's problem, the Navy or your job. This section describes these mistakes.

Leaping to a conclusion means that, in your opinion, you already have enough facts upon which to base a judgment. As a result, you may ignore additional information provided by the customer. This tendency is often caused by a lack of concern for the customer and the desire to end the contact as quickly as possible. This may also occur because you have a better knowledge of the supply field than your customer. You may assume that you know the customer's needs before they are completely expressed. Jumping to conclusions often leads to misunderstandings. As a result, you may not provide correct service to the customer.

Negative personal reactions may also occur towards the customer. You may exhibit adverse reactions to the person as a result of his/her appearance, speech, or attitude. Because of these reactions, you may be unable to provide the quality service that the customer needs or deserves. Attitude is probably the easiest cause of adverse reaction to identify. When the customer is overbearing, cynical, or a smart aleck, it is difficult to maintain a professional manner. But you have to be professional to overcome the negative attitude and provide the needed service. Personal reactions may be mild and caused by unconcern or lack of interest, but can be deadly to customer satisfaction. Everyone possesses a feeling of self-worth. If you deny this worth by showing a lack of concern or interest, the customer may show the same attitudes toward the department and supply personnel as a defense. Your attitude toward the customer must not be influenced by opinions formed as a result of the customer's previous acts or attitudes.

Stereotyping is forming a standardized oversimplified mental picture of members of a group. A fixed or general pattern is attributed to all members of the group, disregarding individual distinguishing qualities or characteristics. This implies that the person is no different from anybody else in the same group or category. This in itself is bad enough. But it is even more offensive when the person is placed in a category that you regard as "inferior," and then reflect this opinion by your attitude. Language barriers result in unsatisfactory service to the customer. In a previous section of this chapter, we described the meaning of communication. It involves a sender and a receiver and a message that is understood by both. The interference (lack of understanding or distraction) that garbles the message becomes a barrier between the sender and receiver. In this case, the receiver should ask for a repeat or explanation. Misunderstood information may be worse than no information. It can result in disappointment, frustration, missed opportunities, or improper actions by the receiver. Following are some causes of interference that the LS should know:

- The customer was vague about the particulars of the problem
- The LS used unfamiliar terms, acronyms, or slang
- Because the LS understood the subject so well, it was not explained as thoroughly as it should have been
- The LS's attitude inferred that the customer and the problem are not important
- Other problems were bothering the customer
- The customer felt rushed
- The customer lacked the confidence in the LSs ability to provide correct information.

Since you serve as the single point of contact to provide supply support and services, the customers have no other place to go for answers. You should ensure that the customer understands the message. Language barriers also exist with the contact-point representative. Wherever the barriers exist, you should make a conscious effort to eliminate them or to compensate for them. To compensate, you should speak slowly and give listener time to follow and interpret what was said or to ask questions. There are several types of language barriers that interfere with communications. Some are cultural, some are physical, some are habit and some are intended to confuse. Cultural and physical barriers are the most difficult for the speaker to overcome. An individual for who English is a second language often has difficulty with pronunciation, meaning and sentence structure. Speech impediments also cause misunderstandings. Some speech habits that interfere with understanding are slurred pronunciation, running words together, speaking too fast, exaggerated drawl or brogue and profanity. When a customer with one of these speech defects comes for service, concentrate on WHAT is being said not HOW it is said. This will reduce distractions to a minimum.

The inability to differentiate between routine and priority will keep you from fulfilling responsibilities to customers. Routines or procedures will enable you to do jobs easier, faster and more accurately. Thus, they are the methods used to achieve the contact point goal, service to customers. If routines are allowed to become the goals, the effectiveness of the contact point will suffer. In the LS billet, routines are to serve people, not people to serve routines.

PUBLICATIONS

The publications you will use can be divided into two types: procedural and technical. Law governs operations. Procedural manuals have been developed to assist Navy personnel in performing their jobs. Efficient procedures have been developed that save time and limit mistakes. They also make communications between commands clearer and easier to understand. When you transfer from one ship to another, this uniformity makes it easier to transition into the new assignment.

Technical publications are necessary because of the wide range of material required to keep the Navy operating. You will use technical publications primarily to identify material.

The publications needed by ships and stations vary, but most supply departments use those described below.

Navy Regulations

Navy Regulations defines the duties, responsibilities, authority and relationships of the various bureaus, commands, offices and individual officer billets. The bureaus, commands and offices issue publications that spell out the details of compliance with Navy Regulations. These publications may expand and supplement Navy Regulations. There can be no conflict between Navy Regulations and any other publication issued in the Navy since any conflicting wording or regulation in the latter is automatically cancelled.

Standard Organization and Regulations of the U.S. Navy

Standard Organization and Regulations of the U.S. Navy (SORN), OPNAVINST 3120.32 (series), promulgates regulations and guidance governing the conduct of all members of the U.S. Navy.

Organization Manuals

In addition to the publications above, your ship also prepares manuals for use of personnel in the performance of their duties.

The *Ship's Organization and Regulations Manual* (SORM) is issued by the CO and outlines the military organization of the ship. It lists the duties and responsibilities of the various departments and divisions of the ship. It shows the personnel allowances of the departments and the billets assigned to the emergency bills (e.g., general quarters, abandon ship, fire).

Supply Department Organization Manual is prepared by the supply officer to cover the responsibilities of the supply department. It may contain any or all of the following subject areas:

- Organization of the department into divisions
- Professional duties and responsibilities of personnel
- Machinery operating instructions and safety precautions
- The flow of work and authority within the department.

You should read and become familiar with the supply department manual. It will give you a better understanding of the specific responsibilities of your department and division. It will also help you do a better job.

NAVCOMPT Manuals

The Comptroller of the Navy (NAVCOMPT) issues publications pertaining to accounting, financial management and military pay and allowances. The publications that you will use are discussed below.

NAVCOMPT Manual, Vol. 2, *Accounting Classifications*, contains terminology, authorization, availability, structure and other information regarding appropriations, funds and accounts. Chapter 5 contains alphabetical and numerical lists of unit identification codes (UIC). These are used to identify all activities in the Navy. This chapter may be filed in a separate binder. This manual will help you determine the classification of operating and maintenance costs.

NAVCOMPT Manual, Vol. 3, *Appropriation, Cost and Property Accounting (Field)*, contains accounting procedures for field activities of the Navy.

NAVCOMPT Manual, Vol. 4, *Disbursing*, contains information covering the responsibilities, duties and accountability of disbursing officers ashore and afloat.

Department of the Navy Staff Offices (NAVSO) Publications

NAVSO Publication 3013 (P-3013), *Financial Management of Resources* contains accounting procedures for operating budget, operating target (OPTAR), inventory and property and cost accounting for the Operating Forces and designated ashore activities. As a manual of the Navy accounting system, it establishes the methods and procedures for the Operating Forces and designated ashore activities in accounting for and reporting of receipts and expenditures of Navy resources.

NAVSO Publication 3073 (P-3073), *Afloat OPTAR Recordkeeper's Guide* is published to help personnel assigned to OPTAR record-keeping duties. It is a highly detailed and illustrated coverage of the OPTAR record keeper's actions in recording requisitions and advance adjustments, preparing OPTAR document transmittals and OPTAR reports and processing the various OPTAR holder transaction listings.

Naval Supply Systems Command Publications

This section describes some of the manuals and publications that are published by NAVSUP.

Naval Supply Systems Command Manual

The Naval Supply Systems Command Manual is issued for the information and guidance of all persons in the Department of the Navy. It is designed to standardized supply procedures. The procedures in the NAVSUP Manual are mandatory unless otherwise stated. The paragraph numbering system of the NAVSUP Manual, shown in (*Figure 1-14*), consists of a five-digit paragraph number and its subparagraph designators. The following is a breakdown of such a number.

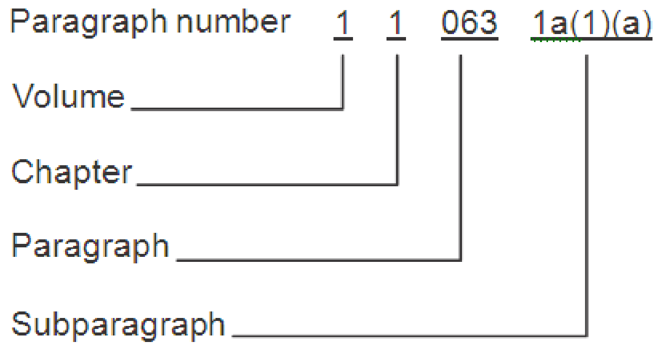


Figure 1-14 — Paragraph numbering system

Explanation—In the paragraph number cited in the example the first digit designates the volume which in this case is volume I; the second digit indicates the chapter of that volume, which in this case is chapter 1; the third, fourth and fifth digits indicate the paragraph of chapter 1 of volume 1, which in this case is paragraph 063. The next four digits are subparagraphs of the basic paragraph. They are discussed in the following paragraphs.

Supply Ashore, Volume II

This volume contains basic supply principles and procedures for supply activities ashore. These procedures include the following:

- Requisitioning and local procurement
- Material Receipt
- Management at field supply points
- Material Expenditure
- Supply System Management
- Storage and Material Handling.

NAVSUP Publications

NAVSUP issues many publications that deal with the different facets of supply. This section discusses some of the publications that are of particular interest to the LS. These publications are also available on CD-ROM (compact disk-read only memory) cataloged as Naval Logistics Library Users Guide (NLL), NAVSUP P-600

NAVSUP publications are sometimes referred to in four different ways. For example, the NAVSUP Publication 485, Naval Supply Procedures may be referred to in various publications and directives one of the following ways:

- NAVSUP Publication 485
- NAVSUP Pub 485
- NAVSUP P-485
- NAVSUP 485.

When referencing NAVSUP publications in correspondence, messages, etc., they should be written as “NAVSUP Publication 485.”

Joint Service Manual for Storage and Materials Handling, NAVSUP P-572

The Joint Service Manual for Storage and Materials Handling (NAVSUP P-572) consolidates the detailed technical information available to the military services on storage and materials-handling operations. It includes information on the receipt, stowage, issue and care of supplies (except for preservation, packaging and packing).

MILSTRIP/MILSTRAP Desk Guide (NAVSUP P-409)

The *MILSTRIP/MILSTRAP Desk Guide*, NAVSUP P-409, is a handy reference for personnel who originate and process MILSTRIP/MILSTRAP documents. This booklet contains common definitions, coding structures and abbreviated code definitions used on a daily basis. Blank space is provided for entering commonly used routing identifier, fund, project and locally assigned codes.

Supply Afloat Packaging Procedures (NAVSUP P-484)

This publication provides a simple do-it-yourself guide for naval supply activities that have limited packaging facilities. These basic packaging techniques will protect material being transferred and retrograde shipments of repairables.

Naval Supply Procedures (NAVSUP P-485)

This publication establishes policies for the operation and management of afloat and ashore supply departments and activities operating under these procedures. It is designed to assist supply personnel in the performance of their assigned duties and help them in understanding and performing the individual tasks associated with afloat and ashore supply operations.

Although this publication is designed primarily for non-automated (i.e., manual supply procedures) ships, much of the information and policy that it contains applies to all afloat and ashore supply departments.

The procedures contained in the NAVSUP P-485 are the minimum needed to achieve acceptable supply management. They are mandatory unless stated as being optional. It includes the procedures outlined in *NAVSUP Manual*, Volumes II, as they apply to particular situations.

NAVSUP P-485 contains three volumes, listed below:

- Volume I, Afloat Supply (chapter 1-9)
- Volume II, Appendices (appendix 1-34)
- Volume III, Ashore Supply.

Paragraph numbers in this publication consist of a four-digit number and subparagraph designators.

(*Figure 1-15*) is a breakdown of NAVSUP P-485, paragraph number 5127-7d (4)(a).

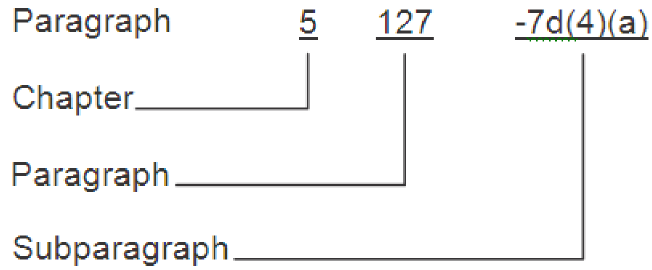


Figure 1-15 — Paragraph scheme for NAVSUP P-485

Food Service Management (NAVSUP P-486)

This publication establishes policies for the operation and management of Navy enlisted dining facilities afloat and ashore. It is designed to assist food service personnel in understanding and performing the individual tasks associated with enlisted dining facility operations.

Ship's Store Afloat (NAVSUP P-487)

This publication establishes policies for the operation and management of ship's store afloat. These include procurement, material receipt, custody and stowage; material expenditure; stock records and inventory control.

Naval Logistics Library (NLL), (NAVSUP P-600)

This publication is issued on CD-ROM, is specifically designed by the Navy Supply Information Systems Activity (NAVSISA), formerly Fleet Material Support Office (FMSO) to make logistics information more accessible to a broad range of personal computer users. The two types of data found in the NLL are full text data (documents such as publications, manuals and instructions) and structured data (fixed format records). The NLL is published biannually in September and March. All changes and rewrites will be included in each release to ensure availability of the most current information. The data included in the NLL are NAVSUP publications, NAVSUP P-4400, *Afloat Shopping Guide*, NAVSUP P-2003, *Navy Forms and Publications* and NAVSUP instructions.

Coordinated Shipboard Allowance List (COSAL)

Coordinated Shipboard Allowance List (COSAL) establishes equipage allowances for the ship and the storeroom allowance of repair parts for installed equipment. It covers all electronic, ordnance, electrical and mechanical equipment on board your ship. You must learn to use the COSAL since it is one of the most important publications used in identification of material and inventory management. It is a "technical" and "supply" management document designed to enable ships to achieve maximum operating capability for extended periods of time, independent of external logistics support.

Before we go any further, let's examine that opening paragraph and see what it means to you.

The COSAL is a technical document because it provides the:

- Nomenclature,
- Operating characteristics
- Technical manuals

- Specifications
- Parts lists
- Technical data for installed equipment and machinery
- Equipage and tools required to operate and maintain the ship and its equipment.

The COSAL is a supply management document because it tells the supply officer how much and what type of material to stock. It also tells the quantity of each item of equipage that must be carried aboard ship.

Computers have analyzed the failure frequency of parts used aboard ships and based on the equipment aboard your ship, have developed an allowance of repair parts that you should stock.

The key word in COSAL is COORDINATED. Computers assemble a list of the allowed parts from the hundreds of Allowance Parts List (APL)/Allowance Equipage List (AEL) into lists of repair parts to be stocked by the ship. These lists are prepared by the activities and cover the equipment supported by them. The preparation of these lists takes into account the following:

- Installed equipment on board
- Quantity of each item of that equipment
- Failure rate of parts
- Relative importance of these parts to the operation of the equipment.

Thus, the COSAL, aided by experience and advice from technical ratings, enables the supply officer to stock the items that should be carried to meet the requirements for repair parts.

Of course, the COSAL will not provide parts for every equipment breakdown. To do this, you would have to carry a complete set of spare equipment and machinery in the storeroom. This is impossible. In a later chapter of this rate training manual (RTM), we cover a system of reporting that will greatly improve the effectiveness of the COSAL, but the present COSAL is far superior to any system previously used to provide repair parts support for the equipment and machinery aboard ship.

The COSAL does not include the following:

- Ship's store stocks
- Resale clothing
- Subsistence items
- Expendable ordnance
- Recreational equipment
- Hydrographic charts
- Medical material
- Printing equipment
- Bulk fuels and lubricants
- Repair parts for aircraft.

These items are covered by separate outfitting and load lists.

Flagship allowances are included in Hull, Mechanical, Equipage (HME) COSAL.

Keep in mind that you will use the COSAL for two main reasons:

(1) To identify repair parts

(2) To determine storeroom allowances.

This includes the material in your storeroom and the material requirements of maintenance personnel. There is much more information contained in the COSAL that you may use, depending upon the type of job you are assigned to do.

If you are assigned to the supply support center or repair parts storeroom, you must be able to use the COSAL. How well you are able to use it will depend on how well you understand the purpose and content of each part.

Refer to the COSAL Use and Maintenance Manual, NAVSUP WSSINST 4441.170 (series), for detailed instructions in its use.

NAVAIR Publications and Directives

Publications dealing primarily with the operation and maintenance of aircraft and related equipment within the Department of the Navy are issued by or under the direction of NAVAIR. NAVAIR publications that are important to the supply technical library are briefly described in the following paragraphs.

Naval Aeronautical Publications Index

The Naval Aeronautical Publications Index (NAPI) is issued in the following parts:

- Equipment Applicability List, NA 00-500A
- Avionics Change Cross-Reference, NA 00-500AV
- Aircraft Application List, NA 00-500B
- Directives Application List, NA 00-500C
- Microfilm Cartridge Cross-Reference, NA 00-500M
- Publications Distribution Index, NA 00-500P
- Support Equipment Cross-Reference, NA 00-500SE
- Airborne Weapons/Stores, Conventional/Nuclear, Check Lists/Stores Reliability Cards/Manual, NA 01-700
- Navy Stock List of Publications and Forms, NAVSUP P-2003.

Allowance requirements registers (ARRs), allowance lists (ALs) and tables of basic allowances (TBAs) are approved by NAVAIR and published by NAVSUP WSS. Refer to table 1-2 for a list of common ARRs, ALs and TBAs.

Allowance Requirements Registers

The ARRs list material and equipment for the purpose indicated in the register. Material listed in the ARR is normally retained in supply department stocks until required for use. The various ARRs are used as guides in establishing an Aviation Consolidated Allowance List (AVCAL) for ships, air stations and marine air group (MAG). The AVCAL is a list of all items authorized to be carried in stock by these activities for support of aircraft and missiles.

Table 1-2 — List of Common ARR, AL, TBA

SECTIO:-.-	:-.-AY.-\IR P1JB :-.-0.	CO:-.-rr:Ts
A (ARR)	00-35QA-1	General aeronautical andSA material common to nrious types of aircraft
B (ARR)	00-35QB series	Repair parts (airframes. engines. accessories) peculiar to special types of aircraft
BR (ARR)	00-35QBR series	Repair parts (airframes, engines, accessories. electronics) peculiar to specific target aircraft or drone helicopters
D (ARR)	00-35QD series	Repair parts and special tools for maintenance suppon of catapults on C\'s
E (.-'\RR)	00-35QE series	Repair parts and special tools for maintenance suppon of arresting and barrier gear on aircraft carriers
F (ARR, AL)	00-35QF series	Aircraft launching accc-ssories and \isual landing aids
G (AL)	0035QG-016 series	General suppon equipments andrequired for O- and -levels or aircraft maintenance
H (AL)	00-35QH series	Flight operational material such as flight clothing, parachutes, oxygen masks inflatable life rafts and lift jackets, compasses, etc.
J (AL)	00-35QJ-1	Aircraft model spotting templates for use of Air Department personnel on CVs, LPHs, !.HAs, and LPDs in simulating deck spotting of aircraft for aircraft operations
L (AL)	00-35QL-22 23 series	:-mRtll&0gi&i!! equipment, material, publications, and forms required by certain activities
L (.-'\RR)	00-35QL--I0 50 *60* **series**	Repair parts and subassemblies required for maintenance of meteorological electronic equipment
(ARR)	00-35Qeric-s	Repair parts peculiar to specific models of turbojet and aircraft engines
P (AL)	0035QP-I through II series	Photographic equipments and materials required by certain acti\·ities
P (ARR)	00-35QP-20 series	Repair parts for the photographic components of the Integrated Operational Intelligence Center (IOIC), and for certain mobile photographic laboratories
P (ARR)	00-35QP-30 series	Repair parts for airborne photographic systems
R (ARR)	00-35QR--I	General electronic materials required for maintenance of \'arious a\·ionics equipments and systems
R (.-'\RR)	00-35QR-6	Aeronautical electronic accessories common to designated aircraft classes
R (ARR.)	00-35QR series	Repair parts, spare components, assemblies, and subassemblies peculiar to specific aeronautical electronic equipment
X (ARR)	00-35QX series	Repair parts, spare components, assemblies, and subassemblies peculiar to specific aircraft armament, fire control, instrument, or electrical systems
Z (ARR.)	00-35QZ series	Repair parts for ponable electric Rrolwt:. precision measuring equipment, and ground suppon equipment (GSE)
(TBA)	00-35T series	Equipment and maintenance materials required to suppon the mission(s) of a specified a\'iation squadron or units

Allowance Lists

The Allowance List (AL) contains material and equipment for the purposes indicated in each list. The Als are used as guides in establishing the Individual Material Readiness Lists (IMRLs). The contents

of ALs include the equipment and material (both consumable and repairable) necessary to outfit and maintain units of the aeronautical organization. The ALs also identify items used with sufficient frequency to justify their issuance to all activities maintaining aircraft or equipment for which the lists are designed and information concerning NSN, nomenclature, interchangeability and superseded NSNs. The ALs provide detailed instructions for the application and use of each publication, as well as a table of logistic data showing the total weight and cube of all material contained in the list.

Tables of Basic Allowances

The TBAs are listings of equipment and material required for performance of specific missions. They contain both shop equipment and common supporting spare parts and include allowances of tools and material required for the use of such activities as fleet marine force (FMF) squadrons, guided missile activities and drone-type activities.

Technical Manuals

Technical manuals normally contain a listing of parts and drawings of the parts for identification purposes. The parts lists normally identify the manufacturer, manufacturer's part number and NSN (if one is assigned).

The *Naval Ships Technical Manual (NSTM)* is usually kept in the engineering department as it pertains primarily to engineering matters. You will refer to it occasionally for technical data on the following:

- Material
- Preservation of supply spaces
- Safety precautions in stowing safe, semi-safe and dangerous materials.

Illustrated Parts Breakdown

An illustrated parts breakdown (IPB), also known as an illustrated maintenance parts list or illustrated *parts catalog, is prepared by the manufacturer for each model aircraft, engine accessory, electronic* equipment, or support equipment (SE). It is printed and issued by the authority of NAVAIR. The IPB is designed to allow supply and maintenance personnel to identify and requisition replacement parts for aircraft or equipment. All procurable assemblies with detailed parts are illustrated and listed in such a manner as to make possible quick identification of assemblies and their component parts. The items are arranged continuously in assembly breakdown order with the illustrations placed as near as possible to their appropriate listing.

Technical Directives

Supply personnel will often be required to prepare or process requisitions for component parts required for incorporation of technical directives (TDs). Therefore, it is necessary to understand the different types, titles, categories, arrangement and locations of applicable supply data included in them. A TD may direct that component parts or material be added, removed, changed, altered, relocated, or repositioned. NAVAIR has management responsibility for the configuration management program. This program was established to control and track modifications to aeronautical equipment using the TD system. Specific information concerning the TD program is in NAVAIRINST 5215.12 (series), Naval Air Systems Command Technical Directives System. Additional information concerning TD compliance at the O- and I- and D-levels, documentation procedures and reporting requirements may be found in chapters 5 and 10 of the Naval Aviation Maintenance Program (NAMP), COMNAVAIRFORINST 4790.2 (series).

There are two types of TDs, formal and informal, which are distinguished by their method of dissemination. They are normally distributed as technical notes/orders, bulletins, or changes. There are three action categories of TDs: immediate, urgent and routine. These categories are important to the LS because they determine the priority on which the TD kits/parts may be requisitioned. These categories are as follows:

Immediate. This category is assigned to TDs when an uncorrected safety condition exists that could result in a fatal or serious injury to personnel, destruction to valuable property, or extensive damage. Compliance must be accomplished before returning aircraft or equipment to service. Kits/ parts required in this category should be requisitioned using supply issue group I.

Urgent. This category is assigned to TDs when a potentially hazardous condition exists that, if uncorrected, could result in injury to personnel, damage to valuable property, or unacceptable reduction in operational efficiency. Although this category does not remove aircraft/equipment from service, it does have a date or specific time frame (for example, next phase inspection) assigned by which the TD must be accomplished. Kits/parts in this category should be ordered using supply issue group I or II, depending on the date assigned for completion.

Routine. This category is assigned to TDs when there are reliability, capability, or maintainability deficiencies that, if uncorrected, could become a hazard through prolonged use or have an adverse effect on the life or use of the affected equipment. This category does not have specific compliance dates assigned. Kits/parts in this category should be requisitioned using supply issue group III.

Instructions and Notices

Various instructions and notices issued by DoD, OPNAV, SECNAV, NAVSUP and NAVSUP WSS are covered in the following paragraphs.

Naval Aviation Maintenance Program

The Naval Aviation Maintenance Program (NAMP), COMNAVAIRFORINST 4790.2 (series), is sponsored and directed by the CNO and addresses CNO concepts, objectives, policies, programs, organizations and responsibilities as they apply to aviation maintenance for each level of command. It is comprised of 17 chapters and 7 appendices which include:

Chapter 5—*Maintenance Control, Production Control and Maintenance/Material Control;*

Chapter 9—*Material Management*

Chapter 10—*Naval Aviation Maintenance Program Standard Operating Procedures (NAMPSOPs).*

COMNAVAIRFORINST 4790.2 (series) is the basic instruction that outlines duties and responsibilities of a supervisor working in material control divisions of a squadron or an aircraft intermediate maintenance department (AIMD) or involved in SSC operations.

Uniform Material Movement and Issue Priority System

The Uniform Material Movement and Issue Priority System (UMMIPS), OPNAVINST 4614.1 (series), contains information concerning force activity designators (FADs), issue policy designators, requisition processing, delivery dating, mission essential material, abuses and policing of the priority system and expedited handling of critically needed items.

Navy Correspondence Manual

The Navy *Corre sp o n de n ce Man ua l,* SECNAVINST 5216.5 (series), as mentioned previously in this chapter, is the official guide for the preparation of naval correspondence.

Standard Subject Identification Codes

The Department of the Navy Standard Subject Identification Codes (SSIC) Manual, SECNAV Manual M-5210.2, provides standard subject identification coding for classifying correspondence, numbering instructions and notices and assigning report symbols.

Maintenance of Publications and Instructions

The technical publications and instructions maintained by a technical library are only as good as the most current up-to-date issue. Your responsibility does not end after you make sure all publications you require are available. They must be kept current. The publications that you receive by automatic distribution will also be updated by automatic distribution of changes. Those publications that you obtain for one-time use only must be reviewed periodically to determine the effective dates. Two methods, changes and revisions update technical manuals and publications.

Change

A change to a manual or publication consists of a set of replacement change pages for the area of the manual affected by the change action. This approach provides both an economical and expedient method of issuing new or corrected material to the user. Upon issue, it is necessary for the recipient to remove the superseded pages and insert new material. This action is required for paper manuals only. When a change to a microfiche is required, the microfiche is usually reissued in its entirety.

Revision

Unlike a change, a revision constitutes a complete reissue or a replacement of a manual with all change information incorporated. Issue of a revision normally takes place when 60 percent or more of the document is affected by a single change or accumulated changes, or in the event manual use would be impaired because of change complexity.

SUMMARY

In this chapter, the organization of the Navy Supply System and the role of an inventory manager was described. The functions of the inventory control points and supply in Fleet Commands and the structure of the Fleet and Industrial Supply Centers were discussed. The functions and organization of the supply departments, afloat and ashore, including those with or without a supply corps officer was illustrated. Also, the procedures for correspondence and the standards for writing letters, memoranda, messages and other general and administrative duties of Logistics Specialist in the Navy was explained. The categories of classified information, types of security clearances and the procedures for handling various classes of classified information were discussed. In addition, Navy publications and the proper way of determining the correct publication to use for the purpose at hand were explained. Finally, this chapter discussed the importance of providing good customer service to all individuals and the effects it will have on the image of your office, your rating, your command and the Navy as a whole.

(This page was left blank intentionally).

CHAPTER 2

MATERIAL IDENTIFICATION

One of the main duties of a Logistics Specialist is to identify and requisition general and aeronautical material. This chapter provides basic information to help you develop the knowledge you need to perform these duties. You may not have all the facts memorized, but you should know where to find the information required. As you gain experience in your rate, you will be able to retain most of this information. Memorizing commonly used information will help, since speed is an essential element in processing high priority requisitions. Processing time starts when requisitions are ordered. It ends when the material is delivered and received by the customer. In this time limit, technical research, requisition preparation, breakout of material and delivery must be accomplished. Therefore, you cannot spend most of the time allowed in material identification.

Proper material identification is essential to the requisitioning and receipt of the correct item. You must understand the terminologies used in material identification. The appendix section of this manual lists some of these terminologies and acronyms. For more information, refer to the list of publications used as references in writing this manual.

There are over four million supply items in the Department of Defense (DoD) Supply System. The Navy Supply System alone stocks over one million items. When requisitioning a specific item from a supply activity, you must use the common language that has been developed to accurately identify the item. This tool is known as the Federal Supply Catalog System.

LEARNING OBJECTIVES

When you have completed this chapter, you will be able to do the following:

1. Identify material cognizance used throughout Naval Supply System.
2. Identify materials using the Federal Catalog System.
3. Identify metals and gas cylinders by their markings.
4. Determine the location of item descriptions from standard references.
5. Interpret and properly use various publications, technical directives, lists and catalogs to perform and accomplish technical research.
6. Describe uniform SM&R codes, management tools and means of interservice and integrated material support of systems, equipment and end items.
7. Understand the overall capabilities within maintenance and supply to the various logistic support levels.
8. Recognize, maintain and update various publications and maintenance directives used by maintenance and supply personnel.

FEDERAL CATALOG SYSTEM

National Stock Number

The national stock number (NSN) for an item of supply consists of a four digit FSC group and class and a nine-digit national item identification number (NIIN). The NIIN consists of a two-digit national codification bureau (NCB) code (which will be discussed separately) and seven digits in conjunction with the NCB code, uniquely identify each NSN item in the Federal supply distribution system. (*Figure 2-2*) shows the elements of an NSN in the order they are written.

MATERIAL COGNIZANCE

The term *material cognizance* refers to the inventory manager and technical advisor of each category of material in the supply system. A category of Navy material is a major grouping of items for supply management purposes. The list of cognizance symbols (COGs) can be found in the *Naval Supply Procedures*, NAVSUP P-485, Appendix 18.

Navy Material

Cognizance symbols are two-character, alphanumeric codes prefixed to national stock numbers. The first character of the cognizance symbol identifies the store's account. The following information refers to the first character of the cognizance symbol:

1, 3, 5, 7	Material is held in the Navy Stock Account (NSA). When this material is issued, it must be paid for by the requisitioner.
9	Material purchased by the Defense Stock Fund and held in NSA. When this material is issued, it must be paid for by the requisitioner.
2, 4, 6, 8	Material held in the Appropriations Purchase Account or non-stores account. This material is issued without charge to the requisitioner.
0	Material is not carried in the stores account.

The second part of the cognizance symbol is a single-letter code that designates the inventory manager or inventory control point (ICP) that has cognizance, or control, of the material. These inventory managers may be Navy or Defense activities.

Cognizance Symbol

A two-part cognizance symbol is used by the Navy to provide supply management information. There are 94 cognizance symbols currently in use. The majority of stock transactions aboard ship use cognizance symbols 1H, 9B and 9Q. Refer to *Naval Supply Procedures,* NAVSUP P-485, for additional information. The cognizance symbols frequently encountered by the LS are listed in *(Figure 2-1)*. To understand cognizance symbols, you must understand the following terms:

- Stores Account: This is an account reflecting the value of material, supplies and similar property on hand. The accounts used by the LSs are the Appropriation Purchases Account (APA) and the Navy Stock Account (NSA)
- APA: This account is for all stock material paid for out of appropriations. This material is not charged to cataloging, identification, determination of requirements, procurement, inspection, storage and distribution of categories of material

- Technical responsibility: This is the systems command or office that determines the technical characteristics of equipment. For example, the electronics equipment characteristics include items such as circuitry and the types and arrangement of components
- Expense type item: This term identifies stock items that are financed by the Defense Business Operating Fund and are the same as NSA items
- Consumable: Consumable material is material that is consumed in normal use. Some of the examples of these materials are paints, cleaning supplies, office supplies and common tools.

COGSDIBOL	COG)UZ.t\.."H 1::-IVE::-ITORY H.<\..'lAGER	STORES ACCOl NT	IECH:\!1CAL RESPO::-ISIBIUTY	DEf i::'{ITI0::-1
01	NAVSUPWSS Philadelphia	::-lone	Yarious commands	Publications
I I	DLA Document Services	::-ISA	DLA Documen t Services	Forms
lR	NAVSUP WSS Philadelphia	::-ISA	::-laval Air Systems Command	Aeronautical, photographic, and meteorological material (consumable or expense type material)
-tR	NAVSUP WSS Philadelphia	APA	::-laval Air Systems Command	Catapult and arresting gear material (repairable or investment type material)
-tY	::-laval Air Systems Command	APA	::-laval Air Systems Command	Aircraft engines
-tZ	NAVSUP WSS Philadelphia	APA	::-laval Air Systems Command	Airborne armament equipment
5R	NAVSUPWSS Philadelphia	::-ISA	::-la\·al Air Systems Command	Catapult and arresting gear material (consumable or expense type material)
6R	NAVSUPWSS Philadelphia	APA	::-laval Air Systems Command	Aviation ground support equipment (repairable or im-estment type material)
6\'	::-laval Air System Command	APA	::-laval Air Systems Command	Technical directive change kit
7R	NAVSUPWSS Philadelphia	:-ISA	::-laval Air Systems Command	Depot-level repairable aviation material
9C (9B)*	DLA Land and Maritime	::-ISA	Fleet :\1aterial Support Office	::-la\)"-0\\1led stocks ofdefens.e construction material
9D (9B)*	DLA Troop Support	:-ISA	Fleet :\! aterial Support Office	::-la\)"-0\\1led stocks of clothing, textiles, and related items managed by DPSC
9G (9B)*	DLA Aviation	:-ISA	Fleet :\1aterial Support Office	::-la\)"-0\\1led stocks of defense general material
9::-1 (9B)*	DLA Land and Maritime	::-ISA	Fleet :\1aterial Support Office	::-la,;,·-0\\1led stocks of defense electronic material
9Q	General Sen·ices Administration	::-ISA	Various commands	::-la\)"-0\\1led stocks of items accepted by the GSA for support of ::-la\;,· requirements
9Z (9B)*	DLA Troop Support	::-ISA	\'arious commands	::-la\y-0\\1led stocks of defense industrial material

::-l0TE: *DLA BS:\1 initiative has merged most Defense Supply Center material to 9B cognizance symbol

Figure 2-1 — Cognizance Symbols Commonly Encountered by the LS.

Material Control Codes

A Material Control Code (MCC) is a single alphabetic character assigned by the inventory manager. It is used to segregate items into manageable groupings (fast, medium, or slow movers) or to relate to field activities special reporting and control requirements. Refer to Supply Appendices of NAVSUP P-485 that provides a listing of material control codes. The MCC occupies card column 73 of the transaction detail card or MILSTRIP requisition. Table 2-1 contains a list of material control codes commonly encountered by the LS.

Table 2-1 — A list of Material Control Codes Commonly Encountered by the LS

Code	Definition
D	Field Level Repairable
E	(1) Depot-level repairables designed for intensive management under IRAM Program. (2) Material (expendable ordnance) requiring lot and serial number control, but is reported by serial number only.
H	Depot-level repairables not assigned MCC E, G, Q, or X
L	Items of local stock or items pending stock number
M	Medium demand velocity items (consumables)
S	Slow demand velocity items
T	Terminal items
W	Ground support equipment (end items)
X	Special program repairables
Z	Special program consumables

Federal Supply Classification System

The Federal Supply Classification (FSC) system is designed to classify all items of supply used by the Federal Government. Each item of supply is classified in one and only one, four-digit Federal Supply Class. The first two digits denote the group or major division of commodities while the last two digits denote the class or subdivision of commodities within a group. As presently established, the FSC consists of 78 groups (some currently unassigned). These stock groups cover rather broad categories of material. Therefore, they are subdivided into classes. There are approximately 600 classes assigned to the 78 groups.

The number of classes within each group varies. Each class covers a particular area of commodities, in accordance with their physical or performance characteristics, or based on the fact that the items in the class are usually requisitioned or issued together. You will learn the frequently used classes within the groups by using them. Examples of how the classes are used to divide types of material are shown in (*Figure 2-1*). Together, the stock group and class are known as the FSC.

The web-enabled *Defense Logistics Agency Cataloging Handbook*, (H2), contains a complete listing of assigned federal supply classification classes. This DLA handbook is also available in CDROM.

Federal Supply Classification

The Federal Supply Classification (FSC) is a four-digit number that occupies the first part of an NSN. The Defense Logistics Agency (DLA) Cataloging Handbook H2 lists the groups and classes in use today. The Defense Logistics Information Service (DLIS), Battle Creek, Michigan, is responsible for managing this handbook.

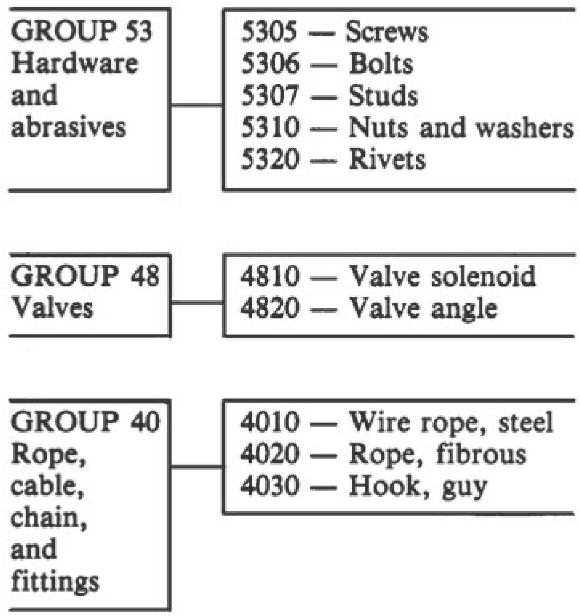


Figure 2-2 — Examples of supply classes within a stock group.

National Codification Bureau (NCB) Code

The NCB code is a two-digit code that occupies the fifth and sixth position of a NATO stock number. This code identifies the NATO country that originally cataloged the item of supply. Table 2-4 shows the NCB codes currently assigned. The NSN assigned by United States uses NCB codes “00" and “01." The different NCB codes may be assigned to different materials, but they are identified by the same NIINs. For example, material assigned with NIIN 00-005-9895 is a terminal block and 01-005-9895 is a panel assembly. It is very important that you use the last nine digits of the NSN to identify the required material.

Table 2-2 — National Codification Bureau (NCB) Codes

Code	Country
00	United States
01	United States
11	Used for NATO standard Items
12	West Germany
13	Belguim
14	France
15	Italy
17	Netherlands
21	Canada
22	Denmark
23	Greece
24	Iceland
25	Norway
26	Portugal
27	Turkey
28	Luxembourg
29	Argentina
30	Japan
31	Israel
66	Australia
98	New Zealand
99	United Kingdom

National Item Identification Number

The national item identification number (NIIN) is a nine-digit number that identifies each item of supply used by the DoD. The NIIN indexes or relates to identification data information that makes it different from every other item. The amount and type of identification data depends on the item and its intended use. Although the NIIN is part of the NSN, it is used to independently identify an item. Except for identification lists, most federal supply catalogs are arranged in NIIN order.

Stock records are also maintained in NIIN order as well as load lists and consolidated allowance lists.

Special Material Identification Codes

A special material identification code (SMIC) adds information to the National Stock Number. The inventory managers assign the SMIC to provide visibility to selected items and to ensure maintenance of their technical integrity. The requests for assignment of SMIC codes are forwarded to NAVSUP for processing. The SMICs are made up of two alpha or numeric characters and are reflected in card columns 21-22 of MILSTRIP documents. The SMIC may be assigned by an inventory manager to an item when it requires the following:

- Control in source, quality, technical design or configuration requirements
- Control in procurement, stocking and issue
- Special receipt, inspection, testing, storage or handling

- Weapon system applicability.

The first character of the SMIC has no meaning by itself. For example, the second position “F” signifies fighter aircraft. The letter in the first position breaks down the general type of fighter aircraft into specific models. For more information, refer to NAVSUP P-485 Volume II, Appendix 14, for a complete list of assigned SMICs The following are some examples of these breakdowns:

- BF F-4 Fighter aircraft
- EF F-8 Fighter aircraft
- FF F-9 Fighter aircraft
- MF F-4 Fighter aircraft
- PF F-14 Fighter aircraft
- SF F-18 Fighter aircraft.

The second position of the SMIC assigned by the Naval Inventory Control Point (NAVSUP WSS) identifies the applicable weapons system or equipment. Most of the SMICs you will use are NAVSUP WSS assigned codes and these are the codes discussed in this chapter. For more information, refer to NAVSUP P-485, Volume II, Appendix 14, for a complete listing of assigned SMICs. The following is a listing of the second character of an SMIC that you will usually encounter:

- A—Attack aircraft
- C—Cargo/transport aircraft
- E—Special electronic aircraft
- F—Fighter aircraft
- H—Helicopters
- N—Jet engines
- P—Patrol aircraft
- Q—Turbo prop engines
- S—Antisubmarine aircraft
- T—Trainer or cargo/transport aircraft.

The SMICs are made up of various combinations of letters and numbers. This combination of letters and numbers might be the same but have a different meaning when used by other inventory managers. Some of these inventory managers are NAVSUP WSS-MECH Project Officer, NAVAIR, Naval Mine Warfare Engineering Activity (NWEA), NAVSUP and Naval Sea Systems Command (NAVSEA). You must use NAVSUP P-485, Volume II, Appendix 14, as your reference when conducting technical research to make sure the information used is correct. (*Figure 2-3)* shows an example of an NSN with SMIC.

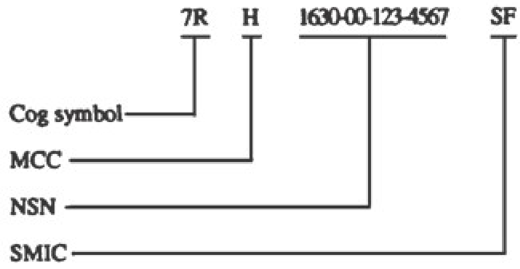


Figure 2-3 — An example of a national stock number with a special material identification code.

Navy Item Control Number

As we have discussed in a previous paragraph, NSNs are required for all items centrally managed or bought for supply system stock. With changes of equipment and products, the Navy buys new items from the suppliers. New items entering the Navy supply system are identified in time to permit assignment of NSNs before shipment. In numerous instances, the Navy Item Control Number (NICN) is used to identify the items before an NSN can be assigned *(Figure 2-4).* Some items are permanently identified by the NICN because of the nature of the items. The NICN designation includes the following:

- Inventory Control Points (ICP) control numbers
- Kit numbers
- Publications and forms ordering numbers
- Local Navy Activity Control (NAC) numbers
- Other locally assigned numbers.

The NICN is a 13-digit number that identifies an item of supply. It is composed of the following parts: Federal Supply Classification (FSC) code (numbers that occupy the first four digits of the NICN); Navy Item Control (NIC) number code (letters that occupy the 5th and 6th position); and Serial number (alphanumeric and occupies the 7th through 13th position).

The NIC number codes that you must be familiar with are listed in table 2-3. These codes differentiate the types of NICN. Refer to *Naval Supply Procedures*, NAVSUP P-485, for additional information.

NICN	CNC	NIIN	COG	FSC
LLHD59889	MA	008912963	9C	2920

Figure 2-4 — Navy item control number to national item identification number.

Table 2-3 — Navy Item Control Number (NICN) Codes

NIC Number Codes	Used to Designate
LD	Directives Ordering Number. Example: 1234-LD-123-4567
LF	Form ordering numbers (COG 11). Example: 1234-LF-123-4567
LK	Aircraft change kit numbers. Example 1234-LK-123-4567
LP	Publication ordering numbers. Example: 1234-LP-123-4567
LQ	Aircraft quick engine change. Example: 1234-LQ-123-4567
LX	Local NAC number assigned by ASO field activities Example: 1234-

Permanent LL Coded NICNs

The NICNs with "LL" in the 5th and 6th positions and a "C" in the 7th position mean that the ICPs or other Navy item managers (including field activities) assigned them. Its purpose is to identify and monitor non-stocked items that are not expected to have enough demand to qualify for NSN assignment. The NICNs are assigned to permit the maintenance of a complete and uniform inventory control point weapons system file. It is also used to ensure that selected items are considered for inclusion in future allowance lists. Stock points must purchase items identified by this type of NICN Stock points currently do not have the capability to translate permanent LL coded NICNs to applicable CAGEs and part numbers. The items are requisitioned using the DoD Single Line Item Requisition System Document, DD 1348-6 format (part number requisition) or Non-NSN Requisition, NAVSUP Form 1250-2.

Temporary LL Coded NICNs

The Defense Logistics Information Service (DLIS) uses temporary NICNs to identify and control items pending assignment of NSN. These NICNs enables the item manager to establish and maintain automated file records, to ease procurement action and to maximize automated processing of requisitions.

The cognizant item managers review the temporary NICNs periodically to convert them to NSN or to delete the ones that are no longer required. When a requisition identifies an item by a temporary NICN that has been converted to an NSN, the status card will include the new NSN in card columns 8 through 22 and status code "BG" in card column 65-66. Refer to the MILSTRIP/MILSTRAP Deskguide, NAVSUP 409, for status code research. You should update the stock/custody records and copies of outstanding requisitions as soon as you receive this information. The NAVCIP is responsible for maintaining NICN to NSN cross-reference list. For activities that use FED-LOG, searching by NICN to view the associated NSN is one of the options that can be used during technical research.

Local Item Control Number

Local item control numbers (LICN) may be assigned to shipboard stocked consumable items that are not identified by an NSN, a NATO stock number, or another type of NICN. A LICN consists of 13 characters. The first four numbers correspond to the FSC of similar NSN items, the fifth and sixth (NCB code area) are "LL," and the remaining seven are all numbers (*Figure 2-5).*

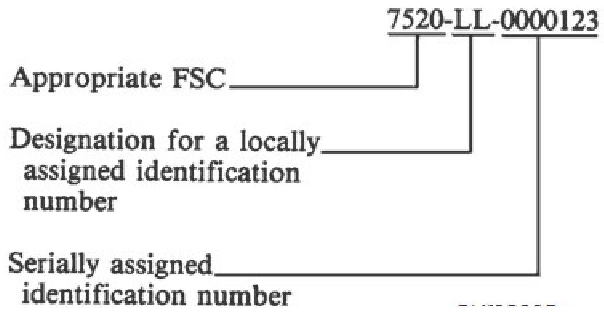


Figure 2-5 — An example of a local item control number.

Locally assigned item control numbers are authorized for local use only (i.e., for shipboard stock records, locator records, bin tags, issue documents, etc.)... They are not used for requisitions since they would be meaningless to the supply source.

Technical Manual Identification Numbering System (TMINS)

The TMINS is a plan for classifying, indexing and numbering Navy technical manuals to encourage standardization and modernization. The 13-character number, patterned after the 13-digit national stock number, serves both as the technical manual identification number and as the number used to requisition a particular technical manual. TMINS numbers are authorized for use on DD Forms 1348 or message requisitions in DD Form 1348 form at using RIC A04 or A0D, as appropriate. Refer to *Naval Supply Procedures*, NAVSUP P-485, for further information on the TMINS.

Part Number

The part number, also called reference number, is an identification number assigned to an item by the manufacture. It is made up of letters, numbers, or combinations of both. When used with the CAGE code, it identifies the item. It is used with other technical data (for example, model, series and end-use application) to requisition an item when an NSN is not assigned. Part number to NSN cross-reference is provided in FED-LOG, or any computers that contain Master Cross Reference List (MCRL) information. Requisitioning procedures for part number requisition are described in *Naval Supply Procedures,* NAVSUP P-485.

Commercial and Government Entity Code

The Commercial and Government Entity (CAGE) Code replaces the Federal Supply Code for Manufacturers (FSCM). The CAGE is a five-digit, numeric code assigned to different types of activities for identification. The CAGE for vendors who supply an item but do not manufacture it is identified by an alphabetic character in the second position; for example, 113234. Other NATO manufacturers of items used in the U.S. supply system use CAGE with an alphabetic character in the first position, e.g., K7654. The web-enabled *Defense Logistics Agency Cataloging Handbook* (H4) provides a list of CAGE codes and activity names. CAGE is also listed in the database for FED LOG users.

Stock Measurement

Accurate measurement of stock is very important. When identifying either material or requirements, you should consult the stock list to be sure you are making the right measurements accurately. For most purposes, a steel measuring tape is accurate enough. For lightweight sheet metal or wire, a wire and thickness gauge is necessary. Stock identification lists contain tables for converting gauge to decimal or fractional parts of an inch.

SYMBOLS AND MARKINGS

As an aid to identification and as a safety precaution, many items are marked by symbols, codes and serial numbers.

Symbols

In addition to the NSN, symbols and color codes are used on certain metal products and compressed gas cylinders. These are used primarily by technicians to quickly identify these products and by you for storage purposes. In ordering and expending, the NSN should be used.

Metal Products

Marking of iron and steel (ferrous) and other metal (nonferrous) products is covered by FEDSTD-183C, *Continuous Identification Marking of Iron and Steel Products*, which provides for continuous marking.

The term “continuous identification marking” means that the marking appears at set intervals on a piece of stock. It is put on with a heavy ink, similar to paint. When a piece of bar stock is cut, each piece should carry the proper identification. The markings must give: (1) the producer’s name or registered trademark and (2) the commercial designation of the material.

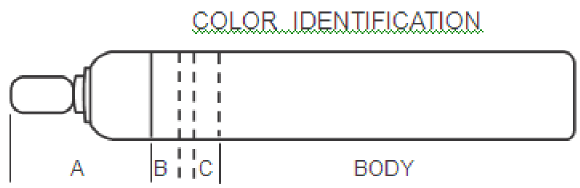
Marking terms for the various commercial designations are found in FED-STD- 183C, Continuous Identification Marking of Iron and Steel Products.

Some iron and steel products are not included in the continuous identification marking system outlined in FED-STD-183C, Continuous Identification Marking of Iron and Steel Products. Required markings for these products are included in the material specifications. For example, boiler tubes are not marked continuously, but Navy specifications covering boiler tubes usually require that tubes of a certain size be marked at each end. Smaller tubes than those covered in the specifications may be bundled and tagged. NAVSUP P485 and FED-STD-183C contain information on how and where these markings must appear on various metal products.

Compress Gas Cylinders

A common color code for compressed gas cylinders is published in *MIL-STD-101B,* Color Code for Pipelines & for Compressed Gas Cylinders and NAVSUP P-485 to provide a visual warning to supplement the identification or title lettered on the cylinders, facilitate the segregation of these cylinders at depots and promote greater safety.

Cylinders are color coded as a visual aid in identifying the gas contained therein. However, complete dependence for identification should not be placed upon the color coding. Positive identification of each gas depends upon the stenciled name and color code of the cylinder and the indented name on the valve body (*Figure 2-6*).



TYPE OF GAS	COLOR MARKINGS			
	A	B	C	BODY
Acetylene	Yellow	Yellow	Yellow	Yellow
Air (Oil - pumped)	Black	Green	Green	Black
Air (Water-pumped)	Black	Green	Black	Black
Ammonia	Brown	Yellow	Orange	Orange
Argon (Oil-pumped)	Gray	White	White	Gray
Argon (Water-pumped)	Gray	White	Gray	Gray
Argon-Oxygen	Gray	Green	Gray	Gray
Butane	Yellow	Orange	Yellow	Yellow
Butane-Propane mixture	Yellow	Orange	Yellow	Yellow
Carbon Dioxide	Gray	Gray	Gray	Gray
Carbon Dioxide (Fire only)	Red	Red	Red	Red
Chlorine	Brown	Brown	Brown	Brown
Dichlorodifluoromethane (Freon 12)	Orange	Orange	Orange	Orange
Dichlorotetrafluoroethane (Freon 114)	Orange	Orange	Orange	Orange
Ethylene Oxide	Yellow	Blue	Buff	Buff
Ethylene Oxide-Carbon Dioxide (Carboxide)	Buff	Blue	Buff	Buff
Helium (Oil free)	Buff	Gray	Gray	Gray
Helium (Oil-pumped)	Gray	Orange	Gray	Gray
Hydrogen	Yellow	Black	Yellow	Yellow
Monobromotrifluoromethane (Fire only)	Red	White	Gray	Red
Monochlorodifluoromethane (Freon 22)	Orange	Orange	Orange	Orange
Nitrogen (Oil-pumped)	Gray	Black	Gray	Gray
Nitrogen (Water-pumped)	Gray	Black	Black	Gray
Oxygen (Medical)	White	Green	Green	Green
Oxygen, Aviator's Breathing	Green	White	Green	Green
Oxygen, Technical	Green	Green	Green	Green
Oxygen - Nitrogen	Black	White	Green	Green
Propane	Yellow	Orange	Yellow	Yellow

Figure 2-6 — Color codes for compressed gas cylinders.

Numerical Markings

To facilitate identification, certain technical material may bear numerical markings assigned either by direction of the responsible command or by the manufacturer. These numbers are used in maintaining records on the material and appear on all vouchers, records, custody cards and survey reports.

Manufacturer's Serial Numbers

Manufacturers' serial numbers may be etched on the material or in case of portable and installed equipment may be attached to the equipment by nameplates. Information usually included on nameplates includes the manufacturer's name, make or model number, serial number, size and voltage.

Other Numbers

DRAWING NUMBERS. Certain technical materials are identified by a drawing or sketch number assigned by the controlling bureau or systems command or by the manufacturer and must appear on all requisitions when a stock number is not assigned.

JCEC NOMENCLATURE. Some items of electronic equipment are identified by Joint Communications Electronics Committee (JCEC) nomenclature (AN/UYK-5(V)) or Navy type (R-390A/URR) or model number (MK 9 MOD 2) as well as stock and serial number. In addition, mark and modification numbers identify major units of fire control radar equipment.

MARK AND MODIFICATION NUMBER— Ordnance material usually is given a mark and modification number, a drawing number and a piece number. These serve to identify the part and facilitate reference to ordnance publications. Ordnance equipment may also be serially numbered, giving individual identity to units that are physically alike. This number is stamped on certain ordnance equipment, such as a rifle or pistol, to facilitate identification of the manufacturer and to place responsibility for custody.

SOURCES OF MATERIAL IDENTIFICATION

This chapter presents different sources of information that are needed in performing technical research. Material identification does not end with the assignment of the NSN. Some means of identifying other particular needs by the stock number must be provided to the customers. This includes the means of determining the correct quantities of these items to carry in stock. Identification of needs may be determined by using the lists described in the following paragraphs.

- **Management List-Navy**—provides current data for requisitioning purposes (unit/issue/ price, etc.).
- **Allowance Lists**—contain the items authorized and recommended quantities that should be on hand and provide descriptive data that associate a material requirement to an NSN.
- **Load Lists**—reflect the range and depth of material carried by Combat Logistics Forces (CLF) ships (including tenders and repair ships), or bases to fulfill assigned supply support of fleet units.

PUBLICATIONS, LISTS AND CATALOGS

All Logistics Specialist should become proficient in the use of various Federal Catalog System and Naval Supply Systems Command (NAVSUP) publications.

Complete and accurate management data must be available for requisitioning purposes and for effective financial and inventory control of material. The Management List-Navy (ML-N) provides the basic management data. Related publications supplement the ML-N by providing additional management data or by consolidating certain information for reference purposes.

Publications cover data using the format of the national stock number (NSN) and national item identification number (NIIN). The short descriptions of what is contained in each publication should be used as a first step in obtaining required material identification and management data.

Federal Logistic Data

Federal Logistics Data (CD-ROM) is available to access DoD logistics data. It replaces the cumbersome data retrieval process of the microfiche media used for earlier Federal Catalog System

(FCS) and Navy unique publications. It is also an interactive query system using the following types of search criteria:

- Part Number
- Commercial and Government Entity (CAGE)
- National Item Identification Number (NIIN)
- National/NATO Stock Number (NSN)
- Permanent System Control Number
- Supplier Name
- Item name, Navy Item Control Number (NICN)
- Engine Number
- Master Repairable Item List (MRIL)
- Shipping Code

The Federal Logistics Catalog reduces the time required to access the information needed to identify and order supplies. It also contains extracts of data found in the following FCS publications:

- Management List-Navy (ML-N)
- Management List-Consolidated (ML-C)
- Master Cross Reference List (MCRL)
- Federal Logistics Data Record (FILDR)
- Identification List (IL)
- Interchangeability and Substitutability (I and S)
- Commercial and Government Entity (CAGE)
- Federal Supply Classification Groups and Classes (H2)
- Freight, Selected Federal Item Name Directory for Supply Cataloging Data (H-6).

Navy unique publications consist of the following:

- List of Items Requiring Special Handling (LIRSH)
- Master Repairable Item List (MRIL)
- Navy Item Control Number to National Item Identification Number (NICN-NIIN) Cross Reference.

The FED LOG CD-ROMs are replaced as the data gets updated monthly via automatic distribution. Refer to FED LOG User's Manual for detailed information and operation instructions for the system.

General Services Administration Federal Supply Catalog

The General Services Administration (GSA) Federal Supply Catalog lists approximately 20,000 line items that are stocked in GSA supply distribution facilities. The items listed in this catalog are assigned cognizance 9Q. The GSA Federal Supply Catalog serves as the major merchandising instrument of the Federal Supply Service (FSS) Stock Program and consists of a guide and six commodity categories such as office supplies; hospitality supplies; industrial supplies; safety products; great outdoors; and tools and hardware.

The GSA Supply Catalog also contains consolidated alphabetical and NSN indexes to all stock items. The NSN indexes are listed in stock number sequence under assigned group and class. It provides detailed information concerning the program and requisitioning procedures.

Afloat Shopping Guide

The *Afloat Shopping Guide* (ASG) is designed to assist the fleet in identifying the NSN items that are most frequently requested by ships. The ASG is a part of the Naval Logistics Library (NLL) that is distributed in CD-ROM format. It includes the following:

- A detailed description of each item
- A specific code to designate items carried by combat logistics forces (CLF) ships
- The stock numbers of substitute items, if any
- The specifications for illustrations or diagrams of many types of material. Refer to (*Figure 2-7*) for a sample page from the ASG.

Navy Stock List of Publications, Forms and Directives

The Navy Stock List of Publications, Forms and Directives, NAVSUP P-2003, is part of the NLL. The research options in the CD-ROM allow you to find the item by inserting the NSN form, or publication number and the title/nomenclature in the edit fields. You may use an asterisk (*) at the end of words in a search field to expand the search term. For example, entering "CHI*" will find all records containing words beginning with "CHI." The asterisk cannot be used in date or numeric fields.

Hazardous Material Information System

The DoD Hazardous Material Information System (HMIS) provides information concerning the use, procurement, receipt, storage and expenditure of hazardous material. Detailed information on HMIS can be found in the *Hazardous Material Control and Management*, OPNAVINST 4110.2. The NAVSUPSYSCOM maintains and distributes the HMIS hazardous item list. This list includes information concerning hazardous ingredients, use of hazardous material, protective clothing and emergency treatment.

Specification Data–MIL-R-94

TYPE	TAPER	WATTS	BUSHING SIZE	SHAFT DIA.	BODY DIM.	FIG
RV2	A	1	3/8-32	1/4	.64 x .42	1
RV2	C	1/2	3/8-32	1/4	.64 x .42	1
RV4	A	2	3/8-32	1/4	.90 x .45	1
RV4	C, F	1	3/8-32	1/4	.90 x .45	1
RV5	A	1/2	1/4-32	1/8	.75 x .37	1
RV6	A	1/2	1/4-32	1/8	.50 x .37	2
RV6	C, F	1/4	1/4-32	1/8	.50 x .37	2

1 WATT

Locking bushing, 5/8 in. lg shaft.

	Ohms	Mil Type RV2LAYSA
00-815-5498	10K	103A

Standard bushing, 7/8 in. lg shaft.

	Ohms	Mil Type RV2N
00-835-8870	1.5K	AYSD152A
00-577-6803	10K	AYSD103A
00-964-6059*	10K	BYSD103A
00-853-0798	100K	AYSD104A

*With SPST switch.

2 WATT

Locking bushing, 5/8 in. lg shaft.

	Ohms	Mil Type RV4LAYSA
00-681-8688	50	500A
00-503-5984	100	101A
00-503-6218	250	251A
00-539-4897	500	501A
00-646-5958	1K	102A
00-539-2567	2.5K	252A
00-539-2479	5K	502A
00-518-5595	10K	103A
00-501-7314	25K	253A
00-501-5184	50K	503A
00-665-4992	100K	104A
00-552-2093	250K	254A
00-518-5593	500K	504A
00-518-5609	1MEG	105A
00-552-5487	5MEG	505A

Locking bushing, 7/8 in. lg shaft.

	Ohms	Mil Type RV4LAYSD
00-577-3717	2.5K	252A
00-577-3645	25K	253A
00-556-3042	100K	104A
00-023-7931	1MEG	105A

Standard bushing, 1/2 in. lg shaft.

	Ohms	Mil Type RV4NAYSB
00-542-8046	1K	102A
00-646-5957	10K	103A
00-646-5981	25K	253A
00-643-6284	50K	503A
00-542-8048	100K	104A
00-542-8051	1MEG	105A

Standard bushing, 7/8 in. lg shaft.

	Ohms	Mil Type RV4NAYSD
00-556-3041	100	101A
00-552-2859	500	501A
00-552-5478	1K	102A
00-577-9976*	1K	
00-539-5013	2.5K	252A
00-643-5626	5K	502A
00-578-4471	7.5K	752A
00-556-3350	10K	103A
00-552-5479	15K	153A
00-539-1559	25K	253A
00-539-4900	50K	503A
00-644-6693	100K	104A
00-552-5476	250K	254A
00-893-9499	500K	504A
00-501-7307	1.5MEG	155A
00-655-3312	2MEG	205A

*With SPST switch, MIL Spec type RV4NBYSD102A.

Standard bushing, 1-1/4 in. lg shaft.

	Ohms	Mil Type RV4NAYSG
00-811-1750	2.5K	252A

Standard bushing, 2-1/2 in. lg shaft.

	Ohms	Mil Type RV4NAYSK
00-539-4999	100	101A
00-539-2568	250	251A
00-557-4637	500	501A
00-500-7588	1K	102A
00-542-8724	2.5K	252A
00-666-1036	5K	502A
00-665-5095	10K	103A
00-581-2846*	10K	
00-500-7879	25K	253A
00-542-8744	50K	503A
00-339-4576	100K	104A
00-539-4578	250K	254A
00-539-4998	500K	504A
00-552-2254	1MEG	105A

*With SPST switch, MIL Spec type RV4NBYSK103A

C TAPER

1/4 WATT

Standard bushing, 7/8 in. lg shaft.

	Ohms	Mil Type RV5NAYSD
00-802-7951	5K	502C

	Ohms	Mil Type RV6NAYSD
00-851-5648	5K	502C
00-954-4038	10K	103C

1 WATT

Locking bushing, 7/8 in. lg shaft.

	Ohms	Mil Type RV4LAYSA
00-578-9051	1MEG	105C

Standard bushing, 7/8 in. lg shaft.

	Ohms	Mil Type RV4NAYSD
00-681-6172	500	501C
00-552-3480	10K	103C

Standard bushing, 7/8 in. lg. (Shaft and panel sealed.)

	Ohms	Mil Type RV4SAYSD
00-542-9406	500	501C

Standard bushing, 2-1/2 in. lg shaft.

	Ohms	Mil Type RV4NAYSK
00-553-9970	2.5K	252C
00-578-4134	50K	503C

F TAPER

1/4 WATT

Locking bushing, 5/8 in. lg shaft.

	Ohms	Mil Type RV6LAYSA
00-752-3377	50K	503E

1 WATT

Locking bushing, 5/8 in. lg shaft.

	Ohms	Mil Type RV4LAYSA
00-683-5996	10K	103E

INDUSTRIAL TYPE. A taper. Fully inclosed body with 1/4 in. diameter slotted shaft and mounted by a 3/8 - 32 thread bushing.

Single section
2-1/4 Watt at 70 deg C, body dimension. 11/16 in. lg x 1-5/32 in. diameter, 1-7/16 in. lg shaft, panel sealed bushing, 3 solder lug terminals.

00-482-4992 350 OHMS 10% tol

3 Sections

2 Watt at 70 deg C, body dimension. 1-29/32 in. lg x 1-5/32 in. diameter, 5/8 in. lg shaft, 9 solder lug terminals.

00-264-7818 2.5 meg, 2.5 meg, 20%, 25K, 10%

Figure 2-7 — A sample page from the afloat shopping guide.

Illustrated Parts Breakdown

An Illustrated Parts Breakdown (IPB) is prepared by the manufacturer for each model aircraft, engine, accessory, electronic equipment, support equipment, or other aeronautical equipment considered advisable by NAVAIR. The IPB is printed and issued by the authority of NAVAIR. It is used as reference for identifying and ordering replacement items. Each item of equipment is listed in assembly breakdown order, with the illustration placed as close as possible to its appropriate listing.

Some IPBs have a different format from others. You can familiarize yourself with the various formats of IPBs by using the technical library. Each of the IPBs usually includes the following sections:

The TABLE OF CONTENTS shows the breakdown of publication into sections. It also furnishes an alphabetical listing of the various assemblies and lists the page, work package, or figures where they are illustrated

The GROUP ASSEMBLY PARTS LIST is the main text of the publication. It consists of series of illustrations and parts list in which parts of the aircraft or equipment are shown in assembly breakdown order. The items in the illustration pages are identified by index numbers. These index numbers match the numbers listed in the parts list of the assembly breakdown. The parts list is arranged in numerical sequence by index number to make it easier to use. The information in the parts list include index number, part number, description, units per assembly, Usable On code and the Source, Maintenance and Recoverability (SM&R) code. Each major assembly in the parts list is followed immediately by its component parts or subassemblies. Component parts listed in the description column may be prefixed with a dot or indented to show their relationship. You should use this information to identify and obtain the required material in accordance with the SM&R code. The numerical index of the IPB lists all parts in reference/part number sequence. Each reference/part number is cross-referenced to the figure and index number or the work package where the item is listed in the text.

Maintenance Manuals

The maintenance or technical manuals provide procedures for conducting maintenance to aircraft equipments and components. They also provide a list of materials required to do the maintenance. The list consists of reference/part numbers and a description of material.

Aviation Cross-Reference Listings

Naval Inventory Control Point publications P-2300, P-2310, P-2330, C0018 and C0030 are published in CD-ROM format. These publications are described in the following paragraphs

P-2300. Lists repairable assemblies under the cognizance of NAVSUP WSS or Naval Air Systems Command (NAVAIR).

P-2310. Lists supporting repair parts of Navy aviation material. It serves as master reference list for identifying and requisitioning all parts of replacement significance required to support the repairable assemblies listed in Section P-2300.

P-2330. This is the family group cross-reference. It provides additional information of interchangeability data shown in P-2300 and P-2310. It shows the relationship of repairable components with the others in the family group. This is indicated by Family Relationship (REL) code. An “H” in this column means the NSN is the head of the family and an “M” means member of the family.

C0018. The Repairable Assemblies Model Code Table of Navy Aviation Materials. This publication lists the model codes shown in P-2300 with applicable NSN or coded NICN The list of NSNs are prefixed with cognizance codes and material control codes and suffixed, as applicable, with SMICs. The NICN is a nine-character letter and number code that identifies an item pending the assignment of an NSN.

C0030. The Packaging Data for NAVSUP WSS and NAVAIR Repairable Assemblies. It provides information in the proper ways of protecting material for shipment.

Other NAVSUP WSS publications that are not in CD-ROM format are listed and described in the following paragraphs.

CRIPL-01. Consolidated Remain In Place List. This list is designed to improve management of repairable components by identifying the Remain-In-Place (RIP) items. These items are repairable components that cannot be removed until receipt of a replacement item. The NSNs listed in the CRIPL are authorized RIP items. The CRIPL has three parts. Part 1 is in NIIN sequence, Part 2 is in part number sequence and Part 3 is in NIIN sequence within aircraft type.

NAC-10. Provides cross-reference from part numbers to Navy Activity Control (NAC) numbers of the Aviation Supply Distribution System. This publication allows usage of available un-stock numbered items by advertising them.

ICRL-A and ICRL-C. The Individual Component Repair List provides maintenance activities with ability to relate maintenance capability to repairable components. The ICRL-A lists repairable processed by a specific maintenance activity and the local repair capability for the item. The ICRL-C is combined ICRL for all intermediate maintenance activities (IMA).

Allowance Lists

Allowance lists specify the type and quantity of equipment, equipage, repair parts and supporting materials that a ship in commission is required to carry on board.

Coordinated Shipboard Allowance List

The Coordinated Shipboard Allowance List (COSAL) is the most used allowance list for determining repair part NSNs. The COSAL is developed and published by the NAVSUP WSS, Mechanicsburg, PA. It contains items authorized and recommended quantities that should be on hand and provides descriptive data that associates a material requirement to an NSN. The use of the COSAL is described in the *COSAL Use and Maintenance Manual,* NAVSUP WSSINST. 4441.170 (Series).

The Aviation Consolidated Allowance List

The Aviation Consolidated Allowance List (AVCAL) contains a list of items authorized that should be on hand to support aviation equipment. The AVCAL is developed and published by the NAVSUP WSS, Philadelphia, PA. The AVCAL lists the items and quantities of aeronautical material authorized to be stocked by CV/CVN/LHA/LHD ship types to support the maintenance and operations of embarked aircraft. It is tailored for each ship and the items listed are selected from all Allowance Requirement Registers (ARRs)/Allowance Lists (ALs) that apply to the embarked aircraft. The allowance quantities are based on the ship's demand records.

Load Lists

Load lists reflect the range and depth of material carried by Combat Logistics Forces (CLF) ships (including tenders and repair ships), or bases. Similarly, like allowance lists, provide descriptive data that associates a material requirement to an NSN. The use of load lists is described in the NAVSUP P-485.

SOURCE, MAINTENANCE AND RECOVERABILITY CODES

The SM&R codes consist of two-position source code, two single-position maintenance codes, single-position recoverability code and if applicable, a single-position service option code. (*Figure 2-8*) is an example of SM&R Code. Its component codes are described in the following paragraphs. Table 2-5 describes the Joint Services Uniform SM&R Code Format. You must be familiar with the codes used in SM&R, as described in the Joint Regulation Governing the use and Application of Uniform Source Maintenance and Recoverability Codes, OPNAVINST 4410.2 (series) and the Navy Uniform Source, Maintenance and Recoverability (SMR) Codes, NAVSUPINST 4423.29(series).

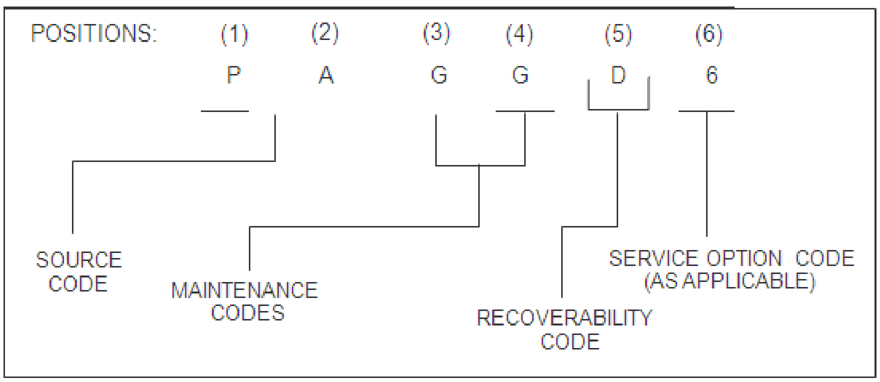


Figure 2-8 — An example of a Source, Maintenance and Recoverability (SM&R) code.

Table 2-4 — Joint Services Uniform SM&R Code Format

SOURCE CODES	MAINTENANCE CODES		RECOVERABILITY CODES	
POSITIONS	POSITIONS	POSITIONS	POSITIONS	POSITIONS
(1) (2) Means of acquiring support item.	(3) USE Lowest maintenance level authorized to remove, replace, and use the item.	(4) REPAIR Indicates whether item is to be repaired and identifies the lowest level of maintenance with the capability to perform complete repair.	(5) Indicates disposition of item or level authorized to condemn the item.	(6) Navy (AIR) Option Code NAVAIR/NAVSUP assigned and approved supplemental code to modify or clarify the SM&R Code.

The **Source Code** is a two-character code that occupies the first two positions of the SM&R code format. This code shows the manner of getting the material needed for maintenance, repair, or rework of items. The following paragraphs describe the general categories of source codes.

The **P-Series Source codes** identify items that are centrally procured. These items (except PF items) are procured and stocked in the supply system.

The **K-Series Source codes** identify the items that are included in kits and do not/will not have an NSN assigned.

The **M-Series Source codes** identify the items that are authorized for manufacture or fabrication at some level of maintenance. These items are normally consumable or those requiring very limited repair. Some typical "M" coded items include hose assemblies, tubing and name plates. The specified level of maintenance must have all the manufacturing data, shop equipment and skills available to manufacture the items.

The **A-Series Source codes** identify the items that are authorized for assembly at some level of maintenance. These codes can be assigned to an item when all parts of the assembly, support equipment and skills are available at the level of maintenance.

The **X-Series Source codes** identify items for which no demand is anticipated.

The **Maintenance codes** are two-position codes that show the level of maintenance authorized to use, remove or replace and repair items. Maintenance codes occupy the third and fourth positions of the SM&R code format.

The maintenance code entered in the third position indicates the maintenance level authorized to use, remove and replace the support item. When used for end items, maintenance tools, test and support equipment items, a code in this position indicates the lowest level of maintenance authorized to use this item.

The maintenance code entered in the fourth position indicates whether the item is to be repaired. It also identifies the lowest level of maintenance to accomplish overhaul, repair, or assembly of the item.

The **Recoverability code** occupies the fifth position of the SM&R code format. This code indicates the recoverability potential of the item. It also indicates the final disposition of unserviceable items. For repairable items, this code means the maintenance level responsible for repair, condemnation and disposal of the item.

The procedures for submitting SM&R code change request are outlined the Navy Uniform Source, Maintenance and Recoverability (SMR) Codes, NAVSUPINST 4423.29 (series) provides detailed instructions for preparing the SM&R code change request form, NAVAIR Form 4423/1.

TECHNICAL LIBRARY MANAGEMENT

The Central Technical Publications Library (CTPL) provides a source of current information needed by supply and maintenance personnel. The quality assurance/analysis (QA/A) division of Aircraft Intermediate Maintenance Department (AIMD) manages the CTPL. This function includes updating the publications throughout the activity when AIMD is responsible for all aeronautical technical manuals for the activity. The LS may use the CTPL to verify or find technical information needed to do the job. Aviation support activities not adjacent to AIMD require a library with an appropriate number of publications necessary to conduct technical research. This library is a dispersed library of the AIMD CTPL and is usually located in the supply response section (SRS). The SRS supervisor is responsible for ensuring that all necessary technical publications are on hand and readily available in the library.

SUMMARY

As a Logistics Specialist, being able to conduct research and properly identifying material in order to initiate the requisition process is one of your primary duties. In this chapter, you have learned how to identify and understand specific characteristics assigned to each material carried by the Navy Supply System. You also learned how to identify unique symbols and markings assigned to special materials using variety of publications and instructions. In this chapter, you learned how to research the SM&R codes and gain an overall understanding of the supply and maintenance communities in order to provide proper logistics support. With new technology and changes in the supply system, the timely submission of feedback for updates of our technical libraries is a critical part in ensuring that our fleet is always mission ready.

CHAPTER 3

MATERIAL PROCUREMENT

The term *procurement* means an act of obtaining material or services from supply sources. In the Navy, procurement is a big undertaking. Think for a moment about the size of the Navy and the amount of material it needs to keep working.

The Navy's procurement process involves customers, support activities and suppliers. The customers prepare requisitions and submit the completed forms to the supporting supply activity. Upon receipt of the requisition, the supporting supply activity checks the form for accuracy and correct information. When requested material is available, the supply activity processes the requisition for issue. If material is not available, the supply activity refers the requisition to the item manager or supporting stock points for issue. The suppliers of material can be a military or civilian organization. Material and services received from civilian vendors are those not available in the Navy's supply system.

The supply department processes procurement requests to satisfy the customer's needs or to restock supplies. The procedures and forms used in procurement may vary from activity to activity. The variations of the forms used depend on the local procedures set by the support activity. This chapter will assist in learning the procedures of obtaining the needed material to support your activity. Also, you will learn how to update and maintain the status of outstanding requisitions and perform material obligation validations (MOVs).

You will play an important role in the procurement of material for your command. You must understand what material is authorized, where to obtain it. You must also be familiar with the forms used in procurement and know how to prepare them.

This chapter presents the general responsibility for procurement and the methods normally used afloat.

LEARNING OBJECTIVES

When you have completed this chapter, you will be able to do the following:

1. Determine material requirements process factors for procuring equipment and supplies.
2. Recognize the procedures to procure material requirements within SERVMART.
3. Recognize special requisitioning and action taken to procure from other commands.
4. Identify the various sources of supply used in the supply system.
5. Identify and use different requisition documents submitted to source supply system activities to obtain material.
6. Recall the procedures for maintaining requisition files, automated and manual process.
7. Determine the procedures for making purchases and uphold the purchasing regulations.

RESPONSIBILITY FOR PROCUREMENT

Supply Officers have the financial responsibility to ensure that all aspects of a requisition document are reviewed and evaluated in terms of correctly identifying the material to be purchased including purchase priority, price, description, etc. Not conducting a thorough analysis of all aspects of a requisition could needlessly waste limited purchase and shipping resources.

Supply Officers procure replenishment material for stocked material when they are within the ship's allowance. When procuring technical materials, Supply Officers consult with other department heads to ensure that the materials meet desired specifications.

Many materials, equipment and supplies used aboard ship are not stocked in supply storerooms but are ordered to meet a specific requirement for one of the ship's departments. This material is ordered for "direct turnover" (DTO) to the requestor upon receipt.

Some material will be received aboard ship without any procurement action by the supply department. These materials are usually new items of equipment or equipage that are automatically furnished to ships as replacements for obsolete items.

While procurement is the responsibility of the Supply Officer, the actual job of preparing documents will normally be assigned to Logistic Specialist (LS). You may be assigned to perform one or more specific tasks relating to procurement. The Supply Officer will rely on you to perform your job properly.

METHODS OF PROCUREMENT

There are three basic methods by which an activity may obtain required material or services. The requisition method utilizes an NSN and is submitted to the support activity. The second and third methods are used to fill requirements for items that do not have a stock number. The Purchase Card Program is intended to streamline small purchase methods; minimize paperwork; eliminate Imprest Fund (petty cash); streamline payment processes; and simplify the administrative effort associated with traditional and emergent purchase of supplies and services. The Purchase Card Program is used for micro-purchases of $3,000 or less for supplies or $2,500 or less for services. Requests for material or services above the GPC threshold will be submitted to the nearest support activity for contracting services. The contracting office uses the information on the requisition to buy the material or services on a one-time purchase basis.

Determination of Requirements

The Supply Officer is responsible for maintaining stocks to meet probable demands within the limits established by operational plans. This includes general stores, fuel, subsistence items and ship's store and clothing stocks. The Supply Officer, with other supply personnel, must be able to accurately determine the requirements for these items.

When repair parts are in the custody of Supply Officers, they are responsible for requisitioning replacements for those that have been issued. When department heads have custody of repair parts, they are responsible for notifying the Supply Officer each time a repair part is taken from stock. The Supply Officer then requisitions a replenishment repair part.

Special Requirements

Other departments may require special material or an item in a greater quantity than is usually stocked in the storeroom. For example, the Engineering Officer plans to re-brick a boiler and you do not carry firebrick in the storeroom. It is the Engineering Officer's responsibility to inform the Supply Officer of the special requirement.

Responsibilities of Logistics Specialist

Supply Officers rely on LSs to prepare procurement documents. LSs usually determine routine requirements and inform their Supply Officers about requirements requiring their judgment and decision. This is not the sole job of one LS; all LSs share in this responsibility regardless of rate or where they work. Briefly stated below are some of the jobs that LSs may fulfill:

SUPPLY SUPPORT CENTER. In the Supply Support Center, the LS has constant contact with maintenance personnel from all departments. Their knowledge of requirements helps the Supply Officer to detect errors in repair parts allowances.

STOREROOM LS. By knowing your storeroom and stock particularly in bulky or fast-moving items you may be able to re-stow stock to provide space for additional material. You also will be able to tell which items are not moving and may be excess and to spot obvious errors in issue and receipt quantities.

STOCK RECORDS LS. By being able to interpret the data reflected in stock record file, you can advise the Supply Officer of items requiring a review of the high and low limits because of increased or decreased usage.

ORDERING LS. Be alert for errors in the technical edit elements of a request for either stock replenishment or DTO orders.

Factors in Determining Requirements

Before you can determine types and quantities of items to be carried, you must establish a desired endurance level for general categories of material. Endurance is defined as the period of time required for a ship to use a definite quantity of supplies. The first consideration in establishing endurance is the availability of storeroom space and its allocation among the different types of stores. Then convert the space to the number of days that the ship can be maintained by capacity loading. The Supply Officer will normally try to equalize the endurance of the various types of stores. NAVSUP P-485 provides up-to-date endurance charts for specified periods of time. The following paragraphs discuss other factors.

Routine Requirements

A ship's requirements usually will fall under the heading of "routine requirements". The requirement for an item is initially established when the ship is commissioned or when it is first stocked. The requirement is validated at each supply overhaul.

Routine requirements are of two types: (1) stock replenishment—to replace material issued from your storerooms and (2) (DTO)—material not carried in your storerooms ordered as a result of a verified requirement from another department. When received it is directly turned over to the requesting department.

The stock records LS normally identifies stock replenishment requirements when posting issues to the stock record file. Each time a repair part is used, a request should be submitted to the supply office so that a replacement can be requisitioned.

Available Space

The amount of storage space available for an item is an obvious limiting factor. You cannot stow 100 cubic feet of material in a 50-cubic foot space. For this reason, bulky items may have to be carried in a quantity less than the desired level and reordered more frequently. Highly perishable items may also be stocked at a lower level to keep deterioration to a minimum. On the other hand, items of low cost and low bulk may be carried at a higher level to reduce the time spent in ordering and stowing.

Historical Demand

The most accurate guide in determining your ship's requirements is the demand shown in its stock records. This tells you a usage factor that can be projected to future usage by either of the following methods or by a combination of the two. To compute 3 months' endurance use the following formula:

- Fast-moving items-multiply past month's usage by three
- Slow-moving items-divide past 6 months usage by two
- Usage information is also found in the Frequency and Demand Listing, received as a result of an Integrated Logistics Overhaul (ILO).

It is only when there is no usage that the additional aids discussed below must be relied on when determining the requirements for an item.

Allowance Lists

Allowance Lists, Initial Outfitting Lists and Usage Data Tables are prepared to help Supply Officers determine stock requirements. They are usually provided for new or re-commissioned ships. Since these ships have no prior usage to rely on, these lists and tables will be most helpful to the Supply Officer in determining supply requirements. These lists control the type and quantity of equipage and are guides for determining the supply requirements. Allowance Lists as used here do not include the Coordinated Shipboard Allowance List (COSAL) Stock Number Sequence List-Storeroom Items (SNSL-SRI) or Integrated Stock List-Storeroom Item (ISL-SRI) for repair parts.

Other Departments

The supply department uses only a small part of the material stocked in the storerooms. Since other departments are your biggest customers they will frequently advise you of requirements for material that are typically above normal usage. With this advance notification, Supply Officers can temporarily increase the stock level to meet the anticipated demand. They may also advise you of material which has been used in the past that is no longer required. Thus, the requirement for this item can be deleted to prevent having excess material in the storerooms.

Ship's Operation

Operating factors may make it necessary to review stock record files and reevaluate the requirements for some or all items stocked. These factors are:

- Expected length of cruise
- Type of operation (combat or training)
- Expected climate during the operation
- Supply support that will be available.

If the expected length of a cruise is less than the normal endurance load, then no major adjustment is necessary. However, if the operation is expected to last longer, review of Demand Based Items (DBI) and essential items is necessary to determine if there are increased requirements.

If the ship has been operating in a hot or temperate climate for an extended period of time and then is scheduled for deployment to the arctic, a review of materials required for cold weather operations is advisable.

A major factor of concern to the Supply Officer, when the ship is scheduled for deployment is the supply support during the cruise. Will the ship be steaming independently? Will it be in company of similar ships? Will it be able to obtain material from Military Sealift Command, Combat Logistics Force (CLF) ships or ashore activities? All of these questions must be answered before the Supply Officer can accurately determine the ship's requirements. This information is usually provided in the operation orders.

SOURCE OF SUPPLY

The material required to support your ship is normally procured through the supply system. Emergency procurement may be by transfer from another ship or by purchase on the open market. Operation orders and instructions specify the sources of supply.

INCONUS

When your ship is home-ported in the United States support normally is obtained from the nearest supply support activity or Fleet Logistic Center (FLC).

They either furnish the material or pass the requisition to the appropriate activity for action. The supply department of a naval shipyard or other ashore activity may issue maintenance items to ships while at that activity. Requisitions for major stock replenishment should be submitted to the established supply support activity. Fleet commands may also use Military Sealift Command, ships to support other ships when desirable.

Overseas

CLF units or overseas bases as specified in the operation orders and instructions provide supply support to ships in overseas waters. CLF supply support is normally provided by underway replenishment. Procedures for obtaining CLF support are found in the various fleet requisitioning guides. Local commands and operating conditions determine if the underway replenishment is to be by conventional replenishment (CONREP) ship alongside, vertical replenishment (VERTREP) helicopter, or both.

The Fleet Issue Load List (FILL) projects the material requirements for resupply support deployed forces of the Atlantic and Pacific Fleets. It is based on actual usage factors for those items most commonly requested by fleet units. Also for a limited number of additional items included for support of CNO-approved weapons systems and equipment. As set forth by the CNO, the FILL is computed to satisfy 85% of the forecasted demands of the deployed fleet for a 90-day period. FILL material is positioned aboard combat stores ships (T-AFS).

The Consolidated Afloat Requisitioning Guide Overseas (CARGO) is tailored for use by afloat requisitioners when requisitioning material, except ammunition, from CLF. The CARGO (NAVSUP P-4998) is issued two times per year by NAVSUP WSS MECH. Content, requisitioning procedures, explanation of tables and required reports are found in each chapter of the CARGO. Each CARGO consists of four chapters as follows:

- COMNAVSURFLANT/COMNAVSURFPAC Supply Sources and Requisitioning instructions
- NEXCOM - Ships Store Afloat Requisitioning and Load List
- NAVSUP - Subsistence Requisitioning Tables
- NAVSUP WSS - The Fleet Issue Load List (FILL).

The Tender and Repair Ship Load List (TARSLL) is prepared by NAVSUP WSS MECH and reflects the material authorized to be stocked by tenders (AS) in support of their assigned missions. TARSLLs include the following categories of material:

- Equipment related items (items required by the tender to repair or alter equipment/ components installed in the supported units)
- Industrial items (general use items required for the direct support of shops and industrial service provided by tender)
- Items of resupply required for the support of assigned submarines.

In addition, the Submarine Tender (AS) TARSLL includes items required to support submarines. Other ships may be able to satisfy emergency requirements when no other source of supply is available.

REQUISITIONING

A requisition is an order from an activity requesting material or services from another. Printed forms designed to provide the information need the most common method of requisitioning for the physical transfer of the material and accounting requirements.

Military Standard Requisitioning and Issue Procedures

The Military Standard Requisitioning and Issue Procedures (MILSTRIP) will be used for ordering all material (except those commodities excluded in par. 3022) from the Navy Supply System, other military installations, the Defense Logistics Agency and the General Services Administration.

MILSTRIP Requisitioning Forms

MILSTRIP requisitioning is based upon the use of a coded, single line item document for each supply transaction. One of the following documents will be used for MILSTRIP requisitioning:

- DD Form 1348 - DoD Single Line Item Requisition System Document (Manual)
- NAVSUP Form 1250-1 - Single Line Item Consumption/Requisition Document (Manual)
- NAVSUP Form 1250-2 - Non-NSN Requisition (4491)
- DD Form 1348-6 - DoD Single Line Item Requisition System Document (Manual Long Form).

For a detailed description of these forms and their use, refer to NAVSUP P-485.

Material Excluded

The following types of materials, which are excluded from MILSTRIP, will be requisitioned by DD Form 1149 unless otherwise indicated:

- Ship's propulsion and aviation fuel, bulk lubricants

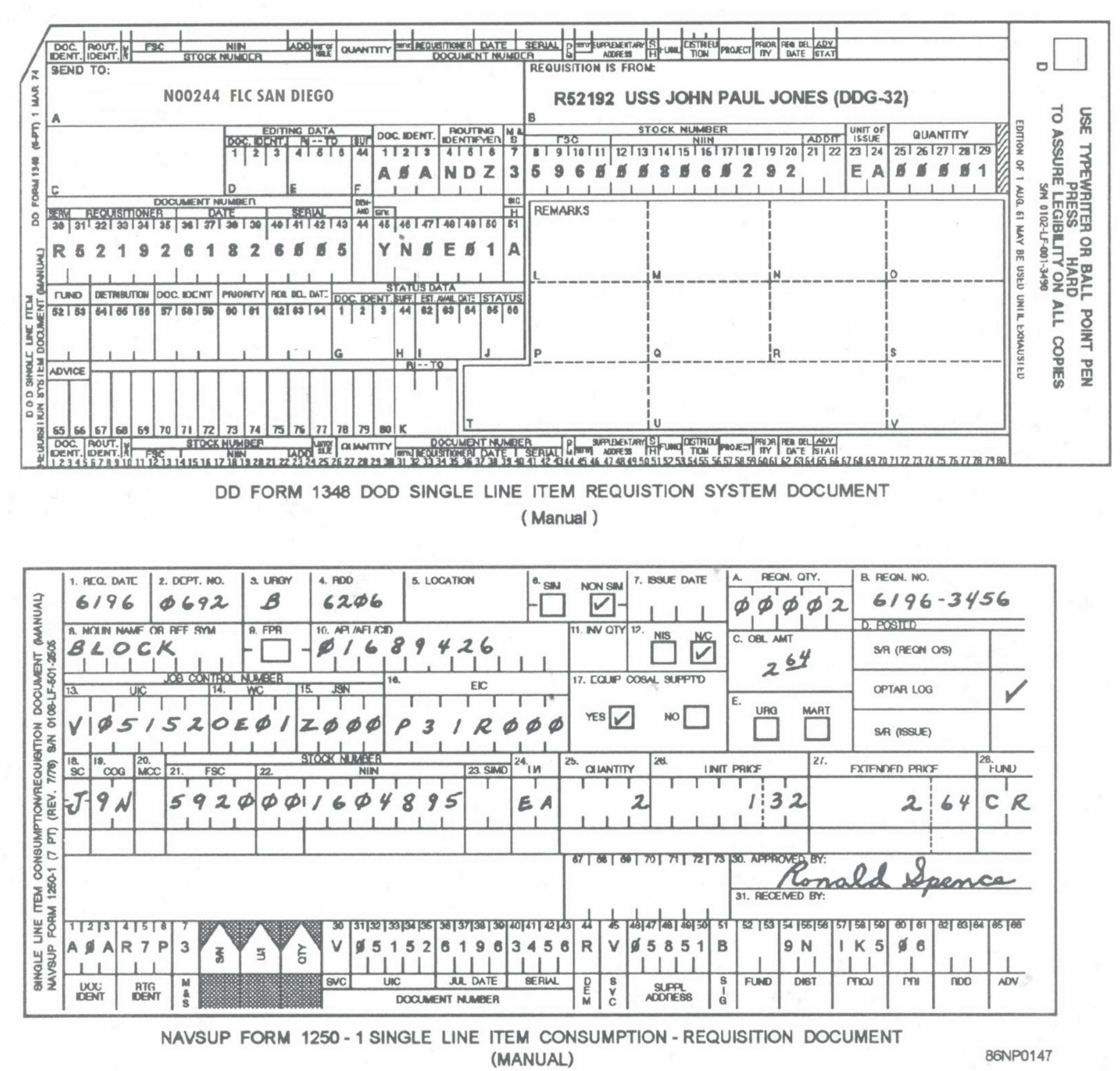
- Cognizance symbol I material not assigned a 13 character Navy Item Control Number (NICN), including standardization documents and departmental letter type directives
- Cognizance symbol 0K library materials (books, periodicals, etc.). controlled by the Chief of Naval Education and Training (CNET) requisitioned by letter to CNET in accordance with the Naval General Library Manual (NAVEDTRA 15862)
- Industrial plant equipment (requisitioned by use of DoD Production Equipment Requisition/Non availability Certificate).

Communication security equipment, communication security aids (keying material) and all items, including components, individual elements and repair parts, which are classified and designated crypto or which normally are handled through crypto channels, use of the DD Form 1149 is not appropriate for items for which other procurement methods (e.g. correspondence) are prescribed in the Registered Publication Systems Manual 4 (RPS 4).

PREPARATION OF MILSTRIP REQUISITION

MILSTRIP relies upon coded data for processing requisitions by means of automatic data processing equipment; therefore, regardless of the prescribed requisitioning document, care must be taken in selecting and entering coded data elements.

When manually preparing a DD Form 1348, it is recommended, but not mandatory, that data be entered within the "tic" marks in the form; however, it is mandatory that entries be included within the data fields to which they pertain. To eliminate confusion between a numeric zero and the alphabetic "0", use the communication "Ø" for a zero entry.



SEND TO: N00244 FLC SAN DIEGO

REQUISITION IS FROM: R52192 USS JOHN PAUL JONES (DDG-32)

A Ø A NDZ 3 5 9 6 Ø Ø Ø 8 Ø 6 Ø 2 9 2 EA Ø Ø Ø Ø 1

R 5 2 1 9 2 6 1 8 2 6 Ø Ø 5 Y N Ø E Ø 1 A

REMARKS

USE TYPEWRITER OR BALL POINT PEN
PRESS HARD
TO ASSURE LEGIBILITY ON ALL COPIES

EDITION OF 1 AUG 61 MAY BE USED UNTIL EXHAUSTED

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

1. REQ. DATE 6196; 2. DEPT. NO. Ø692; 3. URGY B; 4. RDD 62Ø6; 5. LOCATION; 6. SIM / NON SIM ✓; 7. ISSUE DATE; A. REQN. QTY. ØØØØ2; B. REQN. NO. 6196-3456

8. NOUN NAME OR REF SYM BLOCK; 9. FPR; 10. API/AFI/CID Ø1689426; 11. INV QTY; 12. NIS / N/C ✓; C. OBL AMT 2.64; D. POSTED S/R (REQN O/S)

JOB CONTROL NUMBER: 13. UIC V Ø5152; 14. WC OE Ø1; 15. JSN ZØØØ; 16. EIC P31RØØØ; 17. EQUIP COSAL SUPPT'D YES ✓ NO; E. URG MART; OPTAR LOG ✓; S/R (ISSUE)

18. SC J; 19. COG 9N; 20. MCC; STOCK NUMBER: 21. FSC 5920; 22. NIIN ØØ1604895; 23. SMIC; 24. U/I EA; 25. QUANTITY 2; 26. UNIT PRICE 1.32; 27. EXTENDED PRICE 2.64; 28. FUND CR

30. APPROVED BY: Ronald Spence

31. RECEIVED BY:

A Ø A R 7 P 3 V Ø 5 1 5 2 6 1 9 6 3 4 5 6 R V Ø 5 8 5 1 B 9 N I K 5 Ø 6

DOC IDENT; RTG IDENT; M & S; SIM; UI; QTY; SVC; UIC; JUL DATE; SERIAL; DOCUMENT NUMBER; DEM; SVC; SUPPL ADDRESS; SIG; FUND; DIST; PROJ; PRI; RDD; ADV

NAVSUP FORM 1250-1 SINGLE LINE ITEM CONSUMPTION-REQUISITION DOCUMENT (MANUAL)

86NP0147

Figure 3-1 — Example of MILSTRIP documents.

Data Entries

Data entries in the DD Form 1348 and the NAVSUP Form 1250-1 must be made in accordance with the instructions found in the NAVSUP P-485.

Distribution of DD Form 1348 and NAVSUP Form 1250-1

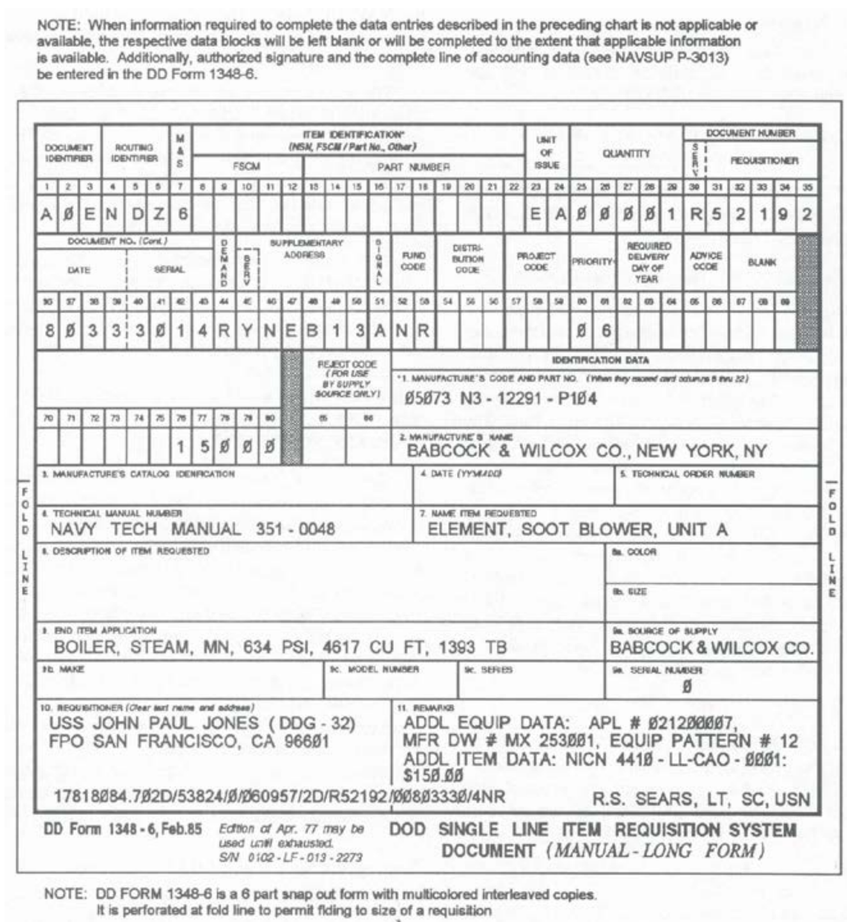
When prepared as a requisition, the DD Form 1348 and the NAVSUP Form 1250-1 must be distributed as required by NAVSUP P-485.

Preparation of the DD Form 1348

The DD Form 1348 is used to requisition material which cannot be identified by an NSN, a NATO stock number, or an NICN. The form consists of two sections. The upper section includes essentially the same data elements as those in a DD Form 1348. The lower section includes ten data blocks for additional identification data which permits the inclusion of all available technical or descriptive data which will assist the supply source in the identification and/or procurement of the requisitioned item. Since the supply source must process a DD Form 1348 “off line", which usually delays material delivery, every effort should be made to cross part numbers to NSNs so that the material can be requisitioned on DD Form 1348.

Preparation of the NAVSUP Form 1250-2

The NAVSUP Form 1250-2 is a dual purpose document for use by afloat activities to requisition NON-NSN/part numbered items from Navy supply sources and to record and report demand/usage data. The form is a combination of the DD Form 1348 and the NAVSUP Form 1250-1. Use of the form allows afloat supply personnel to requisition and report the demand/usage on a single document instead of completing a separate NAVSUP Form 1250-1 and a DD Form 1348 for each item. Unlike the DD Form 1348, which is a DoD form, the NAVSUP Form 1250-2 may only be used by afloat activities and only at Navy supply activities. It is not approved for use outside the Navy Supply System.



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 (1–3)	Routing Identifier (4–6)	M & S (7)	Item Identification* (NSN, FSCM / Part No., Other): FSCM (8–12) / Part Number (13–22)	Unit of Issue (23–24)	Quantity (25–29)	Document Number: Serv (30)	Requisitioner (31–35)
AØE	NDZ	6		EA	ØØØØ1	R	52192

Document No. (Cont.): Date (36–39)	Serial (40–43)	Demand (44)	Supplementary Address: Serv (45) / (46–50)	Signal (51)	Fund Code (52–53)	Distribution Code (54–56)	Project Code (57–59)	Priority (60–61)	Required Delivery Day of Year (62–64)	Advice Code (65–66)	Blank (67–69)
8Ø33	3Ø14	R	YNEB13	A	NR			Ø6			

(70–80)	Reject Code (For use by supply source only) (65–66)
15ØØØ	

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:

9d. SERIES:

9e. 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

FOLD LINE

DD Form 1348 - 6, Feb.85 — *Edition of Apr. 77 may be used until exhausted. S/N 0102 - LF - 013 - 2273*

DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (*MANUAL - LONG FORM*)

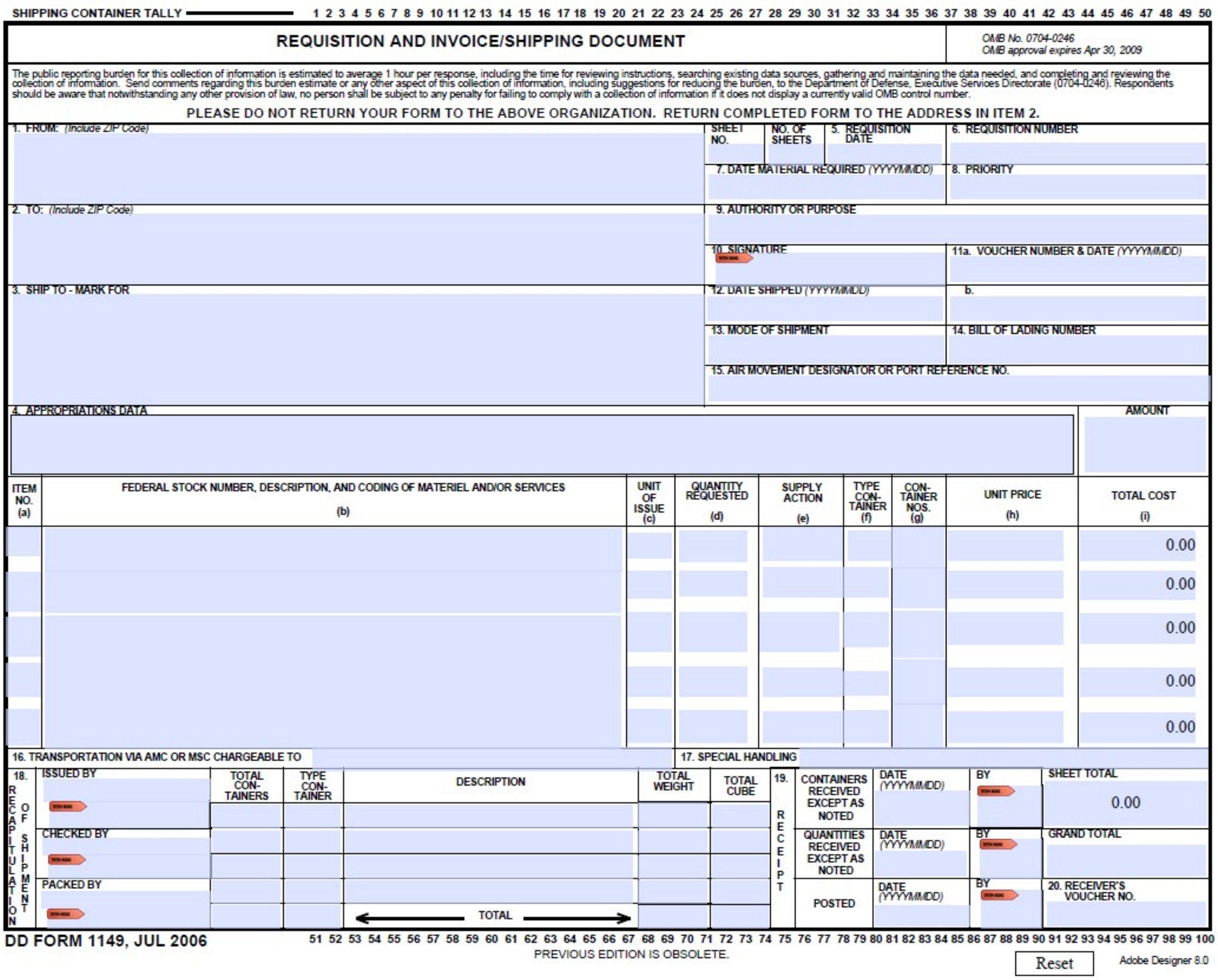
NOTE: DD FORM 1348-6 is a 6 part snap out form with multicolored interleaved copies. It is perforated at fold line to permit flding to size of a requisition

Figure 3-2 — Example of Non-NSN requisition.

Preparation of Requisition and Invoice/Shipping Document (DD Form 1149)

A DD Form 1149 will be prepared only for the procurement of material that is excluded from MILSTRIP. It may also be prepared for excluded material for which a procurement document is not specified. It may be used to requisition repairs or rentals of laborsaving devices, repairs of equipage items, dry-cleaning, or renovation services, etc., when required by the supply source or repair facility.

When the DD Form 1149 is used for the procurement of specified materials (other than bulk petroleum) and services, it should be prepared using the guidance found in the NAVSUP P-485. An example is shown in (*Figure 3-3*).



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

OMB No. 0704-0246
OMB approval expires Apr 30, 2009

The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services Directorate (0704-0246). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2.

1. FROM: *(Include ZIP Code)*
SHEET NO. | NO. OF SHEETS | 5. REQUISITION DATE | 6. REQUISITION NUMBER
7. DATE MATERIAL REQUIRED *(YYYYMMDD)* | 8. PRIORITY
2. TO: *(Include ZIP Code)*
9. AUTHORITY OR PURPOSE
10. SIGNATURE | 11a. VOUCHER NUMBER & DATE *(YYYYMMDD)*
3. SHIP TO - MARK FOR
12. DATE SHIPPED *(YYYYMMDD)* | b.
13. MODE OF SHIPMENT | 14. BILL OF LADING NUMBER
15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.
4. APPROPRIATIONS DATA | AMOUNT

ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES (b)	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CON-TAINER (f)	CON-TAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)
								0.00
								0.00
								0.00
								0.00
								0.00

16. TRANSPORTATION VIA AMC OR MSC CHARGEABLE TO | 17. SPECIAL HANDLING

18. RECAPITULATION OF SHIPMENT
ISSUED BY | TOTAL CON-TAINERS | TYPE CON-TAINER | DESCRIPTION | TOTAL WEIGHT | TOTAL CUBE
CHECKED BY
PACKED BY
TOTAL

19. RECEIPT
CONTAINERS RECEIVED EXCEPT AS NOTED | DATE *(YYYYMMDD)* | BY | SHEET TOTAL 0.00
QUANTITIES RECEIVED EXCEPT AS NOTED | DATE *(YYYYMMDD)* | BY | GRAND TOTAL
POSTED | DATE *(YYYYMMDD)* | BY | 20. RECEIVER'S VOUCHER NO.

DD FORM 1149, JUL 2006 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

PREVIOUS EDITION IS OBSOLETE.

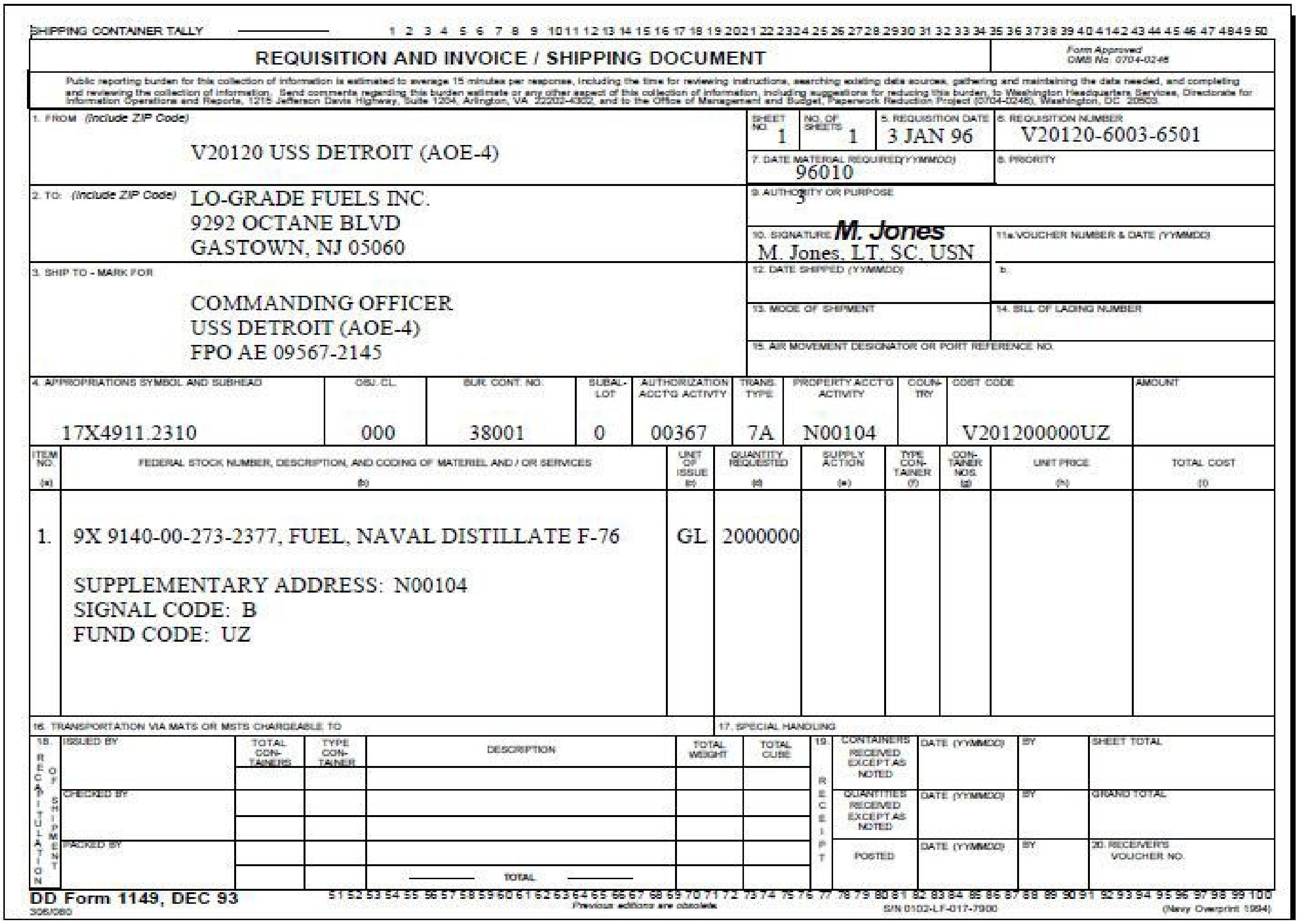
Reset

Adobe Designer 8.0

Figure 3-3 — An example of a Requisition and Invoice/Shipping Document, DD Form 1149 (multiple requests).

Bulk Petroleum

When bulk fuel or bulk lube oil is procured from an ashore supply activity, a DD Form 1149 is required to be submitted. A DD From 1149 also is required for procurement of DLA-owned bulk petroleum from a Military Sealift Command (MSC) tanker. The prescribed format for the preparation of a DD Form 1149 for bulk petroleum is found in NAVSUP P-485. See (*Figure 3-4*) for an example of a DD Form 1149 used for petroleum products.


REQUISITION AND INVOICE / SHIPPING DOCUMENT

1. FROM (Include ZIP Code): V20120 USS DETROIT (AOE-4)

SHEET NO. 1 — NO. OF SHEETS 1 — 5. REQUISITION DATE: 3 JAN 96 — 6. REQUISITION NUMBER: V20120-6003-6501

7. DATE MATERIAL REQUIRED (YYMMDD): 96010

2. TO: (Include ZIP Code) LO-GRADE FUELS INC. 9292 OCTANE BLVD GASTOWN, NJ 05060

9. AUTHORITY OR PURPOSE: 3

10. SIGNATURE: M. Jones — M. Jones, LT, SC, USN

3. SHIP TO - MARK FOR: COMMANDING OFFICER USS DETROIT (AOE-4) FPO AE 09567-2145

4. APPROPRIATIONS SYMBOL AND SUBHEAD	OBJ. CL.	BUR. CONT. NO.	SUBAL-LOT	AUTHORIZATION ACCTG ACTIVITY	TRANS. TYPE	PROPERTY ACCT'G ACTIVITY	COUN-TRY	COST CODE	AMOUNT
17X4911.2310	000	38001	0	00367	7A	N00104		V201200000UZ	

ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND / OR SERVICES (b)	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CONTAINER (f)	CONTAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)
1.	9X 9140-00-273-2377, FUEL, NAVAL DISTILLATE F-76 SUPPLEMENTARY ADDRESS: N00104 SIGNAL CODE: B FUND CODE: UZ	GL	2000000					

DD Form 1149, DEC 93

Figure 3-4 — An example of a Requisition and Invoice/Shipping Document, DD Form 1149 (petroleum products).

NORS/NMCS Requisitions

NORS (Not Operationally Ready Supply) Requisitions. NORS requisition are requisitions submitted for a casualty report (CASREP) requirement, as defined in Navy Warfare Publication (NWP) 10-1-10 or: anticipated CASREP requirement (ANORS), as authorized in OPNAVINST 4614.1 (series).

NMCS (Not Mission Capable Supply) Requisitions. An NMCS requisition is any requisition submitted for aviation material required to correct an aircraft NMCS condition, an anticipated NMCS condition (ANMCS), or a partial mission capable - supply (PMCS) condition as defined in OPNAVINST 5442.4

(series). It is also any requisition for a test bench item qualified to be designated as a BROAD ARROW requirement in accordance with OPNAVINST 5442.2 (series).

A NORS/NMCS requisition will be prepared in the same format as that described for a MILSTRIP requisition. Specific data entries required in a NORS requisition are described in NAVSUP P-485.

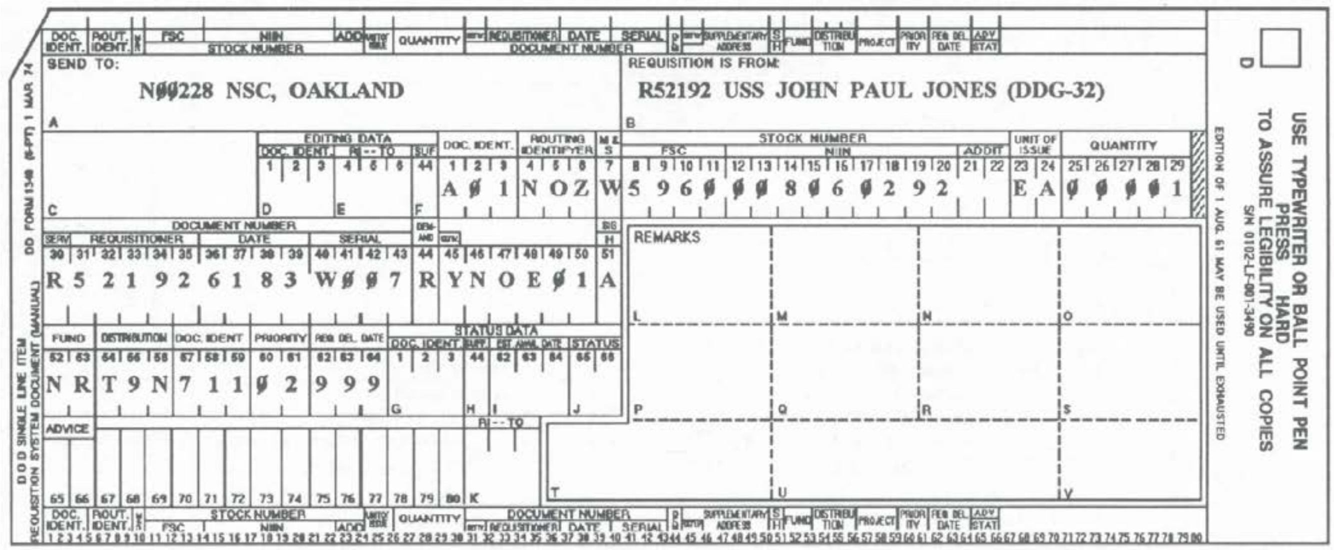


Figure 3-5 — NMCS/NORS Requisitions.

Methods of Requisition Transmittal

MILSTRIP is designed to permit transmission and receipt of requisitions by electronic methods. Telephone, mail, fax and courier are the most labor intensive and error prone methods of submission and should be avoided. To assure responsive and expeditious processing, the media of communication used will be consistent with and subject to, the limitations for use of media and status codes cited in NAVSUP P-485, Appendix 16. The media to be used and the normal order of preference of use for each media is as follows:

- Streamlined Automated Logistics Tool Set (SALTS) will be used to electronically transmit all Priority Designators (PDS) 01-15 documents. This includes all exception requisitions for standard stock material (NSN/NICN)
- Naval messages may be used for priorities 01-08 documents and will be assigned a communications precedence of “Priority”. Naval messages should be used on an exception basis and only as a means for electronic submission of MILSTRIP documents in prescribed formats
- Telephone for PDS 01-03 documents may be used when electronic means are unavailable. If the telephone is used, the verbally submitted requirements will not be confirmed with requisition document transmittals by another media. Telephone transmittal is not recommended due to the possibility of supply source errors in documenting verbally provided requisition data.

For non-automated activities, a requisition (NAVSUP Form 1250-1, NAVSUP Form 1250-2, DD Form 1348) will be prepared for each item requested via SALTS, message or telephone.

MILSTRIP Messages to be Submitted via Defense Automatic Addressing System (DAAS)

DAAS is a near "real time" system that functions as an automated system for routing logistics data traffic and provides transaction processing and data information services. It is designed to effectively utilize communications provided by established communications networks. An input message or file to DAAS may contain different types of transactions, but each transaction must be on a separate line. An input message to DAAS may include multiple requisitions, follow-ups, requisition modifiers, cancellation requests, etc., provided that each document included in the message is limited to 66 card columns of data.

MILSTRIP Messages to be Submitted Direct to Supply Source

Message requisitions for non-NSN/NICN items or NSN/NICN items requiring exception data will be submitted direct to the supply source. These messages will be prepared in accordance with the NAVSUP P-485. An example is shown in (*Figure 3-6*).

```
RTTUZYUW RUFRSGG9846 2782200-UUUU--RUCBTFA
ZNR UUUUU
R 052200Z OCT 95
FM USS JOHN PAUL JONES
TO FLC SAN DIEGO N4
INFO (AS REQUIRED)
BT
UNCLAS   N04491
MSGID/GENADMIN/USS JOHN PAUL JONES
SUBJ/MILSTRIP NON-NSN REQUISITION
RMKS/1.  A05/NDZ/S/BLNK/EA/ZERO ZERO ZERO ZERO ONE/R52192/5278/3014/R/
YNEB01/A/NR/BLNK/EK5/05/BLNK/BLNK/$150.00.  IDENTIFICATION DATA: FSCM AND PAR
NO. 05073 N3-122291-P104; MFR BABCOCK AND WILCOX CO., NEW YORK NY; NAVY TECH
MANUAL 351-0048; ITEM NAME: ELEMENT, SOOT BLOWER, UNIT A; END ITEM
APPLICATION: BOILER, STEAM, MN, 634 PSI, 1393 TB; SOURCE OF SUPPLY: BABCOXK AN
WILCOX CO; APL 021200007; MFR DWG NO. MX 253001; EQUIP SPEC MIL-R-18381 SHIPS;
ADDL ITEM DATA: NICN 4410-LL-CAO-0001
BT //
```

SKf03004

Figure 3-6 — An example of a naval message draft requisition.

Letter Requests

Letter requests occasionally may be used to obtain material for which the usual procurement documents are not applicable or inappropriate. Generally, letter requests will be submitted only when a formal discussion of the material requirement is necessary. The cognizant systems command, bureau, office or other inventory manager may also require their use. In addition to item descriptions and quantities letter requests will include, as a minimum, a MILSTRIP document number (for each item), an authorized priority designator (or required delivery date) and applicable accounting data. When a letter request is submitted for material that is chargeable to the ship's OPTAR, a DD Form 1348 will be prepared as an obligation document.

Uniform Material Movement and Issue Priority System (UMMIPS)

An integral and vital part of the Military Standard Requisitioning and Issue Procedures (MILSTRIP) is the requirement to assign priorities in accordance with standards set forth in the Uniform Material Movement and Issue Priority System (UMMIPS) found in DoD 4140.1-R. In the movement and issue of material, it is necessary to establish a common basis to determine the relative importance of competing demands for resources of the logistics systems such as transportation, warehousing, requisition processing and material assets. The basis for expressing the military urgency of a requirement is the priority designator (PD), which ranges from 01 (highest) to 15 (lowest). The PD assigned to a requisition determines the time frame within which the requirement normally will be processed by the supply system.

PROCUREMENT FROM SERVMARTS

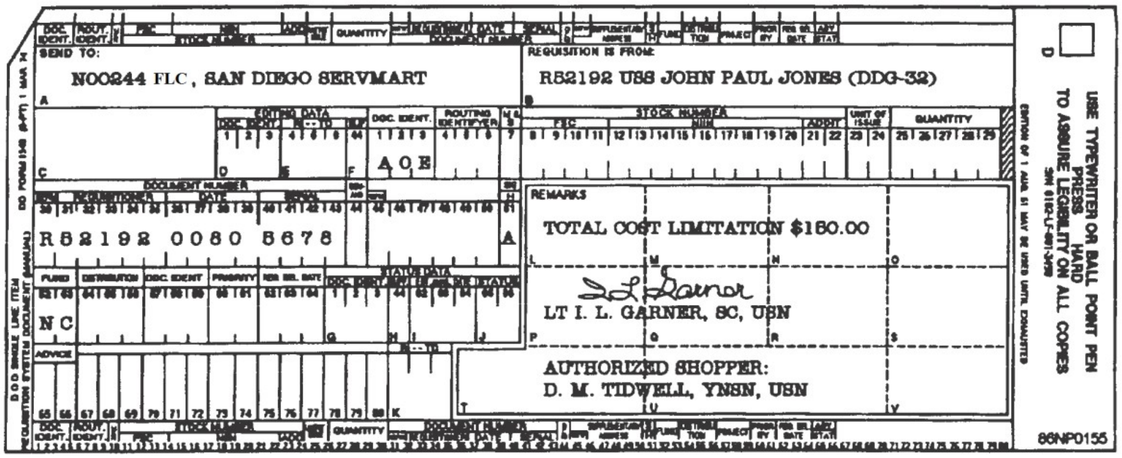
A SERVMART is a self-service store operated by an ashore supply activity to provide a ready supply of relatively low cost items frequently required by customers in the area. SERVMART also stocks certain items of medical and dental supplies which are stored in a segregated area and can only be obtained by Medical or Dental Officers or by Hospital Corpsmen identified by an official letter of authorization signed by the Commanding Officer (or his designated representative) of the customer's command. Each SERVMART issues a SERVMART Shopping Guide listing the cognizance symbol, NSN, noun name, unit of issue, unit price and storage location of each item stocked. The self-service feature of SERVMARTs, as well as the simplified requisitioning procedures explained in subsequent paragraphs, enables an ashore supply activity to realize substantial cost savings and permits its customers to obtain material quickly without having to prepare and submit a separate requisition for each item required. The range of material available, ease of acquisition and ready convertibility to personal use require that afloat supply management personnel rigorously monitor and control SERVMART shopping.

SERVMART Procedures

A SERVMART Shopping List (SSL) (NAVSUP Form 1314) is used to list the items to be procured from a SERVMART. It provides the basis for preparation of each DD Form 1348 or NAVSUP Form 1250-1 money value only (MVO) required for such procurements. See (*Figures 3-7 and 3-8*) for examples of documents used to procure items from SERVMART.

Mandatory Requirements

An SSL (NAVSUP Form 1314) is used to list multiple items intended to be procured from SERVMART, along with the accounting data necessary for procurement. The use of the SSL is mandatory in all procurement actions from SERVMART.



SEND TO:
N00244 FLC, SAN DIEGO SERVMART

REQUISITION IS FROM:
R52192 USS JOHN PAUL JONES (DDG-32)

A O E

R 5 2 1 9 2 0 0 8 0 5 6 7 8

A

N C

REMARKS

TOTAL COST LIMITATION $150.00

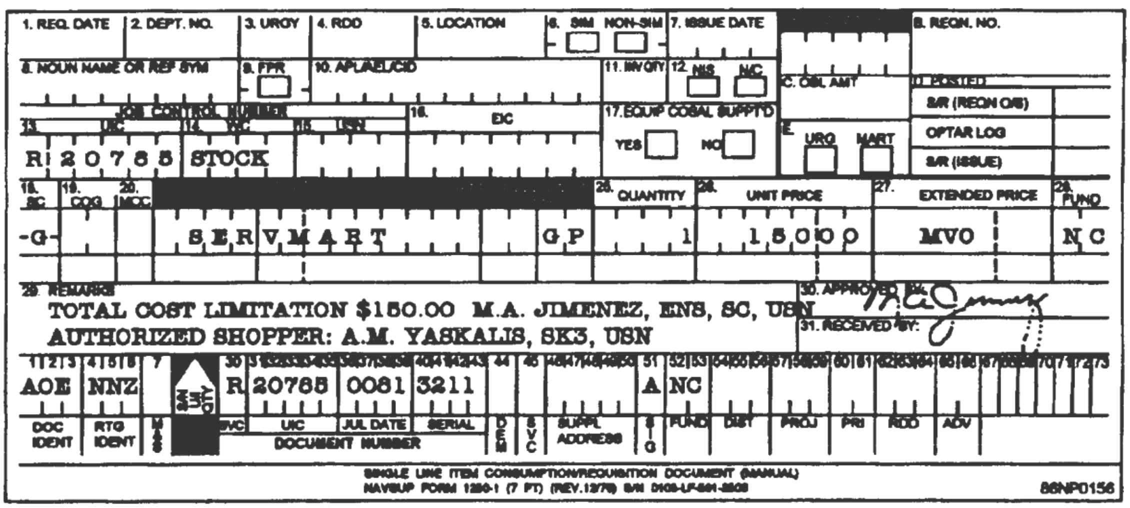
LT I. L. GARNER, SC, USN

AUTHORIZED SHOPPER:
D. M. TIDWELL, YNSN, USN

USE TYPEWRITER OR BALL POINT PEN
PRESS HARD
TO ASSURE LEGIBILITY ON ALL COPIES

86NP0155

Figure 3-7 — Example of a DD Form 1348 SERVMART procurement document.



1. REQ. DATE | 2. DEPT. NO. | 3. URGY | 4. RDD | 5. LOCATION | 6. SIM NON-SIM | 7. ISSUE DATE | 8. REQN. NO.

R 20765 STOCK

-G- SERVMART GP 1 15000 MVO NC

29. REMARKS
TOTAL COST LIMITATION $150.00 M.A. JIMENEZ, ENS, SC, USN
AUTHORIZED SHOPPER: A.M. YASKALIS, SK3, USN

AOE NNZ R 20765 0081 3211 A NC

SINGLE LINE ITEM CONSUMPTION/REQUISITION DOCUMENT (MANUAL)
NAVSUP FORM 1250-1 (7 PT) (REV.12/78)

86NP0156

Figure 3-8 — Example of a NAVSUP Form 1250-1 SERVMART procurement document.

Material in Bulk Quantities

Since larger ships often require quantities of material which would exceed amounts reasonably expected to be stocked on the shelf, many SERVMARTs provide a bulk issue service. This service is designed to provide the large customer with higher quantity requirements permitting material to remain available on the shelf to fill smaller customer needs. However, SERVMARTs are not designed to be the source of supply for long term requirements or pre-deployment loadouts. The use of SERVMARTs to fill such needs is not authorized.

Pickup of Material

The Logistics Specialist or other person designated to pick up material at a SERVMART is responsible for the following actions:

- If the total quantity requested is obtained, circle the quantity indicated on the SSL; if only a partial quantity is available, line out the requested quantity and enter and circle the quantity obtained; if the item is not available in any quantity, line out the requested quantity and enter "NIS" in the "Qty" column
- Correct the SSLs, when necessary, to reflect current prices, stock numbers and units of issue of items obtained
- Group and check out the items obtained by material category (i.e., a separate group of items for each SSL); and as each group of items is checked out, give the original SSL's to the SERVMART clerk. The SERVMART clerk will return the white copy of the SSL with an adding machine/EPOS tape to the shopper.
- Prior to leaving the SERVMART, reconcile any differences between the prices listed in each adding machine/EPOS tape and those indicated in applicable SSLs.

SPECIAL REQUISITIONING

REQUISITION FILE MAINTENANCE

Requisition file maintenance begins when a requisition is prepared and is placed in the Material Outstanding File (MOF). When the material ordered has been received or canceled, the requisition document, with a copy of the receipt document, is placed in the material completed file (MCF). The cycle ends when the charge has been cleared through the Defense Finance and Accounting System (DFAS) at Norfolk and is reported to your ship. The steps in between are largely dependent upon the volume of requisitions prepared and the procedures used in your office. In this section we will only discuss the MOF and how it is used.

Material Outstanding File

The status of requisitions in the material outstanding file (MOF) will be reviewed periodically to ensure that, when necessary, timely follow-up action is initiated. The status of priority 01-03 requisitions should be reviewed daily; the status of priority 04-08 requisitions should be reviewed weekly; and the status of priority 9-15 requisitions should be reviewed at least monthly. The MOF will be maintained in Document Numbered Sequence.

REQUISITION STATUS

To keep requisitioners informed as to the action being taken on their requests, MILSTRIP provides for status data to be provided by processing activities in response to the media and status (M&S) code which is a mandatory entry in the requisition (see NAVSUP P-485, Appendix 16).

MILSTRIP status is categorized as follows:

a. exception status

b. 100% supply status

c. 100% supply status plus shipment status

d. exception status plus shipment status

The frequency and type of status is determined by the Media and Status (M & S) code assigned to the requisition. The purpose of status is to keep you informed of the action(s) being taken by supply activities to furnish the requested material.

You will receive, supply status with several different document identifiers, of which the following are the most common:

1. AE1—Automatic supply status
2. AB1—Direct delivery supply status
3. AS1—Automatic shipment status

The automatic supply and shipment status is furnished as requested by the M&S code on the requisition.

When status is received they should be reviewed as soon as possible to detect requisitions that have been canceled. The status codes inform you of the action being taken and are found in the NAVSUP P-485. Cancellations should be called to the attention of the Supply Officer so that, if the material is still required, new procurement action may be taken. The other status codes, representing passing action, backorders, shipping status and so forth, should be reviewed and appropriate action taken, as required.

Requisition Follow-Up

When status has been provided but is outdated or material has not been received by the delivery date you may submit a follow-up to determine status. The follow-up is sent to the activity indicated by the routing identifier from the last status received and a copy is filed with the outstanding requisition. The supply activity then furnishes the current status or your requisition. A document identifier in the F_ series is used.

When status requested in a requisition has not been received and the RDD has passed, it is possible that the requisition may not have been received by the supply source, or that it may have been lost in processing. In such cases, a document identifier in the AT_ series (in lieu of the AF__series) must be used in the follow-up document. If the supply source has no record of the requisition, or has received BF status as a result of an AF request, the AT__document will be accepted and processed as a requisition.

Requisition Cancellation

When material is no longer required, a requisition may be canceled by the requisitioning activity, supplementary addressee, or the activity designated by the first character of the distribution code. Requests for cancellation of outstanding requisitions for material no longer required may be submitted by DD Form 1348 or by message, as appropriate It is prepared in the same manner as a follow-up except that a document identifier in the AC-series is used. Submission of a cancellation request does not guarantee cancellation of the requisition. If the supply activity has already released or shipped the material, the requisition cannot be canceled. For this reason, you should not consider a requisition canceled until confirmation is received from the supply activity.

Requisition Modifier

A requisition modifier (document identifier AM___) may be initiated by the requisitioner, supplementary addressee, monitoring office or ICP to modify previously submitted requisitions when:

a. Force/activity designator (F/AD) is upgraded or downgraded;

b. Urgency of need has changed.

(1) Required delivery dates (RDD) for previously requisitioned material change due to unplanned or unforeseen emergencies. Such emergencies include declared national emergencies and local emergencies created for lack of material required for:

(a) Performance of assigned operational missions or tasks,

(b) Emergency repairs to primary weapons and equipment,

(c) Prevention of work stoppage at industrial/production activities engaged in repair, modification or manufacture of primary weapons, equipment and supplies.

(2) When emergency situations described above no longer exist, requisition priorities will be downgraded and RDDs extended.

c. For outstanding requisitions, which are identified for continued processing during mass cancellation situations, modifiers will be submitted at the earliest possible date and will contain an expedited handling signal “555” in the RDD data field, cc 62-64.

Material Obligation Validation (MOV)

A material obligation represents that unfilled quantity of a requisition that is not immediately available for issue to the requisitioner, but is recorded as a commitment against existing or prospective stock dues or direct deliveries from vendors. Material obligations are considered to be overaged for validation purposes when priority 01-08 requisitions have been outstanding more than 30 days past the requisition date, or when priority 09-15 requisitions have been outstanding more than 75 days past the requisition date. Frequent comparisons ("Internal" MOV) should be made of the Material Outstanding File and the Work Centers Ships Force Work List to ensure that requisitions in the Material Outstanding File are valid requirements. The "Internal" MOV will enable the ship to initiate cancellation of invalid or excess requirements prior to the quarterly scheduled ICP generated MOV cycle. Continuous "Internal" MOVs will result in better requisition file maintenance and will also provide a good start on the quarterly MOV cycle. Inventory managers will forward MOV requests for overaged material obligations centrally held to the Defense Automatic Addressing System (DAAS), within 5 days of the cutoff date of each MOV cycle. The purposes of MOV requests are:

a. To ensure that overaged material obligations reflected in the inventory managers records agree with the material outstanding records of the requisitioning activity;

b. To determine whether requirements for the material still exist and, if so, whether the total quantity requested is still required; and

c. To determine whether the priorities assigned in the requisition are still valid.

Purchasing

Supplies and services that are not stocked or supplied must be procured by an activity to fulfill its assigned mission. The NAVSUPINST 4200.99 (series) and DON eBUSINESS OPERATIONS OFFICE INSTRUCTION 4200.1 (series) provides instruction and guidance concerning purchase or procurement of material from commercial suppliers. Purchase actions are normally taken by a shore activity as a result of ships’ requisitions. However, ships’ Supply Officers and Commanding Officers of ships without Supply Corps Officers may obtain requirements for supplies or services by purchase on the open market when all of the following conditions exist:

- There is an immediate and urgent requirement for authorized supplies or services
- The supplies or services are not available at the local supply support activity

- Time is of the essence and scheduled operations will not permit procurement through Navy shore-based purchasing activities
- The Senior Officer Present Afloat (SOPA) may impose other purchase restrictions afloat, particularly when in foreign ports
- The supplies or services are not available at the local supply support activity
- Supply department complement is sufficient to handle the additional workload involved without detrimental effects
- The Supply Officer is reasonably familiar with the local market area in the vicinity where the ship is located
- All transactions are made by an approved small purchase method providing for immediate delivery of material purchased.

Standards of Conduct

All personnel engaged in purchasing and related functions occupy positions of public trust. Such personnel must, therefore, conduct themselves with absolute fidelity to the government. Accordingly, a person must not allow himself or herself to be placed in a position in which conflict of interests may arise or in which he or she may justifiably be suspected.

Accepting gratuities or favors or engaging in any other action that would result in financial profit or influence strict impartiality must absolutely be avoided.

Information concerning proposed purchasing actions may not be made available to particular suppliers unless such information is made available to all competing suppliers.

There are certain statutes that make it a crime for an agent of the government to engage in practices or activities that are at variance with the high standard of personal conduct that a person owes to the United States as such an agent. A digest of applicable pro visions of these statutes is set forth in SECNAVINST 5370.2 (series). Any person engaged in purchasing should make it a particular point to acquaint themselves with the provisions of the applicable statutes.

Methods of Purchase

The acquisition of supplies or non-personal services from commercial sources in the amount of $25,000 or less is referred to as small purchase. Open market requirements in excess of $25,000 must be procured through formal contracting procedures.

Small purchase and other simplified purchase procedures of open market purchases can be made only when requirements cannot be obtained from a mandatory government source of supply. The following sources are statutory and required for use by DON Contracting Officers/buyers (listed in descending order of priority).

Supplies

- Agency inventories
- Excess inventory from other agencies
- Federal Prison Industries (FPI)/UNICOR
- National Industry for the Blind (NIB)/Severely Disabled (NISH)

- Wholesale Supply Sources
- Mandatory Federal Supply Schedules (FSS)
- Optional use FSS
- Commercial Sources (including educational and nonprofit institutions)

Services

- NIB/NISH
- Mandatory Federal Supply Schedules (FSS)
- NAVSUPINST 4200.99 Oct 13 2006 Appendix A to Enclosure (1) A-8
- Optional use FSS
- FPI/UNICOR or Commercial Sources (including educational and nonprofit institutions)

Small Purchase Procedures

A purchase request must be prepared and approved before the Contracting Officer starts a purchase action. A purchase request includes the various MILSTRIP requisitions, a Request for Contractual Procurement, NAVCOMPT Form 2276, or the Military Interdepartmental Purchase Request, DD Form 448.

Purchase Request

All purchase requests received must be receipt dated, screened, routed for recording and assigned a control or route sheet. The initial screening includes an authorized signature; accounting information; a priority designator and a required delivery date; clearance and approval; and an attached statement of work, technical specifications, drawings, or blueprints.

The buyer or Logistics Specialist for adequacy conducts a final screening of all purchase requests. When a purchase request is determined to be inadequate, it is returned to the originator for modification or cancellation.

Each contracting office establishes minimum standards for requirement data that must be included as a part of each PR before it is considered adequate. Regardless of the form or format used, there are several common elements that will be necessary to have sufficient information to successfully complete a purchase. These include, but are not limited to:

- Document Number
- Adequate Purchase Description
- Quantity and Unit of Issue
- Delivery Information
- Unique Requirements
- Price Estimate
- Funding
- Source of Supply

Funding of Purchase Request

The command should have a system in place that ensures that all purchase requisitions are reviewed and approved at a level within the chain of command commensurate with the priorities for the obligation of funds established by the TYCOM. Each requisition should contain a statement that the total price of the purchase shall not exceed the amount shown on the requisition unless the funds holder grants permission (e.g., Supply Officer, Comptroller, Department Head, etc.).

Controls

Controls should be established at every activity that has contracting authority as may be required to prevent violations of standard procurement regulations. These controls include, but are not limited to, the following:

- Individual open market purchase actions cannot exceed an activity’s contracting authority without prior approval from the cognizant regional contracting management office.
- Requirements will not be split into separate purchases to get around the dollar amount threshold.

The same person may not perform the functions of initiation of the requirement, award of the purchase action and receipt of material. When local circumstances make the use of this three-way separation impractical, at a minimum, the same person should not perform the functions of award of the purchase action and receipt of material.

Obligation Document

When a purchase chargeable to the OPTAR of a fleet activity is made, a variety of forms may be utilized as purchase requests to identify requirements to purchase offices, including:

- Request for Contractual Procurement (RCP)(NAVCOMPT Form 2276)
- Order for Work and Services (NAVCOMPT Form 2276A)
- DoD Single Line Item Requisition System Document (manual)(DoD Form 1348) and for afloat units, Non-NSN Requisition (NAVSUP Form 1250-2) and Requisition, Invoice/Shipping Document (DD 1149) and Order for Supplies or Services (DD 1155).

Purchase Card Payments

The methods for making small purchases using the purchase card as a method of payment are as follows:

- DD 282 (DoD Printing Requisition/Order) valued at $100,000 & below
- Purchase Orders (SF 1449/DD 1155) valued at $100,000 & below, or up to $5 million for commercial items
- Blanket Purchase Agreement orders valued at $100,000 & below or up to $5 million for commercial items
- Delivery order against Federal Supply Schedules valued at $9,999,900 or below
- Basic Ordering Agreements and orders under Indefinite Delivery Type Contracts valued at $9,999,900 & below

- Oral orders against Letters of Agreement valued between $2,500 and $25,000 for procurement of supplies only.

Fast Payment

The fast payment procedure allows payment under limited conditions to a contractor prior to the Governments verification that supplies have been received and accepted. Fast payment procedures shall be used for supplies only, not for services and lease/rentals. The procedure provides for payment for supplies based on the contractor's submission of an invoice that constitutes a representation that:

- The supplies have been delivered to a post office, common carrier, or point of first receipt by the Government
- The contractor agrees to replace, repair, or correct supplies not received at destination, damaged in transit, or not conforming to purchase agreements.

If the fast payment clause (clause 15), in block 16 of the DD Form 1155 is checked, the fast payment clause indicated in par. 15 on the reverse of the form applies. The ship will not receive a dealer's invoice, nor will it be required to submit any documents indicating receipt and acceptance to the paying office or to the supporting supply activity ashore.

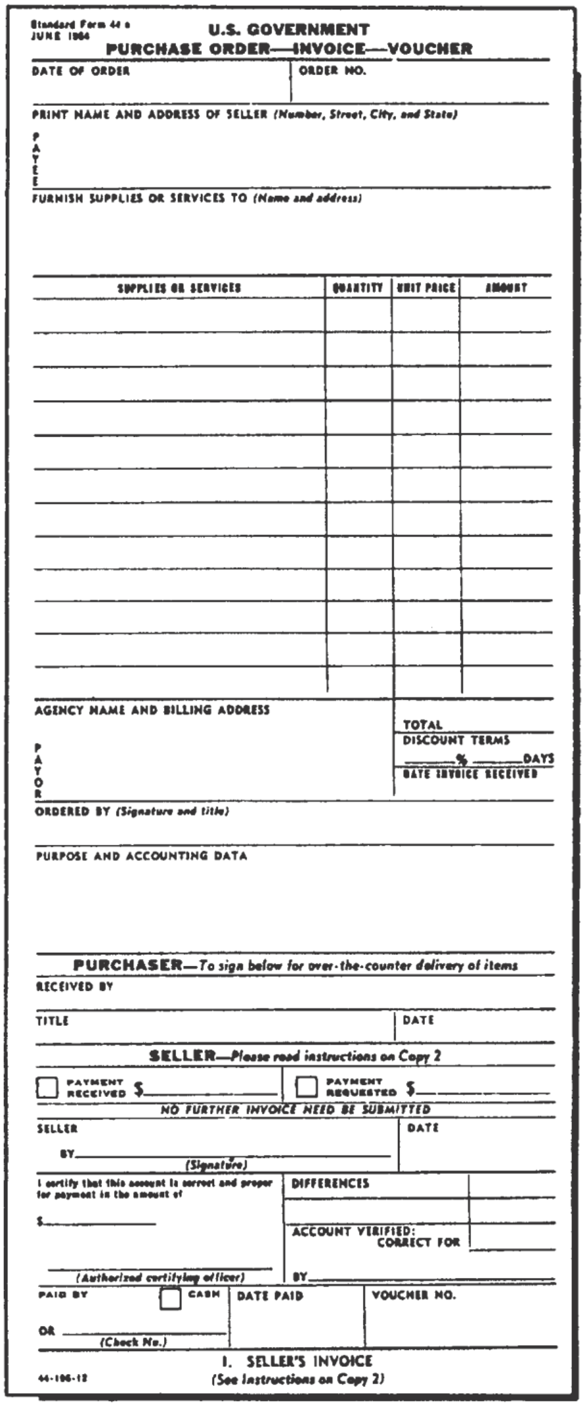
Purchase Order-Invoice-Voucher, Standard Form 44

The SF 44 is a variation of the Purchase Order (PO) method of procurement. It is a multi-purpose form that can be used as a PO, receiving report, invoice and public voucher. It is a pocketsize form designed for on-the-spot, over-the-counter purchases of supplies and non-personal services while away from the purchasing office or at otherwise isolated activities. Activities using the SF 44 are responsible for establishing policies and procedures that provide for adequate safeguards regarding control of forms and accounting for purchases.

Conditions for Use

The SF 44 will be used only when other purchase methods are not available. The SF 44 may be used only if all the following conditions exist:

- The amount of the purchase does not exceed the micro-purchase threshold. Purchases of aviation fuel and oil by Navy pilots, overseas transactions by Contracting Officers in support of contingencies as defined in 10 U.S.C. 101(a)(13) or a humanitarian or peacekeeping operation as defined in 10 U.S.C. 2302(7) and transactions in support of intelligence and other specialized activities addressed by Part 2.7 of Executive Order 12333 shall not exceed the SAT
- The supplies or services are immediately available
- One delivery and one payment will be made
- It is determined to be more economical and efficient than use of other Simplified Acquisition Procedure (SAP).



Standard Form 44 a
JUNE 1964

U.S. GOVERNMENT
PURCHASE ORDER—INVOICE—VOUCHER

DATE OF ORDER | ORDER NO.

PRINT NAME AND ADDRESS OF SELLER (Number, Street, City, and State)

PAYEE

FURNISH SUPPLIES OR SERVICES TO (Name and address)

SUPPLIES OR SERVICES	QUANTITY	UNIT PRICE	AMOUNT

AGENCY NAME AND BILLING ADDRESS

PAYOR

TOTAL

DISCOUNT TERMS

____% ____DAYS

DATE INVOICE RECEIVED

ORDERED BY (Signature and title)

PURPOSE AND ACCOUNTING DATA

PURCHASER—To sign below for over-the-counter delivery of items

RECEIVED BY

TITLE | DATE

SELLER—Please read instructions on Copy 2

PAYMENT RECEIVED $ | PAYMENT REQUESTED $

NO FURTHER INVOICE NEED BE SUBMITTED

SELLER | DATE

BY (Signature)

I certify that this account is correct and proper for payment in the amount of

$

(Authorized certifying officer)

DIFFERENCES

ACCOUNT VERIFIED: CORRECT FOR

BY

PAID BY | CASH | DATE PAID | VOUCHER NO.

OR (Check No.)

1. SELLER'S INVOICE
(See Instructions on Copy 2)

44-106-12

Figure 3-9 — Purchase Order-Invoice, Standard Form 44.

SUMMARY

This chapter explains how a command could obtains the materials it requires to operate effectively to fulfill its mission. Whether ordering materials via standard or non-standard means, there are many useful publications to assist in the proper acquisition of required materials. You have learned how to Identify and understand the various sources of procurement within the Supply system. We have also covered the different requisitioning documents that can be submitted to through the Navy Supply System.

Also covered within Chapter three was the correct MILSTRIP forms to requisition material through Naval Supply System. You now will be able to recognize the procedures, on how to procure materials required from Servant's and determine the procedures for making purchases and upholding the purchasing regulations.

CHAPTER 4

MATERIAL RECEIPT, CUSTODY AND STORAGE

For every procurement action, except for cancellations, there is a receipt action. When a requisition is prepared, only the first of several supply functions has been taken. The material must be received, identified, checked and distributed to the storerooms or ordering departments.

You might think of a Logistics Specialist's work as being a circle formed by a chain with each link representing a specific job. Each link is dependent on the others just as there is a relationship between all LS jobs. If the procurement documents were properly prepared, the receiving procedure will be relatively simple. If receipts are accomplished properly, the rest of the steps are easier.

This chapter discusses the general shipboard procedures that must be followed in receiving stores, stowing the material and processing the receipt documents. The actual steps to accomplish this vary greatly from ship to ship depending upon the size and volume of stores. Whether one Logistics Specialist does many jobs or there are individuals assigned to specific jobs, the end result must meet the requirements set forth in NAVSUP P-485.

LEARNING OBJECTIVES

When you have completed this chapter, you will be able to do the following:

1. Learn the different methods of processing receipts from various activities.
2. Discuss inspecting and verifying different material receipt types.
3. Identify the correct receipt documentation used under material receipt processing.
4. Discuss responsibilities for the receipt, storage, security and inventory control of such material.
5. Discuss criteria and basic guidelines observed to achieve optimum stowage efficiency.

MATERIAL RECEIPT

Material receipt is the gaining of possession of an item of Navy property through acceptance of physical custody. There are several transportation sources from which we may receive material. These include the United States Postal Service (USPS), United Parcel Service (UPS), Federal Express (FEDEX), government vehicles and direct pick-up from a vendor. Other transportation sources include commercial or government air and water freight, commercial trucking firms and vendor deliveries. This material may be for stock or direct turnover (DTO) to the requisitioner. In some cases, we may keep the material in a holding area for pickup by the customer. Also, we may send the material to a packing unit for preservation or protection. At other times, we may send the material to a shipping unit to be shipped to another activity.

Responsibilities

As in every operation, responsibilities for action to be taken are assigned to key personnel. In receipt of government-owned material for your ship, responsibility takes on added importance because of the many types of material receipts and the required accountability.

Supply Officer

The Supply Officer is responsible for the receipt, identification, inspection and distribution of all incoming stores. This does not include medical supplies (except on special accounting classes 207 and 224 ships), Marine Corps stores, bulk petroleum products and ammunition. The Supply Officer is also responsible for the processing of receipt documentation. The Supply Officer may delegate the responsibility for the physical receipt of incoming stores to the Stores Division Officer.

Special Assistants

Special Assistants serve aboard ships as Stores/Material/Cargo Officers (when assigned) and are responsible for the administrative functions of stores. They report to the Supply Officer on all receiving matters. These functions include material receipt preparation, receipt procedures, material inspection and receipt processing. On shore activities, the Material Division Officer is responsible for material receipts.

Stock Control Officer

The stock control officer reports to the Supply Officer or the Assistant Supply Officer on all matters concerning the receiving of material. This includes receipt processing, reporting, reversals and discrepancies. The Stock Control Officer is responsible for the financial report imbalances from receipts.

Receiving Supervisor

The Receiving Supervisor makes sure that incoming material is identified, inspected, receipted, sorted and distributed. Material may be distributed to supply department storerooms or to other departments when the material is marked for direct turnover (DTO). The supervisor makes sure that receipt documents are accurately annotated and distributed for processing for stock and DTO. In performing these duties, the Receiving Supervisor is delegated the responsibility of receiving incoming stores and will exercise direction over other Logistics Specialist and the working parties handling these stores. If the Receiving Supervisor is not available during normal working hours, the next senior Logistics Specialist will assume these duties.

Duty Logistics Specialist

The duty Logistics Specialist makes sure that material delivered after normal working hours is receipted, identified, inspected and placed in the designated receiving section or turned over to the appropriate department. The duty Logistics Specialist makes sure that receipt documents are properly annotated and given to the Receiving Supervisor the next workday.

Repair Parts Petty Officer

The Repair Parts Petty Officer (RPPO) will make sure that all incoming material for their respective work centers is, identified, inspected and receipted.

Preparation for Material Receipt

The Supply Officer and personnel assigned to receiving operations must be flexible in routine daily procedures and be able to adjust to any conditions necessary in the receipt of material. The purpose of preparing for receipt of material is to guarantee the timely and accurate receipt processing and distribution of incoming material.

The most important part of any supply operation is to guarantee the safety of all personnel involved. The Supply Officer is responsible for making sure certain safety rules are observed, especially for inexperienced personnel. This delegation is passed to the supervisor of receipt processing who must make certain the following rules are observed:

- Personnel must be properly equipped with safety equipment such as safety shoes, gloves and hard hats
- Personnel must be qualified to operate materials-handling equipment used in the operation
- Personnel must be knowledgeable of procedures to be followed during emergency situations.

Material Receipt Ashore

The receiving branch ashore plans and directs operations necessary to physically receive incoming material for storage, direct turnover (DTO), or trans-shipment. The functions normally assigned to a receiving organization at a local supply activity include receipt and inspection of incoming material, segregation and delivery of incoming material, preparation of reports, preservation and packaging of material for storage or shipment, initiation of tracer action for incoming material when required and maintenance of files relating to all receiving functions.

Material Receipt Afloat

The material receipt process afloat involves the identification, storage, issue and recording of all material previously requisitioned or purchased and received by the activity. As an integral part of the supply receipt process, all stock material must be identified, receipted and properly stored. Material receipts for stock and DTO must be recorded in the stock record file in a timely fashion.

Methods of Delivery

The various methods of material delivery are discussed in the following paragraphs:

Direct Delivery

The receipt of material or services from a government or commercial source and acceptance by a ship, squadron, or group representative at either the point of delivery or source of supply are known as direct delivery. After receipt has been acknowledged, the Navy owns the material and services are considered satisfactory unless discrepancies are noted. The Supply Officer must establish procedures in writing to make certain only authorized personnel pick up, receive, or sign for material or services.

Freight

All commercial and government deliveries shipped under a bill of lading are classified as delivery by freight. Material trans-shipped from a government source is also classified as freight when deliveries are combined and shipped via the DoD transportation system. Freight can be received in the United States, foreign ports and during Replenishment at Sea (RAS); however, the ship's official FPO mailing address cannot be used to ship or receive freight or express cargo material.

Mail

Small items such as letters and packages are often shipped and received through the USPS mailing system. The Supply Officer is responsible for establishing and ensuring that all personnel authorized to sign for classified material are U.S. citizens, properly designated (i.e., letter head and/or DD form

285, Appointment of Military Postal Clerk, Unit Mail Clerk, or Mail Orderly) and possess a security clearance up to the level of material that they are assuming custody (i.e., Secret Clearance for receipting for USPS registered mail from the Post Office). Refer to OPNAVINST 4440 (series) and DoD Postal Manual 4525.6M)

Types of Receipts

There are several types of forms used to document the receipt and delivery of material.

Receipts from Defense Logistics Agency/General Services Administration

Material furnished by the Defense Logistics Agency (DLA) or General Services Administration (GSA) will be accompanied by an Issue/Receipt Release Document (DD Form 1348-1A).

Receipts from Purchase

Receipts from purchases normally included materials or services received from vendors as a result of open purchase action. Receipt documents may include direct purchase receipts from the use of contracting or the government purchase card program. Receipts from purchase also include material received from contractors as a result of an inventory manager initiated contract. This material is invoiced on a Material Inspection and Receiving Report, DD Form 250 or Order for Supplies and Services/Request for Quotations (DD Form 1155).

Receipts from Ashore Activities

Materials received from ashore Supply Officers are normally documented on a DD Form 1348-1A.

Receipts from Afloat Supply Activities

Materials received from Combat Logistics Force (CLF) ships have by an automated list of the items requested and a DD Form 1348-1 for each item. Material received from other afloat units may have either a DD Form 1348 or DD Form 1348-1A that was submitted as a requisition document.

Receipts from Other Appropriations

Materials received from other appropriations (ship's store or Marine Corps, etc.). are normally documented on a Requisition and Invoice/Shipping Document (DD Form 1149).

Miscellaneous Receipts

Miscellaneous receipts include automatic shipments or consignments of material that are not related to a ship's procurement document.

RECEIPT DOCUMENTATION

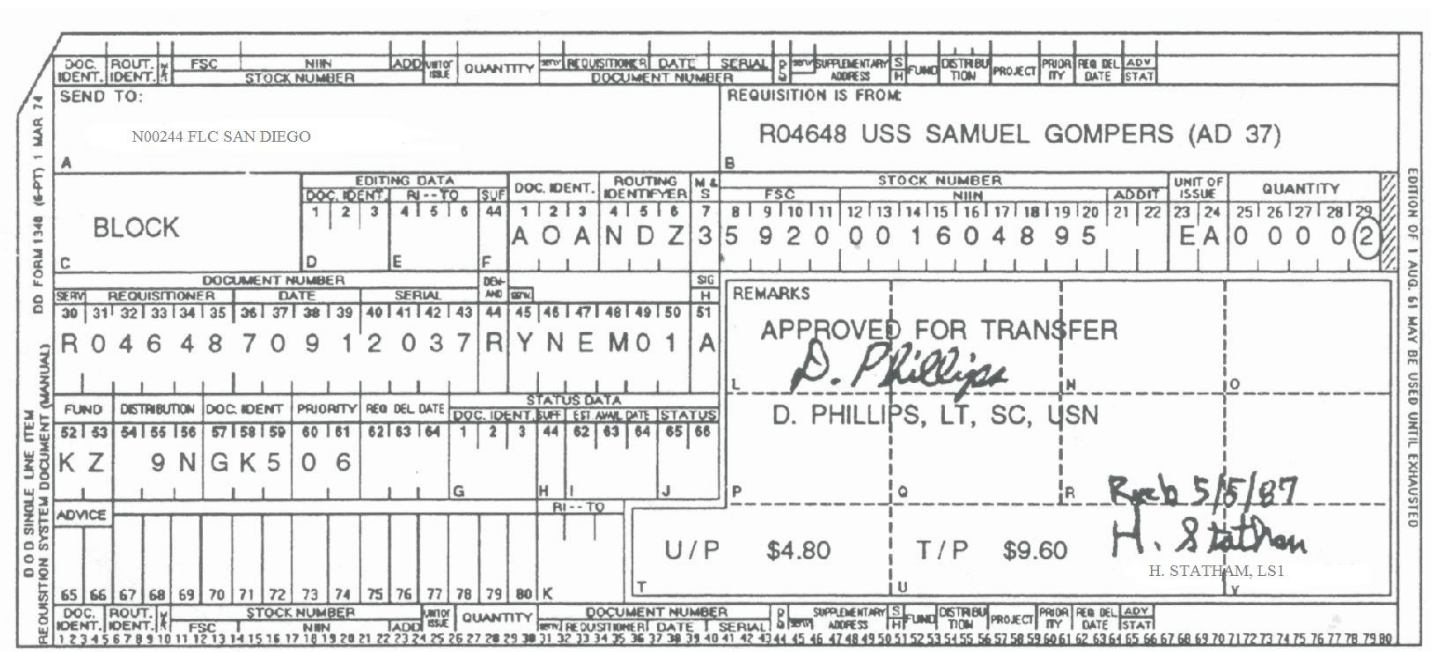
All material and services received must have receipt documentation. When material received does not have paper work, the receiving section personnel must immediately prepare a dummy receipt for processing. Incoming material should have one or several receipt documents with it. The type of document depends on the method of purchase, supplier, type of delivery and government inspection requirements. Any document received with the material or service that contains enough information to process the receipt may be used as a receipt document. Although you have a variety of receipt forms, the general pattern for processing is the same. These patterns are as follows:

- Determining the type of receipt inspection required
- Determining if material requires special handling
- Marking the receipt document with date, quantity received, receipt signature and discrepancies noted during receipt
- Sending the receipt document for further processing.

DD Form 1348 6-Part Manual Receipt

The DD Form 1348 6-part manual receipt is used both as a requisition and receipt document for most materials transferred between non-automated ships. When required by the issuing ship, the receiving ship acknowledges such transfer on the white copy of the DoD Single Line Item Requisition System Document, DD Form 1348. Receipt acknowledgement is always required on the requisitioner's hardback copy of the DoD Single Line Item Requisition System document, DD Form 1348 before it is filed in the material completed file.

Show receipt on the white or hardback copy of the DoD Single Line Item Requisition System Document, DD Form 1348 by circling the quantity received and accepted and entering a receipt date and signature in the Remarks field, as shown in (*Figure 4-1*).



DD FORM 1348 (6-PT) 1 MAR 74

DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MANUAL)

SEND TO: N00244 FLC SAN DIEGO

REQUISITION IS FROM: R04648 USS SAMUEL GOMPERS (AD 37)

BLOCK

DOC. IDENT.: A O A | ROUTING IDENTIFIER: N D Z | M & S: 3

STOCK NUMBER: FSC 5 9 2 0 | NIIN 0 0 1 6 0 4 8 9 5

UNIT OF ISSUE: EA | QUANTITY: 0 0 0 0 2

DOCUMENT NUMBER: R 0 4 6 4 8 7 0 9 1 2 0 3 7 | DEMAND: R | SUPPLEMENTARY ADDRESS: Y N E M 0 1 | SIGNAL: A

FUND: K Z | DISTRIBUTION: 9 N | PROJECT: G K 5 | PRIORITY: 0 6

REMARKS: APPROVED FOR TRANSFER

D. Phillips

D. PHILLIPS, LT, SC, USN

Rec'd 5/5/87

H. Statham

H. STATHAM, LS1

U/P $4.80 T/P $9.60

EDITION OF 1 AUG. 61 MAY BE USED UNTIL EXHAUSTED

Figure 4-1 — DD Form 1348 (6-part) manual receipt.

DD Form 1348-1

Receipts from shore activities and automated afloat units are done either on a DoD Single Line Item Release/Receipt Document, DD Form 1348-1 or Issue/Receipt Release Document, DD Form 1348-1A. Examples of these receipt documents are shown in (*Figures 4-2 and 4-3*).

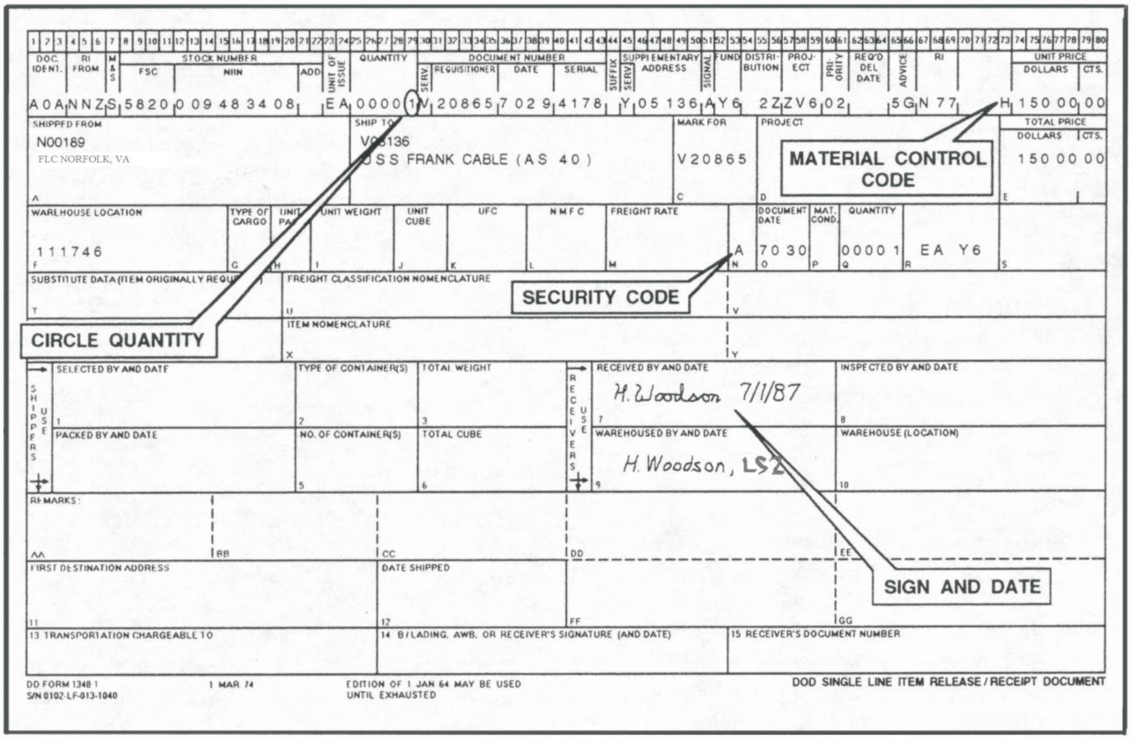


Figure 4-2 — DoD Single Line Item Release/Receipt Document, DD Form 1348-1.

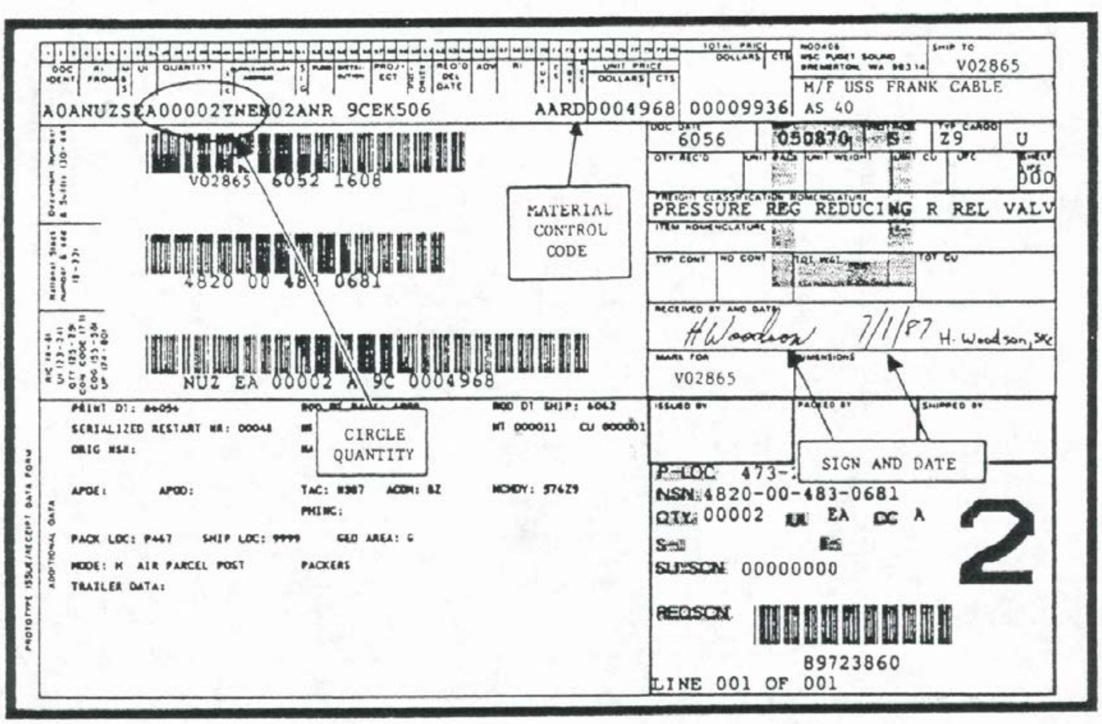


Figure 4-3 — Issue/Receipt Release Document (IRRD), DD Form 1348-1A.

The following paragraphs describe the receipt procedures for material received on a DD Form 1348-1.

Circle the quantity in record positions 25-29 if correct. That is, if the quantity of material received is the same as the quantity shown on the document. If the quantity is different, line out the original quantity, enter and circle the quantity actually received immediately above the original quantity. Enter the date received and signature in block 7. Block N of the DD Form 1348-1 contains the security code for the item shipped. The record position 73 of the document contains the Material Control Code (MCC).

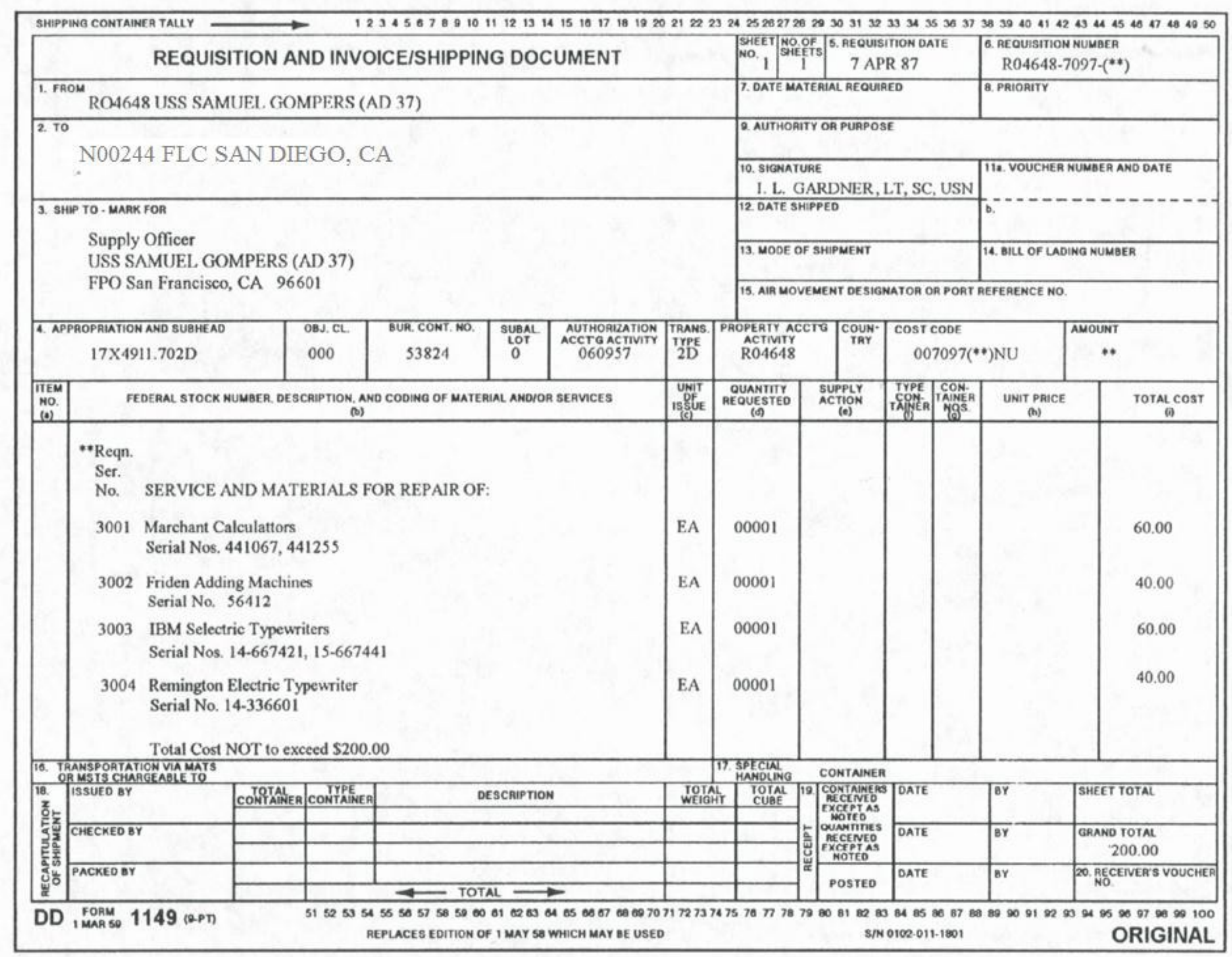
Receiving personnel should be familiar with both Military Standard Requisitioning and Issue Procedures (MILSTRIP) and local management coding and command instructions for controlled items.

DD Form 1348-1a

The Issue/Receipt Release Document (IRRD), DD Form 1348-1A was designed to be used with the activity's Logistics Applications of Automated Marking and Reading Symbols (LOGMARS) processing equipment. The document number (in box 24) and NSN (in box 25) are bar coded. Box 26 contains the bar coded Routing Identifier Code (RIC), Unit of Issue (UI), Quantity (QTY), Condition Code, Distribution Code (DC) and Unit Price (UP). These 20 position characters are continuous with no dashes or spaces. The procedures for processing the DD Form 1348-1A are the same as prescribed for the DD Form 1348-1. The lower-left portion of the DD Form 1348-1A contains the security and MCC information. Use this information to ensure proper receipt processing.

DD Form 1149

The Requisition and Invoice/Shipping Document, DD Form 1149, is normally used to requisition or receive specific materials or services, such as repairs or rental equipment. When materials or services are received on a DD Form 1149, the ordering department will do the technical inspection, if required. The material received on the DD Form 1149 requires that receiving personnel be careful when processing these receipts. Receiving personnel must secure and properly distribute these materials. *(Figure 4-4)* shows an example of how to fill out a DD Form 1149. After technical review and acceptance, receiving personnel will complete the DD Form 1149 receipt document. To complete DD Form 1149, you must mark and circle the quantity in column D. Also, you must date and sign in the lower right portion, but not over any existing information.


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

SHEET NO. 1 | NO. OF SHEETS 1 | 5. REQUISITION DATE 7 APR 87 | 6. REQUISITION NUMBER R04648-7097-(**)

1. FROM RO4648 USS SAMUEL GOMPERS (AD 37)

7. DATE MATERIAL REQUIRED | 8. PRIORITY

2. TO N00244 FLC SAN DIEGO, CA

9. AUTHORITY OR PURPOSE

10. SIGNATURE I. L. GARDNER, LT, SC, USN | 11a. VOUCHER NUMBER AND DATE

3. SHIP TO - MARK FOR
Supply Officer
USS SAMUEL GOMPERS (AD 37)
FPO San Francisco, CA 96601

12. DATE SHIPPED | b.

13. MODE OF SHIPMENT | 14. BILL OF LADING NUMBER

15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.

4. APPROPRIATION AND SUBHEAD	OBJ. CL.	BUR. CONT. NO.	SUBAL. LOT	AUTHORIZATION ACCT'G ACTIVITY	TRANS. TYPE	PROPERTY ACCT'G ACTIVITY	COUNTRY	COST CODE	AMOUNT
17X4911.702D	000	53824	0	060957	2D	R04648		007097(**)NU	**

ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES (b)	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CONTAINER (f)	CONTAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)
	**Reqn. Ser. No. SERVICE AND MATERIALS FOR REPAIR OF:							
	3001 Marchant Calculattors Serial Nos. 441067, 441255	EA	00001					60.00
	3002 Friden Adding Machines Serial No. 56412	EA	00001					40.00
	3003 IBM Selectric Typewriters Serial Nos. 14-667421, 15-667441	EA	00001					60.00
	3004 Remington Electric Typewriter Serial No. 14-336601	EA	00001					40.00
	Total Cost NOT to exceed $200.00							

16. TRANSPORTATION VIA MATS OR MSTS CHARGEABLE TO | 17. SPECIAL HANDLING | CONTAINER

18. RECAPITULATION OF SHIPMENT

	TOTAL CONTAINER	TYPE CONTAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE
ISSUED BY					
CHECKED BY					
PACKED BY			TOTAL		

19. RECEIPT	DATE	BY	
CONTAINERS RECEIVED EXCEPT AS NOTED	DATE	BY	SHEET TOTAL
QUANTITIES RECEIVED EXCEPT AS NOTED	DATE	BY	GRAND TOTAL 200.00
POSTED	DATE	BY	20. RECEIVER'S VOUCHER NO.

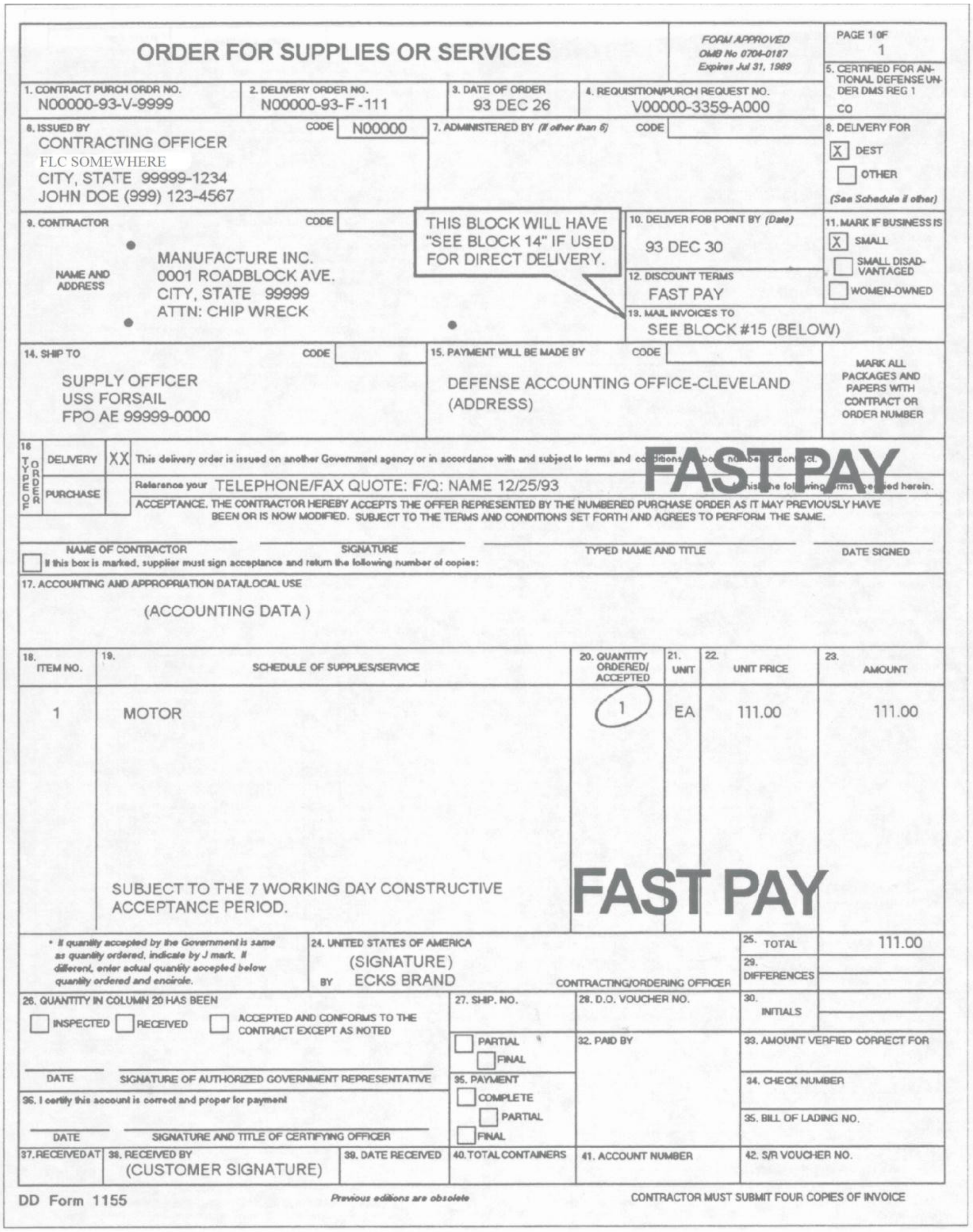
DD FORM 1 MAR 59 1149 (9-PT) 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

REPLACES EDITION OF 1 MAY 58 WHICH MAY BE USED S/N 0102-011-1801 ORIGINAL

Figure 4-4 — Requisition and Invoice/Shipping Document, DD Form 1149.

DD Form 1155

Ashore and afloat activities use Order for Supplies and Services, DD Form 1155 as an order for supplies and services or as receipts from commercial sources. When used as receipt document, complete the DD Form 1155 by circling the quantity in column 20. Also, enter the date and signature in block 26, see (*Figure 4-5*). Proper processing of the DD Form 1155 receipts requires familiarity with the terms and concepts discussed in the following paragraphs.



ORDER FOR SUPPLIES OR SERVICES

FORM APPROVED OMB No 0704-0187 Expires Jul 31, 1989

PAGE 1 OF 1

1. CONTRACT PURCH ORDR NO. N00000-93-V-9999
2. DELIVERY ORDER NO. N00000-93-F-111
3. DATE OF ORDER 93 DEC 26
4. REQUISITION/PURCH REQUEST NO. V00000-3359-A000
5. CERTIFIED FOR NATIONAL DEFENSE UNDER DMS REG 1 CO

6. ISSUED BY CODE N00000
CONTRACTING OFFICER
FLC SOMEWHERE
CITY, STATE 99999-1234
JOHN DOE (999) 123-4567

7. ADMINISTERED BY (If other than 6) CODE

8. DELIVERY FOR [X] DEST [ ] OTHER (See Schedule if other)

9. CONTRACTOR CODE
NAME AND ADDRESS
MANUFACTURE INC.
0001 ROADBLOCK AVE.
CITY, STATE 99999
ATTN: CHIP WRECK

THIS BLOCK WILL HAVE "SEE BLOCK 14" IF USED FOR DIRECT DELIVERY.

10. DELIVER FOB POINT BY (Date) 93 DEC 30
11. MARK IF BUSINESS IS [X] SMALL [ ] SMALL DISADVANTAGED [ ] WOMEN-OWNED
12. DISCOUNT TERMS FAST PAY
13. MAIL INVOICES TO SEE BLOCK #15 (BELOW)

14. SHIP TO CODE
SUPPLY OFFICER
USS FORSAIL
FPO AE 99999-0000

15. PAYMENT WILL BE MADE BY CODE
DEFENSE ACCOUNTING OFFICE-CLEVELAND
(ADDRESS)

MARK ALL PACKAGES AND PAPERS WITH CONTRACT OR ORDER NUMBER

16. TYPE OF ORDER
DELIVERY XX This delivery order is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.
PURCHASE Reference your TELEPHONE/FAX QUOTE: F/Q: NAME 12/25/93 ... furnish the following on terms specified herein.
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO THE TERMS AND CONDITIONS SET FORTH AND AGREES TO PERFORM THE SAME.

FAST PAY

NAME OF CONTRACTOR / SIGNATURE / TYPED NAME AND TITLE / DATE SIGNED
[ ] If this box is marked, supplier must sign acceptance and return the following number of copies:

17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE
(ACCOUNTING DATA)

18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICE	20. QUANTITY ORDERED/ ACCEPTED	21. UNIT	22. UNIT PRICE	23. AMOUNT
1	MOTOR	1	EA	111.00	111.00
	SUBJECT TO THE 7 WORKING DAY CONSTRUCTIVE ACCEPTANCE PERIOD.				

FAST PAY

* If quantity accepted by the Government is same as quantity ordered, indicate by J mark. If different, enter actual quantity accepted below quantity ordered and encircle.

24. UNITED STATES OF AMERICA
BY (SIGNATURE) ECKS BRAND
CONTRACTING/ORDERING OFFICER

25. TOTAL 111.00
29. DIFFERENCES
30. INITIALS

26. QUANTITY IN COLUMN 20 HAS BEEN [ ] INSPECTED [ ] RECEIVED [ ] ACCEPTED AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED
DATE / SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

27. SHIP. NO. [ ] PARTIAL [ ] FINAL
28. D.O. VOUCHER NO.
32. PAID BY
33. AMOUNT VERIFIED CORRECT FOR
34. CHECK NUMBER
35. BILL OF LADING NO.
35. PAYMENT [ ] COMPLETE [ ] PARTIAL [ ] FINAL

36. I certify this account is correct and proper for payment
DATE / SIGNATURE AND TITLE OF CERTIFYING OFFICER

37. RECEIVED AT
38. RECEIVED BY (CUSTOMER SIGNATURE)
39. DATE RECEIVED
40. TOTAL CONTAINERS
41. ACCOUNT NUMBER
42. S/R VOUCHER NO.

DD Form 1155 Previous editions are obsolete CONTRACTOR MUST SUBMIT FOUR COPIES OF INVOICE

Figure 4-5 — Order for Supplies and Services, DD Form 1155 (direct delivery/fast pay).

Direct Delivery

When used for direct delivery, blocks 13 and 14 of the DD Form 1155 will show that the material and invoice will be sent directly to the ordering activity. In such cases, the ordering activity is responsible for both a quality and quantity certification and acceptance of material.

Normally, there are no qualified receiving personnel to make technical judgments in receiving material. A technical specialist from the ordering department or unit should help confirm acceptance before completing the DD Form 1155. (*Figure 4-5*) shows receipt for direct delivery on a DD Form 1155.

Fast Pay

The fast payment procedure allows payment, under limited conditions, to a contractor before the government's verification that supplies were received and accepted. Fast payment is for ordering supplies by afloat and overseas activities only.

Fast pay is the payment made to a commercial source based on proof of shipment by the vendor. This means submitting an invoice proving that supplies were delivered to a post office, common carrier, or government receiving point. The vendor agrees to replace, repair, or correct supplies not received at destination, damaged in transit, or not conforming to purchase agreements.

Use this method for buying material that does not require technical certification at the destination. Prepare the Order for Supplies and Services, DD Form 1155 according to enclosure 2, chapter 5, of NAVSUPINST 4200.85 (series). The DD Form 1155 should include the fast payment procedure clause at FAR 52.213-1 in full. Any BPA that may have fast payment order should also contain the fast payment procedure clause. Mark the original and all copies of the DD Form 1155 with "FAST PAY" in bold letters. The consignee must notify the purchasing office within the following time frames:

- Receipt of conforming material within 10 days from the receipt date
- Within 30 days if materials were not received by the date shown in block 10 of DD Form 1155
- Within 10 days after receiving material that does not conform to the requirements of the order.

Indirect Delivery

When used for indirect delivery, blocks 13 and 14 of the DD Form 1155 will show that the material and the invoice will be delivered to a transhipper. In this case, the supporting activity performs the technical inspection and confirms acceptance of the material. The receiving personnel need only verify the quantity of material received. See (*Figure 4-6*) for an example of the DD Form 1155 processed for indirect delivery.

The procedure for ordering material on a DD Form 1155 often involves a customer picking up the material. This method is also known as "bearer pick-up." We use this method when the ordering department goes directly to the vendor to get material. The Supply Officer establishes local procedures to ensure proper receipt processing. The procedures include requirements for picking up all material and removing the DD Form 1155 copy from the bearer suspense file. The suspense copy of the DD Form 1155 goes to the receiving section for processing.

The ordering activity receives advance notice for each DD Form 1155 purchase placed by another activity in response to a requisition. The advance package includes a copy of the DD Form 1155 and a preaddressed card titled "Report of Receipt, Non-receipt, or Nonconformance."

Report of Receipt, Non-Receipt or Nonconformance

The ordering activity completes and returns the Report of Receipt, Non-receipt, or Nonconformance with an advance DD Form 1155. This form is used when material received under contract on a DD Form 1155 is not acceptable. The reasons for not accepting material include damaged in shipment or not technically acceptable (direct shipments only). You also use this form to report orders that were not received within 60 days of the specified delivery date. Receiving personnel should then tell the procurement section to begin new procurement action if necessary. When material has been received on the DD Form 1155, the Purchase Action file copy will be certified as received. See *(Figure 4-7)* for a sample Report of Receipt, Non-receipt, or Nonconformance.

ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF 1

N()()()()0-93-V-9999

93 DEC 26

V00000-3360-A001

CONTRACTING OFFICER
FLC SOMEWHERE
CITY,STATE 99999-1234
JOHN DOE (999) 123-4567

N00000

DEST

9. CONTRACTOR

MANUFACTURE INC.
0001 ROADBLOCK AVE.
CITY STATE 99999
ATTN: CHIPWRECK

93 DEC30

12. DISCOUNT TERMS
NET 30 DAYS

SAME AS BLOCK 6 (ABOVE)

SUPPLY OFFICER
USS FORSAIL
FPO AE 99999-0000

DEFENSE ACCOUNTING OFFICE-CLEVELAND
(ADDRESS)

MARK ALL PACKAGES AND PAPERS WITH CONTRACT OR ORDER NUMBER

XX

TELQUOTE 12125193

TYPED NAME AND TITLE

DATE SIGNED

17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE

(ACOUNTING DATA)

ITEM NO.	SCHEDULE OF SUPPLIES/SERVICE	QUANTITY ORDERED/ ACCEPTED	UNIT		
	PULLEY ASSEMBLY	1	EA	87.00	87.00
	SUBJECT TO THE 7 WORKING DAY CONSTRUCTIVE ACCEPTANCE PERIOD.				

OBLIGATION PURPOSES ON Y, THE TRANS 'ORTATION CO TS CHARGEAE E TO THE FU OS INDICATED (TAC: N000 AR ESTIMATED TO BE : $12.34

PARTIAL

FINAL

PLUS TRANS

87.00

24. UNITED STATES OF AMERICA

(SIGNATURE)

ECKS BRAND

CONTRACTOR MUST SUBMIT FOUR COPIES OF INVOICE

DATE

(CUSTOMER SIGNATURE)

41. ACCIOUNT NIAIIER tt.SIII'JOUOEI'I NO.

Figure 4-6, Order for Supplies and Services, DD Form 1155 (indirect delivery).

REPORT OF RECEIPT, NONRECEIPT, OR NONCONFORMANCE

INSTRUCTION FOR USE

IMPORTANT: Complete and return this card to: Naval Supply Center Code 200

(1) Within 10 days after receipt of material, or

(2) If material not received within 30 days after deliovery date specified in the order, or

(3) If nonconforming material was received

Activity ____ Purchase Order No. ____ Requisition. No. ____

☐ Partial Delivery ☐ Final Delivery

The supplies listed in the above purchase order were (Check one):

☐ Received on ____ and conformed to the requirements of the order

☐ Not received

☐ Received but rejected - SF 364 Report of Discrepancy attached

Receiving Activity Date

Signature official authorized to accept supplies title Phone

NAVY DEPARTMENT
OFFICIAL BUSINESS

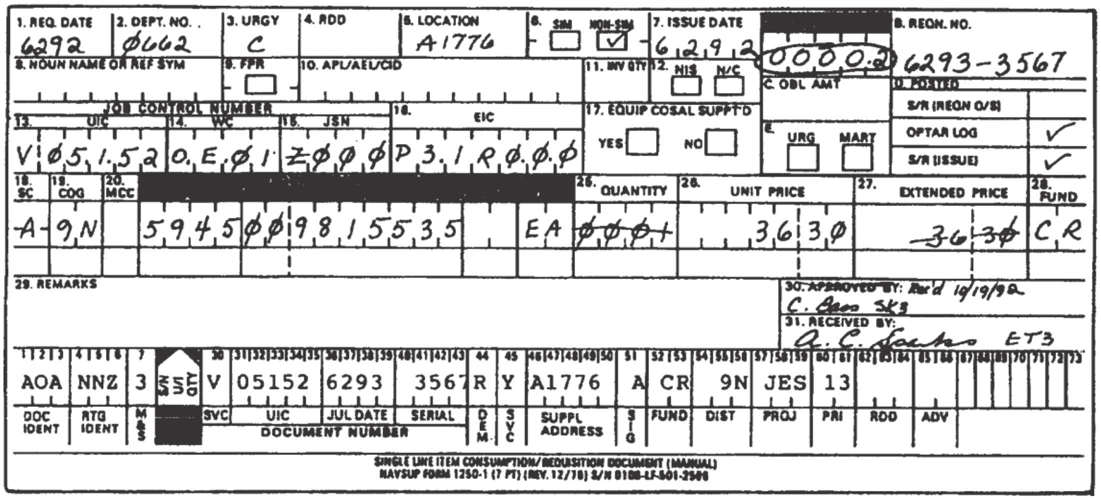
Commanding Officer
Fleet Logistics Center
City, State, Zip Code

Figure 4-7 — Report of Receipt, Non-receipt, or Nonconformance.

NAVSUP Form 1250-1

The Single Line Item Consumption/Requisition Document (Manual), NAVSUP Form 1250-1 is used as a consumption document and as a requisition document by non-automated ships. When the NAVSUP Form 1250-1 is submitted as a requisition, the white copy returned with the material is processed as a receipt invoice.

Receipt is indicated by circling the quantity figure in block A and entering a receipt date and signature in data block 31 (or in data block 30) if the item was ordered for stock replenishment incident to an issue) as shown in (*Figure 4-8*).



1. REQ. DATE 6292 | 2. DEPT. NO. Ø662 | 3. URGY C | 4. RDD | 5. LOCATION A1776 | 6. SIM NON-SIM ✓ | 7. ISSUE DATE 6292 | 8. REQN. NO. 6293-3567

9. NOUN NAME OR REF SYM | 9. FPR | 10. APL/AEL/CID | 11. INV QTY | 12. NIS N/C | 00002 | C. OBL AMT | D. POSTED

JOB CONTROL NUMBER: 13. UIC V Ø5152 | 14. WC OEØ1 | 15. JSN ZØØØ | 16. EIC P3.1RØ.Ø.Ø | 17. EQUIP COSAL SUPPT'D YES NO | E. URG MART | S/R (REQN O/S) | OPTAR LOG ✓ | S/R (ISSUE) ✓

18. SC A | 19. COG 9N | 20. MCC | 5945ØØ9815535 | EA | 25. QUANTITY ØØØ1 | 26. UNIT PRICE 36 30 | 27. EXTENDED PRICE 36 30 | 28. FUND CR

29. REMARKS | 30. APPROVED BY: Rec'd 10/19/92 C. Bass SK3 | 31. RECEIVED BY: A. C. Jackson ET3

AOA NNZ 3 V 05152 6293 3567 R Y A1776 A CR 9N JES 13

DOC IDENT | RTG IDENT | M&S | UI | QTY | SVC | UIC | JUL DATE | SERIAL | DOCUMENT NUMBER | DEM | SUPPL ADDRESS | SIG | FUND | DIST | PROJ | PRI | RDD | ADV

SINGLE LINE ITEM CONSUMPTION/REQUISITION DOCUMENT (MANUAL)
NAVSUP FORM 1250-1 (7 PT) (REV. 12/78) S/N 0108-LF-501-2500

Figure 4-8 — Single Line Item Consumption/Requisition Document (Manual), NAVSUP Form 1250-1.

DD Form 250

The Material Inspection and Receiving Report, DD Form 250, is used to verify material inspection and acceptance for items received directly from a contractor. The DD Form 250 may be used for shipments of material procured by ashore activities on the DD Form 1155. Receiving personnel will review the DD Form 250 to determine the type of certification required. The following paragraphs explain the types of certification.

Acceptance at Destination (Code D)

Block 8 of the DD Form 250 will show if acceptance at destination (Code D) was requested by the ordering activity. If block 21B indicates Procurement Quality Assurance (PQA) and acceptance, you should contact a qualified technician from the ordering department. The technician will inspect and certify material acceptability in block 21B.

The receiving personnel will certify the quantity received in block 22. For quantity discrepancies, line out the quantity in column 17, enter and circle the quantity received. For material received in damaged condition, line out quantity and enter and circle quantity received in good condition. Write an explanation of the differences directly below the adjusted quantity, as shown in (*Figure 4-9*). After block 21A has been completed for PQA at origin, receiving personnel then certify the quantity received in block 22.

Acceptance at Source

When block 8 shows Acceptance Code S or O (source or other) and block 21A was completed for PQA and acceptance, receiving personnel need only to certify the quantity received in block 22. (*Figure 4-10*) is a sample DD Form 250 accepted at source.

Process receipts for material received on a DD Form 250 as soon as possible to fulfill the discount terms shown in block 5. This type of material is normally expensive. Quick processing of receipt can result in a reduced cost to the government.

Standard Form 1103

You may use U.S. Government Bill of Lading (GBL), Standard Form 1103 (SF1103) to give delivery instructions to a commercial carrier. To provide receipt documentation to the ordering activity, use SF1103. Shore activities often divert commercial deliveries directly to ships in the area to cut the need for double handling of material. In such cases, it is the ship's responsibility to tell the ashore support activity of any material received short or damaged. Commercial carriers do not always make scheduled deliveries. Receiving personnel must be able to react quickly to unexpected deliveries. Quick response to deliveries will avoid additional charges against the government by commercial carrier. See (*Figure 4-11*) for sample GBL.

Material Received Without Paperwork

The following text describes the action needed for processing material received without paperwork.

Dummy Invoice

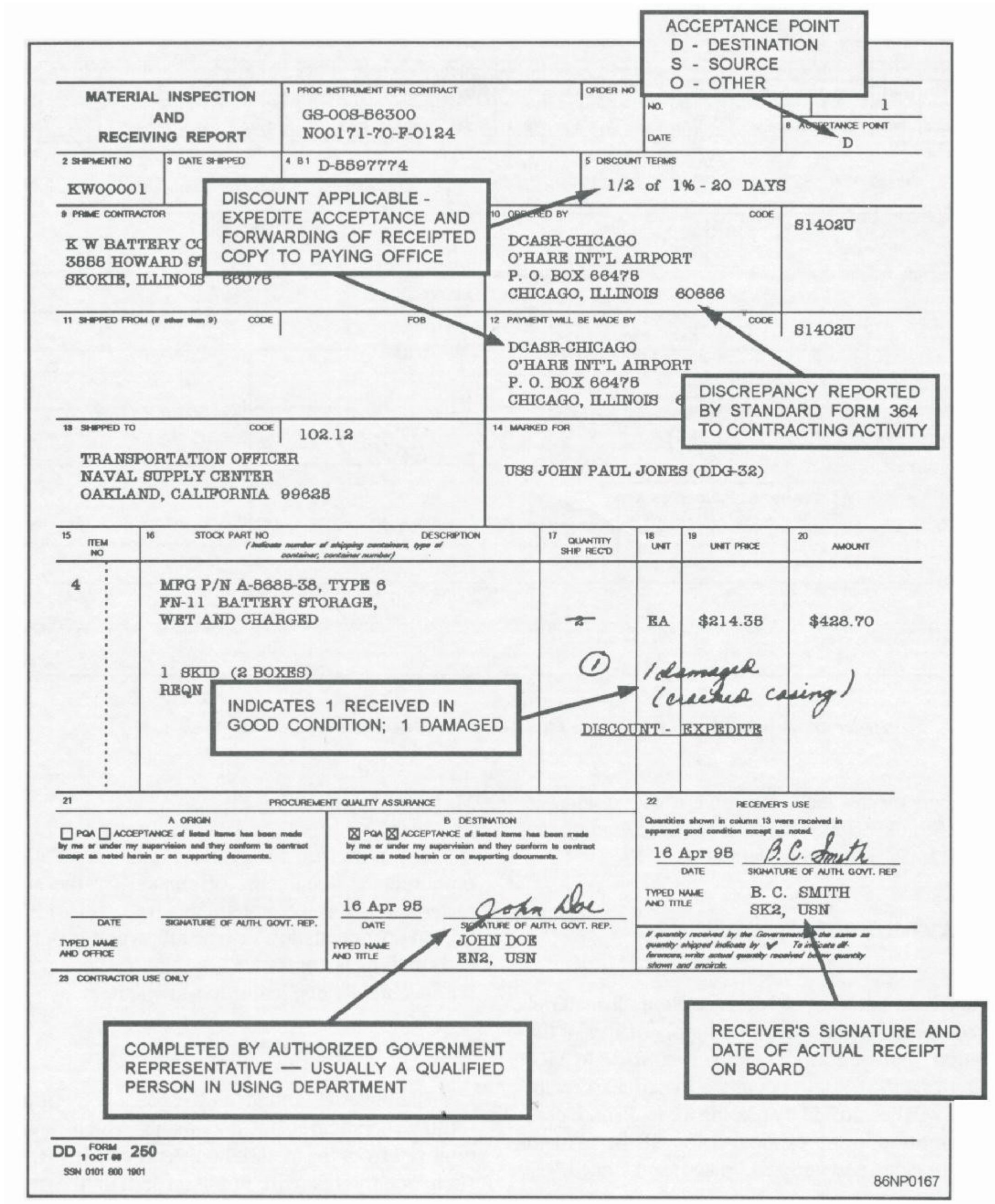
Material received without paperwork needs research. Use the information gathered from research to prepare a dummy document (*Figure 4-12*) and process the receipt. Personnel in the receiving area perform the research and prepare a dummy receipt on a DoD Single Line Item Release/Receipt Document, DD Form 1348-1 or Requisition and Invoice/Shipping Document, DD Form 1149. The research includes checking the requisition outstanding file by using available information from the material. The information needed are source of supply, stock or part number, item description, document number, fund code and location (if for stock). When this information is known, enter the quantity, date and receipt signature on the dummy receipt. You can then process the dummy paperwork as a receipt. Keep dummy receipts in a separate Stock Control History File.

Receipt of Original Documentation

There will be occasions when you will receive the original shipment paperwork after the material and dummy invoice are processed. In these case, compare the original paperwork and dummy invoice information. If differences exist, correct or adjust posted records as appropriate. Attach the original shipment paperwork with the dummy invoice in the material completed file.

Determining Material Disposition

Material received by an activity will be either for stock or DTO. You can determine where to send the material by the serial on the document number or by the supplementary address on shipping document. The supplementary address field of the DD Form 1348-1 normally contains the storeroom location for stock items. It also may have the work center or phone extension number for DTO items.


ACCEPTANCE POINT
D - DESTINATION
S - SOURCE
O - OTHER

MATERIAL INSPECTION AND RECEIVING REPORT
1 PROC INSTRUMENT DFN CONTRACT: GS-00S-56300 N00171-70-F-0124
ORDER NO
NO. 1
DATE
8 ACCEPTANCE POINT: D
2 SHIPMENT NO: KW00001
3 DATE SHIPPED
4 B1: D-5597774
5 DISCOUNT TERMS: 1/2 of 1% - 20 DAYS
9 PRIME CONTRACTOR: K W BATTERY CO 3555 HOWARD ST SKOKIE, ILLINOIS 66076
10 ORDERED BY: DCASR-CHICAGO O'HARE INT'L AIRPORT P. O. BOX 66475 CHICAGO, ILLINOIS 60666
CODE: S1402U

DISCOUNT APPLICABLE - EXPEDITE ACCEPTANCE AND FORWARDING OF RECEIPTED COPY TO PAYING OFFICE

11 SHIPPED FROM (if other than 9)
CODE
FOB
12 PAYMENT WILL BE MADE BY: DCASR-CHICAGO O'HARE INT'L AIRPORT P. O. BOX 66475 CHICAGO, ILLINOIS
CODE: S1402U

DISCREPANCY REPORTED BY STANDARD FORM 364 TO CONTRACTING ACTIVITY

13 SHIPPED TO: TRANSPORTATION OFFICER NAVAL SUPPLY CENTER OAKLAND, CALIFORNIA 99625
CODE: 102.12
14 MARKED FOR: USS JOHN PAUL JONES (DDG-32)

15 ITEM NO	16 STOCK PART NO / DESCRIPTION (Indicate number of shipping containers, type of container, container number)	17 QUANTITY SHIP REC'D	18 UNIT	19 UNIT PRICE	20 AMOUNT
4	MFG P/N A-5685-38, TYPE 6 FN-11 BATTERY STORAGE, WET AND CHARGED 1 SKID (2 BOXES) REQN	~~2~~ 1 1 damaged (cracked casing) DISCOUNT - EXPEDITE	EA	$214.35	$428.70

INDICATES 1 RECEIVED IN GOOD CONDITION; 1 DAMAGED

21 PROCUREMENT QUALITY ASSURANCE
A. ORIGIN: PQA ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract except as noted herein or on supporting documents.
DATE / SIGNATURE OF AUTH. GOVT. REP. / TYPED NAME AND OFFICE
B. DESTINATION: ☒ PQA ☒ ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract except as noted herein or on supporting documents.
16 Apr 95 — John Doe
DATE / SIGNATURE OF AUTH. GOVT. REP.
TYPED NAME AND TITLE: JOHN DOE EN2, USN

22 RECEIVER'S USE
Quantities shown in column 13 were received in apparent good condition except as noted.
16 Apr 95 — B. C. Smith
DATE / SIGNATURE OF AUTH. GOVT. REP.
TYPED NAME AND TITLE: B. C. SMITH SK2, USN
If quantity received by the Government is the same as quantity shipped indicate by ✓. To indicate differences, write actual quantity received below quantity shown and encircle.

23 CONTRACTOR USE ONLY

COMPLETED BY AUTHORIZED GOVERNMENT REPRESENTATIVE — USUALLY A QUALIFIED PERSON IN USING DEPARTMENT

RECEIVER'S SIGNATURE AND DATE OF ACTUAL RECEIPT ON BOARD

DD FORM 1 OCT 88 250
S/N 0101 800 1901
86NP0167

Figure 4-9 — The Material Inspection and Receiving Report, DD Form 250.

Document Information

The following text describes the information on receipt documents that will help you in determining material distribution.

The Ship to/Mark for Block contains the requisition number of purchase documents.

The Document Number block contains the UIC and document serial number that identifies stock and DTO requisitions.

The Special Material Identification Code (SMIC) indicates if material is in support of a special program.

The Security Code indicates special handling based on security classification or hazardous nature of material. The codes used for classified material are A, B, C, D, E, F, G, H, K, L, 0, S, T, U and 7. Codes used for pilferable material are I, J, M, N, P, Q, R, V, W, X, Y and Z. Codes used for ammunition and explosives are numbers 1 through 8. Refer to appendix 9 of NAVSUP P-485 for the meaning of these codes.

The Material Control Code (MCC) block indicates special handling based on specific control or accounting requirements.

The Substitute Data block advises that the item is an acceptable substitute for the item ordered.

The Required Delivery Date (RDD) block, when used, indicates expeditious handling required.

The Priority block indicates the requisitioner's priority and therefore the speed of handling required. The Supplementary address block may have storeroom location for stock items or local coding of division for DTO items.

The project code block identifies shipments of material for specific projects or programs. The last digit of the project code contains the last digit of storeroom location for stock items.

Shipment Labels and Markings

The Military Standard Marking for Shipment Arid Storage, MIL-STD-129M, provides information on shipment labels and markings. The following texts describe the identification information on shipping containers.

IDENTIFICATION MARKINGS.—The first line of information is the NSN/NATO stock number. This includes the prefix or suffix. If there is no NSN assigned, this line may be blank. The second line is the Commercial and Government Entity (CAGE) code and part number. The CAGE code identifies the company that has the contract for the item. The part number identifies the item.

The third line contains the item description or nomenclature of the item.

The fourth line is the quantity and unit of issue. A non-definitive unit of issue will have a quantitative expression such as 1 RO (100 FT). This means one roll contains 100 feet of material.

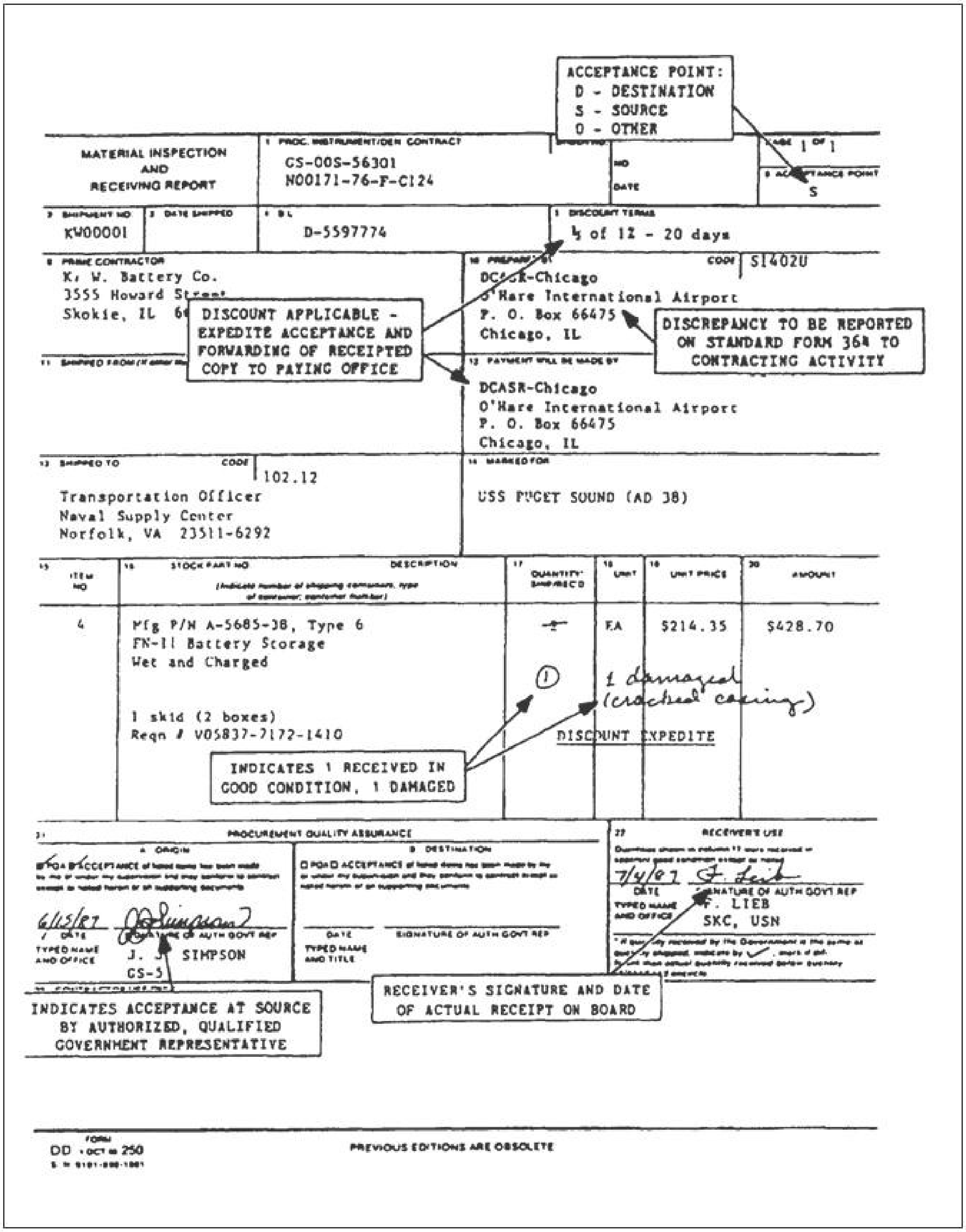


Figure 4-10 — The Material Inspection and Receiving Report, DD Form 250.

REPORT OF DISCREPANCY (ROD)

[X] SHIPPING O PACKAGING

2. DATE OF PREPARATION: 87JUL01	3. REPORT NUMBER: 005/87
1. TO: FLEET LOGISTICS CENTER N002H NDZ SAN DIEGO, CA. 92132	4. FROM: COMMANDING OFFICER USS SAMUEL GOMPERS (AD 37) FPO SAN FRANCISCO, CA. 96601
5. SHIPPER'S NAME: SAME AS 13	6. INVOICE NUMBER AND DATE: 25 JUN 87
7. SHIPPING DOCUMENT NUMBER	8. REQUISITION NUMBER: R04648-716Q-2435

NSN/PART NUMBER AND NOMENCLATURE	UNIT OF ISSUE	QUANTITY SHIPPED/BILLED	QUANTITY RECEIVED	QUANTITY	UNIT PRICE	TOTAL COST	CODE	ACTION CODE
9N 5960-00-806-0292	EA	2	1	1	74.06	74.06	S1	1G

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

SHORTAGE HAS BEEN VERIFIED AS NOT BEING TRANSPORTATION-RELATED.

DISCREPANCY CODES | ACTION CODES

14a. TYPED OR PRINTED NAME, TITLE AND PHONE NUMBER OF PREPARER: AV 958-0111, ASK FOR SHIP'S SUPPLY J.J.MCCUINESS, LCDR, SC, USN OFFICER.)

14b. SIGNATURE: J J McGuiness

7540-00-159-4442 (Previous edition is obsolete.) STANDARD FORM 364 (Rev. 2-1) Prescribed by GSA FPMR 101-26.8

Figure 4-11-U.S. Government Bill of Lading, (GBL) Standard Form 1103.

SAMPLE DUMMY RECEIPT

DOCUMENT NUMBER	SUFFIX	DATE RECEIVED
NSN/PART NUMBER	UNIT OF ISSUE	QUANTITY RECEIVED
COG	STOW LOCATION	UNIT PRICE
RECEIVED FROM	RECEIVED BY (PRINT NAME)	SIGNATURE
		RATE/DIVISION

REASON FOR DUMMY RECEIPT:

__________NO RECEIPT WITH MATERIAL
__________RIP LISTING PROCESSING
__________STOCK MOV
__________OTHER: ______________

_____ DTO MOV
_____

Figure 4-12 — DD Form 1348-1 (Dummy Receipt).

Example: MULTIPACK A 10/92

WT 100 CU 6

ADDRESS MARKINGS.—The domestic shipment address label contains the following minimum information.

The first line contains the control number or reference number. As a minimum, it contains the Transportation Control Number (TCN) as the single shipment identification number. The first line may also contain the contract number, purchase order number, or GBL number.

The TCN contains 17 characters. The purpose of assigning a TCN is to control and manage every shipment unit throughout the transportation pipeline. The first three parts of the TCN for MILSTRIP shipments are normally the requisition number. The following paragraphs explain the breakdown of TCN.

<u>Record positions 1-14</u> normally contains the document number assigned in record positions 30-43 of the requisition. Shipments in MULTIPACK will contain the document number of the requisition with the earliest Required Delivery Date (RDD).

Record position 15 contains the suffix code from record position 44 of DD 1348-1. An X in this position means there is no suffix code assigned.

Record position 16 contains the partial shipment code.

Record position 17 contains the split shipment code.

The partial and split shipment codes indicate whether or not a shipment unit is separated into increments. These codes also identify the specific increments of shipments up to the 23rd increment.

The 24th and each later increment will use another TCN. Refer to DoD 4500.32-R, Military Standard Transportation and Movement Procedures (MILSTAMP), for additional information on these codes. The following codes are those commonly encountered by the stock (see *Table 4-1*).

Code	*Shipment Increment*
X	*Complete shipment*
A	*1st increment of a partial or split shipment*
B	*2nd increment or piece*
C	*3rd increment or piece*

Table 4-1 — Examples of Partial and Split Shipment Codes Assigned for Surface Movement

DESCRIPTION	TCN POSITION 16/17
A shipment moving as a complete unit from the origin shipper	XX
A shipment unit partial into three increments for movement from the shipper:	
1st partial	AX
2nd partial	BX
3rd partial	CX
A complete shipment unit (XX) split into three increments by the transhipper:	
1st partial	XA
2nd partial	XB
3rd partial	XC
A partial shipment unit (AX) from the shipper split into three increments by the transhipper:	
1st split of partial A	AA
2nd split of partial A	AB
3rd split of partial A	AC

The From line contains the name and address of the transferring activity. This will have the DoD Activity Address Code (DODAAC) of the activity.

The To line contains the name and address of the consignee using the DODAAC assigned.

The fourth line will contain the project code and required delivery date, when required.

The fifth line contains the weight and cube of the material.

The sixth line contains the piece number and the total pieces.

Examples address markings:

TCN V9999900001111XXXX B/L #C1234567

FM FLC NOWHERE, FL 12345-0008

TO SUPPLY OFFICER V99999 USS INPORT CVN-00

FPO AE 99999-0008

PROJECT CODE: ABC RDD: 123

WT 25 CU 2

BOX 1 OF 2

Material shipments that originated from DoD activity use the Military Shipment Label, DD Form 1387. The information on this label may be typed, printed, or bar coded. The DD Form 1387 may be pasted on the material or attached to a shipping tag. The MILSTAMP, DoD 4500.32-R, volume 1, specifies the instructions for and format of the DD Form 1387. See (*Figure 4-13*) for a sample bar-coded DD Form 1387. The following paragraphs describe the information on each block of the form:

Data block 1 contains the 17-character TCN, either bar coded or printed in clear text. For MULTIPACK shipment, the lead TCN will be in this block.

Data block 2 contains the postage data. This field is used for mail shipments only. All others will be blank.

Data block 3 contains the DODAAC address of the shipping activity.

Data block 4 contains type of shipment service. This field may have Air Express, Blue Label, Overnight Delivery, or other types of services. A blank in this field means there is no service used.

Data block 5 contains the ship to and port of embarkation information. The three-digit, air/water port code and the address will be in this block. For mail inside U. S., this field will have the complete address of the consignee (including ZIP code).

Data block 6 contains the transportation priority of the shipment.

Data block 7 may contain the three-digit port of debarkation designator, when used.

Data block 8 contains the project code, if applicable.

Data block 9 contains the consignee's DODAAC and complete address. It will be bar coded or printed in clear text.

Data block 10 contains the actual gross weight of the material.

Data block 11 contains the required delivery date. Data block 12 contains the cube (in feet) of the material.

Data block 13 contains the freight charge. This information will be on the number one piece of the multiple shipment unit. This field is blank for mail shipments.

Data block 14 contains the date of shipment of the material.

Data block 15 contains the foreign military sales (FMS), when appropriate.

Data block 16 contains the piece number in bar code or clear text.

Data block 17 contains the total pieces of the shipment unit.

SHELF-LIFE MARKINGS.—Material shipment containers with shelf-life items are marked with the word SHELF-LIFE in bold letters. The Shelf Life Management Manual, DoD 4140.27-M contains the instructions for managing shelf-life items. There are two types of shelf-life items. Type I shelf-life items have a definitive nonexpendable period of shelf life. They are assigned alpha shelf-life codes (including X). Type II shelf-life items have an assigned shelf life. This shelf life may be extended after completion of inspection, test, or restorative action. Type II items have assigned numeric shelf-life codes (including X). Refer to appendix 9 of NAVSUP P-485 for a list of shelf-life codes.

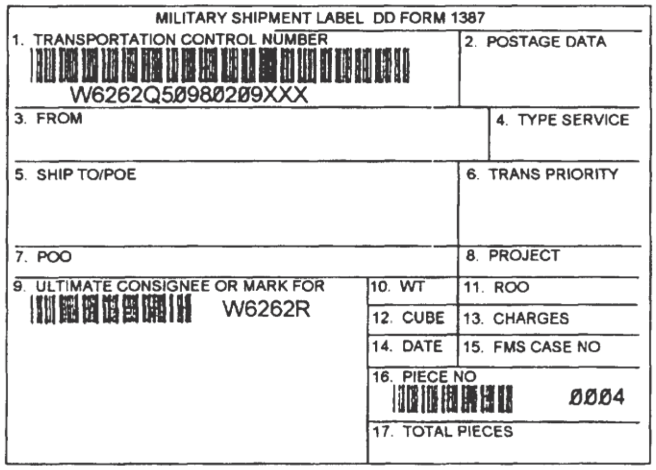
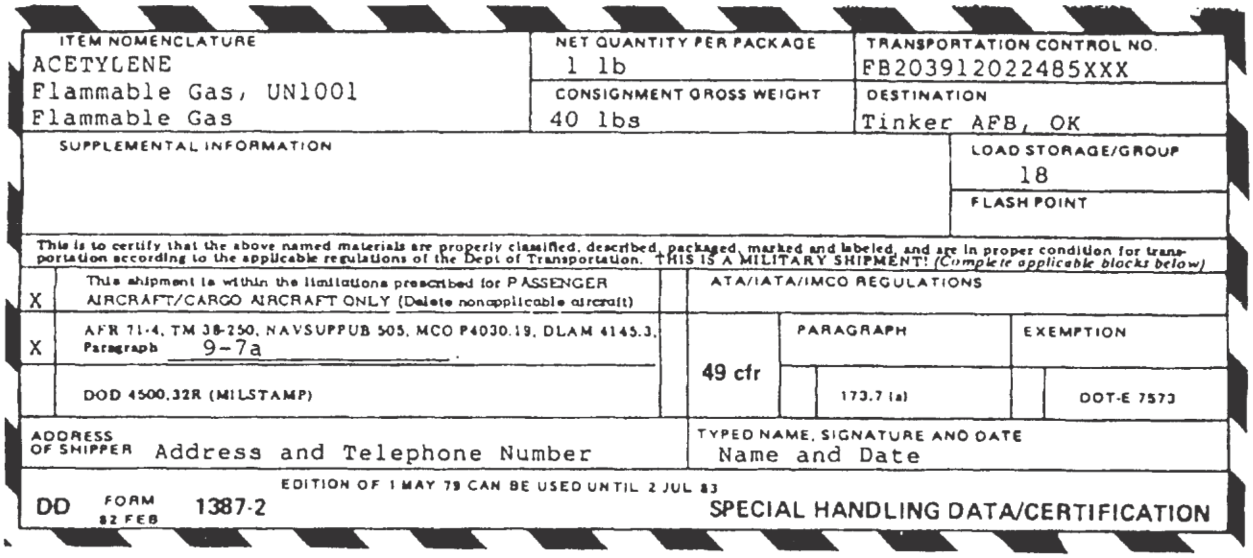

MILITARY SHIPMENT LABEL DD FORM 1387
1. TRANSPORTATION CONTROL NUMBER
W6262Q5Ø98Ø2Ø9XXX
2. POSTAGE DATA
3. FROM
4. TYPE SERVICE
5. SHIP TO/POE
6. TRANS PRIORITY
7. POO
8. PROJECT
9. ULTIMATE CONSIGNEE OR MARK FOR
W6262R
10. WT
11. ROO
12. CUBE
13. CHARGES
14. DATE
15. FMS CASE NO
16. PIECE NO
ØØØ4
17. TOTAL PIECES

Figure 4-13 — Sample bar-coded DD Form 1387.

SPECIAL HANDLING DATA/CERTIFICATION.—The Special Handling Data/Certification, DD Form 1387-2, is used for shipping hazardous materials. It is also used for nonhazardous shipments (by military aircraft) that require special handling or protective services. Some of the items that require special handling are subject to damage by heat or freezing or life or death shipments. The shipper is responsible for completing and certifying the Special Handling Data/ Certification, DD Form 1387-2. See (*Figure 4-14*) for a sample DD Form 1387-2.

HAZARDOUS CHEMICAL WARNING LABEL.—DoD activities are not required to re-label hazardous chemicals already labeled by the supplier according to the Hazard Communications Standards. Hazardous material received from the supplier without the applicable warning label will have a completed Hazardous Chemical Warning Label, DD Form 2521 with it. See (*Figure 4-15*) for sample DD Form 2521.

RECEIPT DISCREPANCIES.—Material discrepancies are divided into two categories, shipping and packaging. A Supply Discrepancy Report (SDR) Standard Form 364 (SF364) should be submitted to report shipping/packaging type discrepancies such as material shortages, overages, damage, incorrect, or non-receipt material. The NAVSUP WSS is required to reply within 45 days of receipt, providing resolution of the discrepancy or interim status.



ITEM NOMENCLATURE
ACETYLENE
Flammable Gas, UN1001
Flammable Gas

NET QUANTITY PER PACKAGE
1 lb

CONSIGNMENT GROSS WEIGHT
40 lbs

TRANSPORTATION CONTROL NO.
FB203912022485XXX

DESTINATION
Tinker AFB, OK

SUPPLEMENTAL INFORMATION

LOAD STORAGE/GROUP
18

FLASH POINT

This is to certify that the above named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the Dept of Transportation. THIS IS A MILITARY SHIPMENT! *(Complete applicable blocks below)*

X This shipment is within the limitations prescribed for PASSENGER AIRCRAFT/CARGO AIRCRAFT ONLY (Delete nonapplicable aircraft)

ATA/IATA/IMCO REGULATIONS

X AFR 71-4, TM 38-250, NAVSUPPUB 505, MCO P4030.19, DLAM 4145.3, Paragraph 9-7a

DOD 4500.32R (MILSTAMP)

49 cfr — PARAGRAPH: 173.7 (a) — EXEMPTION: DOT-E 7573

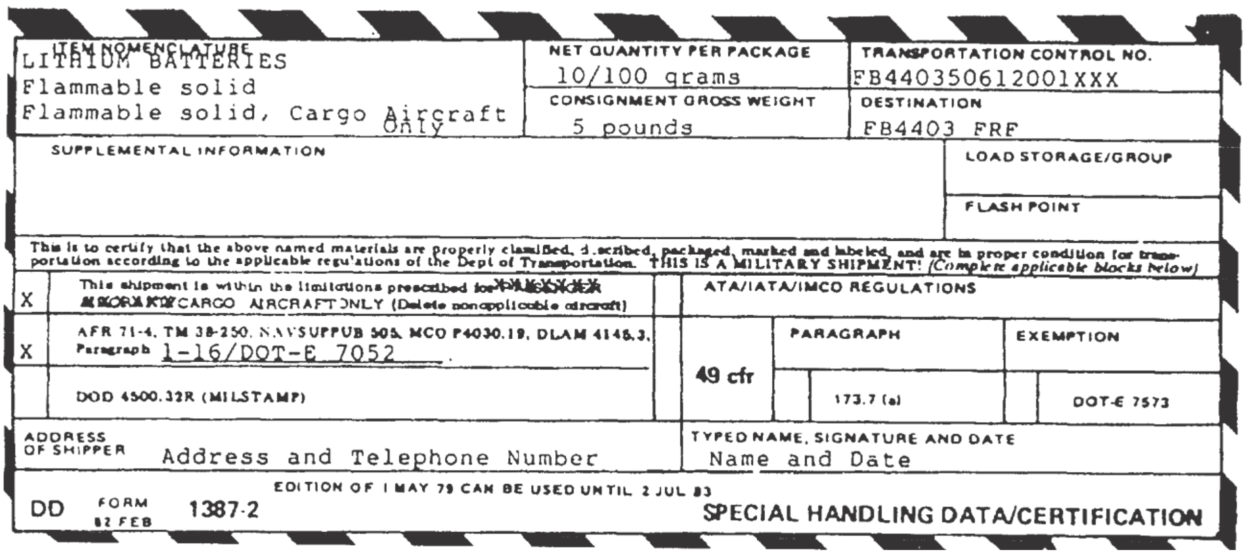
ADDRESS OF SHIPPER Address and Telephone Number

TYPED NAME, SIGNATURE AND DATE Name and Date

EDITION OF 1 MAY 79 CAN BE USED UNTIL 2 JUL 83

DD FORM 1387-2 82 FEB

SPECIAL HANDLING DATA/CERTIFICATION



ITEM NOMENCLATURE
LITHIUM BATTERIES
Flammable solid
Flammable solid, Cargo Aircraft Only

NET QUANTITY PER PACKAGE
10/100 grams

CONSIGNMENT GROSS WEIGHT
5 pounds

TRANSPORTATION CONTROL NO.
FB440350612001XXX

DESTINATION
FB4403 FRF

SUPPLEMENTAL INFORMATION

LOAD STORAGE/GROUP

FLASH POINT

This is to certify that the above named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the Dept of Transportation. THIS IS A MILITARY SHIPMENT! *(Complete applicable blocks below)*

X This shipment is within the limitations prescribed for ~~PASSENGER AIRCRAFT~~/CARGO AIRCRAFT ONLY (Delete nonapplicable aircraft)

ATA/IATA/IMCO REGULATIONS

X AFR 71-4, TM 38-250, NAVSUPPUB 505, MCO P4030.19, DLAM 4145.3, Paragraph 1-16/DOT-E 7052

DOD 4500.32R (MILSTAMP)

49 cfr — PARAGRAPH: 173.7 (a) — EXEMPTION: DOT-E 7573

ADDRESS OF SHIPPER Address and Telephone Number

TYPED NAME, SIGNATURE AND DATE Name and Date

EDITION OF 1 MAY 79 CAN BE USED UNTIL 2 JUL 83

DD FORM 1387-2 82 FEB

SPECIAL HANDLING DATA/CERTIFICATION

Figure 4-14 — Sample DD Form 1387-2.

HAZARDOUS CHEMICAL WARNING LABEL

1. CHEMICAL/COMMON NAME
9637, AJJ.:.anex S970-00-161-7232

2 HAZARD CODE

3 NSNILSN
97 161-J232

4 PART NUMBER
9637 All.: ncx

5 ITEM NAME
Insulating V.amish

6 HAZARDS (X all that I!pp!y)	(1) Acute NONE	SLIGHT	MODERATE	SEVERE	(2) CHRONIC (Delayed)
a HEALTH			X		X
b CON1AC1				X	
c FIRE				X	
d REACTIVITY		X			

7 SPECIFIC HAZARDS AND PRECAUTIONS *(Including Target Organ Efrects}*

WARNING!

Acute· Im!ation of skin, eyes, mucous membranes Dry!ng, defatting of tikin
lngest1on may cause severe damage to gastrotntestiMI tract A110id breathing vapors
Keep away from heat sparks. and name

Chroo'c Contains a suspected mutagen Contains a suspected teratogen Blood and reproductive disorders may occur, eye liver,l<ldney, and centralr.ervous system damage may occur.

{See MSOS for furthe11nformatron)

8 PROTECT *{X all thai apply)* | X | a EYES | X | b SKIN | X | e RESPIRATORY

9. CONTACT a COMPANY NAMI:
ADC Chcmic.1l Company

b. ADDRESS (Street. Po Bole, City, State. Zip Code. and Country)
10 Elm Sln;cl, An}town. NY 551

c. EMERGENCY TELEPHONE NUMBER *(Include Area Code)*
(555) 810-1010

10 PROCUREMENIYEAR FOR HAZARDOUS CHEMICAL

DD Form **2521** DEC 88

Figure 4-15-Sample DO Form 2521.

Defense Logistics Agency will accept SDRs by mail, telephone, electronic mail, facsimile and message.

Shipping Discrepancies

Shipping discrepancies attributable to or the responsibility of the activity shipping the material (including contractors, manufacturers, or vendors) are reported by the receiving activity on a SDR. For shipments received from DoD activities, GSA supply distribution facilities, contractors and manufacturers, an SDR is prepared to report materials with one or more of the following discrepancies:

- Shortages or overages valued in excess of $100 per line item, except classified or protected items that are reported regardless of the dollar value. Shortages or overages valued at $100 or less and reported shortages that were not credited or replaced by the consignor are processed as an original receipt
- Erroneous material, unacceptable substitutes, or duplicate shipments regardless of dollar value. An exception to this is erroneously issued material that can be readily reconciled with a local supply activity
- Material received from a previously canceled requisition for which a copy of the confirmation of cancellation is required and the line item is in excess of $100
- DoD shipments (line item value in excess of $100) when the condition of the item is found to be other than that shown on the shipping document
- Material with a line item value in excess of $100 with an expired shelf life
- Material shipped to the wrong activity, regardless of value
- Material with item technical data markings that are missing or incomplete
- Material with supply documentation that is missing or improperly prepared regardless of dollar value
- Items with a line item value in excess of $100 that were reported shipped by parcel post but not received or received in a damaged condition
- Repair material received that has been stripped of parts or components without inventory manager authorization, regardless of dollar value
- Material with repetitive discrepancies observed, regardless of dollar value.

Packaging Discrepancies

A discrepancy report must be made on the following packaging discrepancies:

- Unsatisfactory conditions resulting from improper packaging that cause or render the item, shipment, or package vulnerable to loss, delay, or damage when the estimated or actual cost of correction exceeds $50. This may include loss or damage to the item, shipment, or package except when the report is otherwise required as prescribed in Defense Transportation Regulation Volume 2 Chapter 210
- Packaging-related discrepancies, resulting in damaged material that may endanger life, impair combat or deployed operations, or affect other material. These types of discrepancies must be reported immediately to the shipping activity, contracting office and control point by the fastest

communication medium to enable the shipper to take immediate corrective action. SDR must be transmitted by mail within 24 hours of the initial report

- Improper identification of containers or items that require opening the container or result in improper storage of the material regardless of cost
- Packaging discrepancies, regardless of cost, involving hazardous materials, including improper identification markings of items and packs of utilized loads, regardless of whether damages or other unsatisfactory conditions have resulted
- Excessive packaging by contractors resulting in additional cost to the government
- Repetitive packaging discrepancies that impose a significant burden on receiving or transshipment activities.

Excluded Discrepancies

Discrepancies excluded from the reporting procedure described above are as follows:

- Discrepancies found while material was in storage
- Discrepancies involving local base or station deliveries to or return from internal satellite activities
- Discrepancies involving shipments of privately owned vehicles
- Shipping-type discrepancies involving personal property shipments
- Product quality deficiencies
- Transportation-type discrepancies covered by Defense Transportation Regulation Volume 2 Chapter 210
- Discrepancies resulting from UNREP.

Preparation of the Supply Discrepancy Report, Standard Form 364

Item shipping and packaging discrepancies are reported on the SDR as shown in (*Figure 4-16 and 4-17*).

The SDR is submitted by receiving or transshipping activities within 15 calendar days from the date of receipt of shipments from all activities. When extenuating circumstances prevent submission of the SDR within this time frame, the reason for delay is entered in block 12. An SDR is submitted by all activities 70 calendar days from the date of shipment from government activities and 60 calendar days from the date of shipment from commercial sources for items determined to be lost through parcel post shipments.

Action activities are required to reply to customers within 45 days of receipt of the SDR providing resolution of the discrepancy or interim status. When a SDR is passed to another activity for further action, the customer is advised. After the original SDR is submitted; subsequent follow-ups should be sent at 30-day intervals. Activities submitting the SDR are responsible for all follow-up action. For instructions on how to prepare the SDR refer to NAVSUPINST 4440.179 (series) and NAVSUP P-485.

(") MLSR Report 1990/057

REPORT OF DISCREPANCY (ROD)	1. DATE OF PREPERATION	2. REPORT NUMBER
IX] SHIPPING O PACKAGING	90 JAN 5	R07198-90-0002

3. TO (Name, address. •nclude Zip Code)	4. FROM (Name, address, include Zip Code)
Commanding Officer Fleet Logistics Center Sao Diego,CA 92132	Commanding Officer USS TRIPOLI (LPH-10) FPO San Francisco.CA 96626

5a. SHIPPER' NAME	Sb. NUMBER AND DATE OF INVOICE	6. TRANSPORTATION DOCUMENT NUMBER *(GBL, Waybill, TCN, etc.)*
SAME AS ABOVE		N/A

7a. SHIPPER'S NUMBER *(Purchase Order/Shipment, Contract, etc.)*	7b. OFFICE ADMINERSTERING CONTRACT	8. REQUISITIONER'S NUMBER *(Requisition, Purchase Request,etc.)*
':'</A	'S/A	R07198-9310-2435

9. SHIPMENT BILLING AND RECEIPT DATA				10. DISCREPANCY DATA				11.
NSN/PAAT NUMBER AND NOMENCLATURE (a)	UNIT OF ISSUE (b)	QUANTITY SHIPPED/ BILLED (c)	QUANTITY RECEIVED (d)	QUANTITY (a)	UNIT PRICE (b)	TOTAL COST (c)	CODE (c)	ACTION CODE
IH 5999-00-464-6372	EA	3	0	3	149.00	447.00	S3	ID

12. REMARKS (Con11ue on seperate sheet of paper if necessary)

ASISTATI S INDICATES MATERIAL SHIPPED PARCEL POST ON JULIA."' DATE 9319. MATERIAL NOT RECEIVED TO DATE.

(*) NCISRA Naval Station notified 24Jan 90, investigation initiated

DISCREPANCY CODES		ACTION CODES
CONDITION OF MATERIAL C1- In cond1110n oJher Jhan Jha1•ndicaled on releaselrecelpt dOCument C2- Expired shell hie CJ-Damaged parcel posl Shipmen! SUPPLY DOCUMENTATION D1- Nolreceived 02- Illegible or mulaled 03- Incomplete 1mproper or wtU'lout authonty *{only when rece•pt cannot be property processed)* MISDIRECTED MATERIAL M1-Addressed lo wrong ac11vlly OVERAGE/DUPLICATE SHIPMENTS 01Ouanhty ln excess of that on receipt document 02- Ouanhry 1n excess ollhat reQuested (Oiher than un•lof 1ssue paclc) OJ- Ouan1ty duphcales snipmonl PACKING DISCREPANCY P1-Improper preservatiOn P2- Improper packing PJ-Improper mark•ng P4-Impr0i)er unit zation	PRODUCT QUALITY DEFICIENCIES 01- Deficient matenaJ *(Applicable 1o Grant Aid and* FIWS shipments *only)* SHORTAGE OF MATERIAL St- Ouanity less Illan !hat on recolpt document 52- Quanlity less lhat thairequested *(Other than unil of* issue *P«kl* SJ- Non-receiplof parcel post shipments ITEM TECHNICAL DATA MARKINGS *(i.e. Name* Plates, *Log Books. Operating* Handbooks,*Special Instructions,etc.)* TI-Missing T2-Illegible or mutilated TJ- Precautionary operational mar1<ings m1SS1ng T4- Inspection data m•ssing or •noomplele TS- Sorvieeabilty operating data miss•ng or 'ncomplalo T6- Warranty data minlflg WRONG ITEM *{IdMbly requested •tom* as *a soperate ccpy* in item *9 llbovo)* W1- Incorrect item received W2-Unaoceptablo suOSJ ulo OTHER DISCREPANCIES Z1-See remarl<s	tA- Oispos11t0n instructions re-quested *(R&ply on* reverse) 1B- Material be•ng reta•ned *(SH remarks)* 1C- Suppol'llng supply doc:umtnlla-lion r&QuosJed 1O- Materialstin reqwod expedite sh pment *(not appticaote to (FIWS)* tE-Localpurchase maJenal to be returned at supplie(s expense unless disposition instrvclions to the contray are rece•v&d within IS days *(Reply on re-verse) (Not applicable to* FMS) IF-Replacemenl sh•pmem roquesled *(Not* applicable *to* FMSI IG- Reshipment not r&Quned Ilem to l:>e re-r&QUISihonod 1H-No action required. Informa!IOn only 1Z-Other ac11on r&Questec (SH *remarks)*

13. FUNDING AND ACCOUNTING DATA

14a. TYPED OR PAINTING NAME. TITLE. AND PHONE NUMBER OF PRE-PAING OFFICIAL AN 526-0111	14b SIGNATURE
R. BURGESS, LCDR.SC.t;SN. Supply Officer	

15. DISTRIBUTION ADDRESSEES FOR COPIES
(") Chain of Command
NO (N09N1)
NAVSURFWARCENDIV CRANE (3046)

("'" Information assigned by activity security office)

364-103 7540-00-159-4442 *(Previous edition is obsolete,)* STANDARD FORM 364 (REV. 2-80)
Prescribed by GSA FPMA 101-26.8

Figure 4-16-Supply Discrepancy Report, Standard Form 364-Front.

16. FROM

Commanding Officer
Fleet Logistics Center
an Diego, CA 92132

17. DISTRIBUTION ADDRESSEES FOR COPIES

16. TO:

Commanding Officer
USS TRIPOLI (LPH-lOl
FPO San Francisco. CA 96626

Use window envelope to mail this document. Insert name and address.including ZIP Code. starting one typing space below the left dot. Each address line must NOT extend beyond right dot. Address must not exceed four single space typing lines.

19. IN ACCORDANCE WITH NOTICE OF DISCREPANCY ON FACE OF THIS FORM

Fol here

a. MATERIAL O HAS BEEN O WILL BE SHIPPED

DOCUMENT NUMBER

b. O NO RECORD OF SHIPMENT, RESUBMIT REPORT TO PROPER OFFICE UNDER APPRORIATE REGULATION.

c. O AN ADJUSTMENT IN BILLING HAS BEEN/WILL BE PROCESSED AS A: D CREDIT D DEBIT

d. O INVOICE/BILL ATTACHED

e. D PROOF OF DELIVERY (Parcel Post shipments) OR EVIDENCE OF SHIPMENT ENCLOSED.

t.O 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)	PRESCIBING 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) DOLLOR VALUE DOES NOT MEET THE CRITERIA PRESCRIBED IN THE REGULATION OR AGREEMENT INDCATED IN 191(2).		(b) CHAP 2 ANDIOR 7 OF DOD 400025.7-M, MILITARY STANDARD BILLING SYSTEM (MILSBILLS) ANDIOR DD 1513, US DOD OFFER AND ACCEPTANCE, AS APPLICABLE.

20. THE FOLLOWING DISPOSITION IS TO BE MADE OF THE REFERENCE MATERIAL:

a. D PROCESS FOR DISPOSAL IN ACCORDANCE WITH SERVICE AGENCY DIRECTIVES.	b. O REPRESENTATIVE WILL CALL FOR DISCUSSION CONCERNING DISPOSITION IN:	DAYS
c. O RETAIN MATERIAL AT NO CHARGE.	d. O MATERIAL WILL BE PICKED UP IN:	DAYS

e. O SHIP MATERIAL *(Specify location)*

t here

(1) D GBL APROPRIATION CHARGEABLE:

(2) D CHARGES COLLECT-VIA O FREIGHT D EXPRESS D PARCEL POST

(3) D PARCEL POST LABEL ATTACHED (4) D FREIGHT PREPAID

$_postage advanced herewith. Note: Please enclose postage. Material cannot be returned Parcel Post collect.)

f. O OTHER *(Specify)*

21. O IF MATERIAL IS STILL REQUIRED SUBMIT NEW REQUISITION

22. D REPLACEMENT WITH SATISFACTORY MATERIAL WILL BE MADE ON OR BEFORE: DATE

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

PHYSICAL INVENTORY COl..T AND C\VEST!GATIVE RESEARCH INDICATES MATERIAL WAS SHIPPED AS REQuiSITIOI'o'ED. :--:0 SHIPME:'--.'T OR RESHIP.\1E:-o:T FORTHCOMING.

24a. TYPED OR PRINTED NAME AND PHONE NUMBER OF PREPARING OFFICIAL. AfV 565-2121	24b. SIGNATURE	24c. DATE
John Peters. Quality Assurance		1/20190

STANDARD FORM 364 BACK (REV. 2-60)

Figure 4-17-Supply Discrepancy Report, Standard Form 364-Back.

MATERIAL CUSTODY

Custody means immediate charge and control exercised by a person or authority over a property or record. As an LS, your job will include protecting and maintaining material in the custody of your activity. The custodial responsibility for Navy material depends on different situations.

When material is stored in storeroom or other areas assigned to the supply department, the Supply Officer is responsible for the storage, security and inventory control of the material. The Supply Officer may delegate this responsibility to the person in charge of the storeroom or storage area.

Stock material may be stored in other than supply department spaces when the requirements stated in NAVSUP P-485 have been met. The Supply Officer maintains records relating to supply transactions of all material stored in the other department spaces.

Another category of custody is material in sub-custody of other department heads. Maintenance Assistance Modules (MAM) and Ready Service Spares (RSS) are located in the appropriate operating and maintenance spaces under the sub-custody of the operating or maintenance personnel.

Material in Supply Department Spaces

The Supply Officer is responsible for the storage, security and inventory control of material stowed in storerooms. This includes material stored in other areas assigned to the supply department. The Supply Officer may delegate this responsibility to the person in charge of the storeroom or stowage area.

Material in Custody of Other Department Heads

Sometimes it is necessary to store bulk items under the control of other Department Heads. Stowage of supply stock items in other department spaces must have a written authorization by the Commanding Officer. The authorization will specify the Supply Officer’s responsibilities. These responsibilities may include procedural instructions, stock replenishment, physical inventory and record maintenance. The authorization also should include the responsibilities of the other department heads. These responsibilities may include storage, security, inventory and location of material.

When supply department stock is stored in other spaces, the other Department Heads appoint custodians for the material in writing. The Supply Officer is responsible for providing detailed written instructions and procedures to the assigned custodians.

The Supply Officer is responsible for maintaining stock records of all material stored in other department spaces. The Supply Officer will provide a listing of the stock material to each departmental custodian. The custodian only maintains the stock location records. The custodian is responsible for the prompt submission of completed transaction documents to the Supply Department for processing.

Material in Sub-Custody of Other Department Heads

The location of other items or material may be in the operating and maintenance spaces of other departments. These items include Maintenance Assistance Modules (MAMs) issued on sub-custody to other departments. The MAMs are repairable system parts used for isolating faults within a system or test set. Substituting the parts with a MAM item isolates faults during troubleshooting. A MAM also enables end-to-end testing within a test program set.

The MAMs are not carried on the Supply Officer's stock records as part of the spares inventory, but are expended to maintenance technicians. MAMs are included in the operating activity's allowance list under the "MAM" COSAL Type. Maintenance Assistance Modules remain under the permanent custody of the Supply Officer. In turn, the Supply Officer issues the MAMs on sub-custody to other Department Heads. The Supply Officer maintains the custody records of repairable MAMs. The MAMs assets do not require a report to the NAVSUP WSS. Refer to FASOINST 4790.1 (series) for procedures on MAMs.

Lost, Damaged, or Destroyed Material

Personnel assigned the responsibility for physical custody of stock material must report any damage, deterioration, or shortage to the Supply Officer immediately. The custodian will not be held responsible for material lost, damaged, or destroyed as a result of fire or flooding, providing the emergency did not arise from that person's negligence and provided that all reasonable steps to prevent the loss or damage were taken.

Security of Material

Stored material and unopened registered mail material must be kept under lock and key in all cases. The exception for this requirement is when the material quantity and size make storeroom storage impractical. Storeroom spaces must be locked securely when not in use. Personnel in charge of the storage space are responsible for maintaining security for all stores in their custody. When storage spaces are open for use, an authorized person must be present. Other personnel may enter the space only when necessary for stowage, breakout of material, or emergencies.

INSPECTION.—Personnel will be allowed access to stowage spaces for purposes of inspection as directed by the Commanding Officer. Such personnel will not be given the keys to the spaces but will be escorted by responsible personnel as directed by the Supply Officer.

ACCESS FOR DAMAGE CONTROL PURPOSES.—Access to stowage spaces will be authorized to damage control personnel when performing their duties. Stowage spaces will not be secured in such a manner that access using ordinary damage control equipment is impeded in an emergency.

PERMISSION FOR ENTRY.—Permission for entry of persons not ordinarily authorized access to stowage spaces will be granted by the Supply Officer or, in the Supply Officer's absence, the Commanding Officer, Executive Officer, or Command Duty Officer.

KEY CONTROL.—Key control procedures must be set by the activity. This procedure permits identification of the person holding the key to any stowage space at any given time.

MATERIAL STOWAGE

The term storage refers to the keeping or placing of property in a storeroom, warehouse, shed, or open area. The term stowage is synonymous with storage. For stowage of material afloat, you must know how to determine the stowage layout best suited for the material. Also, you must know the precautions to be taken to safeguard both the stores and the ship.

Basic Stowage Criteria

To maintain control of material, you must meet the basic criteria for storage. These criteria include the following:

- Ensure maximum usage of available space

- Provide orderly stowage and access
- Prevent damage to the ship or injury to personnel
- Reduce the chance of material loss or damage
- Ease and ensure issue of the oldest stock first
- Make inventories easier.

Types of Storage Facilities

Storage facilities are the basic resources of the Supply Department, both afloat and ashore. Maximum use of storage space can save operational costs and promote efficiency of operation.

Types of Storage Facilities Ashore

The following paragraphs describe the general functions of the most common types of storage facilities used by the Department of Defense.

COVERED STORAGE SPACE.—The covered storage space is storage space within any roofed structure. This class includes various structure types. They are general-purpose warehouses, refrigerated warehouses, flammable storage warehouses and transit sheds (T-shed).

The general-purpose warehouse has a roof, side walls and end walls. This type of warehouse may have a heating unit installed. The Navy uses this type of warehouse for various storage functions. The building may be single or multi-story, although the single-story building has become the standard warehouse. The location of office space in this type of warehouse may be within the building or outside of the warehouse. In either case, the location of the office space is on the same side of the warehouse as the truck docks.

Normally, two main aisles run the length of the warehouse. This is to allow material handling equipment or supplies to move straight through the length of the warehouse. Typically, cross aisles connect the main aisles. The functions found in the general-purpose warehouse include retail issues, bulk storage, receiving, shipping, preservation, security areas and administrative offices.

The refrigerated warehouse outwardly resembles a general-purpose warehouse, although it is usually smaller. This warehouse is usually in two separate parts. One part is a chill space with controlled temperatures between 36°F and 46°F. The other part is a freeze space that allows control of the temperature below 32°F. Because the chill and freeze spaces divide the refrigerated warehouse, there are no main aisles that run the length of the entire warehouse.

The flammable storage warehouse is built of noncombustible material and has fire walls with a 4-hour fire-resistance rating. The main source of protection comes from an alarm and automatic sprinkler system.

Transit Sheds, (T-Shed) are buildings without complete sides and end walls. The Navy uses T-shed for storing materials that require maximum ventilation or materials that do not require complete protection from the weather.

OPEN STORAGE SPACES.—The open storage spaces are improved or unimproved open areas used for storage purposes.

The open improved storage spaces include graded spaces or areas and areas surfaced with concrete, tar or asphalt, gravel, or other suitable topping. The Navy uses these spaces for storing certain materials invulnerable to damage by adverse weather conditions.

Open unimproved storage spaces are non-surfaced open areas used for storage. The significant disadvantage of this type storage is the limitation on the use of material handling equipment.

Types of Storage Facilities Afloat

There are several types of storerooms afloat. Based on the Supply Departments organization, the general stores and aviation divisions may use the same spaces to store material. Storage locations of material specifically used by the ship are in spaces assigned to the Stores division. Aviation items are stored in spaces assigned to the aviation stores division.

The main issue storeroom is the space set by the Supply Officer as the central distribution point for the general stores division. Generally, this space is the most accessible of all stock stowage spaces when watertight integrity restrictions are in effect. This storeroom contains a locator system either in manual or automated format. All receipt and expenditure documents normally channel through the main issue storeroom.

The bulk storerooms are spaces used for storing wholesale quantities of small items and heavy and bulky material.

The repair parts storerooms are spaces used for stowage of all repair parts. The only exceptions are those bulkhead-mounted spares and material authorized for stowage in other departments. Repair parts storerooms contain stowage aids, such as bins, drawers, shelves, racks and cabinets used for stowing material. Material needed to support aviation maintenance is stored in the maintenance support package (MSP) storeroom under the S-6 division. Aviation repairable parts are stored in separate storerooms in the S-6 division.

The flammable liquid storeroom can be at either end of the ship, below the full load waterline. This space must be as far away as possible from the magazines. This storeroom must have automatic fire alarm and fire extinguishing equipment (CO2 or HALON system). Also, this storeroom should have incandescent and explosion-proof overhead lights (protected by lamp guards) with the switch outside the compartment. Flammable items stored in this storeroom have an assigned material content code (MCC) of D, F, G, P, S and Z in the Hazardous Material Information System (HMIS) or Submarine Hazardous Material and Inventory Management System (SHIMS). Refer to the HMIS/SHIMS and NAVSUP-P485 for information concerning handling of hazardous materials.

Temporary Storage of Shipboard Material by Shore Activities

When necessary, ships may use shore facilities to store material temporarily. Temporary storage of allowance list items of equipage or equipment over 1 year must have prior approval by the Type Commander. Consumable materials, tools and other items required to support ship’s equipage and equipment will not be offloaded for temporary storage. However, some items may be offloaded as authorized during shipyard, overhaul, conversion, or change of mission. The ship requesting storage is responsible for arranging the offload and return of material. The requesting ship is also responsible for informing the storage activity of any change in the length of storage.

Types of Temporary Storage Facilities

The Supply Officer may designate the use of transit sheds or butler huts to support the department’s functions. When used, they should provide the safeguards, storage characteristics and special storage requirements needed for security purposes.

Pierside trailers may be used for the temporary storage of Supply Department material when authorized by the Supply Officer. The type of materials and security requirements should be considered before using the trailers.

When authorized, ships may also use other shore-based facilities for temporary storage of material.

Identification of Temporary Storage Material

Material offloaded to shore activities for temporary storage must be boxed, tagged and marked to provide ready identification. Each piece or container to be stored must be numbered consecutively.

Documentation of Temporary Storage Material

The DD Form 1149 is used for material offloaded for temporary storage. The form includes a notation MEMORANDUM INVOICE ONLY in data block 4. The next number from the expenditure invoice log is assigned for control only. You must place one copy of the DD Form 1149 inside each container and one copy inside a waterproof envelope securely attached to the outside of each container. The DD Form 1149 must contain the description, quantity and classification of the material. Also, it must have the type of storage required and the length of time of temporary storage.

Material Identification

Storeroom custodians will make sure that all items in stowage are legibly marked, tagged, or labeled with an NSN, NICN, or other identification number. When needed, technical assistance from other departments should be used to determine the identification numbers of unmarked materials. Items that cannot be identified will be turned in ashore facilities for disposition.

Material Protection

Items procured for the Navy have some degree of preservation packaging and packing that is required by the item manager. The packaging should protect the material from deterioration and damage during shipment, handling and stowage. The protection levels specified are code-marked on unit packages and exterior shipping containers. **Level A** provides protection against the most severe conditions expected. **Level B** provides protection for less severe conditions. **Level C** provides protection for known favorable conditions.

Most materials received by Afloat units are packaged and packed before shipment. Ship's personnel are responsible for retaining repair parts in their original packaging until issued. They are also responsible for providing adequate protection of material while it is in storage. Also, material must have adequate protection during shipment. This includes shipment of unserviceable, mandatory, turn-in repairable items to another activity.

Locator Systems

The stock locator system eases processing receipt, issue and shipment of material. The location of each item in stock is recorded in the related stock record by using manual or automated files. This record should contain only as much information as necessary to find the material. The stock locator file is the heart of a stock location system. It is the address directory for all stored material.

Locator Systems Ashore

Locator systems ashore are different and more complicated than those afloat. To understand the locator system ashore, you must understand storage layout, location number format and locator files.

The design of a locator system includes a planograph. The planograph is a drawing of the actual layout of a storage area. It portrays the subdivision of the gross space within the storage space. A planograph placed on the bulletin board enables the stock person to match the location on the locator file with the floor plan. The stock person may then proceed directly to the location of the stored item.

The automated system in use today allows faster response for inquiries concerning stock items. You must learn the procedures for using these computers according to your activity's instructions. Supply transactions, such as receipts, issues, transfers, or surveys, require posting into the computer system. The posted transactions keep the information in the system current.

When stock numbers have more than one location for small lots, the material should be consolidated into one location. Consolidating material into one location requires judicious planning. Usually, you can minimize relocation of material through attrition. Transfer of material between storeroom/warehouses or to different locations in the same storeroom/warehouse requires supervision by the leading storeroom LS. The leading storeroom LS is responsible for the following:

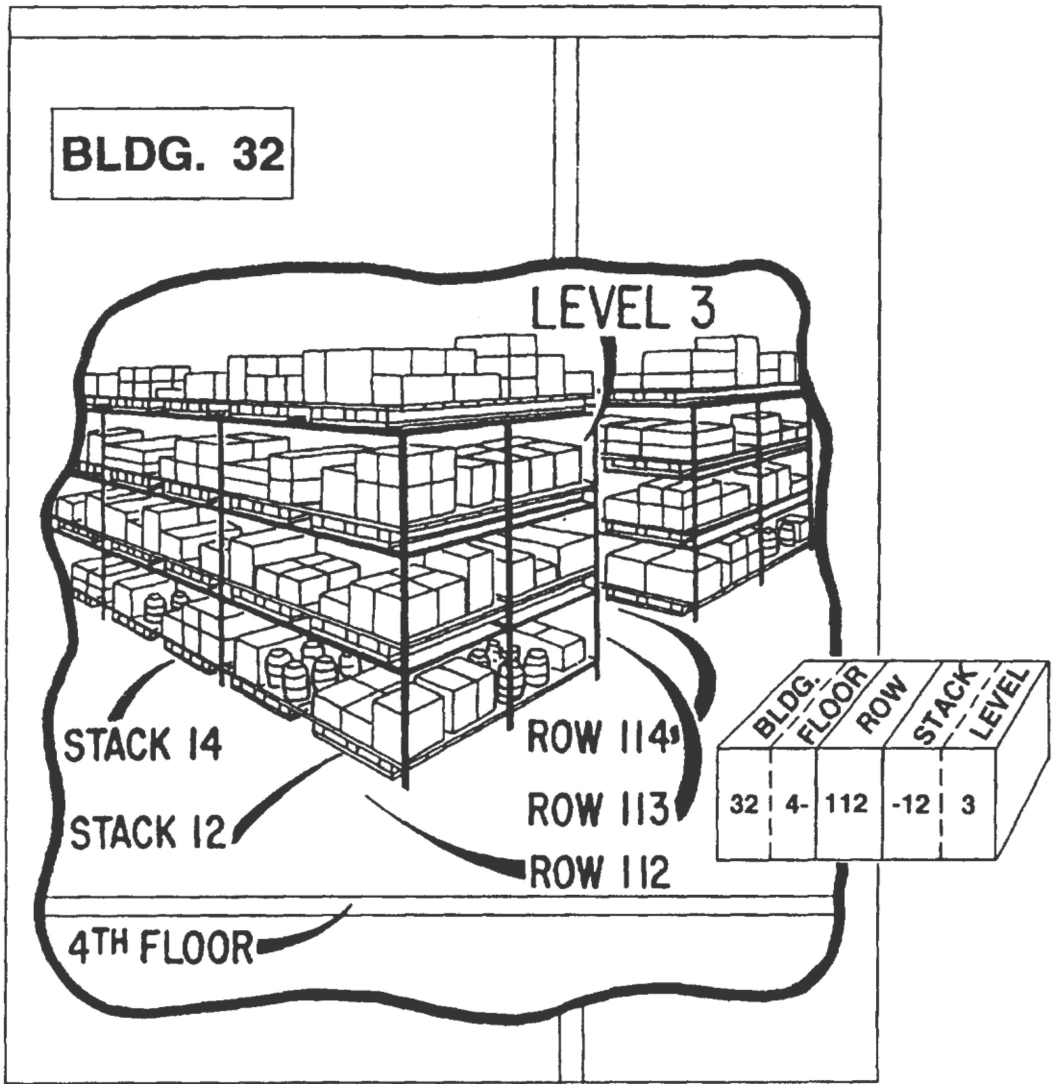
- Protecting the material from loss or damage during the move
- Ensuring proper stowage of material in the new location
- Ensuring prompt and accurate recording of new locations into the stock records or files.

STORAGE LAYOUT.—Storage space ashore is subject to considerable variations, depending upon the mission of the station. Some activities have multi-story buildings that contain both office and storage spaces. In its broadest sense, storage space includes the area within the warehouse. This includes the entire area designated as an open storage area. However, this area includes spaces assigned for such functions as preservation, packing, crating, receiving, shipping, inspection, identification, screening and offices. The space excluding these items and any other space is the gross space for storage. Net storage space is the area occupied by bins plus pallet rack space. Aisles make up the difference between the gross space and net storage space.

LOCATION NUMBER.—A significant location number is one that enables personnel who are not familiar with a storage area to locate an item of stock. Each character or group of numbers that make up the location number plays an important part in locating an item in the storage space. The location number consists of the building, floor, row, stack and level.

Normally, the location number consists of nine numeric digits separated into three groups by dashes; for example, 123-456-789. The first three digits identify the warehouse and the floor number. As in the example, the number 12 indicates the building number and the number 3 indicates the third floor. The second group of three digits (the 456 in the example) is the row number. The third group of three digits is the number of the stack. As in the example, the number 78 shows the stack or the specific crosswise location on a row. The last digit in the example, the 9, shows the level within the stack. See (*Figure 4-18*) for a sample location number and view of a typical warehouse floor plan and storage area.

LOCATOR FILES.—Automated shore and afloat activities maintain stock location data files in the computer system. This type of operation provides accuracy and speed. Automated systems can provide a printed listing of stock location information, from the computer data file, for manual use. Only authorized personnel should have access to computer files. In the manual stock locator file, all work is performed by hand. The manual system uses related stock records or the Afloat Locator/Inventory Record (NAVSUP Form 1075) for recording the location of each item of stock. An activity uses this type of locator file for managing a few items of stock. Some activities use this system particularly for high-demand or for slow-moving items.



Insert Figure 4-18 — Sample of location number and typical warehouse floor plan and storage area.

Location Systems Afloat

Ships use either automated or manual systems to maintain files and records. This includes updating the location of each item in stock. There are several factors that you must consider in assigning a location for an item. Stowage of materials depends on the types, quantities and characteristics of the materials. Other factors for stowage include security and safety requirements for storing the material.

There are other factors that you must consider before assigning available stowage space for the material. You must give consideration to the class of material and the volume of needed stowage space for each class. Some of these materials are bulk items, tires, aviation repairables and electronic modules. Consideration must also be given to the physical characteristics of the material. Characteristics of the material include the weight and size. Some materials are fragile, flammable, susceptible to damage or theft, or have other properties that may affect the safety of the crew or ship. In addition, consumable and repair parts should be segregated to ease issue and inventory processing. As an example, the location for fast-moving items should be in an area with easy access for issues and replenishments.

The number, location, shape and size of storerooms vary in each type of ship. The Supply Officer studies the configuration and capacities of all stowage space to determine the types and quantities of material to be stowed in each. Things to consider in planning the storeroom layout are location of storeroom doors, hatches, stanchions, ventilation ducts, overhead fixtures and other structural aspects.

The first element of a location system is a logical and systematic numbering system. The storerooms are identified by number (or letter), beginning from the forward most and uppermost level on the starboard side. This numbering progresses from the starboard to the port side and from the upper level to the lower level of the ship. The first two digits of the location number contain the storeroom number. Other characters of the location number are the row, stack level, or bin number. You should familiarize yourself with the location system used in your ship.

Within the Relational Supply system, you can query the location of an item from the computer. Also, you can find the location of an item in the Master Stock Status and Locator Listing (MSSLL). The MSSLL is a printout of certain essential data elements from each stock record in the Stock Record File (SRF).

Relocation of Material in Stowage

The Leading Logistics Specialist will supervise transfer of material between storerooms or to different locations within the same storeroom and will ensure the following:

- Material is protected from loss or damage during the relocation movement
- Material is correctly stowed in the new location
- New locations are promptly and accurately recorded in the material stock records.

Stowage Aids

The ship's storerooms may contain bins, racks, shelving, lockers, drawer cabinets, deck gratings, battens and other stowage aids for storing material. Warehouses ashore have bigger storage spaces and can accommodate other storage aids. These aids include pallet racks, pallet support sets, dunnage, cantilever racks and box pallets.

Pallets

A pallet is a low portable platform constructed of wood, metal, or fiberboard. Its standard measurement is 40 by 48 inches and it is manufactured with flushed or winged ends. Pallets may afford a two-way or four-way entry. The construction of a two- way entry pallet allows the forks of a forklift to enter either the front or rear of the pallet. The four-way entry pallet allows entry of forks from any of the four sides of the pallet. Pallets help to move a greater number of material pieces at one time. Also, it speeds up handling and reduces higher stacking. There are several factors that determine the number of containers that can be stacked on a pallet. These factors include size of the pallet, size and shape of the material and weight of the item. Also, you must consider the Material Handling Equipment (MHE) used for moving the pallet. The factors to consider are the lifting capacity and lifting height limit of the MHE. For example, when you use a forklift truck to stack three pallets high and maintain uniformity, the height of the lower two pallets should not exceed 102 inches. Also, you can do this by having an average height of 51 inches for each pallet load.

In forming pallet loads, you must not exceed the lifting capacity of forklift trucks at the specified distances from the heel or fork. Most 2,000-pound forklift trucks will lift 2,000 pounds if the load does not extend beyond 24 inches from the heel or fork. However, for every inch the load protrudes beyond this point, a sharp reduction in lifting capacity occurs.

The following paragraphs describe the types of stowage aids derived from pallets:

The box pallet is an adaptation of the standard pallet. A simple superstructure built on the pallet gives it the appearance of a crate or box. Warehouses use the box pallet for storing odd sized items or weak containers that will not support the superimposed load.

If you use box pallets for stacking small lots, it permits higher stacking.

The pallet rack provides support for pallets that is independent of the lower loads. Use of pallet racks is common to shore activities. Warehouses use them to store material that is not strong enough to support the load. Other uses of pallet racks include storing material with irregular shapes or material that is too small for bulk storage and too large for bin storage.

The primary usage of the safety pallet is to elevate personnel both for maintenance work and moving material to and from storage. Handling a safety pallet is the same as handling an ordinary pallet except that it is secured to the forklift truck. Safety pallets provide safety when lifting personnel and material to high places where forklifts cannot approach at a right angle.

Dunnage

There are different types of dunnage used in warehousing and material storage. The floor dunnage is used to protect stock from possible damage from water flows or dampness from the floor or ground area. The short dunnage may be cut from salvaged lumber and is used for separating the containers to permit the use of a forklift truck. The dunnage used in handling containers must be shorter than the container. Vertical dunnages are pieces of dunnage used in vertical positions to stabilize crushable items. The purpose of using vertical dunnage is to spread the weight of pallet loads. Usually, dunnage consumes less storage space than a pallet. Dunnage may be made from salvaged lumber at little cost; therefore, it should be used in lieu of a pallet.

Collars and Notched Spacers

The purpose of collars is to protect the valves of the compressed gas cylinders from the weight of the upper pallets. Collars provide this protection when compressed gas cylinders are in an upright position. To prevent accidental tipping, cylinders stacked vertically must be bound with steel strapping to stabilize the load.

Notched spacers are used for horizontal palletizing of compressed gas cylinders. This method of palletization permits the issue of a single cylinder without disturbing the balance of the unit. Notched spacers also prevent compressed gas cylinders from rolling out of the stack. For additional protection, use wire or steel strapping to bind the pallet when transporting cylinders for long distances or over rough terrain.

Storeroom Characteristics

The number, locations, shapes and sizes of Supply Department storerooms vary significantly in each type of ship. Therefore, each Supply Officer must carefully study the configuration and capacity of available stowage spaces when determining the type and quantity of material to be stowed in each.

The location of storeroom doors, hatches, stanchions, ventilation ducts, overhead fixtures and other structures must be considered in planning the stowage layout. Architectural “obstructions” are altered, when possible and as necessary, to create additional space.

Space Layout Factors

To the maximum extent that available space permits, you must adhere to the following guidelines when stowing general stems:

- Locate heavy bulk materials in areas convenient to hatches and materials-handling equipment. This minimizes the physical effort required for loading, stowage and breakouts
- Locate light bulky material in storerooms with high overhead clearances for maximum use of available space
- Segregate unlike materials (e.g., hazardous versus nonhazardous, classified versus unclassified, large versus small)
- Locate frequently requested material, such as Selected Item Maintenance/Demand-Based Items (SIM/DBI), as close as to the point of issue as possible, in a storeroom that is convenient to maintenance personnel
- Locate shelf-life items in a readily accessible area to facilitate periodic screening
- Install appropriate stowage aids in spaces where they can be effectively used
- Provide for aisles at least 30 inches wide between bins, racks and/or cabinets
- Arrange materials with identification labels facing outward to facilitate issues and inventory
- Avoid multiple locations for the same item.

Hazardous Material Storerooms and Lockers

Certain materials with inherent hazardous properties require special stowage facilities and handling precautions. The Naval Ships' Technical Manual and the HMIS/SHIMS outline the requirements for shipboard stowage of dangerous and semi-safe materials. Shipboard stowage facilities commonly used for hazardous general stores items are discussed in the following subparagraphs.

Flammable Liquids Storeroom

The flammable liquids storeroom normally will be located at either end of the ship, below the full load waterline, not adjacent to a magazine and be equipped with an automatic fire alarm and CO2 system.

This storeroom also should have incandescent and explosion-proof overhead lights (protected by lamp guards). The switch should be outside the compartment and non-sparking vent fans, with the controllers outside the compartment.

Acid Locker

An acid locker is a leak-proof, lead-lined box, chest, or locker especially designed for stowing bottles or carboys of acid. A label bearing the inscription "ACID BOTTLE STOWAGE" in 3/8-inch letters must be securely attached to the lid of each acid locker. Acid lockers will be kept in the flammable liquids storeroom. However, acid lockers that contain only medical acids may be kept in a medical storeroom.

Alcohol Locker

An alcohol locker is a chest or locker used for security stowage of grain alcohols that are highly susceptible to pilferage (i.e., ethanol or ethyl alcohol). Alcohol lockers will be located in the flammable liquids storeroom; however, lockers that contain only medicinal alcohol (100 proof or less) may be located in any secure space designated by the Commanding Officer.

Material Requiring Special Handling

Certain materials with inherent hazardous properties, delicate instruments, classified items and pilferable material require special handling or storage. We will first consider the classifications of material and then discuss the special handling or storage requirements for material that is carried for ship's use. Requirements for cargo stowage are not covered because the types of cargo and ship's characteristics vary and must be considered on an individual basis.

Hazardous Materials

The Naval Ships' Technical Manual, chapters 670 and 9230 and the HMIS/SHIMS outline the requirements for shipboard use and storage of dangerous and semi-safe materials. The Hazardous Materials Information System Hazardous Item Listing, DoD 6050.5-LR lists these items under each classification. The HMIS also includes the procurement, transportation, physical, fire-fighting, spill and leak information for each item. To determine the storage requirements of the item, cross-reference the type storage code from HMIS/SHIMS to the code listed in NAVSUP P-485 Volume II. Disposal of hazardous materials will be in accordance with the following publications:

- OPN AVINST 5090.1 (series), *Navy Environmental and Natural Resources Program Manual*
- Naval Ships' Technical Manual (NSTM), chapter 593, Pollution Control
- NAVSEA S9593-A7-PLN-010, *Shipboard Hazardous Material Hazardous Waste Management Plan.*

The labeling of hazardous material should provide enough information about the hazard presented by the material. Storage tanks and pipes containing hazardous material also must be labeled. Stock hazardous material should be at the minimum quantity required to meet the operational requirements. The following paragraphs list some of hazardous items used afloat.

ACID.—Unless classified as safe material in the Naval Ships' Technical Manual, chapter 670, store liquid acid in the acid locker. If the acid locker is not available, stow acid bottles in the flammable storeroom. However, a watertight rubber lining must cover the deck and the lower part of the bulkhead Also, label the space with ACID BOTTLE STOWAGE, in 3/8-inch letters, securely attached to the outside of the storeroom door. Corrosive acids are acute fire hazards. Stow corrosive acids separately from oxidizing or flammable materials. Avoid contact of corrosive acids with your skin or eyes. Personnel handling these acids must wear rubber gloves, rubber aprons and goggles for protection.

ALCOHOL.—Since most alcohols have a flash point below 100°F, all alcohol must be stored in flammable liquid storerooms. Store grain alcohol (ethanol or ethyl alcohol) in an alcohol locker.

OXIDIZING MATERIAL.—The HMIS/SHIMS lists oxidizing material by Special Material Content Code J (Juliet). Store all oxidizing material in a dry compartment away from combustible materials. One of the oxidizing materials used on board ships is calcium hypochlorite. It is a bleaching agent and disinfectant. Ships use calcium hypochlorite for purification of potable water, sewage treatment and biological and chemical agent decontamination. Calcium hypochlorite itself is noncombustible. However, it is a strong oxidizing agent that will generate heat and liberate chlorine. It can also cause fire when stowed in contact with paints, grease, oils, detergents and other combustible materials.

Calcium hypochlorite itself is noncombustible. However, it is a strong oxidizing agent that will generate heat, liberate chlorine and cause fire when it comes in contact with paints, oils, greases, detergents, acids, alkaline, antifreeze, fabrics and other organic and combustible materials. Calcium hypochlorite should be stored in bins or lockers. The storage space must contain the label "HAZARDOUS MATERIAL-CALCIUM HYPOCHLORITE" in red letters on a white background.

COMPRESSED GASES.—Compressed gas is any material or mixture in the container that has an absolute pressure of more than 40 PSI (pounds per square inch) at 70°F. Or, regardless of pressure at 70°F, it may contain an absolute pressure of more than 104 psi at 130°F. Compressed gas also includes any liquid flammable material that has a vapor pressure above 40 psi at 100°F.

On ships, compressed gases are stored on the weather deck unless the ship has specifically designed spaces below deck for such material. When stored, compressed gas cylinders must be vertical and secured with the valve protection caps in place. Compressed gas cylinders must be located away from other flammable materials, especially grease and oil. Also, the cylinders must be as far away as possible from navigation, fire control, or gun stations. The cylinders must be protected from the direct rays of the sun or accumulations of snow and ice.

You must take precautions when storing compressed gases below decks. You must prevent any leaking fumes from entering ventilation air intakes leading to working or living spaces.

Usually, empty cylinders still have some gas remaining in them; therefore, you must stow and handle empty cylinders with the same precautions as full cylinders. You must handle compressed gases, particularly the flammable and explosive gases with extreme care.

You must prevent cylinders from dropping or forcefully striking against hard surfaces. You must not allow the tampering of cylinder safety devices. When not in use, be sure that the valve protection cap is securely in place. If the valve of the cylinder should snap off the cylinder can behave like a missile. For example, a cylinder with 2,200 pounds per square inch (psi) pressure can travel 2,600 feet in free flight. This is disastrous when it happens in a confined space. The following paragraphs describe the safety requirements you must observe when handling compressed gas cylinders.

You must prevent cylinders from coming in contact with fire, sparks, or electrical circuits. Exploding steel cylinders have the same destructive effect as a bomb.

Do not drag or slide cylinders when moving them. You must use hand trucks, as prescribed by Naval Ships' Technical Manual, chapter 9230. If hand trucks are not available, tilt the cylinder and roll it on the bottom edge. During loading or offloading of gas cylinders, you must secure them to a cradle, pallet, or rack. Never hoist cylinders with electromagnets, or with hooks or lines attached to the valve protection caps.

You must prevent the altering or defacing of the numbers or markings on the cylinders. Do not add markings to the cylinders without approval from the Engineering Officer. Do not issue cylinders if you cannot identify their contents.

The Naval Ships' Technical Manual, chapter 550 contains detailed information about the stowage, handling and use of various types of compressed gases.

Anyone handling gas cylinders must be familiar with the color-coding used on them. The color codes and markings identify the contents of the cylinders and is used as a hazard warning. The color-coding consists of primary and secondary color warnings. The primary color warning is the color assigned to identify the classification of the material according to its primary hazard from a safety standpoint. These colors appear as the main body, top, or band colors on compressed gas cylinders. A secondary color warning is the color assigned as a warning of a secondary hazard held by a material.

This means that the material may have another type of secondary hazard that is distinctly different from that shown by its primary color warning. These colors appear as band colors on compressed gas cylinders. The following sections list the colors used as both primary and secondary warnings.

Yellow identifies flammable or combustible materials.

Brown identifies toxic and poisonous materials.

Blue identifies anesthetics and harmful materials. These are materials that produce anesthetic vapors and liquid chemicals and compounds hazardous to life and property. However, these materials do not normally produce dangerous quantities of fumes or vapors.

Green identifies oxidizing materials. These are all materials that readily furnish oxygen for combustion and react explosively when they come in contact with hot material.

Gray identifies physically dangerous materials. These are materials, safe in themselves, that are asphyxiating in confined areas. These also are materials handled in a dangerous physical state of pressure or temperature.

Red identifies fire protection materials.

Black identifies a combination of oxygen and other gases.

Buff (tan) identifies industrial gases.

Orange identifies refrigerants.

In addition to its basic colors, each cylinder marking may include a combination of colored stripes to identify a particular compressed gas. Refer to chapter 2 of NAVSUP P-485 for a listing of the different types of gases and the color markings used on compressed gas cylinders.

ACETYLENE. — Acetylene is inherently unstable and may explode when subjected to heat or shock or upon contact with chlorine or certain metals such as copper, silver and mercury. Therefore, acetylene must be stowed separately from oxygen or any other materials with which it forms an explosive compound. The gas must never be allowed to escape into an enclosed area. The cylinders must be protected from flames, sparks, lightning and static electricity. Testing for suspected leaks should be done with soapy water.

Toxicity.—In moderate concentrations, acetylene may act as an intoxicant. In higher concentrations, it will cause asphyxiation and unconsciousness. Some grades of acetylene also contain many impurities. Therefore, breathing of acetylene in any concentration for any length of time must be avoided.

Upright Stowage Required.—Acetylene in cylinders is dissolved in acetone that has a tendency to flow into the valve if the cylinders are stowed horizontally. For this reason, acetylene must be stowed and used only in an upright position with the valve end up. When it is known or suspected that acetylene cylinders have been stowed on their sides, they will not be used until they have been in a vertical position for at least 2 hours.

OXYGEN AND CHLORINE.—Oxygen and chlorine are oxidizing gases that strongly support combustion. Chlorine is also poisonous. Oxygen and chlorine cylinders must be stowed on the weather deck, or in a separate watertight storeroom, which has at least one compartment between it and any space that is used for the stowage of combustibles such as flammable liquids or gases, ammunition, paint, gasoline and oil.

NONFLAMMABLE GASES.—Helium, nitrogen, carbon dioxide and argon are nonflammable gases. Because of their inert characteristics, they may be stowed with flammable or oxidizing gases. Since these non-flammable gases will not support expiration (a sufficient concentration in a closed space will cause asphyxiation), they must be stowed on the weather deck or in other well-ventilated spaces.

AEROSOL PRODUCTS.—Aerosol products are liquids, solutions, or powders contained in pressurized dispensers. The dispensers have release valves to control the discharge amount of the product. Aerosol containers are commonly used for the disposal of paints, enamels, lacquers, insecticides, silicones and rust preventives. The aerosol propellant may be low-boiling, halogenated hydrocarbons or other hydrocarbons, such as liquid propane or isobutane. Aerosol cylinders will burst if exposed to heat sources more than 120°F. Aerosol cans are prone to leakage when dented or hit against hard objects. Aerosol propellants are extremely flammable and, in enough concentration, can be anesthetic or asphyxiating. Therefore, aerosol products should be stowed in the flammable liquids storeroom or in cabinets away from oxidizing materials. The space should have mechanical ventilation, when necessary, to remove accumulated vapors.

TOXIC SUBSTANCES.—A toxic (poisonous) substance may cause discomfort, asphyxiation and/or death if ingested or inhaled, or if absorbed through the skin. Therefore, adequate precautions must be taken to prevent such dangers when stowing or issuing toxic material.

Toxic substances will be stowed in a cool, well-ventilated area, separate from acids. It will be protected from fire hazards or impacts, which may break seals or damage containers. Each case, carton and individual container of toxic material must be labeled with a warning such as the following:

"POISON! IF TAKEN INTERNALLY, WILL CAUSE SERIOUS ILLNESS and POSSIBLE DEATH!"

It is particularly important to make sure that containers of poisonous liquids such as industrial alcohol are clearly identified and labeled (i.e., to prevent human consumption, which can be fatal). Stowage and handling of miscellaneous non-hazardous material are covered in the NAVSUP P-485.

RADIOACTIVE MATERIAL.—Radioactive materials are assigned a Special Material Content Code (SMCC) of R or X if radioactive and magnetic. These materials have the United States Nuclear Regulatory Commission (USNRC) radiation symbol label. This label must be in good condition and remain with the material at all times. Any area used for storing radioactive material must have the standard radiation symbol and the words "**CAUTION RADIOACTIVE MATERIAL"** conspicuously posted. Report any suspected radiation hazard promptly to the Radiological Safety Officer and a representative of the medical department.

CLASSIFIED MATERIAL.—Stowage and handling of classified material must be in accordance with the Department of the Navy Information Security Program Regulation, SECNAVINST 5510.36.

DELICATE INSTRUMENTS.—Delicate instruments are usually expensive and easily damaged. These materials require especially careful handling and protective stowage. You must keep the instruments in a dry atmosphere, away from magnetron tubes or magnetic devices. When possible, the storeroom temperature should be 70°F or below.

DRUMMED PRODUCTS.—Drummed products on board ships may contain flammable liquids or nonflammable material. Stow drums on end with the bung end on top. Each drum must have adequate identification of its contents legibly indicated on the side of the drum. If stowed on the weather deck, cover the drums with a tarpaulin (when practical). Drummed products must be inspected at least weekly to make sure the bungs are tight and there are no leaks or corrosion.

SHELF-LIFE MATERIAL.—Shelf-life material requires inspection upon receipt to ensure adequate packaging and preservation. You must locate this material in spaces that are least likely to cause its deterioration. You also must use the coolest and driest space available for storing the more deteriorative materials, such as dry cell batteries and rubber products. To make periodic screening easier, consolidate shelf-life items in a readily accessible area whenever possible.

AIRCRAFT ENGINES.—While stored, an engine must be in its original container unless authorized to be stowed on an engine stand/cart. Aircraft engines are expensive items and require extreme protection and accountability. In older ships, aircraft engines are stowed on weather decks or sponsons. Stowage and issue of aircraft engines to and from the weather deck area require the use of a crane or hoisting equipment. Newer ships have bulk stowage areas assigned in the hangar bay area. Movement of aircraft engines in the hangar bay area requires a forklift or an overhead hoist. Regardless of stowage space, you must always keep aircraft engines and containers secured for sea. Securing for sea means tie down the engines and containers to prevent shifting in any direction.

To preserve the condition of an engine, conduct corrosion preventive maintenance according to the specific engine manual. The supporting maintenance department normally conducts the corrosion preventive maintenance.

Storeroom Maintenance

When you are in charge of a storeroom, you are also responsible for maintaining the space. Before you secure each night, sweep the storeroom and remove all trash. Clean bins, shelves, ventilation ducts and fans periodically. If you practice good housekeeping, your spaces will always present a neat and efficient appearance.

The material condition of your space is also your responsibility. Rust is an ever-present enemy and requires constant vigilance to keep it under control. Rust spots should be chipped, wired brushed or sanded, primed and spot painted. Loose bolts should be tightened promptly to prevent possible damage to the storeroom or its contents. Pipes, valves, electrical system, watertight fittings and firefighting equipment must be examined daily and any defects reported to the Supply Officer.

The Supply Officer or Duty Supply Officer requires daily security reports. The method and time of these reports are established in each ship's routine.

Before getting underway into open seas, storerooms must be thoroughly inspected and secured to prevent stores from shifting due to the ship's motion. Bulk stores must be braced or lashed to bulkheads, stanchions, or battens and the fronts of open bins and shelves secured to prevent stores from falling out on deck.

Unless approval is obtained from the Commanding Officer, personal gear must not be stowed in Supply storerooms.

Security Procedures

The following general security rules apply to Supply department spaces:

- Materials in store are always kept under lock and key except when the bulk of such material makes stowage under lock and key impractical
- Supply spaces are kept locked when not attended by authorized personnel
- Responsibility for the security of spaces rests with the person in charge of each space
- Permission for entry of persons ordinarily not authorized to have access to supply spaces will be obtained from the Supply Officer or the delegated assistant
- No supply space will be secured in such a manner that access by use of ordinary damage control equipment is impeded in an emergency

- Keys to Supply space padlocks will not be taken from the ship by the custodian
- A key log will be used to identify the holders of keys removed from the key locker
- Combinations to combination locks are not recorded in writing except as prescribed in NAVSUP P-485
- All key padlocks must be 1-1/2 inch, pin tumbler type, with dead bolts, either brass or bronze, The locks must be keyed individually and furnished with two master keys for each group and two grand master keys for each set
- All keyless padlocks will be the three-combination, manipulation-resistance type 8077A, NSN 9B 5340-00-285-6523
- Combinations on keyless padlocks must be changed at least every 6 months.

Group Spaces

For purposes of key administration, Supply Department spaces are divided into four groups:

GROUP I—General stores spaces, including general storerooms, repair parts storerooms and special lockers and spaces related to them. Each lock must have an original and a duplicate key, each different from the keys to any other space. The person in charge of the space during working hours has possession of the original key. After working hours this person must turn over the key to the Duty Petty Officer for safekeeping in a general key locker in the Supply Office. The duplicate key may be kept in the Supply Office key locker, in a special duplicate key locker, or in the Supply Officer's safe. An original master key that passes (opens) all locks in group I may be retained in the custody of the officer or petty officer designated by the Supply Officer. The Supply Officer retains the duplicate master key in his possession.

GROUP II—Food Service spaces, including the galley, bakeshop, bread room, vegetable preparation room, subsistence issue room, butcher shop, refrigeration spaces and subsistence storeroom. Each lock must have an original and a duplicate key different from the keys to any other space. These keys are handled in the same manner as for group I, except that the keys to the galley, bakeshop, bread room, butcher shop and vegetable preparation room are not turned in to the key locker but are passed between watch captains as they relieve each other. There must be a master key, different from group I, which will pass all locks in group II. This master key may be retained in the custody of the Supply Officer or a designated Petty Officer. If a duplicate master key is furnished, it is retained in the custody of the Supply Officer.

GROUP III—Ship's Store and clothing spaces (including the bulk storerooms), retail stores and all associated spaces. These spaces are secured with combination padlocks. The combination padlock comes with a "setting-in" key and instructions for setting the combination. The custodian of the space must do the following:

1. Set a combination in the lock.
2. Record the combination on a piece of paper.
3. Place the paper and the "setting-in" key in an opaque letter-size envelope.
4. Seal the envelope.
5. Sign his name over the flap of the envelope in the presence of the Sales Officer.
6. Turn the envelope over to the Sales Officer.

The custodian does not record the combination anywhere other than on the paper turned in to the Sales Officer, nor does the custodian disclose the combination to any person. The Sales Officer receives the sealed envelope, places signature over the flap in the presence of the custodian and retains the sealed envelope in a safe. In the absence of the custodian, emergency entry into the space is accomplished by the Sales Officer, who removes the combination from the sealed envelope and enters the space in the presence of at least two witnesses. If required, damage control nippers or burners provide easy and quick entry. These spaces must not remain unattended while unlocked. After entry is made in the absence of the custodian, the space must be secured by replacing the lock and sealing the space with a lead or car seal in the presence of the two persons witnessing the entry. The seal is removed by the custodian upon return. When entry is obtained in the absence of the custodian, the combination must be changed by the custodian upon return. Before doing so, the custodian may, if desired, conduct an inventory of the stores in the space.

GROUP IV—All of the ship's service activities (barbershop, tailor shop and laundry) not performing cash sales, or stowing cash. When the latter conditions exist, these spaces are placed under group III.

Each lock in group IV must have an original key different from the keys to other spaces. It must be kept by the person in charge of the space during working hours. After duty hours, the person in charge of the space must turn the key over to the Duty Petty Officer for safekeeping in the key locker in the Supply Office. A duplicate key for each space is safeguarded in the same manner as for group I. The Supply Officer or the designated assistant retains in his custody a master key (original) to all locks in group IV. The Supply Officer retains the duplicate master key in custody.

Grand Master Key

The Supply Officer is required to maintain a grand master key, which will open all locks in groups I, II and IV. It will NOT open locks in group III. If authorized by the Supply Officer, Duty Supply Officers or Duty Petty Officers may pass the duplicate key between them when the number of Supply Officers aboard is such that the senior Petty Officers are required to act as Department Duty Officers.

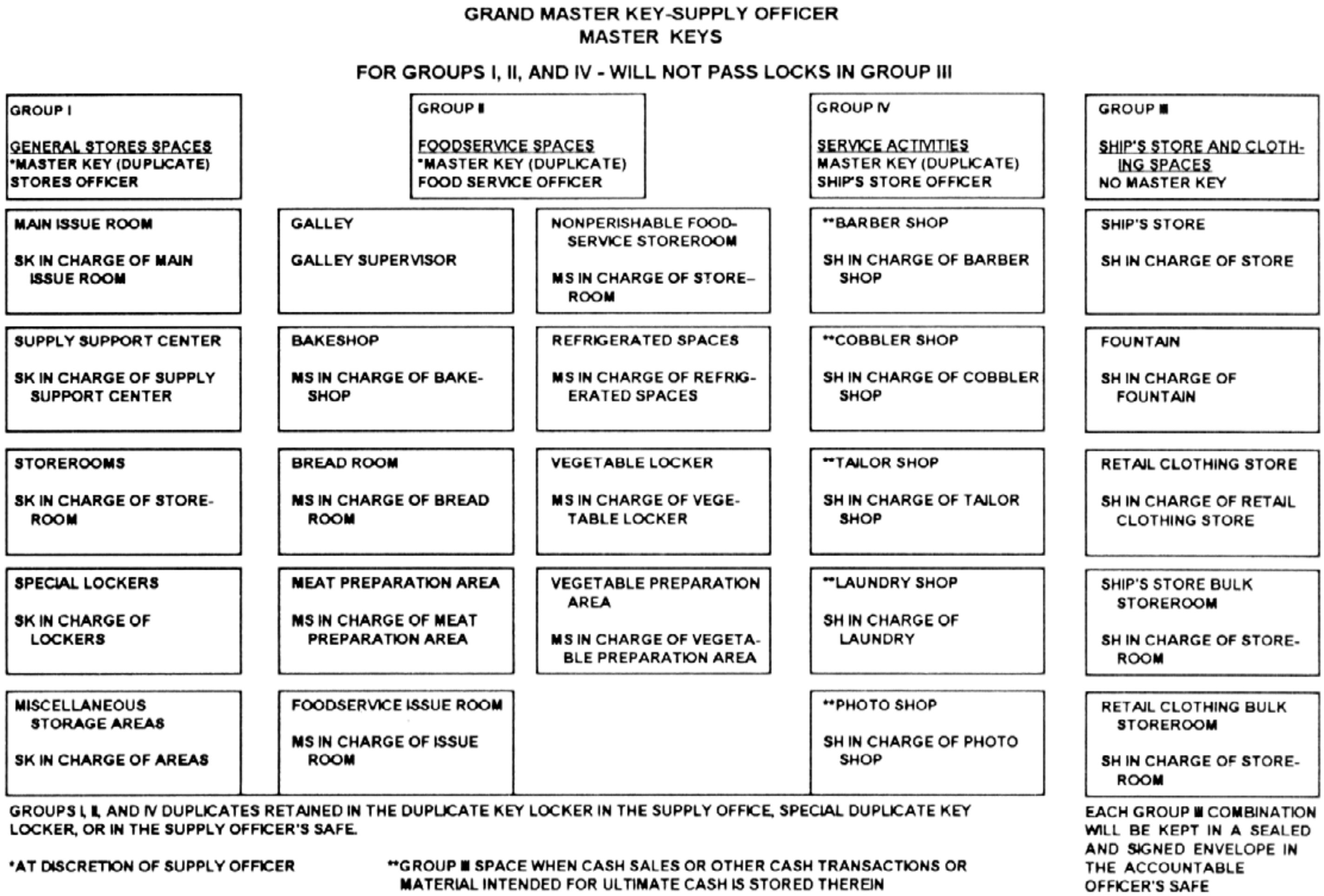


Figure 4-20 — Illustrates typical custody with regard to keys.

Sets of locks containing locks for group I, II and IV Supply spaces, are available in various sizes to meet the requirements of different ships. When a single series padlock set is inadequate to meet the needs of large ships, more than one set may be used. For example, one set for group I and a second set for groups II and IV.

SUMMARY

In this chapter, we discussed the different methods of processing receipts from various activities. Specifically, the receipt processing procedures for the both ashore and afloat activities. In such, you learned the proper inspection and verification of all receipt types. You learned the proper annotation of the receipt document to facilitate the material receipt process, to include marking the receipt document with date, noting the quantity received, receipt signature and noting discrepancies when found. You learned the roles and responsibilities of the Supply Officer and other Department Heads in the proper receipt, storage, security and inventory control of various material types. Additionally, based on material characteristics, you learned the unique storage and security requirements for Group Spaces and hazardous, classified and special materials. You learned to achieve maximum stowage efficiency by utilizing the basic guidelines set forth in the NAVSUP P-485.

(This page was left blank intentionally).

CHAPTER 5

MATERIAL EXPENDITURES

The effectiveness of a supply department is measured primarily by its response to the requirements of other departments. Within the supply department, your effectiveness will be measured by your overall performance. This chapter will help us learn the types of documentation and procedures used for each type of transaction.

LEARNING OBJECTIVES

When you have completed this chapter, you will be able to do the following:

1. Identify the procedures used in processing expenditures, offloads and movement of materials.

EXPENDITURE

Expenditure is any act that results in a decrease of Navy assets (material or funds). Material expenditure is the act of removing a specific quantity of items from the activity's stock records. Then, the activity passes these items to an end-user, another activity, or disposes of them according to higher authority. Expenditure also applies to material that is lost or is no longer usable (shelf-life expired or damaged).

Types of Expenditures

The methods for processing expenditures are issue, transfer, survey or cash sale. In this chapter we are concerned with the material held in supply department storerooms and its expenditure.

Issue

The most often used method of expenditure is the issue. The term *issue* refers to the physical turnover of material to the end-user. Material issue results in a charge of Navy Stock Account (NSA) material against a current operating budget or operating target (OPTAR). Issue of Appropriation Purchase Account (APA) material results to statistical data only and does not affect operating budget or OPTAR.

For stock control, issue is a reduction of material available to support operations. The issue transaction also includes posting of the demand data for predicting future requirements. Issue also involves reduction of the money value carried on the Supply Officer's records. The money value appears as charges to the operating budget or OPTAR of the customer.

Issue documents used to expend material in support of maintenance require maintenance data in the Remarks block of the form. For example, maintenance data, such as job control number (JCN), aircraft bureau number, Type Equipment code, Work Unit code, Commercial and Government Entity code (CAGE), part number and Record Type code, should be in blocks L-V of Single Line Item Requisition System Document, DD Form 1348.

These are statistical data produced by the issue documents and are part of the Maintenance Data System (MDS). The MDS is a basic element of the Material, Maintenance, Management (3-M)

Systems that provides a means of recording maintenance actions in detail. The recorded information includes labor and material used in equipment maintenance. The 3-M Systems allow retrieval of information concerning maintenance requirements and equipment performance, when needed.

Transfer

The term *transfer* refers to the movement of material from the custody and records of one activity to another activity. This includes transfer of Ready For Issue (RFI) material to Other Supply Officers (OSO), transfer of RFI that is no longer desired to be stocked onboard to a shore activity (also known as Material Turned into Stores or MTIS) and RFI and Not Ready For Issue (NRFI) material that is transferred to a Defense Reutilization and Marketing Office (DRMO). Extended Money Value (EMV) will determine if RFI material is transferred to MTIS or DRMO.

Survey

A survey is the procedure used for expending lost, damaged, or unserviceable material. An approved survey is an expenditure document and it should have an assigned serial number in the expenditure document series.

Expenditure Document Numbering System

Expenditure documents will be numbered in accordance with the Military Standard Requisitioning and Issue Procedures (MILSTRIP) numbering system. The document number consists of the service designator code, the ship's unit identification code (UIC), the four-digit Julian date and a four-digit serial number. For example: If the volume of expenditure documents or the location and size of physical facilities warrants, the serial numbers may be divided into separate blocks of numbers for assignment to categories, such as ordnance, food, ship's stores and clothing items and other expenditures. Expenditure document numbers will not duplicate document numbers assigned to requisitions unless the requisitions are for replacement mandatory turn-in repairable (MTR) items. Through the fiscal year, all serial numbers, except for MTR items, run consecutively within each block for each type of expenditure.

Expenditure Record Log

The expenditure record log is used to control expenditure document number assignments and to provide a record of all expenditures. The expenditure record log is divided into two segments described in the following paragraphs.

Expenditures, Except for MTR Items—This section of the expenditure record log will be maintained for recording all transfers and surveys. If the ship assigns blocks of serial numbers, this segment will be subdivided to include a separate section for each material category. The serial numbers in each section will run consecutively throughout the fiscal year.

MTR Items —This section will be maintained for recoding all shipments of unserviceable MTR items. Document numbers in this section will duplicate document numbers assigned to replacement requisitions.

Expenditure Invoice Files

The expenditure invoice file will contain the original of each expenditure invoice prepared by the ship, or a copy if the original is required elsewhere. Internal issue documents, NAVSUP Forms 1250-1, will not be included in the expenditure file. Expenditure invoices will be filed by expenditure document number. However, expenditure invoices for MTR items will be placed on the opposite side from other expenditure invoices.

Expenditure File

This file contains the original copies of transaction documents processed by the activity. If the original is not available, the activity may use a copy of the transaction document. The transaction documents referred to in this section are the forms used for each transfer, cash sale, or survey. The sequence for filing the invoices is Julian date and serial number sequence. The retention period of the expenditure invoice file is 3 years after completion of the expenditure transaction.

Material Issues

The term *issue* means the process of expending material in response to a requisition from a user, supported unit, or activity. Refer to issue processing procedures described in Chapter 5 of the NAVSUP P-485 . For mechanized activities, refer to the publications and procedures for prescribed system.

Issues Ashore

Heads of departments have authority to request material for the operation of their respective departments, normally, department heads authorize someone in the department to submit issue requests and receive material. This may be done by submitting a list to the Supply Officer, naming the individuals authorized. The department head may use a credit card system that authorizes the bearer to request and receive material. Either method serves not only as an authorization for you to accept the request but also as a control over requests submitted by departments.

Control of issues is necessary to make sure that the ship stays within the OPTAR granted by the TYCOM and that only essential material is requested. The Commanding Officer normally provides for an equitable distribution of the OPTAR to the various departments by means of a departmental budget. Each head of department is required to operate within this budget. The budget may be exceeded only with the approval of the Commanding Officer.

Naval Air Stations (NAS) and other stations under the management of Naval Air Systems Command (NAVAIR) use MILSTRIP for internal procedures. The Naval Aviation Maintenance Program (NAMP) procedures are also mandatory at naval air stations. Document processing of material issues at supply departments ashore generally follows the pre-posting method. However, Supply departments may establish the post-posting method for issuing material in direct support of a weapons system. This method is necessary to meet the time frame for processing requirements. The chronological order of requisition processing procedures ashore may vary among supply activities. For example, mechanized processing involves different organizational areas than does manual processing. The processing of on-station issues by using the requestor's requisitions differs from the processing of off-station requisitions. Receipts from off-station may be on DD Form 1348-1, DD Form 1348-1A, or other shipment documents.

Activities with automated systems can transfer data to other parts of the organization by electronic means. The computer system can send requisitions, received electronically, direct to the storage area. The requisitions received via the computer system goes through a validation process first. Then, the computer program allows processing of requisitions that passed the validation process. In the validation process, the computer system checks for mandatory entries and correctness of data. Requisitions with errors will need correction before the computer can continue processing.

Issues Afloat

This section provides issue procedures for general use consumables, repair parts and repairable. The basic rule for issuing material afloat is the same as for shore sites. That is, the authority for issuing material afloat is also a request from the customer. Upon receipt of the requisition, the supply activity processes issue or referral and provides status to the customer. Upon delivery of material, the customer signs and put the current date on the issue document. The customer retains one copy of the issue document as record of the completed requisition. Delivery personnel forward the signed copy of the issue document to the stock control branch or supply response section for use as proof of delivery.

Under mechanized procedures, activities can submit material requirements on-line by using an automated system (RSUPPLY, NALCOMIS, and OMMS-NG).

The term *off-line*, used by Supply onboard ships, refers to manual processing. In off-line processing, the customer submits requisitions on a locally approved form to the Supply Response Section or customer service. The requisitions must contain, at a minimum, the following information:

- NSN/NICN/LICN or part number
- Unit of issue
- Quantity
- Document number
- Chargeable end-use fund code
- Project code
- Priority
- Advice code, if applicable
- MDS data, if applicable
- Cognizance symbol (Not Carried items only)
- Nomenclature (Not Carried items only).

Supply personnel may process the requisitions received off-line into an automated system or completely off-line if necessary. At the first opportunity, supply personnel should process off-line issues by using the post-post or backfit option.

Requisition Handling Precedence

The basis for internal handling of requisitions is the assigned priority designator. By using the priority designators, the requisitions are classified into three separate groups. Material requests bearing priority designators 01-03 are in Issue Group I. Issue Group I is given special handling or expeditious processing from the receipt of requisition until delivery of material. Also, issuing activities can process issue Group I requisitions as BEARER PICKUP.

Material requests bearing priority designators 04-08 are in Issue Group II. Material requests in this group require identification or marking before sending them to storage for issue. Handling of material requests in this group may be “issue on requisition” basis, but not bearer pickup.

Material requests bearing priority designators 09-15 are in Issue Group III. Material requests in this group do not need identification or marking, When a requisition contains a Required Delivery Date (RDD), process the requisition in the proper issue group to meet the RDD. The assigned RDD can be earlier or later than the Standard Delivery Date (SDD) listed in the Uniform Material Movement and Issue Priority System (UMMIPS). Refer to NAVSUP P-485, chapter 3, for additional information on RDD.

Table 5-1.— Processing Standards.

Priority Group	Priority	Processing Time
I	1-3	1 Hour
II	4-8	2 Hours
III	9-15	24 Hours

Table 5-1 is the NAMP Processing Standards for requisitions submitted by squadrons and AIMD in support of maintenance. The processing time standards also apply to furnishing requisition status. The elapsed time starts when the customer places a requirement to the supporting supply activity. The elapsed time stops upon delivery of material or receipt of status by the customer. If the requested material is not in stock (NIS) or not carried (NC), the supply activity must give this information to the customer.

The term *requisition status* means the action being taken by the supply activity to fill the requisition. Status data refers to the information on the requisition status. The media and status code of the requisition tells the supply activity how and where to send the status. Providing requisition status on time helps customers decide about the job and material requirement situations.

Local deliveries involve movement of material within the supported area of the supply activity. Material movement starts from the storage area and ends at the assigned delivery point. During the delivery process, material must have packaging protection to prevent damage. By keeping material in the original container, it will provide the desired protection. However, use of cushioning material, such as bubble wrap, can reduce shock and vibration during material movement. Refer to Supply Afloat Packaging Procedures, NAVSUP P-484, for packaging procedures afloat. Also, the Common Naval Packaging (CNP) website provides packaging data for aviation repairable assemblies. During delivery, material must be properly loaded and secured in the vehicle to prevent damage from falling or jolting.

All material for issue will have documentation. The material will have at least two copies of the issue documents. One copy for the customer and one signed copy as proof of delivery.

MECHANIZED PROCESSING —Upon submission, supply automated systems automatically compares the material requests entered via computer to the control and validation files. Validation through technical editing and suspense processing is still necessary to correct any erroneous inputs or requirements needing special approval. Upon completion of the validation process, supply automated system will produce an issue document for available material. Storage personnel use the issue document to locate, pick up and deliver material.

The term *complete issue* refers to the issuance of the complete quantity requested (*Figure 5-1*). When processing the issue document, personnel making the issue must circle the quantity issued on the document and attach one copy to the material. Personnel may use the FIRST DESTINATION ADDRESS of the issue document for the staging area location, name and date. Upon delivery of material, the customer signs and date, the issue document.

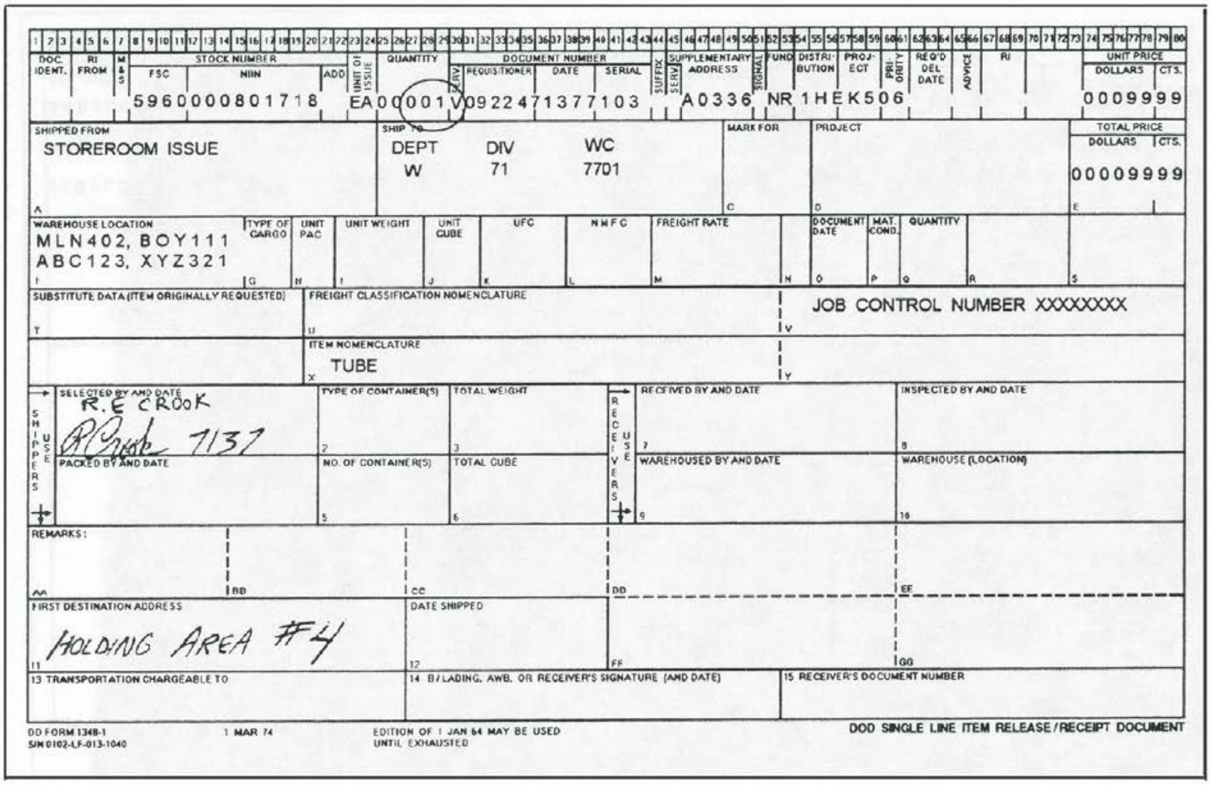


Figure 5-1 — Complete issue documentation on DD Form 1348-1.

Personnel making the issue must adjust the issue quantity to coincide with the standard pack of the item. To process the issue, line out the quantity requested and enter and circle the quantity issued. Mark the issue document with the words STANDARD PACK ADJUSTMENT and deliver the material. See (*Figure 5-2*) for an example of issue with standard pack adjustment.

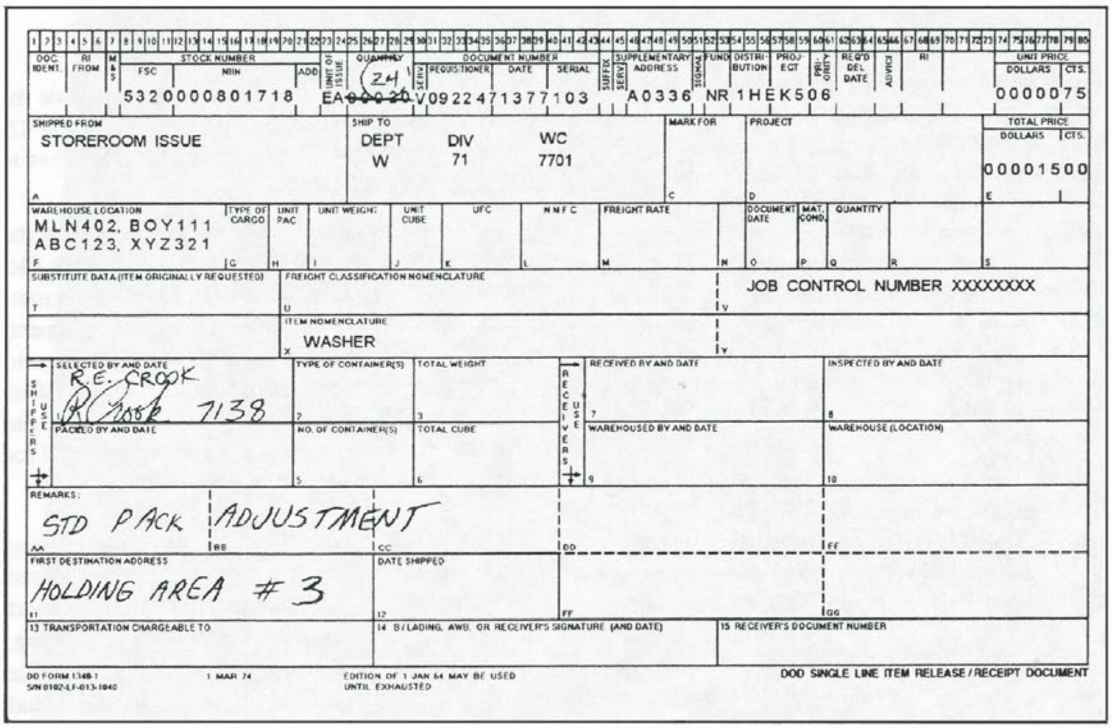
Partial issue means only part of the requested quantity is available for issue. Storage personnel must search all locations and check the on-hand quantity in stock records. If the quantity of the item found is less than the quantity requested, process the requisition as partial issue. To process partial issues, line out the requested quantity and enter and circle the issued quantity. See (*Figure 5-3*) for an example of partial issue document. Based on local policy, issue of a substitute item may satisfy the remainder of the requirement. If alternatives cannot fill the remaining requirement, process an off-station requisition through the stock control branch.

Consider material not in stock (NIS) only after a thorough check of all the locations. To process, mark the document TOTAL NIS or WAREHOUSE REFUSAL. Based on local policy, conduct issue if there is an acceptable substitute; otherwise, refer the requisition off-station. If a substitute item is available and acceptable for issue, the supply automated system will produce the issue document (*Figure 5-4*). When substitute material is not available, the computer will produce a Direct Turnover (DTO) requisition.

After processing the requisition as DTO, mark the original issue document with RECORDED IN the supply automated system. Then, initial and forward the document to stock control for filing.

The issue transaction is complete after getting the customer's signature and posting in the records file. Upon delivery or pickup of material, the customer must sign and enter the current date on the issue document. Personnel issuing the material must forward the signed issue document to the processing point for the particular storage area. The processing point posts the issue transaction to update the records file. See (*Figure 5-5*) for an example of completed issue document. See (*Figures 5-6 and 5-7*) for samples of NAVSUP 1250-1.

MANUAL PROCESSING.—Off-line processing of material requests when the automated system is down, consists of four steps. They are the Supply/Logistics Support Center (S/LSC) processing, warehouse processing, material turnover and post-post processing. The following sections describe the responsibilities and functions for off-line processing.


DOC. IDENT. | RI FROM | M & S | STOCK NUMBER: FSC, NIIN | ADD | UNIT OF ISSUE | QUANTITY | SERV | DOCUMENT NUMBER: REQUISITIONER, DATE, SERIAL | SUFFIX | SUPPLEMENTARY ADDRESS | SIGNAL | FUND | DISTRIBUTION | PROJECT | PRIORITY | REQ'D DEL DATE | ADVICE | RI | UNIT PRICE: DOLLARS, CTS.

5320000801718 EA ~~000 20~~ (24) V0922471377103 A0336 NR 1HEK506 0000075

SHIPPED FROM: STOREROOM ISSUE
SHIP TO: DEPT W, DIV 71, WC 7701
MARK FOR
PROJECT
TOTAL PRICE: DOLLARS, CTS. 00001500

WAREHOUSE LOCATION: MLN402, BOY111, ABC123, XYZ321
TYPE OF CARGO | UNIT PAC | UNIT WEIGHT | UNIT CUBE | UFC | NMFC | FREIGHT RATE | DOCUMENT DATE | MAT. COND. | QUANTITY

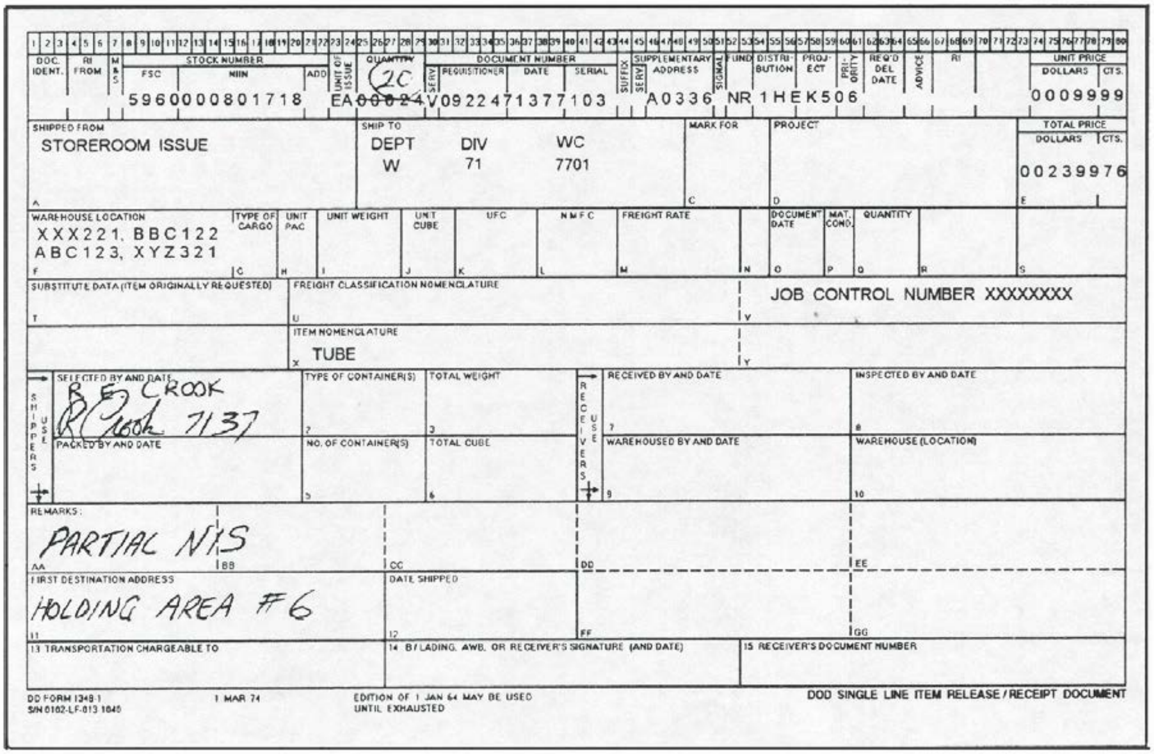
SUBSTITUTE DATA (ITEM ORIGINALLY REQUESTED)
FREIGHT CLASSIFICATION NOMENCLATURE
JOB CONTROL NUMBER XXXXXXXX
ITEM NOMENCLATURE: WASHER

SHIPPER USE: SELECTED BY AND DATE: R.E. CROOK, R Crook 7138
TYPE OF CONTAINER(S) | TOTAL WEIGHT
PACKED BY AND DATE | NO. OF CONTAINER(S) | TOTAL CUBE
RECEIVER USE: RECEIVED BY AND DATE | INSPECTED BY AND DATE
WAREHOUSED BY AND DATE | WAREHOUSE (LOCATION)

REMARKS: STD PACK ADJUSTMENT
FIRST DESTINATION ADDRESS: HOLDING AREA # 3
DATE SHIPPED
13 TRANSPORTATION CHARGEABLE TO
14 B/LADING, AWB, OR RECEIVER'S SIGNATURE (AND DATE)
15 RECEIVER'S DOCUMENT NUMBER

DD FORM 1348-1, 1 MAR 74, S/N 0102-LF-013-1040
EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED
DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

Figure 5-2 — Standard pick adjustment documentation on DD Form 1348-1.



DOC. IDENT. | RI FROM | M & S | STOCK NUMBER: FSC NIIN ADD | UNIT OF ISSUE | QUANTITY | DOCUMENT NUMBER: SERV REQUISITIONER DATE SERIAL | SUFFIX | SERV SUPPLEMENTARY ADDRESS | SIGNAL | FUND | DISTRIBUTION | PROJECT | PRIORITY | REQ'D DEL DATE | ADVICE | RI | UNIT PRICE DOLLARS CTS.

5960000801718 EA 00024 (2C) V0922471377103 A0336 NR 1HEK506 0009999

SHIPPED FROM: STOREROOM ISSUE

SHIP TO: DEPT W DIV 71 WC 7701

MARK FOR | PROJECT | TOTAL PRICE DOLLARS CTS.: 00239976

WAREHOUSE LOCATION: XXX221, BBC122 ABC123, XYZ321

TYPE OF CARGO | UNIT PAC | UNIT WEIGHT | UNIT CUBE | UFC | NMFC | FREIGHT RATE | DOCUMENT DATE | MAT. COND. | QUANTITY

SUBSTITUTE DATA (ITEM ORIGINALLY REQUESTED) | FREIGHT CLASSIFICATION NOMENCLATURE | JOB CONTROL NUMBER XXXXXXXX

ITEM NOMENCLATURE: TUBE

SHIPPERS: SELECTED BY AND DATE: R. E. CROOK R Crook 7137 | PACKED BY AND DATE | TYPE OF CONTAINER(S) | TOTAL WEIGHT | NO. OF CONTAINER(S) | TOTAL CUBE

RECEIVERS: RECEIVED BY AND DATE | INSPECTED BY AND DATE | WAREHOUSED BY AND DATE | WAREHOUSE (LOCATION)

REMARKS: PARTIAL NIS

FIRST DESTINATION ADDRESS: HOLDING AREA #6 | DATE SHIPPED

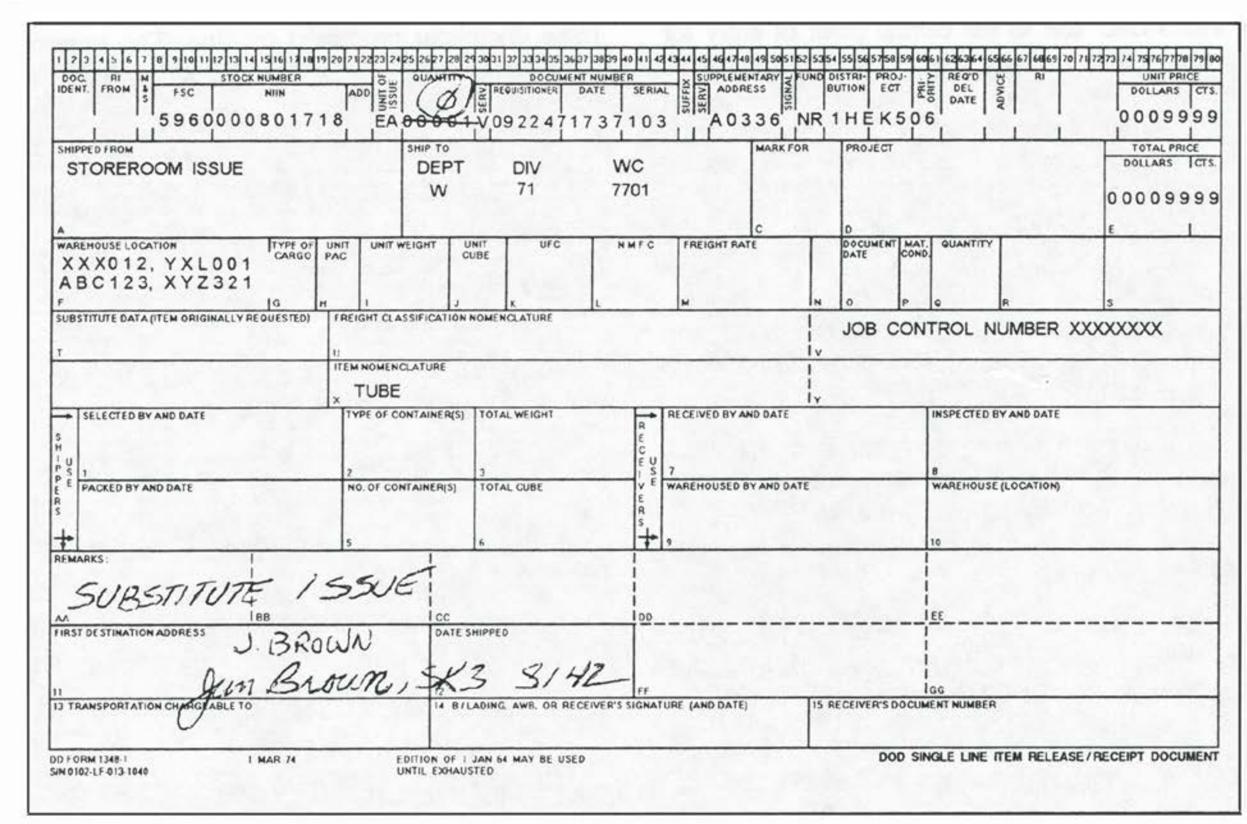
13 TRANSPORTATION CHARGEABLE TO | 14 B/LADING, AWB, OR RECEIVER'S SIGNATURE (AND DATE) | 15 RECEIVER'S DOCUMENT NUMBER

DD FORM 1348-1 1 MAR 74 S/N 0102-LF-013 1040 EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

Figure 5-3 — Partial issue documentation on DD Form 1348-1.

The S/LSC acts as the central point of entry for processing issues off-line. It performs the same basic functions as the supply response section (SRS) in aviation stores division. The following sections describe the responsibilities of the S/LSC for manual processing:

- The S/LSC or SRS checks the requisitions for completeness and correctness of information.
- It is responsible for determining the availability of the requested item by using the Master Stock Status and Locator Listing (MSSLL). It writes the locations of the material on the back of the form.



DOC. IDENT. | RI FROM | M & S | STOCK NUMBER FSC NIIN | ADD | UNIT OF ISSUE | QUANTITY | SERV | DOCUMENT NUMBER REQUISITIONER DATE SERIAL | SUFFIX | SERV SUPPLEMENTARY ADDRESS | SIGNAL | FUND | DISTRIBUTION | PROJECT | PRIORITY | REQ'D DEL DATE | ADVICE | RI | UNIT PRICE DOLLARS CTS.

5960000801718 EA ~~00001~~ Ø V0922471737103 A0336 NR 1HEK506 0009999

SHIPPED FROM: STOREROOM ISSUE

SHIP TO: DEPT W, DIV 71, WC 7701

MARK FOR | PROJECT | TOTAL PRICE DOLLARS CTS. 00009999

WAREHOUSE LOCATION: XXX012, YXL001 ABC123, XYZ321

TYPE OF CARGO | UNIT PAC | UNIT WEIGHT | UNIT CUBE | UFC | NMFC | FREIGHT RATE | DOCUMENT DATE | MAT. COND. | QUANTITY

SUBSTITUTE DATA (ITEM ORIGINALLY REQUESTED) | FREIGHT CLASSIFICATION NOMENCLATURE | JOB CONTROL NUMBER XXXXXXXX

ITEM NOMENCLATURE: TUBE

SHIPPERS: SELECTED BY AND DATE | TYPE OF CONTAINER(S) | TOTAL WEIGHT | PACKED BY AND DATE | NO. OF CONTAINER(S) | TOTAL CUBE

RECEIVERS: RECEIVED BY AND DATE | INSPECTED BY AND DATE | WAREHOUSED BY AND DATE | WAREHOUSE (LOCATION)

REMARKS: SUBSTITUTE ISSUE

FIRST DESTINATION ADDRESS: J. BROWN

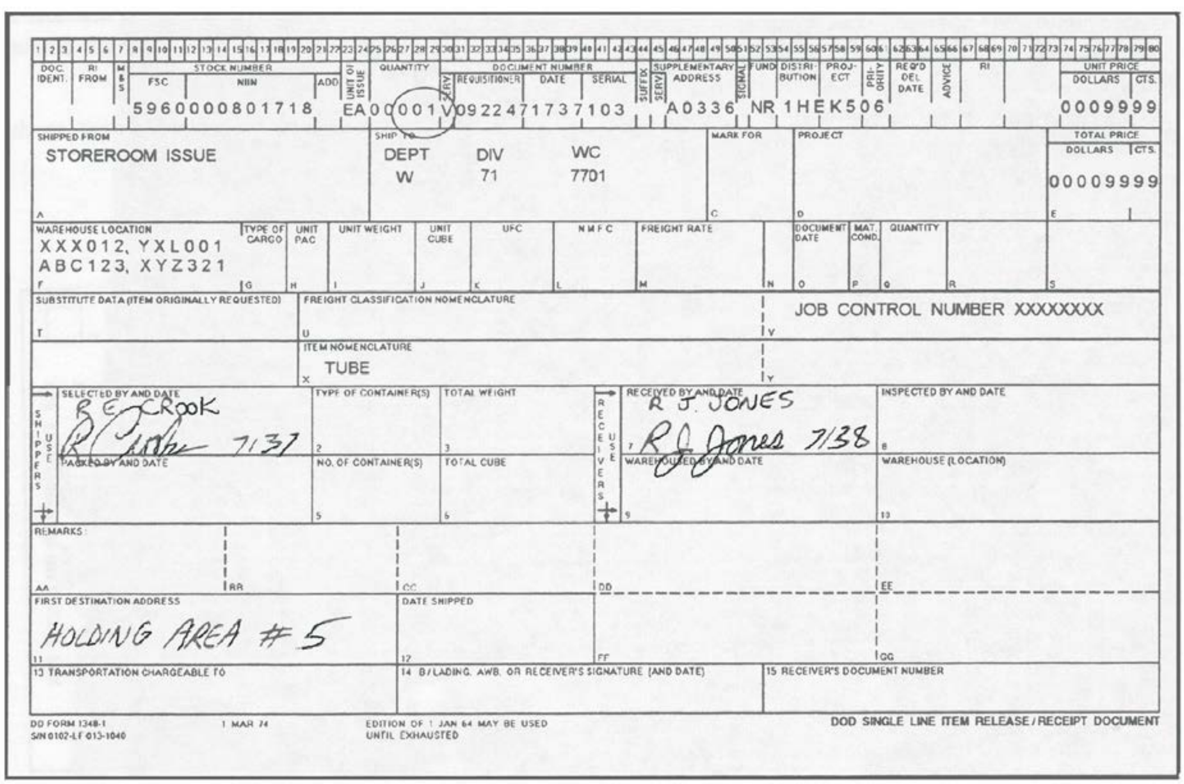
Jim Brown, SK3 8/42

DATE SHIPPED

13 TRANSPORTATION CHARGEABLE TO | 14 B/LADING, AWB, OR RECEIVER'S SIGNATURE (AND DATE) | 15 RECEIVER'S DOCUMENT NUMBER

DD FORM 1348-1 1 MAR 74 S/N 0102-LF-013-1040 EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

Figure 5-4 — Substitute issue documentation on DD From 1348-1.



DOC. IDENT. | RI FROM | M & S | STOCK NUMBER FSC NIIN | ADD | UNIT OF ISSUE | QUANTITY | SERV | DOCUMENT NUMBER REQUISITIONER DATE SERIAL | SUFFIX | SERV SUPPLEMENTARY ADDRESS | SIGNAL | FUND | DISTRIBUTION | PROJECT | PRIORITY | REQ'D DEL DATE | ADVICE | RI | UNIT PRICE DOLLARS CTS.

5960000801718 EA 00001 V0922471737103 A0336 NR 1HEK506 0009999

SHIPPED FROM: STOREROOM ISSUE

SHIP TO: DEPT W, DIV 71, WC 7701

MARK FOR | PROJECT | TOTAL PRICE DOLLARS CTS. 00009999

WAREHOUSE LOCATION: XXX012, YXL001 ABC123, XYZ321

TYPE OF CARGO | UNIT PAC | UNIT WEIGHT | UNIT CUBE | UFC | NMFC | FREIGHT RATE | DOCUMENT DATE | MAT. COND. | QUANTITY

SUBSTITUTE DATA (ITEM ORIGINALLY REQUESTED) | FREIGHT CLASSIFICATION NOMENCLATURE | JOB CONTROL NUMBER XXXXXXXX

ITEM NOMENCLATURE: TUBE

SHIPPERS: SELECTED BY AND DATE: R E CROOK, R Crook 7/37 | TYPE OF CONTAINER(S) | TOTAL WEIGHT | PACKED BY AND DATE | NO. OF CONTAINER(S) | TOTAL CUBE

RECEIVERS: RECEIVED BY AND DATE: R J JONES, R J Jones 7/38 | INSPECTED BY AND DATE | WAREHOUSED BY AND DATE | WAREHOUSE (LOCATION)

REMARKS:

FIRST DESTINATION ADDRESS: HOLDING AREA #5

DATE SHIPPED

13 TRANSPORTATION CHARGEABLE TO | 14 B/LADING, AWB, OR RECEIVER'S SIGNATURE (AND DATE) | 15 RECEIVER'S DOCUMENT NUMBER

DD FORM 1348-1 1 MAR 74 S/N 0102-LF-013-1040 EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

Figure 5-5 — Completed material delivery documentation on DD Form 1348-1.

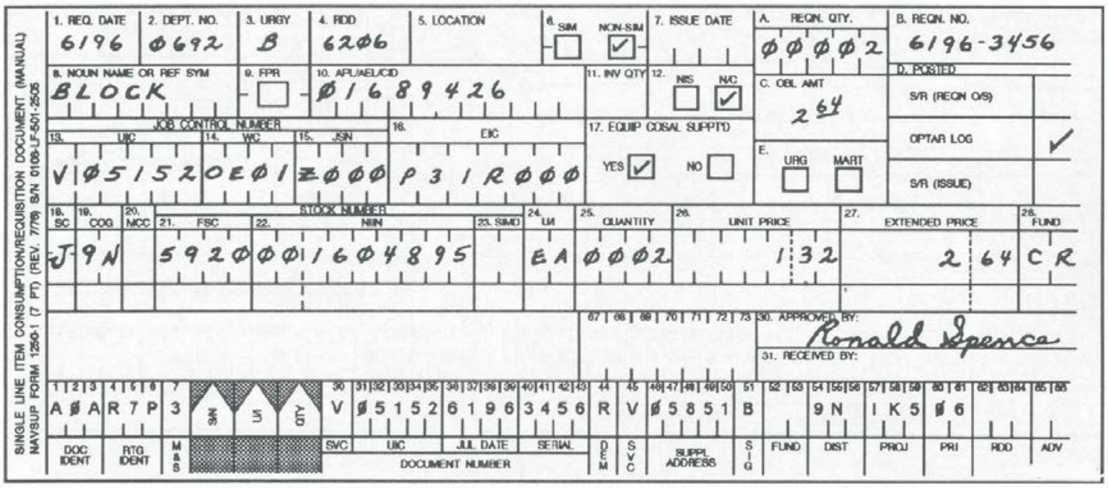


Figure 5-6 — Sample of NAVSUP 1250-1 (NIS).

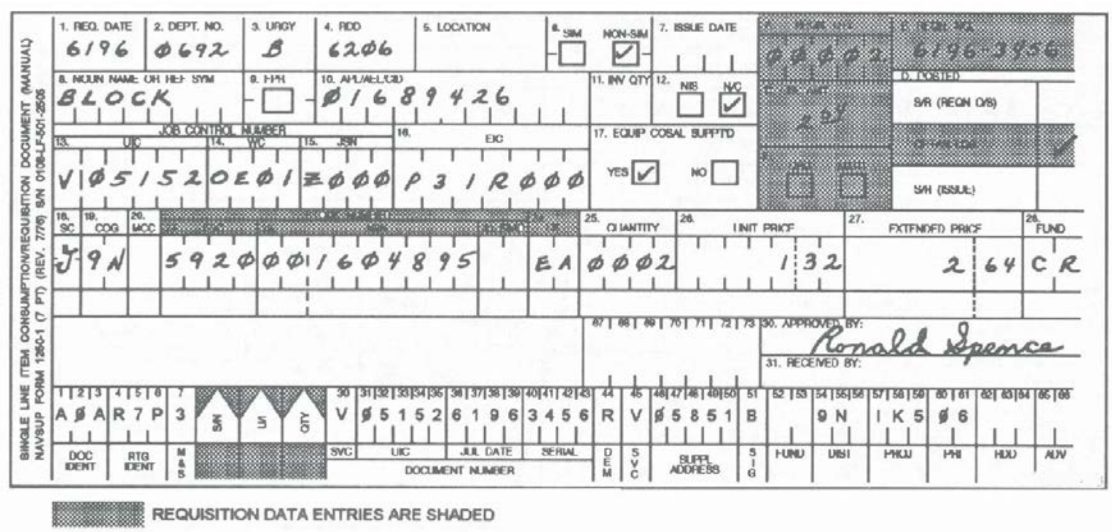


Figure 5-7 — Sample of NAVSUP 1250-1 (NC).

It is responsible for putting the stock numbers and locations of available substitute material on the back of the form. For substitute issue, the S/LSC is responsible for entering the stock number of material identified for issue:

- When requested material is not available for issue, the S/LSC forwards the requisition to the procurement section for DTO processing
- The S/LSC is responsible for pulling and placing one copy of the issue documents in the issue pending file (manual).

The next step in processing requisitions off-line is the storeroom or warehouse. During this process, personnel use the marked-up requisition form to get the material from the location. After finding the item, storeroom personnel move it to the issue staging area for pickup. The storeroom personnel process the issue document according to the following transactions.

For complete issue, the following procedures apply:

- Circle the quantity when issuing the full quantity requested
- Signs and mark the staging area location on the issue document
- Attach a copy of the issue document to the material
- Deliver the issue document to the customer contact point

For standard pack adjustment, the following procedures apply:

- Adjust the issue quantity to match the standard pack of the item; line out the requested quantity
- Enter and circle the issued quantity on the issue document
- Mark the issue document with the words STANDARD PACK ADJUSTMENT
- Sign the issue document and move material to staging area
- Mark the location of the staging area on the issue document
- Attach a copy of the issue document to the material
- Deliver the issue document to the customer contact point.

For partial NIS issue, the following applies:

- When issuing partial quantity and no substitute is available, line out the requested quantity. Enter and circle the issued quantity on the document
- Sign the issue document and move the material to the issue staging area. Enter the staging area location on the issue document
- Attach a copy of the issue document on the material
- Deliver the issue document to the customer contact point
- Inform the customer of the partial issue action and determine the requirement for the remaining quantity
- Mark the issue document with PARTIAL ISSUE, BALANCE REQUIRED, or BALANCE CANCELED.

For partial NIS, substitute issue, the following applies:

In this situation, a partial quantity is available for issue and a substitute is available for the balance. This process involves two separate issue documents, the original document to process the partial issue transaction and the second to process the substitute issue.

- Line out the requested quantity on the first document. Then, enter and circle the issued quantity above the original quantity
- Mark the first issue document with PARTIAL NIS SUB ISSUE

- Prepare the second document by duplicating all entries from the first except the NSN, unit of issue and quantity. Enter new document number and the unit of issue and quantity of the substitute item
- Sign both documents and move material to the issue staging area. Put the staging area location on the issue document
- Attach a copy of the issue document to the material
- Deliver the issue document to the customer contact point.

The partial substitute issue transaction can fill part of the requested quantity if an acceptable substitute is available. To process the issue, line out the requested quantity and stock number. Then, enter the issued NSN and quantity on the issue document. Process the issue document in the same manner as the partial NIS issue. Refer back to (*Figure 5-4*) for a sample of a substitute issue document.

The substitute issue transaction is the process of filling the request by an acceptable substitute. To process the requisition, line out the stock number originally requested. Then, enter the stock number issued and circle the quantity. The issue document is processed the same as complete issue as described in previous text.

The next step in off-line processing is the material turnover. This process involves material delivery or pickup from the staging area. Upon turnover of material, the customer must sign and enter the current date on the issue document. The supply representative forwards the signed issue document to the S/LSC or SRS for further processing and filing.

The last step in off-line processing is the post-post issue processing. The S/LSC or SRS uses the issue document to update the records in the computer. After receiving the signed copy of the issue document, the S/LSC or SRS discards the suspense copy in the issue pending file (manual). The S/LSC or SRS retains the completed issue document in the transaction holding file until the computer is ready for use. When the computer becomes available, the S/LSC or SRS records the issue transaction in the post-post option of the supply automated system. After posting in the computer, the S/LSC or SRS marks the issue document with RECORDED IN the supply automated system. The S/LSC or SRS forwards the completed issue document to stock control for filing in the history file.

Special Issue Procedures

This section describes some of the regulations that the LS must know about legal and illegal issues of material. The legal issue refers to the issuance of material with the proper authority and paperwork.

The LS, working in spaces containing flight clothing or hand tools, may be approached to make illegal issue of an item. Some may even be tempted to sell this material or use it for personal benefit.

The definition of unauthorized issue is the issuance of material for other than its intended use. This also includes issuance without proper authority and paperwork, selling of government property, or giving away material. Obtaining government material for one's own use without proper authority is also an unauthorized issue.

The LS may use a regulation, instruction, manual, publication, or written order from the Supply Officer as proper authority for issuing material.

FLIGHT CLOTHING.—The supply department has custody of flight clothing and flight operational equipment in store until issued. The supply department also has the custody of returned, damaged, or soiled clothing. This includes clothing held pending survey, repair, or cleaning. Certain designated personnel may use flight clothing on an individual basis. Other personnel may use flight clothing included in the flight clothing pool. The NAVAIR 00-35-QH-2 publication lists the flight clothing items issued on individual basis. Also, it lists the designated personnel authorized to use flight clothing and equipments.

Issue procedures for items of fight clothing are different from other material. NAVSUP Publication 1, volume 2 describes the procedures for flight clothing.

The form used for requisitioning flight clothing is DD Form 1348 (automated or manual). Requisition may come from aviation squadrons or the material control division of an activity.

Issues for replacement of surveyed articles of flight clothing have different procedures. Lost or missing articles of flight clothing must be surveyed. The requisitioner can accomplish the survey by inserting a brief explanation of the cause and responsibility on DD Form 1348. The statement on DD Form 1348 must have the Commanding Officer's approval and signature.

Issues of flight clothing require entry to the Record of Flight Equipment Issue, OPNAV 3760/32B, in the individual's record. OPNAV 3760/32B is part of the Naval Air Training and Operating Procedures Standardization (NATOPS) Flight Personnel Training/Qualification Jacket. The flight gear custodian of the receiving activity is responsible for entering the information in the individual's OPNAV 3760/32B.

Submit requisitions for flight clothing items that require special measurement through the Commander, Defense Supply Center Philadelphia (DSCP). DSCP processes the DD Form 1348 (requisition) and the Armed Forces Measurement Blank DD Form 358 (male)/DD Form 1111 (female) to fill the requests. Refer to NAVSUPINST 4400.70 (series) for additional information.

Authorized personnel receive initial outfitting of leather flight jackets upon completion of schools or training. NAS Pensacola records the issue of leather flight jacket in the individual's OPNAV 3760/32B. The only authorized stock point for leather flight jacket is Naval Air Station, Pensacola. Customers may submit requests for leather flight jacket by letter and requisition to the Supply Officer of NAS Pensacola. The letter must contain the name, rank and social security number of the bona fide recipient and it must be signed by the Commanding Officer. The requisition document may be a DD Form 1348 or NAVSUP Form 1250-1. Only upon turn-in of the old jacket to NAS Pensacola can a replacement be issued. The turn-in document must contain the name, rank and social security number of the individual turning in the jacket.

Submit replacement request for lost or stolen leather flight jacket with an approved Financial Liability Investigation of Property Loss, DD Form 200.

MAINTENANCE SUPPORT PACKAGE.—Issue procedures for items included in the maintenance support package (MSP) may vary. The issue procedures may be the same as the off-line processing or mechanized processing. Another way of issuing items from MSP is by use of a locally developed drop sheet. When used, the drop sheet contains separate line entries for each item issued. The format of the drop sheet must include the information necessary to record the issue according to set procedures. It also must include the Maintenance Data System (MDS) information for 3-M reporting. The drop sheet must include the following information:

- NSN, NICN, LICN
- Unit of issue
- Julian date
- Serial number
- Job control number

- Type Equipment code
- Work Unit code
- Project code
- Priority
- Receipt signature
- Fund code.

Activities may use the Naval Aviation Logistics Command Management Information System (NALCOMIS) procedures, when available, for issuing MSP items.

SEAMART. —This is a self-service store onboard ships. Materials stocked in SEAMART are low-cost, consumable items frequently used by work centers of the activity. The procedures for SEAMART issues may vary from other activities. The procedures may be the same as off-line processing or they can be a shopping list. Automated activities can use the SEAMART issue function described in the *RSUPPLY Support Procedures User's Manual*, *Volume IV.*

Ashore, SERVMART has the same function as SEAMART afloat. Issues from SERVMART require a money-value-only document or GCPC purchase request and a shopping list. The SERVMART shopping list may be NAVSUP Form 1314 or an authorized locally prepared form. Issues from SERVMART are conducted by each category of material. The transactions require one supporting requisition per material category. The material categories are as follows:

- Stock replenishment of consumables
- Stock replenishment of repair parts
- DTO consumables
- DTO repair parts
- Equipage
- Medical/dental material
- 3

Aviation activities and squadrons get material from SERVMART by using separate requisitions for each category of item. These activities use different requisitions for buying items for aircraft maintenance and administrative functions. The NAVSO P-3013-2 lists the authorized fund codes used by these activities for buying specific types of materials.

After completing the issue, the activity's account is charged, with the total cost of the items listed in the shopping list, on the document.

AVIATION FUELS —The document used for issues of aviation fuels to onboard aircraft squadrons or detachments is DD Form 1348-1A. The transaction document must cite the squadron's end-use fund code. The completed transaction will result in the ship recording a SAC 207 NSA material issue. For example, the issues will appear in the financial inventory report (FIR), caption J1, Issues with Reimbursement-Service use.

Material Transfers

A transfer is the movement of material from the custody and records of one activity to another activity. One of the general duties of the Supply Officer is material transfer. The Supply Officer, or his/her assistant, is responsible for approving transfers of material from the activity. These materials include consumables, equipage, repair parts, ships' store stock and food items. Before transferring the material, the Supply Officer is responsible for ensuring that the department using the material does not need it anymore. The Supply or Command Duty Officer may approve material transfer during the Supply Officer's absence.

Authority for Transfer

Material transfer must be made only after receipt of an approved official request document. The document may be a requisition, letter, or message. The offload of excess material to a shore activity does not need a request document. Excess material transferred to shore activities requires the Supply Officer's approval.

Other department heads that have custody of material must turn-in the material to supply for documentation and transfer. Other department heads are responsible for informing the Supply Officer if they need to retain the materials that are considered for transfer.

NOTE: Transfer of the Maintenance Assist Module (MAM) must have the Type Commander's approval.

Types of Transfers

The following paragraphs describe the different types of transfers.

TRANSFER TO END-USE OPERATING FORCES.—For this type of transfer, the Service Designator code assigned to the activity will be R or V. The Fund code used will indicate the fund and the Defense Accounting Office (DAO) supporting the activity.

TRANSFER TO END-USE SHORE ACTIVITIES.—In this type of transfer, the activity's Service Designator code is N.

- *TRANSFER TO NAVAL WORKING CAPITAL FUND.*—On this type of transfer, the accounting data cited must contain the Navy Working Capital Fund (NWCF, formerly NSF or DBOF) appropriation 97X4930 on the transfer document. When used, the Fund code must apply to the NWCFDBOF appropriation.

The NWCF facilities ashore include the Fleet Logistics Centers (FLC) and Naval Air Stations (NAS).

Transfer Procedures for End-Use Material

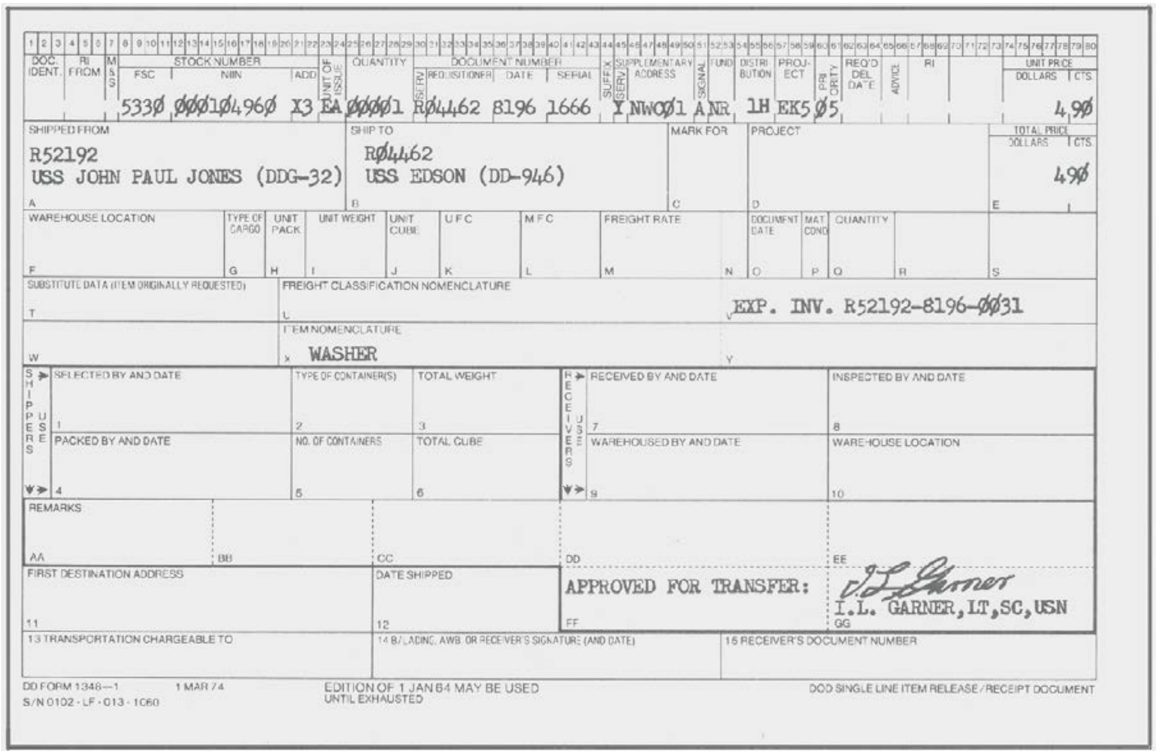
Transfers of NSA material between ships of the same type commander are non-chargeable transactions. However, the value of the transaction will be included in the B summary of the transferring ship. See NAVSO P-3013-2 for more details. Transfers between ships of different type commanders are chargeable transactions. The value of the transaction will be included in the A summary of the transferring ship. Transfers between ships of the same or different type commanders will not give credit to the OPTAR of the transferring ship. However, the transferring activity may use the value of such transfer to support an OPTAR augment request from the type commander. An example of an inter-ship transfer document is shown in (*Figures 5-8 and 5-9*).

Transfers of Appropriation Purchase Account (APA) materials are non-chargeable transactions. Transactions on APA material do not require summarization.

Documentation

Forces afloat normally use the Single Line Item Requisition System Document, DD Form 1348 to transfer material. The requesting ship prepares and submits DD Form 1348 to the transferring ship. However, the requesting ship may send the request by a different method. When requested by a different method, the transferring ship prepares the DD Form 1348-1 to document the transaction. The requesting ship must prepare the DD Form 1348 according to MILSTRIP.

The other form used as a transfer document is the DD Form 1348-1. Activities use this form as a controlling document when transferring material to another activity. When the transferring ship uses DD Form 1348-1 to document the transfer, distribute copies as described in the following texts.


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 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80

DOC. IDENT. | RI FROM | M & S | STOCK NUMBER: FSC, NIIN, ADD | UNIT OF ISSUE | QUANTITY | DOCUMENT NUMBER: SERV, REQUISITIONER, DATE, SERIAL | SUFFIX | SERV | SUPPLEMENTARY ADDRESS | SIGNAL | FUND | DISTRIBUTION | PROJECT | PRIORITY | REQ'D DEL DATE | ADVICE | RI | UNIT PRICE: DOLLARS, CTS.

5330 ØØØ1Ø496Ø X3 EA ØØØØ1 RØ4462 8196 1666 Y NWOØ1 A NR 1H EK5 Ø5 4 9Ø

SHIPPED FROM: R52192 USS JOHN PAUL JONES (DDG-32) A
SHIP TO: RØ4462 USS EDSON (DD-946) B
MARK FOR C
PROJECT D
TOTAL PRICE: DOLLARS, CTS. 49Ø E

WAREHOUSE LOCATION F | TYPE OF CARGO G | UNIT PACK H | UNIT WEIGHT I | UNIT CUBE J | UFC K | MFC L | FREIGHT RATE M | N | DOCUMENT DATE O | MAT COND P | QUANTITY Q | R | S

SUBSTITUTE DATA (ITEM ORIGINALLY REQUESTED) T
FREIGHT CLASSIFICATION NOMENCLATURE U
V EXP. INV. R52192-8196-ØØ31
W
ITEM NOMENCLATURE X WASHER
Y

SHIPPERS USE: SELECTED BY AND DATE 1 | TYPE OF CONTAINER(S) 2 | TOTAL WEIGHT 3 | PACKED BY AND DATE 4 | NO. OF CONTAINERS 5 | TOTAL CUBE 6
RECEIVERS USE: RECEIVED BY AND DATE 7 | INSPECTED BY AND DATE 8 | WAREHOUSED BY AND DATE 9 | WAREHOUSE LOCATION 10

REMARKS AA | BB | CC | DD | EE
FIRST DESTINATION ADDRESS 11 | DATE SHIPPED 12 | APPROVED FOR TRANSFER: FF | I.L. Garner I.L. GARNER, LT, SC, USN GG
13 TRANSPORTATION CHARGEABLE TO | 14 B/LADING, AWB, OR RECEIVER'S SIGNATURE (AND DATE) | 15 RECEIVER'S DOCUMENT NUMBER

DD FORM 1348—1 1 MAR 74 S/N 0102-LF-013-1060 EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

Figure 5-8 — DD Form 1348-1 used as inter-ship transfer document.

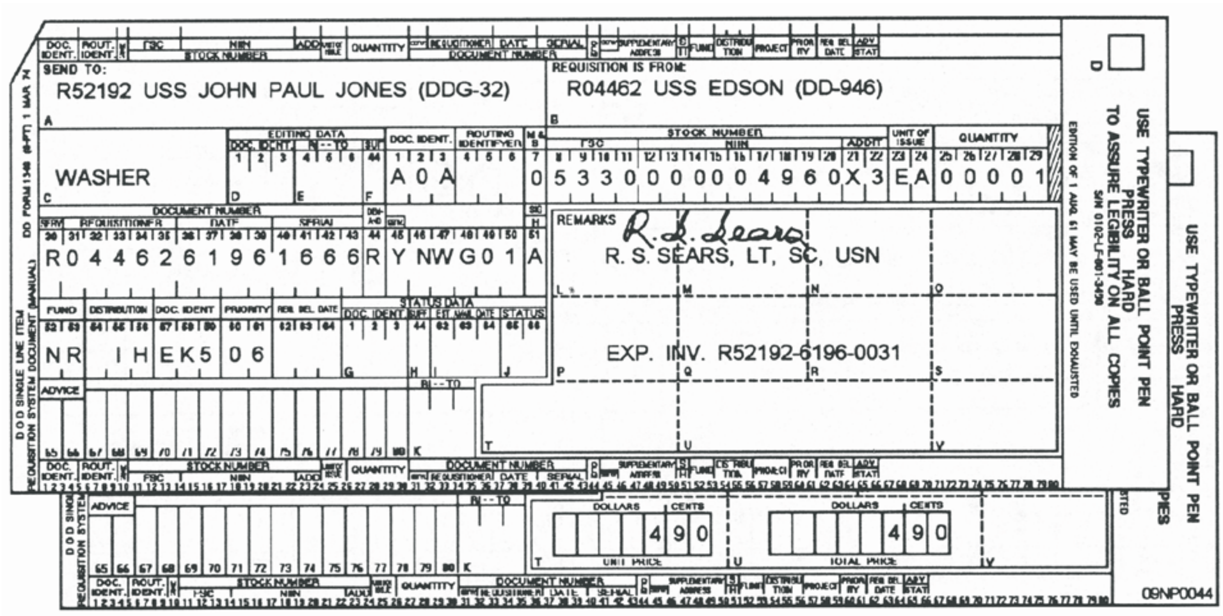

SEND TO: R52192 USS JOHN PAUL JONES (DDG-32)
REQUISITION IS FROM: R04462 USS EDSON (DD-946)
WASHER
A0A
0 5 3 3 0 0 0 0 0 0 4 9 6 0 X 3 E A 0 0 0 0 1
R 0 4 4 6 2 6 1 9 6 1 6 6 6 R Y NWG 0 1 A
REMARKS R. S. SEARS, LT, SC, USN
N R I H E K 5 0 6
EXP. INV. R52192-6196-0031
UNIT PRICE 4 90
TOTAL PRICE 4 90
USE TYPEWRITER OR BALL POINT PEN PRESS HARD TO ASSURE LEGIBILITY ON ALL COPIES
09NP0044

Figure 5-9 — DD Form 1348(6-pt) as an inter-ship transfer document.

The original copy stays with the transferring ship and is filed in the expenditure invoice file after posting.

Copies 2 and 3 are attached to the material and sent to the requesting ship.

Copy 4 stays with the transferring ship and is attached to-the retained copy of the summary; or it is discarded if applicable to APA material.

Copy 5 stays with the transferring ship to support the summary; or it is discarded if applicable to APA material.

Copy 6 is attached to the original copy in the expenditure invoice file of the transferring ship after the receipt signature is obtained. The transferring ship may discard this copy if receipt signature is not requested.

Activities may include other information on the document when transferring aviation depot-level repairable (AVDLR) material. This information may include the job control number (JCN), part number, serial number and family group code. Refer to NAVSUP P-545 or NAVSUP P-485, chapter 5, for the procedures in transferring depot-level repairable (DLR) items.

Transfer of Aviation Fuel

Transfer of aviation fuels and lubricants between ships with AVCAL accounts use DD Form 1348 to document the transaction. The document must cite the special Accounting Class 207 NSA fund code. The supply automated system will treat the transfer as an Other Supply Officer (OSO) transaction.

Transfers from ships with AVCAL accounts to ships without AVCAL accounts can be documented on DD Forms 1149, 1348, or 1348-1.

Transfer of aviation fuel to shore activities (offload) is documented on an un-priced DD Form 1149. The transaction is not summarized but must be reported according to NAVSO P-3013-2.

NAVSUP P-485 provides specific instructions covering the transfer of fuel from ship to ashore activities and transfer of aviation fuels. Transfers or losses of bulk propulsion fuel from tankers are expended in accordance with fleet or type commander and Military Sealift Command instructions.

Transfer of Special Clothing

Transfer of special clothing to other ships needs approval from the Commanding Officer. Ships can transfer special clothing to a shore activity only when the on-hand quantity is in excess of the authorized allowance. The documentation used for transferring special clothing is DD Form 1348-1.

Transfer of Aircraft Engines

Transfer of aircraft engines from the custody of a reporting custodian to another activity requires submitting a report. See procedures described in NAVAIRINST 13700.15 (series). The Aircraft Engine Management System (AEMS) allows the use of an on-line computer terminal for submitting reports on aircraft engines. The AEMS terminal also allows retrieval of information on specific engines. AEMS provides accurate and timely data to Naval Air Systems Command (NAVAIR) and air type commanders.

The document used for shipping aircraft engines is DD Form 1348-1. With MILSTRIP data, the document also must include the type, model, serial number and condition of the engine.

Material Turned Into Store Ashore

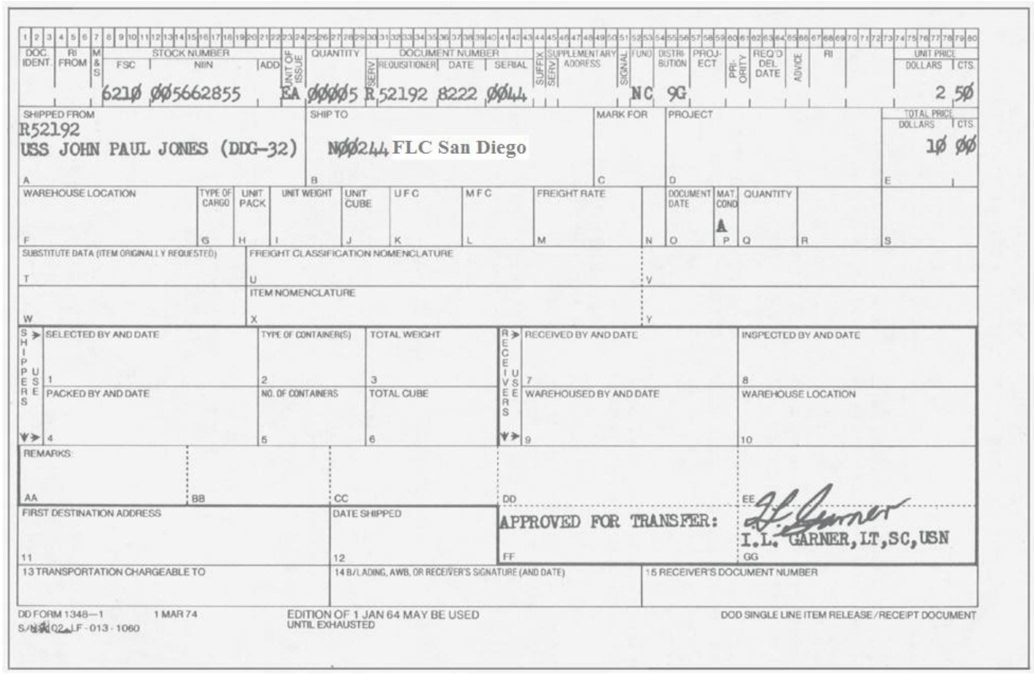
Material is normally turned in became it is in excess, unserviceable mandatory turn-in repairable, preservation required salvage, or disposal. The Supply Officer must approve each transfer. Credit for excess material turned in will be granted to the appropriate TYCOM operating budget in accordance with the credit policy of the inventory manager. An example of a DD Form 1348-1 used for turn-into store ashore is shown in (*Figure 5-10*). The distribution instructions for the DD Form 1348-1 used for turn-in to store ashore can be found in the NAVSUP P-485.

Identification of Turn-In Material

Material turned in to store ashore must be identified, tagged and marked accurately. This allows the receiving activity to process and grant credit, when applicable. Ships must follow the procedures outlined in NAVSUP P-485 when identifying material for turn-in to stores ashore.

Accounting for Turn-Ins

Accounting for material turned in to store ashore from non-stock funded ships is performed by ashore activities. Summaries are not required. Transfers should not be recorded in the ship’s OPTAR Log. Although turn-ins of material to store ashore have no impact on the transferring ship’s OPTAR, large dollar value transfers may be used as a basis for requesting an OPTAR augmentation from the type commander.


DOC IDENT | RI FROM | M & S | STOCK NUMBER FSC NIIN | ADD | UNIT OF ISSUE | QUANTITY | DOCUMENT NUMBER REQUISITIONER DATE SERIAL | SUFFIX | SERV | SUPPLEMENTARY ADDRESS | SIGNAL | FUND | DISTRIBUTION | PROJECT | PRIORITY | REQ'D DEL DATE | ADVICE | RI | UNIT PRICE DOLLARS CTS

6210 005662855 EA 00005 R52192 8222 0044 NC 9G 2 50

SHIPPED FROM: R52192 USS JOHN PAUL JONES (DDG-32)

SHIP TO: N00244 FLC San Diego

MARK FOR | PROJECT | TOTAL PRICE DOLLARS CTS: 10 00

WAREHOUSE LOCATION | TYPE OF CARGO | UNIT PACK | UNIT WEIGHT | UNIT CUBE | UFC | MFC | FREIGHT RATE | DOCUMENT DATE | MAT COND: A | QUANTITY

SUBSTITUTE DATA (ITEM ORIGINALLY REQUESTED) | FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE

SHIPPERS: SELECTED BY AND DATE | TYPE OF CONTAINER(S) | TOTAL WEIGHT | PACKED BY AND DATE | NO. OF CONTAINERS | TOTAL CUBE

RECEIVERS: RECEIVED BY AND DATE | INSPECTED BY AND DATE | WAREHOUSED BY AND DATE | WAREHOUSE LOCATION

REMARKS:

FIRST DESTINATION ADDRESS | DATE SHIPPED | APPROVED FOR TRANSFER: I.L. GARNER, LT, SC, USN

13 TRANSPORTATION CHARGEABLE TO | 14 B/LADING, AWB, OR RECEIVER'S SIGNATURE (AND DATE) | 15 RECEIVER'S DOCUMENT NUMBER

DD FORM 1348—1 1 MAR 74 EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

Figure 5-10 — Example of a DD From 1348-1 used for turn-in to stores ashore (MTIS).

MTR Items

The term “mandatory turn-in repairable items” describes all material listed the Master Repairable Item List (MRIL) and fleet ballistic missile master repair list (FBMMRL) which are coded for return to the supply system when unserviceable and not locally repairable.

MTR items are listed on the MRIL and FBMMRL. They are provided to assist in the identification of Navy-managed mandatory turn-in repairable items. It should be remembered that the MRIL and FBMMRL serve to indicate the items that require turn-in when unserviceable. The activity to which they should be transferred to be repaired is also specified. An MTR suspense file must be established to maintain and control the return of repairable material from other shipboard departments and to assist in the preparation of turn-in documents. Procedures to be followed when turning in MTR items are found in NAVSUP P-485.

Surveys

The term survey refers to the procedures for determining the cause of gains, losses, or damage to government property. Also, it determines the procedure for establishing personal responsibility (if any) and documenting necessary inventory adjustments to stock records. The form used for survey is the Financial Liability Investigation of Property Loss, DD Form 200. The purpose of the form is to report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property.

Even with the physical security and quality control established by activities to take care of government between stock or property book balances and the physical status of material in storage. The discrepancies are subject to review/approval thresholds, as described by their applicable category.

The categories are supply system stock or property book material. The NAVSUPINST 4440.115 (series) provides procedures for processing the DD Form 200. See (*Figures 5-11 and 5-12*).

All items with discrepancies are subject to survey report procedures. The only exception is incoming shipments that can be attributed to shipper or carrier liability. In which case, a Supply Discrepancy Report (SDR) (Standard Form 364) must be submitted. For more information, consult NAVSUPINST 4440.179 (series) or NAVSUP P-485.

Initial Requests

Either the accountable or responsible person will initiate the Financial Liability Investigation of Property Loss, DD Form 200.

When circumstances warrant, such as when there is an indication of criminal action or gross negligence, the Commanding Officer or the CO's designee may appoint a Surveying Officer or survey board. Refer to the NAVSUP P-485 for Survey Board procedures.

Survey Criteria

If the discrepancy between the records and physical status of material is due to paperwork error, make the proper transaction to adjust and correct it. You must ensure proper processing of transactions when you make the corrections. These are resolved discrepancies and do not need a DD Form 200.

Unresolved discrepancies that do not meet the criteria for submitting Financial Liability Investigation of Property Loss, DD Form 200 must be corrected by inventory adjustments. A DD Form 200 is not required to substantiate the inventory adjustment. The stock record will be adjusted with inventory gain or loss when the preliminary research fails to resolve the discrepancy. Contingent upon the extended dollar value or type of item involved, a causative research must be conducted to determine the cause of the physical inventory adjustment.

Exceptions

Research action is not required when it is the opinion of the Commanding Officer or a designated representative that negligence is not indicated in the loss, damage, or destruction of government property; negligence, or responsibility cannot be determined; and research under those conditions would constitute an unnecessary administrative burden. Research action is not usually required when an individual accepts responsibility for loss, damage, or destruction of government property. At the discretion of the Commanding Officer or a designated representative, investigative reports required by other appropriate DoD component regulations may be used in lieu of research procedures prescribed in the NAVSUP P-485 under the following circumstances:

- There is no death or personal injury involved
- The total property damage does not exceed $2,500
- There is no possible claim against the government.

Action by the Appointing Authority

The appointing authority is usually the Commanding Officer, designee, or officer in the chain of command with jurisdiction over the individual having custodial responsibility for the property involved.

For detailed instructions concerning the preparation and submission of the Supply Discrepancy Report (SDR), refer to the NAVSUP P-485.

Distribution of DD Form 200

After the final action, distribute copies of DD Form 200 according to the following texts.

ORIGINAL.—The activity retains the original copy with all the attachments, except when needed by higher authority.

DUPLICATE.—This copy is returned to the Proper Property Officer to replace the quadruplicate copy that may then be destroyed. Submit this copy to higher authority when required.

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS

PRIVACY ACT STATEMENT

(*) MLSR REPORT 1996/01

&JII:IQBID' 10 USC 136: 10 USC 2775: DoD Instruction 7200.1C; EO 9397.

Wltt I!3.!BW§I:: To otnclall)' re!X}n t1le ract:s and circumstances aupportina lh•aa.,.....,.nt of finaneiol char;&& l'or thA loss, d•moae, or destruction of DoD·controlled property. The pullIQse of solicitinll the SSN is lor positive identification.

1:21 L. Bc· Votuntttry; how ewer. refulW e:x ein the circumatancoo undorwhlch th• prol)<>r1y wao loat, dam!!lled, or destroyed with other tectors '" determinirQ ilan indvidual will be held financiallY liable.

1. DATE INITIATED (YYMMDD)	2. INQUIRY/INVESTIGATION NUMBER	3. DATE LOSS DISCOVERED (YYMMDD)
950425	25APR95-8'746-6T1	950424

NATIONAL STOCK NO.	5. ITEM DESCRIPTION	6. QUANTITY	7. UNIT COST	8. TOTAL COST
5820-01-079-9538	19•RCA Track Te1ev1slon	03	$298.00	$894.00

9. CIRCUMSTANCES UNDER WHICH PROPERTY '1,•) STOLEN [gj LOST L_j DAMAGED L_j DESTROYED (Attach eddltioml I>OiiH as

Television sete dlsoovered missing from barra.ckB 128 rooms 132, 143, &nd 166 8JJ a. result. of a physical inventory conducted to update minor pla.nt property records. Televisions were not secured LAW OPNAVIN81' 6630.14B, pa.ra. 0321, to prevent ben..

10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Arttteh lIddtlontll ao 8/S """""""l All personnel checkl.ng out of ba.rl'a.cks now required to have their rooms pb,ysica.lly inventoried prior to checkout. All t&1eviB1ons t.o be pel'JD&DentlY secured within roo:mt by anchor pad -("') NCIS NAVAL AIR ffi'ATION NOTIJmiD 950424, ASSUMED CASE.

11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10

a. ORGANIZATIONAL ADDRESS (Unit, Organization, crnco S)fflbol, Base, SUte/Ccurtry, Zip Code)	b. TYPED NAME (Last, First, Initial)	c. AUTOVON/DSN NUMBER
NAVAL AIR STATION NORTH ISLAND, CA 92010	Sample, Eye, M. SKI	476-7234
	d. SIGNATURE: jelA," c \.U2. -tr(.	e. DATE SIGNED: 960425

12 (X one) IXX RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS) IXX FOLLOWING AUTHORITY (SUPPLY SYSTEM STOCKS)

a. NEGLIGENCE OR ABUSE BnDENTISUSPECTED (X one)	b. COMMENTS/RECOMMENDATIONS
XXI (1) Yes I I(2) No	Televisions discovered mlsslng upon ma.king morn1ng rounds.

c. ORGANIZATIONAL ADDRESS (Unit, Organization, Off!<» S)mbol, a-, se.t•/Ccurtry, Zip C<Jde)	d. TYPED NAME (Last, First, Middle Initial)	e. AUTOVON/DSN NUMBER
NAVAL AIR !JI'ATION NORTH ISLAND, CA 92010	S th, John, J. BM1	476-3731
	IsR G:	g. DATE SIGNED: 900602

13. APPOINTING AUTHORITY

a. RECOMMENDATION (X one)	b. COMMENTS/RATIONALE	c. FINANCIAL LIABILITY OFFICER APPOINTED (X one)
XXI (1) ApprCM! I(2)		XXI (1) Yes I 1(2) No

d. ORGANIZATIONAL ADDRESS (Unit, Organization, crnoe S)fflbol, - SUte/Couroy, Zip Code)	e. TYPED NAME (Last, First, Middle Initial)	f. AUTOVON/DSN NUMBER
NAVAL AIR !JI'ATION NORTH WLAND, CA 92010	Sea., Arn, L. LCDR	4764488
	Se{ i.	h. DATE SIGNED: 950504

14. APPROVING AUTHORITY

a. ACTION (X one)	b. COMMENTS/RATIONALE	c. LEGAL REVIEW COMPLETED IF REQUIRED (X one)
XXI 1 Approve .I(2)Disapprove	l::=!> c•) SUbmit copies to: CNO (N09NI) NAVSURFW.ARCENDIV CRANE (3046	XXI (1) Yes I 1(2) No

d. ORGANIZATIONAL ADDRESS (Unit, Organization, Office Symbol, SUte/Ccuntry, Zip Code)	e. TYPED NAME (Last, First, Middle Initial)	f. AUTOVON/DSN NUMBER
NAVAL AIR !JI'ATION NORTH ISLAND, CA 82010	Doe, John, J. CDR	4'76 0001
	irJ: ()J_., a.	h. DATE SIGNED: 950604

86NP0179

oOGdtJtec:J

Attachment (1) t.o Enolosure C4)

Figure 5-11-Completed Financial Liability Investigation of Property Loss, DD Form 200 (Front).

15. FINANCIAL UAIliLITY OfFICER

L FINDINGS AND RECOMMENDATIONS (AIIIlel! IICialt'OnIll P«fe$., -..MJ')

FindiDgll:

1. BM18mltllrallec1 to properly secure televl.slon sets during the even.J.ng :resulting In their theft. Failure to pJ'Oper]y execute 88SI.gned responslbllitles resulted in loss to government.

2. Remove rrom property J'800l'd.

3. All personnel must now b&ve their rooms pbysioally Inventoried before oheclrou.t. All televisions b&ve been permanently secured within rooms by anchor pad or bolts.

b. OOLLAA AMOUNT OF LOSS	C. MONTHLY B.*.SIC PAY	d. REODMI\1ENDED ANANCW. LIAiliUTY
$894.00	$1,623.00	$894.00

L ORGANIZATIONAL ADDRESS (Urlt orne. S)ml>ol. — - Stete/ooont/y, Zit> COde)	t. TYPED NAME (!.891, flrst, Middle Initllll)	g. AUTOVON/DSN NUMBER
NAVAL AIR fJI'ATION NORTH !BLAND, CA 92010	Jones, Jolln J. LT	476-7387
	n. DAIE Rlof'OR[SUtiMtiii:V 10 AI'I'OINTING AUTHORITY (YYMMDD)	I. DATE APPOINTED (YYMMDD) 9604B4
	l SIGNAn	It DATE SIGNED 960601

16. INDMDUAI.. OiARGED

a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE ANANCIAI. LIABLITY OFFICER AND (XOI'IIf)

(1) SUOmi!tne .aecnea stam4f'It or 00)eetiOn. IXX (2) DonotlI'IQna to m-auc:n ataemer«.

b. I HAVE BEEN INFORMED OF IIY RIGtiT TO UEGAL IOJICE. MY SIGNATURE IS NOT AN ADMSSK>N OF LIABILITY.

c. ORGANIZATIONAL ADilRESS (Urlt omoe S)mbof. — - /ooontJy. ZCode)	d. TYPED NAME (liiS!. flrst, - lrJitJS)	e. SOCIAL SECURITY NUMBER
NAVAL AIR BI'ATION NORTH ISLAND, CA 92010	Smith, Jolln J. BM1	123-46-6789
f AUTOVONIDSN NUMBER 476-3731		h. DATE SIGNED 960503

17 =.JNTASLE OFFICER

L DOCUMENT NUMeERIS) USED TO AOJUST PRCPERTY RECORD

b. ORGO.NIZATION-'1. ADOR[GS (unit otrlotJ Sfmbol, a-, Slete/Q>untly, Zip Code)	< TYPED NAME	d. AUTOVOH/DSN HUMBER
NAVAL AIR fJI'ATION NORTH ISLAND, CA 92010	B, J es P. CDR	427-7877
		f. DATE SIGNED 960804

DO Form 200 (Back), FEB 91

Attachment (1)
to Enclosure 4

Figure 5-12-Completed Financial Liability Investigation of Property Loss, DO Form 200 (Back).

TRIPLICATE.—Destroy this copy if there is no financial liability involved. If there is financial liability involved, send this copy to the Disbursing Officer.

The individual who started the survey may keep the remaining copies of DD Form 200 for local use. Forward the required copies of DD Form 200 for surveys exceeding $100,000 to the Type Commander with monthly financial returns.

SUMMARY

This chapter explains how to identify each type of expenditures and how records are kept and maintained. As a Logistics Specialist, you should now be able to prepare proper expenditure documentation for issues, transfer and survey of materials. The ability to properly document each expenditure is critical in maintaining accountability of all materials, whether it is from your stock records or in custody of other departments to include survey items.

CHAPTER 6

STOCK CONTROL AND INVENTORY MANAGEMENT

The primary function of any supply organization is to ensure the availability of material to support the needs of its customers. Supply must manage all material in stock continuously and judiciously to accomplish this function. This chapter provides information about stock control afloat. However, some of the procedures described may also apply to stock control ashore.

LEARNING OBJECTIVES

When you have completed this chapter, you will be able to do the following:

1. Recall terms frequently used in connection with the supply system.
2. Classify the different responsibilities and functions to control the availability of all items of stock under stock control cognizance.
3. Recall the various material inventories normally taken by the material custodian (afloat) or inventory division (ashore).
4. Describe physical inventories conducted that account for Navy-owned material in stores account.
5. Interpret supply procedures involved with record keeping, acquisition, inventory, custody and turn-in of custody type material.

The implementation of computer systems to gather and analyze supply data has made inventory management easier to accomplish. There are several kinds of computer systems used throughout the Navy. Aboard ship, the LS working in stock control will most likely use computer systems. These computers use the Relational Supply (R-Supply), Naval Aviation Logistics Command Management Information System (NALCOMIS) procedures and other automated supply systems. Personnel assigned to stock control afloat should attend the R-Supply and NALCOMIS training. This training will help personnel become familiar with the procedures for processing different transactions and reports.

Stock control uses different methods to perform inventory control functions. In mechanized activities, stock control uses several kinds of reports in managing stock items. The computer produces the mechanized reports used by stock control or supply personnel. The person requesting the report can select any of the optional criteria provided by the computer system to produce the specific report. The person requesting the report fills out and submits the request to the Functional Area Supervisor (FAS). The FAS will include the request for the report in the planning calendar. Supply personnel can use the mechanized reports to analyze various situations in stock posture and to check completed transactions.

As an LS, you must be able to perform stock control functions. The LS working in stock control is responsible for maintaining stock records, conducting inventory and maintaining files. Personnel working in stock control must be familiar with the procedures used by other divisions in supply because all supply personnel performing receipts, stowage, or issues generate transactions that affect records in stock control. While in stock control, you will come in contact with certain supply terms used in inventory management. You must familiarize yourself with these terms.

SUPPLY AND STOCK MANAGEMENT TERMINOLOGY

Terminology

The first step in learning stock control procedures is to become familiar with the terminology used throughout the various levels of supply and stock management. The following text describes some of these terms:

Average Endurance Level—The quantity of material normally required to be on hand to sustain operations for a stated period without augmentation. It is the median between the safety level and stockage objective; that is, safety level plus one-half of the operating level.

Carried Items—This term refers to items in stock for which the supply department is required to maintain on board.

Demand/Quantity— The quantity of an item requested and issued regardless of the number of requests involved.

Demand-Based Item (DBI) — Used by automated ships to identify items that have a relatively high issue rate. DBI items experience a demand frequency of two or more in a period of 6 months and continue to have at least one demand every 6 months afterwards. DBI items require semiannual review of stock records to compute the new requisitioning objective.

Depth— The quantity of a particular item stocked. For example, if the allowance quantity of an NSN is 10, the item depth for that NSN is 10. Inventory management uses this term with stock levels; that is, when referring to the depth of all NSNs stocked by an activity within the past 6 months. Selected Item Management (SIM) items also refer to items that have a predictable demand of two or more based on deployed or seasonal usage. SIM is similar to the criteria for POS and DBI used in automated ships.

Direct Turnover (DTO)—This term refers to material ordered from sources external to the ship or station. Immediately upon receipt, supply personnel turn over the material to the using department or squadron. Such material is required for immediate or planned use.

Frequency of Demand—The number of requests (hits) that an item experiences within a given time frame. For example, if there are five requisitions processed for an item within the given time frame, the frequency of demand is five. The total quantity demanded could be any number, depending on the quantity per request.

High Limit/Reorder Objective— The maximum quantity of material to be on hand and on order to sustain current operations. It includes the sum of stocks represented by the operating level, the safety level and the order and shipping time. It is equivalent to the requisitioning objective (RO).

Low Limit/Reorder Point— The stock position that signals the need to start a replenishment action. It includes the stocks represented by the safety level plus the order and shipping time. It is equivalent to the reorder point.

Not Carried—Refers to items that the supply department does not stock. The supply department does not maintain stock records for these items.

Not in Stock— Refers to items stocked by a supply department but not on board when the demand occurs.

Operating Level— The quantity of material (exclusive of safety level) required to sustain operations during the interval between successive requisitions. Normally, it is the difference in the quantity between the requisitioning objective (high limit) and the reorder point (low limit).

Order and Shipping Time—The anticipated (or advertised) time between order and receipt.

Peacetime Operating Stock (POS) Item—Used by automated ships to identify items that have a relatively high issue rate. POS items experience a demand frequency of two or more in a period of 6 months and continue to have at least one demand every 6 months afterwards. POS items require semiannual review of stock records to compute the new requisitioning objective. POS item is synonymous with the term demand-based item (DBI).

Range—The number of different items stocked. To increase the stock range is to add new line items to stock. For example, if an activity stocks 7,000 different line items (stock numbers), the item range is 7,000.

Reorder Point—The stock position that signals the need to start replenishment action. It includes stocks represented by the safety level plus the order and shipping time. It is the same as low limit.

Requisitioning Objective—The maximum quantity of material to be maintained on hand and on order to sustain current operations. It includes the sum of stocks represented by operating level, safety level and order and shipping time. It is the same as high limit.

Safety Level—The quantity of material, in addition to the operating level, required to be on hand to permit continual operations. This is the quantity of material used as a buffer to reduce the number of not in stock (NIS) situations.

SIM (Selected Item Management) Item—SIM is an inventory control principle for non-automated ships. SIM items are those items that have experienced a frequency of demand of two or more.

Stockage Objective—The maximum quantity of material to be maintained on hand to sustain current operations. It includes the sum of stocks represented by the operating level and the safety level.

STOCK CONTROL RESPONSIBILITIES AND FUNCTIONS

Aboard ship, stock control is the nerve center of the supply department under the Relational Supply (R-Supply). The Naval Aviation Logistics Command Management Information System (NALCOMIS) used by aviation units interface with R-Supply. The inventory control procedures used afloat are compatible with the 3-M reporting and OPTAR accounting requirements in the Navy. These are the 3-M reports as defined in OPNAVINST 4790.4 (series) and OPNAVINST 4790.2 (series) for aviation. The Financial Management of Resources (Operating Forces), NAVSO P-3013-2, describes OPTAR accounting and reporting procedures.

Responsibilities

Stock control is responsible for the inventory control and management of all stock items in the custody of the Supply Officer. These are items located in the supply department spaces or under the custody of other departments. Stock control processes all requisitions submitted electronically by the computer. Stock control posts transactions, such as receipts, issues, surveys and inventory adjustments. Stock control also prepares and submits financial reports and maintains various files. This includes the mechanized output files. Stock control personnel encode input documents and check codes inserted by other personnel in the supply department. Stock control also prepares requests for reports and listings and interprets computer output data. It is clear that the accuracy and completeness of the computer product will be no better than the accuracy and completeness of the stock control personnel's efforts.

Functions

Stock control personnel act to facilitate paperwork flow while accommodating computer requirements within R-Supply and other automated supply systems constraints to perform the supply functions described in the following paragraphs.

Files

Stock control maintains mechanized files. Refer to the R-Supply Support Procedures for lists of mechanized files. The following paragraphs describe some of the automated files maintained by stock control.

The Transaction Ledger contains a copy of transaction documents, such as issues, off-ship requisitions, change notices and receipts. The material completed file contains the copy of completed procurement documents submitted by ship departments. The receipt file contains a copy of all signed shipping documents used to process the receipt transaction.

The Data Processing History File consists of all computer-generated listings or documents used for updating the records.

Stock control also maintains copies of reports generated by the computer system. Stock control uses these reports when conducting an audit trail for a specific item or document number.

Procurements

Stock control is responsible for buying material for the ship and embarked squadrons. This includes submitting requisitions for stock, as well as DTO requisitions for embarked aviation squadrons and ship's departments.

Stock replenishment policy afloat includes the computation of demand quantity during the past 6-, 9-, or 12-month period. Use the endurance table in Chapter 6 of NAVSUP P-485 to adjust the high limit, low limit and safety level. When using the endurance table, determine the proper order and shipping time (O&ST) before selecting the high/low limit for SIM items. The authorized O&ST are as follows:

- 0 (zero) days for deployed and non-deployed ships when items are readily available in SERVMART or tending ship throughout the following quarter
- 30 days for non-deployed ships in the United States, excluding Alaska and Hawaii. It is also 60 days for deployed ships when the items are available from stock points in Alaska, Hawaii and outside the United States or from Combat Logistics Force (CLF) ships throughout the following quarter
- 75 days for deployed ships in areas other than Western Pacific when items are available only in the United States, excluding Alaska and Hawaii
- 90 days for deployed ships in Western Pacific when items are available only in the United States, excluding Alaska and Hawaii.

The cognizant fleet commander in chief may authorize changes to the O&ST when it is considered necessary to maintain the prescribed average endurance level.

Replenishment of DBI items is determined when expenditure transactions have been posted to the stock records. DBI items are replenished when the on-hand plus the on-order quantity is equal to or less than the low limit. Non-SIM items are replenished on a one-for-one replacement basis, depending on the availability of funds. Replenishment of aviation depot level repairable (AVDLR) is accomplished on a one-for-one basis after a beyond capable maintenance (BCM) action on the unserviceable turns-in.

Automated activities can process stock replenishment by using the automatic reorder function in the computer system. This function can screen the stock records and prepare MILSTRIP requisitions for each deficient item.

Receipts

Receiving and storage personnel submit completed receipt documents to stock control. Stock control is responsible for checking the receipt documents for annotations and markings made by receiving or storage personnel. The annotations made in the receipt document determine the action required before processing the receipt through the computer program. Stock control personnel also must review receipt documents for completeness of information. This information includes the quantity circled, receipt signature, receipt date and suffix code (record position 44).

When processing receipts, compare receipt document data with stock control data. The following are some of the data that you should check:

- Cognizance symbol
- Stock number
- Unit of issue
- Unit price
- Quantity requisitioned
- Storage location.

After comparing the data, receipts that are in agreement can be processed by using local procedures.

In receipts, the stock number is the most common data that is substituted from the original requisition. Before posting these receipts, check the requisition file for the supply status that contains information about the substitute stock number. You can distinguish a new or substitute stock number by status codes BG or BH, respectively. If the status data is not listed in the requisition file, use the other publications in the technical library to ensure the substitute data is correct. In automated activities, after posting the receipt, cross-reference records for substitute stock numbers are created automatically by the computer.

A suffix code in record position (record position 44) of a MILSTRIP format identifies partial receipts. When posting partial receipts, be sure to include the suffix code in the input.

The term *receipt not from due* means that the document number of the material received is not in the outstanding requisition file. This situation exists when requisitions processed off-line are not recorded in the requisition file but remain outstanding in the supply system. Other causes of unrecorded requisitions may be push items from the inventory control points to ship’s stock for which there is no basic NSN file in the record. For whatever reason, the material arrives and stock control must process the receipt.

Issues

Stock control gets a copy of the proof of issue documents after the delivery of material to the customer. These documents have been edited by the aviation support division (ASD) or supply support center (SSC) during the initial submission of requisitions. Upon receipt of the proof of issue documents, stock control posts the transactions to R-Supply or other automated supply systems in the stock records. In automated activities, the computer procedures allow automatic processing of issue transactions in the stock records. Transactions processed by ASD/SSC via NALCOMIS interface with and automatically post into R-Supply. For repairable items, automated activities post issue transactions for aviation depot-level repairable (AVDLR) items only after a beyond capable maintenance (BCM) action by the intermediate maintenance activity (IMA).

Transfers

Activities may transfer material only upon receipt of an authorized request from another ship or activity. A requisition is the most common form of request for transfer of material. Higher commands may direct transfer of material by message, letter, or memorandum. Stock control is responsible for processing material transfer by using the applicable procedures. After completing the transfer, shipping section personnel forward the copy of the expenditure document to stock control for posting to the stock records.

Change Notice Actions

The NAVSUP WSS sends change notice information to activities via electronic data file. Stock control receives and forwards the data file to the systems coordinator for processing in the computer. Update change notices received by other means require manual processing by stock control.

Financial Reports

The use of computers has eliminated the manual preparation of financial reports. When stock control needs a report printed, stock control will submit a request in the data base. The financial manager reviews and makes corrections to the report, if needed. In most cases, the printed report will require no further action from stock control other than a signature from the reporting officer.

Aviation Depot-Level Repairables

Repairables are components or subassemblies that can be repaired for reuse. The term *depot-level repairable* (DLR) refers to repairables for which the condemnation decisions are made at the depot maintenance level. The term aviation depot-level repairable (AVDLR) refers to DLR under the management of the NAVSUP WSS-PHIL. NAVSUP WSS-MECH manages DLR for ships. An AVDLR item can be repaired at the intermediate maintenance activity (IMA). The AVDLR items that are processed as beyond capability of maintenance by the IMA must be shipped to the designated overhaul point (DOP) for repair.

Stock control manages AVDLR and DLR items in the supply department stock. The LSs processing these items should be familiar with the procedures outlined in NAVSUP P-485 and NAVSUP P-545. The following paragraphs describe the AVDLR program.

IDENTIFICATION AND STORES ACCOUNT.—Material assigned with a 7 in the first digit of the cognizance symbol identifies End-Use AVDLRs afloat. An example of this cognizance symbol is the 7R. R-Supply or other automated systems hold these items in the End-Use Store Account 55000. Only those activities with a uniform system identification (USID) code of C or M maintain End-Use Stores Account 55000. The Supply Officer owns the End-Use Stores Account 55000. The Supply Officer uses the allotted operations and maintenance funds apportioned by the type commander to maintain the End-Use inventory.

Items assigned with a 7_ Cog are also known as Navy Stock Account (NSA) depot-level repairable (DLR). The Defense Business Operating Fund (DBOF) owned NSA DLRs are under the management of NAVSUP WSS-PHIL or NAVSUP WSS-MECH and carried in stores account 51000.

Repairable items in the Appropriation Purchase Account (APA) are identified by an even number as the first digit of the cognizance symbol. These items are held in APA Stores Account 52000. Issue transactions for APA items do not create a charge to the budget of the fleet or other Navy users.

Items carried in the supply system are basically grouped as either principal or secondary items. Principal items generally stand-alone and perform a function. They are not financed by DBOF. Secondary items are used in or along with principal items in performing their function. Secondary items are grouped based on their repair ability. Items that are not considered economical to repair at the depot maintenance level are grouped as consumables or field-level repairable (FLR).

As new principal items are purchased for the Navy, there is an interim period when logistics support for secondary items applicable to the principal items is provided by the contractor. These secondary items are assigned with a 0 (zero) in the first position of the cognizance symbol (for example, 0M, 0R) for the interim support period. The 0_ Cog item will migrate to a 1_ or 7_ Cog when the material support date (MSD) is reached. The MSD is the date agreed upon when the ICP will accept responsibility of the 0_ Cog item. Naval Air Stations carry these items in the Stores Account 55000 (W or L purpose) during the interim period. Afloat activities carry these items in the Statistical Stores Account with APA items. The contractor issues interim support items to users without charge.

REQUISITIONING.—Requisitioning an NSA DLR requires a financial obligation of End-User funds. However, re-order replenishment on Aviation Consolidated Allowance List (AVCAL) requisitions for activities under End-User procedures do not require financial obligations.

Draw-down requisitions for initial or increased AVCAL allowances for 7_ Cog AVDLR are chargeable to central outfitting funds held by the NAVSUP WSS. The price obligated is Net Price when an exchange turn-in is or will be made, or Standard Price if there is no turn-in. APA and Interim Support DLRs are requisitioned at Standard Price, but do not require a financial obligation. Requisitions for APA and Interim Support DLRs do not result in an expenditure of End-Use funds. Prepare requisitions for AVDLR according to MILSTRIP. An Advice code is a mandatory entry for requisitioning AVDLR items.

OUTFITTING.—Ships that support aircraft are outfitted according to the Aviation Consolidated Allowance List (AVCAL). The AVCAL is a document that lists the authorized items and quantities of aeronautical material for stock. Ships use these items to support operations of embarked aircraft. The AVCAL is tailored for each ship and the items selected apply to each type of embarked aircraft.

Before each deployment, ships will receive a new AVCAL for review. The ICP convenes the AVCAL Quality Review Conference (AQRC) for negotiating site allowance requirements. During the AQRC, the ICP makes adjustments to the preliminary requirement level to reflect the negotiated allowance. The final AVCAL product released to the applicable activity includes all authorized changes to the range and depth. Activities update the fixed allowance levels in stock records by using the procedures for processing Allowance Change Request-Fixed (ACR-F). The ACR-F is a tool used by the Fleet to revise the authorized allowance level. The Fleet can use the ACR for requesting additions or decreases to the allowance quantity.

Before the work-up, ships submit requisitions for initial or increases in allowances of “R” Cog items to NAVSUP WSS. Unless otherwise directed, requisitions for 7R Cog items will have a Demand code N, Signal code C, Fund code QZ and Advice code 5D. Requisitions for APA and interim support items will have a Demand code N, Advice code 5D and Fund code Y6. Submit requisitions for APA and interim support DLRs to the proper inventory control points (ICP) via normal requisitioning transmission mode. Refer to appendix 18 of NAVSUP P-485 for a list of cognizant inventory managers.

During the AVCAL process, initial outfitting of Maintenance Assist Modules (MAM) and Test Bench Installation (TBI) items are identified. These items are not part of the AVCAL fixed allowance or carried in the Supply Officer's stock records. ICP will push the initial outfitting requirements for these items to the operating sites. Upon receipt of these items, the Supply Officer will assign custody of MAM and TBI items to the IMA.

CARCASS TURN-INS.—Turn-in of non-RFI AVDLR as a result of an issue transaction must have the same attention as requisitioning the replenishment. In automated activities, posting of issue transactions for AVDLR occurs after a completed BCM action by the IMA. To prevent spending excessive time in research, you must start carcass tracking upon receipt of the requisition from the customer. Delays in carcass turn-in affects readiness because of the decrease in asset availability. The delay can also result in a charge for the carcass value against the OPTAR or operating budget of the activity. The carcass value is the difference between the Net Price and Standard Price.

Inventory control points maintain a master carcass tracking record for items under their cognizance. NAVSUP WSS maintains carcass tracking records for 7R items. The record contains transactions received from activities about the issue/receipt of AVDLR that requires a turn-in. The ICP uses this record to monitor the turn-in of carcasses as an exchange for the RFI issue. The ICP also uses the carcass tracking record to determine whether to send a follow-up action or additional billing to activities.

Applicable transactions in the carcass tracking record involve several types of document identifiers. The LS responsible for carcass tracking should be familiar with these document identifiers. Read as follows:

- Document identifier AO_ is a record of the requisition
- Document identifier A4_ is for the referral action
- Document identifier D7_ is a record of issue through the Transaction Item Report (TIR)
- Document identifier B7_ is a record of issue by a non-TIR activity
- Document identifier D6_ is a record of receipt through TIR
- Document identifier D6R is a shipment notification.
- Document identifier FTA is a record of automatic material returns to other services.

In essence, an issue transaction or requisition citing an exchange Advice code will open the carcass tracking. The matching carcass receipt transaction from the designated support point designated overhaul point (DOP) will close the carcass tracking.

Total carcass tracking is predicated on the premise that the carcass tracking record will be closed out within a specific time frame. If the record remains open, the ICP will submit follow-up action to the requisitioner by using document identifier BK1. Refer to NAVSUP P-485 or P-545 for the format of BK1 documents. If the carcass tracking record involves a trans-shipper, the ICP will send a BK5 follow-up inquiry to the trans-shipper instead of BK1 to the requisitioner. The ICP submits a BK1 follow-up inquiry under the following time guidelines:

ADVICE CODE SENT	NUMBER OF DAYS FROM REQUISITION DATE TO FOLLOW- UP
5G, 5V, 56	45 days for "N" Service code requisitions to NAVSUP WSS. 60 days for "R" or "V" Service code requisitions to NAVSUP WSS. 90 days for all requisitions to NAVSUP WSS.

ADVICE CODE SENT	NUMBER OF DAYS FROM JULIAN DATE OF RFI ISSUE
5R, 5Y, 5S, 52	45 days for “N” Service code requisitions to NAVSUP WSS. 60 days for “R or”V" Service code requisitions to NAVSUP WSS. 90 days for all requisitions to NAVSUP WSS.

Upon receipt of BK1 follow-up inquiry, the person maintaining the carcass tracking record should conduct the research. When conducting the research, check the requisition and the status of the turn-in. The person maintaining the carcass tracking record must submit a BK2 response for each BK1 follow-up inquiry. Refer to chapter 5 of NAVSUP P-485 or appendix P of NAVSUP P-545 for the BK2 format. NAVSUP WSS must receive the BK2 response within 21days of the follow-up date on the BK1 document (record position 50-54) to avoid additional billing. NAVSUP WSS should receive BK2 responses within 50 days to avoid additional billings. The BK2 document must contain the applicable response code in record position (record position 47). NAVSUP P-485 and NAVSUP P-545 contain a complete list of response codes. The following texts list some examples of response codes:

- Response code A means the shipment document number used for the carcass is the same as the original requisition number
- Response code B means the document number used for shipping the carcass is different from the requisition number. The turn-in document number is in record position 48-61
- Response code C means there will be no carcass turn-in. The Advice code of the requisition should be 5A
- Response code D means there will be no carcass turn-in. The Advice code of the requisition should be 5D.

The Carcass Tracking System also permits activities to send an Advance BK2 document. Activities can send an Advance BK2 to the ICP to negate processing of a BK1. Activities should send an Advance BK2 for the following situations:

System cancellations. The supply system cancelled the requisition and the requisitioner turned in the carcass on the original document number. Upon submitting the reorder document, also submit an Advance BK2 with Response code B (record position 47) and the original document number in record position 48-61.

Loss In Shipment. Submit an Advance BK2 with Response code J for non-receipt of requisitioned AVDLR. In this situation, the supply source shipped the AVDLR, but the requisitioner did not receive it. Also, the requisitioner already shipped the carcass turn-in on the original document number. Use Response code J if the carcass was turned in on the reorder document number. In record position 27-40 of the Advance BK2, put the document number that did not have a turn-in and put the Response code J in record position 47. In record position 48-61, put the document number that has a turn-in. In this case, the reorder document will always beat net price because there is an exchange turn-in. The activity that did not receive the material should submit the Supply Discrepancy Report (SF 364). The activity should also prepare and submit a DD Form 200 for the lost material.

If the ICP considers the BK2 response as invalid, the ICP will send a BKR document with a Rejection code to the requisitioner. Record position 65 of the BKR document will contain the Rejection reason code. Chapter 5 of NAVSUP P-485 or appendix U of NAVSUP P-545 provides a list of Rejection codes. Upon receipt of the BKR with the Rejection code, the requisitioner should conduct a research and submit the correct BK2 to the ICP. The BKR document received on a transaction does not alter the time frame in generating the BK3 from the ICP.

When the ICP has not received a BK2 response within the allotted time frame, the ICP will process a BK3 document. The BK3 document is an advance notification of billing to the requisitioning activity. The amount of the bill is the difference between the net and standard price. NAVSUP P-485 and NAVSUP P-545 describe the format for the BK3 document. The BK3 document sent by the ICP will contain a Reason code (record position 65), which tells the activity the reason for sending the bill. These Reason codes are as follows:

REASON CODE	REMARKS
A	BK3 produced due to BK2 with C, D, or G Response code. Billing will be at standard price.
B	BK3 produced due to non-response to BK1. No BK2 received. Submit/resubmit BK2.
C	BK3 produced due to the use of a second F or K response.
D	ICP delayed this transaction because it was suspended for review.
E	ICP deleted a match that was generated by the imperfect match review.

To correct the carcass tracking record, the requisitioner should submit/resubmit a BK2. If the activity can correct the carcass tracking, it can also request a billing reversal. The activity can request a billing reversal by using the BK2 format and submitting it to contest ICP records. The ICP will review the BK2 document and determine if credit applies. If a carcass value credit applies, the ICP will send a BK4 document to the requisitioning activity.

A BK4 document is a notification of reduced billing to a customer. Refer to NAVSUP P-485 and appendix W of NAVSUP P-545 for the format of BK4 documents. When processing the BK4 document, check the quantity (record position 22-26) and the Reason code (record position 65). The following are the Reason codes used in BK4 documents:

A *Positive turn-in data received against a tracking record in billing status*

B *Positive turn-in data received against a tracking record in BK3 status*

C *BK3 suppressed as a result of a B or F reject.*

A BK4 with Response code A will result in a credit on the Summary Filled Order/ Expenditure Difference Listing (SFOEDL). The credit is posted because the additional billing was previously posted in the SFOEDL. The BK4 with a Response code B or C will not cause a credit to the SFOEDL because the carcass value was never billed by the ICP.

TURN-IN OF EXCESS AVDLR **—**When a customer turns in a non-RFI AVDLR item with no corresponding requisition, check the NSN of the item if it is carried in stock. If the item is carried in stock, induct the item into IMA for repair. If the item is not carried (NC), create a record of the NSN in the stock record before inducting the item into IMA. Process the turn-in document as “Material Turned In to Stock” (MTIS). If the item was confirmed as beyond capable maintenance (BCM) by IMA, ship the item according to ATAC procedures. If credit is provided by the ICP, it will be provided to your type commander (TYCOM).

When the customer returns an RFI AVDLR, check the stock record if it is carried in stock. If the item is carried in stock, process the turn-in document as “Material Turned Into Stock” by using the local procedures.

If the item is needed to fill a stock replenishment requirement, process the transaction as "Material Turned into Stock." Submit a cancellation request for the outstanding stock replenishment requisition. In most cases, the turn-in item sill causes an excess situation in the stock posture. The cyclic inventory schedule will identify those items in excess of authorized allowance.

Activities should offload AVDLR items identified as excess. Activities should offload the RFI AVDLR item to the closest Navy Transaction Item Reporting (TIR) activity. The shipping document (usually DD Form 1348-1A) should have Fund Code QZ or Y6 (record position 52-53), Movement Priority Designator 06 (record position 60-61), Condition Code A (record position 71) and Management Code C (record position 72). The Document Identifier (record position 1-3) of the shipping document must be blank. Refer to NAVSUP P-485 and the DLR Requistioning, Turn-in and Carcass Tracking Guide, NAVSUP P-545 for the detailed format of Single Line Item Release/Receipt Document (DD Form 1348-1A) used in shipping excess AVDLR. The Management code C (record position 72) means the item is being returned for possible credit. If the ICP grants the credit, it will be given to the type commander of the requesting activity.

If the returned RFI AVDLR item is not carried (NC) in stock, create the record of the NSN in the stock records. Process the item as “Material Returned to Stock,” and then offload it at the first opportunity.

OFFLOADING AVDLR ITEMS. — The Re-AVCAL or physical inventory will identify the AVDLR items that are no longer needed for stock or excess to the authorized allowances. These items must be offloaded to the nearest TIR activity for processing. The shipping document must be prepared according to the format described in NAVSUP P-485 and NAVSUP P-545. Automated activities can process offload items by using the mechanized offload procedures in R-Supply.

Aviation Fuel

Aviation ships record inventories of aviation fuel in the same manner as Navy stock account (NSA) items. Stock control maintains the material data information for aviation fuel in the stock records. Stock control uses the stock record for recording all transactions, such as receipts, issues and transfers. For activities using R-Supply and other automated supply systems, refer to the support procedures for processing the transactions.

PROCUREMENT —The Aviation Fuels Officer is responsible for determining fuel requirements. The Aviation Fuels Officer (V-4 Division) advises the Supply Officer of the quantity and desired delivery date of stock replenishment. Stock control prepares requisitions for aviation fuels by using the off-line procedures

RECEIPTS.—Stock control processes receipt transactions according to the local procedures. Differences between the quantity invoiced and quantity received are processed as gain or loss by inventory.

EXPENDITURES.—Aviation fuel expenditures include issue to aviation units, issue to ship’s propulsion, offload, or cash sales.

Issues and transfers of fuels to aviation units will result to a charge to the unit’s OPTAR. This will appear as a charge to the proper flight operations (FLTOPS) fired code of the squadron or unit.

Issues of aviation fuel to ship's propulsion will be charged to the fleet commander's open allotment.

Aviation fuels offloaded to Navy shore activities are documented on Requisition and Invoice/Shipping Document (DD Form 1149) and processed as Other Supply Officer (OSO) transfers.

Aviation fuel provided to Air Force planes or activities or other DoD aircraft will be processed as cash sale transactions.

INVENTORY ADJUSTMENTS.—Aviation fuel lost by other than receipt adjustment should be documented by a Report Of Survey (DD Form 200). Some causes of fuel losses include stripping, flushing, spills, or contamination. Stock control will prepare a separate survey each time a loss of fuel is determined. At the end of each month, stock control sends a message report of fuel inventory adjustments to NAVSUP WSS. This report is required monthly to include negative reports. NAVSUP WSS uses these reports to review and combine gains, losses and surveys on a quarterly basis. NAVSUP WSS will process the result as charge or credit to an allotment provided by the type commander for the net gains or losses.

Inventory Management

The information contained in this chapter has general application to all ships. Except for reactor or plant support material in nuclear powered ships, shipboard material inventories are divided into five areas for management purposes as follows:

- *OPERATING SPACE ITEMS (OSIs)*. Operating space items are in the custody and under the management of the department heads. Certain operating space items that require special inventory control are designated as "equipage"
- *REPAIR PARTS.* Repair parts are in the custody of the Supply Officer when supply department stowage space permits. They are always under his or her management
- CONSUMABLES. Consumables are in the custody of the Supply Officer when supply department stowage space permits. Stocked consumables (i.e., consumable items "carried as supply department stock) are managed by the Supply Officer. This is the case if the items are stored in supply or other department spaces. Non-stocked consumables (i.e., consumable items "not carried as supply department stock) are in the custody and under the management of other department heads
- *MAINTENANCE ASSISTANCE MODULES (MAMs).* Maintenance assistance modules are in the custody of the Supply Officer. They are located in the appropriate operating and maintenance spaces under the sub-custody of operating or maintenance personnel
- *READY SERVICE SPARES (RSSs).* Ready service spares are repair parts in the custody of the Supply Officer. They are located in the appropriate operating and maintenance spaces under the sub-custody of operating/maintenance personnel.

Stock Material in Supply Department Spaces

The Supply Officer is responsible for the storage, security and inventory control of all stock material in his custody. The supply levels to be maintained will be based on authorized allowance lists or demands and the cognizant Type Commanders' funding authorizations (and procurement restrictions, when applied). Normally, the replenishment of frequently demanded items will be assigned a high priority in the utilization of funds authorized by the Type Commander in the quarterly operating target (OPTAR)

Stock Material in Other Departmental Spaces

When Supply Department stock material is stored in other departmental spaces (see par. 4500), the Supply Officer will maintain stock records for all stocked material and will exercise inventory control of such material.

PHYSICAL INVENTORIES

Physical inventories are a prerequisite to efficient inventory control. The primary goal of a physical inventory is to ensure that the quantity reflected in records agrees with the quantity in location. The computer program can produce inventory count cards or listings to aid in accomplishing the inventory schedules on almost any basis desired. Some of the options available are inventory by storeroom, cognizance symbol, money value, or shelf life. To get the inventory aid, stock control submits a request to the Functional Area Supervisor (FAS) for the specific option desired. Based on the stock control request, the FAS prepares the necessary documentation to get the desired inventory output.

Forms and Publications

The forms and publications used in the inventory management of general stores are found in the NAVSUP P-485. These publications contain the “how to” detailed information in the area of inventory management for which each LS is responsible. Each of the forms is a tool for you to document the inventory process.

Types of Inventory

The type of inventory to be performed depends on the type of material to be inventoried and the type of information needed.

Bulkhead to Bulkhead

A bulkhead to bulkhead inventory is a physical count of all stock material aboard the ship or within a specific storeroom. A bulkhead to bulkhead inventory of the ship’s entire stock of repair parts is usually performed during an Integrated Logistics Overhaul (ILO). A bulkhead to bulkhead inventory of a specific storeroom is performed when a random sampling inventory of that storeroom fails to meet an inventory accuracy rate of 90 percent. It is also performed when directed by the TYCOM incident to a Supply Management Certification (SMC), when directed by the Commanding Officer, or when circumstances indicate that it is needed to maintain effective inventory control.

Specific Commodity

The specific commodity inventory is a physical count of all items under the same cognizance symbol, federal supply class, or which support the same operational function, such as boat spares, electron tubes, boiler tubes, or firebrick. This type of inventory is performed under the same conditions as a bulkhead to bulkhead inventory. However, prior knowledge of specific stock numbers and item locations is required to perform a specific commodity inventory.

Special Material

A special material inventory requires the physical count of all items that are specifically selected for separate identification and inventory control. These items may be selected because of their physical characteristics, costs, mission essentiality, criticality, or other masons. Special material inventories include, but are not limited to, stocked items designated as classified or hazardous. Special material inventories also include controlled equipage and presentation silver. Physical inventory of such material is required on a scheduled basis as prescribed by the NAVSUP P-485

CLASSIFIED ITEMS.—Classified items require an inventory annually and upon change of custodial responsibility. Controlled Inventory Item Code (CIIC) identifies classified items in stock records. See listing of CIIC in appendix 9 of NAVSUP P-485

HAZARDOUS ITEMS.—Perform physical inventory of hazardous items annually. During the inventory, carefully inspect each unit of every item or material condition, correct identification and proper marking or labeling.

DEPOT LEVEL REPAIRABLES.—Inventory aviation depot-level repairable (AVDLR) items annually. After completing the inventory, turn in all repairables identified as excess to the nearest ashore supporting activity. Induct those repairables requiring condition tags to the supporting maintenance for test, check, or repair. Items not in the stock record must be taken up in stock after adding the information to the record. Stock control should completely research these items to avoid duplication or erroneous records.

SHELF-LIFE ITEM.—Deteriorative shelf-life items, other than those included in the items just discussed, are not required to be periodically inventoried but must be screened as often as necessary to ensure timely use or transfer before their shelf-life expiration date.

OTHER MATERIALS.—Other stock items that may be specifically designated by the inventory manager, fleet commander, TYCOM, or the CO for special inventory control should be inventoried according to the frequency criteria established by the directing authority.

Spot

A spot inventory is an unscheduled type of physical inventory performed to verify the existence of a specific stock item. The inventory is performed as the result of a total not in stock (NIS) indication in the issue request when the verified stock record for the requested item shows an on-hand balance. A spot inventory also is performed to determine the on-hand quantity of a particular item when requested by the Commanding Officer, a fleet or type commander, a cognizant inventory manager, or other competent authority. For example, the Commanding Officer may request the physical inventory of any item that he or she considers to be highly essential to prospective operations. A fleet or type commander may need to have total asset visibility of a particular critical item, or an inventory, disposition and report of certain items, which after distribution within the supply system, are found to be defective.

Velocity

A velocity inventory is based on the premise that inaccuracies of stock record balances for any item increases with issue frequency. This means that most of the physical inventory effort should be concentrated on frequently demanded items. A velocity inventory requires a periodic physical count of all stock items that experience relatively frequent demands (fast movers) and a physical count of items that experience infrequent or no demands (slow movers) only when such items are issued.

Periodic inventories of Demand Based Items (DBI) items and post-issue inventories of non-DBI items, respectively, are examples of velocity inventories.

Random Sampling

The random sampling inventory is considered to be part of the annual scheduled inventory program. It is used only on authorized ships (automated special accounting class 207). A random sampling inventory is a measure of the stock record accuracy for a segment of material based on the physical count of a specified number of randomly selected items within the segment. Guidelines for conducting a physical inventory by the random sampling method are outlined in the NAVSUP P-485.

Location Audits

The purpose of a Location Audit is to physically verify that material in storage locations agrees with location data recorded on the stock record. A well-managed Location Audit Program will improve supply effectiveness, reduce inventory effort and improve inventory accuracy and utilization of available storage space. A location audit should be scheduled so that it is accomplished just prior to the scheduled inventory of a particular storage area. The following data will be verified during the location audit:

- Stock number
- Location
- Unit of issue
- Shelf-life expiration date.

Physical Inventory Schedules

Inventory schedules outline, in chronological sequence, the segments of material planned for physical inventory during a fiscal year. The inventory schedule is prepared by the Supply Officer before the commencement of each fiscal year. For stock material in department custody, the inventory schedule reflects the time frames jointly determined by the Supply Officer and the respective department head. An example of an inventory schedule is shown in (*Figure 6-1*). Refer to the NAVSUP P-485 for scheduled inventory requirements.

Inventory Personnel

The Supply Officer is responsible for an accurate physical inventory of stock material in supply department custody. The Supply Officer also provides advisory assistance for inventories of material in the custody of other departments. Qualified personnel used for inventorying material in the supply department are assigned by supply department memorandum. Such assignments will be based on consideration of the knowledge and experience or training of individuals in relation to the size and/or complexity of the task to be accomplished in conformance with the inventory schedule.

Unless personnel resources permit adequate training and constant utilization of selected inventory teams, inventories normally will be taken by the material custodians, provided they are considered to be properly qualified and provided the nature of the material does not require inventory by the Supply Officer personally or by a specifically designated person (e.g., certain classified material, precious metals, alcohol, narcotics and other sensitive or highly pilferable items) The Logistics Specialist in charge of each storeroom is usually responsible for the inventory of material in that storeroom.

Preparation for Inventory

Before performing an inventory, all outstanding receipt and issue transactions, suspense items, overdue receipts and pending issues must be processed. Additionally, overaged stock requisitions should be reviewed.

Storeroom Logistics Specialist should inspect their spaces and rearrange stock to ensure that:

- Loose articles are repackaged in standard bulk lots where possible
- All stock is labeled or otherwise clearly identified
- Cartons and other containers are stowed with labels and identifying information facing out where possible
- Containers with broken seals are checked to make sure that a full count of material is present and the container is prominently marked to show the actual count and the date of the count.

At least 1 week before the inventory, the Supply Officer should request that an official notice be placed in the "Plan of the Day," (POD) identifying the storeroom or stock being inventoried. This notice sets the dates and restrictions that must be observed during the inventory period.

Last SOAP/ILD completed April 1983
Next SOAP/ILD tentatively scheduled April 1986

PHYSICAL INVENTORY SCHEDULE FY 1984

INVENTORY SEGMENT	NO.ITEMS	STOREROOM(S)/ OTHER SPACES	INCLUSIVE DATES	ACCURACY RATE %
SIM MAT'L	650	C, D	10/1-10/12/83	
BULKHEAD MOUNTED SPARES	9	ENGRM #1 & MACHINE SHOP	11/1/83	
BULKHEAD MOUNTED SPARES	9	ENGRM #1 & MACHINE SHOP	2/1/84	
CONTROLLED EQUIPAGE	125	DEPT'L SPACES	2/15-3/15/84	
SIM MAT'L	650	C, D	4/1/-4/12/84	
BULKHEAD MOUNTED SPARES	9	ENGRM #1 & MACHINE SHOP	5/1/84	
ELECTRON TUBES (C. O. designated items)	36	D	6/3/84	
CLASSIFIED NUC WEPS MAT'L	156	A	7/2/-7/16/84	
HAZARDOUS MAT'L (NON-SIM ONLY)	48	B	7/16/84	
BULKHEAD MOUNTED SPARES	9	ENGRM #1 & MACHINE SHOP	8/1/84	

R. S. SEARS, LT, SC,USN
Supply Officer

Figure 6-1 — A sample of an inventory schedule.

Inventory Procedures

Keeping in mind that inventories are performed to bring stock and stock records into agreement, you can see the importance of a complete and accurate inventory. To reduce inventory errors, you should do the following:

- Work quietly and without haste
- Write legibly
- Make sure that the count is accurate

- Make sure that the right unit of issue is used when performing the count.

Count Procedures

A complete and accurate item count is basic to conducting a physical inventory. Inventory personnel must make sure that the total quantity of each item is determined as accurately as possible during the initial count of a storage area. Inventory aids, such as tape measures, scales, equivalency tables and measuring devices, must be used when available. You may open sealed containers when necessary for item identification or quantity verification.

Preservation packaging must not be broken without approval of the Supply Officer. All opened containers must be resealed after identification and count have been determined. Each container must be dated and initialed by the person who verified its contents.

Regardless if all items in a specific area or only certain items in specific locations are to be inventoried, inventory personnel equipped with appropriate count documents and inventory aids must proceed systematically from location to location in predetermined sequence. For each item subject to inventory, inventory personnel must make sure that:

- Each item is legibly identified by an appropriate stock number or part number. Each fragile or potentially hazardous item is conspicuously marked or labeled to indicate caution or warning
- Each unit of each item is inspected for material condition and any quantity found unfit for issue or in need of re-preservation is recorded
- Each item is carefully counted, weighed, or measured and the quantity inventoried is legibly recorded on the count document (If the same item is stored in multiple locations, the quantity in each location must be recorded)
- Quantities and units of issue recorded in count documents are compatible (i.e. if the unit of issue is PR and 100 bearings are counted, record 50, not 100)
- A tag, label, or card annotated with the inventory quantity and date is attached to each reel or container from which an item is issued in a unit of measure (foot, pound, gallon, etc.). This makes sure that future issues of such items can be tallied to reflect the remaining quantity on each reel or in each container
- Actual location of each item is either checked or entered in the count document
- Consolidated storage of items with multiple locations is achieved when possible. If directed by the Supply Officer, lockers, cabinets, or drawers used for storage of infrequently demanded items are sealed after a complete inventory of their contents has been performed and verified.

Inventory personnel are responsible for keeping themselves aware of all receipts and expenditures of items included in the segment being inventoried. They must also make sure that documents applicable to such receipts and expenditures are conspicuously stamped or annotated “BEFORE INVENTORY” or “AFTER INVENTORY,” as appropriate.

Review of Count Documents

Promptly upon completion of the physical inventory of a material segment or storage area and before matching inventoried quantities with applicable stock record balances, the inventory count documents must be reviewed by inventory personnel to make sure the following procedures have been accomplished:

- All items scheduled for inventory have been counted or verified as nonexistent

- Quantities counted are legibly recorded and compatible with units of issue
- All prerecorded locations applicable to the inventory segment have been checked and for each location, a quantity or zero is entered (Locations prerecorded in count documents must not be deleted by inventory personnel, even though such locations may not be accurate)
- “Added” items are accurately identified and legibly recorded
- Applicable remarks are legibly entered and explicitly stated
- Items are documented in NIIN sequence
- Count documents are dated and initialed.

Reconciliation of Count Documents and Stock Records

After the physical count and review of the count documents, the next step in the inventory process is to reconcile (compare) the count documents with the stock records. This is done to determine if differences exist between the physical count and the amount recorded on stock records.

Stock Records in Agreement

Upon receipt of inventory count document from the inventory personnel, the stock records Logistics Specialist must make sure that:

- Items are documented in the correct sequence
- Multiple cards or entries applicable to the same item are grouped and totaled by NIIN
- All manual entries are legible
- All annotated remarks are clearly understood
- Any obvious omissions or inconsistencies are reconciled immediately by the responsible inventory personnel.

When the count documents are accurate and complete, they must be compared, item by item, with the applicable stock records to determine if a difference exists. If no differences exist, the matched count cards or matched items in the inventory listing must be posted to applicable stock records.

Preliminary Research

The preliminary research consists of checking recent transactions, un-posted or rejected documentation and temporary locations. It also includes verifying catalog data, such as unit of issue, quantity per unit pack, or other data.

Causative Research

This is an in-depth investigation of specific inventory discrepancies. Causative research is conducted to determine the cause of the inventory discrepancy so corrective action can be taken. This consists of a complete review of all transactions, within the allowable look-back period, in the history files. The transactions that need review are the receipts, change notices, expenditures, location updates and un-posted or erroneous documents. Normally, causative research is conducted after posting the inventory adjustment to the stock record. The research should be completed within 30 days from the date the adjustment was posted to the stock record. The Supply Officer reviews the results of causative research periodically. Also, the Supply Officer initiates actions to prevent recurrence of such inventory discrepancies.

Posting Inventory Results

The procedures for posting the result of physical inventories may vary with each activity. Posting depends upon the method or equipment used by the activity. Activities using automated procedures may process the results by using the inventory function in the computer program. After posting, file the inventory count documents on the Stock Record File in NIIN sequence.

Inventory Adjustments

After comparing the inventory count with the stock record count, process an inventory adjustment record, if necessary. Process the inventory adjustments only after all transactions affecting the inventory balance have been posted. Inventory loss of an aviation depot-level repairable (AVDLR) will be processed as a survey. Therefore, a causative research must be conducted before processing a loss for an AVDLR item.

For minor differences, process Gain By Inventory (GBI) if the inventory count is greater than the stock record balance. The processed GBI will increase the on-hand quantity.

Process a Loss By Inventory (LBI) if the inventory count is less than the stock record balance. The LBI will decrease the on-hand quantity in the stock record.

Location Differences

Stock control personnel must check location differences noted in the inventory count documents with those in stock records. When locations do not agree, check the physical location of the material. If differences still exist, correct the item locations in the stock records to conform with the count documents. You should consider locations for items with zero balance in the count documents as valid locations if an outstanding stock requisition exists.

Inventory Accuracy Rate

After completion of a scheduled inventory, the count and adjustment documents will be reviewed to compute the accuracy rate. At a minimum, 96 percent is the acceptable accuracy rate. Location and quantity errors in the same stock record are counted as only one error when computing the inventory accuracy rate. Changes made to correct the cognizance symbol, unit of issue, unit price, or other material data are not considered as errors. To compute the accuracy rate, subtract the errors from the number of items inventoried and then divide the difference by the number of items inventoried. For example, there are 300 items inventoried and the number of errors is 12; 300 minus 12 equals 288; 288 divided by 300 equals .96. The inventory accuracy rate is 96 percent.

Updating Storeroom Information

Accurate storeroom information helps in performing material receipt, issue, stowage and inventory. The Location Audit Program (LAP) is the method used to check locations in storage with stock records. Location audits should be scheduled for completion just before the scheduled inventory of a particular storage area. All storage areas must be audited annually. The benefits of conducting location audits are as follows:

- Improved supply effectiveness
- Reduced inventory effort
- Improved inventory accuracy
- Maximum usage of storage spaces.

The NAVSUP P-485 and type commander directives contain the location and audit procedures. The information checked during the location audit is the stock number, location, unit of issue and shelf-life expiration date. Location audits can produce computer listings for various information. This may be a listing of stock items with on-hand quantity but no locations listed. The computer listings may be lists of materials that have multiple locations assigned.

You should make every effort to find out the location of the items listed as "Material On-Hand With No Location." Perform the research by using the Transaction Ledger, or other files. If a location for the item is found, add the location in the stock record. If unable to find the location, process an LBI or survey to adjust the stock records.

When an item found in the location is not in the master stock record, list the item in stock as GBI. The GBI action is subject to the threshold for the preliminary and causative research.

Consolidate items with excessive locations into as few locations in the same storeroom as possible. Delete locations listed in the stock record that do not contain any of the material. Record location changes in the stock records.

Put items found in the wrong location into the existing location. If needed, assign a new location for the item. When assigning a new location, consider the number of items already assigned in the same location.

By using the sampling procedures of the type commander, personnel must ensure that a 98 percent location validity is verified annually. The location validity rate will be computed upon completion of a location audit for a particular storeroom or storage area. Auditing 5 percent of the locations involved and then subtracting the number of erroneous locations from the number of locations audited compute the rate. Then divide the number of valid locations by the total number of locations audited. As an example, the validation of 850 locations resulted in 17 errors. Subtract 17 from 850, which equals 833. Divide 833 by 850, which equals .98. This shows the accuracy rate is 98 percent.

To update the location data in stock records, follow the procedures set for your activity.

EQUIPAGE

Equipage consists of shipboard items selected or approved by fleet commanders in chief for special inventory control. Accurate inventory management of equipage issued for use requires the maintenance of separate custody cards for individual items as well as certain physical inventory criteria prescribed in the NAVSUP P-485.

Designation of Equipage

The Commanding Officer or type commander may designate equipage (either as "signature required" or "non-signature required") as additional equipage items which he or she deems necessary to be so controlled. Any of the "non-signature required" items listed in the NAVSUP P-485 may be designated as "signature required when the commander deems necessary." Items designated by the Commanding Officer are identified in a list prepared by the supply officer and approved by the Commanding Officer. The supply officer retains the original list and a copy is provided to each department head concerned. When the type commander designates items, the Supply Officer retains a copy of the Type Commander's directive and provides a copy to each department head concerned.

Equipage Custody Codes

Each equipage item listed in the Allowance Equipage Lists (AELs) and the Coordinated Shipboard Allowance Lists (COSALs) is assigned a code that shows if the item is controlled or non-controlled equipage. If controlled equipage, the code also indicates if a custody signature is or is not required. It also shows the department's normally assigned custodial responsibility. The equipage custody codes are found in the NAVSUP P-485. When distributed by the NAVSUP WSS, COSALs, in which equipage items are custody coded, will be accompanied with partially prepared NAVSUP Form 306 for certain items and with ADP lists for others. The NAVSUP Form 306 are provided for use as custody records, after other required data, such as department card number, additional description and serial numbers have been entered. The ADP lists are provided only for use as convenient "master" lists and are not to be used as custody records. Equipage and Equipment Categorization and Custody (EEC) codes are defined as follows:

- Equipage item
- Repair parts and equipment-related consumables
- General use consumables
- Signature required.

Equipage Custody Record

The Equipage Custody Record, NAVSUP Form 306, is prescribed as a custody record and inventory control document for controlled equipage in non-automated ships. When items are designated as controlled equipage by the commanding commander, the notation "CO DESIGNATED ITEM" or "TYCOM DESIGNATED ITEM," as appropriate, is entered in the top or bottom margin of the NAVSUP Form 306.

Preparation

Unless NAVSUP Form 306 is provided with the COSAL, equipage custody records are prepared in an original and one copy for each item of equipage in the custody of each department head. The original of each custody record, as well as each duplicate for equipage in the custody of the supply department, is retained by the Supply Officer. All other duplicate custody records are given to the cognizant department head.

An example of a NAVSUP Form 306 is shown in (*Figure 6-2*). Guidelines for preparing the NAVSUP Form 306 are found in NAVSUP P-485.

Posting

Receipts and expenditures should be entered promptly. Each entry must show the date of the transaction, receipt or expenditure document number, activity received from or expended to, the quantity received or expended and the balance. When signature is required, each new balance must be attested by the signature of the responsible head of department. (*Figure 6-3*) shows sample requisition, receipt and issue documents for equipage.

Inventory

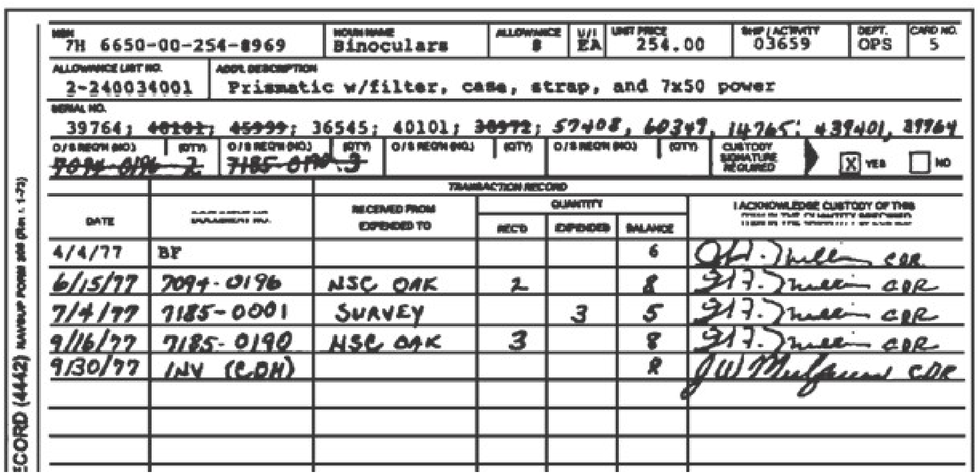
All equipage items must be inventoried once a year during the period starting 15 February and ending 15 March. An equipage item inventory is also required on the following events:

- When a ship is commissioned, inactivated, or deactivated
- Upon relief of the head of department for items in the department concerned
- Upon change of command at the discretion of the relieving Commanding Officer.

Annual inventories must be completed by 15 March. This is so that post-inventory actions can be accomplished in time to be reflected in the "Equipage Control/Redistribution Source Document." This document may be required as an addendum to the type commander's copy of the Budget/OPTAR Report for March according to NAVSUP P-485. When a ship-wide or departmental inventory of equipage has been taken during the 6-month period before the start of the annual inventory, the requirement for the current year is considered to be satisfied. When a departmental inventory of equipage is taken incident to the relief of a department head, the relieved and relieving department heads takes it jointly. It must be completed before the detachment of the relieved department head.

Preparing for Inventory

Before a physical inventory of equipage, all unprocessed receipt and expenditure documents relating to controlled equipage must be completed and posted to applicable NAVSUP Form 306 (*Figure 6-2*). The originals of NAVSUP Form 306 for items with serial numbers are reviewed to make sure the serial numbers are on them. Original custody records without serial numbers are marked to show that serial numbers must be determined during the upcoming inventory. Custodial department heads are told to make the same notation, if needed, in their duplicate custody records. At least 1 month before 15 February, the Supply Officer prepares an official notice advising all department heads of procedural details to be followed in performing their annual inventories of controlled equipage. The Commanding Officer or an officer with delegated authority signs the notice.



NSN 7H 6650-00-254-8969 | NOUN NAME Binoculars | ALLOWANCE 8 | U/I EA | UNIT PRICE 254.00 | SHIP / ACTIVITY 03659 | DEPT. OPS | CARD NO. 5

ALLOWANCE LIST NO. 2-240034001 | ADDL DESCRIPTION Prismatic w/filter, case, strap, and 7x50 power

SERIAL NO. 39764; ~~40101~~; ~~45999~~; 36545; 40101; ~~38972~~; 57408, 60349, 14765; 439401, 39764

O/S REQN (NO.) ~~7094-0196~~ (QTY) ~~2~~ | O/S REQN (NO.) ~~7185-0190~~ (QTY) ~~3~~ | CUSTODY SIGNATURE REQUIRED: [X] YES [ ] NO

TRANSACTION RECORD

DATE	DOCUMENT NO.	RECEIVED FROM / EXPENDED TO	QUANTITY REC'D	QUANTITY EXPENDED	QUANTITY BALANCE	I ACKNOWLEDGE CUSTODY OF THIS ITEM IN THE QUANTITY SPECIFIED
4/4/77	BF				6	CDR
6/15/77	7094-0196	NSC OAK	2		8	CDR
7/4/77	7185-0001	SURVEY		3	5	CDR
9/16/77	7185-0190	NSC OAK	3		8	CDR
9/30/77	INV (COH)				8	CDR

EQUIPAGE CUSTODY RECORD (4442) NAVSUP FORM 306 (Rev. 1-72)

Figure 6-2 — A sample of an equipage record (NAVSUP Form 306).

Performing the Inventory

The head of each department is responsible for inventorying the items for which items are in their custody. The duplicate NAVSUP Form 306 is used when performing and recording the physical inventory of equipage. Each item must be seen and impeded for serviceability by the person performing the inventory. Serial number control must be maintained on those items identified in NAVSUP P-485. Differences between serial numbers on the material and those on the custody records must be investigated and reconciled. The date of the inventory, quantity inventoried and signature of the person performing the inventory must be entered in the "Inventory Record" of the department head's duplicate custody records. The entries must be made by pen or indelible pencil.

The inventory entries recorded in the duplicate custody records are transcribed as soon as possible to the originals maintained by the Supply Officer. When the inventoried quantity of an item differs from the verified custody record balance, recounts and/or investigative research are required according to NAVSUP P-485.

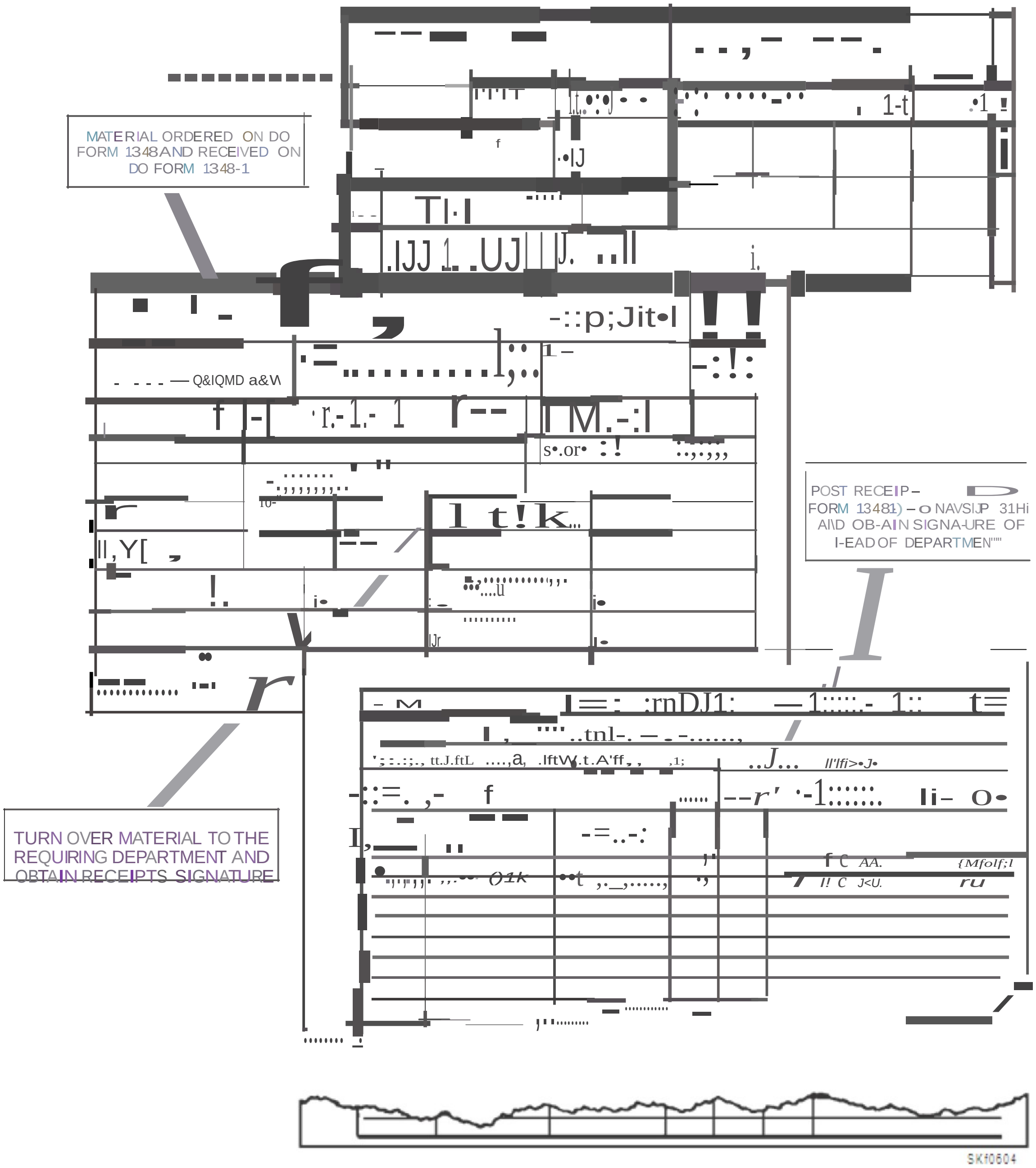


Figure 6-3-A sample requisition receipt and issue documents for equipage.

Upon completion of a controlled equipage inventory, each department head must submit a letter report to the Commanding Officer. A copy is also sent to the Supply Officer. When controlled equipage is inventoried because of a change of department head, both the relieved and relieving department heads must sign the letter.

Deficiencies and Excesses

To maintain effective management of controlled equipage assets, some type commanders keep a computerized program designed to do the following:

- Afford ready visibility of existing controlled equipage deficiencies and excesses
- Match the reported deficiencies of one ship with the reported excesses of another
- Facilitate the redistribution of reported excesses
- Point out deficiencies of urgently required items for which no excesses are available for redistribution.

Input to this program comes from required deficiency/excess reports from individual ships of the type command. The request for reporting procedures is found in the NAVSUP P-485.

Inventory Control Objectives

The basic objectives of inventory control procedures used afloat are to:

- Focus attention on the relatively few items that will satisfy the majority of onboard demands for material
- Provide for the accumulation of accurate consumption data required for Supply Edit, Audit and SIM (SEAS) system and the 3-M program and for maintaining adequate supply levels
- Establish a historical demand file for accumulating usage data for not carried (NC) material
- Prescribe that each request for an NC repair part be used to make sure that the parent equipment is supported in the Coordinated Shipboard Allowance List (COSAL)
- Reduce physical inventory requirements and to prescribe standard physical inventory procedures
- Provide for effective management of controlled equipage, presentation silver and mandatory turn-in repairable
- Reduce the number of stock record management data changes required to be made by non-automated ships
- Prescribe the NAVSUP Form 1250-1 (Single Line Item Consumption/Requisition Document [manual]) as the issue request document in non-automated ships and as the normal requisitioning document of the non-automated ships of the submarine forces
- Prescribe the DD Form 1348 (Single Line Item Requisition System Document [manual]) as the issue request document in automated ships other than those in the submarine forces.

Meeting these inventory control objectives are of major concern to all supply personnel. The LS3 and LS2 should be aware of the above objectives and understand their importance. The results of the division’s SMC will depend on how well these objectives are met.

As per Chief of Naval Operations message 112209Z MAY 99, NAVOP 004/99, Inter-Deployment Training Cycle (IDTC) Workload Reduction Update, Paragraph 1D, the Controlled Equipage Program is cancelled. Owing to the impact on readiness and/or the financial implications of replacing material formally designated Controlled Equipage, it is still incumbent upon all hands to maintain positive control of such items. Identification of material requiring such control and appropriate procedures for safeguarding same rest with the Commanding Officer. Survey and Missing, Lost, Stolen or Recovered Property (MLSR) reports for types of material formerly designated as Controlled Equipage will be submitted only when material meets other survey/MLSR criteria as per pars. 5125-5134. NAVSUP remains the technical authority for development and implementation of methods to maintain accountability of government property. Questions may be address to NAVSUP Code 4B2E, at 717 605-6136, DSN 430-6136.

SUMMARY

In Summary, Stock Control uses different methods to perform inventory control functions. In mechanized activities, stock control uses several kinds of reports in managing stock items. The computer produces the mechanized reports used by stock control or supply personnel. The person requesting the report can select any of the optional criteria provided by the computer system to produce the specific report. The person requesting the report fills out and submits the request to the Functional Area Supervisor (FAS). The FAS will include the request for the report in the planning calendar. Supply personnel can use the mechanized reports to analyze various situations in stock posture and to check completed transactions.

Inventory Management includes the cognizant control over various type of Navy material. Material such as aviation fuel, stock and pilferable items require management in the form of inventory, stock record adjustment and custody. Inventory Management utilizes various terms and several ways of conducting inventories. Types of inventory include Spot, Bulkhead- to-Bulkhead and Specific Commodity. The spot inventory. will be done at the same time you issue the material, while Bulkhead-to-Bulk head inventory will include all items in a particular storeroom. Another primary function of any supply organization is to ensure the availability of material to support the needs of its customers.

Supply procedures for the proper inventory management include the procurement, receipt, issue and transfer of material to afloat and ashore activities. These materials include Depot Level Repairables (DLR), Aviation Depot Level Repairables (AVDLR) and excess material. Inventory management involves record keeping, acquisition, inventory, custody and turn-in of custody type material.

(This page was left blank intentionally).

CHAPTER 7

MATERIAL HANDLING AND SHIPMENT

To keep the Navy supplied with the volume of material it requires, many types of handling equipment are selected to haul, unload, store and issue material. You must remember that whether the job at hand is handling or storing of material, a piece of equipment is usually available for the job. Also, remember that any piece of material-handling equipment is only as efficient as the person operating it.

Throughout your naval career as a Logistics Specialist (LS), your job may be operating material-handling equipment or supervising an operation that uses the equipment. Therefore, you should be familiar with the types of material-handling equipment commonly used at naval activities. Storage and Material-Handling, DoD 4145.19-R-1 and Joint Service Manual (JSM) for Storage and Materials Handling, NAVSUP P-572; Storage and Material Handling, give detailed information on this topic.

Material handling is the lifting and shifting of materials up, down, or sideways. In other words, it means the movement of material other than by a common carrier. We constantly move material for processing in receiving, storage, packing and shipping areas. In the process of moving material, a piece of equipment is usually available for the handling of that material.

The Navy uses a variety of material-handling equipment and the following text contains descriptions of the equipment and information about its use.

NOTE

The information presented here is not a complete training guide for the use of material-handling equipment. Its purpose is to give you the basic knowledge about the equipment. You must get proper training and licensing before operating any material-handling equipment.

LEARNING OBJECTIVES

When you have completed this chapter, you will be able to do the following:

1. Identify and proper use of various mechanical equipments in handling stores.
2. Recognize safety precautions and unsafe conditions and implement a sound safety program using derived workable systems for inspecting hazardous or potential hazardous situations, equipment and areas.
3. Describe and select the proper transportation methods available within the Defense Transportation System (DTS).

TYPES OF MATERIALS-HANDLING EQUIPMENT

Descriptions and uses of handling equipment normally found in supply operations are contained in the paragraphs that follow.

Forklift Truck

The forklift truck is the most widely used power-driven piece of handling equipment used by the supply department. It is designed to pick up, carry and stack palletized unit loads of supplies and equipment. Standard forklift trucks are available with lifting capacities of 2,000 to 20,000 pounds and lifting heights of 100 to 210 inches.

Figure 7-1 — 6,000 pound forklift truck.

Forklift trucks are equipped with telescopic masts that permit loads to be lifted beyond the height of the collapsed mast. Most trucks have free lift, which is the height to which the forks can be raised before the inner slides move upward from the mast and increase the overall height.

Gasoline-powered forklift trucks may be equipped with solid rubber or semi-solid tires for use in warehouses, or with pneumatic tires for use in outdoor storage areas. Electric-powered forklift trucks are equipped with solid rubber or semi-solid tires for indoor operations only.

Forklift trucks are commonly used for handling palletized unit loads. They are also used for hauling boxes or containers equipped with skids and large rigid containers or packages. Forklift trucks are used aboard ship, on barges, on piers, in warehouses, in freight terminals and on the ground to lift heavy containers. In unpaved yards or storage areas not covered with hard surfaces, the trucks must have pneumatic tires to operate efficiently.

Occasionally, forklift trucks are used in place of tractors. Forklift trucks are more efficient if used for elevating palletized loads into storage and for handling palletized loads between hauling operations. You should not use forklift trucks for traveling with individual loads for distances of more than 400 feet. Use tractor-trailer trains if the operation requires travel for greater distances. When using tractor-trailer trains or other material-handling equipment, use a forklift truck at each end of the haul for loading, unloading and stacking. This will make the operation faster and easier. (*Figure 7-1*) shows a 6,000-pound truck and (*Figure 7-2*) shows a 15,000-pound forklift truck.

Figure 7-2 — 15,000 pound forklift truck.

Tractor-Trailer Trains

The tractor-trailer train (*Figure 7-3*) is a system that consists of a self-propelled power unit connected to a series of trailers. There are various types of tractors used for pulling the trailers. Tractor-trailer trains can haul heavier tonnage than carrier-type trucks of equal horsepower capacity. They can pull trains up to the total drawbar pull of the tractor. The number of trailers one tractor can continuously pull depends upon the trailer length, nature of material and weight of the load of each trailer. Under normal conditions, one tractor should be able to operate with three sets of trailers. Tractor-trailer trains are effective for hauling loads between 400 feet to 1 mile.

Warehouse Tractors

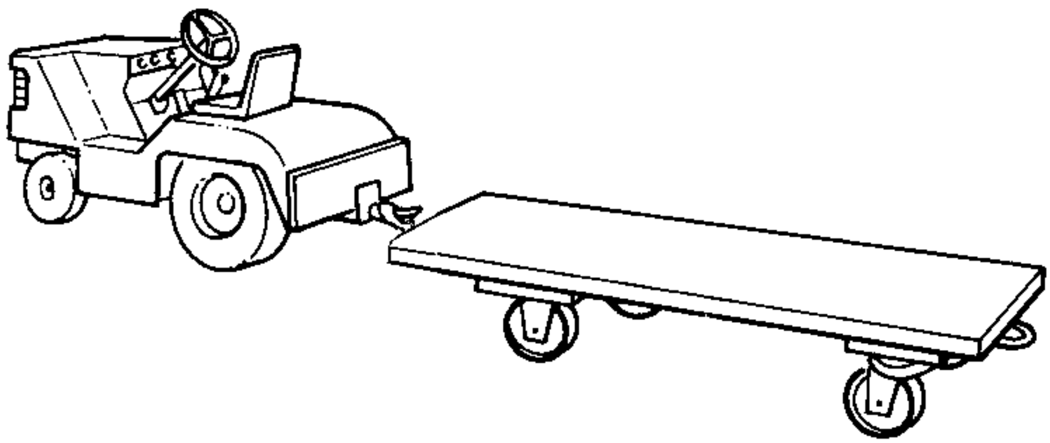


Figure 7-3 — Tractor-trailer train.

A warehouse tractor is an electric or gasoline powered vehicle designed to pull a train of warehouse trailers. The gasoline-powered models used in the Navy have pneumatic tires and a rated drawbar pull of 4,000 to 7,500 pounds. Electric-powered models commonly used in the Navy have solid rubber tires and a rated drawbar pull of 2,000 or 4,000 pounds. The drawbar pull, the motive force that a tractor can exert in pushing or pulling loads, is merely a means of saying tractor capability. The actual capacity of the tractor is normally far more than the drawbar-pull rating. For example, a tractor with a drawbar pull of 4,000 pounds may have an actual towing capacity of 90 tons.

Five different models of tractors were adopted as standard for the military services. The 2,000-pound, drawbar-pull, electric-powered warehouse tractor has solid rubber tires. It is a light-duty tractor for operation in warehouses and other closed storage areas.

The 4,000-pound, drawbar-pull, electric-powered warehouse tractor has solid rubber tires. It is the standard heavy-duty tractor for indoor warehousing operations. This type of tractor is used in a similar manner and for the same purposes as the light-duty, 2,000-pound model.

The 4,000-pound, drawbar-pull, gasoline-40' powered warehouse tractor has pneumatic tires. It is a standard medium-duty tractor for outdoor storage operations. This tractor is used in outside storage areas for hauling trailers or for towing aircraft. It also may be used for general-purpose towing or pulling at freight sheds, piers, warehouses, or other areas. It has enough weight, horsepower and traction to operate on virtually all types of running surfaces.

The 7,500-pound, drawbar-pull, gasoline-powered warehouse tractor has pneumatic tires. It is the standard heavy-duty tractor for outdoor storage operations. This capacity tractor is available in two sizes. The first type is the low profile, industrial type tractor with conventional pneumatic tires on both drive and steering wheels. The second type is the high flotation model with oversized pneumatic tires on the drive wheels.

Warehouse Trailers

A warehouse trailer is a load-carrying platform mounted on caster wheels. Standard trailers are available in a wide variety of sizes and capacities and may have solid rubber or pneumatic tires. The caster-steering type has fixed rear wheels that carry about two-thirds of the load and caster wheels at the front for steering. There are two models of caster steering type trailers. They are the 4,000- and 6,000-pound capacity models, similar to the one illustrated in (*Figure 7-4*). The caster steering type trailer is better suited for indoor operations.

The fifth-wheel steering type warehouse trailer has rear wheels mounted on a rigid axle and front wheels mounted on a center-pivoted steering axle with a drawbar attachment. This type of trailer is available with a capacity of either 6,000 or 20,000 pounds. It is more suitable for heavy loads or for operations over rough surfaces.

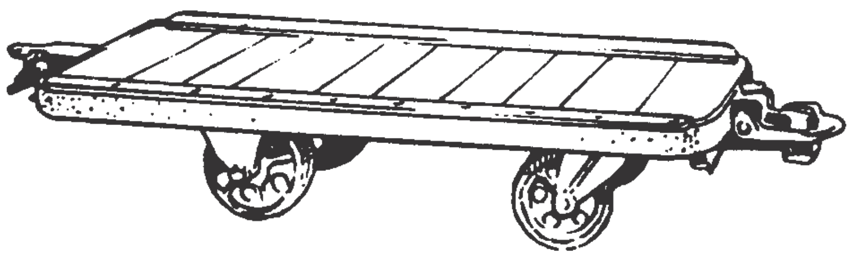


Figure 7-4 — Warehouse trailer.

Hand Trucks

Hand trucks may be constructed of wood or metal. They are used in phases that mechanical equipment cannot be operated because of space limitations.

The four-wheel platform hand truck (*Figure 7-5*) may be used to advantage in breaking out retail issues for bins, carrying light loads, or for any operation involving short hauls with frequent stops. It may also be used in multistory warehouses and for small-lot stock picking. The truck may be equipped with solid rubber tires or steel wheels.

The two-wheel hand truck (*Figure 7-6*) consists of two handles a platform on which the load rests and wheels attached to the bottom of the framework. A blade extends at an angle from the bottom of the platform to hold the load.

A stock picker truck (*Figure 7-7*) is a hand truck used for picking stock from shelves when filling orders. The Logistics Specialist pushes the truck in the aisles between the shelves to carry small issues in cardboard containers, paper envelopes, or tote boxes. Some models are equipped with a ladder so the stock picker can reach materials on high shelves safely.

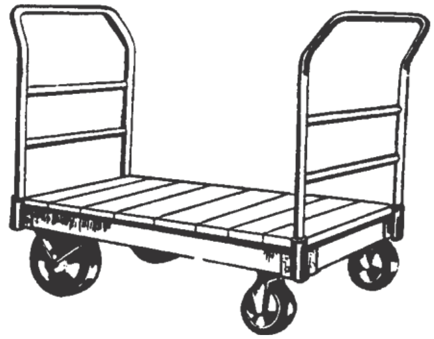


Figure 7-5 — Four-wheel platform hand truck.

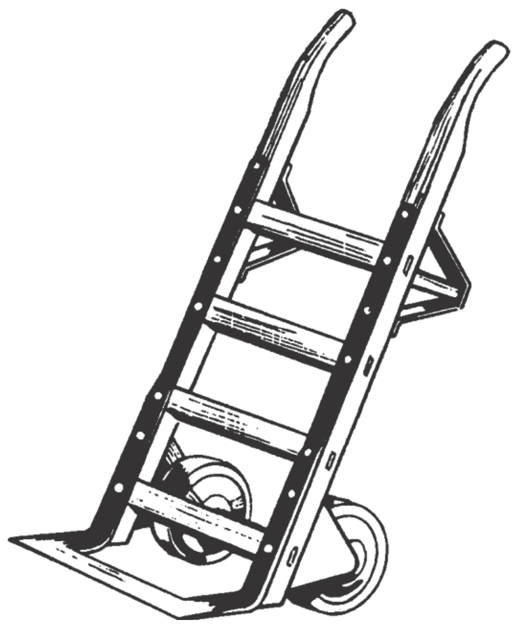


Figure 7-6 — Two-wheel hand truck.

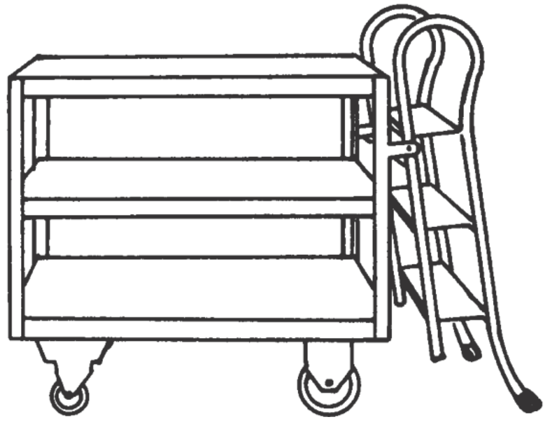


Figure 7-7 — Stock picker truck.

Pallet-Type Handlift Truck

The pallet-type handlift truck is available in two distinct designs. They are the hand-operated, hand-propelled model and the electric-powered, hand-operated model. The pallet truck has two load-carrying forks that can rise about 4 inches to carry palletized loads. Its purpose is to move pallet loads, which do not require stacking, in short hauls. This includes moving pallet loads into cargo trucks as well as moving material during shipping and receiving operations. It works well with forklift trucks and can access areas where a forklift cannot because of space limitations.

The manual/hydraulic hand pallet truck (*Figure 7-8*) works well in loading and unloading cargo trucks and aircraft. This model is used whenever the operating conditions do not require a hand truck with the special characteristics of the powered model.

The electric hand pallet truck (*Figure 7-9*) is advantageous for moving pallet loads to longer distances. We also use this truck when the size of the load, the presence of grades or inclines along the route, or other considerations requires the use of powered equipment.

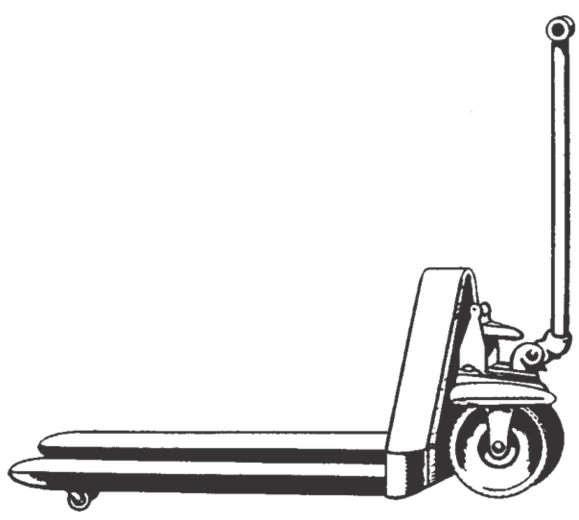


Figure 7-8 — Hand pallet truck (manual/hydraulic).

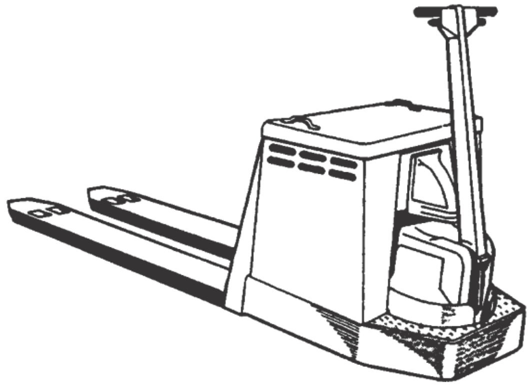


Figure 7-9 — Hand pallet truck (electric).

Tiering Truck

The tiering truck (*Figure 7-10*) is an electric powered forklift truck of the straddle-arm design. The forks on the tiering truck are located between two outriggers, or straddle arms. The tiering truck is more maneuverable than the standard forklift truck and can generally operate in 6-foot aisles. The standard tiering truck for the military services is the electric-powered type that has a load capacity of 3,000 pounds and a lifting height of 100 to 130 inches.

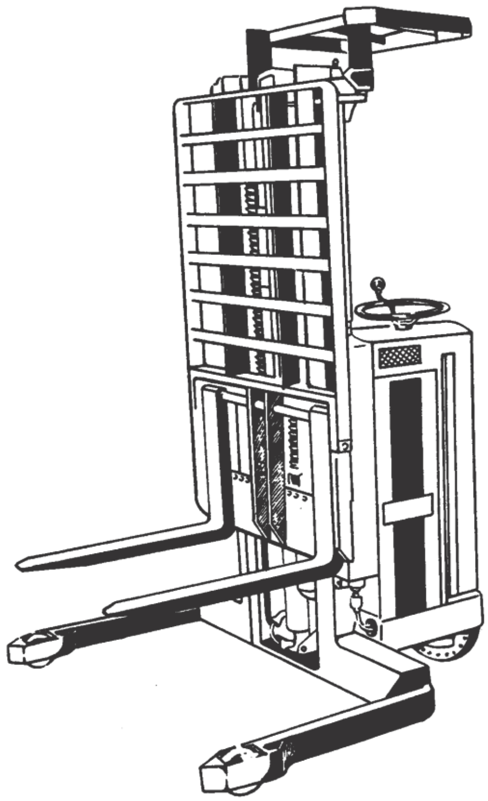


Figure 7-10 — Tiering truck.

Straddle Carry (Or Gantry Trucks)

The straddle truck is a diesel- or gasoline-powered four-wheel vehicle designed to straddle, pick up and transport loads of long and heavy supplies such as pipe, lumber and steel. The straddle truck (*Figure 7-11*) is used as an efficient conveyance for intra-station movement of palletized material at many supply activities. Straddle trucks offer a faster and more efficient method of moving unitized pallet loads over intermediate distances than the tractor-trailer train.

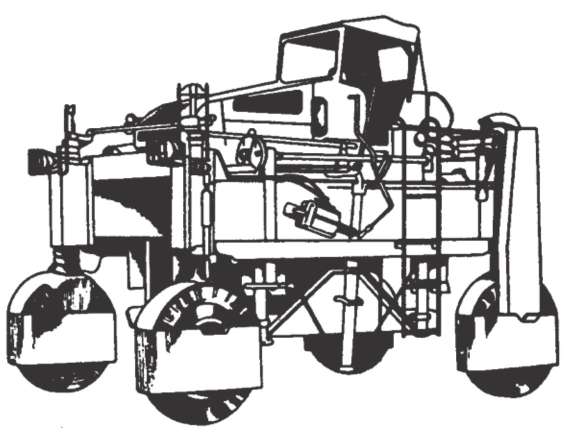


Figure 7-11 — Straddle truck.

Pallet Sling

The pallet sling (*Figure 7-12*) is used for overhead lifting of palletized loads by a crane or ship's boom. Normally, a cable is used for the sling, but a line or chain may be used, depending on the weight of material to be lifted.

Slings have rigid horizontal supports at the base, usually made of steel bars or pipes. The horizontal support must be strong enough to distribute the load across the entire length. Some slings have movable spreader bars at the top to prevent crushing the load while it is being lifted.

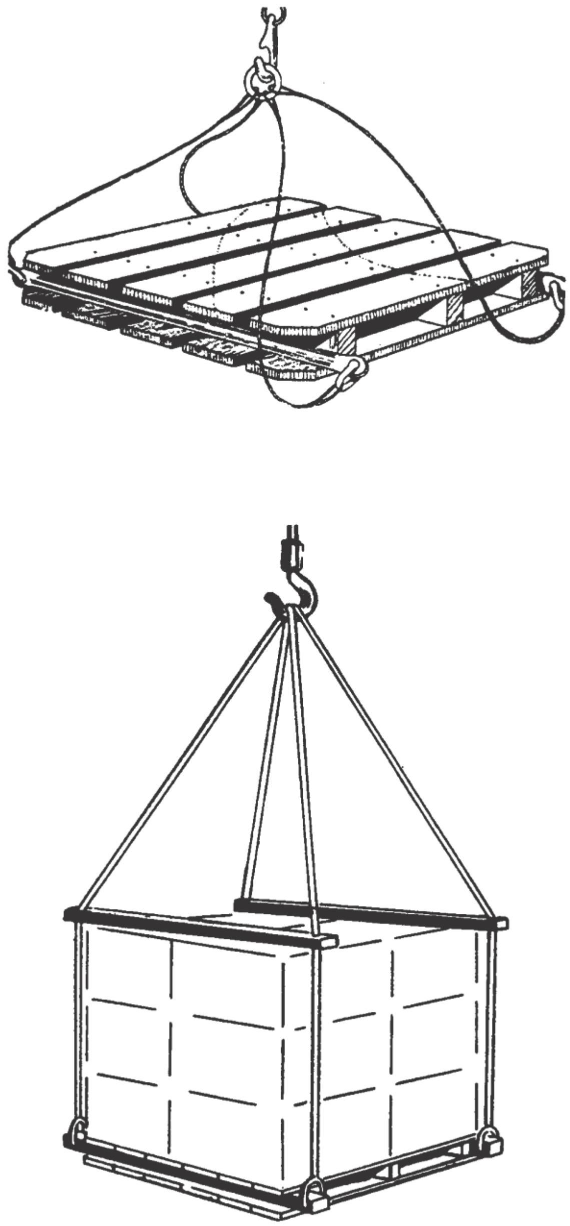


Figure 7-12 — Pallet slings.

Pallets

A pallet is a wooden, steel, or aluminum platform on which supplies are loaded, transported, or stored in units. Use of pallets permits handling the material with forklift trucks, cranes and other transporting equipment.

The standard pallet is a 40- by 48-inch platform that accommodates most packages and stores in warehouses. It is regarded as the general-purpose pallet. General-purpose pallets may be either the flat type or box type. Flat Pallets may be single-faced or double-faced. Single-faced pallets (fig. 7-13, views A and B) have one platform nailed or bolted to stringers, usually made of 2- by 4-inch material. A double-faced pallet (*Figure 7-12*) has platforms on the top and the bottom of the stringers and is excellent for stevedoring and transit-shed operations.

The box-type pallet, illustrated in (*Figure 7-14*), is used for handling small-lot items or easily crushed cargo. When discharging items from a ship to a transit shed, loading directly into a box pallet saves considerable time and labor.

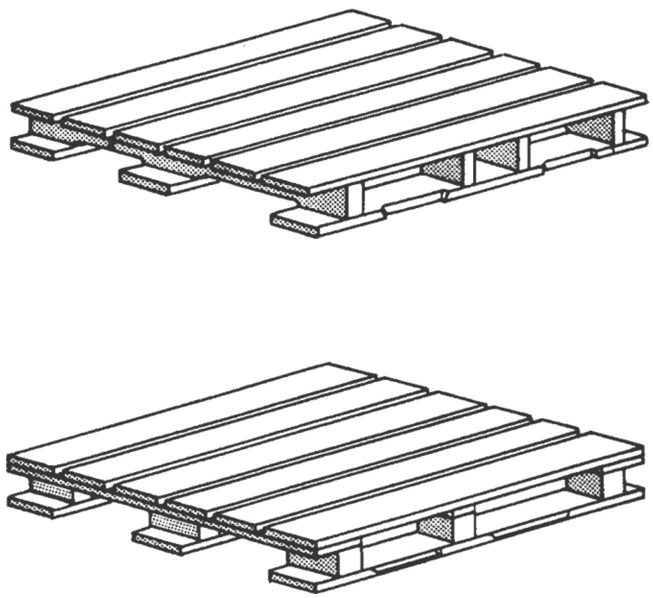


Figure 7-13 — Pallet, 40 x 48 inches, four-way entry: (View A) Partial stringers (View B) post construction.

Sheet metal pallets are convenient for three reasons (1) the maintenance cost is low, (2) they save storage space and (3) you have no problem keeping them sanitary. Lightweight aluminum pallets also are used, but are expensive and difficult to repair.

Figure 7-14 — Box pallet (Cardboard).

Loading Pallets

When a pallet is loaded, three things must be considered: (1) maximum load, (2) stability and (3) proper pallet size. The pallet must pass through all doors, aisles and hatches likely to be encountered. The stability of the material on the pallet must be considered and a decision made as to the type of pallet to use.

(*Figure 7-15*) shows the recommended way to load material on a pallet. The size of the boxes being loaded will determine their arrangement on the pallet. A standard loading pattern is not always appropriate.

However, in the illustration you can see that the material not only fits the pallet, as recommended in A and B stacking, but is arranged so as to provide stability against slipping or sliding.

Boxes of materials are not always the same size. When this is true, place the highest and strongest cases at each end of the pallet and the smaller and more fragile cases in the center. This arrangement provides a stronger surface for a second tier of eases on the pallet and also makes it possible to place a second loaded pallet on top for storage.

When you palletize round items, such as gas cylinders, use specially constructed notched spacers or collars as shown in (*Figure 7-16*).

Palletized material that must be moved several times should be strapped. Metal or nylon strapping may be used; the number of straps required for a palletized unit depends upon the kind of handling it is to receive.

The tool used to tighten the strapping is capable of exerting a great amount of force. Therefore you must be careful not to crush the material. Metal or folded cardboard corners may be placed under the strapping to distribute the force over a wider area and help prevent damage to the cartons or their contents.

Drum-Handling Equipment

The drum-handling sling is a device for picking up drums or barrels. It was designed for shipboard loading, but may be used with a crane for any drum or barrel handling operation. The sling may be of the chain type (*Figure 7-17*, View A), which is a series of chain loops and sliding hooks. It may also be of the frame type, which is a steel bar from which a series of sling hooks are suspended.

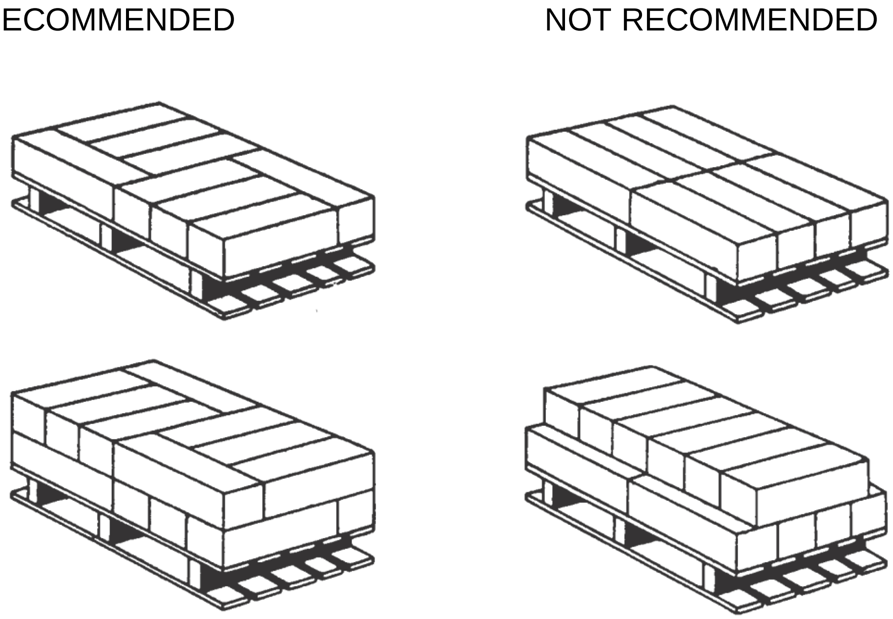


Figure 7-15 — Best way to load a pallet.

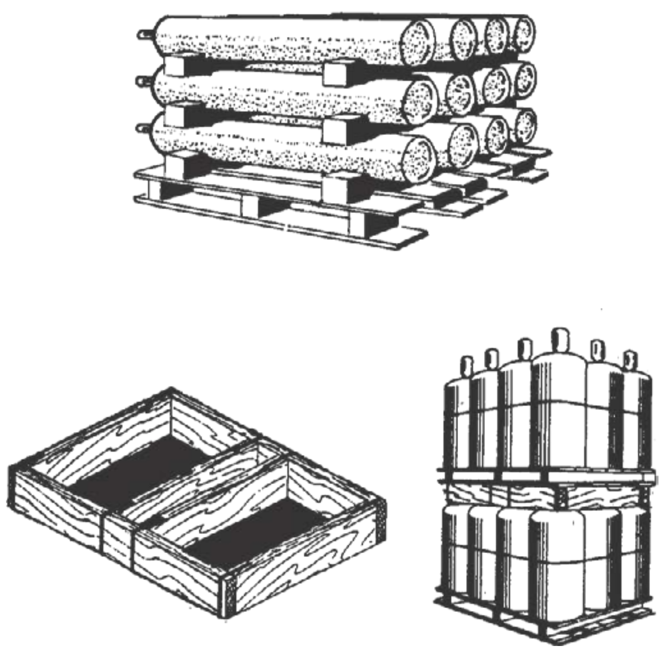


Figure 7-16 — Palletized gas cylinders.

Other drum-handling equipment in use includes several forklift truck attachments capable of handling filled 55-gallon drums. Three such attachments are available. The first consists of a series of specially shaped and spaced forks that cradle the drums to be handled (*Figure 7-17*, View B). Normally, this attachment is fabricated to handle three filled drums at one time. The second type of attachment, which is mounted on the regular truck forks, consists of side rails from which specially designed hooks are suspended at front and rear (*Figure 7-17*, View C). The attachment is lowered over the drums until the hooks drop into position over the drum rims. This attachment handles two filled drums at one time. The third type of attachment, which is vertically operated, handles one filled drum at a time (*Figure 7-17*, View D).

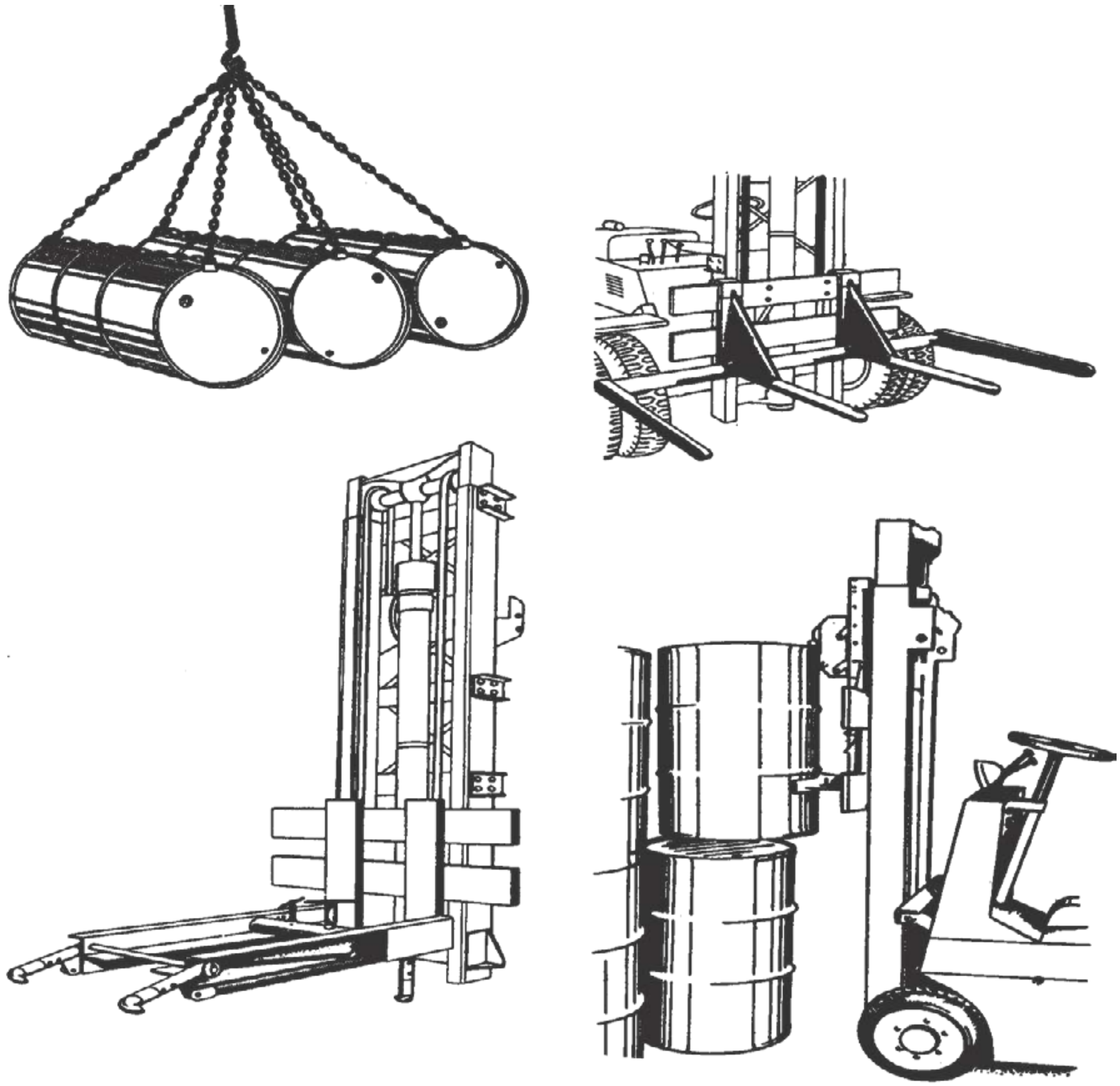


Figure 7-17 — Drum handling equipment: (View A) Sling; (View B) Cradle attachment; (View C) Horizontal carry attachment; (View D) Vertical carry attachment.

Cargo Net Sling

The cargo net sling (*Figure 7-18*) is made of nylon straps in a crisscross pattern to form a 12-foot square or 14-foot square net. The four comers of the net have steel rings sewn in for the pickup hoist hooks or lines used to form an apex. In this type of sling, no bars are used as supports. The idea being that the net closes about the material being lifted.

Cargo net slings are generally used aboard Combat Logistics Force (CLF) ships for underway replenishment (UNREP) operations support. Pallets of cargo can be placed in the net and transferred with a minimum of loss. Some ships use cargo net slings for handling miscellaneous cargo that is placed directly into the net as shown in (*Figure 7-18*).

Figure 7-18 — Cargo net sling.

Rollers, Conveyors and Chutes

Conditions may be such that rollers, conveyors, or chutes are more effective than mobile equipment or may supplement mobile equipment when a deficiency of mobile equipment exists.

Rollers

Hardwood rollers or pipes may be placed under heavy boxes or skids so that they may be moved about in a storeroom or vehicle. Two or more rollers are used, depending on the weight of the box. A hoist, lever, or other lifting device raises the end of the box toward the direction in which the box is to be moved and a roller is placed under it. The box is then pushed forward as more rollers are placed in front of it. As the box passes off a roller, the roller is picked up and placed in front of the box.

Conveyors

A conveyor is a device for moving supplies in a fixed line of travel. Two basic types of conveyors have been adopted as standard for the military departments, the power-driven belt conveyor and the gravity-type roller or wheel conveyor.

The power-driven belt conveyor consists of an endless belt mounted on a frame and driven by a pulley connected to a drive motor. The belt travels over a series of rollers or a sliding bed. The belt conveyor can be used to transport materials over a fixed path of travel up inclines of as much as 25 degrees.

The roller conveyor can be installed with one end lower than the other to take advantage of gravity. It can also be installed level and the load pushed along manually. Several sections can be put together and developed into a continuous system for movement of material. The conveyor can be used on piers, in storerooms, or wherever a steady flow of supplies is desired. A drop of one-half inch per foot is usually required to keep an object in motion on the rollers. Folding stands maybe used when it is necessary to clear obstructions on the deck or to pass through doors. Accessories for horizontal conveyors include turntables and curved sections.

Roller conveyors with hinged gate actions are also available for warehouse operations involving the crossing of thoroughfares (*Figure 7-19*). If a roller conveyor is used, the cargo should be moved slowly enough to permit personnel at the end of the conveyor to handle the boxes. A brake may be improved using a belt as shown in (*Figure 7-20*).

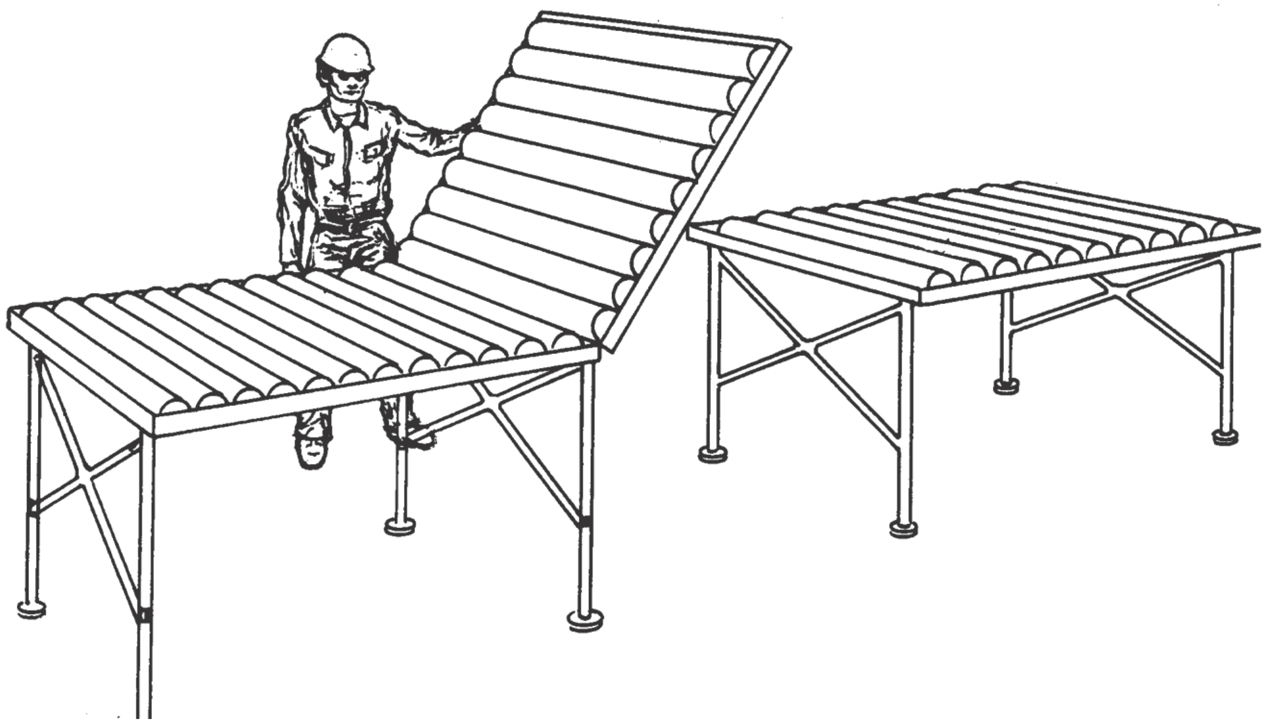


Figure 7-19 — Roller conveyor hinged gate multiphase warehouse operation.

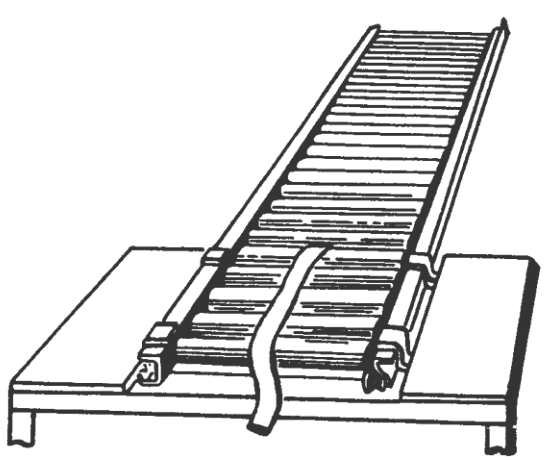


Figure 7-20 — Brake on a roller conveyor.

Chutes

The chute (*Figure 7-21*) provides a rapid means of conveying packages downward. The principal application is aboard ships where a need exists to strike down stems.

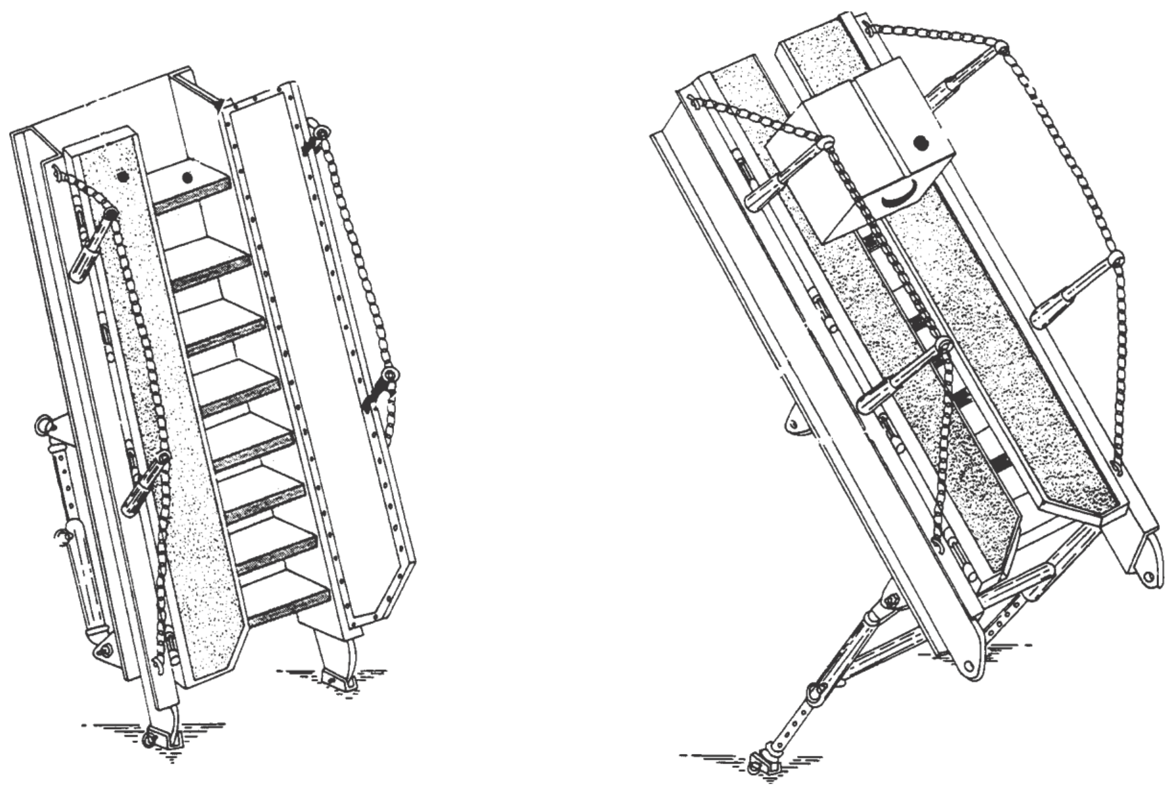


Figure 7-21 — Stores strike-down chute.

Crane

A warehouse crane is a power-driven, self-propelled unit consisting of a boom mounted on a mobile wheeled chassis. The boom can be operated independently so that sluing and topping can be accomplished without movement of the chassis. Power is supplied by a gasoline engine or by electric motors. Gasoline-powered cranes (*Figure 7-22*) are equipped with pneumatic tires for outdoor operation. They have180 or 360 degree sling booms and have capacities of 6,000, 10,000, or 20,000 pounds. Electric-powered cranes are equipped with solid rubber tires for indoor a capacity of 6,000 or 10,000 pounds. They have 270 degree sluing booms and have a capacity of 6,000 or 10,000 pounds.

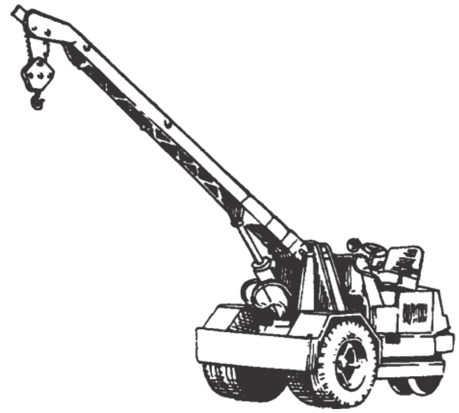


Figure 7-22 — Warehouse crane, gasoline-powered operations.

The mobile crane consists of a boom mounted on a truck chassis and has characteristics similar to that of a warehouse crane. However, the mobile crane has a greater topping distance and is, therefore, used in a wide range of operations.

A gantry crane consists of a hoisting device that rides on a horizontal beam connected to legs with wheels attached to the bottom. The gantry crane is a hoisting unit mounted on a gantry (any frame or structure spanning or bridging an intervening space). Gantries may be arched, bridged, full, or half. Applications for the gantry crane are similar to the bridge crane; however, gantry cranes are more often used outdoors because of the support legs (*Figure 7-23*).

Figure 7-23 — Gantry Crane.

The unit shown in (*Figure 7-24*) is an adaptation of the overhead type of crane applied to outdoor service where no permanent elevated structure exists on which to install a crane. The crane bridge is mounted on trestles having legs that are generally constructed with wheel trucks for operating on tracks. Such cranes are referred to as portable gantry cranes.

If the trestles rest directly on the ground or footings, the term "fixed gantry crane" is applied. This type of crane is built especially for particular locations. It has been constructed with a span of 200 or more feet. The gantry may have a trolley running on the bridge carrying a hoist. This is the most common form and is what is meant by gantry crane. However, the gantry may have a stiff-legged derrick, a rotating pillar, a job crane, or a hammerhead crane mounted on its bridge as auxiliary equipment.

Because this type of crane spans the area over which it operates, it has been particularly useful in shipbuilding, in storage yards and at docks for handling bulk material.

A wharf crane is located on and generally is a part of the wharf or pier structure. It is particularly adapted to the transfer of cargo between the wharf or pier and a vessel.

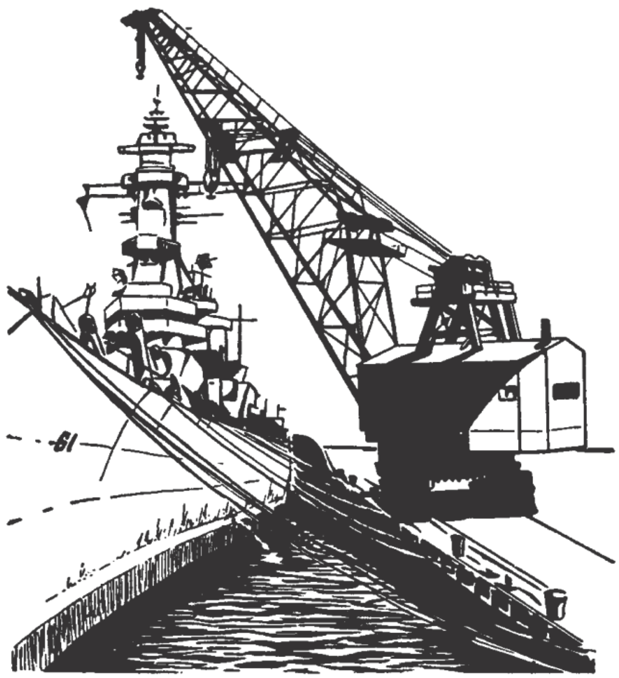


Figure 7-24 — Gantry Crane.

HOISTS, PULLEYS And DOLLIES

Various types of hoists, pulleys and dollies are available ashore and afloat for moving equipment and supplies. You should familiarize yourself with this equipment and its purpose so that as various situations arise, you can select the proper piece of equipment.

Hoists

Chain hoists or chain falls provide a convenient and efficient method for hoisting loads by hand. The advantages of chain hoists are that one person can raise a load of several tons. Also, without securing the load, it can remain stationary. One person can carry and operate the manually operated chain hoists (*Figure 7-25*, View A). They are particularly useful in loading and unloading cargo trucks. They also are convenient for working in small storerooms aboard ship when other mechanized equipment is not available.

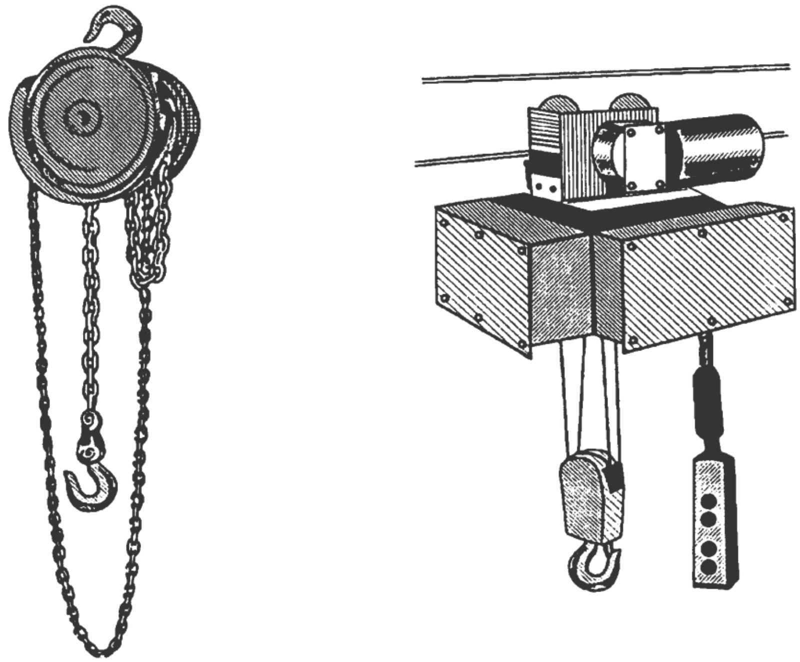


Figure 7-25 — Chain hoists: (View A) Manual; (View B) Electric.

Some larger storerooms have electrically operated hoists that move along overhead tracks (*Figure 7-25*, View B). Electric hoists lift their loads by either chain or cable. Other models are pneumatic or air hoists that operate by compressed air. These hoists have the advantages of speed and ease of operation.

Block and Tackle

A block and tackle is the arrangement of one or more pulleys with rope or cable for pulling or hoisting large or heavy objects. The block and tackle (also called tackle or pulley) is used in the same situations as the chain hoist, except for smaller loads. (*Figure 7-26*) shows the different types of blocks and tackles. It also provides the formula for figuring the amount of power needed to move the weight of the load.

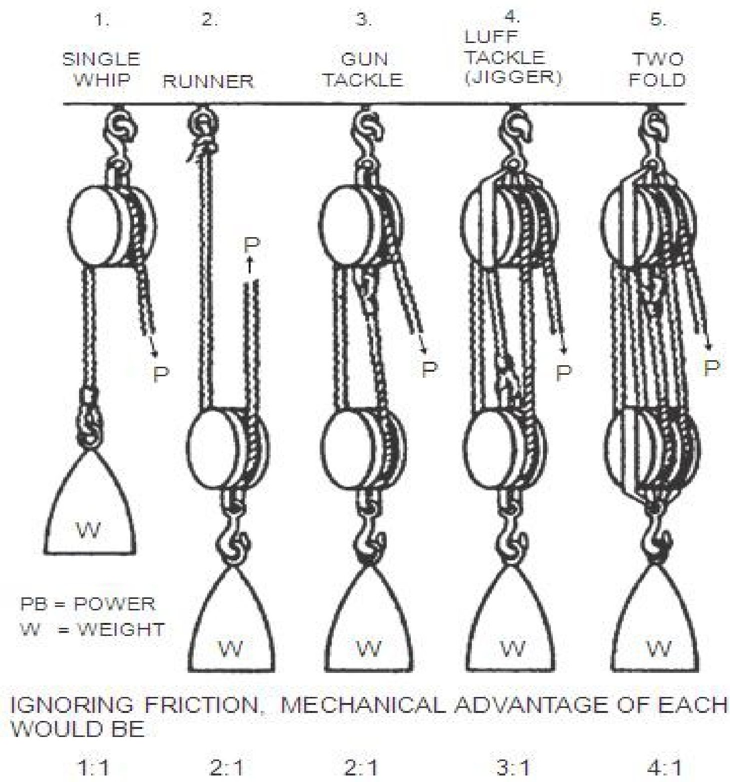


Figure 7-26 — Block and tackle.

Dollies

The dolly or dolly truck is a frame mounted on wheels or rollers. Dolly trucks are used for moving or shifting heavy loads for short distances. (*Figure 7-27*) shows the three common types of dollies used by the Navy.

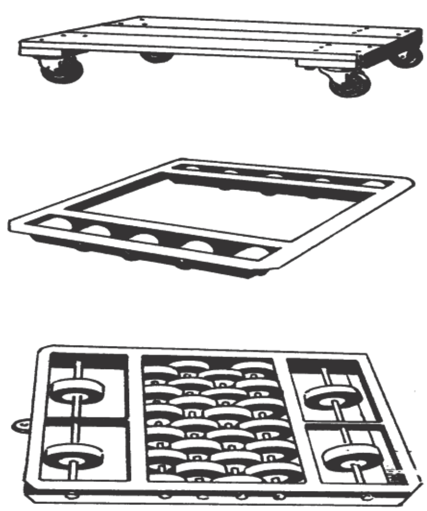


Figure 7-27 — Dollies: (top) General purpose; (middle) Pallet rollers; (bottom) Reefer car.

The general-purpose dolly (*Figure 7-26*, top) is used to move unpalletized large, bulky, or heavy material over short distances.

The pallet-rollers dolly (*Figure 7-26*, middle) has a capacity of 4,000 pounds. The purpose of the pallet-rollers dolly is to move palletized loads in and out of boxcars, trucks, trailers and storerooms.

The reefer-car dolly (*Figure 7-26*, bottom) is easy to maneuver and is suitable for use on truck and reefer floors. The 24 wheels in the central position are slightly lower than the wheels at the ends. The springs hold the end wheels in position to allow the wheel to move on their axles while guiding the load to its destination.

SAFETY

This section provides information about general industrial and operational safety for storage and handling of material. This information is based in part from NAVSUP P-485; STORAGE AND MATERIALS HANDLING, DoD 4145.19-R-1; The Navy Safety and Occupational Health (SOH) Program Manual, OPNAVINST 5100.23 (series) and OPNAVINST Navy Safety and Occupation Health (SOH) Program Manual for Forces Afloat, 5100.19 (series) addresses the maintenance of safe and healthful conditions in the workplace. Check with your activity's safety program manager for specific safety requirements in your command. The most important part of any supply operation is ensuring the safety of personnel involved. It is the Supply Officer's responsibility to ensure the following is observed:

- Personnel will be properly equipped to work (safety shoes, gloves, hard hats, etc.).
- Personnel will be qualified to operate equipment.
- Personnel will be knowledgeable of emergency procedures.

Accidents

Manpower is one of the primary resources of a supply installation. Accidents involving personnel directly affect productive man-hours and planned schedules. It takes time to recover man-hours lost because of accidents. Replacement personnel, or required skills, are not readily available.

When an accident causes destruction of material, it cost dollars to make necessary repairs or replacement. This can also result in a delay in production and possible shortage of critical material.

Danger Areas

Many types of accidents can happen when handling cargo. Some of the danger areas and causes of accidents are discussed below:

- **Defective Equipment**—Defective equipment such as winches, rigging, chains, nets and bridles should not be used. Report their condition to your superior. Only qualified personnel should make repairs since a poor repair job may constitute a worse hazard than the defective equipment

- **Improper Stowage**—When stowed, cargo should be tiered, tied in, stepped back, or floored off to prevent collapse. Dunnage should be used as a firm flooring for tiering. Never stow cargo, even temporarily, in a halfway manner
- **Hatch Beans or Beads**—When only part of a cargo hatch is open, remaining hatch beans should be pinned or locked in place to prevent them from being dislodged and falling on personnel below. Hatch boards should be stacked well back from the hatch to prevent them from being accidentally knocked into the hold
- **Standing in Bight of Line**—Individuals should not stand with their feet in the bight of a line or in the eye of a cargo strip or sling. To do so may result in broken bones or even more serious injury
- **Fires and Explosions**—Fires and explosions may be caused by: (1) explosive vapor, (2) spilled flammables or explosives, (3) ignition source such as smoking, hot work, open fires, electrical equipment, naked lights and sparks from tools, (4) heat, (5) spontaneous ignition, (6) water causing chemical reaction with certain substances, (7) improper handling and (8) inadequate sentries.

Fire is a potential danger with almost all types of cargo. The possibility of fire or explosion is greatly increased when cargo operations involve flammables and ammunition. However, extra precautions are normally taken when these dangerous materials are handled. Probably most fires occur in ordinary combustible material (paper, rags, wood, etc.).

Since the fire hazard is not as great when handling these materials, fewer precautions are usually taken and cargo handlers are apt to become careless.

- **Fleet Freight**—Carefully inspect all material received as fleet freight for evidence of damaged or leaking containers. Extremely hazardous conditions can result from several compounds normally used aboard ship
- **Open Hatches**—Guards should be placed near open hatches and other open spaces. Safety lines must be used around such openings when cargo is not being handled through them
- **Temporarily Covered Hatches**—Hatches covered only with a tarpaulin or other temporary covering are dangerous, perhaps more so than uncovered hatches, which are fully visible
- **Temporary coverings** should be used only during inclement weather, if at all
- **Riding on Hooks**—Personnel should not be permitted to ride cargo-handling gear, such as hooks or nets, between pier and ship or between the deck and hold. The save-all must not be used as a ladder between the pier and the ship
- **Removed Handrails**—When handrails are removed to load cargo or for other reasons, the working area should be roped off to prevent personnel from falling over the side
- **Ladders**—Ladders in the square of the hatch should not be used when cargo is being lowered or hoisted in the hold. Much care must be exercised when using these ladders, particularly when hatchboards from several decks have been removed. Stairway-type ladders should be used when they are available
- **Slippery Decks**—Oil, grease, ice, or any slippery material on the deck or pier should be removed immediately or covered with sand, cinders, sawdust, or other suitable anti-slip material

- **Improper Lighting**—When concealment is unimportant, floodlights should be provided at night on the weather deck, over side and in cargo holds. Flashlights should be available for emergencies. When entering unlighted compartments, personnel should carry portable safety lights
- **Asphyxia and Poisoning**—During some cargo handling or related operations, asphyxia or poisoning may result from: (1) lack of oxygen, (2) poisonous gases or fumes, or (3) exposing skin or eyes to or swallowing petroleum products. (Some vapors may be swallowed without the knowledge of the victim). An individual showing signs of asphyxia or poisoning should receive immediate medical attention and the Cargo Officer should be notified. The space should be inspected before work is continued
- **Lifting Cases**—There is a right and a wrong way of picking up heavy cases of material. The correct method of lifting heavy objects is illustrated in (Figure 7-27). Individuals stand close to the load, with their feet slightly apart and solidly placed. With knees bent, they grasp the object firmly and lift it by straightening their legs, keeping the back as vertical as possible. When lifting from an elevated position, keep the object close to the body.
-

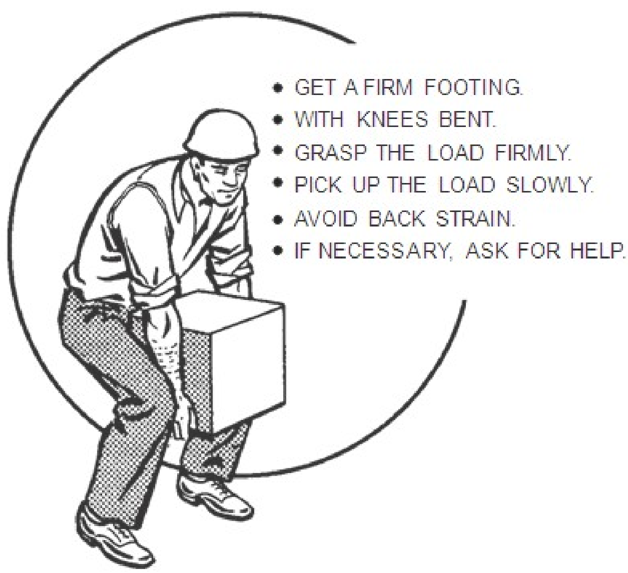


Figure 7-28. —An example of manual lifting.

The square of the hatch should be kept clear and free of debris. Place a solid, level floor of dunnage on top of stowed cargo, when it is needed, to provide sound footing for hold workers or a safe landing area for cargo coming in. Persons in the hold must stand clear of the hatch when a draft is overhead—cargo being hoisted from or lowered into the hold. The hold crew should take cover either forward or aft of the square of the hatch.

When a draft is lowered into a hold, it should be stopped approximately one foot above its intended landing spot. After the draft has been stopped, the hold crew should then come from under the deck and guide the draft to the desired landing area Slings or bridles are easily removed from drafts by four crewmen working in pairs. The slings or bridles should be steadied before being hoisted out of the hold. If they are permitted to swing widely during hoisting, they may become entangled in hull fittings or cargo and cause damage to the equipment or cargo or injury to personnel.

You can safely handle small cases on a horizontal conveyor described earlier. For some cargo, you may even substitute finished lumber or waxed dunnage for conveyors. If walking space permits, pallet trucks, pallet jacks, hand trucks, or dollies may be used to move cargo to the storage location.

Safety Training

Operating personnel must be given proper instruction and training concerning potential dangers associated with their daily tasks. An awareness of apparent or potential dangers and training to avoid such hazards will assist in reducing accidents while performing normal tasks.

Safety Equipment and Clothing

The use of safety equipment and clothing provide extra protection to personnel. The following are some of the items that you can use to protect yourself while working.

Synthetic Rubber Gloves—Synthetic rubber gloves will be worn for protection when handling ordinary commercial concentrations of harmful chemicals, petroleum products, or chlorinated solvents

General Purpose Work Gloves—When performing general labor work and when sharp or rough material is being handled general purpose workmen's gloves will be worn for protection of hands from cuts and abrasions. The glove palm, thumb and index finger are covered with leather. When glass is handled, gloves with suction cups or leather palms will be worn. When gloves with leather parts are used, care must be taken that the leather parts do not become greasy.

Hoods, Aprons, Sleeves and Suits—Hoods, aprons, sleeves, or suits made from natural or synthetic rubber or acid resisting rubberized cloth will be worn for protection when filling open vessels with acid or when handling individual containers of acid to protect personnel from possible leakage or breakage of containers.

Rubber-Framed Goggles—Rubber-framed goggles will be worn for protection of the eyes against smoke, gas, fine dust, mists and sprays or splashes of liquid or other substances, including acids and alkali solutions.

Spectacle Goggles—Spectacle goggles with side shields will be worn to protect the eyes against flying particles of dust, chips and machine cuttings. Spectacle goggles without side shields will be worn for other operations requiring eye protection.

Protective Helmet—A protective hat will be worn for head protection against falling or flying objects or from bumping head when working in cramped places. A protective hat will always be worn when in yards or areas when material is being lifted or hoisted or where ends of slings or other gear could swing against the head.

Safety Shoes—Authorized safety toe footwear or approved foot and/or toe guards will be worn while working in areas, or while performing operations designated by the appropriate authority as hazardous to feet or toes of the workers.

General Purpose Gas Mask - The general purpose gas mask is used for respiratory protection in an area in which there is a minimum concentration of toxic gases or vapors. This mask cannot be used safely in an area in which the vapors are concentrated to the extent that the flame of a safety lamp would be extinguished. This mask affords protection, for a limited time, against concentrations up to 20,000 parts per million parts of air. Protection is afforded against organic vapors and gases, carbon monoxide, toxic dust, fumes, mists, fogs and smoke. However, the mask is not used for day after-day protection in routine work as are various other types of respirators.

Supervisory Responsibility

If you are in charge of a working party or cargo-handling crew, their safety and proper cargo handling are your responsibility. To prevent injuries to personnel and damage to cargo and ship, all safety precautions must be observed and enforced. Danger is ever present during the handling of any cargo aboard ship.

Through minor accidents or improper handling, cargo-handling equipment or the cargo itself may become potentially dangerous or unusable without showing visible evidence of damage. If in doubt concerning damage to cargo or safety of equipment, report it to your immediate superior or the Cargo Officer.

Inspection and maintenance of the pier or wharf are primarily the responsibility of the shore station. However, such defects as bad flooring should be reported. In some cases, temporary repairs must be made to make cargo operations safe.

People may try to use faulty or incorrect cargo-handling equipment and injure themselves or others. Many accidents are caused by pure carelessness. The human factor is always present in accidents, but it can be partially overcome by

- Thorough training in the use of cargo handling equipment
- Instruction in safety
    - *— Safety precautions to observe*
    - *— Penalties for violations of prescribed safety measures*
- Alert supervision.

The following are a list of a few precautions for cargo handling supervisors. Supervisors must initiate these precautions as well as those in reference C2-2 before beginning any cargo handling operations:

- Ensure open hatches in use are cleared of adjacent loose equipment that might fall into the hold and injure personnel below
- Restrict traffic about hatches to the side away from where cargo is being worked. Rope off areas to traffic over which loads are traveling
- Secure or remove hatch beams or other structures in the way of hatches where cargo is being worked. Personnel engaged in moving hatch beams shall wear a safety harness with associated safety lines, which shall be tended at all times
- Ensure that all personnel handling cargo gear are familiar with the use of their equipment and limitations on load capacity and outreach and are personnel qualifications standard (PQS) qualified. Additional information can be located from the OPNAVINST 5100.19 (series).

Do not block passageways or openings (doors, hatches, etc.) with cargo, hatch beams, or other material, without permission from the responsible head of department. If a passage must be blocked off, do it in a manner that will enable personnel to regain quick access.

The need for speed in emergency situations or during underway replenishment may outweigh the value of some safety precautions that would ordinarily be taken. However, do not suspend a safety practice unless the degree of urgency warrants it. In all decisions affecting safety, during usual or unusual conditions, there is no substitute for good judgment and experience.

Safe Cargo-Handling Practices

All cargo handlers should observe the following safety precautions as listed in the OPNAVINST 5100.19 (series):

- Always know where the cargo is during a transfer
- Wear head protection (a hard hat) with chinstrap in place under chin, gloves (when handling wire rope or banded material) and steel-toed safety shoes
- When transiting a cargo operations area, walk only in the designated transit areas that are located on the side of the ship opposite the cargo handling operations
- Never look into a hold when cargo is being handled or cargo gear is in use unless controlling the movement of the cargo
- Never walk under suspended cargo or tensioned highline
- Do not ride on pallets, containers, or hooks
- Know the firefighting and safety equipment locations
- Do not walk backwards
- Always listen to equipment. Abnormal sounds usually mean trouble.
- Never allow cargo to swing or remain suspended for a period longer than necessary.

Safe Storage Rules

Good housekeeping practices are essential to safety as well as to efficient storage operations. Storage areas maintained in a clean and orderly condition can prevent many potential accidents and fires. Adequate lighting in storage areas decreases the hazards of accidents and enhances personnel health and morale. Place and secure storage materials in a safe manner that will prevent them from shifting or falling. Stack pallet loads with 2 inches of clearance on both sides to prevent dislocation of adjacent units.

SHIPMENT

Selecting the proper mode of transportation for material depends on the priority, weight and size and the availability of transportation means. The three major categories of material movement are air, ocean and surface transportation. The following paragraphs describe these methods.

Air Shipments

Air shipments are used when they are more economical than surface transportation, or when surface transportation is not available. Air shipments within the Defense Transportation System (DTS) normally are limited to transportation priorities 1 and 2 (TP-1 and TP-2). TP-3 shipments that have advance required delivery dates (RDDs) also may qualify for air shipment under certain conditions. The UMMIPS priority designator (PD) determines the transportation priority (TP) assignment. TP-1 priorities are for shipment documents with PDs 01 through 03, TP-2 for PDs 04 through 08 and TP-3 for PDs 09 through 15. The airlift systems used by the Navy are Logistics Express (LOG-EX), Air Mobility Command (AMC) and Special Assignment Airlift Missions (SAAMs).

Logistics Express

The LOG-EX airlift system includes carrier onboard delivery (COD) shipments to aircraft carriers. Also, it includes other airlift systems used to supplement AMC operations. LOG-EX is also referred to as Fleet Logistics Airlift System or LOGAIR. The goal of LOG-EX is to provide 24-hour or less transit time for TP-1 shipments. The Navy Overseas Air Cargo Terminal (NOACT) teams supervise air terminal operations of LOG-EX. NOACT also exercises traffic management and administers the LOG-EX airspace availability to the Navy within their geographic areas of responsibility.

Air Mobility Command

AMC is a worldwide system operating transport aircraft over scheduled air routes. It also operates in air terminals at appointed areas. Most overseas air shipments and personnel movements use AMC service.

Special Assignment Airlift Missions (SAAM)

The purpose for using SAAM is to move aircraft loads of cargo rapidly when regularly scheduled airlift service is not available to meet fleet requirements. When SAAMs are required, a commercial aircraft is leased to transport material from and to a specific point. A SAAM is the highest cost, least preferred method of moving cargo or passengers and should only be considered when all other means have been exhausted.

Requests for SAAMs are submitted to NAVMTO via message or telephone, 7 days a week, 24 hours a day.

The Procedures for Arranging Navy-Sponsored Special Assignment Airlift Missions, OPNAVINST 4630.26 (series), provides guidelines and procedures for the use of SAAMs.

Ocean Shipments

Ocean shipments of Navy-owned or sponsored cargo are made by Navy fleet vessels or vessels provided by the Military Sealift Command (MSC). Cargo is moved in Navy fleet ships under established procedures of the proper Fleet or Type Commander of their authorized representatives. Normally, cargo transported in Navy fleet vessels is limited to material moving in direct support of fleet operations. However, available space may be used to transport other low-priority supplies.

The MSC is responsible for providing ocean shipments to meet the requirements of the DoD. The type of shipping space provided by the MSC includes space on vessels controlled and operated by the MSC. MSC also provides space on vessels controlled but not operated by the MSC and space obtained in commercial vessels by the MSC.

Sea Express

Shipments that do not meet requirements for air transportation but require rush processing may use the Sea Express (SEA-EX). Shipments that qualify for air shipment also may qualify for SEA-EX when air transportation is not available.

Opportune Lift

The Opportune Lift (OPLIFT) program is a system used to divert government-sponsored cargo within the DTS from MSC to Navy vessels. The OPLIFT program was started to conserve transportation funds by moving Navy material into available space on U.S. Navy ships during scheduled deployments. Heavy, bulky, or low-priority shipments that do not have a specific RDD are eligible for the OPLIFT program. NAVMTO provides technical assistance to shippers requesting OPLIFT and coordinates movements of general cargo from CONUS. NAVMTO also maintains direct liaison with fleet commanders, shippers and water terminal facilities. OPLIFTs that begin overseas are coordinated directly through cognizant fleet commanders. When last minute changes in operational commitments occur, cargo may be removed from vessels without advance notice. Therefore, activities using OPLIFTs must make sure material with specific RDD or high-priority material is not shipped through this program.

Surface Shipments

When possible, you should use surface transportation for shipping material. The following paragraphs describe some means of surface shipments.

Shipment by Government Vehicle

When directed by local authority, you may use government-owned and operated equipment to transport freight in distances up to 100 miles. During emergency situations, use of government-owned and operated motor vehicles may be authorized for distances beyond 100 miles. Travel of more than 100 miles must have justification. It may be for security reasons or when the use of such vehicles would be in the best interest of the government. Government vehicles used for transporting freight with excessive dimensions or weight requires a state permit.

Commercial Trucks

The Navy or commercial truck lines may be used for small shipments within CONUS or commercial trucks may be leased for exclusive use. The following paragraphs describes the contract truck (CONTRUCK) and the Northeast Dedicated Truck System (NDTS), managed by NAVMTO.

Contract Truck

CONTRUCK is a commercially operated system. Its purpose is to provide fast, over-the-road delivery at a reduced cost for less than truck load (LTL) transcontinental Navy shipments. CONTRUCK was first established to move LTL shipments between the east and west coasts. It was expanded to include 5 days per week service between Norfolk, Virginia; Charleston, South Carolina; and Jacksonville, Florida. CONTRUCK shipments are combined for movement and distribution at terminals located in Norfolk, Charleston, Jacksonville, San Diego, Long Beach and Travis Air Force Base (AFB). Shipments eligible for CONTRUCK are for items less than 10,000 pounds. Shipments include direct procurement method shipments of personal property and unaccompanied baggage. Material classified as Confidential or pilferable and general commodity cargo shipments may use CONTRUCK system. Shipments not eligible for CONTRUCK are class A and B explosives, material requiring special handling (such as heater service, electrical connections, refrigerators, or oversize cargo) and metal products over 10 feet in length or over 3,000 pounds per piece.

Shipments by Mail

Parcels containing high priority logistic material (e.g., CASREP parts or supplies) must be shipped by the most expeditious and cost effective (in that order) mode of transportation available. The United States Postal Service (USPS) regulation governs shipments of all mailable material entered into the domestic mail postal system. Mail is the primary and preferred means of moving material to and from ships. Mailable material includes letters or packages that meet USPS standards according to class of mail, weight and size limitations. The various types of special mail services include registered, certified, insured and delivery confirmation. The use of special delivery or special handling offered by the USPS is not authorized for use by the Department of the Navy. All mailable matter in the United

States domestic postal system is classified as Express, First-Class (Priority), Periodicals, Standard Mail, Package Services, to include Military Ordinary Mail (MOM) for official mailing purposes.

Express Mail Military Service (EMMS)

EMMS is a 2 or 3-day expedited delivery service that is available to DoD personnel stationed overseas and others entitled to APO/FPO mailing privileges between the CONUS and designated military addresses. Ships and other mobile units are not authorized EMMS (with the exception of EMMS equipment and tags that are used strictly for the purpose of dispatching each units balloting material).

Military Ordinary Mail (MOM)

MOM is DoD official mail sent at Periodicals, Standard Mail, or Package Services postage rates that requires faster service than sealift transportation to, from and between military post offices. USPS transportation of MOM is by surface means. Expedited service is determined and provided by and at the expense of the DoD. MOM is limited to mail originated by the DoD or DoD-authorized contractors and each piece must:

a. Be conspicuously marked “MOM” on the address side, below the postage or penalty mail indicia and above the addressee’s name.

b. Conform to the maximum size and weight limits for the postage rate claimed (i.e., Periodicals, Standard Mail, or Package Services).

Refer to the Navy Official Mail Management Instruction), for additional details.

Weight and Size Limitations

The maximum size for most mail pieces is 108 inches in combined length and girth. Parcel Post pieces may measure up to 130 inches in combined length and girth (but will be charged oversized rate of postage). Regardless of the size of the mail piece, the maximum allowable weight of any article of mail is 70 pounds.

Refer to the most current edition of the USPS Domestic Mail Manual as other restrictions may apply.

Address Preparation

All official mail must bear a type-written return address positioned in the upper left-hand corner of the mail piece. The return address must bear the words “DEPARTMENT OF THE NAVY” on the first line with the command’s official mailing address on the next set of lines and “OFFICIAL BUSINESS ONLY” positioned on the last line. The FPO mailing address shall not be used for freight or express cargo shipments. Markings that show the mail classification or type of special service, when appropriate, must be stamped on the address side of the parcel just above the delivery address. The city, state and ZIP Code must be the last line of the destination address, except for mail pieces destined to international mailing addresses must bear the country‘s name in English and upper case letters on the last line of the delivery address. Refer to OPNAVINST 5112.6 (series) and OPNAVINST 5218.7 (series).

Hazardous, Restricted or Perishable Material

Hazardous, restricted, or perishable materials mailed to, from and between overseas military post offices are subject to the conditions of USPS domestic mail, International mail and those conditions prescribed by the Department of Defense (DoD), as listed in Conditions Applied to Mail Addressed to Military Post Offices Overseas in the most current bi-weekly issue of the USPS Postal Bulletin.

Non-mailable material includes all material that, by law or regulation, is prohibited from being sent through the USPS. Examples of non-mailable matter are as follows:

- All kinds of poisons, such as caustics, acids and alkalis
- Materials that are likely to cause fires due to friction, absorption of moisture, spontaneous chemical changes, or as a result of heat retained from manufacturing or processing
- Ammunition and explosives
- Containers previously used for shipping high explosives, such as dynamite
- Intoxicating liquors
- Items subject to damage from freezing and permanently magnetic materials with unconfined fields are not mailable by air shipment
- Oxidizing materials, flammable liquids and solids, radioactive, combustible, gaseous liquid, perishable material, live animals and items subject to plant quarantines are either non-mailable or subject to special mailing conditions. Detailed information on these categories may be obtained from local postal authorities. Refer to USPS Publication 52 for detailed information.

Defense Transportation Regulation – Part II Cargo Movement

The Defense Transportation Regulation (DTR part II), provides DoD policy for the transportation and movement of material through the DTR. Volume II contains standard data elements, codes, formats, documents, forms, rules, methods and procedures. These are information required by DoD activities in the transportation and movement of material to, within and beyond the DTR. Volume II contains instructions and procedures for applying transportation account codes (TAC) to transportation documents.

DTR policy simplifies the exchange of logistics data between armed services and agencies. Deviation or exemptions may not be approved unless the user shows that MILSTAMP does not provide workable methods or procedures.

To standardize cargo movements and documentation, DTR interacts with UMMIPS and the following publications:

- Military Standard Requisitioning and Issue Procedures (MILSTRIP)
- Military Standard Marking for Shipment and Storage, MIL-STD 129 (series)
- Customs Inspections (DoD 5030.49-R)
- Federal Acquisition Regulations (FAR).

DTR also specifies responsibilities of shipping/receiving activities, clearance for routing of material and cargo terminal operations.

Documentation

The movement control document for all CONUS shipments by a commercial carrier is the Government or Commercial Bill of Lading (GBL/CBL). Shipments originating or destined to an overseas point, moving within the DTR, use the Transportation Control and Movement Document (TCMD). (*Figure 7-28*) shows an example of a TCMD. The basic data elements required to prepare a TCMD are the same from the original MILSTRIP requisition (see DoD 4500.32-R, appendix D, or NAVSUP P-485, chapter 7).

SUMMARY

You now should be able to understand the proper use of various mechanical equipments in handling stores. Recognize the safety precautions and unsafe conditions and understand how to implement a sound safety plan in performance of your duties. Describe and select the proper transportation methods available within the Defense Transportation Regulation (DTR) to ship material and supplies.

(This page was left blank intentionally)

CHAPTER 8

FINANCIAL MANAGEMENT

Each year the Navy requires billions of dollars to carry out its mission. This money comes from the taxpayers of the United States as determined by Congress.

The Navy must keep accounts to show how the money is spent. The accounts show the receipt and expenditure of public funds; the amount of government money, materials and property on hand; and the cost of all operations, broken down by projects and programs. All these functions are part of financial management. Financial management is necessary to guarantee that government property and money are economically used in the public interest. Cost data assembled by projects and programs are used for budget planning and justification.

LEARNING OBJECTIVES

When you have completed this chapter, you will be able to do the following:

1. Recall the purpose of appropriation funding to accomplish operational and maintenance functions.
2. Explain different types of funds to finance various operations.
3. Recall the functions within Resource Management System to obtain and control resources to accomplish mission
4. Discuss the proper OPTAR procedures to record, balance and report with accuracy to sustain optimum financial resources.

Although as a Logistics Specialist (LS), you are not an accountant or bookkeeper, you will often account for large amounts of public funds in the form of materials and stores. You are also involved in the preparation and processing of requisitions that constitute an expenditure of public funds. In addition, in keeping ship's operating target (OPTAR) records and submitting required reports, you are accounting for public funds.

Accounting for material and accounting for cash are basically the same. All government accounting is performed with the objective of guaranteeing that expenditures are made according to the desires expressed by Congress when the program was approved and the funds appropriated. According to this objective, records must be kept so that transactions can be examined at a later date and reconstruction of events made. Also within this objective, the disposition of funds and material must be provable. The logic of this recordkeeping is easy to understand if you have some knowledge of the overall financial operation of the government.

As a Logistics Specialist, you need to know the types of accounting and their uses in the Navy. They are as follows:

APPROPRIATION ACCOUNTING—An account of how much money has been spent, how much is obligated and how much is available under each appropriation or subdivision (e.g., operating budget). Thus, the Navy controls expenditures to keep them within the monetary limits established by the appropriation act.

COST ACCOUNTING—An account through which the Navy can accumulate all costs according to activity or unit, purpose and type of expenditure.

INVENTORY (STORES) ACCOUNTING—An account used to maintain records of material and supplies on hand. These records provide the information necessary to prepare returns or reports.

PLANT PROPERTY ACCOUNTING—An account used to maintain records of all Navy-owned or Navy-controlled real property and equipment of a capital nature ashore.

For accounting purposes, Navy activities are designated either shore activities or operating forces. As a general rule, shore activities perform all of the accounting functions listed above. In the interest of economy, large shore activities frequently perform some of these functions for the smaller activities.

The Navy expends money from one of two major classifications, appropriations or funds. This chapter explains the purpose and use of the two classifications so that you have some understanding of what appropriations and funds are and the difference between them.

APPROPRIATIONS

An appropriation is an authorization by an Act of Congress to incur obligations for a specified time and purpose and to make payments out of the Treasury. It is in this form that the Navy receives money to pay for ships and the cost of their operation and maintenance. It also covers the cost of training, the pay for those who operate them and the money to operate the shore establishment that supports the fleet.

Accounting Period

The accounting period of the Navy is the fiscal year. Fiscal year differs from the calendar year in that it begins on 1 October and ends on the following 30 September. The fiscal year is designated by the calendar year in which it ends. Thus, fiscal year 2010 began on 1 October 2009 and ended on 30 September 2010.

Types of Appropriations

Three types of appropriations may be used in the Navy, depending upon the purpose for which they are issued. Most appropriations are for 1 fiscal year and are used to finance the normal operating costs of the Navy. Other types may be granted without a time limitation or for a specific period of time that is more than 1 year.

Annual Appropriations

Annual appropriations generally cover the current operating and maintenance expenses of the Navy. They become available at the beginning of the fiscal year stated in the appropriation act. From that time on throughout the fiscal year, they may be either directly expended or obligated. An obligation occurs when an order is placed by an afloat unit or material is issued to an ashore activity, or similar transactions during a given period that requires future payments.

After the end of the fiscal year, the Navy must return any unobligated balance to the Treasury. Obligated funds remain available for an additional 2 years. At the end of the additional 2-year period, the balance remaining in the account is transferred to the successor “M” account. These funds represent un-liquidated obligations less reimbursement to be collected. The successor “M” account is available for disbursement of appropriated funds.

Continuing Appropriations

An appropriation is available for incurring obligations until the appropriation is exhausted or until the purpose for which the appropriation was made is accomplished. An appropriation without restriction to a freed period is called a continuing appropriation or a no-year appropriation. Examples of continuing appropriations are Military Construction Navy and revolving funds such as the Defense Business Operating Fund (DBOF).

Continuing appropriations become available for obligation and expenditure at the beginning of the fiscal year following the passage of the appropriation act. They may become immediately available if specified in the act. When the purpose of a continuing appropriation has been accomplished, the balance equal to the total of un-liquidated obligations, less the total of reimbursements to be collected, is transferred to the successor “M” account. Any remaining unobligated balance is transferred to the surplus of the Treasury.

Multiple-Year Appropriations

Multiple-year appropriations are generally made for purposes that require long lead-time of planning and execution such as procurement of Aircraft and Missiles, Navy and Shipbuilding and Conversion Navy. Multiple-year appropriations become available for obligation and expenditure at the beginning of the fiscal year designated in the appropriation act unless otherwise stated in the act. They are available for incurring obligations only during the fiscal years specified in the act. However, they are available for the payment of such obligations for an additional 2 years thereafter.

At the end of the last fiscal year included in the appropriation, the appropriation expires for obligation purposes. The unobligated balance is transferred to the surplus of the Treasury. At the end of the 2 years following the expiration of obligation availability, the balance remaining in the account, representing un-liquidated obligations less reimbursements to be collected, is transferred to the successor “M” account.

Status of Appropriations

Three terms are used to designate the status of appropriations;

CURRENT APPROPRIATION—An appropriation that is available for incurring obligations during the current fiscal year.

EXPIRED APPROPRIATION—An appropriation that is no longer available for incurring obligations. It does remain available to liquidate existing obligations.

LAPSED APPROPRIATION—The undisbursed balance of an appropriation. It is no longer available for disbursement by the department and is called a lapsed appropriation.

Fund Identification

The fund identification system is broken down into several elements. These elements are discussed in the following paragraphs.

Appropriation Symbol

An appropriation symbol consists of a seven-digit number identifying the government agency responsible for administering the appropriation, the fiscal year and the specific appropriation. (*Figure 8-1*) is an example of an appropriation symbol.

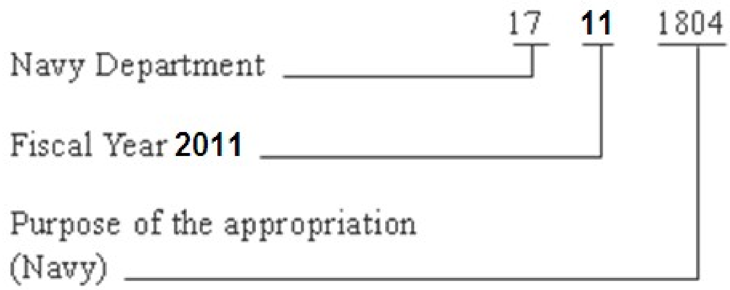


Figure 8-1 — Examples of a fund appropriation symbols.

All appropriations assigned to the Navy are identified by "17," which is shown as the first two digits of the appropriation symbol.

The third digit identifies the fiscal year limitation of the appropriation. In the example, "11" designates Fiscal Year 2011. Continuing appropriations that have no fiscal tear limitation are identified by an "X." A multiple-year appropriation is indicated by the first and last fiscal year that it is available for obligation; i.e., "9/10" indicates Fiscal Year 2009 and 2010.

The next four digits show the purpose of the appropriation. The numerals "1804" shown identify the appropriation for Operation and Maintenance, Navy (O&MN). It is used for operation and maintenance expenses for both afloat units and shore activities. For afloat units, it includes repair parts, consumables, equipage, alterations, overhaul of ships, fleet training and fuel. For ashore, expenses generally are for the cost of supporting fleet activities.

Subhead Symbol

The four-digit subhead symbol for the O&MN appropriation identifies the major program of the Five-Year Defense Plan (FYDP). The first two digits represent the last two digits of the major claimant's UIC. The third digit identifies the major program or budget activity of the FYDP. The fourth digit is a zero at the major claimant (fleet) level. (*Figure 8-2*) is an example of a subhead symbol.

Expense Limitation

An expense limitation cites the same subhead from which it is issued, except that the fourth digit is an alphabetic or numeric character by the major claimant to identify the expense limitation an example of an expense limitation subhead symbol. (*Figure 8-3*) is an example of a expense limitation subhead symbol.

Object Class

Object class codes are three characters long and are used only in OPTAR transactions that affect the international balance of payments. These codes are contained in *NAVCOMPT Manual, Volume 2*.

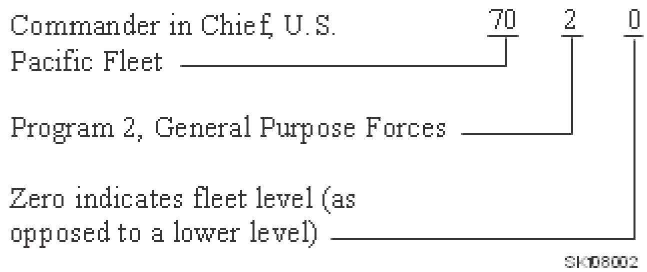


Figure 8-2 — Example of a subhead symbol to an appropriation.

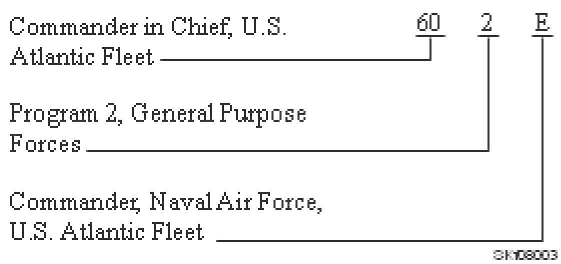


Figure 8-3 — Expense Limitation Subhead Symbol.

Operating Budget (Bureau Control Number)

The CNO has fiscal responsibility for the appropriation 1751804 for operation and maintenance of Navy forces. In discussing appropriations, you saw how they might be apportioned. The responsibility for administrating the appropriation is shown by subhead. However, it is not possible for one office to efficiently control all charges to this appropriation. It is allocated to subordinate commands to administer.

For example, one of these commands is COMUSFLTFORCOM. It is still impractical for the one office to administer the appropriation to the hundreds of ships under command. Portions of the appropriation are granted to TYCOMS (e.g., COMNAVSURFOR, COMNAVSUBFOR, COMNAVAIRFOR) in the form of operating budgets. An operating budget number identifies operating budgets, which is always the unit identification code (UIC) of the activity receiving the operating budget grant. For example, the operating budget number for a grant to COMNAVSURFPAC would be 53824.

Sub-allotment/Operation Budget suffix

When a budget holder has two or more operating budgets, then a suffix is used to identify the different operating budgets. For example, FLTFORCOM receives two operating budgets, one for ship repair, the other for fuel. Both under operating budget number 00070 and subhead 702A. To identify the separate grants, FLTFORCOM assigns operating budget suffix code R to identify charges for ship overhaul and operating budget suffix code F to identify charges for ship’s propulsion fuel.

Authorization Accounting Activity

The Authorization Accounting Activity (AAA) is the Unit Identification Code (UIC) of the activity that performs the accounting for an operating budget/fund. In connection with operating form OPTAR accounting, the AAA is the UIC of the Defense Finance and Accounting Service (DFAS).

Transaction-Type Codes

Transaction-type codes are identified by a two-character code. This permits easy identification in data processing systems of stores accounting, travel advances and other special interest category transactions. The codes and an explanation of their use are contained in *NAVCOMPT Manual, Volume 2*.

Property Accounting Activity

For the Operating Forces material or service requisitions, the service designator code and UIC of the requisitioner will be shown. In these cases the property accounting activity is used as an extension of the cost code. In some cases the UIC of an activity assigned to perform formal “stores” or “property” accounting is cited as the property accounting activity. UICs are assigned by the Comptroller of the Navy to ships, aircraft units, shore activities, divisions of shore activities, bureaus and offices, contractors’ plants and in some instances to functions or other specialized elements for identification.

UICs are prefixed by a service designator code. It is a single-character code that identifies a service or element of the service. The letters R, V and N have been established to identify naval requisitioning activities.

All UICs currently assigned are listed in *NAVCOMPT Manual, Volume 2, Chapter 5*. You should become familiar with this reference because you will have many occasions to use it. Assume, for example, you are transferring stores to another ship. You must know the UIC to show it on the expenditure document so that the receiving ship will be charged. Remember, it is the responsibility of the ship or activity preparing the accounting papers to make sure that the UIC is correct.

Cost Code

The cost code consists of 12 characters and may be alphabetic, numeric, or both. This code provides information to further classify transactions or in some cases, aid in identifying a specific transaction. In most cases the information to be used for this data element is determined locally by the administrator of the funds in conjunction with the accounting activity. The cost code in (*Figure 8-4*) is the most common code structure used by afloat units in requisitions for material and services. The cost code consists of two zeros followed by the four-digit Julian date, the four-character serial number and the two-character fund code. As you will be using fund codes almost daily, a further explanation is provided.

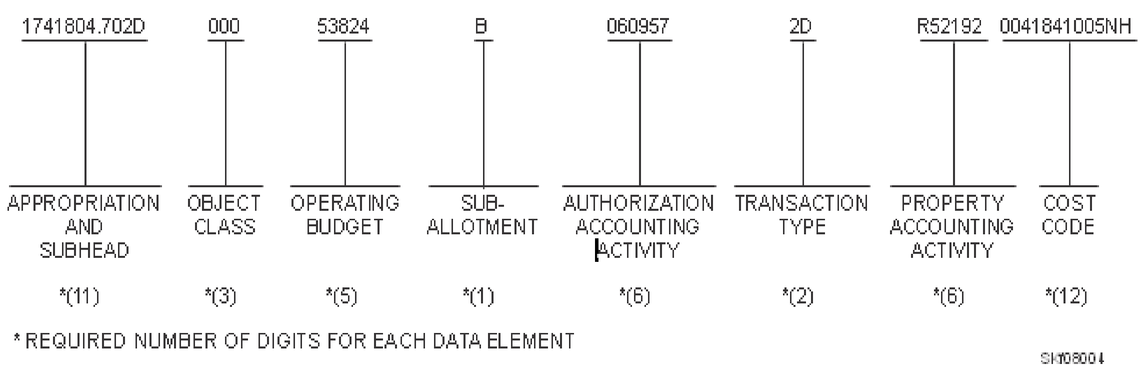


Figure 8-4 — A sample format of accounting data.

Fund Codes

As stated above fund codes consist of two characters. The first character identifies the FYDP and the operating budget holder. The second character identifies the type of material or service procured. Consult NAVSUP P-485, Appendix 30 for a complete listing of all fund codes and the cross-reference guide that crosses fund codes to appropriations.

FUNDS

Funds fill a very important need in financing the day-to-day operations of the Navy. Two types of funds, revolving and trust are used extensively. You must understand how and why they are used. Funds are sums of money or other resources established for a specific purpose. They are usually without fiscal year limitations.

Revolving Funds

A revolving fund is a fund established to finance a cycle of operations. Reimbursements and collections are returned to the fund for reuse to maintain the principal of the fund; for example, loan funds and working capital funds. The capital amount of a fund may be in the form of cash, inventory receivables, or other assets.

Navy Working Capital Fund (NWCF)

The one fund that you will be most concerned with is the Navy Working Capital Fund. It is not practical for each activity of the Navy to purchase all of its requirements directly from commercial suppliers using its operating money. It is for this reason that the NWCF exists. It provides the necessary capital to finance the purchase and maintenance of stocks of common supply items required by the Navy. Basic capital for the NWCF is made available from Congress. The total value of the NWCF is reviewed annually by Congress and adjusted to meet current requirements. Within the Navy, the Commander, Naval Supply Systems Command is the administrator of the NWCF.

NAVY WORKING CAPITAL FUND CHARGES —Navy Working Capital Fund is charged with the following:

- Expenditures for the purchase or manufacture of stores, supplies, equipment and services which are to be taken up in the Navy Stock Account (NSA)
- Appropriation adjustments lodged against the fund for sale of materials from a stores account to the NSA. They are used for return “with charge” of material previously charged to an end-use functional account
- NSA losses by accounting, price adjustment, appraisal, inventory, sale and survey, which are not properly charged to an appropriation
- Donations of surplus NSA material for public health and educational purposes, including research
- Authorized charges for repair of NSA material in store
- Issues from the NSA of clothing items for health and comfort, when not chargeable to another.

- Payment of claims approved by the General Accounting Office (GAO).

NAVY WORKING CAPITAL FUND CREDIT—The DBOF is credited with the following:

- Issues from the NSA charged to an appropriation or fund
- Cash sales from the NSA (including sales to other government departments and foreign governments)
- Sales from the NSA to other stores accounts
- Collections from carriers for NSA material lost or damaged in transit
- NSA gains by accounting, price adjustment, appraisal, inventory, sale and survey which are not properly creditable to an appropriation
- Reimbursements from the Defense Logistics Agency (DLA) for the pro-rata share of proceeds from sale of surplus, scrap and salvage material expended from the NSA.

NAVY WORKING CAPITAL FUND SYMBOLS—Symbols used in the elements that make up the NWCF serve the same purpose as those for appropriations. They identify charges and credits made against the NWCF. The symbols used in the construction of the NWCF consist of eleven digits. The first seven digits designate the department responsible for administering the fund; an indicator of fiscal year limitation, the type and the particular fund. The other four digits compose the subhead. It identifies the command or bureau within the Navy responsible for administrating this element of the fund and the purpose for which it is to be used. The meaning of each digit or combination of digits is shown in (*Figure 8-5*).

Use.—NWCF fulfills its role as a revolving fund by purchasing designated supplies from commercial sources, DLA, the General Services Administration (GSA) and the Departments of the Army and Air Force and then selling them. These supplies may be sold to a specific appropriation or for cash. The NWCF is reimbursed for supplies when they are issued or sold. While these supplies are waiting to be sold, they are in the NSA.

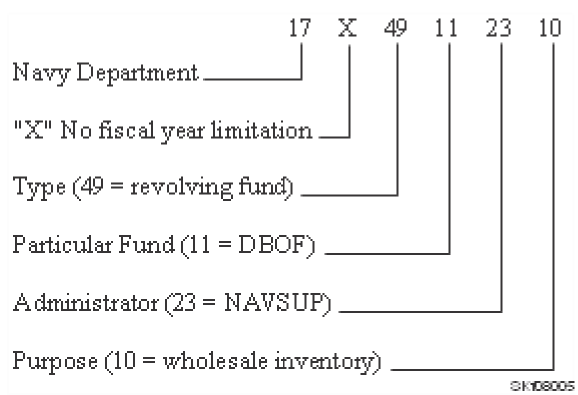


Figure 8-5 — Example of A NWCF.

NAVY STOCK ACCOUNT—The NSA is an inventory account and an integral part of the NWCF. It serves as the “holding account” for NWCF procured supplies before their sale. Thus, the total value of the NWCF consists of money plus supplies in the NSA. The NSA is also used by NAVSUP as the accounting device to account for and control the expenditure of NWCF funds.

NAVY WORKING CAPITAL FUND AND NAVY STOCK ACCOUNT IN OPERATION. — Refer to (*Figure 8-6*) as you read the following steps covering the operation of the NWCF and NSA.

4. Material is purchased by NWCF from commercial suppliers, DLA, Departments of the Army and Air Force and the GSA.
5. Suppliers deliver material to designated naval supply activities where it is held in the inventory account NSA, until needed by a Navy customer,
6. A ship has to replace material, which has been used in its operations. An Issue Release/Receipt Document, DD Form 13481A, is submitted to the appropriate supply activity.
7. A ship forwards a copy of the requisition document (i.e., green copy of the DD Form 1348) to the appropriate DFAS for use in performing the ship’s official OPTAR accounting. Monthly, the ship submits a Budget/OPTAR Report, which summarizes the obligation documents. The report authorizes the DFAS to reduce the ship’s OPTAR and the ship’s type commander’s operating budget.
8. The material is issued to the ship
9. The supply activity submits “Report of Fired Authorization Charges,” (NAVCOMPT Form 2074) with supporting “Financial Detail” cards, (NAVSUP Form 1162) to the DFAS. This authorizes the DFAS to charge the ship’s OPTAR.
10. The DLA, GSA and the Departments of the Army and Air Force have similar funds to finance procurement of materials managed by the respective agency or department.

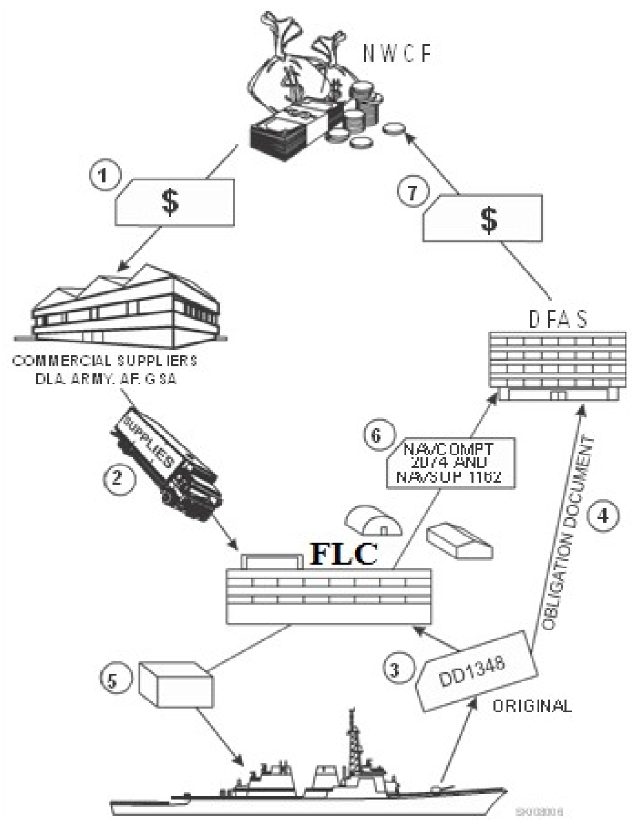


Figure 8-6 — Typical Working Capital Fund in Operation.

Navy Industrial Fund

The Navy Industrial Fund (NIF) is a revolving fund used to finance industrial commercial-type activities. The NIF serves much the same purpose as the DBOF. The exception is that it is used to finance the cost of maintaining and operating such industrial commercial-type activities as naval shipyards. Major charges to the fund are civilian labor, material purchases, travel of personnel, transportation of material, cost of purchased utilities and equipment and property rental. The fund is reimbursed through the sales of materials and for services performed for the Navy and other government agencies.

Naval Working Fund

The Naval Working Fund (NWF) provides a single permanent revolving fund for financing all work not chargeable to a current naval appropriation. It is used to receive advance deposits for work or services furnished. This type of work is performed by the Navy for other government departments, foreign governments and private parties. For example, assume that the U.S. Navy had Sailors from an allied government embarked aboard U.S. Navy ships for allotment number to charge when making the payments.

Navy Management Fund

This fund is used for the economical and efficient completion of Navy operations, which are financed by two or more appropriations. When the costs of such an operation cannot be distributed, change immediately to an appropriation. An example of a charge financed by the Navy Management Fund (NMF) is the shipment of household goods.

When the amount of money in the NMF is not enough to finance a program some Navy organization or when appropriate, other government departments advance additional funds. The fund is credited with these advances and it is charged with all expenditures required by the program. All unobligated balances of funds advanced are repaid later from the NMF, as specified in contracts for programs financed by the fund.

Trust Funds

A trust fund is a fund held in trust by the Navy for use as specified in a special agreement or Act of Congress. Private parties or sources may provide money for a special trust for the Navy. For example, public contributions received for the purpose of constructing and maintaining the USS Arizona Memorial at Pearl Harbor.

The Ship’s Store Profits, Navy (SSPN) is a trust fund for providing recreation and entertainment for enlisted personnel. Items sold in the ship’s store are purchased by the NWCF and held in the NSA. When sold, the NWCF is reimbursed for their cost, with the profits going into the Ship’s Store Profits, Navy fund.

RESOURCE MANAGEMENT SYSTEM

The resource management system (RMS) is a series of systems designed to promote better management procedures throughout the Department of Defense (DoD) by providing managers with improved methods of obtaining and controlling resources required to accomplish the assigned missions.

A resource manager is any individual, either military or civilian, who is accountable and responsible for carrying out a significant mission or function and who makes decisions that will have a significant effect on the resources used.

As a LS you have daily contact with some aspect of the RMS. An understanding of the background, objectives and terms used will provide you with a clearer picture of the system. The following paragraphs contain some RMS financial terms and information about the background and objectives applicable to all activities within the DoD.

Financial Terms

For a better understanding of the RMS, take a look at the following definitions of terms used throughout the LS community.

Accrual accounting is the method used where operating costs are accounted for in the fiscal (accounting) period during which the costs of resources consumed or applied are received.

Aviation Operating Forces include aviation squadrons, units, staffs and ships supporting aircraft (for aviation funds only) assigned to the DFAS for accounting purposes.

Expense element codes are codes established by DoD to classify expenses for cost accounting and reporting purposes. They are listed and defined in the NAVCOMPT Manual, Volume 2, Chapter 4.

An expense limitation is the financial authority issued by a major claimant or sub-claimant to an intermediate level of command. An example of an intermediate level command is the type commander (TYCOM), COMNAVAIRFOR, COMNAVSUBFOR or COMNAVSURFOR.

A *field (shore) activity*, for purposes of the RMS, is a shore station that is issued an operating budget. It could be issued this operating budget by a major claimant; sub-claimant, or expense limitation holder, depending on who has immediate responsibility. Because it is issued an operating budget, it is also a responsibility center.

A *major claimant (or operating budget grantor)* is a bureau, office, or command designated as an administering office under the O&MN (regular and reserve) appropriations listed in the NAVCOMPT Manual, Volume 2, Chapter 2. Major claimants receive operating budgets directly from the Chief of Naval Operations (CNO).

Obligation authority is the budgeted amount within an operating budget approved in a fixed amount for incurring obligations or unfilled orders.

An *operating budget* is the annual budget and financial authority of an activity or command that contains the resources to perform that activity's mission.

An *operating target* (OPTAR) is an authorization of funds subject to administrative control issued to a level below the responsibility center. The recipient of an OPTAR is referred to as an OPTAR holder.

Stock Control Division is an organizational unit headed by an officer or supervisor, who is responsible for the management of all resources within the unit and who, in most cases, can significantly influence the expense incurred within the unit.

Resources consist of military and civilian personnel; material on hand and on order; the entitlement to procure or use material, utilities, services required for performance of the basic mission of the stock control division; and work or services to be performed for others.

Ship Operating Forces include active fleet ships, amphibious battalions and units, staff and commands and certain designated shore activities, *Threshold* is an administrative money ceiling established by the fleet commander. With OPTAR accounting, aged unfilled orders below the established threshold are authorized administrative cancelled and OPTAR funds reclaimed. By the same token, unmatched expenditures below the established threshold are authorized by the DFAS to be threshold charged by the fleet to the OPTAR without detailed review by the OPTAR holder, thereby reducing available OPTAR funds.

An *unfilled order*, for accounting purposes, is a general term used to describe a request document for material or services that has been entered in the OPTAR log. Unfilled order documents (chargeable) are assembled and forwarded to the DFAS by the OPTAR holder through R-Supply or other automated supply systems when the procedures require the chargeable unfilled orders to be matched against expenditures submitted by issuing and paying activities.

A *work unit* is a unit of measurement such as documents processed, tonnage moved, students trained, or gallons processed. The term is used to provide quantitative information of the physical output applicable to a subdivision in the operating budget.

Background

Under the procedures in effect before implementation of the RMS, financial management of naval activities was restricted to the materials and services that resulted in expenditures of appropriated funds granted to those activities. Little or no attention was paid to other costs such as military services, material issued at no cost (free issue), or material or services charged to open allotments. These costs were considered as other resources. In this situation, the responsible commander was only controlling a small percentage of his or her operating costs. The RMS was designed to correct this deficiency by providing the responsible commander with a budget that included all cost incurred instead of allotments to cover only limited portions of those costs. The DoD determined that management would be improved significantly if the financing of an activity was related to the total expense of the task or mission assigned and if the expenses were recognized and recorded against the OPTAR at the time they occurred instead of when they were requisitioned or when payment was made. The responsible commander's flexibility to shift resources to meet these changing demands is greatly increased by the fact that his or her budget will contain additional resources that were previously provided by individual allotments.

Four interrelated subsystems make up the RMS to meet the objectives of the DoD. They are as follows:

- Programming and budgeting
- Management of resources for operating units
- Management of inventory and similar assets
- Management of acquisition, use and disposition of capital assets.

The first, third and fourth items are applicable primarily at the department, bureau, or inventory manager level. The LS would be most concerned with the second item. Current guidelines for the management of resources for operating units are found in *Financial Management of Resources Operations and Maintenance (Shore Activities)*, *NAVSO P-3006,* Financial Management of Resources Fund Administration (Operating Forces), NAVSO P-3013-1 *and* Financial Management of Resources Operating Procedures (Operating Forces), NAVSO P-3013-2.

Objectives

The basic objectives of the RMS, as applied to operating units, are as follows:

- To determine the cost of operation of an activity in terms of total resources consumed or applied
- To establish a system of controls that will be of maximum value to commanders. Commanders use these controls to assure that resources are used effectively and efficiently in the accomplishment of the mission of the activity
- To furnish operating budget grantors and other levels of management, up to and including the Navy Comptroller, that degree of financial information necessary for effective coordination and control of resources.

These objectives are achieved by implementation of the planning, programming and budgeting system and the use of such functional terms as funds, appropriations, expense operating budgets, stock control division, cost centers, expense elements and OPTARs. With an understanding of the interlocking functions of all these factors, the fiscal side of supply becomes a clear and purposeful system. The material presented in this chapter provides the necessary background information. Perhaps LSs may not be personally involved in the consolidation of budget estimates; however, it will be helpful if you understand how the process is carried out and how the action taken at higher levels may both depend upon and affect what you do locally.

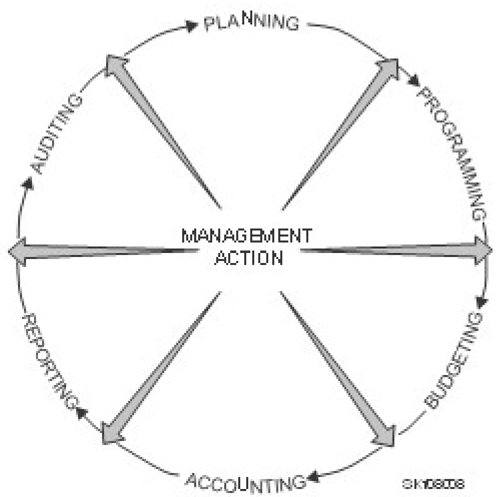


Figure 8-7 — Simplified Department of Defense Management Process.

The RMS affects the entire management process in the DoD. The following paragraphs briefly define steps in the management process. (*Figure 8-7*) indicates the normal sequence of the steps in the management cycle.

Planning in DoD is concerned with developing long and midrange strategy and operational concepts, objectives and requirements based on continuously projected appraisals of the world situation and on technological and intelligence forecasts.

Programming is concerned with setting specific 5-year defense goals and the schedule for achieving them, grouping functions and activities sharing the same objectives into major programs and estimating resource requirements for each.

Budgeting is the function of formulating 1-year projections of resource requirements for programs, balancing priorities in the competition for limited resources and obtaining associated funds.

Accounting is the function of measuring the results of performance (progress and status of programs), usually in financial terms, both for functional areas and organizational units.

Reporting is concerned with transmitting financial and nonfinancial information on the status and progress of programs to appropriate management levels.

Auditing is the function of reviewing the accuracy of recorded and reported results and judging both the adequacy of established policies and procedures and the activity's compliance with them.

Resource Management System at the Operating Forces Level

Each TYCOM (or equivalent) is responsible for the development of resource requirements, administration of available funds and continuous analysis of the status of OPTARs issued, including the efficient and effective use of them. Corrective action is taken where necessary in the research and reconciliation of unfilled orders, unmatched expenditures and expenses incurred.

Financial Records

The duties and responsibilities of the financial LS are vitally important, especially at automated activities. The financial LS must perform both OPTAR accounting and NWCF accounting. TYCOMs issue separate OPTARs for the operation and maintenance of the activity, for the repair of other vessels and for flight operations. These OPTARs are administered and reported by the Financial Management of Resources Operating Procedures (Operating Forces), NAVSO P-3013-2. The NWCF is administered and reported as prescribed by various Naval Supply Systems Command (NAVSUP) and NAVCOMPT manuals. The financial LS must recognize that the OPTAR funds are separate from the NWCF. However, there is a relationship between these two funds that must be understood.

Navy Working Capital Fund

The NWCF is a revolving fund established by Congress to purchase material carried in stock ashore as inventory by the Navy stock points and material carried afloat Military Sealift Command (MSC) ships, aircraft carriers (CVNs), amphibious assault ships (LHD's), helicopter assault landing ships (LHAs), marine air groups (MAGs) and USS NORMANDY (CG 60) is the only Missile Guided Cruiser that belongs in this fund category. These activities spend NWCF dollars to procure items expended to an end-use customer. The fund is reimbursed when material is requisitioned for use by charging the customer's OPTAR and crediting the NWCF. This transaction returns the money to the NWCF so replacement material may be purchased and the revolving fund continued, as shown in (*Figure 8-8*).

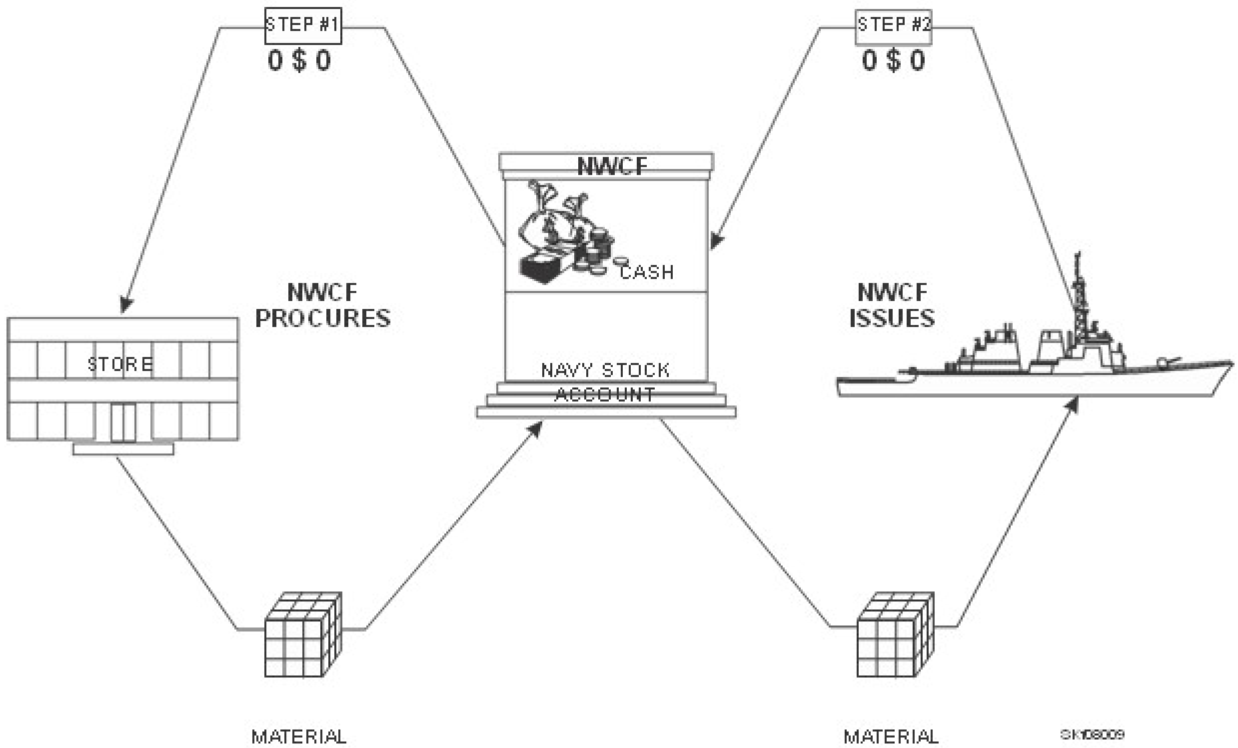


Figure 8-8, The Navy Working Capital Fund (a revolving fund).

The amount of the NWCF is determined by Congress and, when approved, is passed down through the chain of command to the Department of the Navy, as shown in (*Figure 8-9*). Within the Department of the Navy, NAVSUP is responsible for the overall administration of the NWCF.

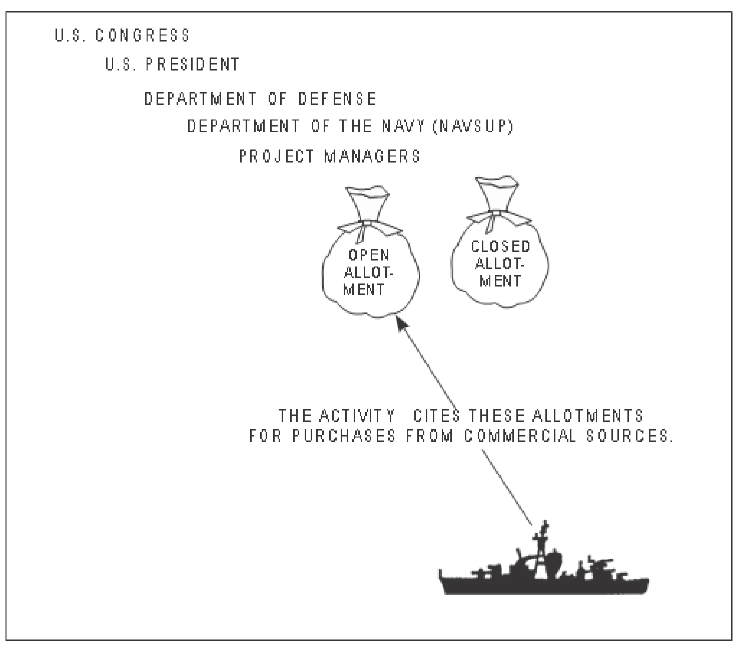


Figure 8-9 — The Navy Working Capital Fund (a revolving fund).

Navy Stock Account

For accountability, material procured with NSA money is classified as NSA material and activities that stock this material are called NSA activities. The primary mission of afloat units such as tenders and combat stores ships is repair and/or supply support. Although the primary mission of CVNs, LHDs and MAGs is combat, they also are assigned a supply support function. Therefore, these activities are considered intermediate supply facilities and are authorized to carry NSA material as inventory. Material carried in inventory aboard these activities is in special accounting class (SAC) 207 to differentiate it from NSA material at other stock points as shown in (*Figure 8-10*).

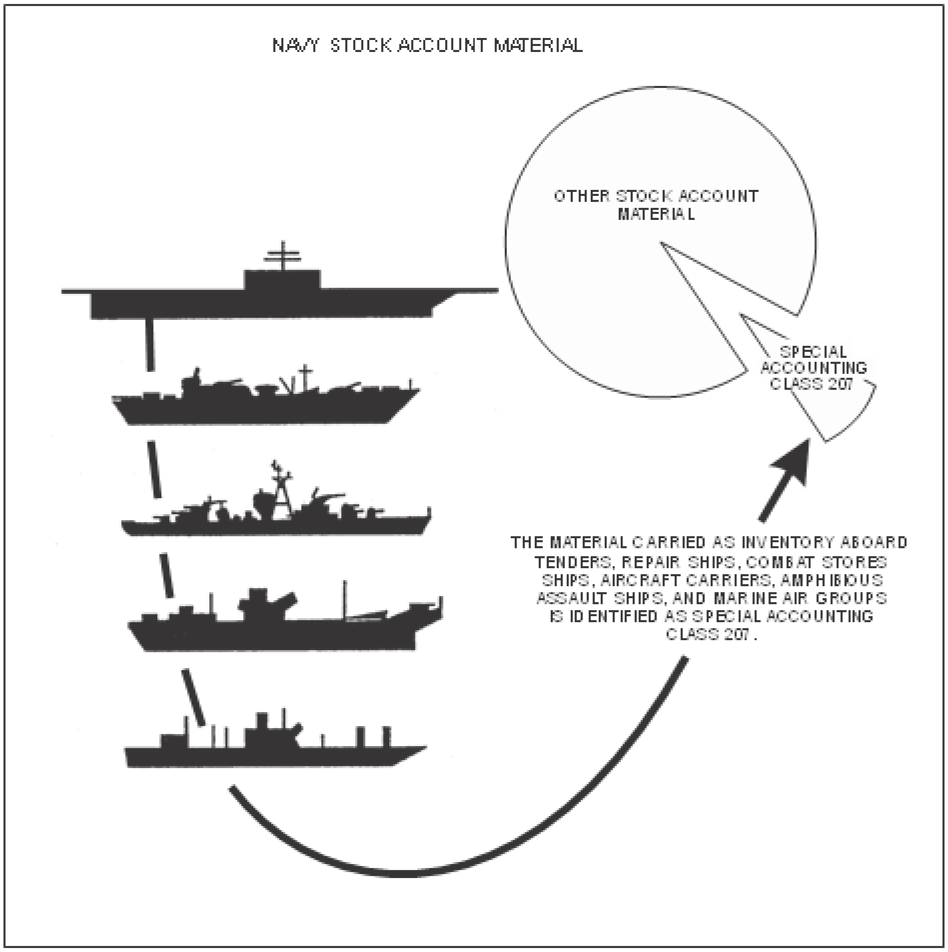


Figure 8-10 — Navy Stock Account and SAC 207.

Special Accounting Class 207 Transactions

When SUADPS-RT activities requisition material for stock or direct turnover (DTO), they use NWCF money by citing the SAC 207 fund code on the external requisition. When the material is received, it is recorded as a receipt in the NSA.

When this material is issued to departments for use, OPTAR funds are used to reimburse the NWCF. This is done by citing the activity’s UIC and the TYCOM’s fund code on the issue document, resulting in a charge to the OPTAR fund and a reimbursement to the NWCF. For DTO receipts, the R-Supply computer processes the receipt into the SAC 207 fund and generates a charge to the end user's OPTAR fund.

Flow of Funds

It is a policy of the Secretary of the Navy (SECNAV) that the accounting effort performed by Navy Operating Forces is kept to the absolute minimum. The responsibility for formal accounting is to be placed ashore. All material and services requisitioned by a Navy squadron ultimately cost the U.S. Government money. Since the requirement for these items originates in the squadron, it follows that financial responsibility starts there as well. The next higher level of financial responsibility is the aircraft controlling custodian (ACC) or TYCOM (*Figure 8-11*). The LS does not get involved with funding above the ACC or TYCOM level. Therefore, for the purposes of this NRTC, a discussion of funding is limited to the ACC or TYCOM and the cost center.

Defense Finance Accounting Service Management Reports

DFAS performs the official accounting and reporting for OPTARs issued by the TYCOM. The DFAS establish the necessary controls to maintain and prove the accuracy and propriety of transactions. These controls include the required document files and related accounting records.

DFAS maintain records of each obligation document and, as requisitioned material is supplied and vouchers paid, match them to the expenditure documents received from the supply activities and disbursing office. The result is reported to the ship or squadron by listings prepared on data processing equipment. The listings allow OPTAR LSs to make necessary corrections to the appropriate records and to report any errors to the DFAS.

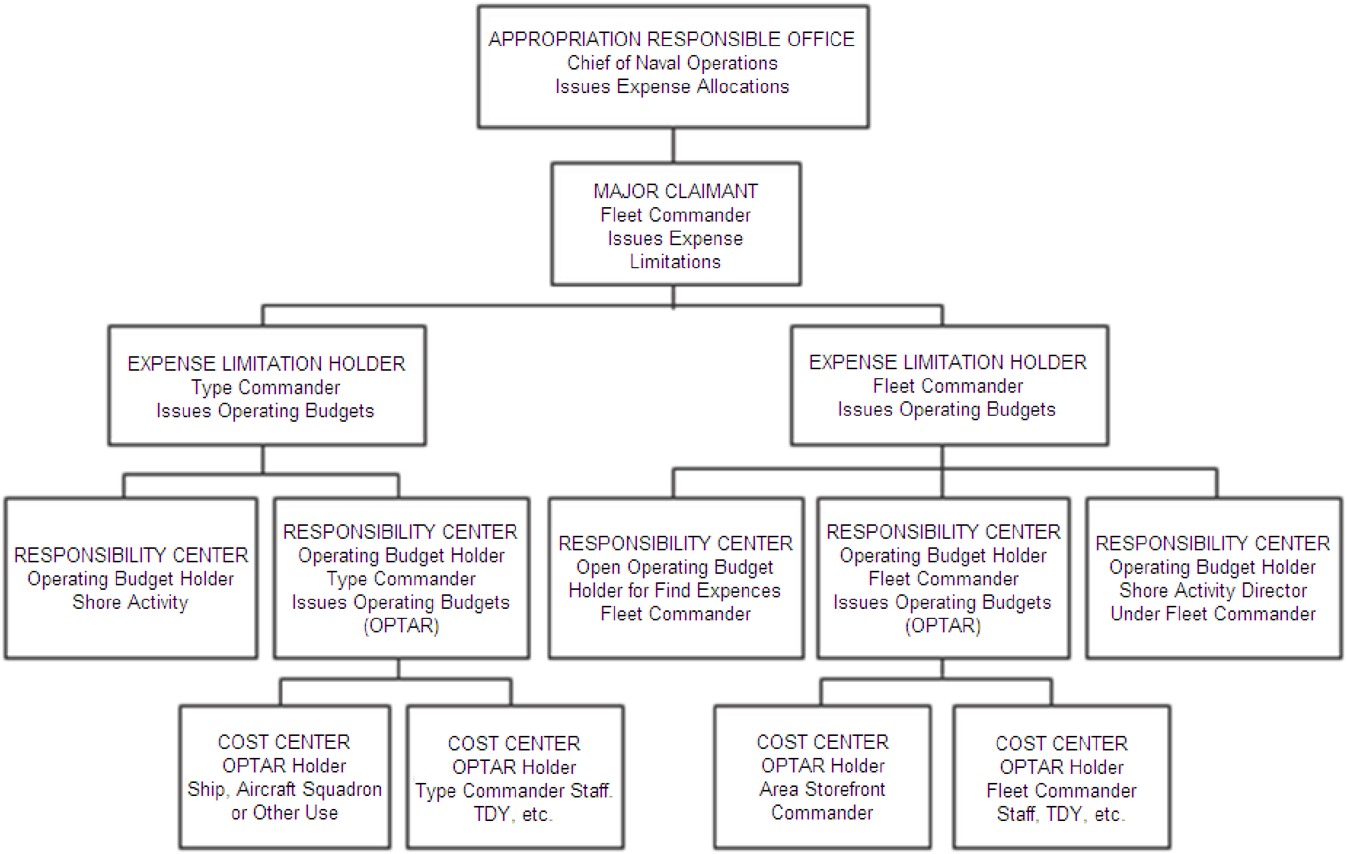


Figure 8-11. — Flow of funds for Operations and Maintenance, Navy.

To help in the proper accounting of fleet funds held by the individual OPTAR holders, DFAS Norfolk submits several transaction listings monthly to the fleet units for review, validation, or correction.

Operating Target Funds

The term OPTAR is defined as an estimate of the amount of money that will be required by an operating ship, staff, squadron, or other unit to perform assigned tasks and functions.

Each year Congress enacts an O&MN appropriation that authorizes the Navy to buy needed material and services. A portion of this appropriation is passed down through the chain of command to the activity in the form of an OPTAR grant. The number and type of OPTAR grants provides these activities depend on the mission of the activity. All activities (except MAGs) receive supplies and equipage (S&E) OPTAR grants to cover the operation and maintenance of the activity. They may also receive a reimbursable OPTAR when a requirement exists to provide work or services to another TYCOM or government department as directed by the activity's TYCOM. Tenders receive repair of other vessels (ROV) OPTARs to finance the material or services used in the repair of other ships. Aircraft carriers, amphibious assault ships and MAGs receive aircraft operations maintenance OPTARs to cover the cost of aircraft maintenance. Aviation squadrons receive flight operations OPTARs to cover the cost of flight operations maintenance.

To determine the authorized charges to each of the above mentioned OPTARs, refer to NAVSO P-3013.

Operating Target Accounting

Procedures for the accounting of an activity's OPTAR are explained in detail in Financial Management of Resources Operating Procedures, NAVSO P-3013-2, COMNAVSURFOR Instruction 4400.1 (series) and COMNAVAIRFOR Instruction 4440.2 (series). All these publications are important background references for LSs involved in OPTAR accounting.

Threshold Concept

The OPTAR holders and the DFAS in researching and verifying or correcting all transactions appearing in the various transaction listings have spent much time and effort. Because of the volume of transactions, significant processing delays by both parties have in the past resulted in unworkable backlogs of corrections to the official accounting records. Therefore, threshold procedures have been established to prevent spending undue time and effort on small dollar transactions for operation and maintenance material and services. The dollar level at which the threshold is established is a management prerogative of the fleet commanders. Currently, the threshold is $250 per order in both Atlantic and Pacific Fleets. Under this procedure, when a below threshold category expenditure document ($250 and less) does not match with a corresponding unfilled order document during the second monthly reconciliation process, the DFAS is authorized to lodge the charge against the OPTAR holder without achieving a match. Expenditure documents above threshold ($250 and above) are charged to the OPTAR under similar procedures, if remaining unmatched during the second monthly reconciliation process. These above and below threshold charged expenditures are reported to the OPTAR holder as part of the difference by the DFAS on the Summary Filled Order/Expenditure Difference Listing (SFOEDL). In addition, the OPTAR holder is authorized to administratively cancel unfilled orders when material has been received 60 days before the date of the Unfilled Order Listing, thereby permitting recoupment of OPTAR funds on the assumption that either the expenditure has been threshold charged or that no expenditure document will be received. The $250 value per line item has equal application in the review and validation or rejection of expenditures charged to open operating budget transactions.

General Funding and Accounting

The TYCOMs issue an operating budget from the applicable FYDP expense limitation to finance the operations, maintenance, administrative and temporary duty (TDY) travel requirements of their own staff and of units assigned. Records are maintained to show the value of transactions incurred and the available balance of the operating budget, including the values for each OPTAR granted. In addition, submissions of budget reports are required to report the expenditures incurred by expense elements, Each ship, aviation squadron, or command issued an OPTAR is responsible for the efficient and effective use including accurate and timely accounting and reporting according to procedures outlined in NAVSO P-3013. Prompt action must be taken in the search and validation of transactions reported by the DFAS relative to the status of each OPTAR held by the command.

To accomplish these accounting and reporting requirements, OPTAR holders forward copies of chargeable requisitions (unfilled orders) to the designated DFAS for reconciliation with corresponding expenditures. During the second monthly reconciliation process, unmatched expenditure documents for material or services below the dollar threshold amount established by the fleet commander will be automatically threshold charged to the OPTAR by the DFAS as a difference. Above threshold unmatched expenditures will also be recorded to the OPTAR in the same manner. However, if the expenditure (debit or credit) is $1,000 or greater, the transaction will be held in suspense pending validation by the DFAS. Expenditures applicable to reimbursable OPTARS are exceptions to the threshold concept and require reconciliation with corresponding unfilled orders in every case. Since the threshold charge procedure has the effect of reducing the OPTAR balances, threshold procedures are also applied to unfilled orders listing.

Therefore, upon receipt of the various transaction listings from the DFAS, it is necessary that the OPTAR holder initiate the required validation and specified action to make sure the maximum use is made of the OPTAR funds provided. The accuracy and timeliness of OPTAR record-keeping and reporting determine the accuracy and timeliness of financial management information available to each successive level of command for management of available resources. (*Figure 8-14*) shows the flow of accounting data.

Requisition Accounting Data

A fund code is cited on all requisitions to identify the chargeable operating budget and expense element. The accounting data is entered on each purchase document and on all other supply documents that require a complete field of accounting data. Travel orders, work requests and project orders are not considered as supply documents and should be prepared according to the NAVSO P-3013-2. Each of the nine data fields of a complete line of accounting requires a specific number of data elements to complete its data field. When a data field does not contain sufficient digits to completely fill the data field, zeros are entered preceding the first significant digit to complete the field. When a data field is not required, zeros are entered to completely fill the data field. Country codes are NOT considered as one of the nine data fields of a complete line of accounting data and blocks printed with the term *country* are to be left blank. The disbursing office assigns the country codes according to the *NAVSUP P-485, Appendix 11*.

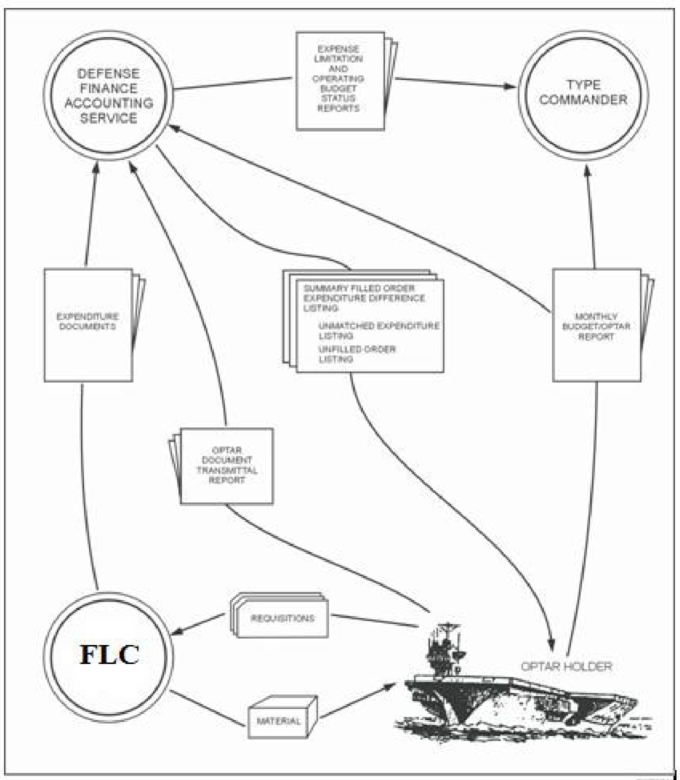


Figure 8-14 — Typical flow of accounting data.

OPERATING TARGET RECORDS, LOGS AND FILES

Refer to Financial Management of Resources Operating Procedures, NAVSO P-3013-2, for detailed procedures in the preparation of OPTAR records, logs and files.

Financial Transmittal Report

Each activity records OPTAR grants and the value of transactions authorized to be incurred as chargeable to the TYCOM operating budget through R-Supply and other automated supply systems. Aviation Consolidated Allowance List (AVCAL) holders maintain an AVCAL account through R-Supply and other automated supply systems. The Financial Transmittal Report parallels and provides a check on the official accounting records maintained by the DFAS. OPTAR grants are entered into the automated supply system used by each command and reduced by the value of chargeable requisitions (unfilled orders). All chargeable requisitions and purchase orders must be recorded. All non-chargeable requisitions such as appropriation purchases account (APA) or free issue material is also entered; however, these documents have no effect on the OPTAR balance. In addition, all differences (increases or decreases) reported by the DFAS on the Summary Filled Order Expenditure Difference Listing (SFOEDL) must be entered in the automated system and the OPTAR balance adjusted. A Financial Transmittal Report with data files maintained according to data processing approved by the TYCOM (and Office of the Comptroller of the Navy, if applicable) satisfies the requirements of the Financial Transmittal Report.

OPTAR Transmittals and Reports

The required transmittals and reports are the Financial Transmittal Report and the Budget/OPTAR Report. These reports may only be produced electronically by the automated R-Supply or other automated supply system.

Budget OPTAR Report

The message Budget OPTAR Report (BOR), is used to report Budget OPTAR Report data, However, when the operating unit is in the immediate vicinity of the DFAS or during periods of message MINIMIZE, the report is prepared and submitted via email instead of the message report with a copy to the TYCOM, no later than the last workday of the month to be reported. When a message report is submitted, the report is sent to the DFAS, with a copy to the TYCOM no later than the first day of the month following the end of the month being reported. Refer to (*Figure 8-16*) for the frequency of transmittal of the Budget/OPTAR Report.

For the Current Fiscal Year OPTAR	NONAUTOMATED OPTAR HOLDERS on the 15th and Last day of the month* RSUPPLYOPTAR HOLDERS On the 15th and last day Of the month*
For the Last Fiscal Year OPTAR (Prior Year 1)	On the last day of the Month but only if holding file 1 or 2 contains (a) document(s) for the FAADC
For the Fiscal Year Before the Last OPTAR (Prior Year 2)	On the last day of the Month but only if holding file 1 or 2 contains (a) document(s) for the FAADC

*Note: If there is/are no document(s) in holding file 1 or 2, the transmittal will be skipped. However, except for deployed submarines, this would be unusual for a current fiscal year OPTAR.

Figure 8-15 — Frequency of submission of the Financial Transmittal Report.

DFAS Transaction Listings

The designated fleet accounting office, DFAS NORFOLK perform the official accounting for OPTARs granted to ships, aviation squadrons and other commands, as assigned. One part of the accounting process performed for each OPTAR holder is the matching of unfilled order documents transmitted by OPTAR holders with the corresponding expenditure documents received from supply activities. The reconciliation process results in the production of listings that provide a report of transactions affecting the OPTAR holder's funds. Some of these listings are submitted to the OPTAR holder for review and processing. The OPTAR holder returns copies of the listings, annotated with the action taken, to the DFAS so the official accounting records can be correctly maintained. These transactions listings are as follows:

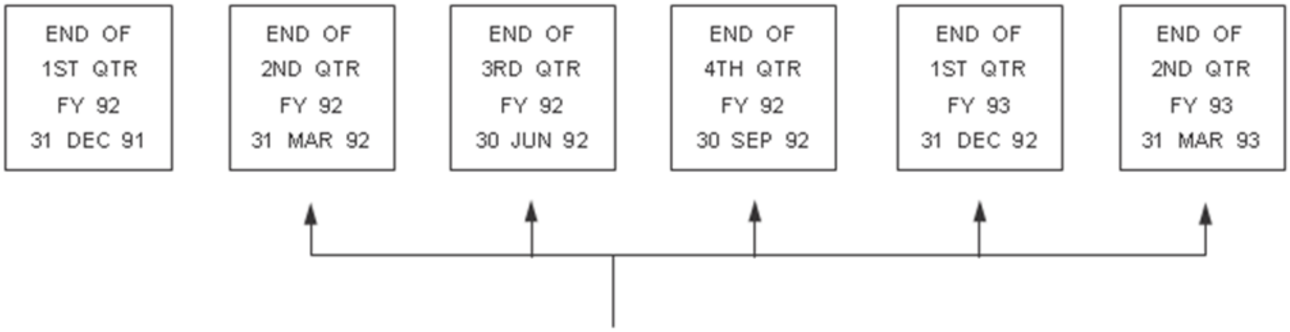
- SFOEDL (monthly)
- Unfilled Order Listing (UOL) (monthly for the 4th through the 15th month and quarterly thereafter).

For the Current Fiscal Year OPTAR	Monthly (by the first workday of the month being reported upon)
For the Last Fiscal Year OPTAR (Prior Year 1)	For the report month of October, November, December, January, February and March. Monthly (by the first workday of the month being reported upon) For report month of April, may, June, July, August and September. Only for months in which there is a change in gross obligations.*
For the Fiscal Year Before the Last OPTAR (Prior Year 2)	Only for the months in which this is a change in gross obligations.*

*NOTE: There is a change in gross obligations when there has been a change in the Estimated Cost Changeable parties of the requisities (OPTAR Log, NAVCOMPT form 2155 (and thertefore also block 22 of the Budget OPTAR Report).

Figure 8-16, Frequency of transmittal of the Budget/OPTAR Report.

The above listings, as applicable, are submitted to the OPTAR holder and should be reviewed immediately upon receipt, validated or corrective action taken and returned to the DFAS within 10 days. Except for reimbursable OPTARs, TDY transactions and certain fleet command level funds, these listings are submitted during the current year and the next 24 months thereafter for each fiscal year appropriation. Listings applicable to reimbursable OPTARs and other special funds or transactions are submitted for the 36-month life cycle of the appropriation. (*Figure 8-17*) shows the distribution cycle for DFAS transactions listings.



NOTE: The UOL is not received at the end of the first quarter of the current fiscal year, but is received montly for the 4th month through the 15th month and quarterly thereafter. The SFOEDL is received monthly beginning with the first month of the current fiscal year and conitinuing through the second quarter of the next fiscal year.

Figure 8-17 — DFAS transaction listings submission cycle.

Summary Filled Order/Expenditure Difference Listing

The Summary Filled Order/Expenditure Difference Listing (SFOEDL) is forwarded monthly by the DFAS to individual OPTAR holders for each OPTAR held. The listing is a report of all filled orders with a difference of $250 or more. OPTAR holders accept and post to R-Supply or other automated supply systems all differences shown on the SFOEDL. All differences are listed by fund code. After posting the differences, the OPTAR holder reviews the listing and annotates transactions considered invalid with the appropriate rejection code. Rejection codes are listed in the NAVSO P-3013, paragraph 4108. The valid rejections are reversed and a correction appears on the next summary list from the DFAS. Differences of $250 or more are manually researched by the DFAS before being reported to the OPTAR holder and these differences must be accepted unless the investigation positively shows the difference to be invalid.

Unfilled Order Listing

The Unfilled Order Listing (UOL) is forwarded monthly (except for the first quarter of the current fiscal year) by the DFAS to the individual OPTAR holders for each OPTAR held. The listing is distributed monthly for the 4th month through the 15th month of the reporting period and then quarterly for the 16th report month through the 33rd report month. The listing is provided to Atlantic Fleet ships and Operating Forces units. The UOL lists all unfilled orders over 120 days old held in the DFAS files that have not matched with related expenditure documents and have not been cancelled. When the material or services have been received, this indicates that the DFAS has not received the expenditure document, a number has been transposed thereby prohibiting a match and has been directly threshold charged, or the issuing activity has failed to forward an expenditure document.

SUMMARY

In summary, the Navy is a multi-billion dollar business funded by taxpayers. It is our responsibility to ensure that the finances obligated are used in the best interest of the American people. In this chapter, we have discussed the difference between the many types of funds, how often appropriations are accounted for and the way's that the Navy accounts for all these different funds.

As a LS, the major type of funding we deal with is OPTAR. We have discussed appropriation data and the reporting requirements for the Financial Transmittal and BOR. We also have detailed the reconciliation process for these funds and how often they are required.

CHAPTER 9

AVIATION SUPPLY SUPPORT

This chapter describes the aviation supply support procedures according to the Naval Aviation Maintenance Program (NAMP). It also describes some basic information about the Naval Aviation Logistics Command Management Information System Organization Intermediate Maintenance Activity (NALCOMIS OIMA). The *NALCOMIS OIMA User's Manual* contains detailed information on the NALCOMIS OIMA procedures. The LS assigned to the aviation support division or supply support center should be familiar with these procedures. This chapter will give you the knowledge you need to provide effective customer support. While working in supply, your goal is to provide the best supply support possible while maintaining a strict accountability of assets. The keys to achieving this goal are to know the procedures for processing documents and materials and maintain accurate transaction records.

LEARNING OBJECTIVES

When you have completed this chapter, you will be able to do the following:

1. To achieve a successful maintenance and material management program to provide support of the operation and maintenance of the Navy.
2. Become familiar with and understand the basic aviation support division/supply support center procedures according to Naval Aviation Maintenance Program (NAMP).

The NAMP (Commander Naval Air Forces Instruction) (COMNAVAIRFORINST/CNAF) 4790.2 (series) and the CNAFINST 4440.2 (series) outlines command, administrative and management relationships. Also, it establishes policies and procedures for the assignment of maintenance tasks and responsibilities. The NAMP is the basic document and authority that governs the management of all aviation maintenance.

The NALCOMIS OIMA is an integrated, on-line and real-time system. The devices used to input data in NALCOMIS OIMA include computer terminals, magnetic tape drives and communication networks. The terminals are the primary devices for data input because of the on-line and interactive nature of the system. The data output from NALCOMIS OIMA is via screen displays, reports and interfaces to the functional user of the system. The data resides within NALCOMIS OIMA on an integrated database that contains both static and dynamic data types.

The static data elements are used mainly for reference purposes during system operations. Many of these elements are added to the system during initial installation and require minimal updates during the use of the system. Updates to these elements are restricted to users that have the proper authority and responsibility to maintain the integrity of the database. Static data elements are used for validations and reference purposes on input transactions, output reports and displays.

The dynamic data are added and updated through the normal operations of the application system. The addition or update of dynamic data is done through on-line transaction processing and interfaces with other computer systems.

NALCOMIS OIMA provides O-level, I-level and Aviation Support Division (ASD) activities with a modern, real time and responsive computer based management information system. The four objectives of NALCOMIS OIMA are to:

- Increase aircraft readiness by providing local maintenance
- Provide supply managers with timely and accurate information required in their day-to-day management and decision making process
- Reduce the administrative burden on the fleet
- Improve the quality of upline reported data.

Personnel will require access to Naval Tactical Command Support System (NTCSS) to sign-on to NALCOMIS OIMA. The data administrator at each NALCOMIS OIMA site maintains user accounts. Account accesses are processed in such a way that NALCOMIS OIMA recognizes the user signing on, the user's organization (ORG), work center (WC) and special maintenance qualification (SMQ). The SMQ assigned to each person will determine his or her ability to access a specific NALCOMIS OIMA menu.

Supply and maintenance personnel assigned to appropriate work centers will be allowed to enter data in NALCOMIS OIMA. Once signed on to NALCOMIS OIMA, the organization, work center and SMQ of the user will be known. Potential users should attend the proper training classes before getting access to NALCOMIS OIMA.

The Navy Supply System is responsible for providing material in support of the operation and maintenance of aeronautical equipment. Its purpose is to locate material when and where it is needed. The intent is to make the relationship between the supplier and the user as simple and uncomplicated as possible. However, the procedures should be within the boundaries of the logistics directives published by higher authorities. Replenishment of stock may be by system basis as a direct result of recorded usage and demand data or program basis from pre-calculated usage. All Navy activities have an assigned area to which they can submit requests for material or services. In the case of aviation maintenance, it starts at material control. The requests then flow to Aviation Support Division/ Supply Support Center (ASD/SSC) or to the designated point in the supply system.

NAMP POLICIES AND PROCEDURES

To be successful in maintenance and material management, you must follow the policies and procedures outlined in the NAMP. The following paragraphs describe some of the NAMP policies and procedures.

Common Goal of Supply and Maintenance

The common goal of supply and maintenance organizations is to provide maximum weapons systems operational readiness. A close liaison between supply and maintenance personnel is essential in achieving this goal. It is important that supply and maintenance personnel have a single point of contact for coordinating those functions common to both.

Meetings Between Supply and Maintenance Personnel

Meetings are held at least weekly or as required between supply and maintenance representatives. The status of high-priority requisitions is the general topic of the meetings. These requisitions are the Not Mission Capable Supply (NMCS), partial Mission Capable Supply (PMCS) and other related requisitions. Monthly meetings are also held to resolve problems, establish local procedures and promote material support effectiveness.

Special Material Management Programs

The special material management programs control critical and costly repairable material used in support of aircraft maintenance. They are listed as follows:

- The Operational Support Inventory (OSI)/Fixed Allowances Program
- The Aviation Depot-Level Repairable (AVDLR) Program
- The Advanced Traceability and Control (ATAC) Retrograde Depot Level Repairable (DLR) Program

Weapons systems are supported under the OSI/fixed allowance concept. Activities cannot exceed a negotiated firm allowance without authorization from the inventory control point (ICP). All assets are carried on the Supply Officer’s record in Purpose code W or L. Refer to NAVSUPINST 4440.160 (series), NAVSUP WSSINST 4441.15 (series) and NAVSUP WSSINST 4441.16 (series) for additional information. The supply and maintenance activities must maintain the one-for-one exchange discipline for issues of Aviation Depot Level Repairable AVDLR items. Pass requisitions off-station only after the Beyond Capable Maintenance (BCM) action. However, you may pass requisitions off-station for anticipated NMCS or items listed in the Consolidated Remain in Place Listing (CRIPL) before processing a turn-in.

The Department of Defense (DoD) Comptroller has approved financing of AVDLRs under the Navy Capital Working Fund (NCWF). Essentially, the NCWF is a revolving account of funds and materials. NCWF components consumed by aviation units (ships, Marine Aircraft Groups (MAGs) and air stations) are paid for with Aviation Fund Maintenance (AFM) operating funds. The stock fund in turn uses the payment to replenish the material, either by financing a repair at a designated repair point (DRP) formerly a designated overhaul point, or by purchasing a replacement item in the case of beyond economical repair or loss situations. This differs from Appropriation Purchase Account (APA) methods that separately fund the procurement and repair of aviation inventories, where such funding may be inadequate to meet demand. Under NCWF, the revolving fund always receives payment when material is used and those funds are available to finance the subsequent D-level repair or replenishment action. Therefore, full funding of the Depot-level component repair is a primary benefit of the AVDLR or NCWF Program.

The objective for establishing the Advanced Traceability and Control (ATAC) Retrograde DLR Program is to improve control of turned in repairable items. The DLR Carcass Tracking Program provides improved accountability, traceability and customer billing accuracy. Before implementation of the ATAC Program, each activity is shipped retrograde to different repair/overhaul points. Under ATAC procedures, activities send retrograde to the ATAC hub. The hubs serve as centralized DLR processing facilities. Refer to NAVSUPINST 4421.20 (series) for complete ATAC procedures.

Material Reporting

Material reporting is a procedure that uses supply action documents in support of maintenance. The information from the supply document is entered and merged with the material reporting history file. Activities forward the report to the Naval Sea Logistics Center (NAVSEALOGCEN). Material usage data in the report conveys information to different managerial levels in the Navy. This data allows management to accomplish the following:

- Relate material issues and turn-ins to weapons systems and components by activity and maintenance level
- Appraise higher commands of material expenditures in support of maintenance
- Determine weapons systems costs at the O- and I-levels of maintenance
- Determine usage, failure and TAT rates for allowance change requests and developing the OSI/fixed allowance.

A record type (RECTYP) code identifies each type of supply action document. The record type codes are as follows:

- RECTYP 60 - Material issues for weapons systems
- RECTYP 61 - RFI component from IMA
- RECTYP 62 - Deletion of previously submitted RECTYP
- RECTYP 63 - The non-RFI components from IMA
- RECTYP 64 - Material issue for technical directive (TD) compliance
- RECTYP 65 - Material issue to fill initial allowance
- RECTYP 66 - Material issue from SERVMART/MINIMART (Money value only by Type Equipment Code)
- RECTYP 67 - Material Issue to Pre-Expended Bin (PEB) and for indirect material support. The

source documents used for gathering information for material reporting are the requisitions and the supply portion of maintenance actions. In manual processing, these are the completed DD Form 1348 (6-pt) and a copy of the Maintenance Action Form (MAF). The completed documents require timely submission to the Data Services Facility (DSF) for processing; that is, the document must be processed within one workday after completing the supply transaction. In automated activities, the computer automatically extracts the data for material reporting. Supply must complete revalidation of erroneous material reporting data within one workday after receipt from DSF.

NOTE

The NALCOMIS OIMA communication network allows output of the Aviation Maintenance and Material Management Systems to an external interface.

The local data services facility provides supply with local material reports. The Material Reports, MR-1-1 and MR-1-2 contain information for repairable management and fixed allowance determination. These reports merge supply and maintenance data to determine usage and TAT of repairable items. The MR-1-1 and MR-1-2 are identical reports except for the sequence in which they are produced and the totals taken. The MR-1-1 is by Work Unit Code (WUC), by National Item Identification Number (NIIN) and by Job Control Number (JCN) sequence. The MR-1-2 is by NIIN and by JCN sequence. Each report has two parts. Part 1 is a detailed list and part 2 is the summarization of the detailed list. The report contains the data for the current 6 months. Activities requesting the report can select the reporting period desired. The MR-2-1, MR-2-2 and MR-2-3 are expense item management data reports. The reports contain information for reviewing item usage to set stock levels. The reports display frequency and demand data on all maintenance and related expense items for up to the previous 6 months. Activities using NALCOMIS OIMA should refer to the NALCOMIS OIMA User’s Manual for procedures on material reporting.

AVIATION SUPPORT DIVISION

Material management involves a direct relationship between the two complex operations of maintenance and supply. It is important that these operations have a single point of contact for coordinating those functions common to both. The success of material management at any activity depends largely on the success of this coordination effort. Supply and maintenance personnel should be familiar with both.

Responsibilities

The ASD/SSC Officer is responsible to the Supply Officer for the performance of the center and acts as a direct liaison between the Aircraft Intermediate Maintenance Department (AIMD) Officer and the Supply Officer. The ASD/SSC is responsible for the following actions:

- Receiving requirements for material in support of weapons systems maintenance
- Performing technical research and preparing supply requisitions
- Delivering material to customers
- Monitoring turn-in of repairable components due from both O- and I-level maintenance activities
- Maintaining the Local Repair Cycle Asset (LRCA) storage areas and providing listings of available components to customers
- Establishing, maintaining and replenishing Pre expenditure bins (PEBs) and providing PEB listings to customers
- Coordinating with the AIMD to originate customer service requests with the Naval Aviation Depot (NADEP)
- Initiating Local Expeditious Repair (EXREP) requests
- Maintaining Awaiting Parts (AWP) storage areas and establishing requisitions and follow-up procedures for required AWP piece parts
- Expediting high-priority requisitions
- Measuring supply response time.

For detailed procedures for the responsibilities of each unit, refer to COMNAVAIRFORINST 4790.2 (series).

Location

The ASD/SSC should be located adjacent to maintenance areas to improve maintenance/material support coordination. The physical location of the ASD/SSC may vary according to local geographic and facilities layout.

Hours of Operation

All the functional areas of the ASD/SSC must be manned and operational during the operating hours of all maintenance activities being supported. When maintenance is being performed 24 hours a day, supply support is required 24 hours a day. Manning levels during other than normal working hours must be consistent with the support requirements and requisitioning processing standards.

Means of Receiving Requisitions

In manual processing, ASD/SSC may receive requisitions on various forms. These forms include DOD Single Line Item Requisition System Document (DD Form 1348-6 PT) ASD/SSC may also receive requisitions via message.

In automated activities, ASD/SSC receives requisitions electronically via computer terminals.

Response Standards

Maximum elapsed response times are established for the issue of items available in local supply stock or furnishing the customer with requisition status on an automatic basis for Not-Carried (NC) or Not-In-Stock (NIS) items. Response time starts when the requirement is placed in the ASD/SSC and stops when the requested material or status is received at the delivery point.

These time standards are shown in P-485. Response time should be individually measured and maintained on a monthly basis for review by the Supply Officer.

The NALCOMIS OIMA activities can print the Issue Response Time Analysis Report. The user can specify the ORG code, Project code and urgency of need designator along with inclusive dates for the report. This report summarizes the issue response time by Project code within Type Equipment code, within organizational code and within issue group.

Status Listings

Daily mechanized listings that provide complete supply status for all NMCS/PMCS and anticipated NMCS are provided by the program management unit (PMU) to both the O- and I-level maintenance activities in sufficient quantity to ensure adequate distribution. Data is sequenced to expedite the daily validation process. As a minimum, the listings contain the following information:

- Document number
- Cognizant symbol (COG), Material Control Code (MCC), National Stock Number (NSN) and Special Material Identification Code (SMIC)
- Unit of issue and quantity Project and priority Bureau number Nomenclature
- Status/Routing Identifier Code (RIC) of activity submitting status
- Job Control Number (JCN) Work Unit Code (WUC)
- Organization code of requisitioner.

The NALCOMIS OIMA activities can print NMCS/PMCS High Priority Report. This report will list all requisitions selected by the user.

An AWP status is provided weekly to the AIMD on a mechanized listing and contains, as a minimum, the same information as the previous NMCS/PMCS status listing, except the BUNO is replaced with the work center. The NALCOMIS OIMA activities can print the AWP Repair Parts Status Report. This report lists all of the components that are AWP.

Individual Component Repair List

The Individual Component Repair List (ICRL) contains the existing repair capability data on items previously processed by the IMA. The supporting supply activity is responsible for assisting IMA in maintaining an accurate ICRL. The supporting supply activity uses the ICRL for the following purposes:

- To enter the repair capability code on local stock records
- As a source of data for re-computing repairable allowances for activities that use manual procedures.

The NALCOMIS OIMA activities use function ICRL Maintain to add new ICRL records to the database and to update already established records or to delete an ICRL record. Function ICRL Search is used to display the ICRL record of an item on the computer screen. Function Reports Maintenance Workload is used to request a printout of ICRL in the sequence selected by the user.

Organization

The Aviation Support Division (ASD)/Supply Support Center (SSC) is the contact point for supply operations. It is the single contact point where material control centers of O- and I-level maintenance activities place requirements for material and equipment required for support of weapons systems maintenance. The ASD/SSC consist of two sections—the Supply Response Section (SRS) and the Component Control Section (CCS). (Figure 9-3) of COMNAVAIRFORINST 4790.2 (series) shows the organization of the ASD/SSC.

Supply Response Section

The Supply Response Section (SRS) is the single point of contact for processing customer requirements and providing follow-ups and status as required. The SRS is divided into five units: Requisition Control Unit (RCU), Technical Research Unit (TRU), Material Delivery Unit (MDU), Pre-Expended Bin (PEB) unit and Program Management Unit (PMU).

The SRS is responsible for the following:

- Processing material requirements maintaining control
- Transmitting requests to other on-station supply processing points as required
- Delivering all parts and materials to customers
- Providing status on all requirements received
- Maintaining all aviation PEBs
- Expediting all high-priority requisitions
- Reviewing and monitoring mailbox messages in NALCOMIS OIMA.

Individual unit responsibilities of the SRS are listed in the following paragraphs.

REQUISITION CONTROL UNIT.—The Requisition Control Unit (RCU) receives all requests for material requirements, prepares appropriate documentation, maintains appropriate files and registers and provides status to the customers. This unit also maintains the Proof of Delivery (POD) file.

The requisition from the customer will include the MILSTRIP and the following information:

- Organizational (ORG) code

- Job control number (JCN)
- Type Equipment code (TEC)
- Bureau/serial number (BUNO), if applicable
- Work Unit code (WUC). The WUC may be omitted for RECTYP 64, 65, 66 issue. Requests for consumable material that do not have a unique WUC must indicate the WUC of the subsystem on which the material is being installed
- Commercial and Government Entity (CAGE) code. This element will have the engine TEC in lieu of the CAGE when requisitioning an aircraft engine
- Quantity
- Document Number. Demand code
- Delivery point (Used for intra-station only)
- Fund code, if applicable
- Project code
- Priority
- Required delivery code, if applicable
- Advice code. This code is mandatory for repairable items

Under automated NALCOMIS OIMA activities, use DOD Single Line Item Requisition System Document

- DD1348-1 or DD1348-1A.

The following paragraphs describe manual processing of the DD Form 1348 (6-pt).

Upon receipt of the requisition, RCU logs the information in the requisition register or log. Then, RCU sends the requisition to the TRU.

If the requisition is for consumable material, RCU will receive the green copy from TRU. The RCU files the green copy in the suspense file.

RCU processes issue transactions as follows:

For consumable issue, RCU will receive the hardback copy from MDU. The RCU then makes the necessary entries in the requisition log, discards the green copy and files the hardback in the Proof of Delivery (POD) file.

For repairable issues, RCU receives the hardback copy from the Document Control Unit (DCU) for the POD file. The RCU also makes the proper entries in the requisition log.

The RCU processes Not-Carried (NC) or Not-In-Stock (NIS) requisitions for consumable material as follows:

The RCU receives and forwards requisitions marked NC/NIS to the technical research unit for substitutes or interchangeable. If the requisition is still NC/NIS, RCU provides the status to the customer. The RCU forwards NMCS, PMCS and work stoppage requisitions [less yellow, white and green copies of DD Form 1348 (6-pt)] to PMU. The RCU forwards indirect support requisitions to the control division for referral action. Upon receipt of the signed hardback copy, RCU files it in the Proof of Delivery file (POD) and discards the green copy from the suspense file.

The RCU processes NC/NIS requisitions for repairable material as follows:

Upon receipt of the green copy marked NC/NIS from storeroom custodian, RCU provides the status to the customer. If the requisition is NMCS/PMCS/work stoppage, RCU sends the green copy to the programs management unit (PMU) and notifies DCU of the EXREP or work stoppage status. Then RCU gives the yellow copy of the DD Form 1348 to the material delivery unit for pickup of retrograde.

The RCU processes NC/NIS requisitions for items listed in the Consolidated Remain In Place List (CRIPL) as follows:

Upon receipt of the DD Form 1348 (less white copy), RCU will provide the status to the customer. The RCU forwards the DD Form 1348 (less white copy) to the PMU for further processing. The RCU acts upon unsatisfactory issues as follows:

Upon receiving notification that material is ready for pickup, RCU informs MDU to pick up the item. If the item is in Ready For Issue (RFI) condition, MDU routes the item to stock after checking the item with the turn-in document. If the item is in an unserviceable condition, MDU forwards the item to the Component Control Section (CCS). In turn, CCS prepares the MAF (or other document) needed to induct the item to Intermediate Maintenance Activity (IMA).

The NALCOMIS OIMA activities use customer refusal transaction to record the return of consumable or repairable items from the customers. This process creates a turn-in (D6A) record. It also generates a DD Form 1348-1 or Repairable Movement Notice (D6A) if the item is repairable.

NOTE

In the event that wrong material was received from off station, either RFI or non-RFI and there is no allowance for the material, submit a Report of Discrepancy (ROD) for disposition instructions.

The RCU prepares a duplicate DD Form 1348 (6-pt) (or other document) of the original requisition with RECTYP 62. The RECTYP 62 will delete the RECTYP 60 previously submitted. The RCU forwards one copy of the DD Form 1348 to the data services facility (DSF) for processing. A duplicate DD Form 1348 is not required if the original copy can be located and destroyed before being forwarded to DSF.

In NALCOMIS OIMA activities, RCU is primarily involved with the following NALCOMIS OIMA functions direct/indirect requisitions, material requirement updates, LSC updates, receipt requisition maintenance customer refusal and DDSN inquiry. Refer to the User's Manual Guide by using NALCOMIS OIMA Help function

TECHNICAL RESEARCH UNIT. — The Technical Research Unit (TRU) is responsible for the verification of requisition data, such as part number, stock number, references and other technical data. When applicable, a thorough technical research is made for substitution, interchangeability and alternate national item identification numbers. When an NSN for requested material cannot be identified, enter the manufacturer's part number in its place—CAGE code in block R and 99 in card columns 55 and 56. In addition, the following data is required:

- Document Identifier (DI)

- National Stock Number (NSN)
- Unit of Issue
- Cognizant symbol (COG). If COG 4V is entered indicating an aircraft engine request, block R must contain an engine TEC instead of a CAGE code.
- Advice code, mandatory for repairable items with NSN. If an advice code not available, obtain the code from requisitioner
- Purpose code
- Material Control Code (MCC). Like the advice code, the MCC is mandatory for repairable items with NSN
- RECTYP
- Price. Net price if the turn-in is available. Standard price if no turn-in is available (non-exchange advice codes).
-

<u>The TRU processes requisitions as follows</u>:

The TRU receives requisitions from RCU. Upon receipt of the requisitions, TRU performs technical research to find the required data needed to process the requisition. The TRU uses publications, catalogs, stock lists, manuals, or computers to perform the research.

If the requisition is for a consumable item, TRU sends the green copy of DD Form 1348 to RCU and discards the yellow and white copies. The TRU sends the remaining copies of DD Form 1348 to the storeroom custodian for further processing.

If the requisition is for a repairable item, TRU checks the CRIPL. If the requested item is not listed in the CRIPL, TRU marks the requisition as a Mandatory Turn-in Repairable (MTR). The TRU also lists the applicable substitute, interchangeable, superseded and next higher assembly information on the requisition. The TRU forwards the white copy of the DD Form 1348 to DCU and the remaining copies to the material delivery unit for retrograde pickup.

In NALCOMIS OIMA activities, TRU In NALCOMIS OIMA activities, TRU is primarily involved with the following NALCOMIS OIMA functions, Material Requirement Updates, LSC Updates, Material Ready for Issue (MRF) New, MRF Search, OFF for technical research (OFFTR) Mailbox and off fir validation (OFVAL) Mailbox. Refer to the User's Manual Guide by using NALCOMIS OIMA Help function

MATERIAL DELIVERY UNIT.—The Material Delivery Unit (MDU) is responsible for the pickup and delivery of all material to and from supported activities. Also, this unit is responsible for planning and scheduling deliveries to meet the required time frame. The most direct route to reduce the risk of damage should be used to deliver fragile material and delicate components that require special handling, special padding, or racks.

<u>The MDU processes requisitions as follows</u>:

Upon receipt of requisitions for carried items from storeroom custodian, MDU delivers the requisitions to the storage location. The MDU picks up the material from the storage location and delivers the items to the customer. Upon issue of consumable material, storage personnel detach the original and green copy of the DOD Single Line Item Requisition System Document DD Form 1348 (6-pt). Storage personnel put the Julian date and time of issue below block V on the DD Form 1348 (6-pt). The MDU sends copies of the DD Form 1348 (6-pt) to the Supply NALCOMIS Data Base Administrator (DBA) for backfitting and for financial and data processing actions in R-Supply. When MDU delivers a repairable item, it requires an immediate exchange or proof of previous turn-in unless the item is listed in the CRIPL or the requisition contains project code ZA9.

Upon delivery of the material, MDU will have the customer sign and put the date and time on the pink and hardback copy of the DD Form 1348 (6-pt). The MDU gives the pink copy to the customer and delivers the hardback copy to RCU. If the material issued is a repairable item, MDU will pick up the turn-in item and all associated documents. Documents that may accompany the item include the MAF (or facsimile), service record card, or logbook. The MDU delivers the part and documents to the Aeronautical Material Screening Unit/Joint Aeronautical Screening Unit (AMSU/JASU) via the Supply Screening Unit (SSU). The MDU returns a signed and annotated copy of the MAF (if used) and the original, green and hardback copies of the DD Form 1348 (6-pt) to DCU.

If the turn-in repairable is not available, MDU will have the customer sign the yellow and hardback copies of the DD Form 1348 (6-pt), which is then forwarded to DCU. The MDU will give the pink copy of the DD Form 1348 (6-pt) to the customer.

The MDU will receive the original, pink, yellow and hardback copies of the DD Form 1348 (6-pt) for EXREP or work stoppage requisitions. The MDU will pick up the repairable turn-in item with the associated documents and give the signed yellow copy to the customer as proof of turn-in. The MDU delivers the turn-in item, associated documents and the original, pink and hardback copies of the DD Form 1348 (6-pt) to SSU.

The MDU may sign the local form/log when picking up repairable turn-in items before a requisition is processed by RCU. The MDU delivers the item and associated documents to AMSU/JASU and gives the MAF copy (if used) to DCU.

In activities that use the pre-posting method, MDU may receive the requisitions from stock control or the warehouse. In this case, the DD Form 1348 original and green copies are deleted from MDU procedures.

The MDU also delivers material received from off station. Upon receipt of the material in supply, receiving personnel inform SRS. The SRS ensures that proper documentation is attached for delivery of the material. The SRS makes the appropriate entries on the requirements register, file, or log concerning the receipt.

In activities that use the pre-posting method, MDU delivers the DD Form 1348 (6-pt) marked “warehouse refusal” to TRU via RCU for processing.

NOTE

The NALCOMIS OIMA activities use the DD Form 1348-1 as an issue document. Distribution and use of DD Form 1348-1 copies may vary at each activity.

PRE-EXPENDED BIN UNIT.—The Pre-Expended Bin (PEB) unit contains high-usage, maintenance-related consumable materials that have been expended from the Supply Department stock records and financial accounts.

The purpose of the PEB is to shorten the issue and accounting procedures for recurring issues of maintenance-related materials. The PEBs are located where they are readily accessible to maintenance personnel and, when feasible, where they can be observed by the retail outlet Logistics Specialist to aid in recognizing abuses to the pre-expended system.

Items subject to pilferage are retained within an enclosure with access limited to authorized personnel.

The SRS is responsible for the management and maintenance of the PEB. This includes the replenishment or turn-in action, as required. The PEB stock is limited to maintenance-related material having a minimum demand frequency of three per month. The quantity of each item pre-expended may not exceed an estimated 30-day supply, subject to the requirement that stock be replenished in-full package quantities.

The Supply Officer and the Maintenance Officer of the supported activity are jointly responsible for determining eligible items in the PEB. This includes items to be added or purged from pre-expended stocks. Eligible items with a unit cost of $150 or less may be routinely established in PEB stock. Eligible items with a unit cost in excess of $150 may be pre-expended with the approval of the Commanding Officer. The SRS will replenish the PEB as necessary.

Stock records require a quarterly review to ensure that all items have sufficient usage for retention in the PEB. You also should correct any mixing of pre-expended items during the quarterly review. For example if unit of issue O rings is hundred (HD) and only issued 4 out of pack you want remaining quantity separated from the unopened package and these must not be stored with similar items with different national item identification number. As a minimum, purge and return to the Supply Department any item that had no demand within the last 12 months. Refer to COMNAVAIRFORINST 4790.2 (series) for list of items not authorized for inclusion in the PEB.

In NALCOMIS OIMA activities where PEB processing is implemented, supply personnel can use the PEB subsystem and perform the following functions, Site New/List, Inventory, Sharing PEB's, Assigned WCs, Replenishment Review and PEB Demand Inquiry.

PROGRAM MANAGEMENT UNIT.—The Program Management Unit (PMU) is responsible for processing and expediting high-priority requirements, such as NMCS/PMCS, broad arrow, work stoppage and EXREP. The PMU distributes daily status listings to supported activities. The PMU also performs a continuous reconciliation of outstanding requirements between supply and maintenance activities.

The PMU processes NC/NIS requisitions for consumables as follows:

The PMU receives the DD Form 1348 (less yellow, white and green copy) from RCU. Upon receipt of DD Form 1348 (6-pt) copies marked NC/NIS, PMU passes the requisition off station. The PMU files the requisition in the Direct Turn-Over (DTO) due file.

Upon receipt of material, PMU will receive a copy of the shipping document from the receiving section. The PMU forwards the original DD Form 1348 to stock control for RECTYP 60 processing. The PMU attaches the pink and hardback copy of DD Form 1348 (6-pt) to the receipt document. The PMU forwards the documents to MDU for pickup of material for delivery to the customer.

The PMU processes NC/NIS EXREP and work stoppage requisitions for repairable parts as follows:

The PMU receives the green copy of DD Form 1348 (6-pt) as notification of EXREP or work stoppage. The PMU files the green copy in the pending file.

If the EXREP or work stoppage is RFI, PMU receives the white copy of DD Form 1348 (6-pt) from the document control unit (DCU). The PMU removes the green copy of the DD Form 1348 from the pending file and discards both the white and green copies.

If the EXREP or work stoppage part is Beyond Capability of Maintenance (BCM), PMU receives the original, pink and hardback copies of the DD Form 1348 (6-pt) from DCU. The PMU files them in the outstanding requisition file. The PMU removes the green copy of the DD Form 1348 (6-pt) from the pending file. The PMU forwards the green copy to the supporting supply activity for financial obligation and initiates an off-station requisition.

Upon receipt of the receipt document from the receiving section, PMU must search the outstanding requisition file for the oldest requisition with the highest priority. If PMU does not find a requisition, PMU will coordinate with DCU to determine the disposition of the material. If PMU finds the requisition, PMU will notify MDU to pick up the pink and hardback copies of the DOD Single Line Item Requisition System Document DD Form 1348 (6-pt) from PMU and the material from receiving and deliver it to the customer. Concurrently, PMU will forward the original copy of the DD Form 1348 (6-pt) to DSF for RECTYP 60 processing.

<u>The PMU processes NC/NIS requisitions for items listed in the Consolidated Remain In Place List (CRIPL) as follows</u>:

The PMU receives the DD Form 1348 (6-pt), less white copy, from RCU. The PMU passes the requisition off station and forwards the green copy of the DD Form 1348 (6-pt) to the supporting supply for financial obligation.

Upon receipt of the material, PMU notifies MDU to pick up the remaining copies of the DD Form 1348 (6-pt) from PMU. The MDU picks up the material from the receiving section and delivers it to the customer.

In NALCOMIS OIMA requisition processing within SRS, TRU will not see the requirement until after an issue has been made, an EXREP turn-in notice has been generated, an exception is processed, or a problem occurs. If the requested item is available, NALCOMIS OIMA will process the requisition and print a DD Form 1348-1 (issue document). The issue document will be printed on the assigned printer, such as in the warehouse, velocity pool (V-Pool), or other areas. Upon receipt of the signed proof of delivery (POD) copy from MDU, SRS processes the transaction by using Requisition Receipt Process. If another unit is assigned to process the issue transaction for repairable, they will also use the process Requisition Receipt Process. If an off-station requisition was processed as Receipt Onboard (ROB) on but not completed Requisition Receipt, the requisition will appear in the daily DTO-ROB Report. On-station issues that were not completed on Requisition Receipt will appear in the ISSIP Report.

Cancellation requests will be processed by PMU for issue priority groups I and II. The SRS processes all other requests for cancellation using the LSC Update function for on-station documents and Requisition Maintenance Function for off-station documents processes cancellations.

If the requested consumable item is not available, TRU will use LSC Update to update the local status. The TRU can also use LSC Update to refer the requisition to other supply systems The TRU or PMU can update the supply system status on the requisition by using the requisition maintenance function.

If the requested repairable item is NC/NIS and TRU determines that there are no substitutes available, two things will happen. First, if the requisition contains 5S advice code, NALCOMIS OIMA will assign a local status of OFFMP. This status means off-line for manual processing. Check to see if the CRIPL 5S Advice code is valid and then coordinate with DCU to clear the status. If the requisition is valid, refer the requisition off station by using LSC Update. If the requisition contains an Advice code 5G and not carried onboard NALCOMIS OIMA will post an EXREP status. When IMA confirms the item as BCM, the Carcass Tracking processing will pass the requisition off station. A REFER status will appear on the NMCS/PMCS Report after the JCBCM status.

Component Control Section

The Component Control Section (CCS) is responsible for managing repairables in the Local Repair Cycle Asset (LRCA) storage area and the repair cycle, including retrograde. The CCS manages these items by performing inventory control over all repairable assets stored in the LRCA storage areas. This includes items in the Intermediate Maintenance Activity (IMA) repair cycle and retrograde repairables being processed for shipment via ATAC. The CCS consists of four units. They are the Document Control Unit (DCU), LRCA storage unit, Supply Screening Unit (SSU) and Awaiting Parts (AWP) Unit. The following paragraphs describe the responsibilities of the CCS units.

DOCUMENT CONTROL UNIT. — The Document Control Unit (DCU) is responsible for the control of all non-RFI components in the IMA repair cycle (except velocity pool components). The DCU also maintains control of components awaiting turn-in from customers and the following associated documents:

- DD Form 1348-Department of Defense (DoD)
- Single Line Item Requisition System Document (manual and mechanized)
- DD Form 1348-1-DoD Single Line Item Release/Receipt Document
- OPNAV Form 4790/60-VIDS/MAF
- OPNAV Form 4790/28A-Scheduled Removal Component (SRC) card
- OPNAV Form 4790/106A-Assembly Service Record (ASR)
- OPNAV Form 4790/113-Equipment History Record (EHR)
- OPNAV Form 4790/135-Modular Service Record (MSR)
- OPN AV Form 4790/29-Aeronautical Equipment/Service Record (AESR)

Any document formatted for requisitioning purposes other than the DD Form 1348 DCU maintains the following files:

The <u>document suspense file</u> is a record of demands for repairable items. In manual processing, it contains the white copy of the DD Form 1348 (6-pt) that was received from TRU/RCU. The DCU holds this file in Job Control Number (JCN) sequence until receipt of the corresponding MAF as proof of induction from AMSU/JASU.

The <u>exchange due file</u> contains records to indicate that a defective turn-in is due. In manual processing, this file contains the yellow copy of the DD Form 1348 (6-pt) received from MDU. The DCU keeps this file in JCN sequence and uses it to follow up on the turn-in of defective units. The DCU ensures that customers turn-in defective components, listed in CRIPL, within 24 hours after receipt of the replacement. Upon receipt of the turn-in item, DCU gives the signed yellow copy of the DD Form 1348 (6-pt) to the customer as proof of turn-in. The NALCOMIS OIMA activities use a signed copy of the DD Form 1348-1 as proof of turn-in. DCU tracks all outstanding turn-ins by printing out the IOU Repairable Summary Report from NALCOMIS OIMA.

The <u>Due in From Maintenance File DIFM</u> contains records of components inducted in the repair cycle. In manual processing, it contains the MAF or facsimile copy. The DCU receives a copy of the

MAF and the original, green and hardback copies of the DD Form 1348 (6-pt) from AMSU/JASU. The DCU uses these documents to check the exchange due file and, if necessary, discards the yellow copy of DD Form 1348 (6-pt). The DCU writes the issue Julian date on the original copy of the DOD Single Line Item Requisition System Document DD Form 1348 (6-pt) and sends it to DSF. The DCU files the MAF copy in the induction return due file until SSU submits the corresponding white copy of the DD Form 1348. The DCU also completes and verifies the Material Data block of the MAF copy.

If a component returned from AMSU/JASU is RFI, DCU discards the white and green copies of the DD Form 1348.

If a component returned from AMSU/JASU is non-RFI, DCU sends the green copy of the DD Form 1348 to the financial section and discards the white copy.

After processing the components returned from AMSU/JASU and the MAF copy in the induction return due file, DCU sends the MAF copy to DSF for 3-M processing. Upon receipt of the processed MAF copy from DSF, DCU files and retains it for 2 years.

The NALCOMIS OIMA utilizes the Automated Aeronautical Material Screening Unit (AMSU/JASU) induction function. The AMSU/JASU uses this function to screen and induct items being turned-in for repair from the IMA. and to screen and induct items turned-in by squadrons, ASD/SSC, or other external organizations. Processing in these functions will create a DIFM record for tracking of items through the repair cycle. The process will also clear the IOU and suspense records.

The <u>completed requisition file</u> contains the signed copies of issues from the Local Repair Cycle Asset (LRCA). Upon receipt of proof of the delivery copy from MDU, DCU files a copy, by document number sequence within the organization code, in the completed requisition file. The DCU sends the signed DD Form 1348 (6-pt) hardback copy or DD Form 1348-1 to RCU for the POD file.

The <u>EXREP or work stoppage file</u> contains the DD Form 1348 (6-pt) for outstanding requisitions. This file represents the requirements for repairable items to be repaired by the IMA. When requisitions are in EXREP or work stoppage status, DCU files the DD Form 1348 in part number or National Item Identification Number (NIIN) sequence. Activities may use Visual Information Display System (VIDS) board for maintaining this file. The NALCOMIS OIMA activities can print the EXREP status report

If an RFI repairable component is received from IMA, DCU screens this file for the oldest requisition with the highest priority. The DCU removes the DD Form 1348 from the file, sends it to SSU and informs PMU to remove the requisition from NMCS/PMCS/ work stoppage listing.

NOTE

This should be the general guideline for material issues; however, latitude exists to fill other requirements when urgency of need does not fit within the age/priority parameters of UMMIPS, such as filling a younger requisition of a squadron with a more immediate requirement.

If an item received is non-RFI (beyond capability of maintenance), DCU removes the corresponding DD Form 1348 (6-pt) and sends it to PMU for processing.

There will be situations when customers turn-in defective components and do not require a replacement. Upon receipt of the MAF copy from AMSU/JASU, DCU prepares a DD Form 1348 (6- pt). The DD Form 1348 (6-pt) will contain the JCN, NSN, Purpose code and material control code. The DCU marks the DD Form 1348 (6-pt) with the words "NO ISSUE" and sends it to SSU. The DCU files the MAF copy in the induction return due file or VIDS board. When DCU receives the component from AMSU/JASU, DCU processes the MAF copy (from the induction return due file) and component as a normal return from IMA.

In NALCOMIS OIMA activities, DCU maintains the induction log. The DCU posts the Document Date and Serial Number (DDSN), MAF Control Number (MCN), part number, item serial number and date/time received in the log. The DCU can discard the MAF facsimile after verifying that the item has been inducted. Upon receipt of non-RFI items, confirmed as BCM, SSU will complete log entries in the BCM log. The information in the log should include the status, date and disposition of the material.

If the item is RFI, DCU prints a copy of the display screen from Requisition DDSN Inquiry. The DCU uses this copy to check the latest status of the requisition and match the information with the MAF and RFI condition tag. The DCU may also use Requisition List to check for cross issues. Requisition List will display all of the outstanding requisitions for the same item. The DCU will complete all of the log entries for the RFI item. The DCU marks or stamps the MAF "CLEARED CCS" and also stamps "R/POOL" on the outside of the pool items. Items processed as EXREP and returned in RFI condition will be returned to the requisitioner. The DCU will generate an issue document by using DIFM Return. The DCU will notify MDU to pick up the material for delivery to the requisitioner. Refer to the NALCOMIS OIMA User's Manual for additional information.

LOCAL REPAIR CYCLE ASSET STORAGE UNIT.—The Local Repair Cycle Asset (LRCA) storage unit is responsible for the receipt, storage, issue and accountability of repairable assets for ASD/SSC. This includes items in the velocity pool. The LRCA is part of an activity's repairable fixed allowance. The LRCA assets are generally stored in a location that hastens timely IMA repair and return to the shelf in RFI condition.

The velocity pool portion of the LRCA is located in an area that promotes efficient supply support of aircraft maintenance. The location should facilitate rapid issue to an organizational maintenance activity/intermediate maintenance activity (OMA/IMA). Co-location of the velocity pool with either IMA production control or the IMA is the most desirable arrangement. The major criteria for managing items in the velocity pool are supply support improvement, local demand and space availability. However as per CNAFINST 4440.2 (series) Items selected for VPool should have an average monthly demand (AMD) of .5 or greater. Proper management of velocity pool assets depends on judicious use of low limits to alert the IMA of critical situations. Use of low limits will prevent NIS situations by triggering a higher production priority in the IMA for repair. Repeated critical situations should highlight logistics management deficiencies and start review actions.

The Supply Department prepares a list of LRCA items carried in storage locations. The list specifically identifies those items in the velocity pool. Supply distributes the list to all aircraft maintenance activities requiring supply support. The format of the list includes the NSN, manufacturer's part number, CAGE code, WUC, family group code, description and LRCA item number. Supply prepares the list in various sequences adapted to the needs of the maintenance activities.

Afloat activities maintain an operational support inventory (OSI) by using the Aviation Consolidated Allowance List (AVCAL) process. NAVSUP WSSINST 4441.15 (series) describes procedures for establishing retail requirement levels for consumables and repairables afloat. Shore activities use the Shore-based Consolidated Allowance List (SHORCAL) process. NAVSUP WSSINST 4441.16 (series) describes the procedures for the retail establishment levels ashore.

The OSI/fixed allowance is a result of negotiations between the operating sites and the NAVSUP WSS. The activity's OSI/fixed allowance assets are subject to NAVSUP WSS redistribution only to fill issue priority 1, issue group 1, NMCS, or PMCS requisitions. Otherwise, it is protected from ICP redistribution. The OSI/fixed allowances are managed under several Purpose codes. The following paragraphs describe the Purpose codes:

- Purpose code "W" is assigned to the OSI retail level and consists of Aviation Depot-Level Repairable (AVDLR) and Field Level Repairable (FLR)
- Purpose code "L" is assigned to the supplemental aviation spares support requirements. The quantity on hand in "L" will equate to the quantity deployed
- Purpose code "A" is assigned to the wholesale FLR and AVDLR that are not part of the authorized site fixed allowance.

Allowance change requests are submitted to Inventory Control Point (ICP) with information copies to Aircraft Controlling Custodian/Type Commander (ACC/TYCOM) and are subject to negotiations. Use NAVSUP Form 1375 for submitting allowance change request. Allowance computation after the initial outfitting or REAVCAL/RESHORCAL is based on the activity's usage and repair history. The local usage/repair history database used for allowance computation will be 12 months, except for new systems or aircraft. In case of new equipment or aircraft aboard for less than 1 year, use a minimum of 6 months of data. Use the Local Repair Cycle Requirement (LRCR) table provided in NAVSUP WSSINST 4441.15 (series) and NAVSUP WSSINST 4441.16 (series) for determining allowance quantity. COMNAVAIRFORINST 4790.2 (series) also provides an LRCA table for computing allowances.

Repairable item fixed allowances are determined by Turnaround Time (TAT) and monthly usage. If the TAT is stable, assets will be available as requirements occur. If TAT lengthens for any unusual reason, rotation of assets slows and affects readiness. The TAT performance must be monitored. Supply should conduct liaison with IMA when excessive TAT begins to impact support performance. When using TAT in computing allowances, each TAT element will be constrained as follows:

- Removal to IMA, 1 day
- Scheduling time, 3 days
- AWP time, 20 days
- Actual repair time, 8 days.

NOTE

The total average TAT will be limited to a maximum of 20 days for each NIIN in each case. Constraints will be applied to each case before totaling.

Issue procedures for LRCA may vary between activities. The procedures depend upon manual or automated processing. In manual processing, issue of LRCA begins in SRS when the storage area and SRS are collocated.

The LRCA will receive the original, green, pink, yellow and hardback copies of the DD Form 1348 (6-pt) from MDU. The LRCA will break out the requested item and put the Julian date and time below block V of the original copy of the DoD Single Line Item Requisition System Document DD Form 1348

(6-pt). The LRCA will give the material and all DD Form 1348 (6-pt) copies to MDU for delivery to the customer. The LRCA posts the issue transaction on stock records.

Flight deck issue is the process of issuing repairable material to meet the flight deck or flight line urgent requirements. In this case, an item is issued without normal documentation. Issue and control procedures must be established for issuing repairable items to the customers. The following procedures apply:

- Receive demand directly from the customer (customer must provide JCN)
- Break out the material and issue it to the customer
- Prepare the DD Form 1348 (or similar document) and enter the Julian date and time below block V on the original and green copies
- Send the green copy of DD Form 1348 to DSF and post the issue on the stock record
- Send the DD Form 1348 white, green and yellow copies to DCU.

The LRCA will receive RFI repairable items that have been inducted through the repair cycle from AMSU/JASU. The repairable items must have the applicable logs, records, SRC, or other associated documents. Upon receipt of an item, LRCA will stow the material and post the receipt transaction on the stock record.

The NALCOMIS OIMA activities may have several LRCA storage locations or repairable pools. If the item requested by the customer is available, the issue document (DD Form 1348-1) will be printed from the designated printer location. If the requested item is located in the R-pool, personnel will break out the item for issue by using the location on DD Form 1348-1 and stamp all copies "R-POOL." The individual doing the break out will sign, put the date and time of breakout and put the serial number of the item being issued on the DD Form 1348-1. The R-pool retains copy 6 of the DD Form 1348-1 until receipt of the POD from MDU. The primary functions used are Requisition Maintenance, Requisition Receipt, Repairable Issue Select and Repairable Inquiries, refer to the NALCOMIS OIMA User's Manual for other functions used by the LRCA unit.

SUPPLY SCREENING UNIT.—The Supply Screening Unit (SSU) is responsible for processing all items returned from the IMA. The SSU should be located next to the AMSU/JASU. The SSU is also responsible for preparing retrograde for shipment via ATAC within 2 working days. The SSU also processes Field Level Repairable for shipment or return to storage. Where practical, retain items with assigned movement priority designator 03 in the Master Repairable Item List (MRIL) in awaiting shipment no longer than one-half of a workday.

Under fixed allowance procedures, DLRs must be certified BCM and prepared for shipment to a DOP before a replacement can be requisitioned for stock or end use (excluding CRIPL items and ZA9 Project code). Every section or unit concerned with repairable must handle BCM DLRs quickly.

Assign document numbers for shipping unserviceable AVDLR as follows:

For material issued from the wholesale stock or NCWF stores account, use the requisition number. For example, the stock point issued the item on a ZA9 requisition. Upon receipt of the item, the squadron turned in the unserviceable part for repair to AIMD. After induction, AIMD certifies the item as BCM. In this case, the shipment document number for the retrograde must be the same as the requisition.

For material issued from end use, such as ASD/SSC, use the replenishment document number. The retrograde shipment document must cite the document number of the stock replenishment. This will close the loop of carcass tracking.

> **NOTE**
>
> Refer to FASOINST 13490.3 for identification and disposition of repairable aircraft tires.

The SSU maintains the IMA due file. This file contains the white copy of the DD Form 1348 received from DCU. The SSU retains this copy until receipt of the signed off MAF copy (or facsimile) from AIMD.

Upon receipt of the items from IMA, SSU processes them as follows:

- Checks the condition of the item as indicated on the MAF (or facsimile)
- Removes the corresponding white copy of the DD Form 1348 (6-pt) from the IMA due file and sends it to DCU with the appropriate annotation.

<u>SSU processes RFI items for stock as follows</u>:

- If the item was issued from Purpose code A or LRCA Purpose code W stock, mark a copy of the MAF (or facsimile) "STOCK." Mark or stamp "RFI" on the DD Form 1348 (6-pt) white copy and forward it to DCU. Initiate a DD Form 1348-1 and send the item and associated documents to the warehouse
- If the item was issued from Purpose code W and is locally repairable, mark a copy of the MAF (or facsimile) "LRCA." Mark or stamp the DD Form 1348 (6-pt) white copy "RFI" and forward it to DCU. Send the RFI item with the MAF copy (or facsimile) and associated documents to the LRCA storage unit.

<u>SSU processes RFI items for issue on requisitions as follows</u>:

If an outstanding requisition exists for the item, SSU will receive the requisition from DCU. The SSU will provide MDU with the RFI item, associated documents and DD Form 1348 (6-pt) pink and hardback copies.

There will be instances when the DD Form 1348 (6-pt) white copy in the IMA due file indicates that an RFI item should be returned to LRCA storage. In this case, SSU will process the item as follows:

- Attach the original copy of the DD Form 1348 (6-pt) to the MAF copy. Forward the copies to the LRCA storage location with the appropriate remarks for affecting a receipt against the JCN on the MAF copy and for issue against the JCN on the original copy of the DD Form 1348 (6-pt)
- Mark or stamp the white copy of the DD Form 1348 (6-pt) "RFI." Send the white copy of the DD Form 1348 (6-pt) to DCU for completion of the MAF copy (or facsimile) in the induction return due file.

There will be instances when the white copy of the DD Form 1348 (6-pt) indicates that the RFI item was intended to be returned to Purpose code A stock. In this case, SSU will process the RFI item as follows:

- Notify DCU to process MAF copy (or facsimile) with RECTYP 61
- Mark or stamp the white copy of the DD Form 1348 (6-pt) in the IMA due file "RFI"

- Attach the white copy with the original copy of the DD Form 1348 (6-pt), used as the issue document
- Send both copies to the inventory control division to clear the due in from maintenance (DIFM) file (if used) and post the issue.

The completed original copy of the DD Form 1348 (6-pt) will be forwarded to DSF for processing.

SSU processes non-RFI items as follows:

Upon receipt of a non-RFI item from AIMD, SSU will process the item and associated documents as follows:

- Match and verify the part number, serial number, CAGE and other data on the item with the MAF copy (or facsimile)
- Determine the disposition by using the MRIL and NAVSUPINST 4421.20 (series)
- If not provided from another source (automated procedures), prepare a DD Form 1348-1 by using the information from the white copy of the DD Form 1348 (6-pt). Assign a shipment document number as described in previous paragraphs
- Enter the JCN from each non-RFI item to be shipped in blocks V and Y of the DD Form 1348-1
- Mark or stamp the white copy of the DD Form 1348 (6-pt) “DSP” or “dispose of,” as applicable. Enter the activity to which the item is to be sent, such as ATAC and enter the Julian date it is released for transportation. Forward the completed white copy of the DD Form 1348 (6-pt) to DCU
- Ensure the JCN on the MAF copy (or facsimile) is legible
- Ensure that a material condition tag is securely attached to the item. The Remarks block should contain the Type Equipment code (TEC) and JCN
- Insert the SRC, logs, records and other documents in a sealed plastic envelope separate from the DD Form 1348-1, condition tag and MAF copy (or facsimile)
- Route the non-RFI item, MAF copy (or facsimile), DD Form 1348-1 and associated documents to the next point of action. This may be the packing section, shipping section, or ATAC hub representative.

NOTE

Dispose of those items that are coded WW in the MRIL to the nearest Defense Reutilization and Marketing Office (DRMO). When material is physically shipped or transferred to DRMO, furnish a (DI A53) according to DOD 4000.25-1-M, MILSTRIP.

SSU processes Field-Level Repairable (FLR) as follows:

Cognizance symbol 1R and material control code D identify FLR items. These are repairable assemblies that have a Source Maintenance & Recoverability (SM&R) code that limits their restoration to usable condition to I-level maintenance. Upon receipt of a defective FLR, IMA will determine its repair ability and return it to RFI condition or declare it BCM. If the item is BCM, SSU will arrange for a disposition by using the information in the MRIL. The SSU procedures for processing FLR items are essentially the same as for DLR with the following exception. Some FLR have an assigned DOP (as indicated in the MRIL) and must be shipped to the DOP or DSP when BCM action occurs.

According to NAVSUP Publication 545, FLR must not be shipped via ATAC hub.

Handle non-RFI repairable items in the same manner as RFI items. Provide particular care to prevent further damage of repairable that is being shipped for rework. The RFI repairable items that will be reissued to local operating units in a short period of time need minimum packaging and preservation.

The IMA is responsible for internal and external preservation (before packing) of all items. The IMA is also responsible for providing adequate protection to items during movement to the supply packing and preservation section. Supply is responsible for the final packing and preservation of repairable items (less engines) before shipment or storage. The IMA performs the packing and preservation of engines. Use the proper container when storing (for a long period) or shipping engines.

The Supply Department is responsible for processing material exhibits for investigation. These are items needed for an Engineering Investigation (EI) or Quality Deficiency Report (QDR). According to the NAMP, supply should hold material for 30 days pending disposition instructions from the Cognizant Field Activity (CFA). When directed, supply will screen stock items suspected as defective. If the disposition instruction is not received in 30 days, request a disposition instruction from the CFA. If it is determined that an investigation is needed, the Maintenance Engineering Cognizant Field Activity (MECFA) will request the holding activity to ship the item. Ship items via the ATAC hub.

Ship the item in “as is” condition. If contradictory safety instructions exist, they take precedence over the instructions in COMNAVAIRFORINST 4790.2 (series). When a hazardous condition is evident, perform only those tasks necessary to protect the item. When processing the item, the following procedures apply:

- Cap or package the item immediately to prevent contamination, corrosion, or further damage
- Do not attempt any disassembly of the material. Do not make any adjustments
- Do not perform any type of cleaning
- For suspected contamination, send a sample of the fluid in a clean and sealed container
- Send all failed fragments, wrapped separately
- Package the item in the same level of protection as RFI parts
- Mark or tag the item with the control number provided by the CFA.

The following paragraphs describe the procedures for preparing the EI/QDR exhibit for shipment:

- Mark the document and all sides of the container with the words “ENGINEERING INVESTIGATION” or “QDR”
- Cite the control number provided by the CFA
- When using parcel post, register the shipment
- Attach a copy of the message report to the material
- Prepare the DD Form 1348-1 accordingly
- In record positions 1-3, enter *BEI* (for EI) or *BQD* (for QDR)

- Enter Condition Code *L* in record position 71
- Enter other data according to MILSTRIP.

In the "Ship To" block (block B), enter the shipping code and address according to the disposition message. If an item is being sent to a commercial activity, the shipping code is that of the commercial repair facility. An item being sent to an organic depot will have the shipping code of the collocated supporting Supply Department (SSD) or Designated Support Point (DSP). The MRIL contains shipping codes used for EI/QDR material.

In block D, enter the words "INVESTIGATION MATERIAL" and the control number. Use block N for security code, if required. Assign Project code 754 and movement priority designator 03. Enter Condition code L in block P and the JCN in block V. Enter the nomenclature and serial number (if required) in blocks X and Y. Enter the contract number, project order, or other material data in blocks AA-CC and send a copy to ASO (R Cog). Enter the words "PACKAGING REQUIRED" in block EE if the item requires additional packaging by a transshipping activity. Enter the UIC and name of the receiving activity in block 11 if the item is turned over to another Navy activity for transshipment. Enter the Julian date of shipment in block 12. Refer to NAVSUPINST 4440.187 (series) for additional policies and procedures for control of DLR forwarded for investigation.

The DD Form 1348-1 must be stamped with "EI" or "QDR," in 3-inch letters without obliterating any vital data element. This will help in receipt and routing of material.

The activity shipping the item for investigation is responsible for notifying the receiving activity about the shipment. When notified by CFA that the EI/QDR exhibits have not been received, supply will assist in locating the material.

The Supply Department must process any EI/QDR items to be shipped directly to a contractor's plant or released to a contractor's representative. Supply will issue the item on a custody basis, only after receiving the authority from the MECFA. Ship DLR exhibits destined to a commercial contractor's depot via ATAC hubs for processing.

In NALCOMIS OIMA activities, SSU uses Requisition Maintenance Material Turn-In and MRF Search FGC as primary functions. The SSU uses MRIL New, MRIL Search, DDSN Inquiry, Repairable Inquiry and MRF Update. The DCU will process components returned from the IMA using DIFM Return function. When using DIFM Return, the computer will record the disposition of the component and produce the hardcopy notice to accompany the component. Also, this function will produce a DD Form 1348-1 issue document for RFI components being issued to the original requestor. It also produces a DD 1348-1 shipping documents for components with confirmed BCM action. DIFM Return will generate a stow notice if the RFI item is for stock. Refer to the NALCOMIS OIMA User's Manual for more details on SSU procedures.

AWAITING PARTS UNIT.—The Awaiting Parts (AWP) Unit is responsible for receiving, storing and controlling all AWP components returned from the IMA. This unit should be located next to IMA production control.

The following is a partial list of AWP responsibilities (refer to COMNAVAIRFORINST 4790.2 (series) for more details.)

- Establishing holding and staging areas. Requisitioning piece parts and maintaining requisition files, registers and records necessary to monitor, follow up, expedite, reconcile and report material demands for component repair
- Maintaining liaison with the SRS on maintenance material matters to guarantee delivery of material required for component repair

- Receiving incoming material, identifying it to the failed component and when all required material is received re-inducting the component
- Continually reviewing and following up on off-station requisitions to fill AWP requirements
- Establishing procedures to make sure unsatisfactory LRCA /AWP situations are made known to higher authority for assistance
- Making recommendations for controlled cannibalization of AWP components after joint review and determination between the AWP unit representative and the IMA production control
- Establishing procedures to BCM components to the next level of repair when appropriate. The AWP management personnel must be responsive to aircraft maintenance needs by performing timely follow-up, validation and BCM actions.

The supporting DSF provides the AWP listing weekly. The contents of the listing are basically the same as the NMCS/PMCS listings.

There are occasions when the part, needed by maintenance to fix a repairable item, is not available locally. When this occurs, the repairable item is considered to be in AWP status. Upon notification of the requisition status, the maintenance work center supervisor will prepare the item and documents for transfer to AWP holding area. In all cases, even if requisition status is not received, the AWP item will be delivered to the AWP holding area within 24 hours from the time a part is requisitioned by the work center. The intent is to move all AWP items from the work center to AWP holding area when local supply action is complete. Aircraft engines and other large components may be retained in the work center when movement to an AWP holding area is impractical.

Before accepting the AWP item, ensure the work center has completed the required data on the MAF (or facsimile). The AWP unit personnel submit the requisition to SRS and put the requisition date and serial in the Failed/Required Material block of the MAF (or facsimile).

In some occasions, AWP unit personnel may receive a part that does not satisfy the intended maintenance action. This occurs when wrong material was received/ordered, material was improperly marked, or non-RFI. When material received was determined to be non-RFI after installation, requisition a replacement item. If the item is a Shop Replaceable Assembly (SRA), use the original MAF (or facsimile). If the item is a Weapons Replaceable Assembly (WRA), use a new JCN. The applicable work center prepares the MAF (or facsimile) turn-in document by using When Discovered code “Y” to accompany the non-RFI item.

When the repairable part received was determined to be non-RFI but was not installed, prepare a DD Form 1348-1 as the turn-in document. Put enough information in the Remarks block of the DD 1348-1 to permit the Supply Department to submit a ROD, if required. Reorder the material (if required) by using a new document number. Put the original document number in the Remarks block of the new requisition. In this case, the original MAF (or facsimile) remains outstanding.

The AWP unit personnel must conduct the following requirements:

- Establish a location system for the AWP components. A Work Unit Code (WUC) system may be the most efficient
- Assign document serial numbers unique to AWP requisitions
- Move requisitions from one component to another when cannibalization is authorized
- Store repair parts received, associated documents and hardware received from the work center with the AWP item

- Present AWP items for re-induction to IMA when all required parts are received
- Ensure that the VIDS/MAF (or facsimile) contains the proper entries before receiving or delivering the AWP item
- Deliver all repair parts accompanying the component to the proper work center.

The accuracy of AWP inventory requisition records and outstanding requisitions must be maintained through weekly reviews. A standard of no less than 98 percent accuracy is necessary for effective AWP management.

Record the results of each validation in terms of overall accuracy for the following categories:

- Any valid outstanding requisition exists for each AWP item. Submit requisition for noted deficiency
- A valid AWP component exists for each outstanding requisition. Cancel requisitions to correct the error
- The locator system reflects the same location as the AWP item. Update records to correct errors.

To validate AWP items, use the MAF (or facsimile) to validate with the AWP items in the holding area location. Tag the validated items. Upon completion, research those AWP items not tagged and perform corrective actions. Also, validate all AWP items retained in work centers during this time.

Use the MAF (or facsimile) to validate required parts with the outstanding requisition file. Submit a requisition for items listed in the Failed/Required Material block of the MAF (or facsimile) with no outstanding requisition on file. Cancel those requisitions in the outstanding requisition file that are not listed on the MAF (or facsimile). Upon completion of AWP validation, correct the AWP listing accordingly.

The AWP retention goals and thresholds apply to all fixed allowance assets. A daily count of AWP items must be conducted to provide management flexibility. The age of AWP components should be color coded (20, 30, 60 and over 60-day increments).

Supply and maintenance personnel must review the AWP when the following situations exist:

- Any time the number of AWP components on hand exceeds 15 percent of the average monthly IMA inductions
- The number of aged (more than 60 days) AWP components exceeds 1 percent of the average monthly IMA inductions.

There will be situations that will require the use of a piece of a part on a given AWP item that was received for another AWP item. It is sometimes necessary to remove an installed part from an AWP item to fix another AWP item. To ensure replacement of a cannibalized part, a control system is required. The key to controlled cannibalization is documentation. Some occurrences are as follows:

- AWP work center review. The work center supervisor or representative determines that by judicious use of available piece parts accumulated among a group of like AWP items. A given number of those AWP items can be repaired
- CCS initiated review. Outstanding NMCS or PMCS requirements for repairable may require CCS to screen AWP items. The CCS may determine if potential cannibalization is feasible to satisfy the NMCS/PMCS and request the work center to take action.

The BCM-4 is an Action Taken code assigned to a repairable item that was not repaired because of lack of parts. Before processing an AWP item as BCM-4, ensure all necessary actions were taken to get the part. Review outstanding requisitions for AWP items on a daily basis. Submit a follow-up if a positive status is not received within 10 days. If a satisfactory status is not received 10 days after the follow-up, submit a request for assistance to the ACC/TYCOM. Refer to NAVSUP P-485 for additional information about supply assistance requests.

There are many variables to consider before you can BCM an item. They are listed as follows:

- Operational requirement. The component may be required to meet a specific operational tasking
- Readiness. Mission Capable (MC); Full Mission Capable (FMC)
- IMA production capacity
- Supply system availability of repair parts versus availability of WRA or SRA
- Financial impact. Considering the cost of repair parts vice net cost of WRA or SRA.

To process the item for BCM-4, re-induct the item into the work center. The work center will reinstall the piece parts and perform preservation on the item. Ensure that the item is complete (no missing parts) before shipping it to the designated ATAC hub. Request for approval to retrograde assets will include the following information:

- Nomenclature
- NSN
- Part number
- Quantity
- Past 90-day removal rate
- Normal median TAT in IMA
- Tentative BCM code of defective item
- Narrative of problem precluding local repair.

Include the 30-day assist message previously submitted to the ACC/TYCOM as reference. Other assets held in AWP may be BCM without prior ACC/TYCOM approval when the retention limitations are reached.

In a NALCOMIS OIMA activity, AWP personnel use several functions to perform AWP functions. Some of these functions are as follows:

- Maintenance Material Cross Reference Data provides a cross-reference of part number to a CAGE and stock number
- Maintenance MAF List displays the Failed/Required Material Data of the MAF Control Number (MCN)
- AWP Component Receipt is used to receive a component into the AWP location. The Job Status code must be "WT" to process component into AWP location
- AWP Component Release is used to release AWP components back to the repair cycle. The Job Status code must be "WQ" (awaiting parts) to release documents from AWP

- DDSN Transpose is used to perform transpose actions (AWP cannibalization) of repair parts from an AWP component to another
- AWP List Components is used to update or identify AWP location of a component and displays information concerning the status of a particular component and its material requirement.

Other functions used by AWP personnel are Requisition Contingency Direct/Indirect, Requisition Reorder, Requisition Maintenance Follow Up, Requisition Receipt, Requisition DDSN Inquiry, Requisition List and Repairables Inquiries. Refer to the NALCOMIS OIMA User's Manual for detailed information about these functions.

Inter-IMA Support

Instances will occur where a repairable item, which is beyond the capability of the local IMA, is shipped to an off-station IMA for repair and return. The procedures for the Repair and Return program are in two parts. It consists of procedures for the shipping activity and the receiving activity.

The shipping activity will process defective items for repair and return as follows:

- SSU receives the defective item with a new MAF (or facsimile) from the work center. The JCN and other data on the MAF (or facsimile) must be the same as in the original MAF

> **NOTE**
>
> Jointly, AMSU/JASU and AWP will prepare the new MAF (or facsimile).

- DCU removes the corresponding copy of the MAF (or facsimile) from the induction return due file and completes the Material Data block. The DCU will forward the completed copy of the MAF (or facsimile) to DSF for 3-M processing.

Supply ships the defective item, new MAF (or facsimile), copy of original MAF (or facsimile) and the DD Form 1348-1 according to local procedures. Attach all applicable records, log books, SRC, or other associated documents with the item. Retain one copy of DD Form 1348-1 for tracking the shipment.

The receiving activity uses local procedures in processing receipts of items for repair and return. The item should have with it the new MAF (or facsimile), a copy of the original MAF (or facsimile), associated logs and records and DD Form 1348-1. The following procedures for processing the items apply:

- ASD/SSC receives the items, new MAF (or facsimile), copy of the original MAF (or facsimile), associated logs and records and DD Form 1348-1
- ASD/SSC delivers the defective items and associated documents to AMSU/JASU for induction. Files the new MAF copy (or facsimile) in the induction return due file
- After completion of the maintenance action, SSU receives the item, a copy of the new MAF (or facsimile) and associated documents from AMSU/JASU
- DCU completes the MAF copy (or facsimile) from the induction return due file and sends it to DSF for 3-M processing

- The supporting supply will ship the items, a copy of the new MAF (or facsimile), associated documents and the DD Form 1348-1 according to local procedures.

The NALCOMIS OIMA activities use AMSU Turn-In to induct items for inter-IMA repair. Upon return of the component from the inter-IMA repair, NALCOMIS OIMA activities use Inter IMA Return to process the item. All other functions used for processing the item during the repair cycle are the same as AMSU/JASU and CCS use.

Depot Customer Service Request

The ASD/SSC initiates Work Request Customer Service (OPNAV 4790/36A) that is not initiated by IMA. The IMA requests are limited to services not requiring repair of repairable item. ASD/SSC will initiate a request if one of the following conditions exists:

- Outstanding NMCS/PMCS/work stoppage requisitions exist
- The unserviceable item requires depot test or check
- Supply system asset status indicates that a replacement is not now available.

ASD/SSC is responsible for the following:

- Preparing a funded OPNAV 4790/36A
- Transporting material for customer service to and from the depot via traceable means
- Maintaining suspense and completed records on depot customer service transactions and record associated statistics and usage data Depot customer service will not be requested for repairable items requiring extensive repair or overhaul. However, if the item is not included in the HI BURNER and Application Operation B08 Scheduling Programs, the Naval Aviation Depot Operations Center will be requested to authorize customer service if a serious NMCS/PMCS/Work stoppage condition exists.

NALCOMIS OIMA activities use AMSU Turn-In to enter the JCN to the system. Inter IMA Return is used to process the return of a component from depot customer service. This function will record the disposition of the item and produce the hardcopy notice to accompany the item.

Allowance Determination

The complex process of identifying and specifying the material needs of an organization is referred to as Allowance or Requirements Determination. The determination of material requirements is a user responsibility, rather than a supply responsibility. However, the Navy Supply System assists in certain computation aspects of the requirements determination process, as well as the production of standard uniform requirements statements, such as allowance lists.

Allowance List Preparation

The Inventory Control Points (ICPs) are responsible for the various data inputs, computing the on-board repair part and equipage requirements and publishing the applicable allowance lists designed to identify the material requirements of a ship, aircraft squadron, or shore activity.

Coordinated Shipboard Allowance List

The Coordinated Shipboard Allowance List (COSAL) specifies the range of shipboard material required for support of all installed and portable equipment and provides a list of equipage required for a ship to perform its operational mission.

Coordinated Shore-Based Allowance List

The Coordinated Shore-Based Allowance List (COSBAL) is essentially the same design as the COSAL but is provided to selected shore activities based on mission essentiality, special operational requirements, remoteness from normal sources of supply and/or a combination of all three.

Aviation Consolidated Allowance List

The Aviation Consolidated Allowance List (AVCAL), prepared by the Naval Inventory Control Point (NAVSUP WSS), is a list of aircraft materials, stated in quantities that will satisfy predicted requirements for maintenance of a specified mix of aircraft for a predetermined period of time. Its purpose is to provide the aviation ship or air station with a tailored list of materials that can be used as a stock guide.

Shore Consolidated Allowance List

The Shore Consolidated Allowance List (SHORCAL), prepared by the ICP, lists repairable items and subassemblies required for a shore station to perform its operational mission in support of assigned aircraft, engines and end items of Support Equipment (SE) based on available local repair capability.

Operational Support Inventory/Fixed Allowance

The Operational Support Inventory (OSI) is a retail stock level comprised of a fixed allowance for DLRs and Field Level Repairables (FLRs) as well as consumables. The OSI is that quantity of pre-positioned material required to support the planned aircraft program and the unique maintenance mission assigned to a given activity.

Weapons systems are supported under the OSI/fixed allowance concept as outlined in NAVSUPINST 4440.160 (series). A negotiated firm allowance of repairable assets may not be exceeded without ICP authorization. Strict one-for-one exchange procedures between the O- and I-level maintenance activities and the Supply Department must be maintained. Requisitions passed off station are not authorized before BCM action, except for CRIPL items. All OSI/fixed allowance assets are carried in Purpose code W on the Supply Officer's records. Storage of fixed allowance assets is authorized at any designated location within an operating site.

The fixed allowance concept is designed to guarantee equal distribution of repairable assets and to ensure adequate levels of supply for operating forces as outlined in NAVSUPINST 4440.160 (series). The retail operation division of the NAVSUP WSS establishes fixed allowances with the assistance of each appropriate ACC/TYCOM for DLRs and FLRs (1RD COG) authorized for stock at each operating site and are considered as part of the activity's OSI.

Between periodic revisions of the allowance authorization document, the item manager, ACC/TYCOM, or the operating site may request changes to the fixed allowance quantity, based on usage demand.

Allowance Change Request-Fixed

The Allowance Change Request-Fixed (ACR-F) is a means for the fleet to recommend a revision to the authorized fixed allowance levels. An ACR-F is submitted when the current allowance quantity does not appear to be sufficient to support the activity's present and continuing mission. Fully justified ACR-Fs are submitted to the anchor desk for all 7R and 1RD repairable. An ACR-F is not submitted for consumable expense-type items.

The ACR is negotiated between the ICP and the operating activity. The ICP should process ACR-Fs within 15 working days from receipt or provide an interim message pending disposition. All unjustified requests are automatically disapproved and returned with an explanation.

ACR-F Procedures

All ships (CVs/LHAs/LPHs) and Marine Aircraft Groups (MAGs) submitting ACR-F to the ICP must follow procedures for quantity computations outlined in NAVSUPINST 4441.15 (series). All shore-based operating site activities submitting ACR-F to the ICP must follow procedures for quantity computations outlined in NAVSUPINST 4441.16 (series) and 4441.21 (series).

All ACR-F should be submitted to the NAVSUP WSS by message with the ACC/TYCOM as an information addressee on NAVSUP Form 1375.

A copy of the completed NAVSUP Form 1375 should be retained for local files and attached to the copy of the message request forwarded to the NAVSUP.

ACR-F Format

The ACR-F, NAVSUP Form 1375, is prepared as follows:

Section A, items 1 through 5. Self-explanatory.

Item 6 (Usage). Enter previous allowance, number of BCMs (by category), repairs and actual TAT (the constraints in parentheses should be used in computing the requirements).

Item 7 (Reporting Period). Include the period of time for BCMs and the period of time for repairs. Provide justification for time frames of less than 90 days for BCMs and 60 days for repairs.

Item 8 (Engines Repaired). Self-explanatory. Item 9 (Current ICRL Capability Code). Enter the repair capability code from the most current Individual Component Repair List (ICRL).

Item 10 (Computation). The computation method is provided on the form to give the activity an indication of requirement depth based on the activity's data submission to the ICP. These computations are in no way intended to guarantee the requesting activity that the computed quantity will be the actual revised fixed allowance quantity after validation by the ICP. The input data provided by the activity is carefully reviewed independent of and in comparison with the past usage experience of other similar activities. Accordingly, comparative analysis may affect the final ACR-F requirement decision by the ICP.

Section B (Document Number). Self-explanatory.

SUMMARY

The Aviation Support Division is the single point of contact for maintenance activities requiring direct supply support Aviation Support Division Functions are as follows: Receive requests for material; Perform technical research and prepare requisitions; Pick up and deliver material; Measure Supply response time; Account for all repairable assets; Maintain special LRCA storage areas and publish listings; Establish, maintain and replenish PEBs and their listings; Initiate inter-IMA repair and EXREP Fleet Readiness Center customer service requests. Maintain AWP storage areas, control requisitions and piece parts and initiate follow-ups on requirements. Expedite high priority requisitions; Develop an understanding of the NALCOMIS concept and its application to management and automatic data processing requirements. Supervise the operation of the SRS and the CCS. Provide the Supply Officer with status on the quality of supply support rendered; Ensure continuity of material reporting and local reports; Maintain, in coordination with O-level activities, an authorized level of TAD personnel; Ensure adequate daily manning levels to support the local maintenance effort.

CHAPTER 10

AVIATION MATERIAL MANAGEMENT

Basic concepts and guidelines for aviation material management are established to guarantee that requisitioning procedures are standard and properly used by all maintenance activities, a positive control is maintained for all accountable material, personnel and material resources are used to the maximum and supply response to material demands is optimum.

These concepts and guidelines represent material management policies of the Chief of Naval Operations (CNO) for maintenance and supply personnel at all levels engaged in supporting the Naval Aviation Maintenance Program (NAMP). The impact of sophisticated weapons systems requires intensified material management by both maintenance and supply activities to improve Turnaround Time (TAT) of repairable through positive control and reporting procedures to maintain accurate stock records (to reflect material availability, location, condition and quantity) and to improve the quality of data input for material reporting.

This chapter covers some areas and responsibilities of the LS involved in aviation material management functions as well as the procedures according to COMNAVAIRFORINST 4790.2 ((series)). It also contains basic information about the Naval Aviation Logistics Command Management Information System (NALCOMIS).

LEARNING OBJECTIVES

When you have completed this chapter, you will be able to do the following:

1. Discuss material control center roles to support aviation maintenance and material management.

NAVAL AVIATION MAINTENANCE PROGRAM

The Naval Aviation Maintenance Program (NAMP) describes policies, procedures and responsibilities at all levels of aviation maintenance. It is the basic document and authority governing the management of all aviation maintenance. It is sponsored and directed by the Chief of Naval Operations (CNO).

The NAMP provides an integrated system for performing equipment maintenance and all related support functions. The support functions described in the NAMP include material control. On 26 October 1959, the CNO established the NAMP and the Chief of the Bureau of Aeronautics implemented it. On 1 January 1965, the Navy Maintenance and Material Management (3-M) System was introduced. This system is what we know now as AV-3-M. The 3-M System provided maintenance data collection and man-hour and aircraft accounting systems as part of the NAMP. In January 1968, the CNO noted that the major implementing directives of the NAMP needed revision to ensure a cohesive and command-oriented publication. The directives were consolidated into a single family of documents. The result was OPNAVINST 4790.2 issued in July of 1970. Several revisions of the OPNAVINST 4790.2 followed to continually upgrade readiness and safety standards established by the CNO. The NAMP program is further administered by NAVAIR and is issued under the COMNAVAIRFORINST 4790.2 (series).

The contents of the NAMP provide information for all parts of aviation maintenance. It describes what to do, when to do it, where it will be done and who is to do it. All aviation activities base their policies, plans, programs and procedures on the NAMP. Whenever the Navy accepts a new model aircraft, it is expected that these aircraft fill a specific need for a given length of time. The purpose and mission of the aircraft are the basis for planning the requirements to support them. These include personnel, facilities and material requirements. For this reason, all personnel associated with naval aircraft need to become familiar with the NAMP.

The CNAF 4790.2 (series) consists of 17 chapters and 7 appendices. Chapter topics of particular interest to Logistics Specialist newly reporting to an aviation unit are:

- **Chapter 5**: Maintenance Control, Production Control and Maintenance Material/Control
- **Chapter 9**: Material Management
- **Chapter 10**: Naval Aviation Maintenance Program Standard Operating Procedures (NAMPSOPS).

Material Control Centers

Material control centers are contact points within maintenance organizations where requirements for parts and material are coordinated with the Aviation Support Division (ASDs). Material control centers are functional areas within the maintenance organizations and are tasked with making sure maintenance requirements for parts and material are forwarded to the ASD in a timely and continuous manner and parts and material received are quickly routed to the applicable work centers and not allowed to accumulate.

O-Level Responsibilities

It is the responsibility of the material control centers to coordinate material ordering, receipt and delivery. This is done to guarantee that the material ordered is the material required and that it reaches the work centers within the specified time frame. The material control centers provide material support to their cognizant organization by following the outline provide in CNAFINST 4790.2 (series) Chapter 5 Para 5.1.3.1.

- Establishing delivery and pickup points for material as mutually agreed on by supply and maintenance and maintaining liaison with the supporting ASD on maintenance material matters to guarantee that the material needs of the organization are satisfied
- Preparing documents for material required for operational support of weapons systems; for example, aviation fuel, lube oil, flight clothing and material carried in service market outlets
- Furnishing technical advice and information to the supply activity on the identity and quantity of supplies, parts and material
- Establishing procedures to ensure proper operation of tool rooms and the performance of tool inventories
- Making sure surveys are prepared in the event of loss, damage, or destruction of accountable material
- Keeping maintenance control advised of the overall supply situation and its effect on maintenance

- Performing memorandum Operating Target (OPTAR) funding, accounting, charting and budgeting of costs. A separate material control register is maintained for each OPTAR held
- Maintaining adequate accountability of material and equipment on custody
- Maintaining inventory control of authorized allowances of material listed in the Individual Material Readiness List (IMRL)
- Validating Not Mission Capable Supply/Partial Mission Capable Supply (NMCS/PMCS) requisitions daily and maintaining (by aircraft bureau number) current NMCS/PMCS status records.
- Performing an inventory of aircraft with technical assistance upon receipt or transfer and making sure inventory log entries are made and inventory shortage listings are prepared and forwarded to maintenance control for inclusion in the Aircraft Inventory Record (AIR).
- Maintaining control and records to guarantee turn-in of defective components within established time frames.

Aircraft Inventory Record

The Aircraft Inventory Record (AIR) is used to establish a formal, continuous chain of accountability for specific equipment installed on or designated for use on any aircraft. The AIR is applicable to all aircraft and lists selected material and equipment accountable by all Navy organizations that are assigned or physically possess operational aircraft. The AIR is prepared by the aircraft manufacturer and is delivered with each individual aircraft. The following OPNAV forms are used in the aircraft inventory record for further explanation refer to CNAF 4790.2 (series) chapter 5 Para 5.1.3.11:

- OPNAV 4790/104 Aircraft Inventory Record Certification and Record of Transfers
- OPNAV 4790/109 DON Aircraft Inventory Record-Cover
- OPNAV 4790/110 Aircraft Inventory Record
- OPNAV 4790/111 Aircraft Inventory Record (Equipment List)
- OPNAV 4790/112 Aircraft Inventory Record (Shortages).

Master Aircraft Inventory Record

The Commander, Naval Air Systems Command (NAVAIR), maintains the Master Aircraft Inventory Record (MAIR). The MAIR identifies those items of installed and loose equipment that require a periodic inventory. A MAIR shall be maintained as the standard for each type/model/(series) aircraft. The MAIR serves as a checklist for items requiring inventory and provides reasons/authority for any shortages that exist and documents certificates of accountability.

Equipment Accountability

In addition to the accountability of AIR items, an accounting of equipment will be done before aircraft transfer. These are equipments listed in or comprising subsystems of the applicable Mission Essential Subsystem Matrix (MESM). A number of MESM items are identified at the subsystem level, rather than by exact equipment designation. Therefore, you cannot use the MESM totally as a specific equipment checklist as you can the AIR. The accounting of most MESM items is by system operation checks and maintaining a VIDS/MAF file vice AIR-type accountability. When transferring aircraft equipment accountability, those missing MESM-related items will be identified in the AIR as shortages, even though that specific equipment is not listed.

Aircraft are transferred and accepted only after completion of equipment/item inventory and notation on the forms of the AIR. In most instances of aircraft transfer, the inventory is accomplished based on the selected equipment and material listed in the AIR and systems identified in the MESM. The following paragraphs provide a list governing the selection of items to be included in the AIR. These items may be Government-Furnished Equipment (GFE) or Contractor-Furnished Equipment (CFE) and a list of items excluded from AIR can be found in CNAFINST 4790.2 (series) Chapter 5 Para 5.1.3.11.5 and 5.1.3.11.6.

- Special equipment items essential to the health, safety and morale of the crew. Some examples are bedding, life rafts and first-aid kits
- Equipment/material required for the protection of the aircraft during flight and overnight storage
- Pilferable items or items that are readily convertible to personal use. Some examples are clocks, tool kits, compasses and mirrors
- All classified items, whether installed or provisioned for installation, have been incorporated on the aircraft except when items are accounted for by an authorized classified material accounting system during aircraft transferring actions
- All items of loose equipment applicable to an aircraft that are designated for transfer by the aircraft controlling custodian/type commander (ACC/TYCOM) NAVAIR whenever the aircraft is transferred
- All mission essential equipment that cannot be installed in a given aircraft or configured for other missions.

The following are items excluded from AIR:

- Equipment rigidly fixed and considered to be a basic/integral part of the aircraft. Some examples are engines, propellers, wheels and brakes
- Personal issue items that are furnished and authorized by squadron allowance
- Equipment/material authorized by the IMRL
- Equipment/material that is provided on less than a one-per-aircraft basis and is accounted for by another material accounting system
- ACC/TYCOM controlled material.

Preparation of AIR

The aircraft manufacturer prepares the AIR and delivers them with individual aircraft. A copy of the AIR for each block or (series) is forwarded to NAVAIR for approval before delivery to the Navy. The proposed AIR includes the CFE/GFE MESM-related items that will be provided following the delivery of aircraft. COMNAVAIRSYSCOM is responsible for determining the accuracy and adequacy of the AIR. Also, COMNAVAIRSYSCOM is responsible for ensuring the AIR has complete item identification and part numbers covered by the contract. The cognizant Army, Navy, Air Force plant representative or Defense Contract Administrative Services Representative (DCASR) is responsible for providing NAVAIR with the proposed AIR. Also, they are responsible for providing NAVAIR a copy of the AIR actually delivered for each aircraft block or (series).

Use and Maintenance of AIR

The following paragraphs describe the responsibilities of activities in the use and maintenance of AIR.

COMNAVAIRSYSCOM.—COMNAVAIRSYSCOM is the sole authority for changes and revisions of AIR. Forward recommendations for changes and revisions with justifications via the chain of command. NAVAIR also provides assistance, as required, to resolve supply support problems that cause long-term AIR shortages.

ACC/TYCOM.—The ACC/TYCOM provides assistance required for developing and maintaining standard AIR within T/M/S aircraft of their organization.

ISSC.—The In-Service Support Center (ISSC) (formerly known as the Cognizant Field Activity CFA) is responsible for assisting in the maintenance of standard AIR within Type/Model/ (series) (T/M/S) aircraft. ISSC also provides NAVAIR with recommended changes to T/M/S MAIR based on applicable technical directives or changes.

LOST OR DESTROYED AIR.—In the event an AIR becomes lost or destroyed, the reporting custodian reconstructs the AIR. The reporting custodian can use a copy of the MAIR provided by NAVAIR and a physical inventory.

ADDITIONAL COPIES OF FORMS.—When the AIR is completely used, additional copies of the specific forms may be obtained from the proper supply point. Insert the additional forms in the record after listing the items as shown in the originals. The inventories recorded on the new forms are numbered in sequence, starting with the first subsequent transfer. When the second subsequent transfer has been recorded on the new forms, you may destroy the superseded forms.

Aircraft Transfer and Acceptance

When an aircraft is to be transferred on site, designated inventory teams from the transferring and accepting activities jointly inventory the aircraft and record it in the appropriate column of the AIR Equipment List, OPNAV Form 4790/111, the quantity of each item on board the aircraft at the time of transfer. The AIR Shortages, OPNAV Form 4790/112, is completed to identify shortages of AIR items and Mission-Essential Subsystems Matrix (MESM) related equipment that are not available for transfer, concurrent with the aircraft. An Aircraft Inventory Record Certification and Record of Transfer (OPNAV 4790/104) shall be completed at the time of transfer.

When a ferry pilot is required to affect an aircraft transfer, two inventories are made—one before the ferry flight by the transferring activity and one on completion of transfer by the accepting activity. The ferry pilot does not participate in the inventories except to accept custody of pilferable and classified equipment from the transferring activity and to transfer custody of the items to the accepting activity.

AIR items that cannot be placed on the aircraft for transfer are shipped separately marked as AIR Equipment for Aircraft Bureau Number (BUNO). A note to indicate such shipments is made in Column E of the AIR equipment list opposite each affected equipment.

Immediately upon receipt of notification of transfer, the transfer activity will inventory all equipment specifically assigned to the aircraft (AIR and MESM equipment), including all items that cannot be placed aboard the aircraft for transfer and then lists such equipment on a Requisition and Invoice/Shipping Document DD Form 1149. This loose equipment is turned in to supply for appropriate shipment to the receiving activity. A receipt copy of the DD Form 1149 is attached to the AIR and one is retained by the shipping activity for the record.

When an aircraft is delivered to a depot or contractor facility and is scheduled to be returned to the same organization after Special Depot-Level Maintenance (SDLM), testing, or special projects, items not requiring rework or required by an activity for testing or special projects are retained by the current reporting activity. All removals should be appropriately noted on the OPNAV Form 4790/112 to relieve the depot or other activity of accountability requirements. The OPNAV Form 4790/104 is certified during the transfer action.

When an aircraft is transferred via a depot or contractor program, the transferring activity ships only the minimum of essential AIR items noting all shortages on the OPNAV Form 4790/112. The remaining equipment is shipped to the receiving activity 30 days before the scheduled depot or contractor completion date. The OPNAV Form 4790/104 is certified during this transferring action.

AIR Shortages

When shortages of inventory items are revealed in preparing an aircraft for transfer, every effort should be made to locate the items or effect replacement before transfer. However, transfer of the aircraft must not be delayed pending replacement of the items.

Before transfer, an OPNAV Form 4790/112 is prepared, listing all missing AIR- and MESM-related items. The original signed copy of this form is retained by the transferring activity as a permanent record of transfer. A second copy of the form remains in the AIR and is delivered to the accepting activity. A third copy of the form is forwarded to the Aircraft Controlling Custodian/Type Commander (ACC/TYCOM) of the transferring activity. In case of an aircraft transfer between ACCs/TYCOMs, the third copy of the form is forwarded to the ACC/TYCOM of the accepting activity. A fourth copy is forwarded to the appropriate Commander, Fleet Air (COMFAIR); the Commanding General, Marine Air Wing (CGMAW); and the functional wing/Commanding General, Marine Brigade (CGMARBDE). Refer to CNAFINST 4790.2 (series) Chapter 5 Para 5.1.3.11.10.5 for details of where all copies of the AIR must be maintained.

For the AIR shortages to be related to any specific inventory or transfer transaction, the following mandatory entries are made on the OPNAV Form 4790/112:

- Name of transferring/receiving activity
- Equipment check/certification number
- Date
- Signature of the inventorying activity's Commanding Officer or representative authorized to sign by direction.

When shortages are discovered on receipt of an aircraft and are not properly recorded in the AIR, the receiving organization itemizes shortages and submits a list of such shortages within ten working days after receipt of the aircraft to the organization from which the aircraft was received.

The transferring organization takes action within 15 working days after receipt of shortage identification per the CNAFINST 4790.2 (series) Chapter 5 Para 5.1.3.11.10.6.

- Furnishes voucher turn-in documents or shipping data indicating shortages are en route
- If the transferring activity is unable to locate or justify missing items, an explanatory statement signed personally by the transferring activity's Commanding Officer is forwarded to the accepting activity indicating the authority for shortages; for example, the report of survey.

In all cases, authority for transferring aircraft with shortages must be obtained from the ACC/ TYCOM before aircraft transfer.

Flight Packets

Material Control Officers of aviation activities maintain a supply of flight packets for issue to pilots that make extended flights. Flight packets contain instructions to assist pilots in getting material or services needed for continuation of flight. An all inclusive list of what needs to maintained and what should be pretyped in the flight packets can be found in NAVSUP P485 Vol. 1 para. 3331 The following paragraphs describe the items included in the flight packet.

Procurement Documents

Procurement documents are the documents used for getting material or services. The forms used are DoD Single Line Item Requisition System Document, DD Form 1348 (6-pt), Purchase Order Invoice Voucher, Standard Form 44 and White Identa-plate, DD Forms 1896 and Purple Identa-plate DD Form1897.

The DD Form 1348 (6-pt) is for requisitioning repair parts and other material for in-plane servicing. It is not used for buying aviation fuels and lubricants.

The Standard Form 44 is for buying fuel from non-DLA into-plane contract sources. This form is also used for buying services (e.g., landing fee, parking fee) and material from commercial sources. Lodging for officers and food and lodging for enlisted personnel may also be procured with this form.

The DD Form 1896 is for buying jet fuel and lubricants from DoD activities. Also, it may be used for getting fuel and lubricants from commercial contractors holding Defense Logistics Agency (DLA) into-plane refueling contracts. DD Form 1897 is for buying Aviation Gasoline (AVGAS) and lubricants from DoD activities. You can also use DD Form 1897 for buying AVGAS and lubricants from commercial contractors holding DLA into-plane contracts.

Miscellaneous Items

The following items are also included in the flight packet:

- Instructions for safeguarding and shipping damaged aircraft
- Instructions for procuring services and supplies (including multi-language billing instructions)
- Statement of Witness, Standard Form 94
- Claim for Damage or Injury, Standard Form 95
- Indelible pencil or ball-point pen and carbon paper
- Engineering Investigation Reports, as described in OPNAVINST 4790.2 (series)
- Visual Information Display System/Maintenance Action Form (VIDS/MAF) OPNAV Form 4790/60.

Flight packets may include instructions for processing Aviation Depot-Level Repairable (AVDLRs). Also, it may include the applicable Daily, Preflight and Turn-Around Inspection MRC.

Pre-typed Forms

The procurement documents DD Form 1348 (6-pt) and Standard Form 44 must have some information pre-typed on them. This allows faster processing and accurate accounting. The following paragraphs describe pre-typed information in each data block or record position (rp) of the document. For a sample pre-typed DD 1348 (6-pt) refer to NAVSUP P-485 Vol. 1.

Procurement from U.S. Government Sources

The pre-typed DD Form 1348 (6-pt) is the document used for getting material and services from U.S. Government sources. However, it is not used for aviation fuels and lubricants. A separate document must be used for each item. The pilot will request instructions from the squadron Commanding Officer if the expected cost is more than $3,000 and the source of supply is not a Navy activity. For an example of a pre-typed Standard Form 44 refer to NAVSUP P-485 Vol. 1 Para 3331

After receiving the green and hardback copies, the material control or unit Supply Officer is responsible. Below are a few examples. For an all inclusive list refer to NAVSUP P-485 Vol. 1 Para 3331:

- Review the documents for legibility and completeness
- Ensure recording of the obligation in the Requisition/OPTAR log
- Ensure placement of the green copy in file one for submission to DFAS
- Ensure placement of the hardback copy in the completed requisition file.

The pilot uses the DD Form 1896 or DD Form 1897 for buying aviation fuel and lubricants from government sources. When used, the issuing activity will imprint the billing information on DD Form 1898. DD Form 1898 is the AVFUELS INTO-PLANE CONTRACT SALES SLIP. Air Force activities use the AF Form 1994, FUELS ISSUE/DEFUEL DOCUMENT.

After imprinting the DD Form 1898 or AF Form 1994, the fuel operator will enter the quantity and unit price. The operator then signs the space provided for the refueler's signature. The operator obtains the name, grade, SSN and organization of the pilot and provides the pilot a copy of each issue slip. The operator forwards the remaining copies of the issue slip to the issuing activity's fiscal office.

After refueling/lubrication, the refueling operator submits the issue slip to the pilot. Upon receipt of the issue slip, the pilot is responsible for the following this is not an all inclusive list refer to NAVSUP P485 VOL1 PARA 3331:

- Sign the issue slip in the space provided for the customer's signature
- Print the pilot's name, rank, SSN and organization in the space provided
- Ensure legibility of the imprinted and hand-scribed entries
- Obtain a copy of the completed issue slip for delivery to the Operations Officer.

Upon return of the aircraft from an extended flight, the Operations Officer is responsible for the following:

- Obtain and review copies of issue slips returned by the pilot
- Forward the issue slip to the Material Control or unit Supply Officer.

Upon receipt of the issue slip from the Operations Officer, the Material Control or unit Supply Officer is responsible for the following this is not an all inclusive list refer to NAVSUP P485 VOL1 PARA 3331:

- Review hand scribed entries for legibility, completeness and accuracy
- Ensure recording of obligation in requisition/ OPTAR log, the issue slips are held in an "Unmatched Fuel Documents" file until listed in a Summary Filled Order/Expenditure Difference Listing (SFOEDL) (after the issue slips are listed in a SFOEDL and any required price adjustments are entered in the Requisition/OPTAR Log, the issue slips will be annotated

and placed in the completed requisition file in the manner prescribed by the cognizant Type Commander);

Ensure that the value on the issue slip is included in the Money Value Only (MVO) DD Form 1348 (6-pt). The green copy of the MVO document is submitted to DFAS for the reporting period. MVO documents for the single fiscal year have the same document number assigned. It consists of the service designator code and UIC. The date used is Julian date of the first day of the fiscal year. The serial number starts with “FO” and is followed by the last two digits of the fiscal year. Document number V12345-7274-FO88 is an example of an MVO document number.

There are two ways of constructing document numbers for billing purposes. For NAVY AIRCRAFT, the serial number used is the last four digits of the preprinted serial number on the issue slip. For other DOD AIRCRAFT, the serial number used is the last four digits of the aircraft tail number. This procedure permits the accounting activities to liquidate obligations.

Procurement from Commercial Sources

Material and services required to support aircraft on an extended flight may be procured from commercial sources. The following paragraphs describe the procedures and forms used for buying from commercial vendors.

STANDARD FORM 44.—The document used to purchase materials and services is the Standard Form 44. The cost of repairs and services is limited to $3,000 for each transaction for each aircraft. (The limit cost for buying aviation fuel and lubricants is $50,000.) If the expected cost will be more than $3,000, the pilot must request instructions from the Commanding Officer. If the Commanding Officer approves the total cost, the Material Control or unit Supply Officer submits a DD Form 1348. The DD Form 1348 should cover the expected cost and it should be submitted to the nearest activity with contracting authority.

In processing the Standard Form 44, the pilot is responsible for the following:

- Entering the aircraft bureau number and Julian date in the ORDER NUMBER and ACCOUNTING DATA blocks
- Requiring the dealer to enter a brief description of material and services furnished, unit price and total price and obtaining the name, address and signature of the dealer
- Ensuring separate charges are shown for officer’s quarters and enlisted quarters and subsistence. Also, ensuring the names, rates and permanent duty stations of enlisted personnel receiving subsistence are entered
- The pilot must enter his or her name, rank SSN and sign the document. Present copies one and two to the dealer. Instruct the dealer to submit copy one as an invoice (or attach a commercial invoice copy 1) to the disbursing activity indicated in the block entitled “AGENCY NAME AND BILLING ADDRESS”
- Submitting the remaining copies of Standard Form 44 to the Material Control or unit Supply Officer.

Upon receipt of Standard Form 44 copies, the Material Control or unit Supply Officer is responsible for the following this is not an all inclusive list refer to NAVSUP P485 VOL1 PARA 3331:

Checking the document for completeness and accuracy

- Matching copy four with the issue request document that initiated the purchase. If the documents match, prepare an MVO DD Form 1348 (6-pt) as an obligation document. If required, adjust the issue request document to match with copy four. Attach copy four to the hardback copy of DD Form 1348 (6-pt). Enter the obligation to the requisition/OPTAR log and file both documents in the material completed file.

DD FORM 1896 OR DD FORM 1897.—The pilot may use the Identa-plates for buying aviation fuel and lubricants from commercial airports. However, the commercial airport must hold an into-plane refueling contract with the Defense Fuel Supply Center (DFSC). The pilot will present the Identa-plate to the refueling operator for imprinting a DD Form 1898 (sales slip). After entering the quantity, signature and other information, the operator returns the Identa-plate and a copy of the sales slip to the pilot. The operator retains the original and remaining copies of the sales slip. In some instances, the contractor may insist on using the vendor's delivery form. In this case, the pilot should mark the delivery form with "DUPLICATE DD FORM 1898 ACCOMPLISHED." If the DD Form 1898 is not available, the contractors have authorization to use the vendor's delivery form. In this case, the pilot (or authorized user) must ensure the form contains the aircraft type/model/(series) and tail number. Also, it must include the home station and major command of the aircraft. Also, the procurement document processed for the transaction is Standard Form 44. Upon return to home station, the pilot submits the copy of DD Form 1898 or other delivery form. The MVO DD Form 1348 for the reporting period must include the value of the purchase. This is not an all inclusive list refer to NAVSUP P485 VOL1 PARA 3331:

I-Level Responsibilities

The Aircraft Intermediate Maintenance Depot (AIMD) intermediate level maintenance control performs basically the same functions as the organizational level maintenance control. However, the AIMD is usually a larger organization and its functions are more complicated. An AIMD maintenance control is responsible for the following functions:

- Verifying the work stoppage requisitions
- Maintaining an Aeronautical Material Screening Unit
- Performing functions concerning the Individual Material Readiness List (IMRL). The AIMD IMRL functions are much more complex and require more work than similar functions at the O-level
- Ensuring that all components turned-in to supply are properly preserved and packaged
- In some cases, maintaining the OPTAR records and preparing corresponding reports for the aircraft fleet maintenance funds
- Arranging for the return of locally repaired RFI components and non-RFI components certified BCM by the AIMD to the Component Control Section (CCS).

The LS at the organizational level and the LS at the intermediate level have slightly different functions. The organizational (O) level LS orders parts for aircraft, while the LS at the intermediate (I) level orders parts for test equipment and parts to repair components.

Aeronautical Material Screening Unit

All components received in the AIMD maintenance control area are processed through the Aeronautical Material Screening Unit (AMSU) and Supply Screening Unit (SSU).   AMSU determines whether the item is within the capability of the AIMD to check, test, or repair. To accomplish this task, the AMSU performs the following functions this is not an all inclusive list refer to CNAFINST 4790.2 (series) Chapter 5 para 5.1.3.8.1:

- AMSU receives check/test/repair components from the Component Control Section (CCS) or Repairable Management Section (RMS) for Marine Corps. At this point, AMSU ensures that all the required documentation, for example such as logs, records and Visual Information Display System/Maintenance Action Form (VIDS/MAF), is affixed to the component
- Copy two of the VIDS/MAF is signed as an indication of receipt and given to the CCS representative.

AMSU positively identifies components and determines if they are within the check/test/repair capability of the AIMD through the use of the standard Individual Component Repair List (ICRL).

AMSU notifies production control of the receipt of components for scheduling into the appropriate work center.

AMSU receives notice from production control when components are to be scheduled for induction.

AMSU routes components to the appropriate work center.

NOTE

The Aircraft Intermediate Maintenance Depot (AIMD) MCC or the SSC/ASD AWP unit may be assigned primary responsibility for AWP piece part requisitioning at TYCOM discretion.

Individual Component Repair List

The Individual Component Repair List (ICRL) is a maintenance management tool that provides the AIMD with the ability to relate maintenance capability to individual items. NAVSUP and NAVAIR issue the policies and procedures for the ICRL. NAVSUP WSS maintains the database and publishes the ICRL. Capability data in the master data bank at N AVICP is based solely upon Intermediate Maintenance Activity (IMA) input. The standard ICRL contains existing repair capabilities data on items processed by the IMA based on past experience. NAVSUP WSS uses the ICRL as one factor in the negotiation process for the determination of site Operational Support Inventories (OSIs), Fixed Allowance Quantities (FAQ) and Allowance Change Request (ACR) authorizations. The COMNAVAIRFOR combined web-based ICRL is available for download from the CNAF Extranet Aviation Warfare Portal. For further information refer to CNAFINST 4790.2 (series) Chapters 9 and 10.

General Use of the ICRL

The SSC/ASD uses the local ICRL as a data source when recomputing repairable item allowances. It maintains progress records on attainment of local repair capability for designated intermediate-level maintenance fixed allowance items. The IMA publishes an internal instruction that amplifies ICRL maintenance and use. This is a combined AIMD and supply department effort for a breakdown of responsibilities and resources see CNAFINST 4790.2 (series) Chapter 10. In most cases, AIMD and SSC/ASD each assigns an ICRL manager with responsibility for each ICRL distribution, update, training, audit and coordination.

During the ICRL audit, items are selected from current production reports to verify that ICRL transactions are being executed and recorded. Selected work requests are reviewed for ICRL program application documentation and IMRL SE is spot-checked for inclusion on the ICRL. ICRL reports and files are validated for accuracy and completeness and actions being taken to improve repair capability for items shown on the various ICRL management reports are checked.

AIMD ensures that each production division processing repairables not inducted through a central AMSU (such as engines, drop tanks and SE) record repair data and originate ICRL input cards.

Use the ICRL Change Request to request changes to the ICRL and provide justification for each request. Ensure applicable blocks 1 through 15 are completed accurately and forward to QA via the Division Officer. Block 11b is an anticipated repair capability for some future date and differs from the current capability. TCC and CC are never the same. If no change in current capability is anticipated, TCC and TCCD shall remain blank.

Naval Aviation Logistics Command Management Information System

The Naval Aviation Logistics Command Management Information System (NALCOMIS) is an integrated, on-line, real-time system. The three objectives of NALCOMIS are to increase aircraft readiness by providing local maintenance and supply managers with timely and accurate information required in their day-to-day management and decision making process, reduce the administrative burden on the fleet and improve the quality of upline reported data. NALCOMIS is designed to collect, store, process and distribute data according to NAMP procedures by using a computer system. The computer terminals, magnetic tape drives and communications network are the devices used to enter data in NALCOMIS. The terminals are the primary input devices because of the on-line and interactive nature of these systems.

An authorized user will be able to sign on from any terminal within the NALCOMIS environment. NALCOMIS will process in such a way that it recognizes the user signing on and the user’s assigned organization, work center and Special Maintenance Qualification (SMQ). The SMQ assigned to each person determines his or her ability to access a specific NALCOMIS function. Once a user is allowed access to a function, the user’s SMQ and detailed maintenance qualifications will control data modifications at the data element level in NALCOMIS. After signing on to NALCOMIS, the user will be allowed to access most of the database by selecting an inquiry option on a menu and providing any necessary key prompt information.

NALCOMIS can provide data either by screen display, a hardcopy report, or external interface record. The information displayed on a screen in response to a user’s input will be provided only if the user has the necessary SMQ to perform the transaction. Only authorized users will be allowed to request a report to be printed. The external interface records are automatically generated upon successful completion of the related transaction.

Potential users should attend the appropriate training classes before receiving access to NALCOMIS.

Logistics Specialist are responsible for providing parts, equipments and materials needed by maintenance. The LS accomplishes this through the material control of a squadron or Intermediate Maintenance Activity (IMA). The AIRMAN training manual describes the organization of the aircraft maintenance departments. You should be familiar with the functions of the entire maintenance department.

Ordering Parts and Material

Rapid communication between the material control and the ASD/SSC is affected through the use of data transmission equipment. The effective use of communication devices permits maximum coordination between supply and maintenance, thereby improving the overall material management program. Communication equipment may include telephones, radios, teletypewriters and computers. When material or parts are ordered, material control should take action as follows:

- Receive requirements from work centers, support areas and so forth
- Forward requirements to the SSC using locally approved methods of communication. Make sure the data provided to the SSC is clear and legible and a document number is assigned
- Enter the date and time that the material was ordered in the material control register to reflect the exact time of submission to the SSC. This time is required for determining accurate NMCS/PMCS start time and conducting follow-up inquiries
- When a repairable component is ordered, make sure the defective component is available for simultaneous exchange.

In some instances, it is not feasible or advisable to remove a repairable component until a replacement is in hand. The items in this category are identified in the Operational Support Inventories (OSIs), Fixed Allowance Quantities (FAQ) and Allowance Change Request (ACR). Items identified in the CRIPL are the only authorized exceptions to the one-for-one exchange rule.

Work centers and support areas forward requests for parts and material to Maintenance Control/Production Control (MCC/PC). These may be material required in support of weapons systems maintenance or administrative areas. These are known as direct and indirect support requirements. Direct support consists of MAF-related material requirements needed to complete a maintenance action. Indirect support consists of material requirements NOT related to the Maintenance Action Form (MAF). The MCC is responsible for entering the data listed in the following paragraphs in the material control register.

NOTE

For activities using the NALCOMIS system, refer to the user’s manual for procedures. Enter the ORGANIZATION (ORG) code in the register. This is a three-character, alphanumeric code that identifies an organization. It identifies the organization that originally assigned the JCN to a maintenance action. In case of transient aircraft, the JCN will contain the organization code of the aircraft controlling custodian. Specific data blocks to be used and data block requirements are controlled by the aviation 3-M MDS VALSPEC Guide (A7257-01). Paragraphs 13.2.13 through 13.2.17 provide specific data element application and requirements. The first character of the organization code identifies the major command. The second and third characters identify specific units within the major command. Refer to the NAMP appendix E, for more information on organization code structuring.

Enter the JOB CONTROL NUMBER (JCN) in the register. The JCN is a 9-, 10-, or 11-character alphanumeric code that serves as the base for the Maintenance Data Report (MDR) and control procedures. The JCN allows for separate identification of each maintenance action. Also, it provides a link with the maintenance actions performed by the Intermediate Maintenance Activity (IMA) in support of an activity or an O-level maintenance discrepancy. The JCN consists of four parts. They are the organization code, date, serial number and suffix. The paragraph above describes the organization code. The date is the last three digits of the Julian date. This is the date the JCN was assigned to a maintenance action. It does not necessarily reflect the date when the work started. The serial number may be a three-digit number that runs sequentially from 001 to 999. Also, it may be three alphanumeric characters. This number is used in sequence for each new job initiated. After using serial 999, the next number in sequence will be 001. The alphanumeric characters are used only when documenting inspections other than preflight, post-flight, turnaround, daily, special, conditional, corrosion and acceptance/ transfer. This element may be omitted for initial issues and issues from pre-expended bins.

Enter the *TYPE EQUIPMENT CODE (TEC)* that describes the end item on which the work is being performed. This is a four-character code that identifies the end item or category of equipment. Refer to the NAMP, appendix E, for additional information about this code.

Enter the *BUREAU* or *SERIAL NUMBER* of the equipment or item being worked on. If the number is more than six digits, enter the last six. If it is less than six digits, prefix it with zeros to make six digits. This element may be omitted, if not applicable.

Enter the *WORK UNIT CODE (WUC)* that identifies the system, subsystem, or component. Refer to the WUC manual for specific aircraft type. The NAMP, appendix E, provides a list of general WUC. This element may be omitted for issues on technical directive compliance (RECTYP 64). Also, this element may be omitted for initial issues and issues from pre-expended bins.

- Enter the *COMMERCIAL AND GOVERNMENT ENTITY (CAGE)* code. This element must contain the engine TEC in lieu of the CAGE when ordering engines. Cognizance symbol 4V identifies engines
- Enter the *PART NUMBER* of the required item
- Enter the *QUANTITY* needed to do the work
- Enter the *PROJECT CODE* assigned. NAVSUP P-437 and P-485 provide a list of project codes
- Enter the proper *REQUISITION PRIORITY DESIGNATOR* according to OPNAVINST 4614.1 (series)
- When required, enter the *REQUIRED DELIVERY DATE (RDD)*
- When needed, enter the *DELIVERY POINT*
- Enter the *ADVICE CODE* when needed. An advice code is mandatory for repairable items
- Enter the *DOCUMENT NUMBER* assigned from the requisition log.

Material for Technical Directive (TD) modifications are issued and accounted for based on the requirements stated on the TD. TD kits and Government-Furnished Equipment (GFE) that complements these kits are budgeted and issued as NAVAIR-owned material. They are issued for one-time installation in specified equipment during fleet maintenance overhaul, repair, or modification programs. The Naval Aviation Maintenance Office (NAMO) assigns the kit identification numbers for TD kits and GFE. The purpose for assigning the kit number is for identifying, requisitioning and reporting the items. The Naval Inventory Control Point (NAVSUP WSS) maintains the records and stock balances of the kits for NAMO on the master data file. The daily receipt and processing of transaction item reports (TIR) updates the master data file.

If available, use Pre-Expended Bins (PEB) to get the required items. PEB consist of low-cost, frequently used, maintenance-related items. Items stocked in the PEB are already paid for. Issues made from PEB do not create a charge to a squadron's account. The value of material in the PEB is charged to the overhead of industrial-type activities. At other activities, the value is charged to the accounts chargeable. The purpose of the PEB is to shorten the issue and accounting procedures for recurring issues of specific items. The Supply Response Section (SRS) of ASD manages the PEB. MCC should review requests for consumable items against the PEB listing provided by the supporting supply activity.

Requisitioning

In the process of ordering the items needed to support maintenance, MCC should perform the following:

- Receive requests from work centers or areas
- Log requirements in the material control register or log book
- Enter the date and time in the register or log to reflect the exact time of submission to ASD. This time is required for determining the accurate timing for conducting follow-up inquiries
- Forward requirements to ASD by using requisition forms or by electronic means. Ensure the data on requisitions are correct.

For activities using NALCOMIS, submit requisitions by using function Requisition Direct for direct support (MAF-related) material requirements. Use function Requisition Indirect for indirect support (not related to MAF) material requirements.

When ordering a repairable component, the defective component must be available for simultaneous exchange upon delivery of the item. When ASD personnel pick up the defective component, you should obtain a signature as proof of turn-in.

Field-Level Repairable with assigned SM&R code PA000 must be processed through the Aeronautical Material Screening Unit/Joint Aeronautical Material Screening Unit (AMSU/JASU) for disposition. The AMSU/JASU is part of the maintenance department.

In some instances, it is not feasible or advisable to remove repairable components until a replacement is in hand. The Consolidated Remain-In-Place List (CRIPL) identifies those items included in this group. The items listed in the CRIPL are the only authorized exceptions to the one-for-one exchange rule.

Establishment of phase maintenance kits is optional as directed by the Aircraft Controlling Custodian (ACC) or Type Commander (TYCOM). When the program is implemented, the following procedures apply:

- Maintenance and Material Control Officers jointly determine the phase maintenance kit requirements. They do this by using the Maintenance Requirements Cards (MRCs) and other maintenance information
- Material control prepares and submits a listing of items included in the phase kits. The listing must have the part number and quantity of each item in the kit. Also, the listing must include the support period of the kit; for example, 30-day maintenance period

- Material control must tell SSC/ASD if the kit requires replenishment. MCC also must inform SSC/ASD about any changes in part numbers or quantity requirements in the kit
- The phase maintenance kits may be pre-expended or charged to the user upon issue. This is based upon the total parts inventory cost in each kit
- Mandatory turn-in repairable components are not authorized in phase maintenance kits. These are the depot-level and field-level repairable items.

Requisition Monitoring

Monitoring requisitions is necessary to keep the outstanding file current. You should monitor requisitions from the date of submission until receipt of material. There are options for modifiers, follow-ups and cancellations, as well as receipt of status. A NALCOMIS activity uses function DDSN Inquiries to review past and current status of a specific requisition.

The supporting SSC/ASD provides a listing of all outstanding NMCS, PMCS and ANMCS requisitions daily. This listing contains the Document Number, NSN, unit of issue, quantity, project code and priority. Also, it may contain the nomenclature, aircraft bureau number, requisition status, JCN and WUC. Listings may have additional information as set by existing procedures. You must review this listing with maintenance control and make changes as necessary.

To monitor the outstanding requisitions effectively, you must be familiar with set procedures. This includes procedures for requisition modifiers, follow-ups and cancellation. Good outstanding requisition maintenance is key to success as a LS.

Material Obligation Validation

The purpose of the Material Obligation Validation (MOV) request is to compare records and make sure that a requirement still exists. Supply activity forwards the MOV requests according to the Media and Status (M&S) code of the requisition. If the M&S contains a zero, supply activity will send the requests to the monitoring activity. The record position (rp) 54 of the requisition contains the monitoring activity code. Appendix A3 of NAVSUP P-437 lists the monitoring activities. When record position 54 is blank and the M&S is zero, the supply activity forwards MOV requests to the requisitioner. Requisitions for Aviation Operation Maintenance (AOM) use the UIC of the supporting activity. In this case, the supporting activity receives and forwards the MOV requests to MCC for validation.

Files

There are two basic files for keeping records of AOM requisitions. They are the material outstanding file and the material completed file. MCC may use the Visual Information Display System (VIDS) for keeping outstanding requisitions. The VIDS is a management tool that provides a visual display of up-to-date information on a continuing basis. In a squadron, the VIDS allows correlation of information on all assigned aircraft. It provides information on the number of outstanding requisitions for each aircraft. The Project code of the outstanding requisition tells the status of the aircraft. For example, Project Code AK0 means the aircraft is in Not Mission Capable Supply (NMCS) condition. MCC may use the DD Form 1348 for the outstanding file. Activities that use NALCOMIS can use the printed copy of the requisition for the outstanding file.

The requisition completed file contains the receipt copy of each document removed from the outstanding file. Also, it contains canceled documents with attached cancellation confirmation. This file is in document number sequence and is retained for 3 years. There are two holding files used for Operating Target (OPTAR) accounting. They are file one and file two. File three is no longer used (see NAVSO P-3013-2, paragraph 4103). File one is the unfilled order chargeable documents for transmittal. It contains the accounting copy for submission to the proper Defense Accounting Office (DFAS) as obligation. This accounting copy may be the green copy of DD Form 1348 (6-pt) or a copy of Standard Form 44. File two is the unfilled order cancellation documents/lists for transmittal to DFAS. This file contains a list of confirmed cancellations or copies of each cancellation documents. MCC must maintain holding files one and two for a 36-month life cycle of each fiscal year appropriation. This means you must have files one and two for the current year, last year and year before last.

Receipt or Delivery of Parts and Material

Upon receipt of material or parts, material control has the following responsibilities:

- Receives the material and DOD Single Line Item Requisition System Document DD Form 1348 (or facsimile form) from the SSC material delivery unit
- Signs the DD Form 1348 hardback copy as a receipt (yellow, green and hardback for repairable)
- Enters the date and time the material is delivered to the specified delivery point on the DD Form 1348 pink and hardback copies and in the material control register or request document facsimile. This time is required for determining accurate NMCS stop time
- Distributes received parts and material to the appropriate work center or work area
- Obtains the signature of the work center personnel receiving the material on the DD Form 1348 pink copy and files the copy in the completed requisition file
- Turns in defective repairable CRIPL components within 24 hours.

Unsatisfactory Issues

Instances will occur when the Supply Response Section (SRS) delivers material that does not satisfy the intended maintenance action. This condition arises when the wrong material is delivered, the material was improperly marked, or the material is determined to be not ready for issue (NRFI) on receipt. When these instances occur, the following actions should be taken:

- Prepare a DD Form 1348-1 for turn-in using RECTYP 62
- Notify SRS that the material is ready for pickup
- Reorder the material, if required.

Turn-In of Defective Components

Repairable material must be removed from an aircraft and made available for turn-in when a replacement is requested, unless specifically authorized to remain in place by the CRIPL.

When the replacement CRIPL item is received, turn-in of the old item must be made within 24 hours. Supporting supply activities must strictly enforce the one-for-one exchange of repairable using the CRIPL to identify the authorized exceptions.

All defective repairable components must be wrapped with a cushioning material, such as cellular plastic film (bubble wrap), PPC-C-795, class 1 or class 2, for short-term protection of equipment from handling and shock when the component is turned in to supply.

Under no circumstances spare repairable components, Ready For Issue (RFI) or Not Ready for Issue (NRFI), are held in any activity, unless authorized by higher authority.

Handling and Preparation of Engineering Investigation or Quality Deficiency Report Material

Defective material a waiting Engineering Investigation (EI) or Quality Deficiency Report (QDR) disposition must be turned in to supply by the originating activities that will make sure the supporting supply department is an information addressee on the EI request/category (CAT) I QDR message. When material is submitted, the following actions must be taken:

- Attach the visual information display system/maintenance action form (VIDS/MAF), EI request/QDR/SRC card, to the equipment being turned in. The material control must make sure the VIDS/MAF is marked EI or QDR with 3-inch red letters that do not obscure any data elements
- Special care must be taken to cap or package material immediately upon removal from the system to prevent corrosion, contamination, or other damage that may contribute to confusion or loss of possible cause factors
- Do not try to disassemble any material
- Do not make any adjustments
- Do not perform any type of cleaning
- If contamination is suspected, forward samples of the fluid in a clean, sealed container
- Forward all failed fragments. Do not try to reassemble. Wrap fragments separately to prevent damage by movement of one against another
- Package all material to at least the same level of protection as RFI parts. Material for investigation must not be transported loose in boxes or on truck beds or floors. It may not be packed with any other items
- Mark or tag each item with the control number provided by the cognizant field activity (CFA) if available.

The following procedures apply to supply departments forwarding material for investigation:

- Conspicuously mark containers and all documents, such as airbills, government bills of lading, Navy cargo documents and so forth, with the words Engineering Investigation. Cite control number, naval aviation depot (NADEP), customer service, or as instructed by the ISSC
- Register all parcel post shipments
- On the DD Form 1348-1 shipping document, stamp EI in 3-inch letters on the face without obliterating any vital data elements. In the Ship to block, enter the words Investigation Material and the control number.

The supply department may not retain the material longer than the 30-day time limit. This time limit allows adequate time for the Maintenance Engineering Cognizant Field Activity (MECFA) to report shipment of the deficient material

NOTE

Procedures for Components Awaiting Investigation. All Supply departments shall have registered JDRS users to process material pending investigation. Local Supply departments shall hold all defective EI/PQDR material until shipping or disposition instructions are received from the ISSC/LMTC. The shipping instructions will be depicted within the Preliminary Report. If shipping instructions are not received within 30 days, follow up with the ISSC or other directing authority, either by JDRS technical dialog or by message traffic. Do not ship an exhibit without express shipping instructions from these activities (See Ref. COMNAVAIRFORINST 4790.2(series)).

Financial Management

All material and services requisitioned by an activity ultimately cost the government money. Since the requirements for these items begin in material control, financial responsibility starts there as well.

Funding

Annually, Congress enacts an Operation and Maintenance, Navy (O&MN) appropriation. At the squadron level in the chain of command, the O&MN is known as OPTAR. The squadron's Aircraft Controlling Custodian (ACC) or TYCOM gives the squadron a portion of the OPTAR each fiscal quarter. Squadrons should get the OPTAR in the beginning of October, January, April and July. (*Figure 10-1*) illustrates the flow of funds for O&MN.

The Navy Working Capital Fund (NWCF), finances Aviation Depot Repairables (AVDLRs). Under this process, the end user finances the depot-level repair and procurement of 7R Cog items. The end user does this through local replenishment of repairable items that were BCM, lost, or missing. Although squadrons initiate repairable demands, the IMA has primary control over whether the transaction results in a NWCF charge. Thus the IMA or station will retain control of the AVDLR replenishment OPTAR and corresponding accounting responsibilities.

Aviation squadrons use two types of funds. They are the Flight Operation Fund (OFC-O1) and Aviation Operation Maintenance (AOM) Fund (OFC-50). OFC stands for OPTAR functional categories.

Flight Operations Funds

Flight operation funds, also known as OPTAR funds, are for buying supplies and services not used in direct support of maintenance. OPTAR is the amount of money required by a unit to perform its mission. Appendix 30 of NAVSUP P-485 VOL II lists the fund codes used for buying specific items. You should be familiar with this list to order supplies. The following paragraphs list some of the expense-type transactions that are proper charges to the OPTAR:

- Aviation fuels consumed in flight operations

- Initial and replacement issues of authorized items listed in NAVAIR Allowance List 0035QH (series). It does not include items used by maintenance personnel
- Consumable office supplies for squadrons
- Aerial film, recording tape and chart paper used in flight
- Flight deck and safety shoes used by squadron personnel in the readiness, launch and recovery of aircraft
- Unit identification marks for initial issue to newly reported squadron personnel
- Liquid and breathing oxygen consumed during flight by the pilot and aircraft systems
- Nitrogen consumed in flight
- Forms and publications (Cog 1I) and reproductions thereof. The OPTAR is not used for initial outfitting, newly commissioned squadrons, or forms and pubs in direct support of maintenance
- Special-purpose, identifying clothing used by squadron personnel in the readiness, launch and recovery of aircraft.

Aviation Operation Maintenance Funds

The aviation operation maintenance (AOM) fund is for buying supplies and services in direct support of maintenance. The following paragraphs list some of the items charged from the AOM. Refer to Appendix 30 of NAVSUP P-485 VOL II for a complete list of items chargeable to AOM.

- Paints, wiping rags, towel service, cleaning agents and cutting compounds used in preventive maintenance and corrosion control of aircraft
- Consumable repair parts, miscellaneous material and Navy stock account parts. These are items used in direct maintenance of aircraft, drones, targets, component repair of AVDLR and related SE
- Pre-expended, consumable maintenance material meeting the requirements of NAVSUP P-485. These are items used in maintenance of aircraft, aviation components and SE
- Aviation fuel and lubricants used in test and check of aircraft engines during buildup, change, or maintenance at the intermediate level only
- Allowance list items (NAVAIR 00-35-QH (series)) Items strictly used for maintenance, such as impermeable aprons and explosive handler's coveralls. Also, it includes industrial face shields and goggles, gas welder leather gloves and nonprescription safety glasses
- Fuel used in related support equipment (shipboard only)
- Test bench equipments. This is replacement of components used in the test bench repair and rotatable pools
- Aircraft loose equipments. This is for maintenance and replacement of aircraft loose equipments included in aircraft inventory record
- Consumable hand tools for maintenance of aircraft, repair and maintenance of equipment and related SE
- Safety and flight deck shoes used in maintenance shops
- Decals used on aircraft

- Repair and maintenance of flight clothing and pilot/crew equipment
- Forms and publications (Cog 1I) used in support of direct maintenance of aviation components or aircraft
- Special clothing authorized for use on unusually dirty work while performing maintenance on aircraft
- Cost incurred for IMRL repair
- Oils, lubricants and fuel additives consumed in flight operations. It does not include those used in aviation maintenance of drones, targets, component repair, or related SE
- Repairable NSA material used in direct maintenance of aircraft, drones, targets, component repair, or related SE. These are NSA items (not AVDLR) that have MCC E, H, G, Q, or X assigned.

In addition to the above, the following are proper AFM charges for IMA:

- Items consumed in the interim packaging preservation of repairable pacts
- Replacement for missing or unserviceable general-purpose, electronic test equipment allowance items.

Financial Accounting

The ACC/TYCOM issues the operating budget from the applicable Five Year Defense Plan (FYDP) expense limitation. This is to finance the operations, maintenance, administrative and temporary additional duty travel requirements of units assigned and of their staff. This requires maintenance of auditable records that will show the transaction costs incurred and the balance of the operating budget. Also, it must include the value of each operating budget granted. Each ship, aviation squadron, or command is responsible for the efficient and effective use of the OPTAR. Also, each activity is responsible for accurate and timely accounting and reporting of OPTAR. Prompt action must be taken in research and validation of transactions reported by the accounting office relative to the status of each OPTAR held by the command.

REQUISITION/OPTAR LOG.—Each ship, aviation squadron, or command must establish this log, NAVCOMPT Form 2155. The purpose of the log is to record OPTAR grants. Also, it is used for recording the value of transactions incurred as chargeable to the type commander’s operating budget. A separate requisition log will be established for each OPTAR received. The requisition/OPTAR log parallels and provides a check on the official accounting records maintained in the Defense Accounting Office (DFAS). OPTAR grants will be entered in the requisition/OPTAR log.

The value of chargeable requisitions (unfilled orders) reduces the amount on the OPTAR grant. Record all chargeable requisitions and purchase orders in the log. Also, record all non-chargeable requisitions in the log. Non-chargeable requisitions do not affect the OPTAR balance and do not require submission to DFAS. Requisitioning Appropriations Purchase Account (APA) material is an example of non-chargeable requisition. Additionally, differences reported by the DFAS on the Summary Filled Order/Expenditure Difference Listing (SFOEDL) must be entered in the log. See subparagraph 4108-6 of NAVSO P-3013-2 for information about SFOEDL. In SFOEDL, the debit differences will decrease and the credit differences will increase the OPTAR balance. For automated OPTAR holders, see paragraph 4104-7 of NAVSO P-3013-2 for applicability of log and files.

Refer to paragraph 4104 and 4105 of NAVSO P-3013-2 for posting and maintaining requisition OPTAR log and holding file transactions.

HOLDING FILES.—Establish files by fiscal year for each OPTAR received. The purpose of the file is to hold the appropriate accounting documents pending transmittal to DFAS. The following paragraphs list the types of files and describe their contents:

File 1 is the unfilled order chargeable documents for transmittal. This file contains the accounting copy (green copy) of the DD Form 1348 (6-pt). Also, it may contain a copy of Requisition and Invoice/Shipping Document, DD Form 1149, DoD Printing Requisition, DD Form 282, or Standard Form 44. Also included are price adjustment documents that increase the estimated chargeable costs. Do not place requisitions for APA or non-chargeable material in holding file 1. Transmit documents in this file to DFAS for matching with expenditure documents from the supplying or paying activity.

File 2 is the unfilled order cancellation documents/list for transmittal. This file contains documents that decrease the estimated cost chargeables (credit adjustments) of the OPTAR. These documents cancel or adjust unfilled orders previously established through the submission of holding file 1 documents. These documents are as follows:

- List of confirmed cancellations or copies of each cancellation documents
- Advance downward price adjustments
- Copies or list of administrative cancellations of above threshold unfilled orders
- Optionally administrative cancellations of below threshold unfilled orders.

All the documents in this file must have the unit and extended price. Enter a transaction for each document in the estimated cost chargeable section of the requisition/OPTAR log. The transaction entry must be for the period involved with an increase to the OPTAR balance. Transmit documents in this file to the DFAS.

Holding file 3 is no longer used because the financial OPTAR holder listings or response sheets for transactions being challenged are to be sent directly to DFAS as soon as they have been processed.

OPTAR DOCUMENT TRANSMITTAL REPORT.—To maintain currency of accounting records, transmit proper transaction documents to DFAS on time. The transaction documents include unfilled orders, cancellation documents and processed listings. Refer to NAVSO P-3013-2.

BUDGET/OPTAR REPORT.—Under normal circumstances, activities submit the Budget/ OPTAR Report (BOR) by message. Activities or units in the vicinity of the DFAS, or during the periods of message minimize, are required to submit the report on NAVCOMPT Form 2157. When prepared, submit the BOR to DFAS by not later than the first workday of the month following the month to be reported. Also, submit a copy of the BOR to the appropriate type commander. When a message report is submitted, the Budget/OPTAR Report will not be submitted. The requisition/OPTAR log is a principal source of data needed to prepare the BOR for manual OPTAR holders. Before preparation of the BOR, the requisition/OPTAR log will be balanced. Refer to paragraph 4107 of NAVSO P-3013-2 for additional information about the BOR.

NOTE

Aviation Storekeeper Information Tracking System (ASKIT) Squadron only.

Transaction Listings Received from DFAS

The Defense Finance Accounting Service (DFAS) perform the official accounting for OPTAR granted to ships, aviation squadrons and other commands. One part of the accounting process for each OPTAR holder is matching the obligations with the bills from supply sources. This matching process results in the production of listings that provide a report of transactions affecting the OPTAR holder's funds. Some of these listings are submitted to the OPTAR holder for review and processing. The OPTAR holder returns the completed listing (or listing response sheet) to DFAS to correct the records. The annotated listing or response sheet will be sent separately from the OPTAR Document Transmittal Report (NAVCOMPT Form 2156). The following paragraphs describe these transaction OPTAR holder listings.

SUMMARY FILLED ORDER/ EXPENDITURE DIFFERENCE LISTING.—The DFAS sends this listing to OPTAR holders. The Summary Filled Order/Expenditure Difference Listing (SFOEDL) is distributed monthly for the 1st through 24th report months. Afterwards, it is distributed quarterly through the 33rd report month. Each SFOEDL, sent by DFAS, will contain the results of the monthly reconciliation since the last SFOEDL distributed to the OPTAR holder. The transactions will be printed in document number sequence for each OPTAR on both monthly and quarterly transmittals of this report. OPTAR holders will accept and post all differences in the SFOEDL to the Requisition/OPTAR Log. After posting, the OPTAR holder will review the listing and annotate transactions considered invalid with the proper rejection code. DFAS will reverse valid rejections with a correction transaction and it will appear on a later SFOEDL. The DFAS performs research on differences of $3,000 or more before including it in the SFOEDL. Therefore, consider these differences valid. You should carefully investigate before assigning rejection codes to transactions with differences of $3,000 or more. Refer to paragraph 4108 of NAVSO P-3013-2 for the format and processing procedures of SFOEDL.

UNFILLED ORDER LISTING.—DFAS sends Unfilled Order Listing (UOL) to OPTAR holders for whom they perform accounting. UOL is produced and distributed MONTHLY for the 4th through 15th report months and then six times quarterly from the 18th through the 33rd report month. The UOL lists unfilled orders (obligations) that are 3 or more months old, held in DFAS files. These unfilled orders have not matched with expenditure documents and have not been canceled. Once the document appears in UOL, 3 months will pass before it will appear again if it has not been deleted by matching with its related expenditure or by cancellation. For example, a requisition prepared in October will first appear in the UOL for January. October is the first OPTAR report month and January is the fourth OPTAR report month. If the requisition remains unmatched for another 3 months, it will again appear in the UOL for April. April is the seventh OPTAR report month. These October requisitions will appear in the UOL every 3 months until the OPTAR's 33rd report month. The requisitions will be continuously listed unless deleted by matching a related expenditure listing or canceled. Refer to paragraph 4108-3 of NAVSO P-3013-2 for UOL format and procedures. Activities must complete reviewing and validating the UOL within 20 days following receipt. After processing, mail the UOL or Response Sheet to DFAS. The annotated UOL is no longer included in the OPTAR Document Transmittal Report.

UNMATCHED EXPENDITURE LISTING.— This is an itemized listing of expenditure documents received by DFAS for material or services that have not matched with an unfilled order. The typical ship or aviation squadron does not receive this listing unless it has a reimbursable OPTAR. DFAS sends the Unmatched Expenditure Listing quarterly. DFAS sends it for report months of December, March, June and September over the 36-month life cycle of the appropriation. Refer to paragraph 4108-4 of NAVSO P-3013-2 for more information about this listing.

Tool Control Program

This program provides a means to account for all tools rapidly after completing a maintenance task, thus reducing the potential for Foreign Object Damage (FOD).

Responsibility

The Commander, Naval Air Systems Command (COMNAVAIRSYSCOM) is responsible for the development of the Tool Control Plan (TCPL). NAVAIR coordinates with the cognizant wing in developing TCPL for new type/model aircraft introduced to the fleet. NAVAIR does this through the Naval Air Engineering Center (NAVAIRENGCEN). Other responsibilities of NAVAIR include the following:

- Submission of proposed TCPL and change recommendations to ACC for approval
- Approval and issue of TCPL and changes to TCPL
- Publishing list of approved TCPL via NAVAIRNOTE.

The Material Control Officer (MCO) is responsible for coordinating the Tool Control Program (TCP). The MCO also ensures that tools are ordered and issued in a controlled manner consistent with the approved Tool Control Plan (TCPL).

Tool Control Plan

The TCPL contains information that includes material requirements, tool inventories and detailed instructions. Compliance with an approved TCPL is mandatory for O-level maintenance activities. Request for deviation, although not encouraged, is submitted to the cognizant wing for approval. If applicable, submit the request to the cognizant ACC/TYCOM designated wing serving as the TCPL model manager for specific T/M/S aircraft.

In the event a TCPL does not exist for specific type/model aircraft, the reporting custodian develops the TCPL. The reporting custodian can use other published TCPL as guidance for developing a TCPL. The reporting custodian submits the developed TCPL to the cognizant wing for approval via the chain of command.

Tool Containers

The exterior of all toolboxes or rollaways used for maintenance must clearly identify the organization, work center and tool container number. The tools contained in the toolboxes must be etched with the organization code, the work center code and the container number. Special accountability procedures must be established locally for those tools not suitable for etching; for example, jewelers' screwdrivers.

Each tool must be placed in a silhouetted container against a contrasting background. The silhouetted tool outline highlights each tool location within the container. Those containers not silhouetted must contain a diagram of the tool locations. Additionally, they must include a separate listing of tools in calibration or requiring replacement.

Aircraft Maintenance Material Readiness List Program

The Aircraft Maintenance Material Readiness List Program (AMMRL) is an overall program that provides the data required for effective management of support equipments (SE). The AMMRL program is involved with over 27,000 end items of aircraft maintenance SE. These are items in the Individual Material Readiness List (IMRL). Also, the program is involved with over 10,000 items of operational test program set (OTPS) elements. These OTPS elements are the tailored outfitting list (TOL) items. NAVAIRINST 13650.1 (series) defines the procedures for allowance and inventory control for IMRL items. The objective of this program is to document technical and cataloging data and in-use information about the IMRL and TOL items. Refer to OPNAVINST 4790.2 (series) for more information about the AMMRL program.

Custody Codes

This is a single alpha character code that provides supplemental accountability details about an SE transaction. Also, it shows the effects of transactions on supply and financial records. The codes identify a specific category of SE items placed in the custody of an Intermediate Maintenance Activity (IMA). IMA issues the items to other activities on a sub-custody basis. The following paragraphs describe the custody codes:

<u>Code D</u> is assigned to items listed only in a detachment list code, requiring management and having custody code of P or E. Code D will take precedence in IMRL printing. The issuing of allowances for items coded D is done in the same manner as the P-coded item. For example, code D would apply to items required on air capable ships by deployable detachments.

<u>Code E</u> is for items used infrequently (less than once per month). It means the item is available from the supporting IMA as required. The IMA makes the item available to activities. After use, the activities return the item to IMA.

<u>Code M</u> is for non-calibratable items requiring management that are not otherwise custody coded. The quantity authorized for these items is the total quantity required for sub-custody by each activity supported. An example of an M-coded item is a carrying case for a calibratable item when it is listed in the source data as a separate end item. There are two steps for assigning items in code M. First, the support equipment controlling authority (SECA) identifies the item. Second, NAVAIRENGCEN assigns code M to the item.

<u>Code N</u> is automatically assigned to items that do not require calibration or management and, consequently, not otherwise coded. Code N is automatically entered if the maintenance level is intermediate (I).

<u>Code P</u> is for items weighing over 200 pounds (over 300 pounds for wheeled equipments). When authorized for a supporting IMA, the IMA or MALS contingency support package quantity is the total quantity required for sub-custody to each O-level maintenance activity. The items are issued on a sub-custody basis to squadrons for full-time utilization. The squadron returns the item to the IMA before deployment. While deployed, the new supporting IMA issues these items to embarked squadrons.

<u>Code L</u> is for all items requiring calibration and management. These are items designated for use at O-level maintenance and not already coded D, E, or P. The quantity authorized is the total quantity required for sub-custody by each activity supported. The O-level activities retain the items when deployed.

Individual Material Readiness List

The Individual Material Readiness List (IMRL) is a consolidated allowance list of authorized quantities of SE items. These are items required by an activity to perform its assigned maintenance level functions. The following paragraphs describe the terms used in IMRL.

Support equipment (SE) refers to IMRL and non-IMRL equipment required to make a system, subsystem, or end item equipment operational.

The *Primary Support Equipment Controlling Authority* (PSECA) is the term applied to COMNAVAIRSYSCOM. The COMNAVAIRSYSCOM functions as the centralized SE inventory management authority. PSECA is responsible for coordinating distribution of in-use assets among the SECAs. Also, PSECA is responsible for prioritization of SE procurement and distribution of new SE.

SECA is the term applied to major aviation commands that exercise administrative control of AMMRL program SE end items. SECA performs the allowance and inventory control of these items. The following is a list of designated SECAs:

- Commander, Naval Air Force (COMNAVAIRFOR)
- Chief of Naval Air Training (CNATRA)
- Commander, Naval Air Reserve Force (COMNAVAIRRESFOR)
- Nava l Air Maintenance Training Group (NAMTRAGRU)
- Commander, Naval Air Systems Command (COMNAVAIRSYSCOM)

NOTE

COMNAVAIRSYSCOM has designated the Commanding Officer, Naval Aviation Maintenance Office (NAMO) to execute SECA functions for all NAVAIR field activities and depots. NAMO also has SECA functions for naval weapons stations with SE supplied by NAVAIR under the scope of the AMMRL program. The Support Equipment Resources Management Information System is also known as SERMIS. It is a collection of technical and catalog data that identities SE end items required for O-, I- and D-level aircraft maintenance. SERMIS provides SECA with on-line visibility of source, allowance, inventory and rework data.

The Local Asset Management System (LAMS) is a management information system. It uses existing computers to provide standardized SE asset control within the activity. LAMS provides standardized inventory control for naval aviation IMRL SE. It also allows real-time tracking of an activity's assets.

An Individual Material Readiness List (IMRL) is constructed for all Navy and Marine aviation maintenance activities by extracting applicable portions of the SERMIS. The on-hand quantity listed in the IMRL is based on reports of IMRL item transactions and physical inventories. The format and content of IMRL are in five sections with a monthly cumulative supplement. These sections are employment data, change list, index, main body and the activity's inventory record. Each monthly SERMIS source data update produces the cumulative supplement. The supplement provides a cumulative list of changes to the IMRL of an activity. Only the items appearing on the list require review. All other items on the basic IMRL remain the same. Changes will remain in the cumulative supplement until the next IMRL printing. The next IMRL printing will include the changes listed in the supplement in the change list section. After IMRL printing, the cumulative supplement cycle starts again. In the first cumulative supplement after an IMRL printing, an asterisk will appear in the first column for each item listed. The asterisk for the second subsequent listing differentiates the changes that occurred in the current month.

Upon receipt of the current cumulative supplement, check for new items listed. If new items are required but not on hand, do the following:

- Order items with even number cognizance symbols
- Order, or include in the next budget, items with odd number cognizance symbols and non-NSN items.

Use existing instructions for submitting an IMRL revision request or requesting disposition instructions. Submit an IMRL revision for added items that were determined as not required to perform the mission. Also, submit an IMRL revision for deleted items that are required to perform the mission.

The maintenance department has an IMRL manager designated. The IMRL manager is responsible to the Material Control Officer for the maintenance of the IMRL. The IMRL manager is responsible for the following:

- Submitting transaction reports of all reportable transactions to the SECA. These transactions are receipt of new items, transfer of items on hand, surveys, or changes in on-hand quantities. The reportable SE listed in the IMRL will be on hand, on order, or certified as not required for mission support by submission of a revision request
- Conducting an annual physical inventory and submitting an inventory report to SECA via the chain of command
- Ensuring that IMRL revisions requests are submitted for all required changes
- Revision Request, NAVAIR 13650/1, is available in the supply system
- Submitting letter requests, via the chain of command, for disposition instructions of excess SE
- Submitting DD Form 200 for survey
- Maintaining custody records for on-hand assets.

All items listed in the IMRL with report code R are subject to transaction reporting. Report IMRL transactions at the time they occur. IMRL activities use the SE Transaction Report, OPNAV 4790/64, for reporting IMRL transactions. Refer to COMNAVAIRFORINST 4790.2 (series) for information on how to complete OPNAV 4790/64.

SUMMARY

This chapter covered some areas and responsibilities of the LS involved in aviation material management functions as well as the procedures according to COMNAVAIRFORINST 4790.2 ((series)). It also contains basic information about the Naval Aviation Logistics Command Management Information System (NALCOMIS).

Basic concepts and guidelines for aviation material management are established to guarantee that requisitioning procedures are standard and properly used by all maintenance activities, a positive control is maintained for all accountable material, personnel and material resources are used to the maximum and supply response to material demands is optimum

(This page was left blank intentionally).

CHAPTER 11

SHIP'S MAINTENANCE AND MATERIAL MANAGEMENT SYSTEMS

The standard ship's Maintenance and Material Management Systems (3-M) was developed to meet the need for a more effective means of recording, reporting and evaluating the maintenance requirements of the fleet. In the past, most maintenance work was recorded only in the shipboard logs. Although some reports were required for failures of specified electronic equipment systems and components, material commands had no way of knowing if maintenance was being performed on equipment under their cognizance. There was also a lack of financial information. There was no effective way of determining what part of the ship's operating target (OPTAR) was being spent for repair parts and how much for consumable material.

These needs were partially met by using different fund codes for the different classifications of material. For example: Equipage, Repair parts and Consumables. Commands were then able to evaluate OPTAR usage. It was not until the advent of the Maintenance Data System (MDS) that cognizant commands could determine where maintenance man-hours and materials were being used and thereby evaluate the performance of equipment.

While 3-M and MDS are primarily the responsibility of other departments, supply does have a definite part in making MDS work. This chapter discusses the general concept of the shipboard 3-M Systems and your responsibility in the overall effectiveness of the program.

LEARNING OBJECTIVES

When you have completed this chapter, you will be able to do the following:

1. Interpret how the ship's Maintenance and Material Management System (3-M) addresses effective means of recording, reporting and evaluating the Organizational (O-Level) and Intermediate (I-Level) maintenance and material requirements of the fleet.

THE 3-M SYSTEMS

Each year, newly developed equipments requiring highly specialized maintenance are installed aboard the Navy's ships. The maintenance requirements for an electric motor or a circulating pump are relatively few and simple. This is because of simplicity of design, a small number of moving parts and the fact that several persons may be qualified to perform the maintenance work. This is not the case for automatic engineering controls or the computers used for the control or missile guidance systems. To perform properly, these control systems must react immediately and accurately to changing conditions. The 3-M systems endeavor to substitute preventive maintenance for corrective maintenance, thus reducing equipment malfunction and downtime.

Proper evaluation of equipment cannot be based only on planned exercises when all possible preparations are made ahead of time. The 3-M systems provide a means of continuously reporting maintenance actions, equipment downtime, repair parts used and the maintenance personnel required to perform the work, (Equipment downtime is the amount of time equipment is inoperable due to performance of maintenance, lack of repair parts to fix it, or repair is beyond the capability of ship's personnel). The 3-M system is not limited to complex systems. It is equally applicable to and effective for all types of shipboard equipment.

The ship's 3-M systems consist of the following systems designed for maintenance management:

- PMS (Planned Maintenance System)
    - Inactive Equipment Maintenance (IEM).
- MDS (Maintenance Data System)
    - AMS (Alteration Management System).
    - IMMS (Intermediate Maintenance Activity Maintenance Management System).

The scope of these systems of most importance to the LS is described in the following subparagraphs.

Planned Maintenance System

The Planned Maintenance System (PMS) was developed after extensive research on various types of equipment to determine all maintenance actions required for each piece of equipment. This includes the frequency of performance, procedures for performing the maintenance and the skill level (rate) required to accomplish the work. Also, the tools and materials needed to do the job, normal time required and safety precautions to be observed. The system provides planning and scheduling information to the department's heads, division officers and maintenance personnel. Thus, they are able to schedule routine maintenance for underway or in port periods whichever is the best time to accomplish the maintenance.

The Ship's Maintenance and Material Management System Policy, OPNAVINST 4790.4(series) and the Joint Fleet Maintenance Manual, COMFLTFORCOMINST 4790.3(series) contain thorough coverage of the 3-M Systems from a maintenance management point of view. The 3-M system also includes material management by providing information as to how the Navy is using both its material and manpower.

The Planned Maintenance System (PMS) provides a standard means for planning, scheduling, controlling and performing planned maintenance to complex mechanical, electrical and electronic equipments. PMS maintenance actions are the minimum required to maintain equipment in a fully operable condition and within specifications. The PMS includes a Maintenance Data System (MDS), which is used to record important scheduled and corrective maintenance information and electronic data-processing capabilities, which are used to retrieve this information for maintenance analysis. The 3-M Manual establishes the PMS and assigns PMS management responsibilities. The PMS provides regularly scheduled tests to detect degraded performance and to aid in preventing failures during tactical operations. When failures do occur, the PMS provides formal corrective maintenance in step-by-step fault-isolation and repair procedures. Complete technical documentation (including combat systems, subsystems and individual equipment manuals) is an integral part of the PMS. These manuals provide the necessary information for understanding, operating and maintaining combat systems. Shipboard maintenance falls into three categories:

(1) Maintenance within the capability of ship personnel (organizational level)

(2) Maintenance requiring assistance from outside the ship (intermediate level), such as tender or fleet technical support centers

(3) Maintenance requiring port facilities (depot level), such as shipyard maintenance. Since the objective of the PMS is to perform maintenance at the organizational or intermediate level, it does not reflect depot level maintenance. Combat systems readiness requires efficient maintenance. The key to this capability is an organized system of planned maintenance that is designed to ensure the maximum operational readiness of the combat systems. This section describes the PMS objective, the maintenance scheduling and data system and the integrated maintenance.

PMS Objective

The PMS objective is to maximize operational efficiency of all equipment and to reduce downtime, maintenance man-hours and maintenance costs. Although the PMS provides methods and resources to accomplish each objective, it is not self-sufficient and does not replace the initiative of maintenance supervisors nor does it reduce the necessity for technically competent personnel. Recording and providing feedback of maintenance and personnel data allow continuing management analysis for the improvement of maintenance methods and personnel management. Full use of the planning methods, along with the acceptance and cooperation of technicians, supervisors and management personnel, produces a maintenance system with the inherent confidence, reliability and capability to help achieve maximum combat systems readiness.

A sampling of data gathered from the fleet shows conclusively that those ships that adhere to their PMS schedules maintain a significantly higher state of material readiness with no greater maintenance manpower usage than those ships that do not adhere to their PMS schedules. The primary ingredients of the PMS program are comprehensive procedures for planned maintenance of the combat systems, subsystems and equipment; system fault-isolation procedures; maintenance task performance scheduling and control; and methods, materials, tools descriptions and personnel required for maintenance. Adherence to the PMS program will produce improved confidence in system maintenance, reduced testing time, elimination of redundant testing resulting from uncoordinated testing and detection of most malfunctions during scheduled maintenance events.

Maintenance Scheduling

The normal flow of events that maintenance managers use in developing an integrated maintenance schedule is shown in (*Figure 11-1*). This figure shows maintenance management responsibilities and the sequence of events that flow from the department master and work-center PMS record books through the scheduling aids to test execution, unscheduled maintenance and reporting.

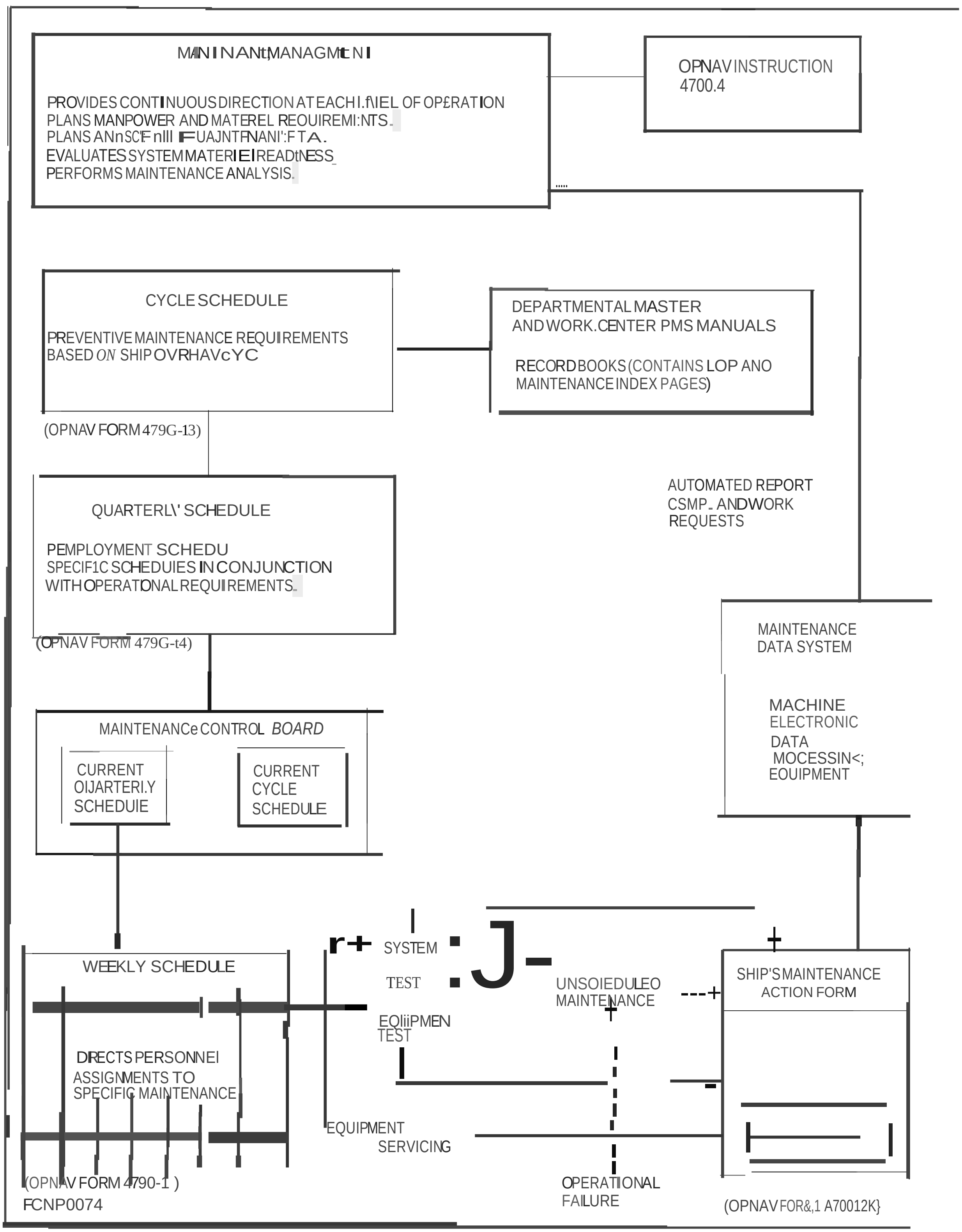


Figure 11-1 — PMS Integrated Maintenance Schedule

The maintenance control board contains the cycle schedule and the current and subsequent quarterly schedules. The board summarizes the status of current and planned combat systems preventive maintenance. It is updated weekly by the division officer for all deferred and completed maintenance items. This subsection describes the maintenance index page and the cycle, quarterly and weekly schedules.

Maintenance Index Page

The maintenance index page (MIP) contains a brief description of the requirements on the maintenance requirement card for each item of equipment, including the periodicity code, the man-hours involved, the minimum required skill level, and, if applicable, the related maintenance requirements. The MIPs for all equipments in a department are maintained in the department's master PMS record, the record that is used by the department head to schedule maintenance on the PMS schedule forms. Each work center has a work-center PMS record that contains the MIPs applicable to that work center.

Cycle Schedule — The cycle schedule is a visual display of preventive maintenance requirements based on the ship's current overhaul cycle. It is used by department heads to assist in the quarterly planning of non-PMS-related activities, such as inspections and training.

Quarterly Schedule — The quarterly schedule, planned from the cycle schedule, is a visual display of the ship's employment schedule. It is prepared by department heads in cooperation with division officers and maintenance group supervisors. The schedule shows the current status of preventive maintenance for each group and assigns specific requirements in conjunction with the ship's operational schedule.

Weekly Schedule The weekly schedule is a visual display that is normally posted in the working area of each maintenance group. The maintenance group supervisor uses the weekly schedule to assign specific personnel to perform maintenance on specific equipment. Assignments include system and equipment tests and service procedures.

Maintenance Data System

The Maintenance Data System (MDS) provides a means of recording information on maintenance actions that have been taken. The Maintenance Data System (MDS) has three functions. It provides a means of (1) recording maintenance actions, (2) processing the recorded data to define important facts about maintenance and equipment, and (3) retrieving information for analysis. Significant data identified by the system include the reason the malfunction occurred and the manner in which it was discovered, the man-hours expended, the exact equipment affected, any delays in repair, the reasons for delays and the types of maintenance personnel required.

Recording Maintenance Action

Maintenance personnel should record (document) certain shipboard maintenance actions and corrective maintenance on specific categories of equipment at the time the maintenance actions are performed or deferred. Information is recorded and submitted to the MDS for input on the Ship's Maintenance Action Form (OPNAV 4790/2K).

Processing Recorded Data and Analyzing Information

The MDS data-processing facilities collect, store and analyze maintenance information inputs into the system. The MDS yields a data path concerning equipment maintainability and reliability, man-hour usage, equipment alteration status, material usage and costs, and fleet material condition. Various automated reports are produced periodically for ships, repair activities, unit commanders, and type commanders. These automated reports include current ship's maintenance project files, work requests, and pre-inspection and survey deficiency listings.

Any data collection system must have some means of sorting and classifying information. If you were handed a stack of stock record cards and told to sort them, you would also have to be told what kind of a sort was needed before you could proceed. These sorts include putting them in national stock number (NSN) or national item identification number (NIIN) sequence; separating them by cognizance or location; removing all cards with excess stock or removing all cards showing outstanding requisitions. Certain items of information that must be shown on the OPNAV Form 4790/2K and on issue documents provide this means of classification.

All material that is consumed in support of a maintenance action must be reported. In most cases, repair parts will be drawn from supply storerooms or ordered through supply. The request documents must contain all data elements necessary for MDS processing. (*Figure 11-2*) shows a NAVSUP Form 1250-1 used for this purpose. The various elements of MDS data are explained in the Ship's Maintenance and Material Management System Policy, OPNAVINST 4790.4(series) and the Joint Fleet Maintenance Manual, COMFLTFORCOMINST 4790.3(series).

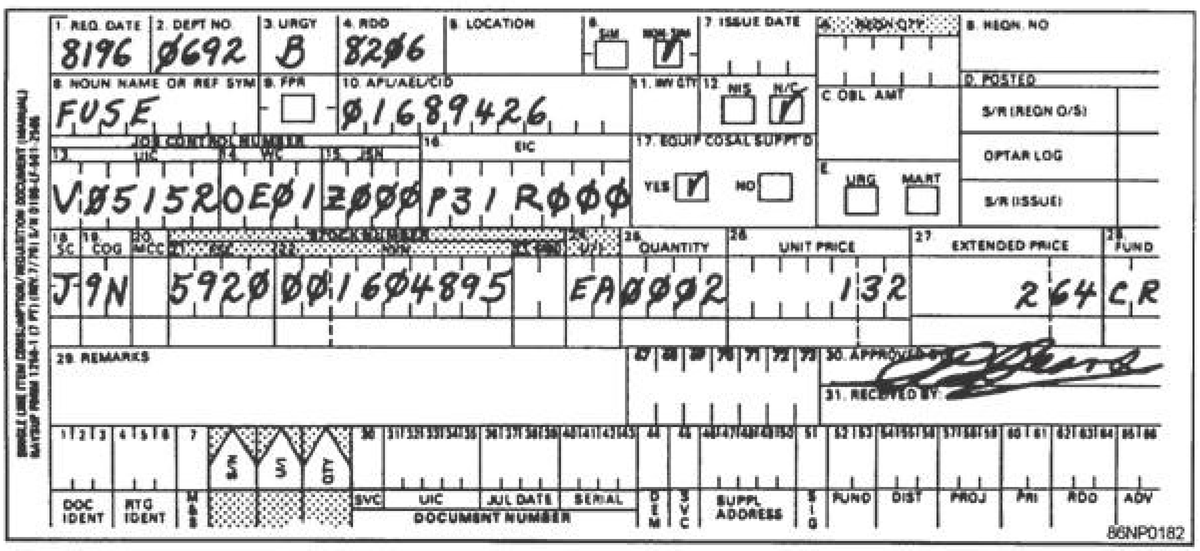


Figure 11-2.—MDS entries on NAVSUP Form 1250-1.

Supply Responsibility for MDS

Supply responsibilities for the proper functioning of the 3-M systems involve:

- Issuing the material required to accomplish the necessary maintenance actions
- Making sure that issue documents are correctly prepared.

The Maintenance Supply Support Center (MSC) is the logical place to make sure that the request document is completely and accurately prepared. The MSC is the first to receive requests submitted by maintenance department representatives. It is far better to require complete data when the request is received than to make an issue on an incomplete document and then try to obtain the missing information.

The issue documents, DD Form 1348 or NAVSUP Form 1250-1, have previously been discussed as they pertained to material expenditure. See (*Figure 11-3*).

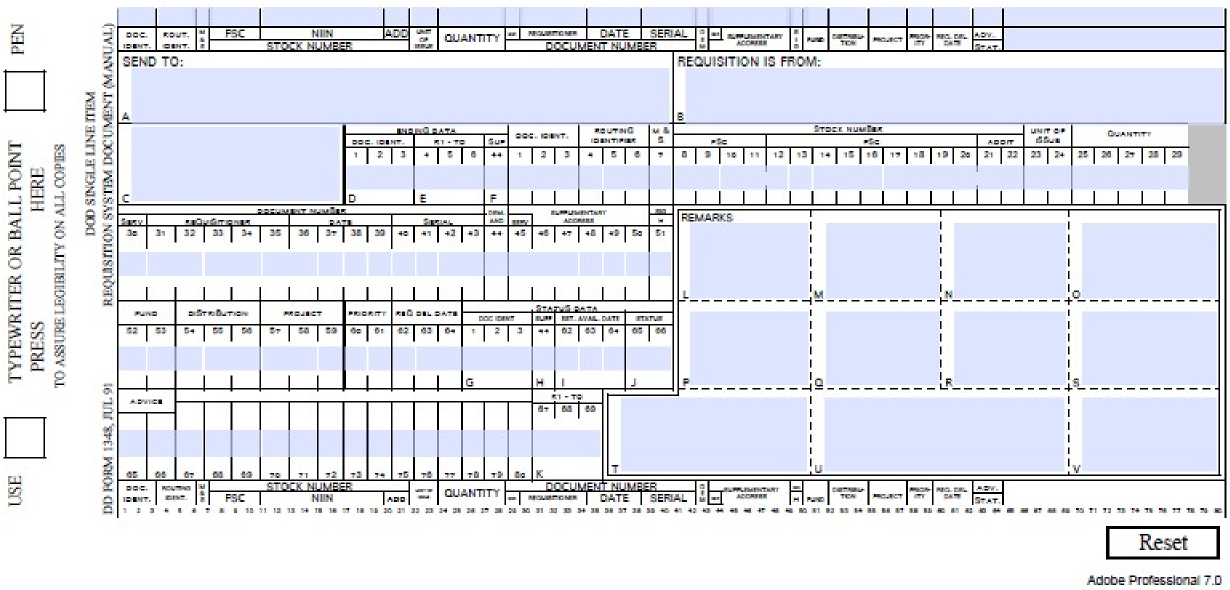


Figure 11-3 — MDS entries on the DD Form 1348.

Equipment Identification Code

The equipment identification code (EIC) is a seven-digit alphanumeric code that identifies a specific hardware item from the highest to the lowest level. The breakdown on how to distinguish an EIC is found in the COSAL Use and Maintenance Manual, NAVSUP WSSINST 4441.170 (series) .

These codes are designed to provide a description of the functional and physical relationships of the various elements within a given hardware application rather than to design and/or manufacturer's differences.

Allowance Parts List/Allowance Equipage List Number

The Allowance Parts List/Allowance Equipage List (APL/AEL) number identifies a specific item of equipment. The breakdown on how to distinguish an APL and AEL is found in the COSAL Use and Maintenance Manual, NAVSUP WSSINST 4441.170 (series) .

NOTE

Both the EIC and APL/AEL numbers are necessary to provide complete identification. For example, two identical electric motors are installed in a water cooler and a refrigerator.

If maintenance is performed on both of these motors, the MDS report will identify the specific motor by the APL number and the system in which it is installed by the EIC number. In this case, the APL number is the same for both, but each has a different EIC. The above example could be reversed. Two different motors could be installed in one system, such as the ventilation system. In this case, the MDS forms would show the same EIC number but different APL numbers.

Ship's UIC

The ship's unit identification code (UIC) identifies each maintenance action to the ship on which, or for which it was performed. After the MDS forms are prepared on the ship, they are submitted to the TYCOM Data Processing Facility for processing and positive ship identification must be provided. Work that is performed by a tender or repair ship must show the receiving ship's UIC so that the maintenance data can be identified to the proper ship.

Let's look at some ways that this MDS information can be used:

- By sorting MDS data by UIC, the total maintenance cost and man-hours can be determined for each ship. Commands can use this data in budgetary and manning-level planning
- By sorting MDS data by EIC, the maintenance cost for each system, subsystem, or component of equipment can be determined. This provides an evaluation of equipment performance
- By sorting MDS data by APL/AEL number, the maintenance cost and material usage can be determined for specific items of equipment. This data can be used by inventory control points (ICPs) to adjust the Coordinated Shipboard Allowance List (COSAL). The allowances of repair parts to be carried in your storerooms
- By sorting material usage by NSN, the ICPs can analyze past usage and more accurately predict future usage thereby providing better COSAL support. This information may also be used by supply activities to plan future stock requirements. Previously, this information could only be obtained from ships as they went through a supply overhaul. It is now available as current information from all ships reporting under MDS.

Source Codes

A source code is entered to assist in the evaluation of supply storeroom support. The source code is normally entered by the stock records Logistics Specialist as he processes the issue documents. These source codes are used on NAVSUP Form 1250-1 and DD Form 1348. Refer to NAVSUP P-485, Naval Supply Procedures, Volume 1 and 2, for detailed information about these codes.

The data obtained from issue documents also provides management information to the ship's 3-M Coordinator. The reports generated enable the Commanding Officer and Supply Officer to review and evaluate the effectiveness of supply support and make more efficient use of the OPTAR.

The Demand Based Item (DBI) Item Identification Listing provides DBI consumption data and machine calculated stocking limits. The Supply Officer and stock records Logistics Specialist can use the Selected Item Management (SIM) listing to make the quarterly review of DBI items and also use the information shown on the listing to determine stock replenishment requirements.

SUMMARY

This chapter discussed the importance of the relationship between the 3-M program and the supply organization. As a Logistics Specialist, you should now be able to understand the effect of proper procedures that affect the overall effectiveness of the COSAL and supply management.

(This page was left blank intentionally).

CHAPTER 12

NAVY EXPEDITIONARY LOGISTICS MANAGEMENT

The Navy is a Service steeped in a history of ships, submarines and aviation. It also has a long record of providing outstanding logistic support to afloat units and squadrons. The Navy has historically emphasized traditional war fighting platforms and has not supported expeditionary combat forces to the same extent as traditional Navy units.

We have existing doctrine and well established procedural guidance for pre-deployment preparations and deployment sustainment of sea-going commands, shore-based units and establishments and aviation squadrons. We have not, however, placed the same emphasis on formalizing logistics doctrine and guidance for purely expeditionary, land-based combat elements, such as units of the Naval Expeditionary Combat Command (Naval Construction Force, Naval Expeditionary Logistic Support Group, Explosive Ordnance Disposal and Riverine Forces) and Naval Special Warfare.

Publications, instructions and other organizational documents exist for supporting these forces, but they are typically community or unit-type specific and are doctrinal in nature, but are not Naval Doctrine. Additionally, a lack of Navy-wide and Joint doctrinal understanding and implementation for expeditionary forces has led to vague authorities, relationships and responsibilities.

The Navy has recognized in recent years the importance of supporting expeditionary forces as these units have increased involvement in current military operations, implementing National Military Strategy and conducting Overseas Contingency Operations (i.e. Global War on Terrorism (GWOT), Humanitarian Operations). The logistics professionals who have been given the task of providing sustainment for these units face exceptional challenges due to the high operational tempo and unique aspects of expeditionary forces. Preparing you to provide support to expeditionary forces is also unique since these challenges can vary greatly from your previous experiences. Naval expeditionary forces frequently operate physically removed from traditional Navy logistics support infrastructure and may need to rely on other Services for support. This also increases the level of difficulty. Maximizing the utility of support mechanisms outside the normal Navy structure is crucial and not always understood by aspiring expeditionary logisticians.

Today's uncertainty and threats are of an entirely unique sort, caused by new challenges. We therefore need a new maritime strategy for this era and for this war - for our time and the incredible and growing challenges that we face.

Despite their demonstrated capability and recent successes in Afghanistan and Iraq, Expeditionary and Special Operations Forces (SOF) face significant challenges in the years ahead. Special operations forces must develop capabilities to defend the U.S. Homeland from terrorism and chemical, biological, radiological, nuclear and high yield explosive (CBRNE) threats wherever they occur, as well as prepare to meet the uncertain challenges of the future. Expeditionary forces must learn and be ready to perform new, nontraditional and irregular warfare efforts – not only with other U.S. Forces but our foreign allies as well. Transforming the force from one designed to combat specific threats to one with capabilities that can address a broad range of contingencies will not be easy, but it must be done. As the American public learned on September 11, some groups and rogue states are willing to attack them directly. Given the stakes associated with future attacks involving CBRNE weapons, Expeditionary forces and SOF cannot fail. They must be prepared to wage war "everywhere, all the time."

LEARNING OBJECTIVES

When you have completed this chapter, you will be able to do the following:

1. Identify the fundamental precepts of Expeditionary Logistics.
2. Describe the various Navy Expeditionary Commands.
3. Describe the fundamental Expeditionary Support Unit (ESU) and Logistics and Support Unit (LOGSU) organizational concepts and missions.
4. Identify the different levels of control (OPCON, TACON, ADCON) and their impact at the unit level.
5. Identify the Classes of Supply.
6. Summarize logistic reporting systems.
7. Identify and describe Expeditionary allowancing programs.
8. Describe financial management implications in an expeditionary environment.
9. Summarize requisition process.
10. Identify Asset Visibility Systems.
11. Describe the basic elements involved in theater movement.
12. Identify the use and purpose of deployment and distribution systems.
13. Identify Field Ordering Officer/Paying Agent (FOO/PA) requirements, processes and the SF1402 Warrant.
14. Identify Joint logistics integration applications used in Expeditionary Logistics.
15. Explain accounting laws as they are applied in the expeditionary environment.
16. Describe Contingency Operations from a strategic level.
17. Summarize command relationships in a contingency operation.

NAVY EXPEDITIONARY COMBAT COMMAND

Navy Expeditionary Combat Command (NECC), established in January 2006, serves as the single functional command for the Navy's expeditionary forces and as central management for the readiness, resources, manning, training and equipping of those forces to execute combat, combat support and combat service support missions across the spectrum of joint, combined and multinational operations in the near-coast, inshore and riparian environments to include irregular warfare and other shaping missions that secure strategic access and global freedom of action.

A single Type Commander (TYCOM) for Expeditionary Forces allows:

- A single commander aligning:
    - Title 10 functions
    - War-fighting command and control (C2)

  - Resource management
- Realignment of disparate force structures
- Created a process for Irregular Warfare (IW) development
- Capitalizes on the synergies of an expeditionary force
- Optimizes adaptive force packaging.

NECC is a command element and force provider for integrated maritime expeditionary missions. NECC is a core expeditionary force providing effective waterborne and ashore anti-terrorism, force protection, theater security cooperation and engagement and humanitarian assistance/disaster relief contingencies. Upon request, NECC supplements Coast Guard Homeland Security requirements while training and equipping forces to support mission requirements.

NECC has an enduring mission beyond Operation Iraqi Freedom (OIF)/Operation Enduring Freedom (OEF): Global Force Management (presence), Maritime Civil Operations (MCO) and Maritime Security Patrol (MSP). NECC's capabilities are Navy capabilities that date back to WWII (Seabees, EOD, Coastal, etc.). NECC forces are deployed world-wide (not just in U.S. Central Command (USCENTCOM)). The people are the secret weapon in NECC.

Navy Expeditionary Commands (*Figure 12-1*)

Riverine

Establishes and maintains control of rivers and waterways for military and civil purposes, denies their use to hostile forces and destroys waterborne hostile forces as necessary. The Riverine force combats sea-based terrorism and other illegal activities, such as transporting components of weapons of mass destruction, hijacking, piracy and human trafficking.

Naval Construction (Seabees)

Provides a wide range of construction in support of operating forces, including roads, bridges, bunkers, airfields and logistics bases; provide responsive support disaster recovery operations; perform civic action projects to improve relations with other nations; and provide anti-terrorism and force protection for personnel and construction projects. "We Build, We Fight."

Explosive Ordnance Disposal

Conducts counter Improvised Explosive Device (IED) operations, renders safe explosive hazards and disarms underwater explosives such as mines. Explosive Ordnance Disposal (EOD) specialist can handle chemical, biological and radiological threats and are the only military EOD force that can both parachute from the air to reach distant targets or dive under the sea to disarm weapons. EOD's Mobile Diving and Salvage Units clear harbors of navigation hazards engage in underwater search and recovery operations and perform limited underwater repairs on ships and Expeditionary Diving administers fleet support through limited underway ships husbandry and force protection dive support of ships in port and piers. They conduct expeditionary salvage, search and recovery both ashore and afloat and perform harbor clearance with full spectrum salvage and de-beaching, underwater cutting and welding and limited demolition. Expeditionary Diving also offers construction, inspection and repair of ocean facilities such as wharves, piers, underwater pipelines, moorings and boat ramps.

Maritime Expeditionary Security

Supplies highly trained scalable and sustainable security teams capable of defending mission critical assets in the near-coast environment. Expeditionary Security units provide worldwide maritime and in-shore surveillance, security and anti-terrorism force protection (ATFP), ground defense, afloat defense, airfield/aircraft security and a wide range of secondary tasks from detention operations to law enforcement.

Expeditionary Intelligence

Delivers flexible, capable and ready maritime expeditionary intelligence forces that respond rapidly to evolving irregular warfare area intelligence requirements. Intelligence teams supply expeditionary warfighters with timely relevant intelligence to deny the enemy sanctuary, freedom of movement and use of waterborne lines of communication while supported forces find, fix and destroy the enemy and enemy assets within the operational environment.

Combat Camera

Generates video and still documentation of combat operations, contingencies, exercises and Navy events of historical significance. NECC-COMCAM Norfolk is a visual information acquisition unit, dedicated to providing rapid response aerial, surface and subsurface visual documentation of wartime operations.

Expeditionary Logistics

Delivers worldwide expeditionary logistics with active and reserve personnel to conduct port and air cargo handling missions, customs inspections, contingency contracting capabilities, fuels distribution, freight terminal and warehouse operations, postal services and ordnance reporting and handling.

Guard Battalion, part of the JTF-GTMO

Consists of 600 guards who have administrative oversight for NEGB-GTMO. The Guard Battalion is fully educated in procedures training, cultural training, legal training, self-defense training, first aid training, non-lethal weapons training and weapons training and qualification for external security.

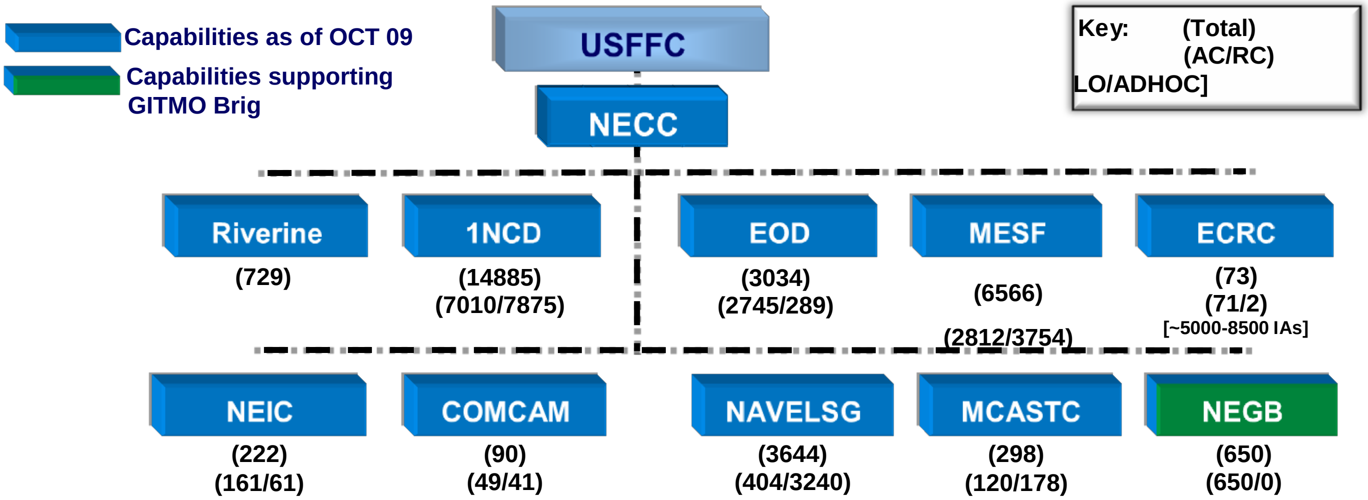
Maritime Civil Affairs and Security Training (MCAST)

Is an enabling force working directly with the civil authorities and civilian populations within a Combatant Commander’s maritime area of operations to lessen the impact of military operations imposed during peace time, contingency operations and periods of declared war. Additionally, they support Combatant Commanders’ Theater Security Cooperation (TSC) efforts by delivering timely, focused and customizable training to designated host nations. As needed, MCAST draws training expertise from across the NECC force and DoD to assist in training delivery. Host nation training supports critical regional stability by helping improve the recipient nation’s capabilities in exercising maritime sovereignty.

Expeditionary Combat Readiness

Coordinates and oversees all administrative processing, equipping, training, deployment and re-deployment of sailors assigned as Individual Augmentees, In-Lieu of forces and to Provisional Units committed to Joint and Maritime Operations.

NAVY EXPEDITIONARY COMBAT COMMAND



Riverine Group One (Riverine)

First Naval Construction Division (1NCD)

Explosive Ordnance Disposal (EOD) Groups One and Two

Maritime Expeditionary Security Force (MESF)

Navy Expeditionary Intelligence Command (NEIC)

Navy Expeditionary Logistics Support Group (NAVELSG)

Maritime Civil Affairs and Security Training Command (MCASTC)

Expeditionary Combat Readiness Center (ECRC)

Combat Camera (COMCAM)

Navy Expeditionary Guard Battalion (NEGB)

Figure 12-1 — Navy Expeditionary Combat Command.

NECC MISSION

Organize, man, train, equip and maintain Navy expeditionary forces to meet the maritime security operations and joint contingency operations requirements. Global force provider of adaptive force packages of naval expeditionary capabilities to war fighting commanders. Extend maritime battle space.

Essentially, NECC needs to ensure their forces are ready to deploy in order to support the war fighting commanders' requirements. NECC exercises administrative control (ADCON) over their assigned forces. In other words, the administrative aspects like training, manning, equipping, maintaining, are all areas of responsibility of the TYCOM.

The NECC Force delivers unique skill sets to maritime security operations (MSO) to ensure access across the maritime operational environment. Bottom line, NECC can pick and choose from a shopping list of capabilities to build an appropriate adaptive force package to meet maritime or joint operational commanders' requirements.

Navy Special Warfare Commands

Commander, Naval Special Warfare Command (COMNAVSPECWARCOM or CNSWC)

Commander, Naval Special Warfare Command (NSW) was commissioned April 16, 1987, at Naval Amphibious Base Coronado in San Diego, California. As the Naval component to the United States Special Operations Command (USSOCOM) headquartered in Tampa, Florida. Commander, Naval Special Warfare Command provides vision, leadership, doctrinal guidance, resources and oversight to ensure component maritime special operations forces are ready to meet the operational requirements of combatant commanders. CNSWC forces are about 8500 personnel (6,634 ~ Active Duty Personnel: 2,889 Operators (Sea, Air and Land (SEAL) / Special Warfare Combat Crewmember (SWCC)) and 3,745 Support Personnel; 902 Civilian Personnel; and 900 Reserve Personnel - 8,436 Total) ….less than 2% of the total Navy manpower. Their forces are busier than ever answering "911 calls" from around the globe.

NSW has a long history of being at the “Tip of the Spear” and involved in every major US conflict since WWII. Today's Naval Special Warfare operators can trace their origins to the Scouts and Raiders, Naval Combat Demolition Units (NCDU), Office of Strategic Services Operational Swimmers, Underwater Demolition Teams (UDT) and Motor Torpedo Boat Squadrons of World War II. In 1962 the first use of Naval Special Warfare designator began with the development of Seal Team One and Two. During the Vietnam War, a robust Riverine Warfare capability was developed which became the forerunner of the Special Warfare Combat Crewmember (SWCC) warrior. Pre-SOCOM, NSW started as two (O-6) major commands under Commanders, Surface Forces Pacific and Atlantic.

NSW has experienced tremendous change since SOCOM was created in 1987. The focus was on fleet support, a single platoon either riding amphibious ships or conducting engagement events in theater. NSW has always been on rotation deployments (like the fleet); started with almost zero combat service and combat service support. Significant growth in the 1980’s, some in the 1990’s (new platforms), resumed growth with Program Objective Memorandum (POM) 2004 Program Decision Memorandums 1 (POM 04 PDM 1) (first Quadrennial Defense Review (QDR) growth).

NSW Chain of Command Subordinate Forces (*Figure 12-2*)

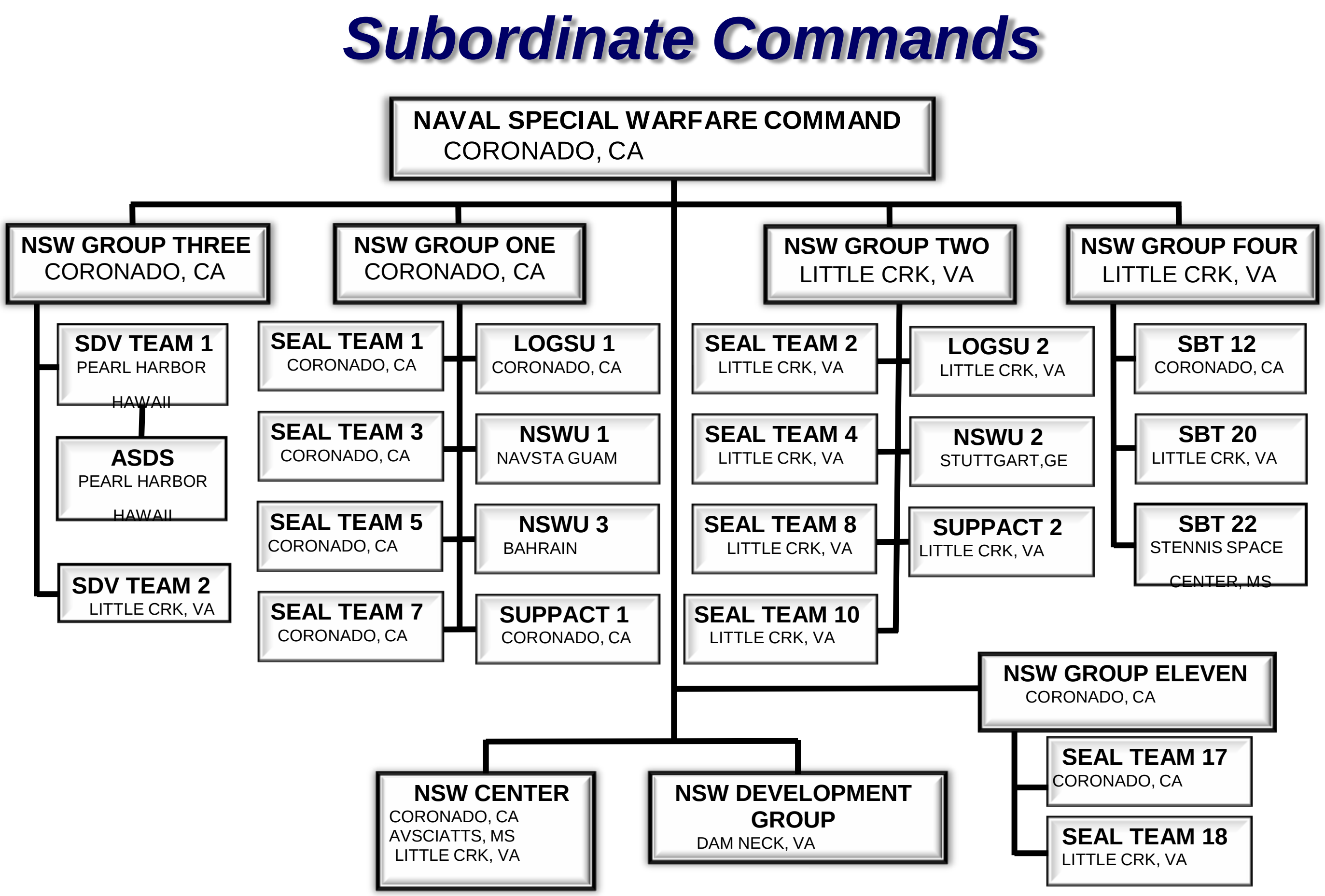


Figure 12-2 — NSW Subordinate Forces.

NSW Mission Statement

Naval Special Warfare Command (NAVSPECWARCOM) in Naval Amphibious Base Coronado in San Diego, CA, leads the Navy's special operations force and the maritime component of United States Special Operations Command (USSOCOM), headquartered at MacDill Air Force Base, Tampa, Florida.

To organize, train, man, equip, educate, sustain and maintain combat readiness and deploy Naval Special Warfare forces to accomplish special operations missions worldwide. NSW Forces operate independently or in conjunction with other SOF, allied units and coalition forces. NSW mission areas include: special reconnaissance, direct action, unconventional warfare, combating terrorism, foreign internal defense, information warfare, security assistance, counter-drug operations, personnel recovery and hydrographic reconnaissance. NSW Forces operate independently or in conjunction with other SOF, allied units and coalition forces; a tactical force with strategic impact.

Expeditionary Logistics Defined

Joint Publication 4.0 (JP 4.0) defines logistics as planning and executing the movement and support of forces. It includes those aspects of military operations that deal with:

- Design and development, acquisition, storage, movement, distribution, maintenance, evacuation and disposition of material
- Movement, evacuation and hospitalization of personnel
- Acquisition or construction, maintenance, operation and disposition of facilities
- Acquisition or furnishings of services.

(This term and its definition modify the existing term and its definition and are approved for inclusion in Joint Publication JP 1-02).

Logistics is part and parcel of any attempt to conduct military operations. It is critical to the creation, maintenance, deployment and employment of forces as well as to the redeployment, reconstitution and regeneration of those forces after their employment. Without logistics, war as a deliberate, organized activity would be impossible. Without logistics, military units cannot be raised or equipped. Without logistics, forces cannot reach the battlefield.

Without logistics, weapons go without ammunition; vehicles go without fuel; equipment breaks and stands idle; the sick and wounded go untreated; troops go without food, shelter and clothing. Thus, logistics establishes limits on what is operationally possible. Nevertheless, while logistics sets the limits, the goal of our logistics effort is to extend those limits as far as possible. Because logistics encompasses a wide range of support activities, logistic elements are normally broken down into groupings of six related activities known as functional areas. These six functional areas are supply, maintenance, transportation, general engineering, health services and other services which include legal, exchange, food, disbursing, postal, billeting, religious, mortuary and morale and recreation services.

Logistics includes three main components: Maintenance, Transportation and Supply.

Doctrinal Definitions

Sustainment is the provision of logistics and personnel services necessary to maintain and prolong operations until successful mission completion. Sustainment in joint operations provides the subordinate Joint Force Commander (JFC) flexibility, endurance and the ability to extend operational reach. Effective sustainment determines the depth to which the joint force can conduct decisive operations, allowing the JFC to seize, retain and exploit the initiative. Sustainment is primarily the responsibility of the supported Combatant Commander (COCOM) and subordinate Service component commanders in close cooperation with the Services, Combat Support Agencies (CSAs) and supporting commands (source: JP 4.0).

Combat Service Support (CSS) is the essential capabilities, functions, activities and tasks necessary to sustain all elements of operating forces in theater at all levels of war. Within the national and theater logistic systems, it includes but is not limited to that support rendered by service forces in ensuring the aspects of supply, maintenance, transportation, health services and other services required by aviation and ground combat troops to permit those units to accomplish their missions in combat. Combat service support encompasses those activities at all levels of war that produce sustainment to all operating forces on the battlefield.

Differences Between Expeditionary Command And Fleet Logistics

The following are some of the differences a Logistics Specialist will experience serving in the expeditionary logistics community:

- Serving in sometimes small and disparate units

- Challenged with the “tyranny of distance” far from established Navy Supply Chains
- A challenging ILS process….involves multiple SYSCOMS, heavy on the contractor support vice supported thru typical technical provisioning data…. Expeditionary is not “platform” centric
- Much of Navy’s Supply Policy, Doctrine and CONOPS are BLUE WATER based… continually refining and tailoring. Expeditionary operates in littoral (brown and green water). Managing all classes of supply (heavy on class 2) as opposed to afloat management (primarily class 9 and updating the associated IT systems needed to manage these commodities
- Drawing logistic support from other services/components is heavier now than normal fleet operations.

The following are several examples of typical Expeditionary forces that require logistics support:

- 8 person Explosive Ordnance Disposal (EOD) Platoons serving in remote Iraq and Afghanistan Forward Operating Base bases
- 10-20 person Seabee Detachment imbedded Iraq/Afghanistan Provincial Reconstruction Teams (PRTs)
- 5 person Military Civil Affairs Security Training Command (MCASTC) supporting SOUTHCOM Global Fleet Station (GFS) and African Partnership Station
- 20 person MESF boat detachments protecting Gulf Oil Platforms (GOPLATS) throughout CENTCOM
- 2-4 man Combat Service Support Troop serving with Naval Special Warfare (NSW) Squadron deployed elements world wide – handling all logistics/transportation etc. for the deployed SEAL Platoon.

Characteristics of Expeditionary Logistics

- Heavy Non-standard requisitioning
  - —NSW - 70%/30% Open Purchase (OP) vs NSN requisitioning
  - —NECC – (RIVGRU One) 70%/30% NSN requisitioning vs OP
- Personal Gear Issue (PGI) is the major commodity
- Procurement/requisitioning away from Garrison in remote locations
  - —Use of Common User Logistics (CUL) and Executive Agency (EA)
- Use of Derivative DODAACS and other systems (PBUSE, MICAS, SSAVIE, etc.).
- Logistics Planning Concepts used by JOs & Senior Enlisted
- JOPES/TPFDD process
- TOA vs COSAL
- Heavy Class IV management

Levels of Logistics

The three levels of logistics support as described in Joint Publication (JP) 4.0. Logistics exists at the strategic, operational and tactical levels of war; and includes the full range of logistic capabilities, stakeholders and end-to-end processes.

3 Levels = 100% Emphasis: Strategic = 20%, Operational = 20% and Tactical = 60%

Overview

Levels of logistics correspond directly to the strategic, operational and tactical levels of war. The strategic, operational and tactical levels of logistics function as a coordinated whole, rather than as separate entities. Although we generally focus on the tactical level of logistics, it is imperative everyone understands the interaction of all three logistics levels. These levels interconnect like sections of a pipeline, tying together logistics support at the strategic, operational and tactical levels.

Strategic Logistics - Strategic logistics supports organizing, training and equipping the forces that are needed to further the national interest. At the strategic level, the Navy executes the core capabilities: Sustainment Base, Material Readiness, Facilities, Deployment Components, Acquisition Systems, Mobilization, Force Generation, Command & Control and Force Regeneration.

Operational Logistics - Operational logistics links tactical requirements to strategic capabilities in order to accomplish operational goals and objectives. Operational logistics supports conducting campaigns and providing theater-wide logistics support, generally over periods of weeks or months. Operational logistics links the tactical requirements to the strategic resources.

Tactical Logistics. Tactical logistics includes organic unit capabilities and the Combat Service Support (CSS) activities necessary to support military operations. Tactical logistics involves the actual performance of the 6 functions of CSS of Supply, Maintenance, Transportation, Health Services, General Engineering and other Services with resources immediately or imminently available.

Seven Principals of Logistics

There are seven principles of logistics support that apply to all three levels of logistics and attaining these principles is essential to ensuring operational success. These principles are guides for planning, organizing, managing and executing.

Responsiveness

Responsiveness is the right support in the right place at the right time. Among the logistics principles, responsiveness is the keystone. All other principles become irrelevant if logistics support does not support the commander’s concept of operations. Responsiveness includes the ability to meet changing requirements on short notice; tailor assets to meet changing priorities; requires visibility of all available assets. Additionally, critical anticipation of requirements: ability to foresee future operations 24, 48, 72, 96 hours in advance; identify and accumulate the minimum assets to meet support requirements; ensure Combat Services Support capabilities are versatile; and estimate predictions of potential future operations.

Simplicity

Simplicity fosters efficiency in both the planning and execution of logistics operations. Simplicity means avoiding complexity in both planning and executing. Establishment of pre-staging of supplies and services by the supported unit can simplify logistics support operations. Mission orders, drills, rehearsals and Standard Operating Procedures (SOPs) contribute to simplicity.

Flexibility

Flexibility is the ability to adapt logistics structure and procedures to changing situations, missions and concepts of operation. Logistics plans and operations must be flexible to achieve both responsiveness and economy. This may require improvisation necessary to provide continuous support, since established procedures may not provide needed support. Requires a willingness to devise new procedures and the talent to make, invent, arrange, or fabricate what is needed out of what is at hand.

Economy

Economy is providing sufficient support at the least cost without impairing mission accomplishment or jeopardizing safety or lives. At some level and to some degree, resources are always limited. Economy means providing the most efficient support to accomplish the mission and reflects the reality of resource shortfalls. Commanders consider economy in prioritizing and allocating sources. Avoid duplication of effort when possible.

Attainability

Attainability (or adequacy) is the ability to provide the minimum, essential supplies and services required to begin combat operations. The principle of attainability allows the commander to pursue a higher level of logistics confidence, but an operation undertaken without meeting the minimum needs determined under this principle is, by definition, destined to fail.

Sustainability

Sustainability is the ability to maintain logistics support to all users throughout the area of operations (AOR) for the duration all phases of the operation. Sustainability focuses the commander’s attention on long-term objectives and capabilities of the force. Sustainability is anticipation of requirements over time and synchronizing delivery of sustainment stocks throughout the operation.

Survivability

Survivability is the capacity of the organization to protect its forces and resources from destruction or degradation. The allocation of reserves, development of alternative and phasing of logistics support contribute to survivability. Robust and redundant support contributes to survivability, but may run counter to economy. Survivability requires a robust and diverse logistics system capable of sustaining forces in the face of any obstacle. Accordingly, the survivable logistics must include sufficient assets to support its own recovery as well as the operating forces.

Origins of ESU and LOGSU

Initially all commands within NECC and NSW provided their own supply support. This required redundant processes to be used across Echelon IV commands (e.g., Naval Special Warfare Group Two (NSWG-2), Explosive Ordnance Disposal Group Two (EODGRU 2)), which often were different and was costly from both efficiency and effectiveness view point.

The LOGSUs/ESUs were established by taking the logistics and support functions out of the SEa-Air-Land (SEAL) teams / Explosive Ordnance Disposal (EOD) Mobile units and consolidating them into the LOGSU and ESU. This allowed the operator to concentrate on operational issues and not the daily tasks associated with logistics support to the Team. Logistics, Engineering, Master-at-Arms (MAA) and other functions migrated to the central unit of LOGSU with the LOGSU providing the support to the Teams as required, but also gaining efficiencies that enabled improved support to the TEAM Commanding Officer (CO).

Advantages

Advantages of an Expeditionary Support Unit (ESU) / Logistics and Support Unit (LOGSU):

- Takes advantage of "economy of scale" and allows for streamlined processes to be put into place that are more efficient than having redundant programs within multiple activities. For example: RIVERINE Squadrons 1, 2, & 3 each had their own supply organizations. Each operated at different levels…some better than others. Each had to maintain their own Operating Target (OPTAR) log and was responsible for their own inventory. All of these functions are now rolled up into the ESU. It would be similar to a ship where you have one Supply Department supporting all the other departments (Engineering, Combat Systems, Navigation, Weapons, etc.).
- Reduces the Information Technology (IT) system support requirement and allows for a single manager of requisitions, inventory and financial data for the supported activities.

Mission of ESU and LOGSU

Mission awareness focuses on supporting the warfighter while maintaining accountability and providing stewardship. LOGSU has an inherent responsibility to ensure best business practices, policies and procedures are in place that optimizes readiness, material accountability and fiscal responsibility.

Due to each NECC ESU mission being slightly different a general mission statement is used:

Typical LOGSU/ESU Mission

Provide administrative and logistic support to Echelon IV and V commands by removing these functions from operating units which will allow them to concentrate on operations and train for deployment.

Supply Elements of the LOGSU/ESU

If you are in an Echelon IV/V unit such as a Seal Team or EOD Mobile Unit you're identified as a department within MICROSNAP SFM or R-Supply to track the budgets and for supply support to be provided. Establishment of the ESU optimized logistics support through advanced planning and preparation in financial and supply management process. This topic introduces you to the Supply elements of the ESU.

Other Functions Performed within an LOGSU/ESU

- Management of armory equipment; procurement, issue and inventory of all small arms, crew weapons, etc.
- Management of CESE equipment for supported units
- Management of small boats and utility craft
- Management of TOA equipment and Gear
- Management of recompression and diving equipment (if used)
- Management of communications gear
- Basis of Issue – Advanced (Allowance) (BOI-A) for NSW
- And finally, facility planning and programming limited to tent camp support.

Central Management

The concept to take away here is that one “department” is supporting all the other “departments” by centrally managing these elements of your units

LOGSU and ESU Functions

Logistics functions performed by an ESU and LOGSU are concurrent focus on both homeport (garrison) and deployed (expeditionary) logistics: establish and execute support policy for Expeditionary Units while in garrison; and execute support for deployed Expeditionary Units.

Examples of Supply Support functions include:

- Coordinating issue of organic gear, clothing, material and equipment
- Repair parts and consumable supply issues / inventory management
- Provides contracting Support
- Fiscal Management
- Maintaining constant level of readiness across all departments
- The government purchase card is managed and monitored
- Maintaining budgets
- Special clothing, custody items (messing kits, tents, etc.), maintenance items and normal consumables are issued
- Material disposition & asset management/inventory control
- Receipt, Issue and material movement
- Turning in Depot Level Carcasses to the Advanced Traceability and Control (ATAC) Hub
- Movement of Mail, Personnel and material.

Types of Command Relationships

There are three types of command relationships:

OPCON Definition

The authority to perform those functions of command over subordinate forces involving organizing and employing commands and forces, assigning tasks, designating objectives and giving authoritative direction necessary to accomplish the mission.

It’s just like it reads. OPCON is the authority to perform those functions of command over subordinate forces involving organizing and employing commands and forces, assigning tasks, designating objectives and giving authoritative direction necessary to accomplish the mission.

TACON Definition

The command authority over assigned or attached forces or commands, or military capability or forces made available for tasking, that is limited to the detailed direction and control of movements or maneuvers within the operational area necessary to accomplish assigned missions or tasks. TACON may be delegated to and exercised by commanders at any echelon at or below the level of combatant command.

ADCON Definition

The direction or exercise of authority over subordinate or other organizations with respect to administration and support, including organization of Service forces, control of resources and equipment, personnel management, logistics, individual and unit training, readiness, mobilization, demobilization, discipline and other matters not included in the operational missions of the subordinate or other organizations. ADCON is synonymous with administration and support responsibilities identified in Title 10, USC. This is the authority necessary to fulfill Military Department statutory responsibilities for administration and support.

Understanding these relationships is crucial to the Logistics Specialist when working with financial considerations, movement of materiel and overall support while in the theater of operations.

Definition of Support

Support is a command authority. A support relationship is established by a superior commander between subordinate commanders when one organization should aid, protect, complement, or sustain another force. The Joint definition of support is action of a force that aids, protects, complements, or sustains another force in accordance with a directive requiring such action.

General Support

That support which is given to the supported force as a while rather than to a particular subdivision thereof.

Example: Anyone can walk up to that unit and get support, because that unit has been TOLD in a WARNORD, FRAGO or EXORD it is in GS to the joint force. Illustrative example: a sustainment Brigade that has been directed to be GS for the Joint force, so it carries Class V(W) for SEALs, Special forces ODA teams, Rangers, Marines, etc.

Mutual Support

That support which units render each other against an enemy because of their assigned tasks, their position relative to each other and to the enemy and their inherent capabilities.

Example: this is generally a tactical term, but COULD be used for multinational logistics. Be careful here – Australians would draw supplies from a GS unit, using MULTINATIONAL forms and procedures. Mutual support does NOT necessarily mean “multinational” or “coalition.”

Direct Support

A mission requiring a force to support another specific force and authorizing it to answer directly to the supported force’s request for assistance

Example: A logistics unit that has been tasked to support only X unit or Y unit and as a result, no one else can walk up and get anything from it. Navy expeditionary units would not be able to get anything from a DS unit and would have to go find a GS unit (the DS unit would be able to tell that Navy unit where it might be able to get support).

Close support

That action of the supporting force against targets or objectives which are sufficiently near the supported force as to require detailed integration or coordination of the supporting action with the fire, movement, or other actions of the supported force.

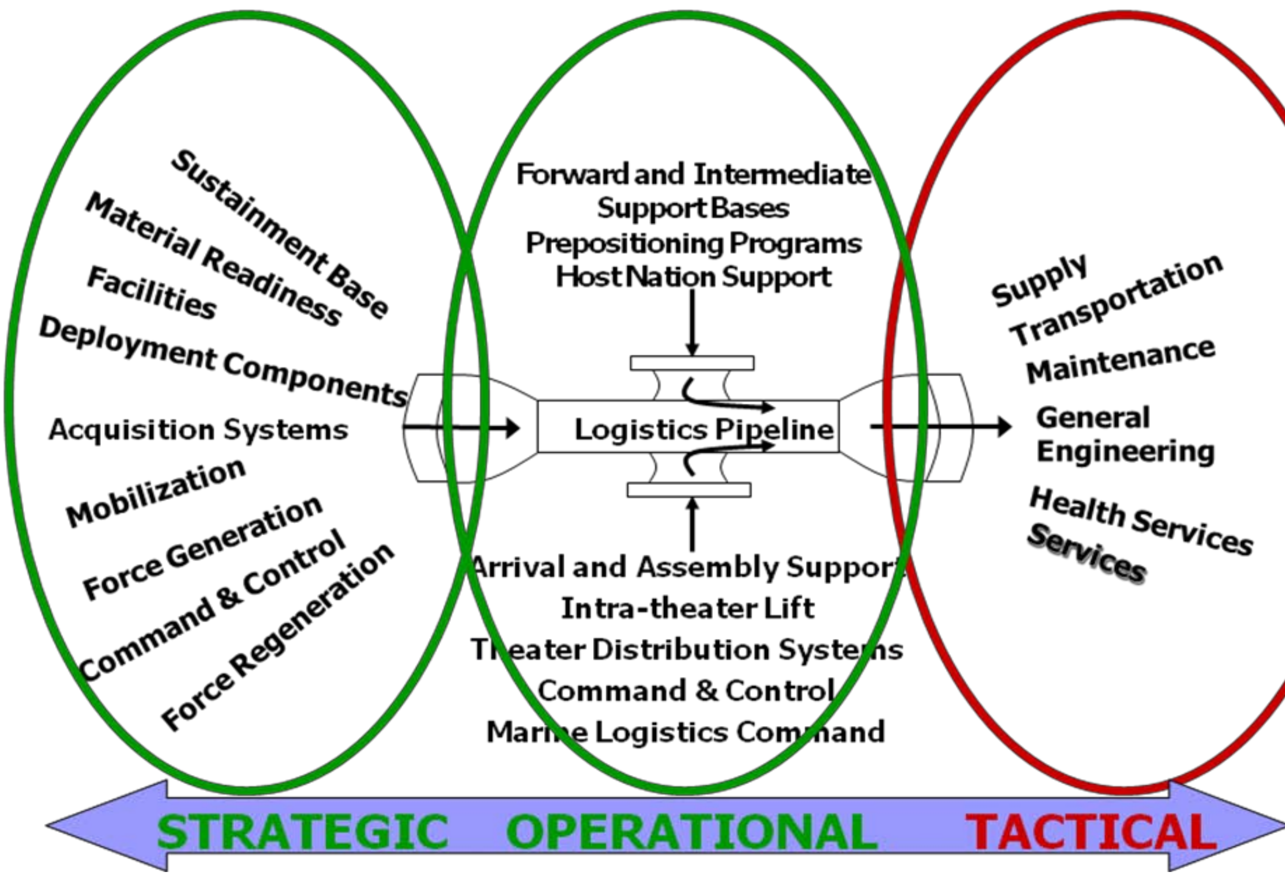
Example: a Marine corps or Army unit provides support for logistics convoy operations.

Tactical Logistics

"The level of war at which battles and engagements are planned and executed to accomplish military objectives assigned to tactical units or task forces. Activities at this level focus on the ordered arrangement and maneuver of combat elements in relation to each other and to the enemy to achieve combat objectives" *(Source: JP 1-02).*

The following diagram shows the relationship of tactical logistics in the overall logistics pipeline.

Levels of Logistics



Functions of Tactical Logistics

Supply

Supply is a cyclic process of acquiring and issuing materiel to supported units. It may be consumable or durable materiel, components and end items. The Combat Service Support Element (CSSE) commander's primary concern is providing the supported commander with initial supplies when deployed and resupply when supply requirements change. Supplies are defined as all material and items used in the equipment, support and maintenance of military forces. Supply consists of the procurement, distribution, maintenance while in storage and salvage of supplies, including the determination of kind and quantity of supplies.

Supply consists of two phases:

- Producer Phase
  - The producer phase extends from determination of procurement schedules to acceptance of finished supplies by the military Services.
- Consumer Phase
  - The consumer phase extends from receipt of finished supplies by the military Services through issue for use or consumption.

Maintenance

Maintenance involves those actions taken to keep materiel in serviceable condition (preventive maintenance) and actions required to return materiel to serviceable condition (corrective maintenance).

Maintenance consists of all action taken to retain materiel in a serviceable condition or to restore it to serviceability. It includes: inspection, testing, servicing, classification as to serviceability, repair, rebuilding and reclamation.

Levels of Maintenance - There are three categories of maintenance:

- Organizational
  - The using unit performs organizational maintenance on its assigned equipment.
- Intermediate
  - Intermediate maintenance is the responsibility of and performed by maintenance activities in direct support of using organizations.
- Depot
  - Depot maintenance is performed on materiel that requires a major overhaul or a complete rebuilding.

Transportation

Transportation is moving personnel, supplies and equipment from one place to another using railway, highways, waterways, pipelines, oceans and airways. Transportation is needed to put combat power (personnel and materiel) in the correct locations at the proper times to start and maintain operations. Any major transportation plan includes the means to affect the movement (e.g., trucks) and controls for managing those transportation means (e.g., Movement Control Teams).

General Engineering

General engineering is distinct from combat engineering. General engineering is typically considered a CSS function (e.g., engineer support battalion), while combat engineering is considered a combat support function (e.g., combat engineer battalion). Engineers bring both constructive (e.g., building bunkers, providing utilities) and destructive (e.g., demolition, breaching) support capabilities to the battlefield.

Health Services

Health Services Support (HSS) seeks to minimize the effect that wounds, injuries and disease have on unit effectiveness, readiness and morale. HSS is accomplished by a preventive-medicine program that initially safeguards personnel against potential health risks and by the establishment of a system that provides medical support from the point of wounding, injury, or illness through evacuation.

The Health Service Support mission is to minimize the effects that wounds, injuries and disease have on units' effectiveness, readiness and morale. The mission is accomplished by a preventive medicine program that safeguards personnel against potential health risks and by establishing a Health Service Support system. The system provides support from the point of wounding, injury, or illness and evacuation to a medical treatment facility that can provide the level of care required by the patient.

Services

The services function provides for effective administration, management and employment of military organizations. The subfunctions of services are essentially administrative or nonmateriel in nature and are implemented with uniform systems and procedures. The subfunctions are:

- Disbursing services
- Postal
- Exchange services
- Legal services
- Civil-military
- Mortuary affairs.

Classes of Supply

Materiel commodities are categorized into nine classes of supply, each with unique supply chains. These categories in which supplies are grouped assists in facilitating supply management and planning.

Class I - Subsistence

Class I is subsistence materiel ranging from military specification rations to commercial food items. Fundamentally, basic subsistence requirements are determined by the Services based on feeding plans that are established to support the operational requirements of tactical commanders. Most subsistence materiel is not stocked at the strategic level based on current distribution techniques. Operational rations are stocked in limited quantities based on anticipated contingency requirements.

Class II - Clothing, Individual Equipment and Tools

Class II is composed of organizational clothing and individual equipment, such as tentage and individual weapons; consumable items such as tools and administrative and housekeeping supplies; and industrial supplies such as cable, rope, screws and bolts. Class II contains the widest array of different items in a single supply class. Some of these items can be critical to humanitarian assistance and disaster relief (HADR) and related missions. Care needs to be addressed for cultural differences in Muslim areas (e.g., Black Body Bags are a huge problem for Muslims, must be white).

Class III - Petroleum, Oils and Lubricants (POL)

Class III includes bulk and packaged POL; hydraulic and insulating oils; preservatives, bulk chemical products, coolants, deicing and antifreeze compounds and components and additives of such products; and liquid and compressed gases, natural gas, coal and electricity. Bulk fuel, the major Class III commodity, is propulsion fuel for aircraft, ships and vehicles. Under the single fuel concept, primary fuel support for land-based air and ground forces in all theaters shall be accomplished using a single kerosene-based fuel as approved by the combatant commander. Packaged Class III items, defined as containers of 55 gallons or less, are managed and distributed similarly to Class II items except for the specific safety and environmental requirements necessitated by particular products.

Class IV - Construction Materiel

Class IV includes all construction raw materials and fortification and barrier items such as lumber, wire and sandbags. Class IV items are used for force protection, facility construction and maintenance by military civil engineering forces or contractor construction firms. While many Class IV items are commonly available on the in-theater commercial market, some items, such as construction lumber and plywood, may be scarce or prohibitively expensive in some geographic areas. In addition, joint forces may be in competition with HN users for the same common items:

- Barrier Materials - Delay, channel, or stop enemy offensive movements concertina wire, pickets, barbed wire
- Fortification Materials - Enable forces to prepare positions and shelters plywood, sandbags, Hercules Engineering Solutions Consortium (HESCO) barriers - This conversion of traditional Sandbag walling concept into an enhanced Blast Wall System has helped to overcome the problem of labor intensive and time consuming in a military environment that requires mobility and rapid deployment
- Construction Materials - Enable engineers to construct/repair airfields, Landing Zones, roads and trails.

Class V - Ammunition

Class V materiel consists of munitions of all types; bullets and projectiles, bombs, explosives, land mines, fuses, detonators, pyrotechnics, propellants and their associated items and chemical agents of all types.

Class V items are managed through a combination of joint and Service materiel managers. The US Army is the single manager for conventional ammunition (SMCA) and executes this responsibility through the US Army Material Command Operational Support Command (OSC). The SMCA manages such items as small arms, mortar, artillery and naval gun ammunition; bombs; unguided rockets; land mines; grenades; flares and pyrotechnics; and component items such as explosives and propellants. The Military Departments manage Service-unique-items such as guided missiles, rockets, mines, torpedoes and guidance kits for bombs.

NSW manages their own Class V account, called the Q account, funded separately from service funded ordnance and generally is more specialized; that regular Class V materials. Some items are very mission specific and in limited inventory.

Class VI - Personal Demand Items

Class VI materiel includes various nonmilitary health, comfort and recreational items procured and managed by the Service exchanges: Army and Air Force Exchange Service (AAFES), Navy Exchange Command (NEXCOM) and the Marine Corps Exchange (MCX), as well as Service morale, welfare and recreation organizations.

Class VII — Major End Items

Class VII is composed of the major Warfighting equipment that constitutes the combat forces. Class VII includes ships, aircraft, missiles, tanks, launchers and vehicles that are normally procured by the individual Service acquisition commands as a part of major acquisition programs.

Class VII items are programmed and procured in accordance with long range requirements as part of major Service and US Special Operations Command (USSOCOM) procurement programs executed by designated program offices within the Service and USSOCOM acquisition commands and/or centers. Major end items having multiservice applications are managed by a single Service program office for the entire Department of Defense (DoD) community.

Class VII items are capital assets of the Services and are not typically “stocked” as wholesale items for routine issue to requisitioning activities. War reserve stocks of Class VII materiel are managed by Service program offices as insurance items and are outside the scope of routine DoD item management processes. At the operational and tactical level, Service components determine the quantity and location of Class VII replacements needed to maintain operational readiness consistent with mission requirements.

Class VIII - Medical Materiel

Class VIII consists of pharmaceutical, medical and surgical supplies and materiel and medical equipment, including medical-specific repair parts, medical gases, blood and blood products. (Class VIIIA – Medical consumable supplies not including blood & blood products; Class VIIIB – Blood & blood components (whole blood, platelets, plasma, packed red cells, etc.).

Class VIII items are used by medical and dental personnel to perform patient treatment and provide other health service support (HSS) at medical treatment facilities (MTFs) and other military medical units, such as Navy fleet hospitals and hospital ships; forward surgical teams; combat support hospitals; and Air Force Expeditionary Medical support and Air Force Theater Hospitals

Resupply for these items can occur from afloat Special Accounting Class (SAC) 207 ships such as Landing Helicopter Assault (LHA); Landing Helicopter Dock (LHD); Multi-purpose Aircraft Carrier (Nuclear-Propulsion) (CVN); Fast Combat Support Ships T-AOE vessels that carry Authorized Medical Allowance List (AMAL)/ Authorized Dental Allowance List (ADAL) items. Defense Logistics Agency (DLA) also offers these items in centrally managed forward located inventory locations and usually associated with the Army medical organizations.

Class IX - Repair Parts

Class IX includes all repair parts, except medical equipment parts. These consist of any part, subassembly, assembly, or component required for installation in the maintenance or repair of an end item, subassembly, or component. Each Service unit deploys with an allowance of Class IX materiel calculated to support unit equipment repair, within the unit maintenance capability, for a predetermined period and operational tempo.

Pre-Expended Bin (PEB)

The PEB unit contains high-usage, maintenance-related consumable materials that have been expended from the supply department stock records and financial accounts. <u>Items subject to pilferage are retained within an enclosure with access limited to authorized personnel</u>. The Storeroom Logistics Specialist (SRLS) is responsible for the management and maintenance of the PEBs by replenishment or turn-inaction, as required. PEB stock is limited to maintenance-related material having a minimum demand frequency the Supply Officer and the Maintenance Officer of the activity being supported are jointly responsible for determining those eligible items to be added or purged from pre-expended stocks. Stock records are reviewed quarterly to guarantee that all items have sufficient usage to be retained in pre-expended status and to correct any mixing of pre-expended items, as a minimum, any item that had no demand within the last 12 months should be purged from pre-expended stock and returned to the supporting supply department.

- The purpose of the PEB is to shorten the issue and accounting procedures for recurring issues of maintenance-related materials
- The PEBs are located where they are readily accessible to maintenance personnel and, when feasible, where they can be observed by the retail outlet Logistics Specialist to aid in recognizing abuses to the pre-expended system
- Primary Reason is to enhance: Readiness; Maintenance operations; and Economical management of low-cost, fast moving expendable items
- Ultimate Goal: Place fast moving, critical repair parts at the same location of the mechanics.

Personal Gear Issue (PGI), Organizational Clothing and Equipment, Camouflage Utility Uniform (CUU) and Combat Equipment

(Source: COMNECCINST 4400.1A – Force Supply Manual; CNSWCINST 4460.1D – NSW Force Supply Manual)

Expeditionary Forces require uniforms that are not normally part of the Navy Regulation sea bag requirements, such as various patterns of camouflage utility uniforms (CUU). The authorized homeport / garrison uniform for NECC commands and units is the woodland pattern CUU, brown t-shirt and either black or brown brushless boots. Regional commanders with prescribing authority will designate specific uniforms (including patterns) and components for wear in accordance with authorized Table of Allowances (TOAs). The members' command shall provide required accoutrements, insignia and the sewing of these items on the CUUs except for members who have been reduced in rate or whose warfare qualifications have been rescinded. In these cases, the members shall personally fund the changes to their CUUs.

Personnel are responsible for maintaining items issued to them in a clean and serviceable condition. The cost of repairing and cleaning these items is the individual's responsibility. Common wear and tear discrepancies including minimal fading, loss of new appearance and small rips and tears does not justify command-funded replacement. The Supply Officer or designated representative shall determine the validity of replacement requests. Replacements will not be issued for the following: Weight gain or loss; Socks, underwear, t-shirts; An item lost, damaged, or mutilated through improper use or negligence.

Maternity Issues

To maintain uniformity throughout the command, a unit Commanding Officer may authorize the female maternity CUU work uniform for wear by pregnant members.

Desert Camouflage Utility Uniform (CUU)/ NOMEX Flight Suit (NFS)

When theater commanders require personnel to wear desert CUUs or NFSs in their respective operational theaters, the NECC command shall procure, issue and manage these uniforms for their personnel. The desert CUU and NFS are not considered routine issue and shall only be issued when required for operational use. Units shall not procure or issue these items unless specifically required for the mission; they are not for general issue to homeport / garrison or non-deploying unit personnel.

The members' command shall provide accoutrements, insignia and the sewing of these items on the CUUs and NFSs. The issue of NFS is related to Flame Resistant clothing addressed below.

Army Combat Uniform (ACU)

Navy personnel serving with an Army unit are not authorized to wear ACUs unless the Army Commander directs, in writing, attached Navy personnel to be in ACUs. The Army will provide the ACUs and all required accoutrements and insignia without cost to Navy personnel. See Navy Uniform Regulations, Article 6601, for details.

Personal Gear Issue (PGI) and Combat Equipment (CE)

PGI and CE is the property of the U.S. Government; is managed as organizational issue material; is authorized for issue to individuals on a custody-control, accountable program; must be returned at the end of a deployment, Permanent Change of Station (PCS) end of tour, or the end of their active obligated service (EAOS). Individual PGI/CE is authorized for use under various conditions to provide personal protection in training, combat and hostile environments when standard uniform articles are inadequate. PGI/CE is defined as, but not limited to, Advanced Base Functional Component (ABFC) /TOA approved PGI assemblies such as: combat helmets, enhanced small arms protective inserts (ESAPI) plates, ESAPI vests, ballistic protective eyewear including goggles, hearing protection, knee and elbow pads, government issue and commercially procured protective gloves, Modular Lightweight Load-carrying Equipment (MOLLE), other load bearing equipment including various commercially procured tactical vests and pouches, assault belts, holsters, hydration systems, commercially procured assault packs and backpacks, climbing and rappelling equipment including harnesses, carabiners, line / rope, medical kits, individual diving operations support equipment such as wet and dry suits, buoyancy compensators, fins, masks, regulators, depth gauges and all related accessories, beacons and illuminators, flashlights, tactical lighting including headlamps, compasses, knives, multi-plier tools, batons, restraints, all security and personal protective equipment, tents, tent heaters, sleeping bags, mattresses, environmental protection material such as poncho liners and shelter halves and all training materials.

Flame Resistant (FR) Clothing

In view of safety requirements for FR uniform protection in high-risk areas, personnel operating ashore in the CENTCOM AOR are authorized FR clothing. Units are authorized two FR long sleeve mock neck T-shirts, two balaclavas (head cover) and one pair of FR gloves; units may also issue two sets of desert tan NFS to personnel who are at the most risk of exposure to fire injury, specifically Iraq and Afghanistan (e.g., convoy duty, operating outside a secure Forward Operating Base (FOB)). NECC commands shall control FR clothing as organizational clothing.

Chemical, Biological, Radiological and Nuclear (CBRN) Defense Equipment

Some OCONUS theaters may require all personnel entering the theater to possess CBRN defense equipment and protective clothing. The Naval Sea Systems Command (NAVSEA) fills all NECC CBRN Collective Protection Equipment (CPE) requirements from the NAVSEA Consolidated Storage Facility (CSF) in Fort Worth, TX and manages the inventory in the NAVSEA Chemical Biological Radiological Operating Space Item Management Systems (CBR OSIMS) program. (See par. 3612 for details of NECC 4400.1A)

Organizational Clothing, Equipment And Deployment Support Material

Organizational clothing is defined as, but not limited to, CUUs; FR clothing; extreme cold weather uniforms including “mustang suits”, parkas, trousers, gloves and boots; NFS; rain gear; life vests; and flotation / buoyancy harnesses.

Organizational Equipment

Tools such as breaching gear including hallagans (“hoolys”), rams, bolt cutters, axes, sledgehammers, blade saws, gas-powered rescue saws and plasma exothermic cutting units (PECU) shall be provided to only authorized divisions, departments and detachments and shall be signature-controlled by using DD Forms 1149 or a custody card program, due to the sensitive nature of such equipment. General-purpose hand tools, which are easily converted to personal use, purchased with OPTAR funds should be carefully managed and inventoried often to prevent a high loss or pilferage rate. Supply Officers are encouraged to scrutinize all requests for hand tools for above-normal replacement and frequent loss.

Deployment Support material is defined as, but not limited to, hard and soft weapons transportation cases, footlockers, “cruise boxes”, laptop cases and hard-case cargo containers (such as Pelican, Hardigg and Cube cases). The Commanding Officer may add any PGI/CE items to the Organizational Clothing / Equipment and Deployment Support material list for closer command oversight.

Weapons Accessories

Small Arms accessories such as weapons slings and lanyards, rail systems, bipods, foregrips, flash suppressors and iron sights are in the same realm as PGI / CE and shall be managed as such.

Optics

Optics such as binoculars, rangefinders, laser target designators and non-powered rifle scopes are sensitive and highly pilferable items. See par. 3611. These items shall be controlled by signature turnover (sub-custody) to the individual responsible and returned to the command upon transfer or detachment of the individual. A survey (DD Form 200) shall be completed for lost or damaged optics.

Handheld Global Positioning Systems (GPS) / Personal Communications Gear / Handheld Radio Systems

A handheld GPS is a sensitive, highly pilferable device, which shall be managed as a sub-custody, signature turnover item. Loss or damage rendering the item unusable requires a survey (DD Form 200). COMNECC N6, C4ISR, directs policy for personal communications gear and accessories such as the AN/PRC-148 Multiband Inter/Intra Team Radio (MBITR) and other AN/PRC series multiband handheld radios, Single Channel Ground & Airborne Radio System (SINCGARS), etc.

Watches

Watches procured using O&MN OPTAR funding shall be issued only to those personnel in an authorized billet such as diver or EOD member requiring a watch for the mission. Watches shall be managed in the same manner as PGI/CE and requires signature custody. A survey (DD Form 200) is required for loss or damaged watches.

Custodian

A senior Logistics Specialist (LSC / LS1) shall be assigned as custodian of the RFI storage areas for all items listed in sub-paragraphs above. The Supply Officer shall appoint the custodian in writing.

The appointment letter will clearly define duties and responsibilities. The custodian shall maintain positive (lock and key) control of the storage area.

Responsibility

The Commanding Officer is responsible for the overall administration of all PGI, CE and organizational clothing and equipment within his or her command. This responsibility, which includes verification of requirements, issue authorization, ensuring proper use and care and enforcing individual accountability, may be delegated to the Supply Officer. The Supply Officer is also responsible to the Commanding Officer for the inventory management and accountability control of these items even when these items are managed for the command by contracted services.

Individual responsibility

Individuals receiving PGI, CE and organizational clothing and equipment listed in sub-paragraphs above are personally accountable and responsible for the proper use, care, maintenance and control of these items. Personnel receiving these items will sign sub-custody records acknowledging they understand their responsibilities. Upon transfer or separation from the command, individuals shall return all PGI, CE and organizational clothing [less clothing articles that cannot be reissued due to hygiene reasons (boots, socks, t-shirts and caps/hats)] and equipment issued to them. The administration, inventory management and replenishment of these items require a concerted effort.

Personal Gear Issue (PGI)/Organizational Clothing and Material

For control and accountability purposes, PGI and organizational clothing and material shall be recorded and managed in an application such as spreadsheets, MicroSNAP's Custody Tracking System (CTS), or Special Warfare Automated Logistics Information System (SWALIS). Once implemented, the Readiness & Cost Reporting Program (RCRP) shall be used for managing these items. To prevent loss, PGI and organizational clothing and material shall be prominently marked with the command name and an inventory number to identify the material. PGI and organizational clothing and material shall be stowed separately in a securely locked location and only issued upon authorized request. As part of the check-in process, the Leading Logistics Specialist shall review personnel records of members transferring to the command to verify items already issued to the members. New or additional issues will be made to satisfy additional requirements or to replace unserviceable gear. During the checkout process, personnel departing the command shall return PGI and organizational clothing and material issued to them and obtain the storeroom custodian's signature on the command checkout sheet to signify the turn-in.

Pushing vs Pulling Supplies while in the Field

Historically, demand for items increases faster than the supply system can provide and special management actions might become necessary. To anticipate campaign priorities, planners must: provide instructions or guidance for redistributing common-use assets from low to high-priority organizations within the command; obtain assets from external sources with lower priority needs; control the allocation of new assets in short supply; and provide efficient means to retrograde, repair and then reissue critical items.

Table of Allowance (TOA) Program

ABFCView is an electronic database maintained by NFELC which identifies and quantifies basic tools and equipment to support the Unit Mission; and designed to include everything a unit would require to perform and support its mission within a specified time frame. Not to be confused with the allowances of repair parts which your COSAL consists.

Table of Allowance (TOA)

TOA is an equipment allowance document that prescribes basic allowances of organizational equipment and provides the control to develop, revise, or change equipment authorization inventory data. (Source: Joint Publication 1-02). Aboard ship the TOA would be similar to the COSAL Allowance Parts List (APL) with allowance items identified in Part III Section A in the COSAL and all Allowance Type (AT) Code “1” items in SFM or R-Supply.

A TOA is similar to a COSAL. It is an allowance document that lists all equipment and materiel that a unit needs to perform its mission. The maintenance worthy equipment within a TOA is a configuration database (Ship Configuration and Logistics Support Information System (SCLSIS)).

Configuration Data Managers Database-Open Architecture (CDMD-OA)) just like a COSAL. Its maintenance worthy equipment has APL’s just like in a COSAL and its materiel/consumable lists are categorized similar to that of AEL’s in a COSAL. The COSAL is the ship and its contents. The TOA is a set of equipment and materiel and Supply Class II (uniforms, infantry equipment, etc.) that a unit can use for training or mission requirements.

- TOA is developed for each Advance Base Functional Component (ABFC). TOA is a complete listing of Office of the Chief of the Naval Operations (OPNAV) approved equipment and materiel authorized as allowance for a specific established unit. The TOA is a standardized listing used to establish and maintain all required equipment, materiel and personnel to support the unit’s mission. Each TOA is listed by functional sections and respective commodity group codes. The TOA will only list materiel, equipment and supplies in those sections identified by the unit’s mission statement and Required Operational Capability / Projected Operational Environment (ROC/POE). Additionally, Initial Capabilities Documents (ICD) and Capabilities Development Documents (CDD) can be developed to identify key mission capabilities and requirements for each section of TOAs
- Single source database created to support logistical needs
- Planned to support operations for 60 days. Except:
    - —Fuel - Limited to 3-5 days of support.
    - —Ammunition – No ammo in the TOA

    These limitations must be understood so adequate logistic support can be arranged in theater. The critical concept is TOA’s fill unit requirements. The TOA is completely intertwined with how NECC units train and prepare for deployment.
- NSW TOA **–** Used for Operational stocks (OPSTOCKS)

NSW Allowancing Program

Naval Special Warfare (NSW) utilizes U.S. Special Operations Command (USSOCOM) to manage their USSOCOM Table of Equipment, Distribution and Allowance (USTEDA) program.

USSOCOM Table of Equipment, Distribution and Allowance (USTEDA)

Provides an authorization document for Major Force Program-11 (MFP-11) commodities and equipment; provides asset visibility and automated means to track MFP-11 Special Operations Force (SOF) equipment.

Differs from the TOA as it does not include everything to support a mission, but keys on specific mission critical items that are not provided by the Service Specific/Title 10 requirements and related service funding (Navy has Major Force Program Two (MFP-2) funding). Examples are Combatant Craft, Unmanned Aerial Vehicle (UAV) and SOF specific weapons.

Is similar to the TOA and Coordinated Shipboard Allowance List (COSAL) Allowance Equipage List (AEL) for ships and Coordinated Shore-based Allowance Lists (COSBAL) for shore based allowancing.

Published Document (Database)

Is based on a Unit's Required Operational Capabilities/Projected Operational Environment (ROC/POE) - The initial outfitting process requires that an approved concept of operations (CONOPS) is in place, a ROC/POE is fully developed, an Authorized Manning Document (AMD) is finalized and a Communications Requirement Analysis (CRA) exists.

Identifies and quantifies basic personnel, materiel and equipment to support the unit mission - The specific design of each TOA is based on documents that identify the required capabilities to execute operational plans (OPLANs) and operation plans in concept format (CONPLANs). The primary documents for this purpose are the Concept of Operations (CONOPS), ROC/POE, OPLANS, CONPLANS, Navy Training Administration (NTA) and Navy Mission Essential Task List (NMETL) as well as any other current, higher authority operations governing documents. One additional cornerstone document is the Communication Requirements Analysis (CRA) which takes all Command and Control (C2) and Command, Control, Communications, Computers, Intelligence, Surveillance and Reconnaissance (C4ISR) requirements into consideration and provides an output types and quantities of equipment needed to execute a unit's ROC/POE. An example of the official TOA approval document is the OPNAV letter 3122 signed out for the Riverine TOA (B17). This letter recognizes the approved CONOPS, ROC/POE and Authorized Manning Document (AMD)

Designed to include everything a unit would require to perform and support its assigned mission within a specified time frame.

Groups everything according to specific capabilities, tasks and sub-tasks for use during mission execution.

- Provides allowance information for most TOA elements, but not all
- Provides allowance information differently and for different uses than the COSAL does
- TOA's often have a supporting COSAL, where COSAL support is appropriate
- Management does not replace Standard NAVSUP stock record management practices
- TOA inventory disciplines have some differences from warehouse disciplines.

The TOA defines the operational allowance for each unit, facilitates management tools, groups items needed for every required capability, cost and logistic data, baseline for readiness and accountability, it assists mobilization, divides equipment into modules for rapid deployment, provides Type Unit Characteristic (TUCHA) data and Time Phased Force Deployment Data (TPFDD). The TOA is complimented by other systems such as the COSAL, Maintenance and Materiel Management (3-M) and automated Supply/Financial/Stock Inventory software that assist the Supply Office of a unit's support capability of repair parts and demand based items for the maintenance of the TOA's equipment.

ABFC TOA vs Shipboard COSAL

- The Coordinated Shipboard Allowance List (COSAL) is a technical and management document. It is a technical document to the extent that equipment, component, part nomenclatures, operating characteristics and technical manuals are described in allowance parts lists (APLs) or allowance equipage lists (AELs)
- This supply document lists the items required to achieve maximum, self-supporting capabilities for an extended period of time
- The COSAL provides the ship with basic guidance for determining items that should be stocked by Supply or held in the custody of other departments. It will specify the range and depth of all equipment validated to be on board your ship or station. This information is maintained for every activity and ship in the weapons system file (WSF)
- It is easiest to think of the TOA as an Expeditionary Unit's virtual SHIP
- The COSAL does for the ship what the TOA does for an Expeditionary Unit.

Purpose of a TOA

- Defines materiel allowances for each unit
- Management tool capabilities, cost and logistic data; baseline for readiness and accountability
- Assists mobilization divides equipment into modules for rapid deployment; Provides Type Unit Characteristic (TUCHA) data and Time Phased Force Deployment Data (TPFDD)
- Single source document which provides:
    - War planners with TUCHA Data (used to plan unit movements and project aircraft or vessel requirements).
    - Joint Chiefs with unit information to plan and tailor operations.
    - CNO with projected unit mobilization costs.
    - System Commanders with capabilities, cost and logistical information.
    - Unit Commanders with inspection/readiness criteria.
    - Commanding Officers (COs) with a baseline for readiness and accountability.
    - Operations Officers (S3s) with a mobilization and asset management tool.
    - Field operator with requisition, mobilizations and location guidance.

Layers of the TOA's structure

Component is equal to a unit. - Expeditionary Commands frequently deploy only a portion of the unit, these portions are known as Teams, Detachments, Echelons and Mobile Units. The TOA breaks apart to match these portions of a unit. The entire TOA is a Component. One of these deployable teams is supported by a part of the TOA known as the Sub-component.

Sub-component is equal to a major division of a unit, such as an air detachment. - Each Sub-component is organized according to materiel type or TOA Section. For example Section 004 contains vehicles and Section 008 contains tools. A Sub-component's Section breaks down into Facilities and Groups.

Facility/Group is equal to the structures or complex utilities needed to support the mission. Generally these are tent camp items such as troop housing, galleys, sanitation and drinking water. - A facility is a pre-engineered design, often comprised of more than one assembly. Things like heads, troop housing, power distributions grids and water treatment plants are facilities.

Assembly is equal to a grouping of line items (NSN level) intended to support a specific task, such as a carpenter's kit, or a tent heater. One or more assemblies are nested together to form a complete facility. Assemblies used independently of a facility are grouped by functional area. Those areas are Groups; Groups are further organized by TOA Sections. An assembly is the final "keep together" boundary. An assembly might be the tools a dentist uses to clean a person's teeth, the gear a diver needs to be able to work underwater, or the tools used in a Carpenter's or Mechanic's kit. Assemblies occur in Groups and Facilities.

Line Items make up assemblies. Line items are either an item with a National Stock Number (NSN), NATO number, Navy Item Control Number (NICN), Local Item Control Number (LICN) assigned by the Cognizant inventory Control Point. All line items have a NSN, NATO, NICN or LICN.

Local Item Control Numbers (LICN) are used in some cases in ABFC to represent an array of NSNs, NATO Numbers or NICNs when one item is listed but a multiple number of potential candidate items are available to fill the requirement. For example PGI items with multiple sizes.

Components

A grouping of personnel and materiel REQUIREMENTS designed to perform a specific function or mission at an advanced base.

A component is made up of one or more nested Sub-Components:

P25	P35	J04	B17	D78
NMCB	UCT	EOD	RIVERINE	NSW/CSS

A grouping of personnel and materiel requirements designed to perform a specific function or mission at an advanced base. A component is made up of one or more nested sub-components.

P25 - Naval Mobile Construction Battalion (NMCB)

P35 - Underwater Construction Team (UCT)

J04 - Explosive Ordnance Disposal (EOD)

B17 - Riverine

D78 - NSW/CSS D78E = European AOR, D78P = Pacific AOR,

D78C = CENTCOM AOR

A command's Table of Allowance represents everything needed for its entire ROC/POE and is referred to as the Component. A Naval Mobile Construction Battalion (NMCB) TOA is considered a component.

A Group is at the same "parent – child" level in the TOA's structure as a facility is, but differs in that a Group is a collection of like items. Groups in Section 004 contain vehicles; Groups in Section 014 contain weapon assemblies.

Sub-Components

- A major configuration of personnel/materiel, organized to sustain a general level of operations. Examples are a 250 person tent camp, or an Air Detachment
- Sub-components are made up of nested facilities and groups (of assemblies) organized by materiel type or function called TOA sections
- Pre-planned to meet contingency, wartime and disaster operations
- Sub-components can be mobilized as required
- Each Sub-Component has its own allowance.

Sections

- A major category (subdivision) of materiel
  - Used to identify the type of commodity for all materiel and equipment in the TOA.
  - Sections include groupings such as Facilities, CESE, boats, CBR-D, weapons, Extreme Cold Weather Clothing Systems (ECWCS).
  - Sections are NOT a part of the TOA's hierarchy, but a way of organizing facilities and groups into logical management areas. Usually by commodity type or the functional area supported.
  - The TOA is organized to find items using the section number instead of the group/facility number. It is easier to search by a three digit Section number (001, 003, etc.). than using an eight digit group/facility number
  - Section numbers are always the same. This means computer/ IT equipment will always be found in Section 011 if it is used in that echelon. The same section number can occur in different echelons. What if section numbers are not found in an echelon? That echelon doesn't contain (use) that section.

Assemblies/Equipment Code (EC)

- Assemblies
  - Five or more alpha numeric digits.
  - Subset of facilities or groups.
  - Contains Individual stock numbered items.
  - Support specific task, type crew, or equipment.
- Equipment Code (EC)

  - Six digit number.
  - Identifies Civil Engineer Support Equipment (CESE). Identifies equipment type with attachments
  - Last two numbers identify accessories and attachments.
  - This provides details about the numbering system and make-up of Assemblies and Equipment Codes.

Facilities/Groups

- Facilities
  - Pre-engineered design.
  - Contain similar associated items (tent camp and shower unit).
  - Start with numbers 1 – 9.
- Group
  - Functional sub-division of a section.
  - Similar purpose materiel, equipment and facility collateral.
  - Always start with zero.

Requisition Processes

Various requisition processes are used by Expeditionary commands, both in garrison and while deployed. It is important for the LS to know before deployment what sources are available to obtain material during deployment. This is critical information, whether you are supporting yourself or another service provides some or all of the needed support.

EXLOG Requisition Peculiarities

Navy Expeditionary units currently use a combination of standard Navy processes any other service processes while deployed. Depending on who the units Operational Control (OPCON) and Tactical Control (TACON) Commander is determines the requisitioning process used. (i.e., TACON Commander (CDR) may be another service).

Differences in Requisition Processes

When deployed the Navy has a greater use of non-standard requisition processes. As a result, there is a greater use of the Government Commercial Purchase Card (GCPC) and Field Ordering Officer (FOO)/ Paying Agents (PA) for open market transactions. This allows material to be obtained much faster than waiting on CONUS shipments.

NECC/NSW Requisition Variables

Material requested from USMC SMU through USMC Asset Tracking Logistics and Supply System (ATLASS) and Supported Activity Supply System (SASSY)

Material requested through U. S. Army (USA) local Supply Sergeant uses Standard Army Retail Supply System (SARSS).

Expeditionary vs. Afloat

NECC & NSW has less equipment to manage compared to the numbers of equipment contained in a standard shipboard configuration. NAVSEA has Integrated Logistics Support (ILS) Mangers over most combat systems such as the SLQ 32 radar system. Small craft are not as heavily supported with the same priority as larger ships with this level of equipment oversight. Special Warfare and NECC units are constantly updated with newer technology at a faster pace. This is as a result of their mission, which doesn't allow time for ILS to catch up with Coordinated Shipboard Allowance List (COSAL) support. Consequently, there are fewer parts in the system with NSN's which result in more open purchase requirements requiring the use of GCPC, micro-computer purchases, contracts, etc.

Expeditionary Requisition Methods

In the expeditionary environment there are number requisition methods available:

- MicroSNAP & R-Supply
- Garrison reach-back - When a deployed unit (Forward) has no other way of obtaining material/logistics support. As a result, the unit communicates with home-base (garrison) personnel (i.e. personnel who stayed behind at Joint Expeditionary Base Little Creek - Fort Story (JEBLCFS)) for parts support. This could be done by phone or email
- GCPC - Government-Wide Commercial Purchase Card Program
- FOO (Field Ordering Officer) and PA (Paying Agents)
- Support from other services is a normal means of providing material as addressed in P-485. This includes requisitioning stock and stock issues from retail stocks.

Requisition methods available in the expeditionary environment are supported through the use of numerous agencies and tools.

- Defense Logistics Agency (DLA). DLA has Customer Service Representatives (CSR's) located throughout the world to assist with logistics needs during contingency and battle operations
- PUK Stock Issues. Issues are made from Pack-Up Kits (PUK) used to support deployed operations and material issued is re-ordered to replenish the kit
- Joint Acquisition Requirements Board (JARB). The JARB is used to define requirements prior to a contract award
- Fleet Logistics Center (FLC) Husbanding. Uses local in-country representative to procure material or leverage off existing contracts
- Others:
    - One Touch Support (OTS) is a NAVSUP web-based system which can be used to transmit requisitions
    - Priority Material Office (PMO) Integrated Supply Information System (ISIS) attached to FLC Norfolk and provides material expediting services.
    - DoD Electronic Mall (EMALL) - DoD EMALL is an Internet based Electronic Mall, which allows military customers and other authorized government customers to search for and order items from government and commercial sources. DoD EMALL is a Department of Defense program operated by Defense Logistics Information Service (DLIS). All users are required to register and be authenticated and authorized by a DLIS Access

Administrator. All DoD EMALL users follow the Department of Defense rules for login and passwords. DoD EMALL gives users a secure location to shop and order NSN's and commercial items. It also gives users a powerful search engine to access product information from a wide variety of Government and Supplier managed catalogs. DoD EMALL now has over 1450 commercial catalogs with over 32 million items available to registered users. As a result, users can cross-catalog shop, create carts and order items from more than one source at a time, thereby saving time by not going to each catalog separately to place an order. Customers on DoD EMALL can order using a Government Commercial Purchase Card or by Military Standard Requisitioning and Issue Procedures (MILSTRIP)/ Federal Standard Requisitioning and Issue Procedures (FEDSTRIP) for some items. DoD EMALL also has partner software, Business Objects that has the ability to provide reports to Services, Commands, Purchasing Officers or any user requesting information about their purchasing activities. These reports can provide various levels of detail to the requester.

NECC/NSW Internal and External Requisition Systems

MicroSNAP SFM

The NECC and NSW N41s maintain an accurate list of which sites use MicroSNAP SFM or NTCSS R-Supply.

NTCSS R-Supply

Transactions are submitted to Defense Automatic Addressing System (DAAS) via SALTS.

ATLASS

ATLASS provides a fully integrated set of functions to support the unit's asset management and the requisitioning, storing and issue of supplies.

- The system uses a user friendly, menu driven, interface to allow for the creation of supply and maintenance transactions, reporting, physical inventory, RO/RP computation, replenishment review, courier import and export, as well as interface capability with other Marine Corps and DoD systems
- ATLASS supports approximately 160 individual Department of Defense (DoD, MILS Standard), Supported Activities Standard Supply System (SASSY) and Marine Integrated Material Management System (MIMMS) formatted transactions to include edits and validations for each transaction that ensure an acceptable transaction being received by the supporting system. Consolidated Memorandum of Receipt (CMR), Individual Memorandum of Receipt (IMR) and Equipment Custody Records (ECR) may also be maintained within the system to assist the commander in tracking, issuing, loaning and storing items of supply
- Functionality within the system also includes reconciliation processes that identify inconsistencies between ATLASS data and data currently maintained within SASSY.

SASSY is the primary data source for out-of-stores assets within the Marine Corps.

- SASSY is also the system of record for inventory custody (on hand) of out-of-stores retail held assets. SASSY is automated information management system (AIS) that provides the "retail" supply accounting functions such as stock replenishment, requirement determination, receipts, inventory, stock control and asset visibility for Marine Corps units. SASSY functions as a centralized record-keeper, stock manager, forecaster and central data bank for the using units without negating command responsibility. SASSY is used to account for individual and unit combat equipment, major end items and repair parts. SASSY is the AIS which supports the consumer and intermediate levels of Marine Corps supply. SASSY has automated retail level supply accounts throughout the Marine Corps (Fleet Marine Force (FMF), Marine Corps Reserve, supporting establishment)

- SASSY provides both input and output to Standard Accounting and Budgeting Reporting System (SABRS) utilizing File Transfer Protocol (FTP). Output data received from SABRS consists of table information (inventory) and status. SASSY data is posted to SABRS utilizing the CIF and reformatted to MILSTRIP format. The reformatted data is then posted to the appropriate SABRS table(s) during the daily cycle run SASSY transactions can be identified in SABRS utilizing the ORIG-SYS-ID of both “SASSY” and “STATUS”.

SARSS-l is the standard supply system for receipts, storage, issues, replenishment and storage operations.

- SARSS is a real time, transaction-oriented system where users can interactively enter, retrieve and update supply information. The SARSS-l processes customer unit requests for supplies, cancellation, modification and follow-up. SARSS-l also provides an interactive query capability
- The Materiel Release Order Capability (MROC) and the Automated Manifest System (AMS) are resident in the SARSS-l baseline to control the flow of material, manage performance and produce productivity reports. SARSS-l operates at the tactical Supply Support Activity (SSA) in the Distribution Company of Brigade Support Battalions and Combat Service Support Brigades, installation SSAs and other. For updated MicroSNAP to NTCSS transition status, contact your TYCOM N41.

Detach and Deploy Operations

The Department of Defense Activity Address Code (DoDAAC) is a six-position code that uniquely identifies a unit, activity, or organization that has the authority to requisition and/or receive materiel that is used in acquisition, procurement, contracting, supply, transportation, maintenance and financial. A DoDAAC may be required for deployment purposes.

There are two distinct types of derivative DoDAACs:

- Financial and Shipping DoDAACs
  - Serve as a “Forward” UIC where units can rotate in on.
  - Provides for requisitioning of material.
  - Entails financial reporting.
- Shipping only DoDAACs
  - Primarily used in an Expeditionary environment for purposes of equipment maintenance.

  Examples:
  - RIVGRU ONE’s Iraq UIC
  - Maritime Expeditionary Security Force (MESF) Kuwait UIC
  - Expeditionary Combat Readiness Center (ECRC) Kuwait UIC

DoDAAC is a derivative of primary Unit Identification Code (UIC). The UIC identifies a ship, shore activity, operational unit, agency, contractor or other operational entity in the manner specified by individual military service/agencies for financial or other purposes. Specifically DoDAACs are a sub-UIC other than the Activity or Requisitioning UICs normally used; that is used for shipping and mail purposes. While an Activity UIC has funds attached to it; a DODAAC does not and is only used for movements or is used for joint purposes (i.e. in the past the U.S. Army has provided a U.S. Army Derivative DoDAAC to USN units for the purposes of requisitioning material).

Supplementary Address (SUPADD) - The activity address of a customer when the recipient of materiel and/or the billing activity is other than the requisitioned address. A SUPADD may be used for a DoDAAC in the case of “Bill to Ship” cases.

Defense Automatic Addressing System Center (DAASC). DAASC serves as the Central Control Point (CCP) responsible for maintaining the official master Department of Defense Activity Address Directory (DoDAAD). Required updates to the DoDAAD are forwarded to DAASC from designated Service/Agency Department of Defense Activity Address Code (DoDAAC) Service Point (SP) activities. These updates include additions, changes and deletions to the mailing, shipping and billing addresses of the identified DoDAAC. Military Standard Requisitioning and Issue Procedures (MILSTRIP) orders are only shipped to a DoDAAC associated address.

DoDAAC Assignment

- Determine if a DoDAAC exists
- If personnel will be in multiple locations simultaneously, more than one could be required
- To request a DoDAAC be assigned**:**

1. Submit request to NECC/NSW Comptroller NLT than 30 days prior to deployment.
2. Forwarded to Commander, Fleet Forces Command (CFFC)/ SOCOM Comptroller.
3. Forwarded to Naval Operational Logistics Support Center (NOLSC) to update Cargo Routing Identification File (CRIF).
4. Message updating CRIF should occur 14 days before deployment.

Department of Defense Activity Address File (DoDAAF). In June of 2004, a project was completed that provided a reengineered DoDAAF. In addition to providing an updated architecture to include the ability to update addresses via a website, numerous data elements not previously available are now part of the file. Additionally there is the capability to add additional data elements as required. This change will add a Supply Discrepancy Report (SDR) e-mail address (preferably a generic email account) to the DoDAAF. This address will be used by WebSDR/DAASC to route SDRs for action and/or information when no transactional interface is available. Every UIC has a DoDAAF, but only deployable units are in the CRIF.

Appearance:

- Mailing Address (TAC 1)
- Shipping Address (TAC 2)
- Financial Address (TAC 3)
- Generic Email Address with POC (TAC 4).

3-M System as it Relates to the Requisitioning Process

The 3M System is designed to manage maintenance and maintenance support to help achieve maximum equipment operational readiness. Here we will show how it relates to the automated systems for requisitioning repair parts.

3-M procedures are important in documenting maintenance actions and configuration management of systems and equipment. The different automated systems ensure maintenance is properly recorded and configuration management is controlled, so that required repair parts are available when needed.

Maintenance Management

When preventive maintenance is accomplished you are being proactive. When corrective maintenance is done, you are being reactive. Being proactive with preventive maintenance (PMS) can save money on corrective maintenance in the long run.

Preventive maintenance includes actions taken to prevent equipment from failing, such as changing the oil, cleaning filters, calibrating, etc.

Corrective maintenance includes actions taken to fix equipment that has failed or is not working to design specifications. Included in the phrase “corrective maintenance” are authorized changes or modifications to unit equipment.

Importance of OMMS & OMMS-NG

All current NECC/NSW active and reserve sites with equipment use MicroSNAP Organizational Maintenance Management System (OMMS), NTCSS Organizational Maintenance Management System-Next Generation (OMMS-NG) or Maintenance Figure of Merit (MFOM) to record maintenance actions and manage configuration. When using these systems keep in mind the following:

- Parts should not be issued or ordered by Supply if they aren’t ordered through OMMS/OMMS-NG with a Job Control Number (JCN) assigned
- OMMS/OMMS-NG can be accessed through SFM/R-Supply by LS’s to ensure maintenance personnel are not ordering more than the quantity per application.

Initial-Outfitting Requisitions

When equipment changes occur, Automated Shore Interface (ASI’s) are extracted from Revised Alternative Dataflow (RAD) Web and processed against the maintenance data base. As a result, a NAVSEA funded TOB (Technical Operating Budget) initial out-fitting requisition is created.

- It is important for the 3-M manager to report configuration changes via up-line reporting to ensure parts will be available to satisfy projected use or failure rates
- Accurate configuration of all equipment in your maintenance system database is important to ensure effective TOA / COSAL support is maintained with required parts available. Failure to do this will result in CASREP’s will occur affecting mission readiness.

Intra-Theater Movement

What process do you use to move your cargo/passengers by intra-theater airlift?

Contact the closest Army Movement Control Team (MCT) for advice on the best way to move cargo or passengers in-theatre. If you’re in Bahrain, contact the US Naval Forces Central Command (NAVCENT) Logistics Readiness Cell (LRC). You must meet the time frame in advance of the

Required Delivery Date (RDD) and meet the minimum limitations for cargo/passengers to determine if you will need to submit an Intra-theater airlift request system (ITARS) request for a theater controlled aircraft or if a Navy organic aircraft can be used. Keep in mind, Navy aircraft must be equipped with anti-jamming devices to fly over enemy territory. If cargo doesn't meet the minimum requirements, the MCT or LRC can aggregate it with units going over to the same destination and RDD.

The Service components are the only authorized agents who can process and forward your Central Command (CENTCOM) Deployment and Distribution Operations Center (DDOC) Joint Movement Requests (JMRs) for lift not already scheduled. Service components will aggregate requests and determine which movement option they request on your behalf.

Combatant Command (COCOM) Intra-theater Support

Each of the six Unified Combatant Commands (UCC) has aircraft assigned:

- US Transportation Command (USTRANSCOM) assigns Air Force (AF) cargo aircraft for COCOM exclusive use. A JMR is required to request support from these aircraft
- The Navy has organic aircraft assigned. Each UCC may use different procedures to request Navy airlift support.

When is CENTCOM DDOC JMR airlift authorized?

If the movement falls into one of these categories:

- No other scheduled airlift options will meet the requirement
- Movement specifically for Distinguished Visitor (DV) or Human Remains (HR)
- An intra-theater Time-Phased Force and Deployment Data (TPFDD) move is not part of the "Single Ticket" initiative
- An exception to policy request (against Letter of Instruction (LOI))
- Immediate Airlift Request follow-up documentation.

Airlift Movement within CENTCOM

- CENTCOM J-4 LOI directs processes and standard procedures used in validating, prioritizing and tasking common-user airlift missions within Area of Responsibility (AOR)
- JMR initiated by Service Component personnel in ITARS
- If at Naval Support Activity (NSA) Bahrain, NAVCENT N-4 LRC reviews minimum shipment requirements, verifies information accuracy and forwards to CENTCOM Deployment and Distribution Operations Center (CDDOC) Air Requirements branch
- If located in Kuwait, the Movement Control Center submits ITARS request
- If located elsewhere in CENTCOM AOR, contact the supporting service personnel responsible for processing JMRs in ITARS.

CENTCOM Airlift Movement

- CENTCOM DDOC (Air Branch) located at Camp Arifjan, Kuwait
- Validates and prioritizes JMRs
- Forwards to Director of Mobility Forces (DIRMOBFOR) Air Mobility Division (AMD)

- AMD located in the Combined Air Operations Center (CAOC) at Al Uedid, AB in Qatar, as one of five divisions within the CAOC
- Plans, coordinates, tasks and executes the air mobility mission.

Movement Control Team (MCT)

Movement Control Teams (MCTs) are Army units that decentralize the execution of movement responsibilities on an area basis or at key transportation nodes. The mission of the MCTs is movement control of personnel and materiel as well as the coordination of bulk fuel and water transportation at pipeline and production take-off points. To this end, the MCTs contribute to the development of procedures, documents and practices to facilitate local movement. Their role is to expedite, coordinate and monitor traffic moving through the transportation system. MCTs are tailored to meet the anticipated workload. Other Service movement requirements that exceed organic capability will be requested through the Army MCTs. The movement control center is the higher headquarters for the MCTs and is located at Corps level.

MCTs are the common point of contact for mode operators and users of transportation. Their role is to accelerate, coordinate and monitor traffic moving through the transportation system. MCTs are found at the operational and tactical levels of war based on the size of the supported force and the complexity of transportation operations. There are three types of MCTs. They provide flexibility in assignments based on forecasted workload. The three types of MCTs are as follows:

- **Movement control team**. The primary function of this team is to control the movement of personnel and materiel. They are also responsible for the coordination of bulk fuel and water transportation at pipeline and production take-off points
- **Air terminal movement control team.** This team arranges transport, coordinates loading and expedites the movement of personnel and materiel through Air Force and civilian air terminals
- **Movement regulating team.** This team operates at critical terminals and at critical highway points. This team helps with the diversion of cargo and by troubleshooting movement control problems

Theater Army Movement Control Agency (TAMCA)

The Army executes movement control for Echelons above Corps (EAC) at the operational level through a TAMCA. The TAMCA operates under the command and control of the Army Service Component Commander (ASCC). In some instances, this organization reports to the primary logistics staff officer in the ASCC staff. The TAMCA helps develop and executes the Army posture of the joint movement program developed by the Joint Movement Center (JMC).

The theater commander’s designated movement control element should be responsible for managing, controlling and ensuring that containers are used for transport of cargo and not for other purposes (i.e., storing cargo, shelters). This responsibility may be executed through the Theater Army Movement Control Agency (TAMCA) or senior movement control headquarters or their representatives.

TAMCA or senior movement control headquarters or representatives assigns MCTs to coordinate port clearance missions. The MCTs control and arrange the processing of units and equipment for onward movement. MCTs can be added incrementally to coordinate onward movement requirements based on the type of terminal and the terminal clearance capacity. Discharge time depends on the capacity of the ship and the rate at which it can be loaded or discharged. The MCT plans for onward movement based upon ship manifests and discharge rate. The logisticians within the theater must ensure that containers arriving in the theater are promptly discharged and rapidly moved forward to the Central Receiving and Shipping Point (CRSP) or their final destination.

As part of the surface distribution plan, movement controllers will develop a movement program which allocates transportation for the movement of all cargo and personnel from the Port of Debarkation (POD). The movement control personnel will coordinate transportation for onward Movement of containers.

Movement Control Battalion (MCB)

The MCB commands and controls between four and ten MCTs, provides technical supervision and coordinates the use of common user transportation assets theater-wide. The MCB also provides visibility of unit moves, convoy movements and operational moves. The MCB is assigned to the TSC and accountable for the execution of the movement program and performance of the theater transportation system. In the current force, an MCB will be under the TACON or Administrative Control (ADCON) of a sustainment brigade when the sustainment brigade is the senior sustainment HQ in an Area of Operation (AO).

Army Movement Organizations within Operation Enduring Freedom (OEF)

The Combat Sustainment Support Battalion (CSSB) is primarily tasked with coordination of movement of Class I, III and V along with providing security for movements if necessary.

The Sustainment Brigade (SBDE) (HHQ of CSSB) controls movement of classes I, III and V along with equipment such as bags for fuel and water, AC units' fire extinguishers, rolling stock. Further controlled movement of bulk class IV to each of the 6 Supply Support Activities (SSA) or Class IV yards.

(Army) Transportation Company (TC) - Unit being stood up as we were departing theater. Tasked with providing 'green gear' movement to replace a portion of the movement provided by HNT.

(Army) Movement Control Cell (MCT) assigned to support units on Kandahar Airfield (KAF) with ordering and management of HNT. Each of the larger Forward Operating Bases (FOB) and Airfields had an MCT assigned to assist units on those bases.

(Army) Movement Control Battalion (MCB) - HHQ of all the MCT's in Afghanistan and charged with overall management of HNT to including ordering of trucks and dealing with contract negotiations/management.

(Army) Expeditionary Support Command (ESC) - General level logistics command in Afghanistan. Serves as the overall manager of all logistics issues within the Afghanistan Theater. Functions as the HHQ for the MCB and SBDE.

Host Nation Trucking (HNT) - Local Nationals and trucks contracted by the US Government via multiple local Afghan companies to provide movement of military supplies within Afghanistan. HNT arranged Trucking with ARMY security.

Joint Operations Movement Process and In-Transit Visibility

Effective deployment of Navy forces in a Joint environment requires detailed knowledge and efficient application of the movement, deployment and distribution systems. These systems provide the means to plan for and execute; the deployment of personnel and equipment in a Joint environment. When coupled with other joint systems provide Navy forces with a powerful array of deployment planning and execution tools. The Navy deployment and distribution systems are the Joint Force Requirements Generator II (JFRG II), Transportation Coordinator's-Automated Information for

Movements System (TC-AIMS II), Integrated Computerized Deployment System (ICODES), Automated Air Load Planning System (AALPS) and their planned future replacement systems.

Navy Air Logistics Office (NALO)

The NALO will act as the principal scheduling authority/activity for all Reserve C-130 airlifts and all Navy Unique Fleet Essential Airlift (NUFEA)/ Operational Support Airlift (OSA) overseas flights originating or terminating in Continental United States (CONUS). Air Service Coordinator Office, Mediterranean (ASCOMED) and Commander, Fleet Air Western Pacific (COMFAIRWESTPAC) will retain scheduling authority for their respective intra-theater missions.

NUFEA aircraft includes all Navy logistical airlift aircraft essential to provide air transportation in support of Navy's unique operational requirements. These aircraft are not intended to avert common user tactical transport (Joint Operation Planning and Execution System (JOPES) - Time-Phased Force and Deployment Data (TPFDD)) systems. Rather, these aircraft are authorized to provide time essential and flexible air logistics support required to fully sustain combat operations at sea. These aircraft are normally utilized to support high priority fleet airlift requirements which cannot be effectively or efficiently serviced by common user or commercial air activities.

Fleet Logistics Support Wing (FLSW) is established to operate Navy Unique Fleet Essential Airlift aircraft on a worldwide basis to provide responsive, flexible and rapid deployable air logistics support required to sustain U.S. Maritime Forces, 365 days-a-year, around the clock and around the world. During peacetime, squadrons provide air logistics support for all Navy commands as well as provide continuous quality training for mobilization readiness. FLSW squadrons are ready to deploy to any part of the world in order to provide intensive and sustained intra-theater airlift in concert with Fleet operations.

The primary operator of logistics aircraft for the entire Navy is the Naval Air Reserve where the annual flight hour program is over 62,000 hours.

These squadrons and detachments provide the Navy's sole organic intra-theater airlift capability operating worldwide to meet the requirements of Commanders-in-Chief. For example, the Mediterranean and Pacific theaters are served almost continuously by the Naval Air Reserve. As the Active Component reduces the number of its overseas Fleet Logistics Support squadrons, the Naval Air Reserve assumed even greater responsibilities in this area. The C-9 and C-130 squadrons maintain continuous Detachment presence in the Western Pacific Theater and Mediterranean (Atsugi, Sigonella).

JOPES

JOPES is the integrated, joint, conventional command and control system used by the Joint Planning and Execution Community (JPEC) to conduct joint planning, execution and monitoring activities. JOPES supports senior-level decision-makers and their staffs at the National Command Authority (NCA) level and throughout the JPEC. Combatant commanders use JOPES to determine the best Course of Action (COA) to accomplish assigned tasks and direct the actions necessary to accomplish the mission. JOPES is a system that includes people, procedures, policies, communications and supporting Information Systems (IS) software.

There are four Strategic servers for JOPES and (three deployable servers).

- JOPES EUR - Stuttgart Germany (Patch Barracks)
- JOPES NCR - National Capital Region (Pentagon)
- JOPES PAC - Hawaii (Fort Shafter)

- JOPES STL - St Louis (Scott AFB).

JOPES is the principal system within the DoD for translating policy decisions into operations plans. JOPES is a process, not a hardware system. It is used by force providers, exercise planners, Operations (OPS) and Log Operation Plans (OPLAN) planners.

JOPES activities span many organizational levels, the focus is on the interaction which ultimately helps the President and SECDEF decide when, where and how to commit US military capabilities in response to a foreseen contingency or an unforeseen crisis.

JOPES formally integrates the planning activities of the entire JPEC during the initial planning and plan refinement that occurs both in peacetime and when faced with an imminent crisis.

JOPES is the principal system within DOD for translating National Security policy decisions into OPLAN and OPORDS.

Minimum requirements for a JOPES TPFDD AMC aircraft to move are 100 Personnel Requiring Transportation (PAX) and/or 15 Short Tons (STONs) and 3 pallets.

Time-Phased Force and Deployment Data (TPFDD)

A TPFDD is the detailed, automated database portion of a plan representing the Task Organization and Force List. In its simplest terms, the TPFDD is a list of who or what is to go where, from where and through where, when and by what means. You may hear the term TPFDL or Time-Phased Force and Deployment List (TPFDL). It is simply a printed copy of the Force List.

- JOPES provides the mechanism to submit movement requirements to lift providers in the form of a TPFDD. The TPFDD is both a force and a transportation requirements document
- TPFDD is the JOPES data-based portion of the operational plan; it contains time-phased force data, nonunit related cargo and personnel data and movement data for the operational plan.

Joint Force Requirements Generator II (JFRG II)

JFRG II is a Global Command and Control System (GCCS) application, designed to provide the Department of Defense (DoD) with a Joint, integrated and deployable Automated Information System (AIS) that supports strategic force movements within the mandated 72-hour timeframe. Provides rapid force list creation and interfaces with JOPES, TC-AIMS II, MDSS II and the War Reserve System (WRS). With the Marine Corps as the Joint Staff designated Executive Agent for this program, JFRG II:

- Provides assistance in the planning process and allows the assignment of actual units to fill notional requirements, while generating JOPES acceptable TPFDD for use in the execution of joint operational plans
- Provides an interface between MDSS II and JOPES. JFRG II imports/exports TPFDD force records from/to JOPES and adds/removes classified data. Using MDSS II in conjunction with JFRG II facilitates refinement of existing JOPES data and the creation of new TPFDDs, with the capability to provide level IV detail to GCCS
- Satisfies deployment and redeployment planning and execution requirements at home station or while deployed to remote sites or command centers. JFRG II has the capability to accelerate the development, sourcing, analysis and refinement of plans, resulting in rapid creation of executable JOPES TPFDDs. Planning response time is decreased through its designed simplicity and database methodologies. Extensive reference files and code tables

are embedded and accessible to the planner. Numerous standard deployment-related reports assist planners during the analysis and refinement phases of TPFDD development, resulting in transportation feasible and executable plans. JFRG II supports TPFDD requirements associated with adaptive, contingency and exercise planning for deployment and redeployment.

Type Unit Characteristics (TUCHA)

The TUCHA file contains the deployment data for all approved DoD UTCs, including the number of passengers and the cargo weights and dimensions. This standard reference file is used when planners develop the TPFDD. When a planner enters a Unit Type Code (UTC) in a TPFDD, the TUCHA Data copied into the TPFDD. This cargo data is the level IV information needed to plan the forces movement.

Unit Type Code (UTC). The UTC is a five character alphanumeric code that identifies each type unit of the Armed Forces. The UTC is the answer to the “what” question; what type of unit is needed. The UTCs for all services are maintained in the TUCHA file, a standard reference file. Through the TUCHA file, the UTC defines the number of passengers and the amount of cargo for a force requirement. UTCs are apportioned to the combatant commands for planning in the JSCP

- Notional Tasking. UTCs allow the supported planners to identify the forces desired without identifying specific units. Before the establishment of UTCs and an automated TUCHA file, specific units were identified in Annex A of the OPLAN. Now the supporting command can task the most combat ready and available units prior to execution
- UTC First Character Codes. The first character of the UTC identifies the functional area of the unit type.

Transportation Coordinator’s-automated Information for Movements System (TC-AIMS II)

TC-AIMS II operates in conjunction with the GCSS to provide the automated tools needed for successful distribution management. TC-AIMS II produces linear bar codes, two-dimensional bar codes, military shipping labels, registers and reads RF tags and reads Controlled Access Cards.

TC-AIMS II provides the capability to automate unit movement and TO planning and execution procedures in both garrison and deployed environments. It provides an automated information management capability to managers involved with movement control and allocation of common-user land transportation in a theater of operations. TC-AIMS II exports data to IGC and C2 systems at various command levels.

TC-AIMS II capabilities:

- TC-AIMS II operates to support daily military transportation and specific deployment-related deliberate planning and execution requirements. The home station configuration uses either an enterprise architecture or existing base local area network. TC-AIMS II has the capability to break away from hosts and operate in a stand-alone laptop platform to support users in a field environment (e.g. reception, staging, onward movement and integration operations). Units deploy with their own TC-AIMS II hardware platforms
- For movement control organizations, TC-AIMS II will provide an automated capability to forecast the arrival of personnel, inter-theater cargo, containerized shipments and intra-theater shipments. It also maintains visibility of command-interest cargo throughout the theater. Movement control elements will have the capability to coordinate and provide transportation services to customers. Automated functions include documenting transportation movement

requests, tasking mode operators and reporting container and cargo movements. Mode operators will have the automated capability to receive commitments, task specific assets and maintain fleet asset status data. Other capabilities include scheduling and deconflicting convoy movements, maintaining unit location data and maintaining in transit unit or cargo visibility.

TC-AIMS II, or the Transportation Coordinators’ - Automated Information for Movements System Version II, is a Department of Defense directed, Major Automated Information Systems (MAIS) joint program, which directly supports the DoD mission areas of mobility and sustainment. It consolidates unit movement and installation transportation functionality into a single joint automated system.

The U.S. Navy is using TC-AIMS II to deploy troops and equipment in support of the war on terrorism in Operation Iraqi Freedom (OIF). Navy expeditionary forces used TC-AIMS II to support deployments to the Southwest Asia area of responsibility. The system provided deployment planning support and produced the required transportation documentation for two Seabee Battalions, or the Naval Mo-bile Construction Battalions (NMCBs), one Seabee Regiment, one Mobile Inshore Undersea Warfare unit, one Inshore Boat Unit, three reserve Cargo Handling Battalions and a portion of the Reserve Navy Supply Support Battalion.

The Space and Naval Systems Center Norfolk is the TC-AIMS II technology integrator for the Navy and has also provided technical support to the TC-AIMS Navy Program Office at the Naval Operational Logistics Support Center (NOLSC), headquartered in Norfolk, VA.

TC-AIMS II is Unit level transportation tool used by NECC and NSW. Interfaces with load-planning and Defense Transportation System (DTS) and produces RFID. Fed by In-Transit Visibility (ITV) and Total Asset Visibility (TAV). NOLSC serves as Navy’s Functional Manager for TC-AIMS II.

TC-AIMS II training is provided by NOLSC personnel to NECC/NSW units with the exception of the Seabee units who provide their own training.

Automated Air Load Planning System (AALPS)

AALPS is a knowledge-based system that assists users with the complex task of planning for and executing, aircraft loads for all types of deployments and redeployments. AALPS is the DoD designated aircraft load planning system that is currently fielded to Army, Air Force, Navy and Marine Corps units globally.

AALPS functionality includes the ability for:

- Contingency planners and force designers to perform air load planning and execution; to include the use of preplanned data (estimates) and actual data for both "real-world" and "What-if" scenarios
- Transportation feasibility and estimating airlift requirements (by specific aircraft type and delivery method), producing USAF certified valid load plans and providing airlift/movement summary data and load reports ranging from a single mission to full-scale division deployments and redeployments
- Aircraft load planning for Air Mobility Command (AMC) primary mission aircraft, Civil Reserve Air Fleet (CRAF), via all aircraft delivery methods and deliberate/gross load planning support
- Processing an MDSS II Deployment Equipment List (DEL) import from MDSS II
- AALPS is a knowledge-based system that assists with loading military cargo aircraft for large scale air deployments. It is designed to serve four basic functions: generate valid air load plans; generate and validate user defined air load plans; modify existing air load plans; and

track movement statistics during actual deployments. AALPS has the capability to air load plan an Army division of 15,000 soldiers and 5,000 pieces of equipment in less than three minutes. AALPS can interface with TC-AIMS II and IGC

- A computerized system to rapidly estimate total airlift requirements and to produce individual aircraft load plans. The system allows preplanned equipment deployment packages to be built, analyzed and maintained.
- The Army is the lead developer for this system. The Automated Air Load Planning System (AALPS) successfully automates the complex task of air load planning. AALPS performs with full consideration given to all individual aircraft constraints, hazardous cargo compatibility, venting and shoring requirements, delivery method and more. The system provides an extensive database containing manufacturers' specifications and constraints for U.S. Military, Civil Reserve Air Fleet and North Atlantic Treaty Organization cargo aircraft, equipment and accessories.

Integrated Computerized Deployment System (ICODES)

ICODES is a software system that provides a single, cross-service ships stow planning system to provide DOD civilian marine cargo specialist and military embarkation personnel with intelligent deployment support during tactical, administrative, pre-positioning and humanitarian assistance operations. It provides the user with deployment support capabilities for planning and executing the ship loading and stowage of military cargo including unit equipment. The planning function enables the user to execute the loading and stowage of military cargo (aboard military or commercial ships) for onward movement to support DoD objectives. It utilizes Artificial Intelligence (AI) principles and techniques to assist embarkation specialist in the rapid development of ship cargo stow-plans and includes expert agents with knowledge in specific domains (e.g., hazardous material handling, trim, stress and stability, ramps, cranes and internal access paths) to evaluate and propose loading alternatives and recommendations. Integrating with current USMC AIT equipment gives shipboard embarkation specialist the ability to update the ship's as-loaded plan wirelessly and in near real-time utilizing the Mobile Wireless Embarkation Network (MWEN)

The Distribution Steering Group approved the expansion of ICODES as the platform for a single DoD Single Load Planning Capability (SLPC). Single Load Planning Capability (SLPC) is realized through ICODES GS, a joint SOA-based decision-support system developed to assist users with the planning, execution and conveyance estimation of cargo stowage requirements for ships, railcars, aircraft, yards and trucks. ICODES GS provides integrated web services using an expert agent system coupled with a Graphical User Interface (GUI).

ICODES functionality includes the ability to:

- Integrate with information management and documentation systems such as the Worldwide Port System (WPS), MDSS II and the Integrated Booking System (IBS), to receive cargo lists and transmit completed load plans
- Support cargo management, ship load planning and stowage at common-user and military ocean terminals or remote and expeditionary loading sites
- Produce textual and graphical reports indicating cargo placement, space utilization, cargo type, trim, stress and stability for pre-stow plans and final stow reports.

ICODES supports USTRANSCOM and Surface Deployment Distribution Command (SDDC) strategic goals of providing for integrated systems management tools for common transportation functions throughout the DoD. The planning function enables the user to execute the loading and stowage of military cargo (aboard military or commercial ships) for onward movement in support of DoD objectives during training, humanitarian assistance, pre-positioning and contingency operations. The reporting functions support the requirement to provide Commanders with strict accountability of these cargoes during the loading, trans-shipment and discharge at the port of debarkation. Marine Corps embarkation planners will interface MDSS II data with ICODES to create shipload plans to support unit move.

The Army is the lead service. ICODES is a decision-support system that applies the Integrated Cooperative Decision-Making (ICDM) framework to the area of Ship Stow planning. It is designed to satisfy the focused stow planning demand of the U.S. Army and the U.S. Marine Corps by assisting personnel at the port to react quickly and efficiently to changing transportation requirements.

ICODES is an automated information system that develops stowage plans for deployments. It can predict problems and design alternative solutions. ICODES is designed to support division sized moves and cargo planning across the available fleet of ships. It supports multi-ship planning while maintaining unit integrity. ICODES is responsive to unplanned changes and contingencies. It interfaces with TC-AIMS II and Worldwide Port System (WPS).

Radio Frequency Identification (RFID)

RFID technology provides asset visibility to track movement of material. During Desert Storm/Desert Shield there was so much material pushed into theater there was not a good handle of what was there or who the end user was to receive the material. Gen Franks, then the CENTCOM CDR ordered the use of asset tracking visibility systems.

RFID is a generic term for technologies that use radio waves to automatically identify individual items. There are several methods of identifying objects using RFID, but the most common is to have an RFID device store a serial number that identifies a product and perhaps other information, on a microchip. The microchip is attached to an antenna (the chip and the antenna together are called an RFID transponder or an RFID tag). The antenna enables the chip to transmit the identification information to a reader. The reader converts the radio waves returned from the RFID tag into a form that can then be passed on to computers that can make use of it.

The purpose of any RFID system is to carry data in suitable transponders, generally known as tags and to retrieve data, by RF-based, machine-readable means, at a suitable time and place to satisfy particular application needs. Tags have a discrete memory capacity that varies from a small license plate to thousands of records.

Some RFID tags are self-powered and others draw power from the energy field created by the reader/interrogator and use it to power the microchip’s circuits. The chip then modulates the waves that the tag sends back to the reader and the reader converts the new waves into digital data.

Here are two primary categories of RFID tags:

- **Passive:** Relies on the power beamed at the tag by an interrogator/ reader. The tag antenna collects the energy and uses it to transmit back the tags ID.
- **Active:** Has sufficient battery power to conduct autonomous data storage, processing and transmission of data, as well as contain sensors that can be used to monitor record and report environment conditions.

Field Ordering Officer/Paying Agents (Foo/Pa)

A FOO designation allows deployed units to purchase mission critical requirements that cannot be obtained by the unit through military supply systems or higher headquarters.

Paying Agents (PAs) are authorized to receive and disburse cash for official business. They are pecuniary liable for any cash, negotiable instrument and/or paid vouchers entrusted to them. PAs must be United States Government (USG) employees. Foreign military personnel can serve as Pay Agents upon Secretary of Defense (SECDEF) waver.

- The Field Ordering Officer (FOO) is responsible for making the purchase, managing all clearing reports and “clearing” purchases (generally monthly) with the Contracting Officer by using Standard Form (SF) 44, *Purchase Order–Invoice–Voucher*
- The Paying Agent (PA) is responsible for drawing the funds and paying the vendor. It is the PA’s responsibility to account for the government’s money at all times.

FOOs and PAs must work closely together, but they are not alone. They are part of an acquisition team that includes the contracting and Financial Management (FM) experts who will provide the guidance and direction to each FOO and paying agent to meet the unit’s needs. The Field Ordering Officer (FOO) and Paying Agent (PA) must be together at the time of purchase.

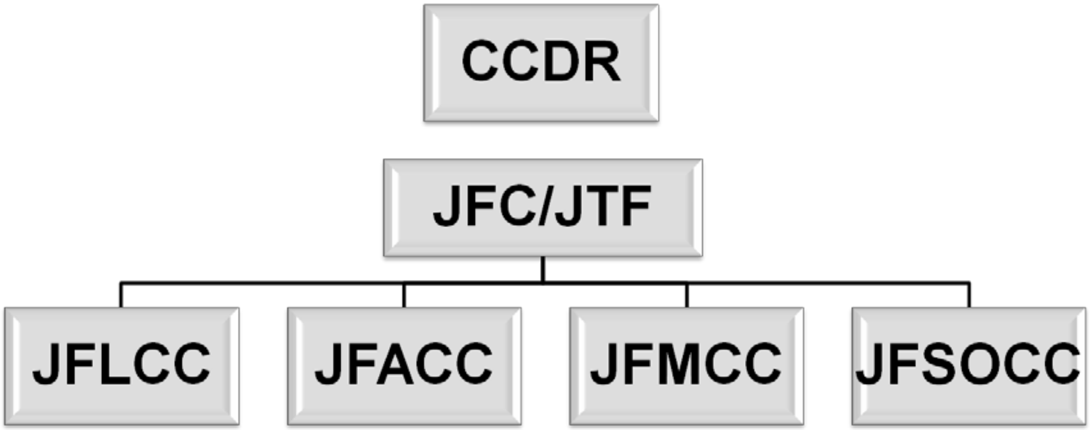
Contingency Operation

Contingency Operations encompass a wide range of activities where the military instrument of national power is used for purposes other than the large-scale combat operations usually associated with war.

Joint Force Development and Organization

The Unified Commanders, now commonly referred to as the Combatant Commanders (CCDRs), are responsible for the establishment and overall command of the Joint Force within their Areas of Responsibility (AOR). CCDRs can conduct operations as the Joint Force Commander (JFC) or establish either a Joint Task Force (JTF) or a sub-unified command which encompasses the unified efforts of the services as components operating under a Joint Force Commander. These efforts are guided by joint doctrine which has established the formal concept of “components” within the joint force. According to doctrine, these components can be created as functional components (Maritime Component, Air Component, Land Component, Special Operations Component, etc.) and/or as service components (Naval, Air Force, Army, etc.). Some component commands NECC and NSW Logistics personnel are typically assigned to a Joint Force Maritime Component Command (JFMCC) or a Joint Force Special Operations Component Command (JFSOCC).

Military Organization



12-45

Combatant Commander (CCDR)

The CCDR is identified as the supported Commander (CDR) for Department of Defense (DoD) actions at the strategic level; provides strategic direction and operational focus to subordinates at the operational level; and synchronizes the military instrument of national power in time, space and purpose with the actions of other military forces, Other Government Agencies (OGAs), International Government Agencies (IGOs) and Nongovernmental Organizations (NGOs) toward theater strategic objectives. In a Foreign Humanitarian Assistance (FHA) operation interagency coordination is essential for effective policy development.

Joint Force Commander (JFC)

JFC is authorized to exercise Combatant Command (COCOM or command authority) or operational control over a joint force. The JFC is established through the Authorities provided in Title 10 of United States Code, which brings the capabilities of all our services together under a single command. For simplicity, the term Joint Force describes a generic force composed of a Joint Force Commander and his subordinate components. These components (the subordinate organizations that constitute a Joint Force) are normally organized either as service components or as service and functional components. Within the organization roles are clearly defined. The military logistics professionals will be assigned to provide support at all levels of the organization. The military agencies possess significant coordination and planning skills that are necessary in a contingency operation. The ability to determine nontraditional supply channels to ensure support of all agencies or in coordination with other agencies is a must to ensure contingency mission success.

SUMMARY

Expeditionary Logistics is growing beyond the scope of the U.S. Navy as US military forces support and join together in joint operations. It is crucial for the Logistics Specialist to have a well-rounded understanding of the supply support required in the Expeditionary arena, both CONUS and OCONUS. With the maturation of Navy Expeditionary Combat Command and in conjunction with Navy Special Warfare Forces, expeditionary logistics is developing well defined and distinctly unique requirements to support the scope of mission requirements placed on expeditionary units. Logistics Specialist are expected to have basic knowledge of US Marine Corps and US Army supply support and processes in meeting the intra and inter-theater supply support demands facing our warfighters abroad and in garrison.

For more in-depth coverage and explanation of Expeditionary Logistics, refer to the current editions of the COMNECCINST 4400.1 – NECC Force Supply Manual and CNSWCINST 4460.1 – NSW Force Supply Manual. These manuals give further guidance and instruction on Force-specific supply procedures and policies. As you develop in your skills and capabilities, one consideration as a Logistics Specialist, is to know how to correctly research the publications and instructions outlining the guidelines and policies established for all components of the logistics community.

CHAPTER 13

RESERVE LOGISTICS MANAGEMENT

This Chapter provides Navy Reserve Force Logistics Specialist knowledge for use by Navy Reserve Activities that differ from the active duty components. Logistic management differs from the active component in the way of supply procurement, clothing requirements, Reserve berthing and Bachelor Leased Housing provided to the Full Time Support (FTS) service member. Our contributions to national security are enabled by policies, processes and administrative systems that are transparent and seamless. We serve alongside active component Logistic Specialist and deliver capabilities that are unmatched for quality.

LEARNING OBJECTIVES

When you have completed this chapter, you will be able to do the following:

1. Understand the additional administrative responsibilities associated with Reserve Logistics Management.
2. Understand and determine the Navy Reserve clothing entitlements as well as procurement procedures though the supply system.
3. Identify the eligibility requirements of Drilling Reservist to receive subsistence.
4. Identify the eligibility requirements of Drilling Reservist to receive berthing and Active Duty members to receive Bachelor Leased Housing.
5. Understand the minimum documentation requirements for Reserve Logistics Management.

SUPPLY ADMINISTRATION

The Navy Operational Support Center (NAVOPSPTCEN) Logistics Specialist or civilian equivalents are directly responsible to fully understand and read the Commander Naval Reserve Forces Command (COMNAVRESFOR) P4000 series.

The Supply Department is directly responsible to the Commanding Officer (CO) for general supply administration maintenance, as well as:

- Preparation and use of reserve clothing requisitioning procedures
- Coordination for provision of subsistence for assigned Reserve units
- Coordination for contract berthing for eligible Drilling Reservist.

The supply department will maintain procurement files utilizing the Fund Administration and Standardized Document Automation (FASTDATA) System or Reserve Personnel Navy (RPN) documentation.

FASTDATA and RPN procurements will be maintained in individual folders in document number sequence. Separate logs and two subsections of “Outstanding” and “Completed” will be maintained. A separate folder will be maintained for each procurement action.

Supply Procurement

COs are responsible for all acquisition transactions and will ensure monetary and quantitative controls are established to provide for effective and efficient management of assigned resources.

The mandatory source of supply for office and janitorial supplies is Department of Defense (DOD) Emall. The Fleet Logistics Center (FLC) San Diego "Virtual" SERVMART Contract also meets the mandatory source requirement.

The use of appropriated funds to procure recognition items for military recruitment and retention (including reenlistments) purposes is authorized. The following provides amplification for the Navy Reserve Force in application:

- Appropriated recipients of such recognition items are military personnel and immediate family members
- The maximum appropriated funds expenditure for any owner event is $50 and would include such items as; coins, medals, trophies, badges, flags, posters and paintings
- Documentation will be maintained for who and what occasion
- Funding for such recognition items will be paid for out of current command funding authorizations.

Clothing and Personal Protective Equipment

In the Navy Reserve, the uniform policy is governed by NAVPERS 15665I, which prescribes uniform and grooming standards for all Navy personnel and the DOD Financial Management Regulations, Volume 7, which establishes "cash allowance" and the "clothing issue – kind- system" to provide uniform clothing required by Navy Reservists.

Reserve Uniform Entitlements:

Upon affiliation, an initial uniform clothing issue is made to eligible inactive duty Navy Reservists. The uniform requirements for this initial issue for enlisted men and women may be found on the Reserve Uniform Requirement List (RURL). An enlisted member of the Reserve Component ordered to active duty for a period of 6 months or less is not entitled to an additional uniform allowance.

Chief Petty Officers (CPOs) of the Navy Reserve, upon reporting for active duty for more than 6 months, or upon being discharged while on inactive duty to enlist in the Active Component, are entitled to a special initial clothing monetary allowance. Navy Reserve CPOs on extended active duty for 6 months or greater are entitled to receive the active component clothing replacement allowance rate. CPOs meeting 75 percent of their drill requirements per quarter, are authorized a clothing replacement allowance.

Officers released from another branch of the Armed Forces are entitled to an initial uniform allowance as members of the Navy Reserve. In order to receive these entitlements they have to report to active duty for over 90 consecutive days, or complete 14 days of Additional Training (AT).

Special Instructions:

When reporting to the NAVOPSPTCEN or Mobilization Processing Site, Reservist will be authorized any additional clothing monetary allowances as stipulated in DOD Financial Management Regulations, Volume 7. Individuals will replace lost items at their own expense. Reservists on extended active duty greater than 6 months are provided a clothing monetary allowance.

The member is responsible for turning-in all uniforms and any item of organizational clothing held in their possession. Member's that neglect to turn-in their clothing upon discharge from the Navy Reserve program, will be sent a letter from the CO/Officer in Charge (OIC) directing the return of U.S. Government property within 15 days of the date of the letter. The member is required to reimburse the government for missing articles with a certified check or money order for the current cost, payable to "Treasurer of the United States." Checks or money orders will be forwarded by the NAVOPSPTCEN to the nearest Disbursing Officer.

Clothing Procurement

NAVOPSPTCEN personnel will take necessary actions to reduce the delay between affiliating and outfitting the new Reservist. Requisitions for new affiliates will be submitted on the first drill weekend after affiliation.

The Defense Supply Center Philadelphia (DSCP) Prime Vendor currently used is the Commonwealth of Kentucky Logistics Operation Center (KYLOC). KYLOC will be the primary source for procuring uniform items for Navy Reserve personnel.

KYLOC Requisitioning Procedures:

- Clothing supervisors will review and approve all clothing requests daily
- KYLOC will provide documentation of all issues and any backordered item with a printed picking ticket
- NAVOPSPTCEN personnel will notify the member when clothing is received. The member and the clothing supervisor will jointly inventory the clothing
- The clothing supervisor will notify their regional clothing coordinator for further direction and assistance if any missing clothing was annotated
- Any incorrect item received from the Prime Vendor will be returned for credit immediately after being identified and reordered.

If there is non-issued new clothing items, the clothing supervisor shall determine the reason the clothing has not been issued. Once the status of the member has been identified, this will determine whether clothing is returned to KYLOC of held for that member to be issued at a later date.

Used, altered, or stenciled clothing on hand as a result of items being returned for replacement will be disposed of according to weather it is usable and unusable condition. Usable clothing will be transferred to the Boy Scouts of America, Sea Scouts, of Naval Sea Cadet Corps. If these options are not available then clothing will be transferred to Defense Reutilization and Marketing Office (DRMO) along with the unusable conditioned clothing. All transfers will be done per reference NAVSUP P-485, Vol. III.

Alterations:

Only essential alterations of uniform items are authorized at government expense. Alterations are provided at government expense for initial, replacement and special retrofit issues to include hemming and the sewing of authorized uniform attachments and accessories.

Individuals who pay for alteration out of pocket are not authorized reimbursement. Alterations will be funded using RPN line of accounting which can be found in Navy Reserve Website. Alteration services may be obtained from any tailor shop that will accept the Government Commercial Purchase Card (GCPC) as the method of payment.

Camouflage Utility Uniform (CUU), Flight Suits and Special Extreme Cold Weather Clothing will be procured per reference COMNAVRESFORCOM P4000 (series) and NAVPERS 15560.

Subsistence

Navy Reservists, both on inactive and active duty, will subsist from a general mess, either Navy or another DoD activity, whenever such facilities are available in the immediate area. To receive rations-in-kind, enlisted Reservists must perform at least 8 consecutive hours of Inactive Duty Training (IDT), exclusive of mealtime, in the same calendar day. Subsistence is procured with RPN funds.

NAVOPSPTCEN COs are authorized to provide rations-in-kind to enlisted Reservists performing multiple IDT periods who meet these eligibility requirements:

- Breakfast is authorized if the member satisfactorily performs at least 2 – 4 hour IDT periods during the calendar day the breakfast meal is consumed, travels more than 50 miles to the drill site and occupied local quarters (government or commercial) the previous night
- Lunch is authorized if the member satisfactorily performs at least 2 – 4 hour IDT periods on the calendar day the lunch meal is consumed
- Dinner is authorized if the member satisfactorily performed at least 2 – 4 hour IDT periods the day following consumption of the evening meal, will occupy local quarters (government or commercial) that night and their residence is more than 50 miles from their drill site.

Ineligible personnel are required to make restitution for meals consumed and are subject to disciplinary action for failure to do so. Payment may be made by check or money order payable to: “Treasurer of the United States.”

NAVOPSPTCENs will develop procedures to ensure only entitled Navy Reservists use subsistence. These procedures will include quarterly Berthing/Messing Audits to be conducted by a person designated in writing by the NAVOPSPTCEN CO. The designated auditor will not be an accountable official in the procurement chain of command. The auditor must be an E7 or above and may be a NAVOPSPTCEN staff member or a Drilling Reservist.

Methods of Subsistence

The five methods of subsistence are DoD galleys, Non-DoD galleys, local restaurant, Meals Ready to Eat (MRE) and temporary messes.

DoD galleys is the preferred way to provide subsistence when available. The galley will be provided headcounts by the NAVOPSPTCEN for each drill weekend. Enlisted personnel entitled to meals at Government expense will be furnished such meals on a non-reimbursable basis.

Reimbursement between the military departments for such meals is not authorized per 37 USC 402 series.

When utilizing Non-DoD galleys (Coast Guard and National Guard), the NAVOPSPTCEN LS will prepare the Voucher for Transfer Between Appropriations and /or Funds Standard Form 1080 (SF 1080) and certify the statement for payment to Defense Finance and Accounting Service (DFAS).

For local restaurants, the LS is responsible for preparing and receiving approval of a purchase request prior to arranging with a vendor via the appropriate purchase method for meals provided to Reserve personnel performing multiple drills. The GCPC is the preferred method of procurement under $3000 and the preferred method of payment over $3000.

Meals provided will be similar to those furnished by an enlisted dining facility. Each type of meal should be of good commercial quality / quantity and should include the major food groups.

The maximum cost per meal is as follows:

- Breakfast - $5.00
- Lunch - $7.00
- Dinner - $10.00

If these prices cannot be reasonably met locally, forward requests for price waivers, together with menus and at least three bids, to COMNAVRESFORCOM (N4C) for approval before negotiations of contracts.

The Navy Standard Integrated Personnel System (NSIPS) generated Meal Pass Log or the Meal Signature Record (NAVRES 1291/1) will be used to document personnel fed.

A Master-at-Arms, other than the active duty logistics specialist, will be assigned to ensure only eligible personnel are fed and the meal signature record is properly completed.

The meal signature records are retained for 5 years plus the current FY.

Ensure the following practices do not occur:

- Cash reimbursement to Reservists is not authorized for any missed meals
- Raw food items or fruit are not authorized for purchase
- Use of government furnished rations-in-kind to supplement civilian or military functions (e.g., family day) is prohibited.

MREs are self-contained meals that require no additional supplementary food items. MREs will be used for temporary field messing for 20 days or less, unless there is an official Navy Supply (NAVSUP) approved mess, an agreement with a Navy galley, or another DOD service provider.

Navy Reserve units may request authority to establish a temporary mess (including tray packs) by submitting a letter to NAVSUP via COMNAVRESFOR (N444) and the unit's chain of command NAVSUP P486 Volume 1, Food Service Management, identifies requirements that must be met before NAVSUP grants approval to establish a mess. Operation of a temporary mess for less than 3 weeks is not considered cost-effective.

Contract Berthing / Bachelor Lease Housing

To facilitate maximum drill participation and mobilization training COMNAVRESFOR activities will provide commercial / Bachelor Quarters (BQ) berthing for Navy Reserve personnel traveling more than 50 miles to their drill site. This does not apply to Inactive Duty Training with Travel (IDTT), Annual Training (AT), Active Duty for Training (ADT), or Active Duty for Special Work (ADSW). Bachelor Officer Quarters / Bachelor Enlisted Quarters will be use whenever quarters are available and cost effective. If BQs accommodations are not available, commercial berthing will be provided to Navy Reserve personnel. Berthing uses Operations and Maintenance Navy Reserved (O&MNR) funds and will be provided at no personal expense to Navy Reserve personnel.

Rooms are to be double occupancy of like gender, with officers separated from enlisted and senior officers (O5 and above) separated from junior officers (O4 and below). A unit CO will not be placed with a member of their own unit. CPOs will be separated from E6 and below. An exception would be husband and wife, both members of the Navy Reserve drilling on the same day(s).

Navy Reservist meeting these eligibility requirements will be provided berthing:

- Member must travel 50 miles or more from their residence to the drill; site where IDT's are performed
- Member must be in a drill status and perform IDT at the permanent or administrative drill site. Eligibility must be established for the Administrative Drill Site, the NAVOPSPTCEN where personnel records are stored and maintained and the Permanent Drill Site, where IDT periods are normally performed. The Permanent Drill Site may be other than the administrative drill site and, if so, must be designated in writing by the NAVOPSPTCEN CO if berthing is required. This site may not be changed to circumvent IDTT order issue requirements
- Member must be performing 8 hours of scheduled drills (exclusive of meal periods) on the day following the use of commercial / BQ berthing, or 4 – 4 hour drills within a 48-hour period.

Berthing privileges may be denied for nonconformance to this COMNAVRESFORCOM P4000.1 (series) or local policy established by the NAVOPSPTCEN.

Berthing eligibility will be documented using the Statement of Understanding Eligibility for Berthing (COMNAVRESFOR 11103/1) with mileage verification documentation attached and maintained on file for berthing audits.

This does not apply to IDTT, AT, ADT, or ADSW. However, the NAVOPSPTCEN will assist Navy Reserve units executing IDTT orders in the local area by providing a list of berthing locations with telephone numbers and assist them in making reservations. Contract berthing in support of “no cost” IDTT orders is not authorized.

Echelon IV / V activities will identify and submit funding requirements to COMNAVRESFORCOM in an annual budget submission. The activity will use the hotel/motel or Bachelor Quarters (BQ) registration receipts to document usage of commercial / BQ berthing and establish local policies to ensure only entitled Navy Reservists use commercial berthing, sign-up procedures and no-shows. The activities will retain commercial berthing documents, copies of orders, invoices and collection vouchers for the current FY in addition to the previous five years.

The NAVOPSPTCEN will not take recoupment action, except to collect from members who have been furnished lodging without satisfying eligibility requirements, or for claims against the Navy resulting from damage due to the member's negligence or misconduct during BQ / commercial berthing occupancy. The member must reimburse the government with a personal check or money order payable to: “Treasurer of the United States.” Upon receipt of the check or money order, the NAVOPSPTCEN will prepare a Cash Collection Voucher, DD Form 1131 for CO signature. A copy of the DD Form 1131 and the check or money order will be kept in the activity's commercial berthing files. The original DD Form 1131 and check or money order will be forwarded to the local disbursing office. A NAVOPSPTCEN cannot charge a member for a no-show, but should document the no-show and the CO should determine if the member should remain eligible for contract berthing.

COs may withhold berthing privileges for a specified period of time from members who, in their opinion, abuse these privileges per local command policy.

Exceptions to the berthing policy are:

- If inclement weather, illness, physical disqualification, or other unforeseen events occur and the active duty commander/CO terminates the drill before completing required IDT; reimbursement will not be collected from members. Written certification of drill(s) cancellation must be on file with retained records

- NAVOPSPTCEN COs have the discretion to permit contract berthing when issues of a Reservists safety are involved. Written authorization of extended berthing privileges must be on file with retained records (such as late night duty requirements). COs must use sound judgment in evaluating the circumstances when authorizing / providing contract berthing
- When drill schedules or transportation arrangements from the drill site preclude performing 8 hours of drill on the day following, or 4 – 4 hour drills within a 48-hour period, the individual member will not be held liable for reimbursement for berthing used
- NAVOPSPTCEN COs have the discretion to permit one extra contract berthing night for Drilling Reservist when OCONUS issues arise due to airline transportation schedules. All available options shall be exhausted before granting extension (such as flexible drills, alternate transportation methods, military airlift, etc.). Written authorization of extended berthing privileges must be signed by the CO and retained with the members Berthing Eligibility Form. COs must use sound judgment in evaluating the circumstances when authorizing additional contract berthing
- Drilling Reservists performing scheduled drills who elect to bring a spouse/guest are NOT authorized to occupy Government provided berthing (commercial / BQ). The only authorized exception is if the member's spouse is also a Navy Reservist performing scheduled drills
- Under no circumstances will a Drilling Reservist, accompanied by their spouse (also a Drilling Reservist), occupy BQ that does not have private head facilities
- Navy Reservists will not be authorized to use Government furnished commercial / BQ berthing with a spouse/guest and reimburse the Government for the cost difference. Navy Reservists desiring to use commercial / BQ berthing with a spouse/guest will do so at their own expense.

Procurement Methods

Selected Reservist who have funded orders and stay in BQs "space required" quarters will be billed directly. While Selected Reservists who do not have specific funded orders, but who are on an advance reservation list, will be placed in "space required" quarters and have their lodging charged billed to the Reserve activity making the reservations, using an itemized invoice (to include the member's name, dates used and unit). The NAVOPSPTCEN will use the GCPC as the method of payment.

Selected Reservist who do not have orders and who are not on an advance reservation list will be placed in "space available" quarters and billed directly. The Selected Reservist will not be authorized reimbursement.

The preferred purchase method for commercial berthing under $3000 is the GCPC. Letters of Agreement (LOA) with the GCPC as the method of payment is the preferred method over $3000.

Bachelor Leased Housing (BLH) Program

Government quarters are often not available for Active Duty bachelor personnel assigned to the Navy Reserve Force. This situation requires that these individuals compete in the private housing market for quarters. Due to the extremely high cost and limited availability of adequate quarters in many metropolitan areas, these personnel are often required to spend a disproportionate share of their pay, or travel excessive distances to obtain suitable housing. The purpose of the BLH Program is to provide adequate quarters for those personnel through government leases.

Echelon IV commands are the approval authority for the leasing of private quarters for bachelors and will submit funding requests to COMNAVRESFOR (N8).

The Department of the Navy (DON) uses, whenever practicable, government owned property rather than leased property. Therefore, all suitable and available government owned bachelor housing of the Navy, Army, Air Force and other government agencies, will be surveyed to determine availability before applying for other leased property.

The Engineering Facilities Activity (EFA) of Commander, Navy Facilities Engineering Command will execute, administer and terminate leased bachelor housing contracts in the same manner as leased family housing. Lease forms and condition reports will be completed and forwarded as directed by the EFA. Leases will not include, as a separate and distinct cost item, any provisions for parking of a privately owned vehicle, nor will separate leases or agreements be entered into at government expense. BLH units shall meet the following accommodation criteria:

- The leased unit must be a complete dwelling unit with a private entrance and bath for the sole use of the occupant(s). The unit must be well constructed, in a good state of repair and include heating/cooling equipment and furniture
- Leased unit must have kitchen facilities and be furnished with a stove, refrigerator, dining table with chairs, bed, nightstand, table lamps, floor lamp chest of drawers and an easy chair. Unfurnished housing may be leased at the individual's request
- Travel time by private automobile or local surface transportation from the leased unit to place of duty should not exceed 1 hour driving time during rush hours. To the maximum extent possible, leased units should be within 10 minutes walking time from local transit service
- Leased unit will be located in areas meeting acceptable standards of health, sanitation and safety
- The terms of the lease shall cover the right of the government to inspect the BLH unit periodically
- The lease must provide an option for the government to terminate the lease whenever the unit covered by the lease is no longer needed. The lease should provide for the optional renewal by the Government on an annual basis. A 30 day cancellation clause in favor of the Government, effective at any time within the term of the lease, is required
- Leased unit may only be located in cities where the average total rental cost (rent, furniture, utilities, (except telephone) and other operating cost) exceed the Maximum Housing Allowable Housing Cost (MAHC) for the rank of the individual requiring housing. An individual's Basic Allowance Housing (BAH) will determine the MAHC
- The rental rate must not exceed the actual commercial value to the general public. The CO will determine if the rental cost is fair and reasonable for that location. The rental cost must include utilities except telephone service.
- The individual(s) occupying the unit will not be named in the lease

Military bachelor personnel eligible for lease BLH are subject to the following:

- Must be in the rank of E4 or below
- Duty station is located over acceptable driving time distance (exceeds 1 hour during rush hour traffic) of a U.S. military installation having adequate government quarters. A certification that no adequate BQ is available will be included with tall lease requests

- Personnel have more than 12 months remaining at their current duty station as of the effective date of the lease. The period of voluntary tour extensions will not be considered in this 12 month period unless the request has been returned approved by the Navy Personnel Command
- Personnel eligible for payment of BAH at “without family members rate.” BAH will be forfeited during occupancy of BLH. Exceptions will be E4 and below personnel receiving BAH at “with family members rate” to provide child support
- BLH occupants who change their bachelor status (lose eligibility to draw BAH at the “without family members rate”) are ineligible for the BLH program the day before the date their status changes. The occupant’s lease will be canceled effective the day before the date the status changes. The individual will either vacate the premises or the individual will be responsible for negotiation with the lessor for a private lease effective the day before the bachelor status changes
- Personnel owning (or are purchasing) housing within an acceptable travel time to their duty station are not eligible for assignment to BLH
- COMNAVRESFOR will establish policies and procedures for the BLH program, issue O&MNR funds based upon the expected number of leases.

Echelon IV commands will centrally manage the BLH program and designate points of contact. The commands will ensure double occupancy is directed whenever feasible for members of the same sex. If double occupancy is not used due to different lease effective dates, monthly extensions will be requested for the lease which expires earliest, so it coincides with the expiration of the lease expiring last after which, a new lease for double occupancy will then be established for both occupants.

Each approved lease request will be forwarded, with a fund citation on a NAVCOMP 2276, to the appropriate EFA and allowed a 60 day lead time for execution of the lease. Once executed, the echelon IV activity will process all correspondence and maintain all records necessary to support and operate the BLH program within its chain of command.

When the desired lease date is not effective on the first day of the month, request a provision for the EFA to include a prorated rental fee for the first month’s payment and to establish subsequent payments to begin on the first day of the month for the remainder of the lease.

Activity COs will conduct thorough surveys to determine the BQ availability of communities within the activity’s geographical area. Upon notification of incoming personnel, they will ensure contact is made with the new member(s) and determine if BLH is required. The CO will ensure the individual(s) execute a Privacy Act Statement covering personal information to be included in the BLH request, establish controls to ensure the repair of or compensation for damages beyond normal wear and tear and ensure unauthorized personnel are not living in leased quarters.

The prospective occupants will not be involved in locating the unit to be leased, but vacating leased quarters without proper authorization will result in the loss of their BAH entitlement for the duration of their tour of duty or the remaining term of the lease, whichever is shorter.

When it is determined a requirement for leased housing no longer exists, notify the appropriate echelon IV command in writing of intent to vacate BLH 70 days before the effective date of vacating the quarters. When circumstances do not permit a 70 day notice, advise the echelon IV command by telephone as soon as an effective date is determined and follow-up with written notification.

The occupants will receive housing in a clean, livable condition and are required to leave the housing in the same condition. Occupants are responsible for the housing and all property, real and personal, assigned to them. Proper care of this property rests with the occupant who shall be held financially liable for loss or damage to such property exceeding normal wear and tear.

The occupant(s) will fulfill the legal and reasonable tenant obligations associated with occupancy of government housing and other responsibilities specified in the lease. They will not enter into any agreements with the lessor. They will employ proper energy conservation at all times. Failure to do so may result in removal from the BLH program.

SUMMARY

The mission of the Navy Reserve is to provide strategic depth and deliver operational capabilities to our Navy and Marine Corps team and Joint forces, from peace to war. This Chapter has provided Navy Reserve Force Logistics Specialist knowledge for use by Navy Reserve Activities that differ from the active duty components. Logistic management differs from the active component in the way of supply procurement, clothing requirements, Reserve berthing and Bachelor Leased Housing provided to the Full Time Support (FTS) service member. Our contributions to national security are enabled by policies, processes and administrative systems that are transparent and seamless. We serve alongside active component Logistic Specialist and deliver capabilities that are unmatched for quality. For more information to further elaborate on Logistics Specialist job in the Navy Reserve, please refer to Navy Reserve Logistics Support Handbook, COMNAVRESFOR Publication P4000.

CHAPTER 14

THE MILITARY POSTAL SERVICE

This chapter introduces the Military Postal Service (MPS). In it, you are introduced to its mission and functions, service commitments, postal facilities, postal personnel, training, sources of information, and categories of personnel entitled to use MPS facilities.

LEARNING OBJECTIVES

When you have completed this chapter, you will be able to do the following:

1. Recall the mission and functions of the Military Postal Service (MPS) with a brief explanation on the nature of the MPS, the USPS/DoD postal agreement, and the types of mail and postal services covered.
2. Recall the service commitments of the MPS regarding customer service and customer information.
3. Describe the purpose of the various postal facilities and the services provided
4. Recognize the role of the Navy Postal Clerk and identify the qualifications and positions of MPS personnel
5. Identify essential DON, DoD, and United States Postal Service publications and manuals.
6. Identify the various personnel authorized to use MPS facilities and the identification required.

MISSION AND FUNCTIONS

The mission of the Military Postal Service (MPS) is to provide service to Department of Defense (DoD) agencies in support of DoD missions. The DoD operates Military Post Offices (MPOs) in areas where the U.S. Postal Service (USPS) does not operate or in other places where the military situation requires it. The ultimate goal of the MPS is to provide a level of service equal to that provided by the USPS to the civilian population of the United States. Another goal is to prevent an overlap or duplication of MPS functions between two military organizations in the same serving area. The Military Postal Service, and the Military Post Offices (MPOs) operating under its direction, is an extension of the USPS beyond the boundaries of U.S. sovereignty and is obligated to provide prompt, reliable, and efficient postal service for all DoD personnel overseas where USPS is not available.

USPS Publication 38 is the governing directive on the Postal Agreement between the United States Postal Service and the Department of Defense. This publication outlines both DoD and USPS responsibilities in providing postal services for the Armed Forces. USPS Publication 38-A is the directive that describes postal services available to military installations in the United States. You do not need to become familiar with these publications, but you should be aware that they exist.

NATURE OF THE MILITARY POSTAL SERVICE

The MPS is an extension of the USPS and operates under an agreement between the DoD and the USPS. On 5 May 1980, a single manager for military postal matters for the DoD was established. The Secretary of the Army was designated as the single manager. This reorganization created the Military Postal Service Agency (MPSA), and the Secretary of the Army named The Adjutant General, U.S.

Army, the Executive Director, Military Postal Service Agency. The Executive Director, MPSA, serves as the Department of Defense's single point of contact with the USPS and other government agencies on Military Postal Service policies and operational matters. The MPSA is composed of a joint staff of Army, Navy, Air Force, and Marine Corps postal personnel, and DoD civilian employees, and is headquartered in Alexandria, VA. The MPSA has many responsibilities. The one responsibility that will most directly affect you in the operation of your post office is MPSA's provision of technical support to and monitoring of command postal operations of the military services in overseas areas and provision of technical assistance team visits. This means that the MPSA is responsible for the direction and administration of the Military Postal Service.

The MPS includes the Army, Air Force, Navy, Marine Corps, and Coast Guard, when the Coast Guard is operating under the Department of the Navy (DON). As a group, and in cooperation with each other, the military services provide complete postal services for the U.S. Armed Forces wherever they are deployed. The MPS operates in accordance with postal laws of the United States, U.S. Postal Service regulations and instructions, and directives issued by the DoD, the MPSA, and the military departments.

Each military department is responsible for carrying out the policies and procedures issued by the DoD and the MPSA. Within the Department of the Navy, the Chief of Naval Operations (CNO, N41) is responsible for the postal service within the Navy. The Chief of Naval Operations has designated that the Commander, Naval Supply Systems Command (NAVSUP, SUP05), located in Mechanicsburg, PA, act as the single point for matters relating to postal policy. Each fleet commander is directly responsible for the administration, operation, and monitoring of the Military Postal Service within that portion of the postal service under his/her control. (*Figure 14-1*) shows the Navy's administrative chain of command for postal policy matters and MPSA's chain-of-command for operational matters.

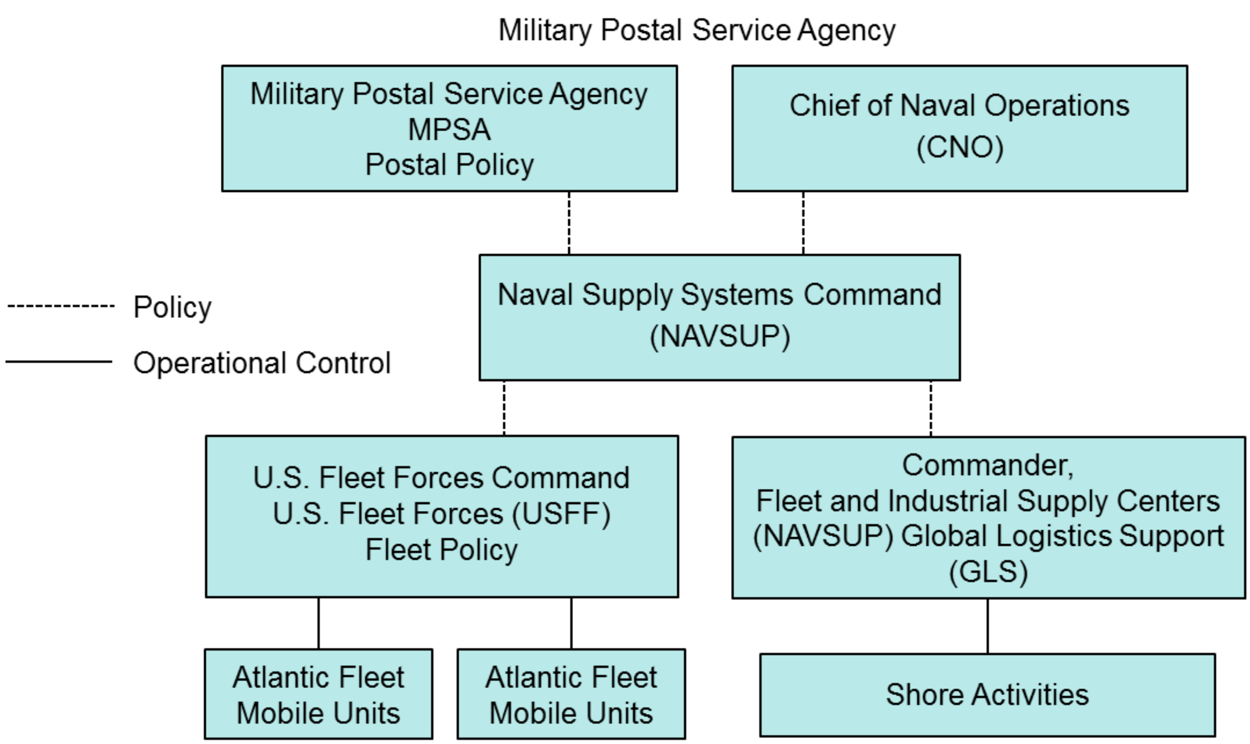


Figure 14-1 — Chain-of-Command for Navy postal policy and postal operational matter

USPS/DOD POSTAL AGREEMENT

Earlier in this Nonresident Training Course (NRTC), we noted that MPOs operate as an extension of the USPS. Since Navy Post Offices (NPOs) technically are part of the MPS, their operation must follow the current postal agreement between the DoD and the USPS. The following are highlights from this agreement.

The DOD agrees to do the following:

- Arrange and pay for military mail transportation from overseas facilities to/from U.S. gateways and between overseas military facilities located within the same geographical area
- Appoint mail clerks qualified to perform postal duties, who have been issued uniform identification cards, who have no record of any crime involving theft, moral turpitude, or who have not been disciplined for any actions reflecting unfavorably upon their integrity
- Do not accept Collect-On-Delivery (C.O.D.) mail for delivery at MPOs
- Assume financial liability, under military claims procedures, for the loss, damage, theft, wrong delivery, or rifling of accountable mail by a military or civilian mail clerk employed by the DoD
- Assist the USPS in surveying, inspecting, and auditing military postal facilities.

The USPS agrees to do the following:

- Provide inbound and outbound mail transportation between the postal concentration centers and military or commercial air or surface carriers
- Provide equipment necessary for the operation of MPOs, and provide supplies and accountable equipment without charge. Non-accountable equipment is to be furnished on a reimbursable basis
- Neither accepts, nor forwards to MPOs any C.O.D. mail
- Relieve Custodians of Postal Effects (COPEs) of liability for the invoice of any shipment of stamps or stamped paper lost in transit because of a casualty
- Furnish office space for related military postal liaison units at USPS facilities/centers.

We covered only a small amount of the USPS/DoD postal agreement. USPS Publication 38 contains the entire agreement.

TYPES OF MAIL AND POSTAL SERVICES

You will see that the types of mail and postal services provided by a military post office (MPO) are very similar to those provided by a civilian post office.

Some postal terms in this NRTC may be new to you. Whenever you see a postal term and do not understand its meaning, go to Appendix II, “Terms, Abbreviations and Acronyms,” of this NRTC and study the term’s meaning. By doing this, you gain an understanding of the postal terms needed to get the most benefit from this manual. For example, Chapter 17, “Domestic Mail,” discusses the types and classes of mail accepted by the military postal facility and Chapter 18, “Special Services,” discusses special postal services such as insured mail. You need to understand all of the terms to understand the discussion.

SERVICE COMMITMENTS

The goal of the Military Postal Service is to provide, at a minimum, a level of service equal to that provided by the USPS to the civilian sector in the United States.

All classes of mail handled by a civil post office also are handled by military post offices. This includes both official and personal mail. Official mail is a vital link in a command's chain of communications, and the manner in which you process personal mail affects morale. Therefore, it is important that outgoing mail (both official and personal) be dispatched as quickly as possible and that incoming mail is delivered promptly to commands, departments, and individuals. As you can see, you are placed in a key position in a major communications operation. Other services that you provide include acceptance of articles for mailing, the selling and cashing of money orders, and the selling of stamps and postal stationery items. In addition, various special mail services, such as registry and insurance are available.

Customers can improve mail services by doing the following:

- Informing correspondents and publishers of their correct mailing addresses to include delivery receptacle numbers, as applicable
- Submitting change of address cards immediately when a new address is known
- Notifying the responsible mail clerk or mail orderly when departing on leave or temporary duty
- Reporting to the Postal Officer, military postal clerk, or mail orderly any instance when inadequate mail service or other mail-related problems are noted.

CUSTOMER SERVICE

Strive to give your postal customers the best service possible, not only in the dispatch and delivery of their mail, but also in window business transactions. Consider it a privilege to serve the public and to make a strong effort to help customers in any way possible to the extent that postal regulations allow. As a window clerk, always be courteous, efficient, and knowledgeable, and give consistently excellent service. Here are some guidelines that you should follow as a window clerk:

- Provide a neat and clean counter on which to transact business
- Present a well-groomed and neat personal appearance
- Give a friendly greeting that expresses a desire to help
- Be knowledgeable, well informed, and interested in helping customers with their postal needs
- Provide prompt, alert, and efficient service to each customer
- Provide competent and correct information on all inquiries
- Give polite referral to another window or individual, when necessary, to provide the service requested
- Give the departing customers a sense of your willingness to help serve their needs
- Refer all disagreements to your supervisor.

CUSTOMER INFORMATION

Military postal clerks should ensure that information used by customers on a day-to-day basis is readily available. An adequate supply of the most current copies of the following items should be on hand or posted for customer use:

- USPS Publication 2, Packaging for Mailing
- USPS Notice 123, Price List
- USPS Poster 74, Packaging Pointers
- Example of a properly completed change of address card
- Example of the correct mailing address to be used by personnel served
- Hours of operation
- Mail collection/closeout times
- Customs declarations information, and
- Mailing dangerous materials notice.

You post or supply those publications, forms, and posters that are commonly used. Some of this information will be included in your Standard Operating Procedures (SOP).

POSTAL FACILITIES

As previously stated, the function of the MPS is to operate military post offices where needed by the military services and in areas where the USPS does not operate. Functions performed by activities that support the MPS and MPS facilities range from acting as a liaison and providing mail routing information to the USPS (for the processing and distribution of mail only) to mail processing, distribution, and postal finance services in support of the units they serve.

JOINT MILITARY POSTAL ACTIVITIES

The Joint Military Postal Activities (JMPAs) (Atlantic and Pacific), (JMPA-ATL located in New York, NY) and (JMPA-PAC located in Los Angeles, CA) act as the single point of contact for the MPSA with the USPS at the designated commercial airport gateways. The JMPAs perform the following critical functions:

- Provide liaison services for DoD components and their major subordinate commands with local and regional post offices, customs officials, and commercial/military transportation officials
- Provide detailed and timely information to local USPS officials to facilitate processing, routing, and dispatching of MPS mail
- Collect, assimilate, and report on factors affecting mail movement to and from the CONUS gateways
- Identify major problem areas and adverse trends
- Resolve problems with local and regional USPS officials.

Naval mobile units and overseas activities use the Fleet Post Office (FPO) address assigned to the ship, unit, or activity depending on the gateway location. The chart in (*Table 14-1*) shows the geographical areas and ships served by each JMPA and their elements.

Table 14-1 — Joint Military Postal Activities and areas served

JMPA	AREA SERVED
Atlantic New York, NY	Ships home-ported on the East Coast in the mid-Atlantic and northern states. Overseas activities located in the Atlantic (less the Caribbean and Central America areas), Europe, and Southwest Asia and Africa.
Det. Miami, FL Det. Chicago, IL	Ships home-ported in southern states, and activities in the Caribbean (less Cuba) and Central America. Handles mail for Germany and England.
Pacific Los Angeles, CA	Ships home-ported on the West Coast in the mid-Pacific and northern pacific states. Overseas activities located in the Pacific and Indian Ocean.
Det. Hawaii	Handles mail for the Hawaiian Islands, Kwajalein, Guam, and other Polynesian Islands.

NETWORK DISTRIBUTION CENTERS

Network Distribution Centers (NDC) are strategically located throughout the United States. These USPS bulk-mail processing centers comprise a nationwide system for the concentration, distribution, and transportation of Periodical, and Parcel Post mail. Postage rates are discussed further in Chapter 4. We are concerned only with the ones that serve the three gateways. (*Table 14-2*) shows the gateways and their serving BMCs.

Table 14-2 — The three gateways and their serving bulk mail centers
MILITARY POST OFFICES

GATEWAY	SERVING BMC
New York, NY APO/FPO-AE 090xx - 098xx	New York, International and Bulk Mail Center
Miami, FL APO/FPO-AA 340xx	Jacksonville, FL
Los Angeles, CA APO/FPO-AP 962xx, 965xx, and 966xx	Richmond, CA

Military Post Offices (MPOs) are established on ships and at overseas activities and are branches of the USPS. Post offices that are located at shore activities in U.S. territories, possessions, and in the United States may be branches of a local civil post office. A post office operated by the Navy also may act as a center for the concentration, consolidation, and onward dispatch of mail. This is in addition to the usual mail-handling and postal finance functions.

FLEET MAIL CENTERS

A Fleet Mail Center (FMC) receives, distributes, consolidates, transfers, and dispatches military mail for transportation to, from, and within overseas areas, commands, and ships.

In addition to mail-handling and routing services, FMCs provide port visit instructions, postal training and postal supplies for deployed ships in the AOR. The lack of an official designation as an FMC does not prevent shore-based or fleet mobile post offices from performing FMC functions when warranted. However, all shore-based Navy post offices must assist fleet units visiting or operating in the geographic areas for which they are responsible.

An FMC is under the military command of the local NAVSUP Fleet Logistics Center (FLC) responsible for areas where the activity is located. FMCs and MPOs perform functions assigned by their respective FLC Region Mail Manager. FMCs or Navy Post Offices (NPOs) designated as Mail Control Activities (MCAs) also must assume those responsibilities as outlined in the Department of Defense Postal Manual, DoD 4525.6-M.

A Postal Officer administers the FMCs. This officer maintains liaisons with foreign officials concerned with movement of mail, with representatives of commercial transportation carriers, and with local U.S. military postal representatives. The Postal Officer also assists the Fleet Commander in the administration and the operation of the MPS. A Senior Chief or Master Chief Logistics Specialist usually is assigned to, and may fill, the Postal Officer billet. The leading Chief is directly in charge of the sections that comprise the FMC.

The FMCs are usually divided into several sections that include the following:

- Mail-Handling
- Registry
- Postal Supply
- Administrative
- Directory Service
- Claims & Inquiries
- Financial Services.

AERIAL MAIL TERMINALS

Aerial Mail Terminals (AMTs) are overseas military mail facilities responsible for the receipt, distribution, transfer, and dispatch of military mail by air between overseas areas, or to or from the United States.

POSTAL PERSONNEL

The mission and functions of the Military Postal Service would be impossible to achieve without qualified postal personnel. Navy postal personnel responsibilities are many and varied. You will find these responsibilities outlined in DoD and Department of the Navy Regulations and Instructions. In addition, USPS Publications list additional responsibilities, guidelines, and operating procedures. In addition to postal duties, postal personnel are charged with military duties and responsibilities. All too often, we forget that we are Sailors first. This does not mean that our professional duties should take a backseat to our military duties. However, both duties should be performed together in a professional manner. Some of the general responsibilities and titles of postal personnel with which you will be working closely are listed in the following paragraphs.

MILITARY POSTAL CLERK RESPONSIBILITIES

Military postal clerks operate post offices aboard Navy ships, and at overseas naval activities. The first postmaster general, Benjamin Franklin, established the tradition that the U.S. Mail is a service to all the people of the United States, which should be used as often as needed and rendered at the lowest possible rates. Service is still the primary mission of the USPS. It is your primary function to see that your customers receive the same benefits of service through the Military Postal Service. In performing this function efficiently, you will contribute greatly to the morale of your command.

As a military postal clerk, you need a broad knowledge of military postal operations and a detailed knowledge of postal jobs.

The movement of mail is an important phase of postal operations. Outgoing mail must be dispatched with speed and efficiency to ensure that transportation schedules are met. Incoming mail must be processed quickly to avoid delay in delivery. How you handle your incoming and outgoing mail in large measure determines the reputation of your post office.

In sum, postal counter work is a matter of customer service. Postal counter work requires business-like behavior, courtesy, and efficient service to the personnel served. Clerks must possess a thorough knowledge of postal regulations concerning the types of postal services offered, postage rates, proper packaging, and the contents of all classes of mail acceptable for transshipment through the mails.

In addition, you will keep records and prepare reports as required by the USPS, the MPSA, and the DON, in relation to post office operations. The operation of a post office includes the upkeep of equipment, ordering supplies, and maintaining post office spaces.

You must have a thorough knowledge of DoD, DON, and USPS Security Regulations. You are responsible for safekeeping the mail, postage stamps, accountable equipment, stamped paper, and blank money-order forms in your custody, as well as cash entrusted to you. In addition, you are responsible for disposing of postal effects during an emergency. Financial responsibility involves the custodial accounting, inspection, and supervisory functions required in proper handling of postal effects, as well as records of financial transactions, such as the sale and payment of postal money orders and the collection of customs duties. In addition, through the Postal Officer you arrange transportation for the dispatch and pick up of mail from post offices or other locations ashore and afloat.

In your professional duties as a military postal clerk, you also perform military duties, as was mentioned earlier. Aboard ship, military postal clerks have assignments under the Watch, Quarter, and Station Bill (WQSB,) as do all other crewmembers. These duties are unrelated to their postal duties.

You may serve in a variety of billets on small ships, such as DDs or CGs or on larger ships, such as LHDs or CVNs. In addition, you may be assigned to duty at an overseas activity that has a Navy post office, such as Naples, Italy, or Yokosuka, Japan.

As you prepare for advancement, your responsibilities for naval leadership will increase, as will the applications of leadership to the duties of your rating. Your responsibilities for technical leadership arise from the nature of your work. Keeping the ship's post office operating efficiently and its financial affairs in good order is a large task. You can perform this task effectively only when you accept the responsibility of performing every detail of your work with complete integrity and reliability, and when you continue to increase your knowledge of a military postal clerk's job.

Integrity of work is a key factor in technical leadership. All other factors relate to it in some way. Integrity of work refers to big things and to little things. Some of the items to which it refers include the following:

- The way that you supervise the post office
- The way that you handle your stamp or money order accounts
- The way that you issue stamps or money orders
- The accuracy and neatness of your records
- Your ability to move mail rapidly
- Your ability to process inquiries and complaints quickly and knowledgeably
- The manner in which you conduct daily transactions with customers.

When you perform every job as efficiently as you can, and constantly strive to increase your skills and to broaden your knowledge, you are demonstrating integrity of work in a concrete practical way. In addition, you are demonstrating technical leadership.

Integrity involves financial responsibility. This means continuous accurate accounting for all postal funds. The first and most important thing that a military postal clerk must learn is the seriousness of this responsibility.

WARNING

To borrow even a small amount from postal funds, or to be careless in handling these funds, are the first steps into serious trouble.

Integrity and financial responsibility are so important in operating a post office that military postal clerks must avoid any practice in their personal lives that might lead to financial difficulties and might cast doubt on their honesty.

The MPSA and the Office of the Commander, Naval Supply Systems Command (NAVSUP) gave special attention to detecting and preventing cases of embezzlement among postal personnel. In most cases, postal personnel convicted of offenses involving money not only received prison terms, but also lost their opportunity for naval careers. The social stigma of such a conviction follows a person into civilian life and often interferes with future employment opportunities. Usually the persons involved started with no real intent to be dishonest. They just wanted to borrow a little money and to pay it back in a few days. However, in each case the problem stemmed from a lack of financial responsibility and integrity on the part of the person concerned.

QUALIFICATIONS

Personnel who perform postal duties must be loyal, trustworthy, and honest. By agreement between the USPS and the DoD, personnel of questionable integrity are **not** assigned to duties in MPOs, mailrooms, mail terminals, or other postal facilities. Navy personnel designated as military postal clerks must meet the following qualifications:

- Have no record of conviction by courts martial or punishment under Article 15 involving a postal-related incident
- Have no record of civilian conviction other than minor traffic violations
- Have no record of derogatory information or unfavorable conduct that casts doubt on the military member's trustworthiness and honesty
- Possess high moral standards and excellent military bearing
- Have no history of psychiatric disorder, alcoholism, or drug abuse, unless a medical evaluation determines that the condition no longer exists
- Are financially responsible
- Were not relieved previously from military postal duties for cause or for criminal convictions
- Are a U.S. citizen and are eligible for a SECRET clearance (a favorable Entrance National Agency Check (ENTNAC) or National Agency Check (NAC) is on file) if required to handle official registered mail
- Not have physical restrictions prohibiting duty involving prolonged standing, walking, or lifting of weights up to 70 pounds.

Military postal clerks are designated according to procedures in Chapter 5 of the *DOD Postal Manual*.

MILITARY POSTAL CLERKS

A Military Postal Clerk (MPC) is a U.S. Armed Forces member officially designated and authorized by public law to perform postal finance functions and other postal duties. The term *Military Postal Clerk* includes Army, Navy, Air Force, Marine Corps, and Coast Guard postal clerks.

All Navy commands that operate a post office must have at least one primary military postal clerk designated. If only one MPC is assigned, which is the case aboard some ships, an alternate MPC is designated locally. The alternate MPC should be available to carry out postal functions in the absence of the primary MPC or alternatively, when it becomes necessary, to assist the primary MPC. Personnel selected as alternate MPCs must meet the same qualifications as those for MPCs.

MAIL CLERK

Mail clerks are individuals assigned to perform mail duties at Unit Mailrooms (UMRs) according to DoD regulations. Mail clerks must safeguard the mail in their possession at all times. Mail clerks pick up mail from a military post office and deliver it to members of their unit. In addition, mail clerks maintain a mail directory file at the UMR. The directory file must show the names of all personnel being served, scheduled to arrive, assigned temporary duty, and transferred personnel. After their departure, personnel should have directory service given to their mail for 12 months, or for 3 months if assigned for a period of 6 months or less. Mail clerks must ensure transferring personnel complete an additional change of address card for filing with the serving post office. If necessary, the transfer section of a command can help in this matter. Postal Officers and the UMR supervisor must supply positive training to mail clerks by unit. For further guidance, refer to the *DoD Postal Manual*.

MAIL ORDERLY

Mail orderlies are individuals from divisions, departments, squadrons, or commands who are assigned to pick up mail from a post office or a unit mailroom. Aboard ship, the mail orderly goes to the post office where the mail is distributed during mail call. Prior to receiving the mail, the mail orderly must provide proof of identification. Ask the mail orderly to show a DD Form 285. Along with the mail orderly's identification card, this form establishes the required proof of identity. Mail-handling training also must be supplied to mail orderlies. U.S. citizenship is mandatory, and the person must be eligible for a Secret Clearance (an ENTNAC or NAC is on file) if required to handle official registered mail. Further instructions are given in the *DoD Postal Manual.*

FINANCIAL POSTAL CLERK

A Financial Postal Clerk is a DoD civilian employee in an overseas shore-based military post office who is assigned custody and accountability of a portion of the post office's stamp and money-order account. A financial postal clerk also sells postage stamps and other stamped paper (stamped cards, stamped envelopes, and so forth,) sells and redeems postal money orders, and accepts and delivers accountable mail, as well as performs such other postal duties that are assigned by the proper authority.

CUSTODIAN OF POSTAL EFFECTS

At each command operating a post office, a military member or a DoD civilian employee of the U.S. Armed Forces is designated as a Custodian of Postal Effects (COPE.) The COPE is accountable for the stamp stock and other postal effects issued to that post office by the USPS. Civilian employees designated as the COPE should be under the direct supervision of a military supervisor. At some time in your career, you may become the command COPE.

Postal Officer

The Postal Officer is a person (E-7 or above) designated in writing by the Commanding Officer (CO) with responsibility for the overall supervision of the postal operation within the command. Postal Officer duties include the following:

- Becoming thoroughly familiar with USPS and DoD directives and regulations, as well as all Navy postal instructions and directives
- Reviewing post office records and materially inspecting postal facilities weekly
- Randomly checking mail directory service to ensure compliance with the *DoD Postal Manual*, Department of Defense Postal Manual, DoD 4525.6-M.
- Being present during all postal audits
- Asking for aid from postal assistance advisors as often as needed.

POSTAL ASSISTANCE ADVISORS

Postal assistance advisors are senior MPCs or DoD civilian employees assigned by Fleet Commander's Postal Officers to selected commands where there are large concentrations of ships in the United States and overseas. They are there to provide guidance to COs and to Postal Officers, and to assist MPCs with questions concerning the daily operation of post offices and to give additional training to assigned postal personnel as needed.

Each post office operated by the Navy should be visited by a postal assistance advisor at least once every 12 months for ashore post offices, and every 18-24 months for afloat units. In addition, each ship that has a post office aboard will have a postal assistance visit before any scheduled extended deployment.

SOURCES OF INFORMATION

Before you begin working a postal finance window and accepting articles for mailing, issuing money orders, and handling mail, there are several publications and manuals with which you must become familiar and understand how to use. The DoD, the DON, and the USPS issue these publications. By familiarizing yourself with the publications, you can obtain valuable information. You will find almost all information and instructions issued through these publications. There may not be anyone else to turn to for such advice, especially if you are deployed, on independent postal duty, and/or acting as the command COPE.

However, a publication is of no assistance if it, or any of its pages, is missing, or if the latest changes were not entered. Keep your publications in an orderly condition and up to date. Enter changes as soon as possible after receipt. Handling, correcting, and using official publications and manuals are routine duties of a MPC. Because these duties are routine, you may underestimate their importance.

NOTE

Underestimating the duties' importance is a serious mistake.

In this section, we discuss those publications and manuals that you will use in performing postal duties. These same publications and manuals are the sources of information for developing this training course. Some of these publications and manuals are distributed automatically to commands. Others are ordered through the USPS Material Distribution Center (MDC), Navy supply channels, your Supply or Administrative Officer, or through USPS or DoD Web sites.

DEPARTMENT OF DEFENSE POSTAL MANUAL

MPSA publishes the Department of Defense Postal Manual, DOD 4525.6-M. to provide guidance to all military departments for the administration and operation of the Military Postal Service (MPS).

DEPARTMENT OF THE NAVY POSTAL INSTRUCTION

The DON Postal Instruction OPNAVINST 5112.6 (series) is issued as a supplement to the *DoD Postal Manual*. This instruction addresses Navy unique situations and gives additional guidance in the administration of Navy post offices. This instruction is binding upon all personnel of the Navy/ Marine Corps and other individuals or agencies who use Navy postal facilities.

DOMESTIC MAIL MANUAL

The Domestic Mail Manual (DMM) is our basic guide in the MPS. It sets forth the regulations and procedures governing the domestic mail services offered to the public by the USPS.

INTERNATIONAL MAIL MANUAL

The International Mail Manual (IMM) contains detailed information concerning international postal rates. It lists special mailing prohibitions, import restrictions, and other mailing conditions applicable to mail sent from an MPO or U.S. Post Office to a foreign country.

ADMINISTRATIVE SUPPORT MANUAL

The *Administrative Support Manual* (ASM) contains policies and procedures for USPS support and administrative functions including postal organization, audits and investigations, facilities and equipment, relations with other organizations, communications, support services, purchasing and materials, and information resources.

Postal Operations Manual

The Postal Operations Manual (POM) sets forth policies and procedures for the operational functions of USPS post offices.

PUBLICATION 52—ACCEPTANCE OF HAZARDOUS, RESTRICTED, OR PERISHABLE MATTER

Publication 52 is a document that is necessary in any military post office. This publication is a reference handbook used by MPCs to determine under what conditions hazardous, restricted, and perishable materials may be accepted for mailing.

DISTRIBUTING, DISPATCHING AND TRANSPORTING MILITARY MAIL BY AIR (HDBK T-7)

This handbook applies to all personnel of the USPS, air carriers, and the DoD who are responsible for handling, processing, dispatching, and transporting military mail to and from the United States and between military postal units overseas.

DIRECTIVES AND FORMS CATALOG (PUB-223)

This catalogue lists all national USPS directives and forms, as well as non-postal government forms and documents used by the USPS. This catalog is used when preparing requisitions and when performing inventory of supplies.

Supply and Equipment Catalogue (PUB-247)

This catalogue lists all supply and equipment items available from the USPS. Instructions for ordering along with photographs, descriptions, dimensions, and weights of individual items are provided to allow for easy identification of required supplies.

REQUISITIONING LABELS (HDBK PO-423)

This handbook is designed to provide instructions regarding requisitioning label products through the USPS. It provides label-product information and label-ordering procedures. It is essential to keep this guide current.

EXPRESS MAIL MILITARY SERVICE (HDBK PO-514)

The *Express Mail Military Service Handbook* is used by overseas military postal activities for the processing of Express Mail.

POSTAL BULLETINS

The USPS Postal Bulletin is published as needed at Postal Service Headquarters in Washington, DC. Special issues are published as needed. It contains official information such as the following:

- Temporary instructions
- Special instructions
- Changes to USPS manuals
- New USPS forms
- Stolen money order list.

In addition, it contains information of general interest to postal personnel. All military post offices receive Postal Bulletins. Each copy should be filed and kept available for ready reference for a minimum of 1 year.

CHANGES TO PUBLICATIONS

Unless new information is incorporated into the publications, when information changes within the USPS/MPS, publications become out of date and useless. Changes ordinarily are received by letter of transmittal, by naval message, or by the USPS Postal Bulletin. Changes and corrections are made by inserting new pages, by removing obsolete pages, by making pen-and-ink changes in the existing book, or by downloading updated electronic copies as required. When making changes to a DoD or OPNAV instruction, the change should be entered in the text and a copy of the complete change should be placed in the front of the instruction with the date that the change was made and the initials of the clerk making the change. A publication that is not up to date or one that has been changed incorrectly may be useless and it can give you wrong directions. When a list of effective pages is included with a change, check all pages against the checklist. This procedure enables you to determine whether your publication is correct.

Use the publications mentioned in this section as you learn your job. These publications are references to which you can turn for information about the correct procedures. In any military post office, you will need the answers to numerous questions. It is impossible to remember all of the answers. In fact, do not try to do so. Instead, know where to locate the information. Know your postal manuals and publications well so that you can find the information that you need quickly.

ENTITLEMENT TO USE MILITARY POSTAL FACILITIES

The fact that a person has access to a naval activity does not mean entitlement to use the facilities aboard that activity. This includes postal facilities. The DoD established a single policy defining the organizations, agencies, and personnel entitled to use the facilities of the Military Postal Service. Procedures are set up to carry out this policy.

Personnel on active duty in the U.S. Armed Forces are authorized to use the Military Postal Service. Various other persons and agencies also are authorized, some regularly and some only in specific circumstances. You must understand the situations when regular authorizations apply and the conditions that justify special authorization.

The establishment, operation, and use of the U.S. Military Postal Service in sovereign foreign countries depend upon an agreement with the host government, since it is customary among nations to preserve a monopoly of postal services. International agreements permitting establishment of military postal facilities usually specify limiting the use of such facilities to the armed forces and certain civilian agencies and organizations serving with or related to the armed forces. Additional information concerning use of the Military Postal Service is located in the Department of Defense Postal Manual, DoD 4525.6-M.

AUTHORIZED PERSONNEL

Control of personnel who use a post office aboard a ship is much easier than at a post office located on a naval activity in a foreign country. This is because of the limited access that personnel have to ships. So, if you are assigned to a post office that is located in a foreign country, be particularly alert for unauthorized users. Violations of any agreement with the host country could place the Military Postal Service in that country in jeopardy.

Service for Related Organizations

At naval activities overseas, there may be several organizations present that are not part of the DoD but that do support a DoD mission. The U.S. citizen employees of these organizations and their accompanying dependents are authorized to use the Military Postal Service outside of the Continental United States (CONUS) where the USPS does not operate. Some of the organizations that may be located in your area are as follows:

- DoD operated dependent schools
- DoD non-appropriated fund activities
- The American Red Cross
- United Service Organizations, Inc. (USO)
- Overseas military banking facilities and credit unions
- Masters and civilian crews of Military Sealift Command (MSC) ships and merchant ships operating for the account of the MSC.

Other categories of personnel may be entitled to use military post offices under certain conditions at overseas locations. You should check your local regulations for entitlement.

UNAUTHORIZED PERSONNEL

Organizations and personnel authorized to use the MPS may not mail articles for persons and organizations not authorized postal services. The following organizations and individuals are among those that will NOT have postal services provided:

- Concessionaires of non-appropriated fund activities

- Political organizations. This does not prohibit direct mailing of political campaign material to individuals authorized to use the MPS, provided it is not material for distribution on or off the military installation
- Non-DoD tuition-fee schools
- Non-appropriated fund activities of non-DoD agencies, such as employee cooperatives
- Non-DoD contractors
- Individuals, whether otherwise entitled to such service, for business or commercial purposes

If postal privileges are to be withdrawn from previously authorized organizations and individuals, a 90-day advance notice of withdrawal of service should be given.

EMERGENCY OR SPECIAL AUTHORIZATIONS

In the event of a national emergency, hostilities, or occupations, U.S. citizen personnel, not otherwise allowed the use of the MPS under any other provisions, may be authorized use of the facilities for letter class mail including stamped cards, post cards, and voice recordings. Such persons must be in overseas areas where international postal service is not available or adequate. If adequate, international postal service later becomes available, use of the MPS should be withdrawn.

When, in time of peace, if it appears that persons or organizations should be authorized to use the MPS, requests for this authority should be submitted to the MPSA via NAVSUP (SUP 05.) Such requests originate from the CO and should include the comments and recommendations of the responsible theater or overseas area commander, together with a statement concerning eligibility under any existing agreement between the United States and the host country.

The Overseas Citizens Voting Rights Act of 1975 was amended by Public Law 95-593 to allow U.S. citizens overseas access to military post offices for mailing balloting material. This service is for those U.S. citizens overseas who are not normally authorized Military Postal Service privileges. The balloting material must bear an international return address instead of an APO/FPO return address.

RETIRED MILITARY PERSONNEL

Retired personnel of the U.S. Armed Forces and their accompanying dependents are authorized to use military postal facilities under the following conditions:

- There is no USPS
- Such use is not prevented by the host government
- Postal facilities will not be overburdened by the addition of personnel in this category.

Parcel mail privileges are limited to those parcels weighing less than one pound. Once such service is given, it may be withdrawn only when military postal authorities at the department level approve.

IDENTIFICATION

All personnel authorized to use military post offices must have suitable identification in their possession. Before providing service to anyone, if there is doubt as to their entitlement, check their identification to ensure that the person is in fact authorized postal privileges. The various types of identification cards issued by the military departments are listed in (*Table 14-3*). Personnel holding one of these identification cards may use military postal facilities located in foreign countries unless prohibited by the host country.

At times, persons may be temporarily traveling at the invitation of one of the military departments who do not hold one of the identification cards listed in (*Table 14-3*). In these cases, the person should have travel orders and a passport that may be accepted for identification instead of an identification card.

Table 14-3 — Types of identification cards issued by the Department of Defense

CARD TITLE	DD FORM	ISSUED TO	PRINTED COLOR
U.S. Armed Forces Identification Card	2N, 2A, 2AF (Active)	Active Duty Personnel	White
	2N, 2A, 2AF (Inactive)	Reserve Personnel On inactive duty	Red
United States Uniformed Services Identification Card	2 (Retired)	Retired and, Fleet Reserve Personnel	Blue Red
Uniform Services Identification and Privilege Card	1173	Dependents, DOD U.S citizen employees, and certain other authorized U.S. civilians	Tan

(This page was left blank intentionally).

CHAPTER 15

DESIGNATIONS AND TERMINATIONS

In the previous chapter, you learned about the qualifications and responsibilities of Military Postal Clerks (MPCs). Now we discuss the designations required to assume the different positions in a military post office and the procedures for completing the Designation/Termination forms.

LEARNING OBJECTIVES

When you have completed this chapter, you will be able to do the following:

1. Recognize the designations required of personnel involved with operating a Military Post Office (MPO)
2. Identify the procedures for removing designations of military post office personnel.

SELECTION AND DESIGNATION OF MILITARY POST OFFICE (MPO) PERSONNEL

Personnel who perform postal duties must be loyal, trustworthy, and honest. By agreement between the United States Postal Service (USPS) and the Department of Defense (DOD), personnel of questionable integrity may not be assigned to duties in MPOs, mailrooms, mail terminals, or other postal facilities.

The requirements listed in Chapter 1, outlined by the USPS-DOD Postal Agreement, and expanded upon by Military Postal Service Agency (MPSA) apply to all military services. However, they are not intended as an all inclusive list of qualifications for designation. In addition to the criteria listed in the previous chapter, each military service can develop its own selection qualifications to incorporate unique career duty classification requirements.

U.S. civilian personnel and Foreign Nationals also must meet the basic criteria listed in Chapter 1 to be designated as MPCs Financial Postal Clerks (FPCs), Custodian of Postal Effects (COPEs), or Postal Finance Officers (PFOs). Military personnel selected for postal duties who have no previous postal experience should be scheduled to attend a postal course before assuming postal assignment. Personnel selected for key postal positions will receive training before assuming duties. Training should emphasize the importance of the postal service and the need to follow established policies and procedures. The Military Postal Service (MPS) is dependent on well-trained, motivated, and reliable personnel.

Designation as Military Postal Clerk

Before being permitted to perform postal financial duties or assuming custody of postal effects, an individual must be designated as a military postal clerk (MPC). Personnel are designated using DD Form 2257, Designation/Termination MPC-FPC-COPE-PFO. In addition, all postal personnel must complete an Offenses Against the Mail Notice of Acknowledgement statement, OPNAV Form 5112/1. This form once signed is placed in the individual's service record and must be witnessed and updated annually. All designations must be in accordance with Chapter 5 of the DOD Postal Manual (DOD

4525.6-M) and the Department of the Navy (DON) Postal Instruction (OPNAV 5112.6 series) and must be maintained in the MPO files. Ships and shore activities operating a post office manned by a single MPC must also designate an additional person as an alternate military postal clerk.

Before performing duties as an MPC, all postal personnel must complete OPNAV Form 5112/1 "Offenses Against the Mail and Mail Orderly Designation Form (Notice and Acknowledgement)", hereafter referred to as the "Offenses Against The Mail Form". This form must be signed and placed in the individual's service record. It must be witnessed and updated annually. To view OPNAV 5112/1 click here.

Before being permitted to perform mail-handling duties all mail clerks and mail orderlies must also complete OPNAV Form 5112/1 "Offenses Against the Mail Form". The signed form will be maintained in the post office files. The Offenses Against the Mail Notice must be witnessed and completed upon designation only. Shipboard Division Officers or Department Heads are responsible for nominating individuals as mail orderlies. They are also responsible for ensuring prospective mail orderlies meet the qualifications listed in Chapter 1.

Designation of Mail Orderlies

A responsible official (leading Chief Petty Officer, division officer, or department head) normally designates mail orderlies for units or divisions requiring mail orderly service. The number of designated mail orderlies should be held to the minimum number needed to efficiently and effectively handle the mail. Before personnel assume duties as a mail orderly, they should be designated in writing in a letter from the responsible official, and OPNAV Form 5112/1 and a DD Form 285 "Appointment of MPC, Unit Mail Clerk or Mail Orderly" must be completed. See (DOD 4525.6-M) for an example of a completed DD Form 285.

Use the instructions listed below to guide you through the process of completing the DD Form 285.

Divisional mail orderlies normally are charged only with safeguarding and delivery of incoming ordinary mail. Specific responsibilities of the mail orderly for a division/section include the following:

- Delivering personal mail to addressees only
- Delivering official mail to individuals authorized by the Commanding Officer
- Placing undeliverable mail in a suitable, securely locked container and delivering it later, or returning it daily to the unit mailroom or serving post office, as applicable
- Returning undeliverable mail to the unit mailroom or serving post office with the reason for non-delivery (TDY, leave, transferred, etc.)
- Reporting any known or suspected postal offenses and irregularities to the unit Postal Officer or CO.

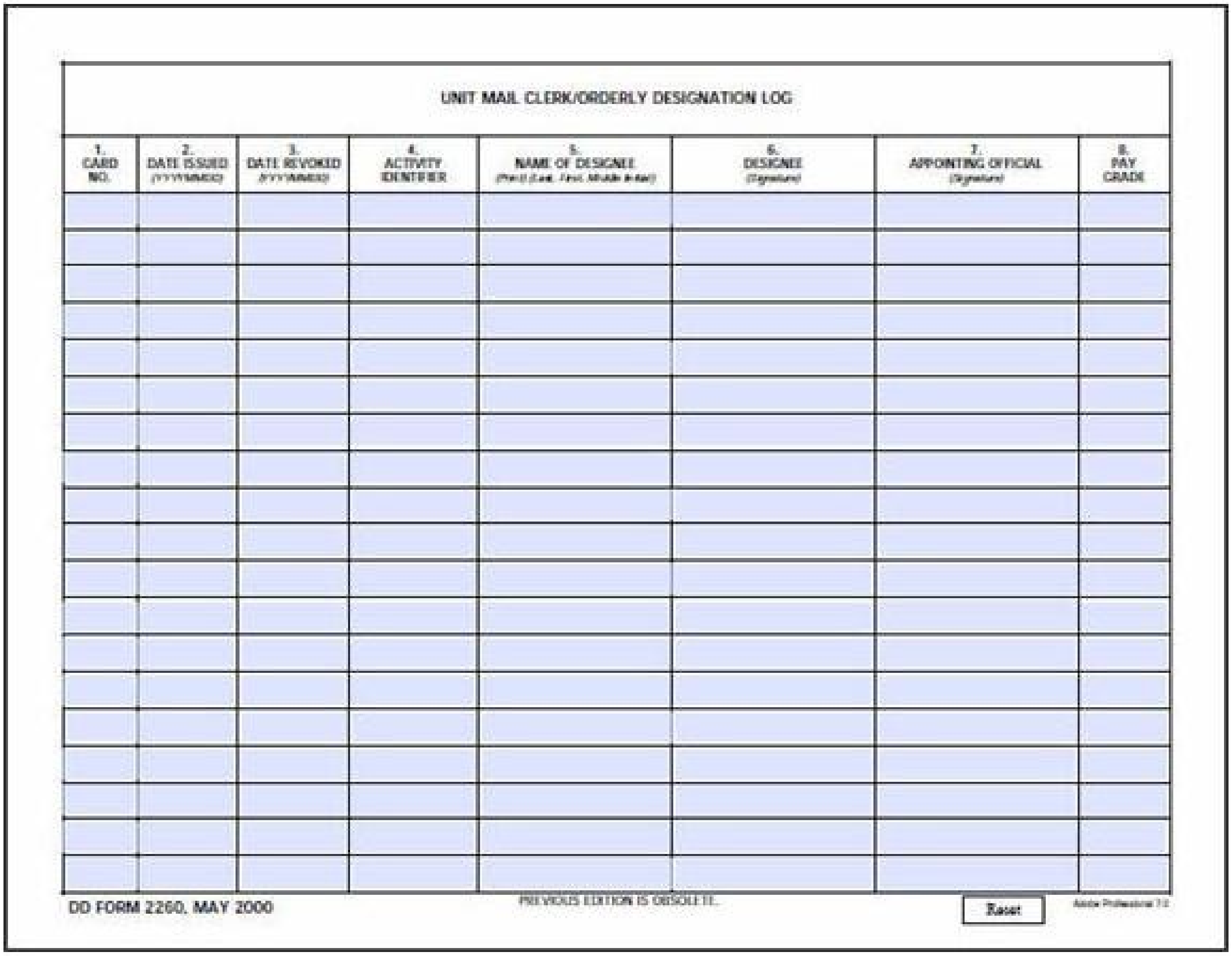
Before assuming mail-handling duties, mail orderlies must be properly trained. The training they receive should explain the importance of postal services, individual responsibilities, and the negative consequences if they do not perform assigned postal duties according to established procedures and instructions. All ongoing training programs should include locally developed training courses as well as on-the-job training. A training program is required to meet the training criteria established by DOD postal directives. For mail orderlies you should check blocks on the DD Form 285 that say, "Personal (Except Accountable)" and "Official (Except Accountable)". For those mail orderlies that are authorized to screen accountable mail for classification purposes the "Official (All)" block will be checked. "Official (All)" block will be checked after the appointing official verifies appropriate clearance level. Mail Orderlies must be a U.S. citizen eligible for a secret clearance in order to handle official registered mail.

After personnel are designated as mail orderlies, all copies of DD Form 285 must be validated by the serving postal activity. The validation must be done following the instructions in block 10 on the DD Form 285. The validating officer may initial and date the form if activities do not possess an All Purpose Date Stamp (APDS) or seal. Whichever method is used, uniformity should be maintained in validating all DD Form 285s at that activity. Three DD Form 285s must be completed and one form must be provided to each of the following:

- The mail orderly
- The unit files
- The serving postal activity.

Mail orderlies must carry their DD Form 285 at all times while performing mail-handling duties, and they must present the form when receipting for mail.

In some cases DD Form 2260, "Unit Mail Clerk/Orderly Designation Log" is used instead of the unit file copy of DD Form 285; in that case, only the original of DD Form 285 need to be completed. The purpose of DD Form 2260 is to provide a command or division with a record of names and DD Form 285 numbers in numerical sequence for assigned mail orderlies. Most large shore activities and shipboard divisions will normally maintain the DD Form 2260; however, it is not mandatory. (*Figure 15-1*) shows an example of a DD Form 2260. This log must be retained for 2 years after the last entry on the log has been revoked.



UNIT MAIL CLERK/ORDERLY DESIGNATION LOG

1. CARD NO.	2. DATE ISSUED (YYYYMMDD)	3. DATE REVOKED (YYYYMMDD)	4. ACTIVITY IDENTIFIER	5. NAME OF DESIGNEE (Print (Last, First, Middle Initial))	6. DESIGNEE (Signature)	7. APPOINTING OFFICIAL (Signature)	8. PAY GRADE

DD FORM 2260, MAY 2000 PREVIOUS EDITION IS OBSOLETE. Reset

Figure 15-1 — An example of DD Form 2260

Designation of Custodian of Postal Effects

Earlier in this chapter, you learned about the selection and designation of MPCs and the designation of mail orderlies. Now we will discuss the designation required to assume the responsibilities of a COPE). Before being permitted to perform the duties as a COPE, or assuming custody of postal effects, personnel must be designated as a COPE. Personnel are designated using DD Form 2257 (*Figure 15-1*). Only one COPE is assigned to any one postal operation and the designation remains in effect until the member transfers to a new command; a senior MPC reports to the command and has been selected to be the COPE; or the COPE is removed from postal duties for cause. The procedures for preparing a DD Form 2257 for a COPE designation are the same as those for designating an MPC with the exception of Block 3 where you will check the box for Custodian of Postal Effects instead of MPC. When designating a new COPE, ensure that the outgoing COPE's designation is rescinded. The procedures for a change of COPE are outlined in OPNAVINST 5112.6 (series).

After the DD Form 2257 has been completed, the command monies audit board members must conduct a complete audit of all postal effects. Audits must include:

- All stamp credits assigned. Both the incoming and outgoing COPE must verify the results of the audit
- Money order accounts to ensure all money orders assigned to the command are accounted for

- Postage meter accounts (if postage meter equipment assigned); indicate current meter reading on report, and date and number of last meter report submitted. Postage meters and the forms required for meter operations will be discussed in Chapter 8
- Physically verify all capital and sensitive (accountable) equipment listed on the command's PS Form 1590 (Supplies and Equipment Receipt) and physically verifying the location of post office keys.

Audit reports (NAVSUP Form 5112/2, Report of Audit of Postal Accounts) must be reviewed and signed by the auditing officers, both the incoming and outgoing COPEs, and the CO or the COs representative who is designated by letter from the CO. The incoming COPE must sign in the remarks section that he or she concurs with the results of the audit. Audits and NAVSUP Form 5112/2 will be covered in Chapter 14. To view a completed NAVSUP Form 5112/2 click here. The COPE accounts must be exact. (NO TOLERANCE FOR THESE ACCOUNTS). The outgoing COPE must replace any shortage in the COPE account; any overage must be remitted via the appropriate Account Identification Code. Indicate in the "Notes, etc." section of the report that the overage has been submitted and provide the check number and amount of remittance.

The incoming COPE will submit the following documentation to the appropriate PFO:

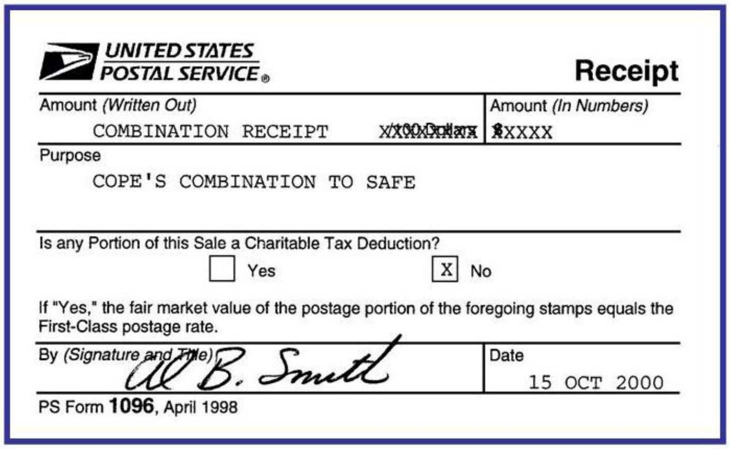
- Copy of COPE's designation, and outgoing COPE's termination on DD Form 2257
- Copy of Unit 1412 used for the change of custody audit.

The incoming COPE must accomplish the following:

- Prepare PS Form 3369 (Consigned Credit Receipt), in triplicate, for the command's assigned flexible credit account. Prepare PS Form 1590 (Supplies and Equipment Receipt) listing all capital and sensitive equipment verified during audit. The following is a list of USPS capital and sensitive equipment that must be accounted for on the PS Form 1590:

Capital Equipment	*Sensitive Equipment*
Scales	*Money Order Imprinters*
Canceling machines (Electronic)	

- Change safe combinations. Put new combinations in sealed envelopes and give to the CO or designated official; obtain a receipt on a modified PS Form 1096, Cash Receipt (F*igure 15-2 and 15-3* below).


UNITED STATES POSTAL SERVICE

Receipt

Amount *(Written Out)*: COMBINATION RECEIPT XXX/100 Dollars

Amount *(In Numbers)*: $XXXXX

Purpose: COPE'S COMBINATION TO SAFE

Is any Portion of this Sale a Charitable Tax Deduction? ☐ Yes ☒ No

If "Yes," the fair market value of the postage portion of the foregoing stamps equals the First-Class postage rate.

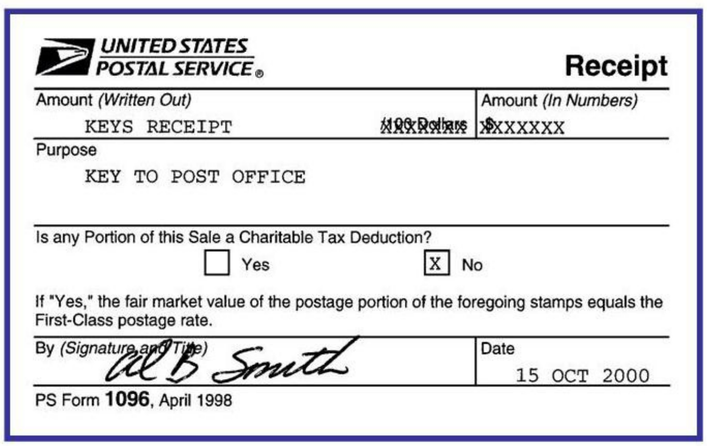
By *(Signature and Title)*: Al B. Smith

Date: 15 OCT 2000

PS Form **1096**, April 1998

Figure 15-2 — An example of a modified receipt for safe combinations (PS Form 1096)

- Obtain receipt for post office keys not in the COPE's custody (*Figure 15-6*). The Commanding Officer or designated official must maintain duplicate keys in a sealed envelope, PS Form 3977, Duplicate Key Envelope (F*igure 15-4*).


UNITED STATES POSTAL SERVICE

Receipt

Amount *(Written Out)*: KEYS RECEIPT XXX/100 Dollars

Amount *(In Numbers)*: $XXXXXX

Purpose: KEY TO POST OFFICE

Is any Portion of this Sale a Charitable Tax Deduction? ☐ Yes ☒ No

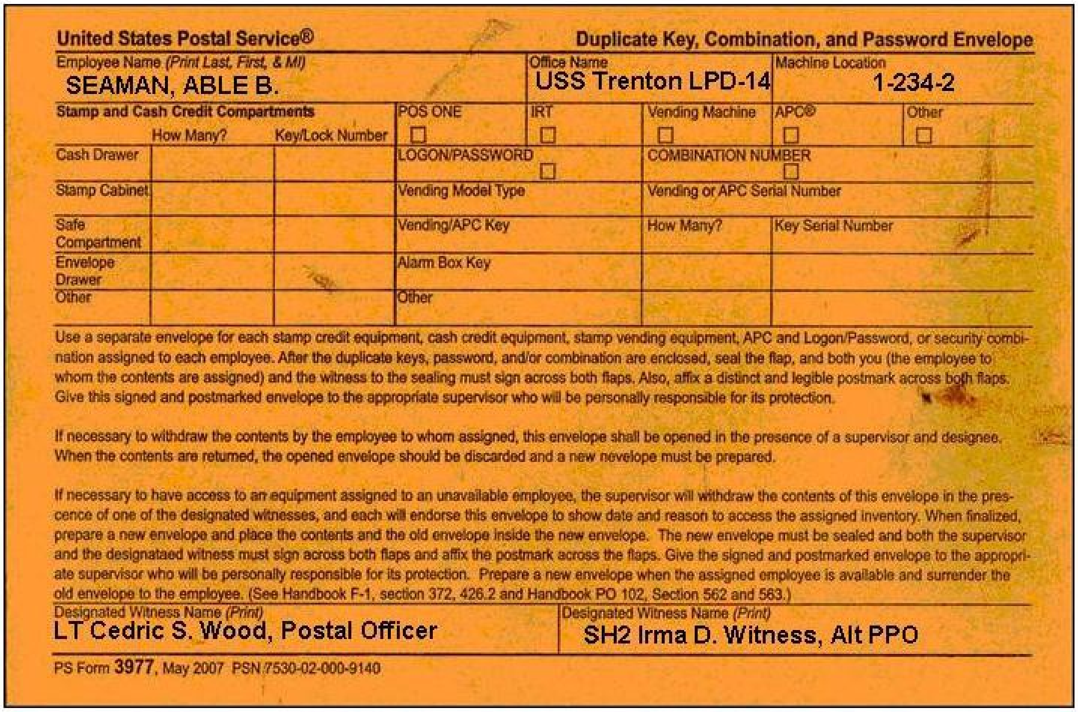
If "Yes," the fair market value of the postage portion of the foregoing stamps equals the First-Class postage rate.

By *(Signature and Title)*: Al B. Smith

Date: 15 OCT 2000

PS Form **1096**, April 1998

Figure 15-3 — An example of a modified receipt for post office keys (PS Form 1096)



United States Postal Service® **Duplicate Key, Combination, and Password Envelope**

Employee Name (Print Last, First, & MI)			Office Name		Machine Location	
SEAMAN, ABLE B.			USS Trenton LPD-14		1-234-2	
Stamp and Cash Credit Compartments	How Many?	Key/Lock Number	POS ONE ☐	IRT ☐	Vending Machine ☐	APC® ☐	Other ☐
Cash Drawer			LOGON/PASSWORD ☐		COMBINATION NUMBER ☐	
Stamp Cabinet			Vending Model Type		Vending or APC Serial Number	
Safe Compartment			Vending/APC Key		How Many?	Key Serial Number
Envelope Drawer			Alarm Box Key			
Other			Other			

Use a separate envelope for each stamp credit equipment, cash credit equipment, stamp vending equipment, APC and Logon/Password, or security combination assigned to each employee. After the duplicate keys, password, and/or combination are enclosed, seal the flap, and both you (the employee to whom the contents are assigned) and the witness to the sealing must sign across both flaps. Also, affix a distinct and legible postmark across both flaps. Give this signed and postmarked envelope to the appropriate supervisor who will be personally responsible for its protection.

If necessary to withdraw the contents by the employee to whom assigned, this envelope shall be opened in the presence of a supervisor and designee. When the contents are returned, the opened envelope should be discarded and a new nevelope must be prepared.

If necessary to have access to an equipment assigned to an unavailable employee, the supervisor will withdraw the contents of this envelope in the prescence of one of the designated witnesses, and each will endorse this envelope to show date and reason to access the assigned inventory. When finalized, prepare a new envelope and place the contents and the old envelope inside the new envelope. The new envelope must be sealed and both the supervisor and the designataed witness must sign across both flaps and affix the postmark across the flaps. Give the signed and postmarked envelope to the appropriate supervisor who will be personally responsible for its protection. Prepare a new envelope when the assigned employee is available and surrender the old envelope to the employee. (See Handbook F-1, section 372, 426.2 and Handbook PO 102, Section 562 and 563.)

Designated Witness Name (Print)	Designated Witness Name (Print)
LT Cedric S. Wood, Postal Officer	SH2 Irma D. Witness, Alt PPO

PS Form **3977**, May 2007 PSN 7530-02-000-9140

Figure 15-4 — An example of a duplicate key envelope (PS Form 3977)

The incoming COPE will submit to the appropriate Naval PFO the following:

- Original and 1 copy of PS Form 3369 (Consigned Credit Receipt)
- Original and 1 copy of PS Form 1590 (Supplies and Equipment Receipt)
- Copy of COPE's designation, and outgoing COPE's termination on DD Form 2257.
- Copy of COPE's and Reserve Custodian's audit reports DD Form 2259 (Report of Audit of Postal Accounts).

Absence of Cope Designation of Temporary Cope

If the COPE is absent from three (3) to five (5) consecutive days, forward a message to the appropriate JMPA to notify the accountable postmaster that no requisitions or remittances will be forwarded during the specified period. If the absence is greater than five (5) consecutive workdays, designate a new COPE.

In case of a temporary absence of the COPE (over 5 consecutive working days, but less than 31 total days), designate another qualified person, using DD Form 2257, as a temporary COPE (F*igure 15-8*). Transfer the required quantities of accountable paper, funds, money orders, and equipment to the temporary COPE to operate the post office during the COPE's absence. Exchange PS Form 3369 for stamps and Funds, DD Form 885 (Money Order Control Log) for money orders, and PS Form 1590 for capital and sensitive equipment between the two members. Retain the original copy of the temporary COPE designation in the activity's file and provide one copy to the designee. Upon return of the COPE, terminate the temporary designation and exchange PS Form 3369, DD Form 885, and PS Form 1590. File the terminated temporary COPE designation in the MPO files.

DESIGNATION/TERMINATION MPC-FPC-COPE-PFO

TO: (Use complete address)	FROM: (Use complete address)
ANTHONY L. ROBERTS USS TICONDROGA (CG-47) FPO AA 34093-1158	COMMANDING OFFICER USS TICONDROGA (CG-47) FPO AA 34093-1158

DESIGNATION

THE INDIVIDUAL NAMED BELOW IS DESIGNATED:

Temporary Period: ____________ ____________

- ☐ MILITARY POSTAL CLERK
- ☐ FINANCIAL POSTAL CLERK (CIVILIAN)
- ☑ CUSTODIAN OF POSTAL EFFECTS
- ☐ POSTAL FINANCE OFFICER

NAME: (Last, First, MI) (Typed or Printed)	PAY GRADE	BRANCH OF SERVICE
ROBERTS, ANTHONY L	E4	U.S. NAVY

ACTIVITY FOR WHICH DESIGNATED: USS TICONDROGA (CG-47)

I acknowledge my designation as shown above, and shall faithfully discharge the duties associated with this designation. I also agree to obey all laws and regulations established by the United States Postal Service and the Department of Defense.

Anthony L. Roberts. 12/29/2008

Signature of Designee Date: (MM/DD/YY)

TYPED/PRINTED NAME OF DESIGNATING OFFICIAL: (Last, First, MI)	PAY GRADE	SIGNATURE:
SMITH, JOHN L	O5	John L. Smith DUTY TITLE COMMANDING OFFICER

TERMINATION

THE ABOVE DESIGNATION IS TERMINATED EFFECTIVE (MM/DD/YY) 12/29/2011

REASON FOR TERMINATION (EXPLAIN IN DETAIL)

COPE RETURNED FROM LEAVE/TAD

TYPED/PRINTED NAME OF TERMINATING OFFICIAL: (Last, First, MI)	PAY GRADE	SIGNATURE:
KENNEDY JAMES M	O5	James M. Kennedy DUTY TITLE COMMANDING OFFICER

pos007

DD FORM 2257 (1982 JAN) E-FORM (DD FORM 2257.XLS (Rev 20020603)

Figure 15-5 — Example of a completed DD Form 2257 designating temporary COPE

Designation of Postal Officer

COs afloat and ashore are responsible for designating in writing an E-7 or above as the Postal Officer for the command. (*Figure 15-6*.) The Postal Officer is responsible to the CO for the overall supervision of postal functions of the command.

// Command Letter Head //

5110

Ser: 00/123

23 Aug 2009

From: Commanding Officer, USS Spruance (DD-963)

To: ENS Lawrence D. Watson, SC, USN

Subj: ASSIGNMENT AS POSTAL OFFICER

Ref: (a) DOD Postal Manual, 4525.6 series

(b) OPNAVINST 5112.6 series

(c) Force Instructions

(d) Fleet Instructions

1. In accordance with references (a) through (d), you are hereby assigned as Command Postal Officer onboard USS Spruance (DD-963).

2. You shall be responsible the detailed supervision of command postal operations and will familiarize yourself with all applicable references and instructions.

3. You are to conduct a Postal Officer's weekly inspection of post office spaces utilizing OPNAV Form 5112/1. You are to pay particular attention to: Postal finances; directory mail; official mail; mail orderlies system; and registered mail. You should ensure that all incoming and outgoing mail is processed and delivered in a timely manner and in accordance with current postal regulations and instructions.

4. This assignment will remain in effect until cancelled in writing.

L. J. Fantail

CDR, USN

Copy to: Service

Record Post

Office Files

Postal Finance Officer

Figure 15-6 — Sample of a Postal Officer designation letter

Designation of Monies Audit Board Members

Commanding Officers are responsible for ensuring that postal effects assigned to their commands are audited on a monthly basis with quarterly audit reports being submitted to the appropriate PFO. These audits are conducted by the monies audit board. (*Figure 15-7*) below shows an example appointment letter to the monies audit board.

From: Commanding Officer, USS Underway (DDG-50)
To: ENS P. T. Boate, USN

Subj: APPOINTMENT TO MONIES AUDIT BOARD

Ref: (a) OPNAVINST 3120.32 (Series)
(b) DOD 4525.6 (Series)
(c) OPNAVINST 5112.6 (Series)

1. In accordance with reference (a), you are hereby appointed to the monies audit board for USS Underway.

2. Two or more monies audit board members will conduct random "surprise" audits, variably spaced throughout the month. Auditors will use NAVSUP Form 5112/2 to document their findings. Current instructions for auditing Navy post offices are contained in references (b) and (c).

3. This appointment remains in effect until properly relieved.

W. T. Door
CDR, USN

Copy to:
Service Record
Post office files
Postal Officer
Postal Finance Officer

Figure 15-7 — Sample of a Monies Audit Board designation letter

TERMINATION OF MILITARY POST OFFICE PERSONNEL DESIGNATIONS

The termination of MPO personnel designations is required for a variety of reasons. The type of designation and reason for a person's removal from postal duties also determines the process required for completing the termination. We will discuss some of the reasons for terminating designations and the procedures for completing the termination forms in the following paragraphs.

Termination of MPC Designation

Below are some reasons for terminating MPC designations:

- Discharge from military service
- Change of rating
- Convicted of a crime, such as theft or an offense of moral turpitude
- Relieved from postal duties for cause, for example, loss of postal effects through fraud or intent to defraud, negligence, mismanagement, or other serious irregularities
- Consistent overages or shortages in account audits in excess of tolerance
- Failure by the member to show required progress in training programs established by their military service or command.

Procedures, authority for, and distribution of termination actions are the same as for designations. The original DD Form 2257 is maintained in the PO files for 2 years from the termination date (*Figure 15-8*) and the member's DD Form 285 must be voided, and maintained on file for two years. (F*igure 15-9*)

Military or civilian personnel, who are relieved for the negative reasons noted above, will not be considered eligible for further postal assignments or positions. Commanders relieving such personnel from postal duties must coordinate this action with personnel offices to ensure personnel records are properly annotated to prevent reassignment to postal duties.

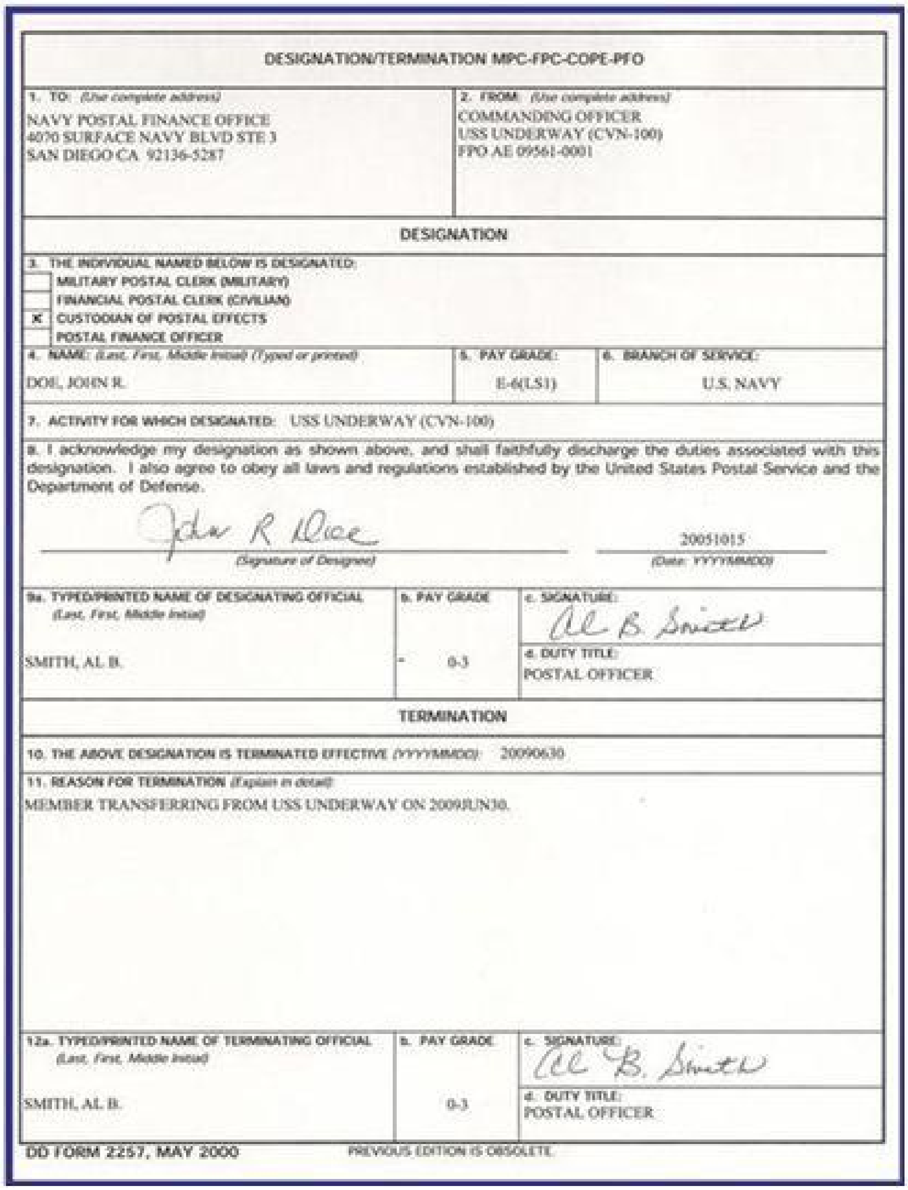
A person whose designation is terminated must cease all postal duties by the effective date of revocation.

Termination of Cope Designation

When it becomes necessary to terminate a COPE's designation (relief is present), the termination procedures are the same as the procedures for designating a new COPE.

If it becomes necessary to terminate a COPE's designation and no qualified relief is immediately available to continue operation of the post office, the postal effects and funds must be placed in the custody of a responsible individual designated by the responsible CO. In addition, operations should be suspended until a designated replacement is on board. If possible, give the COPE being relieved receipts to document the transfer. DOD 4525.6M explains procedures for suspending operation of an MPO.

(*Figure 15-8*) illustrates a termination on a DD Form 2257. Use instructions listed below to complete the process.



DESIGNATION/TERMINATION MPC-FPC-COPE-PFO

1. TO: (Use complete address)
NAVY POSTAL FINANCE OFFICE
4070 SURFACE NAVY BLVD STE 3
SAN DIEGO CA 92136-5287

2. FROM: (Use complete address)
COMMANDING OFFICER
USS UNDERWAY (CVN-100)
FPO AE 09561-0001

DESIGNATION

3. THE INDIVIDUAL NAMED BELOW IS DESIGNATED:
MILITARY POSTAL CLERK (MILITARY)
FINANCIAL POSTAL CLERK (CIVILIAN)
X CUSTODIAN OF POSTAL EFFECTS
POSTAL FINANCE OFFICER

4. NAME: (Last, First, Middle Initial) (Typed or printed) DOE, JOHN R.
5. PAY GRADE: E-6(LS1)
6. BRANCH OF SERVICE: U.S. NAVY

7. ACTIVITY FOR WHICH DESIGNATED: USS UNDERWAY (CVN-100)

8. I acknowledge my designation as shown above, and shall faithfully discharge the duties associated with this designation. I also agree to obey all laws and regulations established by the United States Postal Service and the Department of Defense.

John R Doe
(Signature of Designee)
20051015
(Date: YYYYMMDD)

9a. TYPED/PRINTED NAME OF DESIGNATING OFFICIAL (Last, First, Middle Initial) SMITH, AL B.
b. PAY GRADE 0-3
c. SIGNATURE: Al B. Smith
d. DUTY TITLE: POSTAL OFFICER

TERMINATION

10. THE ABOVE DESIGNATION IS TERMINATED EFFECTIVE (YYYYMMDD): 20090630

11. REASON FOR TERMINATION (Explain in detail)
MEMBER TRANSFERRING FROM USS UNDERWAY ON 2009JUN30.

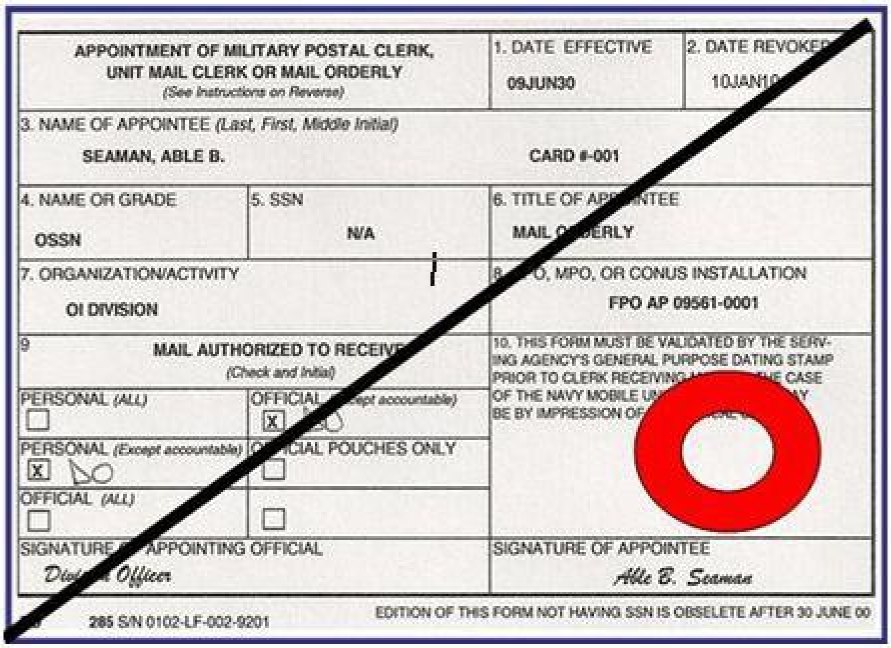
12a. TYPED/PRINTED NAME OF TERMINATING OFFICIAL (Last, First, Middle Initial) SMITH, AL B.
b. PAY GRADE 0-3
c. SIGNATURE: Al B. Smith
d. DUTY TITLE: POSTAL OFFICER

DD FORM 2257, MAY 2000 PREVIOUS EDITION IS OBSOLETE.

Figure 15-8 — Example of a DD Form 2257, Termination of COPE Designation

Termination of Mail Orderly's Designation

When it becomes necessary to terminate a mail orderly's designation (transfer, dereliction of duties, or for other reasons), the division officer or other designating official should revoke the member's DD Form 285. The official should place the date in block 2, draw a diagonal line through the card, and write void or revoked above it. (F*igure 15-9*) After this has been completed, the division or serving postal facility that holds the DD Form 2260 (*Figure 15-1*, if used) must document the date revoked block with the same date shown in block 2 of the DD Form 285.


APPOINTMENT OF MILITARY POSTAL CLERK, UNIT MAIL CLERK OR MAIL ORDERLY
(See Instructions on Reverse)

APPOINTMENT OF MILITARY POSTAL CLERK, UNIT MAIL CLERK OR MAIL ORDERLY (See Instructions on Reverse)	1. DATE EFFECTIVE 09JUN30	2. DATE REVOKED 10JAN10
3. NAME OF APPOINTEE (Last, First, Middle Initial) SEAMAN, ABLE B.	CARD #-001	
4. NAME OR GRADE OSSN	5. SSN N/A	6. TITLE OF APPOINTEE MAIL ORDERLY
7. ORGANIZATION/ACTIVITY OI DIVISION		8. APO, MPO, OR CONUS INSTALLATION FPO AP 09561-0001
9 MAIL AUTHORIZED TO RECEIVE (Check and Initial)		10. THIS FORM MUST BE VALIDATED BY THE SERVING AGENCY'S GENERAL PURPOSE DATING STAMP PRIOR TO CLERK RECEIVING ... THE CASE OF THE NAVY MOBILE U... BE BY IMPRESSION OF ...
PERSONAL (ALL) ☐	OFFICIAL (Except accountable) ☒	
PERSONAL (Except accountable) ☒	OFFICIAL POUCHES ONLY ☐	
OFFICIAL (ALL) ☐	☐	
SIGNATURE OF APPOINTING OFFICIAL Division Officer		SIGNATURE OF APPOINTEE Able B. Seaman

DD 285 S/N 0102-LF-002-9201 EDITION OF THIS FORM NOT HAVING SSN IS OBSELETE AFTER 30 JUNE 00

Figure 15-9 — Sample of a revoked DD Form 285

CHAPTER 16

MAIL PACKAGING AND ACCEPTANCE

Before you accept any article for mailing, the article must meet packaging and wrapping requirements. The Domestic Mail Manual (DMM) and USPS PUB 2 contains these requirements. Check each article that you receive at the postal finance window for proper packaging and wrapping. Examine each article's outside wrapping. If you believe the package will become unwrapped in the mail, advise the customer that the package is not acceptable and discuss the correct wrapping procedures. Be as helpful and courteous as possible. As a window clerk, you also need to know how to operate certain equipment and how to conduct window transactions. This chapter provides general information in this regard.

LEARNING OBJECTIVES

When you have completed this chapter, you will be able to do the following:

1. Identify the packaging procedures involved in mail preparation
2. Recognize the types of loads used in the transportation of mail
3. Determine the types of containers authorized for use in the mail system.
4. Identify the types of cushioning materials used in the preparation of mailing containers.
5. Identify the authorized closing and reinforcement materials used for securing mailing containers and approved outer markings
6. Learn the breakdown and assignment of ZIP Codes.
7. Identify proper addresses and address placement
8. Differentiate between mailable and nonmailable material.
9. Recall the rules and procedures regarding the acceptance of articles for mailing.
10. Recognize non-mailable written, printed, or graphic material.
11. Determine mailability of hazardous matter
12. Recognize the characteristics of and the procedures for handling mail bombs.
13. Recognize the procedures for mailing restricted matter.

Proper packaging is the key that guards against damaged mail. No item should be packaged so that its contents may harm mail-handling personnel, equipment, or other mail. Through proper packaging, the mailer is responsible for providing protection against damage to articles under normal handling while the articles are in the custody of the U.S. Postal Service (USPS) and the military postal system (MPS). The mailer should consider the type of item to be mailed, the transit time, the extent to which the item will be handled, and the method(s) of transportation.

As a military postal clerk (MPC), you are not authorized to assist the mailer in preparing articles for mailing. However, you should be able to advise the mailer of the best type of container to use, the type of cushioning that may be required, and the proper method to seal the container. The Domestic Mail Manual (DMM) has additional information on mail preparation.

TYPES OF LOADS USED IN THE TRANSPORTATION INDUSTRY.

The USPS recognizes three types of loads used in the transportation industry. The contents, type, and strength of the container determine these loads.

Easy Load

Easy loads include moderate-density items that can completely fill the mailing container or be packed in interior receptacles. Easy loads are not readily damaged by shock, compression, or puncture during handling or mail processing. They do not shift or move within the container, and they usually do not endanger other parcels.

Average Load

Average loads include moderately concentrated items that usually provide partial support to all surfaces of the mailing container. Often, the item can be damaged if the package is compressed. Average loads can be placed directly into a container or into separate interior containers. Nesting items within partitions or separate paperboard boxes can stabilize an average load and prevent damage to the container and the items.

Difficult Load

The items in difficult loads usually need additional protection against shock, puncture, or distortion during handling or mail processing. Fragile objects, delicate instruments, high-density items, and small bulk items are considered difficult loads. Paper boxes, paper or plastic bags, or wraps of any kind cannot support difficult loads and are not acceptable containers for such items.

ACCEPTABLE CONTAINERS

An essential requirement for proper packaging is an acceptable container. Acceptable containers include corrugated or solid fiberboard, chipboard (for small items), metal cans, tubes or boxes, wooden boxes or crates, fiber mailing tubes with metal ends, and envelopes. The criteria for acceptability depend on the container's ability (strength) to retain and protect contents during normal mail handling. Although the responsibility for proper packaging of an article rests with the customer, the clerk must be the judge of its acceptability. Be sure you understand how to check an article for proper packaging and wrapping. For more information on proper packaging, refer to USPS Pub. 2

Boxes

Paperboard boxes, similar to suit boxes, are acceptable for easy and average loads up to l0 pounds. Metal-stayed paperboard boxes are acceptable for easy and average loads up to 20 pounds. Solid and corrugated fiberboard boxes are acceptable for easy and average loads up to the weight limits shown in *Table 16-1*.

As you can see, an average load weighing up to 20 pounds requires a fiberboard box with a test burst strength of l25 pounds. For a difficult load, a fiberboard box with test burst strength of l75 pounds is required for a 20-pound load. Normally, the test burst strength of a fiberboard box is indicated on the box somewhere in the area as shown in (*Figure 16-1*).

Table 16-1 ─ Fiberboard box test strengths used in selecting a container for mailing

Maximum			Box Grade
Weight of Box and Contents (pounds)		Length and Girth (inches)	Burst Strength (pounds)
Easy or Average Load	Difficult Load		
20	—	67	125
40	20	100	175
65	45	108	200
70	65	108	275
—	70	108	350

Select the Proper Container

A solid and corrugated fiberboard box is acceptable for all load types up to the weight and size limits shown in Table 16-1, unless otherwise specified. The box grade (bursting strength) of a box is printed within the circular or rectangular boxmaker's certificate (pictured here), which lists the box's maximum size and gross weight limits for easy and average loads. The first maximum limit reached for an item to be mailed, whether size or weight, governs the grade of box to be used.

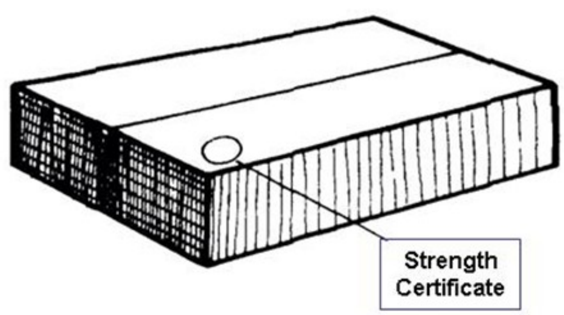


Figure 16-1 — Test burst strength shown on a fiberboard box.

Package Surfaces

Package surfaces that will not retain an adhesive stamp, postage meter impression, or ballpoint pen or pencil marking are not acceptable. Address labels, and particularly envelopes, should be firmly sealed to containers. Mailings with labels and envelopes that do not meet this requirement may be rejected if they cause problems in processing.

Outside Wraps for Boxes

Wrapping paper equivalent to the strength of the average grocery bag may be used to wrap parcels. (Wrapping paper is not required, nor recommended by the USPS, if the box itself is an adequate shipping container.)

Envelopes

Envelopes may be used as containers for articles when they can be reasonably expected to be handled and delivered without damage to the contents or to other mail. Letter-style envelopes are flat envelopes that meet the minimum and maximum size requirements. Envelopes of this type are not reinforced and are acceptable as containers for non-rigid stationery and material of a similar nature that does not exceed 1 pound in weight and 1 inch in thickness. Envelopes exceeding the size for letter style and made from extra-strength materials are acceptable for easy loads up to five pounds.

Fiberboard Tubes and Long Packages

Fiberboard tubes and similar long packages are acceptable provided their length is not more than 10 times the girth (diameter) of the article. Tubes are ideal for mailing rolled items such as unframed paintings, documents, fishing rods, and so forth. If the tube is of the two-piece type, where one end slides into the other, tape must be applied to encircle the seams completely where the two pieces are joined. The ends of tubes may be closed by crimping or with tape only if the contents are rolled lightweight items. Otherwise, the ends should be closed with a material as strong as that of which the tube is made.

Cans and Drums

Cans and drums are acceptable if they have positive closures (the top screws on, is secured by bolts, clamps, and so forth.) Generally, friction closures by themselves are not acceptable. Devices that are closed with locking rings that stick out must be padded to prevent injury to mail-handling personnel, equipment, or other mail. Cans and drums should not be sacked or pouched regardless of their weight. They must be dispatched as Outside Mail (OSM) to make sure that equipment or postal personnel are not injured.

CUSHIONING

Cushioning absorbs and distributes force caused by shock and vibration. Examples of acceptable cushioning materials are as follows:

- Foamed plastics
- Rubberized hair
- Corrugated fiberboard
- Excelsior (wood shavings)
- Shredded newspaper.

If loose fill cushioning (excelsior, shredded newspapers, and so forth) is used, it must overfill the container before it is closed. This is to prevent movement of the enclosed items to an outside surface of the container or between any other items in the package.

CLOSURES

Carefully check the closing and reinforcement of a package at the time it is presented for mailing. The most common types of materials used for closure and reinforcement of packages are as follows:

- Gummed tape
- Pressure-sensitive tape
- Adhesives (e.g. cement, glue)
- Strapping (e.g. twine, cord, metal bands)

Tape

Tape, other than cellophane and masking, can be used for closing, sealing, and reinforcing fiberboard containers. Cellophane and masking tape should be used only to augment adhesive closures on envelopes or to cover staples on bags. The recommendation is to use that pressure-sensitive tape or filament-reinforced tape for closing and sealing containers.

Paper Tape

Paper tape is widely used for closing and sealing, but is not adequate for reinforcement. If paper tape is used, it must be at least a 60-pound basic weight kraft. Reinforced kraft paper tape should be used if reinforcement of a container is required. It is more durable than plain kraft tape and takes less time and tape for an equal closure.

Pressure-Sensitive Tapes

Pressure-sensitive tapes come with various paper, cloth, or plastic backings, both plain and reinforced. Pressure-sensitive tapes may be applied on a clean surface at any temperature above freezing. Pressure-sensitive tape should be used on containers in the same way as gummed tape. (*Figure 16-3*) shows the proper application of tapes. With the exception of pressure-sensitive filament tape, tapes used for closure and reinforcement should be at least two inches wide.

Adhesives

Adhesives for closure on box flaps or on tapes must remain serviceable from -20 degrees to +160 degrees Fahrenheit. Hot-melt adhesive may be used if at least four strips are applied on each box flap where the outer flap overlays the inner flap; each strip is 3/16 inch wide after compression. The strips are not more than 1-1/2 inches apart, with the first strip no more than 1/2 inch from the center seam. All strips are the full width of the inner flap, unless hot-melt adhesive is applied to 25% of the area where the outer flap lies over the inner flap.

Banding

If banding is used for closure and reinforcement, it should encircle the length and girth of the package at least once. Although not preferred, twine and cord may be used as reinforcement. Do not encourage customers to use twine or cord because this type of reinforcement can be caught in mail-processing equipment. If twine or cord is used, it should be at least 20-pound stress strength. Loose strapping, especially metal, is not acceptable because it may be a hazard to mail-handling personnel and equipment. If metal strapping is used, it should have smooth or plastic-coated edges.

Stapling

Closing of containers with staples and steel stitching is acceptable if the following methods are used:

- Easy and average loads—staples are spaced no more than 5 inches apart
- Difficult loads—staples are spaced no more than 2 l/2 inches apart
- Staples for all loads should not be more than l l/4 inches from the ends of the box.

Markings

Markings by the mailer must be of a material that is not water-soluble readily or that can easily be rubbed off or smeared. Encourage customers to mark the address and the return address directly on the package. The markings must be sharp and clear at a distance of 30 inches. It is recommended that the address also must be inserted inside the parcel to aid in delivery if the address on the package becomes unreadable.

Unauthorized Markings

Unauthorized markings are markings that do not designate the rate of postage, class of mail, mailing address, handling instructions, content, or the special service requested. Unauthorized markings are not permitted on articles presented for mailing. Obsolete markings should be covered or obliterated. Containers improperly identified as to content are not acceptable (for example, a box marked as containing cornflakes that actually contains flammable liquids). Imitations of postage stamps, in adhesive or printed form, or private seals or stickers that are like a postage stamp in form and design should not be placed on parcels accepted for mailing. Decorative markings and designs, in adhesive or printed form, that imitate the markings and designs used to identify official postal services (F*igure 16-5*) should not be placed on parcels accepted for mailing. Extraneous information such as order numbers, which can be confused with ZIP Codes are not permitted next to or immediately under the last line of the address.

THE ZIP CODE SYSTEM

ZIP Codes enable the USPS to achieve greater accuracy, speed, and economy in the processing and delivery of mail. As a military postal clerk, you can do your customers a service by encouraging them to use their correct ZIP Code in the return address of all mail. If a ZIP Code is used as a part of the return address, the person(s) to whom they are writing will have their correct ZIP Code when replying. ZIP coded mail can be processed quickly by automated equipment, whereas all non-ZIP coded mail must be processed manually upon initial entry into the USPS channels. If the mail is ZIP coded, the result is fewer handlings and faster, more accurate delivery.

Zip Code Description

The ZIP (zone improvement plan) Code is a numerical code that identifies areas within the United States and its territories for purposes of simplifying the distribution of mail by both the military and USPS. The first digit of the ZIP Code divides the country into 10 large groups of states numbered from 0 in the North East to 9 in the Far West. Within these areas, each state is divided into an average of 10 smaller geographic areas identified by the second and third digits of the ZIP Code. The fourth and fifth digits identify a local delivery area. The four-digit add-on enables further sorting within the local delivery office area. The first two digits of the four-digit add-on denote a delivery sector for the mail carrier that will make the actual delivery. This sector may be several blocks, a group of streets, several office buildings, or even a small geographic area. The last two digits of the four-digit add-on denotes a delivery segment that might be one floor of an office building, one side of street, a firm, a suite, a post office box, a group of boxes, or other specific geographic location.

Ships' Zip Codes

All ships are assigned their own unique ZIP + 4 code. This ZIP code policy includes the following ships:

- U.S. Navy ships, both active and reserve
- U.S. Coast Guard (When operating with the US Navy)
- Military Sealift Command
- National Oceanic and Atmospheric Administration.

Ships are assigned ZIP Codes based on their number of crewmembers and/or their geographic location.

All ships receive their mail through one of three gateways. Their assigned FPO address depends on the homeport of the ship. Ships homeported on the East Coast (Atlantic Fleet) are assigned an FPO address of AE (Armed Forces Europe) or AA (Armed Forces Americas), with Charleston, South Carolina, as the dividing point. All ships homeported south of Charleston are assigned an FPO AA address. All other East Coast ships use FPO AE. Ships homeported on the West Coast (Pacific Fleet) are assigned an FPO AP (Armed Forces Pacific) address.

APO/FPO Addresses (Overseas Activities)

Like ships' ZIP Codes, overseas activities also are assigned their own unique ZIP + 4 codes. The foreign locality should not be used in the address format so that mail will qualify to be sent at the domestic rate of postage. A higher rate of postage is charged if the foreign country is used in conjunction with an APO/FPO overseas address. See the DMM for special instructions on addressing overseas military mail.

Address Changes

When a ship changes its gateway address for certain reasons (overhaul, operational homeport change, and so forth), both the FPO gateway and primary first five digits may change to accommodate the geographic move. However, the four-digit add-on will never change until the ship is decommissioned. A ship is authorized to change its primary five-digit ZIP Code when it changes homeport due to extensive overhaul for more than 12 months.

Other Mobile Units

Mobile units other than ships (staffs, squadrons, and so forth) are also assigned a ZIP + 4 code. Even though the primary first five digits are the same for each geographic area, the last four will be unique. Current addresses for all U.S. Navy mobile units can be found in the Standard Navy Distribution List (SNDL), Part 1.

FORMS OF ADDRESSES

Incorrect and incomplete addresses are the most common cause of delay or non-delivery of mail. All articles presented for mailing must contain a complete return and delivery address. All addresses must be clear, legible, and placed on one side only of each article accepted for mailing. Senders must place the return address on the upper left corner of the article. The delivery address is placed on the center of the article. A clear space must be available on all mail for the stamps or postage meter strips, postmarks, and postal endorsements. See: USPS PUB 28 for proper addressing standards

Correct and complete return addresses on mail are essential so correspondents may have the correct address of the mailer when making replies. In addition, a correct return address is needed when the mail must be returned to the sender. The Standard Navy Distribution List (SNDL), Part 1. lists the correct mailing addresses of military activities, ships, and other mobile units.

Do not ever take for granted that everyone attached to your command knows his/her correct address. Make sure that an example is posted where all hands can see it.

Acceptable Addresses

Mail addressed to civilian addresses must include in the address the following parts:

- Name or identification of the intended recipient
- Street and number, or box number, or general delivery, or rural highway number, if needed
- ZIP Code (five-digit or ZIP + 4 where required.)

Address Placement

Mailers should follow addressing guidelines that permit processing of letter-size mail on automated Optical Character Readers (OCRs) and Bar Code Sorters (BCSs). The address, or at a minimum, the city, state, and ZIP Code lines of the address on letter-size mail should be located within an imaginary rectangle (the OCR read area) on the front of the mail piece.

- At least 1/2 inch from the left edge
- At least 1/2 inch from the right edge
- At least 5/8 of an inch from the bottom edge (bottom line of rectangle)
- No more than 2 3/4 inches from the bottom edge (top line of rectangle.)

The ZIP Code should appear on the last line of both the address of destination and the return address, following the city and state. All mailers should use the ZIP + 4 code whenever possible. From one to two character spaces should be left between the last letter of the state name and the first digit of the ZIP Code. A comma should not be inserted between the state name and the ZIP Code. When the state name is abbreviated, the use of a period after the name is not required.

Sender’s Instructions for Holding Mail

At the sender's request, the office of delivery may hold mail, other than registered mail, insured, certified mail and return receipt for merchandise, for no less than 3 days nor more than 30 days. A specific retention time of not less than 3, nor more than 30, days must be included by the sender above return address on the mail piece ("Return in 30 days to") followed by sender's return address. The sender may request that registered, insured, certified and return receipt for merchandise mail be held a maximum of l5 days. Accountable mail should not be held for less than three days.

Military Addresses

Mail addressed to military addresses should be in the format shown in Standard Navy Distribution List (SNDL), Part 1., and the USPS PUB 28 for proper addressing standards. Some of the requirements for military addresses are as follows:

- Only obvious abbreviations must be used, such as U.S., USS, c/o, LST, FPO, and so forth
- Addresses of ships must include the full official name as well as the ship's class and hull number, such as USS John Paul Jones (DDG-53), and applicable FPO ZIP Code
- Addresses should include the four-digit add-ons for all official mail (add-on digits are located in the Standard Navy Distribution List (SNDL), Part 1.
- Addresses of Navy aircraft squadrons and detachments need only use the short designation such as VFA-l4. When the full name is used, it must also include the short designation such as Strike Fighter Squadron Fourteen (VFA-14)
- Geographic locations must not be used together with an FPO or APO ZIP Code in a mail address unless assigned as a part of the official title
- FPO ZIP Codes assigned to a shore activity must not be used in addresses of ships, mobile commands, mobile units, or mobile detachments, unless assigned as a part of the address in the Standard Navy Distribution List (SNDL), Part 1., or in a composite address for service craft overseas
- Whenever box numbers, barracks, or division numbers are used as a part of a mail address for purposes of speeding up local distribution of mail, they should be included on the second line of the address
- Mail must not be addressed to task forces, groups, elements, or units by task organization numbers (CTF 77, TF 77, CTG 80.2, and so forth) unless so listed in the Standard Navy Distribution List (SNDL), Part 1.Mail showing a foreign city and country in addition to the military address is subject to the rates of postage and conditions for international mail.

The use of an FPO ZIP Code has the following benefits:

- Affords greater control of mail
- Qualifies mail for domestic postal rates
- Provides a uniform system for addressing mail

FPO Addresses

If each Navy ship or other mobile unit had its own geographic address, the effects of a ship or unit suddenly deploying on an extended operation should be apparent. For example, if a ship is homeported in San Diego, CA but is on a deployment to the Far East, its mail would continue to go to San Diego. Official and personal mail would be held up needlessly while awaiting forwarding instructions. By having a standard FPO address, all mail is consolidated at the postal concentration centers (PCCs) located in the same area of each Joint Military Postal Activity (JMPA) or element.

Personnel at the Joint Military Postal Activity (JMPA) do not physically handle the mail as all handling and processing is done by civilian postal employees. When your ship deploys, the servicing JMPA furnishes the Postal Concentration Center (PCC) with routing and dispatching instructions so that mail is forwarded as per the ship's schedule.

NONMAILABLE MATTER

As you learned earlier in this chapter, before an item may be accepted for mailing, it must meet certain conditions. Depending on the nature of the item, this may include specific methods of packaging, closure, sealing, addressing, or marking. Containers must be strong enough to retain and protect the contents during normal mail handling. Items that are not packed well enough to withstand normal handling must be refused.

U.S. Postal Service regulations state that, “anything which may kill or injure another, or in any way damage the mails or other property is nonmailable.” However, there are exceptions to this rule. Certain matter that has been declared nonmailable may be mailed under certain conditions. This section describes some of those items and substances prohibited from the mail and the conditions under which certain items may be mailed.

As you learn to become a window clerk, be alert in detecting violations of regulations concerning nonmailable matter. To assist the mailer in ensuring that nonmailable matter is not deposited in the mail, ask the customer what is in the parcel before you accept it. Once you have done this, the responsibility belongs to the mailer.

RULES AND PROCEDURES

Both the mailer and you, as a window clerk, play an important part in keeping nonmailable and potential harmful and dangerous matter from the mail. As an MPC, you must have a broad knowledge of those items that are nonmailable and those that may be mailed under certain conditions. You should assist the mailer by providing him or her with this information. This information may be found in such sources as the Domestic Mail Manual (DMM*)*, USPS Publication 52, and the International Mail Manual (IMM). Information also may be obtained from fleet mail centers (FMCs,) other MPOs, or senior postal clerks if you are outside of the United States. In the United States contact the nearest civilian post office or Navy postal assistance advisor.

Mailer’s Responsibility

The mailer is responsible for ensuring that the items presented for mailing are not prohibited by postal laws or regulations. The mailer is required to comply with nonpostal laws and regulations pertaining to the possession, treatment, transmission, or the transfer of certain matter. Nonpostal laws are those laws that have been enacted by Congress. In addition, regulations issued by government agencies—such as the Department of Transportation, Bureau of Alcohol, Tobacco and Firearms, and so forth—concerning interstate transportation must be adhered to.

Procedures for Accepting Clerks

When you are assigned to a post office window to accept articles for mailing, you must be alert for articles and substances that are nonmailable. If the mailer describes the contents of an article presented for mailing as non-mailable, or if the articles are otherwise revealed to be non-mailable, you must refuse to accept the article. When some items are identified to be non-mailable as packaged, preparation and packaging requirements must be met before the package can be accepted. If the mailer fails to package the item properly, you must refuse the item. In any case, explain the reasons why you cannot accept the package and refer the person to the applicable module of the DMM.

General Advice to Mailers

Sometimes a postal customer may seek advice as to whether, or under what conditions, certain matter may be mailed. If a postal customer seeks this advice or if it appears that a person will mail dangerous matter, you should call the person's attention to the DMM. Military postal clerks are not authorized to decide whether written, printed, or graphic matter is nonmailable; deny entry; or exclude such matter from the mails.

On the other hand, MPCs may decide whether articles and substances other than written, printed, or graphic matter are nonmailable. We will cover some examples in this section. A complete list of articles that must be refused can be found in the DMM.

Injurious Articles

Generally, any article, composition, or material that may kill or injure another, or damage the mail or other property, is non-mailable. The items listed here are generally nonmailable to, from, or between MPOs. However, some of these articles may be mailed under certain conditions. The conditions may include special packaging, whether or not the article is sent as official government business, and so forth. If any of these articles are presented for mailing, they are reason for suspicion. Check the DMM or the USPS Publication 52 before accepting or refusing the article.

Harmful matter includes the following:

- All types and classes of poisons, including controlled substances
- All poisonous animals except scorpions mailed for medical research purposes or for the manufacture of anti-venom
- All poisonous insects
- All poisonous reptiles
- All types of snakes, turtles, and spiders
- All disease germs or scabs
- All explosives, flammable material, infernal machines, and mechanical, chemical, or other devices or compositions that may ignite or explode.

Other Non-Mailable Matter

Matter is non-mailable if it cannot be forwarded to its destination because the address is illegible, incorrect, or insufficient. In addition, articles may be non-mailable because they fail to comply with postal regulations about preparation, classification, rate of postage, size, and weight.

WRITTEN, PRINTED, OR GRAPHIC MATTER

While certain written, printed, or graphic matter has been declared non-mailable, MPCs may not exclude such matter from the mails. If a patron presents written matter for mailing and you suspect it to be non-mailable because of content, call the mailer's attention to the applicable section of the DMM. If the mailer still insists that the article be accepted, accept it. Events of this nature should be reported to the Postal Officer. The following are a few examples of nonmailable written and printed matter that you may encounter as a MPC. When in doubt, always refer to the DMM for additional information.

Non-mailable written or printed matter includes, but is not limited to the following:

- Lottery matter
- Solicitations or inducements for mailing harmful matter
- Copyright violations, lewd or filthy matter, and/or libelous matter
- Matter relating to unlawful national or international defense information.

HAZARDOUS MATTER

Items that are classified as hazardous matter include, in general terms, chemicals, explosives, flammable materials, matches, poisons, and controlled substances. Whether these items are acceptable, or are acceptable only under certain conditions, depends upon several factors such as the following:

- Type of container and capacity
- Proper packaging
- Method of absorbing and containing the product in case of accidental leakage
- Flash point
- Irritant action to eyes and skin
- Explosives of all kinds are nonmailable.

Flammable Materials

Flammable liquids are prohibited in the international mail. Flammable liquids, with a flash point between 20F (-7C) but not more than 100F (38C), are acceptable for domestic surface transportation when it meets the container requirements in the DMM.

Combustible liquids are prohibited in the international mail. Combustible liquids with a flash point greater than 100F (38C) may be accepted for domestic surface or air transportation when the requirements in the DMM are met.

A flammable solid is any material, other than one classified as an explosive, that may cause fires through friction, i.e. rubbing together. Flammable solids may be accepted in the domestic surface mail. They are not acceptable for air transportation or for international mail. For current instructions on mailing flammable materials, refer to the DMM or USPS Publication 52.

Matches

Strike-anywhere matches may not be mailed under any conditions. Safety matches (book, card, or strike-on-box) may be mailed in the domestic mail via ground transportation under certain conditions. Generally, they must be of a type that will not ignite spontaneously. Matches of any types may not be mailed to, from, or between MPOs or in the international mail.

Toxic Substances

USPS regulations define a toxic substance as a poisonous material, other than gas, that is known to be so toxic to humans as to cause death, injury, or harm to human health if swallowed, inhaled, or contacted by skin. Toxic substances or poisons are prohibited in international mail. For domestic mail, refer to the DMM for packaging and mailing conditions.

Controlled Substances

A controlled substance is any anabolic steroid, narcotic, hallucinogenic, stimulant, or depressant drug in schedules I through V of the Controlled Substance Act. Narcotic drugs include opium, cocaine and opiates, and drugs made from them (heroin and morphine). Controlled substances, due to their addictive nature, have been declared as articles, compositions, or materials that may kill or injure another. Controlled substances may be mailed by drug manufacturers, pharmacies, or other authorized dispensers when distribution is lawful and if the mailer or the addressee meets one of the following conditions:

- The mailer or the addressee is registered with the Drug Enforcement Administration (DEA)
- The mailer or the addressee is exempt from DEA registration in performing official duties such as military, civil defense, and law enforcement personnel.

If distribution of a controlled substance is considered lawful under the Controlled Substance Act, refer to DMM for mailing conditions.

MAIL BOMBS AND BIOLOGICAL AGENTS

Because of an increase of worldwide terrorist activities, we must take seriously the threat of mail bombs and biological agents. As an MPC, you may have to determine what to do in a crisis situation, you may have to increase awareness, and you also may have to give some guidance in identifying suspected mail bombs and biological agents. The information listed below could help you deal with this situation.

Keep in mind that a bomb or biological agent can be enclosed in either a parcel or an envelope. There is not a set pattern of the outward appearance of the parcel or envelope. The form of a letter bomb is limited only by the imagination of the sender. Mail bombs usually will have unique characteristics, some of which are listed below:

- Mail bombs may bear restricted endorsements such as *PERSONAL* or *PRIVATE*
- The addressee’s name and/or title may be inaccurate
- Mail bombs may reflect distorted handwriting or the name and address may be prepared with homemade labels or cut-and-paste lettering
- Mail bombs may have protruding wires, aluminum foil, or oil stains visible and may emit a peculiar odor
- Mail bombs may have an excessive amount of postage stamps affixed
- Letter-type bombs may feel rigid or appear uneven or lopsided
- Parcel bombs may be unprofessionally wrapped with several combinations of tape used to secure the package and may be endorsed *FRAGILE—HANDLE WITH CARE*, or *RUSH—DO NOT DELAY*
- Parcel bombs may make a buzzing or ticking noise, or a sloshing sound
- Pressure or resistance may be noted when removing contents from an envelope or parcel.

If you, or anyone in your MPO, ever discover or are suspicious of a piece of mail or parcel and are unable to verify the contents of an article, observe the following safety precautions:

- **Do not open** the article…Notify first responders.

- Isolate the article and evacuate the area immediately
- Do not put the article in a bucket of water or a confined space such as a desk drawer or file cabinet
- If time allows, open windows in the immediate area. This helps to clear the air of potentially explosive gases.

If you suspect that an article contains biological agents, **do not panic**. Biological agents can cause infection in the skin, gastrointestinal system, or the lungs. The organism must be rubbed into abraded skin, swallowed, or inhaled as a fine aerosolized mist. Disease can be prevented after exposure to the biological agents by early treatment with the appropriate antibiotics. Biological agents are not spread from one person to another person. The following are two examples of mail possibly contaminated with a biological agent, and the precautions that you should take.

Suspicious unopened article marked with threatening message such as "Anthrax"

- Do not shake or empty the contents of any suspicious article
- Place the article in a plastic bag or other type of container to prevent leakage
- If you do not have any container, cover the article with other means, such as clothing, paper, trash can, and so on. Do not remove this cover
- Section off the area to prevent others from entering
- Wash your hands with soap and water to prevent spreading any powder to your face
- Immediately report the incident to your chain of command and notify first responders
- List all personnel who were in the room or area. Provide the list to local public health authorities and security for follow-up investigations and advice
- Envelope with powder that spills out onto surface
- Do not try to clean up the powder. Cover the article with something such as clothing, paper, a trash can, and so on. Do not remove this cover
- Section off the area to prevent others from entering
- Wash your hands with soap and water to prevent spreading any powder to your face
- Immediately report the incident to your chain of command and notify first responders
- Remove heavily contaminated clothing as soon as possible and place in a plastic bag, or some other container that can be sealed. This clothing bag should be given to the emergency responders for proper handling
- Shower with soap and water as soon as possible. Do not use bleach or other disinfectant on your skin
- List the names of all personnel who were in the room or area, especially those who had actual contact with the powder. Provide the list to the local public health authorities so that proper instructions for medical follow-up can be given and security for further investigation can be established.

Take **no chances**, and do not worry about possible embarrassment if the article turns out to be a hoax. Contact the appropriate officials for assistance. For handling and reporting articles reasonably suspected of being dangerous to persons (as discussed earlier in this chapter) or suspected as letter bombs, refer to the Department of Defense (DoD) Postal Manual and to your local security regulations.

RESTRICTED MATTER

Restricted matter is articles or substances specifically prohibited in the mails, or that are mailable only under limited conditions because they may be injurious to life, health, or property. Included as restricted matter are the following:

- Obnoxious odors (any matter emitting an obnoxious odor is nonmailable)
- Certain liquids, powders, battery-powered devices
- Sharp objects.

Intoxicating Liquors

Intoxicating liquor is a potable beverage that contains 0.5 percent, or more, of alcohol by weight. This small amount of alcohol content usually will include all whiskeys, wines, and beers. For mailing purposes, **do not accept any alcoholic beverage at an MPO**.

Liquids and Powders

Liquids and semisolids that may liquefy under normal conditions and are otherwise mailable may be mailed if properly packaged see (DMM.) Powders, which could cause damage, discomfort, destruction, or soiling if the powders escape from the package, either must be packed in sift-proof containers or in other containers sealed in durable, siftproof outer containers.

Battery Powered Devices

Devices that are powered by dry cell batteries may be mailed if the batteries have been removed or deactivated. The batteries may be shipped in the same parcel provided that the batteries will not come in contact with the device in such a way as to cause activation. Batteries with liquid electrolyte (a solution that will conduct a current) are not permitted in the mail unless they are nonspillable type batteries that meet the standards in the DMM.

Odd-Shaped Items in Envelopes

Odd-shaped items, such as pens and bottle caps, are not acceptable if they are mailed in letter-style envelopes. These types of envelopes are generally of insufficient strength to hold items other than normal paper correspondence. Envelopes containing odd-shaped objects could burst and the contents could damage mail-processing equipment or injure postal personnel.

Knives and Sharp Objects

Knives, including sharp-pointed instruments, such as stilettos that lack cutting edges, with a blade that opens automatically by hand pressure applied to a button or other device in the handle, or by operation of inertia, gravity, or both, or with a detachable blade propelled by a spring-operated mechanism, are mailable only when sent to one of the following:

- A government's or organization’s designated supply or procurement officer
- Employees ordering, procuring, or buying such knives for use with activities of the federal government

- Manufacturers of such knives
- *Bona fide* dealers of such knives in connection with a shipment made under an order from any person listed above.

Sharp-pointed or sharp-edged instruments that are mailable may be accepted if properly wrapped and packaged. These instruments include knives, tools, ice picks, razor blades, and so forth. The points and sharp edges must be wrapped to protect them from cutting or punching through the outer container.

Marking of Parcels

Any parcel containing firearms, ballistic or switchblade knives, or controlled substances (narcotic drugs) must **not** have any marking on the outside wrapper or container that would indicate the nature of the contents. For specific markings for other hazardous materials, refer to the DMM.

Firearms

Among the articles that are mailable only under special rules and regulations are firearms, and, in particular, concealable firearms. A firearm as defined by the USPS is "any device, including a starter gun, which is designed to or may readily be converted to expel a projectile by the action of an explosion, spring, or other mechanical action, or by air or gas pressure with sufficient force to be used as a weapon." The rules and regulations set down by the USPS and the Gun Control Act of 1968 (Public Law 90-618) are rigid and may not be adjusted to fit any special situation.

Handguns

The term *handgun* means any pistol or revolver styled to be fired by the use of a single hand. Pistol, revolvers, and other firearms capable of being concealed on a person may be mailed only under certain conditions. Short-barreled shotguns and short-barreled rifles also are considered as capable of being concealed on a person.

Handguns can be mailed only by the following:

- A licensed manufacturer of firearms
- A licensed dealer
- An authorized agent of the federal government
- An authorized agent of the government of a state, district, or territory.

Persons authorized to receive handguns through the mail for use in connection with official duties include the following:

- Officers of the Army, Navy, Air Force, Coast Guard, Marine Corps, or organized Reserve Corps
- Officers of the National Guard or militia of a state, district, or territory
- Officers of the United States or of a state, territory, or district whose official duty is to serve warrants of arrest or commitment
- Watchmen engaged in guarding the property of the United States, a state, territory, or district.

At an MPO the only person who may legally receive a handgun is an officer of the U.S. Armed Forces or a licensed dealer. The Navy Exchange Officer may be a licensed dealer and, therefore, would be authorized to receive and mail handguns. Under no circumstances may any person mail or receive a handgun for personal use.

Affidavits and Certificates

Before an authorized firearms manufacturer or dealer may mail a handgun to an officer of the U.S. Armed Forces, the officer is required to provide the shipper with an affidavit. An affidavit for this purpose is a signed statement that the addressee of the handgun is authorized to receive it, and that the firearm is for official use. In addition, the affidavit must bear a certificate that the handgun is for official use of the addressee and must be signed by the individual's CO. The firearms dealer or manufacturer must then file the affidavit and certificate with the postmaster at the office of mailing.

A licensed firearms manufacturer or dealer must file at the post office of mailing a PS Form 1508, Statement by Shipper of Firearms. This form signed by the shipper simply states that the shipper is a licensed firearms dealer or manufacturer and that the parcel contains a handgun or parts. If there is a licensed firearm dealer located on the base, a PS Form 1508 must be presented at the time the dealer desires to mail a handgun. An affidavit or certificate is not required if a handgun is mailed by the command as an official shipment. The DoD has ruled that members or officers of a rod and gun club may NOT send nor receive handguns through the mail.

Rifles and Shotguns

Rifles and shotguns may be mailed without an affidavit or a certificate that is required for handguns. However, the mailer is responsible for complying with the Gun Control Act of 1968, as well as state and local laws. You must require the mailer to establish proof that the gun is unloaded at the time it is presented for mailing. You must require the mailer to open the parcel or to provide in writing a statement that the gun is **NOT** loaded.

Short-barreled rifles and shotguns may **not** be accepted in the mail. A short-barreled shotgun is one that has one or more barrels that are less than 18 inches in length. A short-barreled rifle is one that has a barrel less than 16 inches in length. A rifle or shotgun is also nonmailable if the overall length is less than 26 inches. A rifle or shotgun greater than 26 inches in length also may be regarded as non-mailable when it has characteristics to allow concealment on the person.

Antique Firearms

An antique firearm is any firearm manufactured in or before 1898. This includes firearms with a matchlock, flintlock, percussion cap, or similar type of ignition system. A replica of an antique firearm may be mailed if it meets the following requirements:

- It is not designed or redesigned for using rimfire or conventional centerfire fixed ammunition
- It uses rimfire or conventional centerfire fixed ammunition that is no longer manufactured in the United States and is not readily available in the ordinary channels of commercial trade
- An antique firearm may be mailed or received by any authorized mailer if sent or received as a museum piece

Agriculture Import Requirements

Normally, because of quarantine regulations, all packages mailed from MPOs overseas may not contain the following articles if addressed for delivery in the United States:

- Fruits

- Vegetables
- Plants or plant parts
- Live animals, birds, or insects
- Meats and animal and dairy products
- Soil or sand
- Souvenirs stuffed with straw
- Animal trophies unless taxidermist finished.

Mail Addressed to APOS and FPOS

When a parcel addressed to an APO or FPO is presented for mailing, be sure to check the Conditions Applied to Mail Addressed to MPOs Overseas (obtained from the Postal Bulletin) for any possible restrictions. Some APOs and FPOs have weight and size limits that may be lower than those allowed if the parcel is mailed to the United States.

In addition, even though some items are acceptable for mailing when addressed for delivery in the United States, the items may not be permitted in the country in which the MPO is located. If you have any doubts whether an article is mailable, refer to the DMM and check with your supervisor or Postal Officer. When a non-mailable article is discovered in the mail, withdraw the non-mailable article and refer it to your supervisor or Postal Officer.

CHAPTER 17

DOMESTIC MAIL

Now that you are ready to conduct postal finance business, let us learn about domestic mail. In this chapter, domestic mail is defined and you are introduced to the different classes of mail and rates of postage.

The definition of Domestic Mail as stated in the Domestic Mail Manual (DMM) is: "Domestic mail is mail transmitted within, among, and between the United States; its territories and possessions; Army-Air Force post offices (APOs), fleet (Navy) post offices (FPOs), and the United Nations, NY. Table 17-1 shows a list of U.S. territories and possessions.

LEARNING OBJECTIVES

When you have completed this chapter, you will be able to do the following:

1. Identify the areas that fall under the domestic mail system
2. Identify the size requirements for mailing.
3. State the procedures for the acceptance and processing of Express Mail®.
4. Describe and process First Class Mail®.
5. State the customs requirements for Domestic Mail.
6. Identify the different types of Package Services.

Mail originating in the United States (U.S.), its territories and possessions, APOs, FPOs, and the United Nations, NY, for delivery in the Freely Associated States, and mail originating in the Freely Associated States for delivery within, among, and between the Freely Associated States and the U.S., its territories and possessions, APOs, FPOs, and the United Nations, NY, also is treated as domestic mail. To understand what the term *Freely Associated States* means, see Table 17-2.

From the definition and Tables 17-1 and 17-2, you can see that it is possible to send a letter halfway around the world and be subject to the same rate of postage as you would for a letter going around the corner from one address in a city in the U.S. to another address in the same city.

Table 17-1 ─ U.S. Territories and Possessions

U.S. TERRITORIES AND POSSESSIONS	
American Samoa Manua Island, Swain's Island, Tutuila Island	Navassa Island Commonwealth of the Northern Mariana Island Rota Island, Saipan Island, Tinian Island
Baker Island Guam Howland Island Jarvis Island Johnston Atoll East Island, Johnston Island, North Island, Sand Island	Palmyra Island Commonwealth of Puerto Rico U.S. Virgin Islands St. Croix Island, St. John Island, St. Thomas Island
Kingman Reef Midway Atoll Eastern Island, Sand Island, Spit Island	Wake Atoll Peale Island, Wake Island, Wilkes Island

Table 17-2 — Freely Associated States

FREELY ASSOCIATED STATES	
Republic of Marshall Islands Ebeye Island, Majuro Island Republic of Palau Koror Island	Federal States of Micronesia, Chuuk (Truk) Island, Korsae Island Pohnpei Island, Yap Island

As a postal clerk working a window, you accept many different types of articles, such as letters, merchandise, books, and magazines, just to name a few. Domestic mail is divided into classes according to the contents and weight of the article being mailed, and possibly according to the wishes of the sender. Before you accept any article for mailing, determine what class of mail it is and by what method it is to be sent. Domestic mail is classified by weight, contents, and service. Domestic mail is divided into six classes: (l) Express Mail®, (2), First Class Mail®/Priority Mail®, (3) Package Services, (4) Periodicals, (5) Standard Mail. More information can be found at USPS.com

SIZE LIMITS

The maximum size that any article may be, and still be mailable, is l08 inches in length and girth combined except for Parcel Post parcels that are mailed as oversized mail (130 inches length and girth combined). You might ask, what is meant by the girth? How do I compute the size of an article? (*Figure 17-1*) shows how the length and girth of certain articles are measured. The size of an article is determined by:

- Measuring the longest side to get the length.

- Measuring the distance around the article (girth.) See (*Figure 17-1*).
- Adding the measurements of the length and girth. This will give you the size of the article.

Example: If an article's length is 15 inches, the width is 12 inches, and the height is 6 inches, the size would be computed as follows:

- 15 inches long (L)
- 12 inches wide (W) (12 x 2 = 24)
- 6 inches high (H) (6 x 2 = 12)
- Girth (G) = 36 inches (2W + 2H)
- 51 inches total size (L + G) (15 + 36.)

If an article is not square or rectangular, take the measurements at the greatest dimensions. For example, if a package is cone shaped, the girth is measured at its base. If an article exceeds l08 inches in length and girth combined, it is too large and is not mailable (except for oversized Parcel Post.) Refer to the U.S. Postal Service (USPS) Postal Bulletin (Conditions Applied to Mail Addressed to Military Post Offices (MPOs) Overseas), for size and weight limits for articles addressed to APO and FPO addresses, because some APOs and FPOs have lower size and weight limits.

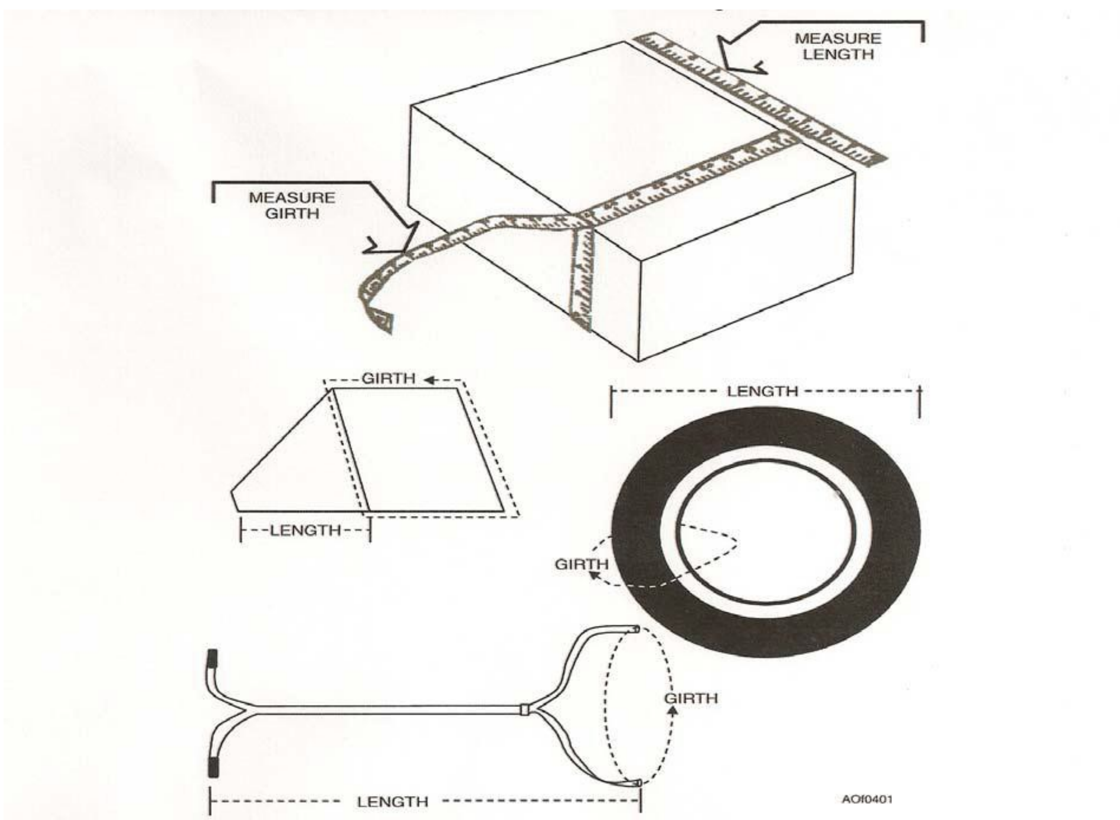


Figure 17-1 — How to measure a parcel.

To view Examples of Length and Girth Click Here

EXPRESS MAIL®

Express Mail® provides extremely reliable, expedited delivery service for all mailable matter. Express Mail Military Service (EMMS) is the only Express service available at MPOs. EMMS provides two or 3-day delivery service to and from most military locations overseas. EMMS is not available for personnel aboard ships and at some APO/FPO locations.

Express Mail® receives priority handling from the time of acceptance until it is delivered to the addressee. Express Mail® moves along specific networks, determined in advance, and represents the authorized routing between any acceptance point and delivery ZIP Code. The use of the network assures on-time delivery or a full refund if the delivery is late.

Acceptance

The maximum weight for Express Mail® is 70-pounds, and the maximum size is 108 inches length and girth combined. Before accepting Express Mail®, the MPO clerk must ensure that the customer has completed the "FROM" and "TO" address blocks of USPS Label 11-B (Express Mail® Post Office to Addressee) (F*igure 17-2*) and affixes the label to the article. These labels are available in the post office lobby. The clerk completes the post office portion of the Label 11-B when accepting the piece of mail and then affixes to the article a USPS Label 86 (Express Mail® Military Service.)

Determining Postage

When accepting a piece of Express Mail®, clerks must always do the following:

- Determine if the article is mailable.
- Ensure that the article does not exceed the weight and size limit, and
- Ensure that Label 11-B is properly filled out and attached.

After completing the above requirements, refer to the Express Mail® rate chart located in the DMM to determine the proper postage rate. Notice that the first weight indicated on the express chart is 1/2 pound (8 ounces) and then one (1) pound. To determine the postage rate, find the article's weight on the chart, then find the dollar amount located in the Next Day & Second Day PO to Addressee column. The amount listed indicates the correct postage rate.

Packaging

MPOs provide their customers Express Mail® envelopes free of charge. The EP13F, a "Flat Rate Envelope" is a "10 x 14 1/2" envelope used for mailing documents or merchandise. The Flat Rate Envelope allows customers to place as much merchandise in the envelope as it will hold, but they will be charged only the two-pound postage rate. MPOs also provide their customers with other Express Mail® containers, such as boxes, tubes, and larger envelopes.

USPS Label 11-B

Label 11-B is a four-part carbonless form. These labels should be available in the MPO lobby. Use the instructions listed below to guide you through completing Label 11-B.

Figure 17-2 – Label 11-B, Express Mail Post Office to Addressee.

For Information of filling out Label 11B Click Here

Express Mail® Military Service (EMMS) Accounting Procedures

All finance copies of Label 11-B retained by clerks during the day, are placed in an Express Mail® envelope and are addressed to the gateway USPS Accounting Office. The envelope containing the Label 11-Bs are mailed without applying postage by entering USPS Corporate Account #400 in the Federal Agency Code block on the Label 11-B.

Cut-Off Time

Each MPO authorized to accept Express Mail® has a cut-off time. This is the deadline for accepting Express Mail® addressed to ZIP Codes listed on the EMMS network that has a two or 3-day service standard. When mail is presented after the cut-off time for articles addressed to addresses that are on the network for 2-day delivery, the MPO clerk must inform the mailer that the article will be delivered by the third day. In this instance the accepting clerk must check the 3-day instead of the 2-day delivery block of Label 11-B. When a customer presents an Express Mail® article for mailing after the cut-off time, and the article is addressed to an address where there is only a 3-day delivery, the finance clerk should not accept the article. The clerk should ask the customer if they desire to come back on the next business day, or the customer can buy an Express Mail® stamp. If the customer purchases an Express Mail® stamp, the clerk must advise the customer to complete the Label 11-B, affix the label and stamp to the article, and deposit it in a collection box. On the next business day, a finance clerk completes the date and time of acceptance blocks on the Label 11-B, cancels the Express Mail® stamp with a flagstamp cancellation device, then removes and mails the customer's copy of Label 11-B to the mailer. Finance clerks must consider weekends and holidays when accepting Express Mail® to ensure that items accepted can be delivered within the 2- or 3-day service standard.

FIRST-CLASS MAIL®

All mailable matter may be sent as First Class Mail® if it falls under the following mailing criteria:

- Matter that is closed against postal inspection. Material that is wrapped or packaged so that it cannot be examined easily or examined without destruction or serious damage should be considered closed against postal inspection and must be charged the applicable First-Class rate of postage.
- Other matter having the characteristics of personal or personalized business correspondence.
- Bills, statements of accounts, and credit cards. A bill is a request for payment of a definite sum of money claimed to be owed by the addressee either to the sender or to a third party.
- Handwritten or typewritten matter, including identical copies prepared by automatic typewriter and manifold or carbon copies of such matter. Handwritten or typewritten matter does not include all matter produced by computers, but computer-prepared material is subject to the First-Class rate of postage if it has the character of actual and personal correspondence.
- Autograph albums containing writing.
- Notebooks or blank books containing written or typewritten entries or stenographic or shorthand notes.
- Blank printed forms filled out in writing, such as notices, certificates, and checks either canceled or uncancelled.
- Printed price lists containing written figures changing individual items.
- Printed cards or letters bearing a written date, where the date is not the date of the card but gives information as to when something will occur or has occurred.
- Any matter that contains the endorsement “POST CARD” or “DOUBLE POST CARD.”

Stamped Cards

A stamped card is a card sold by the USPS with a postage stamp printed or impressed on it, used for the transmission of messages. A double-stamped card consists of two attached stamped cards. Each card has printed or impressed thereon a postage stamp of the First-Class card rate, one of which may be detached by the receiver and returned by mail as a reply. Stamped cards may be requisitioned from the Naval Postal Finance Officer (NPFO) for sale at your customer-service windows.

Postcards

Postcards are privately printed mailing cards for the transmission of messages. Postcards may be purchased at many places of interest, motels, hotels, drugstores. Of course, they are abundantly available at ports that your ship will visit overseas. The paper or card stock used for single and double postcards may be of any light color that does not prevent legible addresses and postmarks from being placed thereon. Cards with brilliant colors must not be used. Single postcards and each part of double postcards must conform to the following specifications to qualify for mailing at the card rate:

- Postcards must not be smaller than 3 l/2 by 5 inches or larger than the size fixed by the Convention of the Universal Postal Union in effect; currently 4 l/4 by 6 inches.
- Postcards must be rectangular.
- A postcard must be made of an unfolded and uncreased piece of paper or card stock of approximately the quality and weight of a stamped card. The thickness must be uniform and not less than 0.007 or greater than 0.016 of an inch thick.

Use of Double- and Single-Stamped Cards and Postcards

The users of double- and single-stamped cards and postcards must comply with the following rules:

- Double cards must be folded before mailing. The first half must be detached when the reply half is mailed for return.
- The reply half on a double card must be used for reply purposes only. It must not be used to convey a message to the original addressee of the double card or to send statements of account.
- Double cards must be prepared so that the address on the reply half is on the inside when the double card is mailed.
- Plain stickers, or seals, or a single-wire stitch may be used to fasten the edges of double cards only if affixed so that the inner surfaces of the cards can be readily examined.
- Enclosures in double cards are prohibited.
- Cards bearing attachments are not mailable at the stamped card rate of postage. Labels affixed by adhesive to show the address and the return address is permitted.
- Stamped cards and postcards that have holes or vertical tearing guides are mailable only if the holes and tearing guides do not result in the elimination of any letters or numbers in the address.

Matter in the form of a single or double card, but does not conform to the specifications for a single or double postcard as stated above, should not be mailed at the card rate. These cards are subject to postage at the First-Class rate.

First Class Mail® / Priority Mail® Zone Rated Mail

Zone rated mail consists of First Class Mail® weighing more than 13 ounces and is referred to as priority mail. Priority Mail® provides the fastest mail service for heavy articles (with the exception of Express Mail®). Any mailable by air matter can be mailed at the priority rate of postage, if the customer is willing to pay for this service.

Weight and Size Limits

When you accept an article for mailing, you must determine whether it meets the weight and size limitations. Articles mailed at the First Class Mail® or Priority Mail® rate of postage must not exceed 70 pounds in weight and 108 inches in length and girth combined. Remember, First-Class rates are computed differently for articles weighing less than l3 ounces then for those zone rated articles weighing over l3 ounces.

Postal Zones

First Class zone rated (priority) rates are computed based on weight of the individual piece and the distance it must travel. To administer these rates, the earth is considered to be divided into units of area 30 minutes square, identical with a quarter of the area formed by intersecting parallels of latitude and meridians of longitude. Each unit of area is designated by a number. The USPS has divided the U.S. and its territories into a local zone plus eight others. The postal zones are defined as follows:

- Local zone: The local zone applies to mail deposited at any post office for delivery to addresses within the delivery area of that post office. This includes APOs or FPOs within its delivery limits. For various types of post offices, the local zone applies to all mail that both originates and reaches its destination within:
    1. The 5-digit ZIP Code area/s assigned to the same post office
    2. Any of the 5-digit ZIP Codes that are part of any unique 3-digit ZIP Code prefix(es) or other separate 5-digit ZIP Code(s), as applicable, assigned to the same post office.
- Zone 1: Includes all territory within the quadrangle in conjunction with every contiguous quadrangle, representing an area with a mean radial distance of about 50 miles from the center of a given unit of area. The Zone-one rate applies to parcels mailed between two post offices in the same 3-digit ZIP Code area of dispatch.
- Zone 2: Includes all units of area outside Zone 1 lying in whole or in part within a radius of about l50 miles from the center of a given unit of area.
- Zone 3: Includes all units of area outside Zone 2 lying in whole or in part within a radius of about 300 miles from the center of a given unit of area.
- Zone 4: Includes all units of area outside Zone 3 lying in whole or in part within a radius of about 600 miles from the center of a given unit of area.
- Zone 5: Includes all units of area outside Zone 4 lying in whole or in part within a radius of about ,1,000 miles from the center of a given unit of area.
- Zone 6: Includes all units of area outside Zone 5 lying in whole or in part within a radius of about 1,400 miles from the center of a given unit of area.
- Zone 7: Includes all units of area outside Zone 6 lying in whole or in part within a radius of about 1,800 miles from the center of a given unit of area.
- Zone 8: Includes all units of area outside Zone 7.

Official Zone Charts

An official zone chart prepared for each sectional center facility is used to determine zones from all postal units within the sectional center area. The chart to be used by each MPO is identified by the inclusive ZIP Codes assigned to postal units in the sectional center. MPOs use the official zone chart of their serving postmasters. At overseas military post offices, postage is computed from the U.S. gateways (New York, San Francisco, or Miami) to the destination of the article mailed.

To determine the zone from the office of mailing to the office of address, refer to the zone chart in use at your post office. The zone chart used at military post offices with an FPO AP mailing address.

Determining the Postal Zone

To find the zone number for any article, you should do the following:

- Identify the addressee's ZIP Code (example: 44ll8).
- Identify the ZIP Code prefix (the first three numbers). Example: The prefix number of 44118 is 441.
- Find the prefix number in range on the zone chart. Example: Using the chart in (*Figure 17-3*), you will see that 441 falls in the range of ZIP Code prefixes 388-499.
- Find the zone number to the right of the ZIP Code prefix. In this case, the zone number for the ZIP Code prefix 441 is 8.

NOTE
Local zones are not indicated on the USPS official zone charts. You must determine the local zone.

Postage Rates

First Class rates for articles weighing l3 ounces or less are computed based on the weight of the individual piece. A certain amount is charged for the first ounce and a reduced rate for each succeeding ounce or a fraction thereof. A fraction of an ounce is charged the same rate as a full ounce. For the current postage rates refer to the *DMM* (Notice 123).

First Class Mail® Zone Rates

The postage rate for First-Class articles that weigh more than 13 ounces is based on the weight of the individual article and the distance that the articles must travel. Look at the rate chart in Table 17-3. The rates in this chart are used to determine the cost of mailing articles weighing more than 13 ounces. The top of the chart shows the eight zones. Note that the rates for local and Zones 1 and 2 are the same. The column on the left side of the chart shows the pounds up to and including 70 pounds. If an article weighs in between the listed pounds on the zone chart, postage is charged for the next pound. Example: an article that weighs 3 pounds 2 ounces would be charged the rate for 4 pounds. The seven columns below the zones and to the right of the weight column give the amount of postage that will be charged depending on the zone of delivery.

The distance between the office of mailing and the city of address determines the zone number. The city of mailing for all MPOs is the city of your official mailing address (AA-Miami, AE-New York, or AP-San Francisco) regardless of location. The local zone rate should be charged when articles are mailed between MPOs if the articles do not transit the 48 contiguous states or are not handled by USPS personnel. The local zone rate is charged in these circumstances because transportation charges are totally paid by the military department concerned. The local zone rate of postage should be charged if an article is mailed

- From an MPO to the city of the serving postmaster—for example, FPO AA 34099 to the city of Miami

- From one MPO to another MPO with the same serving postmaster—that is, FPO AP 96347 (Yokohama, Japan) to a ship with a FPO AP 96697 address
- From one MPO to another MPO with a different serving postmaster provided the article does not transit the 48 contiguous states—for example:
    1. from FPO AP 96349 (Yokosuka, Japan) to FPO AE 09834 (Bahrain), and
    2. from FPO AE 09619 (Naples, Italy) to a ship with an FPO AA 34090 address operating in the Mediterranean area.

When a customer presents an article for mailing at your overseas MPO addressed to a ship served by a different postmaster, verify whether the ship is operating in your overseas area or is in the U.S. Always give the customer the best service possible at the lowest rate of postage and be familiar with the no-cost intra-theater delivery service (IDS) discussed later in Chapter 9. For your local zone chart click here.

Two or More Packages

Two or more packages may be mailed as a single package if the packages are about the same size or shape, or if they are an integral part of one article. The packages must be securely wrapped or fastened together and together must not exceed the maximum weight or size limits.

Balloon Surcharge

The balloon surcharge must be assessed on a priority mail item if all of the following apply:

- The weight is less than 20 pounds.
- The combined length and girth is from 84 to 108 inches.
- Addresses to zones 1 through 4.

These articles must be charged the 20-pound rate for the appropriate zone.

Endorsements

An endorsement is a marking on mail that shows the rate of postage charged and any additional service that the mail is to receive. Mark all endorsements with a rubber hand stamp. First-Class endorsements are required on large envelopes and small parcels weighing less than 13 ounces. Endorsements for standard size First-Class letters are not required.

Place the endorsement on the address side between the “delivery address” and the “postage.” Endorse all articles sent at the priority rate by affixing USPS Label 106 (Priority Mail® Strip), 106-A (Tape) or 107 (Sticker). If the sizes of the article being mailed prohibit the use of the labels, you can use a Priority, or Priority Mail rubber hand stamp to apply the endorsement.

Canceling the Stamps

One of the last things you do in processing an article is canceling the stamps. Cancel all stamps using a bar canceller (Killer Bars) or a machine canceller. Always cancel stamps with black ink to prevent reuse.

PACKAGE SERVICES

Package Services is a collective term used for the four classes of mail: Parcel Post, Media Mail, Library Mail, and Bound Printed Matter.

Parcel Post, also referred to as Space Available Mail (SAM), includes all mailable merchandise, printed matter, and all other matter not included in the First-Class category. The USPS does not guarantee the delivery of Parcel Post within a specified time. Parcel Post might receive deferred service. As the accepting clerk, you should be able to provide additional information concerning delivery times to and from different areas.

Parcel Post is given air service to the U.S. and between MPOs overseas. Customers frequently refer to Parcel Post or Space Available Mail as the *"Cheapest Way."* When a customer wants to mail an article the *"Cheapest Way,"* look at the contents to determine if First-Class matter (other than authorized enclosures) is included in the article. If not, then mail it as Parcel Post.

Preparation

The delivery address on all articles sent as Parcel Post should include a complete mailing address with ZIP Code, and the complete return address of the sender. Parcel Post mail is not sealed against postal inspection. Regardless of physical closure, the mailing of articles at Parcel Post prices constitutes consent by the mailer to postal inspection of the contents.

Enclosures and Additions

The following examples of written additions and enclosures do not require First-Class postage when placed in or on a parcel mailed at the Parcel Post rate:

- Matter mailable as Standard Mail
- Marks to call attention to words or passages in the text of the publication
- Marks, numbers, names, or letters describing the contents
- Words or phrases such as "Do Not Open until Christmas" and "Happy Birthday, Mother," and similar inscriptions on the package, wrapper, or envelope, or on an attached tag or label
- Instructions and directions for the use of the item mailed.

For further information on written additions, click on the DMM.

Weight and Size Limits

The maximum weight limit for Parcel Post is 70 pounds. However, mail being sent to APOs/FPOs overseas must meet the applicable standards listed in the USPS Postal Bulletin (Conditions Applied to Mail Addressed to MPOs Overseas.)

The maximum size limit for mail sent at the Parcel Post rate (without being charged a surcharge) is 108 inches in length and girth combined. Mail with a combined length and girth of 108 to 130 inches may be sent via Parcel Post, but is charged the applicable oversized rate (maximum weight is still 70 pounds). Articles measuring over 84 inches in length and girth combined weighing less than 20 pounds fall under the balloon surcharge mentioned earlier in this chapter.

Rates

Like priority mail, postage for Parcel Post is determined by the weight and size of the parcel and the distance it must travel. The greater the distance a parcel must travel and the more it weighs, the higher the mailing cost.

For determining the weight, use your scale. When computing the postage for an article to be mailed at the Parcel Post rate, always remember that a fraction of a pound is considered a full pound. Example: A parcel that weighs 6 pounds and 4 ounces would be charged the rate for 7 pounds. To determine the size, use your tape to measure the H-W-L of the item.

Use the official zone chart applicable to your serving postmaster to determine the zone rate of postage to charge. You must take two additional steps when postage is computed for Parcel Post. You must determine if the article is intra-BMC or inter-BMC and whether it is machinable or nonmachinable, discussed below.

Serving Network Distribution Centers (NDCS)

The Bulk Mail Center (BMC) network has been re-engineered into a new system of Network Distribution Centers (NDCs). This network consolidates the processing of originating mail into fewer sites to increase operational efficiency, decrease cost and maintain excellent service while expanding the surface transportation reach for more products. This change to our BMCs is an internal network change which will not affect the general public. Once you determine the weight and zone of destination, you must determine if the article is within the delivery area of your serving NDC The ZIP Code in the address of the article presented for mailing is used to determine the postal zone, and whether or not the article is intra-NDC or inter-NDC. Using the first three digits of the ZIP Code, refer to the bottom of your USPS official zone chart .If the first three digits of the ZIP Code match those listed, the article is within the delivery area of your serving NDC. For a listing of NDC locations click here.

Non-Machinable (Outside Mail)

If an article presented for mailing is determined to be outside the delivery area of your serving BMC, determine if the article can be handled by machine (machinable) or must be physically handled by sorting personnel (nonmachinable.) If an article is defined by one or more of the following characteristics, it is non-machinable and is processed as an outside piece (not sackable.)

- It is more than 34 inches long, 17 inches wide, or 17 inches high, or weighs less than 6 ounces or more than 35 pounds.
- It contains more than 24 ounces of fluid in glass containers, or 1 gallon or more of liquid in metal or plastic containers.
- It is not wrapped properly or is metal-banded.
- It is a can, roll, or tube, or wooden or metal box.
- It is a shrub or tree.
- It contains perishables, such as eggs.
- It contains books, printed matter, or business forms weighing more than 25 pounds.
- It is a high-density parcel weighing more than 15 pounds, exerting more than 60 pounds per square foot pressure on its smallest side.

Within (Intra-NDC) NDC Discount

If the article is addressed for delivery within the delivery area of your serving NDC, then you would charge the Parcel Post rate with a discount using the current rate chart listed in the *DMM*.

Machinable/Non-Machinable Inter-NDC Mail

If an article's address is for delivery outside your serving NDC's delivery area (inter-NDC) and the article is determined to be machinable, then the no-discount, no-surcharge rate applies. On the other hand, if an article's address is for delivery outside the delivery area of your serving BMC and the article is determined to be nonmachinable, the applicable rate plus the surcharge applies. However, if a special handling fee is paid, the nonmachinable surcharge is not to be charged.

Non-Machinable Surcharge

The non-machinable surcharge must be assessed on inter-NDC parcel post without special handling if any of the following apply:

- The length exceeds 34 inches.
- The height exceeds 17 inches.
- The width exceeds 17 inches.
- The weight exceeds 35 pounds.
- It contains books, printed matter, or business forms weighing more than 25 pounds.
- The packaging or contents are among those listed in the DMM.

Oversized Rate

The oversize rate must be assessed on a parcel post article if the combined length and girth falls between 108 and 130 inches.

Parcel post is the only mail class that accepts articles with a combined length and girth over 108 inches. The oversized rate for the appropriate zone must be charged for these articles. The oversized rate is higher than the 70-pound rate. However, the weight limit remains 70 pounds.

Endorsements for Parcel Post

Endorse Parcel Post as “SAM” on the address side of the article. SAM is given air service from the point of embarkation overseas to the point of entry into the U.S. Once SAM arrives at the point of entry in the Continental United States (CONUS,) it is transported via surface (truck or rail) to its final destination.

Space Available Mail (SAM)

Parcels mailed at the surface postage rates, are airlifted to, from, or between overseas military post offices outside the 48 contiguous states. These parcels must be marked “SAM” on the address side, below the Postage and above the addressee’s name. The following maximum weight and size limits apply when mailed from the following:

- The 48 contiguous states: 15 pounds, 60 inches in length and girth combined

- An APO/FPO outside the 48 contiguous states: 70 pounds, 108 inches in length and girth combined.

Attached Letters

Occasionally, a parcel may be presented for mailing at the Parcel Post rate with a letter or other First-Class Mail attached. This is legal as long as the envelope is placed on the address side of the parcel. The name and the address of the sender and the name and address of the addressee should be placed on both the parcel and the envelope. If both names and addresses do not appear on both pieces, the sender's name and address must be placed on either the parcel or envelope and the name and address of the addressee must be placed on the other piece. (F*igure 17-3*) Postage at the First-Class rate must be paid for and affixed to the attached letter. The attached envelope may be marked First-Class.

Enclosed Letters

Normally, when mail of a higher class is enclosed with mail of a lower class, the rate of postage charged for the entire piece or parcel is that of the higher class. However, letters (First-Class Mail) may be enclosed in Parcel Post parcels subject to the following conditions:

- Postage at the First-Class rate must be paid for each letter.
- The letter(s) is/are placed on top of other items in the parcel when practical.
- The total amount of postage for each letter is placed on the outside of the parcel.

The postage for the letter(s) may be added to that of the parcel and the total amount paid together, or the postage for the letter(s) may be affixed separately from the postage for the parcel. The endorsement FIRST-CLASS MAIL ENCLOSED must be placed on the parcel below the postage and above the address.

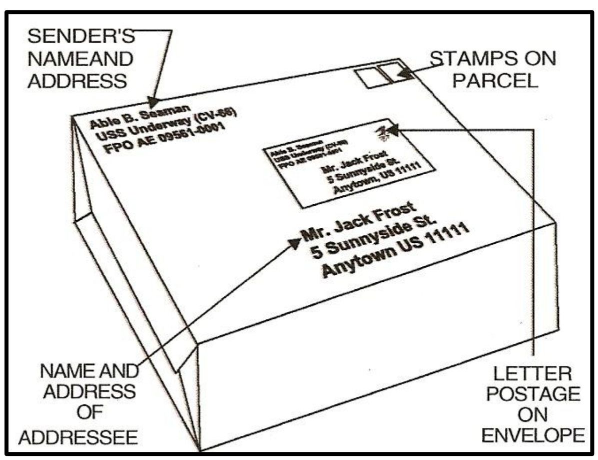


Figure 17-3 — How to affix a First-Class letter to a parcel.

Parcel Airlift (PAL)

Parcel airlift service provides for air transportation of parcels on a space-available basis to or from military post offices outside the contiguous 48 states. PAL service is available for articles sent as Package Services that are mailed at or addressed to any overseas post office outside the 48 contiguous states. PAL is given air service from the point of loading overseas to the point of entry into the U.S. on a space-available basis. Unlike SAM, PAL provides for continued air service from the point of entry into the U.S. to the city of address or to the nearest point where air service is available.

PAL Weight and Size Limits

For Parcel Post to be given PAL service, certain weight and size requirements must be met.

- The article must not exceed 60 inches in length and girth combined.
- The article must not weigh more than 30 pounds.

Postage Fees

To receive PAL service, the customer pays a fee in addition to the Parcel Post rate of postage. The PAL fee is determined based on the following weight increments:

- Not more than 2 pounds
- Over 2 but not more than 3 pounds
- Over 3 but not more than 4 pounds
- Over 4 pounds, but not more than 30 lbs.

The current PAL fees are located in the *DMM*.

Endorsements

The accepting clerk endorses articles sent PAL with the large letters “PAL” on the address side, above the name of the addressee. The accepting clerk is responsible for placing the “PAL” endorsement on the article at the time of acceptance.

Media Mail

This is a special rate of postage for certain items of Package Services. In most instances, this rate is cheaper than the Package Services rate. Always check both rates to ensure that the cheapest rate is applied. Some of the articles that may be mailed at the Media Mail rate include the following:

- Books
- Film and microfilm (16 millimeter)
- Test materials
- Printed music
- All sound recordings (records, video/audio cassettes, reel to reel tapes, and compact discs)
- Manuscripts for books.

Refer to the *Notice 123* for the postage rate chart for Media Mail. Rates are based solely on the weight of the article, without regard to zone. PAL service may be applied to Media Mail, if customers request the service. Endorse these articles as “Media Mail." This endorsement should be rubber stamped on the address side of articles.

Library Mail

Library Mail is Parcel Post matter that meets the Parcel Post mailing requirements. Library Mail rates are based on the weight of the piece, without regard to zone. This service is usually cheaper than

Parcel Post parcel post rates, but always should be compared. Some of the articles mailable at the Library Mail rate are:

- Books
- Printed music
- Sound recordings (records, video/audio cassette tapes, reel to reel tapes, and compact discs)
- 16-millimeter film
- Manuscripts for books.

Refer to the DMM for the most current postage rate chart. However, remember one very important item when dealing with the Library Mail rate. The article **must** be sent "**between**," "**to**," or "**from**" a school, college, university, public library, museum, or other nonprofit institution. Each piece must show in the delivery or return address the name of one of the organizations listed above. Endorse these articles as "Library Mail. This endorsement should be rubber stamped on the address side of the articles.

STANDARD MAIL

Standard Mail consists of mailable matter that is neither mailed or required to be mailed as First-Class Mail nor entered as Periodicals (unless permitted or required by standard) and that weighs less than 16 ounces. Standard Mail includes matter formerly classified as Standard Mail (A) and third-class mail. Personal information may not be included in a Standard Mail mailpiece unless all of the following conditions are met:

The mailpiece contains explicit advertising for a product or service for sale or lease or an explicit solicitation for a donation.

All of the personal information is directly related to the advertising or solicitation.

The exclusive reason for inclusion of all of the personal information is to support the advertising or solicitation in the mailpiece.

CUSTOMS PROCEDURES FOR DOMESTIC MAIL

All articles mailed from an MPO outside the Customs Territory of the United States (CTUS) believed to contain merchandise are subject to customs examination and duty collection upon entry into the U.S. customs territory.

The CTUS includes the 50 states, District of Columbia (Washington, DC), and Puerto Rico. Merchandise mailed outside of these areas and to these areas must have a customs declaration attached. It is the mailer's responsibility when mailing items to or from areas outside the CTUS to comply with customs laws. In other words, the mailer must accurately list the contents and value of each article mailed. However, as a military postal clerk, you should check for the following items at the time an article containing merchandise is presented for mailing:

- The proper customs form is properly completed and attached.
- The mailer has a valid identification card.

Customs Declarations

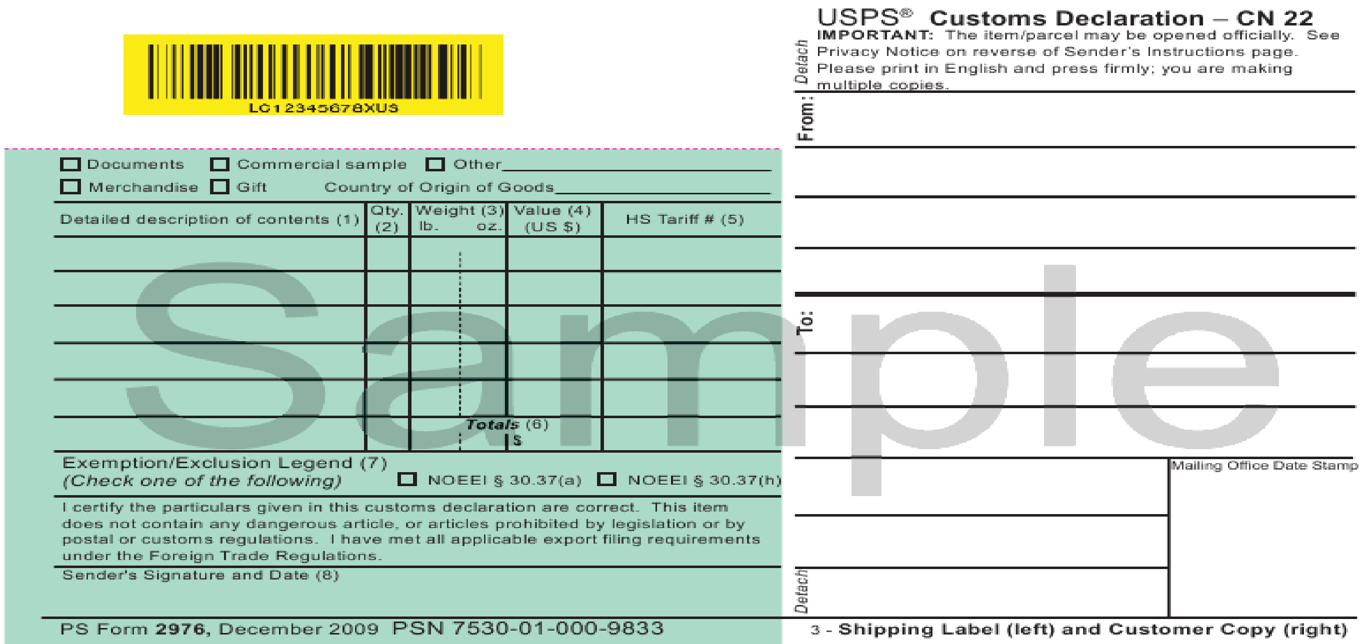
Two types of customs declaration forms are available, PS Form 2976, CN 22, Customs Declaration, and PS Form 2976-A, CP 72, Customs Declaration and Dispatch Note. Letter mail and parcels containing merchandise addressed for delivery within the CTUS must have a customs form attached.

> **NOTE**
>
> After the mailer and accepting clerk completes PS Form 2976-A, CP 72, Customs Declaration and Dispatch Note, the accepting clerk must insert the form set into an envelope (PS Form 2976-E.)

Either a PS Form 2976 or PS Form 2976-A may be used, provided that they are completed properly, and lists and describes the entire contents of the article. The class of mail does NOT determine which customs form to use. However, as a general guide, PS Form 2976 should be used on letter mail containing merchandise and parcels too small to accommodate the larger PS Form 2976-A.

When the sender prefers not to show the nature of the contents on the outside of the article, or when the value of the contents exceeds $400, the sender must prepare and enclose in the package a completed PS Form 2976-A. Customs duty is sometimes improperly assessed on articles entering the U.S. because of misleading, incomplete, or inaccurate information listed on the customs declaration. This problem could normally have been avoided if the customs declaration was more closely checked by the accepting clerk. Some of the most common errors are as follows:

- Mailing of used personal effects without indicating so on the customs form
- Failure to indicate that the merchandise is of U.S. origin
- Failure to indicate that the material was taken overseas after having previously been in the owner’s possession in the U.S.


LC12345678XUS

USPS® Customs Declaration – CN 22
IMPORTANT: The item/parcel may be opened officially. See Privacy Notice on reverse of Sender's Instructions page. Please print in English and press firmly; you are making multiple copies.

Detach

From:

To:

Documents | Commercial sample | Other
Merchandise | Gift | Country of Origin of Goods

Detailed description of contents (1)	Qty. (2)	Weight (3) lb. oz.	Value (4) (US $)	HS Tariff # (5)
		Totals (6)	$	

Exemption/Exclusion Legend (7)
(Check one of the following) NOEEI § 30.37(a) NOEEI § 30.37(h)

I certify the particulars given in this customs declaration are correct. This item does not contain any dangerous article, or articles prohibited by legislation or by postal or customs regulations. I have met all applicable export filing requirements under the Foreign Trade Regulations.

Sender's Signature and Date (8)

Mailing Office Date Stamp

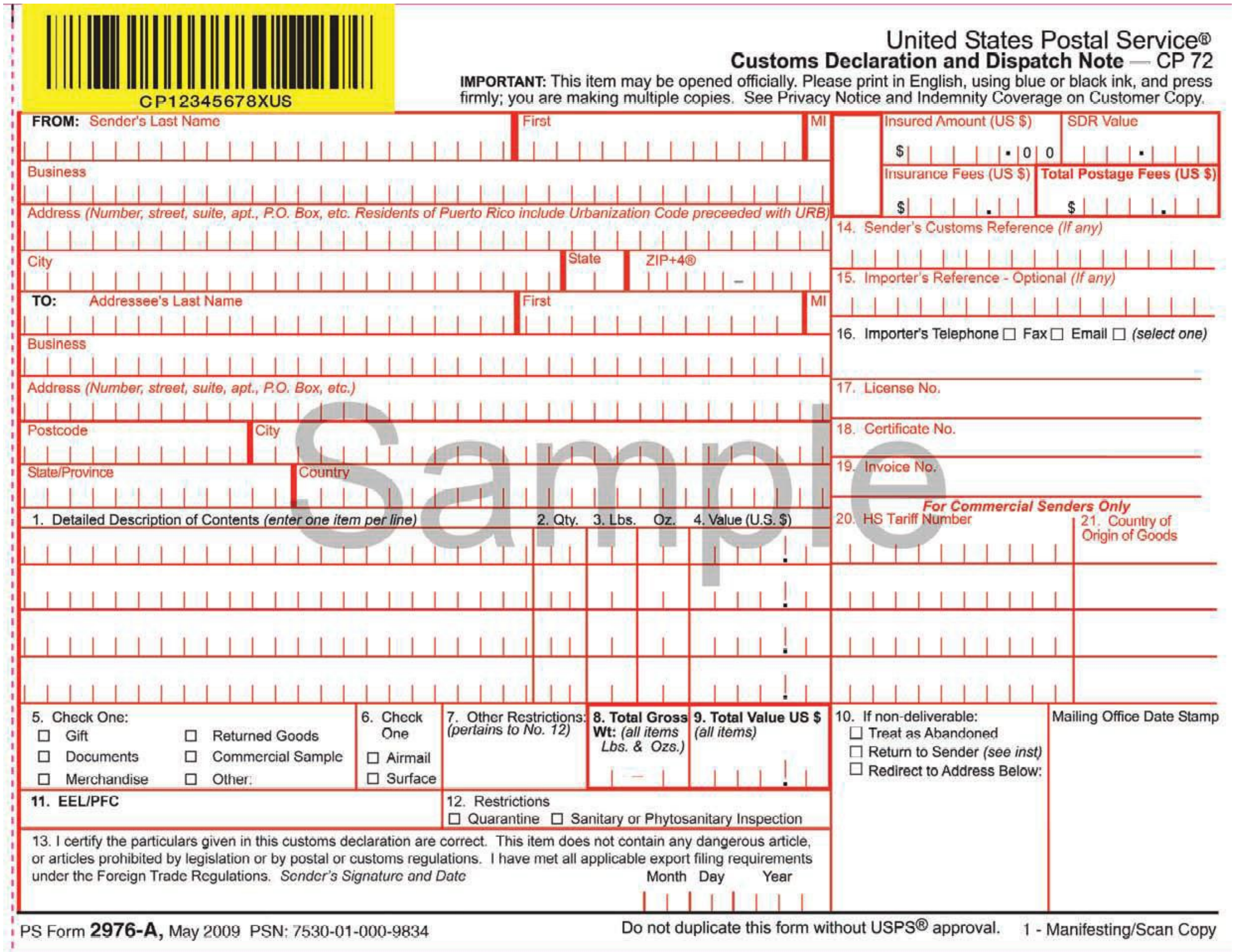
Detach

PS Form **2976**, December 2009 PSN 7530-01-000-9833

3 - **Shipping Label (left) and Customer Copy (right)**

Figure 17-4 — PS Form 2976, Customs Declaration CN22.

Proper completion of customs declaration forms also will ensure that parcels move through customs with a minimum of delay. The MPO will maintain the detached PS Form 2976 at the post office for 30 days. For instructions on completing the PS Form 2976 click here.



CP12345678XUS

United States Postal Service®
Customs Declaration and Dispatch Note — CP 72
IMPORTANT: This item may be opened officially. Please print in English, using blue or black ink, and press firmly; you are making multiple copies. See Privacy Notice and Indemnity Coverage on Customer Copy.

FROM: Sender's Last Name | First | MI
Business
Address (Number, street, suite, apt., P.O. Box, etc. Residents of Puerto Rico include Urbanization Code preceeded with URB)
City | State | ZIP+4®
TO: Addressee's Last Name | First | MI
Business
Address (Number, street, suite, apt., P.O. Box, etc.)
Postcode | City
State/Province | Country

Insured Amount (US $) $. 0 0 | SDR Value
Insurance Fees (US $) $ | Total Postage Fees (US $) $
14. Sender's Customs Reference (If any)
15. Importer's Reference - Optional (If any)
16. Importer's Telephone ☐ Fax ☐ Email ☐ (select one)
17. License No.
18. Certificate No.
19. Invoice No.

1. Detailed Description of Contents (enter one item per line) | 2. Qty. | 3. Lbs. | Oz. | 4. Value (U.S. $)
For Commercial Senders Only
20. HS Tariff Number | 21. Country of Origin of Goods

5. Check One: ☐ Gift ☐ Returned Goods ☐ Documents ☐ Commercial Sample ☐ Merchandise ☐ Other:
6. Check One ☐ Airmail ☐ Surface
7. Other Restrictions: (pertains to No. 12)
8. Total Gross Wt: (all items Lbs. & Ozs.)
9. Total Value US $ (all items)
10. If non-deliverable: ☐ Treat as Abandoned ☐ Return to Sender (see inst) ☐ Redirect to Address Below:
Mailing Office Date Stamp
11. EEL/PFC
12. Restrictions ☐ Quarantine ☐ Sanitary or Phytosanitary Inspection
13. I certify the particulars given in this customs declaration are correct. This item does not contain any dangerous article, or articles prohibited by legislation or by postal or customs regulations. I have met all applicable export filing requirements under the Foreign Trade Regulations. Sender's Signature and Date Month Day Year

Sample

PS Form 2976-A, May 2009 PSN: 7530-01-000-9834 Do not duplicate this form without USPS® approval. 1 - Manifesting/Scan Copy

Figure 17-5 — PS Form 2976-A, Customs Declaration and Dispatch Note.

PS Form 2976-A

Place All Purpose Dating Stamp in the appropriate block of all six forms. For instructions on completing the PS Form 2976-A click here.

> **NOTE**
>
> Copy 5 of PS Form 2976-A is detached by the accepting clerk and maintained at the post office for 30 days. Copy 6 of PS Form 2976-A is detached by the accepting clerk and given to the sender.

Attaching Customs Declarations

Space permitting, all customs forms must be placed on the address side of the article, preferably to the bottom left-hand side. PS Form 2976 has a self-adhesive backing. Remove the protective covering before affixing.

The accepting clerk must place the form set (copies 1, 2, 3 and 4) into the envelope (PS Form 2976-E) and affix the envelope to the package. PS Form 2976-E is a clear plastic envelope with a peel-and-seal flap. Do not fold form or wrap around package. Entire barcode and information must be visible.

Unsolicited Gifts

Military and civilian personnel authorized to use the Military Postal Service located outside the CTUS may send duty-free, unsolicited gifts through the mail to addressees in the U.S. provided that

- The gift does not exceed $100 in value ($200 when sent from Guam, American Samoa, and the Virgin Islands.)
- The recipient does not receive more than one such shipment on the same day. Gifts that exceed this retail value limitation will be subject to payment of duty, on the entire value of the shipment, by the person receiving the gift. A person mailing a gift may NOT pay the duty in advance.

Gifts that are intended for several people may be sent inside one parcel, to a single addressee, provided that each individual gift is wrapped and bears the name and address of the recipient, and is endorsed "*UNSOLICITED GIFT*." The outer parcel, containing the multiple gifts, is endorsed on the address side to show the number of individual gifts enclosed and value information. For example, a parcel containing three individual gift parcels, for separate individuals, would be endorsed "*THREE UNSOLICITED GIFTS ENCLOSED. NO ONE INDIVIDUAL RECEIVING GIFTS EXCEEDING $100 IN VALUE*" or similar wording.

American Goods Returned

Articles that are grown, produced, or manufactured in the U.S. and which, after having been exported, have not increased in value or improved in condition, may be mailed back to the U.S. free from customs duty. However, a properly completed customs declaration must be attached to the address side of the parcel with the words "AMERICAN GOODS RETURNED" endorsed on the customs declaration.

Personal Property and Household Effects

Personal and household effects of personnel stationed outside the CTUS, returning to the United States under government orders may be exempt from customs duty. In this case, customers must place a copy of their orders inside the envelope (PS Form 2976-E) or inside the parcel. The address side of the parcel shall be endorsed "*RETURNED PERSONAL EFFECTS—ORDERS ENCLOSED*". Parcels containing personal and household effects shall bear a completed customs form.

Items Bearing a Trademark or Trade Name

Some articles bearing a trademark or trade name, such as perfumes, watches, and cameras, require written consent of the owner of the mark or name before they can be imported. If an article of this type is presented for mailing, advise the customer that the article may not pass U.S. Customs.

However, DO NOT refuse to accept the article if it meets all other mailing requirements. Remember that the mailer is responsible for complying with the customs laws.

Checklist for Acceptance of Domestic Mail

The following information is provided to assist you in understanding the acceptance of domestic mail when operating postal finance windows. The first step will be to check the type of matter being presented for mailing.

Type of Matter

Express Mail®: Only available to OCONUS Shore MPO"s

First Class Mail®/Priority Mail®: Fastest Service available for MPO, Hand or type written material, matter protected against unauthorized inspection, personal messages (e.g. letters, bills, statements, and invitations).

PERIODICALS: Newspapers and Magazines.

PARCEL POST: Less expensive rate travels slower the First Class Mail®. Parcel Post mail consists of mailable matter that is neither mailed nor required to be mailed as First-Class Mail® nor entered as Periodicals In the Military channels Parcel Post is classified as SAM and PAL.

Based on the type of matter received will assist you in determining the rate of postage that is going to be affixed to the item presented for mailing.

Rates of Postage

Express Mail®

First Class Mail®/Priority Mail®

Package Services

Periodicals

(This page was left blank intentionally)

CHAPTER 18

EXTRA SERVICES

Extra services provide for handling mail in other than the routine and ordinary manner. Extra services require fees in addition to the regular postage. This chapter provides information on extra services available to customers for domestic mail presented for mailing at Military Post Offices (MPOs.) In addition, this chapter discusses the specific extra services available for various classes of mail and explains how to compute the fees for such services. Chapter 18 discusses extra services for international mail.

LEARNING OBJECTIVES

When you have completed this chapter, you will be able to do the following:

1. Classify the different types of extra services offered.
2. Determine what extra services can be accompanied by a class of mail.
3. Know which extra services can be combined.

Modern technological advancements, such as bar-coded extra services, are capable of being scanned and uploaded onto the Internet. In that way, originating customers can view the arrival and delivery status of their mail articles. Military Postal Clerks (MPCs), using electronic scanning equipment, shall scan all bar-coded extra services upon arrival and delivery of the article. Scanned data is uploaded into the Automated Military Postal System (AMPS) Web Portal. The data is then further transmitted to the USPS Web site for viewing by the public. Military Post Offices that do not possess Scanning Equipment must manually input all arrival and delivery information into AMPS.

REGISTERED MAIL

Registered mail service is designed to give added protection for valuable and important mail. Postal insurance coverage may be purchased for mail that is registered in the event of loss or damage. Registered mail is the most secure service the U.S. Postal Service (USPS) offers. It incorporates a system of receipts to monitor the mail's movement from the point of acceptance to delivery. The sender is provided a mailing receipt, the accepting post office maintains a copy of the receipt, and a delivery record is kept at the post office of address. Registered mail is discussed in depth in Chapter 7.

Registered mail is one of the many USPS extra services that MPOs offer. In this section, you learn about some of the other extra services that are available. These extra services include the following:

- Certified Mail (PS 3800)
- Insured Mail ($200 and below) (PS 3813)
- Insured Mail ($200 and above) (PS 3813-P)
- Special Handling (No form. Endorsed)
- Certificate of Mailing (PS 3817)

- Return Receipt (PS 3811)
- Return Receipt for Merchandise (PS 3804 and PS 3811)
- Restricted Delivery Service (No form. Endorsed)
- Delivery Confirmation (PS 152)

CERTIFIED MAIL

Certified Mail service provides the sender with a mailing receipt and, upon request, with electronic verification that an article was delivered or that a delivery attempt was made. A record of delivery is kept at the post office of address. No record is kept at the mailing post office. Only articles mailed at the First-Class or Priority Mail rate are accepted as Certified mail. Patrons should be advised that Certified mail does not provide postal insurance. Thus, if the article is lost or damaged, no monetary loss can be claimed. Certified mail service applies only to domestic mail.

Certified mail receipts are completed only in the original. The receipt is designed so that the sender can easily complete it. When the customer presents an article for mailing as Certified mail, you, as the accepting clerk, must postmark the receipt with an All Purpose Date Stamp (APDS.) If the proper postage and fees are paid on a certified article, the article can be deposited in any mailbox. However, if the sender wants the receipt postmarked, the article must be taken to the post office. Certified mail service may be combined with other extra services—including return receipts, and restricted delivery, which are discussed later in this chapter.

Fees

The fee for Certified mail is collected in addition to the appropriate First-Class or priority mail postage and any additional fee(s) for other extra services. The fee for Certified mail can be found in Notice 123 click **here**.

Completing the Mailing Receipt

Accepting clerks must prepare a Certified Mail Receipt (PS Form 3800), when mail to be Certified is presented at the post office. (F*igure 18-1.*) Complete this form as follows:

Block 1: Accepting clerk will enter postage fee. (First Class/Priority.)

Block 2: Enter certified fee.

Block 3: Enter return receipt fee (if requested).

Block 4: Enter restricted delivery fee (if requested)

Block 5: Enter the total of postage and fee(s) to be collected.

Block 6: The mailer will enter name of addressee (individual or firm).

Block 7: The mailer will enter street address and number.

Block 8: The mailer will enter city, state, and ZIP Code, or APO/FPO number.

Block 9: Apply postmark with the APDS.

7009 0080 0002 2420 5133

PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS, FOLD AT DOTTED LINE

CERTIFIED MAIL™

7009 0080 0002 2420 5133

7009 0080 0002 2420 5133

U.S. Postal Service™
CERTIFIED MAIL™ RECEIPT
(Domestic Mail Only; No Insurance Coverage Provided)

For delivery information visit our website at www.usps.com®

OFFICIAL USE

Postage	$ 1	Postmark Here 9
Certified Fee	2	
Return Receipt Fee (Endorsement Required)	3	
Restricted Delivery Fee (Endorsement Required)	4	
Total Postage & Fees	$ 5	

Sent To 6

Street, Apt. No.; or PO Box No. 7

City, State, ZIP+4 8

PS Form 3800, August 2006 — See Reverse for Instructions

Figure 18-1 — An example of a Certified Mail Receipt (PS Form 3800).

Certified Mail Endorsement

After completing the form, detach the Certified mail sticker from the left side of the PS Form 3800. Peel the protective tape from the back of the sticker and place the sticker on the address side of the article above the address and to the right of the return address, leaving room to affix postage stamps. For envelopes, note that a portion of the top of the sticker can be folded over the top of the envelope.

INSURED MAIL

Postal insurance is a service that customers may purchase to reimburse them for loss or damage that may occur to an item after they mail the item. The customer must request postal insurance to receive it and must pay the applicable insurance fee at the time of the mailing. The USPS will reimburse the customer if loss or damage occurs while the article is in its custody. The amount that the customer is reimbursed is based on one or more of the following factors:

- The amount of insurance requested (based on the fee and not to exceed the value of the article)
- The cost or value of the article
- The cost of any repairs
- The replacement cost of the article.

What Can Be Insured

The following types of mail may be insured:

- Package Services
- Priority mail or First-Class Mail rate of postage

As a rule, any mailable package can be insurable.

What Cannot Be Insured

The following types of mail cannot be insured:

- Parcels containing matter offered for sale addressed to prospective purchasers who have not ordered or authorized their sending. If such matters are mailed, payment is not made for loss, rifling, or damage.
- Non-mailable matter.
- Articles so fragile that they cannot be carried safely in the mail regardless of packaging.
- Articles not adequately prepared to withstand normal handling in the mail. As a rule, any mailable package should be insurable.
- Mail not bearing the complete names and addresses of the sender and the addressee.

INSURED MAIL ($200.00 AND UNDER)

The fee for insured mail is collected in addition to the appropriate rate of postage and any additional fee(s) for other services. The fee for insured mail $200.00 and under is included in the DMM.

Mailing Procedures

The mailer must mail an article at the post office to insure it. Articles to be insured must not be placed in mail drops at post offices or in street mail collection boxes. As the accepting clerk at the window, you are required to ask whether the package contains fragile, perishable, or liquid matter. If the package contains any matter of this type, further inquiry should be made to determine whether the contents are mailable and properly packed. Mailers are issued a receipt for each insured parcel mailed. The type of receipt that is issued depends on the amount for which the parcel is insured.

Completing the Mailing Receipt

After determining that the parcel is mailable, complete Insured Mail Receipt (PS Form 3813). PS Form 3813 is an original-only receipt and is retained by the mailer. No other copies or record is kept at the office of mailing or by the office of delivery.

The following instructions explain how to complete PS Form 3813.

1. Accepting clerk will enter postage fee (include surcharge, discount, etc.)
2. Ask the mailer whether the package presented for insurance contains fragile, liquid, hazardous, or perishable matter. If so, then mark the appropriate box.
3. Enter insurance fee based on the amount of insurance coverage.
4. Enter the amount of insurance coverage. This amount must be the actual value of the content(s).
5. Leave blank.
6. Enter special handling fee (if requested).
7. Enter the total of postage and fee(s) to be collected.
8. The mailer will enter name of addressee (individual or firm).

9. The mailer will enter street address and number.
10. The mailer will enter city, state and ZIP Code, or APO/FPO number.
11. Postmark with APDS.

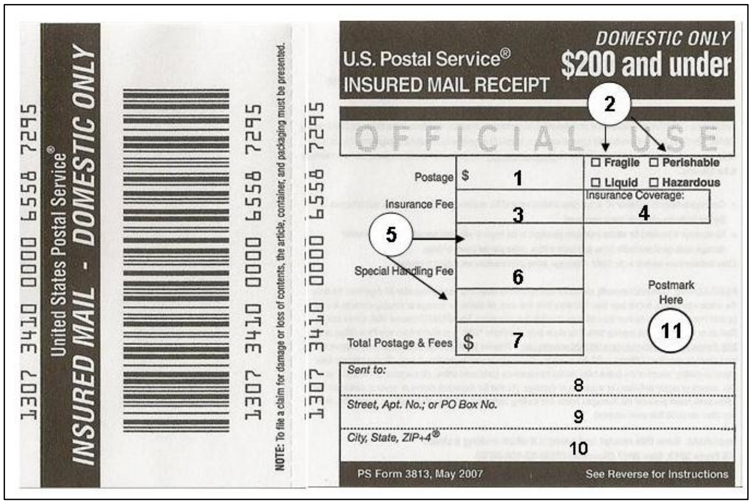


Figure 18-2 — An example of Insured Mail ($200 and under) – Domestic Only (PS Form 3813).

Insured Mail-Domestic Only, $200 and under Endorsement

After completing the form, detach the numbered insured mail sticker, $200 and under, from the left side of the PS Form 3813. Peel the protective tape from the back of the sticker and place the sticker on the address side of the article above the address and to the right of the return address, leaving room to affix postage stamps.

INSURED MAIL, $200 AND OVER

Unlike insured mail $200 and under, the delivery post office maintains a delivery record for numbered insured mail for over $200. When delivered, numbered insured articles require the addressee's signature and the post office of delivery maintains a record of delivery.

Fee

The fee for numbered insured mail, over $200 is based upon the liability coverage requested. Liability amounts can be found in the DMM. The appropriate fee is collected from the customer in addition to the applicable postage and any other fees. Refer to the Notice 123 for current insurance fees.

Completing the Mailing Receipt

After determining that the article is mailable, complete Insured Mail Receipt (PS Form 3813-P). The PS Form 3813-P is completed in a similar manner as the PS Form 3813. It is an original-only form that is retained by the mailer. No copy or record is kept at the post office of mailing. Other extra services such as PAL, restricted delivery, special handling, and return receipts can be combined with this service.

The following instructions explain how to complete PS Form 3813-P. (F*igure 18-3*)

1. Accepting clerk will enter the Postage Fee and include the surcharge, discount, or PAL fee.
2. Ask the mailer whether the package presented for insurance contains fragile, liquid, perishable, or hazardous matter. If so, then mark the appropriate box.
3. Enter the insurance fee based on the amount of insurance coverage.
4. Enter the amount of insurance coverage. This amount must be the actual value of the content(s).
5. Enter the fee(s) for additional services requested.
6. Enter the total of postage and fees.
7. The mailer will enter name of addressee—individual or firm.
8. The mailer will enter street address and number.
9. The mailer will enter city, state and ZIP Code, or APO/FPO number.
10. Postmark with APDS.

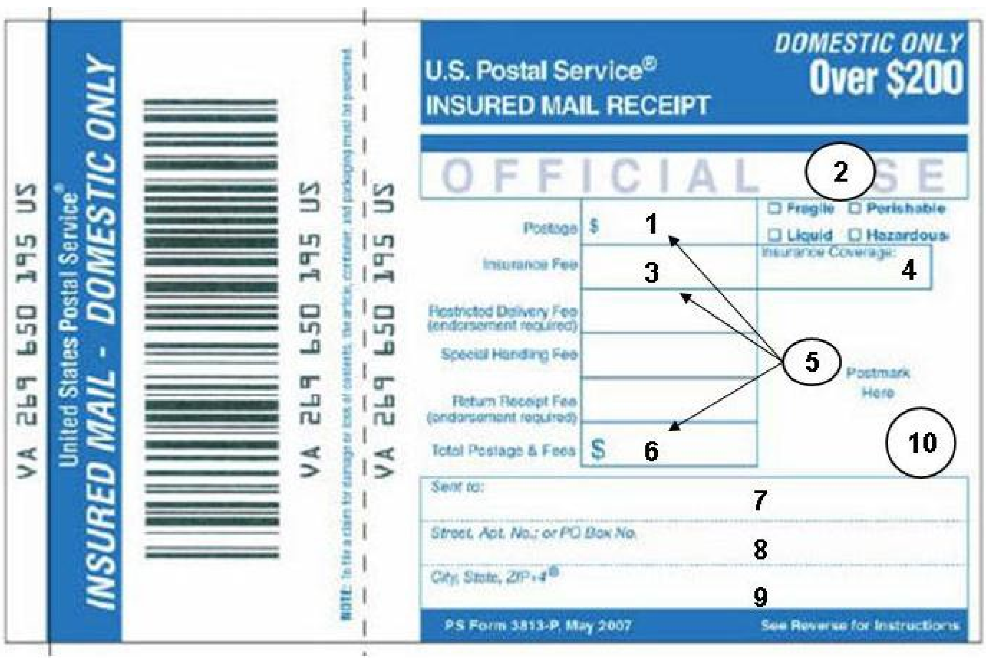


Figure 18-3 — An example of Insured Mail (over $200) – Domestic-International (PS Form 3813-P).

Insured Mail, Over $200 Endorsement

After completing the form, detach the numbered insured mail sticker from the left side of the PS Form 3813-P. Peel the protective tape from the back of the sticker and place the sticker on the address side of the article above the address and to the right of the return address, leaving room to affix postage stamps.

SPECIAL HANDLING

Special handling service provides preferential transportation. Special handling service is available ONLY for First-Class Mail, Priority Mail, Parcel Post, Media Mail and Library Mail. It can be combined with other special services such as insured articles, return receipt for merchandise, Delivery Confirmation, Signature Confirmation and PAL. **Do not** charge a surcharge when Parcel Post articles are mailed special handling. However, if they qualify for a discount, give a discount.

Fee

The applicable special handling fee must be paid in addition to the appropriate rate of postage for each article for which extra handling service is requested. Refer to the DMM for the correct fee(s).

Endorsement

The endorsement “SPECIAL HANDLING” must appear, prominently, above the address and to the right of the return address on each piece for which extra handling service is requested.

CERTIFICATES OF MAILING

At times postal customers may want a receipt as evidence of mailing an article, but they do not want to register, certify, or insure the article. The mailer may be provided a receipt for ordinary mail by purchasing a Certificate of Mailing (PS Form 3817.) Advise the mailer that Certificates of Mailing furnish evidence of mailing only. Certificates of Mailing do not insure the article against loss or damage. A signature is not obtained from the addressee for the article. This service is available for all classes of mail. Certificates of Mailing are prepared by the mailer. The finance clerk collects the fee and gives the mailer an equal amount of stamps. The customer should affix the stamps in the upper right-hand corner of the certificate. The finance clerk compares the information on the form with that on the article and cancels the stamp(s) with a flagstamp cancellation device.

Fee

The fee paid for a Certificate of Mailing is in addition to the postage required to mail the article(s). The fee for a Certificate of Mailing can be found in the DMM.

Completing the PS Form 3817

PS Form 3817 is used for each piece of ordinary mail of any class. As stated earlier, the mailer completes the form before presenting the article to a clerk for mailing. Once the correct postage and fee is collected, the postage is affixed on the article, and the stamp(s) or meter tape used for the fee is affixed to the space provided on the PS Form 3817. Then if postage stamps are used, they are canceled by the accepting clerk with a flagstamp cancellation device as shown in *Figure 5-8*.

This form is completed as follows:

1. The mailer enters the complete return address just as it appears on the article presented for mailing.
2. The mailer enters the complete address of addressee just as it appears on the article.
3. The mailer affixes a postage stamp(s) for the fee in this area, or the accepting clerk affixes a postage meter strip.
4. The accepting clerk cancels the postage stamp(s) if a postage meter strip is not used.

Endorsement of article mailed

There is no endorsement made to the article presented for mailing to indicate that a Certificate of Mailing was purchased.

RETURN RECEIPT

Some customers may want to know when a particular piece of mail has been delivered to an addressee. Return receipt service provides the mailer with evidence of delivery, by requiring the addressee or the addressee’s agent sign the receipt then return it to the mailer. No copy or record is maintained at the office of mailing. The service may only be obtained for articles sent via Registered, Insured (over $200), Certified, and Express Mail.

Fee

The mailer must pay the applicable fee for return receipt service in addition to postage and any other fee(s). Return receipt service can provide varying degrees of delivery information about the article. Based upon the customer’s desires, a return receipt can be requested that will provide the signature of the addressee, or agent, and the date on which the article was delivered. It can show to whom (signature), date, and the addressee’s address where delivered. A return receipt also can be requested for an article after the date of mailing. The varying degrees of information provided and date requested affect the amount of the fee that will be collected. As always, refer to the DMM to find the correct fee.

Completing the PS Form 3811

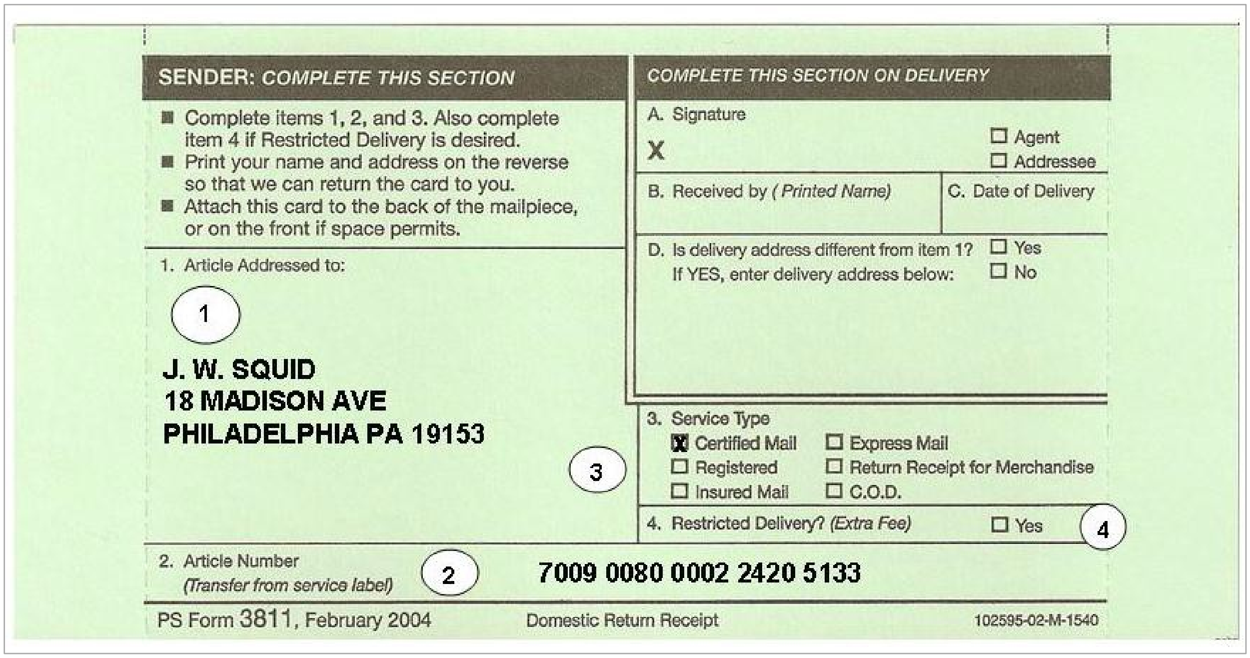
PS Form 3811, Domestic Return Receipt, is used for return receipt service. (F*igures 18-4a and 4b*) The form is green, two-sided and is normally affixed to the address side of larger parcels and to the back of envelopes or small parcels. Affix the form without covering the other markings or endorsements. Complete the form as follows:

1. Enter the complete name and address of the addressee, just as it appears on the article presented for mailing.
2. Enter the article number. For example, the Certified Mail number from *Figure 18-1* was 7009 0080 0002 2420 5133.
3. Check one block for the type of service being used.
4. Check this box if “Restricted Delivery” service is requested in addition to the return receipt.

NOTE

Items lettered A thru D are completed when the article is delivered to the addressee or to the authorized agent.

Legibly, enter mailer’s full name, street address, city, state and ZIP Code, or APO/FPO number, on the reverse side.


SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

1

J. W. SQUID
18 MADISON AVE
PHILADELPHIA PA 19153

3

COMPLETE THIS SECTION ON DELIVERY

A. Signature
X
☐ Agent
☐ Addressee

B. Received by (Printed Name)
C. Date of Delivery

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No

3. Service Type
☒ Certified Mail ☐ Express Mail
☐ Registered ☐ Return Receipt for Merchandise
☐ Insured Mail ☐ C.O.D.

4. Restricted Delivery? (Extra Fee) ☐ Yes

4

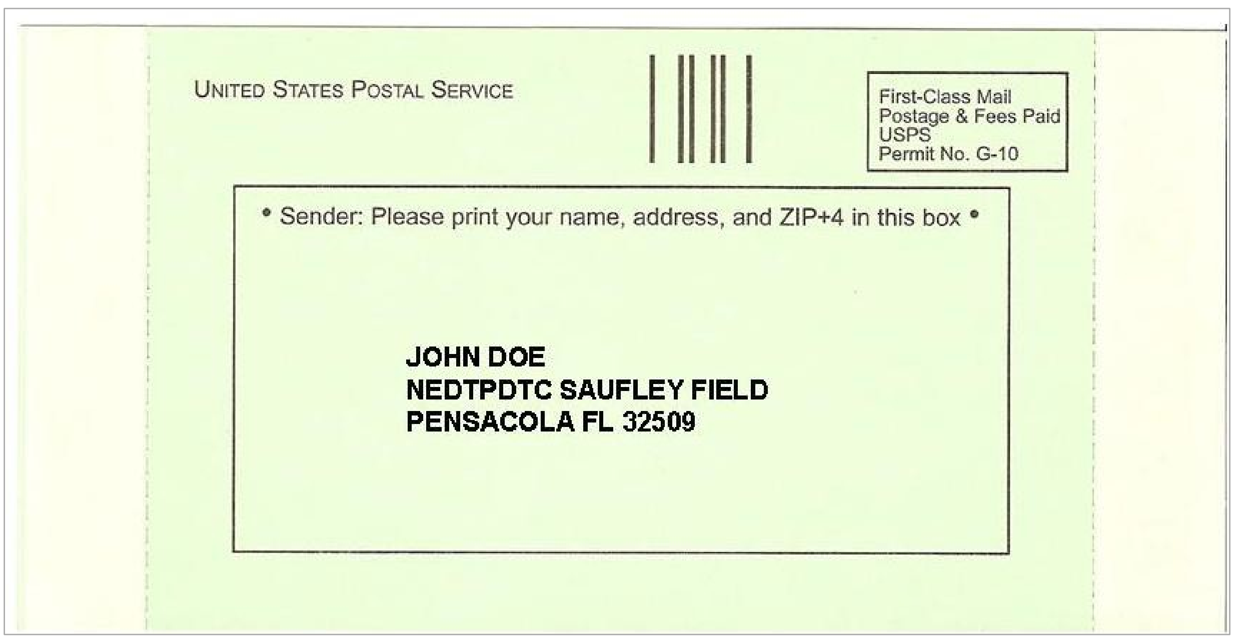
2. Article Number
(Transfer from service label)

2

7009 0080 0002 2420 5133

PS Form 3811, February 2004 Domestic Return Receipt 102595-02-M-1540

Figure 18-4a — Example of a completed PS Form 3811, Front.


UNITED STATES POSTAL SERVICE

First-Class Mail
Postage & Fees Paid
USPS
Permit No. G-10

• Sender: Please print your name, address, and ZIP+4 in this box •

JOHN DOE
NEDTPDTC SAUFLEY FIELD
PENSACOLA FL 32509

Figure 18-4b — Example of a completed PS Form 3811, Reverse.

Endorsement

Mail for which return receipt service is requested must be endorsed “Return Receipt Requested.” The endorsement must be placed above the delivery address and to the right of the return address, taking care not to over-strike or obliterate any other endorsements or portions of the address.

Request for Delivery Information/Return Receipt after Mailing

After an accountable article has been mailed, a return receipt may still be obtained. To do so, the mailer must do the following:

- Complete Section 2 of PS Form 3811-A, Request for Delivery Information/Return Receipt after Mailing.
- Attach the proper amount of postage for the fee to the PS Form 3811-A if not paid previously and postmark using the APDS.
- Mail the entire PS Form 3811-A to the post office of delivery.

The post office of delivery provides the mailer with the date of delivery and the name of the person who signed for the article. Neither the signature of the person who signed for the article nor the address of delivery will be provided.

Duplicate Return Receipt

In the event that the mailer has not received a return receipt, a duplicate may be requested under the following conditions:

- A reasonable period has passed since the article was mailed.
- It has been less than one 1 year since the article was mailed.
- The mailer has a receipt showing that a fee was paid for this service. (The Certified mail receipt must have been postmarked at a post office.)

When a duplicate return receipt is requested, assist the mailer in completing a PS Form 3811-A. There is no charge for obtaining a duplicate return receipt. A request for a duplicate return receipt or a copy of the delivery record for Express Mail must be filed within 90 days after the date of mailing.

RETURN RECEIPT FOR MERCHANDISE

Return receipt for merchandise is a form of return receipt service that provides the sender with a mailing receipt (PS Form 3804) and must be accompanied by a return receipt (PS Form 3811.) A delivery record is kept at the post office of address, but no record is kept at the office of mailing. A return receipt for merchandise also provides the recipient’s actual delivery address if it is different from the address used by the sender. Mail with this service is dispatched and handled in transit as ordinary mail. This service does not include insurance coverage and a return receipt for merchandise cannot be requested after mailing. Restricted delivery service is not available.

This service is available for merchandise sent at the Priority Mail, Standard Mail, Package Services, and Parcel Select pieces. This service cannot be used on international mail.

Fee

The applicable fee for return receipt for merchandise service must be paid in addition to the correct postage and the fees for any other service requested. Refer to the DMM to find the current fee schedules.

Completing the Required Form

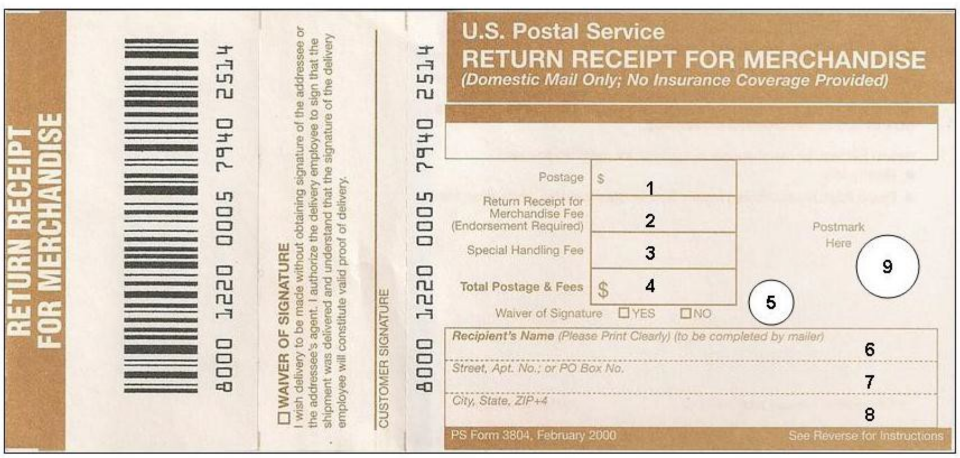
PS Form 3804, Return Receipt for Merchandise is used for return receipt service along with PS Form 3811.

Complete PS Form 3804 as follows.

- Accepting clerk will enter postage to be collected.
- Enter return receipt for merchandise fee.
- Enter fee for additional service requested.
- Enter the total amount of postage and fees to be collected.
- The mailer must check waiver of signature yes or no block.
- The mailer will enter name of addressee (individual or firm.)
- The mailer will enter street address and number.
- The mailer will enter city, state, and ZIP Code, or APO/FPO number.
- Apply postmark with APDS.

When the form is completed, do the following:

1. Prepare PS Form 3811 as previously described (*Figures 18-4a and 4b*)
2. Place the number on the sticker from PS Form 3804 in Block 2
3. Check return receipt for merchandise in Block 3 of the PS Form 3811.



RETURN RECEIPT FOR MERCHANDISE

8000 1220 0005 7940 2514

☐ WAIVER OF SIGNATURE
I wish delivery to be made without obtaining signature of the addressee or the addressee's agent. I authorize the delivery employee to sign that the shipment was delivered and understand that the signature of the delivery employee will constitute valid proof of delivery.

CUSTOMER SIGNATURE

8000 1220 0005 7940 2514

U.S. Postal Service
RETURN RECEIPT FOR MERCHANDISE
(Domestic Mail Only; No Insurance Coverage Provided)

Postage	$ 1
Return Receipt for Merchandise Fee (Endorsement Required)	2
Special Handling Fee	3
Total Postage & Fees	$ 4

Waiver of Signature ☐YES ☐NO 5

Postmark Here 9

Recipient's Name (Please Print Clearly) (to be completed by mailer) 6

Street, Apt. No.; or PO Box No. 7

City, State, ZIP+4 8

PS Form 3804, February 2000 See Reverse for Instructions

Figure 18-5 — An example of a Return Receipt for Merchandise (PS Form 3804)

Endorsement

After completing the forms, detach the Return Receipt for Merchandise sticker from the left side of the PS Form 3804. Peel the protective tape from the back of the sticker and place the sticker on the address side of the article above the address and to the right of the return address, leaving room to affix postage stamps. Attach PS Form 3811 on the front (if space allows) or the reverse side of the article.

RESTRICTED DELIVERY SERVICE

Restricted delivery service permits a mailer to direct delivery of an article only to the addressee or a person, authorized in writing, as the addressee's agent. The addressee must be an individual (person) specified by name. Restricted delivery mail CANNOT be addressed to a company, corporation, or firm. Only the addressee, or authorized agent, may sign for the article. Restricted Delivery service may be obtained only for Registered mail, Certified mail, and Insured mail over $200. Restricted delivery service DOES NOT require completion of a form.

Fee

The applicable fee for restricted delivery service must be paid in addition to the postage and any other fee(s). Refer to the Notice 123 for current fees.

Endorsement

Mail for which restricted delivery service is requested must be endorsed "RESTRICTED DELIVERY." The endorsement must be placed above the delivery address and to the right of the return address.

Delivery Confirmation

Delivery Confirmation service provides the mailer with information about the date and time in which an article was delivered. If delivery was attempted but not successful, the date and time of the delivery attempt is available. Delivery Confirmation service is available only at the time of mailing. No record is kept at the office of mailing. Delivery Confirmation service does not include insurance, but insurance may be purchased as an additional service. Some statutes and regulations governing the mailing of documents with legal significance may require the use of Certified Mail or Registered Mail rather than Delivery Confirmation.

Delivery Confirmation is available for First-Class Mail parcels, all Priority Mail pieces, and Package Services. There are certain size limitations that must be met when using Delivery Confirmation with a Package Services. For mailings to APO/FPO/DPO destination addresses, Delivery Confirmation service may not always provide the mailer with online information regarding the date and time of an event scan. To view a sample of a PS 152 click here.

Delivery Confirmation is not available for the following:

- Express Mail and Periodicals pieces
- First-Class Mail letter-size and flat-size pieces less than ¾" in thickness
- Package Services letter-size and flat-size pieces less than ¾" in thickness
- Mail paid with pre-canceled stamps
- Mail addressed to restricted APO/FPO destinations
- Mail addressed to any U.S. territory, possession, or Freely Associated State with the exception of Puerto Rico, U.S. Virgin Islands, and certain ZIP Codes for: American Samoa, Guam, Rota Island, Saipan Island and Wake Atoll identified in the DMM.

Fee

The applicable fee for delivery confirmation service must be paid in addition to the postage and any other fee(s). Refer to the Notice 123 for current fees

CHECKLIST FOR EXTRA SERVICES

The following Table is provided to assist you in understanding the procedures for handling extra services available for domestic mail matter.

Table 18-1: Domestic Mail Extra Services Procedures

TYPE	AVAILABLE FOR	ENDORSEMENTS	Forms	APDS
REGISTERED MAIL	FIRST-CLASS and PRIORITY	LABEL 200	PS Form 3806	ON ALL INTERSECTING SEAMS and PS Form 3806
CERTIFIED MAIL	FIRST-CLASS and PRIORITY	STUB FROM PS Form 3800	PS Form 3800	ON PS Form 3800
INSURED MAIL, DOMESTIC ONLY $200 and UNDER	ARTICLES VALUED $200.00 or LESS	STUB FROM PS Form 3813	PS Form 3813	ON PS Form 3813
INSURED MAIL, OVER $200, DOMESTIC & INTL	ARTICLES VALUED $200.01 to $5,000.00	STUB from PS Form 3813-P	PS Form 3813-P	ON PS Form 3813-P
SPECIAL HANDLING	FIRST-CLASS, PRIORITY, and PARCEL POST	"SPECIAL HANDLING"	NONE	NONE
CERTIFICATE of MAILING	ANY CLASS of MAIL	NONE	PS Form 3817	NONE
RETURN RECEIPT	REGISTERED, EXPRESS, CERTIFIED, and INSURED MAIL OVER $200, DOMESTIC & INTL	"RETURN RECEIPT REQUESTED" or "RETURN RECEIPT REQUESTED SHOWING ADDRESSEE'S ADDRESS" or "RETURN RECEIPT REQUESTED SHOWING ADDRESS WHERE DELIVERED"	PS Form 3811	IF REGISTERED, HALF on the PS Form 3811 and HALF on the ARTICLE
RETURN RECEIPT FOR MERCHANDISE	PRIORITY and PARCEL POST MAIL	STUB FROM PS Form 3804	PS Form 3804, and PS Form	ON PS Form 3804
RESTRICTED DELIVERY	REGISTERED, CERTIFIED, and INSURED MAIL over $200.00 (ADDRESSES to an	"RESTRICTED DELIVERY"	NONE	NONE
DELIVERY CONFIRMATION	FIRST CLASS MAIL (PARCEL ONLY), PRIORITY MAIL and PARCEL POST(PARCELS ONLY)	STUB from PS FORM 152	PS FORM 152	ON PS FORM 152

For more information on Extra Services refer to DMM 503 click here

CHAPTER 19

INTERNATIONAL MAIL

In Chapter 17, you learned about the different classes of domestic mail, and what geographic areas are within the U.S. domestic postal system. Some of the extra services available for domestic mail were introduced in Chapter 18. You need to know what to do when presented with mail addressed to foreign countries.

LEARNING OBJECTIVES

When you have completed this chapter, you will be able to do the following:

1. List the chapters used in the International Mail Manual.
2. Classify the categories of class of International Mail
3. Identify the customs declarations used for International Mail.
4. Describe the extra services used with International Mail

Mail addressed to a foreign country is called international mail and differs from domestic mail in many ways. For example, the six classes of domestic mail do not apply for international mail. In addition, the types of matter that may be mailed and the conditions for acceptance vary among countries. Refer to the *U.S. Postal Service (USPS) International Mail Manual* (IMM) each time you accept an article (except for ordinary letter mail) addressed to a foreign country. The IMM contains the rates and specific conditions of mailing for each individual foreign country.

Remember though, that mail addressed to overseas APO and FPO addresses or U.S. territories such as Guam, Puerto Rico, American Samoa, or the U.S. Virgin Islands is considered domestic mail, and international rates of postage must NOT be charged.

To accept articles properly addressed to foreign countries, you must know how to use the IMM. The IMM contains the regulations that apply to international mail service. It details the mailing conditions, acceptance procedures, and preparation requirements for mail sent from the United States to other countries. The IMM cross-references the *Domestic Mail Manual* (DMM) whenever domestic mail conditions and procedures apply. On the job, you will have a DMM and an IMM to which to refer.

MAKEUP OF THE *INTERNATIONAL MAIL MANUAL*

The IMM consists of nine chapters, of which you are concerned primarily with Chapters 1 through 3. These chapters contain useful information on outgoing international mail. Included is information concerning mail prohibitions, restrictions, preparation requirements, customs declarations, and air service. In addition, special mail services, such as registry, insurance, return receipts, restricted delivery, and certificate of mailing are explained.

Locating Information

To use the IMM properly, you must know how to locate the desired information. The information in the IMM is listed by a decimal-type numbering system. It is set up so that it is easy to find the information that you need. Suppose you wanted to find information on the required use of customs forms. Go to the index in the back of the manual. Look for customs forms. There you will find that information on customs forms is located in section 123. Look through section 123 and you will find that Required Usage is located in 123.6., and the Conditions for use under 123.61. Section 123.61 is broken down as follows:

Chapter 1—International Mail Services

Subchapter 120—Preparation for Mailing

Part 123 —Customs Forms and Online Shipping Labels

Section 123.6 —Required Usage Subsection

Subsection 123.61—Conditions

Individual Country Listings

The Individual Country Listings cover all mailing information for most countries. Countries are listed in alphabetical order starting with Afghanistan and ending with Zimbabwe. Refer to the World Map Index for the exact location of any country. To view Individual Country Listings click here

Countries Not Listed

Not all countries or localities are listed in the Individual Country Listings (ICL). If a country or locality is not listed in the Individual Country Listings, go to the Index of Countries and Localities. The index is an alphabetical list of countries and localities not listed individually. Localities that are not listed separately in the ICL under their own heading are listed with the country identified in parentheses.

Categories of International Mail

International Mail is comprised of four principal categories that are primarily differentiated from one another by speed of service. These categories follow:

1. Global Express Guaranteed (This service is not available at military post offices.)
2. Express Mail® International (This service is not available at military post offices.)
3. Priority Mail® International
4. First Class Mail® International.

As they are the two categories of international mail that you most likely will see, we will discuss in detail only First Class Mail® International and Priority Mail® International.

FIRST CLASS MAIL® INTERNATIONAL

The First-Class Mail International classification encompasses all categories of international mail that prior to May 14, 2007, were categorized as airmail letter-post and economy letter-post, postcards, printed matter, and small packets that were formerly categorized as letters and cards (LC) and other objects (AO) Any article that is otherwise acceptable and not prohibited by the Postal Service or country of destination, subject to applicable weight and size limits, may be mailed at the First-Class Mail International price. At the sender's option, extra services, such as registry and return receipt, may be added on a country-specific basis. For size and weight limitations, refer to Section 243 of the IMM click here

Prohibitions and Restrictions

The first thing you have to determine about an article presented for mailing is whether it is mailable. All articles that are nonmailable in domestic mail are nonmailable in international mail. However, many articles that are mailable in domestic mail are nonmailable in international mail. See USPS Publication 52 (click here) and “Prohibitions and Restrictions” in the Individual Country Listings of the IMM for further guidance.

Valuable Items

Certain valuable articles are prohibited using First-Class Mail International service unless registered, or sent by Priority Mail® International with insured service. The following valuable articles may be sent only with the services noted:

- Coins, banknotes and currency notes (paper money);
- Instruments payable to bearer. (The term “instruments payable to bearer” includes checks, drafts, or securities that legally can be cashed or can be easily negotiated by anyone who may come into possession of them. A check or draft payable to a specific payee is not regarded as payable to bearer unless the payee has endorsed it. If not endorsed, or if endorsed in favor of another specific payee, it is not regarded as payable to bearer.)
- Traveler’s checks
- Manufactured and unmanufactured platinum, gold and silver
- Precious stones, jewels, watches and other valuable articles
- Jewelry (inexpensive jewelry, watches, such as tie clasps and costume jewelry, containing little or no precious metal, is not considered to be jewelry within the meaning of this section).

Individual Country Prohibitions and Restrictions

If an article is not prohibited or restricted in general, you refer to “Prohibitions and Restrictions” under the "Country Conditions for Mailing" section in the "Individual Country Listings" section of the IMM. Certain articles may be mailable to some countries but not to others. If an article is prohibited by the country of address, the article may not be accepted for mailing. If an article has restrictions placed on it, advise the mailer of these restrictions. The country of address may return or keep articles prohibited or restricted. Do **not** attempt to inform customers whether or not items are subject to customs duty, however, because the possibility exists that customs duties will be charged, you may suggest to customers that they inform addressees in advance of the items they intend to mail.

Envelopes

Envelopes used for mail addressed to foreign countries must be:

- Light-colored envelopes and cards that do not interfere with the reading of the address and postmark. Do not use brilliant colors
- Rectangular in shape
- A minimum of 5 1/2 inches in length by 3 1/2 inches in height
- Be constructed of paper strong enough to withstand normal handling. Highly glazed paper or paper with an overall design that affects readability or processing is not acceptable.

- Envelopes and cards that have green bars or red- and blue-striped borders may be used for the sending of First-Class Mail International items.

Packaging Requirements

The mailer is responsible for properly packaging and preparing international mail. However, you should be able to advise mailers as to the proper packaging of articles, or refer to the IMM. In preparing an article for mailing, advise mailers to:

- Use strong envelopes or durable packaging material
- Consider the type of article being mailed
- Take into account the distance the article must travel to reach the addressee.
- Transparent plastic packaging is acceptable for international mailing purposes.

Addressing

At least the entire right half of the address side of the envelope, package, or card should be reserved for the destination address, postage, labels, and postal notations.

International mail articles must be addressed legibly using roman letters and Arabic numerals. Each line of the address should be placed lengthwise on the article and must be written in ink or typewritten. Addresses written in pencil are not acceptable.

The name and address of the addressee must be written precisely and completely. The name of the city or post office and country of destination must be in capital letters. When mail is sent to towns and cities, the house number and street address or box number must be included. The postal delivery zone numbers must be included, if known. Mail may not be addressed to BOXHOLDER or to HOUSEHOLDER.

Addresses in Russian, Greek, Arabic, Hebrew, Japanese or Chinese characters must bear an interlined translation of the names of the post office, province, and country of destination in English. If the English form of the name is not known, the foreign spellings should be shown in roman letters, print or script.

The complete return address of the sender must be shown in the upper-left corner of the address side of the mail. The complete return address must be placed so as not to affect either the clarity of the address or the application of service labels or notations—postmarks and so forth.

The name of the sender and/or addressee may not be in initials except where they are an adopted trade name.

Payment of Postage

Each international item must be fully prepaid to assure prompt dispatch and to avoid the delivering post office from collecting charges from the addressee.

Postage should be placed on the address side of the article in the upper-right corner. Care should be taken when the stamps are placed on the article to make sure that they are securely attached. If the postage stamps are not securely attached and are lost in transit, the article could become "postage due," causing the addressee to pay additional postage to receive it.

Postage may be paid by U.S. postage stamps, postage meter stamps or Postage Validation Imprinter (PVI) of a bright red color. Airmail stamps may be used on airmail articles only, and special delivery stamps may be used only for payment of special delivery fees.

Non-denominated postage stamps with the exception for those bearing unique domestic markings, such as First-Class Presort, Nonprofit Org, may be affixed to postal items that are sent to foreign countries. The value of such stamps is linked either to a current or to a former domestic postage price. The “Lady Liberty and U.S. Flag” stamp have postage values of 44 cents. The postage value of the Forever Stamp and the non-denominated Breast Cancer Research semi-postal stamp is always the domestic First-Class Mail single-piece one ounce letter price that is in effect on the date of mailing. Since international postage prices are always higher than the comparable domestic postage prices, mailers who affix a single non-denominated postage stamp to their outbound mailpieces must add additional postage to comply with the international price schedule.

Merchandise in Letters

Dutiable merchandise may be sent as First Class Mail® International unless the country of address does not allow such a practice. If dutiable merchandise is sent as First Class Mail® International, the mailer must comply with any special instructions or forms required. Refer to the “Customs Forms Required” and “Observations” sections in the Individual Country Listings. Because Customs Form, PS Form 2976 generally indicates that dutiable merchandise is enclosed, it should not be placed on First Class Mail® International items weighing less than 16 ounces, when the mailer knows the contents are not dutiable.

Weight and Size Limits

The weight limit for First Class Mail® International (Letters) to all countries is 3.5 ounces. The size limits for envelopes are as follows:

- Minimum-length and height: 5 1/2 by 3 1/2 inches
- Minimum-depth (thickness): .007 inch
- Maximum-length: 11 1/2 by 6 1/8 inches
- Maximum-depth (thickness): 1/4 inch.

An additional fee (surcharge) is charged on all outgoing first class international letters regardless of weight if it has one or more of the following characteristics:

- Is poly-bagged, poly-wrapped, or enclosed in any plastic material
- Has a clasp, strings, buttons, or similar closure devices
- Contains items such as pens, pencils, or loose keys or coins that cause the thickness of the mailpiece to be uneven
- Is too rigid.

Length divided by its height results in an aspect ratio that is less than 1.3 or more than 2.5

Refer to the IMM for additional restrictions.

The weight limit for First Class Mail® International (Flats) to all countries is four (4) pounds. Large envelopes (flats) must be flexible. The size limits for packages are as follows:

- Minimum-length and height: 11 1/2 by 6 1/8 inches

- Minimum-depth (thickness): 1/4 inch
- Maximum-length: 15 by 12 inches
- Maximum-depth (thickness): 3/4-inch thick.

The weight limit for First Class Mail® International (Parcels) to all countries is 4 pounds. The size limits for parcels are as follows:

- Maximum length: 24 inches. Length is the longest dimension
- Maximum length, height, and depth (thickness) combined: 36 inches
- Minimum size: Large enough to accommodate the postage, address, customs form, and other required elements on the address side.

The weight limit for articles sent First-Class Mail International (roll) to all countries is 4 pounds. The size limits for rolls are as follows:

- Minimum length: 4 inches
- Minimum length plus twice the diameter combined: 6 3/4 inches
- Maximum length: 36 inches
- Maximum length plus twice the diameter combined: 42 inches

Preparation for Mailing

Unregistered First-class Mail International items may be sealed at the sender's option. Mail pieces not sealed by ordinary means, such as moistening the gummed flaps on envelopes or taping the open flaps for small packets, must be closed in such a manner as to prevent the contents from falling out or being damaged during postal handling and transport. First Class Mail® International items that use Registered Mail™ service must be sealed.

Marking and Endorsing

Articles other than ordinary letters should be endorsed LETTER POST on the address side. In any case, the article should be endorsed, if, because of the article's size or manner of preparation, the article may be mistaken for an article of another type. The mailer shall mark it "AIRMAIL/PAR AVION" or affix PS Label 19-A, PAR AVION Airmail or PS Label 19-B, Par AVION Air Mail), on the address side of the article.

Postcards

Postcards consist of cards sent without a wrapper or envelope. Folded (double) cards must be mailed in envelopes at the First-Class Mail International letter price. Reply cards are not accepted in International mail except as provided in the IMM, Chapter 1, Section 132.2.

Preparation for Mailing

The basic requirement for postcards accepted in international mail is the same as those for domestic mail. Postal cards and postcards should be constructed of paper strong enough to withstand normal handling in the postal system. Highly glazed paper, or paper having an overall design, is not acceptable. Only light-colored cards should be used. Brilliant colors may not be used. Privately made postcards, except picture post cards, must have the word "Postcard" printed on them.

The right half of the address side of the card is reserved for the address of the addressee and postal notations or labels. The mailer may use the back and the lower left half of the address side for correspondence or writing. Postage must be placed on the address side in the upper right corner of the card. The sender must use the upper-left half of the address side for the return address. Undeliverable postcards are disposed of in the country of address unless they bear the name and address of the mailer.

Attachments

The card may not bear an attachment that is:

- Other than paper
- Not totally adhered to the surface of the card
- An encumbrance to the postal service.

The following items may be glued on the left half of the address side of a card, or on the side opposite the address side, if they are made of paper or other thin material, and stick completely to the card:

- Clippings of any kind
- Illustrations or photographs
- Labels other than address labels
- Stamps of any kind, except that stamps that are likely to be confused with postage stamps may be placed only on the back
- Address labels or address tabs that may be glued to the address side of the card.

Weight and Size Limits

Postcards should be approximately the same quality and weight of a postal card. Remember that postal cards are those cards issued and sold by the USPS. The size limits for postcards are minimum-3 1/2 by 5 1/2 inches and maximum-4 1/4 by 6 inches.

Free Matter for the Blind or Other Physically Challenged People

Matter may be entered free of postage if mailed by or for the use of blind or other persons who cannot read or use conventionally printed materials due to a physical handicap. Eligible participants must be residents of the United States, which includes territories, insular possessions, and the District of Columbia, or American citizens domiciled abroad.

The following articles may be accepted in international mail as matter for the blind:

- Books, periodicals, and other matter (including unsealed letters) impressed in Braille, or other special type for the use of the blind
- Plates for embossing literature for the blind
- Disks, tapes, or wires bearing voice recordings and special paper intended solely for the use of the blind, provided they are sent by or addressed to an officially recognized institution for the blind
- Sound recordings or tapes that are mailed by a blind person.

The postage price for an eligible item marked as “MATTER FOR THE BLIND” is free when sent as First-Class Mail International up to 4 pounds or Priority Mail® International up to 15 pounds. If free matter for the blind is sent as Global Express Guaranteed or Express Mail® International, the postage based on the weight of the article must be paid.

Weight and Size Limits

The maximum weight limit for matter for the blind is 15 lbs. Size limits for free matter for the blind and other physically handicapped persons are the same as for First Class Mail® International.

Preparation for Mailing

Articles accepted, as free matter for the blind and other physically handicapped persons must be prepared in such a way that the contents are protected but inspection of the contents is not hindered. Matter for the blind must not be sealed, even if registered. First Class Mail® International accepted as free matter must be marked “Free Matter for the Blind or Handicapped” in the upper right-hand corner of the address side of the article, near the postage stamps or meter strip.

PRIORITY MAIL® INTERNATIONAL (PMI)

This section describes the conditions for mailing Priority Mail® International (PMI). Priority Mail® International is a separate category from First Class Mail® International and should be treated as such. This classification is primarily designed to accommodate larger and heavier shipments that exceed the size or weight limits for First Class Mail® International. Priority Mail® International is similar to domestic Priority Mail®. Priority Mail® International is a parcel service with the exception of the flat-rate envelope and the small flat-rate box. Written communication having the nature of current and personal correspondence may be included, provided it is exchanged between the sender and the addressee or other persons living with the addressee. Archived correspondence (e.g., personnel records) also is permitted and may be sent to any addressee. Refer to the Individual Country Listings for additional prohibitions for each country.

Priority Mail® International Service

Priority Mail® International is available to most countries. The requirements for acceptance and handling of Priority Mail® International are similar for all countries. However, acceptance procedures are determined by individual bilateral agreements. The Priority Mail® International section in the Individual Country Listings of the IMM indicates whether Priority Mail® international service is available to a certain country. If Priority Mail® International service is available, you can also find information on related services and specific mailing conditions in this section.

Priority Mail® International Flat-Rate Envelope and Small Flat-Rate Box

All items that may be sent with First-Class Mail International service may be sent in the Priority Mail® International flat-rate envelope or small flat-rate box provided the contents are mailable, they fit securely in the envelope or box, and they are entirely confined within the container with the provided adhesive as the means of closure. The flap must close within the prefabricated fold. Tape may be applied to the flap and seams for closure or for reinforcement, provided the design of the container is not enlarged by opening the sides and taping or reconstructing the container in any way. Refer to the Individual Country Listings for additional prohibitions for each country. Insurance is not available. Registered Mail™ service may be available and the Individual Country Listings for Registered Mail™ service availability, limitations, and coverage.

Priority Mail® International Regular/Medium and Large Flat–Rate Boxes

All mailable items that qualify to be sent as Priority Mail® International parcels may also be sent in the Priority Mail® International regular/medium and large flat-rate boxes. Written communication having the nature of current and personal correspondence may be included, provided it is exchanged between the sender and the addressee or other persons living with the addressee. Archived correspondence (e.g., personnel records) is also permitted and may be sent to any addressee. The contents must fit securely and must be entirely confined within the box. The box flaps must be able to close within the prefabricated folds. Tape may be applied to the flap and seams for closure or reinforcement, provided the design of the container is not enlarged by opening the sides and taping or reconstructing the container in any way. Refer to the Individual Country Listings for additional prohibitions for each country. Regular/medium and large flat-rate boxes may be insured and the Individual Country Listings for insurance availability, limitations, and coverage. Registered Mail™ service is not available.

Priority Mail® International Parcels

Priority Mail® International parcel service is designed for the carriage of outbound international postal parcels. Written communication having the nature of current and personal correspondence may be included, provided it is exchanged between the sender and the addressee or other persons living with the addressee. Archived correspondence (e.g., personnel records) is also permitted and may be sent to any addressee. Refer to the Individual Country Listings for additional prohibitions for each country. Priority Mail® International parcels may be insured and the Individual Country Listings for insurance availability, limitations, and coverage. Registered Mail™ service is not available.

Priority Mail® International Restrictions

Certain types of articles are prohibited or restricted in parcels to all countries. Remember that all articles prohibited in the domestic mails also are prohibited in the international mails.

Valuable Articles

The mailing of valuable articles as Priority Mail® International is subject to the same restrictions as First Class Mail® International.

Information Concerning Restricted Articles

Information on articles that are prohibited or restricted by individual countries appear under “Prohibitions and Restrictions” in the Country Conditions for Mailing section of the Individual Country Listings. These prohibitions and restrictions are based on information furnished by the countries concerned.

Parcels containing articles that are prohibited by the destination country must not be accepted for mailing. For a parcel known to contain articles that are restricted by the destination country, the mailer must be informed of the restrictions and be informed that the contents are subject to the import rules of the country concerned.

Postage Rates

Rate tables are shown in the Individual Country Listings under the Priority Mail® International heading of each country to which the service is available.

Placement of Postage

Place stamps or a meter strip for payment of postage and fees in the upper-right corner of the address side of the parcel.

Weight and Size Limits

The maximum weight for items mailed using the flat-rate envelope and small flat-rate box is 4 pounds. The weight limit for items mailed using the regular/medium and large flat-rate boxes is 20 pounds. Weight limits for Priority Mail® International service vary by country and are noted in the Individual Country Listings. However, the maximum weight limit for any Priority Mail® International shipment is 70 pounds.

Measuring Circular Objects

Circular objects, such as tires, coils of rope, hose, wire, and so forth, are measured using a different method when sent as international mail. A circular object, whether there is an open space in the center or not, is measured around its entire girth in the direction of the diameter This measurement must not exceed 64 inches.

Measuring Rectangular Parcels

Rectangular parcels presented for mailing as international mail are measured the same as domestic parcels. The size restrictions for rectangular parcels accepted in international mail are as follows:

- Minimum length and width-5 1/2 by 3 1/2 inches
- Maximum length-42 inches
- Maximum length and girth combined-79 inches.

For exceptional size limits, refer to Section 236.23 of the IMM, or the Individual Country Listings in the IMM.

Packaging Requirements

Every parcel must be securely and substantially packaged. When preparing a package for mailing, the sender must consider the nature of the contents, the climate, the length of the journey, and the numerous handlings involved in the conveyance of international mail.

Even though the mailer is responsible for properly enclosing, packaging and sealing the parcel, the accepting clerk is responsible for informing mailers of the requirements so they can meet their responsibilities.

Acceptable Containers

Ordinary paperboard containers are not acceptable. Items must be packaged in one of the following containers:

- Canvas or similar material
- Double-faced corrugated or solid (minimum 275-pound test) fiber boxes or cases
- Strong wooden boxes made of lumber at least l/2 inch thick or plywood of at least three plies

Heavy wrapping paper or waterproof paper can only be used as the outside covering of a parcel. If otherwise acceptable, boxes with screwed or nailed on lids and bags closed by sewing may be used. Heavy objects must be surrounded with other contents or packaging material to prevent their shifting within the parcel.

Addressing

Each parcel accepted must bear the name and address of the mailer and of the addressee. The names and addresses must be written legibly and correctly on the parcel itself or on a gummed label affixed to the parcel. The address of the mailer and addressee also should be written on a separate piece of paper and enclosed in the parcel.

The name of the city or post office and country of address must be written in full, in capital letters. If a postal delivery zone number is known, it should be included. The country's name must be the last line of the address. Sufficient space must be left on the outside wrapper for stamps, labels, and postal service endorsements.

Do not accept parcels when:

- They are addressed to a person in one country "in care of" a person in another country.
- The name of the mailer or addressee is in initials, unless the initials are the adopted trade name of the mailer or addressee.
- The addresses are written in pencil.

Sealing

All international parcels must be sealed. Senders must seal their own parcels. Wax, gummed-paper tape, nails, screws, wire, metal bands, or other materials can be used to seal parcels. The seal must be sufficient to allow detection of tampering.

TRANSPORTATION OF INTERNATIONAL MAIL

All categories and related classes of international mail are transported by air. Each Individual Country Listing shows the price for both First Class Mail® International and Priority Mail® International rate under the desired class of mail.

Customs Forms and Procedures for International Mail

Merchandise sent to an international country may be subject to import duties and must have a customs declaration form attached. In this section, you will learn which customs declaration forms to use, and how to complete them. You also will become familiar with how to process customs duties assessed on items of foreign origin mailed from overseas activities to addresses in the U.S.

Customs Declarations

Only two types of customs declarations (PS Form 2976 and PS Form 2976-A) are used on dutiable articles.

PS FORM 2976

Each letter package containing merchandise, printed matter known to be dutiable in the country of address, or small packets (dutiable and non-dutiable) must have a Customs Label, PS Form 2976, Customs-CN22-Sender's Declaration (green label,). PS Form 2976 must be completed and placed by the mailer on the address side of each article.

There are occasions when only the upper-left portion of the PS Form 2976 is placed on the outside of an article. This is usually when the addressee does not want the contents to appear on the outside of the article or the value of the article is more than $400. In this case, the mailer must complete PS Form 2976-A, Customs Declaration and Dispatch Note and enclose the form inside the parcel.

PS FORM 2976-A

PS Form 2976-A (See the example in *Figure 6-6*) is used on all parcel post packages and in conjunction with PS Form 2976 as instructed in the previous paragraph. When completing this form, the mailer must describe in detail the contents of the parcel. Descriptions of a general nature are not acceptable. When completed, PS Form 2976-A should be placed in PS Form 2976-E and attached to the outside of the mailing container.

PS FORM 2976-E ENVELOPE

PS Form 2976-E is a transparent plastic envelope that is attached to the outside of parcels. Customs Form 2976-A is enclosed in it for protection.

Customs Charges

Articles of foreign origin may be subject to customs duty. If such articles bear Customs Form (CF) 3419, endorse the form "DELIVERED OUTSIDE THE CTUS" and return the form to the issuing customs office as indicated on each customs form. Articles with customs duty assessed will arrive endorsed to show the amount to be collected, and CF 3419-A, Mail Entry Customs, will be attached. The USPS assesses a fee that will be included within the total amount charged.

Prepayment of Customs Duty Abroad

There are no provisions made for the prepayment abroad of customs charges on mail addressed for delivery in the United States.

If postal patrons desire information concerning rates of duty or other customs procedures, they should contact the nearest customs office.

Refusal or Protest of Customs Charges by Addressee

If the addressee in CONUS refuses to pay the customs duty, the parcel should be returned to the sender along with both copies of CF 3419. If the parcel was mailed from an MPO located overseas, and returned to the mailer at the overseas address, the serving MPO removes the CF 3419 and endorses the parcel DELIVERED OUTSIDE THE CTUS.

NOTE

Before giving the parcel back to the mailer, make sure a record is made that the article was Returned to Sender (RTS) for future inquiries of CF 3419.

EXTRA SERVICES

In this section, we describe some of the extra services available for international mail. Extra services that are available for international mail are equal to those available for domestic mail. Refer to the Individual Country Listings of the IMM for extra services available for each country.

Certificate of Mailing

Customers can purchase a Certificate of Mailing, PS Form 3817 at the time of mailing when sending postcards; unregistered First Class Mail® International items; Free matter for the blind; Priority Mail® International flat-rate envelopes or small flat-rate boxes; and ordinary (uninsured) Priority Mail® International parcels including regular and large flat-rate boxes.

To obtain an additional certificate after mailing, the mailer must present the original certificate and an additional certificate endorsed “Duplicate” or a copy showing the original dates of mailing. The additional certificate must be postmarked to show the current date. A certificate of mailing cannot be obtained in combination with Registered Mail™ items, insured parcels, or bulk mailings of 200 pieces or more that bear a permit imprint.

Insurance

A mailer may purchase insurance coverage for parcels that may become lost, damaged, or rifled. Insurance coverage is available only for Priority Mail® International parcels and only to certain countries. Insurance is not available for the Priority Mail® International flat-rate envelope or small flat-rate box. To determine if insurance service is available to a particular country, refer to the Extra Services section of the Individual Country Listings of the IMM.

Insurance Limits

The maximum amount for which a parcel may be insured varies from country to country. Maximum amounts for which a parcel may be insured are listed in the Extra Services section of the Individual Country Listings of the IMM.

A parcel may not be insured for more than the declared value of the contents or for more than the maximum amount of coverage listed for the country of address. However, the mailer may insure a parcel for only part of the value of the contents, in which case only the fee covering the amount of insurance should be charged.

Preparation of Insured Parcels

The general provisions for the preparation of ordinary parcels apply also to insured parcels. All international insured parcels must be sealed.

Insurance Receipt

The Customs Declaration and Dispatch Note-CP 72, PS Form 2976-A, and the mailing receipt issued at the time of mailing will serve as proof of mailing and proof of insurance. The number assigned to the PS Form 2976-A serves as the insured number.

Markings

Once you have completed calculating postage and fees, indicate on PS Form 2976-A the amount for which the parcel is insured. Write the amount in U.S. dollars in ink in the “Insured Amount (U.S.) block.” Once the insured amount has been recorded, you must Convert the U.S. dollar amount to the Special Drawing Right (SDR) value and enter it in the SDR value block. For example:

INSURED VALUE

$100.00 (U.S.)

62.59 SDR

The table shows the conversion of U.S. dollar values up to $600 to SDR equivalents. To determine SDR equivalents above $600, multiply the insured amount, rounded up to the next full dollar, by the conversion factor of 0.6259. For an updated SDR table in the IMM click here.

In addition to the above markings, International Insured Mail™ is required to be postmarked at all breaks (cuts or torn edges) of any gummed-paper strips used in sealing the parcel.

Registry Service

Registry Service, as you know from Chapter 18, is offered to postal customers for additional protection and security. A record of acceptance is kept at the office of mailing, and the addressee or an authorized agent at the office of delivery must sign for registered articles.

Availability and Limits of Insurance

Customers may purchase Registered Mail™ service for items that weigh up to four pounds. Registered Mail™ service is available for the following types of mail:

- The Priority Mail® International flat-rate envelope, including free matter for the blind items
- The Priority Mail® International small flat-rate box, including free matter for the blind items
- First Class Mail® International items, including free matter for the blind items.

Indemnity limits are much lower for Registered Mail™ items than for Insured Mail™. Regardless of the declared value of a registered item, there is a maximum amount of indemnity payable for loss, damage, or rifling. Refer to the ICL of the IMM for current indemnity rate click here.

Preparation for Mailing

Mailers must securely seal articles that are presented for Registered Mail™. If wax or paper seals are used on envelopes, they must bear a distinctive mark that identifies the mailer. The wax or seals must be affixed in such a way to allow enough space at the intersecting flaps for postmarking. Self-sealing envelopes and items that appear to have been opened and resealed may NOT be registered. Free Matter for the blind or Other Physically Handicapped Persons presented for registration must NOT be sealed. As the accepting clerk, you should check to see that an article is properly prepared before you accept it as Registered Mail™.

Addressing

The addresses on an article to be registered should be completed by the mailer in ink or typewritten. Mail on which the address is written in pencil or erasable format must NOT be accepted for Registered Mail™ service.

Registry Receipt

A registry receipt is given to each customer who registers an article. Receipt for Registered Mail™, PS Form 3806, is used for this purpose. PS Form 3806 is the same form that is used for domestic Registered Mail™ and is completed in the same manner as for domestic mail using the same type of registered numbers (PS Label 200).

Declaration of Value

The mailer must declare the full value of each article presented for registration. The value must be declared so that you may identify valuable Registered Mail™ for record purposes. Verify that the value declared on PS Form 3806 and value declared on PS Form 2976 is identical. Refuse items on which the declared values are not the same. **Do not** regard the declared value as the amount of indemnity that will be paid in case of loss.

Endorsements

The accepting clerk must do the following:

- Affix PS Label 200, Registered Mail™, to the item in the lower-left corner of the address side and enter the number in ink on the mailing receipt (PS Form 3806.)
- Place PS Label 19-A or 19-B, Airmail, or the words PAR AVION on all registered items prepaid for air service.
- Ensure endorsements for other special services requested by the sender are marked as required.

NOTE

Do not confuse the location or placement of international mail endorsements with those endorsements required on domestic packages. Remember, always check the Individual Country Listings of the IMM before accepting an article addressed to a foreign country.\

Postmarking

The last step is to postmark the article. Cancel the postage with the APDS (same method as domestic Registered Mail™). Postmark letters twice on the back on the crossing of the upper and lower flaps with the APDS. If paste-on return receipts are used, postmark partially on the receipt and partially on the flaps of the letter. Letters sealed on the address side must be postmarked on the address side.

Return Receipt

The form used when a customer requests proof of delivery for an article being mailed to an international address is Return Receipt for International Mail (AVIS DE RECEPTION), PS Form 2865, Return receipts may only be purchased at the time of mailing and are available only to certain countries for registered and insured articles (refer to the IMM). By paying for a return receipt, the mailer will also know when the article was delivered. Not all countries require the addressee to sign a return receipt, some countries do not admit return receipts, and many restrict them to Registered Mail™. Always remember to refer to the Individual Country Listing of the IMM to determine the availability of return receipts for a particular country.

Endorsements

Attach the return receipt to the article. If the article is a letter, attach the return receipt to the back of the letter. Place an impression of the APDS partially on the return receipt and partially on the letter. Endorse the article on the address side "AVIS DE RECEPTION" or the capital letter "A."

> **NOTE**
>
> Include the weight of the return receipt in determining the postage and fees for mailing the article.

Restricted Delivery

Restricted Delivery is a service that may be purchased by a mailer to restrict its delivery to the addressee. Some countries may permit delivery to agents of the addressee and/or require only the signature of a postal official on the return receipt. Restricted Delivery is available only:

- At the time of mailing
- For First-Class Mail International items (including the Priority Mail® International flat-rate envelope and small flat-rate box) using Registered Mail™ service
- If accompanied by a return receipt
- To certain countries (refer to the Individual Country Listings of the IMM).

When the sender requests restricted delivery service, ensure that the item is endorsed "A REMETTRE EN MAIN PROPRE" or the equivalent in a language known in the destination country. The endorsement should be located on the address side below the return address.

International Reply Coupons

Every country requires that its own stamps be used on outgoing mail. The sender of a letter to another country may prepay for reply postage from the country the letter was mailed to by purchasing International Reply Coupons that are sold and exchangeable for postage stamps by postal administrations in member countries of the Universal Postal Union. Member countries of the Universal Postal Union purchase international reply coupons and sell them at their respective post offices. Although coupons sold in the United States have the selling price printed on them, coupons of other countries may not. One of these coupons is exchangeable in any other member country for a stamp or stamps representing the international postage on a single-rate letter.

Only post offices that have a demand for reply coupons should stock them. Reply coupons are ordered using PS Form 17 in the same manner as ordinary domestic postage stamps. PS Form 17 will be covered later in this training manual.

International Mail Checklist: Steps for Processing First Class Mail® International and Priority Mail® International Articles

Use the following steps to process First-Class Mail International and Priority Mail®.

1. Read Prohibitions, Restrictions, and Observations for mailing.
2. Check the article's contents and determine if the class of matter is letter only or with merchandise, merchandise only, regular printed matter, or printed-matter books.
3. Check the article's weight and size to determine if it is within the limits for the class of mail that you are going to use.

4. Check the special services requested. Some services might not be available to all international countries.

FIRST CLASS MAIL® INTERNATIONAL: Length + Width + Height (Thickness) DO NOT double the Width or Height.

PARCEL POST MAIL: Length + Girth or Length + Width x 2 + Height x 2 (This is the Girth.)

(This page was left blank intentionally).

CHAPTER 20

REGISTERED MAIL®

This chapter discusses all aspects of processing Registered Mail® within the Military Postal Service. Here, you learn about the procedures to control the acceptance, dispatch, transfer of custody requirements, and delivery of Registered Mail®, both incoming and outgoing.

LEARNING OBJECTIVES

When you have completed this chapter, you will be able to do the following:

1. Recall the procedures for accepting and receipting Registered Mail®.
2. Recall the definitions and handling guidelines for classified material authorized to be sent as Official Registered Mail®.
3. Recall the security provided for Registered Mail® and the receipts that are used in the Registered Mail® system.
4. Identify the procedures for preparing Registered Mail® for dispatch.
5. Identify the procedures involved in handling and delivering incoming Registered Mail® and processing undeliverable Registered Mail®.
6. Recall the steps involved for closing and accounting for the Registered Mail® cage.

REGISTERED MAIL

As stated in the *Domestic Mail Manual* (DMM), Registered Mail® is the most secure service that the U.S. Postal Service (USPS) offers. Registered Mail® incorporates a system of receipts to monitor the movement of mail from the point of acceptance to delivery. Registered Mail® service provides the sender with a mailing receipt, and a delivery record is kept at the post office of address.

Because registered articles may contain money, valuable articles, or classified material (Confidential and Secret) it is important that Registered Mail® always be given proper security.

Only matter prepaid with postage at the First-Class or Priority Mail rate may be registered. The face (address side) of the registered article must be at least 5 inches long and 3-1/2 inches high, regardless of thickness. Stamps or a postage meter tape must be affixed to registered articles to cover the amount of postage and fees. Business reply mail may not be registered. Registration may be obtained only by presenting the article at the post office. Mail will **not** be registered if:

- Placed in collection boxes or in mail drops in post offices
- Addressed to post offices to which it cannot be safely transported
- Prepared improperly
- Consists of two or more articles that are tied or fastened together, unless the articles are enclosed in the same envelope or wrapper.

Postal Insurance

Postal insurance is provided for articles with a value of at least $0.01 up to a maximum insured value of $25,000. This insurance is included in the registration fee. Postal insurance is not available for articles with no value ($0.00.) The mailer must inform the accepting clerk of the full value of an article presented for registration. The value of an article determines the fee charged for registry service. Private insurance carried on an article does not modify the requirement for declaring the article's full value. Only articles of no value may be mailed as Registered Mail® without insurance.

The maximum amount of coverage available for Registered Mail® is $25,000. Additional fees collected for items valued over $25,000 are for handling purposes only. Refer to the DMM for declaration values. The value of official mail also must be declared when presented for mailing so that it may be given proper handling.

Negotiable and Non Negotiable Instruments

You need to know the meaning of the terms *negotiable* and *nonnegotiable* articles to understand how the values are determined. A *negotiable* item is any instrument that can be exchanged for cash or goods without the signature of the bearer. An example of a negotiable instrument is a gift certificate. All one has to do to receive the merchandise is to turn in the certificate.

Nonnegotiable instruments are items that in order to be exchanged for cash or merchandise require a bearer's signature. Would an income tax check be considered a negotiable item? No. A tax return check requires a signature to cash it. Therefore, it is nonnegotiable.

Preparation by Sender

Postal employees are not permitted to assist in the preparation or sealing of mail to be registered. The mail must bear the complete names and addresses of both the mailer and addressee. Envelopes or packages that appear to have been opened and resealed, or that are otherwise improperly prepared, must not be registered. Padded envelopes may **not** be used for domestic Registered Mail®, but they may be used for international Registered Mail®.

Sealing

All sides of a parcel must be sealed completely (F*igure 20-1*). One of the main purposes for registering mail is to provide security against unauthorized openings. Where flaps are not completely sealed, tape must be used to ensure that no free edge is exposed. Such tape must be of a type that can absorb an ink impression, such as paper tape or cloth tape. Clear tape (scotch tape) and masking tape **are not acceptable**.

The mailer must securely seal envelopes. Self-sealing envelopes are not acceptable as Registered Mail® unless the envelopes are sealed with paper tape (F*igure 20-2*). Envelopes of strong construction may be accepted for mailing, as long as they are completely sealed. Envelopes sold by the USPS are ideally suited for registration. If tape is used to seal the flaps of letter-size envelopes, the tape must not be placed over the intersections of the flaps. A space on each side of the intersecting flaps must be left open for postmarks.

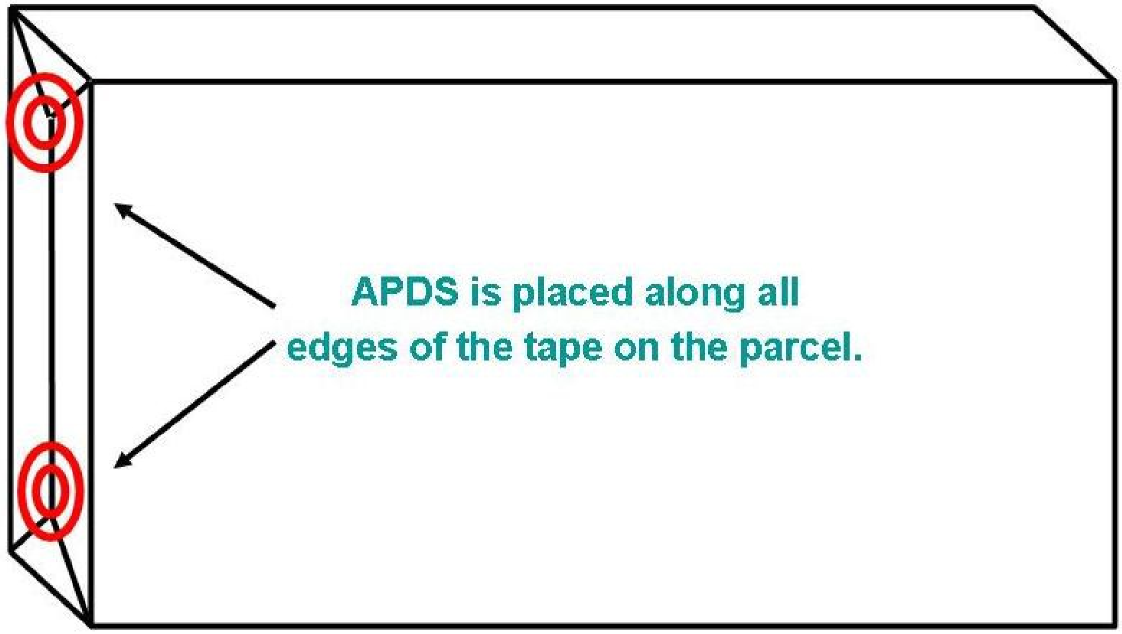


Figure 20-1 — A parcel showing placement of the APDS for sealing.

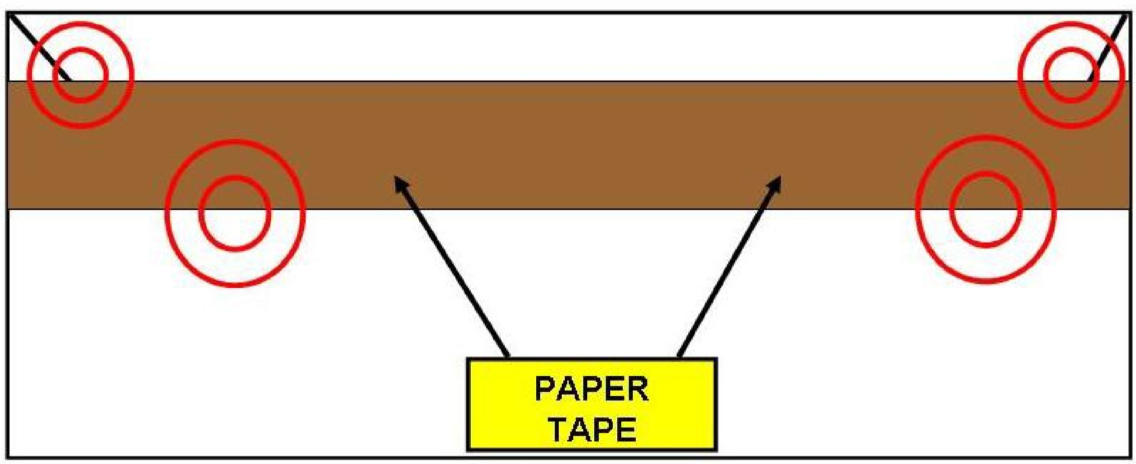


Figure 20-2 — A self-sealing envelope sealed with paper tape.

Packaging

All articles presented for registration must be packaged following the procedures in the DMM. As the accepting clerk, you may refuse to accept an article if you determine that it is not packaged in a manner that will assure safe transmission in the mails. The mailer also must tell you whether the item is fragile. When it is of a fragile nature, the mailer must describe the interior packaging.

Window Envelopes

Window envelopes that do not have a panel over the opening cannot be used for Registered Mail®. If a transparent panel is glued to the envelope, the envelope may only contain matter of non-intrinsic value. The envelope may be used for all Registered Mail® if the panel is a part of the envelope.

Registration Numbers

Once an article is accepted as Registered Mail® at a military or civilian post office, it becomes an accountable item. That is, some person is always accountable for that item as long as it is in the postal system. To account for Registered Mail® a number is assigned to each piece. All Registered Mail® must be numbered with a preprinted, self-adhesive, bar-coded, red PS Label 200. The labels are about 1 1/2 inches high by 3 1/4 inches long. Refer to DMM for an example of Label 200.

Computing Postage and Fees

Compute the postage, fees, and other charges as soon as you have determined that the article is acceptable for mailing and after the mailer has declared the value. Weigh the article first to determine the First-Class or Priority Mail rate of postage before computing the fees. Refer to the DMM and compute the registry fee according to the declared value. Registered Mail® service may be combined with other additional services such as a return receipt or restricted delivery. Other additional services that may be combined with Registered Mail®, if the applicable standards for the services are met and the additional service fees are paid, are delivery confirmation and signature confirmation.

To figure the total, you should compute the charges in the order shown on the Receipt for Registered Mail®, PS Form 3806.

The total postage and fees are paid in postage stamps and affixed in the upper-right corner by the customer unless a postage meter tape is used.

Registered Mail® Receipt

An article is not considered as Registered Mail® until a receipt has been issued. A receipt must be issued when you have accepted the article for registration. The receipt is prepared by you and the mailer. Receipt for Registered Mail®, PS Form 3806 is used for this purpose. This form is issued in a set of two copies. The form is printed on special paper that makes a copy without the use of a carbon sheet.

Canceling Stamps and Applying Endorsement

After you have completed the receipt, collect the required amount for the postage and fee(s). If ordinary stamps are used, have the customer place the stamps in the upper-right corner of the article. Give the customer the original of the PS Form 3806 and keep the duplicate for your post office files. Apply the PS Label 200 to the address side between the return address and the postage for domestic mail and in the lower-left corner of the address side for international mail. Cancel the stamps using the APDS. Click here for an example of a properly completed PS Form 3806).

Postmarking

One of the most important reasons for registering mail is to provide security against unauthorized opening of letters or parcels. This is why you must stamp postmarks with the APDS on each sealed side of a registered article in such a way that an unauthorized opening would disturb the postmarks, thereby providing evidence that unauthorized opening has occurred. Postmarks are placed **twice** on letters—on the back at the crossing of the upper and lower flaps. When a return receipt is attached to the parcel or letter, place the APDS postmark partially on the receipt and partially on the flaps of the letter. Postmark parcels in all places where the tape or flaps intersect. When parcels are sealed with paper tape, postmark across opposite sides of the strips. Use additional postmarks if this would make rifling more difficult.

Refunds and Recalls

The mailer may withdraw or recall Registered Mail® without charge before its delivery under the following conditions:

- By writing on the receipt, "Withdrawn before Dispatch," and signing and surrendering the receipt
- By filing a written request for its return after dispatch at the post office where the article was mailed, giving names and addresses of mailer and addressee, the registry number, and date of mailing. The mailer must pay for faxes sent or long-distance telephone calls made to locate the article.

If re-mailed, the article must be repackaged and bare new postage and fees. Registration fees should not be refunded after the mail is accepted. Return receipt or restricted delivery fees should be refunded only when failure to furnish a return receipt or to give restricted delivery was the fault of the USPS. Receipts for fees must be submitted with requests for refunds.

REGISTERED MAIL® PROCESSING AND HANDLING

Now that we have discussed the criteria for accepting Registered Mail®, let us look at the processing and handling aspects starting with classified material sent by command official mail.

When classified material is sent through the registry system, it must be mailed in strict accordance with the Department of the Navy (DON) Information Security Program (ISP) Regulation, SECNAVINST 5510.36 (series). Let us discuss the two classifications (SECRET and CONFIDENTIAL) authorized to be transported by Registered Mail®.

Secret

SECRET is the classification level applied to information whose unauthorized disclosure could reasonably be expected to cause serious damage to the national security. Examples include information whose unauthorized release could result in disruption of foreign relations significantly affecting the national security, the disclosure of significant military plans or intelligence operations, and the disclosure of scientific or technological developments relating to national security.

The following information lists the security requirements for mailing material classified SECRET:

- USPS Registered Mail® within and between the U.S. and its territories
- USPS Registered Mail® through Army, Navy, Marine Corps, or Air Force postal service facilities, outside the area of the U.S. and its territories, provided that the material does not at any time pass out of U.S. citizen control and does not pass through a foreign postal system
- USPS and Canadian Registered Mail® with Registered Mail® return receipt between U.S. Government and Canadian Government installations in the U. S. and Canada.

Confidential

CONFIDENTIAL is the classification level applied to information whose unauthorized disclosure reasonably could be expected to damage national security. Examples include information whose unauthorized release could result in disclosure of ground, air, and Naval forces (e.g., force levels and force dispositions); or disclosure of performance characteristics, such as design, test, and production data of U.S. munitions and weapons systems.

The following information lists the security requirements for mailing material classified CONFIDENTIAL:

- USPS First-Class Mail between DOD (Department of Defense) activities anywhere in the U. S. and its territories. The outer wrapper or envelope shall be endorsed “Return Service Requested”
- USPS certified mail for information addressed to a cleared DOD contractor facility or non-DOD agency
- USPS Registered Mail® to and from Fleet Post Office (FPO) and Army or Air Force Post Office (APO) addresses located outside the U.S. and its territories, and when the originator is uncertain that the addressee’s location is within U.S. boundaries.

PURPOSE

From the time a piece of Registered Mail® is accepted until it is delivered to the addressee, someone is always personally responsible for its safety. The fact that classified information up to and including SECRET is authorized to be sent by official Registered Mail® is evidence of the confidence placed in Registered Mail®. Military postal personnel should always assume that official Registered Mail® contains classified material.

To provide the security required for classified material, official and personal, Registered Mail® must be dispatched only on scheduled U.S. commercial passenger nonstop flights, all-cargo aircraft, Airport Mail Center aircraft, or surface transportation, as directed. Between oversees locations Registered Mail® may also be dispatched on Navy military aircraft.

The Joint Military Postal Activities (JMPAs), in coordination with overseas commanders, designate which flights will carry Registered Mail®. The designated flights are those that arrive at the most convenient time for the receiving locations, as they must be met by assigned U.S. military personnel. Some ports overseas have no military postal facilities nearby. When in these ports, and there are no U.S. commercial, passenger nonstop flights, or all-cargo aircraft, then Registered Mail® will be dispatched to your port of call on Airport Mail Center aircraft. You may also receive Registered Mail® on Navy aircraft scheduled in advance to provide logistics support to your port of call. You will be given sufficient advance notice of incoming Airport Mail Center aircraft or Navy military aircraft. This will allow you to meet the plane and accept delivery of mail for your ship and any other ships scheduled for the same port visit for which you have been tasked with mail receipt and dispatch responsibilities. You should be at the airport at least one hour before the scheduled arrival or departure time for unforeseen schedule changes.

Receipt System

Registered Mail® service provides a receipt to the mailer at the time of mailing. Each registered article is assigned a number for identification purposes. This number is placed on the article and the receipt at the time of mailing. A continuous chain of receipts is maintained thereafter by each person that handles the article. The person who last signs the receipt is responsible until a receipt in turn is obtained. Responsibility thus passes from one person to the next until the article is ultimately delivered to the addressee who also signs a receipt.

Registered Mail® is transported, receipted for, or processed for delivery by using the following forms:

- PS Form 3806, Receipt for Registered Mail®
- PS Form 3849, Delivery Notice/Reminder/ Receipt
- PS Form 3854, Manifold Registry Dispatch Book
- PS Form 3877, Firm Mailing Book for Accountable Mail
- PS Form 3883, Firm Delivery Receipt for Accountable Mail and Bulk Delivery Mail
- OPNAV Form 5110/9, Mail Manifest
- DD Form 1384, Transportation Control and Movement Document.

You became familiar with the processing and receipting of Registered Mail® using PS Form 3806 earlier in this chapter. When the mailer is given the original copy of PS Form 3806, the article is then considered accepted as Registered Mail®.

When preparing articles for registration, volume mailers, such as staffs or units embarked aboard ship, must use PS Form 3877. The office responsible for preparing outgoing Official Registered Mail® completes this form. (click here for example)

In the event that there are errors noted on the form, the following procedures apply:

- Do not change the registration number on the form. Draw a line through the incorrect entry, initial it, and make the correct entry
- If there is an error in the numbers listed and received after acceptance, and the mailer has departed the post office, the error should be corrected and a notation made explaining this action.
- PS Form 3806 and PS Form 3877 are the most common methods used by Military Post Offices (MPOs) to accept Registered Mail®. The accepting office is always considered the office of origin, regardless of the return address listed on the article.

PROCESSING REGISTERED MAIL® FOR DISPATCH

The first step in the processing of outgoing Registered Mail® is separating the pieces by destination. While you are separating the pieces by destination, a quick double check should be made to make sure each piece is correctly endorsed and properly postmarked. After you have completed separating all of your Registered Mail® by destination, and have checked for proper endorsements and postmarks, you are ready to start your dispatch procedures. Personal and official Registered Mail® are dispatched in the same pouch, there is no need to prepare separate pouches. Registered Mail® addressed to APO and FPO addresses should be pouched separately and sent to the nearest Fleet Mail Center (FMC) or Navy post office.

Mail Pouches and Sacks

Registered Mail® must never be dispatched in torn or defective mailbag equipment. Mail pouches and sacks used for dispatch of Registered Mail® should be examined to ensure that such equipment is not torn or otherwise defective. Any hole renders the equipment unusable for Registered Mail®. The selection of proper mailbag equipment for the transport of Registered Mail® cannot be overemphasized. Dispatching post offices should always use plastic inserts in mailbags to protect the Registered Mail® pieces in the event of foul weather.

Numbered Seal Pouches

Now that you have completed examining the pouch for defects, the next step in the registry dispatch process is to enclose all Registered Mail® into the pouches. You should enclose all parcels into pouches, if possible, to prevent handling as ordinary mail.

Manifold Registry Dispatch Book, PS Form 3854, prepared in duplicate, is used as an inside bill to document Registered Mail®, which is being enclosed in a pouch. Each registered article number is listed, including the tin band seal (listed in upper portion of PS Form 3854). Click here for example

Now that all the articles that will be dispatched in a numbered sealed pouch are listed on the inside bill and the bill properly completed, you are ready to place the articles in the pouch. Pouching is accomplished by doing the following:

- Tying the registered articles in bundles as listed on PS Form 3854
- Placing the original inside manifold dispatch bill under the top piece of the bundle. If there is more than one bundle, place the separate manifold dispatch bills under the top piece of each bundle. Each bundle should remain in the sequential order you used on the manifold bill. If articles cannot be tied into a bundle, put the original bill in an EP-9 (Registry Jacket Envelope) and place it inside the pouch with the articles. Click here for an example of EP-9). Retain the duplicate inside bill in the MPO files
- Closing and securing the pouch in the presence of the witness using a numbered tin band seal (USPS Item No. 817-C) Click here for an example of a numbered tin band seal...

Method of Sealing

Click here to seal an example of how to properly close and seal a registered mail sack...

Preparing the Slide Label

Pouches should be labeled to the off-load destination, unless a sufficient volume of Registered Mail® is available to make up a direct pouch. The first line of the label should indicate the destination. The second line should show the endorsement REGISTERED and the weight listed in kilograms. The third line should show the office of origin, which is the MPO preparing the pouch for dispatch. For ships, this is the ship's name and hull number; i.e., USS THE SULLIVANS (DDG-68.) For shore installations, this is the dispatching command's FPO number—i.e., FPO AP 96522. The slide label should be dated on the reverse side with the APDS and initialed by the registry clerk closing the pouch. Click here for an example of a Registered Mail Pouch Slide Label.

Registered Outside Pieces

Normally, registered articles dispatched from a MPO are enclosed in a pouch and secured with a numbered seal, except when impossible because of size or shape. If an article cannot be enclosed in a pouch, treat it as an outside piece.

Dispatching Mail Directly To U.S. Commercial and Military Air Carriers

You are now ready to affix the proper airport-coded tags and/or labels to each individual registered pouch or outside piece. These tags and labels provide information to the air carrier on the method for handling and routing the pouch or outside piece from the time of acceptance to arrival at the airport of final destination. You must exercise caution in the selection and preparation of these tags and labels to prevent misrouting by the air carrier. PS Tag 135-E (click here for example) should be affixed to each pouch, and PS Label 136-E (click here for example) should be affixed to each outside piece. When affixing PS Label 136-E, be sure not to conceal any portion of the registry number. The tags/labels should be serially numbered to identify the total number of articles dispatched to the off-load destination, for example, 1 of 6, 2 of 6, and so forth. Specific guidelines for the use and completion of airport-coded tags and labels for Registered Mail® are found in the USPS Handbook T-7 and should be followed.

The dispatching activity should also record the seal number of each pouch and the registered number of each outside piece on PS Form 3854. This is called an outside bill (click here for an example). The outside bill should be completed in triplicate, showing office of origin, as well as office of destination. In addition, the letter “O” should precede the registered number of each outside piece. The letter “S” should precede the number of each numbered seal pouch. When available, the five-digit ZIP Code should be used instead of the post office of origin. There is, however, one exception; the office of origin for all Navy mobile units must show both the ship’s name and ZIP Code.

Enclose the original and third copy of the completed PS Form 3854, together with a pre-addressed return envelope, in a USPS EP-9 registry jacket envelope. Securely attach the EP-9 envelope to the outside of the last registry pouch. If there are no pouches in the dispatch, use an EP-11 outside mail registry bill envelope (click here for example) and attach the envelope to the last piece in the dispatch.

The duplicate copy of the PS Form 3854 should be held by the dispatching activity as a suspense copy until the original is returned by the receiving activity. Upon receipt of the original signed PS Form 3854 from the receiving activity, the dispatching activity should file the original copy with the registry balance sheet that was prepared the day of dispatch. The suspense copy is then destroyed.

Dispatching Mail Directly To Military Post Offices

When Registered Mail® is dispatched directly to another military postal activity, PS Form 3854 should be prepared, in triplicate, to account for each pouch and outside piece. In addition, the following procedures apply:

- The registered number of outside pieces should be preceded by the letter “O” and the seal number of numbered seal pouches by the letter “S”
- The office of origin of each registered piece must be shown
- The Postal Clerk entrusted with delivery must sign as receiving postmaster on the triplicate bill. The total number of pieces received must be shown in the appropriate space to the left of the signature
- The original and duplicate bill should be given to the responsible Postal Clerk for delivery to the receiving postal activity
- The triplicate copy should be retained in the MPO files.

The registry clerk at the receiving postal activity postmarks and receives the mail by signing the original and duplicate bills. The original bill should be retained by the receiving activity and the duplicate bill should be given as a receipt to the delivery clerk. The delivery clerk should then file the duplicate with the registry balance sheet that was prepared for that day/tour of dispatch. The triplicate copy is then destroyed.

PROCESSING INCOMING REGISTERED MAIL®

The handling of incoming Registered Mail® requires the same processing and care upon receipt, delivery, and forwarding, if necessary, as does outgoing Registered Mail®. The individual responsibility that has been stressed for outgoing Registered Mail® in this chapter also is true in the processing of incoming Registered Mail®.

Receipt of Registered Mail®

Immediately upon receipt, the numbered seal of each pouch and the registered number of each Outside Piece (OSP) should be verified with those listed on the appropriate documentation that accompanies the registry dispatch (PS Form 3854, DD Form 1384, or OPNAV Form 5110/9). In the event a registered dispatch is received without documentation from a U.S. commercial air carrier, the receiving activity should immediately prepare a substitute PS Form 3854 with the endorsement DUPLICATE-ORIGINAL NOT RECEIVED. At Navy post offices PS Form 3854 must be completed in duplicate. The original PS Form 3854 serves as the record of receipt. The duplicate copy should be returned to the office of the dispatching activity to complete its records.

Military postal activities receiving “tracer action” on Registered Mail® from a dispatching activity should immediately determine if the registered article was received. If received, the receiving activity should immediately contact the dispatching activity by phone, e-mail, or naval message, sign the duplicate form, and return it to the dispatching activity. If it is determined that Registered Mail® was not received at the intended destination you must follow the procedures that will be discussed in the “Irregularities in Receipt” section later in this chapter.

Hand to Hand

When receipting for Registered Mail® on PS Form 3854 from an individual, all copies of PS Form 3854 should be signed by the registry clerk to acknowledge receipt. The receiving military postal activity must keep the original copy for its records. The duplicate copy should be returned as a receipt to the individual.

At-Sea Transfer

During at-sea transfer of Registered Mail®, the receiving ship must furnish an immediate receipt to the transferring unit. If the circumstances of the transfer are of such urgent nature as to prevent the immediate return of the normal receipt, the receiving ship must acknowledge receipt by e-mail or message and will forward the paper receipt as soon as possible. According to Replenishment at Sea Instructions (NWP 4-01), Registered Mail® must be transferred in weighted, non-watertight bags whenever feasible to ensure prompt sinking in case of loss.

Irregularities in Receipt

When Registered Mail® is receipted for and it is noted that all articles listed on the manifest or inside/outside bills are not received then specific reporting action must be followed depending on the source of receipt.

For irregularities found in Registered Mail® received from sources such as at-sea highline transfer and command military aircraft, you must take the following actions:

- If all Registered Mail® listed on the dispatch bill is not received, the dispatching activity should be contacted immediately via phone, e-mail, or naval message to determine if the article was actually dispatched.

- If the article was not sent, write NOT RECEIVED opposite the entry on the outside manifold dispatch bill (PS Form 3854) and on OPNAV Form 5110/9 or other documentation accompanying the dispatch. Mark the PS Form 3854 coupon to show the shortage and return the coupon to the dispatching activity.
- If the article was sent, but not received, then a postal offense investigation must be initiated. In addition, the dispatch bill should be noted NOT RECEIVED opposite the entry of the article not received and the bill coupon completed and returned to the dispatching activity. Retain the pouch, label, and seal until the discrepancy is explained satisfactorily or other instructions are received.
- When articles are received, but not listed on the bill, enter the article number on the bill with a note of explanation, and return the coupon from PS Form 3854 with the details of the discrepancy to the dispatching activity. Notify the dispatching activity by phone, e-mail, or naval message.
- When the outside bill is improperly prepared, make corrections on the bill and return the coupon explaining the discrepancy to the dispatching activity.
- When Registered Mail® is erroneously received, immediately contact the intended destination by phone, e-mail, or naval message and inform the originating postal activity of the articles involved and the plans for dispatch. The articles are then stamped with the APDS by placing the impression on the reverse side of the slide label for pouches and on the back portion of OSPs to indicate they were missent. You should forward missent articles to the proper destination by the next available dispatch.

Receipting For Damaged Registered Mail®

Unlike reporting irregularities for Registered Mail®, all damaged registered articles should be receipted and reported for in the same manner, regardless of the source of receipt. However, the reporting procedures are different depending on whether the damaged article is personal or official, and if depredation or compromise is suspected. Up to this point you are receipting for the damaged article and initiating required reporting procedures.

Depredation Not Suspected

When matter is found loose in a pouch, and there is only one damaged article in the pouch, then the loose matter may be assumed to relate to the damaged article. Place the loose matter in the container that is opened or damaged and rewrap the article. The bill, wrapper, and coupon should be endorsed RECEIVED IN DAMAGED CONDITION, specifying the registered number of the damaged article. The coupon portion of PS Form 3854 should be returned to the dispatching activity.

The following procedures should be followed when loose matter is found in a pouch without an envelope or container that can be related to the loose matter:

- Note all particulars on the bill and coupon
- Postmark and sign a statement explaining the circumstances and have the statement witnessed
- Return the coupon to the dispatching activity
- If unable to determine the person to whom the matter is intended or the owner, then report the facts to the servicing JMPA, who notifies the accountable postmaster’s inspector-in-charge. Hold the item until instructions are received.

Depredation Suspected

If a damaged article is received and depredation is suspected, the Postal Officer must ensure the following:

- A postal offense investigation is initiated following the instructions provided in the *DOD Postal Manual*, 4525.6 (series), and OPNAVINST 5112.6 (series)
- The addressee inventories any contents of the damaged article and attempts to determine if they are intact
- The extent of the damage to the article is summarized on the inside bill and coupon
- The coupon is returned to the dispatching activity
- The damaged article is processed according to the instructions received from the investigating agency.

An initial report to Military Postal Service Agency (MPSA) should be made by naval message within 24 hours of the discovery. The MPSA, if deemed necessary, will assign a case number for reference purposes and all subsequent correspondence on the reported offense(s) must be referenced by the case number assigned by MPSA.

Receipting for Damaged Official Mail

In the event official Registered Mail® is received in damaged condition, you should endorse the inside bill and coupon RECEIVED IN DAMAGED CONDITION and return the coupon to the dispatching activity. If actual or possible compromise of classified information is apparent, then the incident should be reported according to the security procedures outlined by SECNAV Instruction 5510.36 (series), Department of the Navy (DON) Information and Personnel Security Program (PSP) Regulation.

Reporting Irregularities

When irregularities in the preparation or acceptance of a registered article are noted, the accepting post office should be advised of this fact by Registry Irregularity Report, PS Form 3826 (click here for example). The receiving post office completes this form in addition to completing the coupon of PS Form 3854.

Processing Upon Receipt

Always have a witness available when you open registry pouches. You should first check the labels of the pouches to make sure that the mail is addressed to your activity. Next, a careful examination of the pouch should be made to make certain there are no holes or ripped seams through which Registered Mail® could have been removed or lost. All registered pouches should be opened individually by performing the following steps (click here for example).

Bill Discrepancies

If the pieces received do not agree with the inside bill (PS Form 3854), the following procedures apply and must be followed:

- The dispatching office is contacted immediately by phone, E-mail, or naval message
- The appropriate JMPA is notified if the pouch originated in the U.S.

- For articles received but not listed on the dispatch bill, you should enter the article number on the bill with a note of explanation. In addition, you should immediately contact the dispatching activity by phone, E-mail, or naval message, while also returning the annotated coupon
- Registered articles that were missent to your office are stamped with the APDS to indicate they were missent. Endorse the manifold bill and coupon to indicate which articles were missent. Return the coupon portion to the dispatching activity after you have applied your APDS. You should forward missent articles to the proper destination by the next dispatch
- When you receive a bill that is improperly prepared, you should make corrections on the bill and return the coupon explaining the discrepancy to the dispatching activity
- When a bill is missing, prepare a new bill in duplicate and return the duplicate to the dispatching activity.

Delivery of Registered Mail® To Addressee

After registered pouches have been opened, the contents verified, and backstamped, the mail is sorted by unit of address with the exception of personal Registered Mail®, which is set aside for delivery to the addressee or authorized agent.

Delivery to Mail Clerks and Mail Orderlies

PS Form 3883 is a 3-part set used to deliver a command's official accountable mail-to-mail clerks and mail orderlies (click here for example). Before making any entries, the receiving mail clerk or mail orderly must show a validated DD Form 285 (Appointment of MPC, Unit Mail Clerk, or Mail Orderly). The mail clerk or mail orderly must verify that the registry numbers of the articles are properly listed before signing PS Form 3883. Once the verification has been made and the mail clerk or mail orderly has signed, the customer copy 3 of the form is given to the mail clerk or mail orderly and the original and copy 2 are retained for post office records.

Delivery of Registered Mail® to Addressee or Authorized Agent

Personal Registered Mail® will normally not be delivered to mail orderlies on PS Form 3883, but can be delivered to mail clerks who deliver mail from a unit mailroom. Instead, PS Form 3849 should be used to notify the addressee of Registered Mail® arrival. The form is prepared and given to the unit mail clerk or mail orderly for delivery to the addressee. PS Form 3849 (click here for example) is prepared in one copy.

Items listed below are key points to remember when delivering accountable mail:

- Positive identification is required.
- Only the addressee or an authorized agent may sign for personal accountable mail.

There are instances when the addressee is unable to come to the post office to receipt for Registered Mail®. In this case, the addressee may authorize an agent in writing, to receipt for their Registered Mail®. Military postal clerks, mail clerks, and mail orderlies are prohibited from acting as agents in this regard. The back of the PS Form 3849 has a space for the addressee to authorize an agent to sign for his or her Registered Mail®. When the back of the form is used, the addressee completes the form as follows:

Step 1: Enters the name of the person who is authorized to receipt for the registered article.

Step 1: Signs the form.

When an authorized agent presents the PS Form 3849 to the registry section, delivery is made in the same manner as when the addressee presents the form with one exception. The only difference is that the agent signs and prints their name on the form in the delivery section on the reverse side of the form.

Return Receipts

If a return receipt is attached to the registered article, the receipt will be signed and dated by the addressee or authorized agent. The receipt should be returned promptly to the source from which it was received.

Delivering Damaged Registered Articles

All damaged personal registered articles should be rewrapped and the endorsement RECEIVED IN DAMAGED CONDITION stamped on the article. The registry clerk rewrapping the article should initial and date the endorsement.

Undeliverable Registered Mail®

The two most common reasons for undeliverable Registered Mail® is that the addressee has transferred from the unit or is due to arrive. Normally, Registered Mail® received will be deliverable upon receipt. However, if a member has transferred, perform directory service on the registered article and annotate the reverse side of PS Form 3849 by checking the forward box and file it in the MPO files. Forward the registered article on the next dispatch of outgoing mail. If a registered article arrives for a person who is due to report, the holding timeframes for Registered Mail® must be adhered to.

Indication of Due to Report

When Registered Mail® is received for an individual who is not attached to the command but there is an indication that the person is due to arrive, then the following handling procedures apply:

- Complete PS Form 3849 and annotate the date on the article, then initial it. The registered article should be stored in the registry section, while the PS form is placed in the directory section for weekly screening against directory files.
- Hold undeliverable Registered Mail® no more than 15 days (30 days if requested by sender.)
- If unclaimed at that time and there is no further indication that the individual is due to arrive at a later date, then dispose of mail by placing the endorsement ATTEMPTED-NOT KNOWN on the face of the article and return the mail to the sender.
- Complete the office record portion on the reverse side of the PS Form 3849 showing the disposition of the article.

No Indication of Due to Report

If Registered Mail® is received for a person for whom there is no indication of a due-in date, yet there is reason to believe the individual may arrive since mail is being forwarded with the same last name, or some other reason, hold for 15 days. If the mail is still undeliverable at the end of the hold period, and there is no further indication that the individual is due to arrive later, the mail should be endorsed ATTEMPTED-NOT KNOWN and returned to the mailer. A PS Form 3849 is completed showing on the reverse side the disposition of the article.

Initiating Final Notice

If Registered Mail® has not been called for after 5 days from initiating PS Form 3849, prepare a second PS Form 3849 in the same manner as the first notice. Annotate on the article the date the second notice was prepared and the date the article will be returned to sender.

Forwarding Registered Mail®

If a registered article has not been called for after five days from initiating the second notice, then a verification of the addressee's status should be made through the receiving unit/division. The disposition of the undeliverable registered article should be made according to forwarding instructions received from the individual's unit/division, from information on the member's directory card (OPNAV Form 5110/5), or the computerized directory file. The registry clerk should copy the new address on the face of the registered article in the lower right-hand corner, and draw a single diagonal line through the incorrect portions of the old address. Be certain not to line out the name and rate of the addressee, the registration number, the postmarks, or other pertinent information. Registered articles that are being forwarded are backstamped once with the APDS and dispatched under the original registration number and office of origin. If a return receipt is attached to the article, ensure it remains attached to the article when forwarded. The particulars of forwarding should be shown on the reverse side of the PS Form 3849. The form should be signed and dated by the registry clerk who forwards the registered article and completes the form.

Filing PS Form 3849

After the registered article is delivered to the addressee, forwarded, or returned to the mailer, the completed PS Form 3849 is retained in the post office records. These forms may be commingled in a single file with other PS Form 3849s documenting the disposition of insured and certified articles. However, a separate file may be established for registered articles if volume warrants. File the forms numerically by the last two digits of the registered number and retain for two years before destroying. Depending on volume of Registered Mail® received, it is recommended that a new file be started at the beginning of each quarter or calendar year.

CLOSING THE REGISTRY SECTION

In this chapter, you have learned how to process incoming and outgoing Registered Mail®. However, your job is not finished. The last task performed by the registry clerk before closing the registry section or before the changing of shifts is to account for all Registered Mail® processed during the business day. You show accountability of all registered items by preparing Registered Mail® Balance and Inventory, DD Form 2261.

Daily Accountability

Daily accountability involves completing a DD Form 2261 by using incoming and outgoing bills, and other forms received or prepared during the workday that shows Registered Mail® received, delivered, dispatched, and mail on hand at the close of business or shift change. When the registry clerk completes and signs the DD Form 2261, the MPO supervisor or designated individual verifies and signs the DD Form 2261 indicating it is correct.

Balance Sheet

The size and hours of operation of your MPO will determine when the balance of Registered Mail® will be conducted. For an FMC operation, this must be done at the end of each shift. A one-person

MPO must balance the Registered Mail® at the end of each workday. DD Form 2261 (click here for example) should be used to make the appropriate entries that pertain to your volume of Registered Mail® processed during the shift or day.

When a balance cannot be attained, recheck the computations of each entry against the related forms processed during the period. Next, determine that a form is on hand for each transaction performed. If necessary, go back to the previous balance and inventory and begin a crosscheck of the numbers for each transaction since that time.

If, upon completion of a recheck, the balance and inventory still indicates a registered item is missing, you should identify the number of the missing item and source from which it was supposedly received and perform the following:

- If the mailer is served by your activity, notify that person that the article is missing and determine if the article may have been accidentally returned
- If the mailer's response is negative, you should then contact all units or activities to which registered articles were dispatched during the reporting period. Determine if the item may have been included in a pouch, but not listed on the bill, or if the item was accepted in error
- In cases where the mailer is not served locally, you should contact the dispatching activity by phone, E-mail, or naval message.
- A letter or naval message should be sent to the accountable Postmaster or Postal Officer of the dispatching activity with instructions to notify the mailer of the possible loss. In addition, you should also request:
- The name and address of the mailer and addressee
- Information on the contents of the missing item
- Information on the classification, if the missing item was official mail
- Evidence that the addressee has or has not received the item.

If a reply is received verifying the article was received, then you should prepare PS Form 3849 and file the form with the registry records. In the event that all the actions above failed to locate the missing registered item, you should then begin to initiate a postal offense investigation as directed in the *DOD Postal Manual*, 4525.6M, and OPNAVINST 5112.6.

Supporting documentation for registry transactions should be maintained for two years.

Transferring Accountability

Fleet mail centers should use DD Form 2261 to transfer accountability between registry clerks upon change of shifts or any time a registry clerk surrenders custody of registered items. When only one clerk operates the registry section, it should be closed during periods of temporary absences, or if possible, temporarily transferred to another Postal Clerk. The transfer should be done by completing PS Form 3854 in two copies listing the registry pieces on hand by assigned registry numbers. The bills should be numbered consecutively, starting on 1 January of each year. The original copy should remain in the MPO files and the clerk being relieved should retain the duplicate copy. When the regular clerk returns, the procedure is repeated.

If the acceptance window is a separate operation from the registry section, accountability is transferred to the registry clerk, using PS Form 3854. Accepted registered articles need not be transferred as they are taken in through the finance section. The registered articles may be stored in a safe or a secured cabinet in the immediate proximity of the accepting finance clerk. Depending on the local operating schedule of the MPO's registry section, transfer of Registered Mail® between the finance section and registry section should be made at the close of each business day or when required by the outgoing registry mail scheme for the MPO or FMC.

Registry Cage

When it is necessary for the handling and storage of large quantities of Registered Mail®, a security cage may be provided within the post office or other secure space. Postal activities that handle and store Registered Mail® should designate a secure area as the registry section. The registry section for land-based permanent structure MPOs must be built and equipped to provide the adequate security measures needed for the protection of Registered Mail®. The registry section should be separated from the rest of the work areas by a wire partition extending to the ceiling or provided with a wire top. Small land-based and shipboard MPOs may be exempt from the requirements to build a separate registry section because of the physical constraints that make it impractical or impossible. When an MPO does not have a separate registry section, precautions must be taken to ensure that Registered Mail® is kept separate from ordinary mail and protected from damage or theft.

Security of the Registry Cage

The registry cage must be properly manned or secured at all times. Unless staffed at all times, the registry section also must be equipped with a safe with a built-in three-position, dial-type combination lock for the storage of official Registered Mail®. To maintain proper security, the following policies must be complied with at all times:

- Containers used for official Registered Mail® should not be used to store postal effects or personal property
- During business hours, the container and the registry section must be secured when not in direct control of registry clerks
- After business hours and during non-duty hours, official Registered Mail® must be stored in an authorized secure container within the registry section, if possible
- Opening and closing of registry safes must be documented and a security review conducted at the close of registry business each day.

Access to Registry Work Areas

Only registry clerks on duty, witnesses, the section supervisor, and personnel authorized to inspect and audit DOD postal facilities are allowed entry to the registry section work area. The on duty registry clerk or clerks must control access to the area. A log should be kept by the shift registry clerk and anyone entering the space should be logged in and out as appropriate. Record of Entry-Registry Section, PS Form 1625, is designed for this purpose and must be used.

Combination Locks

The registry cage must be secured by a three-position, changeable combination padlock. The registry section should also have a safe with a built-in, three-position, and dial-type combination lock for the storage of official Registered Mail®. The use of a secure container that can be locked by using a General Services Administration (GSA) approved three-position, changeable combination padlock is permissible instead of a safe. This GSA-approved padlock can be procured through the Navy Supply System.

Postal facilities such as FMCs that run on a shift basis must provide each shift with a separate GSA-approved three-position, changeable combination padlock.

Recording and Storing Combinations

The combinations to the registry cage, safes, and containers should be sealed in PS Form 3977, Duplicate Key Envelope. The name of the responsible individual, the description of the contents, and the location of the applicable container should be placed on the face of the envelope. The signatures of the individual to whom the container is assigned and the Custodian of Postal Effects (COPE), MPO supervisor, or other designated individual should be placed across the flap of the envelope and the envelope dated with the APDS.

CHAPTER 21

POSTAL FINANCE

As a Military Postal Clerk (MPC), one of your jobs may be that of a window clerk. About 70 percent of all window transactions involve the sale of stamps or postal stationery items. Before you can perform duties as a window clerk aboard a large ship or an overseas postal operation, you must be issued a stamp stock account. Did you ever stop to think how stamps are obtained or the purpose of the stamps? The postage stamps and meter tapes that are affixed to an article indicate that the charge for handling, transporting, delivering the article and fees for extra services (if selected by the mailer) have been prepaid. In this chapter, you learn how to order stamps from the Custodian of Postal Effects (COPE) or a Postmaster. In addition, you learn how to properly account for the stamps.

Additionally, you will learn the fundamentals of the money order imprinter, postage meter machine and the Integrated Retail Terminal (IRT). As a window clerk assigned to a post office at an overseas naval activity, you may be required to operate each of these types of equipment.

LEARNING OBJECTIVES

When you have completed this chapter, you will be able to do the following:

1. Identify and validate the forms of issue for postage stamps
2. Recall the different types of postal stationery available at a MPO.
3. Recall the procedures for properly caring for postal effects.
4. Recognize unauthorized uses of stamp stock funds.
5. Recall the capabilities and components of the Automated Military Postal Systems (AMPS)
6. Recall the steps in establishing and maintaining a flexible credit account.
7. Recognize the procedures for replenishing a flexible credit account.
8. Recognize the procedures for completing stamp requisitions.
9. Recall procedures to follow when receiving stamp requisitions. Recall the procedures for processing damaged stamps for return to the source of supply.
10. Recall the procedures for operating, safeguarding, and accounting for postage meters.
11. Identify the money order form set, procedures for requisitioning blank money orders, and the security requirements for money orders.
12. Identify the parts of, and the security requirements for, the money order imprinter.
13. Recognize the procedures for issuing and cashing domestic money orders
14. Recognize the procedures for issuing and cashing domestic money orders
15. Recall the capabilities and components of an Integrated Retail Terminal (IRT).

POSTAGE STAMPS AND STAMPED PAPER

Postage stamps and stamped paper are often referred to as stamp stock. In this next section, we will discuss the validity of stamps, forms of issue, types of postal stationery, and the care and protection required for stamp stock and postal monies.

Validity of Stamps

Any uncancelled postage stamps issued by the United States since 1860 may be used for postage. All valid United States postage stamps are good for postage from any point in the United States or from any other place where the United States domestic mail service operates. The following stamps **may not** be used for postage:

- Mutilated or defaced stamps
- Stamps cut from stamped envelopes, aerogrammes, or stamped cards
- Stamps covered or coated in such a manner that the canceling or defacing marks cannot be imprinted directly on the stamps
- Non-postage stamps (migratory-bird hunting and conservation stamps, U.S. savings and thrift stamps, and so forth)
- Postage due, special delivery, special handling, and certified mail stamps
- United Nations stamps unless on mail deposited at the United Nations, NY
- Stamps of other countries
- Stamps on which any unauthorized design, Naval message, or other marking has been overprinted.
- Stamps listed by USPS as removed from sale or obsolete should not be available for purchase by patrons. These stamps should be retained by the COPE and prepared for return, when directed.

Matter bearing imitations of postage stamps, in adhesive or printed form, or private seals or stickers that are similar to a postage stamp in design, should not be accepted for mailing. However, seals or stickers that do not imitate postage stamps may be attached to other than the address side of mail (*Figure 21-1*).

Figure 21-1 — An example of an imitation or private seal.

Forms of Issue

Single

Single stamps are separated from a sheet of stamps and can be sold in any number up to a full sheet.

Sheets

The number of stamps to a sheet varies, depending upon the size of the stamps. Sheets of ordinary postage stamps and postage-due stamps consist of 100 stamps per sheet. Stamps such as commemorative stamps and certain other various denominations usually consist of 20 or 50 stamps per sheet or other amounts per sheet as announced in the Postal Bulletin.

Books

Books of stamps are sold for protection and convenience. The stamps are self-adhesive and are protected to prevent the stamps from sticking together.

Coils

Stamps are issued in coils for use by customers who find this method more convenient to use than loose stamps, sheets, or books of stamps. Postage at the First-Class letter rate, stamped card rate, and ordinary postage in several of the lower denominations are available in coils. Stock only those denominations in coils that your customers request. Also, never open coils because they must be sold intact for the total stamp value.

Kinds of Stamps

The Postal Operations Manual (POM) divides postal adhesive-backed stamps into four basic types, according to the purpose for which they are intended. The types are as follows:

- Regular (Definitive) stamps

- Commemorative stamps
- Special stamps
- Forever stamps.

Some information on each of these types of stamps appears below, including the purpose and forms of issue.

Regular Stamps

The largest quantity of stamps in your retail account will be in regular stamps. You will not need all the different denominations available and should only stock those denominations that fit the needs of your postal customers. Regular stamps may be used to pay for registration, certified mail, insurance fees and special handling. In fact, they may be used for any mailing charge.

Commemorative Stamps

Commemorative stamps are issued in observance of historical events, to honor noted persons, and to emphasize topics of national importance or interest. Each issue is printed in limited quantities to be sold for a limited period. Commemorative stamps do not replace regular stamps but are sold upon request, when available.

New commemorative stamp issues are announced by notices in the Postal Bulletin. These notices should be displayed in post office lobbies for customers to see. Each Military Post Office (MPO) should have commemoratives on-hand.

Special Stamps

Special stamps supplement each year's regular issue. They include the Love and Holiday stamps. Each year the U.S. Postal Service (USPS) announces by notices in the Postal Bulletin the availability and sale dates of holiday stamps. MPOs should order these stamps early.

Forever Stamps

Forever Stamps are only used for 1-ounce letters regardless of when the stamps were purchased no matter how many times postage rates may increase in the future. All unsold Forever Stamp booklets will be revalued whenever postal rates increase.

POSTAL STATIONERY

Stamped cards and stamped envelopes are examples of postal stationery. Each of these items may be issued to you as part of your stamp stock account. Remember that prices on postal stationery are subject to change, and you should keep yourself informed as to the current selling price of stamped cards and stamped envelopes. The *Domestic Mail Manual* (DMM) and Postal Bulletins are references for this information.

Stamped Cards

The USPS supplies stamped cards with a postage stamp printed or impressed on it for the purpose of transmitting a message. The USPS sells two stamped cards; one is a double stamped card with one half of the card being a reply card, the other is a single card. Your MPO will normally only stock single-piece rate stamped cards. Single and double reply-paid cards are available at the First-Class postage rate plus a charge for the card. Refer to the DMM for the current prices for stamped cards.

Stamped Envelopes

Stamped envelopes are made of high-grade paper that will withstand any ordinary handling to which a letter may be subjected. Stamped envelopes are available in plain or personalized format with four different types each. Under normal conditions your MPO will supply only plain stamped envelopes.

Regular plain stamped envelopes are available at the First-Class postage rate plus a charge for the envelope. Two sizes are available, size No. 6-3/4 and size No. 10. Single stamped envelopes, in either size, are sold at the same price; refer to the DMM for the current price.

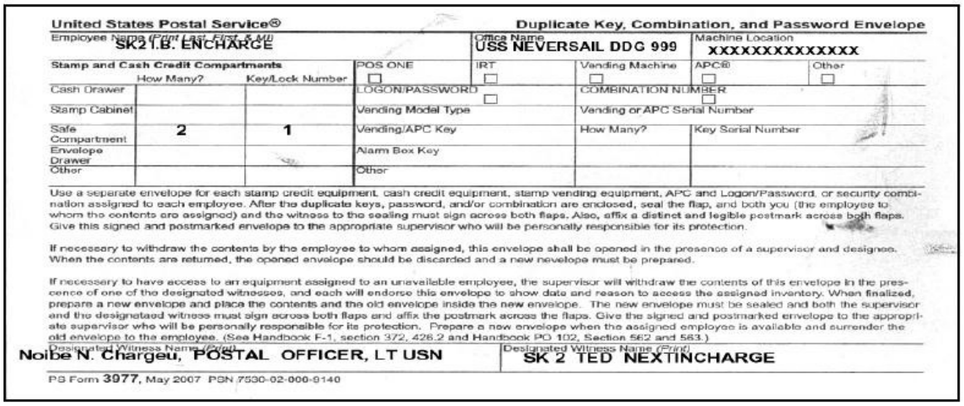
CARE AND PROTECTION OF STOCK AND FUNDS

Stamps, postal stationery, and other accountable items must be protected at all times. At the finance window, keep your funds and stock stored in a cash drawer that will accommodate the different denominations of coins, bills, and the postage stock items of the highest demand.

Cash drawers are designed to keep postal stock beyond the reach and sight of the customers. For security reasons you must always lock your cash drawer during temporary absences from the window. At night and when the post office is closed, place all funds and stamp stock account in your assigned safe.

Duplicate combinations and keys to cashboxes, cash drawers, or safes in which funds and postal stock are stored, should be sealed in Duplicate Key Inventory (Envelope), PS Form 3977s (*Figure 21-2*). They must be safeguarded by the Custodian of Postal Effects (COPE) (unless you are the COPE then by another designated individual). PS Form 3977s should be receipted for on a modified Key Receipt, PS Form 1096 (*Figure 21-3*).

Front



United States Postal Service® — Duplicate Key, Combination, and Password Envelope

Employee Name (Print Last, First, & MI)			Office Name		Machine Location	
SK2 I.B. ENCHARGE			USS NEVERSAIL DDG 999		XXXXXXXXXXXXXX	
Stamp and Cash Credit Compartments	How Many?	Key/Lock Number	POS ONE ☐	IRT ☐	Vending Machine ☐	APC® ☐ / Other ☐
Cash Drawer			LOGON/PASSWORD ☐		COMBINATION NUMBER ☐	
Stamp Cabinet			Vending Model Type		Vending or APC Serial Number	
Safe Compartment	2	1	Vending/APC Key		How Many?	Key Serial Number
Envelope Drawer			Alarm Box Key			
Other			Other			

Use a separate envelope for each stamp credit equipment, cash credit equipment, stamp vending equipment, APC and Logon/Password, or security combination assigned to each employee. After the duplicate keys, password, and/or combination are enclosed, seal the flap, and both you (the employee to whom the contents are assigned) and the witness to the sealing must sign across both flaps. Also, affix a distinct and legible postmark across both flaps. Give this signed and postmarked envelope to the appropriate supervisor who will be personally responsible for its protection.

If necessary to withdraw the contents by the employee to whom assigned, this envelope shall be opened in the presence of a supervisor and designee. When the contents are returned, the opened envelope should be discarded and a new nevelope must be prepared.

If necessary to have access to an equipment assigned to an unavailable employee, the supervisor will withdraw the contents of this envelope in the prescence of one of the designated witnesses, and each will endorse this envelope to show date and reason to access the assigned inventory. When finalized, prepare a new envelope and place the contents and the old envelope inside the new envelope. The new envelope must be sealed and both the supervisor and the designataed witness must sign across both flaps and affix the postmark across the flaps. Give the signed and postmarked envelope to the appropriate supervisor who will be personally responsible for its protection. Prepare a new envelope when the assigned employee is available and surrender the old envelope to the employee. (See Handbook F-1, section 372, 426.2 and Handbook PO 102, Section 562 and 563.)

Designated Witness Name (Print)	Designated Witness Name (Print)
Noibe N. Chargeu, POSTAL OFFICER, LT USN	SK 2 TED NEXTINCHARGE

PS Form **3977**, May 2007 PSN 7530-02-000-9140

Back

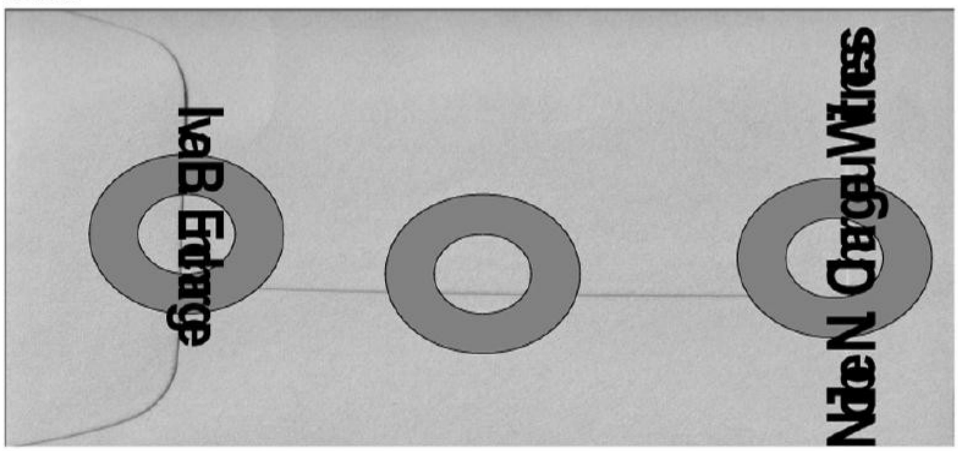


Figure 21-2 — An example of a Duplicate Key Inventory (Envelope), PS Form 3977.

Place your name, the description of the contents, and the location of the applicable container on the face of the envelope(s). In addition, your signature and the signature of the designated individual should be placed across the flap of the envelope and the envelope dated with the All Purpose Date Stamp (APDS).

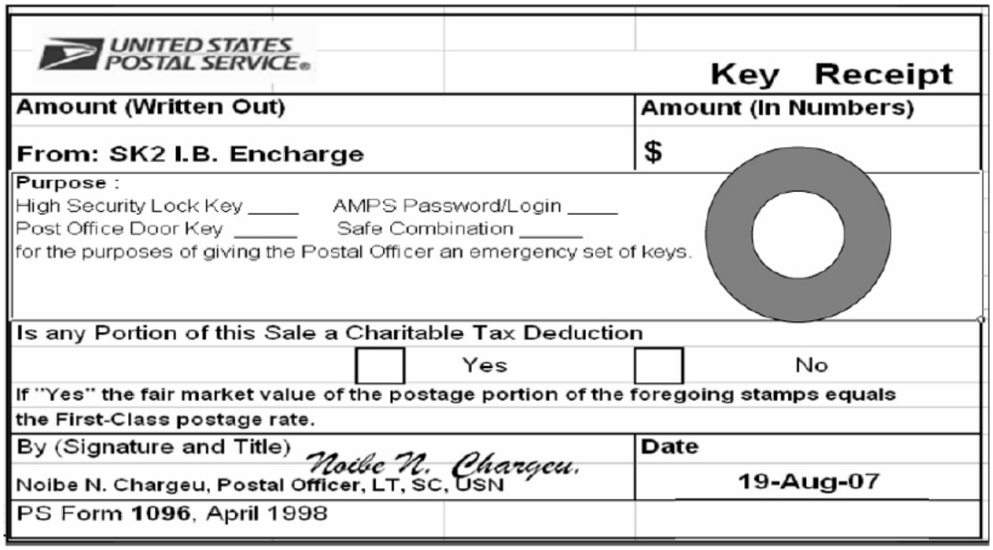
Each clerk should be assigned a separate cashbox or safe when in custody of any portion of the command's assigned credit.

MPCs having custody of funds and stamp stock can be held liable for their loss when they do not comply with handling and storing instructions. NEVER allow another Postal Clerk (junior or senior) to sell or make window transactions from your cash drawer.

Combinations to safes used to store funds and stock should be changed:

- Upon initial receipt of the safe
- Whenever there is a compromise of the combination
- Whenever an individual who has had custody of the combination is transferred or relieved of credit

- Annually.



UNITED STATES POSTAL SERVICE

Key Receipt

Amount (Written Out)	Amount (In Numbers)
From: SK2 I.B. Encharge	$

Purpose :
High Security Lock Key ____ AMPS Password/Login ____
Post Office Door Key _____ Safe Combination _____
for the purposes of giving the Postal Officer an emergency set of keys.

Is any Portion of this Sale a Charitable Tax Deduction

☐ Yes ☐ No

If "Yes" the fair market value of the postage portion of the foregoing stamps equals the First-Class postage rate.

By (Signature and Title)	Date
Noibe N. Chargeu, Noibe N. Chargeu, Postal Officer, LT, SC, USN	19-Aug-07

PS Form **1096**, April 1998

Figure 21-3 — An example of a modified Key Receipt, PS Form 1096.

Arrangement of Stock

Any workable arrangement of stamp stock, consistent with security and protection standards, is permissible. The following procedures may prove helpful to you in arranging your stamp stock.

- For convenience keep the stamps in a large scrapbook, the pages of which are slightly larger than the sheets of stamps. Place individual denominations between the pages in numerical order, or in order of the most frequently sold stamps. Tab the pages with each denomination
- Keep stamps flat. Use a book, a piece of cardboard or flat metal, or any other heavy object to keep the stamps from buckling and curling. In humid climates and during the summer, it may be helpful to place sheets of waxed paper between the sheets of stamps to prevent them from sticking together.

Your account container will have compartments for coins and bills. Place the coins in the front compartment where they will be accessible to you for making change. Place the bills in the large compartments. If space is available, keep your books of stamps (if held) in the account container also. Keep your envelopes and stamped cards in a large compartment near your stamp window. Never open more than one box of a kind at a time; when your stock is audited, unopened boxes are much easier to count.

You will conduct retail operations over a counter or through a window, depending upon the size and layout of your post office.

Selling Postage

Postal counter work is one of the most important tasks you will perform. This type of duty is essentially one of public contact, and it requires businesslike behavior and service that is COURTEOUS and EFFICIENT. A thorough knowledge of postal regulations concerning the types of postal services offered and the appropriate postage rates is necessary.

Always remember to collect the money before handing out the stamps. You should keep the money handed to you in sight until the transaction has been completed. This will avoid any confusion or disagreement between you and the customer about the amount you were given. After you have made change, count it out to the customer. This will serve to double-check your computation. You should complete all necessary postal financial transactions in the presence of the customer.

When you are selling stamps, especially those for use on a parcel, always use those of the highest suitable denomination. For example, do not use eight $.25 stamps when two $1 stamps would suffice. Do not damage or soil your stamp stock. Sell your older stock first to minimize spoilage.

Affixing Stamps

MPCs are not permitted to affix stamps to mail. The mailer of the article must affix the stamps and should be so informed should the question arise. Inform your patrons, when necessary, that the stamps must be affixed firmly in the upper-right corner of the address side of the article. Any stamp partially concealed by an overlapping stamp may not be counted as postage.

UNAUTHORIZED TRANSACTIONS

It is unlawful for those of you entrusted with the sale or custody of postage stamps to use the stamps in payment of debts or expenses or for the purchase of any salable articles. Stamps must be sold for face value only.

Your personal funds and property must not be stored in any container(s) assigned for the safeguarding of postal effects. In fact, postal clerks are not authorized to store any personal items in an MPO, and must not accept deposits of money or other articles for safekeeping from anyone.

AUTOMATED MILITARY POSTAL SYSTEM (AMPS)

The Automated Military Postal System connects MPOs and other Military Postal activities around the world directly to the Military Postal Service Agency (MPSA) in Alexandria, VA via the World Wide Web. Instead of relying on telephone messages, e-mails, or other secondhand communication methods, AMPS users can view the information about their MPOs on their own desktops. When changes or corrections must be made, users can update the information themselves.

In addition to automating the processing of MPO information, AMPS presents its users with finance and transportation information managed by the United States Postal Service (USPS) and other agencies. This data is loaded automatically into the AMPS database on a periodic basis and, once loaded, becomes available immediately to users. AMPS also permits users to download this data from the Website to their personal computers.

FLEXIBLE CREDIT

Stamps and postal stationery are issued by the Stamp Distribution Office (SDC) in Phoenix, AZ and Binghamton, New York.

The total amount of flexible credit carried by a MPO should be based on a 9-week stock level. For example, if the average weekly sale totals 5 stamps, then the 9-week stock level should not exceed 45 stamps (9 weeks x 5 = 45) for that item number. When calculating the stamp stock limits, each item is calculated separately, and the total value of all item numbers is added together to determine the total accountability of a main stock.

The flexible accounting system provides more latitude in stamp requisitioning because funds are not submitted with requisitions to obtain stamps and stamped paper. This system reduces the Postal Finance Officers (PFOs) and COPEs/Finance Supervisors accountability for stamps and stamped paper, based on stamp sales remittances, and increases their accountability upon receipt of stamp requisitions.

Establishing Original Stamp Stock

The procedures for requesting establishment of a MPO are contained in DOD Postal Manual and OPNAV 5112.6 (series) . These procedures include establishing your original flexible credit.

As a general guide for establishing a COPE account issued by an accountable postmaster, calculate a minimum of $25 per sponsor served plus 50 percent. Initial establishment of a COPE account extended from an accountable postmaster must be routed through the Major Command for approval of credit limit.

The amount of the original stamp stock desired by the Commanding Officer is specified in the letter that requested the Navy post office to be established. This amount should be increased or decreased based on your 9-week stock level. For example, an aircraft carrier would carry an approximate total flexible credit of $10,000. This amount is subject to fluctuate possibly being lower in homeport and higher on long deployments.

Receipt of Original Stamp Stock

When a Navy post office is established, the designated COPE will receive the initial stamp requisition. This requisition must be opened and verified in the presence of a witness. Both the COPE and a witness must verify that the contents and invoice of a Stamp Requisition, PS Form 17 agree. After the verification has been completed, the COPE and witness must sign and date the invoice. The COPE retains the invoice in the MPO files for record purposes and reports the amount of stamp stock received via online Daily Financial Report, PS Form 1412, and submits via AMPS.

Other actions that have to be completed when establishing a new post office are as follows:

- Confirm receipt of blank money order forms
- Prepare Money Order Control Record, DD Form 885 for the blank money order forms
- Prepare the post office Standard Operating Procedures (SOP)
- Implement directory card files and mail orderly appointments (to include training of mail orderlies.)

Custody of Flexible Credit

Remember a safe to secure the credit assigned to you must be obtained before you receive the stock. Also, remember that you will be the sole custodian of the postal effects issued to you, and you are solely responsible for their safekeeping at all times.

Change in Custody

Whenever there is a change of COPE or when a window clerk is relieved of an account, an audit must be held on the account. Overages are collected and remitted via AMPS. Restitution for shortages must be made at the time of the audit.

REPLENISHMENT

For replenishment purposes, the amount of flexible credit of your Navy MPO is divided into two groups:

- The PORTION of the individual flexible credit in your custody and in the custody of each window clerk
- The TOTAL of the flexible credit of your MPO.

Stamp stock for each of these two groups is replenished as described below.

Individual Flexible Credit

Clerks remitting the requisition must submit PS Form 17 in duplicate to the COPE. When hand-carrying requisitions, complete them in duplicate, the COPE must retain the original and the clerk must retain the copy. A witness is not required to sign the PS Form 17 if the requisition is filled when the receiving clerk is physically present. The cash portion should not exceed 1 percent of the total accountability or $100, whichever is smaller of their flexible credit.

Activity Flexible Credit

Replenishment of stamps for the unit‘s main stamp stock should be conducted using the calculation for the 9 week stock level. Determine the proper stock level for each item in the COPE’s main stamp stock not the dollar value.

Replenishing Guidelines

Experience will soon teach you, the COPE, which stamps are in heavy demand. MPOs in deployed ships and at overseas activities normally use higher value stamps than those ships that are in their homeports. In addition, you should consider the increased mailing before holidays, particularly Mother’s Day, Father’s Day, Easter, Christmas, and Valentine’s Day. Anticipate your needs, and always keep a supply of the best sellers and commemoratives on hand.

Your first step in ordering is to determine the stamps that are in high demand, and then determine which denominations are in lowest supply.

When you determine the quantities to be ordered, remember that most of the stamps you handle are issued in sheets of 20, 50, or 100. In all cases adjust the amount of the requisition, whenever possible, to permit ordering stamps in at least full sheets. When requisitioning stamps, refer to the DMM or the Postal Bulletin for proper denominations and quantity.

STAMP REQUISITIONS

Requisitions are prepared and submitted on PS Form 17 to the accountable postmaster SDC via fax, email or first class mail (*Figure 21-5*). If sent first class mail it must be submitted in an original and three copies.

UNITED STATES POSTAL SERVICE

STAMP REQUISITION # 1

Postmark

3

Date Stock Ordered

Finance No.	Unit ID	Name of Post Office, Station or Branch		
2	2	2		
Telephone No.				ZIP Code
2		2	2	2

Signature of Submitter 4

Signature of Shipper 5

Signature of Witness 6

Prepare an ORIGINAL and ONE COPY of this form. Submit only the ORIGINAL. Keep the COPY for your records. PRINT all information except signatures. Typing is not necessary. Orders cannot be processed without the FINANCE NO. (and UNIT ID., where applicable). Enter one item per line. Use a second form if necessary. ADD UP the Value column and enter the total in the Total Value Order box. DATE STAMP the upper right corner on the day stock is ordered.
Note: When an item is out of stock, a similar item of the same denomination, if available, will be substituted unless you indicate otherwise by placing an "X" in the Do Not Substitute Block.

7 Type of Requisition ☐ Scheduled Order ☐ Clerk Order ☐ Emergency Order ☐ Return Stock

No Sub	Item No.	Quantity	Denomination	Value	Description
☐					
☐					
☐	8	8		8	
☐					

Registry Number Used 9

Total Value Ordered 10

Signature of Person Receiving Stock 11

Signature of Witness 12

PS Form 17, May 2007

Figure 21-4 — An example of a Stamp Requisition, PS Form 17.

Steps for completing PS Form 17

Block 1: The requisition number (beginning at the fiscal year [Oct 1]), the check number and the amount of the check

Block 2: Your command's complete mailing address

Block 3: An impression of the APDS. The APDS must NOT be photocopied.

Block 4: The COPE or other submitter's signature. Do NOT photocopy signature. To verify the requisition, the reserve custodian initials here.

Block 5: Left blank unless returning stamps

Block 6: Left blank unless returning stamps

Block 7: Check appropriate block.

NOTE

If returning damaged or old stock and ordering new stamps, you should use two separate requisitions.

Block 8: Information concerning the stamps you are ordering or returning in the appropriate columns

Block 9: This block is left blank unless returning stamps

Block 10: The total amount of stamps ordered

Block 11: Signature of the reserve custodian and the date when the stamp requisition was received

Block 12: Signature of the COPE and the date when the stamp requisition was received.

Submit regular requisitions once a month. Retain a copy of the PS Form 17 in the COPE files, pending receipt of the filled requisition. Do not submit funds for stock requisitioned.

Upon receipt of the filled requisitions, verify, with a witness, the quantity of stock received and record the value of the stamps and stamped paper received in U-III. If a subsequent shortage is discovered (such as a book of stamps missing upon opening a sealed container), or an error in the remittance is made, immediately bring it to the attention of the originator of the requisition and resolve it via letter. Do not make an adjustment on PS Form 1412, as the letter explaining the discrepancy will suffice for audit purposes.

RECEIPT OF STOCK

The SDC will return the requisitions via Registered Mail™. The COPE will sign for the incoming requisition on a Firm Delivery Receipt, PS Form 3883. The COPE and a witness must open the requisition. Care must be taken that postage stock is not discarded with the wrappings. After the COPE has received all the items they compare the amount listed on the duplicate copy of PS Form 17 with the retained copy of the requisition in the post office files, and makes required changes, if any. If found to be correct, the COPE signs and dates Block 11 and the witness signs and dates Block 12.

After verification and completion of the above entries on the duplicate PS Form 17, file in the MPO files for 4 years. If a discrepancy is found when the shipment is received, report the facts immediately to your Postal Officer and Commanding Officer. In the event of a shortage in the shipment, notify the source of supply by letter stating the circumstances. The letter should include the name of the person who signed for the requisition, and the name of the person who witnessed the opening of the requisition. A copy of the PS Form 17 must be included as an enclosure. A copy of the letter report should be filed in the post office, and the amount of the discrepancy should be carried as "in transit" pending adjustment. The wrapper of the package, or the shipping case, if envelopes are involved, must be carefully preserved until the matter is adjusted. The Commanding Officer will notify the MPSA by Naval message of the circumstances.

If an overage is found, you will report the facts in the same manner as a shortage. Only after the incoming stamp requisition has been audited twice and double-checked will you return the overage of stamp stock with a photocopy of the original PS Form 17 and letter of explanation of the circumstances.

RETURNING DAMAGED AND OBSOLETE STAMP STOCK

Always ensure, before delivering stamps to customers that they are free from damage. If stamps become damaged while in the customer's possession, they can be exchanged by the customer; however, the exchange is always made in stamps, NEVER IN CASH. The exchange will be an equal value of stamps of the same denomination. Stamps presented for exchange must be in substantially whole condition with the denomination evident.

Occasionally you will receive damaged stamps in a stamp requisition. Sometimes a clerk will damage stamps while separating a sheet, or when tearing a stamp from the sheet. Return all damaged stock to the source of supply for exchange (COPE, SDC.)

Prepare PS Form 17 in duplicate to return stock because of damage. Prepare the form exactly as if you were making a regular requisition, except mark the Return stock box number 4. When mailing damaged stock, a witness must verify all entries and it must be sent to the Stamp Destruction Office as designated by USPS.

West Coast commands returning stamp stock submit to the SDC office in Phoenix:

PHOENIX STAMP DISTRIBUTION CENTER

ATTN: DESTRUCTION VAULT

1441 BUCKEYE RD

PHOENIX AZ 85034-9109

Email: phoenixsdc@usps.gov

Tel: (602) 223-3511

East Coast commands returning stamp stock submit to the SDC office in Atlanta:

ATLANTA STAMP DISTRIBUTION CENTER

ATTN: DESTRUCTION VAULT

125 VILLANOVA DRIVE

ATLANTA GA 30336-2521

Email: atlantasdc@usps.gov

Tel: (404) 344-1503

When damaged stamp stock is returned, record the amount on PS Form 1412 in AMPS.

POSTAGE METERS

If you are assigned to a small command such as a LHA, DDG, FFG or large shore activity overseas, your duties as a finance clerk may require you to operate a postage meter machine. Postage meters are furnished by the USPS to military post offices to provide a means of selling postage without the use of postage stamps .The postage meter consists of three parts, the postage meter, keyboard and scale.

MONEY ORDER FORMS

If you are assigned to a large command such as an aircraft carrier or an overseas location, your duties may require you to sell and cash money orders.

The Money Order Set

A money order form set consists of three parts the money order (MO), voucher and the customer receipt and, each having a specific purpose. (*Figure 21-5.*)

Figure 21-5 — An example of a postal money order form set.

Item 1: The top copy is the money order negotiable document.

Item 2: The Voucher. You will retain this portion to prepare your money order report, which we will discuss later in this chapter.

Item 3: The Customer Receipt. The customer receipt serves as proof of purchase in case of loss or theft of the money order.

Item 4: The two carbons are removed along with the voucher before the money order and money order receipt are issued to the customer.

The Serial Number

Each money order set is assigned an 11-digit number. This number is preprinted in the top left part of the money order set. The first 10 numbers are the serial number used to identify the money order.

The 11th digit is used as a check sum number and is NOT part of the actual serial number. The serial number is read by a computer; therefore, the numbers must never be smudged. You should never handle the top third portion of the money order form set.

Completing the Money Order and Receipt

The purchaser completes the money order and customer's receipt as follows:

- Pay To block—The purchaser of the money order enters the name and address of the person or firm to which the money order is to be paid. The purchaser should enter this information immediately after purchase. A money order that is not completed is the same as a negotiable instrument. It is like cash in the hands of whoever has it
- From block—The person buying a money order places their name and address in this space
- Memo block—The purchaser of the money order can indicate for what purpose the money order is to be used. If paying a bill or paying for merchandise ordered, the account number or the type of merchandise ordered may be entered in this space
- Clerk block—The initials of the clerk that cashes the money order.

Requisitioning Blank Money Order Forms

Blank money order forms should be ordered as needed. If your post office is aboard ship, you must consider several possible scenarios when you place an order. If your ship is on or will be on an extended deployment, you will issue more money orders than if you were in your homeport. Some of the things you should consider are the following:

- What is the ship's operating schedule
- If a deployment is scheduled, how long will the ship be away from homeport
- If a deployment is scheduled, will there be an increase in personnel
- What was the number of money orders sold during the last deployment
- What is the amount of available storage space on board?

Requisitioning Frequency

Because of operating schedules, ships must maintain at least a 5-month supply of blank money order forms at all times and shore activities must maintain at least a 3-month supply. All MPOs are restricted to a maximum of a 12-month supply of forms. Once you have determined the number of blank money order forms you will need, you are ready to submit your order. The order must be submitted at least 45 days before the forms are needed. Always monitor blank money order form levels.

Requisitioning Forms (Normal Requisitions)

Blank money order forms are requisitioned by completing PS Form 17, in triplicate at least 45 days before the minimum supply level is reached. Prepare PS Form 17 (*Figure 21-6*) as follows:

Block 1: Enter the requisition number. Requisitions are numbered consecutively beginning with the number 01-YY on 01 October each fiscal year.

Block 2: Enter the name, address, telephone number, email and finance number of the unit.

Block 3: Postmark with the APDS.

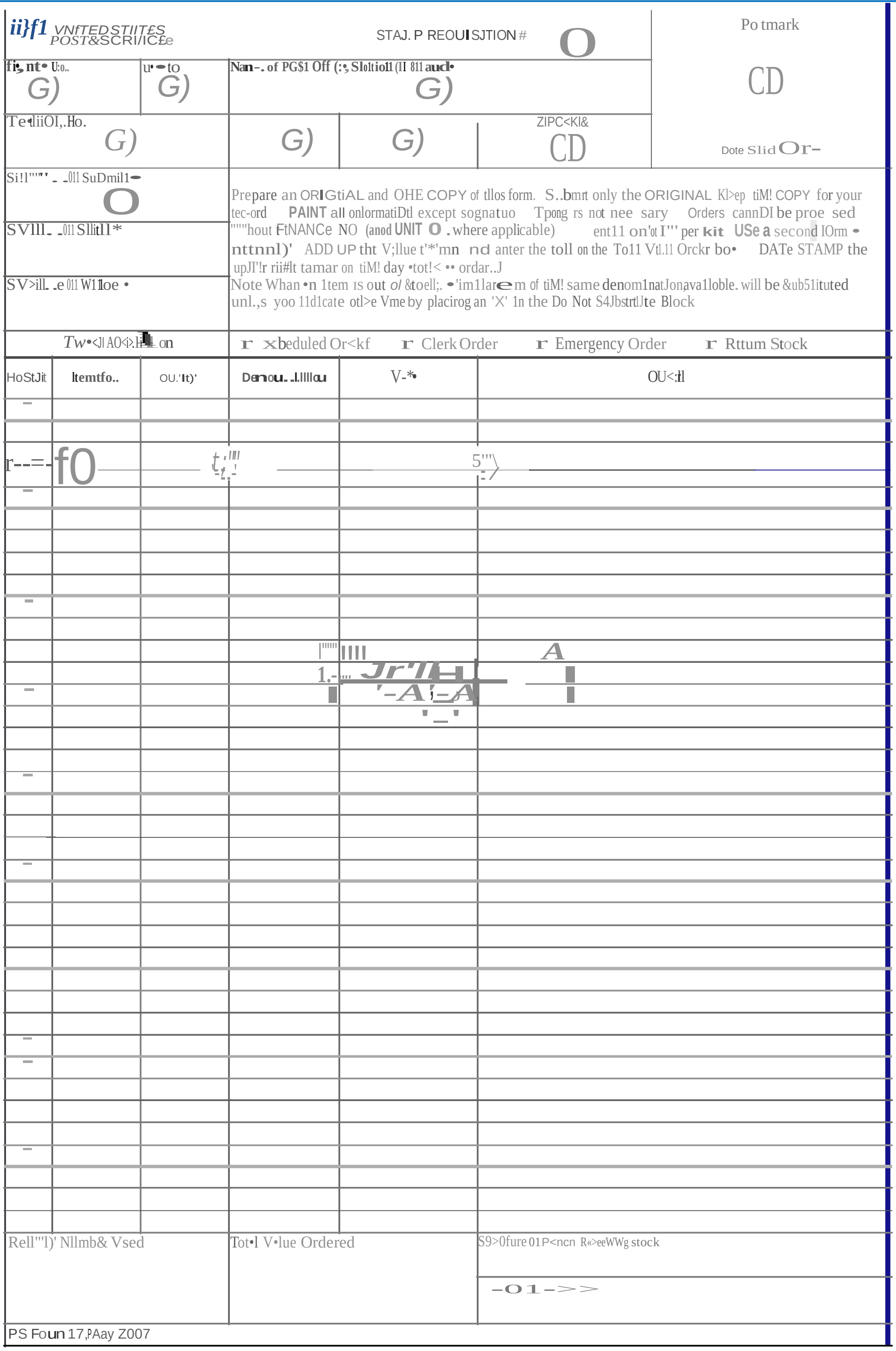
Block 4: Clerk submitting requisition signs here.

Block 5: Enter the amount of money orders requested.

Fax or email requisition form to the USPS Material Distribution Center, Topeka, KS, keeping a suspense copy in the MPO files until requisition has been received.

NOTE

Even though the same form is used to order stamps and money orders, money order requisition numbers should be kept separate from stamp requisition numbers.



UNITED STATES POSTAL SERVICE — STAMP REQUISITION #

Postmark

Date Submitted

Prepare an ORIGINAL and ONE COPY of this form. Submit only the ORIGINAL. Keep the COPY for your record. PRINT all information except signature. Typing is not necessary. Orders cannot be processed without FINANCE NO. (and UNIT ID, where applicable). Enter the amount per item. Use a second form if necessary. ADD UP the value column and enter the total in the Total Value Ordered box. DATE STAMP the upper right corner the same day the total order...

Note: When an item is out of stock, similar items of the same denomination, if available, will be substituted unless you indicate otherwise by placing an 'X' in the Do Not Substitute Block.

Scheduled Order	Clerk Order	Emergency Order	Return Stock

Do Not Substitute	Item No.	Quantity	Denomination	Value	Description

Reel Number Used | Total Value Ordered | Signature of Person Receiving stock

PS Form 17, May 2007

Figure 21-6- An example of a PS Form 17 used to requisition money orders.

Receipt of Money Order Forms

Each shipment of blank money order forms ordered from the SDC is sent by Registered Mail™ and should be delivered unopened to the money order custodian. The person receiving the shipment should sign a delivery receipt PS Form 3883 before verifying that the shipment is correct as ordered.

Verification of Money Orders

Each shipment of blank money order forms received should be opened and the contents verified as soon as possible after receipt by the COPE and a witness.

The serial number of the top money order form of each package is visible through the cutout in the chipboard on the top of each sealed package. Remember, each package contains 100 blank money order forms.

It must be assumed that each sealed package contains 100 forms. Sealed packages should not be opened for the purpose of verification. Do not open the sealed packages until you are ready to use the money order forms.

Missing or Damaged Shipments

When a shipment of blank money orders is excessively late or is received in a damaged state, the appropriate Accountable Paper Depository should be notified. Treat MO's received in defective or mutilated condition as spoiled. If large shipments of damaged MO forms are received, request disposition instructions from the Accountable Paper Depository. If necessary, immediately reorder blank money order forms.

Money Order Invoice

Each shipment of blank money order forms is accompanied by a PS Form 17 that serves as the invoice. The PS Form 17 is enclosed in the shipment and lists the inclusive serial numbers of all money orders sent.

After each sealed package of money order forms has been verified, the reserve custodian will sign the PS Form 17 (bottom right) as the person receiving the money orders and the COPE will sign as the witness.

File the signed PS Form 17 that accompanied the money orders in the post office file. Code for destruction 4 years after last money order series has been issued.

Clerks operating under the Flexible credit system are authorized to hold money orders overnight and are not required to turn them back over to the COPE on a daily basis.

Accounting for Money Order Forms

Once a shipment of blank money order forms has been received, a record of them must be made. The reserve custodian and COPE must know at any time the status of all blank money order forms. This is done by using Money Order Control Record, DD Form 885. A separate DD Form 885 is used for each different series of money orders. If properly completed and maintained, DD Form 885 will provide the reserve custodian and the COPE with the following information:

- The inclusive serial numbers of each money order series
- The inclusive serial numbers, number of money orders issued and returned, and date of issue to the Postal Clerk(s) or date of return to the reserve custodian

- The inclusive serial numbers of money orders currently held by the Postal Clerk(s)
- The inclusive serial numbers and number of money orders remaining in each series.

Money Order Control Record

DD Form 885 is completed (Figure 21-7) and maintained by the COPE. To complete DD Form 885:

Block 1: Enter your office FPO address.

Block 2: Enter the source from which the blank money order forms were received.

Block 3: Enter the first and last serial numbers of the money order series.

Block 4: Enter the total number of forms received in the shipment.

Block 5: Enter the date the shipment of forms was received.

Block 6: Enter the registered number(s) under which the shipment of forms was received.

Block 7: Obtain the signature of the COPE.

MONEY ORDER CONTROL RECORD	BLANK M.O. FORMS RECEIVED BY	RECEIVED FROM	
	APO NO.	PM	Insert location of APO No.
	NPO NO. 1	PFO	2

SERIAL NUMBERS (Inclusive)1 FROM	TO	NO. OF BLANK FORMS RECEIVED	DATE RECEIVED	REGISTRY NO.	SIGNATURE OF CUSTODIAN
3		4	5	6	7

MONEY ORDERS ISSUED TO MILITARY POSTAL CLERKS

SERIAL NUMBERS (Inclusive)1 FROM	TO	SIGNATURE OF CLERK TO WHOM ISSUED. IF MAILED-UNIT NO. AND REGISTRATION NO.	DATE ISSUED	NO. OF FORMS ISSUED	NO. OF FORMS REMAINING ON HAND	CUSTODIAN'S INITAILS

1USE SEPARATE FORM FOR EACH SERIES RECEIVED.

DD FORM 885

Figure 21-7 — An example of a Money Order Control Record, DD Form 885.

Finance clerks should also maintain DD Form 885 in their safe folder indicating transfers of custody of money order forms with COPE, or another postal clerk.

Safeguarding DD Form 885

The DD Form 885 records the history of money orders that were in your possession or transferred from you to another clerk. This is probably the most important routine document that you will keep. Safeguard your DD Form 885 in your safe and make sure that you are the only one that records information on it.

Money Orders Held By Postal Clerk

Money order forms with the lowest serial numbers should be issued first. Newly received money order forms should not be issued until the stock of old forms has been used. You should request money order forms in blocks of 100. If you receive forms in less than blocks of 100, then you and the custodian must verify each money order by serial number.

Do not open a sealed package (100) of money order forms until you are ready to use them. Each time you open a sealed package of blank money order forms, you must verify each form by serial number before you issue them. Finance clerks are authorized to hold money orders overnight and are not required to turn them back over to the COPE on a daily basis.

Safeguarding Money Order Forms

Blank money order forms are valuable and must be kept locked up when not in use. When money order business is being conducted, blank money order forms should be kept out of reach of postal customers. Reserve stocks of money order forms in the custody of the designated custodian or a postal clerk must be kept in one of the following places to which the accountable person has sole access:

- A vault
- A three-position combination safe
- Another container offering comparable security of a vault or three-position combination safe.

If you are a money order clerk, you must have a metal cashbox, drawer, or safe equipped with a suitable locking device. Blank money order forms must be stowed in one of these containers when you are not transacting money order business. To establish individual responsibility, combinations or keys must not be available to other persons. If your stowage container is a locked box or drawer, it should be secured in a safe during temporary absences or during nonbusiness hours. Develop good security habits when you start working in a post office. They will be important to you as you advance in rate and take charge of a large post office. Unless you have written permission to do otherwise, return all unused blank money order forms to the custodian for safekeeping at the close of business each day.

Care in Handling Money Order Forms

Money order forms are processed by machine. Therefore, they should not be folded, creased, smudged, or otherwise mutilated. They should not be stored in damp or other unsuitable areas. The serial number on each money order set is machine-readable and must not be smudged. You should never handle the upper-third portion of the money order set. When you open a new package of money order forms, you should keep the remaining forms under pressure. A great deal of pressure is not needed; just enough to keep the forms flat is all that is required.

MONEY ORDER EQUIPMENT

In addition to the money order form set, you will use a money order imprinter while issuing money orders. The money order imprinter serves an important function in the money order process. The settings and its use are explained below.

Money Order Imprinter

The money order imprinter is simple to operate. It is quick, efficient and designed to save time and effort at the finance window. The money order imprinter you will be using is provided to MPOs by the USPS and is considered accountable equipment under custody of the COPE.

Money Order Imprinter Operating Instructions

Operation of the money order imprinter is broken down into five easy steps. See (*Figure 21-8*) while reading the steps listed below.

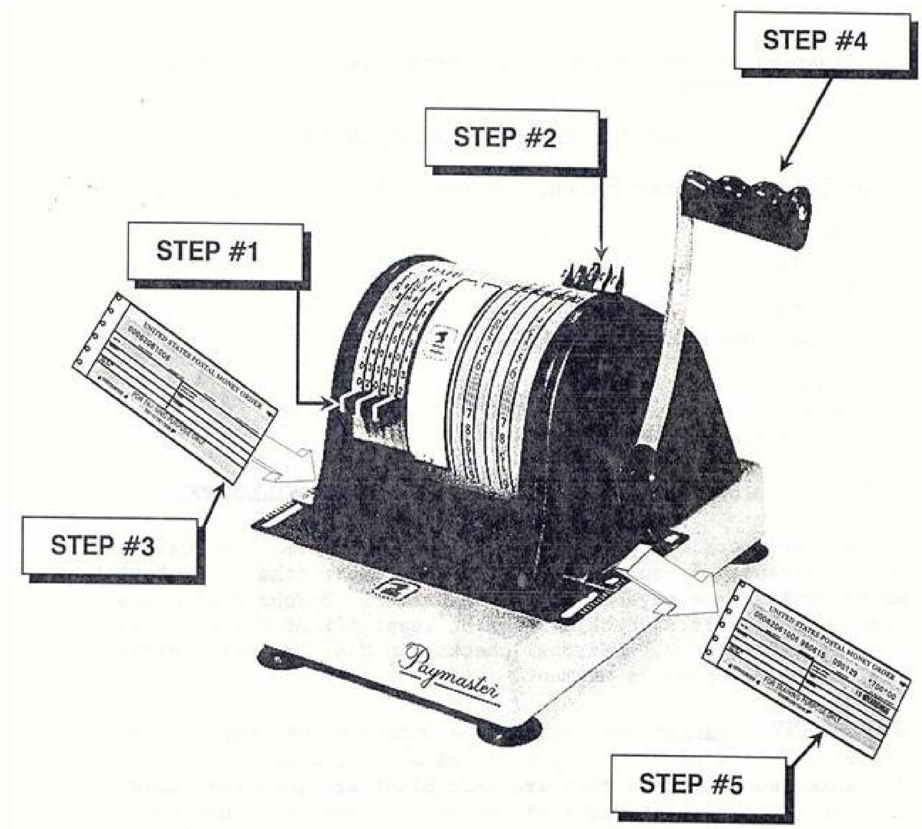


Figure 21-8 — An example of a money order imprinter.

Step 1: Setting the date:

1. From left to right align the date fingertip key tabs to the face plate numerals as follows:

- YEAR: The light gray key tab should be aligned to the proper decade digit, the dark grey key tab to the year digit.
- MONTH: The light gray key tab should be aligned to the proper ten digit of the month, the dark gray key tab, to the unit digit.
- DAY: The light gray key tab should be set to the proper ten digits, and the dark gray key tab, to the unit digit of the day.

> **NOTE**
>
> The repeated digit in all of the 10 columns of the date section are to assure long character life in these frequently used digit columns.

2. Always ensure that the correct date is set on the imprinter before beginning the business day.

Step 2: Setting the dollar amount:

1. Align the DOLLAR and CENT keys to the proper digits on the faceplate for the desired money order amount.
2. Verify the desired amount in the verification windows of the imprinter before inserting a blank money order form set.

> **NOTE**
>
> The $1,000.00 and $100.00 columns have been fitted with stops (red plastic strips) to help prevent amounts from being printed over the current postal service limits. These stops can be adjusted for future limit changes.

Step 3: Aligning the money order form set:

1. Place the money order form set face up into the alignment tray of the imprinter (perforated tab/stub to the left).

The red guideline should appear on the tray base to the left of the money order set stub when the form is in the proper location.

> **NOTE**
>
> To avoid serious damage to the imprinter, never actuate the operating lever without a form set inserted into the imprinter. Ensure that the operating lever is in its full resting position before attempting to change position of any of the date or dollar amount keys.

Step 4: Operating lever imprint stroke:

1. Grasp the grip handle of the operating lever assembly with your right hand and pull the lever all the way forward and down until it reaches the bottom of its stroke (listen for the "popping" sound).

NOTE

To assure a quality imprint, a built-in ratchet mechanism will not allow the operating lever to be returned to its rest position until a complete lever stroke has been made.

2. Hold onto the handle and allow it to return to its full rest position. Remove the form set from the imprinter and return all DOLLAR and CENT keys to their safe (no value) positions.

Step 5: Checking the imprint of the money order:

1. After imprinting the money order, check the imprint to assure that the correct value and date were struck. In addition, check to make sure that there is no overstrike of the imprint onto the money order serial number.
2. Remove the money order voucher (white portion), and the carbons from the set.

You must retain all vouchers and carbons to complete your money order business report at the end of the day. Maintain the vouchers in serial number sequence throughout the day.

You must maintain serial number continuity; always use the form with the lowest serial number first. If you issue a money order out of serial number sequence, DO NOT recall or spoil it; rather, return to the proper sequence as soon as possible.

Security of Money Order Imprinter

The money order imprinter must be kept secured at all times (out of the reach of customers) because it can be used to print negotiable instruments. The money order imprinter is considered accountable equipment and its loss will be reported as a postal offense.

ISSUING MONEY ORDERS

The domestic money order with which you have become familiar is sold at all U.S. civilian and most MPOs. Refer to DMM for the maximum amount for which a domestic money order can be issued. All money orders must be issued on the money order imprinter. Under no circumstances should money orders be handwritten or typed.

Money Order Fees

A fee is charged for each money order issued. If you issued three money orders to the same customer, you would have to collect three fees. Refer to the DMM concerning fees for issuing a money order from an MPO. The fee for a money order issued by a civilian post office is more than from a MPO.

Issuing Procedures

Now that you are familiar with the money order form set and the money order imprinter, we will go through the steps in preparing for and actually issuing the money order. The following is generally the procedure from start to finish:

1. Obtain the blank money order forms from the COPE. You should get a sufficient number of forms necessary to conduct business for that day.
2. If the money orders are loose (less than a sealed package of 100), verify each money order by serial number. As each package is opened, each money order serial number must be verified before issuing from that package.
3. Get your imprinter from its storage place and test to see that it is operable.
4. Set the correct date.
5. Check the print handle. Ensure the handle is in the up position.
6. Greet the customer.
7. Check the customer's identification to determine eligibility for service.
8. Verify the dollar amount of the money order desired by repeating the amount back to the customer.
9. Set the amount requested on the amount keys.
10. Insert the blank money order set so that it lies flat within the guides of the imprinter. Do NOT touch the upper-third portion of the money order form set.
11. Now move the print handle all the way down until you hear the popping sound, then release it.
12. Return the imprinter to the clear state by returning the money amount keys to the asterisk (*) positions and return the handle to the up position.
13. Remove the form set from the imprinter. Again, do NOT touch the upper-third portion of the set.
14. If any item has not printed clearly or correctly, treat the money order as spoiled. Spoiled money orders are covered later in this chapter.
15. Collect the amount for which the money order is issued plus the fee.
16. Detach and file the voucher in numerical sequence, taking care not to bend, fold, or mutilate it, and the carbons. Give the customer the customer's receipt and money order.
17. Advise the customer to complete the money order and receipt by filling in the Pay To and From blocks as soon as possible and to retain the customer's receipt.

Any customer whose daily total of purchased money orders is $3,000 or more, regardless of the number of visits made by the customer to one or more postal facilities, must complete a Funds Transaction Report (FTR), PS Form 8105-A, (To view PS Form 8105-A click here), and show identification bearing the purchaser's photograph, name and address.

Spoiled Money Orders

No alterations, changes, or erasures, in either words or figures, shall be made on any part of the money order form set. If a money order is incorrectly imprinted or completed incorrectly by the customer, it is considered to be SPOILED. A money order is treated as spoiled ONLY on the day it was purchased, and ONLY if the money order and customer's receipt is presented to the same clerk from whom it was purchased. If the money order is presented to another clerk or returned after the date of purchase, the money order should be cashed and a "No-Fee" money order issued as a replacement. No-fee money orders will be covered after you learn about spoiled or incorrectly prepared money orders.

Spoiled or Incorrectly Prepared Money Orders

The biggest reason for spoiling money orders is due to clerk error during issuing. Errors may include the following:

- Setting an incorrect date on the imprinter
- Setting an incorrect dollar amount, or
- Imprinter malfunction (does not produce a clear impression).

Money orders can also be spoiled by the customer. Some examples are:

- Purchaser or payee information is written incorrectly on the money order
- Purchaser inadvertently tears the money order, or
- Purchaser requests a money order for wrong amount.

Whatever the reason, if the money order becomes unusable on the same business day, follow the steps below. (Figure 21-9.)

Step 1: Collect the money order and customer receipt from the customer. Destroy the customer receipt and corresponding money order voucher. DO NOT DESTROY the money order.

Step 2: Write or stamp SPOILED in the PAY TO and FROM section of the money order.

Step 3: Place the spoiled money order in numerical sequence in the stack of issued money order vouchers.

Step 4: Issue a new money order to the customer for the same amount as the one spoiled (if amount was correct), but DO NOT collect a fee.

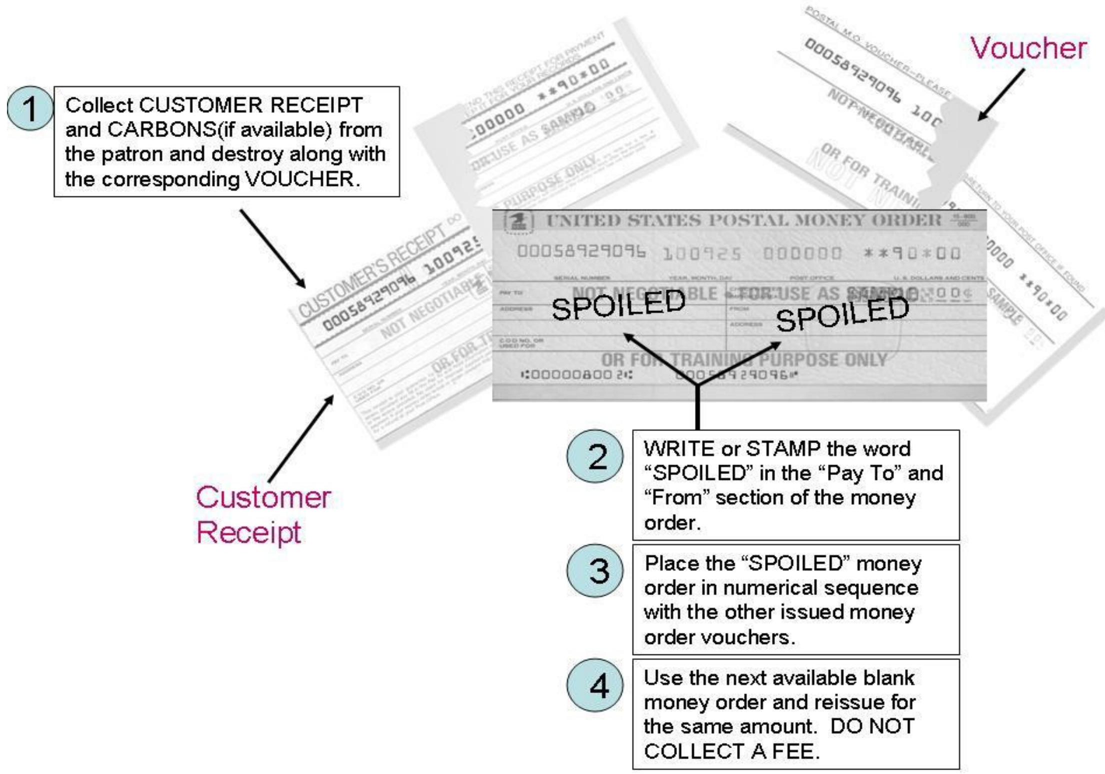


Figure 21-9 — An example of a spoiled money order.

Conditions for Issuing "No Fee" Money Orders

A No-Fee money order is a money order issued or sold WITHOUT collection of a fee. You will issue money orders and NOT collect a fee when:

- A money order is used for remittance as part of official USPS business. An example would be issuing a money order for funds collected by finance clerks for postage meter business.
- A customer spoils a money order and returns it to an MPO (any window clerk selling money orders) to have it replaced on any day after the date of sale.

In this situation:

- The customer completes the Pay To and From sections on the front of the money order, if not already completed. The customer must also endorse the original money order on the reverse.
- The customer must give the money order and customer receipt to the money order clerk.
- The money order clerk issues a new money order for the same amount as the original money order. Include the original money order with your day's business report as a PAID MONEY ORDER. Do NOT collect a fee.

Cashing Money Orders

As a money order clerk, you will also be cashing postal money orders. Only USPS money orders may be cashed at MPOs. Do not cash international money orders or personal checks.

NOTE

EXCEPTION: Canadian money orders may be cashed if they are drawn on the United States and the amount is given in U.S. currency. Money orders are valid for an indefinite period.

Identification

Before you accept a money order for cashing, you must identify the person whose name appears on the "Pay To" line. Military personnel, their dependents and authorized U.S. citizen government employees are provided with official identification cards (See Chapter 1). Identification cards will identify the bearer by photograph and signature. In those areas or under certain circumstances where authorized personnel are not issued official government identification cards, U.S. passports may be accepted for identification. Letters, club membership cards, social security cards, driver's permits, or similar items may NOT be accepted as proof of identity.

Signature Requirements

The payee of a money order must sign the instrument in the presence of the accepting clerk. You may accept any signature of the person cashing the money order that is not different from the name given on the order. Money orders payable to organizations, societies, government agencies, and so forth, must be signed by a representative authorized to do so. You may require proof that the person is an authorized representative of that agency. The representative must sign the money order with his or her own name and organizational title.

Use of such titles as Dr., Capt., Sgt., MCPO, or Mrs., is not required in signing a money order for payment, even if the title is used on the face of the money order.

Customers who cannot write may sign by using a mark (usually an X) if a witness is present. The witness cannot be a person assigned to postal duties.

A money order completed by the purchaser to show more than one person as the payee will be paid as follows:

- If the conjunction "or" is used to connect the payees, either payee may cash the order.
- If no conjunction is used, or if the conjunction "and" is used to connect the payees, then all the listed payees must sign the order.

Transfer of Money Orders

Only the person whose name appears on the "Pay To" line of a money order may endorse it to another person or a firm. To endorse the money order over to another person or firm the following actions must be taken:

- The intended payee's name is written on the back of the money order on the "Pay To" line
- The person transferring the money order signs under the words ENDORSEMENT SIGNATURE

- The person to whom the order was transferred will then sign under the original payee's signature at the time it is presented for cashing.

Money Order Cashing Procedures

Money orders presented for payment should be cashed if you have sufficient funds in your money order account. If you do not have sufficient funds in your account, refer the customer to a local bank or suggest that they return later in the business day.

When a money order is presented for cashing:

- Check the person's identification. Make sure the person presenting the money order for payment is the purchaser, payee, or first endorsee. If a passport is used as identification by authorized personnel who are not issued official government ID cards, enter the passport number on the back of the money order.
- Check to see if the money order has been changed. If alterations are noted, do not cash the money order. Also, check for watermark (picture of Benjamin Franklin) and security threads.
- Check the serial number of the money order against the latest lost or stolen money order list. Note that the list shows only the first 10 digits of the serial number. A new, lost, or stolen money order list is published periodically in the Postal Bulletin (To view Postal Bulletin click here). Each new list should be removed from the Postal Bulletin and posted at the money order window to replace the old list.
- Require the customer to sign the money order above the words ENDORSEMENT SIGNATURE.
- Stamp the money order with the APDS and initial it. (Figure 21-10.)

Money orders should be cashed regardless of whether such orders have been folded, stapled, or otherwise mutilated, provided the entries are clear and complete. A customer cashing over $10,000 of money orders in one day must complete PS Form 8105A.

Paid money orders must not be mixed with money order vouchers or spoiled money orders. They will be set aside for inclusion in the money order report, which will be discussed in the next section of this chapter.

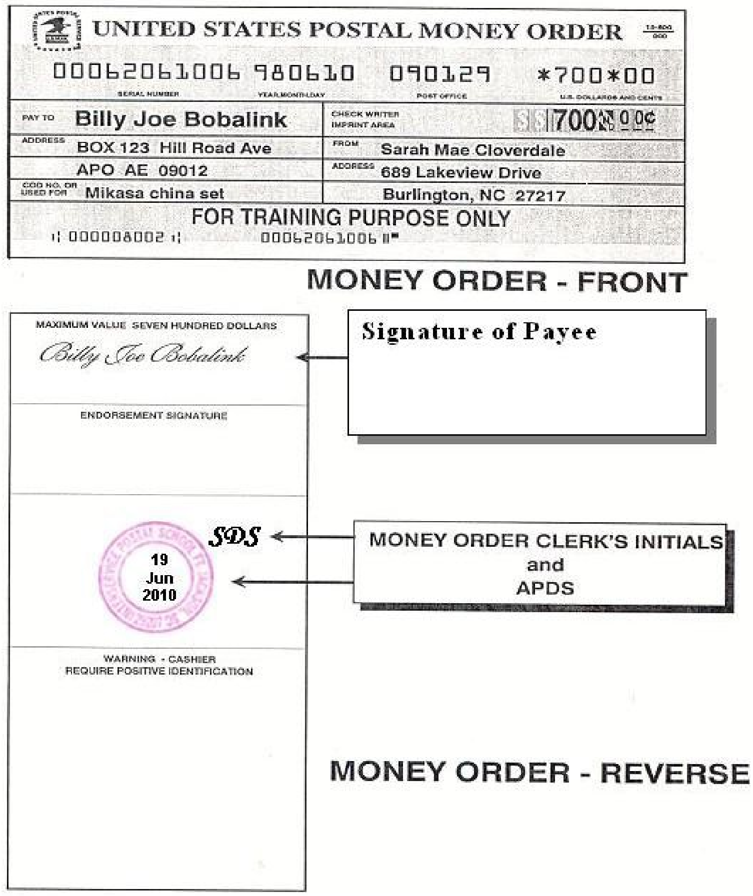


Figure 21-10 — An example of required endorsements for cashing money orders.

MONEY ORDER REPORTS

At the end of each business day, when money orders are sold, you must prepare a money order report. The report must account for all money orders sold, and spoiled, during the day. The COPE is responsible for ensuring that reports are prepared and submitted for each day money order business is conducted. The money order clerk prepares the report. Reports are submitted via On-Line reporting (Ships) and Requisition Control Unit (RCU) Upload (Ashore) in AMPS. Before you start to prepare the report, ensure that the Unit tape is in order and that all the issued money order vouchers and any spoiled money orders are accounted for and are in serial number order and that all paid money orders (cashed) are accounted for. Remember you learned that money order sets are issued in serial number order (that is, the lowest serial number to the highest). Your vouchers and spoiled money orders must be kept in the same order. After you have placed the vouchers and spoiled money orders (if any) in serial number order, you must determine the total cash value of the money orders sold.

Different Series of Money Order Forms

At times, you may have to issue money orders from two different number series on the same business day.

Money Orders Issued Out of Sequence

Through error, you may at times issue money orders out of serial number order. You should return to the proper series as soon as the error is noted.

Once the money order sequencing mistake is noticed, the clerk has to reestablish the money order setup sequence, separating the first block of money orders before the sequencing error as money order block 1, establishing the money order quantity for that block. Once established, the clerk will set up the remaining money orders after the sequencing error as money order block 2, establishing the money order quantity for that second block.

Step 1. Press Money Set Up key.

Step 2. Enter Money Order serial # that is out of sequence.

Step 3. Press Enter.

Step 4. Enter the amount of money order sold out of sequence.

Step 5. Press Enter.

Step 6. Block 2 Money Order Set Up-Enter money order serial # that is still in correct sequence and the amount remaining.

Step 7. Press Enter.

Missing Money Order Form Set

If, upon opening a sealed package of 100 money orders that are to be issued, you find a form set is missing, follow these procedures:

- Notify the MPO supervisor, or Postal Officer
- Prepare a letter reporting the missing money order and forward to the source of supply. Place a copy of the letter in numerical order where the missing form set would have been.

If a money order set is discovered missing after it was previously accounted for, notify the COPE, MPO supervisor, or Postal Officer. If the form cannot be found, the loss must be reported by message to Major Command (MACOM) as a postal offense.

Missing Voucher

If you discover that a money order voucher is missing, complete and enter on your MO tape, in the space where the amount of the missing voucher would normally appear, the words MISSING VOUCHER. (*Figure 21-11*)

After you audit your money order account, there should be an overage.

USPS FACSIMILE M.O. VOUCHER

Serial No. (Include 11th Digit if known)	Year Month Day Date	Post Office ID	Amount
			*

Preparer's Signature________________________ P.O. CAG________

Complete this form for missing vouchers.

Figure 21-11 — An example of a Facsimile voucher.

No-Fee Money Orders

When a customer returns a money order after the day of issue because of an error, issue a replacement money order. If the customer has the MO receipt, do not charge a fee for the replacement money order.

Duplicate, Defective, and Mutilated Money Orders

- If a duplicate, defective, or mutilated MO is found, it will be treated as spoiled.
- If two money order forms are received with the same serial number, spoil one by writing NUMBER DUPLICATED across the face of one of them. The other may be issued as long as all other information is correct.

INTEGRATED RETAIL TERMINAL

The Unisys Series 2000 Integrated Retail Terminal (IRT) is the most technically advanced system available at a MPO. The IRT's unique design assists the clerk in providing fast, accurate, and efficient service to the patron; however, the IRT is only available at shore-based MPO's. What you have previously learned can be accomplished in a matter of seconds by just pressing one or two keys on the IRT keyboard. Some of the IRT's capabilities include: automatic calculation of domestic and international postage rates; rate comparison between classes of mail; administrative report printing; ZIP Codes to postal zone conversion; and calculation. The IRT is also capable of recording each transaction as it is completed. This recording is an electronic journal of the day's activities.

This system has been designed so that it can be operated with ease. The IRT is an integrated system comprised of three major components: the integrated module, the customer display, and the receipt printer. Below is a brief explanation of each component:

- *INTEGRATED MODULE*—The integrated module is the system's main component. It contains the electronic scale, clerk display, keyboard, and disk drive. It also houses the Central Processing Unit (CPU) and resident memory.

- *CUSTOMER DISPLAY*—This is a seven-inch remote display, which can be placed up to 6 feet from the integrated module. The customer display shows the same information as the clerk's display.
- *RECEIPT PRINTER*—This component is used to print, on demand, both customer receipts and administrative reports. The printer does not have a power switch. It is activated automatically when printing administrative reports or customer's receipts. If you want the printer to print all transactions as you enter them into the system, then you can activate the printer by pressing the PRINT ON/OFF key on the keyboard. The printer has an out-of-paper indicator light and a paper advance button on its front panel. When a new roll of paper needs to be installed, the indicator light goes on, an electronic alarm sounds, and a pop-up printer error window appears on your screen. Use the paper advance button any time you want to advance receipts or blank paper.

CHAPTER 22

MAIL HANDLING AND TRANSPORTATION

As a mail orderly, or mail clerk, you are dealing with an important factor in military life morale. Mail contributes as much to the morale of the military services as any other single factor. Mail to/from home is an important way for your shipmates to maintain contact with family and friends as well as conducting personal business. Often mail is of legal or financial significance. You never know when a letter may contain a document or an item of information that will profoundly affect the affairs of the recipient. Therefore, every letter must be handled as if it were of utmost importance.

When you work in a mailroom you will become aware that mail is used for logistical support. Navy and Defense Logistics Agency (DLA) supply commands forward high-priority parts by mail for ships and aircraft deployed worldwide. Navy exchanges use mail services to overseas areas to provide merchandise for patrons. There is always the official correspondence vital to mission readiness and the well-being of the ship's company.

LEARNING OBJECTIVES

When you have completed this chapter, you will be able to do the following:

1. Recognize the personnel who handle incoming and outgoing mail and their responsibilities.
2. Recall the structural requirements for unit mailrooms; security requirements for keys, combinations, mail, mailroom spaces; and the procedures to transport, process, deliver mail.
3. Recall the responsibility for funding and the types of transportation available for military mail.
4. Determine the appropriate manifest to use to transport mail and the preparation requirements for each.
5. Recall the procedures for receipting for mail from the various types of carriers.
6. Recall the procedures for processing incoming mail at a shipboard or overseas MPO.
7. Recognize the different ways mail can be sent without prepayment of postage and the manner in which these types of mail are processed.
8. Recall the procedures for processing incoming international mail
9. Recall procedures for completing mail logs and handling surplus (MTE).
10. Recall the steps for preparing mail for dispatch.
11. Recall the procedures and equipment used in postmarking and canceling mail.
12. Recall the procedures for collecting and preparing outgoing mail for dispatch.
13. Recall the recommended locations for placement of mail collection boxes, their construction, security requirements.
14. Recall the procedures for proper pouching of outgoing mail.
15. Recall the procedures for proper pouching of outgoing mail.

DEFINITIONS

This section focuses on mail orderly service and mailroom operations in their entirety. The definitions of mail handling personnel and facilities are as follows:

- **Mail orderly**: An individual designated by proper authority to perform mail-handling duties, but does NOT operate a mailroom.
- **Mail clerk**: An individual designated by proper authority to do mail duties in association with the operation of a Unit Mailroom (UMR) or a Postal Service Center (PSC) that is not considered a section of a Military Post Office (MPO).
- **Postal Officer/Official Mail Manager**: A member or civilian employee of the U.S. Armed Forces, or an employee of a civilian agency, designated by proper authority to supervise the operation of a UMR.
- **Unit mailroom**: A room or enclosure with proper security that serves as a secure place for unit mail clerks to receive, process, deliver and dispatch mail.
- **Serving postal activity**: A local military or civilian post office or Fleet Mail Center (FMC) that provides postal support.

Qualifications of Mail Clerks and Mail Orderlies

All personnel conducting mail-handling duties, including Local Nationals, in an area other than a section of an MPO, shall be designated as a "unit mail clerk" or “unit mail orderly." These personnel shall meet the following qualifications:

- Have no record of:
  - Conviction by court-martial under UCMJ Article 15
  - Civil court conviction related to a theft or a financial or postal incident.
  - Derogatory information or unfavorable conduct that casts doubt on the individual's trustworthiness and integrity.
- Have no history of psychiatric disorder, alcoholism, or drug abuse, unless a medical evaluation determines the condition no longer exists.
- Have not been relieved of postal duties for cause.
- Be a U.S. citizen if handling official Registered mail, and be eligible for a SECRET clearance (have an Entrance National Agency Check (ENTNAC) or National Agency Check (NAC) on file). Local nationals shall not handle official Registered mail. To preclude unauthorized receipt of registered mail, annotate the DD Form 285, mail authorized to receive block, "except official Registered mail" for foreign nationals performing mail handling duties.

Designation of Mail Clerks, Mail Orderlies Postal Officers/Official Mail Managers

Unit Commanders or their designated representatives (i.e., assigned unit Postal Officer or assistant unit Postal Officer) shall designate unit mail clerks.

Responsible officials for those offices and activities requiring mail orderly service may designate mail orderlies. Document designations using DD Form 285 before personnel assume mail-handling duties. The number of designated mail clerks or mail orderlies and alternates shall be held to a minimum, consistent with the requirement to handle mail efficiently and effectively. Always designate a minimum of one primary and one alternate mail clerk or orderly. A list should be provided to the host postal activity. The host postal activity shall screen and review a unit's requirements.

The unit commander shall designate unit Postal Officers/official mail manager and alternates, in writing. Do not use DD Form 285 to document this. However, Postal Officers involved in mail handling duties require a DD Form 285 to do those duties.

Designations do not require renewal if the designating official changes

Training Requirements

Before entering into mail handling duties, the servicing postal activity will provide formal instruction to selected personnel covering the proper performance of these duties. This instruction shall emphasize the importance of safeguarding mail, handling of accountable mail, timely delivery, and the serious consequences of negligence of duty.

Mail Orderly Responsibilities

Mail orderlies normally are charged only with the safeguarding and delivery of incoming personal mail. Specific responsibilities of a mail orderly include:

Delivering personal mail to addressees only

Placing undeliverable mail in a suitable, securely locked container and delivering it later (as soon as possible) or returning it at the end of the workday to the UMR or post office, as applicable

Returning undeliverable-as-addressed mail to the UMR or serving post office with the reason for non-delivery (TDY, leave, or transferred)

Reporting any known or suspected postal offenses and irregularities to the Postal Officer or Commanding Officer

Mail orderlies from the Administrative Department, at large commands from other departments, have additional responsibility for delivering official mail.

Mail Clerk Responsibilities

Mail clerks must be designated and properly trained to provide mail service and operate UMRs in accordance with DOD 4525.6M . Specific responsibilities include:

- Safeguarding mail at all times
- Maintaining an up-to-date mail directory file of ALL personnel served, due to report, of personnel who have transferred during the last 12 months (3 months for personnel who were Temporary Duty (TDY), or trainees stationed less than 6 months at a training command)
- Performing prompt directory service on all undeliverable-as-addressed mail and returning it to the serving post office as soon as possible, but no later than the following workday after receipt
- Maintaining accountable mail records when provisions are implemented to deliver accountable mail from the unit mailroom
- Correcting all discrepancies noted on mailroom and post office inspections as soon as possible
- Reporting known or suspected postal offenses to the Commanding Officer via the Official Mail Manager/ Postal Officer immediately.

UNIT MAILROOM OPERATIONS AND MAIL ORDERLY SERVICE

Commanding Officers must furnish the command mail clerk with mailroom space and equipment as needed for the proper processing and security of the mail. Only essential furniture, mail, mail records should be kept in mailroom spaces. Mailrooms should be kept in an orderly condition at all times. A sign shall be posted showing the hours of operation and times of mail call designated by the Commanding Officer. This notice or sign must be posted in a prominent place outside the mailroom. An example of the unit mailing address should also be posted in a prominent place outside the mailroom.

PSC, CMR, and UMR Inspections

Supervisors shall check PSCs, CMRs, and UMRs daily to ensure that mail is handled correctly and promptly.

Supervisors should also conduct weekly self-inspections (document inspections per applicable Military Department requirements). The inspection should include, but is not limited to, an examination of the following:

- Compliance with current postal policies and procedures.
- Maintenance of directory files and unit postal records.
- Mailroom security.

The Postal Officer/Official Manager, MPO supervisor, or a designated representative of the servicing military postal activity shall conduct unannounced inspections of CMRs, or UMRs serviced.

Mailroom Structural Requirements

Mailrooms must be built in a manner that provides adequate security for the mail and must meet the following requirements:

- Doors must be provided with suitable locks. Keep the number of postal facility access doors to an absolute minimum. Postal facility access doors shall be of sheet metal material not less than 16 gauge in thickness, or a solid wooden door covered on the outside with a steel plate not less than 12 gauge in thickness. Hinges shall be installed so it will be impossible to remove the closed door without seriously damaging the door or jam. The door shall be locked with high security padlocks and hasps. Install the locking bars and hasps to prevent unauthorized access to the room. Arrange the heads of the bolts and screws so that they cannot be removed from the exterior side. Glass doors used for post office lobby entrances shall have steel bar doors and gates for added security.
- Windows easily accessible from the outside must be barred or covered with heavy wire mesh
- Walls and ceilings must be built of materials that prevent forcible entry
- Mail receptacles (individual mailboxes), when used, shall be installed so that only authorized personnel have access to them.

Control of Keys and Combinations

The keys or combinations to the mailroom, locked containers, safes, or other locked mail receptacles must be in the possession of the Custodian of Postal Effects (COPE). Keys must be safeguarded at all times. Duplicate keys and copies of combinations must be sealed in separate Duplicate Key

Inventory (Envelopes), PS Form 3977 and receipted for on Key Receipt, PS Form 1096. Prepare PS Form 1096 in duplicate. Maintain the original in the mailroom and duplicates should be kept in a safe controlled by the Commanding Officer or designated representative. The sealed envelopes must be signed across the flaps by both the original key holder and the recipient of PS Form 3977. Whenever accountability for combinations or keys change, new envelopes must be prepared. A receipt PS Form 1096 must be prepared in duplicate and signed by the individual receiving the PS Form 3977. The COPE retains the original in the post office files.

The individual holding the duplicate keys or combinations shall sign the "key log book," which will indicate the date received and the date returned.

Access to Mailroom

The only personnel authorized to enter a UMR are those personnel conducting official business. Proper identification and authorization must be verified before allowing entry. This requirement does not apply to a properly supervised and authorized working party handling closed mails.

SECURITY OF MAIL

Mail clerks and mail orderlies may be held liable for any loss caused by their failure to handle mail properly.

Mail-handling areas and all receptacles for accountable mail must be locked when the responsible individual(s) are not physically present. While mail is in the custody of mail clerks or mail orderlies, it must not be subject to delay, interception, seizure, rifling, or confiscation by any person. Mail clerks and mail orderlies must deliver mail only to the addressee or an agent designated in writing by the addressee. Unit mailrooms that store official Registered Mail™ overnight must have a GSA approved security container that is properly secured to prevent easy removal or the mailroom must meet the requirements for storing classified material.

TRANSPORTING MAIL

A closed body vehicle equipped with lockable doors must be used to transport mail to and from mail service areas. If such a vehicle is unavailable and another kind is used, mail clerks and mail orderlies should ride in the compartment that holds the mail. If conditions prohibit personnel from riding in the compartment with the mail, visual contact should be maintained with the mail at all times. Privately owned vehicles will not be used to transport mail. If an abnormal situation occurs where a privately owned vehicle must be used, written approval must first be obtained from the Commanding Officer. All mail except Outside Pieces (OSPs) should be transported in U.S. Postal Service (USPS) mailbags.

When using any vehicle to transport mail, passengers not authorized to handle mail shall not have access to the mail.

Delivery of Ordinary Mail

Personal mail should be delivered to the addressee through the use of individual mail receptacles or by using the mail orderly system. When the mail orderly system is used, check the member's Appointment of Military Postal Clerk, Unit Mail Clerk or Mail Orderly, DD Form 285 and verify it against the member's ID card.

The mail orderly system is the most common method used by U.S. Navy. Mail orderlies pick up mail for their department or division and redistribute the mail to the addressee. Under no circumstances should they place mail on bunks or tables, in open boxes, or similar places, or otherwise leave mail unprotected while awaiting delivery. Undelivered mail must be stowed in securely locked containers or spaces for future delivery to the addressee(s) or returned to the UMR for safekeeping. Mail orderlies must print and sign their name on a suitable log or sheet when they pick up mail for their activity. The log should also show the name of the activity and date the mail was picked up (*Figure 22-1*).

USS UNDERWAY CV-66
MAIL CALL SHEET

DIVISION	CARD #	PRINT NAME	SIGNATURE
ADMIN			
STAFF ADMIN			
AIR			
MEDICAL			
DENTAL			
S-1			
S-2			
S-3			
S-4			
S-5			
NAVIGATION			
COMM			
OI			
WEAPONS			
DECK			
A			

Figure 22-1.—Example of a command mail call sheet.

These general guidelines should be followed when accepting, processing, delivering mail:

- Before receipting for mail at the serving postal activity, mail clerks and mail orderlies must ensure that damaged articles are properly endorsed and the articles are repaired or rewrapped if needed. If damaged articles are received in closed bags; unit mail clerks must repair the articles and endorse them, "RECEIVED IN DAMAGED CONDITION". The date of receipt and identity of the unit that made the repairs should also be endorsed on the articles.

- Mail suspected of containing harmful matter must be immediately reported to a supervisor
- Mail addressed to unit members by title (Commanding Officer, Administrative Officer, so forth) is considered official mail, must be delivered through official mail channels.
- Registered Mail™ received as ordinary mail must be returned to the registry section of the serving post office. Firm Mailing Book for Accountable Mail, PS Form 3877 is prepared in duplicate and modified for the return of Registered Mail™ with the endorsement, "FOUND IN ORDINARY MAIL AT (location)", placed on the front of the bill (F*igure 22-2*).
- If Domestic Registered Mail is found with ordinary mail the UMC will fill out PS Form 3826 and submit to Post Master of originating office.
- Mail addressed in care of another person or addressed to more than one addressee may be delivered to any addressee listed in the address
- At shore activities a competent member of the family who has a valid ID card may be given mail addressed to the family, except mail items reflecting restricted delivery. However, the sponsor may state in writing that no member, other than the sponsor, should have access to the mail
- Other accountable mail, such as insured and certified received as ordinary mail must also be returned to the serving post office for proper accountability
- Cash on Delivery (COD) service is not available in the military postal service. C.O.D. mail will be returned to the sender. Endorse mail “RETURN TO SENDER—SERVICE NOT AVAILABLE"
- Postage-due mail will be delivered as regular mail without the collection of postage
- Mail opened by mistake must be resealed, endorsed "OPENED BY MISTAKE", signed by the person who opened the mail. The mail will be returned to the serving post office, so it can be forwarded to the correct addressee
- Balloting material must be given priority handling and delivered as quickly as possible
- Articles refused by the addressee must be endorsed "REFUSED", along with the addressee’s signature and date. If the addressee refuses to make the endorsement, the mail clerk or mail orderly must endorse the article "REFUSED BY ADDRESSEE", date and sign the article
- Stamps found loose in the mail must be returned to the serving post office
- Every effort must be made to match articles found loose in the mail. Articles not matched must be returned to the serving post office.

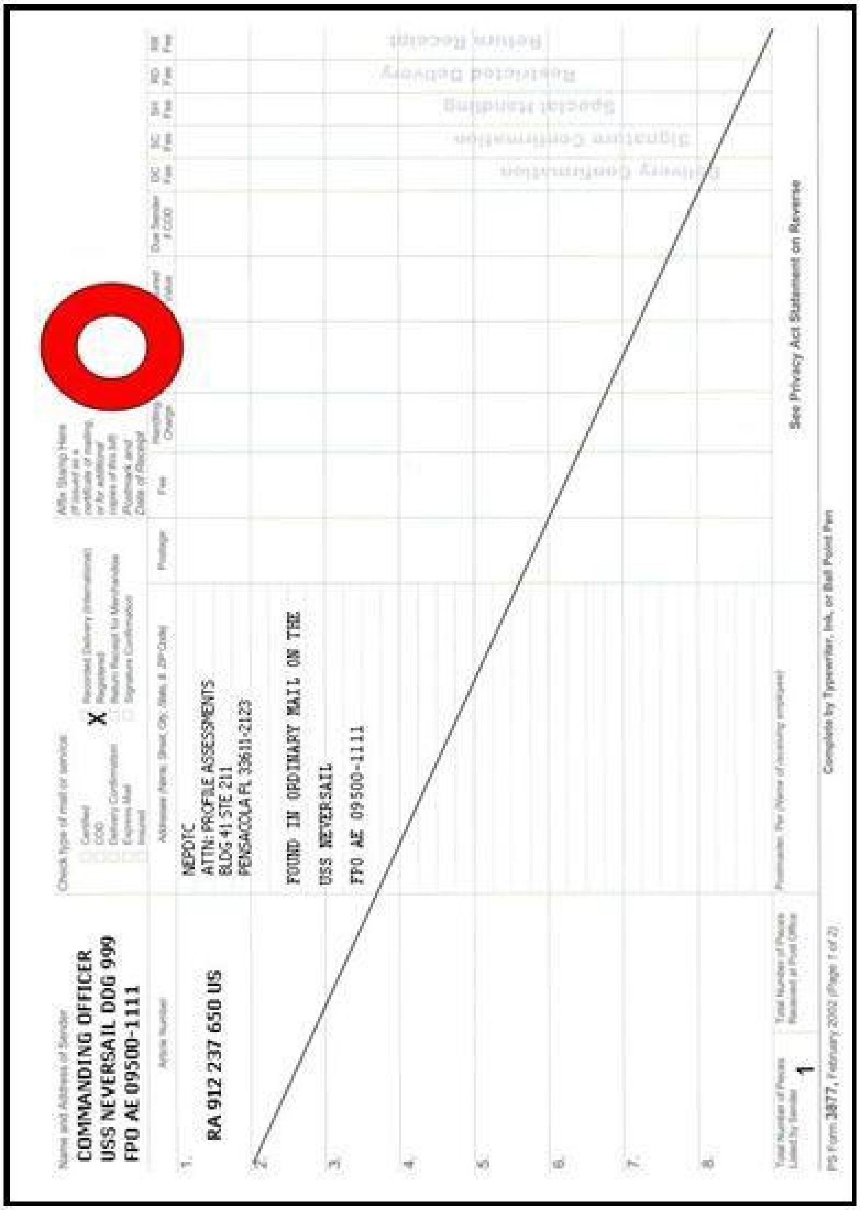


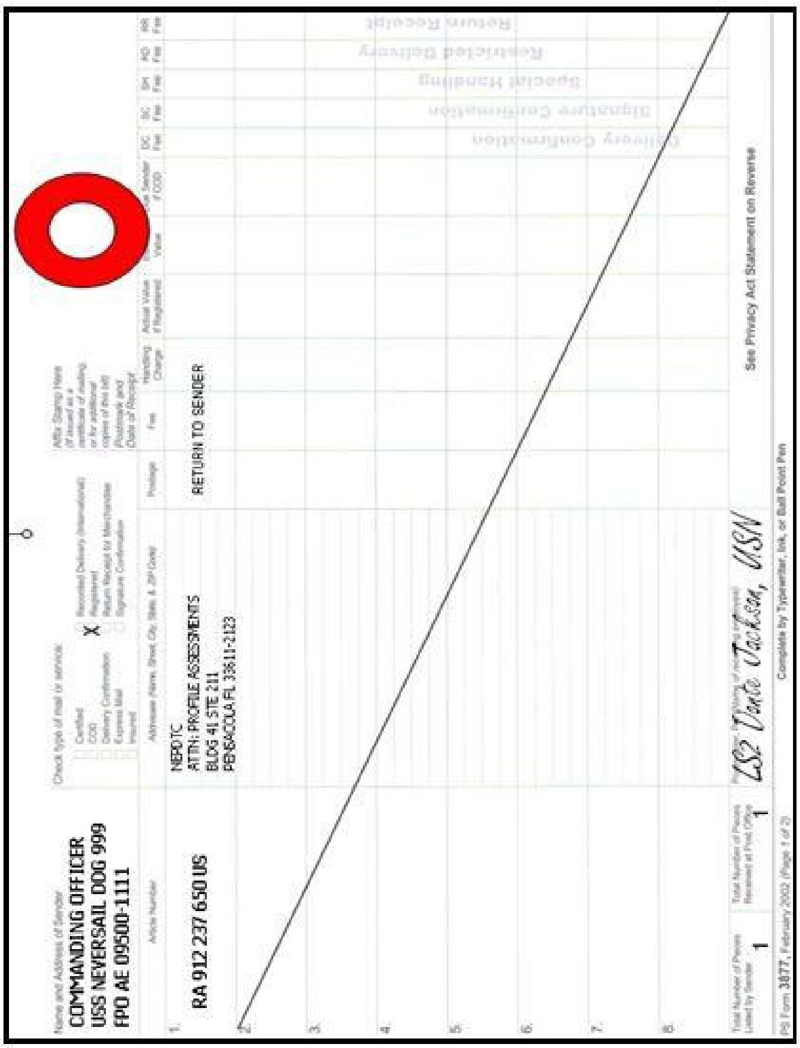
Figure 22-2 — Example of a modified PS Form 3877 for the return of Registered Mail™ found in the ordinary mail at a unit mailroom.

Delivery of Official Accountable Mail

A unit mail clerk or mail orderly (if authorized) receipts for official accountable mail from the serving post office. The serving post office uses Firm Delivery Receipt, PS Form 3883, preparing an original and two copies of the form. The original remains at the post office and the copies are given to the mail orderly.

Before receipting for official accountable mail, the unit mail clerk or mail orderly should verify the article numbers and inspect the wrappers for damage. The post office should repair the mailing containers or rewrap the articles, place the endorsement "RECEIVED IN DAMAGED CONDITION" on the mail and annotate on the delivery bill that the article(s) were damaged. If damaged articles are received in closed bags, they should be repaired and endorsed, "RECEIVED IN DAMAGED CONDITION" with the date of receipt and the identity of the unit repairing the article.

Before official accountable mail is signed for by department or division mail orderlies from a unit mail clerk, the accountable mail must be listed on a PS Form 3883 by identifying numbers and office of origin. Whenever a mail clerk releases control of official accountable mail to a department or division mail orderly, proper receipting procedures must always be followed to ensure accountability. Accountable official mail must be covered by a chain of receipts from the time the mail is accepted by unit mail clerks until delivery has been made to the appropriate mail orderly. If the mail clerk or mail orderly has the Commanding Officer’s authority to open official mail, it is considered to be delivered once receipted for at the serving post office or UMR and no further transfer receipts are required. Unit mail clerks must return all undeliverable-as-addressed accountable mail to the serving post office on PS Form 3877 prepared in duplicate. The accepting postal clerk will sign for the accountable mail and keep the original PS Form 3877 for records purposes. The unit mail clerk must keep the signed copy of PS Form 3877 for mailroom records. The PS Form 3877 is annotated to show the disposition of the returned article (*Figure 22-3*).


COMMANDING OFFICER
USS NEVERSAIL DDG 999
FPO AE 09500-1111

X

RA 912 237 650 US

NEPDTC
ATTN: PROFILE ASSESSMENTS
BLDG 41 STE 211
PENSACOLA FL 32511-2123

RETURN TO SENDER

1

1

LS2 Uncle Jackson, USN

See Privacy Act Statement on Reverse

Complete by Typewriter, Ink, or Ball Point Pen

Figure 22-3 — Example of PS Form 3877 for "Undeliverable as Addressed" accountable mail.

Delivery of Personal Accountable Mail

Personal accountable mail should be delivered by the serving post office to the addressee or an authorized agent. The serving post office should provide the unit mail clerk or mail orderly with a Delivery Notice/Reminder/Receipt, PS Form 3849, which will be given to the addressee when the mail is delivered.

Delivery of Personal Accountable Mail from a Mailroom

If a unit is geographically isolated from the serving post office, Commanding Officers may authorize mail clerks to receipt for and deliver personal accountable mail. This authority must be in writing and kept on file at the UMR, with a copy provided to the serving post office. Once this authority is granted the responsibility to prepare and maintain PS Form 3849 will also be transferred to the unit. Personal accountable mail will then be delivered to unit mail clerks by the serving post office using a PS Form 3883 as a delivery receipt.

When personal accountable mail is received from the serving post office, the unit mail clerk must do the following:

- Use PS Form 3849 to notify customers of their accountable mail. The form is prepared the day the article is received and delivered with the ordinary mail
- Annotate the article with the date the notice was prepared, store the article separately from non-accountable mail
- Positive identification is required from the addressee or authorized agent before delivering the accountable mail. An ID card or U.S. passport that identifies the bearer by photograph and signature is acceptable
- Obtain the addressee’s or authorized agent’s signature on PS Form 3849 before delivering the article. If a return receipt is attached to accountable mail, it must also be signed and dated by the addressee. The return receipt should be returned promptly to the sender
- Date and sign PS Form 3849 and file the form.
- PS Form 3849s are filed numerically by the last two digits of the identifying article number and retained for 2 years. The forms are filed in a single file. However, a separate file may be used for forms used to deliver registered articles if there are a large number of forms to retain.

Retention Period for Accountable Mail

When accountable mail has not been called for within 5 days (3 days for Express Mail®) of initiating the PS Form 3849, prepare a second PS Form 3849 and send the second notice to the addressee. On the article next to the first endorsement, annotate the date the second notice was prepared. If the article has not been called for after 10 days from the second notice (2 days for Express Mail®), you should verify the addressee’s status through the respective department or division. Based on the information received:

- Endorse the article with the correct forwarding address if available, or endorse it with the RETURN TO SENDER stamp. If there is a return receipt attached to the article, ensure it remains attached to the article
- Prepare a PS Form 3849 showing disposition of the undeliverable accountable article on the reverse side of the form and sign and date the form

- File the completed PS Form 3849 and return the undeliverable article to the serving post office using PS Form 3877 (F*igure 22-3*).

RESTRICTED DELIVERY

The sender at the time of mailing may direct registered, certified, insured for over $200 be delivered only to the addressee or to someone named by them in writing. The endorsement "RESTRICTED DELIVERY" is used for this purpose. Other markings such as PERSONAL are not to be considered as indicating restricted delivery services.

Addressees can authorize other individuals to receive their mail, including restricted delivery mail, by completing a Standing Delivery Order, PS Form 3801 (*Figure 22-4*) at the serving MPO.

STORAGE OF ACCOUNTABLE MAIL AWAITING DELIVERY

You should store accountable mail in a manner that allows easy retrieval when it is called for by an addressee with the exception of Registered Mail™, which will be kept in a secure area away from other mail. The volume of mail and the amount of floor space in your mailroom will normally dictate a workable system for your situation. All accountable mail should be stored in a manner that allows easy and quick monitoring during retention periods and for follow-up action with PS Form 3849 as previously discussed.


Name and Address of Firm or Individual *(Include Apt./Suite No.)*

CAPT VERY C. PISTOL, U.S. NAVAL AIR STATION, FPO AP 96454

By *(Signature and title of person signing order)*: Very C. Pistol, CAPT USN

Telephone No.: 458-1707

The above-named firm or individual hereby authorizes representatives whose signatures appear below to receive unrestricted registered, certified, insured, c.o.d., express mail, and special delivery mail addressed to or in care of the above-named firm or individual until otherwise notified in writing, and assumes all responsibility for loss, rifling, or damage of said mail after proper delivery. All previous orders are hereby revoked. SPECIAL INSTRUCTIONS: Where RESTRICTED DELIVERY MAIL is to be included, the statement "This authorization is extended to include RESTRICTED DELIVERY MAIL" must be entered on the delivery order by the person signing it. This notation is to be made on the part of the form for signatures of authorized agent. NOTE: Unknown signatures must be identified.

Signature of Clerk Verifying Customer's Signature: Able B Seaman PCSN

Date: 9/3/00

SIGNATURES OF AUTHORIZED AGENTS

GS-9 JANE FROST	Jane Frost

PS Form 3801, Apr. 1983 STANDING DELIVERY ORDER

Figure 22-4 — Example of a Standing Delivery Order, PS Form 3801.

TRANSPORTATION OF MILITARY MAIL

The MPS is responsible for moving military mail responsively, economically, efficiently in support of the defense missions of the United States. Military mail is any domestic or international mail that bears a military address or return address and at some stage in its transmission is in the possession of the DOD. Now we will discuss funding for mail transportation, the types of documentation methods, documentation requirements.

Funding for Military Mail Transportation

USPS pays for the movement of military mail by commercial air carriers, foreign and domestic. The military departments then reimburse USPS for the movement of mail to and from the United States and within overseas areas. Additionally, the military departments pay for movement of military mail between the United States, its territories, commonwealths, possessions when a mode of transportation is selected or a service is provided that is not available to domestic USPS customers. The Navy also pays for mail moved via Air Mobility Command airlift, rail, or truck within each command's area of responsibility, unless prior arrangements have been made with Military Postal Service Agency (MPSA).

Types of Transportation Methods

The specific modes of transportation used for the movement of military mail are airlift, sealift, and land transportation. The transportation used depends on the location, available transportation, and lead-time.

NOTE

Sealift is only used to dispatch surface mail from CONUS to overseas locations. As a postal clerk, you will be directly concerned with the available modes of transportation, when to use them, how much space will be available, the proper documentation required depending upon the method of transportation used by your office.

U.S. Carriers

All eligible military mail transported to and from overseas activities will be transported by U.S. commercial air carriers as the primary means of transportation. The USPS and MPSA, along with the JMPAs located in New York, NY and Los Angeles, CA, have already established transportation routes and coordinated with commercial airlines to provide the necessary service needed to move military mail to its intended destination(s). Parcel airlift (PAL) mail and Space-Available Mail (SAM) should be tendered last to an air carrier after all other categories of mail have been accepted.

Military mail tendered to U.S. commercial airlines by MPO's will be manifested on Military Mail AV-7 Delivery List, (PS Form 2942-A). We will discuss this form later in the chapter.

Foreign Air Carriers

When U.S. commercial air carriers or U.S. military air carriers are not available, MPO's may request the services of a foreign air carrier to transport military mail. The initial request to use a foreign commercial air carrier must be directed to MPSA, who coordinates with USPS to obtain approval. Approval to use a foreign air carrier will be limited to those routes where U.S. commercial air service or U.S. military aircraft are not available, or do not meet established delivery service standards. If the request is approved by MPSA and USPS, the affected military postal unit(s) will be notified of the approved air carrier, flight dates, and flight numbers before shipping any mail. The use of foreign airlines will be discontinued or modified when adequate U.S. commercial or military air service becomes available.

Military postal units must use Military Mail AV-7 Delivery List, PS Form 2942-A, to manifest mail for transport on approved commercial air carriers. When using a foreign air, carrier postal clerks must do the following:

- Pouch all mail (no outside pieces). This means that First-Class mail, in letter trays, must be placed inside large U.S. Priority Mail pouches. Other classes of mail must be placed inside an appropriately colored and labeled mail pouch, before dispatching
- Make arrangements with the foreign airline representative to accept the mail
- Provide the foreign airline representative with the estimated volume (pieces and kg-weight) that will be dispatched, the flight number used, the frequency of dispatch, the end destination where the mail will be off-loaded
- Ask the foreign airline rep to inform their representatives at the end destination to expect receipt of U.S military mail shipment(s) and that the mail should be turned over only to U.S. military postal personnel and not to the host government. This does not apply for dispatches from overseas locations to CONUS
- Ensure that military postal personnel at the end destination (overseas locations only) are aware of shipments by foreign airline and all particulars so that MPS personnel can make arrangements to meet the flight and receive the mail as soon as possible. Never send outside mail or Registered Mail™ via a foreign air carrier unless authorized by the area mail control activity.

Air Mobility Command Aircraft

The U.S. Air Force operates military cargo and cargo/passenger aircraft and contracts to private airlines to carry passengers, cargo, mail. Use of Air Mobility Command assets is limited to areas where U.S. commercial air carriers do not provide service (such as hostile areas), or the frequency of flights or space is insufficient and cannot ensure delivery. Air Mobility Command assets may also be used whenever adequate surface transportation is not available, when transit times for surface mail is considered excessive, or when SAM cannot be moved by commercial carriers in a timely manner and an inordinate amount of delay would occur before the mail would be transported.

Military postal units will use Transportation Control and Movement Document, DD Form 1384 better known as a "TCMD," to manifest military mail for shipment by Air Mobility Command aircraft.

Command-Owned Air Carriers

Once mail is received at overseas locations, airlift transport is provided for deployed ships by the services of an air squadron based in the area of operation. Mail is transported by COD to the aircraft carrier for further transfer by VERTREP or UNREP.

Military Sealift Command

Surface mail is transported by commercial ships as arranged by the Military Sealift Command (MSC). Sea-Van containers are used for dispatching mail sealifted between the United States and overseas areas, between geographical locations overseas. Sea-Van containers provide security and eliminate unnecessary handling of the mail. Postal activities using Sea-Van containers for dispatching mail should properly secure the doors of the containers with a numbered tin-band seal (USPS Item 0817A), heavy gauge wire to other ships operating with the aircraft carrier as part of the battle group.

Command Mail Vehicles

MPCs will use Mail Manifest, DD Form 1372 or OPNAV Form 5110/9 when dispatching mail locally. A closed-body vehicle equipped with lockable doors must be used to transport mail between postal activities or carrier facilities on or off the installation. If the vehicle driver is not a designated postal clerk and has a key or combination to the lock used to secure the vehicle, then a tin-band seal, Item 0817C, should be affixed to the secured doors. This will maintain the integrity of the shipment to other ships operating with the aircraft carrier as part of the battle group.

Command Mail Vehicles

MPCs will use OPNAV Form 5110/9, Mail Manifest, when dispatching mail locally. A closed-body vehicle equipped with lockable doors must be used to transport mail between postal activities or carrier facilities on or off the installation. If the vehicle driver is not a designated postal petty officer and has a key or combination to the lock used to secure the vehicle, then a tin-band seal, Item 0817A, should be affixed to the secured doors. This will maintain the integrity of the shipment.

If a designated postal petty officer, serving as a mail guard, is accompanying the shipment, or the vehicle driver does not have access to the key or combination to the lock, then a tin-band seal is not required. But, a tin-band seal is mandatory if Registered Mail™ is being transported. The seal number must be entered on the mail manifest by the dispatching activity.

If an open-body vehicle is used, a guard must ride in the truck body with the mail. This precaution is not required in those situations where mail is being transported on pallets or in igloos. In this case, the guard may ride in the cab of the truck, but must maintain visual contact of the mail at all times. Extreme care must be taken to make sure the vehicle doors close properly and that the doors do not open while in transit.

DOCUMENTATION REQUIREMENTS FOR DISPATCHING

This section is concerned with accounting for the mail. You should always obtain a receipt for all mail dispatched and received at your MPO. Mail should be documented for shipment on Military Mail AV-7 Delivery List, PS Form 2942-A, Transportation Control and Movement Document (TCMD), DD Form 1384, or Mail Manifest, OPNAV Form 5110/9 depending upon the transportation utilized.

PS Form 2942-A (Av-7)

Use this form to dispatch mail on any domestic or foreign commercial air carrier. Prepare PS Form 2942-A (*Figure 22-5*) neatly and legibly, using a ballpoint pen (black ink) typewriter, or by completing a computer-generated form.

- When military mail is dispatched to and transported solely by a U.S. commercial air carrier or a single foreign-flag air carrier, prepare one PS Form 2942-A form set.

- When mail is transferred between a U.S. air carrier and a foreign-flag air carrier, or between two U.S. carriers, prepare sufficient sets of PS Form 2942-A to allow each carrier five copies.

PS Form 2942-A is a printed set of seven sheets. You must provide a completed original and four copies to the air carrier representative at the time of the dispatch. Keep two legible copies of each completed AV-7. One will be retained in the dispatching activity's files, the other will be sent to Postal Technical Advisor, Code 54, 5450 Carlisle Pike, Mechanicsburg, PA 17055 weekly by First-Class USPS indicia mail.

The form breaks down mail into three categories: Expedited, Preferred (letter class and priority), Deferred (SAM) In a previous lesson you learned about the different categories of mail, but we didn't cover Military Ordinary Mail. MOM consists of official mail sent by military departments, mailed at the Standard Mail or Periodicals postage rates, that require faster than sealift transportation service to and from the United States and between overseas points, but does not require priority service. Mailings must bear the "MOM" marking in addition to the class of mail.

List Express Mail®, First-Class, Priority mail as "AIR." Place the piece count for Express and First-Class mail letters in the "LC" column. List all Express and Priority mail parcels in the "CP" column. The categories MOM and SAM are self-explanatory. DO NOT list MOM or SAM mail in the "LC" column.

DISPATCHING OFFICE	United States Postal Service MILITARY MAIL AV-7 DELIVERY BILL	AV-7 CONSIGNMENT NO. 001
SCL	Check one [ ] APO [X] FPO [ ] DPO	RECEIVING BUREAU
USS FORD	FOR AIRPORT OF l.!Yrp.ncL.t:'J.tfe.olll uJ:io.-""""' 1 MIA	
FFG-54 FPO AP 96665-1508	Carrier, Flight, and Routing AA-912 /MIA	
l:iJ:GDlll. r.itiJ. iJl!.ChnQ.f	Contract Number	
DATE OF DEPARTURE July 20, 2009	Container Number	

Office of Origin AHp#'t Co-k	Office of Destination AHpBTtC	Expedited lEfiJJa?:s:s / C....un.t	Preferred //UL.t.l?BJJ CDURI	Deferred .L:iiML/ C..unt	Class Code	Gross Weight of the Mail {KC..m,)	Remarks Observations
SCL	MIA		16		7C	102.0	
SCL	MIA		10		70	90.5	
SCL	MIA		2		7E	14.2	
TOTALS		0	28	0		206.7	

Signature of Clerk/Postal Petty Officer dispatching the mail	Signature of Air Carrier Representative accepting the mail at origin
Q rn J. P..	Q fR !Pnh n nL I: n

Figure 22-5- An example of a PS Form 2942-A.

Key points to remember when preparing the AV-7 are as follows:

- Begin each month with 001. Place an "X" after the number to indicate the last dispatch of the month (e. g., 024X).

- Manifest APO and FPO mail separately.
- All weights must be expressed in kilograms, rounded off to the nearest 1/10th of a kilo (e.g., 292.5 kg).

DD Form 1384 (TCMD)

DD Form 1384 "TCMD" (*Figures 22-6 and 22-7*) is a multipurpose form used when transporting any item within the DOD transportation network. This form is used when manifesting mail for transport by Air Mobility Command or Military Sealift Command (MSC) assets.

Manifest APO and FPO mail separately. List all classes and types of mail on the same form with the exception of Registered Mail™. Prepare a separate form to manifest Registered Mail™.

For a single shipment of ordinary mail, complete blocks 1 through 23 as applicable.

NOTE

When completing blocks of the TCMD that require a date entry, enter the Julian date, unless otherwise specified.

OPNAV Form 5110/9

When mail will be transported by COD flight or opportune aircraft, the mail should be manifested on OPNAV Form 5110/9 (*Figure 22-8*). The form is self-explanatory and may be used for all classes of mail. However, you should use a separate OPNAV Form 5110/9 for manifesting Registered Mail™ (*Figure 22-9*).

When you prepare the form, stamp the original and each copy with the APDS in the date block and sign it. For record purposes you should make sure that enough copies are made to provide copies to all concerned units. For example, if a dispatch is being prepared for several fleet units, each unit should receive a copy of the manifest, the loadmaster should have a copy, your office must have a copy signed by the loadmaster. You must retain signed copies of manifests used to dispatch Registered Mail™ for 2 years. Signed copies of manifests used to dispatch regular mail are retained for 6 months only. After these respective time periods, if no claim or mail tracer has been initiated, the forms may be destroyed.

OPNAV Form 5110/9 may also be used to document mail transported for delivery or dispatch to or from other postal activities by truck.

Generally, when a ship arrives in a port where an FMC or MPO is located, the mail for the unit is dispatched by truck to the pier or fleet landing. When dispatching a unit's mail by truck, you should prepare OPNAV Form 5110/9 in triplicate; retain the signed triplicate suspense copy in the post office.

The clerk who delivers the mail signs the triplicate copy and obtains the required signatures and date of delivery on the original and duplicate copy(s) of the OPNAV Form 5110/9 when the mail is delivered to the respective unit(s). The original should be given to the clerk accepting delivery for the unit. The duplicate copy of OPNAV Form 5110/9 is retained by the delivering FMC or MPO, the triplicate suspense copy with the dispatching clerk's signature is destroyed.

In cases where shipboard MPOs are operated by only one clerk, a suspense copy of OPNAV Form 5110/9 is also required when mail is transported to an FMC or MPO.

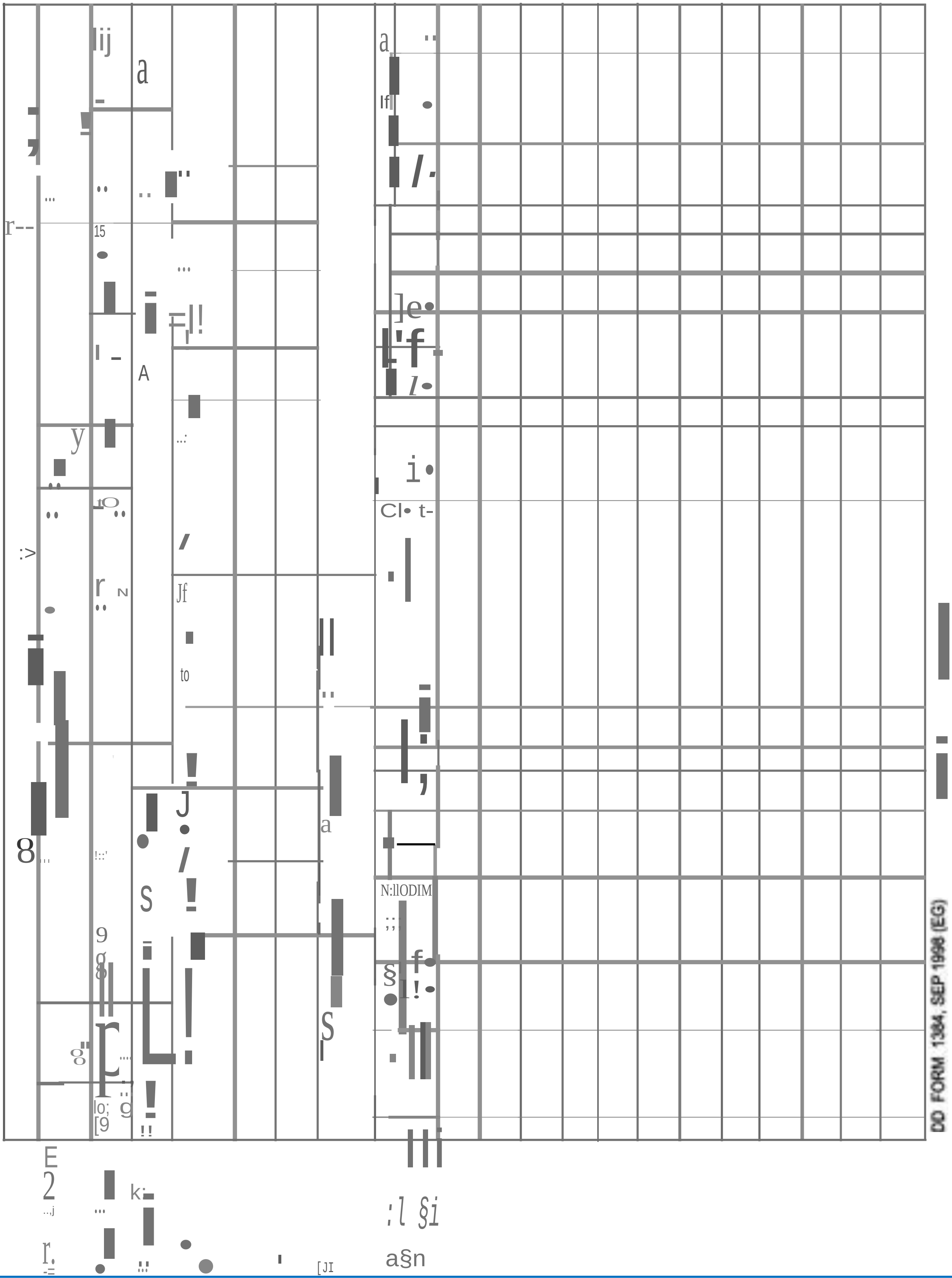


Figure 22-6-An example of a completed DO Form 1384-
Transportation Control and Movement Document (TCMD) for ordinary mail.

Figure 22-7-An example of a completed DD Form 1384-TCMD for Registered Mail™.

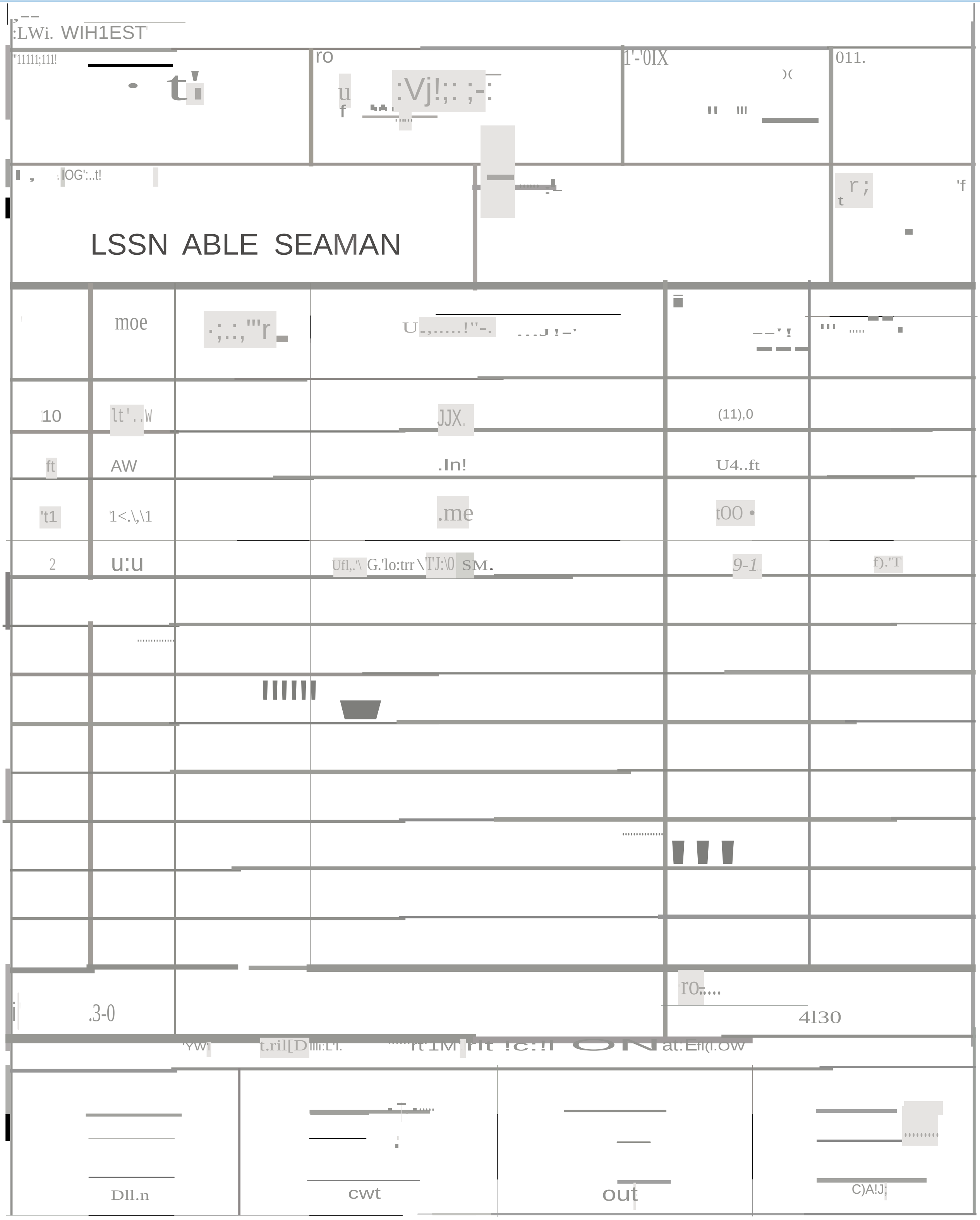
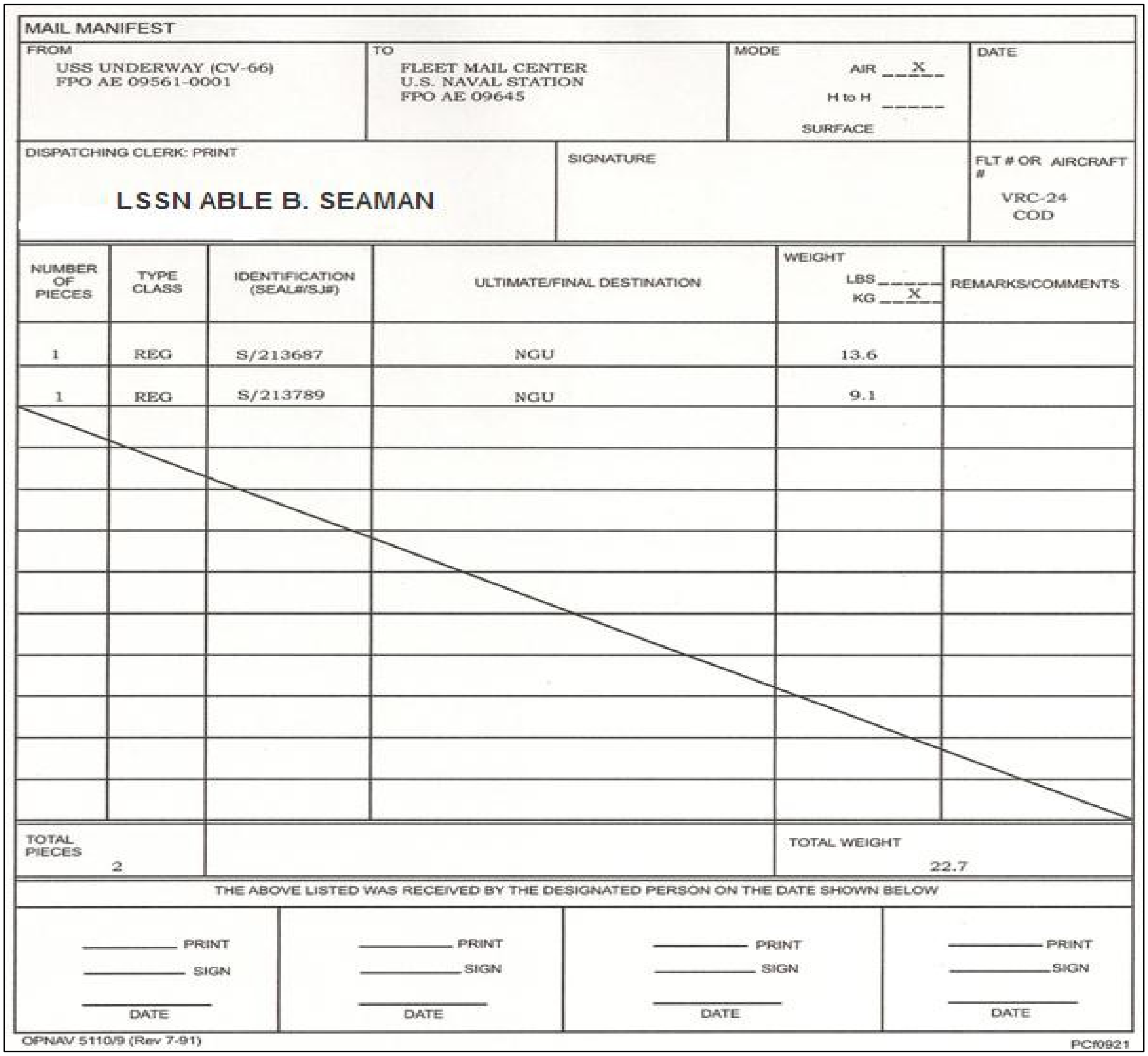


Figure 22-8- An example of a completed OPNAV Form 5110/9 for ordinary mail dispatch.



MAIL MANIFEST

FROM	TO	MODE	DATE
USS UNDERWAY (CV-66) FPO AE 09561-0001	FLEET MAIL CENTER U.S. NAVAL STATION FPO AE 09645	AIR __X__ H to H _____ SURFACE	

DISPATCHING CLERK: PRINT	SIGNATURE	FLT # OR AIRCRAFT #
LSSN ABLE B. SEAMAN		VRC-24 COD

NUMBER OF PIECES	TYPE CLASS	IDENTIFICATION (SEAL#/SJ#)	ULTIMATE/FINAL DESTINATION	WEIGHT LBS _____ KG __X__	REMARKS/COMMENTS
1	REG	S/213687	NGU	13.6	
1	REG	S/213789	NGU	9.1	

TOTAL PIECES	TOTAL WEIGHT
2	22.7

THE ABOVE LISTED WAS RECEIVED BY THE DESIGNATED PERSON ON THE DATE SHOWN BELOW

______ PRINT ______ SIGN ______ DATE	______ PRINT ______ SIGN ______ DATE	______ PRINT ______ SIGN ______ DATE	______ PRINT ______ SIGN ______ DATE

OPNAV 5110/9 (Rev 7-91) PCf0921

Figure 22-9 — An example of a completed OPNAV Form 5110/9 for Registered Mail™ dispatch.

RECEIPTING FOR MAIL

When mail is received from a U.S. or foreign commercial air carrier, you will receipt for the incoming mail by signing the carrier's copies of the AV-7 that accompanies the mail. Any irregularities must be noted on all copies of the document before you receipt for the mail. Any mail received by Air Mobility Command or MSC should be receipted for on the accompanying documents (DD Form 1384). Normally, this document is presented by the plane loadmaster in the case of mail being transported by Air Mobility Command and by the driver of the container truck if the mail is transported by MSC.

If command aircraft and trucks are used for the transport of mail, OPNAV Form 5110/9 should be used to receipt for the mail. You should sign and date the form in the appropriate space provided at the bottom of the form. Retain all copies of OPNAV Form 5110/9 for ordinary mail receipts for 6 months in the post office files, 2 years for manifests listing Registered Mail™.

Air Carrier Irregularities and Reporting Procedures

Mail-handling irregularities are failures by air carriers to comply with USPS regulations concerning the transportation of mail. When air carriers fail to comply with rules and regulations issued by USPS, the carriers are subject to penalty action. Reportable and non reportable irregularities are defined in the DOD Postal Manual, DOD 4525.6-M and in USPS Handbook T-7. The processing procedures for reporting mail-handling irregularities depend upon the type of air carriers involved.

PS Form 2759 for U.S. Commercial Carriers

Air carriers providing mail transportation services have specific responsibilities for the proper handling and care of mail in their custody. Failing to comply with the carriage rules and conditions set by the USPS subject them to penalty action.

When mail is mishandled by an air carrier employee, agent, or representative, Report of Irregular Handling of Mail, PS Form 2759 *(Figure 22-10)* must be prepared. The PS Form 2759 is primarily used as a management tool for military postal officials, air transportation managers, air carrier officials responsible for the proper handling of mail in air transportation channels.

PS Form 2759 is also used to determine and levy appropriate financial penalties against a U.S. air carrier. The purpose of assessing penalties for mail handling irregularities is to focus the air carrier's attention to an unsatisfactory condition that requires corrective action. Although foreign-flag air carriers are not subject to financial penalties, a PS Form 2759 must be prepared each time an irregularity occurs.

The following definitions explain categories of mail handling irregularities:

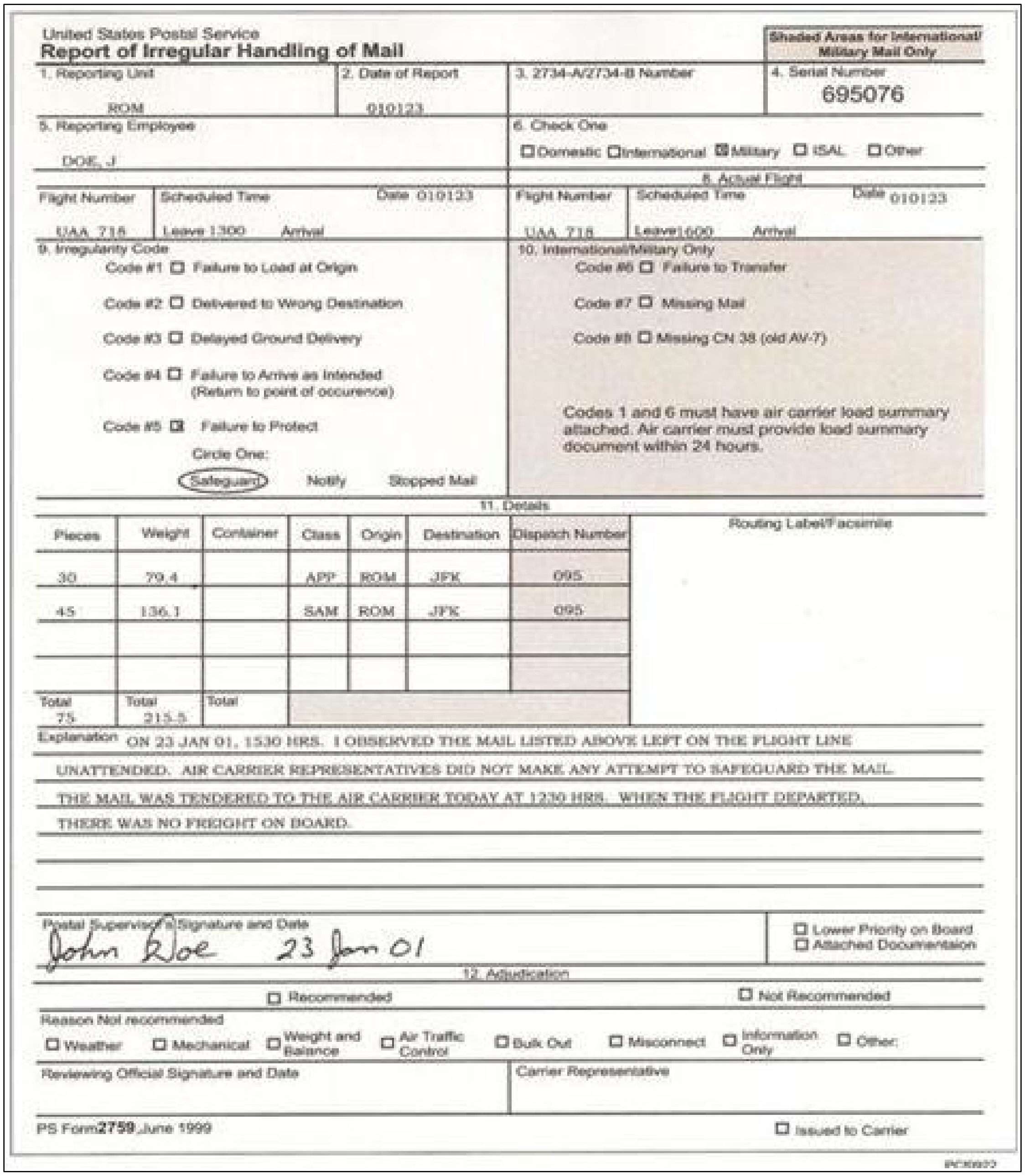
- Failure to load at origin: The failure to load mail tendered at origin on the flight indicated on the routing label and/or dispatch documents. If the amount of mail tendered to a carrier exceeds the lift capacity of the flight for any reason, a PS Form 2759 should be prepared documenting the excess tender. In this situation, the PS Form 2759 should indicate that a penalty assessment is not recommended.
- Delivery to wrong destination: Delivery to a military postal authority at a destination other than that shown on the routing label or dispatch documents.
- Delayed ground delivery: The failure to deliver (after the arrival of the flight) incoming mail to a military postal official within the time allowed, which should not exceed 6 hours.
- Failure to arrive as intended: Delivery to the military postal facility at the correct destination either on the correct flight that arrives later than planned or on a flight other than the flight designated on the dispatch instructions.
- Failure to protect: Failure of a carrier to protect and safeguard mail from inclement weather, loss, depredation, or other hazards while under the custody and control of the carrier. Failure to protect includes: failure to prevent unauthorized persons from having access to the mail; allowing mail to be exposed to adverse weather, such as high winds, rain, sleet, or snow; and failure to transport mail on the ground in carts, containers, or other vehicles securely enclosed to protect the mail from loss or depredation.

NOTE

Any pouch, tray, or OSP found unattended and out of the control of an air carrier is included in the failure to protect category of mail handling irregularities. This category also includes instances where an air carrier fails to notify the military postal facility of flight delays in excess of 2 hours, flight cancellations, flight diversions, or emergency changes in the schedule of any flight on which mail is transported or has been tendered for transportation by a military postal facility.

- Failure to transfer: Mail not transferred between designated flights of the same carrier or between designated flights of two carriers.
- Missing mail: When the number of pieces of mail delivered to a postal facility is less than the number indicated on the PS Form 2942-A. In this instance, the mail must be assumed to be missing and tracer action initiated. Missing inbound mail will not be reported on PS Form 2759 until the origin dispatching office verifies that the pieces were in fact dispatched and documented properly.
- Missing AV-7: When an air carrier delivers mail to a postal facility or another air carrier for transfer without the required dispatch documents (PS Form 2942-A).
- Prepare PS Form 2759 in an original and two copies. Specific instructions for completing PS Form 2759 are on the reverse side of the form. However, the following serve as reminders when completing the form.
- TYPE OR PRINT LEGIBLY with a ballpoint pen (black ink).
- Check the appropriate box indicating the correct irregularity code corresponding to the specific mishandling reported.
- Provide accurate information in each of the appropriate spaces provided on the form. Include the proper category of mail (e.g., Express, First-Class, Priority, MOM, SAM, PAL) in the "Class" column.
- Include a sufficient explanation to substantiate the type of irregularity noted and fully describe the circumstances involved.
- Show all weights in kilograms.
- Use a separate PS Form 2759 for each reportable irregularity. Each PS Form 2759 will record only one irregularity code.
- The explanation should be specific (who, what, when, where, why, how) in detailing the circumstances which may have had a direct effect on the mishandling. Also include the disposition of the mail.
- The postal supervisor's signature serves as an indication that the form has been reviewed for completeness and accuracy and the date of the notification is entered in this block.

- Check the block for lower priority on board when it can be substantiated that freight has been loaded, which displaces mail.


United States Postal Service
Report of Irregular Handling of Mail

Shaded Areas for International/Military Mail Only

1. Reporting Unit: ROM
2. Date of Report: 010123
3. 2734-A/2734-B Number:
4. Serial Number: 695076
5. Reporting Employee: DOE, J
6. Check One: ☐ Domestic ☐ International ☒ Military ☐ ISAL ☐ Other

Flight Number: UAA 718 | Scheduled Time: Leave 1300 Arrival | Date 010123

8. Actual Flight: Flight Number: UAA 718 | Scheduled Time: Leave 1600 Arrival | Date 010123

9. Irregularity Code
Code #1 ☐ Failure to Load at Origin
Code #2 ☐ Delivered to Wrong Destination
Code #3 ☐ Delayed Ground Delivery
Code #4 ☐ Failure to Arrive as Intended (Return to point of occurence)
Code #5 ☒ Failure to Protect
Circle One: Safeguard Notify Stopped Mail

10. International/Military Only
Code #6 ☐ Failure to Transfer
Code #7 ☐ Missing Mail
Code #8 ☐ Missing CN 38 (old AV-7)
Codes 1 and 6 must have air carrier load summary attached. Air carrier must provide load summary document within 24 hours.

11. Details

Pieces	Weight	Container	Class	Origin	Destination	Dispatch Number
30	79.4		APP	ROM	JFK	095
45	136.1		SAM	ROM	JFK	095
Total 75	Total 215.5	Total				

Routing Label/Facsimile

Explanation: ON 23 JAN 01, 1530 HRS. I OBSERVED THE MAIL LISTED ABOVE LEFT ON THE FLIGHT LINE UNATTENDED. AIR CARRIER REPRESENTATIVES DID NOT MAKE ANY ATTEMPT TO SAFEGUARD THE MAIL. THE MAIL WAS TENDERED TO THE AIR CARRIER TODAY AT 1230 HRS. WHEN THE FLIGHT DEPARTED, THERE WAS NO FREIGHT ON BOARD.

Postal Supervisor's Signature and Date: John Doe 23 Jan 01
☐ Lower Priority on Board
☐ Attached Documentaion

12. Adjudication
☐ Recommended ☐ Not Recommended

Reason Not recommended
☐ Weather ☐ Mechanical ☐ Weight and Balance ☐ Air Traffic Control ☐ Bulk Out ☐ Misconnect ☐ Information Only ☐ Other:

Reviewing Official Signature and Date | Carrier Representative

PS Form 2759, June 1999 ☐ Issued to Carrier

Figure 22-10 — An example of a completed PS Form 2759 for Registered Mail™ dispatch, Report of Irregular Handling Mail.

AIR MOBILITY COMMAND CARRIERS

When mail is transported from the United States to an overseas destination via Air Mobility Command, any irregularity should be reported by naval message to the appropriate Joint Military Postal Activity (JMPA). The message should include a statement reporting the nature of the error, any actions taken to correct the error, recommendations that would prevent recurring errors.

For errors occurring in dispatches originating in overseas areas, the Commanding Officer of the dispatching activity should be notified by an electrical message for corrective action.

SHIPBOARD AND OVERSEAS MPOS AND FLEET MAIL CENTER OPERATIONS

Aboard ship, at Fleet Mail Centers (FMCs) and Military Post Offices(MPO) your duties as a postal petty officer will involve the actual handling, sorting, and distribution of all incoming mail. If you are aboard ship and are in a United States port of call, you will pick up your mail at the local civilian post office. If your ship is in a foreign port overseas, the mail usually is received through the nearest MPO or FMC. If there is no U.S. military post office in the area, you will receive your mail from a commercial air carrier, military air carrier, local foreign post office, U.S. Embassy or Consulate via a contracted Husbanding Agent.

When your ship is at sea, you may receive mail by Underway Replenishment (UNREP), Carrier onboard delivery (COD), or vertical replenishment (VERTREP). UNREP is the oldest method used to transfer articles from one small ship to another. COD flights bring cargo, mail, passengers to the aircraft carrier. Some of that cargo and mail will be for other ships that are operating with the carrier. The carrier must either use UNREP or VERTREP to transfer cargo, mail, passengers to the other ships. In addition, the ships in company with the carrier send their outgoing mail, cargo and passengers to the carrier so they can be put aboard the COD for further transfer ashore.

Although you will find some of the explanations and procedures in this section to be repetitive, you must look at them in the context of operating within a different environment - shipboard and overseas MPOs.

Military Air Transit Time Information System (MATTIS)

Before sorting and delivering incoming mail, or transferring mail to ships of a battle group, overseas postal activities and ships on deployment must record transit time data by scanning barcoded Global Business System(GBS) labels attached to priority mail pouches containing First-Class letter mail and Outside Pieces (OSPs).. Overseas shore based postal activities must also record data from barcoded labels attached to Express Mail® articles addressed for delivery to overseas shore installations.

Military Air Transit Time Information Systems (MATTIS) is the system used to measure transit times. Postal clerks use the system, which consists of handheld computers and laser scanners to scan the barcoded labels. When the scanning has been completed for the day, the scanned bar-code data is transmitted via AMPS.

The purposes of collecting transit time data are to accomplish the following:

- Measure USPS, air carriers, Department of Defense (DOD) performance in the movement of military mail
- Monitor mail movement
- Assess transit times
- Identify the inefficient or misrouting of mail
- Make recommendations to mail routing authorities to correct mail movement problems or errors.

MATTIS scanning is required each time mail is received, whether the mail is for your command or is mail you have received for further transfer. Before scanning mail, verify the set-up data is correct and ensure the laser scanner is not pointed in a way that would do harm to your eyes or the eyes of other personnel in the post office.

Military postal clerks assigned to ships receive MATTIS training by the appropriate Fleet Postal Advisor before deployment. This training consists of how to correctly scan mail, download the data, and transmit it to AMPS. At overseas postal activities, the Postal Officer is responsible for providing the training.

The command postal officer is responsible for ensuring the USPS scanning equipment is accounted for on PS Form 1590, maintained in operating condition, and safeguarded. If the equipment becomes damaged, the Postal Officer must investigate the reason for the damage and report the circumstances to the fleet postal advisor. As the person using the equipment on a daily basis, you must keep the Postal Officer informed at all times of the status of the scanning equipment and report any problems to him or her so corrective action can be taken. It may also be necessary to return equipment for repair or replacement.

The Postal Officer should also review the daily dispatch report generated from the data submitted to AMPS. Review of this report may identify discrepancies in routing of mail, which will be reported to the appropriate mail routing authority so corrective action can be taken. As the postal expert for your command, you should become knowledgeable of all aspects of the MATTIS system. Your command Postal Officer will rely on you to ensure the success of the program.

Delivery of Incoming Mail

Now that you have scanned the GBS bar-coded labels on incoming mail, you are ready to process the mail for final delivery.

Incoming mail may be sorted and delivered by departments, divisions,/or by general delivery. Your ship or overseas station's personnel complement will determine the number of separations required for incoming mail.

Arrange the letter case to permit rapid sorting of the mail. When compartments of the letter case are assigned, reserve those that are easily accessible for departments or divisions that receive the largest volume of mail.

General Delivery Service

MPOs that deliver mail through receptacles must use general delivery service for TDY and newly assigned personnel until a permanent resident address is established, permanently assigned personnel when receptacles are not available.

At overseas locations, family members may be provided general delivery service when they are separated from their sponsor because of a military situation. At overseas locations, where mail receptacles are not used for the delivery of personal mail, retirees authorized MPO privileges may also receive mail through the general delivery system, subject to base or Status of Forces Agreements (SOFA.)

Sorting Mail

As you sort mail, open and sort the contents of pouches, sacks, or trays one at a time. You should remove slide labels from incoming mail pouches, sacks, and trays. Set them aside until you finish sorting the mail from that particular pouch, sack or tray in the event discrepancies are noted. If you do not discover any discrepancies, you can destroy the labels. The following guidelines also apply:

- Set aside all Express, Certified, Insured Mail™ over $200 to prepare PS Form 3849.

> **NOTE**
>
> Express Mail® can only be received at selected overseas shore based activities. Refer to USPS Postal Bulletin

- Postmark all missent letters and flats with the date of receipt on the back of the article and endorse “Missent to FPO xxxxx-xxxx”. Postmark missent parcels and publications on the address side then forward to the correct address with the next outgoing dispatch.
- When a piece of mail reaches your office without postage fully prepaid at the time of mailing, you must deliver the piece without collecting the postage-due. This includes any deficient postage on a piece for which special services have been requested.
- If Registered Mail™ is received in ordinary mail, follow the guidelines discussed in Chapter 7.
- Mail received for delivery to individuals or activities not authorized MPO privileges will be returned to the sender endorsed "ADDRESSEE NOT AUTHORIZED MPO PRIVILEGES".

Sorting Incoming Parcels

When you sort parcels, be sure you separate the Insured Over $200 parcels from the ordinary and insured parcels $200 and under. Insured parcels $200 and under are treated as ordinary mail and should be delivered as ordinary mail.

DELIVERY OF ACCOUNTABLE MAIL

Personal accountable mail should be delivered by the MPO to the addressee or an authorized agent. Delivery is completed by preparing PS Form 3849 in the same manner discussed earlier in this chapter.

Official accountable mail addressed to the Commanding Officer, Supply Officer, so forth, should be receipted for on a PS Form 3883. The articles should then be delivered directly to a unit mail clerk, or mail orderly authorized on DD Form 285.

Disposition of Damaged Mail

All damaged mail, should be endorsed "RECEIVED IN DAMAGED CONDITION". Mail matter damaged in a catastrophe should be repaired and a letter of explanation outlining the circumstances that led to the damage must be enclosed in each repaired article, the article forwarded under priority USPS indicia to the addressee.

Articles Found Loose in the Mails

You will occasionally find stamps, money, or other articles loose in a mail pouch. You should make every effort to match loose articles with the mailing container(s) from which they were lost. When an article of value cannot be matched with an addressed envelope or wrapper, examine the article to try to determine the sender. If you can determine the sender, return the article in a USPS official indicia envelope or in another container with a USPS label affixed. Enclose a letter of explanation. For articles that cannot be matched with wrappers and/or ownership cannot be established, then the following handling procedures apply:

- Articles of minor value, such as pens, pencils, stationery, should be given to the chaplain or other official designated by the Commanding Officer for disposition
- Articles such as food, drugs, tobacco products, toothpaste, cosmetics and articles contained in parcels with the mailer's instructions to abandon if undeliverable should be destroyed in the presence of a witness
- Articles of obvious value (including money) should be forwarded by registered USPS indicia mail to the appropriate Mail Recovery Center (MRC).

Uncanceled Stamps Found Loose in Mail

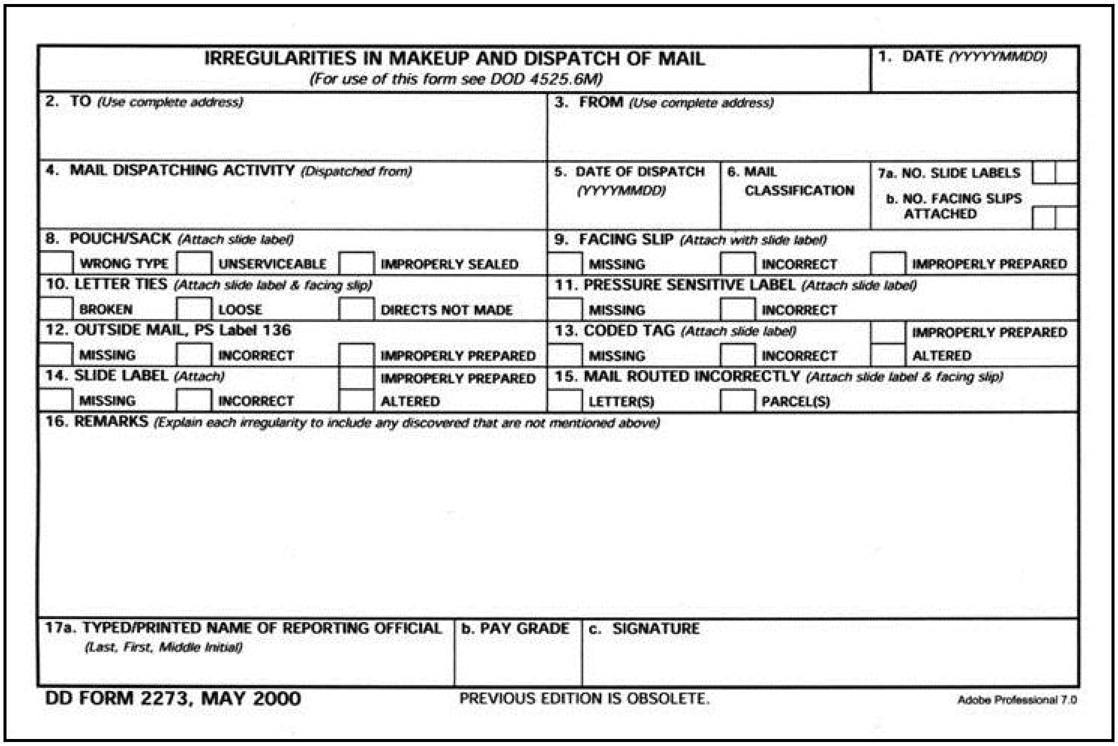
Every effort should be made to reaffix loose stamps to the mail if possible; if not, they should be destroyed by a military postal supervisor.

Irregularities

As you process mail, watch for irregularities in the makeup and dispatch made by other military post offices or the USPS. If irregularities (discrepancies) are discovered, an irregularity report must be completed. Irregularities may include, but are not limited to these items:

- Missent mail
- Improper tag or label
- Improper slide label
- Mail discovered in empty equipment
- Mail dispatched in defective equipment
- Mail transported in wrong Mail Transport Equipment (MTE) for its class.

Report mail irregularities by preparing an Irregularities in Makeup and Dispatch of Mail, DD Form 2273. When reporting irregularities, the postal clerk will remove the slide label from the sack, pouch or tray involved and attach it to the DD Form 2273 (*Figure 22-11*). This will assist in isolating errors and speeding up corrective action.



IRREGULARITIES IN MAKEUP AND DISPATCH OF MAIL
(For use of this form see DOD 4525.6M)

1. DATE *(YYYYMMDD)*

2. TO *(Use complete address)*

3. FROM *(Use complete address)*

4. MAIL DISPATCHING ACTIVITY *(Dispatched from)*

5. DATE OF DISPATCH *(YYYYMMDD)*

6. MAIL CLASSIFICATION

7a. NO. SLIDE LABELS

b. NO. FACING SLIPS ATTACHED

8. POUCH/SACK *(Attach slide label)*
WRONG TYPE / UNSERVICEABLE / IMPROPERLY SEALED

9. FACING SLIP *(Attach with slide label)*
MISSING / INCORRECT / IMPROPERLY PREPARED

10. LETTER TIES *(Attach slide label & facing slip)*
BROKEN / LOOSE / DIRECTS NOT MADE

11. PRESSURE SENSITIVE LABEL *(Attach slide label)*
MISSING / INCORRECT

12. OUTSIDE MAIL, PS Label 136
MISSING / INCORRECT / IMPROPERLY PREPARED

13. CODED TAG *(Attach slide label)*
MISSING / INCORRECT / IMPROPERLY PREPARED / ALTERED

14. SLIDE LABEL *(Attach)*
MISSING / INCORRECT / IMPROPERLY PREPARED / ALTERED

15. MAIL ROUTED INCORRECTLY *(Attach slide label & facing slip)*
LETTER(S) / PARCEL(S)

16. REMARKS *(Explain each irregularity to include any discovered that are not mentioned above)*

17a. TYPED/PRINTED NAME OF REPORTING OFFICIAL *(Last, First, Middle Initial)*

b. PAY GRADE

c. SIGNATURE

DD FORM 2273, MAY 2000 PREVIOUS EDITION IS OBSOLETE. Adobe Professional 7.0

Figure 22-11 — Example of an Irregularities in Makeup and Dispatch of Mail, DD Form 2273.

Prepare DD Form 2273 in an original and two copies, distribute it as follows:

If irregularities are between MPOs, use this procedure:

1. Send the original to the appropriate Postal Commander or Postal Officer. [Attach the slide label, facing slip (if any), and tag to the report.]
2. Send one copy to your Regional Mail Manager.
3. Retain one copy for your MPO file.

If USPS errors are noted, do the following:

1. Send the original (with the slide label, facing slip (if any), tag (attached to the report) to the appropriate Joint Military Postal Activity (JMPA).
2. APO/FPO 09XXX and 34XXX addresses should be sent to: Commander, JMPA-Atlantic.
3. APO/FPO 96XXX addresses should send to: Commander, Joint Military Postal Activity-Pacific.
4. Send one copy to your Regional Mail Manager.
5. Retain one copy for your MPO file.

TREATMENT OF INCOMING INTERNATIONAL MAIL

The delivery of international accountable mail received in your office is treated and delivered as ordinary mail. This section will help you identify special service endorsements on incoming international mail.

Insured Parcels

In determining whether a parcel is insured, one of the following insurance endorsements must appear on the parcel according to the language of the country of origin:

- *INSURED*
- *ASEGURADO or VALOR DECLARADO*
- *ASSICURATO or VALOR DICHIARATO*
- *VALEUR DECLAREE or VD*
- *WERTANGABE or WERTPAKET*

A number on a parcel is not sufficient evidence of insurance. An insurance label is required to indicate that the article is insured. You should deliver international insured parcels in the same manner as domestic Insured Over $200 parcels.

Return Receipts

Return receipts from other countries bear the words "AVIS DE RECEPCION" or the letters "AR". When your office receives international mail with a return receipt attached you should follow this process:

1. Request the addressee or authorized agent date and sign the receipt in INK. When signed by an agent of the addressee, have the agent sign the addressee’s name, followed by the agent’s own signature.
2. Postmark the receipt in the appropriate spaces on both sides.
3. Endorse the completed receipt AIRMAIL and dispatch in the next outgoing mail.

When incoming registered or Insured Mail™ is marked AR or bears the notation AVIS DE RECEPCION but is not accompanied by a return receipt, the delivery office must complete and attach a Return Receipt for International Mail, PS Form 2865.

MAIL LOGS AND EQUIPMENT

The maintenance of postal records and logs is a very important phase in the operation of any post office. These records are necessary to determine the adequacy of mail service and to assist in cases of complaints or investigations. They must be readily available during postal inspections.

Incoming and Outgoing Mail Logs

A record of all incoming and outgoing mail received at and dispatched from your post office should be kept on file. The standard Navy record logbook with columns for appropriate entries is the easiest log to maintain and should be retained for 6 months after the last entry for ordinary mail. If you compile receipt and dispatch information daily, you will have a record of the weight and classes of mail handled by your MPO.

Mail Transport Equipment (MTE)

MTE is any sack, pouch, letter or flat tray, etc., that is used for the transport of U.S. mail. The amount of mail received and dispatched by your post office determines the frequency of return dispatches of serviceable MTE. Any serviceable sack, pouch or tray is considered excess equipment unless actually needed for the dispatch of mail. Do not stockpile MTE for possible emergencies. Return excess MTE to the closes Fleet Mail Center for consolidation.

OUTGOING MAIL

Now we will cover procedures for the processing and makeup of outgoing mail at all MPOs. The processing and makeup of mail is the first and most important step in the mail delivery cycle. This phase of operation involves the following:

- Collecting, Facing, Postmarking, Sorting, Pouching, Traying and Labeling.
- By following the proper procedure for the above tasks, you will prevent unnecessary delay of the mail.

FACILITIES FOR MAIL DEPOSIT

If at all possible, you should not require persons to bring outgoing letter mail to the post office. Aboard ship, collection box/es should be installed in a location convenient for crewmembers. At shore activities, street-type collection boxes are placed in high-traffic areas that are easily accessible to the greatest number of personnel. One box should be placed outside, in front of the post office. Other boxes may be placed in housing areas, near the galley, Bachelor Officer Quarters (BOQs) and Bachelor Enlisted Quarters (BEQs), exchange facility, and so on.

In addition to collection boxes, you should have a letter drop inside the post office. It should be located in a convenient place for your customers and for you when sorting, canceling and casing mail. The mail drop should made in such a way as to protect the mail and prevent it from being taken back out through the slot.

Mail Collection Box Schedules

A schedule for mail collections should be displayed on all collection boxes using Hours of Collection card, USPS Item D1175B, or USPS Label 55. D1175B and Label 55 can be ordered through the USPS Material Distribution Center (MDC) Topeka, KS.

You should also provide information concerning the location of a collection box with a later collection time. Specify any weekend or holiday exceptions to the regular processing and dispatch schedules. Overseas activities and deployed ships should schedule a pickup from collection boxes seven days a week if transportation for onward dispatch is available.

POSTAGE PAYMENT

Postage on all mail must be fully prepaid at the time it is deposited in the post office or a collection box, except for the following types of mail:

- Business Reply Mail
- Certain matter by or for the blind or handicapped
- Official Mail (never deposit in a Mail Collection Box).

- Mail sent by members of the Armed Forces as free
- Keys and identification cards being returned to owners

Mail with Insufficient Postage

If domestic mail is deposited at your post office or in collection boxes without enough to fully cover the required amount, take the following steps:

1. Endorse the article with the rubber stamp POSTAGE DUE _____and enter the amount due.
2. Process the article for dispatch with other mail.

Once the article reaches the office of delivery, it will be delivered to the addressee upon payment of the postage due.

If an article is addressed to a foreign country and the article does not have enough postage or any postage attached, take the following steps:

- Return the article to the mailer endorsed with the rubber-stamp "RETURNED FOR ______ ADDITIONAL POSTAGE."

> **NOTE**
>
> When re-mailing, cross out this notice or paste stamps over it.

On short paid international mail endorse letters, letter packages, postcards POSTAGE DUE ____Cents, if they do not bear a return address, but do not indicate the amount due. Then forward the article(s) to the international exchange office. Handle all other categories of unpaid or short paid mail in accordance with the IMM.

On short paid international registered articles found with ordinary mail, return the article to the sender after indicating that it is short paid and must be presented for registration at the post office. If the short paid registered article does not bear a return address, cross out the sender's registry endorsement and dispatch as ordinary mail.

If the mailer has indicated on a domestic article that a special service is desired and the special service fee is not included in the postage, the article will also be endorsed for the amount of the postage due for the fee, with the exception of Registered Mail™ and Express Mail®. The article must also be endorsed with the service indicated, to ensure the piece of mail is given the service desired by the mailer.

- If short paid Registered Mail™ is found in ordinary mail, with only the First-Class rate of postage paid, the piece is delivered to the addressee as ordinary First-Class Mail. If the amount of postage and fees affixed indicate that the piece was intended to be registered, the piece is rated postage due and forwarded to the addressee as Registered Mail™.
- For an Express Mail® article that does not bear enough postage, the mailer must be contacted to correct the deficiency before dispatch. Express Mail® articles without sufficient postage will never be endorsed, "Postage Due" and collection of deficient postage is never attempted from the addressee.

Mail without Postage

Mail found in collection boxes without any postage affixed should be returned to the mailer. This mail will be endorsed with the stamp "RETURNED FOR POSTAGE". If the article does not have a return address, or the delivery and return address are the same, treat the article as dead mail and forward to the serving Mail Recovery Center(MRC).

Unauthorized Mailers

If mail is found in one of your collection boxes bearing a return address of a person, firm, or activity not authorized MPO privileges, regardless of whether or not the article has postage fully prepaid, you should do the following:

1. Endorse the article SENDER NOT AUTHORIZED MPO PRIVILEGES.
2. Return the article to the mailer.

Business Reply Mail

Business reply mail enables firms and businesses to receive mail back from individuals without prepayment of postage. The firm or business provides specially printed preaddressed envelopes or cards to individuals from whom a reply is desired. Business reply permits are obtained from the USPS. MPOs are not authorized to issue business reply permits. You will most likely find business reply letters in your collection boxes. This type of mail is identified by the following endorsements:

- NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES, preprinted in the upper-right corner of the face of the envelope. BUSINESS REPLY MAIL, appearing above the address.
- FIRST-CLASS MAIL, PERMIT NO., followed by the permit number and the name of the issuing post office (city and state) appearing below the Business Reply Mail legend.
- POSTAGE WILL BE PAID BY ADDRESSEE, appearing above the address.

This type of domestic mail is accepted at MPOs without prepayment of postage. Business reply mail having international addresses is available only to certain countries participating in this service (refer to the International Mail Manager (IMM) for participating countries and other requirements).

Free Mail

Under certain conditions members of the U.S. Armed Forces may send mail free. The free mailing privilege applies when the members are serving in combat areas specifically designated. When in force, the free mailing privilege applies equally to persons no longer in a combat area but, due to a wound, disease, or other injury incident to service in the designated combat area, are hospitalized in any Armed Forces or Veterans' Administration (VA) medical center.

Types of Mail That May Be Sent Free

Letter mail, postcards, recorded communications (sound or video) having the character of personal correspondence weighing less than 13 ounces may be sent free. When this type of mail is sent, the mailer must write or print the word FREE in the upper-right corner where the postage would normally be placed. The mail must bear a complete return address.

Mobile Units That Do Not Have Post Offices

Ships and other mobile units that do not have post offices may also dispatch free mail that originated in a designated combat area:

- All mail must be endorsed FREE.
- The mail must be bundled separately from mail with postage stamps.
- Each bundle of mail must bear a facing slip endorsed CERTIFIED TO BE FREE MAIL ORIGINATING IN A COMBAT ZONE. The mail clerk or mail orderly must sign the facing slip.

International Mail Sent Free

Some items of foreign origin do not bear postage stamps, but instead are marked POSTAGE PAID, ON POSTAL SERVICE, SERVICE DES POSTES, TAXE PERCUE or TP, or PORT PAYEE or PP followed by postmark. The marking ON HER MAJESTY'S SERVICE or H.M.S. is also sometimes used. Treat this mail as prepaid.

Official Mail

Official mail must not be deposited in mail collection boxes. Mail clerks or mail orderlies from the office responsible for applying postage to official mail should be instructed to bring official mail to the post office. Official mail found in mail collection boxes should be turned over to the command official mail manager or the office that controls official mail.

Intratheater Delivery Service

The Intratheater Delivery Service (IDS) system permits all eligible patrons of the Military Postal Service (MPS) to send articles to other MPOs located within the same geographical area at no cost to the mailer. The USPS has indicated that, by definition, IDS material is not to be regarded as MAIL, it is PERSONAL CORRESPONDENCE. Therefore, any references to FREE MAIL are inappropriate. Distinction must be maintained to protect the status of the program. Inform your postal patrons that Intra-theater Delivery Service (IDS) items sent free of postage must originate at a Fleet Post Office (FPO) or an Army or Air Force Post Office (APO). IDS articles should be processed and dispatched along with military working and foreign mail and endorsed "MPS" in the upper right corner where postage would be placed. The size limit is 108 inches and length + girth and 70 pounds or less.

With respect to forwarding service, IDS items that do not bear postage and therefore may not be forwarded for individuals who have been reassigned to the United States or outside of an overseas geographical area (for example, from Atlantic to Pacific). Such items must be returned to the sender. However, items that qualify for the forwarding service (individuals who have changed addresses within the same geographical area) shall be forwarded.

Undeliverable items must be returned to the sender if a return address is available. Items without postage that cannot be delivered or returned to sender should be sent to the designated military dead letter office within 48 hours of receipt. This does not apply to personnel on leave, TDY, or known prospective gains; their mail should be held until they return or report onboard.

Items of value, including cash, must be turned over to a service welfare or charitable organization. Dead letter items without postage must not be forwarded to the USPS. All privileges, requirements, priorities applicable to items in the Military Postal Service (MPS) apply to IDS. This includes protection and security against theft and depredation, adherence to service standards, protection from unauthorized search and seizure procedures, compliance with customs requirements. However, no claims will be honored by the USPS or MPS for the loss, miscarriage, or negligent transmission of personal correspondence sent without postage.

PREPARATION OF MAIL FOR DISPATCH

Before you can process mail for dispatch, you will need certain mail-handling equipment. As a minimum, you should have the following equipment on hand:

- Scales
- Rubber stamps for endorsements
- Rubber bands
- Canceling devices
- Distribution case(s)
- Nonstandard facing slips
- Pouches and letter trays
- Large labels
- Strip labels

Collection of Mail

The first step in processing outgoing mail is the collection of raw (uncanceled) mail. Collection of mail from mailboxes must be made in accordance with the collection schedules you have posted on the boxes and must be collected NLT 20 minutes from the posted time. Collection times must be set up to meet dispatch and transportation schedules to prevent delay of mail. To be comparable with USPS dispatch standards, MPOs overseas and aboard deployed units should schedule pickups from collection boxes seven days a week if transportation for onward dispatch is available. Aboard ship, collection of mail should be made often, so when unscheduled transportation becomes available your mail is ready to go.

Facing the Mail

If the amount of mail warrants, separate the long and short envelopes. After this has been completed, face the letters by placing each with the address side up and the stamps pointing to the right. While you are facing the mail, check each piece for proper postage, correct address and endorsements. Your office should have a scale to rate single piece mail along with the required rubber hand stamps used for marking short-paid mail.

Sometimes a mailer in a hurry will not include some portion of the address that is required before the article can be delivered. Return these articles to the mailer promptly so as not to delay them longer than necessary.

POSTMARKING AND CANCELING MAIL

After all the letters have been faced, it is time to postmark and cancel the stamps. Before postmarking mail, check the hand canceller or postmarking die to ensure the current date is inserted. All mail must be postmarked with the date of mailing.

The backdating of the postmark on mail is expressly forbidden, except when a specific written authorization is granted to provide philatelic treatment on a new stamp issue beyond the issuance date. Such authority is extended only when public demand for a specific first-day issue exceeds daily cancellation capabilities. Never backdate mail even for a friend.

POSTMARKING EQUIPMENT

The USPS furnishes all canceling machine dies, hand postmarking and canceling equipment. Canceling machine dies and postmarking stamps must contain the legend U.S. Navy and the FPO number or name of the ship and hull number as applicable as well as the month, day and year. Rubber stamps may be obtained from USPS utilizing Requisition for Rubber and Steel Hand Canceling Stamps, PS Form 1567. Only USPS-supplied black ink is to be used for canceling and postmarking purposes.

Applying the Postmark

If you are on a large ship or at a shore activity, you may have a canceling machine. However, most ships and small commands use the hand canceller because the volume of outgoing mail does not warrant the use of a canceling machine. Do not postmark over the stamp(s). If more than one stamp has been used, cancel the stamp farthest to the left and those to the right of it with the tips of the canceling bars. Cancel the last stamp to the left with the postmark and canceling bars, ensure that the postmark does not hit the stamp (*Figure 22-12*). The date of mailing (month, day and year) must be included in all postmarking devices when postmarking and canceling mail.

NOTE
DO not use the a.m. or p.m. indicator with any postmarking device.

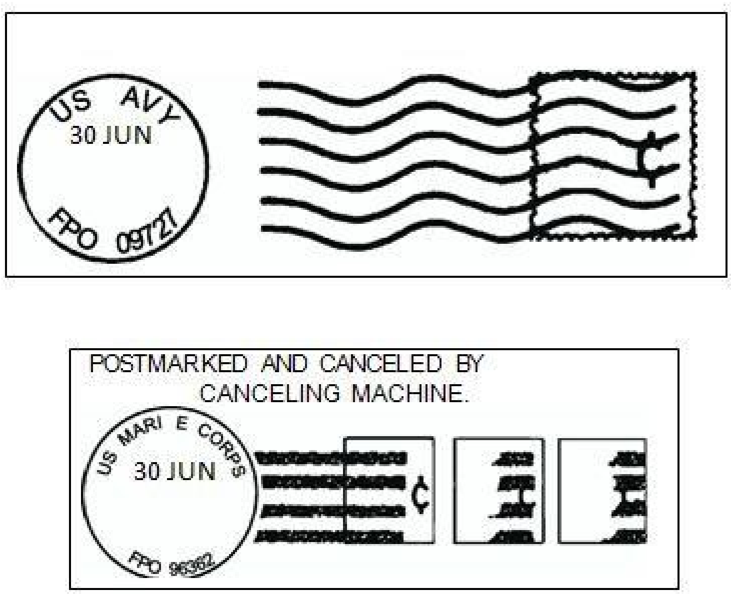


Figure 22-12 — Examples of canceled stamps by hand device.

Philatelic Cancellations

Occasionally you will receive a request from collectors to apply a postmark on certain stamped cards and envelopes. It is in the best interest of the Navy to provide this service to philatelists because of the public relations value. A philatelist is a person who collects and/or studies postage stamps. Philatelic service must be carried out within the resources of your post office and should not be provided if it interferes with regular business. The USPS will release information concerning new stamps and special events well in advance to provide philatelists sufficient time to submit covers (a cover is an envelope on which all the postal markings or cancellations have been applied). When such requests are received, you must do the following:

- Ensure that the canceling machine or hand stamp is cleaned and serviced before postmarking the covers
- Furnish a clear and legible postmark
- Avoid canceling stamps by pen or illegible smudging
- Postmark all stamps with black ink
- Limit postmarking to five covers from each collector
- Ensure that philatelic covers are not over canceled, backstamped, or otherwise defaced on the front or back
- Avoid using a philatelic cover as a top piece in a bundle for destination-package labeling purposes
- Avoid bending, folding, mutilating, or damaging the cover by rubber bands.

Applying Cachets

Occasionally you may be provided a rubber stamp cachet to apply to philatelic covers when a special event occurs. A cachet is a design or inscription applied to a cover to commemorate a postal or special event. Also, most ships have their own unique cachet. When a cachet is provided, place the imprint in the lower-left corner of the envelope or the location indicated by the mailer. Do not cover any portion of the address.

To protect the interest of philatelists and the authenticity of their collections, the cachet stamp for the special event should be destroyed immediately after all eligible covers have been processed. In any case, the cachet stamp must be destroyed no later than midnight of the day of the event being commemorated.

Returning Covers

Covers must be returned to the mailer, without a postmark or cachet applied, with a letter of explanation if the following occurs:

- More than five covers are received from any one collector
- The covers were received after the established deadline for providing postmarks
- The covers bear insufficient or foreign postage.

If International Reply Coupons (IRCs) are included, process according to the IMM.

Mail Sorting

The USPS at CONUS gateways process all military letter mail through Delivery Bar Code Sorters (DBCSs) and flat mail through Flat Sorting Machines (FSMs). Therefore, CONUS-destined letters need only be faced, canceled, placed in mail trays or secured with rubber bands, placed in orange Priority Mail No. 1 pouches. Pouches are to be labeled according to local FMC instructions. These pouches should be dispatched to the serving USPS facility or to the nearest FMC or MPO for further transfer. Ships should dispatch mail directly to the appropriate gateway only when they are operating in an area not served by an FMC or an Aerial Mail Terminal (AMT).

Bundling Mail

After letters and flats have been cased (sorted), you are then ready to bundle the mail for dispatch (or place into mail trays, which will be discussed later in this chapter).

To ensure letters and flats remain intact and do not lose their identity during transportation, they must be properly secured before being placed in mail pouches (*Figure 22-13*). Bundles should be made as large as one hand can conveniently hold, approximately 4 inches thick.

Secure all letter bundles with 1/4-inch rubber bands (PS Item 0385E). Bundles up to 1 inch in thickness should be secured with one rubber band around the girth. Bundles between 1 and 4 inches in thickness must be secured with two rubber bands, the first secured around the length and the second secured around the girth. On the top of each bundle, place a nonstandard facing slip to identify the contents.

International Letters

Make up international mail in direct bundles for cities or countries when volume warrants. When volume is insufficient to warrant direct bundles, make a mixed foreign bundle. Identify these bundles by a nonstandard facing slip endorsed MIXED FOREIGN. Send this mail to the serving FMC for further dispatch.

Military Working Mail

Mail addressed to an FPO or APO address should be bundled separately from other mail. Bundles for FPOs and APOs and other mail not to be returned to Continental United States (CONUS) (for example, Guam and Hawaii when in WestPac) should be identified by a nonstandard facing slip labeled Military Working (*Figure 22-14*), placed on top of the bundle of letters. Send this mail to the serving FMC for further dispatch.

Letter Trays

Letter trays are used as a means to dispatch large volumes of letter mail. Letter trays should be used by your command if volume of letter mail warrants. If not, then use Priority Mail No.1 pouches as your dispatching equipment.

Full-sized letter trays hold an average of 600 letters (average full tray weight is 8 kilos, 17.5 pounds), half -sized letter trays hold an average of 200 letters and should always be filled to maximum capacity, when possible, but no less than 75 percent. When full-sized letter trays are less than 75 percent filled, place the mail in half-sized letter trays.

If the volume of letter mail does not warrant using letter trays, prepare letter mail in bundles as discussed earlier and place in Priority Mail No. 1 pouches labeled to the serving USPS CONUS gateway or FMC as your area mail coordinator so designates.

After the tray is filled, it should be inserted into a sleeve and secured by a strap. The adhesive-backed label holder should be attached to the top-left corner of the tray. Most large shipboard commands use MM trays.

When using Managed Mail (MM) trays, treat the cardboard trays like any other piece of USPS equipment. Mail trays cost money and are intended to be used 20 times each; however, when a tray appears weak you may discard it.

Flat Mail Trays

The USPS also uses large trays to dispatch flats. Flat trays containing First-Class Mail are identified by the green side of the cover faced outward. Overseas Navy post offices and larger ships, such as aircraft carriers, should use flat trays if volume of First-Class flats warrant.

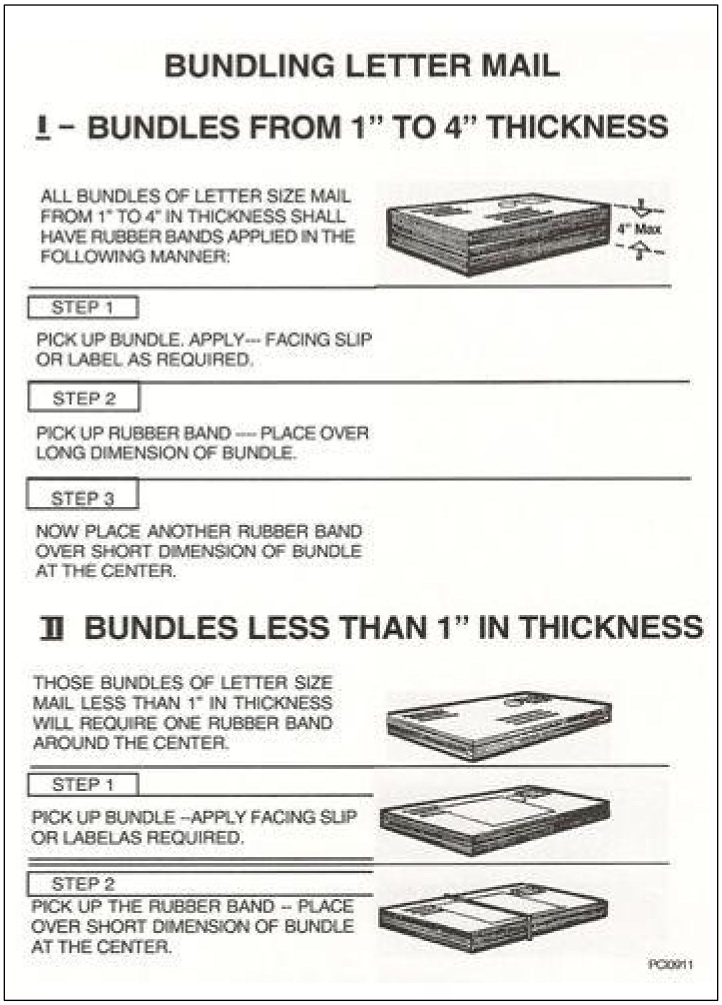


Figure 22-13 — Bundling letter mail.

Figure 22-14 — A Bundle of mixed military working letters.

POUCHING

Pouches are containers made of sewn nylon, cotton, or polyester or plastic with an opening at one end. Pouches have a leatherneck or Velcro strap near the opening.

Sacks are containers made of sewn fabric, usually nylon, polyester, canvas, or plastic, with an opening on one end. A cord or drawstring is threaded through the metal grommets or opening in the fabric.

Majority of mail received at military post offices is contained in pouches. When dispatching mail, MPOs normally only use pouches, so for purposes of this section, all references are to dispatching mail in pouches. Plastic liners are required for all mail dispatched in a pouch or sack.

All mail will be pouched or trayed, by classification and service, considering priorities and transportation policies. MPOs dispatching mail will follow the guidelines established by USPS in the Domestic Mail Manual (DMM), Postal Operations Manual (POM), USPS HDBK T-7, USPS PUB 52 regarding proper pouching of mail. Additionally, all MPOs will use the following general guidelines when pouching mail:

- Dispatching agencies must not commingle priority, First-Class Mail, free mail with other classes of mail without prior approval of the serving JMPA.
- Items that could damage mailbags or other mail must not be pouched but must be dispatched as OSPs; sometimes referred to as Outside Mail (OSM). OSPs are parcels that because of size, shape, density, weight, container, or contents cannot be placed in mail pouches.

Hazardous Material

Hazardous materials may be mailed when they meet criteria established by USPS. Special wrapping and packaging rules apply and hazardous material must be prepared for mailing, marked, or tagged according to the instructions contained in the DMM and USPS PUB 52. If all conditions of the DMM and PUB 52 are met, hazardous material accepted for mailing will be pouched separately from all other mail.

Mail for Military Addresses

Mail addressed to an FPO or APO address must be bundled separately from other mail and labeled MILITARY WORKING. These packages and other mail similarly addressed should be placed in pouches, endorsed MILITARY WORKING, dispatched to the nearest FMC or MPO.

Pouches and bundles of military working mail received at FMCs or MPOs must be reworked and dispatched according to instructions from the Area Mail Coordinator (AMC) through channels that will ensure expeditious delivery.

Parcels

Parcels accepted over the counter at finance windows or received from other sources are taken to the dispatch section and processed. Depending on the size, parcels are either enclosed in pouches or processed as outside pieces. Dispatch clerks must pouch parcels whenever possible to reduce the handling of mail.

Outside Pieces/Outside Mail (OSP/OSM)

Parcels that require handling outside of mailbags are those that because of their size, weight, nature, or contents cannot be enclosed inside sacks without damaging them or other mail. The fact that a parcel is priority mail, sent as special handling, or contains perishable items does not in, of itself justify outside dispatch.

A parcel is considered as an OSP/OSM if it exceeds any of the following factors:

- Size—Elongated parcels over 34 inches in length or over 17 inches in width
- Weight—Parcels weighing over 35 pounds
- Heavy Density—Small parcels of very heavy density, such as metal tools, castings, machine parts, weighing over 15 pounds, which are likely to cause damage to other sacked parcels.

Also, metal containers of all shapes and sizes should be dispatched as OSPs/OSMs.

Dispatching Outside Pieces/Mail

When your ship is in a foreign port of call where commercial U.S. air carrier service is not available, you should use available military aircraft to dispatch OSPs/OSMs. Do not dispatch OSP/OSM to foreign air carriers. Retain all OSPs/OSMs until the opportunity becomes available to dispatch them to an FMC or other MPO, unless directed otherwise by the AMC. You must remember that only closed mail may be dispatched through foreign postal channels or by foreign air carriers. Closed mail is mail enclosed inside a U.S. mail pouch, secured with an anti-pilferage seal.

Care in Pouching

Pouching requires care, not only in distribution and routing, but also in handling.

When operating overseas you will be handling large volumes of mail. Some of the mail will be parcels. Since you will be the initial carrier of the parcels you accept at your post office, make sure you do not pack more parcels in a pouch than is convenient to carry. The USPS has a set of specific rules on care in pouching, not only to protect the mail but also to protect the personnel handling the mail.

Universal white colored pouches are limited to 70 pounds. Pouches containing letter mail must not exceed 50 pounds.

If you do have to use Universal sacks to dispatch mail, do not place more than 70 pounds of mail in them.

You should allow sufficient space to permit complete closure of the pouch or sack.

When individuals mailing a package request insurance, they are, in reality, asking for additional protection from breakage or loss. It is your duty to see that packages receive the protection that they deserve.

Do not force bulky parcels marked FRAGILE into a pouch. You eliminate any possible extra care that could be given. Large bulky parcels should be treated as OSPs and handled accordingly. Small packages carrying the endorsement FRAGILE should be placed on top of heavier parcels in the pouch to prevent them from being crushed.

Labeling Pouches

After all mail has been properly placed in pouches, the next step of dispatch is to label them. Since slide labels identify the end destination for mail contained in the pouch, extreme care must be taken to correctly label all mail before dispatch.

You should have preprinted labels on hand for the destinations to which you dispatch mail. All labels used by MPO dispatching activities should be white in color. There are two sizes of labels—large labels, for pouches with large label holders, small labels (strip) for pouches with small label holders and canvas sacks. These labels are often referred to as slide labels. Slide labels must be ordered using Requisition for Facing Slips or Labels, PS Form 1578-B following guidance in USPS HBK PO-423 Requisitioning Labels.

Navy post offices should always maintain a requisite amount of preprinted labels on hand. If, for some unexpected reason the stock of labels is depleted, clerks must prepare their own. To prepare labels refer to the DMM. The first line of the label should indicate the destination; the second line identifies the contents of the pouch and the weight in kilograms (*Figure 22-15*) for converting pounds to kilograms). The third line must identify the office of origin which is the military post office preparing the pouch for dispatch. The slide label should be dated on the reverse side with the All Purpose Date Stamp (APDS) and initialed by the clerk closing the pouch.

See Table 22-7 for examples of slide labels used by overseas postal activities in Europe to dispatch the different classes and types of mail to CONUS gateways. The gateways that overseas MPOs dispatch mail to vary by location. Most Navy ships on deployment dispatch all their outgoing mail to either Los Angeles or New York depending on their area of operation. Annotate the weight on the front of the label and date stamp the back with the APDS and initial, you must use the correct preprinted label indicating the destination, type of mail, weight, office of dispatch.

It is possible for the AMC or in some cases the aircraft carrier your ship may be in company with, to provide instructions for you to send outgoing mail via pouch directly to them for consolidation and onward dispatch. Inform your Postal Officer of dispatches to avoid any confusion and delays.

WEIGHT CONVERSION CHART

Pounds/Kilograms				Pounds/Kilograms			
Pounds/ lb	Kilograms/ Kilos	Pounds/ lb	Kilograms/ Kilos	Kilograms/ Kilos	Pounds/ lb	Kilograms/ Kilos	Pounds/ lb
1	.5	200	90.7	1	2	200	440
2	.9	300	136.1	2	4	300	660
3	1.4	400	181.4	3	7	400	880
4	1.8	500	226.8	4	9	500	1,100
5	2.3	600	272.2	5	11	600	1,320
6	2.7	700	317.5	6	13	700	1,540
7	3.2	800	362.9	7	15	800	1,760
8	3.6	900	408.2	8	18	900	1,980
9	4.1	1,000	453.6	9	20	1,000	2,200
10	4.5	2,000	907.2	10	22	2,000	4,400
20	9.1	3,000	1,360.8	20	44	3,000	6,600
30	13.6	4,000	1,814.4	30	66	4,000	8,800
40	18.1	5,000	2,268.0	40	88	5,000	11,000
50	22.7	6,000	2,721.6	50	110	6,000	13,200
60	27.2	7,000	3,175.2	60	132	7,000	15,400
70	31.8	8,000	3,628.8	70	154	8,000	17,600
80	36.3	9,000	4,082.4	80	176	9,000	19,800
90	40.8	10,000	4,536.0	90	198	10,000	22,000
100	45.4	25,000	11,340.0	100	220	25,000	55,115

PCf0914

Figure 22-15 — A kilograms and pounds conversion chart.

Table 22-1 — Examples of preprinted slide labels

PRIORITY POUCHES & OUTSIDE PIECES

(WILL NOT EXCEED 70 LBS IN WEIGHT)

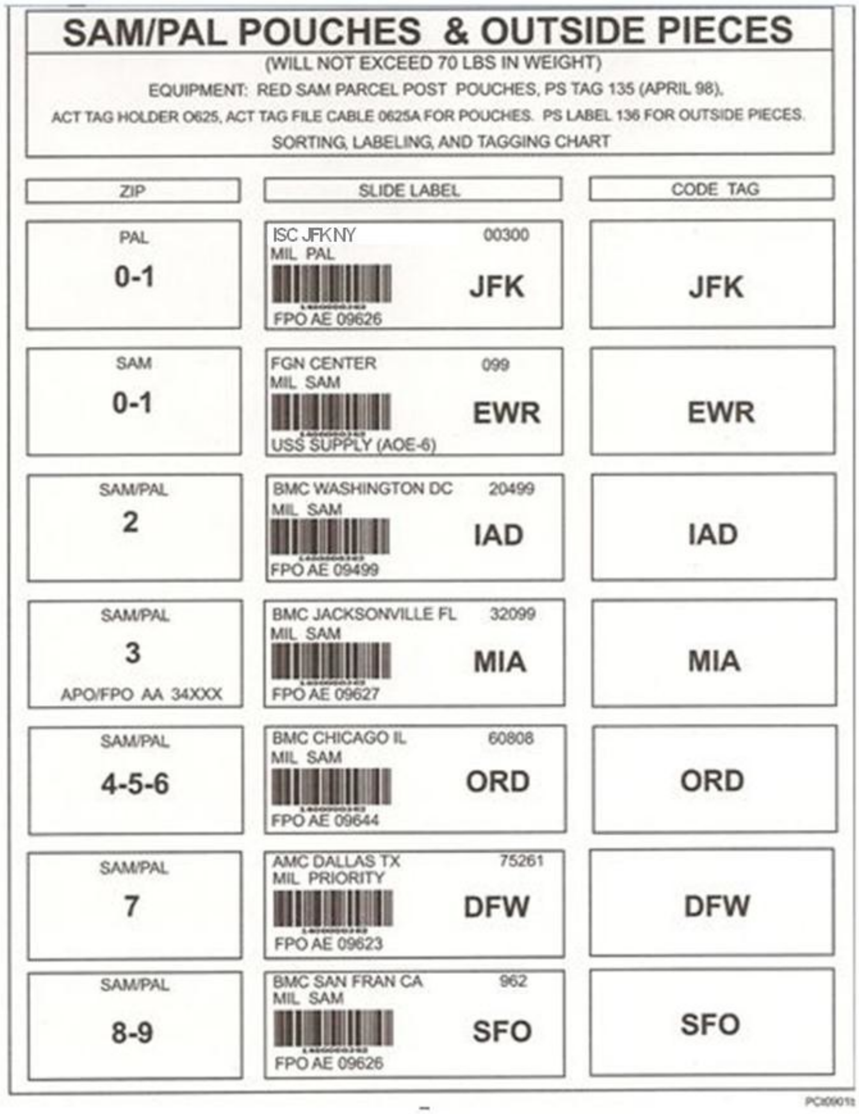
EQUIPMENT: ORANGE PRIORITY MAIL POUCHES, PS TAG 135 (APRIL 98),

ACT TAG HOLDER O625, ACT TAG FILE CABLE 0625A FOR POUCHES. PS LABEL 136 FOR OUTSIDE PIECES.

SORTING, LABELING, AND TAGGING CHART

ZIP	SLIDE LABEL	CODE TAG
0-1	AMC KENNEDY NY 00300 MIL PRIORITY JFK USS BATAAN (LHD-5)	JFK
2	IMPC DULLES VA 201 MIL PRIORITY IAD FPO AE 09609	IAD
3 APO/FPO AA 34XXX	ISC MIAMI FL 331 MIL PRIORITY MIA FPO AE 09499	MIA
4-5-6	AMC O'HARE IL 606 MIL PRIORITY ORD FPO AE 09499	ORD
7	AMC DALLAS TX 75261 MIL PRIORITY DFW FPO AE 09625	DFW
8-9	AMC SAN FRANCISCO CA 962 MIL PRIORITY SFO FPO AE 09499	SFO

Table 22-1 — Examples of preprinted slide labels (Continued)



SAM/PAL POUCHES & OUTSIDE PIECES

(WILL NOT EXCEED 70 LBS IN WEIGHT)

EQUIPMENT: RED SAM PARCEL POST POUCHES, PS TAG 135 (APRIL 98),
ACT TAG HOLDER O625, ACT TAG FILE CABLE 0625A FOR POUCHES. PS LABEL 136 FOR OUTSIDE PIECES.

SORTING, LABELING, AND TAGGING CHART

ZIP	SLIDE LABEL	CODE TAG
PAL 0-1	ISC JFK NY 00300 MIL PAL JFK FPO AE 09626	JFK
SAM 0-1	FGN CENTER 099 MIL SAM EWR USS SUPPLY (AOE-6)	EWR
SAM/PAL 2	BMC WASHINGTON DC 20499 MIL SAM IAD FPO AE 09499	IAD
SAM/PAL 3 APO/FPO AA 34XXX	BMC JACKSONVILLE FL 32099 MIL SAM MIA FPO AE 09627	MIA
SAM/PAL 4-5-6	BMC CHICAGO IL 60808 MIL SAM ORD FPO AE 09644	ORD
SAM/PAL 7	AMC DALLAS TX 75261 MIL PRIORITY DFW FPO AE 09623	DFW
SAM/PAL 8-9	BMC SAN FRAN CA 962 MIL SAM SFO FPO AE 09626	SFO

Table 22-1 — Examples of preprinted slide labels (Continued)

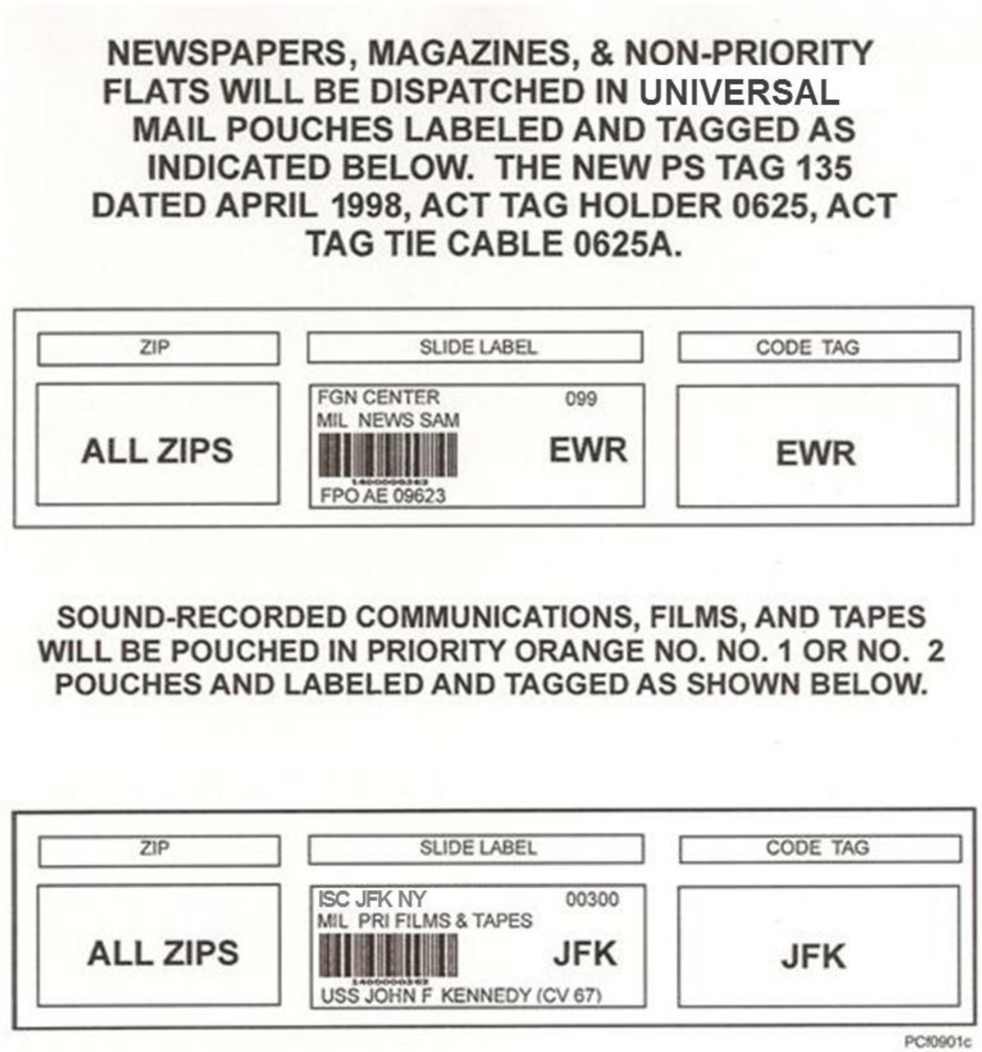


Table 22-1 — Examples of preprinted slide labels (Continued)

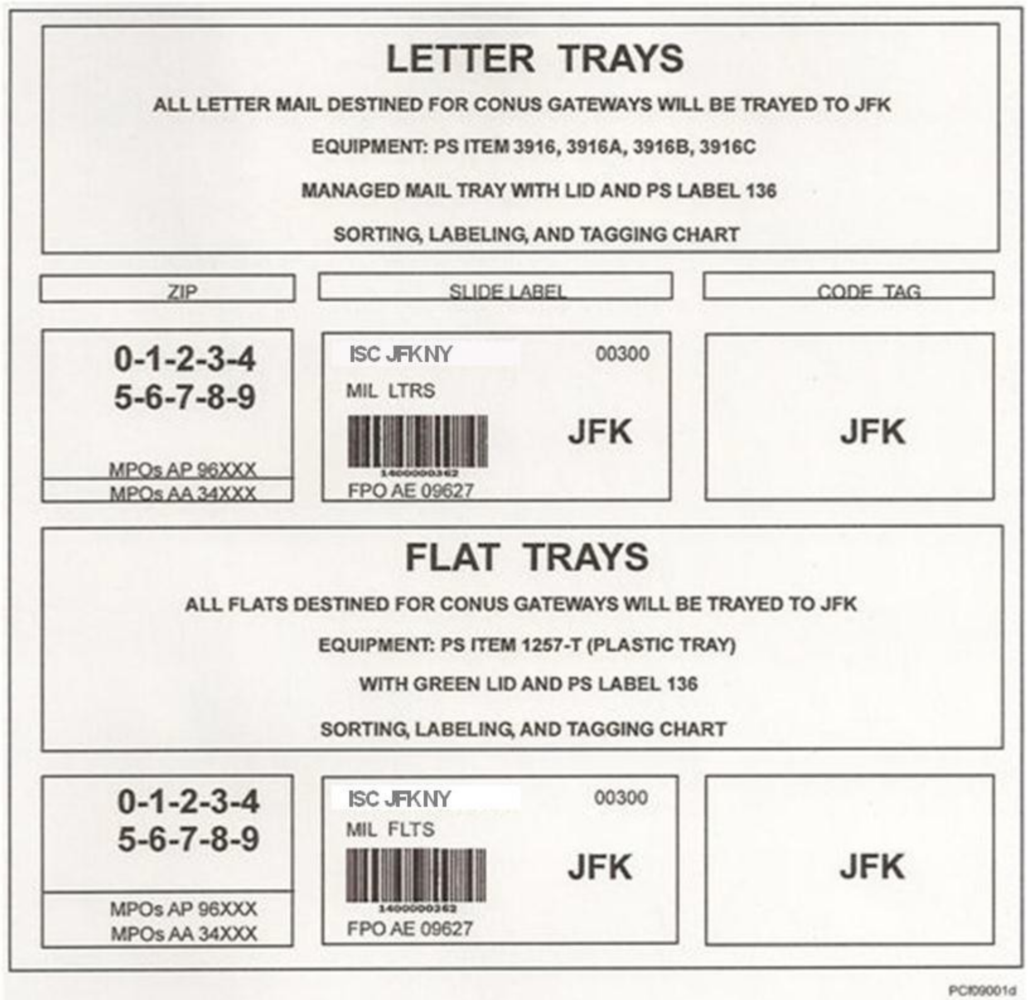


Table 22-1 — Examples of preprinted slide labels (Continued)

EXPRESS MAIL ROUTING

OVERSEAS SHORE-BASED POST OFFICE ONLY

EQUIPMENT: EXPRESS MAIL POUCHES, PS TAG 135 (APRIL 98),

ACT TAG HOLDER O625, ACT TAG FILE CABLE 0625A FOR POUCHES & PS LABEL 136 FOR OUTSIDE PIECES.

SORTING, LABELING, AND TAGGING CHART

ZIP	SLIDE LABEL	CODE TAG
0-1-3	ISC JFK NY 00300 MIL EMMS JFK FPO AE 09625	JFK
2	IMPC DULLES VA 201 MIL EMMS IAD FPO AE 09421	IAD
4-5-6	AMC O'HARE IL 606 MIL EMMS ORD FPO AE 09649	ORD
7	AMC DALLAS TX 75261 MIL EMMS DFW FPO AE 09626	DFW
8-9	ISC LOS ANGELES CA 962 MIL EMMS LAX FPO AE 09844	LAX

AIRPORT-CODED TAGS (FLIGHT TAGS) AND SELF-ADHESIVE LABELS

Slide labels, flight tags and self-adhesive labels are the only external identifiers of end destinations for mail. Therefore, extreme care must be taken to use the correct slide labels in pouches and letter trays, correct flight tags on pouches, the correct self-adhesive labels on letter trays and OSPs before manifesting mail (*Figure 22-16*).

The instructions for the proper method of completing tags and labels may be found in USPS HDBK T-7. From the time mail is dispatched to its arrival at the airport of final destination, tags provide information to the air carrier on routing for mail pouches. Self-adhesive labels serve the same purpose for letter trays and OSPs.

Once mail is pouched and properly labeled identifying the destination, contents, weight, office of origin, affix the proper airport-coded tag to the pouches. For OSPs and letter trays, attach airport-coded self-adhesive labels.

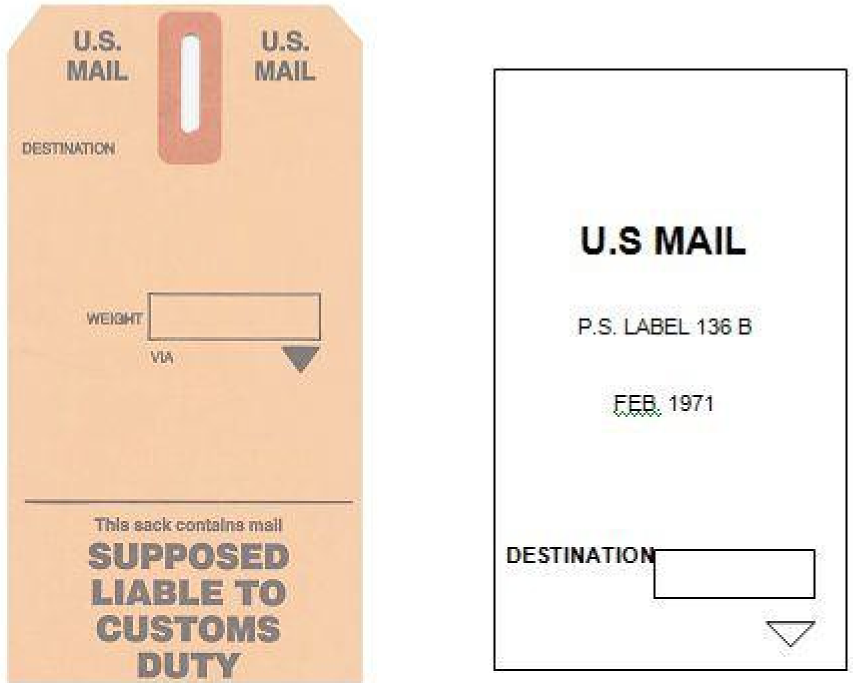


Figure 22-16 — A flight tag and label used to identify the destination of mail.

You should be careful in selecting and preparing flight tags to avoid mail being misrouted by the air carrier. Always verify the flight tag and slide labels have the same final airport destination.

When preprinted airport-coded flight tags and self-adhesive labels are not available, prepare the appropriate tags and labels by printing the three-letter city of destination code in the appropriate portion of PS Tag 135-B and PS Label 136-B.

For information on ordering USPS tags and labels, refer to Chapter 12. Pouches, letter trays, OSPs with an airport-coded tag or self-adhesive label attached should have the weight shown in kilograms in the weight block on the tag or label and the flight information when known.

When using self-adhesive labels to identify the proper airport of destination on OSPs, affix these labels to the left of the address so other required markings are not obliterated.

Do not dispatch OSPs if a foreign airline is used unless authorized by the Area Mail Control Activity.

DISPATCHING MAIL AT FLEET MAIL CENTERS

Fleet Mail Centers (FMCs) receive, sort, store (when necessary), consolidate and dispatch mail received from or addressed to all post offices served. FMCs also route outgoing and incoming mail received at the FMC addressed to or from fleet units. The FMC will handle a certain amount of raw mail for dispatch, but the greater amount of mail handled will be from mobile units for further transfer to destination in the United States.

The FMC consolidates outgoing mail by sorting, pouching, and traying the different classes of mail received from various local activities and from some small mobile units. This method reduces the number of pouches, or trays for one destination and allows for a more expeditious mail delivery system. Each FMC is responsible for pouching mail and preparing it for dispatch as far ahead in the domestic postal system as possible.

(This page was left blank intentionally).

CHAPTER 23

CLAIMS AND INQUIRIES

In addition to regular postal duties, a Military Postal Clerk (MPC) will be confronted frequently with postal concerns of the public. A concern may take the form of a claim, an inquiry, or a complaint. This chapter provides helpful information concerning these concerns and issues, including postal instructions governing the procedures to follow in handling claims, inquiries, complaints and preparation of the applicable forms.

The U.S. Postal Service (USPS) understands it is difficult to compensate a patron for the loss of sentimental or irreplaceable items, is always trying to improve the way mail is handled to prevent further loss and customer dissatisfaction. Each customer is encouraged to report instances of loss, rifling and other mistreatment of mail, even if there are no provisions for payment of indemnity.

LEARNING OBJECTIVES

When you have completed this chapter, you will be able to do the following:

1. Differentiate between inquiries and complaints and the forms required to respond to each.
2. Identify the procedures for processing customer inquiries and complaints
3. Recall the procedures for processing indemnity claims.
4. Determine the requirements for initiating an Inquiry and processing a Claim for Indemnity for International Registered, Insured, and Express Mail®.
5. Determine the requirement for processing a Parcel Search Request.
6. Determine the requirement for processing a Report of Rifled Parcel.
7. Recall the procedures for processing a Sender's Application for Recall of Mail.
8. Recall the procedures for processing an Application and Voucher for Refund of Postage and Fees.
9. Recall the procedures for processing a money order inquiry.

INQUIRIES OR COMPLAINTS

An INQUIRY is a request for information. Inquiries are received almost daily regarding mail service to Navy personnel. Inquiries may be received over the phone, in person or in writing; and they may concern any phase of postal operations. Most inquiries are usually simple questions concerning mail transit times, mail preparation or some other phase of postal operations.

A COMPLAINT is an expression of dissatisfaction, discontent, disappointment, or resentment concerning any postal product, service or postal personnel. Mail complaints are attributable, in many instances, to incomplete or incorrect information. The number of mail complaints could be reduced greatly if Commanding Officers, within security limitations, kept service members and their families informed of probable mail interruptions or delays. This may be done through the Plan of the Day, Family Grams, and Pre-Deployment briefings.

Family Grams and briefings should explain the reasons for probable mail delays such as ship transit periods between ports, remote operational areas, shifting operational commitments, adverse weather. A better understanding of what to expect on a deployment can greatly reduce the anxieties of family members and can help reduce the number of complaints from family members and friends. The continued use of Family Grams during deployments to advise the crew of prevailing conditions that may affect mail service will help dispel rumors that cause misunderstandings that lead to complaints.

Information should be provided to Naval personnel and their correspondents before and during deployment. Keeping everyone informed enhances the morale of the crew and saves the Navy money by avoiding unnecessary administrative work in processing complaints.

When inquiries of a congressional level or other high-level interest are referred by Military Postal Service Agency (MPSA) to Commanding Officers for investigation, the command should provide at minimum, the following information:

- Summary of an interview with the person or persons involved outlining any difficulty experienced in receiving or sending mail
- Any special circumstances that may have affected mail service
- Evidence of other individuals experiencing similar difficulties
- If the individual presently receives mail from correspondents and specifically from the person registering the complaint
- When complaints involve a specific item of mail, an indication if that item was eventually received
- Correct mailing address of the person involved
- Average transit time for all classes of mail to and from the address of mailing
- A statement concerning the quality of mail service
- Any additional information that will assist in formulating a reply.

NOTE

Responses should be provided in the same manner as received within operational considerations

Commanding Officers must answer all allegations in the complaint. This will eliminate complaints being returned for additional information.

Forms Needed

The following is a list of some of the most commonly used postal service claims and inquiry forms that are needed to file claims for indemnity, process customer complaints, and report mistreatment of mail:

- PS Form 673, Report of Rifled Parcel
- PS Form 1000, Domestic or International Claim

- PS Form 1509, Sender's Application for Recall of Mail
- PS Form 2856, Damage Report of Insured Parcels and Contents
- PS Form 3533, Application for Refund of Fees, Products and Withdrawal of Customer Accounts
- PS Form 3760, Parcel Search Request
- PS Form 6401, Money Order Inquiry (postal card).

When processing claims and inquiries, Military Postal Clerks (MPCs) will use the appropriate form(s) listed above, depending on whether the claim or inquiry is for Domestic or International mail. Detailed instructions for completing these forms are contained in the *Domestic Mail Manual* (DMM), the *International Mail Manual* (IMM),/or the *Postal Operations Manual* (POM). Money order inquiries and certain International Mail claims (refer to the IMM) require customers to pay processing fees.

Failure to properly prepare, or make proper disposition of a postal claim or inquiry may delay results. The Custodian of Postal Effects (COPE) should assist in completing claim forms and review all claims before they are finalized.

Responding to Mistreatment of Mail

Mistreatment of mail is a general term that includes the loss, rifling of,/or damage to mail. Customers should be encouraged to report instances of mistreatment of mail even in cases where there are no provisions for payment of indemnity. Inquiries, complaints, claims may be filed at any post office.

Normally, you will be concerned only with the processing of inquiries, complaints and claims for domestic mail matter. International inquiries, complaints and claims are seldom received at MPO's. If you receive an international claim or inquiry, refer to Chapter 9 of the IMM for guidance.

The information in this chapter, along with some on the job training will enable you to process efficiently inquiries, complaints and claims. Remember, filing a claim or inquiry is the right of the mailer or addressee and you should always be helpful and treat the customer with the utmost courtesy.

Military Postal Service Agency—Customer Mail Inquiry Comment Card

The MPSA customer mail inquiry comment card is designed to be used by military postal customers for recording complaints, suggestions, information requests, compliments and inquiries for ordinary mail. This form must be completed online via the Military Postal Service Agency Web site. Before referring a patron to this website for negative comments or complaints, the MPO supervisor must make all attempts to remedy the customer's dissatisfaction. Once an inquiry or complaint is brought to the attention of the MPO supervisor, the MPO supervisor must:

- Investigate the reasons for the complaint and obtain resolution, if possible
- Contact the customer within 24 hours of receipt of the comment or complaint and advise them of the planned action or resolution
- Provide the customer with a final response within 14 calendar days after receiving the comment or complaint.

Any written customer complaints should be maintained in a central location. All complaints should be recorded on a customer complaint control log. The date a complaint was closed must be entered on the control log. For other information that must be entered on a customer complaint log, refer to the *Postal Operations Manual*.

DOMESTIC OR INTERNATIONAL CLAIM (PS FORM 1000) (INDEMNITY CLAIM)

A CLAIM is a request by a customer for an indemnity payment that resulted from the loss, damage or missing contents of an Express Mail®, Registered Mail™, insured piece or ordinary uninsured international parcel. If a customer purchased insurance at the time he/she mailed an article, mailed it Registered Mail™ with insurance, or mailed it Express Mail®, they may file an indemnity claim to recover the value of the item if it becomes lost or damaged. For domestic and international mail, PS Form 1000, Domestic or International Claim, (*Figure 23-1*) is used to file a claim for indemnity. This form also is used to make inquiries only (no indemnity) on uninsured registered domestic mail.

UNITED STATES POSTAL SERVICE ®

Please see instructions on reverse OR you may file Domestic Insurance Claims online at *www.usps.com/insuranceclaims/online*

Domestic or International Claim
(Includes Inquiry for Domestic Registered Mail with No Declared Value)

What is the problem? My item is: ☐ Lost ☐ All Contents Damaged or Missing ☐ Some Contents Damaged or Missing
☐ No COD remittance received - amount to be remitted to mailer $__________ ☐ Delayed Express Mail *(non-negotiable documents - domestic only)*

Mailing Receipt Number *(Number from mailing receipt -- include all letters and numbers)* __________
Case Number *(International only)* __________
COD #__________ Date of Mailing *(MM/DD/YYYY)*__________

Mail Category	☐ Insured ☐ Express Mail® ☐ Registered Mail™ ☐ Collect on Delivery *(COD)* ☐ Ordinary Parcels *(International items only)*	
Mailer and Addressee Information	**Mailer name and address**	**Addressee name and address**
	First Name / MI / Last Name	First Name / MI / Last Name
	Business Name *(Use only if the mailer is a company)*	Business Name *(Use only if the addressee is a company)*
	Address 1 *(No., st., suite/apt. no.)*	Address 1 *(No., st., suite/apt. no.)*
	Address 2 *(No., st., suite/apt. no.)*	Address 2 *(No., st., suite/apt. no.)*
	City / State / ZIP+4® or Postal Code	City / State / ZIP+4 or Postal Code
	Urbanization *(Puerto Rico only)* or Country / Telephone Number *(Include Area Code)*	Urbanization *(Puerto Rico only)* or Country / Telephone Number *(Include Area Code)*
	Email Address *(Optional)*	Email Address *(Optional)*

Description of Lost, Damaged or Missing Contents

List one item per line.

Add extra pages as needed.

Item Codes: **01** Cash, Gift Cards/ Certificates; **02** Jewelry; **03** Clothing/ Home Products; **04** Arts/Crafts; **05** Media, Music/ Video; **06** Electronics; **07** Computers; **08** Collectibles; **09** Sports Equipment; **10** Liquor/Wine; **11** Animals; **12** Document Reconstruction; **13** Firearms; **14** Hazardous Material; **15** Other; **16** Event Tickets

	List Description of Contents and Select the Lost (L) or Damaged (D) box for each item listed. *(List one item per line)*		Item Code *(See list above)*	Purchase Date *(DD/MM/YYYY)*	Value or Repair Cost $
1		L☐ D☐			
2		L☐ D☐			
3		L☐ D☐			
	Total Amount Claimed for Items Listed Above *(Do not include postage or fees)*				$

Fees Paid	Postage $_____ Insurance $_____ Registered $_____ COD $_____ Other $_____
Weight	Total weight of shipment lb. oz. *(International items only)*
Payment	☐ Pay the Mailer ☐ Pay the Addressee *(In some cases, payment may be limited to the mailer or to the addressee)*
Alternate Payment Address Complete only if payment is to be sent to an address not listed above.	Address 1 *(No., st., suite/apt. no.)* / Telephone Number *(Include Area Code)*; Address 2 *(No., st., suite/apt. no.)* / Urbanization *(Puerto Rico only)* or Country; City / State / ZIP+4 or Postal Code
Supporting Documents	Read "**WHAT YOU NEED**" on page 2 for required attachments. Did you attach a copy of your evidence of value and/or estimate of repair for the items listed above? ☐ Yes ☐ No Did you attach your original mailing receipt? *(Optional)* ☐ Yes ☐ No
Certification Please sign, date, and enter your telephone number (include Area Code or Country Code as appropriate).	I certify that all information furnished on this form is accurate, truthful, and complete, and that I understand that anyone who furnishes false or misleading information on this form or who omits information requested on this form may be subject to criminal and/or civil penalties, including fines and imprisonment. Customer Submitting Claim: ☐ Mailer ☐ Addressee. Signature of U.S. Customer Filing the Claim / Date Signed *(MM/DD/YYYY)* / Telephone Number *(Include Area Code)*. Signature of Foreign Customer / Date Signed *(MM/DD/YYYY)* / Telephone Number *(Include Country Code)*

PS Form **1000**, March 2009 *(Page 1 of 2)* PSN 7530-02-000-9931 See our Privacy Act Statement on Page 2

Figure 23-1 — Example of Domestic or International Claim, PS Form 1000, Page 1.

Who May File

A claim may be filed by the following:

- Either the mailer or addressee, for damaged articles or articles with some or all of the contents missing
- Either the mailer or addressee who is in possession of the original retail mailing receipt for lost articles.

Time Limits for Filing

The time limits for filing lost claims are located on page 2 of PS Form 1000 (*Figure 23-2*).

Time Limits for Filing Claims and Inquiries

Important: Read this information about time limits *before* filing a claim or inquiry.
Damaged or Missing Contents is defined as any mailing that has been received but some or all of the contents are damaged or missing.
A **Lost Article** is defined as any mailing that has not been received and has not been returned to the sender.

	Domestic Services	International Services
Damaged or Missing Contents	You should file all claims for **damaged or missing contents immediately**, but you must file no later than 60 days from the date of mailing.	You must file all claims for **damaged or missing contents immediately.**

	Types of Service	When to File *(from mailing date)*	
		No Sooner Than	**No Later Than**
Lost Articles	**DOMESTIC SERVICES**		
	Insured	21 Days	180 Days
	COD	45 Days	180 Days
	Registered Mail™	15 Days	180 Days
	Registered Mail COD	45 Days	180 Days
	Express Mail® Service	7 Days	90 Days
	Express Mail COD Service	45 Days	90 Days
	APO/FPO Insured First-Class Mail®, space available (SAM), or parcel airlift (PAL)	45 Days	1 Year
	APO/FPO Insured (Surface Mail)	75 Days	1 Year
	INTERNATIONAL SERVICES		
	Global Express Guaranteed®	3 Days[1]	30 Days
	Express Mail International®	3 Days[2]	90 Days
	Express Mail International with guarantee	3 Days[1]	30 Days[3]
	Registered Mail and Priority Mail® International parcels	7 Days	6 Months

[1] No sooner than 3 days or the guaranteed date of delivery
[2] No sooner than 3 days or the estimated date of delivery
[3] 30 days to submit an inquiry for delayed delivery; 90 days to submit an inquiry for lost articles, damage or missing contents

Figure 23-2 — Example of Time Limits for Filing Claims and Inquiries, PS Form 1000, Page 2.

These time limits list the time the mailer must wait to file a claim for articles that have not been delivered (complete loss). Do not overlook the bottom of the chart, which refers to Army or Air Force Post Offices (APOs) and Fleet Post Offices (FPOs). Time limits for filing can also be located in the DMM. Some of the time limits are as follows:

- 7 days or more after the date of mailing for Express Mail®
- 15 days or more for items sent as Registered Mail™
- 21 days after the date of mailing for insured items sent as First-Class and Priority Mail
- 45 days after the date of mailing for insured items sent First-Class mail, Space Available Mail (SAM) or Parcel Airlift (PAL) to APOs and FPOs
- 75 days or more after the date of mailing for insured surface items mailed to APOs and FPOs.

If an article is received in damaged condition, or some of the contents were lost, then the claim should be filed immediately but must file no later than 60 days from the date of mailing.

Where to File

There are three ways to submit domestic claims for indemnity for loss or damage.

- By submitting the required information to any post office, station or branch
- The patron can complete the PS Form 1000 and mail it
- Submit at www.usps.com/insuranceclaims/online.htm for Insured, Registered and Express Mail®.

How to File A Claim

A customer may file PS Form 1000 at a local Post Office, which will then forward the form to Accounting Services in St. Louis. Customers may print PS Form 1000 from www.usps.com/insuranceclaims. Evidence of value is required and must accompany the PS Form 1000. Evidence of insurance must be retained by the customer until the claim is resolved. Upon written request by the USPS, the customer must submit proof of damage for damaged items or missing contents, in person to a local Post Office for inspection, retention, disposition in accordance with the claims decision.

Customers may file a claim by completing a PS Form 1000, Domestic or International Claim, mailing it to Domestic Claims, Accounting Services, P.O. Box 80143, St Louis, MO, 63180-0143. Customers may print PS Form 1000 from www.usps.com/insuranceclaims. Evidence of value is required and must accompany the PS Form 1000. Evidence of insurance must be retained by the customer until the claim is resolved. Upon written request by the USPS, the customer must submit proof of damage for damaged items or missing contents, in person to a local Post Office for inspection, retention, disposition in accordance with the claims decision.

Customers may file a claim online for Insured Mail™ and Express Mail® at www.usps.com/insuranceclaims/online.htm. Evidence of value is required and may be submitted as an uploaded file or sent via First-Class Mail to Domestic Claims, Accounting Services. Evidence of insurance must be retained by the customer until the claim is resolved. Upon written request by the USPS, the customer must submit proof of damage for damaged items or missing contents, in person to a local Post Office for inspection, retention, disposition in accordance with the claims decision. Registered Mail™ claims cannot be filed online.

Evidence of Insurance

The customer must first show that insurance, Registered, or Express Mail® service was purchased (evidence of insurance). Either of the following is acceptable:

- The original mailing receipt issued at the time of mailing. Except for Registered Mail™, a photocopy of the original mailing receipt is acceptable. If the original mailing receipt, or a photocopy of such receipt, is not available, the original USPS sales receipt listing the mailing receipt number and insurance amount is acceptable. Customers filing online claims may scan the receipt and submit as an uploaded file.
- The wrapper showing the names and addresses of the sender and the addressee and the proper mail endorsement, tag, or label showing that the article was sent Insured, Registered

with postal insurance, or Express Mail®. If only the wrapper is submitted, indemnity can be limited to $100 for Insured, $100 for Registered Mail™, $100 for Express Mail®.

The customer must retain evidence showing that the particular service was purchased until the claim is resolved.

Evidence of Value

The customer, either the mailer or the addressee, must submit acceptable evidence to establish the cost or value of the article at the time it was mailed. For claims submitted online, the evidence may be scanned and uploaded or sent via First-Class Mail to Domestic Claims, Accounting Services. Other evidence may be requested to help determine an accurate value. Examples of acceptable evidence are:

- A sales receipt, invoice, or statement of value from a reputable dealer
- Paid repair bills. Estimates of repair costs or appraisals if the claim is for partial damage. The USPS will not make payment for repair costs in excess of the original purchase price. It is best to describe the item in sufficient detail, otherwise the claim may be returned for more information
- A picture from a catalog showing the value of a similar article
- A statement from the customer describing the article that was lost or damaged, the date and location where the item was purchased, cost of the item and whether the item was new or used. If the article was handmade, the price of the materials and labor used
- A copy of a canceled check, money order receipt, credit card statement, or other documentation indicating the amount paid. For Internet purchases, a copy of the front and back of the canceled check, money order, or a copy of the credit card billing statement is required.

Claims for indemnity cannot exceed the amount for which the customer paid insurance, or the amount that the customer actually paid for the article. For example, if a customer purchased an item for $25.00 and insured the item for $100.00, they may only file a $25.00 claim (the actual cost of the item). Likewise, if the customer purchased the item for $100.00, only insured it for $25.00, they would only be allowed to claim $25.00, because of the amount of insurance purchased.

Proof of Damage or Loss

If the addressee files a claim for damage or loss of some items, the addressee must retain the damaged article and mailing container, including wrapping, packaging, contents, must, upon written request by the USPS, make them available for inspection. If the mailer files the claim, Accounting Services in St. Louis may notify the addressee by letter to present the damaged article and mailing container, including any wrapping, packaging, any other contents received, to a local post office for inspection, retention, and disposition in accordance with the claims decision. Failure to do so will result in denial of the claim.

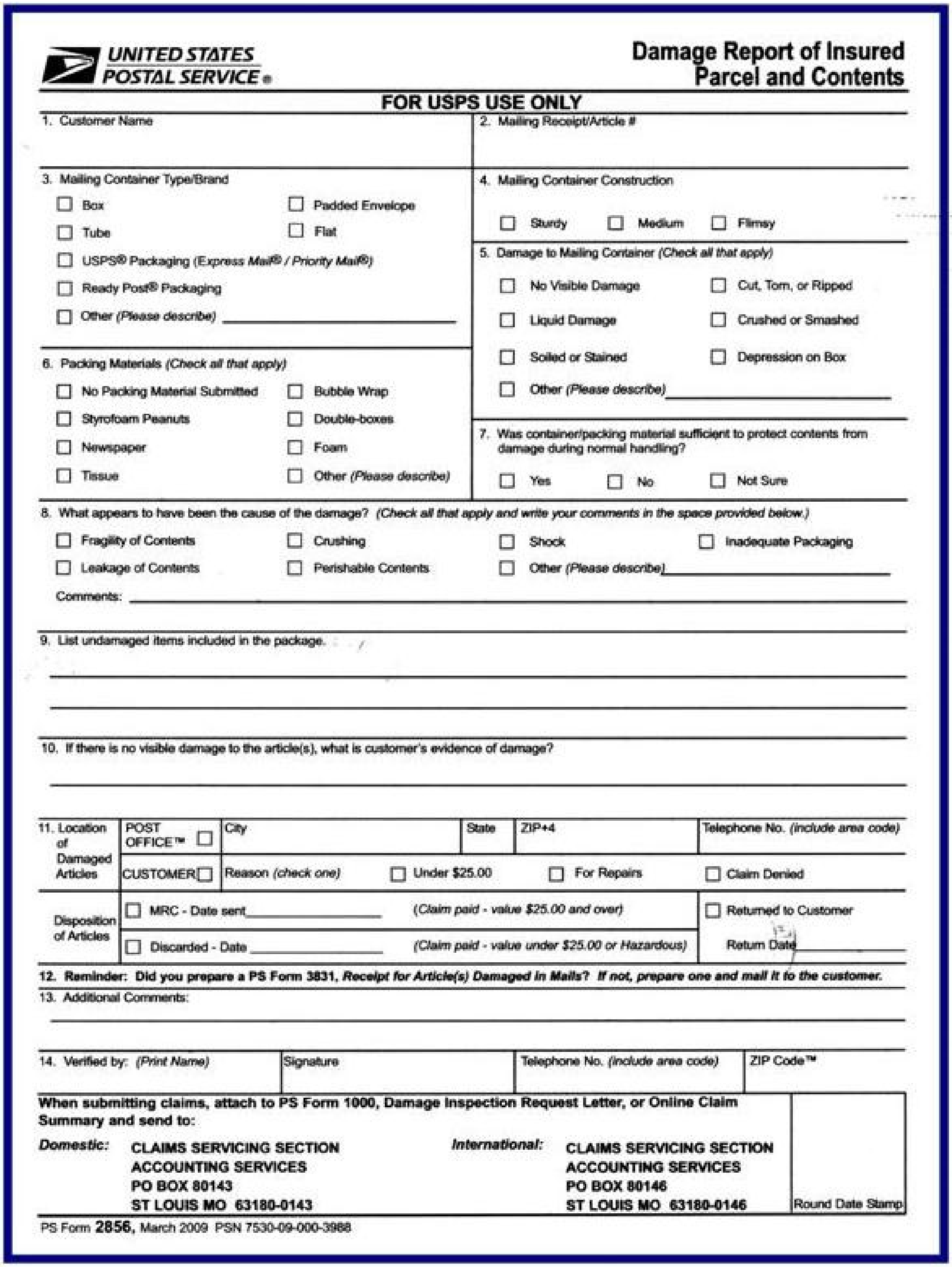
When processing a claim MPO personnel must prepare a damage report on PS Form 2856, Damage Report of Insured Parcel and Contents, (*Figure 10-3*) detailing the condition of the item at the time of delivery, indicate whether the item was properly packaged to withstand normal handling in domestic mail.

If an article is claimed to be lost, proof of the loss must be submitted before a post office accepts a claim. A proof of loss can be done by the addressee completing a PS Form 1000 denying receipt of the article or a letter or statement from the addressee stating the article was never received. A copy of the letter or statement must be attached to the claim.

If a lost Registered, Insured, or Express Mail® article is recovered after payment of a claim, the payee may accept the article and reimburse the USPS for the full amount paid if the article is undamaged. If the article is damaged, has depreciated in value, or is missing contents, the payee may accept it and reimburse the USPS an amount determined by the St Louis ASC.

Duplicate Claims

A customer may file a duplicate claim. The claim must be submitted no sooner than 30 days and no later than 60 days from the date the original claim was filed.



UNITED STATES POSTAL SERVICE®

Damage Report of Insured Parcel and Contents

FOR USPS USE ONLY

1. Customer Name
2. Mailing Receipt/Article #
3. Mailing Container Type/Brand
   - ☐ Box
   - ☐ Padded Envelope
   - ☐ Tube
   - ☐ Flat
   - ☐ USPS® Packaging (*Express Mail® / Priority Mail®*)
   - ☐ Ready Post® Packaging
   - ☐ Other *(Please describe)* ____________
4. Mailing Container Construction
   - ☐ Sturdy ☐ Medium ☐ Flimsy
5. Damage to Mailing Container *(Check all that apply)*
   - ☐ No Visible Damage
   - ☐ Cut, Torn, or Ripped
   - ☐ Liquid Damage
   - ☐ Crushed or Smashed
   - ☐ Soiled or Stained
   - ☐ Depression on Box
   - ☐ Other *(Please describe)* ____________
6. Packing Materials *(Check all that apply)*
   - ☐ No Packing Material Submitted
   - ☐ Bubble Wrap
   - ☐ Styrofoam Peanuts
   - ☐ Double-boxes
   - ☐ Newspaper
   - ☐ Foam
   - ☐ Tissue
   - ☐ Other *(Please describe)*
7. Was container/packing material sufficient to protect contents from damage during normal handling?
   - ☐ Yes ☐ No ☐ Not Sure
8. What appears to have been the cause of the damage? *(Check all that apply and write your comments in the space provided below.)*
   - ☐ Fragility of Contents
   - ☐ Crushing
   - ☐ Shock
   - ☐ Inadequate Packaging
   - ☐ Leakage of Contents
   - ☐ Perishable Contents
   - ☐ Other *(Please describe)* ____________

   Comments: ____________
9. List undamaged items included in the package.
10. If there is no visible damage to the article(s), what is customer's evidence of damage?
11. Location of Damaged Articles: POST OFFICE™ ☐ | City | State | ZIP+4 | Telephone No. *(include area code)*

    CUSTOMER ☐ | Reason *(check one)* ☐ Under $25.00 ☐ For Repairs ☐ Claim Denied

    Disposition of Articles: ☐ MRC - Date sent ____________ *(Claim paid - value $25.00 and over)* ☐ Returned to Customer

    ☐ Discarded - Date ____________ *(Claim paid - value under $25.00 or Hazardous)* Return Date ____________
12. **Reminder: Did you prepare a PS Form 3831, *Receipt for Article(s) Damaged in Mails*? *If not, prepare one and mail it to the customer.***
13. Additional Comments:
14. Verified by: *(Print Name)* | Signature | Telephone No. *(include area code)* | ZIP Code™

When submitting claims, attach to PS Form 1000, Damage Inspection Request Letter, or Online Claim Summary and send to:

Domestic: **CLAIMS SERVICING SECTION**
ACCOUNTING SERVICES
PO BOX 80143
ST LOUIS MO 63180-0143

International: **CLAIMS SERVICING SECTION**
ACCOUNTING SERVICES
PO BOX 80146
ST LOUIS MO 63180-0146

Round Date Stamp

PS Form **2856,** March 2009 PSN 7530-09-000-3988

Figure 23-3 — Example of a Damage Report of Insured Parcel and Contents, PS Form 2856.

INTERNATIONAL INQUIRIES AND CLAIMS

Inquiries can be initiated for Registered items, Insured and ordinary parcels. Customers must contact the International Inquiry Center (IIC) for inquiries relating to international Registered or Insured express articles. Inquiries are not accepted for ordinary letters, Priority Mail International flat-rate envelopes, or Priority Mail International small flat-rate boxes. The sender or addressee is the only person that may inquire about an article. Customers must wait a minimum of seven days for an international item to be delivered in the foreign country before initiating an inquiry. When there is a determination that an item has been lost, the International Inquiry Center will mail a claim packet to the customer. The packet will include a PS Form 1000, PS Form 2856 and letter of instruction on how to complete and submit the claim.

Claims may be filed for Express Mail® International, Registered items, Insured and ordinary parcels. Claims may not be filed for ordinary letters. Claims for Registered items and Insured and ordinary parcels may not be filed until after an inquiry has been completed. Claims for items that have damaged or missing contents should be filed immediately. Claims for Registered items and Insured and ordinary parcels delivered to the addressee in damaged condition or with missing contents are payable only to the addressee, unless the addressee waives the right to payment, in writing, in favor of the sender. All claims for inbound international Registered items and Insured and ordinary parcels received in damaged condition or with missing contents must be supported by PS Form 2856. If the addressee does not accept delivery and the item is returned to the sender, the sender will be the payee of the claim.

When an international claim is presented at your post office, it is your responsibility as a clerk to ensure the following:

- Verify that all applicable fields on PS Form 1000 are complete.
- Prepare a damage report on PS Form 2856, detailing the condition of the item at the time of delivery, indicate whether or not the item was properly packaged to withstand normal handling in international mail.
- Attach the damage report and documentation of indemnity and value to the claim.
- Send PS Form 1000 and related documents, including the customs label and the wrapper, if appropriate, to the following address:

  INTERNATIONAL CLAIMS
  Accounting Services
  P.O. BOX 80146
  ST LOUIS MO 63180–0146

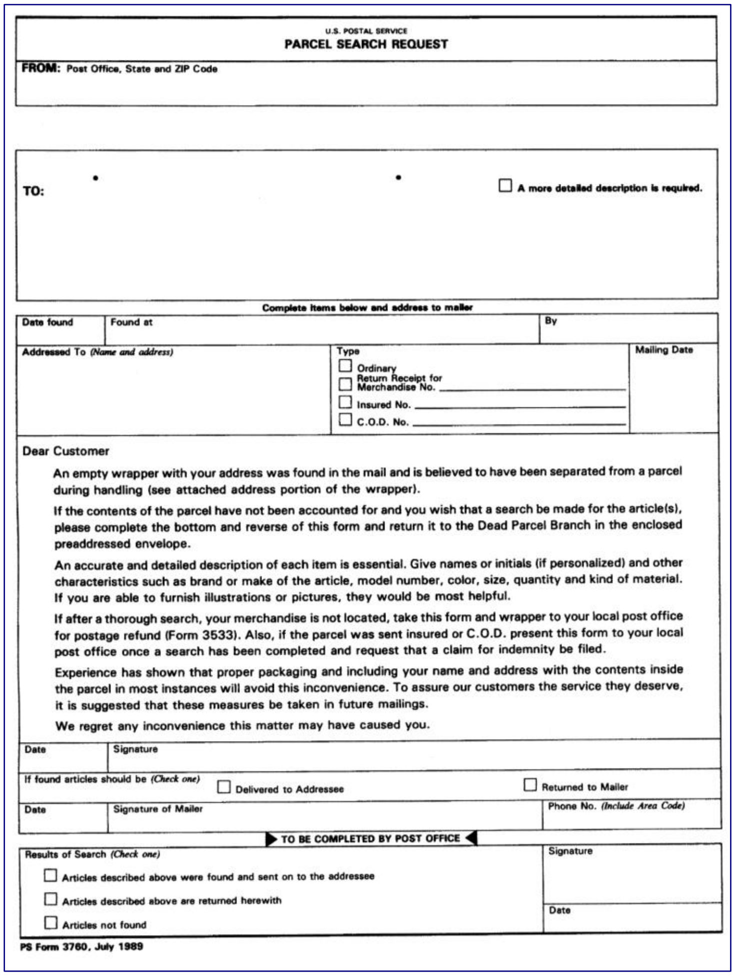
Refer to the IMM to identify the requirements with your particular case.

PARCEL SEARCH REQUEST

When the contents of a parcel of domestic origin are separated from the wrapper, you should inform the sender by completing Parcel Search Request, PS Form 3760 (*Figure 23-4*). If the parcel is of foreign origin, send the PS Form 3760, appropriately modified, to the addressee.

REPORT OF RIFLED PARCEL

Domestic or international parcels, except items sent as Registered Mail™, found to be rifled, should be reported on Report of Rifled Parcel, PS Form 673 (*Figure 23-5*). PS Form 673 is a four-page set with instructions for completion contained on the reverse side of the form. When completed, the entire set should be forwarded immediately to the USPS Postal Inspection Service. Include the wrapper or carton of the rifled parcel, if totally emptied of contents, the sack or pouch label. Report every attempt at rifling of ordinary parcels, whether partially or completely emptied of contents, or if contents appear intact. Distinguish carefully between rifled parcels and parcels damaged in handling.



U.S. POSTAL SERVICE
PARCEL SEARCH REQUEST

FROM: Post Office, State and ZIP Code

TO:

☐ A more detailed description is required.

Complete items below and address to mailer

Date found	Found at	By

Addressed To *(Name and address)*	Type	Mailing Date
	☐ Ordinary ☐ Return Receipt for Merchandise No. ______ ☐ Insured No. ______ ☐ C.O.D. No. ______	

Dear Customer

An empty wrapper with your address was found in the mail and is believed to have been separated from a parcel during handling (see attached address portion of the wrapper).

If the contents of the parcel have not been accounted for and you wish that a search be made for the article(s), please complete the bottom and reverse of this form and return it to the Dead Parcel Branch in the enclosed preaddressed envelope.

An accurate and detailed description of each item is essential. Give names or initials (if personalized) and other characteristics such as brand or make of the article, model number, color, size, quantity and kind of material. If you are able to furnish illustrations or pictures, they would be most helpful.

If after a thorough search, your merchandise is not located, take this form and wrapper to your local post office for postage refund (Form 3533). Also, if the parcel was sent insured or C.O.D. present this form to your local post office once a search has been completed and request that a claim for indemnity be filed.

Experience has shown that proper packaging and including your name and address with the contents inside the parcel in most instances will avoid this inconvenience. To assure our customers the service they deserve, it is suggested that these measures be taken in future mailings.

We regret any inconvenience this matter may have caused you.

Date	Signature

If found articles should be *(Check one)* ☐ Delivered to Addressee ☐ Returned to Mailer

Date	Signature of Mailer	Phone No. *(Include Area Code)*

TO BE COMPLETED BY POST OFFICE

Results of Search *(Check one)*

☐ Articles described above were found and sent on to the addressee
☐ Articles described above are returned herewith
☐ Articles not found

Signature

Date

PS Form 3760, July 1989

Figure 23-4 — Example of a Parcel Search Request, PS Form 3760.

U.S. Postal Service
Report of Rifled Parcel
See Instructions on Reverse

1. Date and Hour of Discovery
2. City and State Where Found
3. Postal Unit and Section
4. Sender
5. Addressee
4a. Address *(No. and Street, Apt/Suite No.)*
5a. Address *(No. and Street, Apt/Suite No.)*
4b. City | 4c. State | 4d. ZIP + 4
5b. City | 5c. State | 5d. ZIP + 4
6. Mailed at
7. Date Mailed
8. Invoice or Order Number
9. Size of Parcel ______" x ______" x ______"
10. COD ☐ No. ______ ☐ Ordinary Insured ☐ No. ______
11. Special Delivery ☐ Yes ☐ No
12. Parcel Was ☐ Airmail ☐ First-Class ☐ Priority Mail ☐ Express Mail ☐ SAM ☐ PAL ☐ Third-Class ☐ Fourth-Class
13. Special Handling ☐ Yes ☐ No
14. Exact Location of Discovery
15. Location in Container ☐ Front ☐ Middle ☐ Rear ☐ Top ☐ Bottom
16. Container Locked or Sealed ☐ Yes ☐ No Seal No. ______
17. Received From ☐ Star Route ☐ Air ☐ MVS ☐ Rail ______
18. Name of Carrier, Route and Trip Number
19. Received In ☐ Pouch ☐ Sack ☐ Other ______
20. Label, Placard, Seal Attached ☐ Yes ☐ Not Available
21. Pouch, Sack or Outside Labeled To
22. Loaded at
23. If Pouch or Sack Label Not Available, State Origin of Mail Adjacent to the Rifled Parcel
24. Type of Contents When Mailed
25. Contents Known to Be Missing (If none, so state)
26. Parcel Forwarded to Addressee ☐ Yes ☐ No
27. How Rifled *(i.e. Torn, cut by knife, etc.)*
28. Remarks
29. Supervisor - In Your Opinion, Where Was Parcel Rifled *(Name of facility or other location)*
30. Label 97 Completed By | Telephone No. | Title | Tour
31. This Form Completed By | Telephone No. | Title | Tour

Part I

Part II - For Inspection Service Use Only

Remarks

Installation Responsible for Rifling | ZIP + 4

Copies to: *(Circle)*

ATL	BAL	BHM	BOS	BUF	CLT	CHI	CIN	CLE	DEN	DSM	DET	FTW
HBG	HTF	HOU	IND	KC	LA	MEM	MIA	MLW	NO	NY	NWK	OAK
PHI	PHX	PIT	POR	RIC	STL	STP	SD	SF	SJU	SEA	TAM	WAS

PS Form **673**, May 1991

Figure 23-5 — Example of a Report of Rifled Parcel, PS Form 673.

SENDER’S APPLICATION FOR RECALL OF MAIL

With proper identification, the sender or the sender’s representative may recall mail deposited in collection boxes or at post offices. Sender’s Application for Recall of Mail, PS Form 1509, used for this purpose, (*Figure 23-6*) is submitted to the postmaster at the office of mailing. The mailer must pay all expenses of recalling mail (including return postage for other than First-Class Mail). If mail recalled before dispatch is again presented for mailing, the original stamps are accepted for postage at face value. This provision does not apply to stamps used to pay for registry or insurance fees. For requests on international mail, if the mail can be intercepted in the United States, it can be withdrawn from the mail. However if the mail has left the United States, it can only be intercepted if the country of destination provides this service. The USPS does not guarantee success in preventing delivery of all pieces in a withdrawn mailing.

MONEY ORDER INQUIRY

Money Order Inquiry, PS Form 6401, (*Figure 23-8*) is used to file an inquiry about payment of a postal money order. A customer (purchaser, payee, or endorsee only) may complete, sign, submit PS Form 6401 for any inquiry on the status of a money order. When the USPS Money Order Branch receives PS Form 6401 from a customer, it reviews USPS records and completes one of the following actions:

If the money order was not cashed, a replacement money order will be issued 60 days after the purchase date.

If the money order was cashed, a photocopy of the paid money order will be issued immediately to the customer filing the inquiry.

Customers may submit PS Form 6401 at any time (there is no waiting period), must pay the applicable fee for each money order inquiry submitted. For money order inquiry fee rates, refer to the DMM. Each PS Form 6401 covers only one money order. When completing PS Form 6401, the customer must present the original money order receipt. The Military Postal Clerk will assist the customer in completing PS Form 6401 and then upon payment of the inquiry fee, affix stamps or a postage meter tape on the form where indicated to show the fee was paid. (This form is self-explanatory, the information is taken from the customer’s original money order receipt). If stamps were used, they must be cancelled with the flag-stamp cancellation device.

UNITED STATES POSTAL SERVICE®

Money Order Inquiry

(Please Use Black Ink ONLY and Print Within the Boxes.)

Inquiry may be filed at any Post Office™ any time after the purchase of the money order. Use one form per money order serial number. A separate form and fee are required for each money order inquiry. To obtain a copy of a cashed money order or to receive a refund, complete ALL blocks in this section, provide a signature, and present the customer receipt to the Post Office for verification. A refund will be issued no sooner than 60 days from the money order issue date provided the money order has not been cashed.

Money Order Serial No. *(As shown on original receipt)* Date on Original Receipt *(MM-DD-YYYY)*

Post Office No. *(As shown on original receipt)* Money Order Amount

Purchaser's First Name *(Not for Bank Use)* MI Purchaser's Last Name

Bank Use or Post Office Only *(Bank/Financial Institution Name or Post Office)*

Mailing Address *(For mailing refund, correspondence, or copies)* Apt. or Suite No.

City State

ZIP+4® Country *(If applicable)*

Telephone No. *(Include area code)* International Telephone No. *(If applicable)*

0 1 1

ABA No. - Bank Use Required Reference No. - Bank or Post Office Use Only

Certification and Signature

I understand that anyone who furnishes false or misleading information on this form may be subject to criminal sanctions *(including fines and imprisonment)* and/or civil sanctions *(including multiple damages and civil penalties)*. I agree to repay the Postal Service™, upon demand, the amount of the refund if the designated payee, purchaser, or financial institution cashes the original money order. The rights and remedies set forth in 18 USC 287, 18 USC 1001, and 31 USC 3802 shall be incorporated as if fully set forth.

Signature of Customer Filing the Money Order Inquiry For Postal Use Only Date Signed *(MM-DD-YYYY)*

9 9 9 9 9 9 9 9 9

Privacy Act statement: Your information will be used to respond to your request. Collection is authorized by 39 USC 401, 403, and 404; 31 USC 5318, 5325, and 5331. Providing the information is voluntary, but if not provided, we may not process your transaction. We do not disclose your information to third parties without your consent, except to facilitate the transaction, to act on your behalf or request, or as legally required. This includes the following limited circumstances: to a congressional office on your behalf; to financial entities regarding financial transaction issues; to a US Postal Service auditor; to entities, including law enforcement, as required by law including anti-money laundering statutes and regulations, or in legal proceedings; and to contractors and other entities aiding us to fulfill the service (service providers). For more information regarding our privacy policy visit us at usps.com.

POST OFFICE: AFFIX STAMPS OR METER STRIP HERE

Mail to:

SCANNING AND IMAGING CENTER
UNITED STATES POSTAL SERVICE
PO BOX 9001
SIOUX FALLS SD 57117-9001

After an inquiry has been filed, you may obtain status by calling our toll-free number 1-866-974-2733.

This Area Is for Official Use Only

By presence of this signature, I have verified the customer receipt presented by the purchaser.

Customer's Photo ID No. ID Type: e.g., Drivers License or State Issued ID, Military ID, Alien Registration, Passport

Finance No. of Accepting Office ZIP Code™ Telephone No. *(include area code)*

No-Fee Money Order Serial No. *(If applicable)* Date *(MM-DD-YYYY)* Amount

Post Office ID Signature of Postal Service Employee Date Inquiry Filed *(MM-DD-YYYY)*

PS Form **6401**, February 2007 PSN: 7530-02-000-9536 *(Page 1 of 2)*

Figure 23-8 — Example of Money Order Inquiry, PS Form 6401.

(This page was left blank intentionally).

CHAPTER 24

MAIL DIRECTORY SERVICE

Directory service assists you in delivering mail to personnel, and in forwarding or returning mail addressed to personnel no longer at your command. When mail is addressed to a person who is not attached to an activity served by your post office, it is just as important to provide proper disposition of this mail as it is to deliver the mail.

Early disposition of mail is the basic purpose of mail directory service. This is true whether the mail is to be delivered on board, forwarded when an addressee has transferred, held pending arrival of the addressee, or given treatment appropriate to certain other categories. Examples of “certain other categories” are mail for casualties and unauthorized absentees.

Each Navy command is required to maintain a mail directory file of all personnel receiving mail through the activity regardless of whether the command operates a Military Post Office (MPO). This includes maintaining files on personnel ordered to report to, and personnel transferred from the activity. At commands that have a Military Postal Clerk, providing mail directory service is a part of the post office operation. Commands that do not have a MPO and those receiving mail services through a U.S. civil post office must maintain directory files as part of the unit mail clerk operation or mail orderly system. Commands can maintain a hardcopy OPNAV 5110/5 **NOTICE OF CHANGE OF ADDRESS** and or the Navy Directory service program. It is recommended that command maintain both, using the OPNAV 5110/5 as a backup file.

Under an agreement between the U.S. Postal Service (USPS) and Department of Defense (DoD), the DoD agrees to provide directory service for undeliverable-as-addressed military mail and endorse each piece to show a forwarding address or a reason for non-delivery. Even though the Commanding Officer is responsible for directory service, as a Military Postal Clerk (MPC), you are the representative of the Commanding Officer for postal matters. Thus, you are responsible for operating and maintaining the directory service for your command.

LEARNING OBJECTIVES

When you have completed this chapter, you will be able to do the following:

1. Recall the procedures for maintaining directory files and for processing directory mail.
2. Recall the proper processing procedures for the various classes of mail requiring directory service.
3. Identify the different types of, and the required handling for hold mail.

POSTAL DIRECTORY FUNCTIONS

All postal activities providing mail delivery service to individuals should maintain a directory file of personnel who receive mail through their facility. Normally, MPOs do not keep postal directory cards for personnel who served through a “Mail Address Only (MAO)” or subordinate unit mailroom. Directory files should include a record of all personnel served, including those on Temporary Duty (TDY), personnel who are due to report and personnel who have transferred. Maintain directory files as one file. A directory for onboard personnel and another file for transferred personnel is not necessary and should be avoided. The postal directory file for individuals assigned to your command should contain, at a minimum, the complete name, rate/rank, last four digits of the Social Security number, mailing address, and, whenever possible, the individual's previous mailing address. Finally, MPOs and unit mailrooms should provide directory service for improperly addressed official mail.

Filing Instructions

The mail directory file consists of Notice of Change of Address cards, OPNAV Form 5110/5 (for an example click here. The directory cards should be arranged in alphabetical order, by last name, regardless of rank, rating, or status. Use a set of alphabetical separators to divide the cards (*Figure 24-1*). Last names starting with the same letter are filed behind the same separator. If the last names are the same, use an individual's first and middle name to determine the filing order.

If your directory is large, you may need to use additional separators within letters. For example, S might be broken down into SA, SE, SM, and ST. Last names beginning with the letter S should then be filed after the closest preceding second letter of the separator, thus Schiller would go after SA; Slade after SE; Souder after SM; and Swain after ST. You will learn from experience and the size of your directory whether your card file should be subdivided within letters.

Personnel receiving mail for accompanying family members at their military address will list their family members on the sponsor's directory card. If an individual has family members with a different last name, a separate card should be prepared and filed. This card should be cross-referenced with the sponsor's card so that it will be maintained in an identical manner. In addition, a separate card should be prepared and cross-referenced for individuals who have a name change.

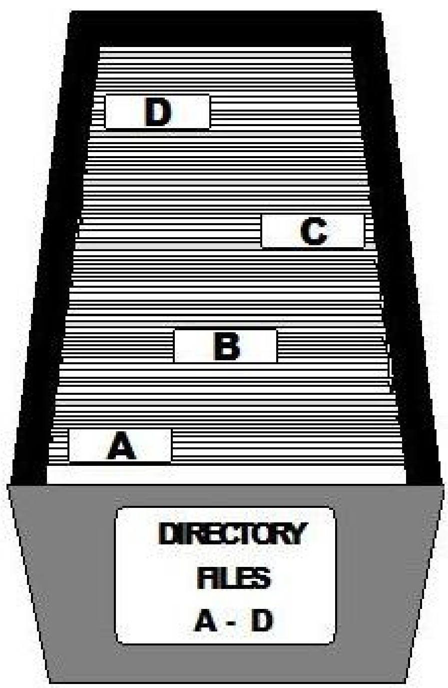


Figure 24-1 — Example of a directory card file with alphabetical separators.

The postal directory file card for individuals who have detached should include the date detached, the purge date, the forwarding address, and, if the address is a military unit, a projected reporting date (due-in date). If personnel are transferred for further assignment and their new permanent duty station is not known at the time of transfer, transferees should furnish you with a nonmilitary address to which you can forward their mail until they arrive at their new duty station. If this is not possible, endorse the change of address card to indicate the activity to which reporting for further assignment, if known, and the person's status; for example, "Transferred to (enter the name of the activity) for further assignment." When individuals report to their ultimate duty stations, they should send you a change of address card showing their new permanent address. When you receive directory cards with a person's current address, replace the old cards in the directory file and forward mail as required.

Also, you should inform transferees that delivery of mail while they are en route to their new duty station is impractical, and advise them against the use of an intermediate activity as an interim address. Suggest to them, instead, that they use a nonmilitary address on their change of address cards.

If a person is transferred for discharge, a complete civilian forwarding address should be furnished. If discharged personnel do not want to have their mail forwarded to a civilian address, they must indicate this on their directory card and sign the card. In this case, their mail is marked "NOT DELIVERABLE AS ADDRESSED—UNABLE TO FORWARD" and returned to the mailer. Advise transferees to notify correspondents of their new address as soon as possible, to reduce the amount of mail received after a person transfers. The sooner individuals advise their correspondents of the change, the fewer pieces of mail you will have to forward to them. Personnel being transferred should advise publishers of their new address or notify publishers to discontinue mailings of subscription matter until advised of a new permanent address. The OPNAV Form 5110/5 is used for this purpose. Be sure that the publication key number, when available, is entered on the card. Your customer may be able to obtain this number from the old address label. Most publishers and firms specifically request that both the old and the new addresses be furnished, and that an old address label be provided to aid in identifying the subscriber or the customer, and the account. This can be done by taping the old address label to the change of address card. Ensure that the new address is not covered or otherwise made illegible.

Purging Directory Cards for Destruction

When an individual is no longer served by the postal activity, code the directory card for destruction so that a minimum of 12 months directory service is provided. For example, if an individual departs in May 2009, code the directory card for destruction in June 2010 (for an example click here). If an individual was TDY or in student status for six months or less, code the directory card for destruction in three months.

During the first workweek of each month, the directory file should be screened and all expired cards removed and destroyed. One way to readily identify cards to be removed from the files is to put the number of the month and the year in which the card is to be removed and destroyed to the left of the date on the change of address card. In addition, you can color code the cards for each month, which makes purging easier.

Where do you get the information used to prepare and maintain directory cards? At most commands, local procedures for personnel reporting and transferring require that they check in and out with the office that maintains the mail directory service--ordinarily the MPO of the command. By doing so, personnel concerned prepare the necessary cards as required. At certain times, this may not be possible. Examples are personnel admitted to a hospital while on leave or liberty because of illness or an accident, personnel who are casualties or unauthorized absentees, or personnel held in custody by civil authorities. In these situations, directory personnel should prepare the cards. Advance copies of orders, and rosters of attached squadrons and/or detachments are all excellent sources of information for obtaining the necessary data to maintain a current mail directory file. In addition, you may be informed of an expected arrival through the receipt of a change-of-address card that was prepared at another command when a person transferred to your command.

Navy Directory Service Program

The procedures for developing a command directory file using OPNAV Form 5110/5 were discussed in the previous paragraphs. Now we discuss how commands with computers in their MPOs can set up their directory system.

The Postal Policy Division at Commander Naval Supply Systems Command developed an automated postal directory program intended for use by all Naval activities to provide directory service on undeliverable-as-addressed mail. See (*Figures 24-2 and 24-3*) for example screen shots. Use of this program reduces the time required to process directory mail. As with all computer systems that store personal information, ensure that you follow strict Personally Identifiable Information (PII) protocols. Also, ensure that the system data is backed-up on a regular basis to CD, external hard drive or OPNAV5110/5 cards. Doing so saves the time required to rebuild the database in case of computer or program failure. A copy of this program can be requested through your local Postal Assistance Advisors office.

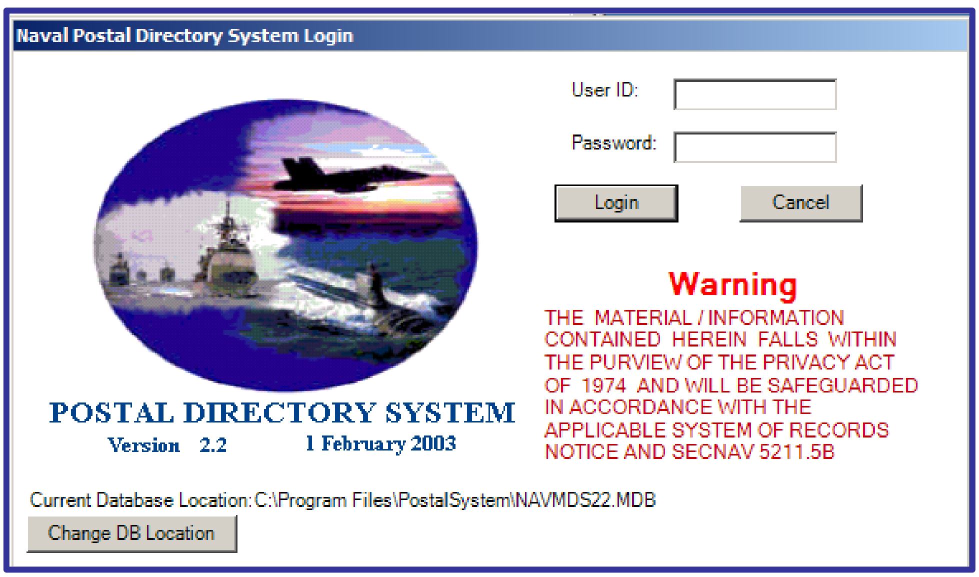


Figure 24-2 — Example Login screen of Navy Postal Directory System (NPDS).

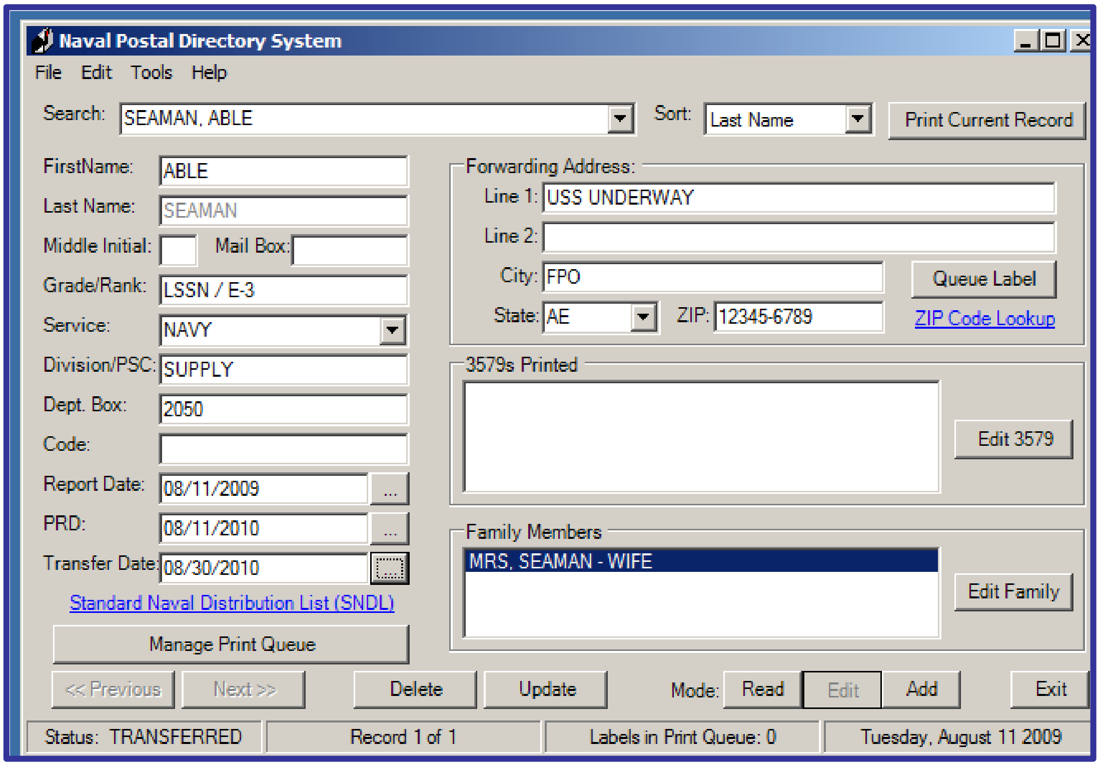


Figure 24-3 — Example Directory Card using Naval Postal Directory System.

Processing Directory Mail

Directory Mail is mail that cannot be delivered as addressed because it bears an incomplete or incorrect mailing address. Mail may be undeliverable, temporarily or permanently, for any number of reasons. Those reasons include that the mail may be incorrectly addressed, the addressee may have transferred, or the mail may be unclaimed or refused.

Mail received at your MPO or unit mailroom for personnel having forwarding addresses on file presents no great problem. The mail is suitably endorsed and promptly forwarded, according to procedures described later in this chapter. Mail that is undeliverable because it bears an incomplete or an incorrect address is processed against the directory cards. If an individual's correct address can be determined, the mail is delivered. Otherwise, it is returned to the sender endorsed as "ATTEMPTED— NOT KNOWN."

Sometimes it may be difficult to find the proper directory card for a piece of undeliverable mail. This is often because of carelessly written addresses, which are easily misread. The following letters of the alphabet most frequently cause trouble: a and o; h and k; i and e; n and r; n and u. Suppose you are unable to find the directory card for Douglas, Thomas. You might also check under Thomas, Douglas (in the event that the names might have been transposed). Or check Douglas, Tom or Tommy (in the event that a nickname is used instead of the proper first name. Also, be alert for names ending with the letter e, such as Browne, Harte, or Thorne, in the event that the e was incorrectly added, or was omitted but should have been used. Do not consider any piece of mail undeliverable until you have considered every possible card in your directory file.

Now that you have learned how to set-up and maintain your directory files, you are ready to process directory mail. Express Mail® must be provided directory service immediately, *F*irst-Class and Priority mail within 24 hours of receipt, and other classes of mail as soon as possible after receipt. Directory mail received on weekends or holidays must be processed no later than the next duty day. *F*irst, you should separate the mail by classes and categories, such as First-Class letter mail, magazines and newspapers, parcels, and so forth. Then, put the mail in alphabetical order, since your directory files are maintained this way. This is not necessary for the automated system. Now that items are in order, look up the name of the person in your directory files. If there is a forwarding address on file, the following general guidelines apply:

- Draw a single diagonal line through the incorrect address
- Make required endorsements neatly and legibly, use the least amount of space as possible on the front of the mail
- Place the initial forwarding address below and to the right of the original address. If all available space on the front of the mail is used, write OVER on the front and place additional endorsements on the back
- Gummed labels may be placed over old addresses to give additional writing space if needed. However, the name of the addressee should not be written or stamped over or covered by gummed labels
- When using the automated directory system, a label printed with the forwarding address must be placed over the incorrect address. However, the name of the addressee must not be covered up
- If letter mail being directed bears a bar code, directory clerks must totally obliterate this code. If this code is not obliterated, letter mail being forwarded will be returned because of the USPS automated system (Optical Character Reader (OCR)), which reads bar codes, not the forwarding addresses.

If the mail is being forwarded to a military unit, include the due-in date. However, this procedure is not necessary if the date is already past.

- All Priority, First-Class, and Parcel Post articles endorsed ADDRESS SERVICE REQUESTED and FORWARDING SERVICE REQUESTED must be endorsed with a forwarding address if one is available and forwarded to the addressee
- Priority Mail and Parcel Post articles being forwarded must be endorsed CHANGE OF ADDRESS DUE TO OFFICIAL ORDERS. However, if the mail bears an endorsement that restricts forwarding, then it should be returned to the mailer.

The Directory Service Stamp

Each piece of mail given directory service, including hold mail, should be stamped on the reverse side of the article with the directory service stamp (*Figure 24-4*). The directory service stamp should not be larger than 1 l/2 by l 1/2 inches and should contain the following information:

- The name of the command or activity
- The date the article was received in the directory section
- The date the mail was forwarded or returned to the sender
- The directory clerk’s initials.

When using the computerized Navy Directory Service Program, applying the directory service stamp on the reverse side of articles is unnecessary. This is because the date the mail was forwarded and the directory clerk's initials print out on the label.

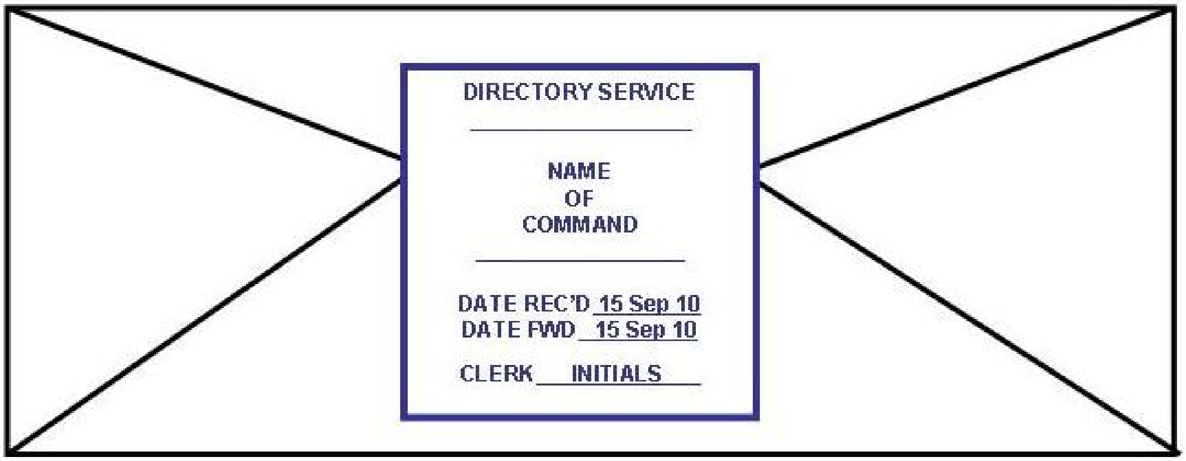


Figure 24-4 — Example of a directory service stamp.

Holding Period for Ordinary Mail

Undeliverable mail for which there is an indication that the individual is due to arrive is held for 15 days past the anticipated arrival date. If unclaimed at that time, determine the individual's status by contacting the gaining unit or the military or civilian personnel office, and make disposition accordingly. If there is no status change, return the mail to sender endorsed "ATTEMPTED—NOT KNOWN."

- If there is no indication of a due-in date, but you have reason to believe that the individual is due to arrive because the mail is being forwarded, the sender has the same last name, or for some similar reason, hold it for 30 days
- If the mail is still unclaimed at that time, attempt to determine the individual's status through appropriate channels and dispose of the mail accordingly. If the mail is still undeliverable, return it to sender endorsed "ATTEMPTED—NOT KNOWN."

All hold mail should be screened against the directory files at least weekly.

Holding Period for Accountable Mail

The retention of accountable mail will be handled as follows:

- Undeliverable Express Mail® is held no longer than 5 workdays (less than 5 if indicated by the mailer).
- Undeliverable Registered, Insured, Certified and Return Receipt for merchandise mail is held a maximum of 15 days (less than 15 if indicated by the mailer).
- If a return receipt is attached to Registered, numbered Insured or Certified mail that is to be returned, indicate the reason for non-delivery on the return receipt. Leave the return receipt on

the article and return the article to the mailer. Registered Mail™ is returned through the Registered Mail™ system.

When forwarding or returning accountable mail, indicate the disposition of the article on a Delivery Notice/Reminder/Receipt, PS Form 3849.

Undeliverable-As-Addressed Mail

Usually non-delivery of mail is due to one of the following reasons:

- Incomplete, illegible, or incorrect address
- Addressee not at address, moved, or deceased
- Hold mail unclaimed
- Mail refused by the addressee at the time of delivery
- Mail refused by the addressee after delivery.

PROCESSING UNDELIVERABLE-AS-ADDRESSED MAIL

Because directory service is provided differently for each class or type of mail, you need to identify each piece of directory mail to provide for proper disposition. In this section, the procedures to follow when processing each class or type of undeliverable-as-addressed mail are discussed.

Express Mail®/First-Class Mail

The majority of mail you process in a directory section is First-Class letter mail. To reduce the amount of directory mail received, advise service members who are transferring to inform correspondents of their new address when one is available. All undeliverable Express and First-Class mail (including stamped cards/postcards, and Priority mail) is forwarded as many times as necessary without any additional postage charges (See Table 24-1).

Table 24-1 — Treatment of Undeliverable-as-Addressed Express, First-Class, and Priority Mail

RULE	ENDORSEMENT	MILITARY POSTAL DIRECTORY SERVICE SHALL:	MILITARY POSTAL DIRECTORY SERVICE BY THE USPS SHALL:
1	NO ENDORSEMENT	Forward. Endorse all Priority Mail: “Change of Address Due to Official Orders.” If a forwarding address is unknown, return to sender endorsed with reason for non-delivery.	Forward. Endorse all Priority Mail: “Change of Address Due to Official Orders.” If a forwarding address is unknown, return to sender endorsed with reason for non-delivery.
2	ADDRESS SERVICE REQUESTED	Forward. Endorse all Priority Mail: “Change of Address Due to Official Orders.” Use Notice to Mailer of Correction in Address, PS Form 3547 to provide sender with address correction. Charge applicable fee.	Forward. Endorse all Priority Mail “Change of Address Due to Official Orders.” Use Notice to Mailer of Correction in Address, PS Form 3547 to provide sender with address correction. Charge applicable fee.
3	FORWARDING SERVICE REQUESTED	Forward. Endorse all Priority Mail “Change of Address Due to Official Orders.” If a forwarding address is unknown, return to sender endorsed with reason for non-delivery.	Forward. Endorse all Priority Mail “Change of Address Due to Official Orders.” If a forwarding address is unknown, return to sender endorsed with reason for non-delivery.
4	RETURN SERVICE REQUESTED	Do not forward. Return the piece to sender with the new address or reason for non-delivery attached.	Do not forward. Return the piece to sender with the new address or reason for non-delivery attached.
5	CHANGE SERVICE REQUESTED	Do not forward. Return the piece to sender endorsed: “Undeliverable as Addressed.” Not Available for Express Mail®.	Do not forward. Return the piece to the serving post office endorsed: “Undeliverable as Addressed.” Not Available for Express Mail®.

NOTE

When Express Mail®, First-Class Mail (including Priority Mail, stamped cards, and postcards) cannot be forwarded or returned to sender, they are considered “dead mail” (covered later in this chapter).

Forwarding

The bulk of the mail that you process will not have endorsement. In these cases having no endorsement means that the sender did not endorse the mail with forwarding or return to sender request. The only information required on the address side when forwarding Express or First-Class Mail is a forwarding address and a reporting date, if known (*Figure 24-5*). When you forward Priority Mail, write the forwarding address on the article or print out a computer-generated address label and endorse the article “CHANGE OF ADDRESS DUE TO OFFICIAL ORDERS” (*Figure 24-6*). This endorsement is necessary to ensure the USPS does not charge the service member for forwarding the article. Use the endorsement “Change of Address Due To Official Orders” only when you forward mail to the addressee.

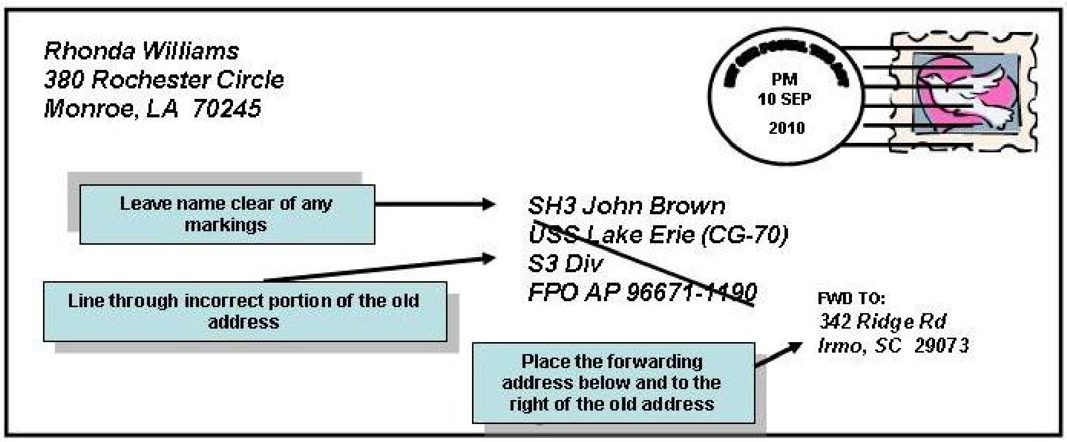


Figure 24-5 — Proper placement of forwarding address.

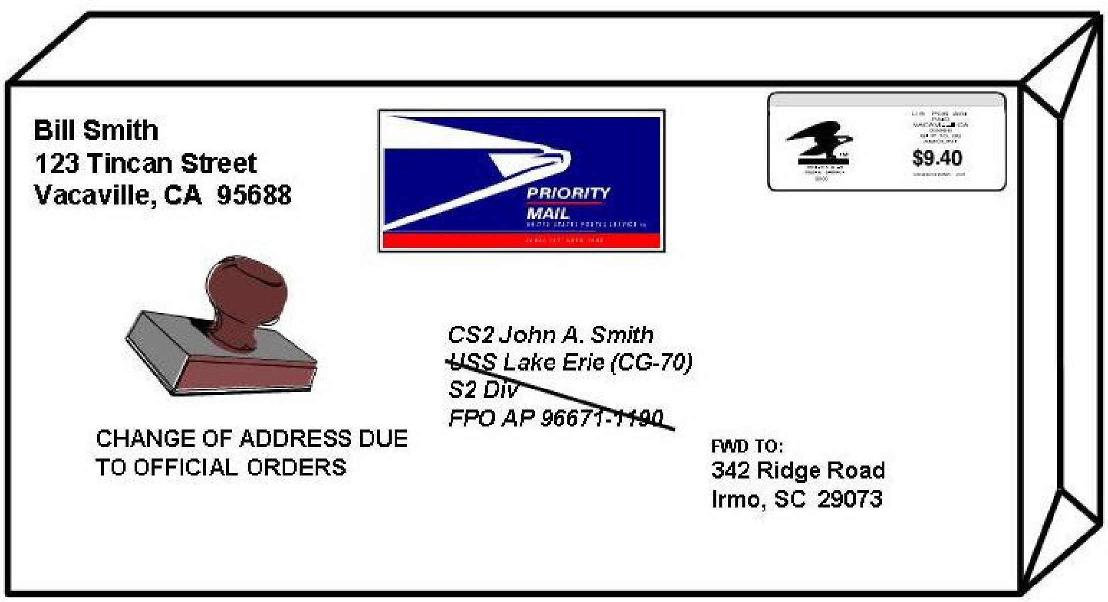


Figure 24-6 — Forwarding endorsement for Priority Mail piece.

Return to Sender

When a forwarding address is unknown or the addressee's name cannot be found in the directory card file, return the mail to the sender. Endorse this mail with the "RETURN TO SENDER" stamp and mark the reason for non-delivery "ATTEMPTED—NOT KNOWN," which means that delivery was attempted, but the addressee is unknown (*Figure 24-7*).

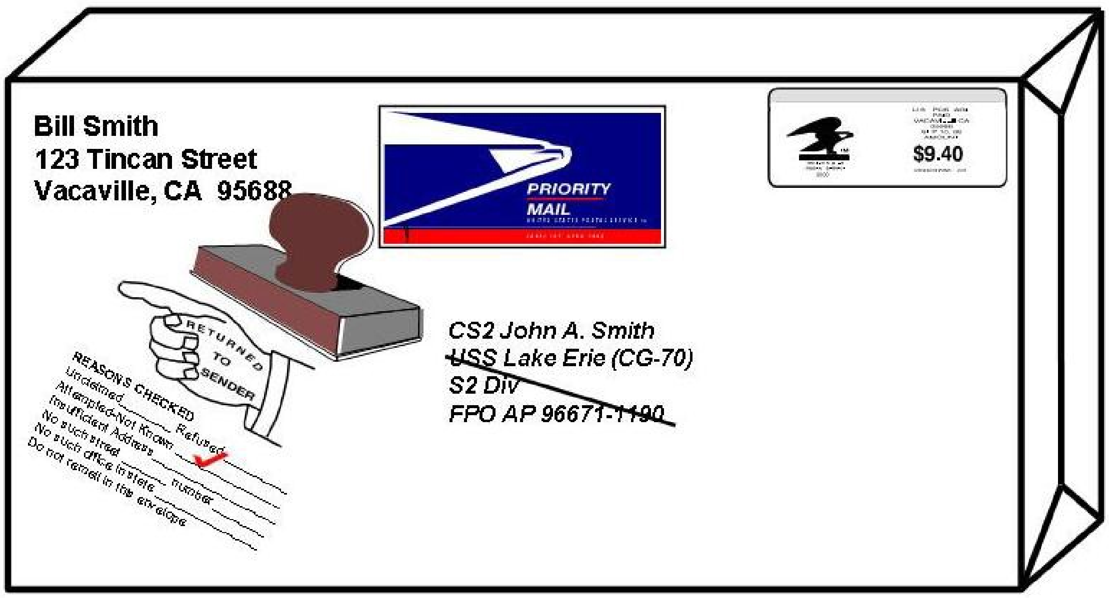


Figure 24-7 — Returned to Sender — "Attempted-Not Known".

If the sender has requested by endorsement that mail NOT be forwarded, then the article is returned to the sender endorsed "RETURNED TO SENDER" and "UNDELIVERABLE AS ADDRESSED." Another variation of this endorsement is "NOT DELIVERABLE AS ADDRESSED UNABLE TO FORWARD" (*Figure 24-8*).

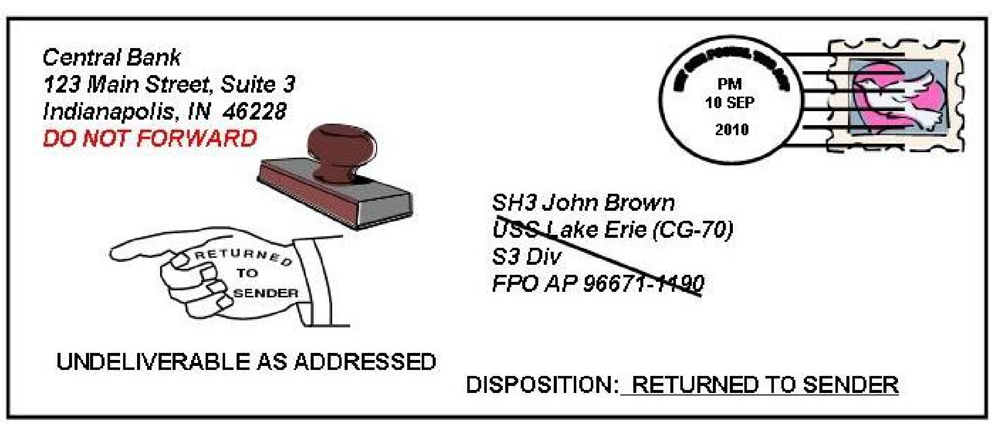


Figure 24-8 — Returned to Sender — Sender requests "Do Not Forward".

Periodicals

Periodicals are publications—magazines and newspapers—whose primary purpose is transmitting information to an established list of subscribers or requesters. Directory clerks process a large volume of periodicals. The primary reason is because individuals do not inform their publishers that they are moving or have already moved. The volume of periodicals you process can be reduced by informing all transferring personnel to notify publishers of their new address as soon as possible. This is very important because periodicals are forwarded only for 60 days. After 60 days, newspapers and magazines are distributed to military hospitals, recreation services, dormitories, chaplains, or turned over to the nearest DOD property disposal office as salvage paper, or treated as waste, unless copies are endorsed "ADDRESS SERVICE REQUESTED," which requires them to be returned to the sender with address correction or reason for non-delivery attached (See Table 24-2).

Table 24-2 — Treatment of Undeliverable-as-Addressed Periodicals

RULE	ENDORSEMENT	MILITARY POSTAL DIRECTORY SERVICE SHALL:	MILITARY POSTAL DIRECTORY SERVICE BY THE USPS SHALL:
1	NO ENDORSEMENT	Forward for 60 days. Before forwarding, process PS Form 3579. Endorse: "Change of Address Due to Official Orders" If a forwarding address is unknown or after 60-day period, process PS Form 3579 again, then dispose as waste.	Forward for 60 days. Before forwarding, process PS Form 3579. Endorse: "Change of Address Due to Official Orders" If a forwarding address is unknown, or after 60-day period, process PS Form 3579 again. Piece is disposed of by USPS.
2	ADDRESS SERVICE REQUESTED	Forward for 60 days. Endorse, "Change of Address Due to Official Orders" If a forwarding address is unknown or after 60-day period, attach PS Form 3579. Then return to sender with address correction or endorsed with reason for non-delivery and "Postage Due." Do not compute postage.	Forward for 60 days. Endorse "Change of Address Due to Official Orders" If a forwarding address is unknown or after 60-day period, attach PS Form 3579. Then return to sender with address correction or endorsed with reason for non-delivery, and "Postage Due." Do not compute postage.

NOTE

Forwarding Service Requested, Return Service Requested, and Change Service Requested are not available for Periodicals.

Forwarding Magazines

Forward magazines for reassigned personnel 60 days after their departure. Directory clerks must endorse this mail—“CHANGE OF ADDRESS DUE TO OFFICIAL ORDERS” and “ADVISE YOUR CORRESPONDENT OR PUBLISHER OF YOUR CORRECT MAILING ADDRESS” (*Figure 24-9*). When this step is complete, forward the article to the addressee. In addition, you should update the directory card, or the automated directory file (as appropriate) by annotating the name of the magazine and date the notification was sent.

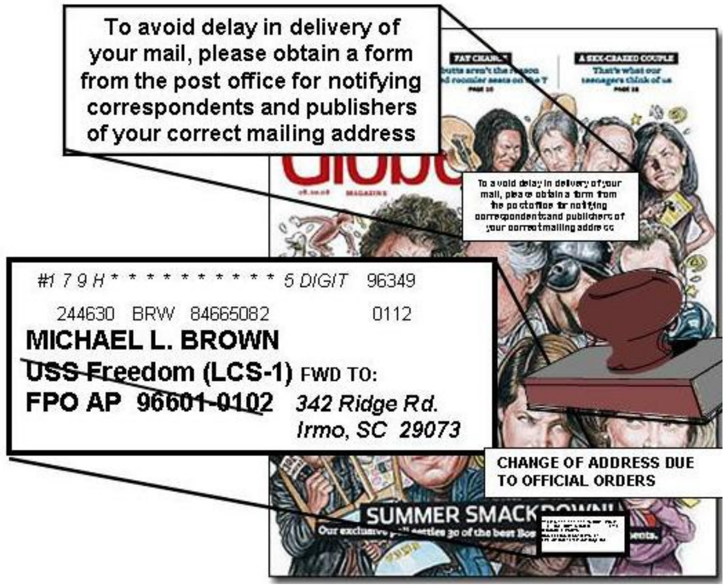


Figure 24-9 — Forwarding Endorsements for magazines.

Do not forward magazines after the 60-day forwarding period has expired. On the first copy of a magazine received more than 60 days after an individual transfers:

- Prepare an Undeliverable Standard Mail, PS Form 3579 listing the forwarding address
- Affix the PS Form 3579 near the old address or address label
- Cut out the PS Form 3579 and that portion of the publication, wrapper, or envelope containing the old address and place inside USPS envelope EP-1865-D (*Figure 24-10*)
- Mail the envelope to the publisher (sender) after doing the following:
    - o Entering your command’s return address in the upper left-hand corner of the envelope.
    - o Computing the postage due (refer to the *Domestic Mail Manual* (DMM) for amount to charge per notice).
- Entering the number of notices enclosed.
- Entering the publisher’s (sender’s) address in the address space.
- Make an entry on the directory card or automated directory file that a PS Form 3579 was sent to prevent a duplicate form being sent.

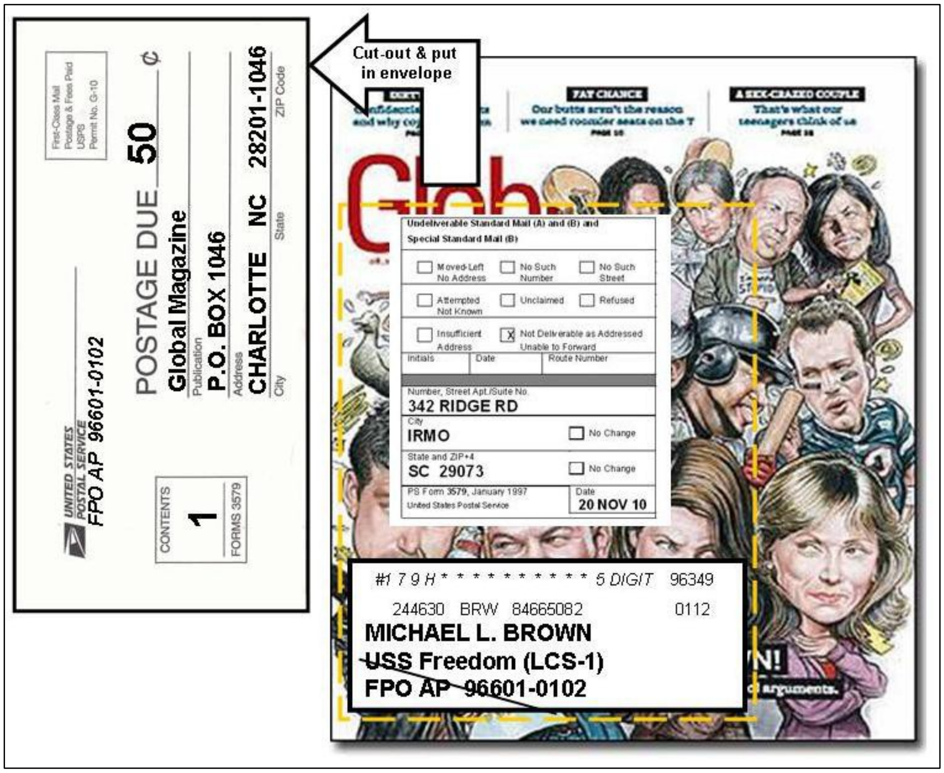


Figure 24-10 — PS Form 3579 sent to Publisher.

Forwarding Newspapers

Newspapers addressed to personnel reassigned to an area served by the same postmaster are forwarded for a period of 60 days. Directory clerks must endorse newspapers: "CHANGE OF ADDRESS DUE TO OFFICIAL ORDERS" and "ADVISE YOUR CORRESPONDENT OR PUBLISHER OF YOUR CORRECT MAILING ADDRESS." Newspapers addressed to personnel who have been reassigned to an area NOT served by the same postmaster WILL NOT be forwarded.

Process as follows:

- Prepare a PS Form 3579 listing the forwarding address and mark it "NOT DELIVERABLE AS ADDRESSED—UNABLE TO FORWARD"
- Affix the PS Form 3579 near the old address or address label
- Cut out the PS Form 3579 and that portion of the newspaper containing the old address and place inside a USPS envelope, EP 1865-D
- Mail the envelope to the publisher (sender) after you have completed the following:
- Place your command's return address in the upper left-hand corner of the envelope
- Compute the postage due (refer to the DMM for amount to charge per notice)
- Enter the publisher's (sender's) address in the address space
- Make an entry on the directory card or automated directory file that a PS Form 3579 was sent
- Treat the newspaper as waste.

Treat as Waste

After preparing PS Form 3579 and removing the address label off the publication, directory clerks are authorized to give magazines and newspapers to authorized agencies or treat them as waste. Remember to make an entry on the directory card or automated directory file that a PS Form 3579 was sent to prevent duplicates.

> **NOTE**
>
> Remember, DO NOT destroy periodicals endorsed “Address Service Requested.” Return these publications to the publisher.

Bulk Rate/Non-Profit

This less expensive class of mail is used by businesses and organizations that mail large quantities of mail to advertise their merchandise or services. They consist of circulars, catalogs, income tax books and so on. They are easily identified because the articles bear the endorsement “Presorted Standard” or “PRST STD.” Although businesses and organizations pay a lower rate of postage, these articles are “mail” and must be processed and treated in accordance with USPS regulations (See Table 24-3). Directory clerks must pay attention to mailer endorsements (if any) to prevent incorrect disposition of the mail.

Catalogs

Catalogs are mailed at the bulk rate of postage and are considered to be of no value. Undeliverable catalogs should be disposed of as follows:

- If overseas, remove and destroy the wrapper and/or label. In addition, this applies to those catalogs bearing the endorsements ADDRESS/FORWARDING/RETURN SERVICE REQUESTED. Catalogs may then be given to any authorized customer or placed in the military post office lobby for customer use
- If in the United States, you should follow the instructions listed in Table 24-3.

Income Tax Booklet

Income tax booklets that are undeliverable as addressed should be released to the appropriate local office designated by the Commanding Officer. Normally, the Legal Officer for the command provides this service. Before releasing undeliverable income tax booklets remove and destroy all address labels. Postal bulletin notices pertaining to non-release of income tax booklets do not apply at military post offices.

Parcel Post

Parcel Post contains matter, other than personal correspondence, weighing over 13 ounces and up to 70 pounds and consists mainly of parcels. Process Parcel Post in accordance with USPS instructions (See Table 24-4).

Table 24-3 — Treatment of Undeliverable-as-Addressed Bulk Rate/Non-Profit Mail

RULE	ENDORSEMENT	MILITARY POSTAL DIRECTORY SERVICED SHALL:	MILITARY POSTAL DIRECTORY SERVICED BY THE USPS SHALL:
1	NO ENDORSEMENT	(MPCs, Unit mail clerks and mail orderlies). Endorse each piece of mail as "Undeliverable as Addressed," and return to the serving MPO. (MPO) Destroy as waste. MPO's shall not forward or return this mail.	Endorse each piece as, "Undeliverable as Addressed." Return to the servicing USPS facility. Piece disposed of by USPS.
2	ADDRESS SERVICE REQUESTED	Forward. Endorse "Change of Address Due to Official Orders." Prepare PS Form 3547 and send to mailer advising of new address. If forwarding address is unknown, return piece to sender, endorsed with reason for non-delivery and "Postage Due." Do not compute postage.	Forward. Endorse "Change of Address Due to Official Orders." Prepare PS Form 3547 and send to mailer advising of new address. If forwarding address is unknown, return piece to sender, endorsed with reason for non-delivery and "Postage Due". Do not compute postage.
3	FORWARDING SERVICE REQUESTED	Forward. Endorse "Change of Address Due to Official Orders." If a forwarding address is unknown, return to sender endorsed with the reason for non-delivery and Postage Due. Do not compute postage.	Forward. Endorse "Change of Address Due to Official Orders." If a forwarding address is unknown, return to sender endorsed with the reason for non-delivery and "Postage Due". Do not compute postage.
4	RETURN SERVICE REQUESTED	Return piece with new address or reason for non-delivery attached. Endorse: "Postage Due" Do not compute postage.	Return piece with new address or reason for non-delivery attached. Endorse: "Postage Due" Do not compute postage.
5	CHANGE SERVICE REQUESTED	(MPCs, Unit mail clerks and mail orderlies). Endorse each piece of mail as: "Undeliverable as Addressed," and return to the serving MPO. MPO prepares PS Form 3547 and sends to mailer then piece disposed of.	Prepare PS Form 3547 and send to mailer. Endorse each piece as: "Undeliverable as Addressed." Return to the servicing USPS facility. Piece disposed of by USPS.

Voting and Balloting Material

Voting and balloting material should be provided directory service immediately when it cannot be delivered as addressed. If the material is undeliverable and a forwarding address is not known, it should be returned to the mailer immediately, marked with the reason for return. Do not hold for personnel due to arrive unless they are due within 30 days after receipt of the balloting material.

Mail for Personnel Confined

Instructions concerning mail for personnel confined for disciplinary reasons are in the *Department of Defense Postal Manual DoD 4526.6M* .for additional information click here .Mail for personnel whose forwarding addresses are on file should be endorsed and promptly forwarded. The forwarding address should show a post office box, or a street address, but should not indicate that the person is confined.

Table 24-4 — Treatment of Undeliverable-as-Addressed Parcel Post Matter

RULE	ENDORSEMENT	MILITARY POSTAL DIRECTORY SERVICED SHALL:	MILITARY POSTAL DIRECTORY SERVICED BY THE USPS SHALL:
1	NO ENDORSEMENT	Forward. Endorse "Change of Address Due to Official Orders." If a forwarding address is unknown, return to sender endorsed with the reason for non-delivery and "Postage Due". Do not compute postage.	Forward. Endorse "Change of Address Due to Official Orders." If a forwarding address is unknown, return to sender endorsed with the reason for non-delivery and "Postage Due". Do not compute postage.
2	ADDRESS SERVICE REQUESTED	If forwarding address is known, prepare PS Form 3547 and send to mailer, then forward piece to addressee endorsed, "Change of Address Due to Official Orders." If forwarding address is unknown, return to sender endorsed with the reason for non-delivery and "Postage Due". Do not compute postage.	If forwarding address is known, prepare PS Form 3547 and send to mailer, then forward piece to addressee endorsed, "Change of Address Due to Official Orders." If forwarding address is unknown, return to sender endorsed with the reason for non-delivery and "Postage Due". Do not compute postage.
3	FORWARDING SERVICE REQUESTED	Forward. Endorse "Change of Address Due to Official Orders." If forwarding address is unknown, return to sender endorsed with the reason for non-delivery and "Postage Due". Do not compute postage.	Forward. Endorse "Change of Address Due to Official Orders." If forwarding address is unknown, return to sender endorsed with the reason for non-delivery and "Postage Due". Do not compute postage.
4	RETURN SERVICE REQUESTED	Return to sender with new address or reason for non-delivery attached and "Postage Due". Do not compute postage.	Return to sender with new address or reason for non-delivery attached and "Postage Due". Do not compute postage.
5	CHANGE SERVICE REQUESTED	(MPCs, mail clerks and mail orderlies). Endorse each piece of mail as, "Undeliverable as Addressed" and return to the serving MPO. (MPO) Prepare PS Form 3547 and send to mailer then piece disposed of. This endorsement is not available with special services.	Prepare PS Form 3547 and send to mailer. Endorse each piece as, "Undeliverable as Addressed". Return to the servicing USPS facility. Piece disposed of by USPS. This endorsement is not available with special services.

Addressee Not Authorized Military Post Office Privileges

Mail received at overseas locations addressed to personnel not authorized MPO privileges should be endorsed ADDRESSEE NOT AUTHORIZED MPO PRIVILEGES and returned to the mailer. Organizations and personnel authorized use of the MPS must not use it as intermediaries for any person or organizations not specifically authorized MPO privileges. If mail is addressed in care of an individual who is authorized MPO privileges, you should notify the individual of the infraction.

Directory Mail Returned From Unit Mailrooms

Mail that received directory service by unit mail clerks or mail orderlies should be returned to the serving postal activity separately from uncanceled outgoing mail. MPO personnel should screen the mail to make sure it is endorsed neatly and properly. If incorrect directory procedures are noted frequently after the unit mail clerk or mail orderly has been briefed on correct directory procedures, the Postal Officer should be advised.

Perishable Items

Perishable items that have a Required Delivery Date (RDD) and cannot be forwarded or returned to the mailer before spoiling should be disposed of as waste. Do not forward these items to the serving Mail Recovery Branch. Also, any perishable items obviously spoiled when received, whether deliverable or not, should be immediately disposed of as waste. You should always dispose of perishables in the presence of a witness and notify, in writing, the mailer and addressee of your action.

HOLD MAIL

Postal directories hold undeliverable as addressed mail when service members are due to arrive, Absent Without Leave (AWOL), or when the mail is addressed to “general delivery.” General delivery mail is mail received at a post office intended primarily for delivery to transients and customers who are not located permanently at an installation. Each piece of hold mail must be back-stamped to indicate the date of receipt. Mail being held is kept in a separate sorting case, sorted by last name, and screened at least weekly.

Members Due to Arrive

Mail addressed for members due to arrive, or for patrons receiving general delivery service must be held for 15 days past the anticipated arrival date. For example, if the arrival date is 15 Oct 09, then hold the mail until 30 Oct 09. If the mail is unclaimed at that time, but the member is still expected to arrive because mail is still being forwarded, (the sender has the same last name as the addressee, or for similar reasons), then hold the mail for an additional 15 to 30 days past the anticipated arrival date. For example, if you hold the mail until 30 Oct 09 and there are indications that the member is still expected to arrive, then hold the mail until 15 Nov 09.

NOTE

Mail addressed for general delivery must be provided priority directory service. Do not hold mail addressed for general delivery more than 30 days unless requested by the mailer or addressee.

If the mail is still undeliverable at the end of the 30-day period, it will be endorsed “ATTEMPTED-NOT KNOWN” and returned to the sender if there is no further indication that the member is due to arrive on a later date. When the holding period expires, the date the mail is returned to the sender must be annotated on the directory service stamp, which is placed on the back of the mail.

Members Absent Without Leave (AWOL)

The directory card for each member in an AWOL status must be annotated with the date on which the member went AWOL. Normally, this information is provided to the post office by the individual's unit, or by the base personnel office. The postal directory section holds mail for individuals who are in an AWOL status for 30 days. The holding period begins the day after the individual goes AWOL. After being AWOL for 30 days, these individuals become deserters. At that time, their mail is handled as follows:

- First-Class, and Priority Mail: First-Class and Priority Mail is returned to the sender endorsed "MOVED, LEFT NO ADDRESS" (*Figure 24-11*) with the return date annotated on the reverse side of the item
- Periodicals: PS Form 3579 is completed, by marking the box labeled "MOVED, LEFT NO ADDRESS." If publications are endorsed "Address Service Requested" then endorse them "MOVED, LEFT NO ADDRESS and POSTAGE DUE" and return the entire publication to the publisher with PS Form 3579 attached. Annotate the return date on the item. Do not indicate the amount of the postage due
- Parcel Post, bearing the words ADDRESS SERVICE REQUESTED, RETURN SERVICE REQUESTED, or FORWARDING SERVICE REQUESTED, is returned to the sender endorsed "MOVED, LEFT NO ADDRESS and POSTAGE DUE" with the date of return annotated on the reverse side of the item. Do not indicate the amount of the postage due.

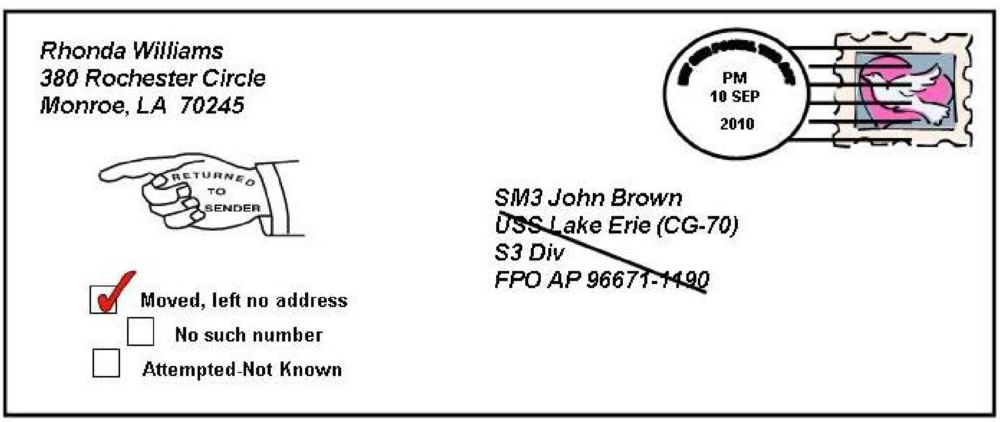


Figure 24-11 — Forwarding Endorsement for Member who is AWOL.

Refused Mail

Occasionally letters and parcels are deliverable as addressed but the addressee refuses to accept them. If so, the post office will honor the patron's request, but there are some conditions that apply when refusing mail. They are as follows:

- Accountable mail--Express, Registered, Insured, and Certified--must be refused by the patron at the time of delivery
- Non-accountable mail may be refused at the time of delivery, or after delivery if it is returned to the post office unopened

- Patrons must write, “REFUSED” on the front of the mail, the date the mail was refused, and sign their name (*Figure 24-12*). If the addressee refuses to do this, then the postal clerk must endorse the mail “REFUSED BY ADDRESSEE,” date and sign the item refused, and then return the mail to the sender.

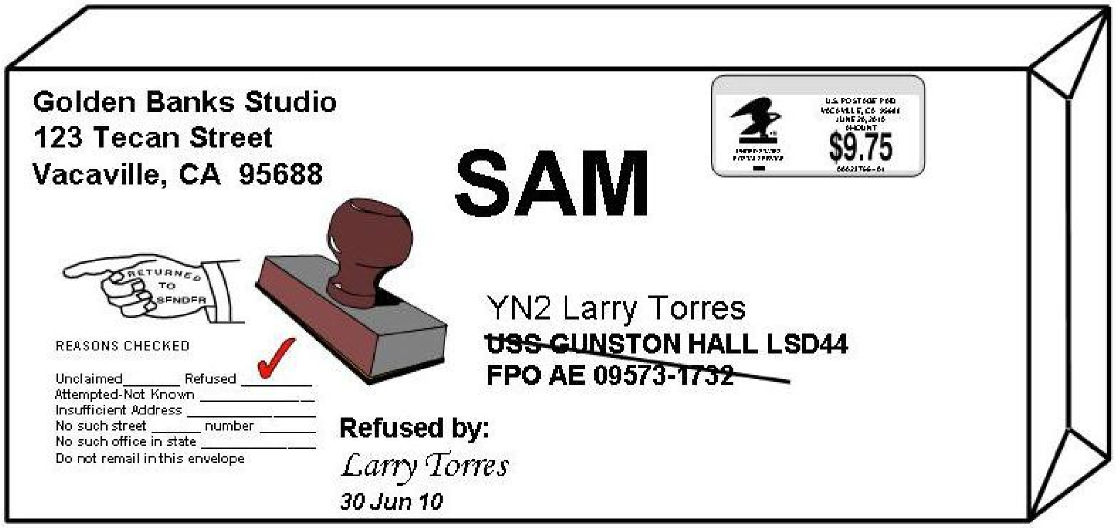


Figure 24-12 — Endorsement on parcel Refused by customer.

Incorrectly Addressed or Illegibly Addressed Mail

Sometimes, while working at the directory section, you will receive mail that does not have the correct address, the address is not complete, or the address is illegible. Make every attempt to deliver the mail to the addressee. Search the directory card files for the person’s name and address. If an address is found, write it on the item and deliver the item.

- If the address is incorrect or part of the address is missing, write the correct/missing information on the item and deliver it (*Figure 24-13*)
- If a name or address cannot be found, return the item to the sender endorsed: “ATTEMPTED, NOT KNOWN"
- If the address is unreadable, return the item to the sender endorsed: “ILLEGIBLE".

First-Class Mail received from a mailer in quantities of 20 or more, addressed insufficiently, incorrectly, or containing an obviously incorrect or identical receptacle number used simply to obtain directory service will be returned to the sender endorsed: “INSUFFICIENT ADDRESS.” Mail received from mailers who continuously mail quantities of less than 20 letters simply to circumvent the procedures expressed above, also will be returned to the sender endorsed: “INSUFFICIENT ADDRESS.”

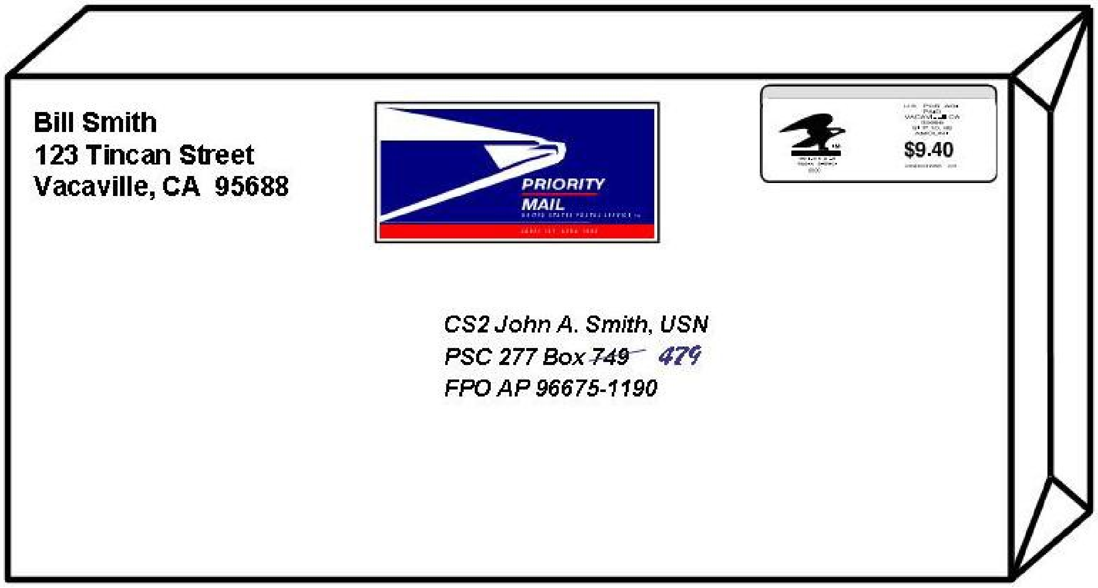


Figure 24-13 — Incorrectly addressed item with corrected address.

Casualty Mail

Casualty mail is unique to the Military Postal Service (MPS). It can be divided into two categories--wartime and peacetime. Wartime casualty mail is mail that cannot be delivered or forwarded for various reasons. Also included in the casualty mail status are Missing in Action (MIA), and Prisoner of War (POW). Hold all mail for personnel who are Killed In Action (KIA) until absolute verification that the next of kin have been notified is received. This verification comes from the Command Element. This mail may be held as long as necessary to prevent inadvertent disclosure of casualty status before official notification of next of kin. Once verification has been received, then the mail should be returned to the sender or forwarded to the next of kin, accompanied by a letter from the Commanding Officer (click here to get example from OPNAVINST 5112.6 series).

For peacetime purposes, casualty mail refers to personnel who have died by natural causes, or who have been killed in an accident or to personnel who are missing, or have been hospitalized. When a person dies, the procedures are the same as in wartime. Hold all mail until absolute verification that the next of kin were notified is received. Then forward the mail or return the mail as needed. Forward mail for personnel who are hospitalized once their hospital address is known or the mail can be held until the person returns to the command or unit.

Endorse casualty mail as follows:

- "DECEASED." When the member has died and the next of kin are notified
- "SEARCH." When the member's status is unknown and the mail is forwarded to the MPO or to the casualty mail section
- "PATIENT." When the member has been hospitalized and the hospital is known. (Include the ward number and the current hospital address if known)
- "HOSPITAL SEARCH." When the member is evacuated through medical channels to an unknown hospital and mail is being forwarded to a casualty mail section.

Under no circumstances should the endorsements "MISSING," "KILLED IN ACTION," or "WOUNDED" be placed on casualty mail.

Dead Mail

Dead mail is undeliverable matter that cannot be returned to the sender. Some reasons mail cannot be returned to the sender include the following: the Sender is unknown or, the classification of the mail does not entitle it to return service. Process dead mail as follows:

- Endorse the article with the reason for non-delivery. If the addressee is unknown, then endorse it: “ATTEMPTED—NOT KNOWN."
- Prepare a Dead Mail Matter, PS Label 22 (*Figure 24-14*). When the volume of dead mail is more than one item, bundle the mail. Prepare a PS Label 22 and attach it to the top item only. Each dead parcel must have a PS Label 22 attached to it.

Figure 24-14 — An example of Dead Mail Matter, Label 22.

Send all dead mail, except unendorsed Bulk Rate/Non-Profit to the respective Mail Recovery Center (MRC) for your area. Unendorsed Bulk Rate/Non-Profit articles are disposed of as waste. The complete addresses for the MRCs is listed in Table 24-5.

Table 24-5 — Addresses for Mail Recovery Centers

All FPO AP addresses send dead mail to:	ST PAUL MAIL RECOVERY CENTER US POSTAL SERVICE PO BOX 69001 ST PAUL MN 55169-9001
All FPO AE /AA addresses send dead mail to:	ATLANTA MAIL RECOVERY CENTER US POSTAL SERVICE 5345 FULTON INDUSTRIAL BLVD ATLANTA GA 30378-2400
Do not send IDS articles to the addresses given above. Each theater of operation has a designated Mail Recovery Center where these articles are to be sent.	

Mail for Decommissioned Ships and Disestablished Stations

The administrative commander for ships and mobile units, and the Chief of Naval Operations (CNO) area coordinator, or area commander for other disestablished or decommissioned activities designates an activity to perform directory service for mail received for the decommissioned unit. Directory service is performed by the designated command for a period of 60 days after decommissioning. During this time personal mail will be forwarded and official mail screened for necessary action or other appropriate disposition. Mail received after the expiration of the 60-day period is returned to the sender and endorsed to show that the activity was decommissioned.

There is an exception to this 60-day rule, however. After the expiration of the 60-day forwarding period, obvious value supply parcels addressed to decommissioned units should continue to be forwarded to the appropriate commander for disposition pending publication of the decommissioning. The command listings are deleted in serial changes to the Standard Navy Distribution List (SNDL). Obvious supply parcels received at the Joint Military Postal Activities (JMPAs) subsequent to publication in the SNDL are returned to the mailer and are endorsed to indicate that the unit has been decommissioned.

In no case may official mail addressed to a United States Ship be forwarded unopened to the new title of that ship when it has been stricken from the Navy List and transferred to a foreign government or to the Merchant Marine service.

Personnel assigned as MPCs, mail orderlies, or to other positions where their duties involve the receipt and delivery of unopened mails normally are not assigned to duties involving opening and screening official mail. Commanding Officers of ships and activities being decommissioned or placed in the reserve fleet must furnish the activity designated to provide directory service with a complete directory of officers and enlisted personnel. This directory must show the new duty station of each crewmember. Or, in the case of personnel separated from the service, the forwarding address should be furnished by the individual. The designated activity should destroy this directory information upon completion of the 60-day forwarding period.

The command disestablished should inform the appropriate mail-routing authority, or postmaster, of the date desired for routing of mail to the unit that will provide directory service for the decommissioned unit.

Table 24-6 illustrates the correct endorsements to be used when forwarding and/or returning mail.

Table 24-6 — Endorsements Used When Forwarding or Returning Mail

RULE		THEN ENDORSE MAIL:	AND:
1	AWOL (over 30 days)	Moved Left No Address	Return to Sender
2	Unknown	Attempted-Not Known	Return to Sender
3	Reassigned	With current address	Forward to Addressee
4	TDY/TAD with parent unit (See Note)	With TDY/TAD location address	Forward to Addressee
5	TDY/TAD without parent unit (See Note)	With TDY/TAD location address	Forward to Addressee
6	Hospitalized (non-casualty)	With the hospital address (Include ward and room number if known)	Forward to addressee
7	Due to arrive	With date of receipt and date of arrival	Hold
8	Casualty	Proper endorsement	Forward after notification of next of kin (see *DOD Postal Manual*)
9	Missent	Missent to (include your unit/MPO number)	Forward to addressee
10	Opened by mistake	Opened by Mistake (if possible have the person who opened the mail sign their name next to the endorsement)	Forward to addressee
11	Balloting material	Proper endorsement	See *DOD Postal Manual*
12	Addressed illegibly	Illegible	Return to Sender
13	Addressed to a receptacle number not assigned to the MPO, and the correct MPO number is not known	No Such Number	Return to Sender
14	Fails to bear a receptacle number or unit designation, and the correct address is not known	Insufficient Address	Return to Sender
15	Refused by addressee	Refused or Refused by Addressee (If willing have addressee sign next to endorsement. If not clerk must sign)	Return to Sender
16	Abandoned General Delivery not called for in 30 days/Receptacle mail not called for (See *DOD Postal Manual*)	Unclaimed	Return to Sender
17	Undeliverable as addressed. Standard Mail bearing endorsement, Return Service Requested	Undeliverable as Addressed and Postage Due	Return to Sender
18	Addressed to Commander of a receptacle number but does not contain the addressee's name or unit number	Insufficient Address	Return to Sender

NOTE

Rules 4 and 5 apply only when the addressee has requested forwarding service.

(This page was left blank intentionally).

CHAPTER 25

POSTAL EQUIPMENT AND SUPPLIES

At all Military Post Offices (MPOs), U.S. Postal Service (USPS) equipment, publications and supplies are to be used to the maximum extent possible to include capital and sensitive equipment.

LEARNING OBJECTIVES

When you have completed this chapter, you will be able to do the following:

1. Explain the procedures for requisitioning, receipting, and performing maintenance on USPS capital and sensitive equipment.
2. Recognize USPS non-capital and non-sensitive (non- accountable) equipment and expendable supplies, and the procedures for ordering.
3. Identify the procedures for documenting receipt of USPS supplies.
4. Identify the proper storage and maintenance procedures for postal supplies.
5. Identify the procedures for requisitioning special supply items.
6. Identify the procedures for proper disposition of USPS equipment and supplies

Office equipment, such as safes, office furniture, copying machines, and calculators, are provided by the respective military service. Individual commands provide general operating supplies such as pens, pencils, writing paper and other general office supplies needed to operate a MPO. Military Post Offices also can order General Services Administration (GSA) stock items approved by Military Postal Service Agency (MPSA) via the Major Command (MACOM) via Automated Military Postal Service (AMPS). Military postal clerks who want additional information on ordering GSA items should contact their local Postal Officer or Postal Advisor(s). DD forms and OPNAV forms required for office operation should be procured through local supply channels.

USPS forms required to be maintained in a Navy MPO are listed in the OPNAV 5112.6 series. When ordering USPS forms, labels, tags and publications refer to USPS Publication 223. Refer to USPS Publication 247 for all other USPS supplies and equipment. These are limited to those items that are not required to be furnished by the Navy. If USPS capital and sensitive equipment is needed, your MACOM and Joint Military Postal Activity (JMPA) must first approve their procurement.

USPS CAPITAL AND SENSITIVE EQUIPMENT

Capital Equipment is equipment with a service life over 1-year, costing $3,000 or more. Examples of capital equipment include Stamp Vending Machines, USPS Scales, Canceling Machines (electrical), and conveyors.

Sensitive Equipment is equipment that must be strictly controlled because of the nature of the equipment. Money order imprinters, scanners, postage meter heads and bases are some examples of sensitive equipment.

The Commanding Officer or Postal Officer shall ensure the Custodian of Postal Effects (COPE) is the only individual entrusted with the custody, control, maintenance, repair, replacement, or disposition of USPS capital and sensitive equipment. The COPE receipts for all capital and sensitive (accountable equipment) on a Supplies and Equipment Receipt, PS Form 1590, (*Figure 25-1*) when assuming responsibility of a MPO. Each time additional equipment is received, transferred, or otherwise disposed of, a new PS Form 1590 must be completed. In addition to submitting a new PS Form 1590 when there is a change of COPE, a complete inventory of all entrusted accountable items must be done by both the outgoing COPE and incoming COPE. Submit PS Form 1590 in Automated Military Postal System (AMPS) and retain a copy in the MPO files when receiving or returning equipment.

U.S. Postal Service
Supplies and Equipment Receipt

Date: 02 FEB 2001

FROM: Post Office, State and ZIP+4
PFO, 4070 SURFACE NAVY BLVD, STE 3
SAN DIEGO, CA 92136-5287

Section of Unit

Requested By *(Individual or Title)*
COPE, USS UNDERWAY (CV-66)

Consignment Completed By

Work Order/Route Sheet Number

TO:
CUSTODIAN OF POSTAL EFFECTS
USS UNDERWAY (CV-66)
FPO AE 09561-0001

Approved: ____________ Foreman, MPE ____________ Date

Shipment Made By: Hand to Hand

Distribution
1. Original to stockroom file.
2. Duplicate to mechanic.
3. Triplicate to personnel folder.

Custody Receipt
This form may be used as an intra-office custody receipt.

Quantity	Item Number	Property Code Number	Description	Recorded Cost	
1	0-854	A4119.01	SCALE, 100 LB BEAM, S/N 5296		
2	8100		MONEY ORDER IMPRINTER		
			S/N 6N65446/6N65447		
1	07407	A4654.07	POSTAGE METER HEAD S/N 472983		
1	07408	A4654.09	POSTAGE METER BASE S/N 87205		
**********	*********NO	FURTHER ENTRIES****	**********************		

Loan Period *(Number of Days)*

Date Loaned: 02 FEB 2001

Date Returned

Received in good condition? ☒ Yes ☐ No If NO, explain on reverse.

Received By *(Signature)* John R. Doe
PC1 JOHN R. DOE

Final salary or expense checks will not be released until all property for which an employee is individually responsible has been returned or satisfactorily accounted for.

Figure 25-1 — Example of a completed PS Form 1590.

Requisitioning Capital and Sensitive Equipment

When you requisition capital and sensitive equipment items, ensure that the "Requisition for Supplies, Services, or Equipment," PS Form 7381, is filled out accurately and completely. See (*Figure 25-2*) for an example of a completed PS Form 7381. A separate PS Form 7381 must be used for each item requested. However, more than one of the same item can be requested on the same form. Requisitions must be forwarded to the responsible MACOM for approval. Requisitions are then submitted by the MACOM to the serving JMPA for final processing. Justification for equipment must be listed in Section 12 (Rationale) of PS Form 7381. If there is not enough space in Section 12 to enter all the necessary information, a letter of justification should be attached to the requisition. Examples of justification include renovation of a post office or replacing existing equipment that is beyond repair.

Maintenance of Equipment

As mentioned above the COPE is primarily responsible for the upkeep of all USPS equipment assigned to the MPO. However, junior personnel could be tasked with performing the cleaning and maintenance on this equipment and should be constantly aware of its condition. USPS equipment needing repair or maintenance must be serviced to avoid further damage. When USPS equipment can no longer be repaired economically and restored to a safe and serviceable condition, replacement equipment should be requisitioned. Accountable items must be disposed of following instructions in the *Navy Postal Finance Officer Handbook* (NAVSUP P725) for returning accountable equipment.

When performing maintenance on USPS equipment, use the manufacturer's handbook, if available, to ensure the minimum preventive measures required to keep USPS equipment operational are met. All MPO supervisors are responsible for making sure maintenance is performed. With the exception of meter heads, money order imprinters and Integrated Retail Terminal (IRT) equipment, local repair of equipment is authorized. When repairs cannot be made locally, coordination must be made with the serving JMPA to repair equipment such as meter bases and scales. Money Order imprinters must always be sent to the serving JMPA for repair. Postage meter heads must always be sent to the meter vendor. UNYSIS III IRT must be sent to Lockheed Martin IRT-CAC, 140 E Douglas Road, Oldsmar, FL, 34677-2979 by Express Mail®, or Registered Mail™ if Express Mail® service is not available. Whenever USPS accountable equipment is returned for repair (except for UNYSIS III IRT), PS Form 1590 and Maintenance Work Order Request, PS Form 4805, (F*igure 25-3*) must accompany the equipment. When sending the UNYSIS III IRT for repair, only PS Form 4805 must be completed and sent with the IRT. When mailing the IRT, an e-mail or Naval message must be sent to the serving JMPA listing the serial number of the IRT, description of problem(s), the Express Mail® or Registered Mail™ number under which the IRT was sent and date sent.

UNITED STATES POSTAL SERVICE™

Requisition for Supplies, Services, or Equipment

1. Date	2. Request No.	3. Budget Finance No.	4. Account No.	5. Property Accountability Finance No.	6. Property Code No.	7. Capital Property ID No.

8. Job Order Number *(Maintenance Use Only)*	WC	Acronym	Equipment No.	EC	Work Order No.

REQUESTOR INFORMATION			DELIVERY INFORMATION		
9a. Name	Title		10a. Contact	Telephone No. ( )	
9b. Signature	9c. Organization		10b. Address		
9d. Address			City	State	ZIP + 4
City	State	ZIP + 4	10c. Desired Delivery Date	10d. Required Delivery Date	
9e. Telephone No. ( )	9f. FEDSTRIP Address Code		10e. FEDSTRIP Address Code	10f. Acceptable Delivery Times From: To:	

SUPPLIES, SERVICES, OR EQUIPMENT INFORMATION

11a. Item/Part No.	11b. Supplies, Services, or Equipment Requested *(Attach SOW, specifications, or other technical data, if applicable)*	11c. Unit of Issue	11d. Quantity	Estimated 11e. Unit Price	11f. Total Cost

12. Rationale

11g. Total Estimated Cost ▶ $

SUGGESTED SOURCES OF SUPPLY *(Provide name, street address, city, state, ZIP + 4, contact name, and telephone and fax no.)*

13a.	13b.	13c.

APPROVALS *(The contracting official is authorized to make the purchase provided it does not exceed the amount entered below.)*

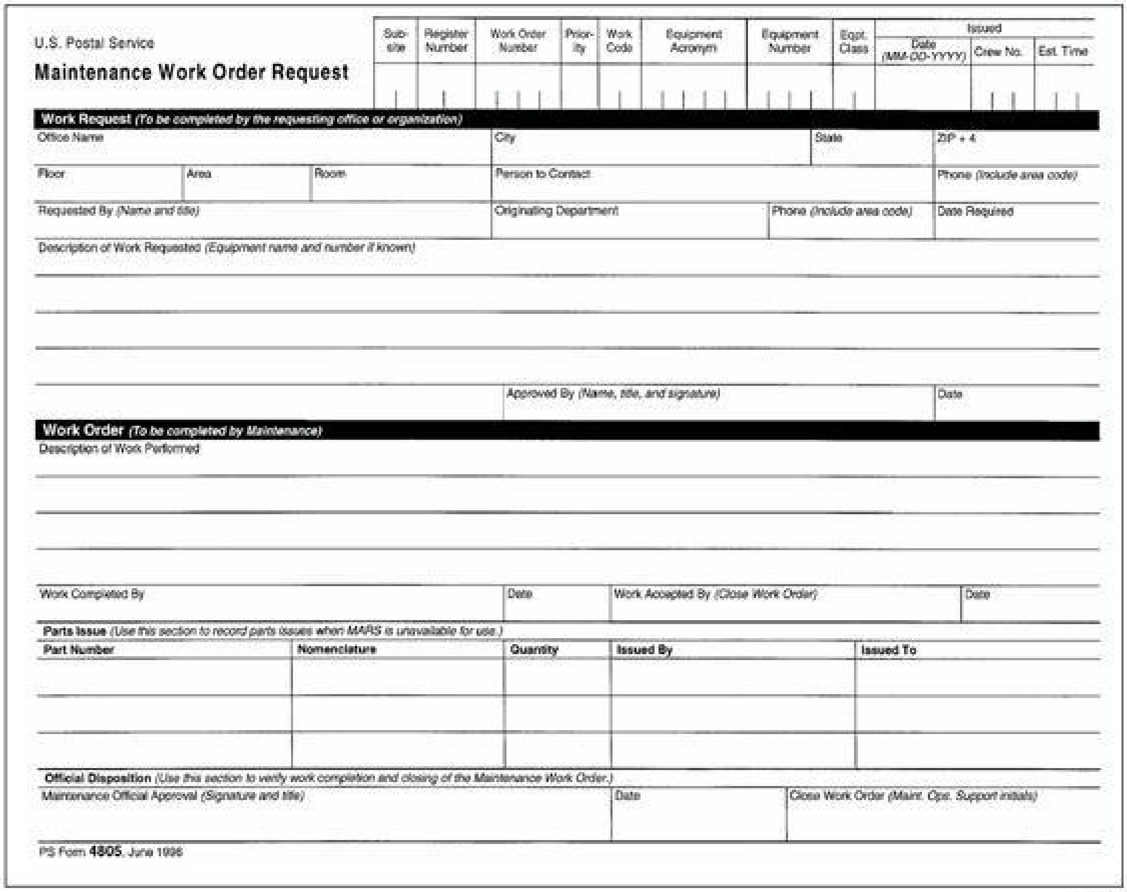
14a. Certification of Funds *(Signature, name, and title)* Funded Amount: $		Date
14b. Approval Authority *(Signature)*	*(Name and title)*	Date
14c. Other Approval *(Signature)*	*(Name and title)*	Date
15. After Approval/Funding, Send to:	16. Local Notes	

PURCHASING USE ONLY

17a. Excess Equipment Available? ☐ No ☐ Yes	17b. Buyer Initials	17c. Processing Code	17d. Assigned By/Date	17e. Control No.	17f. Date Due

PS Form **7381**, November 1994

Figure 25-2 — Example of a Requisition for Supplies, Services or Equipment, PS Form 7381.


U.S. Postal Service
Maintenance Work Order Request

Sub-site	Register Number	Work Order Number	Prior-ity	Work Code	Equipment Acronym	Equipment Number	Eqpt. Class	Issued Date (MM-DD-YYYY)	Issued Crew No.	Issued Est. Time

Work Request *(To be completed by the requesting office or organization)*

Office Name | City | State | ZIP + 4
Floor | Area | Room | Person to Contact | Phone *(Include area code)*
Requested By *(Name and title)* | Originating Department | Phone *(Include area code)* | Date Required
Description of Work Requested *(Equipment name and number if known)*
Approved By *(Name, title, and signature)* | Date

Work Order *(To be completed by Maintenance)*

Description of Work Performed
Work Completed By | Date | Work Accepted By *(Close Work Order)* | Date

Parts Issue *(Use this section to record parts issues when MARS is unavailable for use.)*

Part Number	Nomenclature	Quantity	Issued By	Issued To

Official Disposition *(Use this section to verify work completion and closing of the Maintenance Work Order.)*

Maintenance Official Approval *(Signature and title)* | Date | Close Work Order *(Maint. Ops. Support initials)*

PS Form **4805**, June 1996

PC12005

Figure 25-3 — Example of a Maintenance Work Order Request, PS Form 4805.

USPS NON-CAPITAL AND NON-SENSITIVE EQUIPMENT AND EXPENDABLE SUPPLIES

The USPS also furnishes some non-accountable items. When non-accountable equipment is received at MPOs, it becomes the property of the Department of Defense (DOD). Non-accountable items need not be receipted for formally. However, to maintain property accountability, all non-accountable items received at MPOs should be entered in supply records as appropriate.

USPS Expendable Items

MPOs with more than one clerk assigned will designate an individual as the postal supply clerk in addition to carrying out regular duties. The supply clerk’s specific duties include receiving and issuing supplies, care and preservation of supplies, and the disposal and replacement of obsolete forms and supplies. Additional responsibilities include the monitoring of the stock levels of postal supplies to prevent overstocking and the requisitioning of items necessary to maintain postal operations. MPOs should normally maintain at least a 3-month level, but not more than a 5-month level of USPS expendable supplies on board. Refer to Appendix "B" of OPNAV Instruction 5112.6 (series) for the most commonly used forms and the recommended minimum and maximum quantities you should carry.

Issuing Supplies

Issuing supplies is the responsibility of the designated postal supply clerk. When issuing supplies, enough should be issued to each section of the MPO to last at least a week at a time. When supplies are issued the balance on hand on Supply Record, PS Form 1586, (*Figure 25-4*) must be adjusted to reflect the current balance. You accomplish this by subtracting the quantity issued from the quantity shown on the “Balance on Hand” column.

PS Item/Form/Part No.	National Stock No.	Bin Location
OPNAV 5110/5	0107-LF-009-2500	

Description	Unit Price
Notice of Change of Address	

Unit Of Issue	Source Of Supply	Maximum Level	Minimum Level
PD	Navy Stock Sys	150	100

Balance On Hand		Issued		Received		Ordered		Balance On Hand		Issued		Received		Ordered	
Date	Qty	Date	Qty	Date	Qty	Date	Qty	Date	Qty	Date	Qty	Date	Qty	Date	Qty
7/30	107														
	102	8/10	5												
	97	8/17	5												
						8/18	50								
	87	8/25	10												
	137			9/2	50										

PS Form 1586, November 1985 SUPPLY RECORD ☆ U.S.G.P.O.: 1989-242-531/92035

Figure 25-4 — Example of PS Form 1586.

Determining What to Requisition

When do I order supplies? Order supplies when the amount of supplies reaches, or falls below, the minimum level required to be maintained on hand. Supply requisitions can be submitted at any time, but are normally prepared on a monthly basis. Supplies are ordered using a Material Distribution Center (MDC) Supply Requisition, PS Form 7380, filled-out in duplicate. Submit the original to the Material Distribution Center, Topeka, KS, and retain the duplicate copy in the post office files.

Requisitions are numbered consecutively beginning with number 1 on 1 October each year. Requisitions must be reviewed and signed by the MPO supervisor or the COPE. Complete PS Form 7380 as follows (*Figure 25-5*).

Block 1: Type MPO supervisor or COPE along with the complete mailing address of your MPO.

Block 2: Leave blank.

Block 3: Enter your MPO finance number here. MPO ZIP Codes starting with 09XXX and 34XXX are assigned finance number 35-5825. MPO ZIP Codes starting with 96XXX are assigned finance number 05-6786.

Block 4: Enter your MPO FEDSTRIP address code. The FEDSTRIP address is a six-character code that identifies each postal activity to which goods and billings are sent. Each Navy post office has a FEDSTRIP address code unique to their activity.

Block 5: Enter the Julian Date. The Julian Date is a 4-digit number that represents a specific date. The first digit represents the last number of the year; i.e., 9 of 2009. The next three numbers are a sequential number that represents a specific day of the year starting with 001 for 1 January through 365 for 31 December or 366 for 31 December on leap year. (See Tables 12-1 and 12-2 at the end of this chapter).

Block 6: Enter the requisition number. Number your requisitions consecutively beginning with number 1 on 1 October followed by the Fiscal Year (FY 2009) for example, 1-09, 2-09, etc.

Block 7: Enter the requisition page number 1 of 1 in this section. If more than one page is used, then enter 1 of 2, 2 of 2, etc.

Block 8: Enter the group of forms or items in numerical order.

Block 9: Enter the quantity requested. (Ensure that this quantity is the same as the quantity you entered on PS Form 1586 under the ORDER block).

Block 10: Enter the Unit of Issue; i.e., BK (Book), EA (Each), PD (Pad), etc.

Block 11: Enter a brief description of the item (name of form or item).

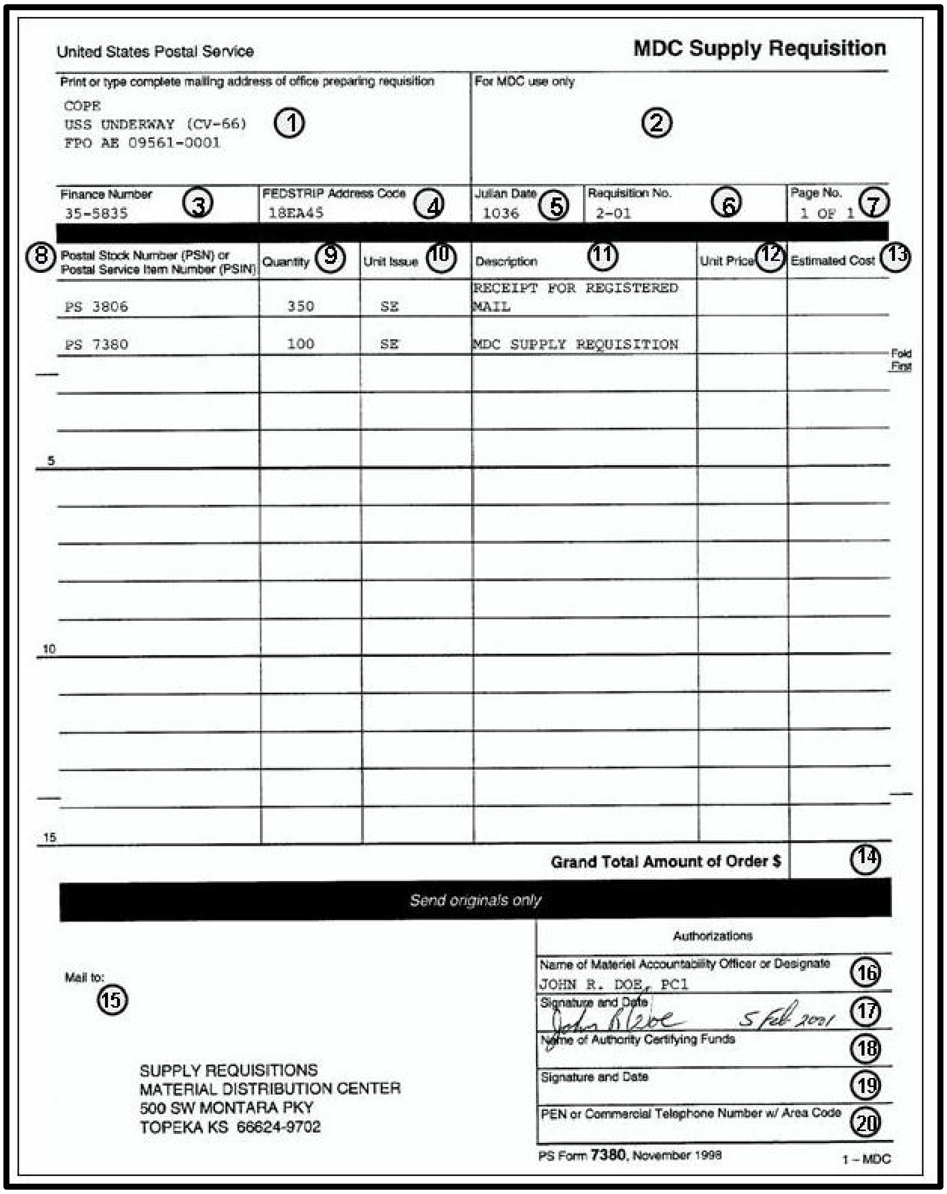
Blocks 12-14: Leave Blank.

Block 15: Mailing address of the Material Distribution Center is preprinted in this block.

Block 16: Enter the name of the COPE or MPO Supervisor followed by their grade and title.

Block 17: Signature of the COPE or MPO Supervisor and date signed.

Blocks 18-20: Leave Blank.



United States Postal Service

MDC Supply Requisition

Print or type complete mailing address of office preparing requisition	For MDC use only
COPE USS UNDERWAY (CV-66) FPO AE 09561-0001 ①	②

Finance Number ③	FEDSTRIP Address Code ④	Julian Date ⑤	Requisition No. ⑥	Page No. ⑦
35-5835	18EA45	1036	2-01	1 OF 1

⑧ Postal Stock Number (PSN) or Postal Service Item Number (PSIN)	Quantity ⑨	Unit Issue ⑩	Description ⑪	Unit Price ⑫	Estimated Cost ⑬
PS 3806	350	SE	RECEIPT FOR REGISTERED MAIL		
PS 7380	100	SE	MDC SUPPLY REQUISITION		

Fold First

Grand Total Amount of Order $ ⑭

Send originals only

Mail to: ⑮

SUPPLY REQUISITIONS
MATERIAL DISTRIBUTION CENTER
500 SW MONTARA PKY
TOPEKA KS 66624-9702

Authorizations

Name of Materiel Accountability Officer or Designate ⑯
JOHN R. DOE, PC1

Signature and Date ⑰
John R. Doe 5 Feb 2001

Name of Authority Certifying Funds ⑱

Signature and Date ⑲

PEN or Commercial Telephone Number w/ Area Code ⑳

PS Form 7380, November 1998 1 – MDC

Figure 25-5 — Example of a completed MDC Supply Requisition, PS Form 7380.

Touch Tone Order Entry System (TTOES)

The USPS has a telephone ordering system called the "Touch Tone Order Entry System" or TTOES. The purpose of TTOES is to speed up order processing, provide immediate feedback on rejected items, and to reduce keypunch errors. TTOES is an excellent way to order new supply items or to replenish an item that is in short supply.

All new users are required to register before using the system. Once registered, you will receive a 10-digit access code (your area code and phone number). To place an order, simply call the 1-800 number provided by the USPS, and enter your 10-digit access code. Then the MDC will verify that the access code corresponds to your activity FEDSTRIP number. Once in the system, just follow the instructions provided (*Figure 25-6*). When placing an order, have the 13-digit National Stock Number

(NSN) from USPS Publication 223 or 247, or the quick-pick number provided in the Postal Bulletin ready for the item(s) you are ordering.

TOUCH TONE ORDER ENTRY

The advantages of using the Touch Tone Order Entry System include:

- Faster order processing.
- Immediate feedback on ordered items.
- Improved order accuracy.

To place an order, Dial 1-800-332-0317, press option 1, then option 2.
System is unavailable between 4:00 a.m. and 6:00 a.m. Central Time due to maintenance.

Item status such as cost and availability may be obtained 24 hours a day by accessing the automated system at 1-800-332-0317, option 3.

Orders placed before 4:45 p.m. Central Time will be processed that evening for release to the warehouse the next business day.

Only NEW users must register to use the system. To register, call 1-800-332-0317, option 8, extension 2925.
Follow the instructions to leave a message. (Wait 48 hours before placing your first order.)

1. If you have registered previously, call 1-800-332-0317, press **1**, and then press **2** to place an order.
2. Enter the 10-digit Access Code chosen when registering to use the system (usually your office phone number).
3. The System will tell you your FEDSTRIP number. (If the FEDSTRIP number the system gives you is not your FEDSTRIP number, do not continue with your order. Press **2** to re-enter your Access Code to try again, or press **0** for assistance.)
   Press
   1 if correct.
   2 to re-enter Access Code.
   0 to transfer to Materials Customer Service for assistance.
   # to end the call.

Press **1** to order by 13-digit NSN.
Enter **13-digit NSN** (check **PUB223** or **PUB247 for the correct** NSN).
After the prompt,
Enter Quantity, then press the * key.
The System will repeat the **Item Number** ordered.
The System will repeat the **Quantity** ordered.
The System will tell you the **Unit of Issue** ordered.
Press
1 if correct (places order for item).
2 to re-enter order.
Or press **#** to return to Main Menu.

Press **2** to order by 3-digit Quick Pick Number.
Enter **3-digit Quick Pick Number.**
After the prompt,
enter Quantity, then press the * key.
The System will repeat the **Item number** ordered.
The System will repeat the **Quantity** ordered.
The System will tell you the **Unit of Issue** ordered.
Press
1 if correct (places order).
2 to re-enter order.
Or press **#** to return to Main Menu.

ONLY MAINTENANCE-CAPABLE OFFICES WILL BE GIVEN THE OPPORTUNITY TO USE THIS OPTION — ORDERS ARE PROCESSED HOURLY.
Press **3** to order emergency vending machine parts.
Enter the vending part **13-digit NSN.**
After the prompt,
Enter Quantity, then press the * key.
The System will repeat the **Item number** ordered.
The System will repeat the **Quantity** ordered.
The System will tell you the **Unit of Issue** ordered.
Press
1 if correct (places order for item).
2 to re-enter order.
Or press **#** to return to Main Menu.
Press **1** for Express Mail; Press **2** for Priority Mail.
Press **#** to return to Main Menu.

Press **4** to order keys for Mail Equipment Shop (MES) locks.
Enter the **4- or 5-digit lock #**, then press the * key.
Enter up to a 6-digit box #, then press the * key.
If no box #, then press the * key.
Enter up to a 2-digit Quantity, then press the * key.
After the prompt,
The System will repeat the **lock #** ordered.
The System will repeat the **box #** if one was given.
The System will repeat the **Quantity** ordered.
Press
1 if correct (places order for item).
2 to re-enter order.
Or press **#** to return to Main Menu.
CONTACT MES @ 202-281-2620 WITH ANY DISCREPANCIES OR IF ORDER IS NOT RECEIVED IN THREE WEEKS.

Press **#** to return to the Main Menu, then **#** from the Main Menu to end the call.
If your order was accepted, you will be given a 9-digit order number consisting of the last four digits of the FEDSTRIP along with four digits of the Julian date and ending with an "S." You will also be given the total number of items ordered and total approximate cost. In addition, you will be given a chance to transfer to a customer service representative.

IF YOU HANG UP WITHOUT EXITING PROPERLY, YOUR ORDER WILL BE PLACED; HOWEVER, YOU WILL NOT RECEIVE YOUR ORDER NUMBER.

UNITED STATES POSTAL SERVICE
MATERIAL DISTRIBUTION CENTER
500 SW MONTARA PKWY
TOPEKA KS 66624-9998

For help or problems with the ordering system, call 1-800-332-0317, option **4**.
Materials Customer Service hours of operation are M–F, 6 a.m.–6 p.m., Central Time.

Figure 25-6 — An example of the TTOES ordering instructions.

PS Formx DDDP, Express Mail®, Priority Mail and Global Priority Mail Order Form

Express Mail®, Priority Mail, and Global Mail supply items are ordered using PS Formx DDDP. Only those items listed on the form can be requisitioned. Prepare PS Formx DDDP in duplicate. Submit the original to the Express and Priority Mail Supply Center, USPS, PO Box 95001, Indianapolis, IN 46295-0001, and retain the duplicate in the post office files. These products also may be ordered via the Internet at the USPS Web site. When placing your first order, you will fill out an application online, which will establish your account. After the account is established, you only have to enter your user name and password when ordering Express Mail®, Priority Mail, and Global Priority Mail products. MPOs must submit their requisitions on a monthly basis after they have been reviewed by the MPO Supervisor or the COPE.

Emergency Requisitions

Emergency requisitions may be submitted when required by electronic message to MDC, Topeka, KS. These requisitions must be limited to ordering items for which there is an urgent need. The emergency requisition message should be in the same format as PS Form 7380, and it should include the MPO FEDSTRIP code, the finance number, and the statement of justification. Attempt to obtain needed items from local sources before you submit an emergency requisition.

The emergency requisition message should be used by shore-based overseas activities or mobile units on deployment only. Shipboard post offices in CONUS homeport should use TTOES, instead of a message, when ordering supplies.

RECEIVING USPS POSTAL SUPPLIES

The MDC usually will fill requisitions within 24 hours after receipt. The supplies requisitioned will be enclosed in a shipping container along with a shipping order, which, is a computer printout invoice indicating the action taken by the distribution center (*Figure 25-7*).

Once supplies are received at your MPO, do the following:

- Check the supplies received against the shipping order and your post office copy of PS Form 7380 to ensure that all items requisitioned were received. When an item is not received and the shipping order does not reflect the reason for non-shipment, report the discrepancy to the MDC by memo or call the 1-800 telephone number provided on the shipping order to check the order status. If submitting a memo, provide a copy of the PS Form 7380 from your post office files and a copy of the shipping order that was sent to you with the shipment. Record the discrepancy for that particular item on PS Form 1586
- On the appropriate PS Form 1586 annotate the amount of supply items received. Refer to (*Figure 25-4*) discussed previously. Upon completion, file the shipping order in your post office files.

Shipment No.
0519418EA9500457

Shipping Order
Material Distribution Center
United States Postal Service
TOPEKA, KS

Page: 1

SOD	Fedstrip	Shipping Address	Ship Date
TO456	18EA95	USS Underway (DD-885) FPO-AP 09561-0002	07/15/2010

Customer Order No PSN/PSIN	OEM No	Desc.	Unit Cost	Ed Date	BPQ	U/M	QTY Ordered	QTY Shipped	Ship Value	VMARS Location
EA955193S										
7530-01-000-9833	PS2976	FORM, CUSTOMS (CN)	.0079	0104	1000	EA	5,000	5,000	39.50	
PS2976										
7530-02-000-9051	PS3806	FORM, RECPT FR RE	.01			SE	10,000	4,500	45.00	
Order quantity was modified to maximum order quantity of 4500.										
7530-02-000-9084	PS3854	FORM, MANIFOLD RE	1.52			BK	100	90	136.80	
Your order quantity was modified to 90.										
7690-01-000-9801	LAB86	LAB, EXP ML MIL S	.70			PD	300	10	7.00	
Order quantity was modified to 10.										
7690-03-000-9311	LAB200	LAB, REGISTERED M	2.63			RO	100	90	236.70	
Your order quantity was modified to 90.										
7530-02-000-9047	PS3800	FORM, RECEIPT CER	.0051	0602	10,000	EA	5,000	5,000	25.50	
PS3800										
7530-02-000-9056	PS3813	FORM, RECPT FOR D	.2169	0191	140	PD	50	50	10.85	
PS3813										
7530-02-000-9057	PS3813P	FORM RECPT FOR I	.0044	0504	10,000	EA	5,000	5,000	22.00	

Figure 25-7 — An example of an MDC Shipping Order.

SUPPLY STORAGE

Supplies should be maintained in an area designated for storage of postal supplies. Your post office supplies are expected to last a given length of time. If you are wasteful, or fail to store supplies properly, your stock level may become depleted to the extent that postal operations are hampered. A well-organized storage area permits easy access to supplies. Therefore, supply clerks should establish a location numbering system to aid in locating each item. At a large shore-based MPO, such as a Fleet Mail Center (FMC), space should be allocated for the storage of large volumes of supplies. At a small shipboard MPO, a filing cabinet may serve this purpose.

Monitoring Supplies

Supply clerks monitor supplies using PS Form 1586. A separate PS Form 1586 is maintained for each USPS or Navy supply item. PS Form 1586 must reflect the following:

- The appropriate PS (or Navy) item/form number
- National Stock Number
- A brief (item/form) description
- Unit of issue
- Source of supply
- Maximum and minimum levels
- Balance on hand
- Quantity issued, received, and ordered.

Information on the ordering of supplies can be found in USPS Publications 223, 247 and OPNAVINST 5112.6 series.

NOTE

The maximum and minimum levels will be entered in pencil to allow for adjustment when requirements change. Occasionally, the USPS introduces a new item that deletes another item. As supply clerk for your MPO, ensure that changes are annotated in the post office copy of USPS Publication 223 and on PS Form 1586. These changes listed in the Postal Bulletin that your office receives on a bi-weekly basis.

Inventory Control

Inventory control establishes the minimum and maximum stock quantity. By maintaining an accurate stock level, you will have sufficient USPS postal supply items available at all times and will not run out. As a minimum, postal supplies are inventoried on a semi-annual basis (during the months of January and July). Inventories help determine if supply records are accurate, if established minimum and maximum levels need to be adjusted, and if supplies need to be ordered. The inventory count is recorded on PS Form 1586. MPOs should maintain at least a 3-month but not more than a 5-month level of supplies. Consider the amount of time that it takes to receive supplies from the Material Distribution Center. If you are stationed aboard ship and are deployed, ensure that you have enough postal supplies to last at least five months.

REQUISITIONING SPECIAL SUPPLY ITEMS

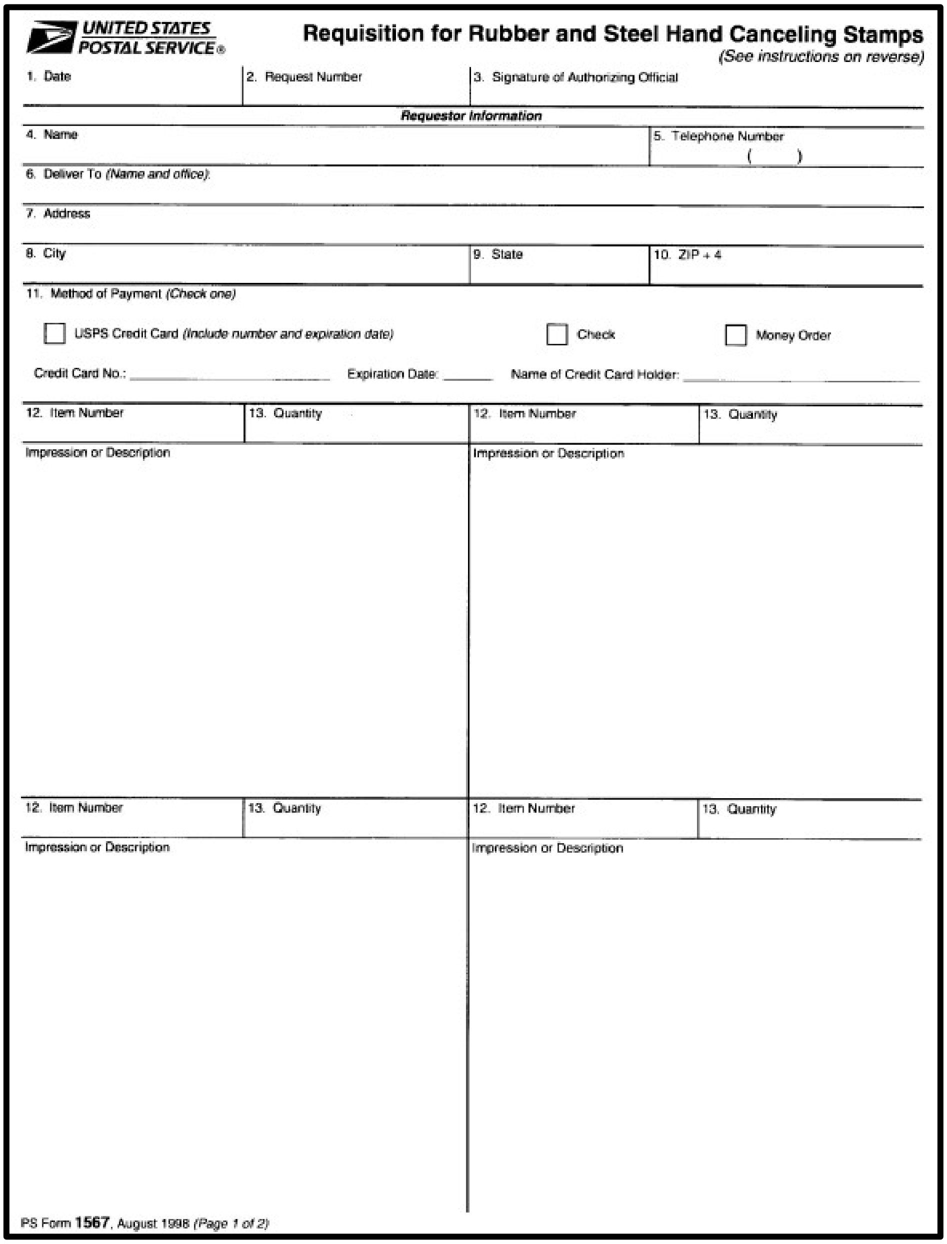
There are certain items that are not requisitioned on PS Form 7380. These items are unique, and normally the USPS or a contractor must manufacture them specially.

Special Order Rubber Stamps and Rubber Postmarking and Canceling Stamps

Special order rubber stamps should be ordered on Requisition for Rubber and Steel Hand Canceling Stamps, PS Form 1567, only, from the applicable JMPA. These rubber stamps are ordered only for use in association with official postal business. Individualized special rubber stamps Navy post offices may need to order are the following:

- Postal Finance Officer (PFO)
- COPE
- Postal Officer
- Directory Service stamps.

Rubber stamps should be requisitioned on PS Form 1567 (*Figure 25-8*). All information required on PS Form 1567, should be entered on the form. When ordering rubber postmarking and canceling stamps, and rubber all-purpose dating stamps (refer to USPS Pub 247), type or write the information that you would like on the stamps in the impression and description block of PS Form1567. Requisitions should be submitted to the appropriate JMPA for processing.



UNITED STATES POSTAL SERVICE®

Requisition for Rubber and Steel Hand Canceling Stamps

(See instructions on reverse)

1. Date	2. Request Number	3. Signature of Authorizing Official

Requestor Information

4. Name		5. Telephone Number ( )
6. Deliver To *(Name and office)*:		
7. Address		
8. City	9. State	10. ZIP + 4

11. Method of Payment *(Check one)*

☐ USPS Credit Card *(Include number and expiration date)* ☐ Check ☐ Money Order

Credit Card No.: ______ Expiration Date: ______ Name of Credit Card Holder: ______

12. Item Number	13. Quantity	12. Item Number	13. Quantity
Impression or Description		Impression or Description	
12. Item Number	13. Quantity	12. Item Number	13. Quantity
Impression or Description		Impression or Description	

PS Form **1567**, August 1998 *(Page 1 of 2)*

Figure 25-8 — Example PS Form 1567.

Facing Slips and Slide Labels

Preprinted facing slips and slide labels are used to identify the contents of a mail tray, bundle, or pouch of mail. The data to be printed should conform to the format and content as outlined in *USPS Handbook* PO-423, Requisitioning Labels. Requisitions for preprinted facing slips and slide labels should be submitted using Requisitions for Facing Slips or Slide Labels, PS Form 1578-B, in duplicate for military post offices not serviced by a GBS facility. Send PS Form 1578-B to the following address:

US POSTAL SERVICE
LABELING PRINTING CENTER
500 SW MONTARA PKWY
TOPEKA KS 66624-9502

Prepare PS Form 1578-B as follows (*Figure 25-9*).

Header Data:

Columns 1 through 9: Enter the MPO ZIP + 4 numbers.

Columns 13 and 14: Enter the two-digit character code for the item you are ordering.

Columns 18 through 23: Enter the MPO finance number.

Columns 24 through 49: Enter FPO, postmaster of address designation, and the nine-digit MPO number. Shipboard post offices should enter the name and hull number of the ship.

Columns 58 and 59: Enter the total number of pages, (i.e., 1 of 1, 1 of 2).

Detail Data Lines:

Columns 8 through 12: Enter the quantity of labels and facing slips requested in multiples of 300.

Columns 13 through 33: Enter the destination information in this block. Use standard abbreviations from the Postal Operations Manual (POM) and ensure format is in compliance with the requirements found in the DMM. For empty equipment label orders (non-defective and defective), put “EMPTY EQUIPMENT” in these blocks.

Columns 34 through 38: Enter the destination ZIP Code (3 or 5 digits).

Columns 42 through 64: Enter the contents identification description such as, First Class Mail (FCM) or LETTERS AND FLATS, etc.

Columns 65 through 67: Enter the three-letter air stop code. These identify destination airports such as JFK.

Total bulk column: Enter the total number of facing slips or slide labels requested.

Phone number column: Enter your MPO’s area code and phone number.

Label clerk column: Enter the Supply Petty Officer’s name.

Reviewed by MSC/Division column: Signature of Postal Officer or MPO supervisor.

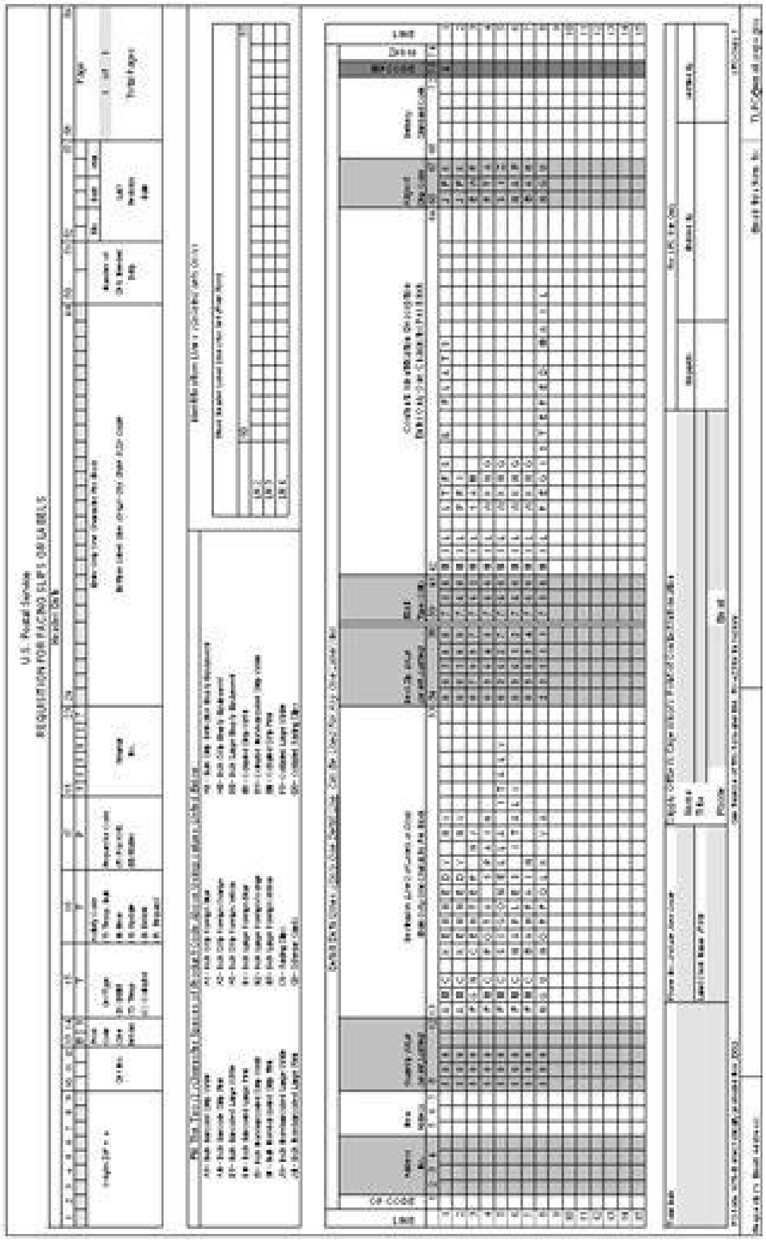

U.S. Postal Service
REQUISITION FOR FACING SLIPS OR LABELS

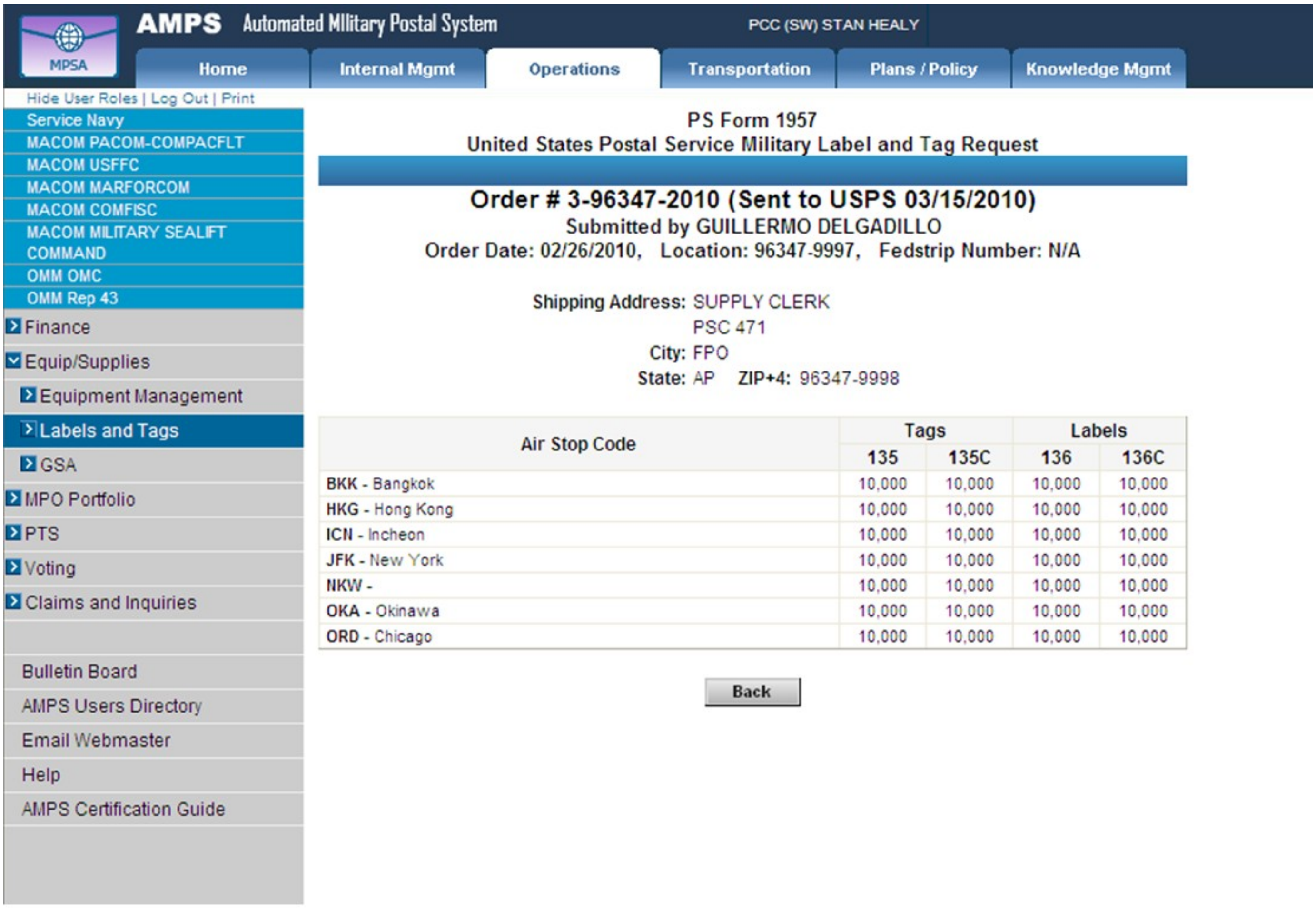
Figure 25-9 — Example PS Form 1578-B.

Preprinted Tags and Labels

Preprinted military tags and labels must be requisitioned from the USPS on an as-needed basis. A Request for Military Label and Tag Request, PS Form 1957-D, used to order PS Labels 135, 135B, 135C, 135E, 136, 136B, 136C, and 135E (*Figure 25-11*) must be submitted via AMPS (*Figure 25-10*). If AMPS is not available submit written forms to the following:

MILITARY MAIL OPERATIONS
475 L'ENFANT PLAZA SW
8TH FL RM 370
WASHINGTON DC 20260-7103

No more than a three month supply of tags and labels should be requisitioned. The postal supply clerk must ensure that the quantities requested are in multiples of 1,000 only. Non-receipt of requisitions within 60 days from submission of the requisition must be reported to MPSA-OP. Provide a copy of the requisition when reporting non-receipt.



PS Form 1957
United States Postal Service Military Label and Tag Request

Order # 3-96347-2010 (Sent to USPS 03/15/2010)
Submitted by GUILLERMO DELGADILLO
Order Date: 02/26/2010, Location: 96347-9997, Fedstrip Number: N/A

Shipping Address: SUPPLY CLERK
PSC 471
City: FPO
State: AP ZIP+4: 96347-9998

Air Stop Code	Tags		Labels	
	135	135C	136	136C
BKK - Bangkok	10,000	10,000	10,000	10,000
HKG - Hong Kong	10,000	10,000	10,000	10,000
ICN - Incheon	10,000	10,000	10,000	10,000
JFK - New York	10,000	10,000	10,000	10,000
NKW -	10,000	10,000	10,000	10,000
OKA - Okinawa	10,000	10,000	10,000	10,000
ORD - Chicago	10,000	10,000	10,000	10,000

Back

Figure 25-10 — Screen Shot of AMPS, Example PS Form 1957 online.

United States Postal Service				**ORDER DATE**	**FEDSTRIP NUMBER**
Military Label and Tag Request					
ORDER THE TAGS AND LABELS BELOW DIRECTLY FROM		**ORDER THE TAGS AND LABELS BELOW USING PS FORM 7380 DIRECTLY FROM**		**REQUESTER NAME**	**SHIPPING ADDRESS** (include complete street, suite, unit, city, state, ZIP + 4)
INTERNATIONAL NETWORKS OPERATION		MDC SUPPLY REQUISITION		**NON-DSN TELEPHONE (Include area code)**	
UNITED STATES POSTAL SERVICE		UNITED STATES POSTAL SERVICE			
476 L'ENFANT PLAZA SW RM 6801		501 SW GARY ORMSBY DR			
WASHINGTON DC 20260-7104		TOPEKA KS 66624-9703		**REQUESTER E-MAIL ADDRESS**	
TAG 135	**LABEL 136**	**TAG 135-B**	**LABEL 136-B**		**QUANTITY** (1000 minimum)
TAG 135-C	**LABEL 136-C**	**TAG 135-E**	**LABEL 136-E**		**TAGS** / **LABELS**

AIR STOP CODE	CITY	COUNTRY	135	135-C	136	136-C
EZE	Buenos Aires	ARGENTINA				
ADL	Adelaide	AUSTRALIA				
ASP	Alice Springs	AUSTRALIA				
BNE	Brisbane	AUSTRALIA				
BUY	Bunbury	AUSTRALIA				
CBR	Canberra	AUSTRALIA				
DRW	Darwin	AUSTRALIA				
GLT	Gladstone	AUSTRALIA				
LEA	Learmonth	AUSTRALIA				
MEL	Melbourne	AUSTRALIA				
NTL	Newcastle	AUSTRALIA				
PER	Perth	AUSTRALIA				
RCM	Richmond	AUSTRALIA				
SYD	Sydney	AUSTRALIA				
LGS	Lajes Field	AZORES (PORTUGAL)				
TER	Terceira	AZORES (PORTUGAL)				
BAH	Bahrain	BAHRAIN				
BGI	Bridgetown	BARBADOS				
BRU	Brussels	BELGIUM				
LPB	La Paz	BOLIVIA				
SJJ	Sarajevo	BOSNIA - HERZOGOVINA				
TZL	Tuzla	BOSNIA - HERZOGOVINA				
BSB	Brazilia	BRAZIL				
GIG	Rio De Janeiro	BRAZIL				
SCL	Santiago	CHILE				
HKG	Hong Kong	CHINA				
BOG	Bogota	COLUMBIA				
FIH	Kinshasa	CONGO, DEMOCRATIC REPUBLIC				
SJO	San Jose	COSTA RICA				
SPU	Split	CROATIA				
ZAG	Zagreb	CROATIA				
AKT	Akrotiri	CYPRUS				
LCA	Larnaca (Nicosia)	CYPRUS				
AAR	Aarhus	DENMARK				
CPH	Copenhagen	DENMARK				
KRP	Karup	DENMARK				
JIB	Djibouti	DJIBOUTI				
SDQ	Santo Domingo	DOMINICAN REPUBLIC				
UIO	Quito	ECUADOR				
CAI	Cairo	EGYPT				
SAL	San Salvador	EL SALVADOR				
HEL	Helsinki	FINLAND				
CDG	Paris	FRANCE				
CLY	Calvi	FRANCE				
MRS	Marseille	FRANCE				
PUF	Pau	FRANCE				
BRE	BREMEN	GERMANY				
FRA	Frankfurt	GERMANY				
FRF	Rhein Main AB	GERMANY				
HAM	Hamburg	GERMANY				
PS Form 1957, December 2001		**Page 1 of 4**				

Figure 25-11 — Example PS Form 1957.

DISPOSITION OF USPS EQUIPMENT AND SUPPLIES

Capital and sensitive equipment that is not needed by an operational MPO should be reported by Naval message to the serving JMPA for coordination of return with the USPS. The message should identify the equipment by description, item number, quantity and serial number. In addition, any available information regarding an existing need at another shipboard MPO or shore-based MPO should be included in the message. This action should be coordinated with the MACOM Postal Officer, as appropriate.

When capital or sensitive equipment is processed according to disposition instructions received from the appropriate JMPA, a new Supplies and Equipment Receipt, PS Form 1590, should be completed via AMPS.

Non-capital and non-sensitive equipment determined to be in excess should be reported to the MACOM Postal Officer and disposed of in accordance with their instructions. All other items, such as forms, labels, tags, and regular supply items, should be transferred to another MPO or destroyed. An exception to the above procedure applies if the postal activity is located in CONUS. In that case, all excess items are returned to the local serving post office.

When a MPO is closed or deactivated, the procedures in the previous paragraphs apply in disposing of all USPS capital and sensitive equipment, DOD non-capital and non-sensitive equipment, and all other postal supplies. A message will be provided by the MACOM with specific instructions on the disposition of locally needed supply items. The Postal Officer and/or the COPE should be aware constantly of the condition of USPS equipment assigned to their areas of responsibility.

Table 25-1 — Julian Date Calendar—Perpetual (Non Leap Years Use in 2010, 2011, 2013, 2014, 2015 etc.).

JULIAN DATE CALENDAR
PERPETUAL

Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Day
1	001	032	060	091	121	152	182	213	244	274	305	335	**1**
2	002	033	061	092	122	153	183	214	245	275	306	336	**2**
3	003	034	062	093	123	154	184	215	246	276	307	337	**3**
4	004	035	063	094	124	155	185	216	247	277	308	338	**4**
5	005	036	064	095	125	156	186	217	248	278	309	339	**5**
6	006	037	065	096	126	157	187	218	249	279	310	340	**6**
7	007	038	066	097	127	158	188	219	250	280	311	341	**7**
8	008	039	067	098	128	159	189	220	251	281	312	342	**8**
9	009	040	068	099	129	160	190	221	252	282	313	343	**9**
10	010	041	069	100	130	161	191	222	253	283	314	344	**10**
11	011	042	070	101	131	162	192	223	254	284	315	345	**11**
12	012	043	071	102	132	163	193	224	255	285	316	346	**12**
13	013	044	072	103	133	164	194	225	256	286	317	347	**13**
14	014	045	073	104	134	165	195	226	257	287	318	348	**14**
15	015	046	074	105	135	166	196	227	258	288	319	349	**15**
16	016	047	075	106	136	167	197	228	259	289	320	350	**16**
17	017	048	076	107	137	168	198	229	260	290	321	351	**17**
18	018	049	077	108	138	169	199	230	261	291	322	352	**18**
19	019	050	078	109	139	170	200	231	262	292	323	353	**19**
20	020	051	079	110	140	171	201	232	263	293	324	354	**20**
21	021	052	080	111	141	172	202	233	264	294	325	355	**21**
22	022	053	081	112	142	173	203	234	265	295	326	356	**22**
23	023	054	082	113	143	174	204	235	266	296	327	357	**23**
24	024	055	083	114	144	175	205	236	267	297	328	358	**24**
25	025	056	084	115	145	176	206	237	268	298	329	359	**25**
26	026	057	085	116	146	177	207	238	269	299	330	360	**26**
27	027	058	086	117	147	178	208	239	270	300	331	361	**27**
28	028	059	087	118	148	179	209	240	271	301	332	362	**28**
29	029		088	119	149	180	210	241	272	302	333	363	**29**
30	030		089	120	150	181	211	242	273	303	334	364	**30**
31	031		090		151		212	243		304		365	**31**

Table 25-2 — Julian Date Calendar—Leap Years
(For Leap Years Only - Use In 2012, 2016, 2020, 2024 etc.).

JULIAN DATE CALENDAR
FOR LEAP YEARS ONLY

Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Day
1	001	032	061	092	122	153	183	214	245	275	306	336	**1**
2	002	033	062	093	123	154	184	215	246	276	307	337	**2**
3	003	034	063	094	124	155	185	216	247	277	308	338	**3**
4	004	035	064	095	125	156	186	217	248	278	309	339	**4**
5	005	036	065	096	126	157	187	218	249	279	310	340	**5**
6	006	037	066	097	127	158	188	219	250	280	311	341	**6**
7	007	038	067	098	128	159	189	220	251	281	312	342	**7**
8	008	039	068	099	129	160	190	221	252	282	313	343	**8**
9	009	040	069	100	130	161	191	222	253	283	314	344	**9**
10	010	041	070	101	131	162	192	223	254	284	315	345	**10**
11	011	042	071	102	132	163	193	224	255	285	316	346	**11**
12	012	043	072	103	133	164	194	225	256	286	317	347	**12**
13	013	044	073	104	134	165	195	226	257	287	318	348	**13**
14	014	045	074	105	135	166	196	227	258	288	319	349	**14**
15	015	046	075	106	136	167	197	228	259	289	320	350	**15**
16	016	047	076	107	137	168	198	229	260	290	321	351	**16**
17	017	048	077	108	138	169	199	230	261	291	322	352	**17**
18	018	049	078	109	139	170	200	231	262	292	323	353	**18**
19	019	050	079	110	140	171	201	232	263	293	324	354	**19**
20	020	051	080	111	141	172	202	233	264	294	325	355	**20**
21	021	052	081	112	142	173	203	234	265	295	326	356	**21**
22	022	053	082	113	143	174	204	235	266	296	327	357	**22**
23	023	054	083	114	144	175	205	236	267	297	328	358	**23**
24	024	055	084	115	145	176	206	237	268	298	329	359	**24**
25	025	056	085	116	146	177	207	238	269	299	330	360	**25**
26	026	057	086	117	147	178	208	239	270	300	331	361	**26**
27	027	058	087	118	148	179	209	240	271	301	332	362	**27**
28	028	059	088	119	149	180	210	241	272	302	333	363	**28**
29	029	060	089	120	150	181	211	242	273	303	334	364	**29**
30	030		090	121	151	182	212	243	274	304	335	365	**30**
31	031		091		152		213	244		305		366	**31**

(This page was left blank intentionally).

CHAPTER 26

OFFICIAL MAIL

Official mail is any letter, publication, parcel or other mailable item relating exclusively to the business of the U.S. Government. Navy commands use commercial postage meters, postage stamps, computer generated postage, and credit cards to prepay postage on letters, flats, publications, or parcels, etc.

LEARNING OBJECTIVES

When you have completed this chapter, you will be able to do the following:

1. Recall the procedures for establishing and managing a command Official Mail Cost Control Program (OMCCP), including accountability requirements and treatment of official mail
2. Recall the procedures for obtaining postage stamps, computer generated postage, and postage meters; and their accounting procedures.
3. Recall the procedures for processing claims on official mail
4. Recall the procedures for preparing and processing official mail for dispatch

NAVY OFFICIAL MAIL COST CONTROL PROGRAM (NOMCCP)

The overall goal of the Navy Official Mail Cost Control Program (NOMCCP) is to reduce official mail costs. This is accomplished through cost-effective use of the U.S. Postal Service (USPS), Department of Defense (DoD) Official Intra-Theater Mail, guard mail, and alternate carriers such as Federal Express (FEDEX), or United Parcel Service (UPS). Consolidating mail to as many locations as possible is another way whereby the Navy has reduced postage costs.

In October of 1994, the Navy converted to commercial postage and decentralized payment for postage down to the user level. The Navy then achieved positive accountability and control of the NOMCCP by requiring host installations and Navy Working Capital Fund commands to budget for their postage expenditures (pay as they go) and by monitoring or surveying outgoing and incoming official mail for proper preparation and correct postage. The Navy achieves positive accountability and control by ensuring that each command has an OMCCP and an appointed Official Mail Manager (OMM) to oversee the program.

The DoD Official Mail Management, DODI 4525.08 and DoD Official Mail Manual, DoD 4525.8-M, which are supplemented by the Navy Official Mail Management Program, OPNAVINST 5218.7 (series) providing the necessary guidelines for Navy commands to establish a viable official mail cost control program and to establish a viable OMCCP.

Every Navy command must have a command OMCCP to review mailing practices. The purpose of this program is to ensure official mailings are prepared and processed efficiently, in a timely manner, and at the least, cost based on mission needs as directed by the following:

- USPS regulations

- The Navy Official Mail Management Program, OPNAVINST 5218.7 (series), supplements policies and procedures outlined in the DoD Official Mail Management, DODI 4525.08 and DoD Official Mail Manual, DOD 4525.8-M,. In addition, it emphasizes the use of the class of mail, as well as special and supplemental postal services that meet the security, accountability, and delivery requirements of the material being shipped at the most economical cost to the Government
- The DoD Official Mail Manual, DoD 4525.8-M, provides information and guidelines for implementing the DOD OMCCP. This manual also explains control and safeguard procedures for postage meters and postage stamps
- The *DoD Official Mail Management Instruction*, DoD Official Mail Management, DoDI 4525.08, establishes basic DoD Official Mail Management policies, the requirement for appointing Official Mail Managers (OMMs), describes their duties, and prescribes uniform procedures for DoD official mail
- Command Standard Operating Procedures (SOP) for official mail.

Other publications and related items used in the official mail program are as follows:

- USPS Domestic Mail Manual (DMM). The DMM is the primary USPS manual used in mail operations. It contains regulations of direct interest to mailers such as postage rates, mail classifications, and mail preparation guidelines. It must be used at each official mail acceptance site. The activity's OMM and host commander's activity OMM also must have access to a DMM
- USPS International Mail Manual (IMM). The IMM contains regulations, classifications, and other guidelines for mailing between the United States and foreign countries. This publication is required only where international mail is frequently accepted
- USPS Postal Bulletin. This bi-weekly publication provides updates to the DMM and IMM, as well as other information on mail-related items
- Postage Rates and Fees, USPS Notice 123, Price List. This poster is used at each location where domestic and international postage rates are calculated
- Postal Zone Chart. This chart lists the zones in which the various ZIP Codes are located in relation to your local mailing address. Use this chart at each location where postage rates are calculated.

When the publications and instructions mentioned are on hand, operating and control procedures can be established to ensure that official mail is delivered, processed, and dispatched correctly. An official mail program also must include proper safeguards and security controls to prevent the depredation of official mail or the compromise of any classified material. Guidance on these issues is contained in DoD Official Mail Management, DoDI 4525.08, DoD Official Mail Manual, DoD 4525.8-M, and Navy Official Mail Management Program, OPNAVINST 5218.7 (series).

In addition to the required publications, instructions, and notices, your command's official mail acceptance site will need an electronic scale to weigh articles to determine the amount of postage required on outgoing official mail.

Be aware of unauthorized uses of official mail. Ensure that you notify the OMM of all incidents of unexplained missing, misdirected, or delayed official mail.

Appointment of Official Mail Managers (OMMS)

Every Command must appoint an OMM. Commanders also may appoint an assistant OMM to perform the OMM's duties in his or her absence. OMMs must be military E-6 or above, or a DoD civilian, GS-6 or higher. This requirement is waived only when the command concerned has no personnel in the grades specified. The OMM appointment may be a collateral duty assignment. The Commander must make the appointment by official letter. Include the appointee's official address, e-mail address, and telephone number in the letter. Copies of OMM Designation Letters must be distributed to the Host Installation OMM and a copy must be retained in the OMM's files.

Direct Accountability

Direct accountability is a term with which everyone in the Navy is familiar. The Navy, like all the other branches of the military services, is directly responsible for controlling, managing, and accounting for each postal dollar spent. The Navy's total annual postage cost for official mailings in fiscal year 2009 was approximately 12 million dollars. Since postage rates continue to rise, it is important to ensure strict control of the use of official mail.

Treatment of Official Mail

Official mail must conform to the weight, size, and shape requirements for the class of mail being used. All official mail must be treated as First-Class Mail, unless it is endorsed for a lower class. The exception is that pieces exceeding the weight limits of First-Class Mail must be treated as Parcel Post unless endorsed as *PRIORITY*. Refer to the DMM for size and weight restrictions. Official mail endorsed to indicate *Extra Services* must be given the service indicated. Official mail sent to International addresses must conform to the size and weight limits and restrictions of the country to which they are addressed. Refer to the IMM when Official mail is sent to International addresses. A return address is required on all official mail. The words "DEPARTMENT OF THE NAVY" must be above the return address, and the words "OFFICIAL BUSINESS" below the return address. All addresses and return addresses must have a ZIP + 4 Code.

Example of Proper Address Format:

TITLE OF OFFICIAL IN CHARGE	Commander
OPTIONAL LINE	U.S. Fleet Forces Command
NAME OF ACTIVITY DELIVERY	1562 Mitscher Avenue Suite 250
ADDRESS CITY STATE ZIP+4 CODE	Norfolk, VA 23551-2487

Extra Services

The Department of the Navy has placed certain limitations on the use of Extra Services in the transmission of official mail as follows:

Registered Mail™ should be used only for the transmission of the following types of materials:

- Classified material as required by SECNAVINST 5510.36 (series)
- Service records, medical records, and records of courts-martial
- High-value items that are one-of-a-kind, irreplaceable, sensitive, controlled, rare or pilferable, and items having a replacement value in excess of $20,000.

Items required by law, regulation, or other government agency rules with which the Navy must comply:

- Criminal investigation evidence
- Cash, original vouchers (disbursement and collection) and voided or cancelled checks
- Mailable shipments of government owned firearms*
- Commercial transportation tickets, boarding passes, and Air Mobility Command authorizations
- Environmental samples*
- Notification of radiation exposure*
- Mailing former criminal evidence to its owner*
- Mobilization pre-assignment orders to international addresses where this service is authorized*

***   Use of a USPS Return Receipt is authorized for these items.**

Insured mail is used only for motion pictures sent from or to the Navy Motion Picture Exchange Command.

No other Extra Services are used in conjunction with insured mail. Mail sent registered will not be insured.

Certified mail will be used only for the following:

- Confidential material to facilities cleared for access to classified information under the DoD Industrial Security Program or to any non-DoD agency of the Executive Branch
- Letters to establishments being declared “off limits”
- Adverse enlisted and officer efficiency reports and other similar actions
- Controlled test material
- Instructional material marked “For Faculty Use Only”.

Items requiring shipment by Priority Mail when the certified fee is less than the fee for other services, which provide proof of delivery:

- Equal employment opportunity case material mailed to complainants and their representatives
- Reduction in force notices sent to civilian employees on authorized absence
- Final decisions of a Contracting Officer issued under the dispute clause of a government contract
- Show cause or cure notices issued under the default clause of a government contract
- Any other communication for which receipt is essential to create or preserve rights granted to the United States under a government contract
- Debarment letters
- Delayed entry packages
- Summonses and subpoenas

- Adverse personnel actions for military and civilian personnel
- Illegally held identification cards
- Traffic or driving violations
- Letters of revocation or suspension of installation driving privileges
- Dishonored checks (not applicable to non- appropriated fund instrumentalities)
- Questions to injured persons
- Records of trial for all Special and General Courts Martial
- Decisions of the courts of military review
- Officer elimination cases.

Any other communication, receipt of which is essential to create or preserve the rights granted to the U.S. Government in connection with criminal proceedings.

Return receipts will be used only when proof of delivery of official mail to a non-government addressee is required. If proof of delivery to another government agency is required, an internal receipt, Record of Receipt, OPNAV Form 5511/10 (*Figure 26-1*) is used and the addressee is instructed to acknowledge the receipt of the mailing by completing the form and returning it immediately.

OPNAV 5511/10 (Rev 12-89)
S/N 0107-LF-008-8000 (REFERENCE OPNAVINST 5510.1H)

RECORD OF RECEIPT

THIS RECEIPT MUST BE SIGNED AND RETURNED

ORIGINATOR'S CODE	FILE OR SERIAL NO.	DATE OF MATERIAL	UNCLASSIFIED DESCRIPTION	COPY NO.	NO. OF ENCLS TO MAT'L RCD

ADDRESSEE (Activity Receiving Material)	REGISTERED NUMBER
SIGNATURE (Authorized Receipt) DATE	

Figure 26-1 — An example of an OPNAV Form 5511/10.

Express Mail

Express Mail is the class of mail afforded the highest priority in handling and provides highly reliable service. Express Mail shall be used only when it is the most cost-effective way to accomplish a mission within time, security, and accountability constraints. It shall not be used as follows:

- To respond to directed actions or requests for information unless using it is the only way to meet a short suspense

- To correct administrative oversights, such as a late suspense when adequate time existed to meet a deadline
- On days before weekends or holidays, unless the sender has verified that someone will be available to accept the item being sent and work on it during the weekend or holiday.

Express Mail service is authorized to be used by Official Mail Managers for the purpose of forwarding Navy Advancement Exams to the NETPDTC in Pensacola FL. Deployed Ships will address their advancement exam answer sheets to the nearest Fleet Mail Center and send it via Registered Mail™ to the Postal Officer, marked “Advancement Exam Answer Sheets Enclosed.” After receipt of the article, the Official Mail Manager forwards the unopened Envelope via Express Mail to its final destination.

Military Ordinary Mail

Military Ordinary Mail (MOM) is official mail sent by the DoD at the Parcel Post postage rates that requires faster service than sealift transportation to, from and in between overseas Military Post Office (MPO) areas. MOM service provides for the airlift of those official articles that qualify for and are endorsed MOM. The MOM endorsement is in addition to any other endorsements on the article and will be placed on the address side of the article.

Balloting Materials

Another type of official mail that you may handle is absentee balloting material. Members of the military services on active duty, and DoD civilian personnel and their dependents use these materials. Other U.S. citizen civilian personnel in a foreign country also may deposit balloting material at MPOs even though they may not be authorized other postal privileges. All printing on balloting material is printed in red for easy identification. Postage is not placed on these mailings. All balloting material is postmarked with a cancellation device to show date of mailing.

DOD Official Intra-Theater Mail

The DoD intra-theater mail service permits all Outside the Continental United States (OCONUS) activities to send correspondence and materials to other APOs/FPOs within the same geographical area at no cost to the government. Extra services are used on DoD Official Intra-Theater Mail with the same restrictions as other mail. However, DoD Official Intra-Theater mail must never be allowed to enter USPS or international mail systems. Mail should be endorsed using the acronym DODOIM, (*DoD Official Intra-Theater Mail)* in the upper-right-hand corner where postage is placed.

Ships and embarked mobile units deployed within a particular theater—for example, Pacific, European, and North Atlantic—are eligible to use this service for the duration of their stay within the theatre. Items that become undeliverable for ships/units that have departed the theater for CONUS must not be forwarded for delivery through the USPS but should be returned to the sender. All privileges, requirements, and priorities applicable to items in the Military Postal System (MPS) apply to DoD Official Intra-Theater Mail. This includes protection and security against theft and depredation, adherence to service standards, protection from unauthorized search-and-seizure procedures, and compliance with customs requirements.

OBTAINING AND ACCOUNTING FOR POSTAGE

The size of your unit or command determines the type of postage used, such as postage stamps, computer-generated postage, postage meter, or credit card, and the type of accounting procedures you will use.

Postage Stamps

Postage stamps are used by small-volume mailers throughout the Navy. Small-volume mailers most likely have an outgoing official mail volume too low to justify having postage metering equipment and are unable to use the services of a Consolidated Mail Facility (CMF).

Shore activities without a second (backup) postage metering system may maintain a 10-day emergency supply of postage stamps. The emergency supply of stamps is used when metering equipment is not operational.

Audits

The command monies audit board must audit monthly postage stamp stock used for official mail, such as fixed credit accounts issued by the Postal Finance Officer (PFO). The audit should be performed by two or more members of the board following the same basic guidelines as for a fixed credit account.

The auditors must do a complete audit of all postage stamps and stamped paper on hand. Stamps on hand as of the last monthly audit

The audit sheet is filed in the official mail files and is retained for two years (*Figure 26-2*).

Type of account	D PFO Account / COPE Account	D Clerk Account	Audit Type: Montllly / Ouanelly / Diller (r e SpecralAudit, Acrount TUtnover)
Nll!Tl9 ol ClerkiOerk 1O No	FPO Numbef	SFANo	Trne and Date ol Audlt
NDme of AudrtOI'S	UniiName		

Summary of Acxountablflty (1\l!ath a prolimmry Form 1412 rf applrcabfe)	Col I	Col II
1 TotalCeah and Cuh Item. on Hand (IJne 33)		
Add Bacll Paid Out Items (Dl$bui'"Hfl'l8lm}:		
2 Refunds		
3 Oilier		
4 Oilier		
5 01ller		Tol2 thr\J S.Coll
6 Cash Tho! Wos Avartable Before Pard Outs		1+ 5Colll
Complete Bloclls 7-16 If Bu.el •••• a was Conducted Prior to Aud		
7 f,IQrley Order Vouchers		
8 Forms 3544		
9. COOTogs		
10 Cus!Omef Meters, Forms 3603		
11. Postage Meter/PVI (Form 3602-PO.'Current Reodrng)		
12. Box RentDis, Forms 1538		
I 3 Retail Padlag1ng Prod.Jds		
14 Money 0n1e1 Fees		
15 Other		
16 Other		ToT ll1ru 16 Col I
7 Cash PQrtloo of Stlmp Credit		6 - 16 Col II
18 Sta/ll> Stodc 0S Counted		
19 FIXed Advtloced CnKits 10 Clerk flex· Unit 1412 Clerlt B<rlances		
20 Stod< in Transit (Nol applicable 10 clerks) (Returned but III tal*y)		Tot 18111ru 20 Col I
21 Tollll Cash, StompS & Advanced Credits (FIXed) or Clerk Balances (Flex)		Tol 17+20 Colli
22 Open Balance t O) •Ret. JAJCJ53(floo<J PS 3369 advanced from PFO (FIXed)		
23. D1lference OVerage/Shortage		21 - 22Colll
24 Amount of Toloranco tor thrs Cred		
25 Adioo Taken \Yhen Out ol Toleronce	O Trust O Suspense	O Form571

Cuh and Cuh Items on Hand		
Denomr- nation	Ou8nl!ly	Amooot
$1()() 00		
S5000		
$20.00		
S1000		
$500		
$200		
S100		
0.50		
0.25		
010		
0Jl5		
001		
26. Total Cash		
27. ToiOI Per.;onaJ / BUSineSS Checks		
28. Tollll Government Ched<s		
29 Tolal Paid Money Orders		
30. Total Travele(s Checks		
31 Tolal Credt / Debit / PPC Card Receipts		
32. Other (/Je$CIlbe)		
33. Total Ce-lh (Total 26111ru 32)		

APOS

Figure 26-2 -Cash and Stamp Stock Count and Summary.

Postage Meters

Postage meters provide a means of achieving positive accountability by imprinting the exact amount of the postage paid directly on an envelope or on a postage meter tape that is affixed to the mailing piece. The meter records the value of the postage paid on official mailings. Postage meters may not be owned. They must be leased from an authorized manufacturer. A license is required from the USPS before a postage meter can be leased to a command. The license identifies the civil or MPO where the postage meter is registered and the location and the model number of the meter.

Navy commands using postage meters are required to use the remote Computerized Meter Resetting System (CMRS). CMRS allows the Navy mail centers and other postage metering sites (to include Navy ships) to add postage to their electronic or digital meters over the phone. To establish a CMRS account, the command OMM contacts their local meter manufacturer's representative and explains that the command wants to establish a CMRS account. The meter manufacturer establishes the account and provides a 1-800 number for the purpose of adding postage on the meter.

Deposits of funds to CMRS accounts must be done by Electronic Funds Transfer (EFT). When additional postage is required to be set on postage meters, the command OMM calls the meter manufacturer's 1-800 number. Postage is initially set on the meter, and then the meter is reset each quarter for the estimated amount of postage to be used during the quarter. Because CMRS meters electronically record meter register readings, commands are not required manually to record daily ascending and descending readings. System-generated reports received from the meter vendor after transactions are made can serve as a substitute for manual records and must be available for review by the command OMM and by inspectors.

Postage Metering Systems

Postage-metering systems consist of a mailing machine, electronic scale, an electronic interface between the machine and scale, an accumulator, and the postage meter.

The electronic scale in most cases weighs mail in 1/2-ounce increments up to 70 pounds. It computes the required postage electronically. The interface sends the required postage electronically to the metering and mailing machine. Then the interface either prints the meter imprint directly on the envelope or produces a tape with the meter imprint on it.

The accumulator is a piece of electronic accounting equipment that is connected to the scale. It records all mailings, and each command, tenant activity, department, division, or office can be assigned a separate account number. The operator can print out information gathered in the accumulator for management use in analyzing and controlling official postage costs.

Inspections

Adherence to official mail management regulations, policies, and procedures is accomplished under the control of the Navy Command Inspection Program, SECNAVINST 5040.3 (series).

Component Headquarters, MACOMs, and intermediate commands must conduct internal headquarters OMM inspections at least once a year. Inspections of subordinate installations and activities must be conducted at least every 3 years. These inspections can be combined with other inspections.

Installation or equivalent OMMs will inspect all subordinate activities, and tenant activities annually. These inspection reports will be made available for review during MACOM and Inspector General inspections. Subordinate, and tenant activities must keep all previous inspection reports on file for a period of three years.

Checklist

OPNAV 5218/6 Official Mail Center/Unit Mailroom Inspection Checklist shall be used for inspections. This form is available from Naval Form Online. Ensure that you understand the references shown at the end of each inspection item listed on the form. To control DON official mail costs, maintain a viable OMCCP, and prepare for inspections. All OMMs must do the following on a recurring basis:

- Ensure that official mail users know when and how to contact their OMM
- Supervise mailing practices
- Report any misuse of official mail to Commanding Officers of alleged violators
- Set up controls on postal expenses to create a cost-effective mail management program.

Command OMMs are required to do the following:

- Keep commanders informed of the effectiveness of the OMCCP and any problem areas
- Supervise the command's OMCCP
- Annually contact, provide assistance, guidance, training, and discuss mailing requirements with activities within their jurisdiction that produce forms, publications, and periodicals. Keep records of these discussions to make future inspections easier
- Inspect incoming mail at least once a week and report deficiencies to the originating command's OMM. Inspect outgoing mail at least once a week at the final preparation point to; (1) decide who needs additional training and what policies and procedures need more emphasis, and (2) make sure outgoing official mail containing errors or deficiencies in preparation is returned for correction
- Review spoiled postage meter tapes and establish procedures to reduce their occurrence and ensure proper disposition has been made of them
- Analyze the use of postage and use the results to make the command's official mail program more cost-effective.

Coordinate with supporting supply and procurement activities to ensure postal-related items being procured, such as envelopes, cards, and labels meet standards outlined in the following:

- USPS regulations
- DOD Official Mail Manual, DOD 4525.8-M
- Navy Official Mail Management Program, OPNAVINST 5218.7 (series).
- Your command's postal SOP.

Know who the command's USPS account representative and other appropriate USPS officials are.

When possible, belong to the local USPS sponsored Postal Customer Council (PCC) and attend meetings. The OMM should consider starting a PCC if one does not exist in the area.

CLAIMS AND INQUIRIES

The Government Losses in Shipment Act (Title 40, United States Code, Section 726) and the government's general self-insurance policy prohibit federal agencies from using registered and insured mail for the sole or primary purpose of obtaining postal indemnity.

Do not process claims against the USPS for indemnity on official mail items lost or damaged in the mail. The Comptroller General of the United States Decision B-114874, of 13 October 1978, allows the government to use Registered or Insured Mail only to obtain the added protection or proof of delivery offered by these special postal services.

Keep in mind the information just discussed. Remember that we can trace official mail only by using a USPS claim or inquiry form. There will be no actual mail claims for lost, damaged, or rifled official mail. A mail tracer can be completed and used to try to locate missing or rifled official mail or the tracer form may be used to document damage to official mail. The various post offices that may have received the lost mail should receive the tracer form as an inquiry.

When the contents of a package are known to have been rifled, file a tracer immediately. For lost official mail, allow sufficient time for the article to be delivered before filing a tracer. There are minimum and maximum time limits applicable to filing tracers for lost mail sent to the United States or to APO-FPO addresses. (Refer to the DMM or POM for these time limits.) Remember that the missing official mail may have been misrouted or accidentally sent to another address. So allow time for the missing official mail to reach its final destination.

Always use the proper USPS claim (tracer) form(s) for the following:

- For lost or rifled insured and Registered Mail™, use PS Form 1000
- For rifled ordinary mail, use PS Form 673
- For Express Mail, use PS Form 1000.

PREPARATION AND PROCESSING

Preparing and processing mail is the first step in the official mail delivery cycle and involves the following:

- Preparation by the office(s) sending the mail
- Consolidation by the office(s) sending the mail or the Consolidated Mail Facility (CMF) or other mail acceptance site that prepares the mail for dispatch
- Collection, by the post office, CMF, or other mail acceptance site that will prepare the mail for dispatch
- Postmarking, by the post office, CMF, or other mail acceptance site that prepares the mail for dispatch
- Classifying, such as First-Class, Priority, or Package Services, as decided by the office sending the mail, or the CMF, or other mail acceptance site that prepares the mail for dispatch
- Sorting, by the post office, CMF, or other mail acceptance site that prepares the mail for dispatch
- Pouching, by the post office, CMF, or other mail acceptance site that prepares the mail for dispatch
- Traying, by the post office, CMF, or other mail acceptance site that prepares the mail for dispatch.

Preparation

USPS reserves the right to refuse improperly prepared mail. Official mail acceptance sites also must return all outgoing official mail to the sender when an address is not formatted correctly. To avoid having USPS return an article to the sender, personnel who accept articles for mailing must be familiar with USPS addressing requirements. All mail must be prepared according to the instructions provided by the USPS in the Designing Letter Mail, USPS Publication 25, the DMM, or the IMM, as appropriate.

The ultimate goal of the USPS and the MPS is to speed the delivery of mail. To meet USPS automation requirements, addresses on official mail must be typed or printed in uppercase letters and should not contain any punctuation except for the hyphen in the ZIP + 4 Code. Delivery and return addresses must be limited to five lines and be formatted with a uniform left margin with each line limited to a maximum of 47 characters per line, including spaces.

Inadequate packaging is the most common cause for loss and damage in the mails. Ensure that the contents of the items being mailed are wrapped and packaged to withstand the mail-handling process and the transportation environment, and are wrapped and packaged in a manner that will not cause harm to mail handling personnel, equipment, or other mail. Train all mail handling personnel who prepare articles for mailing to do the following:

- Use inexpensive, lightweight, sturdy cartons or shipping containers capable of protecting the item being mailed
- Pack items in a stronger outer container when possible
- Place the address label on top of the package and make sure the label is easy to read and understand
- Ensure that the address label contains the complete delivery and return addresses with no punctuation except the hyphen in the ZIP + 4 Codes
- Provide proper mail classification endorsements, appropriate special service markings, or other important instructions correctly on the address label or address side of the package.

Individual consolidated mail shipments must be packaged in accordance with the requirements in the DMM. "Other than First-Class Mail" may be combined with "First-Class Mail" only when it is cost-effective to do so. Large paper envelopes or cartons may have the address and postage placed on the container or an address label. If a label is used, the postage meter tape or postage stamps must overlap the upper right edge of the label. The words consolidated mail or the letters CM must be placed immediately below the return address. Consolidated mail containers are to be opened and sorted at the receiving mail center or in the addressee’s correspondence distribution center.

Consolidation

Consolidation is to combine in one container two or more pieces of mail directed to the same addressee or installation on the same day. That one container is then sent to the addressee as one piece of mail. The container may be a bag, envelope, box, or pouch that will hold two or more pieces of mail. Consolidated mail is a reliable way to ship administrative and operational communications or logistical items between headquarters, depots, contractors, installations, and operational units. The mail remains intact while in transit, which reduces the number of times that the contents are sorted. Consolidating mail also reduces the chances of misrouted and delayed mail.

Consolidation reduces costs because the postage is paid on the total weight of the consolidated container. Postage is not paid on each separate piece of mail within the container. Under the postage rate structure, the first pound is the most expensive. As the weight increases, the cost-per-pound decreases. The cost and weight of the container and of any packaging material must be considered in the mailing cost. Consolidated mail reduces the number of individual official mailings and thus the Navy's overall postage costs.

To make the most of consolidation, each command must designate one office to process all outgoing mail. At small commands, this can be the command administrative office. Shore commands with large supply departments are authorized to designate two offices for processing outgoing mail. One can be for processing outgoing administrative type of official mailings and the other can be for processing outgoing logistics type of official mailings.

Once control of official mail is established, cost-savings will be realized. Frequently survey outgoing mail to identify those addressees for whom several pieces of mail normally are generated. Set up groups of separate holding slots, boxes, or bins for those repeat addressees. This will allow a basic structure for consolidating outgoing mail. At a set time, just before final mail closeout each day, consolidate the mail generated for repeat addresses. Consolidate by class of mail into the minimum number of official mailings possible. At large-shore activities, or in other areas where several Naval commands are located, consider assigning one office to act as a single point of consolidation for all outgoing official mail. The goal of consolidating official mail is to save the Navy resources and money. Most Navy commands consolidate official mail, but there still may be a few areas requiring further attention.

Collection

Official mail must not be deposited in collection boxes. The Postal Officer must advise personnel in the command that official mail must be collected from unit mail orderlies or clerks who work in the office that applies postage on the mail.

Deliver official mail found in mail collection boxes to the local OMM for further disposition. The OMM must return the official mail to the office personnel who put the mail in the ordinary mail collection box. The OMM should then decide if office personnel dealing with official mail require further training in official mail procedures.

Postmarking

Official mail bearing postage stamps must be postmarked along with ordinary outgoing mail. Do not postmark mail deposited after the last scheduled collection until the following day. Postmark missent official mail on the back to show the date received before dispatching it to its final destination.

Sorting

Official mail is sorted, bundled, and dispatched with other outgoing mail. Handle official mail the same as other outgoing ordinary mail, provided that the official mail has no extra services added or is not Registered Mail™. As discussed previously, Registered Mail™ is handled with more security than is ordinary mail. Incorrectly, sorting or pouching mail will result in mail delays. Adhering strictly to proper procedures is very important and helps prevent unnecessary mail delays.

Mail Classification

The class of mail service selected for Navy official mail should meet the security, accountability, and delivery requirements of the material being shipped.

Compute the postage and fees for domestic mail according to the DMM. Use USPS Notice 123, Price List with the Postal Zone Chart for the post office to which the item will be mailed. Figure the postage and fees for international mail according to the IMM, and USPS Notice 123, Price List. Properly programmed electronic scales may be used to compute postage and fees.

Items mailed from one overseas MPO to another overseas MPO in the same theater must have the words *DoD Official Intra-Theater Mail* or DODOIM placed in the area where the postage is usually affixed. The words *DOD Official Intra-Theater Mail* or DODOIM can be typed, rubber stamped, or mechanically printed.

First-Class Mail may be used for mailing the following:

- Official handwritten or typewritten material
- For items required by USPS regulations to be sent at the First-Class rate of postage. Refer to the DMM for weight restrictions
- Material less periodicals (including newsletters) and newspapers that cannot be mailed more economically at a lower class or rate of postage.

Priority Mail may be used for mailing the following:

- Official handwritten or typewritten material
- Items required by USPS regulations to be sent at the Priority Mail rate of postage. Refer to the DMM for weight restrictions
- High-priority shipments, such as Non-Mission Capable Supplies (NMCS), Partially Mission Capable Supplies (PMCS), Casualty Report (CASREP), Ships' Essential Equipment Requisition Expediting Program Mission Capable (SEEREP MICAP), Required Delivery Date (RDD) 999 material, or other items critical to flying and marine safety
- Material mailed under the Uniform Material Movement and Issue Priority System (UMMIPS) priority designators 01 through 08 consigned to addressees located more than 300 miles from the sender
- Shipments of supply issue Group II material or I consigned to mobile units and overseas activities served by FPO or APO addresses.

Official mailings not qualifying as Priority Mail and weighing more than 13 ounces must be endorsed and sent as Parcel post is matter weighing more than 13 ounces, not mailed or required to be mailed as First-Class Mail, and not mailed at the Periodical rate of postage. Official mailings not required to be mailed First-Class or Priority Mail, and not exceeding 70 pounds or 108 inches in length and girth combined, must be endorsed and sent as Parcel Post.

Official mailings that have a critical required delivery date, but that do not qualify as First-Class or Priority Mail and are destined for addresses outside of the United States (including Alaska and Hawaii) may be sent as MOM. In addition to the class of mail endorsement (Parcel Post), this mail must have the abbreviation MOM boldly rubber-stamped or printed on the address side of the mail container.

Security

Proper security must be provided for official mail received from pickup to delivery. Handle and treat official Registered Mail™ as if it contained Secret material. Postage metering equipment must be given the best possible protection against loss or theft. Security of postage metering equipment is the responsibility of all personnel who work in mail centers or at other mail acceptance locations.

(This page was left blank intentionally).

CHAPTER 27

POST OFFICE AUDITS, REPORTS, AND INSPECTIONS

To determine business volume, check accuracy of records and the conduct of employees, private business firms schedule inventories and audits at periodic intervals. By analyzing records of inventories and audits, a corporation can determine whether the business is being operated efficiently and economically. The U.S. Postal Service (USPS) also requires periodic inspections and audits of military post offices, which serves the same purpose.

Audits, reports and inspections are management tools designed to ensure administrative and operational policies of the Military Postal Service (MPS) are adhered to. A record and/or a copy of each audit, report and inspection that is prepared becomes a part of the post office files. You must be able to locate information relating to these files, so it is imperative that you maintain neat and orderly files of all audits, inspections, reports, instructions, requisitions, official correspondence, notices and so on.

An audit or inspection on some aspect of your post office operation is conducted daily, weekly, monthly, quarterly and yearly (See *Table 27-1*).

In this chapter, we discuss the various audits, reports, inspections and records required to be completed and maintained at Navy post offices.

LEARNING OBJECTIVES

When you have completed this chapter, you will be able to do the following:

1. Distinguish between the different types of postal audits.
2. Understand the different reports, inspections, and assessments required at MPOs.
3. Remember the procedures for conducting postal audits.
4. Understand the types of military inspections post offices can expect and the types of reports required after the inspection.
5. Understand the different types of reports generated at a MPO.
6. Understand the procedures for setting up and maintaining postal files and records.
7. Understand procedures for the development of a command SOP and POP.

TYPES OF AUDITS

What is an audit? An audit is an inspection of accounts, including financial entries recorded on reports and records, which are checked for accuracy. The quantity of each denomination of stamps and stamped paper on hand are counted to determine their cash value, money order funds and blank money order forms are verified for correctness, and if applicable postage meter and stamp vending machine accounts are verified. There are three types of official audits that are conducted in a Military Post Office (MPO). The types of audits, the degree of frequency when each is performed, who performs the audit, and what is audited are as follows:

- *MONTHLY AUDIT*—An audit conducted on each stamp stock account. The audit is unannounced and is conducted by two or more members of the command monies audit board. During the monthly audit, all postal effects such as stamp stock, money orders and postage meter accounts in custody of a Military Postal Clerk (MPC) or the Custodian of Postal Effects (COPE) must be audited. Cash and Stamp Stock Count and Summary, OPNAV Form 5112/2, must be completed on the same day. Stamped Credit Examination Record, PS Form 3368, is used to record the results of all required audit.
- *QUARTERLY AUDIT*—An audit conducted during the third month of each calendar quarter (March, June, September, December). This audit may count as both the monthly and quarterly audit and is conducted by two or more members of the command monies audit board.
- *SPECIAL AUDIT*—An audit conducted at the request of the Commanding Officer, or as required by the Department of Defense (DOD) or Department of Navy (DON) instructions. One example of a special audit is a CHANGE OF COPE AUDIT. This audit transfers the responsibility for accountable items from the outgoing COPE to the incoming COPE. The incoming and outgoing COPE and two or more members of the monies audit board must conduct this audit.

Monthly and quarterly audit must be unannounced and randomly spaced so they are not conducted on same dates each month.

NOTE

All audits conducted must be documented on PS Form 3368.

Table 27-1 — Record of Audits, Reports and Inspections of Military Post Offices

RECORD OF INSPECTIONS and REPORTS			
FREQUENCY	**AUDIT, INSPECTION, or REPORT**	**FORM USED**	**INSPECTED BY**
DAILY	VERIFICATION OF CLERK/UNIT PS FORM 1412 (ASHORE) VERIFICATION OF UNIT PS FORM 1412 (AFLOAT) POSTAL OFFICER'S DAILY CHECKLIST (AFLOAT)	PS FORM 1412 MERCHANT SALES & SUMMARY REPORT AFLOAT CHECKLIST	COPE COPE POSTAL OFFICER
WEEKLY	POSTAL OFFICER'S WEEKLY INSPECTION (ASHORE) VERIFICATION OF UNIT MERCHANT SALES SUMMARY REPORT AND REGISTER REPORT (AFLOAT) POSTAL OFFICER'S WEEKLY CHECKLIST (ASHORE)	OPNAV 5119/1 MERCHANT SALES SUMMARY REPORT ASHORE CHECKLIST	POSTAL OFFICER POSTAL OFFICER AND PAA POSTAL OFFICER
MONTHLY	AUDIT OF CASH AND STAMP STOCK VERIFICATION OF ACCOUNTABLE USPS EQUIPMENT	PS FORM 1412 OPNAV 5112/2 PS FORM 3368 PS F0RM 3958 PS FORM 1590	MONIES AUDIT BOARD MEMBERS/POSTAL OFFICER
QUARTERLY*	AUDIT OF CASH AND STAMP STOCK	PS FORM 1412 OPNAV 5112/2 PS FORM 3368 PS FORM 3958 PS FORM 1590	MONIES AUDIT BOARD MEMBERS/POSTAL OFFICER
ANNUALLY	POSTAL ASSESSMENT (ASHORE) POSTAL ASSESSMENT (AFLOAT 18-24 MONTH)	OPNAV 5119/2	POSTAL ADVISOR
SPECIAL*	CHANGE OF COPE	PS FORM 1412 OPNAV 5112/2 PS FORM 3368 PS FORM 3958 PS FORM 1590	MONIES AUDIT BOARD MEMBERS ANDPOSTAL OFFICER

There are other reasons when a special audit would be required; such as when a postal clerk has been hospitalized, is missing, or is Absent Without Leave (AWOL). Special audits also are required during postal investigations when funds are missing.

Quarterly audits are conducted in the same manner as monthly audits. Quarterly audit results are required to be submitted to the Region Postal Manager. SPECIAL AUDIT—an audit conducted at the request of the Commanding Officer, or as required by DOD or DON instructions. One example of a special audit is a CHANGE of COPE AUDIT. This audit transfers the responsibility for accountable items from the outgoing COPE to the incoming COPE. The incoming and outgoing COPE and two or more members of the monies audit board must conduct this audit.

There are other reasons when a special audit would be required, such as when a military postal clerk is hospitalized, is missing, or AWOL. Special audits also are required during postal investigations when funds are missing.

Stamp Stock accounts, as stated above, are officially audited on a monthly and quarterly basis and at any time required for special reasons. All audits must be documented and closely reviewed to determine the ability of individuals to manage that portion of the credit assigned to them.

REPORTS, INSPECTIONS, AND ASSESSMENTS

In this section, we cover the frequency of submission of required reports of MPO accounts, and the frequency of inspections and assessments that are performed at military post offices.

Daily Reports

When working with a flexible credit account, the COPE verifies the accuracy of the clerk's account using a computer-generated Daily Financial Report, PS Form 1412-B detailing the business conducted by the finance clerk. This printout lists money orders sold and cashed, checks received, Postage Validation Imprinter (PVI) readings and the amount of currency the clerk should return to the COPE upon completion of that day's business. Money orders are retained until they are all used.

Daily/Weekly Inspections

The Postal Officer must inspect the post office spaces using the Postal Officer's Weekly Inspection Checklist. Ashore based post offices will use the Postal Officer's Weekly Inspection Checklist, OPNAV Form 5119/1, (*Figure 27-1*) and afloat post offices will use *The Afloat Navy Post Office Daily/Weekly Checklist*, (*Figure 27-2*). The Postal Officer also should note the equipment condition and the related safety hazards. Safety hazards must be corrected at once. General appearance of the postal spaces also should be noted. When the post office is neat and orderly, it sets a good example. Properly stowed items also must be checked. Always keep your post office inspection ready.

POSTAL OFFICER'S WEEKLY INSPECTION CHECKLIST

REFERENCE	POSTAL FINANCE	YES	NO	N/A
UNYSIS III Manual Unit 1412 Adjustment pg. 8, para 12d	a. When added, are all clerk account balances (AIC 853), unit total vault balance and total cash retained (AIC 753), the same as unit 1412 report "Stamps Close" balance (AIC 853)? **Only go back as far as the previous Postal Officer's weekly inspection**.			
F-1 Handbook, 221.2(6a)	b. Does the unit 1412 tape "Stamps Close" balance (AIC 853) from the last business day equal the "Stamps Open" balance (AIC 840) of the next business day?			
NAVSUP Pub 727, 6.5	c. Navy Cash ships - Has daily unit 1412B report been verified against daily Navy Cash report to ensure banking deposits are correct? Has 1412B been transmitted via AMPS or email to USPS?			
4525.6M, C8.10.4.6	d. Are daily receipts verified to validate postal funds were turned over to the Disbursing Officer or deposited at a banking facility on a daily basis? Are DD Forms 2261 being verified that previous business day's financial reports (checks) have been mailed?			
4525.6M, C8.5.1	e. Is the last 1412B money order inventory verified against the current money order forms on hand held by window clerks to make sure they are in sequence and no money order forms are missing?			
5112.6D, 104.2.H	f. Are scales calibrated (annually) for accuracy?			
REFERENCE	**SECURITY**	**YES**	**NO**	**N/A**
4525.6M, C6.5.1	a. Are inspections being completed on all post office drawers and safes to ensure unauthorized personal property or funds are not stowed?			
4525.6M, C13.7.3.7	b. Are alarm systems working, if installed?			
REFERENCE	**DIRECTORY SERVICE**	**YES**	**NO**	**N/A**
4525.6M, C3.4.5.2.9	a. Is all undeliverable mail being held endorsed on the reverse side of the articles showing date received? (If mail is being held, ask why.)			
4525.6M, C10.5.1.9	b. Did each division pick up mail at the last mail call and was the mail given only to authorized mail orderlies? (Check at least 10% of the divisions.)			
4525.6M, C3.4.5.2.3	c. Is undeliverable mail given prompt directory service and disposition made by the next business day?			
5112.6D, Table 4-4	d. Are periodicals being forwarded for 60 days, and OPNAV 5110/5 and directory program noted showing PS Form 3579 has been completed?			
REFERENCE	**REGISTERED MAIL**	**YES**	**NO**	**N/A**
4525.6M, C9.2.1	a. Is registered mail on hand in the post office under constant surveillance or secured properly at all times?			
4525.6M, C9.3.5.8	b. At the close of each business day or at each shift change, is the "Registered Mail-Balance and Inventory Sheet" (DD Form 2261) being prepared properly, reviewed, and signed by a verifying official?			
4525.6M, C9.3.5.11.1 & C9.3.5.11.2	c. Is incoming and outgoing registered mail being dispatched and signed for on the correct PS/OPNAV Forms?			
REFERENCE	**MODIS/WINSALTS**	**YES**	**NO**	**N/A**
5112.6D, 907.1	For deployed ships, forward deployed ships and overseas shore based post offices, is incoming Express Mail (pouches and outside pieces), First Class Mail (trays and pouches), and Priority Mail (pouches and outside pieces) being scanned, and is scanned data being transmitted via WINSALTS daily?			
REFERENCE	**GENERAL**	**YES**	**NO**	**N/A**
4525.6M, C10.5.1.5	a. Is the post office clean and neat in appearance with no personal effects or funds being stored in the post office?			
4525.6M, Tables C3.T3 & C3.T4	b. Are trash receptacles being checked to ensure mail is not being wrongfully discarded (other than undeliverable bulk rate mail)?			
4525.6M, C10.5.6	c. Have claims and inquiries received since the last weekly inspection been processed expeditiously and properly?			
5119.1, Chap 14 & USPS FY Calendar	d. Are Postal Activity Reporting System (PARS) and Vending Equipment Sales and Service (VESS), if applicable, reports prepared and submitted correctly and by the established suspense date?			
USPS Postal Bulletin	e. Are the latest changes received in USPS Postal Bulletins posted to the International Mail Manual (IMM), Domestic Mail Manual (DMM), and are the APO/FPO changes and listing of stolen money orders posted at the finance windows?			
5119.1, Ch. 11	f. Are sufficient postal forms and supplies on hand to effectively operate a post office?			
5112.6D, 410	g. Is all mail being postmarked when removed from mail boxes or accepted from customers?			
4525.6M, C3.2.7.1.3	h. Are second and third notices being completed on accountable mail as required and are items marked to indicate notices were completed?			
4525.6M, C3.3.5.1 & C3.3.5.2	i. Are assigned receptacles inspected for the accumulation of mail at least monthly? If DD Form 2258 has not been completed and mail is accumulating, contact each sponsor's command to determine the individual's status.			
5112.6D, 1003.7	j. Has the Postal Officer verified and initialed the fleet postal officer quarterly audit critique sheet and is the critique sheet filed in post office records?			
Last Inspection Checklist	k. Have discrepancies noted during the last weekly inspection been corrected? (If not, explain why in the remarks.)			

Remarks: ______________________________

____

____

Submitted: ______________________ Date of Inspection: ______________________

(Postal Officer)

Reviewed: ______________________ Date Reviewed: ______________________

(Supply Officer)

OPNAV Form 5119/1 (Nov 06) **S/N 0108-LF-128-3400**

Figure 27-1 — An example of a Postal Officer's Weekly Checklist (Ashore), OPNAV Form 5119/1.

POSTAL OFFICER DAILY CHECKLIST Week of: (Place Yes/No or N/A in the blocks below)

INCOMING/OUTGOING MAIL DISPATCH	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Is incoming mail picked up from local post office daily?							
Is mail collected from mail boxes daily IAW with SOP and postmarked upon receipt?							
Is all mail (including directory) dispatched daily?							
Is all divisional mail retained in the post office overnight postmarked with the **"All Purpose Date Stamp" Oldest date on mail:______**							
MAIL ORDERLIES							
Are designated mail orderlies picking up mail daily and signing the "Mail Call Sheet" with the current date. (Check the mail call sheets and compare with the divisional mail log for each division to ensure unauthorized mail orderlies are not signing for the mail). **List divisions in blocks who did not pick up mail before "Close of Business" (COB): Mail not picked up after COB will be annotated on Eight O' Clock Reports.**							
DIRECTORY MAIL SERVICE							
Does personal accountable mail have second and final notice stamped on front of mail: a. First notice is written up upon receipt of personal accountable mail on PS form 3849 "Delivery Notice/Reminder/Receipt". b. Second/Final notice is written up after five days on hand. **Contact LCPO after second/final notice.**							
Is all directory mail properly processed within 24 hours? Date directory mail last processed and dispatch.______________							
a. Are barcodes crossed out on front of envelopes							
b. Is a diagonal line drawn through the old address or label covering address leaving name visible.							
c. Is directory mail stamp on back with date received/forwarded and PPO's initials? If Navy directory computer program is being used, does the directory label have the clerk's initials and date on it? **(If ADM is used, clerk doesn't have their initials entered into the directory program)**							
Is PS Form 3579 "**Notice of Undeliverable Periodical's** "processed correctly for magazines and newspapers on the first copy received after an individual transfers: **For steps A thru F if no magazines/newspapers were processed put N/A in the blocks**							

AFLOAT NAVY POST OFFICE DAILY/WEEKLY CHECKLIST 1

Figure 27-2. — Afloat Navy Post Office Daily/Weekly Checklist. (Page 1 of 5) (Continued)

POSTAL OFFICER DAILY CHECKLIST Week of: (Place Yes/No or N/A in the blocks below)

DIRECTORY MAIL SERVICE (CONT)	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
a. Was PS Form 3579 prepared correctly listing the forwarding address? Look in your directory files for the individuals forwarding address on OPNAV Form 5110/5 (Notice of Change of Address) or Computerized Directory Program. Is the individuals directory card annotated in "Space for Postal Clerk" the date PS Form 3579 was forwarded.**(Example: PS Form 3579 sent to Jet magazine on** 6 OCT 08 and have clerks initials?							
b. Did the PPO affix PS Form 3579 near the old address or address label.							
c. Did the PPO cut out the PS Form 3579 and that portion of the publication, wrapper, or envelope containing the old address. Check applicable boxes as needed							
d. Did the PPO place PS Form 3579 in EP1865D envelope? Annotate the command's return address in upper left-hand corner of the envelope, compute the postage due per notice enclosed. More than one PS Form 3579 may be mailed to the same publisher in one envelope?							
e. Did the PPO fill in magazine or newspaper forwarding address on the front of EP1865D envelope, the address can be found within the first five pages or last five pages in back of magazine/newspaper. The computerized directory program has most of the addresses for magazines/newspapers, if not it has an option to add the address.							
f. Prepare PS Form 3579 again after the 60-day forwarding period has expired if you continue to receive the magazine.							
g. Inspect trash and burn bags to check if mail is being wrongfully discarded. Inspect empty equipment for unprocessed directory mail.							
h. Is the appearance of the post office neat and maintained in an orderly manner?							
Is directory mail properly endorsed?							
a. Did the PPO Stamp- "Advise Your Correspondent or Publisher of Your Correct Mailing Address, "and, "Change of Address Due to Official Orders on all magazines.							
b. Return to Sender- only use this stamp when no forwarding address is known, Forwarding Time Expired, Attempted Not Known							

AFLOAT NAVY POST OFFICE DAILY/WEEKLY CHECKLIST 2

Figure 27-2 — Afloat Navy Post Office Daily/Weekly Checklist. (Page 2 of 5) (Continued)

POSTAL OFFICER DAILY CHECKLIST **Week of:** **(Place Yes/No or N/A in the blocks below)**

REGISTERED MAIL BALANCE SHEET	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Is Registered Mail Balance Sheets DD Form 2261properly completed daily?							
a. Are the period covered dates correct (example, From: 08 OCT 01 0800 To: 08 OCT 01 1500.							
b. Are "No Business conducted between dates recorded in the remarks section of DD Form 2261? **Use only when no registered mail is received, on hand or dispatched**							
c. Is personal registered mail delivered on PS Form 3849 number annotated in "Section C Inventory By Number of Each Item Delivered on PS Form 3849" on DD Form 2261							
d. Is registered mail retained in the post office overnight annotated in "Part IV on the reverse side of DD Form 2261 and a diagonal line drawn at the end of the last number and annotate with "**No Further Entries or NFE?**							
Is registered mail delivered/dispatched daily? **a.** APDS dates on mail retained:______________________ **b.** Next available dispatch date:______________________							
Is registered mail retained on hand overnight properly secured? Locked in safe or registry cage.							
Are incoming/outgoing manifest used for receiving and dispatching registered mail attached to DD Form 2261?							
a. PS Form 3854/3854-A used to dispatch registered mail while inport to local post office and Outside/Inside Bill's for dispatching outgoing mail.							
b. PS Form 3877- received from ADMIN or embarked units for outgoing registered mail							
c. OPNAV 5110/9-used as incoming/outgoing manifest while deployed or extended underway periods.							
d. PS Form 3849- used to deliver personal registered mail.							
e. PS Form 3883/3883-A used to deliver Official registered mail to ADMIN/embark units.							

AFLOAT NAVY POST OFFICE DAILY/WEEKLY CHECKLIST 3

Figure 27-2 — Afloat Navy Post Office Daily/Weekly Checklist. (Page 3 of 5) (Continued)

POSTAL OFFICER WEEKLY CHECKLIST (Place Yes/No or N/A in the blocks below)

MAIL DELIVERY/DIRECTORY SERVICE	Fri
a. Has each division picked up mail at the last mail call and is mail given only to authorized mail orderlies? 100% verification of mail orderly requirements (Documentation).	
b. Inspect 25% of Commands alpha roster against the directory cards currently on hand. Check 100% of personnel that have transferred the previous week.	
c. Are updated copies of Prospective Gains/Losses, Muster reports and Alpha rosters on hand or readily available? Printouts can be accessed through R-admin.	
d. Is incoming personal accountable mail delivered and documented on PS Form 3849 and Official accountable mail delivered on PS From 3883? Is all accountable mail entered into PTS via AMPS (Arrived and Delivered)?	
SECURITY	
a. Is the Post Office free of unauthorized **PERSONAL** gear?	
b. Are safe combinations changed at least annually or when a change of custodian occurs? Is SF Form 700 attached to the inside of the safe?	
c. Is key log used for transfer of keys between PPO and APPO?	
GENERAL	
a. Are adequate postal forms and supplies on hand to maintain operations inport IAW Postal Pack-Up Kit (P-PUK) instruction? Forms can be requested from PFO as needed or downloaded via USPS Website. A (P-PUK) will be provided by your serving PFO before deploying.	
b. Have discrepancies noted on the last weekly inspection been corrected?	
c.Was Mail Routing Instruction (MRI) submitted? **Date of last MRI**____________	

AFLOAT NAVY POST OFFICE DAILY/WEEKLY CHECKLIST 4

Figure 27-2 — Afloat Navy Post Office Daily/Weekly. (Page 4 of 5) (Continued)

POSTAL OFFICER WEEKLY CHECKLIST (Place Yes/No or N/A in the blocks below)

INFREQUENT TASKS	Fri
a. Check duplicate keys/safe combinations/AMPS password sealed in separate PS Form 3977 monthly. **Last Date verified:**____________	
b. Update COPE profile via AMPS quarterly and after change of COPE. **Last Date dated:**______________	
c. Update Continuous Monitoring Program (CMP) profile. **Last Date updated:**______________	
d. Update PS Form 1590 (Equipment and Supplies Receipt) as needed and or upon receipt and return of Postage Meter. **(Annual verification required)** **Last updated in AMPS:**____________	
e. Are balloting materials placed on top of letter bundles or in front of trays when dispatched? **(Situational/as needed)**	
f. Are postal offenses updated every 30 days until closed? (when applicable)	
FINANCE (When applicable)	
a. Have weekly deposits been verified and submitted, with supporting documentations attached: Online 1412,Daily Meter Printout, PS Form 3533 if applicable. AIC 752 for cash remitted/AIC 680 for electronic fund transfer (EFT). (Navy Cash submit to USPS via Chase Manhattan Bank and non -Navy Cash by check to Bank of America, or J.P. Morgan Chase).	
b. Are APO/FPO changes from the postal bulletin posted at the finance window?	

`Remarks:

Postal Officer's Signature: **Date of Inspection:**

Supply Officer's Signature:

CO/XO Signature:

AFLOAT NAVY POST OFFICE DAILY/WEEKLY CHECKLIST 5

Figure 27-2 — Afloat Navy Post Office Daily/Weekly Checklist. (Page 5 of 5) (Continued)

Postal Assessments

Postal Assessments must be conducted annually for overseas shore-based post offices, and between 18-24 months for shipboard post offices. Shipboard post offices are inspected in conjunction with Supply Management Certification (SMC). Postal assessments are covered later in this chapter.

AUDITING FLEXIBLE CREDIT ACCOUNTS

Stamps and postal stationery are issued to FPO AE and AA commands by USPS Stamp Distribution Center (SDC), Binghamton, NY and FPO AP commands by SDC Phoenix, AZ as flexible credit.

Flexible credit is an initial amount of credit extended to a COPE or PFO by the U.S. Postal Service for ordering accountable paper. A stamp sales remittance reduces the amount of credit, while stamp requisitions increase the credit.

The total amount of flexible credit carried by a MPO depends upon the estimated number of persons to be served.

The flexible accounting system provides more latitude in stamp requisitioning as funds are not submitted with requisitions to obtain stamps and stamped paper. A PFO or COPE's accountability for stamps and stamped paper under this system is reduced, based on stamp sales remittances, and increased when stamp requisitions are received.

Official audits of a MPC's account are made by the command monies audit board members. However, accounts used to conduct window sales also may be audited at any time by the COPE or Postal Officer.

To conduct a proper inspection and audit, auditors must be familiar with the *DOD Postal Manual* (DOD 4525.6M), all applicable portions of the Navy Postal Instruction (OPNAVINST 5112.6 series) and the *NAVSUP Postal Finance Officer Handbook* (NAVSUP Pub 725).

By making these instructions available and by assisting in every way possible, you will ensure an accurate inspection.

Tolerance Limits

Once the audit is completed, and all figures are totaled and verified, there is a chance that the account may be over or short of the credit amount. Tolerance limits were established for this purpose. Tolerance limits apply only to credits of finance clerks conducting window transactions with customers. Tolerance limits for flexible credit accounts are 1% of the flexible credit. The PFO and COPE are not allowed a tolerance.

Audit Results

Overages and shortages within tolerance limits are carried forward to the next audit. The disposition of overages and shortages in excess of the tolerance limits is as follows:

- The entire amount of an overage, to include the tolerance, is collected by the auditor and turned over to the COPE. The COPE will prepare a Cash Receipt, PS Form 1096, in duplicate. The clerk receives the original and the COPE retains the duplicate copy in the MPO files. For flexible credit accounts, the COPE provides the clerk with a PS Form 1096, and then adjusts the clerk's account using the “trust” function of the account and Account Indicator Code (AIC) 057.
- At the time of the audit, the postal financial clerk replaces shortages, including the amount of tolerance. The COPE provides the clerk with a receipt for the amount. With flexible accounts, an additional procedure is required by the COPE, the restitution is documented using the “suspense” function
- Under certain circumstances, an overage in one clerk’s credit may offset a shortage in another clerk’s credit. The transfer of funds is documented using the PS Form 1096, prepared and signed by the receiving clerk, and provided as a receipt to the clerk relinquishing the funds. This can be done only when the auditor has proof that the two clerks exchanged money or stamp stock
- During audits, individual credit accounts do not require re-auditing when a shortage or overage exists within tolerance limits. Carry these differences forward to the next audit. However, if the individual being audited requests a re-audit, the auditor shall comply. If the re-audit agrees with the original audit, no further audits are required.

NOTE

All audits must be documented on PS Form 3368 assigned the specific clerk.

Verification of PS Form 1590

When the auditors complete their count of the entire command credit for the MPO, verification shall be conducted of all capital equipment assigned to the MPO that was receipted for on Supplies and Equipment Receipt, PS Form 1590. PS Form 1590 should be printed from the Automated Military Postal System (AMPS). The PS Form 1590 in AMPS is regarded as the unit's official receipt. Any locally derived versions of the PS Form 1590 shall not be used. All items listed on PS Form 1590 should be cited and all serial numbers verified. Any missing items will be reported as a postal offense or loss as outlined in the *DOD Postal Manual*.

Preparing OPNAV Form 5112/2 for Flexible Credit Accounts

When conducting a flexible credit audit, the auditor completes a Cash and Stamp Stock Count and Summary, OPNAV Form 5112/2 (*Figure 27-3*). A separate OPNAV Form 5112/2 is completed for each account audited. Complete OPNAV Form 5112/2 as follows:

Complete the Heading

1. Type of Account. Check as appropriate. COPEs with a window account will use a separate audit form and check Clerk Account.
2. Name of Clerk. [Print the individual clerk's name]/Clerk ID No., FPO number, SFA Number, Time and Date of Audit, Name of Auditors (minimum of two), and Unit Name.

Cash and Cash Items on Hand

3. Count each type of currency ($20.00, $10.00, .25 cents, etc.) and enter the number in the quantity column. Multiply the quantities by the denominations, and enter the result in the amount column. Total the amount column and enter the result in line 26, total cash.
4. Enter the total amount of personal and business checks to line 27, government checks to line 28, paid money orders to line 29, traveler's checks to line 30, credit/debit/PPC card receipts to line 31, and all others to line 32.
5. Total lines 26 through 32, and enter the result on line 33, Total Cash and Cash Items on Hand, and place in line 1, column II, Total Cash and Cash Items on Hand.

Add Back Paid-out Items (Disbursements)

6. Enter any cash paid out shown by receipts in lines 2 through 5, column I.
7. Total them and enter the result to line 5, column II. Add lines 1 and 5, column II.
8. Enter the result in line 6, column II.

Complete Blocks 7-16 if the Business was Conducted Prior to the Audit

8. Enter the following amounts:
    - o the total amount of money order vouchers in line 7
    - o the total amount of customer meters, Receipt for Postage Meter Settings, PS Form 3603 to line 10
    - o the total amount of post office meters/PVI, Postage Collected Through Post Office Meter, (PS Form 3602-PO & current reading) in line 11
    - o the total amount of retail packaging products in line 13

- o the total amount of money order fees (number of money order vouchers x .25) in line 14.

9. Total lines 7 through 16, column I.
10. Enter the result in line 16, column II.
11. Subtract line 16, column II from line 6, column II and enter the results in line 17, column II. This amount may exceed the maximum authorized cash portion of the clerk's stamp credit as a result of stamp sales.

Stamp Count

12. Count each item of stamp stock and enter the number in the appropriate blocks on page 2.
13. Multiply the total number of each item by its face value.
14. Count and multiply redeemed stock consisting of stamped cards, stamped envelopes, and U.S. international reply coupons by the applicable redemption rate. Enter the result to the appropriate block, by type, and total the amount.
15. Total all blocks on page 2 of OPNAV Form 5112/2 and enter the result of stamp stock counted on line 18, column 1.
16. Enter total amount of advanced credits to clerks or total amount of clerk balances from Unit 1412 (flex credit) to line 19, column I. These amounts must also be entered on the "Advanced Credit" sheet that is completed with OPNAV Form 5112/2.
17. Enter amount from Stamp Requisition, PS Form 17, showing stock in transit from the COPE to the appropriate PFO/postmaster to line 20, column I. Verify the validity of PS Form 17 with the source of stock.
18. Total lines 18 through 20, column I, and enter on line 20, column II.

Total Cash and Stamp Stock

19. Add lines 17 and 20, column II, and enter the total cash and stamp stock on line 21, column II.
20. Enter the Opening Balance Stamps, AIC 840, plus Cash Retained, AIC 353 (flex credit) to line 22, column II.
    - o Unit 1412's should be verified by checking the previous day's unit 1412, AIC 853 (stamps close) against the next day's unit 1412, AIC 840 (stamps open); AIC 853 and 840 must match. Verify all unit 1412s submitted since the previous audit.
21. Subtract line 22 from line 21, column II and enter the difference to line 23, column II.
22. Enter the amount of tolerance for this credit on line 24. COPEs and PFOs have no tolerance. Tolerance for clerks is 1 percent of the amount listed on the last PS Form 1412.
23. If the difference amount exceeds the tolerance and the parties involved cannot agree with the count, recount the stamp credit account at the request of the postal clerk. After identifying the amount of overage or shortage, bring the stamp account into balance.
24. If there is a shortage, report it in "Suspense Adjustment" to the column marked action taken on line 25.
25. For an overage amount exceeding the tolerance, report it by checking the "Trust" block on line 25.

PFO/COPE Monthly Checklist

26. The top portion of this page is for PFO and COPE accounts. When auditing clerk accounts skip to Verification of Money Orders section.
27. The auditor shall inventory all accountable equipment listed on a "Supplies and Equipment Receipt", PS Form 1590. The cash drawer, stamp cabinet, safe compartment and envelope drawer must also be checked to ensure no unauthorized items are stowed in these containers.
28. Verify Duplicate Key Envelope, PS Form 3977. Ensure signatures are current and envelopes are sealed and postmarked.

Summary of PFO/COPE Stamp Stock Accountability

29. Enter the total of stamp stock from page 2 to page 3 under Summary of PFO/COPE Stamp Stock Accountability. For a COPE or PFO account, indicate whether OPNAV Form 5112/2 was correct or has been corrected. Enter the difference, whether over or short, and action taken.

Verification of Financial Records

30. Check Yes/No/NA, as applicable, to all questions listed in this section.

Verification of Money Orders

31. Inspect blank domestic money orders to ensure they are being sold in sequence, and no money orders are missing.

Notes, etc.

32. This section must be annotated with the statement, "Commanding Officer (CO) has reviewed this audit. CO's initials." Also, list any other remarks applicable to the current audit.

Advance Flexible/Fixed Credit Worksheet

Page 4 of the OPNAV Form 5112/2 will only be filled out for the COPE. The purpose of this form is account for all advanced credit that has been issued to Postal Clerks. The page contains the following information for each clerk: Clerk Name, Clerk ID#, Unit 1412 Balance for the Clerk and a Remarks Section.

Quarterly Audit Remarks Sheet

Page 5 of the OPNAV Form 5112/2 is to be filled out only during the quarterly audits. The purpose of this form is to provide a synopsis of all audit-related information to the PFO. It contains the following information:

- Audit Date
- Section 1: Date of the Last Postal Assessment Visit
- Section 2: Name, e-mail address and date of designation for the command Postal Officer
- Section 3: Name, e-mail address and date of designation for the finance unit COPE.
- Section 4: Results of all 3 monthly audits conducted during the quarter. Information includes: Rank, Name, Projected Rotation Date (PRD), Account type, audit date, AIC 840 + AIC 353 Total, Stamps Total, Cash Total, overage or shortage amount, Total value of accounts

advanced for the COPE, Total Value of Account (Audit Results) and Amount of Money Orders on hand.

- Section 5: Stamp Requisitions originated this quarter. This lists only the requisitions between the COPE and the Postmaster.

Notes, etc.

33. This section must be annotated with the statement, “Commanding Officer has reviewed this audit. CO’s initials.” Also, list any other remarks applicable to the current audit.

Advance Flexible/Fixed Credit Worksheet

Page 4 of the OPNAV Form 5112/2 will be filled out only for the COPE. The purpose of this form is to account for all advanced credit that has been issued to Postal Clerks. The page contains the following information for each clerk: Clerk Name, Clerk ID#, Unit 1412 Balance for the Clerk and a Remarks Section.

Cash and Stamp Stock Count and Summary

Type of account	☐ PFO Account ☑ COPE Account	☐ Clerk Account	**Audit Type**	☑ Monthly ☑ Quarterly ☐ Other (i.e. Special Audit, Account Turnover)

Name of Clerk/Clerk ID No.	FPO Number	SFA No.	Time and Date of Audit
PC1 Peckskamp	**09645**	**1234**	**0800 15Mar06**

Name of Auditors	Unit Name
PCCM Hass/PCCM Ramsey	**FMC ROTA**

Summary of Accountability

(Attach a preliminary Form 1412 if applicable)

	Col. I	Col. II
1. **Total Cash and Cash Items on Hand** (Line 33)		**$500.00**
Add Back Paid Out Items *(Disbursements)*:		
2. Refunds		
3. Other		
4. Other		
5. Other		Tot. 2 thru 5, Col. I **$0.00**
6. Cash That Was Available Before Paid Outs		1 + 5, Col. II **$500.00**
Complete Blocks 7-16 if Business was Conducted Prior to Audit		
7. Money Order Vouchers		
8. Forms 3544		
9. COD Tags		
10. Customer Meters, Forms 3603		
11. Postage Meter/PVI (Form 3602-PO/Current Reading)		
12. Box Rentals, Forms 1538		
13. Retail Packaging Products		
14. Money Order Fees		
15. Other		
16. Other		Tot. 7 thru 16, Col. I **$0.00**
17. Cash Portion of Stamp Credit		6 - 16, Col. II **$500.00**
18. Stamp Stock as Counted	**$4,310.25**	
19. Fixed: Advanced Credits to Clerk Flex: Unit 1412 Clerk Balances	**$961.03**	
20. Stock in Transit (Not applicable to clerks) (Returned but still in accountability)		Tot. 18 thru 20, Col. I **$5,271.28**
21. Total Cash, Stamps & Advanced Credits (Fixed) or Clerk Balances (Flex)		Tot. 17 + 20 Col. II **$5,771.28**
22. Open Balance (AIC840) + Cash Ret.(AIC353) (Flex) PS 3369 advanced from PFO (Fixed)		**$5,771.28**
23. Difference Overage/Shortage		21 - 22, Col. II **$0.00**
24. Amount of Tolerance for this Credit	**$0.00**	
25. Action Taken When Out of Tolerance	☐ Trust ☐ Suspense	☐ Form 571

Cash and Cash Items on Hand

Denomination	Quantity	Amount
$100.00	0	**$0.00**
$50.00	2	**$100.00**
$20.00	7	**$140.00**
$10.00	3	**$30.00**
$5.00	11	**$55.00**
$2.00	0	**$0.00**
$1.00	153	**$153.00**
0.50	0	**$0.00**
0.25	40	**$10.00**
0.10	20	**$2.00**
0.05	160	**$8.00**
0.01	200	**$2.00**
26. Total Cash		**$500.00**
27. Total Personal / Business Checks		
28. Total Government Checks		
29. Total Paid Money Orders		
30. Total Traveler's Checks		
31. Total Credit / Debit / PPC Card Receipts		
32. Other *(Describe)*		
33. Total Cash (Total 26 thru 32)		**$500.00**

APDS

OPNAV Form 5112/2 (Feb 06) (Page 1 of 5)　　S/N 0108-LF-128-2200

Figure 27-3 — An example of a Cash and Stamp Stock Count and Summary, OPNAV Form 5112/2. (Page 1 of 5)

STAMP CREDIT INVENTORY SHEET

PART I - STAMPS AND PAPER STOCK

QTY	ITEM	VALUE
1000	$0.01	$ 10.00
	$0.02	$ -
200	$0.03	$ 6.00
	$0.04	$ -
	$0.05	$ -
	$0.10	$ -
	$0.23	$ -
	$0.30	$ -
800	$0.37	$ 296.00
	$0.45	$ -
	$0.50	$ -
	$0.60	$ -
	$0.70	$ -
	$0.76	$ -
	$0.80	$ -
	$0.83	$ -
	$1.00	$ -
	$2.00	$ -
	$3.85	$ -
	$5.00	$ -
	$13.65	$ -

BOOKS

QTY	ITEM	VALUE
100	$2.30	$ 230.00
300	$3.70	$ 1,110.00
300	$7.40	$ 2,220.00
		$ -
		$ -
		$ -
		$ -
		$ -

COILS

QTY	ITEM	VALUE
5	$37.00	$ 185.00
		$ -
		$ -

.37 Cent Stamps

NAME	QTY
FLAG	500
KWANZA	200
HANAKAH	100
TOTAL $0.37 STAMPS	800

REMARKS:

PART II - OLD STAMPS

QTY	ITEM	VALUE
		$ -
		$ -
	$0.21	$ -
	$0.22	$ -
	$0.33	$ -
	$0.34	$ -
	$0.55	$ -
	$0.76	$ -
	$3.50	$ -
	$12.25	$ -
	$2.10	$ -
	$3.40	$ -
	$6.80	$ -
	$0.42	$ -
TOTAL OLD STAMPS:		$ -

DAMAGED

QTY	ITEM	VALUE
	$2.00	$ -
	$0.05	$ -
		$ -
		$ -

POSTCARDS/ENVELOPES

QTY	ITEM	VALUE
	.70 AEROGRAM	$ -
250	.45 SMALL	$ 112.50
300	.45 LARGE	$ 135.00
25	.23 STAMPED CARD	$ 5.75
		$ -
		$ -
		$ -
		$ -
		$ -
		$ -

TOTAL STAMPS AND PAPER STOCK: **$ 4,310.25**

OPNAV Form 5112/2 (Feb 06) (Page 2 of 5)

S/N 0108-LF-128-2200

Figure 27-3 — An example of a Cash and Stamp Stock Count and Summary, OPNAV Form 5112/2. (Page 2 of 5) (Continued)

PFO/COPE Monthly Checklist (for Clerk Account skip to *Verification of Money Orders* section)

Form / Equipment	IRT Passwords	Keys to Post Office	Safe Combination	Equipment
PS Form 1590	N/A	N/A	N/A	☑
PS Form 3977	☑	☑	☑	N/A

Verified PS Form 3977's for each account? ☑ Yes ☐ No Are PS 3977's sealed and postmarked? ☑ Yes ☐ No

Summary of PFO/COPE Stamp Stock Accountability

Stamp Stock on Hand per count	$4,310.25	☑ Inventory items are correct or have been corrected
Stamp Stock per PS Form 3958	$4,310.25	(Flex Credit only)
Difference ☐ Over ☐ Short		
Action Taken ☐ Trust	☐ Suspense	☐ Form 571

Verification of Financial Records

Financial Records	Verified to be Correct Since Last Audit		
Verified Daily IRT Unit 1412?	☑ Yes	☐ No	☐ N/A
Postal Officer and COPE verified & signed IRT tapes & 1412 reports?	☑ Yes	☐ No	☐ N/A
Verified Daily/Weekly electronic PS Form 1412?	☑ Yes	☐ No	☐ N/A
Verified deposits were submitted to postmaster, bank or PFO?	☑ Yes	☐ No	☐ N/A
Have all PS Form 3368's been completed & initialed by auditors?	☑ Yes	☐ No	☐ N/A

Verification of Money Orders

				Money Orders On Hand	From	Thru	Total
Are MO's issued in sequence?	☑ Yes	☐ No			1234567300	1234567999	700
Are MO's in good condition?	☑ Yes	☐ No			1234568000	1234568999	1000
Are MO's logged in a DD Form 885?	☑ Yes	☐ No					
Verified MO's held by DISBO?	☐ Yes	☐ No	☑ N/A				
					Total Blank Forms:		1700

Notes, etc.: Commanding Officer has reviewed this audit. CO's initials: *GTS*

I have examined this stamp credit: PCCM *Alan Hass*	15-Mar-06	I concur with audit: (Change of PFO/COPE/Clerk account only)	
(Signature of Auditor)	*(Date)*	*(Signature of Clerk)*	*(Date)*
I have examined this stamp credit: PCCM *Chuck Ramsey*	15-Mar-06	I agree to the count: PC1 *Tad Peckskamp*	15-Mar-06
(Signature of Auditor)	*(Date)*	*(Signature of Clerk)*	*(Date)*

OPNAV Form 5112/2 (Feb 06) (Page 3 of 5) S/N 0108-LF-1282200

Figure 27-3 — An example of a Cash and Stamp Stock Count and Summary, OPNAV Form 5112/2. (Page 3 of 5) (Continued)

PFO/COPE Account Only

ADVANCED FLEXIBLE/FIXED CREDIT WORKSHEET

	Clerk Name	Clerk ID #	*Flex Credit- Unit 1412 Clerk Balances Fixed Credit- PS 3369's Advanced	Remarks
1	SGT Piper	01	$ 345.25	
2	SGT Merriweather	02	$ 278.22	
3	PC3 Dudgeon	03	$ 337.56	
4				
5				
6				
7				
8				
9				
10				
11				
			$ 961.03	

***This amount can be obtained from the clerk balances section of the last UNIT 1412 tape.**
Worksheet is only used for accounts advanced from PFO/COPE account.

OPNAV Form 5112/2 (Feb 06) (Page 4 of 5) S/N 0108-LF-128-2200

Figure 27-3 — An example of a Cash and Stamp Stock Count and Summary, OPNAV Form 5112/2. (Page 4 of 5) (Continued)

PFO/COPE Account Only

QUARTERLY AUDIT REMARKS SHEET

AUDIT DATE: 15-Mar-06

1. **Last PAV:** 15-Jan-05

2. **Postal Officer:** PCCM Mace **Designated:** 2-Feb-05
   e-mail: name@unit.navy.mil

3. **COPE:** PC1 Peckskamp **Designated:** 10-Jun-05
   email: name@unit.navy.mil

4. **Results of all audits conducted during this quarter:**

Rank/Name	PRD	Position Account	Audit Date	AIC 840 + AIC 353	Stamps	Cash	+/-	Accounts advanced	Results	Amount of MO's on hand
PC1 Peckskamp	Dec-06	COPE	13-Jan-06	$ 6,000.00	$ 4,500.00	$ 500.00	Even	$ 1,000.00	$6,000.00	1700
SGT Merriweather	Feb-07	window clerk	13-Jan-06	$ 300.00	$ 250.00	$ 48.00	($2.00)		$298.00	90
SGT Piper	Dec-06	window clerk	13-Jan-06	$ 300.00	$ 250.00	$ 55.00	$5.00		$305.00	100
PC3 Dudgeon	Nov-08	window clerk	13-Jan-06	$ 400.00	$ 300.00	$ 106.00	$6.00		$406.00	75
PC1 Pastrana	Sep-07	Holds no account		$ -	$ -	$ -	Even		$0.00	
				$ -	$ -	$ -	Even		$0.00	
PC1 Peckskamp	Dec-06	COPE	5-Feb-06	$ 6,000.00	$ 4,500.00	$ 500.00	Even	$ 1,000.00	$6,000.00	1700
SGT Merriweather	Feb-07	window clerk	5-Feb-06	$ 300.00	$ 250.00	$ 49.50	($0.50)		$299.50	75
SGT Piper	Dec-06	window clerk	5-Feb-06	$ 300.00	$ 250.00	$ 53.00	$3.00		$303.00	85
PC3 Dudgeon	Nov-08	window clerk	5-Feb-06	$ 400.00	$ 300.00	$ 99.00	($1.00)		$399.00	65
PC1 Pastrana	Sep-07	Holds no account		$ -	$ -	$ -	Even		$0.00	
				$ -	$ -	$ -	Even		$0.00	
PC1 Peckskamp	Dec-06	COPE	15-Mar-06	$ -	$ -	$ -	Even	$ -	$0.00	1700
SGT Merriweather	Feb-07	window clerk	15-Mar-06	$ 280.00	$ 200.00	$ 78.22	($1.78)		$278.22	50
SGT Piper	Dec-06	window clerk	15-Mar-06	$ 342.00	$ 300.00	$ 45.25	$3.25		$345.25	78
PC3 Dudgeon	Nov-08	window clerk	15-Mar-06	$ 340.00	$ 300.00	$ 37.56	($2.44)		$337.56	46
PC1 Pastrana	Sep-07	Holds no account		$ -	$ -	$ -	Even		$0.00	
				$ -	$ -	$ -	Even		$0.00	

5. **Stamp requisitions originated this quarter:**

REQ #	SERVING POSTMASTER/PFO	AMOUNT	DATE DISPATCHED	DATE RECEIVED
09-06	Postmaster New York	$ 500.00	15-Nov-05	28-Nov-05
		$ -		
		$ -		
TOTAL REQUISITIONS:		$ 500.00		

6. **COPE safe combination last changed:** 10-Jun-05

7. **All closing balances (AIC 853) from previous business reports were correctly entered as opening balances (AIC 840) for the next business day's report. All required bank deposits, as listed in AIC 752, were verified to be correct and sent by registered mail. All AIC 848, returned stock entries were verified on each report by PS Form 17 receipts and registered mail records.**

Auditors initials: AH / CR

REMARKS:

PCCM Cathy Mace
POSTAL OFFICER OR AUDITORS SIGNATURE(S)

OPNAV Form 5112/2 (Feb 06) (Page 5 of 5) S/N 0108-LF-128-2200

Figure 27-3 — An example of a Cash and Stamp Stock Count and Summary, OPNAV Form 5112/2. (Page 5 of 5) (Continued)

Quarterly Audit Remarks Sheet

Page 5 of the OPNAV Form 5112/2 is only to be filled out during the quarterly audits. This purpose of this form is to provide a synopsis of all audit related information to the PFO. It contains the following information:

- Audit Date
- Section 1: Date of the Last Postal Assessment Visit
- Section 2: Name, email address and date of designation for the command Postal Officer

- Section 3: Name, email address and date of designation for the finance unit COPE.
- Section 4: Results of all 3 monthly audits conducted during the quarter. Information includes: Rank, Name, PRD, Account type, audit date, AIC 840 + AIC 353 Total, Stamps Total, Cash Total, overage or shortage amount, Total value of accounts advanced for the COPE, Total Value of Account (Audit Results) and Amount of Money Orders on hand.
- Section 5: Stamp Requisitions originated this quarter. This lists only the requisitions between the COPE and the Postmaster.

Disposition of OPNAV 5112/2

Submission of each monthly audit is not required, except for the monthly audit held in the last month of each calendar quarter. This audit should be submitted by USPS indicia mail to the Regional Mail Managers for review and critique. A formal critique sheet will be returned to the Postal Officer listing any discrepancies that require corrective action. The Critique sheet will be initialed by the Postal Officer and submitted to the chain of command for review and returned to the post office. This is an inspectable item during annual PAV.

Recording Audit Results

The COPE, Postal Officer, or MPO supervisor is required to maintain a Stamp Credit Examination Record, PS Form 3368 for each postal clerk that possesses an extended fixed or flexible credit account (*Figure 27-4*). In addition, one of these forms will be maintained for the COPE's account. The PS Form 3368 will be maintained on the individual account until the account is terminated. Each time a flexible credit account is audited, the PS Form 3368 will be updated to record the results of the audit.

Name of Employee	PCSN ABLE B. SEAMAN			Location	SAFE # 2 USS UNDERWAY (CV-66) FPO AE 09561-0001		
Date of Count	Counted by (Name)	Stamp Credit Accountability COB Previous Duty Day Line 17 Col. 11	Stock Accounted for Line 15 Col. 11	Cash Portion * Line 12 Col. 11	Overage + Shortage − Line 18 Col. 11	Remarks	Next Count not Later than
10/10/01	BOATE SMITH	$1,000.00	$950.00	$50.00			11/01
11/14/01	BOATE SMITH	$1,000.00	$953.94	$43.11	$2.95	WITHIN TOLERANCE	12/01

Figure 27-4 — An example of a completed PS Form 3368.

MILITARY INSPECTIONS

Military postal clerks must never forget that the post office is part of the command and, as such, the space is expected to be maintained in accordance with the policy set forth by individual Commanding

Officers. A post office, like any other office, cannot operate smoothly and efficiently unless time is devoted regularly to maintaining order, neatness and cleanliness. To ensure that you do this, the Postal Officer is required to inspect your post office weekly ashore and daily afloat. This inspection includes such areas as the cleanliness and security of the office, a check of undeliverable mail on hand, and the number of empty mailbags on hand. This is a command function documented on Postal Officer’s checklist and no report is required to be submitted to authorities outside the command. Retain Postal Officer’s checklist on file for 24 months (ships) and 12 months (shore.)

All assigned postal activities above mailroom level are required to have an inspection conducted by Major Command (MACOM) or by their designated representatives. An audit of the COPE’s accounts during this inspection will meet the annual inspection requirements as outlined in the *DOD Postal Manual*.

Inspections of shipboard Navy post offices are conducted under the guidance of the Navy Command Inspection Program. Postal Advisors may augment the immediate unit commander’s command inspection team to conduct the shipboard postal functional part of the inspection. The audit conducted by this inspection will satisfy the monthly audit required for that timeframe. Commanding Officers are encouraged to request a postal assist visits by Postal Advisors between formal command inspections. A formal inspection or postal assessment will be conducted on each shipboard military post office at 18-24 month intervals, and annually for overseas shore-based post offices.

Postal Assistance Advisor

The Postal Advisor Program operates in conjunction with the Navy Command Inspection Program, SECNAVINST 5040.3 (series), OPNAVINST 5112.6 (series), applicable Type Commander (TYCOM) instruction and the *DOD Postal Manual*. The Postal Advisor Program supports the Postal Agreement between USPS and DOD.

The purpose of the Postal Advisor Program is to assist Commanding Officers in evaluating daily postal operations and to provide technical training to personnel assigned to postal duties. Postal advisors provide postal orientation to newly designated personnel, and assist, advise and train personnel at Navy post offices around the world. Some of these personnel include Postal Officers, military postal clerks, other military and civilian personnel assigned to postal duties and auditors.

The easiest and most useful way to ensure that postal operations are current and are conducted properly is to make maximum use of the postal advisors. Postal advisors usually are senior Logistics Specialist (E-7s to E-9s) and civilians with an extensive postal background who are assigned to selected fleet concentration areas, and overseas shore installations.

The knowledge and experience of postal advisors can be used to support required training. The advisors can detect unidentified discrepancies (those not yet found), and give recommendations needed to correct identified postal discrepancies. The advisors are able to recommend physical improvements of postal spaces and equipment to improve the flow of mail. Keep in frequent contact with your homeport postal advisor. Take advantage of any training offered by the advisor(s). Postal advisors are located at FMC Yokohama, Japan; San Diego, CA; Pearl Harbor, HI; Norfolk, VA; Mayport, FL; Sigonella, Italy and Bremerton, WA.

Other areas of importance to a postal operation that require the services of a postal advisor are inspections, investigative assistance, audits, pre-deployment briefings, and general help and advice on all postal matters. Regardless of the effectiveness of local training programs, using your postal advisor cannot be overemphasized. Postal policies and practices are continuously changing. This normally affects the operation of the MPS. The postal advisors are knowledgeable and experienced in the full scope of postal responsibilities. They are readily available to give necessary guidance.

POSTAL REPORTS

Among the many internal Post Office reports generated, there also are many required reports that are generated to communicate information with outside commands. The communication of these reports is vital to advise others of current status and relevant situations. Postal Net Alerts, Postal Offenses, Mail Routing Instructions and Mail-on-Hand Reports are common reports prepared by Postal Clerks to communicate current status and vital information to others.

Postal Net Alert

The Postal Net Alert (PNA) is a system of communicating between postal activities by supplying information about the status of mail movement. PNAs can be used to report air and surface irregularities, which include incidents such as facility problems and mechanical breakdowns affecting the transportation or processing of mail.

The PNA Report can be a good information tool as it reports information on matters directly affecting mail movement such as the following:

- Improper labeling or tagging of mail
- Airport closures
- Mail loaded or off-loaded in error
- Change in airline ability to make transfers
- Last-minute flight schedule changes
- Unsuccessful airline transfers
- Airline carrier backlogs.

Postal Officers can use PNA reports to create an information link between dispatching, transiting, and receiving activities. PNAs are one of the more important building blocks of an integrated mail transportation network. PNAs sent between local post offices do not need to follow a specific format. They should just say what has to be said, giving the facts of the incident and the action taken or recommended.

Typically, these types of PNA's are conveyed via e-mail. Deficiencies that affect larger scale transportation networks are formerly reported via the AMPS (*Figure 27-5*). Ships and mobile units will report via Naval message.

The PNA is a tool that all postal managers are encouraged to use when needed. The PNA should be used to report intra-theater mail problems and concerns on mail moving to and from CONUS.

MPSA Postal Net Alert (PNA) # 26-96347-2013

Status: Closed

Narrative:	On 28 JAN 2013, all mail being dispatched from FMC Yokohama was suspended for one day due to inclement weather condition on the roads-Hagashi-Kanto Highway closed. MCA Narita personnel were unable to reach Narita Airport to receive incoming/outgoing mail from FMC Yokohama. Below is the detailed information on mail being suspended: Delta Airlines: GUM – 13 pcs @ 160 kgs; HKG – 5 pcs @ 37 kgs; ICN – 5 pcs @ 10 kgs; MNL – 83 pcs @ 572 kgs NH Airlines: HNL – 8 pcs @ 35 kgs; FRA – 1 pc @ 1 kg; LHR – 1 pc @ 1 kg JAL Airlines: SYD – 2 pcs @ 7 kgs; CGK – 1 pc @ 1 kg AZ Airlines: CTA – 1 pc @ 1 kg; NAP – 1 pc @ 1 kg United Airlines: BKK – 15 pcs @ 81 kgs Yokota: 7 pcs @ 39 kgs; 2 Registered mail @ 2 kgs
Reported By:	POSTAL CLERK ADONIS A ORDONEZ **Level:** MPO
Reporting Unit Location:	96347-9997 -- FMC YOKOHAMA, JAPAN
Incident Date:	01/28/2013
PNA Category:	Force Majeure
Condition:	Delay
Originator Recommendations:	Once conditions are deemed safe for travel, mail will be dispatched accordingly and normal operations will resume-(Projected date: 29 JAN 2013).
Corrective Actions:	---
Closure Date:	01/28/2013. Closed by Super of OPS/Trans OTILIO SANTOS
Resolution:	Mail will be dispatched 29Jan13.

Back

Figure 27-5 — An example of a Postal Net Alert (PNA).

Mail on Hand/Dispatch Report

Daily mail on hand/dispatch reports are required from all ships and shore activities holding mail for other units. The first section of the report shows the amount of mail on hand and for which unit, while the Passenger Mail Cargo Coordinator (PMCC) should show any mail received for ships not present with the battle group.

Mail on hand/dispatch reports permit commands to monitor mail flow and to provide special routing instructions when necessary. Mail on hand/dispatch reports are sent in message format with PRIORITY precedence (*Figure 27-6*).

UNCLASSIFIED

FM: COMNAVACT LONDON UK
TO: USS UNDERWAY
USS DESTROYER
USS CRUISER
USNS OILER
INFO: CDR JT MIL POSTAL ACTY ATL NEW YORK NY//MPSA-NY-MR//
CINCLANTFLT NORFOLK VA//N412P/N412P1//
COMNAVSUPSYSCOM MECHANICSBURG PA//SUP54//

UNCLAS//N05110//MSGID/GENADMIN/FMC DET ROME IT//

SUBJ/MAIL ON HAND/DISPATCH REPORT

RMKS/1. THE FOLLOWING MAIL ON HAND AT NPO LONDON AS OF 1601Z 30 JUN 09. ALL WEIGHTS ARE LISTED IN KILOS.

UNIT	LCM/PRI/MOM/SAM	REGS	ANTICIPATED DISP DATE
USS UNDERWAY	325/000/000/000	020	FAM
USS DESTROYER	020/000/000/000	000	OSL 07/01
USS CRUISER	083/000/000/000	005	PORTMOUTH 07/01
USNS OILER	010/000/000/000	001	FAM

2. THE FOLLOWING MAIL DISP BY ORIG ON 30JUN01.

USS UNDERWAY	450/000/000/000	045	VIA HELO
USS DESTROYER	100/000/000/000	005	VIA HELO CV-66 FFT
USS CRUISER	076/000/000/000	001	VIA HELO CV-66 FFT
USNS OILER	000/000/000/000	010	VIA HELO CV-66 FFT

3. RETOGRADE MAIL ON HAND OVER 24 HOURS: NONE

UNCLASSIFIED

Figure 27-6 — An example of a Mail On Hand/Dispatch Report.

Mail Routing Instruction (MRI)

The routing and dispatching of mail for Navy units operating out of their homeports or when they are deployed overseas is carried out by responsible mail-routing activities using information provided to them by each unit in the form of MRIs. The responsibility for submitting MRIs lies with the ship or other mobile unit’s CO. However, generally the command Postal Officer will draft the message for approval. MRIs are submitted to the appropriate Joint Military Postal Activity (JMPA) and area mail coordinators as designated by the appropriate MACOM.

As you have learned, Military Postal Service Agency (MPSA) established offices are the gateways to provide mail routing instructions to USPS. JMPA-ATL or JMPA-PAC, located at New York/New Jersey with a detachment in Miami and Los Angeles respectively, have been assigned overall mail routing and monitoring responsibility for all mobile units.

The action addressee on all MRIs is the responsible JMPA and/or area mail coordinator, if applicable. The information addressees should be all other activities with a need to know (any activity involved in the delivery or receipt of your ship or unit’s mail), such as MACOM, TYCOM, Fleet Mail Centers

(FMCs), aircraft carriers or auxiliary ships, naval stations, and so forth. Embarked units always will be indicated as embarked on a ship's MRI. However, this does not relieve the embarking/debarking unit of the responsibility of submitting its own MRI. MRIs should be sent CONFIDENTIAL using PRIORITY precedence, (info addresses should be sent ROUTINE), and as far in advance as possible but no later than 10 days prior to the movement to ensure the successful receipt of mail (*Figure 27-7*). Submit updated MRIs promptly whenever changes in schedules occur.

MACOM may designate area mail coordinators the responsibility for issuing and coordinating intra-theater routing for mobile units in their respective area. Many of the area mail coordinators issue instructions that are unique to their particular area of responsibility. These instructions are helpful to mobile commands in the preparation of MRIs and also in dispatching and receiving mail.

Special Reports of Postal Violations, Losses, and Offenses

Postal offenses are occurrences of violating laws, agreements, or USPS and DOD regulations, which jeopardize the security of mail, postal effects and other USPS or DOD property. The *DON Postal Instruction* and the *DOD Postal Manual*, provide detailed information about reporting postal losses and offenses.

DOD is responsible for ensuring that USPS is reimbursed for the loss of funds, postage stock, and accountable mail because of embezzlement, negligence, or theft while in the custody of the MPS. Investigation by the military services may be required to determine individual liability. An investigating officer may be a commissioned officer, a warrant officer, or a senior enlisted person (E-7 through E-9) appointed to investigate postal offenses or losses. Examples of postal offenses that must be investigated are as follows:

- Theft, destruction, manipulation, misappropriation or embezzlement of postal funds, blank money order forms, money order imprinters, mail keys, stamps, stamped paper, or meter postage or postmarking devices
- Delay of mail
- Altering, counterfeiting, forging, or fraudulently passing money orders and other postal paper.

The *DOD Postal Manual* lists various other postal offenses that must be reported. Reports are made to the MACOM via message format and AMPS (*Figure 27-8*) within 72 hours of discovery with follow-up reports made every 30 days thereafter, or until MACOM closes the case. Postal losses, such as stamp-stock-account shortages or missing money-order vouchers discovered during routine audits, are not required to be reported as postal offenses unless criminal intent is suspected.

Classification markings in this document are for training purposes only.

CONFIDENTIAL

FM: USS UNDERWAY
TO: CDR JT MIL POSTAL ACTY ATL NEW YORK NY//MPSA-NY-MR//

INFO: CINCLANTFLT NORFOLKVA//N412P/N412P1//
COMNAVACT LONDON UK//A111//
USS AIRCRAFT CARRIER
USS DESTROYER
USS CRUISER
USNS OILER
FIGHTER SQUADRON ONE ZERO FOUR
SEA CONTROL SQUADRON THIRTY EIGHT
HELICOPTER ANTISUBMARINE SQUADRON ELEVEN
CARRIER AIRBORNE EARLY WARNING SQUADRON ONE TWO TWO

CONFIDENTIAL//N05110//

MSGID/GENADMIN/USS UNDERWAY//

SUBJ/MAIL ROUTING INSTRUCTION 6-01

REF/A/RMG/USS UNDERWAY/151600ZMAY09//

AMPN/REF A IS MAIL ROUTING INSTRUCTION 5-01//

RMKS/1. (U) CANCEL REF A.

2. (C) THE FOLLOWING INFO IS PROVIDED FOR MAIL ROUTING PURPOSES ONLY:

PORT/LOCATION	ETA	ETD
NORFOLK,VA(INPORT)	PRES	15JUN09
USS AIRCRAFT CARRIER(FFT)	15JUN09	17JUN09
NAPLES, ITALY	17JUN09	01JUL09
NORFOLK, VA(INPORT)	07JUL09	UFN

3. (C) SHIPS IN COMPANY: USS DESTROYER, USS CRUISER, USNS OILER, USS AIRCRAFT CARRIER.

4. (C) EMBARKED UNITS: VF-104, VS-38, HS-11, VAW-122.

CONFIDENTIAL

Figure 27-7 — An example of a Mail Routing instruction.

Classification markings in this document are for training purposes only.

UNCLASSIFIED

FM: USS UNDERWAY
TO: EXEC DIR MIL POSTAL SVC AGCY ALEXANDRIA VA//MPSA-OP//

INFO: CINCLANTFLT NORFOLK VA//N412P/N412P1//
COMNAVSUPSYSCOM MECHANICSBURG PA//SUP54// UNCLAS//N05115//

MSGID/GENADMIN/USS UNDERWAY//

SUBJ/TYPE OF POSTAL OFFENSE, INCIDENT, CATASTROPHE, OR TYPE OF FUNDS INVOLVED AND AMOUNT//

RMK'S/1. IN COMPLIANCE WITH DOD 4525.6-M, VOL I, CHAP 14, PARA 1402, THE FOLLOWING INFO IS FURNISHED:

A. DATE INCIDENT OCCURRED, KNOWN FACTS AND CIRCUMSTANCES AND ORGANIZATION INVOLVED (INCLUDE OFFICE ID NUMBER AND ZIP CODE).

B. PERSONNEL INVOLVED: INDICATE WHETHER A POSTAL CLERK OR A MAIL ORDERLY IS RESPONSIBLE FOR THE LOSS.

C. INDICATE WHETHER RESTITUTION HAS BEEN MADE, OR WILL BE MADE AND WHEN.

D. REFLECT INFORMATION RELATING TO RECOVERY AND DISPOSITION OF MAIL AND INCLUSIVE DATES OF SUCH MAIL. IF ACCOUNTABLE MAIL IS INVOLVED, INDICATE AMOUNT, TYPE, ACCOUNTABLE NUMBERS, CONTENTS AND VALUE, IF KNOWN. IF BEING HELD AS EVIDENCE, SO STATE, AND GIVE AMOUNT AND ESTIMATED DATE OF RELEASE. IF MAIL SERVICE IS INVOLVED, REPORT WHETHER PREVIOUS INCIDENTS HAVE OCCURRED AND, IF SO, GIVE DATE(S).

E. INDICATE DATE REFERRED TO INVESTIGATIVE AGENCY, INCLUDING AGENT'S NAME, DESIGNATION, LOCATION, AND CASE NUMBER ASSIGNED, AS APPROPRIATE. IF OFFENSE OCCURRED IN CONUS, INCLUDE DATE; AND LOCATION OF USPS POSTAL INSPECTOR WHO WAS NOTIFIED.

F. STATE CORRECTIVE ACTION TAKEN TO PREVENT RECURRENCE, AS APPROPRIATE.

2. INDICATE THE DATE AND THE NAME OF THE COMMAND, WHICH DESIGNATED THE INDIVIDUAL AS MPC, FPC, COPE, OR FPO. (IF PARAGRAPH DOES NOT APPLY, OMIT FROM MESSAGE.)

UNCLASSIFIED

Figure 27-8 — An example of a postal offense message.

POST OFFICE FILES AND RECORDS

The size and type of an MPO generally dictates the type of container or space needed for maintaining files and records. Large shore-based MPOs in some cases will need a separate space for administrative files, whereas a small shipboard MPO will use only a filing cabinet. The following information will aid in setting up a postal filing system and ensuring that your system provides adequate security.

Setting up Postal Files

As a minimum, your filing system should be organized into five main sections: 1. Administration, 2. Financial, 3. Supply, 4. Operations, and 5. Records. Additional file sections may be added as needed. Correspondence on each individual section should be filed as shown below.

1. **ADMINISTRATION**

- Letters of Appointment
- Designation/termination, DD Form 2257 General Correspondence
- Command Postal Standard Operating Procedures/ Postal Operating Plan (SOP/POP)
- UNCLAS Messages (Incoming) UNCLAS Messages (Outgoing)
- Postal Assessment Visit Records
- Supplies and Equipment Receipt, PS Form 1590
- Instructions and Notices 5110 through 5119
- Unit Mail Clerk/Orderly Designation Log, DD Form 2260.

2. **FINANCIAL**

- Stamp Requisition, PS Form 17
- Monthly/Quarterly Audits, OPNAV Form 5112/2
- Clerk and Unit, PS Form 1412's
- Merchants Sales Summary Report (Afloat Units)
- Money Order Vouchers
- Money Order Requisition, PS Form 17
- Stamped Credit Examination Record, PS Form 3368.

3. **SUPPLY**

- Requisition for Rubber and Steel Stamps Only, PS Form 1567
- Requisition for Facing Slips or Labels, PS Form 1578B
- MDC Supply Requisition, PS Form 7380
- Requisition for Supplies, Services, or Equipment, PS Form 7381
- Supply Record Card, PS Form 1586.

4. **OPERATIONS**

- Military Mail AV-7 Delivery List, PS Form 2942-A (Incoming)
- Military Mail AV-7 Delivery List, PS Form 2942-A (Outgoing)
- Mail Manifest, OPNAV Form 5110/9 (Incoming)
- Mail Manifest, OPNAV Form 5110/9 (Outgoing)
- Transportation Control and Movement Document (TCMD), DD Form 1384
- Mail Manifest, DD Form 1372

- Mail Routing Instructions
- Mail On Hand Reports
- Mail Dispatch Reports
- Postal Net Alerts.

5. RECORDS

- Mail Call Sheets
- Registered Mail® Balance and Inventory Sheet, DD Form 2261
- Registered Bills (Incoming)
- Registered Bills (Outgoing)
- Domestic Claim or Registered Mail® Inquiry, PS Form 1000
- Report of Rifled Parcel, PS Form 673.

The Department of the Navy Information Security Program Regulation, SECNAVINST 5510.36 (series), defines the security requirements for file cabinets that contain classified material.

Safeguarding Postal Records

Protection given to the mails is always of utmost concern. The same applies for postal records. This section briefly discusses safeguarding postal records and instructions on dealing with individuals when the examination of postal records may become necessary.

Information regarding postal matters may not be released except as provided below:

- Agencies or individuals, such as the Naval Criminal Investigative Service (NCIS) or NCIS agents, who want to examine USPS records, must have written approval from the Commanding Officer.
- Photostats or true copies of records must be released only with prior approval of the Commanding Officer concerned.
- When a Commanding Officer deems necessary, original records may be released. Notification of release must be reported to MPSA through the chain of command.
- Records pertaining to individual transactions of customers as distinguished from official investigations must be released only with prior approval of USPS Headquarters, Washington, DC. Normally, before any individual agent or agency representative requests to examine USPS records, he or she will already have a very good reason for doing so, and also the permission. However, you must inform your Postal Officer whenever you receive a request to examine USPS records. After you receive authorization, help the individuals in a professional and courteous manner.
- Mailing addresses for transferred personnel may be given to authorized individuals for official business purposes only.

Retention Period for Records and Forms

Retention periods for postal records and forms are located in the *Administrative Support Manual* (ASM). Below is a list of the more commonly used records and forms and their retention periods:

- PS Form 1000—3 years
- PS Form 3849—2 years
- Registered Mail® records—2 years
- PS Form 1412 and supporting documentation – 4 years
- PS Form 17 (stamp requisition/return)—4 years
- PS Form 17 (money order requisition)—4 years from date all money orders from series is issued.

Records and forms pertaining to military forms and records are not included in the ASM. Below is a list of those forms and records:

- All DOD Forms—2 years
- OPNAV 5110/5 (directory card)—12 months after transfer
- OPNAV 5110/9 (ordinary mail manifest)—6 months
- OPNAV 5110/9 (Registered Mail® manifest)—2 years
- Mail call log sheet—6 months
- PS Form 2976—30 days.

All records used with the Unisys III will be retained for four years.

STANDARD OPERATING PROCEDURES AND POSTAL OPERATING PLAN

The following information provides instruction for the development of command SOP and POP.

Standard Operating Procedures

COs must ensure that a local postal service directive or instruction is produced. This directive or instruction should be called the SOP. It should cite information relative to mail services and facilities of the command. A sample SOP is shown in Appendix 2 of this Non-Resident Training Course (NRTC). The SOP should contain, at a minimum, the following:

- Complete and correct command mailing address
- Post Office Operating Hours
- Emergency Destruction of Postal Effects
- Location of Mail Drop Boxes
- Mail Collection and close out times
- Responsibilities of the Postal Officer, COPE and Command Monies Audit Board Members
- Customs procedures and requirements
- Security for protection of the mail, postal effects, and access to MPO working spaces
- Transportation for incoming and outgoing mail
- Procedures for preparation, internal routing and submission of required reports

- Guidelines to account for blank money order forms
- Handling and reporting procedures for mail suspected of containing a mail bomb, anthrax, or chemical and biological agents.

Where applicable, the SOP is combined with the command POP. The SOP should be posted in an area accessible to all postal customers for their information.

All MPS operating activities must review and update their SOP at least annually.

Postal Operating Plan

The role of the POP is to supply postal management with a method to document the processes to be done, target times to be met, and basic information needed to manage an MPO. It must be used at the managerial and planning level, as well as at the operating level. The POP is a map of the postal operation and can be a valuable management tool to indoctrinate newly reporting Postal Officers and supervisors.

The POP enables Postal Officers or supervisors to plan mail-processing operations and coordinate them with transportation schedules. Each section of the POP should be made with a view toward the following goals:

- Streamlining mail-processing operations
- Integrating mail transportation systems
- Making operations more efficient and economical
- Determining facility layout
- Determining equipment requirements
- Determining work schedules
- Determining manpower requirements.

All MPS operating activities must review and update their POP at least annually. Changes also should be made when information is no longer accurate or becomes obsolete. All MPOs have different written plans to meet their command's unique requirements. Prepare only those parts of the plan applicable to your postal operation. Most shipboard post offices probably would not prepare a ground transportation schedule or include mail-processing targets in the POP but all land-based MPOs should.

When the mail is ready for pick up, the Navy PC receipts for it, brings it back to the post office, and then sorts it and holds mail call. Large shipboard post offices, such as those on board aircraft carriers should include a transportation or logistics section to include flight deck and underway replenishment (UNREP) operations.

During these high-tempo operations, PCs must be flexible and follow a good solid plan. During any operation, communication is a major part of the overall plan. This plan should be well thought out and rehearsed if these fast paced evolutions are to run smoothly. The basic POP consists of the following seven sections:

- *Table of contents*. This section lists each section of the POP and the date prepared or updated. Some sections may not need updating while others may need to be reviewed and updated frequently.

- *Basic information*. This section provides daily, monthly, and yearly mail-volume data. Fleet exercise mail-volume data also should be listed in this section.
- *Basic facility data*. This section supplies basic information including facility layout, mail processing equipment, and case and rack design.
- *Mail processing profile*. This section shows the average daily volume of mail received and dispatched during a normal workday. The daily average is found by conducting counts over a specified period.
- *Mail processing targets*. This section contains specific mail processing target times to optimize mail processing. It documents the time mail must be available for processing at each sequential step.
- *Transportation*. This section has information about transportation networks used by the activity to fulfill its postal mission.
- *Special instructions*. This section contains special instructions highlighting unique roles or clarifies the operation of the postal activity. This could include a map of mail collection boxes on the facility and collection times or other information that might be helpful.

Remember, that the information provided here is only a basic guide and that each postal activity should include only those sections pertaining to its operation.

(This page was left blank intentionally).

APPENDIX I

REFERENCES USED TO DEVELOP THE TRAMAN

37 USC 402

40 Code of Federal Regulations (CFR) 261, Identification and Listing of Hazardous Waste

Administrative Support Manual, Issue 13, U.S. Postal Service, Washington, DC, Jul 1999.

AFAR Appendix G, Standard Form 44, Purchase Order-Invoice-Voucher

AFI10-401 7 December 2006

AFMAN 24-204(I)/TM 38-250/NAVSUP PUB 505/MCO P4030.19H/ DLAI 4145.3 Air Force Interservice Manual 24-204, Preparing Hazardous Materials for Military Air Shipments, 11 Sep 2001

Army Federal Acquisition Regulation Supplement (AFAR), Appendix E: Ordering Officers

Army FM 55-1 Chap 3.

Army Logistics Volume 38, Issue 4 July–august 2006, The Role of UMOs and TC–AIMS Operators in Deployments

Army Regulation 380-5 (AR-380-5), Department of the Army Information Security Program

Asset Tracking for Logistics and Supply System (ATLASS) Program Brief dated 15 Jul 09

CENTCOM Intra-Theater Airlift Letter of Instruction (LOI), 13 Jan 2010.

CJCSM 3122.01A, Joint Operation Planning and Execution System (JOPES) Volume I (Planning Policies and Procedures), hereafter referred to as "JOPES Volume I."

CJCSM 3122.02C, Joint Operation Planning and Execution System (JOPES) Volume III (Crisis Action Time-Phased Force and Deployment Data Development and Deployment Execution), hereafter referred to as "JOPES Volume III.", 22 March 2004 Directive Current as of 19 July 2006

CJCSM 3122.03B, Joint Operation Planning and Execution System (JOPES) Volume II (Planning Formats), hereafter referred to as "JOPES Volume II."

CNAFINST 4440.2 (series)

CNAFINST 4790.2 THE NAVAL AVIATION MAINTENANCE PROGRAM (NAMP)

COMNAVFACENGCOM P-79 Real Estate Procedure Manual

COMNAVFACENGCOMLANTDIV LTR 11011 General

COMNAVRESFORCOM P4000 Navy Reserve Logistics Support Handbook

COMNAVRESFORINST 1001.5 Administrative Procedures for the Drilling Reserve and Participating Members of the Individual Ready Reserve

COMNAVSPECWARGRUTWO inst. 7800.1A.

COMNAVSURFOR Instruction 4400.1

COMNAVSURFOR Instruction 4400.2

COMRIVGRUONE INSTRUCTION 4400.1

Container Methods, Handbook PO-502, U.S. Postal Service, Washington, DC, Sep 1992.

Contingency Contracting – A Joint Handbook – Chap. 5

Contingency Contracting – A Joint Handbook for the 21st Century – Chap 5 – Contractual Instruments (SF 44)

Contingency Contracting A Joint Handbook for the 21st Century, dated Dec 2008

COSAL Use and Maintenance Manual, NAVSUP WSSINST 4441.170 (series)

Defense Transportation Regulation – 4500.9-R-Part III, Mobility August 2007

Defense Transportation Regulation – Part III 17 August 2007 Mobility APPENDIX I Automated Mobility Systems

Defense Transportation Regulation Volume 2 Chapter 210

Department of Defense Military Handbook 138B (MIL HDBK 138B)

Department of Defense Official Mail Manual, DoD 4525.8-M, Office of the Assistant Secretary of Defense (Production and Logistics), Washington, DC, Jul 1987.

Department of Defense Postal Manual, DoD 4525.6-M, two volumes, Office of the Assistant Secretary of Defense (Production and Logistics), Washington, DC, Dec 1989.

Department of Defense Regulation 4500.9R Part II, Cargo Movement

Department of the Navy (DoN) Automatic Identification Technology (AIT) Implementation Manual June 2006

Department of the Navy Information Security Program Regulation, SECNAVINST 5510.36, Office of the Secretary of the Navy, Washington, DC, Mar 1999.

Department of the Navy Official Mail Management Instruction, OPNAVINST 5218.7B, Office of the Chief of Naval Operations, Washington, DC, Oct 1999.

Department of the Navy Postal Instructions, OPNAVINST 5112.6C, Office of the Chief of Naval Operations, Washington, DC, Jun 1998.

DFARS 253.213

Directives and Forms Catalog, Publication 223, U.S. Postal Service, Washington, DC, Jun 1999.

Distributing, Dispatching, and Transporting Military Mail by Air, Handbook T-7, U.S. Postal Service, Washington, DC, Sep 1993.

DoD 4000.25-1-M, Military Standard Requisitioning and Issue Procedures (MILSTRIP), dated 28 Apr 04

DoD 4000.25-6-M, Department of Defense Activity Address Directory (DoDAAD)

DoD 4140.27-M

DoD 4500.36-R Management, Acquisition and Use of Motor Vehicles, March 16, 2007

DoD 5500.7-R, Joint Ethics Regulation

DoD 7000.14 Financial Management Regulation

DoD Directive 5500.7 Joint Ethics Regulations

DoD Financial Management Regulation, Volume 5, paragraph 020604

DoD Financial Management Regulations, Volume 7

DoD Hazardous Materials Field Guide Military Surface Deployment and Distribution Command (MSDDC), Oct 2007

DoDD 5158.04, July 27, 2007

Domestic Mail Manual, Issue 55, U.S. Postal Service, Washington, DC, Jan 2000.

DTR 4500.9-R Part III, Mobility, dated Sep 2007 (includes changes through 28 Jan 2010)

EBUSOFFINST 4200.1 Series (http://www.navsup.navy.mil)

Emergency Response Guidebook 2008 Version

EODESUTWOINST 5400.1

Expeditionary Combat Readiness Center (ECRC) Example of Requisition Processes

Express Mail Military Service, Handbook PO-514, U.S. Postal Service, Washington, DC, Jun 1989.

Federal Acquisition Regulation Part 3.104, Procurement Integrity

Federal Acquisition Regulation Part 3.2, Contractor gratuities to Government personnel;

Federal Acquisition Regulation Part 37.104, Personal Services Contracts

Federal Acquisition Regulation Part 9.1, Responsible contractors;

Federal Acquisition Regulation Part 9.4, Debarment/Suspension;

Federal Acquisition Regulation Part 9.5, Organizational and Consultant COI;

Federal Hazardous Materials Transportation Law

Field Manual (FM 4-0), Combat Service Support

Field Manual (FM) 3-04.113, Utility and Cargo Helicopter Operations, Dec 2007

Field Manual (FM) 4-01.30, Movement Control, September 2003

Field Manual Interim 3-35, Army Deployment and Redeployment, June 2007

Field Ordering Officer/Paying Agent Handbook No. 09-16 Jul 09

FM 4-01.011 Unit Movement Operations, dated Oct 02

FM 4-01.011, Unit Movement Operations, October 2002

FMI 4-93.2, The Sustainment Brigade, February 2009

Hazardous, Restricted, and Perishable Mail, Publication 52, U.S. Postal Service, Washington, DC, Jul 1999.

International Mail Manual, Issue 23, U.S. Postal Service, Washington, DC, Jul 2000.

International Maritime Dangerous Goods Code (IMDG) 2006 Edition

Joint Fleet Maintenance Manual, COMFLTFORCOMINST 4790.3(series)

Joint Publication (JP) 1-02, Department of Defense Dictionary of Military and Associated Terms

Joint Publication (JP) 1-02, Department of Defense Dictionary of Military and Associated Terms, dated 12 April 2001 (as amended through 17 March 2009)

Joint Publication (JP) 1-02, Department of Defense Dictionary of Military and Associated Terms, 12

April 2001

Joint Publication (JP) 4.0, Joint Logistics

Joint Publication (JP) 4-0, Joint Logistics, dated 18 July 2008

Joint Publication 1-02, Department of Defense Dictionary of Military and Associated Terms, 12 April 2001 (As Amended Through 17 March 2009)

Joint Publication 3-0, Joint Operations

Joint Publication 3-0, Joint Operations, 17 Sep 2006 Incorporating Change 1, 13 Feb 2008

Joint Publication 5-0, Joint Operation Planning, 26 December 2006

JOPES Functional Manager [orientation guide] 16 February 1996

JP 1-02, Department of Defense Dictionary of Military and Associated Terms, 12 April 2001

JP 3-0, Joint Operations, 17 September 2006 Incorporating Change 1, 13 February 2008

JP 3-08, Interagency, Intergovernmental Organization and Nongovernmental Organization Coordination During Joint Operations Vol. I, 17 March 2006

JP 3-29, Foreign Humanitarian Assistance 17 March 2009

JP 4-10, Operational Contract Support, 17 October 2008

JP1, Doctrine for the Armed Forces of the Unites States, p. IV-11 (May 2007)

Marine Corps Order (MCO) 3000.18A, Marine Corps Force Deployment Planning and Execution Process Manual, (Short Title: FDP&E Manual), May 4 2009

Marine Corps Warfighting Publication (MCWP) 4-1, Logistics Operations

Marine Corps Warfighting Publication (MCWP) 4-11, Tactical-Level Logistics, 13 June 2000

MCWP 3-17, Engineering Operations, 14 February 2000

MCWP 4-11.1, Health Service Support Operations, 10 March 1998

MCWP 4-11.3 Transportation Operations, 5 September 2001

MCWP 4-11.4, Maintenance Operations, 24 April 1998

MCWP 4-11.7 MAGTF Supply Operations

MCWP 4-11.7, MAGTF Supply Operations, 24 Jun 1998

MCWP 4-11.8, Services in an Expeditionary Environment, 24 September 2001

MCWP 4-12, Operational-Level Logistics, 30 January 2002

Money As A Weapons System (MAAWS) Handbook, No. 09-27 dated Apr 09

National Five-Digit ZIP Code and Post Office Directory, Publication 65A, U.S. Postal Service, Washington, DC, Oct 1999.

NAVAIRINST 13700.15 AIRCRAFT ENGINE MANAGEMENT SYSTEM (AEMS)

Naval Doctrine Publication (NDP) 4, Naval Logistics

Naval Ships' Technical Manual

Naval Ships' Technical Manual (NSTM), chapter 593, Pollution Control

Naval Ships' Technical Manual, chapter 9230

Naval Special Warfare NWP 3-05

Naval Supply Procedures, NAVSUP 485 Volume 1 and Volume 2

NAVEDTRA 43241-J 3-M Personnel Qualification Standard, dated Dec 2009

NAVSUP WSSINST 4441.15 (series)

NAVSUP WSSINST 4441.16 (series)

NAVPERS 15560 Naval Military Personnel Manual

NAVPERS 15665I Uniform Regulations

NAVSEA 4790.8B, Ship's Maintenance and Material Management (3-M) Manual

NAVSO P-1000, Financial Management Policy Manual, Dec 2002

NAVSO P-3013-2 FINANCIAL MANAGEMENT OF RESOURCES, OPERATING PROCEDURES

NAVSO P-3013-2 FINANCIAL MANAGEMENT OF RESOURCES, OPERATING PROCEDURES

NAVSO P-3013-2 FINANCIAL MANAGEMENT OF RESOURCES OPERATING PROCEDURES

NAVSUP 4200.99 Series (http://www.nko.navy.mil)

NAVSUP P 485

NAVSUP P-485 NAVAL SUPPLY PROCEDURES VOL I & II

NAVSUP P-485, Chapter 3 (http://www.nko.navy.mil)

NAVSUP P-485, Vol. II Ashore Supply Procedures

NAVSUP P-485, Vol. III Ashore Supply Procedures

NAVSUP P486, Vol. 1 Food Service Management (General Messes)

NAVSUP P-545 DLR REQUISITIONING, TURN-IN AND CARCASS TRACKING GUIDE

NAVSUPINST 4200.85 (series) Department of the Navy Simplified Acquisition Procedures

NAVSUPINST 4200.99 Department of the Navy Policies and Procedures for the Operation and Management of the Government Wide Commercial Purchase Card

NAVSUPINST 4421.20

NAVSUPINST 4440.115 PHYSICAL INVENTORY PROGRAM

NAVSUPINST 4440.179 REPORT OF DISCREPANCY (ROD) MANUAL

NAVSUPINST 4441.15(series)

Navy Postal Finance Office Handbook, NAVSUP Publication 725, Director of Navy Postal Policy, COMNAVSUPSYSCOM, Mechanicsburg, PA, 1999.

Navy Tactics, Techniques and Procedures NTTP 4-01.5, Strategic Mobility and Unit Movement Operations, July 2008

NECC Logistics Planning and Concept of Support Manual, dated 01 Jun 2009

NLI Playbook (Edition 2), 24 Aug 2009

NSW-21 Doctrine

OPNAVINST 5090.1 (series)

OPNAVINST 11101.44

OPNAVINST 4600.26, Transportation Coordinators Automated Information for Movements System II (TC-AIMS II)

OPNAVINST 4600.26A, Navy Deployment and Distribution Systems

OPNAVINST 4630.26A, Procedures for Arranging Navy-Sponsored Special Assignment Airlift Missions (SAAMS), Mar 2007

OPNAVINST 4631.2D, Management of Department of the Navy (DON) Airlift Assets, Dec 1997 http://www.globalsecurity.org/military/agency/navy/flelogsuppwing.htm

OPNAVINST 4790.2 THE NAVAL AVIATION MAINTENANCE PROGRAM

OPNAVINST 4790.4 SHIP'S MAINTENANCE AND MATERIAL MANAGEMENT

Paying Agent Duties – DoD-Financial Management Regulation – Vol. 5, Para 020604

Postal Bulletin, U.S. Postal Service, Washington, DC.

Postal Operations Manual, Issue 8, U.S. Postal Service, Washington, DC, Jul 1998.

Replenishment at Sea Instructions, NWP 4-01, Office of the Chief of Naval Operations, Washington, DC, May 1997.

Requisitioning Labels, Handbook PO-423, U.S. Postal Service, Washington, DC, Apr 1992.

Reserve Uniform Requirement List (RURL)

SECNAVINST 4000.37, NLI, 31 Dec 2007

Ship's Maintenance and Material Management System Policy, OPNAVINST 4790.4(series)

Supply and Equipment Catalog, Publication 247, U.S. Postal Service, Washington, DC, Oct 1999.

TC-AIMS II Supports the Navy (CHIPS Magazine Jan05)

The Naval Supply Systems Command (NAVSUP) INST 4200.99, Department of the Navy (DON) Policies and Procedures for The Operation and Management of the Government Wide Commercial Purchase Card Program (GCPC) , Oct 13 2006

Title 49 Code of Federal Regulations (CFR), Parts 100-185

United States Navy Radio Frequency Identification (RFID) Implementation Plan, 8 December 2005

USCENTCOM Concept of Operations (CONOPS) for establishing a Joint Movement Request (JMR) Transportation Control Number (TCN), dated 15 August 2008

User's Guide for Joint Operation Planning and Execution System (JOPES), 1 May 1995

APPENDIX II

PUBLICATIONS

USPS Handbook T-7, Distributing, Dispatching, and Transporting Military Mail by Air

USPS Publication 32, Glossary of Postal Terms

USPS Publication 52, Hazardous, Restricted, and Perishable Mail, Appendix D USPS Publication 65-A, National Five-Digit ZIP Code and Post Office Directory USPS Publication 223, Directives and Forms Catalog

USPS Publication 247, Supply and Equipment Catalog

DoD Official Mail Manual, DoD 4525.8-M, Appendix A

Department of the Navy Official Mail Management Instruction, OPNAVINST 5218.7B Department of the Navy Postal Instructions, OPNAVINST 5112.6, Appendix D

DoD Postal Manual, DoD 4525.6-M Volume I

DoD Postal Manual, DoD 4525.6-M Volume II, Appendix A

GLOSSARY

TERMS

ACCOUNTABLE MAIL*—Mail that requires the signature of the addressee or addressee's agent upon receipt to provide proof of delivery or indemnification for loss or damage. This includes Express Mail and special service mail such as certified mail, collect on delivery, insured mail for more than $50, registered mail and return receipt for merchandise.*

ACCOUNTABLE OR SERVICING POSTMASTER*—A U.S. Postal Service (USPS) postmaster where a military postal activity receives accountable paper (New York or San Francisco).*

ACCOUNTABLE MATERIALS*—Certain items of inherent monetary value. These include postal items such as aerogrammes, international reply coupons, postage stamps, philatelic products, stamped envelopes and postal cards, blank postal money order forms, or any unsold item awaiting destruction. These also include service items provided to the general public on behalf of certain federal agencies such as migratory-bird hunting and conservation stamps.*

AERIAL PORT*—An airfield that has been designated for the sustained air movement of personnel and material and to serve as an authorized port for entrance to or departure from the country in which located.*

AEROGRAMMES*—(French) A letter-size sheet of lightweight paper that folds into an airmail envelope for correspondence to other countries.*

AREA MAIL COORDINATOR*—Command responsible for coordinating intra-theater routing from mobile units in its area of responsibility.*

AUDIT*—An official action taken to examine and verify the accountability of the person(s) charged with custody of postal effects maintained in connection with the operation of a military post office (MPO).*

BACKSTAMP*—To mark the back of a mailpiece with a postmarking or canceling device to show that the piece was received, dispatched, or missent.*

BUNDLE*—Two or more packages secured together as a single unit. They may be placed on a pallet or prepared as a bedloaded bundle (outside the mail sack) only when such preparation is approved by the USPS. Also, for palletization, a group of packages. To band or tie together a group of packages to be handled as a single unit.*

CACHET*—In philately, a printed decoration on mail matter (such as a design or inscription), often referring to the new postage stamp on a first day cover. The design can be hand-created, printed, rubber-stamped, or pasted, usually on the front left side of the envelope.*

CAPITAL EQUIPMENT*—USPS equipment with a service life over 1 year, costing $3,000 or more. CASE—A piece of equipment that contains separations into which clerks or letter carriers sort letters, flats, or irregular parcels. To sort mail into a case.*

COMMEMORATIVE STAMP*—A postage stamp that depicts the cultural and historical heritage of the United States (for example, important people, events, places, or special subjects of national appeal or significance). This type of stamp is usually issued at the prime (or common current) rate, is printed in limited quantities, is typically large and colorful, and is sold for a limited time.*

CONSOLIDATED MAILROOM*—A mailroom that serves several designated organizations.*

CONTRABAND—Matter prohibited by law from entry into the United States, U.S. possessions, or U.S. territories, or U.S. military installations in foreign countries.

COUPON*—That part of a manifold registry bill separated by perforations used to notify the dispatching activity of any errors in the dispatch.*

CUSTOMS DECLARATION*—U.S. Postal Service (USPS) forms required on dutiable parcels mailed from overseas locations and to international addresses.*

DEAD MAIL*—Matter deposited in the mail that is or becomes undeliverable as addressed and cannot be returned to sender from the last office of address. The matter may be nonmailable, the sender may be unknown, or the mail class does not provide for return service.*

DEPREDATION*—The term used by the Inspection Service for robbery or pilfering of funds from the mail.*

DIRECTORY MAIL*—A general term used for all classes of undeliverable domestic and international mail.*

DIRECTS*—A bundle or pouch of mail addressed to a single unit, ship, city, state, firm, or agency.*
DISPATCHING OFFICE—Activity where mail was dispatched from.

DOMESTIC AIR CARRIER*—Aircraft owned and operated by American companies. Domestic air carriers are used to transport military mail.*

DOMESTIC MAIL*—Mail transmitted within, among, and between the United States, its territories and possessions, Army/Air Force Post Offices (APOs) and Fleet Post Offices (FPOs), and mail for delivery to the United Nations, NY. Mail exchanged between the United States and the Freely Associated States is also treated as domestic mail. It is classified by size, weight, content, service, and other factors.*

EXAMINATION*—The process of scrutinizing personal property, parcel mail, and other Department of Defense (DoD) cargo including the physical openings of baggage, parcels, cartons, and containers, the disassembling of articles for determining contents, or the physical search of Department of Defense (DoD) personnel and sponsors for contraband.*

FACE*—The side of a mailpiece with the delivery address. To arrange mail in a uniform orientation; that is, with the delivery address facing forward and the postage stamp, meter stamp, or permit imprint positioned in the upper-right corner.*

FINANCIAL SERVICE*—Availability to patrons of stamp stock; registered, certified and insured service; and money order service.*

FIXED CREDIT*—A fixed amount of monetary credit extended to a custodian of postal effects (COPE) or other Postal Clerks for conducting financial services and for ordering stamps and stamped paper from the U.S. Postal Service (USPS).*

FLAT*—A general term for flat-size mail, so called because the large mail is sorted without bending it so that the mail remains flat.*

FLEXIBLE CREDIT*—An initial amount of credit extended to a custodian of postal effects (COPE) or a Postal Finance Officer (PFO) by the U.S. Postal Service (USPS) for ordering accountable paper. A stamp sale remittance reduces the amount of credit, while stamp requisitions increase the credit.*

FOREIGN AIR CARRIER*—Aircraft owned and operated by foreign companies or foreign governments of individual countries. Used to transport ordinary military mail (less OSM and registered mail).*

FREE MAIL*—Letter mail, post cards, postal cards, and sound recordings or video's having the nature of personal correspondence mailed by military personnel in a combat zone or while hospitalized as a result of injury or disease incurred while serving in a combat zone when designated by the President.*

GENERAL DELIVERY*—An alternate delivery service that allows customers with proper identification to pick up mail at post offices. Provided primarily at offices without letter carrier delivery or for transients and customers who do not have a permanent address or who prefer not to use post office boxes.*

INDEMNITY*—An amount paid by the U.S. Postal Service (USPS) on presentation of a claim and proof of loss or damage to registered or insured mail as an adjustment or payment for loss or damage.*

INDICIA*—An imprinted designation on a mailpiece that denotes postage payment (for example, a permit imprint in place of a postage stamp or meter stamp).*

INSPECTION*—The detailed observation of personal property, letter and parcel mail and other Department of Defense (DoD) cargo, noting their markings and outer physical characteristics, and the oral questioning of Department of Defense (DoD) personnel and their sponsors to determine the potential for customs violations.*

INTERNATIONAL EXCHANGE OFFICE (IEO)*—A post office or airport mail center/facility (AMC/F) authorized to exchange international mail and military mail, both air and surface, with another country.*

INTERNATIONAL MAIL*—Mail originating in one country and destinating in another. It is classified as Postal Union Mail (that is, letters and cards (LC) and other articles (AO)), postal parcels, and Express Mail International Service.*

INTERTHEATER MAIL*—Mail addressed between theaters exclusive of that between the continental United States (CONUS) and oversees (OCONUS) theaters. Example: Mail from FPO AE 09XXX to FPO AP 96XXX.*

INTRANSIT MAIL*—All mail, other than working mail that is received into a postal facility for re-dispatch intact to another postal activity.*

INTRATHEATER MAIL*—Mail addressed within a theater of operation. Example: Mail from FPO AE 09XXX to FPO AE 09XXX.*

INVESTIGATING OFFICER*—A commissioned officer, warrant officer, or senior enlisted person (E-7 through E-9) appointed by a commander to review and conduct investigations, establish pecuniary liability, and report findings and recommendations within the appointing order.*

IRREGULARITIES (CARRIER)*—Failure by serving carriers to comply with performance standards established by the U.S. Postal Service (USPS).*

KILLER BARS*—The parallel lines that extend to the right of the circular postmark for canceling the postage stamp so that it cannot be reused. The lines are part of most standard machine and hand-stamped cancellations.*

MAIL ADDRESS ONLY (MAO)*—An APO or FPO number serving as a routing indicator for mail separation and transportation routing purposes only.*

MAIL CLERK*—An individual designated by proper authority to perform mail duties in association with the operation of a unit mailroom (UMR) or a postal service center (PSC) that is not considered a section of a military post office (MPO).*

MAIL CONTROL ACTIVITY (MCA)*—A civilian or military facility handling mail; such as, an aerial mail terminal (AMT), airport mail facility (AMF), bulk mail center (BMC), fleet mail center (FMC), military mail terminal (MMT), or postal concentration center (PCC).*

MAIL COVER*—A record of information on the outside (cover) of any mailpiece. It is kept to locate a fugitive, protect national security, or obtain evidence of a crime punishable by a prison term exceeding 1 year. This record is one of the few ways information on mail may be disclosed outside the USPS, and its use is lawful only if authorized by postal regulations.*

MAIL DIRECTORY*—An alphabetical listing by name of individuals served, due to arrive, or departed within the past year. Inside the United States, mail directories are maintained by military units to process undeliverable military mail for personnel served in transit or on temporary duty status. Outside the United States, mail directories are maintained by units, military post offices (MPOs), and central postal directories to process undeliverable military mail for personnel served.*

MAIL DIRECTORY SERVICE*—A search of mail directory files for the name of the addressee of undeliverable mail and endorsing each piece to show a forwarding address or reason for nondelivery.*

MAIL MAKEUP*—To separate and group mail for dispatch.*

MAIL MANIFEST*—A document transferring mail to a postal activity or into a mail transportation system. For example: DD Form 1384, Transportation Control and Movement Document.*

MAIL ORDERLY*—An individual designated by proper authority to perform mail-handling duties that are limited to collection and delivery of non-accountable mail from mailrooms and post offices.*

MAIL PROCESSING*—Canceling and sorting mail so it can be sent from the post office. All subfunctions that accommodate these two basic steps, including in and/or out movement, are part of the processing function.*

MAILROOM*—A facility or area operated by the Department of Defense (DoD) or civilian agency for the receipt and delivery of mail for military units or other authorized personnel and agencies.*

MAIL ROUTING AUTHORITY*—Mail routing message or individual requesting mail movement of any given unit.*

MAIL ROUTING GUIDE*—Guide published by Joint Military Postal Activity Atlantic (JMPA-A) or Joint Military Postal Activity Pacific (JMPA-P) that lists all U.S. Navy (USN) ships and activities operating within its area of responsibility.*

MANAGED MAIL TRAY (MM)*—A stackable cardboard or plastic container used with and enclosing cardboard sleeve. It is used to transport letter-size mail between selected postal facilities or between a mailer's mailroom or plant and a specific postal facility.*

MILITARY MAIL*—Domestic mail and international mail that bear a U.S. military delivery address or return address and that, in some stage of its transmission, is in the possession of the Department of Defense (DoD).*

MILITARY MAIL TERMINAL*—A Department of Defense (DoD) facility usually operated by the Army (USA) to send, receive, combine, distribute, transfer, dispatch, and control military mail (usually Presorted Standard Mail A, Standard Mail B, and non-time value Periodicals) to, from, and in overseas (OCONUS) areas.*

MILITARY POST OFFICE (MPO)*—A branch of a designated USPS civilian post office, which falls under the jurisdiction of the postmaster of either New York or San Francisco. It is operated by the Department of Defense to serve military personnel overseas or aboard ships where the USPS does not operate and a military situation requires the service. It may be either an Army post office (FPO)* *that serves the Army or Air Force or a fleet post office (FPO) that serves the Coast Guard, Navy, or Marine Corps.*

MIXED CITY*—A dispatch of mail for more than one zone in a city. MIXED STATES—A dispatch of mail for several states.*

MONEY ORDER VERIFICATION OFFICER*—A person (E-7 or above) designated by the Commanding Officer to perform daily audits of money order business.*

MONIES AUDIT BOARD*—Consists of personnel designated in writing by the Commanding Officer to perform monthly audits of the post office.*

NEGLIGENCE*—The failure to act as a reasonably careful person would act under like conditions. Failure to comply with existing postal laws or procedures may be evidence of negligence.*

NONMAILABLE ARTICLES and SUBSTANCES*—Matter that may not, by law, be sent through the mail. This includes certain hazardous matter, restricted matter, or perishable matter.*

OFFICIAL MAIL*—Mail authorized by federal law to be sent by government officials without postage prepayment. It includes franked mail sent by members of Congress and penalty mail sent by U.S. Government agencies.*

ORDINARY MAIL*—Any class of domestic mail that is accorded standard dispatching and handling. This excludes Express Mail and Priority Mail as well as mail with a special service (for example, certified mail, collect on delivery, registered mail, and special handling).*

ORIGIN AIRPORT*—Air facility at which a mail dispatch is actually performed.*

PARENT UNIT*—A primary military post office (MPO) that may operate integral subordinate units.*

PECUNIARY LIABILITY*—A personal, joint, or corporate monetary obligation to make good any lost, damaged, or destroyed property resulting from fault or neglect. It also may result under conditions stipulated in a contract or bond.*

PENALTY MAIL*—Official mail sent without postage prepayment by officers of the executive and judicial branches of the U.S. Government, by departments and agencies of the U.S. Government, and by specifically authorized individuals. The term comes from the endorsement "Penalty for Private Use" printed on the mail.*

PHILATELY*—The collection and study of postage stamp and postal stationary for pleasure and profit.*

POSTAGE METER*—A mechanical or electromechanical device that can print one or more denominations of an authorized postage indicia. It is available for lease only from designated manufactures.*

POSTAL AGREEMENT*—An agreement between the U.S. Postal Service (USPS) and the Department of Defense (DoD) concerning guidelines for providing postal services on military installations.*

POSTAL CARD*—A blank mailing card sold by the USPS (as distinguished from a commercial card) with a printed or impressed postage stamp.*

POSTAL COMPLAINT*—An expression of dissatisfaction, discontent, disappointment, or resentment concerning any postal product service, or postal personnel.*

POSTAL CONCENTRATION CENTER (PCC)*—A U.S. Postal Service (USPS) facility operated at a continental U.S. (CONUS) gateway city for concentrating and dispatching overseas (OCONUS) destined military mail and for receiving and processing continental U.S. (CONUS) destined military* *mail. A postal concentration center (PCC) can be a separate facility or part of an aerial mail terminal (AMT) or bulk mail center (BMC).*

POSTAL EFFECTS*—All accountable paper stock, funds, and equipment entrusted to the Department of Defense (DoD) by the U.S. Postal Service (USPS) for military postal operations. Postal Effects include postage stamps, stamped paper, and funds derived from their sale; blank money order forms, paid money orders, and money order funds; fees collected for special mail services; and capital or sensitive equipment furnished by the U.S. Postal Service (USPS).*

POSTAL FINANCE OFFICER (PFO)*—A custodian designated to maintain wholesale quantities of postage stamps, stamped paper, and blank money order forms for issue to custodian of postal effects (COPEs) for the operation of military post offices (MPOs).*

POSTAL INQUIRY*—A request for postal information.*

POSTAL OFFICER*—An individual designated by the Commanding Officer for the overall supervision of the command's postal operations.*

POSTAL SERVICE CENTER (PSC)*—A facility through which mail is delivered to authorized individuals by delivery receptacles without regard to unit of assignment.*

POSTAL ZONE*—A geographic measurement that is based on the distance between units of the earth's area 30 minutes square. This data is generally used when computing postage on zone-rate mail (such as Parcel Post) between USPS facilities including military post offices.*

POSTMARK*—A postal cancellation imprint on letters, flats, and parcels. The imprint shows date and the name, state, and ZIP Code of the post office or sectional center facility that accepted custody of the mailpiece.*

POUCH*—Mailbag identified by the leather strap-locking device.*

PROSPECTIVE RELIEF*—An individual designated as the alternate postal clerk. The alternate postal clerk should be available to carry out postal functions in the absence of the primary postal clerk.*

RECEPTACLE*—A no-fee box used to deliver mail in postal service centers (PSCs), unit mailrooms (UMRs), and other authorized places. A key or combination lock is used to control delivery to the proper addressee.*

REGISTRY CAGE*—A storage area for large quantities of registered mail. The area must meet requirements established by the military postal service agency (MPSA).*

RESERVE CUSTODIAN*—An individual designated in writing by command authority to control and safeguard postal effects that are the responsibility of the designated custodian of postal effects (COPE).*

RESPONSIBLE COMMANDER*—A designated officer exercising control over a specified level of postal operations determined by each major command (MACOM).*

RETROGRADE MAIL*—Mail destinating in the United States.*

SACK*—A container generally used to transport flat-size mail, parcels, and loose pack mail. It is made of sewn fabric (usually nylon, polyester, canvas, or plastic with an opening at one end) and is closed with a draw cord and fastener. In mail processing or dispatch functions, to place mail in a sack.*

SERVICE STANDARDS*—A stated goal for service achievement for each mail class.*

SERVING POSTAL ACTIVITY*—The military or civilian post office or unit that provides postal* *support.*

SPECIAL ROUTING*—Mail routing that requires special or unusual arrangements by the mail routing activity.*

STAMP VENDING MACHINE (SVM)*—A vending machine that has multiple modules capable of dispensing varying quantities of stamps from a coil from each module.*

STANDPOINT SCHEME*—A scheme used by an international exchange office for the labeling and routing of international mail.*

UNIT MAILROOM (UMR)*—A room or enclosure with proper security that serves as a place for unit mail clerks to handle, process, and deliver mail.*

UNIT POSTAL OFFICER*—A member or civilian employee of the U.S. armed forces, or an employee of a civilian agency, designated by proper authority to supervise the operation of a unit mailroom (UMR).*

UNIVERSAL POSTAL UNION (UPU)*—An international postal organization that is a specialized agency of the United Nations. Its 189 member countries form a single postal territory for the reciprocal exchange of letter-post items. Its Convention establishes the common rules applicable to the international postal service and the provisions governing letter-post services.*

WORKING MAIL*—Mail received by or dispatched from a military post office (MPO) and mail that is received by a mail control activity (MCA) where mailbags are physically opened and the contents are distributed, to include bagging outside mail (OSM) when required.*

ZIP CODE*—The five-digit numerical code of which the first three digits identify the delivery area of a sectional center facility or a major-city post office serving the delivery address area. The next two (the fourth and fifth) digits identify the delivery area of an associate post office, post office branch, or post office station. All post offices are assigned at least one unique 5-digit code. ZIP Code is a USPS trademark.*

ZIP + 4 CODE*—The nine-digit numeric code, established in 1981, composed of two parts: (a) The initial code: the first five digits that identify the sectional center facility and delivery area associated with the address, followed by a hyphen; and (b) The four-digit expanded code: the first two additional digits designate the sector and the last two digits designate the segment. ZIP+4 is a USPS trademark.*

ABBREVIATIONS AND ACRONYMS

1NCD—First Naval Construction Division

AAA—Authorization Accounting Activity

AAFES—Army and Air Force Exchange Service

AALPS—Automated Air Load Planning System

ABFC—Advanced Base Functional Component

ACC—Aircraft Controlling Custodian ACR—

Allowance Change Request

ACR-F—Allowance Change Request-Fixed

ACU—Army Combat Uniform ADAL—

Authorized Dental Allowance List ADCON—

Administrative Control ADSW—Active Duty

for Special Work ADT—Active Duty for

Training AECL—Aircraft Equipment

Configuration List

AEL—Allowance Equipage List

AEMS—Aircraft Engine Management System

AESR—Aeronautical Equipment/Service Record

AF—Air Force AFB—Air Force

Base AFM—Aviation Fund

Maintenance AIC—Account

Identifier Code

AIMD—Aircraft Intermediate Maintenance Depot

AIR—Aircraft Inventory Record

AIS—Automated Information System

AL—Allowance List

AMAL—Authorized Medical Allowance List

AMC/AMF—Airport Mail Center/Airport Mail Facility

AMC—Air Mobility Command

AMC—Area Mail Coordinator

AMD—Authorized Manning Document

AMMRL—Aircraft Maintenance Material Readiness List Program

AMPS—Automated Military Postal System

AMS—Alteration Management System

AMS—Automated Manifest System AMSU—

Aeronautical Material Screening Unit AMT—

Aerial Mail Terminal ANMCS—Anticipated

NMCS

AOM—Aviation Operation Maintenance

AOR—Area of Operations APA—

Appropriation Purchase Account

APDS—All-Purpose Date Stamp

APL—Allowance Parts List

APO—Army or Air Force Post Office AQRC—

AVCAL Quality Review Conference ARR—

Allowance Requirements Registers ASCC—

Army Service Component Commander

ASCOMED—Air Service Coordinator Office, Mediterranean

ASD—Aviation Support Division

ASG—Afloat Shopping Guide

ASI—Automated Shore Interface

ASKIT—Aviation Storekeeper Information Tracking System

ASM—Administrative Support Manual

ASO—Aviation Support Officer

ASR—Assembly Service Record

AS—Submarine Tender ASW—Anti

Submarine Warfare ATAC—Advanced

Traceability and Control AT—Annual

Training

ATFP—Antiterrorism Force Protection

ATLASS—Asset Tracking Logistics and Supply System

AVCAL—Aviation Consolidated Allowance List

AVDLR—Aviation Depot level Repairable AVGAS—

Aviation Gasoline

AWOL—Absent Without Leave

AWP—Awaiting Parts

BAH—Basic Allowance Housing

BBM—Bulk Business Mail BCM—

Beyond Capable Maintenance BCS—

Bar Code Sorter BEQS—Bachelor

Enlisted Quarters

BK—Book (unit of issue) BLH—

Bachelor Leased Housing

BMC—Bulk Mail Center

BOI-A—Basis of Issue-Advanced (Allowance)

BOQS—Bachelor Officer Quarters BOR—

Budget/OPTAR Report

BQ—Bachelor Quarters

BRM—Business Reply Mail

BUNO—Bureau/Serial Number

BX—Box (unit of issue)

C.O.D.—Collect on Delivery, Cash on Delivery

CAGE—Commercial and Government Entity

CAOC—Combined Air Operations Center

CASREP—Casualty Report

CBR OSIMS—Chemical Biological Radiological Operating Space Item Management Systems

CBRN—Chemical, Biological, Radiological and Nuclear

CBRNE—Chemical, Biological, Radiological, Nuclear and High Yield Explosive

CCDR—Combatant Commander CCP—

Central Control Point CCS—Component

Control Section CDD—Capabilities

Development Document

CDDOC—Deployment and Distribution Operations Center

CDMD-OA—Configuration Data Managers Database-Open Architecture

CE—Combat Equipment CENTCOM—

Central Command CESE—Civil Engineer

Support Equipment

CFCML—Consolidated Fleet Controlled Material List

CFE—Contractor-Furnished Equipment CFFC—

Commander, Fleet Forces Command CGMARBDE—

Commanding General, Marine Brigade

CGMAW—Commanding General, Marine Air Wing

CLF—Combat Logistics Force

CM—Consolidated Mail CMF—

Consolidated Mail Facility

CMR—Consolidated Memorandum of Receipt

CMRS—Computerized Meter Resetting System

CNATRA—Chief of Naval Air Training CNO—

Chief of Naval Operations CNP—Common

Naval Packaging

CNSWC—Commander, Naval Special Warfare Command

COA—Course of Action

COCOM—Combatant Command

CO—Commanding Officer COD—

Carrier Onboard Delivery COG—

Cognizant Symbol COMCAM—

Combat Camera COMFAIR—

Commander, Fleet Air

COMFAIRWESTPAC—Commander, Fleet Air Western Pacific

COMLANTFLT—Commander, Atlantic Fleet COMNAVAIRFOR—

Commander, Naval Air Force COMNAVAIRRESFOR Commander,

Naval Air Reserve Force COMNAVAIRSYSCOM Commander,

Naval Air Systems Command COMNAVRESFOR —Commander Naval

Reserve Forces Command COMNAVSEASYSCOM—Commander,

Naval Sea Systems Command

COMNAVSPECWARCOM Commander, Naval Special Warfare Command

COMPACFLT—Commander, Pacific Fleet COMUSNAVEUR—

Commander, United States Naval Forces Europe CONOPS—Concept of

Operations

CONPLANS—Operation Plans in Concept Format

CONREP—Conventional Replenishment

CONTRUCK—Contract Truck CONUS—

Continental United States COPE—Custodian of

Postal Effects COSAL—Coordinated Shipboard

Allowance List

COSBAL—Coordinated Shore-Based Allowance List

CPE—Collective Protection Equipment

CPO—Chief Petty Officer CPU—

Central Processing Unit

CRA—Communication Requirements Analysis

CRAF—Civil Reserve Air Fleet CRIPL—

Consolidated Remain-in-Place List CSF—

Consolidated Storage Facility CSR—Customer

Service Representative CSSB—Combat

Sustainment Support Battalion CSS—Combat

Service Support

CSSE—Combat Service Support Element

CTN—Carton (unit of issue)

CTPL —Central Technical Publication Library

CTS—Custody Tracking System CTUS—

Customs Territory of the United States CUL—

Common User Logistics CUU—Camouflage

Utility Uniform CVN—Aircraft Carrier, Nuclear

Powered

DAASC—Defense Automatic Addressing System Center

DAAS—Defense Automatic Addressing System DBA—

Data base Administrator

DBCS—Delivery Bar Code Sorters DBI—

Demand Based Item DBOF—Defense

Business Operating Fund

DCASR—Defense Contract Administrative Services Representative

DCU—Document Control Unit

DDC—Defense Distribution Center-New Cumberland, PA

DDOC—Distribution Operations Center DDSN—

Document Date and Serial Number DECOM—

Decommission

DEL—Deployment Equipment List

DESC—Defense Energy Support Center-Fort Belvoir, VA

DET—Detachment

DFAS-CL—Defense Finance and Accounting Service-Cleveland

DFAS—Defense Finance and Accounting Service

DI—Document Identifier DIRMOBFOR—

Director of Mobility Forces DISBO—

Disbursing Officer

DLA—Defense Logistics Agency DLIS—

Defense Logistics Information Service DLR—

Depot Level Repairable DLSC—Defense

Logistics Services Center DMM—Domestic

Mail Manual

DoDAAC—Department of Defense Activity Address Code

DoDAAD—Department of Defense Activity Address Directory

DoDAAF—Department of Defense Activity Address File

DoD—Department of Defense

DON—Department of the Navy DOP—

Designated Overhaul Point DRP—Designated

Repair Point DSCC—Defense Supply Center-

Columbus, OH DSCP—Defense Supply Center-

Philadelphia DSCR—Defense Supply Center-

Richmond, VA DS—Direct Support

DSF—Data Services Facility

DSP—Designated Support Point

DTO—Direct Turn-Over

DTR—Defense Transportation Regulation

DTS—Defense Travel System DV—

Distinguished Visitor

EAC—Echelons above Corps

EA—Each (unit of issue)

EA—Executive Agency

EAOS—End of Active Obligated Service

EC—Equipment Code

ECRC—Expeditionary Combat Readiness Center

ECR—Equipment Custody Records

ECWCS—Extreme Cold Weather Clothing Systems

EDF—Enlisted Dining Facility

EEC—Equipage and Equipment Categorization and Custody Code

EFA—Engineering Facilities Activity

EFT—Electronic Funds Transfer

EHR—Equipment History Record

EIC—Equipment Identification Code

EI—Engineering Investigation

EMALL—Electronic Mall EMMS—

Express Mail Military Service EMV—

Extended Money Value

ENTNAC—Entrance National Agency Check

EOD—Explosive Ordnance Disposal

EODGRU 2—Explosive Ordnance Disposal Group Two

ESAPI—Enhanced Small Arms Protective Inserts

ESC—Expeditionary Support Command

ESU—Expeditionary Support Unit

EXORD—Executive Order EXREP—

Expeditious Repair FAD—Force

Activity Designators FAQ—Fixed

Allowance Quantities FAR—Federal

Acquisition Regulation FAS—

Functional Area Supervisor

FASTDATA—Fund Administration and Standardized Document Automation

FBMMRL—Fleet Ballistic Missile Master Repair List

FCM—First-Class Mail

FCMI—First Class Mail International

FEDEX—Federal Express

FEDSTRIP—Federal Standard Requisitioning and Issue Procedures

FHA—Foreign Humanitarian Assistance

FILDR—Federal Logistics Data Record

FILL—Fleet Issue Load List FIR—

Financial Inventory Report FLR—Field

Level Repairable

FLSW—Fleet Logistics Support Wing

FLTOPS—Flight Operations FMC—

Fleet Mail Center

FMC—Full Mission Capable

FMF—Fleet Marine Force FM—

Financial Management FOB—

Forward Operating Base

FOD—Foreign Object Damage

FOO/PA—Field Ordering Officer/Paying Agent

FPC—Financial Postal Clerk

FPI—Federal Prison Industries

FPO—Fleet Post Office

FRAGO—Fragment Order

FR—Flame Resistant FSM—

Flat Sorting Machine FSO—

Food Service Officer

FSS—Federal Supply Schedules

FTP—File Transfer Protocol

FTR—Funds Transaction Report

FTS—Full Time Support FYDP—

Five Year Defense Plan GAO—

General Accounting Office GBI—

Gain By Inventory GBL—

Government Bill of Lading

GCCS—Global Command and Control System

GCPC—Government Commercial Purchase Card

GFE—Government-Furnished Equipment GFS—

Global Fleet Station

GOPLATS—Gulf Oil Platforms GPS—

Global Positioning Unit GSA—General

Services Administration

GS—General Support GUI—

Graphical User Interface

GWOT—Global War on Terrorism

HADR—Humanitarian Assistance and Disaster Relief

HAZMAT—Hazardous Material

HESCO—Hercules Engineering Solutions Consortium

HME—Hull, Mechanical, Equipage HMIS—

Hazardous Material Information System HMS—

Her Majesty's Service

HNT—Host Nation Trucking

HR—Human Remains HSS—

Health Services Support

IAMRU—International Airmail Reporting Unit

IBS—Integrated Booking System

ICD—Initial Capabilities Documents

ICDM—Integrated Cooperative Decision-Making

ICL—Individual Country Listings

ICODES—Integrated Computerized Deployment System

ICP—Inventory Control Points ICRL—

Individual Component Repair List IDS—

Intra-theater Delivery Service IDTC—

Inter Deployment Training Cycle IDT—

Inactive Duty Training IDTT—Inactive

Duty Training with Travel IED—

Improvised Explosive Device IEM—

Inactive Equipment Maintenance

IGO—International Government Agencies

IIC—International Inquiry Center ILO—

Integrated Logistics Overhaul ILS—

Integrated Logistics Support IMA—

Intermediate Maintenance Activity

IMM—International Mail Manual

IMMS—Intermediate Maintenance Management System

IMR—Individual Memorandum of Receipt IMRL—

Individual Material Readiness List IPB—Illustrated Parts

Breakdown

IRC—International Reply Coupon

IRRD—Issue/Receipt Release Document

IRT—Integrated Retail Terminal

IS—Information System

ISIS—Integrated Supply Information System

ISP—Information Security Program

ISSC—In-Service Support Center

ITARS—Intra-theater Airlift System

IT—Information Technology

ITV—In-transit Visibility

IW—Irregular Warfare

JARB—Joint Acquisition Requirements Board

JASU—Joint Aeronautical Material Screening Unit

JCN—Job Control Number

JEBLCFS—Joint Expeditionary Base Little Creek-Fort Story

JFC—Joint Force Commander

JFMCC—Joint Force Maritime Component Command

JFRG II—Joint Force Requirements Generator II

JFSOCC—Joint Force Special Operations Component Command

JFT—Joint Task Force JMC—Joint

Movement Center JMPA—Joint

Military Postal Activity JMR—Joint

Movement Request

JOPES—Joint Operation Planning and Execution System

JPEC—Joint Planning and Execution Community KIA—

Killed in Action

KYLOC—Kentucky Logistics Operation Center

LAMS—Local Asset Management System

LAP—Location Audit Program

LBI—Loss By Inventory LHA—

Landing Helicopter Assault LHD—

Landing Helicopter Dock LICN—

Local item Control Number

LIRSH—List of Items Requiring Special Handling

LOA—Letters of Agreement

LOG-EX—Logistics Express

LOGMARS—Logistics Applications of Automated Marking and Reading Symbols

LOGSU—Logistics and Support Unit

LOI—Letter of Instruction LRCA—

Local Repair Cycle Asset LRC—

Logistics Readiness Cell LSM—Joint

Service Manual LTL—Less Than

Truck Load M&S—Media and Status

MAA—Master at Arms MACOM—

Major Command MAF—

Maintenance Action Form MAG—

Marine Aircraft Group

MAHC—Maximum Housing Allowance Housing Cost

MAIR—Master Aircraft Inventory Record MAIS—

Major Automated Information Systems MAM—

Maintenance Assist Modules

MAO—Mail Address Only

MATTIS—Military Air Transit Time Information System

MBITR—Multiband Inter/Intra Team Radio

MCA—Mail Control Activity

MCAST—Maritime Civil Affairs and Security Training

MCB—Movement Control Battalion MCC—

Maintenance Control Center

MCC—Material Control Code

MCF—Material Completed File

MC—Mission Capable MCN—

MAF Control Number MCO—

Maritime Civil Operations

MCO—Material Control Officer

MCT—Movement Control Team

MCX—Marine Corps Exchange

MDC—Material Distribution Center

MDR—Maintenance Data Report

MDS—Maintenance Data System

MDU—Material Delivery Unit

MECFA—Maintenance Engineering Cognizant Field Activity

MESF—Maritime Expeditionary Security Force MESM—

Mission Essential Subsystem Matrix

MFP-11—Major Force Program – 11

MHE—Material Handling Equipment

MIA—Missing in Action MICAP—

Mission Capable

MICAS—Mobility Inventory Control Accountability System

MILLIE—Maximum Interchange of the Latest Logistical Information Essential

MILSTRAP—Military Standard Transaction Reporting & Accounting Procedure

MILSTRIP—Military Standard Requisitioning and Issue Procedures MIMMS—

Marine Integrated Material Management System

ML-C—Management List-Consolidated

ML-N—Management List-Navy MM—

Managed Mail

MOF—Material Outstanding File

MOLLE—Modular Lightweight Load-carrying Equipment

MOM—Military Ordinary Mail

MO—Money Order

MOV—Material Obligation Validation

MPC—Military Postal Clerk MPO—

Military Post Office MPSA—Military

Postal Service Agency MPS—Military

Postal Service MRC—Mail Recovery

Center MRE—Meals Ready to Eat

MRF—Material Ready for Issue

MRIL—Master Repairable Item List

MRI—Mail Routing Instruction

MROC—Material Release Order Capability

MSC—Maintenance Supply Support Center

MSC—Military Sealift Command

MSO—Maritime Security Operations

MSP—Maintenance Support Package

MSP—Maritime Security Patrol

MSR—Modular Service Record

MSSLL—Master Stock Status and Locator Listing

MTE—Mail Transport Equipment

MTF—Medical Treatment Facilities

MTIS—Material Turned In To Stock

MTR—Mandatory Turn-in Repairable

MVO—Money Value Only

MWEN—Mobile Wireless Embarkation Network

MWR—Morale, Welfare and Recreation NAC—

National Agency Check

NADEP—Naval Aviation Depot

NALCOMIS—Naval Aviation Logistics Command Management Information

NALO—Navy Air Logistics Office NAMO—

Naval Aviation Maintenance Office NAMP—

Naval Aviation Maintenance Program

NAMPSOP—Naval Aviation Maintenance Program Standard Operating

NAMTRAGRU—Naval Air Maintenance Training Group

NAPI—Naval Aeronautical Publications Index NAS—

Naval Air Station

NATO—North Atlantic Treaty Organization

NATOPS—Naval Air Training and Operating Procedures Standardization

NAVAIR—Naval Air Systems Command

NAVCENT—U.S. Naval Forces Central Command

NAVCOMPT—Comptroller of the Navy

NAVELSG—Navy Expeditionary Logistics Support Group

NAVOPSPTCEN—Navy Operational Support Center

NAVSEALOGCEN—Naval Sea Logistics Center

NAVSEA—Naval Sea Systems Command

NAVSO—Navy Support Office NAVSPECWARCOM—

Naval Special Warfare Command NAVSUP—Naval

Supply Systems Command

NAVSUP WSS—Naval Supply Systems Command Weapon Systems Support

NCA—National Command Authority NCB—

National Codification Bureau NCDU—Naval

Command Demolition Teams NCIS—Naval

Criminal Investigative Service NC—Not-

Carried

NCV—No Commercial Value NDTS—Northeast

Dedicated Truck System NECC—Navy

Expeditionary Combat Command NEGB—Navy

Expeditionary Guard Battalion NEIC—Navy

Expeditionary Intelligence Command NEXCOM—

Navy Exchange Command NFS—NOMEX Flight

Suit

NGO—Nongovernment Organization

NIB—National Industry for the Blind

NICN—Navy Item Control Number

NIF—Navy Industrial Fund

NIIN—National Item Identification Number NISH—

National Industry for the Severely Disabled NIS—

Not In Stock

NLL—Naval Logistics Library

NMCB—Naval Mobile Construction Battalion

NMCS—Not Mission Capable Supplies

NMETL—Navy Mission Essential Task List

NMF—Navy Management Fund

NOLSC—Naval Operational Logistics Support Center

NOMCCP—Navy Official Mail Cost Control Program

NORS—Not Operationally Ready Supply NPDS—

Navy Postal Directory System

NPFO—Naval Postal Finance Officer

NPO—Navy Post Office NRFI—Not

Ready for Issue NRTC—Nonresident

Training Course NSA—Naval Support

Activity

NSA—Navy Stock Account

NSIPS—Navy Standard Integrated Personnel System

NSN—National Stock Number NSN—

Navy Stock Number NSTM—Naval

Ships Technical Manual

NSWG-2—Naval Special Warfare Group Two

NSW—Naval Special Warfare Command

NTA—Navy Training Administration

NTCSS—Naval Tactical Command Support System

NUFEA—Navy Unique Fleet Essential Airlift NWA—

No Witness Available

NWCF—Navy Working Capital Fund NWEA—

Naval Mine Warfare Engineering Activity NWF—

Navy Working Fund

NWP—Navy Warfare Publication O&MN—Operations

and Maintenance Navy O&MNR—Operations and

Maintenance Navy Reserved O&ST—Order and

Shipping Time

OCONUS—Outside the Continental United States

OCR—Optical Character Reader

OEF—Operation Enduring Freedom

OFFTR—Off for Technical Research

OGA—Other Government Agencies

OIC—Officer in Charge

OIF—Operation Iraqi Freedom OMA—

Organizational Maintenance Activity

OMCCP—Official Mail Cost Control Program

OMM—Official Mail Manager

OMMS-NG—Organizational Maintenance Management System-Next Generation

OMMS—Organizational Maintenance Management System OPCON—

Operational Control

OPLAN—Operational Plan

OPLIST—Opportune Lift

OPNAV—Office of the Chief of Naval Operations

OP—Open Purchase OPS—

Operations OPSTOCKS—Operational

Stocks OPTAR—Operating Target

ORG—Organization OSA—

Operational Support Airlift OSC—

Operational Support Command OSI—

Operating Space Items OSI—

Operational Support Inventories

OSO—Other Supply Officer

OSP/OSM—Outside Piece/Outside Mail

OTPS—Operational Test Program Set

OTS—One Touch Support

PAL—Parcel Airlift

PAL—Principal Assistant for Logistics or Readiness Officer

PA—Pay Agent

PAS—Principal Assistant for Services or Services Officer

PBUSE—Property Book Unit Supply Enhanced PCC—

Postal Customer Council

PC—Production Control

PCS—Permanent Change of Station

PD—Pad (unit of issue)

PD—Priority Designator

PDS—Priority Designators

PEB—Pre-Expended Bin

PECU—Plasma Exothermic Cutting Units

PFO—Postal Finance Officer PGI—

Personal Gear Issue

PG—Page (unit of issue) PII—Personally

Identifiable Information PMCC—Passenger

Mail Cargo Coordinator PMCS—Partial

Mission Capable Supply PMI—Priority Mail

International PMO—Priority Material Office

PMS—Preventive Maintenance System

PMU—Program Management Unit

PNA—Postal Net Alert

POD—Plan of the Day

POD—Port of Debarkation

POD—Proof of Delivery

POE—Projected Operational Environment

POL—Petroleum, Oils and Lubricants

POM—Postal Operations Manual POM—

Program Objective Memorandum POP—

Postal Operating Plan POS—Peacetime

Operating Stock POW—Prisoner of War

PRD—Projected Rotation Date

PRT—Provincial Reconstruction Teams

PSC—Postal Service Center

PSEA—Primary Support Equipment Controlling Authority

PUK—Pack-up Kit

PVI—Postage Validation Imprinter

QA/A—Quality Assurance/Analysis

QDR—Quadrennial Defense Review

QDR—Quality Deficiency Report

QTY—Quantity

RAD—Revised Alternative Dataflow RAS—

Replenishment at Sea RCC—Requisition

Control Center RCRP—Readiness & Cost

Reporting Program RCU—Requisition Control

Unit RDD—Required Delivery Date

RFID—Radio Frequency Identification

RFI—Ready For Issue RIC—Routing

Identifier Code RIP—Remain in Place

RMB—Repairables Management Branch

RMS—Repairable Management Section

RMS—Resource Management System

ROB—Receipt Onboard

ROC—Required Operational Capabilities

RO—Requisitioning Objective ROV—

Repair of Other Vessels RPN—Reserve

Personnel Navy RPPO—Repair Parts

Petty Officer

RPS-4—Registered Publication Systems Manual 4

RSS—Ready Service Spares

R-SUPPLY—Relational Supply

RTS—Returned to Sender

RURL—Reserve Uniform Requirement List

S & E—Supplies and Equipage SAAMS—

Special Assignment Airlift Mission

SABRS—Standard Accounting and Budgeting Reporting System

SAC—Special Accounting Class

SALTS—Streamlined Automated Logistics Tool Set

SAM—Space Available Mail

SARSS—Standard Army Retail Supply System

SASSY—Supported Activity Supply System

SBDE—Sustainment Brigade

SCLSIS—Ship Configuration and Logistics Support Information System

SDC—Supply Damage Control

SDDC—Surface Deployment Distribution Command

SDD—Standard Delivery Date SDML—

Special Depot Level Maintenance SDO—

Stamp Distribution Office SDR—Special

Drawing Right SDR—Supply Discrepancy

Report

SEA-EX—Sea Express

SEAL—Sea, Air and Land

SEAS—Supply Edit, Audit and SIM System

SECA—Support Equipment Controlling Authority

SECDEF—Secretary of Defense

SECNAV—Secretary of the Navy

SEEREP—Ships' Essential Equipment Requisition Expediting Program

SERVMART—Services Mart

SE—Support Equipment

SFOEDL—Summary Filled Order/Expenditure Difference Listing

SF—Standard Form

SHIMS—Submarine Hazardous material and Inventory Management System

SHORCAL—Shore-based Consolidated Allowance List

SIM—Selected Item Management

SINCGARS—Single Channel Ground & Airborne Radio System

SLPC—Single Load Planning Capability SM&R—

Source Maintenance & Recoverability SMA—Supply

Management Assessment SMA—Supply Management

Assessments SMCA—Single Manager for

Conventional Ammunition SMC—Supply Management

Certification SMC—Supply Management Certification

SMIC—Special Material Identification Code SMI—

Supply Management Inspection

SMI—Supply Management Inspection

SML—Support Material List SMQ—

Special maintenance Qualification

SNDL—Standard Navy Distribution List

SNDL—Standard Navy Distribution List

SNSL-SRI—Stock Number Sequence List-Storeroom Items

SOFA—Status of Forces Agreement

SOF—Special Operations Forces

SOH—Safety and Occupational Health

SOM—Supply Operations Manual

SOPA—Senior Officer Present Afloat

SOP—Standard Operating Procedures

SORM—Ship's Organization and Regulations Manual

SORN—Standard Organization and Regulations of the U.S. Navy

SQA—Supply Quality Assurance

SRA—Shop Replaceable Assembly

SRC—Scheduled Removal Component

SRF—Stock Record File SRLS—

Storeroom Logistics Specialist SRS—

Supply Response Section

SSA—Supply Support Activity

SSAVIE—SOF Sustainment, Asset Visibility and Information Exchange

SSC—Supply Support Center

SSD—Supply Department

SSIC—Standard Subject Identification Code

SSL—SERVMART Shopping List

SSPN—Ship's Store Profits, Navy

SSU—Supply Screening Unit

STON—Short Tons SUPADD—

Supplementary Address

SWALIS—Special Warfare Automated Logistics Information System

SWCC—Special Warfare Combat Crewmember

SYSCOM—System Commands TACON—

Tactical Control

TAC—Transportation Account Code

T-AFS—Combat Stores Ships

TAMCA—Theater Army Movement Control Agency

TARSLL—Tender and Repair Ship Load List TAT—

Turnaround Time

TAV—Total Asset Visibility TAV—

Training Assist Visit TBA—Tables

of Basic Allowances TBI—Test

Bench Installation

TCMD—Transportation Control and Movement Document

TCN—Transportation Control Number

TCPL—Tool Control Plan TC—

Transportation Company TD—

Technical Directive

TDY—Temporary Duty

TEAM—Threat Engagement Analysis Model

TEC—Type Equipment Code TIR—

Transaction Item Report

TMINS—Technical Manual Identification Numbering System

TOA—Table of Allowances TOB—

Technical Operating Budget TOL—

Tailored Outfitting List

TPFDD—Time Phased Force Deployment Data

TP—Transportation Priority TRU—

Technical Research Unit TSC—

Theater Security Cooperation T-

SHED—Transit Shed

TTOES—Touch Tone Order Entry System

TUCHA—Type Unit Characteristic

TYCOM—Type Commander UAV—

Unmanned Aerial Vehicle UCC—Unified

Combatant Command UCT—Underwater

Construction Team UDT—Underwater

Demolition Teams UIC—Unit Identification

Code

UI—Unit of Issue

UMMIPS—Uniform Material Movement and Issue Priority System

UMR—Unit Mailroom

UND—Urgency of Need Designators

UNREP—Underway Replenishment

UPS—United Parcel Service

USCENTCOM—U.S. Central Command

USFFC—U.S. Fleet Forces Command

USG—United States Government USO—

United Service Organizations, Inc.

USPS—United States Postal Service

USSOCOM—United States Special Operations Command

USTEDA—U.S. Table of Equipment, Distribution and Allowance

USTRANSCOM—U.S. Transportation Command

UTC—Unit Type Code VA—Veterans'

Administration VERTREP—Vertical

Replenishment VIDS—Visual Information

Display System V-POOL—Velocity Pool

WARNORD—Warning Order WPS—

Worldwide Port System WQSB—Watch,

Quarter, and Station Bill WRA—Weapons

Replaceable Assembly WRS—War

Reserve System WSF—Weapons System

File

WUC—Work Unit Code

U.S. STATES AND TERRITORIES

Listed below are the two-letter state and U.S. possession abbreviations:

AL*—Alabama*

AK*—Alaska* ***AR****—*

Arkansas ***AS****—American*

Samoa ***AZ****—Arizona*

CA*—California* ***CO****—*

Colorado ***CT****—*

Connecticut ***DC****—District*

of Columbia ***DE****—*

Delaware ***FL****—Florida*

FM*—Federated States of Micronesia*

GA*—Georgia*

GU*—Guam*

HI*—Hawaii*

IA*—Iowa*

ID*—Idaho*

IL*—Illinois*

IN*—Indiana* ***KS****—*

Kansas ***KY****—*

Kentucky ***LA****—*

Louisiana ***MA****—*

Massachusetts ***MD****—*

Maryland ***ME****—Maine*

MH*—Marshall Islands*

MI*—Michigan* ***MN****—*

Minnesota ***MO****—*

Missouri

MP*—North Mariana Islands*

MS*—Mississippi*

MT*—Montana* ***NC****—*

North Carolina ***ND****—*

North Dakota ***NE****—*

Nebraska ***NH****—New*

Hampshire ***NJ****—New*

Jersey ***NM****—New*

Mexico ***NV****—Nevada*

NY*—New York*

OH*—Ohio*

OK*—Oklahoma*

OR*—Oregon*

PA*—Pennsylvania*

PR*—Puerto Rico*

PW*—Palau*

RI*—Rhode Island*

SC*—South Carolina*

SD*—South Dakota*

TN*—Tennessee*

TX*—Texas* ***UT****—*

Utah ***VA****—Virginia*

VI*—Virgin Islands*

VT*—Vermont*

WA*—Washington*

WI*—Wisconsin*

WV*—West Virginia*

WY*—Wyoming*

ASSIGNMENT 1

SUPPLY ORGANIZATION AND ADMINISTRATION

Review Questions

1-1. Knowing the functions of the Navy Supply System organization will help you understand how your job relates to which of the following areas?

A. Managing supply items
B. Linking your job to other commands, bureaus, or offices in the Federal Supply System
C. Ordering items and the procedures for getting items
D. All of the above

1-2. Planning and determining the material support needs of the Navy is the responsibility of which of the following individuals or organizations?

A. The Assistant Secretary of the Navy
B. The Chief of Naval Operations
C. Both 1 and 2 above
D. Department of the Defense

1-3. Who is responsible for the supervision of the Navy-wide policy in production, procurement, supply and disposal of material?

A. Secretary of the Navy
B. Assistant Secretary of the Navy
C. Chief of Naval Operations
D. Assistant to the Chief of Naval Operations

1-4. The Naval Supply Systems Command (NAVSUPSYSCOM) is responsible for providing supply management policies and technical guidance for Navy material to which of the following activities?

A. Activities of the Navy only
B. Activities of the Marine Corp only
C. Both 1 and 2 above
D. The Department of Defense

1-5. What is the primary function of an inventory manager?

A. Assure proper balance between supply and demand
B. Development and use of products
C. Management policies and methods
D. None of the above

1-6. The ICPs stock management responsibilities to the supply system consist of which of the following?

A. Position material at various stock points
B. Retain inventory control of material through an extensive stock reporting system
C. Provide technical assistance and cataloging services to the supply system and to its customers
D. All of the above

1-7. The Naval Inventory Control Point in Philadelphia manages which of the following materials?

A. Aircraft equipment and spare only
B. Arresting gear equipment only
C. Shipboard equipment and gear only
D. Aircraft equipment and spare parts, photographic, meteorological, catapult and arresting gear equipment and associated spare parts

A.	Commanding Officer
B.	Executive Officer
C.	Operations Directorate
D.	Special Assistants

In answering questions through 1-11, from the list above, choose the PERSON or the OFFICE responsible for the DUTY listed in the question.

1-8. Ensures the general effectiveness of the divisions under its control.

A. A
B. B
C. C
D. D

1-9. Responsible for accomplishing the mission of the command.

A. A
B. B
C. C
D. D

1-10. Provides advisory assistance to the command level of NAVSUP WSS.

A. A
B. B
C. C
D. D

1-11. Direct representative of the Commanding Officer in maintaining the general efficiency of NAVSUP WSS.

A. A
B. B
C. C
D. D

1-12. The Power Plant, Helicopter, and Support Equipment (SE) division is responsible for managing which of the following items?

A. Basic Navy supply items
B. Engines, SE, and helicopter items
C. Material in support of fighter and attack aircraft
D. All of the above

1-13. What is the main function of the Customer Advocate branch under the Operations Directorate?

A. Serves as a connecting link between NAVSUP WSS and its customers
B. Serves as item manager for different types of material
C. Provides the material submitted by the stock points
D. Provides technical information to the customer

1-14. The tailored Aircraft Equipment Configuration List (AECL) is prepared for the supported unit review by which of the following divisions?

A. Strike Fighter division
B. ASW, Electronics and Trainer division
C. Customer Operations division
D. Power Plant, Helicopter and Support Equipment division

A. Requisition Control Center
B. Expediting Services Unit
C. Inventory Control Point Systems Support Center
D. Integrated Logistics Support Division

In answering questions 1-15 TO 1-18, from the previous list choose the OFFICE that applies to the question.

1-15. Provides a complete range of technical functions associated with provisioning of aeronautical requirements.

A. A
B. B
C. C
D. D

1-16. Edits material requests and related documents for correct format.

A. A
B. B
C. C
D. D

1-17. Interfaces with NAVSUP WSS Customer Advocates to provide status on expected material availability for customer requirements.

A. A
B. B
C. C
D. D

1-18. Maintains the currency of aviation depot- level repairable (AVDLR) items wear out and survival data.

A. A
B. B
C. C
D. D

1-19. The Cataloging branch of ILS has the responsibility for which of the following?

A. Inventory management
B. Item identification/classification and NSN assignment
C. Point of contact for policies and procedures
D. Identify repairable electronic material

1-20. Inventory Managers are under the command of which of the following activities or officials?

A. Fleet Logistics Centers
B. Type commanders
C. Naval Supply Systems Command
D. Naval Sea Systems Command

1-21. Which of the following items of supply are managed by an ICP?

A. Items assigned to a single agency
B. Items assigned to a military service inventory manager for supporting retail stock
C. Items for end-use requirements of the military service
D. All materials used by the Navy

1-22. Processing requests for emergency NSN and NATO stock numbers is the function of which of the following branches?

A. Publication and forms
B. Technical policy and analysis
C. Inventory control
D. Cataloging

1-23. Responsibility for the inventory management of Navy forms and publications lies with which of the following offices?

A. Operations Directorate
B. Customer Advocate Branch
C. Naval Publications and Forms Directorate
D. Requisition Control Center

1-24. The NAVSUP WSS-MECH is responsible for which of the following functions?

A. Distributing change notices
B. Processing QDRs
C. Both 1 & 2 above
D. Processing requests for NSN numbers

1-25. What is the primary function of a Navy inventory manager?

A. Provide effective and efficient support to the fleet and shore activities
B. Developing and implementing policy
C. Cataloging Navy publications
D. Implementing NAVSUP WSS policies

1-26. Inventory control responsibility actions include which of the following?

A. Positioning and repositioning of material
B. Determining material and money requirements
C. Initiating procurement and disposal material
D. All of the above

1-27. Fleet Logistics Centers provide a variety of logistical support services to which of the following activities?

A. Fleet activities only
B. Shore activities only
C. Overseas bases and fleet activities only
D. Fleet, shore, and overseas activities

1-28. Which of the following activities are representative stock points?

A. FLC, Jacksonville
B. FLC, Yokosuka
C. FLC, Pearl Harbor
D. All of the above

A.	Inventory Control Department
B.	Material Department
C.	Fuel Department
D.	Purchase Department

In answering questions 1-29 through 1-32, from the list above, choose the DEPARTMENT that is mentioned in the statement.

1-29. Maintains and operates storage facilities.

A. A
B. B
C. C
D. D

1-30. Maintains stock levels and stock records

A. A
B. B
C. C
D. D

1-31. Reviews purchase requests and determines the method of purchase for the material or service.

A. A
B. B
C. C
D. D

1-32. Conducts the receiving, issuing, and inventory operations of fuels.

A. A
B. B
C. C
D. D

1-33. Which of the following functions is considered to be a supply department service?

A. Operation of the enlisted dining facility
B. Operation of the ship's store facility
C. Disbursement of government funds (on ships with supply corps officers attached)
D. All of the above

A.	Planning Division
B.	Administrative Division
C.	Technical Division
D.	Inventory Division

In answering questions 1-34 through 1-37, from the previous list choose the DIVISION that performs the FUNCTION given as the question.

1-34. Distributes technical information and screens command and inventory manager bulletins.

A. A
B. B
C. C
D. D

1-35. Estimates and recommends allocation of funds within the supply department.

A. A
B. B
C. C
D. D

1-36. Reconciles the stock records and money value differences between the actual physical count and stock record balances.

A. A
B. B
C. C
D. D

1-37. Performs personnel and office services functions for the supply department.

A. A
B. B
C. C
D. D

1-38. The inventory division in a supply department ashore consists of what total number of branches?

A. 5
B. 2
C. 3
D. 4

1-39. In a supply department ashore, what branch is responsible for conducting the physical inventory count and recount?

A. The audit branch
B. The fuel branch
C. The receiving branch
D. The count branch

1-40. In a supply department ashore, what division is responsible for maintaining stock records?

A. The planning division
B. The inventory division
C. The control division
D. The material division

1-41. In a supply department ashore, what branch is responsible for receiving, inspecting, packing, and preserving material for shipment?

A. The audit branch
B. The receiving branch
C. The issue control branch
D. The traffic branch

1-42. In a supply department ashore, the returned material section is part of what branch?

A. The traffic branch
B. The material branch
C. The receiving branch
D. The inventory branch

1-43. The supply department ashore may set up a fuel branch when authorized by what command?

A. NAVAIR
B. NAVSEA
C. NAVSUP
D. NAVMTO

1-44. What activity is the single point of contact for organizational and intermediate maintenance activities requiring direct supply support?

A. ASO
B. ASD
C. FLC
D. NADEP

1-45. The Supply Officer is responsible to which of the following individuals for the performance of all supply department functions?

A. Stores Officer
B. Disbursing Officer
C. Commanding Officer
D. Maintenance Officer

1-46. On most ships, stock control is part of what supply division?

A. S-1
B. S-2
C. S-3
D. S-6

1-47. Aboard ship, what supply division receives, stores, and issues aviation material?

A. S-1
B. S-3
C. S-6
D. S-7

1-48. The S-11 Mess Caterer is responsible for which of the following areas of the CPO Mess?

A. Hotel management only
B. Food service operations only
C. Both 1 & 2 above
D. Conducting inspections and audits

1-49. An activity that has logistic or financial responsibilities and provides supply support to other activities is which of the following?

A. Air type commander supply staff
B. Fleet Supply Officer
C. Defense accounting office
D. All of the above

1-50. What percent of the line items in the Integrated Navy Supply System is managed by DLA?

A. 60%
B. 20%
C. 80%
D. 40%

1-51. The General Services Administration (GSA) provides which of the following items to the Navy?

A. Paints, hand tools, paper materials, and cleaning gear
B. Airframe and aerospace products
C. Electronic items
D. Jet fuels and energy products

1-52. A general rating reflects which of the following qualifications?

A. Specialties within a service rating
B. Broad occupational fields of related duties and functions
C. Civilian skills identified with a wartime Navy
D. Civilian skills identified with a peacetime Navy

1-53. A Logistics Specialist comes under what rating category?

A. General rating
B. Service rating
C. Special rating
D. Subspecialty rating

1-54. The duties of an LS may include which of the following tasks?

A. Submitting, processing, and conducting technical research of requisitions
B. Receiving, identifying, stowing, and expending material
C. Performing financial accounting
D. All of the above

1-55. When assigned to a supply department ashore, in which division will you most likely be called upon to prepare various forms of correspondence?

A. The Administrative division
B. The Control division of a non- automated activity
C. The Traffic division of a small supply activity
D. The Shipping and Receiving division when there is no Services branch

1-56. An LS will be expected to use the allowance list and initial outfitting list to perform technical research when attached to which of the following activities

A. AIMD
B. ASD
C. Squadron
D. Material control

1-57. A brief form of correspondence used by the via addressee to comment on the contents of a letter is known by which of the following terms?

A. Business letter
B. Memorandum
C. Multiple address letter
D. Endorsement

1-58. Informal communication within an activity or between activities on routine business may be accomplished by which of the following means?

A. A business letter
B. An endorsement
C. A memorandum
D. A message

1-59. What is the most formal type of memorandum?

A. The printed type
B. The memorandum-for type
C. The letterhead type
D. The plain paper type

1-60. What type of directive contains information of a continuing nature or requires continuing action?

A. A notice
B. A memorandum
C. A change transmittal
D. An instruction

1-61. What part of COMNAVAIRFORINST 4790.2A identifies the type of directive?

A. COMNAVAIRFOR
B. INST
C. 4790.2
D. A

1-62. What part of COMNAVAIRFORINST 4790.2A identifies the issuing activity?

A. COM only
B. NAV only
C. COMNAVAIRFOR
D. A

1-63. In COMNAVAIRFORINST 4790.2A, what does the letter A indicate?

A. The first revision
B. The first change
C. The first instruction number
D. The first volume

1-64. Information that can cause serious damage to the national security if disclosed to the enemy is given what classification?

A. Unclassified
B. Confidential
C. Secret
D. Top Secret

1-65. To obtain information on the single standard system for segregating and filing Navy and Marine Corps records, you should refer to which of the following?

A. SECNAVINST 5212.5
B. OPNAVINST 5510.1
C. SECNAV Manual M-5210.2
D. COMNAVAIRFORINST 4790.2

1-66. The Navy's SSIC system is broken down into what total number of subject groups?

A. 10
B. 11
C. 12
D. 13

1-67. As a general rule, what is the minimum requirement you should follow for ensuring security to supply spaces that are NOT attended by authorized personnel?

A. Post any person as a watch
B. Lock the spaces from the inside
C. Lock the spaces only if an authorized person will be out over 5 minutes
D. Keep the spaces locked when not attended by authorized personnel

1-68. You should conduct a complete inventory of the keys in the key locker at which of the following times?

A. During turnover of the space
B. After securing from work
C. During the shift change or before securing from work
D. After the duty section muster

1-69. Which of the following terms refers to a person for whom a service is provided?

A. A contact point
B. A customer
C. A supervisor
D. A coworker

1-70. Which of the following areas is NOT an example of a contact point?

A. The awaiting parts unit
B. The technical research unit
C. The pre-expended bin
D. The tire storeroom

1-71. The customer's first impression of you as a contact point representative is based primarily on which of the following characteristics?

A. Your total workload
B. Your attitude
C. Your appearance
D. Your office space

1-72. Your attitude toward the customers is closely related to your attitude toward what other factor?

A. Your job
B. Your family
C. Your supervisor
D. Your surroundings

1-73. Minimum procedures for the operation of supply departments on ships are contained in what reference?

A. NAVSUP P-485, Volume 1
B. NAVSUP P-485, Volume 2
C. NAVSUP P-485, Volume 3
D. NAVSO P-3073

1-74. Which of the following publications should you use as a desktop reference for the proper coding of MILSTRIP requisitions?

A. NAVSUP P-567
B. NAVSUP P-485
C. NAVSUP P-600
D. NAVSUP P-409

ASSIGNMENT 2

MATERIAL IDENTIFICATION

Review Questions

2-1. In the supply system, the term “material cognizance” refers to which of the following stock points or personnel?

A. The primary stock points
B. The secondary stock points
C. The inventory manager only
D. The inventory managers and technical advisors

2-2. Materials are assigned to federal supply classifications according to which of the following characteristics?

A. Physical or performance
B. Category and use
C. Security requirements
D. Manufacturers’ identification

2-3. Which of the following items are vested to DLA for joint military management?

A. Retail
B. Wholesale
C. Repairable
D. Consumable

2-4. What two-character code identifies the inventory manager and the stores account?

A. The Purpose code
B. The Special Material Identification Code
C. The Cognizance Symbol code
D. The Fund Code

2-5. What character of a cognizance symbol identifies the stores account?

A. First
B. Second
C. Third
D. Fourth

2-6. Material identification under the Federal Catalog System involves which of the following actions?

A. Naming, describing, classifying, and numbering
B. Describing, classifying, numbering, and inventorying
C. Classifying, numbering, inventorying, and naming
D. Numbering, inventorying, naming, and describing

2-7. Administration of the Federal Catalog System is accomplished by which of the following agencies?

A. Naval Supply Systems Command
B. Navy Material Command
C. Defense Logistics Agency
D. Department of Defense

2-8. What is the National Codification Bureau (NCB) code for Canada?

A. 00
B. 11
C. 210
D. 30

2-9. What does the second character of the cognizance symbol indicate?

A. Special reporting requirements for the material
B. Inventory manager
C. Federal supply classification
D. Federal supply group

2-10. Which of the various elements of a national stock number may be used by itself to identify a specific item of material?

A. National item identification number
B. Cognizance symbol
C. Federal supply classification
D. Federal supply group

2-11. When an item of material requires special receipt, inspection, testing, storage, or handling?

A. MCC
B. SMIC1
C. NIIN
D. NSN

A.	9Z
B.	80
C.	8030
D.	00-244-1298

In answering questions 2-12 through 2-15, from the list above, select the NUMBER that corresponds to the information given as the question.

2-12. National item identification number.

A. A
B. B
C. C
D. D

2-13. Cognizance symbol.

A. A
B. B
C. C
D. D
E.

2-14. Federal supply classification.

A. A
B. B
C. C
D. D

2-15. Federal supply group.

A. A
B. B
C. C
D. D

2-16. Which of the following Federal Supply Groups identifies medical material?

A. 10
B. 38
C. 53
D. 65

2-17. Which of the following cognizance symbols identifies APA material?

A. 1R
B. 2E
C. 6R
D. 8R

2-18. Which of the following cognizance symbols identifies NSA material?

A. 1R
B. 2E
C. 6R
D. 8R

2-19. An NIIN has what total number of digits?

A. 7
B. 9
C. 13
D. 15

2-20. What activity is responsible for assigning the NSN to material?

A. The Defense Logistics Agency
B. The Supply Department
C. The Naval Supply Center
D. 4. The Defense Logistics Information Service

2-21. What cataloging handbook contains a list of groups and classes of material in the supply system?

A. QH2
B. H2
C. QR6
D. R6

2-22. Which of the following NSN was assigned by the U.S.?

A. 1234-012-3456
B. 1234-001-2345
C. 1234-01-234-56780
D. 1234-13-234-6543

2-23. The SMIC is assigned to material for which of the following reasons?

A. To provide visibility to selected items
B. To ensure maintenance integrity of material
C. Both 1 and 2 above0
D. To provide stores account data

2-24. The SMIC for material requiring weapons system applicability is assigned by what person?

A. The technical advisor of the material systems group
B. The inventory manager0-11
C. The cognizant type commander
D. The weapons system analyst

2-25. Which of the following parts of the SMIC identifies material for F-18 fighter aircraft?

A. SF1
B. MF
C. FF
D. BF

2-26. SMICs with an N in the second position apply to what weapons system?

A. Antisubmarine aircraft
B. Helicopter
C. Turboprop engine
D. Jet engines1

2-27. What does NICN stand for?

A. National Item Control Number
B. Navy Item Control Number
C. Navy Integrated Control Number
D. Navy Item Consolidation Number

2-28. Which of the following items are identified by NICNs?

A. Kit numbers
B. Publications and forms
C. NAC numbers
D. All of the above2

2-29. Local item control numbers may be assigned to shipboard consumable items when they are not identified by an NSN or NICN.

A. True
B. False

2-30. Color codes are used on compressed gas cylinders for what purpose?

A. To identify the type of cylinder
B. To identify the type of gas contained in the cylinder6
C. To identify the type of metal the cylinder is made of
D. To identify whether each cylinder is flammable or inflammable

2-31. A compressed gas cylinder that contains the highly flammable gas acetylene is painted what color?

A. Red
B. Gray
C. Yellow6
D. Brown

2-32. The white strip on an oxygen cylinder indicates that the contents are fit for human use. What is the body color of this cylinder?

A. Black
B. Blue
C. Green6
D. Yellow

2-33. All EXCEPT which of the following items of information is normally etched on the manufacturer's nameplate of installed equipment?

A. Manufacturer's name
B. National stock number7
C. Model number
D. Serial number

2-34. The IPB contains information relating to maintenance data for which of the following material?

A. Support equipment
B. Aircraft repair parts
C. Other aeronautical components
D. All the above

2-35. Which of the following, if any, are the advantages of using the Federal Logistics Catalog?

A. Reduces the time required to access the information needed to identify and order supplies only
B. Contains extracts from various FCS publications, only
C. Both 1 and 2 above
D. There are no advantages to using the Federal Logistics Catalog

2-36. The Afloat Shopping Guide is designed to assist the fleet in identifying the NSN items that are most frequently requested by ships.

A. True9
B. False

A.	Navy Stock List of Publications, Forms, and Directives
B.	Hazardous Material Information System
C.	Illustrated Parts Breakdown
D.	Coordinated Shipboard Allowance List

In answering questions 2-37 through 2-40, from the list above, choose the PUBLICATION listed as the question.

2-37. Provides descriptive data that associates a material requirement to an NSN.

A. A
B. B
C. C
D. D

2-38. Available in CD-ROM form that allows you to research by NSN form or publication number.

A. A
B. B
C. C
D. D

2-39. Printed and issued by the authority of NAVAIR for the purpose of identifying and ordering replacement items.

A. A
B. B
C. C
D. D

2-40. Provides information concerning the use, procurement, receipt, storage, and expenditure of hazardous material.

A. A
B. B
C. C
D. D

ASSIGNMENT 3

MATERIAL PROCUREMENT

Review Questions

3-1. Which of the following persons is responsible for procuring all equipment and supplies used by the ship?

A. Supply Officer
B. Commanding Officer
C. Executive Officer
D. Leading Petty Officer

3-2. Materials, equipment and supplies used aboard ship that are not stocked in supply store rooms but are ordered to meet a specific requirement is known by which of the following terms?

A. Excess Materials
B. Direct Turnover (DTO)
C. Unauthorized supplies
D. Equipage items

3-3. To obtain an item that does NOT have a stock number, a customer should take which of the following actions?

A. Buy the item with personal money and request reimbursement later
B. Submit a requisition directly to the vendor
C. Submit a requisition to the supporting supply activity
D. Submit an emergency procurement request to the Navy Exchange Officer

3-4. Who normally prepares procurement documents?

A. Department Heads
B. Storeroom supervisor
C. Stock records supervisor
D. Logistics Specialist

3-5. Define the term “endurance.”

A. The amount of time a ship will be at sea
B. The distance a ship can travel without refueling
C. The period of time required by a ship to use a definite amount of supplies
D. The period of time required by a ship to use all of its supplies

3-6. Once the Supply Officer knows the rate of usage and the total storage space available, he/she can estimate which of the following factors?

A. Excess amount of material
B. Percentage of under stocking of standard items
C. Percentage of overstocking of consumable
D. Number of days can be maintained by capacity loading

3-7. Which of the following actions is generally carried out on a routine basis?

A. Replacing material that has been surveyed
B. Ordering material to replace that issued from storeroom
C. Ordering new equipage material
D. Ordering in-excess material

3-8. What data should be your most accurate guide in determining the requirements for your ship?

A. Ship's allowance list
B. Ship's experience as shown in stock records
C. Ship's initial outfitting list
D. Ship's usage data tables

3-9. In determining quantities of supplies that should be stocked for a newly commissioned ship, the Supply Officer should be guided by which of the following data?

A. Allowance lists
B. Initial outfitting lists
C. Usage data tables and allowance list
D. Allowance lists, initial outfitting lists, and usage data tables

3-10. Which of the following factors may necessitate a review of stock records and a reevaluation of requirements for some or all items stocked aboard a ship?

A. Type of climate during operation and length of cruise only
B. Length of cruise and type of operation (combat or training) only
C. Supply support availability only
D. Length of cruise, type of operation, supply support availability, and climate during operation

3-11. In preparing for your ship's deployment, what factor is of prime importance to the Supply Officer?

A. Stockage objective
B. Amount of material on hand
C. Availability of supply support during the cruise
D. Ship's allowance

3-12. The Navy supply system procedures for operating MILSTRIP for Afloat units are contained in what publication?

A. OPNAVINST 4790. 2
B. NAVSUP P-485
C. NAVSUP P- 437
D. NAVSUP P-545

3-13. When ordering non-NSN material, you should use what DD Form?

A. 1348 (6 PT)
B. 1348
C. 1384
D. 1387-2

3-14. What DD Form should you use to requisition rentals of copying machines and repairs of certain equipment?

A. 1348 (6 P T)
B. 1250-2
C. 1348
D. 1149

3-15. What form is normally used to procure bulk lube oil from an ashore supply activity?

A. DD Form 1149
B. DD Form 1348
C. DD Form 1348-1
D. DD Form 1348-6

3-16. The use of what form is mandatory in all procurements of material from a SERVMART?

A. NAVSUP Form 1250
B. NAVSUP Form 1250- 1
C. NAVSUP Form 1314
D. NAVSUP Form 1348

3-17. Which of the following documents must be prepared to support each category of material that is to be procured from SERVMART?

A. One DD 1348 - 1 for each item
B. One SSL, in triplicate
C. One DD 1348 or NAVSUP 1250-1 (MVO)
D. Standard Form 2276

3-18. The DD Form 1348-6 format consists of what total number of parts?

A. One
B. Two
C. Three
D. Four

3-19. All except which of the following sources are customary sources of supply for fuel oil?

A. Commercial ships
B. Foreign commercial shore installations under Navy or defense contracts
C. Shore installations of other services
D. Other Navy ships

3-20. Who is responsible for requisitioning fuel?

A. Commanding Officer
B. Executive Officer
C. Supply Officer
D. Officer of the Deck

3-21. Which of the following forms is used in procuring fuel?

A. DD Form 1348 - 1
B. DD Form 1348 (6 part)
C. DD F o r m 1149
D. NAVSUP Form 48

3-22. The material outstanding file should be maintained in what order?

A. Julian date
B. Calendar date
C. Document number
D. Alphabetic

3-23. The amount and kind of supply status you receive on a requisition is indicated by which of the following codes?

A. Advice
B. Media and status
C. Priority designator
D. Signal

3-24. Which of the following document identifiers is used on a DD Form 1348 Follow-up request?

A. A01
B. A01
C. AC1
D. AF1

3-25. You prepare a document requesting a supply activity to discontinue supply action on one of your ship's MILSTRIP requisitions. This is the first step of what procedure?

A. Cancellation
B. Referral
C. Back order
D. Follow up

3-26. Which of the following conditions must exist in order for the Supply Officer of a naval vessel to purchase supplies or service on the open market?

A. There is an immediate and urgent requirement
B. The supplies or services are not available at the local supply support activity
C. Time and scheduled operations will not permit procurement through normal shore-based purchasing activities
D. Immediate and urgent requirement; the services/supplies are not available at the local supply support center, and time and scheduled operations will not permit procurement through normal channels

3-27. Activities afloat may not purchase specified materials including automotive equipment, boats, library books, and printing equipment without specific authority from what source?

A. Cognizant bureau or command
B. Commanding Officer
C. SOPA
D. Type Commander

3-28. Using the purchase order method, what is the maximum value of a purchase that a Supply Officer afloat may be authorized to make under normal conditions?

A. $250
B. $500
C. $ 2,500
D. $ 25,000

3-29. You can use what total number of methods for making small purchases?

A. One
B. Two
C. Three
D. Four

3-30. Which of the following forms is the purchase order-invoice-voucher used for over-the-counter purchases?

A. DD Form 1149
B. DD Form 1348 - 6
C. Standard Form 44
D. Standard Form 364

ASSIGNMENT 4

MATERIAL RECEIPT, CUSTODY AND STORAGE

Review Questions

4-1. Repairs or rental equipment is requisitioned using which of the following forms?

A. DD 1149
B. DD l348
C. DD 1348-1
D. DD l348-1A

4-2. The form designed to be used with the activity’s Logistics Applications of Automated Marking and Reading Symbols is which of the following?

A. DD 1149
B. DD 1348
C. DD l348-1
D. DD 1348-1A

A.	Direct delivery
B.	Fast Pay
C.	Indirect Delivery
D.	Report of Receipt, Non-receipt or No conformance.

In answering 4-3 through 4-6, select from the list above the TERM that is described in the question.

4-3. Used when material under contract is not acceptable.

A. A
B. B
C. C
D. D

4-4. Material will be delivered to a transhipper.

A. A
B. B
C. C
D. D

4-5. Allows pay to a contractor before the government's verification that supplies have been received.

A. A
B. B
C. C
D. D

4-6. Material and invoice will be sent directly to the ordering activity.

A. A
B. B
C. C
D. D

4-7. The fast payment procedure requires the use of what form?

A. DD Form 1149
B. DD Form 1155
C. DD Form 1348
D. DD Form 1384

4-8. Under the fast payment purchase procedures, consignees should notify the purchasing activity of non-receipt of supplies due within how many days after the specified delivery date?

A. 7 days
B. 14 days
C. 30 days
D. 60 days

4-9. To give delivery instructions to a commercial carrier, which of the following form should you use?

A. Standard Form 1103
B. DD Form 250
C. DD Form 1149
D. DD Form 1348-1

4-10. For which of the following reasons would you use a dummy receipt?

A. When you are ordering supplies from a contractor
B. When you must process material received without paperwork
C. When you are ordering material for another department
D. When you must account for materials received after hours

4-11. Instructions for managing shelf-life items are contained in which of the following publications?

A. NAVSUP 485
B. DOD 4500.32-R
C. DD Form 1387
D. DoD 4140.27-M

4-12. For which of the following purposes would you use a Supply Discrepancy Report (SF364)?

A. Material shortage
B. Report shipping discrepancies
C. Report packing discrepancies
D. Quality discrepancy of item

4-13. Aboard ship, what officer must authorize storage of supply department stock in other department spaces?

A. The Operations Officer
B. The Air Officer
C. The Commanding Officer
D. The Supply Officer

4-14. When Supply department stock is stored in another department's spaces, the other department is responsible for all EXCEPT which of the following functions?

A. Physical inventory of the material
B. Replenishment of the material
C. Security of material
D. Location of material

4-15. Maintaining the stock records of supply material stored in other department spaces is the responsibility of what person?

A. The designated custodian
B. The other department head
C. The person using the material
D. The Supply Officer

4-16. The assigned custodian for material stowed in other department spaces is responsible for maintaining which of the following records?

A. The financial records
B. The location records
C. The transaction documents
D. The demand records

4-17. What does the acronym MAM stand for?

A. Maintenance Avionics Module
B. Maintenance Asset Management
C. Maintenance Assistance Module
D. Maintenance Activity Material

4-18. Which of the following statements DOES NOT refer to the inventory management of items identified as MAMs?

A. MAMs are part of the supply spares inventory
B. MAMs are not included in the activity's allowance list
C. MAMs are expended to maintenance technicians
D. MAMs are under the sub-custody of the Supply Officer

4-19. The custody records of repairable MAMs are maintained by which of the following officers?

A. Combat Systems Officer
B. The Supply Officer
C. The AIMD Officer
D. The Operations Officer

4-20. Which of the following terms refers to the placement of property in a storeroom or warehouse?

A. Inventory
B. Packaging
C. Shipment
D. Storage

4-21. To maintain control of stored material, you should meet all EXCEPT which of the following criteria?

A. Provide orderly stowage and access
B. Prevent damage to the ship or personnel
C. Reduce material loss or damage
D. Issue the newest stock first

4-22. Maximum use of storage space can provide which of the following results?

A. Savings in operational cost
B. Maximum use of personnel
C. Limited man hours
D. Safety prevention

4-23. In material stowage, the storage area within any roofed structure is known by which of the following terms?

A. Facility
B. Office building
C. Covered storage space
D. Hangar area

4-24. What type of warehouse has a roof and walls and is used for various storage functions?

A. A refrigerated warehouse
B. A flammable warehouse
C. A general-purpose warehouse
D. A specific-purpose warehouse

4-25. Generally, where are the office spaces located in a general-purpose warehouse?

A. On the opposite side of the loading docks
B. On the same side as the loading docks
C. In any area inside the warehouse
D. In the area away from the main aisle

4-26. What aisles allow movement of the material handling equipment or supplies through the length of a general-purpose warehouse?

A. The fire aisle
B. The personnel aisle
C. The main aisle
D. The cross aisle

4-27. A refrigerated warehouse is usually separated in what total number of parts?

A. Five
B. Two
C. Three
D. Four

4-28. The firewalls used in a flammable storage warehouse have what prescribed fire resistance rating?

A. 6-hr
B. 2-hr
C. 9-hr
D. 4-hr

4-29. What type of storage facility is used for storing material that needs maximum ventilation but does NOT need complete protection from the weather?

A. A refrigerated warehouse
B. A chill space
C. A general-purpose warehouse
D. A T-shed

4-30. There are a total of how many types of open storage spaces?

A. One
B. Two
C. Three
D. Four

4-31. Aboard ship, what space is used as the central distribution area for general-type stores?

A. The rotatable pool storeroom
B. The SEAMART storage space
C. The main issue storeroom
D. The bulk storeroom

4-32. Aboard ship, which of the following storage spaces must be located away from magazines?

A. The flammable liquid storeroom
B. The general stores storeroom
C. The repairable storeroom
D. The pre-expended bin storage space

4-33. Aboard ship, an allowance list item of equipment needs to be stored temporarily in a shore activity for over 1 year. The ship must obtain storage approval from what person?

A. The Stock Control Officer
B. The Stores Officer
C. The Department Head
D. The Type Commander

4-34. When a ship has material that needs to be placed in temporary storage at a shore activity, what activity is responsible for coordinating the offload and return of material?

A. The supporting shore activity
B. The ship requesting storage
C. The supply activity ashore
D. The Type Commander's office

4-35. What material protection level provides protection against less severe conditions?

A. D
B. C
C. B
D. A

4-36. What form is used to document material offload for temporary storage ashore?

A. DD Form 250
B. DD Form 1149
C. DD Form 1348-6
D. DD Form 1348-1

4-37. Until issued, repair parts should be stored in what manner?

A. In bubble wrap
B. In their original container
C. In plastic bags
D. In waterproof barrier material

4-38. What type of drawing shows the actual layout of a storage area and enables the stock person to match the location on the locator file with the floor plan?

A. A planograph
B. A blueprint
C. A gross storage space drawing
D. A net storage space drawing

4-39. To keep the number of material locations for small lots to a minimum, which of the following actions should you take?

A. Delete the locations
B. Relocate material to another storeroom
C. Consolidate the material into one location
D. Change all of the locations

4-40. When material is transferred to another location, what person is responsible for ensuring that the material is properly stowed in the new location?

A. The LS physically moving the material
B. The storeroom leading LS
C. The Supply Division Officer
D. The Supply Officer

4-41. Most 2,000 pound forklift trucks will lift 2,000 pounds if the load does NOT extend beyond what maximum distance from the heel or fork?

A. 10 in
B. 20 in
C. 24 in
D. 36 in

4-42. Which of the following stowage aids is used for storing odd sized items or weak containers that will not support a superimposed load?

A. Safety pallet
B. Horizontal dunnage
C. Box pallet
D. Notched spaces

4-43. When using a forklift to elevate personnel, you should use which of the following types of pallets?

A. A box pallet
B. A safety pallet
C. A standard pallet
D. A winged pallet

4-44. Which of the following stowage aids can be made from cut salvaged lumber and used to protect material from water damage?

A. Standard pallets
B. Notched spacers
C. Pallet racks
D. Short dunnage

4-45. Which of the following stowage aids are used for horizontal palletizing of compressed gas cylinders?

A. Notched spacers
B. Pallet racks
C. Box pallets
D. Collars

4-46. Information concerning hazardous material procurement, transportation, fire-fighting, spills, and leaks can be found in which of the following publications?

A. NAVSUP P-485
B. HMIS
C. NSTM, chapter 593
D. NAVSEA S9593-A7-PLN-010

4-47. Aboard ship, when acid is stored in a flammable storeroom, the storeroom must be provided with which of the following materials?

A. Wood deck plates
B. A plastic liner that covers the deck area
C. A watertight rubber liner that covers the entire deck and lower part of the bulkhead
D. Rubber tiles

4-48. The HMIS lists oxidizing material by what special material content code?

A. A
B. D
C. H
D. J

4-49. Unless otherwise specified, compressed gas cylinders must be stored in what area of the ship?

A. Outside the flammable storeroom
B. On the weather deck
C. On either end of the ship, below the water line
D. In the bulk storeroom below the main deck

4-50. Compressed gas cylinders are color-coded for which of the following reasons?

A. To identify the content of cylinders
B. To identify the amount of gas in the cylinders
C. To serve as a hazard warning
D. To prevent corrosion

4-51. Aboard ship, a drummed product is stored in what manner?

A. On its end with the bung end up
B. On its side secured with spacers
C. On its end with the bung end down
D. Horizontally

4-52. Aboard ship, aircraft engines must be secured in a manner that will prevent them from shifting in which of the following directions?

A. Forward only
B. Port of starboard only
C. Aft only
D. Forward, port or starboard, and aft

4-53. The corrosion preventive maintenance on aircraft engines is performed by what department?

A. Engineering
B. Supply
C. Aircraft maintenance
D. Operations

4-54. The Supply Officer or Duty Supply Officer should make a security report of the storerooms at what interval(s)?

A. Twice a day
B. Daily
C. Weekly
D. At irregular internals

4-55. Key padlocks to supply spaces should be what size?

A. 1 inch
B. 2 inches
C. 1-1/2 inches
D. 2-1/2 inches

4-56. The duplicate master key for all spaces of group I should be kept by what officer?

A. Supply Officer
B. Stores Officer
C. Mess Officer
D. Ship's Store Officer

4-57. A clothing space belongs to what space group?

A. Group I
B. Group II
C. Group III
D. Group IV

4-58. A grand master key is NOT provided for spaces of what groups?

A. I
B. III
C. III
D. IV

4-59. Security must be maintained for group III spaces in all EXCEPT which following way?

A. When entering a group III space, the Ship's Store Officer must be accompanied by two witnesses
B. The recorded lock combination and "setting-in" key must be sealed in an opaque envelope, which is signed across the flap by the custodian and kept in the Ship's Store Officers safe
C. The custodian must not disclose the combination of the lock to anyone
D. The custodian keeps a spare key at home in a safe

4-60. Which of the following personnel keeps a master key (original) to all locks in group IV spaces?

A. Chief Logistics Specialist or leading
B. Logistics Specialist
C. Chief master-at-arms
D. Supply Officer or a designated assistant OOD or the Petty Officer of the watch

4-61. The Supply Officer is required to maintain custody of a grand master key which will pass locks in all EXCEPT which of the following groups?

A. I
B. II
C. III
D. IV

ASSIGNMENT 5

MATERIAL EXPENDITURES

Review Questions

5-1. Any act that results in a decrease of Navy assets is known by which of the following terms?

A. Equipage
B. Expenditure
C. Stock balance
D. Inventory

5-2. Which of the following methods is used to process expenditures?

A. Transfer
B. Inventory
C. Packing
D. Storage

5-3. What is the most common method of expenditure used to charge the user's budget for consumables ordered?

A. Survey
B. Transfer
C. Custody
D. Issue

5-4. The procedure used for expending lost, damaged, or unserviceable material is known by which of the following terms?

A. Issue B.
Survey
C. Transfer
D. Pre-expended

5-5. After the completion date, documents filed in the expenditure invoice file should be retained at least how long?

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

5-6. A requisition priority that is given special handling or processed as "bearer pick-up" is in what issue group?

A. I
B. II
C. III
D. IV

5-7. What issue group is processed as an "issue on requisition" basis?

A. I
B. II
C. III
D. IV.

5-8. What issue group is processed on a routine requirement?

A. I
B. II
C. III
D. IV

5-9. Requisition priorities 1 through 3 should be processed within what maximum time frame?

A. 1 hr
B. 2 hr
C. 12 hr
D. 24 hr

5-10. Material delivered to a requisitioner should have at least how many copies of the issue document with it?

A. Six B.
Two
C. Three
D. Four

5-11. For posting or to use as proof of delivery, afloat delivery personnel should send completed issue documents to what section or division in supply?

A. The receiving section
B. The shipping section
C. The supply response section
D. The quality assurance division

5-12. In automated activities, what term refers to the manual processing of requisitions submitted on a DD Form 1348?

A. In-line
B. Off-line
C. Real-time
D. NALCOMIS

5-13. Personnel issuing material should complete the issue document by performing which of the following functions?

A. Circling the document number
B. Lining out the quantity issued
C. Circling the issued quantity
D. Circling the unit of issue

5-14. What term refers to the issue of available quantity when less than the originally requested quantity is available?

A. Full issue
B. Standard pack adjustment
C. Substitute issue
D. Partial issue

5-15. An issue transaction is complete after which of the following events?

A. After the POD is received
B. After the material is delivered
C. After getting the customer's signature and the issue is posted
D. After the stock replenishment is submitted

5-16. The ASD is processing requisitions off-line. While awaiting receipt of the POD copy, the S/LSC should retain a copy of the issue document in what file?

A. The material completed file
B. The material outstanding file
C. The issue pending file
D. The financial file

5-17. When issuing material for requisitions that require a standard pack adjustment, you should mark the document in which of the following ways?

A. Line out the issued quantity.
B. Circle the quantity originally requested.
C. Line out the quantity originally requested, then enter and circle the issued quantity.
D. Circle both the original and issued quantity.

5-18. Before processing a requisition as a partial NIS issue, you should check which of the following items?

A. The availability of a substitute
B. The date the requisition was received
C. The Work Center Code
D. The need for the remaining quantity

5-19. When partial NIS, substitute issue items are processed, what total number of issue documents is required?

A. One
B. Two
C. Three
D. Four

5-20. An automated activity that processes transactions manually will use what issue processing method to post the documents to the computer?

A. Real-time
B. Pre-post
C. Post-post
D. Interactive

5-21. Personnel that are NOT authorized to be issued flight clothing may, on an individual basis, be issued flight clothing on a custody basis from what location?

A. The material control division
B. The flight clothing pool
C. The stock location
D. The supply response section

5-22. A list of flight clothing items that may be issued to authorized personnel is contained in what NAVAIR publication?

A. 00-35QH-2
B. 00-35QB-2
C. 00-35QD-2
D. 00-35QR-4

5-23. When a replacement for a surveyed item of flight clothing is ordered, the requisition must be approved by what officer?

A. The Material Control Officer
B. The Commanding Officer
C. The Operations Officer
D. The Maintenance Officer

5-24. Issues of flight clothing are entered in an individual's record on what form?

A. Standard Form 44
B. OPNAV 3760/32B
C. OPNAV 4790/60
D. DD Form 1348

5-25. What person is responsible for entering the issue of flight clothing in an individual's record of flight equipment issue?

A. The supply person issuing the item
B. The Administrative Officer
C. The flight gear custodian of the receiving activity
D. The Material Control Officer

5-26. What NAVSUP instruction contains procedures for ordering odd sized flight clothing with special measurements?

A. 4400.70
B. 4410.52
C. 4421.20
D. 4440.115

5-27. Leather flight jackets are initially issued to designated individuals after completing training or school. The issue transaction is recorded in the individual's record at what NAS location?

A. Albuquerque, New Mexico
B. Pensacola, Florida
C. Miramar, California
D. Greensburg, Pennsylvania

5-28. When using a drop sheet to order parts from MSP, which of the following supply codes should you include on the sheet?

A. The Material Control code
B. The Signal code
C. The Fund code
D. The Purpose code

5-29. On a ship, what self-service area stocks low-cost/high-usage items?

A. The main issue storeroom
B. The flight gear storeroom
C. The engine storeroom
D. SEAMART

5-30. SERVMART items are issued by category. The transactions require what total amount of documents per category of material?

A. One
B. Two
C. Three
D. Four

5-31. During manual processing afloat, what form is used to document issues of aviation fuel to embarked aircraft squadrons or detachments?

A. DD Form 1348-6
B. DD Form 1348-2
C. DD Form 1348 -1A
D. DD Form 1384

5-32. What officer is responsible for approving the transfer of material from ships?

A. The Disbursing Officer
B. The Administrative Officer
C. The Operations Officer
D. The Supply Officer

5-33. When transferring material from a ship to a Navy Working Capital Fund activity, what appropriation number must be used on the transfer document?

A. 97X4930
B. 17X1234
C. 17X1804
D. 97X8097

5-34. What financial transaction applies to the transfer of NSA material between ships that have the same type commander?

A. Chargeable
B. Non-chargeable
C. Free issue
D. Loss by inventory

5-35. What financial transaction applies to the transfer of NSA material between ships that have different type commanders?

A. Chargeable
B. Non-chargeable
C. Free issue
D. Loss by inventory

5-36. What copies of DD Form 1348-1 should be attached to material being transferred?

A. The original and copy 2
B. Copies 3 and 4
C. Copies 4 and 5
D. Copies 2 and 3

5-37. What form is used to report the facts and circumstances concerning the loss, damage, or destruction of DOD-controlled property?

A. DD Form 282
B. DD Form 1155
C. DD Form 200
D. DD Form 828

5-38. After completing the survey process, what copy of DD Form 200 does the originator keep?

A. The original copy, if not required by higher authority
B. Copy 1
C. Copy 2
D. Copy 3

ASSIGNMENT 6

STOCK CONTROL AND INVENTORY MANAGEMENT

REVIEW QUESTIONS

6-1. New secondary items, provided by the contractor to the Navy, which have NOT reached MSD, are identified by what number in the first digit of the cognizance symbol?

A. 0
B. 1
C. 7
D. 8

6-2. What fund, if any, is charged for the interim support items issued to users by the contractor?

A. The OPTAR Fund
B. The Operating & Maintenance Fund
C. The DBOF
D. None

6-3. What fund is used to buy the additional AVDLR items needed as a result of a re-AVCAL?

A. The Operating and Maintenance Fund
B. The Central Outfitting NAVSUP WSS Fund
C. The DBOF
D. The Deposits Fund

6-4. When AVDLR items are requisitioned, what price is obligated when (a) there is no turn-in, and (b) the turn-in is or will be made?

A. (a) Net (b) standard
B. (a) Unit (b) repair
C. (a) Standard (b) net
D. (a) Repair (b) unit

6-5. What document lists the authorized items and quantities of material to be stocked aboard ship to support embarked aircraft and related equipment?

A. AVCAL
B. COSAL
C. IMRL
D. SFOEDL

6-6. Normally, ships receive a new AVCAL for review at which of the following times?

A. During deployment
B. 1 month after deployment
C. Prior to each deployment
D. Before commissioning

6-7. What activity convenes the AVCAL quality review conference?

A. NAVSUP WSS-PHIL
B. FMSO
C. NAVAIR
D. NAVSUP WSS-MECH

6-8. After the AVCAL quantity has been set, fleet activities can request an increase or decrease to the allowance quantity by submitting what document?

A. An EI/QDR
B. An ACR-F
C. An AIR
D. A DISREP

6-9. Unless otherwise directed, what (a) fund code and (b) advice code is normally used by ships when ordering the initial allowance quantity of AVDLR stock items?

A. (a) 7F (b) 5A
B. (a) 7L (b) 5D
C. (a) QZ (b) 5D
D. (a) QZ (b) 5G

6-10. To prevent additional research time, you should start carcass tracking on NRFI AVDLR items at which of the following times?

A. Upon receipt of a requisition from the customer
B. After shipment of the turn-in to ATAC hub
C. Upon receipt of a follow-up from the ICP
D. Upon receipt of extra billing from the ICP

6-11. Which of the following transactions will open the carcass tracking for an AVDLR?

A. The issue of material for initial outfitting
B. The issue of material to replace a surveyed AVDLR
C. The issue of material to fill a requisition with an exchange Advice code
D. The submission of requisitions with an initial issue Advice code

6-12. Aboard an aviation ship, what person is responsible for determining the aviation fuel requirements?

A. The Supply Officer
B. The Aviation Fuels Officer
C. The Air Wing Commander
D. The Engineering Officer

6-13. An afloat unit submitted a requisition for a DLR/AVDLR item by using a 5G Advice code. The ICP should send the carcass follow-up inquiry to the ship after what prescribed number of days from the requisition date?

A. 30 days
B. 45 days
C. 60 days
D. 90 days

6-14. Afloat activities should offload excess RFI AVDLR items at which of the following locations?

A. The closest civilian storage facility
B. The closest Navy TIR activity
C. The closest command that uses the items
D. The type commander's general storage facility

6-15. A shore unit submitted a requisition for a DLR/AVDLR item by using a 5S Advice code. The ICP should send the carcass follow-up inquiry to the ship after what prescribed number of days from the requisition date?

A. 30 days
B. 45 days
C. 60 days
D. 90 days

6-16. The requisition for aviation fuel requirements aboard an aviation ship is prepared by which of the following personnel?

A. The Aviation Fuels Officer
B. The Duty Engineer
C. The ASD personnel
D. The stock control personnel

6-17. Issues and transfers of aviation fuels from ships to squadrons are charged to what account?

A. AFM
B. TYCOM's open allotment
C. OPTAR
D. Appropriations purchase

6-18. When AVDLR items are offloaded, the shipping document should be prepared according to what NAVSUP publication?

A. P-545
B. P-484
C. P-600
D. 4.

6-19. When the ICP grants the credit requested by the activity for AVDLR items that were offloaded, the credit will be given to whose account?

A. The requisitioning activity
B. The supporting FLC
C. The type commander of the requesting activity
D. The NAVSUP WSS

6-20. Message reports of fuel inventory adjustments are submitted to NAVSUP WSS at least how often?

A. Daily
B. Weekly
C. Monthly
D. Quarterly

6-21. What is the initial demand frequency of Demand Based Items (DBI)?

A. 1 demand every six months
B. 3 demands in three months
C. 1 demand in one year
D. 2 demands in six months

6-22. Which of these functions are NOT a responsibility of a stock control LS?

A. Conducting inventory
B. Material receipt
C. Maintaining stock records
D. Maintaining files

6-23. Where is the endurance table used to adjust high-limit, low limit and safety level found?

A. P-409
B. P-545
C. P-529
D. P-485

6-24. When processing receipts, stock control must review documents for all of the following information EXCEPT?

A. Item Location
B. Receipt signature
C. Receipt date
D. Quantity circled

6-25. Shipboard Material Inventories are divided into how many areas for management purposes?

A. One
B. Two
C. Five
D. Four

6-26. To ensure that the quantity of items reflected in the records agrees with the quantity of items in location, what functions are conducted?

A. Location audits
B. Receipt processing
C. Carcass tracking
D. Physical inventories

6-27. What type of inventory involves the physical count of all stock material either ship wide or in a specific storeroom?

A. Velocity
B. Spot
C. Bulkhead-to-bulkhead
D. Specific commodity

A.	Bulkhead to bulkhead
B.	Specific commodity
C.	Special material
D.	Velocity

Figure 6B.—Types of inventory

In answering questions 28 through 31, from Figure 6B, select the TYPE of INVENTORY that is used for the one described as the question.

6-28. An inventory of all pipe fittings.

A. A
B. B
C. C
D. D

6-29. An inventory of all fast movers.

A. A
B. B
C. C
D. D

6-30. An inventory of all items in a storeroom.

A. A
B. B
C. C
D. D

6-31. An inventory of all storeroom items that are specifically selected for separate identification and inventory control.

A. A
B. B
C. C
D. D

6-32. A bulkhead-to-bulkhead inventory may be conducted when a random sampling result is less than what percent accurate?

A. 90
B. 95
C. 98
D. 100

6-33. What type of inventory is performed if it includes only shelf-life items, pilferable items, or classified material?

A. Wall-to-wall
B. Specific commodity
C. Spot
D. Special material

6-34. The unscheduled inventory needed to verify the quantity of material on hand as a result of an NIS requisition status is known as?

A. velocity inventory
B. wall-to-wall
C. spot
D. special material

6-35. What is the minimum inventory frequency for AVDLRs?

A. Quarterly
B. Annually
C. Biennially
D. Semiannually

6-36. A classified material inventory is conducted upon a change of custodial responsibility and at which of the following prescribed intervals?

A. Weekly
B. Monthly
C. Quarterly
D. Annually

6-37. Velocity inventories are conducted to account for stock items that experience which of the following demand frequencies?

A. Medium movers only
B. Slow movers only
C. Fast movers only
D. Slow and fast movers

6-38. Preparation for an inventory includes all EXCEPT which of the following actions?

A. Disposing of all opened containers or cartons
B. Repacking loose items in standard packs when possible
C. Posting all receipt and issue documents to stock record cards
D. Re-stowing stock where necessary to facilitate identification

6-39. Before count documents are matched with stock record cards, they should be reviewed to ensure that all except which of the following checks have been made?

A. Entries are legible
B. Items scheduled for inventory show the present quantity in stock
C. Count documents are dated and initialed
D. Incorrect prerecorded locations have been deleted

6-40. Promptly upon the completion of the physical inventory, the count documents for stock repair parts being inventoried must be reviewed by which of the following members of the ship's company?

A. Inventory personnel
B. Supply Officer only
C. Engineering Officer only
D. Supply Officers and Engineering Officer

6-41. After the review of the count documents is finished, which of the following actions should be the next step in the inventory process?

A. Applicable count documents should be dated and initialed
B. The inventory physical count should be completed
C. Inventory count documents should be reconciled with the stock records
D. Re-verify the location of each item

6-42. During the inventory process, personnel may open containers sealed for preservation only when authorized by what person?

A. The Stock Control Division Officer
B. The storeroom supervisor
C. The Supply Officer
D. The Quality Assurance Officer

6-43. A major difference in inventory exists when the physical count of a stock item differs from the confirmed stock record balance by what minimum percentage?

A. 1%
B. 3%
C. 5%
D. 10%

6-44. An inventory loss of an AVDLR item is processed as what type of expenditure?

A. Issue
B. Transfer
C. Survey
D. Cash sales

6-45. After a scheduled inventory is completed, what minimum accuracy rate is considered acceptable?

A. 85%
B. 87%
C. 90%
D. 98%

ASSIGNMENT 7

MATERIAL HANDLING AND SHIPPING

Review Questions

7-1. Which of the following equipment is used to pick up, carry, and stack unit loads of supplies and material?

A. A two-wheel hand cart
B. A hand pallet truck
C. A tractor trailer
D. A forklift truck

7-2. In reference to a forklift truck, what is meant by the term "free lift"?

A. The maximum lifting height of the forks
B. The safe distance of the forks from the ground when travelling
C. The lifting height of the forks before the inner slides move above the mast
D. The maximum height of the forks when lifting loads over the weight limit

7-3. Forklift trucks are generally used at which of the following locations?

A. Aboard ship, on barges, on piers, and in warehouses
B. In freight terminals and on the ground to hoist heavy containers
C. In yards with or without hard surfaces
D. All of the above

7-4. A forklift truck should NOT be used to move loads beyond what maximum distance?

A. 100 ft
B. 200 ft
C. 300 ft
D. 400 ft

7-5. When moving loads beyond the maximum travel distance for a forklift, which of the following equipment should you use?

A. A hand pallet truck
B. A tractor-trailer train
C. A pneumatic wheel forklift
D. A hand cart

7-6. Under normal supply operational conditions, a tractor should operate with a maximum of how many sets of trailers?

A. One
B. Two
C. Three
D. Four

7-7. Which of the following statements is NOT correct in regards to tractor-trailer train operations?

A. Tractor-trailer trains should be used in hauling operations that require less than 400 feet hauling distances
B. Tractor-trailer trains may be used in hauling operations involving hauls between 400 feet and 1 mile in length
C. Under normal conditions, one tractor should be able to keep one set of trailers loading, a second set underway, and a third set unloading
D. Tractor-trailer trains can haul heavier tonnage than carrier-type trucks of equal horsepower capacity

7-8. What is the rated drawbar pull range of a Navy gasoline-powered warehouse tractor?

A. 1,000 to 2,500 lb
B. 2,500 to 3,000 lb
C. 3,000 to 4,000 lb
D. 4,000 to 7,500 lb

7-9. The caster-steering type of warehouse trailers are available in what capacity?

A. 4,000 pound capacity only
B. 6,000 pound capacity only
C. Both 4,000 and 6,000 pound capacity
D. 8,000 pound capacity

7-10. In storage operations where mechanical equipment cannot be used because of space limitations, which of the following types of materials-handling equipment would be most useful?

A. Hand trucks
B. Warehouse trailers only
C. Warehouse tractors only
D. Warehouse tractors and trailers

7-11. When you have a large number of orders to fill for small retail issues, what type of hand truck should you normally use for breakout?

A. The single-platform hand truck
B. The hand pallet truck
C. The two-wheel hand truck
D. The stockpicker truck

7-12. When warehouse operations involve short hauls and frequent stops, which of the following equipment should be used to move the material?

A. A two-wheel hand cart
B. A tractor trailer
C. A four-wheel platform hand truck
D. A stock picker

7-13. The forks of a Navy hand-pallet truck can be raised what prescribed distance from the deck?

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

7-14. The standard tiering truck used by the military services has what load capacity?

A. 1,000 pounds
B. 2,000 pounds
C. 3,000 pounds
D. 4,000 pounds

7-15. What device is equipped with horizontal bars and is used to lift palletized loads by a crane or ship's boom?

A. A pallet sling
B. A spreader bar
C. A forklift truck
D. A cargo net

7-16. A standard pallet is what size?

A. 36 by 40 in.
B. 38 by 48 in.
C. 40 by 48 in.
D. 42 by 40 in

7-17. What tiering truck feature makes it more useful, in some materials-handling operations, than the standard forklift truck?

A. Greater lifting capacity
B. Greater lifting-height capability
C. Longer distance hauling capability
D. More maneuverability

7-18. Which of the following stowage aids is used for storing odd sized items or weak containers that will NOT support a superimposed load?

A. Safety pallet
B. Horizontal dunnage
C. Box pallet
D. Notched spacer

7-19. Which of the following stowage aids are used for horizontal palletizing of compressed gas cylinders?

A. Notched spacers
B. Pallet racks
C. Box pallets
D. Collars

7-20. A straddle truck is designed to handle what type of loads?

A. Containers equipped with skids
B. Long and heavy materials
C. Boxes not Pelletized
D. Large rigid containers or packages

7-21. The use of pallets permits which of the following types of materials-handling operations?

A. Storing material by units
B. Transporting material by units
C. Loading material by units
D. Each of the above

7-22. Nestable sheet metal pallets are convenient for which of the following reasons?

A. They are easy to keep clean
B. They save storage space
C. Their maintenance cost is low
D. All of the above

7-23. When you are loading a pallet with boxes of different sizes, the boxes should be arranged in what way?

A. The biggest and sturdiest boxes should go in the center
B. The biggest and most fragile boxes should go at the ends
C. The smallest and sturdiest boxes should go at the ends
D. The smallest and most fragile boxes should go in the center

7-24. When you palletize material that will be moved several times before it reaches its destination, what additional step(s) should you take?

A. The material should be strapped to the pallet using nylon or metal strapping.
B. The material should be strapped and metal or folded cardboard corners placed under the strapping.
C. The palletized material's height should be reduced to one layer of containers.
D. Horizontal strapping should be added to ensure that the material will remain tightly packed.

7-25. The drum-handling sling is designed for which of the following operations?

A. For shipboard loading only
B. With a crane for any drum or barrel-handling operation only
C. With a crane for any drum or barrel-handling operation and shipboard loading
D. As a forklift truck attachment for any drum or barrel-handling operation

7-26. How many different types of drum- handling forklift truck attachments are available?

A. One
B. Two
C. Three
D. Four

7-27. Most cargo net slings are of what size(s)?

A. 12' x 12' only
B. 14' x 14' only
C. 12' x 12' or 14' x 14'
D. 10' x 12' or 12' x 14

7-28. Cargo net slings are used in what type(s) of materials-handling operations?

A. In general use aboard CLF ships and in UNREP operations
B. In ship-to-ship transfers of unpalletized miscellaneous cargo only
C. In vertical replenishment operations at sea only
D. In ship-to-shore materials-handling operations only

7-29. Rollers should be used in materials- handling operations for which of the following operations?

A. To replace non-available mobile materials-handling equipment
B. To supplement mobile materials-handling equipment
C. To move heavy boxes or skids
D. When a warehouse crane is not available

7-30. What are the basic types of conveyors that have been adopted as standard for the military departments?

A. The power-driven belt-type and the gravity-type roller or wheel conveyors
B. The power-driven roller-type and the gravity-type wheel conveyors
C. The power-driven wheel-type and the gravity-type roller conveyors
D. The gravity-type roller and wheel conveyors

7-31. What materials-handling device having its principal application aboard ship is used to strike down stores?

A. Gravity-type conveyors
B. Power-driven conveyors
C. Chutes
D. Rollers

7-32. Which of the following listed cranes has the greater topping distance?

A. The warehouse crane with a maximum sluing boom capacity of 10,000 pounds
B. The warehouse crane with a maximum sluing boom capacity of 20,000 pounds
C. The warehouse crane with a sluing boom range of 360 degrees
D. The mobile crane with the truck chassis-mounted boom

7-33. The most common form of gantry used on gantry cranes is the one that has which of the following components?

A. A stiff-legged derrick
B. A trolley running on the bridge, carrying a hoist
C. A rotating-piller or jib crane
D. A hammerhead crane mounted on its bridge

7-34. What type of crane is particularly adapted to the transfer of cargo between the pier and a vessel?

A. Gantry
B. Wharf
C. Mobile
D. Warehouse

7-35. Various materials-handling situations arise aboard ship which require the LS to be able to select the necessary piece of equipment. Being acquainted with which of the following listed equipments would assist the LS in this selection?

A. Hoists only
B. Pulleys only
C. Dollies only
D. Hoists, pulleys, and dollies

7-36. Which of the following types of materials- handling equipment used to raise a large load of several tons would be particularly useful in trucks or small storerooms aboard ship?

A. Manually operated chain hoist
B. Electrically operated hoist with over track only
C. Pallet dolly with a capacity of 2,000 pounds
D. Pallet dolly with a capacity of 4,000 pounds

7-37. When a chain hoist is not available, a block and tackle arrangement can be used in its place for which of the following types of materials-handling operations?

A. Pulling or hoisting large, heavy objects
B. Situations where a chain hoist is normally used except for smaller loads
C. For moving or shifting heavy loads 20 feet or more
D. For moving or shifting heavy loads less than 20 feet

7-38. What are the common types of dollies used by the Navy?

A. General-purpose and reefer car dollies only
B. Pallet rollers, reefer car, and general-purpose dollies
C. Reefer car, boxcar, and storeroom dollies
D. General-purpose, boxcar, and truck dollies

7-39. When cargo is being loaded or unloaded, it should be stopped how far above the intended loading area and then guided to a safe landing?

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

7-40. When cargo is NOT being handled through a hatch that has been left open, which of the following safety precautions should be taken?

A. Station guards around the hatch only
B. Rig safety lines around the hatch only
C. Station guards around the hatch and rig safety lines
D. Rig a temporary cover over the hatch

7-41. If oil or grease is spilled in the working area during a cargo loading operation, which of the following precautions would be appropriate?

A. The oil should be removed immediately
B. The oil should be covered with sand or cinders
C. The oil should be covered with sawdust or other suitable anti-slip material
D. Each of the above precautions may be taken

7-42. How many members should steady a draft and remove slings from it?

A. One
B. Two
C. Three
D. Four

7-43. Which of the following methods should you use to pick up heavy objects?

A. Stand close to the object, have your feet slightly apart and solidly placed. Grasp the object firmly and lift by coming to the upright position
B. Stand close to the object, have your feet slightly apart and solidly placed. With knees bent, grasp the object firmly and lift by straightening your legs
C. Stand close to the object, have your feet close together and firmly placed. With your legs straight, grasp the object firmly and lift by straitening your back
D. Stand close to the object, have your feet slightly apart and solidly placed. With your legs straight, grasp the object firmly and lift by straitening your back

7-44. When cargo is being hoisted from or lowered into a hold, which of the following positions should the hold crew take?

A. Take cover aft of the square of the hatch only
B. Take cover forward of the square of the hatch only
C. Take cover aft or forward of the square of the hatch
D. Stand ready to assist in landing or hoisting the cargo

7-45. For protection from falling objects when working in areas where lifting or hoisting operations are performed, you must wear which of the following safety equipment?

A. A protective helmet
B. Rubber gloves
C. Goggles
D. A rubber apron

7-46. In discharging your responsibility as a supervisor of a cargo-handling crew, which of the following precautions should you enforce?

A. Never permit personnel to stand or work under suspended sling loads only
B. See that your personnel do not enter dark places without a light only
C. Ensure that your crew wear safety shoes and helmets while handling cargo only
D. Never permit personnel to stand or work under suspended sling loads, or enter dark spaces, and ensure safety shoes and helmets are used while handling cargo

7-47. In relation to the supervision of cargo handlers, which of the following actions is NOT a good supervisory practice?

A. Telling and demonstrating how to work safely
B. Telling and demonstrating how to grip slings and bridles
C. Demonstrating your faith in your crew by allowing them to work on their own
D. Discouraging the wearing of rings, gauntlet-type gloves, and trousers with legs so long that they are a tripping hazard

7-48. You are a member of an UNREP team receiving stores that must be removed from the cargo landing area as quickly as possible. What would be the determining factor as to whether you can block a passageway or door with these oncoming stores?

A. You must rely upon your own judgment
B. You must obtain permission from the responsible department head
C. You must obtain permission from
D. Damage Control Central
E. You must obtain permission from the Supply Officer

7-49. Air shipments of material may be made on items with which of the following priority designators (PDs)?

A. 3 only
B. 8 only
C. 15 only
D. 3, 8, and 15

7-50. Within the Defense Transportation System, air shipments normally are limited to which of the following transportation priorities?

A. Priority 1 only
B. Priority 2 only
C. Priorities 1 and 2
D. Priority 3

7-51. Shipment documents with priority designators 01 thru 03 are assigned what transportation priority?

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

7-52. Which of the following means of material delivery is provided by LOG-EX for deployed CVs?

A. COD
B. Barge
C. INREP
D. UNREP

7-53. When authorized, government vehicles may be used to transport freight up to what maximum number of miles?

A. 15 miles
B. 25 miles
C. 50 miles
D. 100 miles

7-54. Which of the following types of special mail services cannot be used by the Department of the Navy?

A. Certified
B. Insured
C. Special Delivery
D. Delivery Confirmation

7-55. Material eligible for all classes of mail, including MOM, is limited to 70 pounds or less and no more than what maximum number of inches in length and girth combined?

A. 75 in.
B. 108 in.
C. 125 in.
D. 200 in.

7-56. Which publication should you refer to research domestic mailing restrictions on flammable liquids?

A. USPS Pub 52
B. NAMP
C. OPNAV 4440(series)
D. TCMD

7-57. Which of the following items cannot be mailed using an official FPO mailing address?

A. Medical supplies
B. Direct turn over
C. Freight and express cargo
D. Registered mail

7-58. The document identifier TX1, used on a TCMD, identifies which of the following material categories?

A. Hazardous
B. Ammunition
C. General cargo
D. Explosive

ASSIGNMENT 8

FINANCIAL MANAGEMENT

Review Questions

8-1. For accounting purposes, naval activities are divided into what two categories?

A. Fleet units and landing parties
B. Landing forces and sea support
C. Districts and type commands
D. Shore activities and operating forces

8-2. Who authorizes an appropriation to incur obligations?

A. Congress
B. Secretary of the Navy
C. Secretary of the Treasury
D. President of the United States

8-3. Most appropriations used to finance the normal operating costs of the Navy are for what period of time?

A. A month
B. A quarter
C. Six months
D. A year

8-4. The fiscal year covers what specific period of time?

A. 1 July to 30 June
B. 1 October to 30 September
C. 1 January to 31 December
D. 1 April to 31 March

8-5. What type of work is supported by a continuing appropriation?

A. Maintenance of buildings
B. Repair of office equipment
C. Preventive maintenance on vehicles
D. Construction of a supply building

8-6. Appropriations are placed in what order as to their status?

A. Current, lapsed, expired
B. Current, expired, lapsed
C. Lapsed, current, expired
D. Expired, lapsed, current

8-7. At the end of their availability period, the un-liquidated obligations of annual and/or multiple-year appropriations are transferred to which of the following government agencies?

A. Treasury
B. Defense
C. Navy
D. Civil Defense

8-8. The third digit in the appropriation symbol on an accounting document covering charges and credits to funds provides which of the following items of information?

A. Type of fund
B. Fiscal year
C. Particular fund
D. Department administering the fund

8-9. The first two digits of symbol 17X4911 indicate that the appropriation is administered by which of the following agencies?

A. Defense Department
B. Comptroller of the United States
C. Bureau of Naval Personnel
D. Navy Department

8-10. The letter "X" in the appropriation symbol 17X1832 provides what specific information?

A. Bureau or office to which the appropriation is assigned
B. Government department administering the appropriation
C. No fiscal year limitations
D. Specific purpose of the appropriation within a bureau or office

8-11. Which of the following represents the last two digits of the major claimants UIC?

A. The first six digits
B. First two digits of the appropriation number subhead
C. Last three digits of the fund symbol
D. First two digits of the appropriation number

8-12. What type of fund is reimbursed in an amount equal to each expenditure?

A. Trust
B. General
C. Special
D. Revolving

8-13. What fund is used to procure stocks of common supply items carried in the Navy Stock Account (NSA)?

A. Navy Industrial Fund
B. Naval Working Fund
C. Navy Working Capital Fund
D. Navy Management Fund

8-14. Which of the following is the administrator of the Navy Working Capital Fund?

A. Chief of Naval Material
B. Chief of Naval Operations
C. Commander, Naval Supply Systems Command
D. Secretary of the Navy

8-15. All except which of the following transactions would cause a charge against the Defense Business Operations Fund?

A. NSA losses by accounting, survey, or sale not properly charged to an appropriation
B. Payment of claims approved by the General Accounting Office (GAO)
C. Donations of surplus NSA material for public health and educational purposes
D. Cash sales from the NSA to foreign governments

8-16. Which of the following symbols represents the Defense Business Operations Fund?

A. 17X4912
B. 17X4888
C. 17X4911
D. 1711804

8-17. What is the inventory account title for material purchased by the Defense Business Operations Fund and held until needed by a Navy customer?

A. Navy Stores Account
B. Navy Stock Account
C. Appropriation Purchase Account
D. Stores Inventory Account

8-18. Which of the following funds is a revolving fund used to finance commercial-type activities, such as a naval shipyard?

A. Naval Working Fund
B. Navy Industrial Fund
C. Navy Management Fund
D. Navy Capital Fund

8-19. The Navy is involved in improving a runway of a British airfield. The cost of labor and material will probably be initially charged to which of the following funds?

A. Defense Business Operations
B. Navy Industrial Fund
C. Naval Working Fund
D. Navy Management

8-20. What funds are credited for money spent by Navy members procuring items from the ship's store of a naval vessel?

A. General Fund of the Treasury and Navy Management Fund
B. Defense Business Operations Fund and Ship's Store Profits, Navy
C. Ship's Store Profits Fund and Naval Working Fund
D. Navy Management Fund and Navy Working Capital Fund

8-21. The Navy Ship's Store Profits Fund is what type of fund?

A. Trust
B. Deposit
C. Revolving
D. Management

8-22. Object class codes are used in what type of transactions?

A. All OPTAR transactions
B. All transactions that do not affect the international balance of payments
C. Only OPTAR transactions which affect the international balance of payments
D. Only transactions other than OPTAR transactions

8-23. What previously assigned code is always used as the operating budget number?

A. Unit identification code
B. Budget suffix code
C. Operating budget grant code
D. Service designator code

8-24. Unit Identification Codes are assigned by which of the following individual?

A. Secretary of Defense
B. Secretary of the Navy
C. Comptroller of the Navy
D. Director of the Budget

8-25. Responsibility for assigning accurate unit identification code on requisitions rests with which of the following organizations?

A. Navy Finance Center
B. Naval Supply Center
C. Preparing activity
D. Shipping activity

8-26. Appropriated funds are made available at the operating level in what form(s)?

A. Appropriations or warrants
B. Apportionments or allotments
C. Operating budgets
D. Allotments or sub-allotments

8-27. Which of the following operating budget numbers will be shown on an invoice for fuel transferred from a fleet oiler to a destroyer in the Pacific?

A. 00004
B. 57070F
C. 00070F
D. 00070

8-28. In which of the following OPTAR transactions should an object class code be indicated on each document?

A. When material is transferred between type commands
B. When the transaction affected the international balance of payments
C. When an issue for end use is made
D. When material is transferred within the same type of command

8-29. The cost code shown on a requisition consists of which of the following elements?

A. Two zeros, unit identification code, and appropriation
B. Two zeros, Julian date, unit identification code, and fund code
C. Two zeros, fund code, and appropriator
D. Two zeros, Julian date, serial number, and fund code

8-30. For aviation funds accounting purposes, squadrons are referred to as

A. field activities
B. major claimants
C. aviation operating forces
D. accounting and disbursing centers

8-31. Which of the following is the budgeted amount within an operating budget approved in a fixed amount for incurring obligations or unfilled orders?

A. obligation authority
B. expense limitation
C. unfilled order
D. work unit

8-32. Which of the following commands or activities are NOT included in ship operating forces?

A. Active fleet ships
B. All shore activities
C. Amphibious battalions
D. Staff and commands

8-33. Unfilled order chargeable documents are assembled and forwarded to what official or activity by the OPTAR holder?

A. TYCOM
B. NAVAIR
C. DFAS
D. CNO

8-34. What program provides the responsible commanders with a budget that includes all costs incurred instead of allotments to cover only limited portions of those costs?

A. Accrual accounting
B. Budgeting
C. OPTAR
D. RMS

8-35. Of the four subsystems that make up the RMS, an LS would be most concerned with which one?

A. Programming and budgeting
B. Management of resources for operating units
C. Management of inventory and similar assets
D. Management of acquisition, use, and disposition of capital assets

8-36. Under the RMS management procedures, which of the following steps should you do first?

A. Budgeting
B. Reporting
C. Planning
D. Accounting

8-37. The development of resource requirements, administration of available funds, and continuous analysis of the status of OPTARs issued is the responsibility of what command or officer?

A. TYCOM
B. DFAS
C. RMS
D. NAVSUP WSS

8-38. To determine how OPTARs are to be administered and reported, you should refer to what publication?

A. OPNAVINST 4790.2
B. NAVSO P-3013-2
C. NAVCOMPT Manual, volume 5
D. NAVSUP P-485

8-39. The Navy Working Capital Fund (NWCF) is reimbursed when material is requisitioned for use by charging the customer's

A. imprest fund
B. expense limitation
C. TYCOM
D. OPTAR

8-40. Under OPTAR accounting procedures, what dollar value currently is considered the threshold amount?

A. $250
B. $50
C. $100
D. $150

8-41. What type of OPTAR, if any, is exempt from threshold concept?

A. AOM
B. Reimbursable
C. Non-reimbursable
D. None

8-42. Which of the following codes is NOT considered as one of the nine data fields of a complete line of accounting data?

A. UIC
B. Country
C. Subhead
D. Object class

8-43. Fund codes and accounting classifications for use by Operating Forces are contained in what appendix of NAVSUP P-485?

A. 1
B. 30
C. 4
D. 7

8-44. A message Budget/OPTAR Report, is submitted to the DFAS no later than what day of the month following the end of the month being reported?

A. 1st
B. 2nd
C. 15th
D. Last

8-45. The Summary Filled Order Expenditure Difference Listings are received how often?

A. As required
B. Weekly
C. Monthly
D. Quarterly

8-46. All differences shown on the SFOEDL are listed by what code?

A. Rejection
B. Transaction type
C. Fund
D. Cost

8-47. Differences of what minimum dollar amount are manually researched by the DFAS before being reported to the OPTAR holder?

A. $500
B. $1,000
C. $250
D. $3,000

8-48. Unfilled orders that have not matched with related expenditure documents will appear on the Unfilled Order Listing after what minimum number of days

A. 30 days
B. 60 days
C. 120 days
D. 180 days

ASSIGNMENT 9

AVIATION SUPPLY SUPPORT

Review Questions

9-1. What CNAF instruction serves as the basic document and authority in governing the management of aviation maintenance in the Navy?

A. 3750.6
B. 4441.12
C. 4790.2
D. 5510.1

9-2. What area within the maintenance organization is tasked with making sure maintenance requirements for parts and material are forwarded to the SSC?

A. Quality assurance
B. Administrative control
C. Maintenance control
D. Material control

9-3. In NALCOMIS, a password is processed in such a way that the system recognizes what information about the user?

A. The user's organization
B. The user's work center
C. The user's special maintenance qualifications
D. User’s organization, work center and special maintenance qualification

9-4. An LS assigned to ASD/SSC must follow the aviation maintenance policies and procedures outlined in which of the following publications?

A. The NAMP manual
B. The AVDLR
C. The MILSTAMP
D. The NAVOSH manual

9-5. To access information in NALCOMIS, you are required to have what information?

A. User’s organization code, work center, special maintenance qualification
B. A work center code
C. An organizational code number
D. A NALCOMIS identification card

9-6. The meetings between supply and maintenance representatives to discuss high priority requisitions should be held at least how often?

A. Annually
B. Quarterly
C. Monthly
D. Weekly

9-7. Which of the following items is NOT a special material management program?

A. AVDLR
B. ATAC DLR
C. QDR
D. NWCF

9-8. What fund is used to finance AVDLR items?

A. QDR
B. OSI
C. NWCF
D. LRCA

9-9. What Record Type code identifies RFI components received from AIMD?

A. 60
B. 61
C. 62
D. 63

9-10. What Record Type code identifies NRFI components received from AIMD?

A. 60
B. 61
C. 62
D. 63

9-11. What Record Type code identifies material issues?

A. 60
B. 61
C. 62
D. 63

9-12. What material report is produced in Work Unit Code sequence and contains information on AVDLR items?

A. The MR-1-1
B. The MR-1-2
C. The MR-2-1
D. The MR-2-2

9-13. Which of the following reports is used to review the usage data of consumable items so that stock levels may be set?

A. MR-1-1
B. MR-2-1
C. MR-1-2
D. MR-1-3

9-14. In reference to response standards, the response time starts when what event occurs?

A. When maintenance discovers the need for the material
B. When the requirement is placed in the ASD/SSC
C. When the customer receives the supply status
D. When the material is delivered to the customer

9-15. In reference to response standards, the response time stops when what event occurs?

A. When maintenance completes the installation of the item
B. When the issue transaction is posted in the stock records
C. When the material or status is received by the customer
D. When the material is ready for delivery

9-16. The operating hours of an ASD/SSC must be the same as which of the following activities?

A. The local AIMD only
B. The NADEP only
C. The squadron(s) only
D. All maintenance organizations being supported

9-17. What is the processing time for issue priority group 1?

A. Three hours
B. One hour
C. Thirty minutes
D. Two hours

9-18. NMCS/PMCS reports are generated and provided to PMU how often?

A. Hourly
B. Daily
C. Twice a day
D. Weekly

9-19. What does ICRL stand for?

A. Individual Component Readiness List
B. Individual Component Repairable List
C. Individual Component Repair List
D. Itemize Component Repair List

9-20. What does ASD stand for?

A. Aviation Support Detachment
B. Aviation Supply Department
C. Aviation Supply Division
D. Aviation Support Division

9-21. SRS is divided into how many units?

A. Three
B. Six
C. Five
D. Eight

9-22. What unity maintains the proof of delivery file?

A. MDU
B. PMU
C. SRS
D. RCU

9-23. PMU is responsible for which expediting what type of documents?

A. High Priority
B. O- Level
C. I-Level
D. CASREP

9-24. Unless otherwise authorized, requisitions for AVDLR items should NOT be passed off-station before the defective turn-in item is in what status?

A. AWP
B. EXREP
C. BCM
D. RFI

9-25. Requisitions for AVDLR items may be passed off-station if the NSN of the item is contained in what listing?

A. The IMRL
B. The CRIPL
C. The NMCS/PMCS
D. The ML-C

9-26. What monetary value is authorized without a waiver to be stocked in PEB?

A. Not to exceed $250
B. Not to exceed $150
C. $150-$250
D. Only $150

9-27. How units are in CCS?

A. Two
B. Four
C. Five
D. Six

9-28. Which function is NOT the responsibility of CCS?

A. Process repairables received from IMA
B. Execute issue and control procedures for all repairable demand requests
C. Deliver all parts and materials
D. Control AWP requisitions

9-29. What unit of CCS maintains control of repairable components in all phases of the repair cycle?

A. LRCA/V-Pool
B. SSU
C. AWP
D. DCU

9-30. What is the criteria for managing in LRCA/VPOOL?

A. Supply Support Improvement, Local demand, and space availability
B. Supply Support Improvement, Local demand and O-level usage
C. Supply Support Improvement, local demand and I-level usage
D. O and I level usage

9-31. What is the standard of accuracy in AWP?

A. 99%
B. 100%
C. 97%
D. 98%

9-32. Where should SSU be located?

A. Next to AMSU/JASU
B. In MDU
C. At the entry point of ASD
D. Next to the Squadrons

9-33. If EI or QDR disposition instructions for defective material are NOT received within 30 days, what activity is responsible for submitting a request for the disposition instructions to the CFA?

A. The air wing
B. The TYCOM
C. The supporting ASD
D. The supporting AIMD

9-34. EI and PQDR's are handled per what instruction?

A. CNAF 4440.2
B. CNAF 4790.2
C. OPNAV 4790
D. NAVSUP P 485

9-35. Under the fixed allowance concept, additions to the allowance must be authorized by what activity?

A. IMA
B. ICP
C. FLC
D. NAS

ASSIGNMENT 10

AVIATION MATERIAL MANAGEMENT

Review Questions

10-1. In an aviation squadron, what area has the OPTAR financial responsibility for requisitioned material and services?

A. Maintenance control
B. Material control
C. Quality assurance
D. Maintenance administration

10-2. What record provides a continuous chain of accountability of specific aircraft equipment and material?

A. AIR B.
ICRL
C. IMRL
D. CRIPL

10-3. The AIR is prepared and delivered with the aircraft by what source?

A. The Type Commander
B. The Air Wing Commander
C. The Supply Department Head
D. The aircraft manufacturer

10-4. Shortages to the AIR are listed on what form?

A. OPNAV FORM 4790/104
B. OPNAV FORM 4790/112
C. OPNAV FORM 4790/116
D. OPNAV FORM 4790/118

10-5. The transferring activity retains what copy of the AIR shortage form?

A. Original
B. Second
C. Third
D. Fourth

10-6. The receiving activity should submit an itemized list of shortages that do not appear on the AIR within what number of working days?

A. 5 days
B. 10 days
C. 20 days
D. 30 days

10-7. Authority for transferring aircraft with shortages must be obtained from what activity or official?

A. NAVSUP WSS
B. NAMO
C. NAVAIR
D. ACC/TYCOM

10-8. What item is issued to a pilot so that he or she can order material or services while on an extended flight?

A. A flight packet
B. An aircraft inventory record
C. A service record card
D. An aircraft logbook

10-9. To requisition repair parts for in-plane servicing at a Navy activity, a pilot uses what form?

A. Standard Form 44
B. DD Form 1348 (6 pt)
C. DD Form 1896
D. DD Form 1897

10-10. The Standard Form 44 contained in a flight packet is used for all EXCEPT which of the following purchases?

A. Fuel from a non-DLA into-plane contract
B. Services from a commercial vendor
C. Food and lodging for enlisted personnel
D. Food for officers

10-11. Which of the following items is NOT included in a flight packet?

A. Instructions for safeguarding and shipping damaged aircraft
B. A Standard Form 95
C. A Standard Form 94
D. A Standard Form 93

10-12. A pilot using a DD Form 1348 (6 pt) from a flight packet for maintenance should get instructions from his or her Commanding Officer if the purchase at a non-Navy activity exceeds what maximum dollar amount?

A. $2,500
B. $2,000
C. $250
D. $3,000

10-13. A pilot on an extended flight used a DD Form 1348 (6 pt) to purchase material. What copies should he or she submit to material control?

A. The yellow and white copies
B. The white and hardback copies
C. The pink and yellow copies
D. The green and hardback copies

10-14. Upon receiving the completed DD Form 1348 (6 pt) from the pilot, material control places what copy in OPTAR holding file 1 for submission to DFAS?

A. The hardback copy
B. The yellow copy
C. The green copy
D. The white copy

10-15. What form is the AVFUELS INTO- PLANE CONTRACT SALES SLIP?

A. DD Form 1994
B. DD Form 1898
C. DD Form 1897
D. DD Form 1896

10-16. A pilot returning from an extended flight is responsible for submitting the completed refueling slip to what officer?

A. The Operations Officer
B. The Administrative Officer
C. The Material Control Officer
D. The Maintenance Officer

10-17. The pilot must provide the dealer with what copies of a Standard Form 44?

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

10-18. In addition to a signature, what information should material control personnel put on a receipt document when receiving material from supply?

A. The receiving activity's name
B. The date and time of delivery
C. The Signal code
D. The Delivery code

10-19. Upon receipt of an RFI item from MDU, MCC must turn in the defective item, listed in the CRIPL, within what maximum time frame?

A. 1 hr
B. 2 hr
C. 8 hr
D. 24 hr

10-20. Aviation squadrons should turn in defective material for EI or QDR to what location?

A. ATAC hub
B. ASD
C. FLC
D. NAVSUP WSS

10-21. If EI or QDR disposition instructions for defective material are NOT received within 30 days, what activity is responsible for submitting a request for the disposition instructions to the CFA?

A. The air wing
B. The TYCOM
C. The supporting ASD
D. The supporting AIMD

10-22. A portion of the OPTAR is issued to an aviation squadron every quarter by what authority?

A. The squadron's TYCOM
B. The Air Wing Commander
C. The supporting Supply Officer
D. The CO of the supporting activity

10-23. The Flight Operation Fund of an aviation squadron is assigned what OPTAR functional category?

A. OFC – 01
B. OFC - 05
C. OFC - 10
D. OFC – 50

10-24. What OPTAR functional category is assigned to the Aviation Operation Maintenance Fund?

A. OFC - 01
B. OFC - 05
C. OFC - 10
D. OFC – 50

10-25. Which of the following transactions should be charged to the OPTAR Functional Category 01?

A. Issue of a pre-expended bin item
B. Safety shoes bought for use by personnel in the readiness, launch, and recovery of aircraft
C. Aviation fuel used to test and check aircraft engines in IMA
D. Replacement of loose equipment included in the aircraft inventory records

10-26. What fund is used to buy the supplies and services needed in direct support of aviation maintenance?

A. OPTAR (OFC-01)
B. NWCF
C. AOM
D. Revolving

10-27. Material control records OPTAR grants and transactions on which of the following forms?

A. NAVCOMPT Form 2155
B. NAVCOMPT Form 2156
C. NAVCOMPT Form 2157
D. NAVCOMPT Form 2158

10-28. OPTAR holding file 1 contains all EXCEPT which of the following items?

A. The green copy of DD Form 1348 (6 pt)
B. The requisitions for APA items
C. The DD Form 1149
D. The Standard Form 44

10-29. What OPTAR holding file contains a list of confirmed cancellations that need to be submitted to DFAS?

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

10-30. The Budget OPTAR Report must be submitted to DFAS by what time?

A. Not later than the end of the month being reported
B. On the first calendar day of the month following the month to be reported
C. Not later than the second work day of the preceding month
D. Not later than the first work day of the month following the month to be reported

10-31. The Requisition/OPTAR Log should be balanced before what form is submitted to DFAS?

A. DD Form 1348 (6 pt)
B. NAVCOMPT Form 2156
C. NAVCOMPT Form 2157
D. Standard Form 44

10-32. All individual OPTAR holders receive the Summary Field Order/Expenditure Difference Listing (SFOEDL) from which of the following sources?

A. TYCOM
B. DFAS
C. NAMO
D. CNO

10-33. The SFOEDL is distributed on a monthly basis up to what maximum number of report months?

A. 21
B. 23
C. 24
D. 30

10-34. For procedures on processing the SFOEDL, you should refer to which of the following publications?

A. CNAF 4790.2
B. NAVCOMPT Manual, volume 2
C. NAVSO P-3013-2
D. NAVSUP P-485

10-35. A requisition will be listed in the UOL if it remains unfilled (no matching expenditure) for at least how long?

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

10-36. NAVAIR coordinates the development of the TCPL for a new model aircraft that is introduced to the fleet with what activity?

A. The Naval Supply Systems Command
B. The cognizant wing
C. The Naval Supply Center
D. The Defense Accounting Office

10-37. What overall program provides the data required for effective management of support equipment?

A. NAMP
B. IMRL
C. AMMRL
D. LAP

10-38. What is the primary purpose of establishing a tool control program?

A. Reduce cost
B. Prevent theft
C. Reduce storage requirements
D. Prevent foreign object damage

10-39. What list contains the authorized quantities of support equipment items required by an activity to perform its assigned maintenance level functions?

A. AMMRL
B. IMRL
C. ICRL
D. CRIPL

10-40. To find information about data specifications for SE as it applies to a particular intermediate or organizational maintenance level, you should refer to which of the following lists?

A. AMMRL
B. IMRL
C. ICRL
D. SERMIS

10-41. IMRL listings are divided into what total number of sections?

A. 2
B. 3
C. 4
D. 5

ASSIGNMENT 11

SHIP'S MAINTENANCE AND MATERIAL MANAGEMENT SYSTEMS

Review Questions

11-1. The system developed to meet the need for a more effective means of recording, reporting, and evaluating the maintenance requirement of the fleet was which of the following systems?

A. AMS
B. IMS
C. 3-M System
D. MDS

11-2. Cognizant commands can determine where maintenance man-hours and materials are being used and evaluate the performance of equipment by using which of the following systems?

A. MDS
B. IEM
C. PMS
D. IMMS

11-3. All EXCEPT which of the following is considered an advantage of the 3-M Systems?

A. Substitutes preventive maintenance for corrective maintenance
B. Provides a means of continuously reporting maintenance actions
C. Applies to all types of shipboard equipment
D. Not limited to complex systems

11-4. The 3-M Systems include which of the following systems designed for maintenance management?

A. Planned Maintenance System
B. Maintenance Design System
C. Preventive Maintenance System
D. Supply Maintenance System

11-5. Thorough coverage of the 3-M Systems from a maintenance point of view is covered in which of the following instructions?

A. OPNAVINST 4790.4
B. OPNAVINST 4780.5
C. SECNAVINST 4790.4
D. OPNAV 4790.5

11-6. All maintenance actions are documented on which of the following forms?

A. NAVSUP Form 1250-1
B. DD Form 1348
C. OPNAVINST 4790/2K
D. Maintenance Data Form

11-7. The responsibilities of the Supply personnel for the proper functioning of the 3-M systems include all EXCEPT the following?

A. Issuing the material required to accomplish the necessary maintenance actions
B. Making sure that maintenance documents are correctly prepared
C. Inventory all maintenance items
D. Making the necessary repairs to the equipment

11-8. A seven-digit alphanumeric code that identifies a specific hardware item from the highest to the lowest level is known by what term?

A. SSN
B. EIC
C. MDS
D. NICCN

11-9. Which of the following documents identify a specific item of equipment?

A. Allowance Parts List
B. Allowance Equipment List
C. NAVSUP P-485
D. Table of Allowances

11-10. What is the purpose of a source code?

A. To identify a piece of equipment
B. To show the price of material
C. To assist in the evaluation of supply storeroom support
D. To let the LS know where the material should be stored

11-11. The code that identifies each maintenance action to the ship on which or for which it was performed is which of the following codes?

A. UIC
B. SSIC
C. NSN
D. PMS

11-12. Consumption data and machine calculated stocking limits are provided by which of the following documents?

A. Allowance Repair List
B. COSAL
C. Demand Based Item (DBI) Item Identification Listing
D. Table of Allowances

ASSIGNMENT 12

NAVY EXPEDITIONARY LOGISTICS MANAGEMENT

Review Questions

12-1 Which command is NOT an element of NECC?

A. INCD
B. SEAL Team ONE
C. EOD
D. Combat Camera

12-2 What command element of NECC provides counter-Improvised Explosive Device operations?

A. Maritime Expeditionary Security
B. Naval Construction Battalion (SEABEES)
C. Explosive Ordnance Disposal
D. Riverine

12-3 Naval Special Warfare Command is located In?

A. Little Creek, VA
B. Coronado, CA
C. Pearl Harbor, HI
D. Washington D.C.

12-4 What SEAL Team is NOT located on the west coast?

A. SEAL Team 18
B. SEAL Team 7
C. SEAL Team 1
D. SEAL Team 17

12-5 What function is NOT part of LOGSU/ESU?

A. Management of small boats and utility craft
B. Management of communications gear
C. Execute airstrikes on opposing forces
D. Management of CESE equipment for supported units

12-6 What is NOT an example of Supply Support function for LOGSU/ESU?

A. Movement of mail, personnel, and material
B. Fiscal management
C. Manage NALCOMIS database
D. Providing contracting support

12-7 _______is the principal system within DOD for translating policy decisions into operations plans.

A. JOPES
B. JFRGII
C. NECC
D. R-Supply

12-8 If you are in an Echelon IV or V unit, which two systems might you use to track budgets?

A. MicroSNAP SFM or R-Supply
B. SNAP II or OMMS
C. NALCOMIS or SWALLIS
D. None of the above

12-9 A Table of Allowance (TOA) is similar to what on a ship?

A. COSAL
B. OPTAR
C. WATCHBILL
D. SUSPENSE FILE

ASSIGNMENT 13

RESERVE LOGISTIC MANAGEMENT

Review Questions

13-1. Upon reporting to a Navy Reserve Component, what instruction is the LS directly responsible to understand?

A. NAVSUP
B. COMNAVRESFOR
C. DOD Financial Management Regulations
D. COMNAVRESFOR

13-2. What is the mandatory source of supply for office and janitorial supplies in the Navy Reserve?

A. SERVMART
B. Government Services Administration
C. UNICOR
D. DoD Emall

13-3. In the Naval Reserve the Uniform policy is governed by______________which prescribes uniform and grooming standards for all Navy personnel?

A. NAVPERS 15665I
B. NAVPERS 15909
C. NAVPERS 15878
D. NAVPERS 15560

13-4. In order to receive an initial uniform allowance as an Commissioned Officer of the Navy Reserve they have to report to active duty for what minimum days ?

A. 90 days
B. 45 days
C. 14 days of additional training
D. Both 1 & 3

13-5. What is the primary source for procuring uniform items in the Naval Reserve?

A. Defense Supply Center Philadelphia
B. Kentucky Logistics Operation Center
C. Navy Exchange Uniform Center
D. DOD Emall

13-6. Incorrect item received from the Prime Vendor will be returned for credit immediately after being identified and reordered. True of False

A. True
B. False

13-7. If usable clothing cannot be transferred to the Boys Scouts, Sea Cadets, or Naval Sea Cadet Corps what is the next option ?

A. Store in the supply storeroom
B. DLA Disposition Services
C. Take to the base Thrift Store
D. Simply de-etch and throw them away

13-8. What reference will the LS refer to transfer uniform items in the Naval Reserve?

A. NAVSUP P485, VOL I
B. NAVSUP P485, VOL II
C. NAVSUP P485, VOL III
D. NAVSUP P486, VOL I

13-9. Alterations are provided at the government's expense for which of the following?

A. Initial hemming and sewing
B. When member sees fit
C. Every year
D. Never

13-10. Individuals who pay for alteration out of pocket are reimbursed by whom?

A. Defense Finance Accounting Services (DFAS)
B. Through Command's Line of Accounting
C. Navy Comptroller (NAVCOMPT)
D. Not authorized reimbursement

13-11. Special Extreme Cold Weather Clothing will be procured per reference __________.

A. Navy Uniform Regulations, Chap 3
B. Navy Uniform Regulations, Chap 6
C. NAVPERS 15560
D. NAVSUP P485, VOL II

13-12. To receive rations-in-kind, enlisted Reservists must perform at least ________hours of Inactive Duty Training (IDT), exclusive of mealtime, in the same calendar day

A. 4 consecutive
B. 8 consecutive
C. 6 non consecutive
D. 8 non consecutive

13-13. How far does Reservist have to be traveling from in order to receive breakfast entitlements from the Naval Reserve Center?

A. 30 miles
B. 20 miles
C. No Restriction necessary
D. 50 miles

13-14. What are the five methods of subsistence?

A. DoD galleys, Non-DoD galleys, local restaurant, Meals Ready to Eat (MRE), and temporary messes
B. NEX, Non-DoD galleys, local restaurant, Meals Ready to Eat (MRE), and temporary messes
C. DoD galleys, Non-DoD galleys, local restaurant, Meals Ready to Eat (MRE), and Command's Gee Dunk
D. DoD galleys, Non-DoD galleys, local restaurant and temporary messes

13-15. What is the maximum cost per meal (breakfast, lunch, and dinner)?

A. $5, $7, and $12
B. $5, $7, and $10
C. $6, $8, and $10
D. Whatever is needed to provide for the Reservist

13-16. What funds are used to procure subsistence?

A. Reserve, Personal, and Navy (RPN)
B. Navy Comptroller (NAVCOMPT)
C. No Funds, Reservists are reimbursed
D. Defense Business Operations Fund (DBOF)

13-17. MREs are self-contained meals that require no additional supplementary food items. MREs will be not be used for temporary field messing for 20 days or less. True or False

A. True
B. False

13-18. What reference is used to identify the requirements that must be met before NAVSUP grants approval to establish a mess

A. NAVSUP P485 VOL I
B. NAVSUP P486 VOL II
C. NAVSUP P485 VOL II
D. NAVSUP P486 VOL I

13-19. The site in which the reserve personnel records are stored and maintained is called the ____________.

A. Administrative Drill Site
B. Permanent Drill Site
C. Naval Operational Support Center
D. Personal Service Department

13-20. Eligibility of berthing for drilling reservist consists of what?

A. Must travel more than 50 miles, performing 8 hours of drill
B. Must be an E6 and above, and drilling for at least 6 hours
C. Must be an Officer, and travel more than 50 miles
D. Must be a drilling reservist, and request berthing 24 hours in advance

13-21. Which funds are used for commercial / BQ berthing?

A. Operation & Maintenance Navy Reserve (O&MNR)
B. Reserve Personal Navy (RPN)
C. Defense Finance Accounting Service (DFAS)
D. Navy Comptroller (NAVCOMPT)

13-22. What form is used as Cash Collection Voucher for reimbursement to the DoD?

A. DD Form 1250-1
B. SF 1164
C. DD Form 1131
D. SF 364

13-23. Which of the following documents must be prepared to support each category of material that is to be procured from SERVMART?

A. One DD 1348 - 1 for each item
B. One SSL, in triplicate
C. One DD 1348 or NAVSUP 1250-1 (MVO)
D. Both 2 and 3

13-24. Whom has the approval authority for the leasing of private quarters for bachelors?

A. Echelon II
B. Echelon III
C. Echelon IV
D. Echelon V

13-25. What must the rank be of the bachelor to receive Bachelor Lease Housing?

A. E6 and below
B. E4 and below
C. E3 and below
D. E2 and below

13-26. To receive BLH, what are certain conditions that apply?

A. Must be receiving BAH
B. Must have more than 12 months onboard
C. Can be married with no dependents
D. Must have been in the Navy for at least 3 years

13-27. If a bachelor is going to occupy the unit under the BLH program, who name goes on the lease?

A. Commanding Officer
B. Supply Officer
C. Leading Petty Officer
D. The Bachelor occupying the unit.

13-28. Who establishes policies and procedures for the BLH program?

A. Commanding Officer
B. NAVSUP
C. COMNAVRESFORCOM
D. COMNAVFORCOM

13-29. Because of Navy Regulations occupants are not responsible for loss or damage of property in which the units they are occupying. True or False

A. True
B. False

13-30. How long of a notice an occupant has to notify the CO in intent to vacate BLH?

A. 30 days
B. 60 days
C. 65 days
D. 70 days

13-31. If you are in an Echelon IV or V unit, which two systems might you use to track budgets?

A. MicroSNAP SFM or R-Supply
B. SNAP II or OMMS
C. NALCOMIS or SWALLIS
D. None of the above

13-32. A Table of Allowance (TOA) is similar to what on a ship?

A. COSAL
B. OPTAR
C. WATCHBILL
D. SUSPENSE FILE

ASSIGNMENT 14

THE MILITARY POSTAL SERVICE

Review Questions

14-1. The Military Postal Service has which of the following missions?

A. To provide service to the DOD agencies in support of DOD missions
B. To operate military post offices in areas where the USPS does not operate
C. Both 1 and 2 above
D. To relieve the USPS of accountability when military mail is handled for overseas transport

14-2. The ultimate goal of the Military Postal Service is to provide a level of service?

A. Equal to that provided by the USPS
B. Only what is required by the base commander
C. Exactly the same service provided by CONUS US Post Offices
D. At or above customer expectations

14-3. The Military Postal Service is an extension of which of the following agencies?

A. The U.S. Postal Service
B. The Military Postal Service Agency
C. The Department of the Navy
D. The Department of the Army

14-4. The single manager for military postal matters is what official?

A. The Secretary of the Navy
B. The Secretary of the Air Force
C. The Secretary of the Army
D. The Secretary of Defense

14-5. The Department of Defense's single point of contact with the U.S. Postal Service is what official?

A. The Executive Director, Military Postal Service Agency
B. The Secretary of the Army
C. The Secretary of the Navy
D. The Secretary of Defense

14-6. The Military Postal Service includes which of the following components?

A. Army, Air Force, and Navy only
B. Navy, Marine Corps, and Coast Guard only
C. Air Force, Navy, Marine Corps, and Coast Guard only
D. Army, Air Force, Navy, Marine Corps, and Coast Guard

14-7. The Military Postal Service operates according to which of the following policies?
A. The postal laws of the United States
B. U.S. Postal Service regulations and instructions
C. Directives issued by the justice department
D. Both 1 & 2

14-8. The MPSA is composed of a joint staff of Army, Navy, Air Force, and Marine Corps postal personnel, and DOD civilian employees, and is headquartered at.

A. Alexandria, VA
B. Mechanicsburg, PA
C. Los Angeles, CA
D. New York, NY

14-9. What publication(s) should you consult for more information concerning the USPS/DOD postal agreement?

A. DOD Postal Manual, volume I
B. OPNAVINST 5112.6
C. USPS Publication 247
D. USPS Publication 38

14-10. Where in this TRAMAN should you look for the meaning of an unfamiliar postal term?

A. Index
B. Glossary
C. Text
D. Appendix

14-11. Courteous and efficient service are of prime importance in which of the following military postal clerk's responsibilities?

A. Maintaining records and preparing reports
B. Providing security of postal effects
C. Conducting window clerk functions with the public
D. Performing postal supply clerk duties

14-12. The postal facilities at the San Francisco and New York gateways are designated as which of the following activities?

A. Joint Military Postal Activity-Atlantic
B. Joint Military Postal Activity-Pacific
C. Both 1 and 2 above
D. Joint Military Postal Coordinators

14-13. Both Joint Military Postal Activities act as the single point of contact for the MPSA with what organization?

A. The Department of Defense
B. The U.S. Postal Service
C. The Department of the Navy
D. The Department of the Army

14-14. The Joint Military Postal Activity-Atlantic has a subordinate element in what location?

A. Miami, FL, only
B. Los Angeles, CA
C. Norfolk, VA
D. Jacksonville, FL

14-15. The Joint Military Postal Activity-Pacific has subordinate elements in what location(s)?

A. Los Angeles, CA
B. Seattle, WA
C. Hawaii
D. Hawaii and Los Angeles, CA

14-16. Which of the following facilities provides the AMF/AMC with instructions for dispatching and transporting APO and FPO mail?

A. BMCs
B. MPOs
C. JMPA's
D. FMCs

14-17. 1-17How many Bulk Mail Centers are located in the United States?

A. The Department of Defense
B. The U.S. Postal Service
C. The Department of the Navy
D. The Department of the Army

14-18. A military activity established primarily to serve as a place to receive, distribute, consolidate, transfer, and dispatch military mail for transportation to, from, and within overseas areas, commands, and ships, is designated as what type of facility?

A. Fleet mail center
B. Joint military postal activity
C. Bulk mail center
D. Airport mail facility

14-19. An overseas military mail facility responsible for the receipt, distribution, transfer, and dispatch of military mail by air between overseas areas or to or from the United States is designated as what type of activity?

A. Airport mail Facility
B. Bulk mail facility
C. Airport mail center
D. Aerial Mail Terminal

14-20. All the following values are important to the military postal clerk. What value is a key factor in developing your technical leadership?

A. Integrity
B. Honesty
C. Dependability
D. Neatness

14-21. Navy personnel to be designated as military postal clerks must meet which of the following qualifications?

A. Be a U.S. citizen
B. Possess high moral standards and excellent military bearing
C. Be financially responsible
D. All of the above

14-22. What publication lists the procedures for designating military postal clerks?

A. Department of Defense Postal Manual, Volume I
B. Administrative Support Manual
C. Postal Operations Manual
D. All the above

14-23. In the absence of the primary military postal clerk, which of the following individuals is responsible for carrying out postal functions?

A. The alternate military postal clerk
B. The Postal Officer
C. The Custodian of Postal Effects
D. The money order auditing officer

A. Postal Officer
B. Financial postal clerk
C. Mail Clerk
D. Postal Assistance Advisors
E. COPE
F. Mail Orderly

IN ANSWERING QUESTIONS 1-24 THROUGH 1-29, SELECT THE APPROPRIATE DESIGNATION FROM THE ABOVE BOX THAT CORRESPONDS WITH THE JOB DESCRIPTION GIVEN IN THE QUESTION. EACH RESPONSE IS USED ONCE.

14-24. An individual assigned to do mail duties at unit mailrooms.

A. B
B. C
C. D
D. A

14-25. An individual from a division aboard ship, designated to pick up mail from the post office.

A. C
B. D
C. E
D. F

14-26. A DOD civilian employee overseas who performs postal duties.

A. A
B. B
C. E
D. F

14-27. Accountable for the stamp stock and other postal effects issued by the USPS.

A. A
B. C
C. D
D. E

14-28. Designated by the Commanding Officer with responsibility for the overall supervision of the command postal operation.

A. A
B. C
C. F
D. B

14-29. A senior Navy postal clerk or DOD civilian employee assigned to provide guidance concerning post office operations.

A. A
B. D
C. E
D. F

14-30. Which of the following publications is issued by the Military Postal Service Agency?

A. The Department of Defense Postal Manual
B. The Navy Postal Finance Office Handbook
C. The Department of the Navy Postal Instruction
D. The Postal Operations Manual

14-31. For which of the following purposes does the Department of the Navy publish a separate postal instruction?

A. To advise USPS personnel on the appropriate routing of Navy mail
B. To address Navy unique situations and give additional guidance in the administration of Navy postal operations
C. To assist MPSA in understanding Navy unique mail handling situations
D. To establish Postal Clerk manning requirements for shore activities where civil postal facilities are available

14-32. Detailed information concerning international postal rates is contained in what publication?

A. The Domestic Mail Manual
B. The Postal Operations Manual
C. The Department of Defense Postal Manual
D. The International Mail Manual

A. HDBK PO-514
B.PUB 52
C.POM
D.HDBK T-7
E. ASM

IN ANSWERING QUESTIONS 1-33 THROUGH 1-37, SELECT THE APPROPRIATE PUBLICATION FROM THE ABOVE BOX THAT CORRESPONDS WITH THE DESCRIPTION GIVEN IN THE QUESTION. EACH RESPONSE IS USED ONCE.

14-33. Contains policies and procedures for USPS administrative and support functions.

A. B
B. C
C. E
D. A

14-34. Contains policies and procedures for the operational functions of the USPS post offices.

A. A
B. C
C. D
D. E

14-35. Used to determine the mailability of hazardous, restricted, and perishable materials.

A. A
B. B
C. E
D. C

14-36. Used by USPS, air carriers, and DOD personnel when handling, processing, dispatching, and transporting military mail by air.

A. A
B. C
C. D
D. E

14-37. Used by overseas military postal activities for processing Express Mail.

A. A
B. B
C. E
D. C

14-38. Which of the following would NOT be used when ordering postal supplies?

A. HDBK T-7
B. PUB 223
C. PUB 247
D. HDBK PO-423

14-39. The Postal Bulletin provides which of the following information?

A. Changes to USPS manuals
B. Stolen money order lists
C. Information of general interest to postal personnel
D. Each of the above

14-40. At what time should Postal Bulletins be purged from MPO files?

A. Each month
B. Each quarter
C. Either 1 or 2 above, depending upon the space the bulletins take up
D. After the Postal Bulletins are at least 1 year old

14-41. Personnel who are entitled to full use of a military postal facility are designated in the policy established by what organization?

A. Department of Defense
B. U.S. Postal Service
C. Civil Service Commission
D. Military Postal Service Agency

14-42. Which of the following organizations or personnel would normally be authorized MPO privileges at any overseas activity?

A. DOD non-appropriated fund activity
B. Any active duty military personnel
C. Both 1 and 2 above
D. A foreign worker of the host country

14-43. Which of the following organizations would NOT normally be authorized postal privileges at an overseas MPO?

A. DOD-operated schools
B. The American Red Cross
C. Crew of an MSC ship
D. A non-DOD contractor

14-44. What type or types of ID card, if any, would be issued to reserve personnel on inactive duty?

A. 2N, 2A, 2.AF (Inactive)
B. 2N, 2A, 2AF (Active)
C. 2 (Retired)
D. None

14-45. Which of the following identifications should be required by authorized users of postal privileges when the individual does not possess a military ID?

A. Driver's license
B. American passport
C. Travel orders
D. Both 2 and 3 above

ASSIGNMENT 15

DESIGNATIONS AND TERMINATIONS & MAIL PACKAGING AND ACCEPTANCE

Review Questions

15-1. Which of the following values are important to the military postal clerk when performing postal duties?

A. Integrity
B. Neatness
C. Trustworthy
D. Punctuality

15-2. Which of the following documents are completed when designating military postal clerks (MPCs)?

A. DD Form 286
B. DD Form 2257
C. OPNAV Form 5110/1
D. DD Form 2261

15-3. What form must Mail orderlies complete before performing mail- handling duties.

A. OPNAV 5112/1
B. OPNAV 5110/2
C. DD Form 265
D. PS Form 258

15-4. What official normally designates mail orderlies for units or divisions requiring mail orderly service?

A. Commanding Officer
B. Division Officer
C. JMPA
D. Cope

15-5. What is the purpose of the DD Form 2260?

A. Record the appointment and revocation of mail orderlies
B. To designate a Military Postal Clerk
C. To designate the COPE
D. Used as a unit mail call sheet

15-6. What form must Mail orderlies carry at all times while performing mail- handling duties.

A. DD Form 285
B. DD form 258
C. PS Form 285
D. PS Form 258

15-7. What is the maximum number of COPEs that can be assigned to a postal operation at one time?

A. One
B. Two
C. Three
D. Four

15-8. During a change of COPE, who is responsible for completing the audit of postal effects?

A. The Supply Officer
B. The Disbursing Officer
C. The Supply Officer and Disbursing Officer
D. The command monies audit board

15-9. In the case of a temporary absence of the COPE, a temporary COPE must be designated if it exceeds what number of consecutive working days?

A. 5
B. 10
C. 15
D. 30

15-10. Who is responsible for designating the command Postal Officer?

A. JMPA
B. MPSA
C. COMMANDING OFFICER
D. EXECUTIVE OFFICER

15-11. Who is authorized to be designated as the command Postal Officer?

A. Commissioned officers only
B. E-5 and above
C. E-6 and above
D. E-7 and above

15-12. Commanding Officers are responsible for ensuring that the commands postal effects are audited at what minimum frequency?

A. Daily
B. Weekly
C. Monthly
D. Quarterly

15-13. Which of the following is not a reason for terminating a military postal clerk's designation?

A. Discharge from military
B. Change of rating
C. Traffic ticket
D. Theft

15-14. What number of years should you retain DD Form 2257 after termination?

A. One year B.
Two years
C. Three years
D. Four years

15-15. When a COPEs designation is terminated and no qualified relief is present, who should take custody of the command's postal effects?

A. Commanding Officer
B. Executive Officer
C. Supply Officer
D. A responsible individual

15-16. When a mail orderly's designation is terminated, what document should be revoked?

A. DD Form 285
B. DD Form 885
C. DD Form 2257
D. DD Form 2865

ASSIGNMENT 16

DOMESTIC MAIL & EXTRA SERVICES

Review Questions

16-1. Which description below best describes the definition of domestic mail?

A. Mail transmitted within, among, and between the United States only
B. Mail transmitted within, among, and between the United States, its territories, and possessions only
C. Mail transmitted within, among and between the United States, its territories, and possessions; and APOs and FPOs only
D. Mail transmitted within, among, and between the United States, its territories and possessions; APOs and FPOs; and mail for delivery to the United Nations, New York

16-2. Which of the following factors determine(s) the class of domestic mail into which an article will be classified?

A. Size only
B. Contents only
C. Size, weight, and contents
D. Contents, weight, and desired service

16-3. Domestic mail is divided into how many different classes?

A. Six B.
Five
C. Four
D. Three

Use the following measurements to answer questions 3-4 and 3-5. You are presented a rectangular parcel measuring 28" LONG by 20" WIDE by 5" HIGH.

16-4. What is the girth of the parcel?

A. 50 inches
B. 25 inches
C. 66 inches
D. 40 inches

16-5. What is the combined length and girth of the parcel?

A. 53 inches
B. 78 inches
C. 80 inches
D. 106 inches

16-6. Which of the following parcels exceeds the maximum length and girth of 108 inches?

A. 28" long by 20" wide by 5" high
B. 36" long by 20" wide by 20" high
C. 42" long by 20" wide by 8" high
D. 48" long by 15" wide by 10" high

16-7. If a package is not square or rectangular, the measurement is taken at

A. The shortest side
B. Only calculate weight
C. The greatest dimension
D. The same as a square or rectangular package

16-8. Which of these envelopes allows EMMS users to place as much merchandise in the envelope as it will hold but to only be charged the two-pound rate of postage?

A. EP11B
B. EP11G
C. EP13A
D. EP13F

16-9. As a general rule, all mailable matter can be sent as First-Class Mail if

A. It is over 16 ounces
B. it falls under the mailing criteria
C. it is between 20 and 25 ounces
D. There are no restrictions

16-10. Which of the following items is NOT considered First-Class matter?

A. Post cards
B. Magazines
C. Handwritten letters
D. Typewritten letters

16-11. The zone rate (priority) is charged for First-Class Mail if the article exceeds what weight?

A. 8 ounces
B. 10 ounces
C. 12 ounces
D. 13 ounces

16-12. Articles mailed at the First-Class (priority) zone rate of postage must not exceed what maximum weight?

A. 50 pounds
B. 60 pounds
C. 70 pounds
D. 80 pounds

16-13. Articles mailed at the First-Class (priority) zone rate of postage must not exceed what length and girth combined?

A. 108 inches
B. 80 inches
C. 60 inches
D. 40 inches

16-14. Postage for First-Class zone rated (priority) articles is determined by which of the following factors?

A. Contents and distance it must travel only
B. Weight and distance it must travel only
C. Weight, contents, and distance it must travel
D. Weight, contents, and the origin of the articles

16-15. Parcel Postal Mail in military channels is considered as what?

A. 1. Sam and first class
B. 2.Priority and PAL
C. 3 PAL and SAM
D. 4.First Class and Priority

16-16. Articles mailed at the First-Class letter rate of postage must not exceed what maximum weight?

A. 10 ounces
B. 11 ounces
C. 12 ounces
D. 13 ounces

16-17. Which of the following parcels would be charged the rate equal to that of a 20-pound parcel?

A. A parcel that weighs 14 pounds and has a combined length and girth of 72 inches
B. A parcel that weighs 6 pounds and has a combined length and girth of 96 inches
C. A parcel that weighs 10 pounds, and has a combined length and girth of 83 inches
D. A parcel that weighs 5 pounds and has a combined length and girth of 72 inches 4-10

16-18. When accepting Parcel Post mail you should refer to the Conditions Applied to Mail Addressed to Military Post Offices Overseas located in what document?

A. DMM
B. USPS Postal Bulletin
C. POM
D. ASM 4-11

16-19. What is the maximum size limit for Parcel Post (Oversized Mail)?

A. 60 inches
B. 100 inches
C. 108 inches
D. 130 inches

16-20. When a parcel presented for mailing is determined to be outside your serving NDC, which of the following factors must then be considered to compute the proper postage?

A. Weight
B. If the parcel is machinable or nonmachinable
C. Size
D. If the parcel has any notation or endorsements inscribed on the outside

16-21. What is the maximum size limit for articles sent PAL?

A. 20 inches in length and girth combined
B. 40 inches in length and girth combined
C. 60 inches in length and girth combined
D. 80 inches in length and girth combined

16-22. PAL mail must not exceed what maximum weight?

A. 15 pounds
B. 20 pounds
C. 30 pounds
D. 45 pounds

16-23. The amount of postage charged for Library Mail and Media are determined by what factor(s)?

A. Weight only
B. Size only
C. Weight and size
D. Contents

16-24. Articles mailed as Media Mail should have what endorsement(s) on the outside wrapper?

A. Parcel Post only
B. SAM only
C. Media Mail
D. Media Mail and Parcel Post

16-25. Which of the following types of articles may be sent at the library rate?

A. A book that contains advertisements
B. Printed music
C. A letter addressed to a college
D. A Magazine addressed to an individual recipient from a vendor

16-26. The fee for insured mail over $200.00 is based on the liability coverage requested. In what publication can you find these amounts?

A. ASM
B. DOD Postal Manual
C. DMM
D. OPNAV Postal Instruction

16-27. When the PS Form 3813-P is completed, the stub to the left of the form is detached. What should be done with the sticker?

A. Given to the customer
B. Placed on the article being insured
C. Destroyed by the accepting clerk
D. Filed in post office records for accountability

16-28. Return receipt service may be used with which of the following special services?

A. Certified
B. Certificate of mailing
C. Express
D. Registered

16-29. When delivery only to a specific person is requested, the mailer should use which of the following special services?

A. Special handling
B. Certified mail
C. Restricted delivery
D. Numbered insured

ASSIGNMENT 17

INTERNATIONAL MAIL

Review Questions

17-1. The regulations that apply to international mail service are contained in what publication?

A. The International Mail Manual
B. The Domestic Mail Manual
C. The Department of Defense Postal Manual
D. The Postal Operations Manual

17-2. A military postal clerk should be primarily concerned with which of the following chapters of the International Mail Manual?

A. Chapters 1, 2, and 4
B. Chapters 2, 3, and 4
C. Chapters 2, 3, and 5
D. Chapters 1, 2, and 3

17-3. Information in the IMM is listed by what type of numbering system?

A. Arabic
B. Decimal-type
C. Roman
D. Alphabetic

17-4. What part of the IMM would list a country not listed separately in the Individual Country Listings?

A. International Mail Services
B. Treatment of Outbound Mail
C. World Map
D. Index of Countries and Localities

17-5. Which of the following International mail categories is not available at military postal facilities?

A. Priority International Mail
B. Express Mail International
C. First Class International
D. All of the above

17-6. Articles that are nonmailable in the domestic mail are prohibited in the international mail. What publication is used for guidance for nonmailable items?

A. Pub 89
B. Pub 154
C. Pub 24
D. Pub 52

17-7. To ensure articles presented for mailing in the international postal service are mailable, you should refer to which of the following publications?

A. USPS Publication 52
B. Individual Country Listing of the IMM
C. Both 1 and 2 above
D. Handbook T-7 6-3

17-8. What articles are prohibited in first class international mail unless registered?

A. Letters
B. Custom Jewelry
C. Metals
D. Paper

17-9. If an article is not prohibited or restricted in the international mail system, what should you check for possible specific country restrictions.

A. General Information
B. Individual country listings
C. Extra Service
D. Conditions for mailing

17-10. Which of the following types of envelopes are NOT acceptable for mailing to a foreign country?

A. Highly glazed paper envelopes
B. Envelopes that are 2 1/2 inches High
C. Envelopes that are 4 ½ inches long
D. Envelopes that are 4 3/4 inches long

17-11. Envelopes that are addressed to a foreign country should meet which of the following criteria?

A. Be blue in color
B. Be a roll
C. Have a minimum size of 3 1/2inches by 5 1/2 inches
D. Be secured with red tape

17-12. First–Class Mail International items that use Registered Mail service must be.

A. Sealed B.
Opened
C. Inspected
D. Searched

17-13. First–Class Mail International items must be addressed in what manner?

A. The name and address of the addressee must be complete
B. The house number and street address must be excluded
C. In the foreign country's language
D. If addressed in Russian, an English translation is not needed

17-14. International items must be fully prepaid to assure

A. prompt dispatch to the addressee.
B. Safety
C. No delay
D. Mailablity

17-15. Meter stamps used on international mail should be what color?

A. Blue
B. Yellow
C. Green
D. Red

17-16. The weight limit for first class international mail to most countries is what maximum amount?

A. 10 pounds
B. 20 pounds
C. 44 pounds
D. 4 pounds

17-17. Articles other than ordinary letters should have what endorsement?

A. Letter Post
B. Foreign Post
C. Military Post
D. Overseas Post

17-18. Attaching PS Label 19-A to first class mail international is the responsibility of what individual?

A. The mailer
B. The accepting military postal clerk
C. The customs official
D. The COPE

17-19. The basic requirements for postcards accepted in the international mail

A. Is according to the country
B. Is the same as domestic mail
C. Depends on the mailer
D. Depends on the post office

17-20. Which of the following matter may NOT be affixed to the back of a post card?

A. Merchandise samples
B. Photographs
C. News clippings
D. Labels

17-21. Which, if any, of the following is the correct minimum size limit for post cards mailed to a foreign country?

A. 4 1/4 inches by 6 inches
B. 3 1/2 inches by 5 inches
C. 3 1/2 inches by 5 1/2 inches
D. 3 inches by 5 ½ inches

17-22. Matter for the blind articles has what maximum weight limit?

A. 5 pounds
B. 10 pounds
C. 15 pounds
D. 20 pounds

17-23. Articles accepted as matter for the blind must be prepared in such a way that_____

A. the contents are protected but inspection of the contents is not hindered.
B. no inspection can be made
C. way that the contents are not protected but inspection of the contents is not hindered.
D. matter for the blind is not accepted

17-24. Matter for the blind accepted as surface mail must be unsealed and in the upper right corner have what notation?

A. MATTER FOR THE BLIND
B. FREE above MATTER FOR THE BLIND
C. POSTAL UNION above MATTER FOR THE BLIND
D. MATTER FOR THE BLIND above FREE

17-25. What is the form number for the customs transparent plastic envelope that is attached to the outside of parcels?

A. PS Form 2976-E
B. PS Form 2976-B
C. PS Form 2976-C
D. PS Form 2976-D

ASSIGNMENT 18

REGISTERED MAIL

Review Questions

18-1. Registered mail provides which of the following benefits?

A. Incorporates a system of receipts to monitor its movement
B. The most expeditious movement of all classes of mail.
C. Exemption from Customs fee’s
D. The most economical class of mail.

18-2. At what class of postage must an article be prepaid before it may be registered?

A. First Class / Priority Mail.
B. Space Available Mail(SAM)
C. Library Mail
D. Surface Mail

18-3. An article can be mailed as registered if

A. The item consists of two or more pieces that are tied or fastened together unless the pieces are in the same envelope or wrapper.
B. Prepared improperly.
C. Measurements are at least 5 inches long and 3-1/2 inches high, regardless of thickness.
D. Placed in collection boxes or in mail drops in post offices.

18-4. Which of the following factors determines the fee for registering an article?

A. Weight of the article
B. Distance the article is to be sent.
C. Amount of ordinary postage required
D. Declared value of the article

18-5. If a registered article is lost, what maximum amount of indemnity may be paid to the mailer?

A. $10,000
B. $15,000
C. $20,000
D. $25,000

18-6. When the value for a registered article is declared, which of the following items is/are considered a nonnegotiable instrument?

A. Money
B. Gems
C. Income tax check
D. Stereo equipment

18-7. Which of the following items may be accepted for registration?

A. A letter enclosed in a self-sealing envelope
B. A package sealed with masking tape
C. A transparent panel envelope containing $20 in cash
D. A package sealed with either paper or cloth tape

18-8. Which of the following procedures applies to the numbers of Registered Mail Label 200?

A. All Registered Mail must be numbered with a preprinted, self-adhesive, bar-code.
B. Numbers are prepared locally and begin with the number 1 on the first day of the fiscal year.
C. Numbers are assigned by the Navy Department and commence with the number 1 on the first day of the calendar year.
D. All Registered Mail must be numbered with the first five digits identical to t the units UIC.

18-9. Which of the following services may a mailer request along with registration if any?

A. Return receipt
B. Express Mail Services
C. Surface Mail
D. Deferred

18-10. During what stage of the registration transaction is the article considered registered?

A. After a completed PS Form 3806 has been issued to the customer
B. After the customer completes the lower half of the PS Form 3806
C. After the accepting clerk completes the upper half of PS Form 3806
D. After the accepting clerk enters the registered number on PS Form 3806

18-11. Which PS form is issued to a customer as a receipt for registered mail?

A. PS 17
B. PS 2977
C. PS 3806
D. PS 3849

18-12. The stamps on registered mail should be canceled with what equipment?

A. The all-purpose dating stamp
B. The postmarking stamp
C. The oval canceller
D. The canceling machine

18-13. Registered mail letters are postmarked on the back at least how many times?

A. One
B. Two
C. Three
D. Four

18-14. To recall a registered article after dispatch, what information should the mailer furnish the Postal Clerk?

A. The names and addresses of the mailer and addressee and the date mailed
B. The names and addresses of the mailer and addressee, the registration number, and the date mailed
C. The date mailed, the registration number, and the fee and postage charge
D. The names and addresses of the mailer and addressee, the date mailed, and the value of the article

18-15. If a registered letter with a return receipt is recalled by the mailer before delivery, which, if any, of the following refunds is/are allowed?

A. The processing fee
B. The registration fee
C. The handling fee
D. Return receipt or restricted delivery fees should be refunded when failure to furnish a return receipt or to give restricted delivery was the fault of USPS. Receipts for fees must be submitted with requests for refunds.

18-16. What is the highest level of classified material authorized shipment by registered mail if any?

A. Secret
B. Top Secret
C. Confidential
D. Classified material is not allowed to be sent by registered mail.

18-17. Registered mail can only be transported from overseas activities on which of the following types of air carriers?

A. Scheduled U.S. commercial passenger nonstop flights
B. Foreign Flag Carriers
C. Contracted UPS Flights
D. Foreign Commercial cargo ships

18-18. When receiving registered mail by Navy military aircraft, you should be at the airport what minimum amount of time before the departure of the aircraft?

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

18-19. Which of the following types of forms is/are used to receipt for registered mail?

A. PS Form 3800
B. PS Form 4313C
C. PS Form 3854 and PS Form 3877
D. PS Form 3813P

18-20. Volume mailers assign and account for registered articles by using what PS form?

A. PS Form 3806
B. PS Form 3833
C. PS Form 3854
D. PS Form 3877

18-21. In the event the mailer has made a mistake in preparing PS Form 3877, a registry clerk should take what corrective procedure?

A. Change the incorrect registration number by writing over it only.
B. Draw a line through the incorrect number and rewrite the correct number only.
C. Draw a line through the incorrect number, initial the change, and make the correct entry.
D. Change the incorrect registration number by writing over it in the presence of the mailer.

18-22. Official mail should be separated from personal mail in the processing of outgoing registered mail when what situation occurs, if ever?

A. The volume of personal mail warrants this procedure.
B. The standpoint scheme dictates this type of processing.
C. The use of FMC transportation requires this procedure.
D. Never personal and official Registered Mail are dispatched in the same pouch

18-23. Concerning the mailbag equipment used to dispatch outgoing registered mail, which of the following statements is correct?

A. Any hole or tear in the mailbag renders the bag unusable.
B. A mailbag with a hole smaller than a 50-cent coin may be used.
C. A mailbag with a tear less than 6 inches long may be used.
D. A pouch with a worn or defective strap may be used.

18-24. When preparing a registered mail pouch for dispatch, a military post office should use what PS form as an inside bill?

A. PS Form 3851
B. PS Form 3852
C. PS Form 3853
D. PS Form 3854

18-25. When a registry manifold bill is completed for the dispatch of registered mail, which of the following procedures is correct?

A. The bill should be prepared by using a lead pencil.
B. The bill should be prepared by using a typewriter.
C. If an error is made discard original form and prepare a new error free one.
D. The bill should be completed in duplicate for a numbered seal pouch.

18-26. What letter, if any, is used to indicate the last page of a dispatch that requires more than one registry manifold bill?

A. X
B. L
C. O
D. Z

18-27. A numbered seal registered pouch that contains letter bundles should have the manifold bill enclosed in what manner?

A. Under the top piece of the bundle or under the top piece of each bundle
B. Double wrapped in a liner and mailed separate
C. Placed at the bottom of each bundle
D. Placed loose in the sack

18-28. A numbered seal registered pouch should be sealed by threading the small plain end of the seal through the bottom of the staple, toward and through two grommets of the pouch, and then bent back and threaded into the ball of the seal. The seal number should appear in what position on the seal when the pouch is sealed?

A. The outside
B. The inside
C. Placed so it can be read form right to left
D. Part on the inside and part on the outside

A.	First line on the front
B.	Second line on the front
C.	Third line on the front
D.	Reverse side strip label

In questions 17-29 through 17-33, you are preparing a strip LABEL for a NUMBERED SEAL POUCH. From the list above, select the POSITION on the STRIP LABEL that contains the INFORMATION LISTED in the QUESTION. Each response is used at least once.

18-29. Indicates the destination of the mail pouch

A. A
B. B
C. C
D. D

18-30. The endorsement REGISTERED

A. A
B. B
C. C
D. D

18-31. The office of origin

A. A
B. B
C. C
D. D

18-32. Your initials and the postmark of your post office

A. A
B. B
C. C
D. D

18-33. The weight of the pouch listed in kilograms

A. A
B. B
C. C
D. D

18-34. What devices are used on registered mail pouches or outside pieces to provide information to the air carrier on the method of handling and routing the articles?

A. Mail manifest
B. Airport-coded tags or labels
C. TCMD
D. USPS P-9, registry Pouch Bill Envelopes

18-35. When completing an outside bill, the PS Form 3854 should be completed in how many copies?

A. One
B. Two
C. Three
D. Four

18-36. When preparing an outside bill you should always have what letter preceding the seal number of a registered sealed pouch on the outside bill documentation?

A. J
B. O
C. R
D. S

18-37. The original and third copy of a completed PS Form 3854, Outside Bill, for a registered dispatch are disposed of in what manner?

A. They are enclosed along with a pre-addressed return envelope in an EP-9 envelope and attached to the outside of the last registry pouch.
B. They are enclosed along with a pre-addressed return envelope via Express mail to the dispatching office.
C. They are forwarded to the accountable postmaster via traceable means.
D. They are forwarded separately by USPS indicia regular mail to the destination office of the dispatch.
E. 0

18-38. When dispatching registered mail directly to another MPO, how many copies of PS Form 3854 should be prepared?

A. One
B. Two
C. Three
D. Four

18-39. You have received a numbered seal pouch containing registered mail. You check the seal number against the accompanying outside documentation to verify what factor?

A. The seal number is the same as listed on the accompanying outside documentation.
B. The registered number listed on the outside documentation has the letter S preceding the number.
C. The seal number on the pouch has not been tampered with.
D. The registered number listed on the outside documentation has the letter O preceding the number.

18-40. In the event a registered dispatch is received at an MPO without the accompanying documentation, what accounting procedures should be taken?

A. Prepare a substitute PS Form 3854 with the endorsement ORIGINAL—DUPLICATE NOT RECEIVED.
B. Prepare a substitute PS Form 3854 with the endorsement DUPLICATE—ORIGINAL NOT RECEIVED.
C. Prepare a substitute PS Form 3877 with the endorsement ORIGINAL—DUPLICATE NOT RECEIVED.
D. Prepare a substitute PS Form 3877 with the endorsement DUPLICATE—ORIGINAL NOT RECEIVED .

18-41. Military postal activities receiving tracer action on registered mail from a dispatching activity should immediately determine if the registered article was received. If received, which of the following procedures should be followed?

A. Contact NCIS and initiate a JAGMAN investigation
B. Sign and return the duplicate form and return it to the dispatching activity.
C. Initiate a Postal offense message
D. Disregard the tracer action and inform no one except your Postal Officer.

18-42. When registered mail is received at sea and circumstances prevent the immediate return of a receipt, which, if any, of the following procedures should the receiving ship follow to acknowledge receipt?

A. Send a message to the dispatching ship.
B. As soon as possible forward the paper receipt to the dispatching activity.
C. Submit a PS form 1000.
D. Receipts are not necessary when dispatching registered mail at sea.

18-43. Which of the following is a requirement for registered mail transfers at sea?

A. Approval has to be granted by MPSA.
B. Registered mail has to be double sacked.
C. Must be transferred in weighted, non-watertight bags
D. Approval has to be granted by the receiving ship.

18-44. The reporting procedure for damaged registered mail depends upon which of the following factors?

A. Whether or not the damaged registered article is personal or official
B. If depredation or compromise is suspected
C. The size of the article.
D. Geographical location received.

18-45. The accepting post office should be informed of noted irregularities by using what PS form?

A. PS Form 565
B. PS Form 1510
C. PS Form 3826
D. PS Form 3854

18-46. When should you and the witness as receiving clerks sign the inside manifold bill of registered articles?

A. After properly completing DD Form 226
B. After all Articles have been delivered to the addressees
C. After entering the number of articles received
D. You are not required to sign the inside manifold bill.

18-47. When registered articles received are not listed on the inside bill, which of the following procedures should be followed?

A. Enter the received article number on the bill and coupon with a note of explanation.
B. Complete PS Form 3977
C. Regenerate a new inside bill omitting the missing piece
D. Annotate the discrepancy on PS Form 640

18-48. You always prepare a bill and send a duplicate copy to the dispatching office for which of the following situations involving incoming registered mail?

A. Bills are no longer required for registered mail processing.
B. every time your MPO receives an OSP
C. A pouch of registered mail contains no inside bill.
D. Always to ensure that the dispatching office has a copy.

18-49. Official registered mail is receipted for by the mail orderly on what PS form?

A. PS Form 3849
B. PS Form 3854
C. PS Form 3877
D. PS Form 3883

18-50. The bill numbers for PS Form 3883 are numbered in sequence starting with number 1 at the beginning of what calendar day?

A. 1 January
B. 1 March
C. 1 July
D. 1 October 4

18-51. What document is used to notify customers that registered personal mail is being held for their pickup?

A. PS Form 3854
B. PS Form 3849
C. PS Form 3877
D. PS Form 3883

18-52. When the addressee is unable to receipt for registered mail, the mail may be delivered in which of the following manners?

A. Receipted for by an authorized agent
B. Receipted for by the addressee's division mail orderly
C. Receipted for by a MPC
D. Receipted for by ADMIN mail orderly.

18-53. All damaged personal registered mail should be rewrapped before delivery to the addressee. How should these articles be endorsed?

A. Endorse the rewrapped article RECEIVED IN DAMAGED CONDITION only.
B. Endorse the rewrapped article RECEIVED IN DAMAGED CONDITION and initial and date the endorsement.
C. Endorse the rewrapped article DAMAGED IN HANDLING IN THE USPS only.
D. Endorse the rewrapped article DAMAGED IN HANDLING IN THE USPS and Initials.

18-54. Registered mail that is received for an individual for whom there is no indication of a due-in date, but there is reason to believe the individual is due to arrive, may be held what maximum number of days?

A. 15
B. 60
C. 30
D. 45

18-55. When a registered letter is forwarded to an individual who no longer is assigned to your activity, which of the following steps should NOT be performed?

A. Backstamp the letter once.
B. Draw a single diagonal line through the incorrect portions of the old address.
C. Copy the new address on the face of the letter.
D. Dispatch the letter under a new registration number assigned from your post office.

18-56. Which DD form listed below should your MPO use to balance the incoming and outgoing registered mail?

A. DD Form 2257
B. DD Form 2260
C. DD Form 2261
D. DD Form 2265

18-57. Which one of the following determines when an MPO prepares the registered mail balance sheet?

A. Size of the MPO
B. Size of the storage container used to secure registered mail.
C. The Geographical location of the registry section.
D. Number of registered mail transactions

18-58. The transfer of accountability between registry clerks, upon change of custody of registered items, is accomplished by using what form?

A. DD Form 2261
B. DD Form 1384
C. PS Form 1096
D. PS Form 387

ASSIGNMENT 19

POSTAL FINANCE

Review Questions

19-1. All Un-canceled United States postage stamps may be used for postage if they were printed in or after what year?

A. 1860
B. 1890
C. 1900
D. 1910

19-2. Adhesive postage stamps are available in how many different forms?

A. One
B. Two
C. Three
D. Four

19-3. Stamp coils should be stocked in your Navy post office for which of the following purposes?

A. For those customers who prefer coils
B. For your stamp vending machines
C. For use as pre-canceled stamps
D. Each of the above

A.	Regular stamps
B.	Commemorative stamps
C.	Memorial stamps
D.	Special stamps

In answering questions 19-4 through 19-7, from the figure above select the TYPE of SPECIAL PURPOSE STAMPS described as the question.

19-4. Stamps issued in observance of historical events.

A. A
B. B
C. C
D. D

19-5. Stamps issued only for the purpose for which they are designed.

A. A
B. B
C. C
D. D

19-6. Stamps issued only for a special occasion.

A. A
B. B
C. C
D. D

19-7. Stamps issued to honor U.S. presidents.

A. A
B. B
C. C
D. D

19-8. Which of the following items are classified as postal stationery?

A. Blank money order forms
B. Postal cards only
C. Stamped envelopes only
D. Postal cards and stamped envelopes

19-9. At the end of the working day, all funds and stamped items should be protected by locking them in the

A. post office
B. safe
C. stamp drawer
D. stamp cabinet

19-10. The combination to the safe in which funds and postal stock are stored should be sealed in what type of envelope?

A. In a plain white USPS envelope
B. In PS Form 3977, Duplicate Key Envelope
C. In DD Form 3967, Triplicate Key Envelope
D. In a dark-colored official envelope

19-11. What procedure is recommended to avoid disagreements about the amount of money given you in a stamp transaction?

A. Ask the patron to pay the exact amount of the purchase
B. Keep the money received in view until the transaction is completed
C. Put the money received in a special compartment until the patron has accepted the change
D. Accept payment only after handing over the stamps

19-12. The total amount of the flexible credit carried should be based on a how many week stock level?

A. 3 week
B. 5 week
C. 7 week
D. 9 week

19-13. What amount of flexible credit is normally carried by an aircraft carrier?

A. $100,000
B. $50,250
C. $30,000
D. $10,000

19-14. The invoice that accompanies the shipment of the original stock to a newly established Navy post office is retained by what official?

A. The Commanding Officer
B. The Disbursing Officer
C. The Postal Officer
D. The Custodian of Postal Effects

19-15. Stamp requisitions are prepared and submitted on what form?

A. PS Form 17
B. PS Form 3295
C. PS Form 3365
D. PS Form 3367

19-16. Which method should not be used when sending a PS Form 17 to the accountable postmaster?

A. Fax
B. Electronic mail
C. Telephone
D. First Class mail

19-17. After verifying a stamp stock shipment and completing your copy of the requisition, what action should you take?

A. Determine the number and denominations to be issued to your assistants
B. Record the receipt of the stamp stock on PS Form 3295
C. Store the stamp stock in your safe
D. Divide the stamp stock into equal Lots for yourself, the reserve custodian, and your assistants

19-18. If you and the custodian discover that a shipment of stamp stock is short, the facts should be reported immediately to what officials or office?

A. The Commanding Officer and the Chief of Naval Operations
B. The Chief of Naval Operations and the Accountable Postmaster
C. The Accountable Postmaster and the Disbursing Officer
D. The Commanding Officer, the Postal Officer

19-19. The postage meter machine consists of what basic part(s)?

A. The postage meter, scale and base
B. The keyboard, scale and base
C. The postage meter, keyboard and scale
D. The postage meter, mailing machine, and meter key

19-20. A money order set consists of what total number of parts?

A. One
B. Two
C. Three
D. Four

19-21. The serial number assigned a money order consists of what total number of digits?

A. 5
B. 8
C. 11
D. 15

19-22. At what point in time, if at all, should you advise the customer to complete his money order receipt?

A. While you are preparing the money order
B. Immediately after the customer purchases the money order
C. Immediately before the customer needs to use the money order
D. Not at all, it’s your responsibility as money order clerk

19-23. In a shipboard MPO, the supply of blank money order forms should be sufficient to last what minimum period of time?

A. 5 months
B. 2 months
C. 3 months
D. 4 months

19-24. What is the maximum supply level of blank money order forms authorized to be held by a shipboard MPO?

A. 3-month supply
B. 5-month supply
C. 10-month supply
D. 12-month supply

19-25. A shore activity MPO should maintain blank money order forms to last what minimum period of time?

A. 5 months
B. 2 months
C. 3 months
D. 4 months

19-26. Money order requisitions should be submitted what minimum number of days before the forms are needed?

A. 15
B. 25
C. 30
D. 45

19-27. Blank money order forms are requisitioned on what PS form?

A. PS Form 6019-MPO
B. PS Form 17
C. PS Form 6401
D. PS Form 6990

19-28. A record of blank money forms assigned to a military post office is made on what form?

A. DD Form 834
B. DD Form 885
C. PS Form 1908
D. PS Form 6019

19-29. The custodian of blank money order forms should issue blank forms to the money order clerk in blocks of what minimum amount?

A. 50
B. 100
C. 150
D. 200

19-30. Which of the following areas on a blank money order form should NOT be handled?

A. The upper third
B. The top half
C. The bottom third
D. The bottom half

ASSIGNMENT 20

MAIL HANDLING AND TRANSPORTATION

Review Questions

A.	Unit Postal Officer
B.	Mail clerk
C.	Mail orderly
D.	Administrative Officer

In answering questions 7-1 through 7-3, refer to the figure above. Select the PERSON whose DUTY is defined in the question.

20-1. Maintains an up-to-date directory on personnel being served.

A. A
B. B
C. C
D. D

20-2. Supervises the operation of a unit mailroom.

A. A
B. B
C. C
D. D

20-3. Delivers personal mail to addressees only.

A. A
B. B
C. C
D. D

20-4. Mail orderly is an individual designated by proper authority to do mail duties in association with the operation of a unit mailroom.

A. True
B. False

20-5. Mail clerk is an individual designated to perform mail-handling duties.

A. True
B. False

20-6. How must combinations and keys to the post office be safe guarded

A. Sealed in envelope 3966 and signed over to designated representative
B. Sealed in envelope 3977 and signed over to designated representative
C. Maintained by your unit Postal Officer
D. Maintained by your unit mail orderly

20-7. Which of the following individuals would normally be allowed access to a unit mailroom while the unit postal clerk is conducting official business?

A. SN Jones who is visiting the unit postal clerk
B. Mr. Smith who is selling mutual funds
C. The unit postal clerk's brother-in-law who is in the Navy, visiting, while on authorized leave
D. Working party

20-8. What type of mail must be locked when responsible individual are not physically present?

A. First class mail
B. Magazines
C. Newspapers
D. Express mail

20-9. Security of U.S. mail by unit mailrooms includes which of the following actions?

A. The mail-handling areas must be locked when the responsible individual is/are not physically present
B. Mail in the custody of mail clerks or mail orderlies must not be subject to delay, interception, or seizure
C. Mail must be delivered only to the addressee or an agent designated in writing by the addressee
D. All of the above

20-10. If the situation requires U.S. mail to be transported in a privately owned vehicle, permission to do so must be obtained from what official?

A. The Commanding Officer
B. The unit Postal Officer
C. The Executive Officer
D. The Postmaster of the serving postal activity

20-11. The most common method of delivering mail to addressees by naval activities is the use of what type of system?

A. General delivery
B. Mail orderlies
C. Mail receptacles
D. Mail clerks

20-12. Damaged articles received in closed bags at unit mailrooms should have what endorsement placed on them?

A. DAMAGED IN ORDINARY MAIL AT (location)
B. RECEIVED IN DAMAGED CONDITION
C. DAMAGED IN HANDLING IN THE MILITARY POSTAL SERVICE
D. DAMAGED IN HANDLING

20-13. Mail addressed in care of another person or addressed to more than one addressee must be returned to the sender.

A. True
B. False

20-14. Official registered mail received in the ordinary mail at unit mailrooms should be disposed of in which of the following manners?

A. Prepare PS Form 3883 and deliver the registered article to the appropriate mail orderly.
B. Prepare a modified PS Form 3877 in duplicate for the return of the registered article.
C. Return the registered article to the registry section of the serving post office.
D. Both 2 and 3 above

20-15. Which of the following statements is NOT correct pertaining to the delivery of mail at a unit mailroom?

A. Postage-due mail will be collected before delivery to the addressee.
B. Postage-due and special delivery mail will be delivered as regular mail.
C. C.O.D. mail will be returned to the serving post office for processing.
D. Postage due will not be collected.

20-16. If the addressee refuses an article and declines to sign and date the refused article, which of the following procedures should the delivery mail clerk follow?

A. Endorse the article REFUSED BY ADDRESSEE.
B. Date and sign the article.
C. Both 1 and 2 above
D. Endorse the article REFUSED and dispose of it as waste.

20-17. Stamps found loose in the mail at a unit mailroom will be disposed of in what manner?

A. Forwarded to serving post office
B. Destroyed
C. Turned over to the unit Postal Officer
D. Returned to MPSA with a letter of explanation

20-18. Before receipting for official registered mail, the unit mail clerk should follow which of the following procedures?

A. Ensure that all articles being receipted for are listed on the form.
B. Ensure that all articles being receipted for are in good condition and have not been tampered with.
C. Ensure that any repaired or rewrapped articles have the endorsement RECEIVED IN DAMAGED CONDITION placed on the wrapper or container.
D. All of the above

20-19. A departmental mail orderly receipts for official registered mail from a unit mail room. Which of the following PS forms is/are used for the proper receipting procedure?

A. PS Form 3812
B. PS Form 3850
C. PS Form 3883
D. Both 2 and 3 above

20-20. A unit mail clerk returning undeliverable registered mail to the registry section of the serving post office uses what modified PS form for a record of disposition?

A. PS Form 3849-A
B. PS Form 3850
C. PS Form 3854
D. PS Form 3877

20-21. When should you send out a second 3849 notice to the addressee to pick up his accountable mail from the post office?

A. 5 days
B. 10 days
C. 15 days
D. 20 days

20-22. If requested by the mailer, to which of the following types of mail can restricted delivery services apply?

A. Insured mail for 200.00 and over
B. Certified
C. Both 1 and 2 above
D. Insured mail for less than 200.00

20-23. An incoming article that has restricted delivery services requested can be identified by what endorsement(s) on the article?

A. RESTRICTED DELIVERY only
B. PERSONAL only
C. RESTRICTED DELIVERY and PERSONAL
D. DELIVER TO ADDRESSEE ONLY

20-24. Addressees can authorize the delivery of mail, including restricted delivery mail that is addressed to them, by completing and filling what PS form at the serving military post office?

A. PS Form 3801
B. PS Form 3811
C. PS Form 3849-A
D. PS Form 3849-B

20-25. MATTIS is a system used to measure transit times.

A. True
B. False

20-26. MATTIS scanning is required each time mail is received, whether the mail is for your command or for mail you have received for further transfer.

A. True
B. False

20-27. What form authorized a mail orderly to pick up mail?

A. PS Form 3849
B. PS Form 3883
C. DD Form 285
D. DD Form 385

20-28. All damaged mail that requires rewrapping or resealing should be endorsed RECEIVED IN DAMAGED CONDITION.

A. True
B. False

20-29. What disposition instruction should you make for obvious value items found loose in the mail?

A. Should be given to the chaplain
B. Should be destroyed
C. Return to nearest FMC
D. Send registered mail to the appropriate accountable postmaster

20-30. What form is used to report a discrepancy in the handling of mail?

A. DD Form 2276
B. DD Form 2275
C. DD Form 2274
D. DD Form 2273

20-31. Which endorsement is not an insurance endorsement according to the language of the country of origin?

A. INSURED
B. ASEGURADO or VALOR DECLARADO
C. AVIS DE RECEPCION
D. VD

20-32. What is the PS form number for an International Return Receipt?

A. PS Form 2685
B. PS Form 2865
C. PS Form 2568
D. PS Form 2856

20-33. Mail log must be maintained on file for what period of time?

A. 3 months
B. 6 months
C. 9 months
D. 12 months

20-34. What is the most important step in the mail delivery cycle?

A. Processing and makeup
B. Delivery
C. Accountability
D. Registering

20-35. Who usually supplies collection boxes for ships?

A. MPSA
B. USPS
C. JMPA
D. COMNAVSEASYSCOM

20-36. Mail collections should be displayed on all collection boxes using what USPS item?

A. D1175
B. D1275
C. D1300
D. D1500

20-37. Mail with insufficient postage should be returned to sender.

A. True
B. False

20-38. Mail without postage should be returned to sender.

A. True
B. False

20-39. When is free mail authorized?

A. When stationed overseas
B. When serving in a combat area
C. When mailing to a ship station in Guam
D. When authorized by the Commanding Officer

20-40. What type of mail may be sent free?

A. Registered mail
B. Certified mail
C. Postcards
D. Insured mail

20-41. When can IDS mail be sent to the United States?

A. When the addressee has moved back to CONUS
B. While stationed in Guam
C. When sent to dead mail branch SFO
D. Never

20-42. How many days a week should overseas post offices and deployed mobile units schedule pickups from collections boxes?

A. 4 days
B. 5 days
C. 6 days
D. 7 days

20-43. What is the maximum limit on philatelic covers per collector?

A. 3
B. 4
C. 5
D. 10

20-44. A full-sized managed mail tray holds an average of how many letters?

A. 300
B. 600
C. 900
D. 1200

20-45. A mail tray is intended to be used how many times before the tray should be discarded?

A. 1
B. 10
C. 20
D. 30

20-46. What is the maximum weight of mail you can place in canvas bags?

A. 50 lbs
B. 70 lbs
C. 90 lbs
D. 100lbs

20-47. Slide labels should be ordered of what form?

A. PS Form 1578-B
B. PS Form 1578-A
C. PS Form 1000
D. PS Form 900

20-48. Slide labels must be ordered following guidance found in which USPS hand book?

A. HBK-T7
B. HBK-AS-701
C. HBK-PO-423 (Requisitioning Labels)
D. HBK-PI-1270 (Label Ordering)

20-49. What official or agency pays for transportation charges for FPO mail from JFK, New York, NY, to Naval Station, ROTA, Spain?

A. USPS
B. Department of the Army
C. Department of the Navy
D. Joint military postal activity

20-50. What official or agency pays for transportation charges for FPO mail from JFK, New York, NY, to Naval Station, Norfolk, VA?

A. USPS
B. Department of the Army
C. Department of the Navy
D. Joint Military Postal

20-51. The type of transportation used for the transport of military mail by Navy post offices depends on which of the following factors?

A. The location of the unit
B. The method of transportation available
C. The lead time required to ensure delivery
D. Each of the above.

20-52. The use of foreign air carriers is limited to those routes where AMC and U.S. carriers do not operate.

A. True
B. False

20-53. The use of Military Airlift Command carriers for the movement of military mail is limited to what factor?

A. U.S. commercial carrier service for the desired route is not available
B. U.S. commercial carrier service for the desired route is not adequate
C. Either 1 or 2 above, depending on the situation

D. Military Airlift Command must only be used for intra-area mail transports

20-54. The use of Sea-Van containers for the transport of surface mail serves which of the following purposes?

A. Provides security for the mail
B. Eliminates unnecessary handling of the mail
C. Both 1 and 2 above
D. Provides for a more accurate mail piece count

20-55. While military mail is transported, when, if ever, is a tin-band seal required in addition to the lock to secure the doors of a mail vehicle?

A. When the vehicle driver is a designated Military Postal Clerk and registered mail is not included in the dispatch
B. When the vehicle driver is not a designated Military Postal Clerk and has access to the key or combination to the lock
C. When the vehicle driver is a designated Military Postal Clerk and registered mail is included in the dispatch
D. Never

20-56. Military mail that is transported on any domestic or foreign commercial air carriers should be documented on what form?

A. DD Form 1384
B. PS Form 2900
C. PS Form 2942-A
D. OPNAV Form 5110/9

20-57. PS Form 2942-A is printed in set of how many sheets?

A. 5
B. 7
C. 10
D. 13

20-58. What form number is TCMD?

A. DD 1384
B. DD 1385
C. OPNAV 5110/9
D. OPNAV 5110/5

20-59. When mail is transported by opportune aircraft, the mail should be manifested on what form?

A. OPNAV Form 5110/9
B. NAVEURGEN Form 2700/2A
C. Either 1 or 2 above, depending upon the desires of the dispatching activity
D. DD Form 1384

20-60. You must retain signed copies of manifests used to dispatch registered mail what number of years?

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

ASSIGNMENT 21

CLAIMS AND INQUIRIES & MAIL DIRECTORY SERVICE

Review Questions

21-1. Which of the following is the primary purpose of mail directory service?

A. Is to expedite early disposition of mail that is undeliverable as addressed.
B. Is to maintain the integrity of the mail while in the custody of USPS.
C. Is to ensure proper handling of first class mail
D. Is to expedite early disposition of mail that is undeliverable as addressed.
E. Is to ensure the proper processing of balloting material.

21-2. Which of the following Navy commands must maintain a directory file?

A. Afloat units only.
B. One that receives mail through a United States civil post office
C. Shore mailrooms only
D. All postal activities providing mail delivery service

21-3. At commands that have a military post office, who would normally maintain the mail directory?

A. Military postal clerks at that MPO
B. Command mail orderlies of each department
C. Postal Officer
D. Administrative Officer

21-4. Under what agreement does DOD agree to provide directory service for undeliverable-as-addressed military mail and endorse each piece to show a forwarding address or reason for non-delivery?

A. Postal agreement between USPS and Department of Defense
B. Postal agreement between USPS and Department of the Navy
C. Festal agreement between USPS and Department of the Army
D. Postal agreement between USPS and Department of the Air Force

21-5. What OPNAV form is used to help process directory mail?

A. OPNAV Form 5110/3
B. OPNAV Form 5110/5
C. OPNAV Form 5110/9
D. OPNAV Form 5110/10

21-6. The permanent address of one of your patrons who transferred to a new duty station was not available at time of transfer. Pending the patron's arrival at the new duty station, where should you forward the patron's mail?

A. An intermediate activity
B. A nonmilitary address
C. The command directory service
D. A receiving station

21-7. Certain service members who are transferred for discharge do not want their mail forwarded to a civilian address. What should the Postal Clerk do with such service members' mail when it has a return address?

A. Return the mail to sender.
B. Send the mail to Chief of Naval Operations (Postal Affairs Branch).
C. Treat the mail as dead mail.
D. Send the mail in care of general delivery to the post office of the member's home of record.

21-8. Seaman Foster has been honorably discharged from the Navy. After what minimum period of time should you destroy this individual's directory card?

A. Immediately
B. 15 days C.
6 months
D. 12 months

21-9. The directory file should be screened and all expired directory cards removed and destroyed during what time period?

A. The first workweek of each month
B. The second workweek of each month
C. The third workweek of each month
D. The fourth workweek of each month

21-10. Who developed the automated military postal directory system?

A. MPSA
B. JMPA
C. NAVSUP
D. NMCI

21-11. The indication that a letter has been given directory service is stamped on what part of the letter?

A. To the left of the address
B. On the reverse side
C. Over the postmark
D. Below the postage stamps

21-12. Undeliverable mail for which there is indication that the individual is due to arrive should be held for what maximum period of time?

A. 10 days from the due in date
B. 15 days past the due-in date
C. 30 days past the due-in date
D. 45 days pest the due-in date

21-13. Undeliverable mail for an individual for whom there is no indication of a due-date but you have reason to believe the individual is due to arrive. What maximum period of time, if any, from the original date of receipt should you hold the mail?

A. 15 days
B. 60 days
C. 30 days
D. None, since there is no indication of a due-date. Mail should be returned to the sender.

21-14. All undeliverable mail that is being held should be screened against the directory files at least how often?

A. Every day
B. Each week
C. Every 2 weeks
D. Each month

21-15. Undeliverable registered mail for which the mailer has not specified a hold period should be held what maximum number of days from the date of original receipt?

A. 10 days
B. 15 days
C. 30 days
D. 5 days

21-16. Which of the following PS forms should be used to show the disposition of an accountable article that has been forwarded or returned to sender?

A. PS Form 17
B. PS Form 2759
C. PS Form 3849
D. PS Form 3877

21-17. Which of the following PS forms should be used to notify a publisher that a change of address has occurred after transfer of a military member?

A. PS Form 17
B. PS Form 2759
C. PS Form 3579
D. PS Form 6019

21-18. How long should magazines be forwarded after departure of the member?

A. 30 Days
B. 60 Days
C. 90 Days
D. 120 Days

21-19. To prevent sending duplicate notifications to publishers, you should follow what procedure?

A. Keeping a log on 3335
B. Making an entry on OPNAV Form 5110/5 directory file
C. Either 1 or 2 above, depending on local preference
D. Making an entry on OPNAV Form 5110/3

21-20. What is the disposition of Catalogs that are undeliverable?

A. Should be placed in the post office lobby if your MPO is Overseas.
B. Forwarded to the addressee via traceable means.
C. Forwarded to the addressee via official mail.
D. Forwarded to the servicing mail recovery center.

21-21. Which of the following statements is/are true pertaining to the proper disposition of undeliverable income tax booklets?

A. They should be released to the appropriate local office designated by the Commanding Officer.
B. Income tax booklets are accountable items and should be returned to the Internal revenue service.
C. Income tax booklets are to be consolidated and shipped to the servicing JMPA
D. MPO's do not process Income Tax Booklets.6

21-22. What is the disposition of Undeliverable balloting material?

A. Is to be discarded
B. should be placed in the Lobby of the Post Office
C. Needs to be turned over to the Command Voting Assistance Officer
D. The matter should be returned to the mailer.

21-23. Which of the following publications serves as a ready resource for information concerning mail for military members confined for disciplinary reasons?

A. Department of Defense volume I
B. Department of Defense volume II
C. Domestic Mail
D. Department *of Defense Postal Manual DoD 4526.6M.*

21-24. What endorsement should be placed and/ or action taken on an article received at an overseas MPO addressed to an individual not authorized MPO privileges?

A. Endorse the letter RETURN TO SENDER.
B. Destroy the article.
C. Endorse the letter NOT AUTHORIZED MPO PRIVILEGES, but go ahead and deliver the letter.
D. Endorse the letter ADDRESSEE NOT AUTHORIZED MPO PRIVILEGES and return the letter to sender.

21-25. Which of the following applies when dispatching mail that has received directory service

A. Should be returned to the serving postal activity comingled with all other outgoing mail.
B. Should be enclosed in a MOM sack
C. Should be manifested on a separate outgoing manifest.
D. Should be returned to the serving postal activity separately from uncanceled outgoing mail.

21-26. What action should be taken when your MPO receives a perishable article with a required delivery date but the article cannot be forwarded to meet that RDD?

A. Dispose of the article as waste.
B. Give the article to the library.
C. Give the article to the Postal Officer.
D. Forward the article to the Mail Recovery Branch.

21-27. Mail addressed for members due to arrive should be held how many days past the anticipated arrival date?

A. 5
B. 10
C. 15
D. 20

21-28. Mail addressed for members AWOL should be returned to sender after how many days?

A. 30
B. 60
C. 90
D. 120

21-29. When can the patron refuse delivery of accountable mail?

A. At the time of delivery, before receipting for the article
B. After signing PS 3849
C. Up to7 days after the delivery date
D. The patron Is not allowed to refuse delivery.

21-30. What should be written by the Military Postal Clerk on a refused article?

A. REFUSED on the front the mail, the date the mail was refused, and sign his name.
B. There is no requirement all pertinent info is annotated on PS Form 3849
C. UNABLE TO deliver
D. REFUSED, date and patron signature
E. A statement of the reason why the patron refused the article and the date

21-31. What endorsement should be placed on casualty mail that the next of kin has been notified?

A. MISSING IN ACTION
B. KILLED IN ACTION
C. WOUNDED
D. Deceased

21-32. Directory mail service for a decommissioned ship is performed for what total period of time?

A. 30 days
B. 60 days
C. 90 days
D. 120 day

ASSIGNMENT 22

POSTAL EQUIPMENT AND SUPPLIES & OFFICIAL MAIL

Review Questions

22-1. What publication lists supply items available for issue to military post offices?

A. OPNAVINST 5112.6
B. OPNAVINST 5112.8
C. DOD Postal Manual 4525.8
D. DOD Postal Manual, 4525.6

22-2. What is the dollar amount that an item must cost to be considered as capital equipment?

A. $1000
B. $2000
C. $3000
D. $4000

22-3. What PS Form is use to account for capital and sensitive equipment?

A. PS Form 1000
B. PS Form 1496
C. PS Form 1590
D. PS Form 1598

22-4. The Commanding Officer or Postal Officer, as appropriate, will ensure that the custody and/or control of USPS accountable equipment is entrusted to which of the following individuals?

A. COPE
B. MPO supervisor
C. Chief in charge
D. Postal Clerk first class

22-5. What PS Form is use to requisition capital and sensitive equipment?

A. PS Form 1590
B. PS Form 1586
C. PS Form 7381
D. PS Form 8799

22-6. Which of the following individuals is responsible for the control and maintenance of USPS accountable items issued to a military post office by the accountable postmaster?

A. The Commanding Officer
B. The COPE
C. The Postal Officer
D. The designated Supply Clerk

22-7. To operate efficiently, shore post offices should maintain (a) at least what level but (b) not more than what level of expendable supplies aboard?

A. (a) 5 months; (b) 7 months
B. (a) 6 months; (b) 8 months
C. (a) 3 months; (b) 5 months
D. (a) 4 months; (b) 6 months

22-8. Issuing postal supplies are the responsibility of what individual?

A. COPE
B. Postal Officer
C. Registered clerk
D. Postal supply clerk

22-9. A requisition for supplies should be completed on what PS form?

A. PS Form 7380
B. PS Form 4686-A
C. PS Form 1536
D. PS Form 1567

22-10. Which of the following statements best describes the purpose of a FEDSTRIP?

A. A code to establish a supply account at postal supply centers for your MPO
B. A code to establish a line of credit. at the supply center
C. A code to establish a line of credit for supply items at the JMPA-ATL
D. A code to establish a line of credit

22-11. Emergency requisitions should be submitted by electrical message and in the same format as what PS Form?

A. PS Form 1586
B. PS Form 1590
C. PS Form 4686-A
D. PS Form 7380

22-12. MDC will normally field requisitions within what time period after receipt of a requisition?

A. 24 hours
B. 48 hours
C. 3 days
D. 7 days

22-13. Supply clerks monitor supplies using what PS Form?

A. PS Form 1586
B. PS Form 1590
C. PS Form 7380
D. PS Form 7381

22-14. Which of the following PS Form is used to requisition preprinted facing slips or labels?

A. PS Form 1578-A
B. PS Form 1578-B
C. PS Form 1957-D
D. PS Form 7380

22-15. When accountable equipment is no longer needed at an operational MPO, what activity should be notified by message?

A. JMPA–ATL only
B. JMPA-PAC only
C. The serving JMPA for coordination with USPS
D. MPSA

22-16. Who should you report non-capital and non-sensitive equipment in excess stock to?

A. JMPA
B. MPSA
C. USPS
A. MACOM Postal Officer

ASSIGNMENT 23

POST OFFICE AUDITS, REPORTS, AND INSPECTIONS

Review Questions

23-1. What tools are designed to ensure correct administrative and operational policies of the MPS are being adhered to?

A. Audits
B. Reports
C. Inspections
D. All of the above

23-2. How many types of official audits are there?

A. One
B. Two
C. Three
D. Four

23-3. What form is used to audit the postal account of your clerks?

A. NAVSUP Form 5112/2
B. NAVSUP Form 5119/1
C. OPNAV Form 5112/2
D. OPNAV Form 5119/1

23-4. What form is used to record the results of all the required audits?

A. NAVSUP Form 3368
B. PS Form 3368
C. OPNAV Form 3368
D. SECNAV Form 3368

23-5. When should a special audit be conducted on your flexible credit account?

A. Change of COPE
B. Change of window clerk
C. Each quarter
D. Monthly

23-6. What audit, if any, should be conducted when a postal clerk is AWOL or is being hospitalized?

A. Monthly
B. Quarterly
C. Special
D. None

23-7. The post office must be inspected weekly by what official?

A. COPE
B. Commanding Officer
C. Executive Officer
D. Postal Officer

23-8. When determining a command's flexible credit as a general guide, the amount is calculated at what minimum amount per person?

A. $10
B. $15
C. $20
D. $25

23-9. Who may audit an MPC's account?

A. COPE
B. Postal Officer
C. Audit board members
D. All of the above

23-10. What is the tolerance limit for a $1,000 flexible credit account belonging to a window clerk?

A. $ 2.00
B. $10.00
C. $20.00
D. $40.00

23-11. What is the tolerance limit for a $10,000 flexible credit account?

A. $10.00
B. $20.00
C. $40.00
D. None of the above

23-12. Tolerance limits for flexible credit accounts are based on what percent of the flexible account?

A. 1%
B. 2%
C. 5%
D. 10%

23-13. Overages and shortages within tolerance limits are carried forward to the next audit.

A. True
B. False

23-14. Submission of each monthly audit is not required, except the quarterly audit.

A. True
B. False

23-15. What form is used to maintain a stamp credit examination record for each postal clerk that possesses an extended flexible account?

A. PS Form 3369
B. PS Form 3368
C. DD Form 1590
D. DD Form 2257

23-16. At what interval should a shipboard MPS request a postal assessment visit by Postal Advisors?

A. 1 - 6 months
B. 6 - 12 months
C. 12 -18 months
D. 18-24 months

23-17. At what interval should an overseas shore-based MPS request a postal assessment visit by Postal Advisors?

A. 6 months
B. 12 months
C. 18 months
D. 24 months

23-18. What is the purpose of the Postal Advisor Program?

A. Audit a command's stamp account
B. Evaluate the daily postal operations
C. Provide technical training
D. Both 2 and 3

23-19. Postal advisors are usually senior postal clerks of what rank?

A. E-5s to E-9s
B. E-6s to E-8s
C. E-7s to E-9s
D. E-4s and Above

23-20. The preparation of naval messages is a routine task of postal clerks in the Navy.

A. True
B. False

23-21. What is the purpose of the Postal Net Alert?

A. Report thief of stamp stock
B. Mail on-hand report
C. Mail routing instructions
D. Status of mail movement

23-22. Mail on hand/dispatch reports are sent in message format with what precedence?

A. Routine
B. Priority
C. Urgent
D. Emergency

23-23. Who is responsible for submitting the mail routing message?

A. Commanding Officer
B. Postal Officer
C. Supply Officer
D. COPE

23-24. Who is responsible for making sure USPS is reimbursed for the loss of funds, postage stock, and accountable mail because of embezzlement?

A. Department of the Navy
B. Department of the Defense
C. MPSA
D. JMPA

23-25. An investigating officer for a postal offense may be in the rank of E-6 or above.

A. True
B. False

23-26. What manual list various postal offenses that must be reported?

A. DOD Postal Manual
B. Domestic Mail Manual
C. POM
D. SOP

23-27. Postal offenses must be reported within how hour after discovery?

A. 36 hours
B. 46 hours
C. 72 hours
D. 96 hours

23-28. At a minimum, your filing system should be organized into how many main sections?

A. 3
B. 5
C. 7
D. 9

23-29. Protection given to mail is always of the utmost concern.

A. True
B. False

23-30. Agencies that want to examine USPS records must have written approval from the Postal Officer.

A. True
B. False

23-31. What is the retention period for an insured domestic mail claim form?

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

23-32. What is the retention period for PS Form 1412?

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

23-33. How many total months should you keep directory cards?

A. 3
B. 6
C. 9
D. 12

23-34. All records used with the Unisys III will be retained for how many years?

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

23-35. All MPS activities must review and update their SOP how often?

A. Monthly
B. Quarterly
C. Semi annually
D. Annually

23-36. All MPS activities must review and update their POP how often?

A. Monthly
B. Quarterly
C. Semi annually
D. Annually

23-37. The basic POP consists of seven sections.

A. True
B. False