

CHAPTER 13

SUPPLY

The responsibility of accounting for assets within the Department of the Navy comes down from the Secretary of the Navy (SECNAV) to the commanding officers of field activities throughout the Navy. Commanding officers must ensure proper fiscal administration by the directives, principles, and policies prescribed by the Comptroller of the Navy.

The Naval Supply Systems Command (NAVSUP) is responsible for administering supply management policies, to include cataloging, standardization, inventory control, storage, issue, and disposal of naval material. You, as a Hospital Corpsman, must be familiar with the methods of procuring and accounting for naval materials.

In this chapter we will discuss the proper procedures to use in estimating supply needs, procuring supplies and material, and accounting for supplies and operating funds. The last section of the chapter deals with contingency supply blocks and their maintenance.

NAVSUP MANUALS, PUBLICATIONS, AND DIRECTIVES

LEARNING OBJECTIVE: *Recognize the purpose and content of key supply manuals and instructions.*

To function well in the Navy supply system, you must be familiar with the NAVSUP manuals, publications, and directives that outline policy and procedures for different areas of supply. These manuals, publications, and directives are available in the Naval Logistics Library located on the NAVSUP homepage, www.navsupsup.navy.mil.

ALTERNATIVE TITLES FOR NAVSUP PUBLICATIONS

NAVSUP publications may be referred to in four different ways. For example, the *Operating Procedures Manual Military Standard Requisitioning and Issue Procedure*, and *Military Standard Transaction Reporting and Accounting Procedure*

(*MILSTRIP/MILSTRAP*), NAVSUP P437, may be referred to in various publications and directives as **NAVSUP Publication 437**, **NAVSUP P-437**, **NAVSUP Pub 437**, or **NAVSUP 437**. However, when referencing this publication (or other NAVSUP publications), cite it as “**NAVSUP P-437**” (and the applicable paragraph number).

CHANGES TO PUBLICATIONS

Regardless of how well you have learned to use the various supply publications, if they aren't kept up to date, you may encounter problems when you attempt to order an item. Also, you may be unaware of an item that has been recalled. Enter changes promptly when they are received to ensure that the latest information is being used. Always read accompanying instructions before making changes.

NAVAL SUPPLY SYSTEMS COMMAND (NAVSUP) MANUAL

The NAVSUP manual is designed to institute standardized supply procedures and consists of the following four volumes:

- Volume I — *Introduction to Supply*
- Volume II — *Supply Ashore*
- Volume III — *Retail Clothing Stores and Commissary Stores*
- Volume IV — *Transportation of Property*

OPERATING PROCEDURES MANUAL FOR MILITARY STANDARD REQUISITIONING AND PROCEDURES (NAVSUP P-437) AND MILITARY STANDARD TRANSACTION REPORTING AND ACCOUNTING PROCEDURES (MILSTRIP/ MILSTRAP)

The MILSTRIP/MILSTRAP manual issues policy on the MILSTRIP/MILSTRAP system. This publication takes precedence over conflicting provisions contained in other supply system manuals or directives. The manual covers system management,

requisitioning procedures for ashore activities, inventory control, financial matters, and other topics. The publication provides forms, formats, and codes, and serves as a comprehensive reference for persons involved in preparing or processing MILSTRIP documents. Since NAVSUP P-437 is not distributed afloat, afloat MILSTRIP/MILSTRAP operations are incorporated into NAVSUP P-485.

MILSTRIP/MILSTRAP DESK GUIDE, NAVSUP P-409

The NAVSUP P-409 was published as a handy reference for personnel responsible for originating and processing MILSTRIP/MILSTRAP documents, since NAVSUP P-437 is a large, comprehensive, three-volume publication. This small booklet contains common definitions, coding structures, and abbreviated code definitions used on a day-to-day basis. Blank space is provided for entering commonly used routing identifiers, funding codes, project codes, and locally assigned codes.

AFLOAT SUPPLY PROCEDURES, NAVSUP P-485

The *Afloat Supply Procedures*, NAVSUP P-485, establishes policies for operating and managing afloat supply departments and activities. It helps supply personnel understand and perform their individual tasks. Although this publication is designed primarily for nonautomated supply procedures, a significant amount of the information it contains also applies to automated systems.

The procedures contained in this publication are the minimum essential for acceptable supply management and are mandatory unless specifically stated as optional. The publication encompasses the procedures outlined in the NAVSUP Manual, volumes I, II, and V, and NAVSUP P-437 as they apply to afloat situations. It covers organization and administration, material identification, material procurement, material receipt, custody and stowage, material expenditure and shipment, inventory management, transportation, and special material.

NAVY MEDICAL AND DENTAL MATERIAL BULLETIN, NAVMEDLOGCOM NOTICE 6700

The *Navy Medical and Dental Material Bulletin*, NAVMEDLOGCOM NOTICE 6700, is issued monthly via the NAVMEDLOGCOM homepage, [www-nmlc.](http://www-nmlc.med.navy.mil)

[med.navy.mil](http://www-nmlc.med.navy.mil), by the Commander, Naval Medical Logistics Command. It contains information of importance and interest to medical supply departments, such as changes in stock numbers, addition and deletions, availability of excess equipment, and notification of material unfit for use and disposal instruction. Revisions to this publication should be read carefully for any changes to your files or references.

APPROPRIATIONS AND OPERATING BUDGETS

LEARNING OBJECTIVE: *Recognize how appropriations and operating budgets are conducted.*

An appropriation is referred to in the NAVCOMPT Manual as “. . . [an authorization] by an act of Congress to incur obligations for specified purposes and to make payments therefor out of the Treasury.” The Navy uses appropriations received to pay for the construction of new ships, to fund the cost of operations and maintenance for the existing fleet, and to pay for training, personnel pay, and to operate shore establishments that support the fleet.

TYPES OF APPROPRIATIONS

Three types of appropriations are used by the Navy, depending upon the purpose for which the appropriation is issued. Most appropriations are for one fiscal year (FY). The FY runs from 01 October of a year to 30 September of the following year. The federal government uses this time period for budgeting normal operating costs of the armed services, including the Navy. Other types of appropriations may be granted without a time limitation or for a specific time that may exceed 1 year.

Annual Appropriations

Annual appropriations are provided for active and reserve military personnel expenses, as well as for operation and maintenance expenses. The appropriations become available for obligation and expenditure at the beginning of the fiscal year designated in the Appropriations Act. Obligations may be incurred only during this designated fiscal year; however, the obligated funds remain available for the payment of such obligations for an additional 5 years. At the end of the additional 5-year period, fund

distribution differs, depending on the purpose of the appropriation.

Continuing Appropriations

A continuing appropriation, also referred to as a **no-year appropriation**, is one that is available for incurring obligations until the funding is exhausted or until the purpose for which it was made is accomplished without a fixed-period restriction. Examples of continuing appropriations are Military Construction Navy (construction projects that are planned up to 5 years ahead) and revolving funds such as the Defense Business Operating Funds (DBOF) (a projection of the predicted cost to operate the Navy).

Continuing appropriations become available for obligation and expenditure at the beginning of the FY following the passage of the Appropriations Act or may become immediately available when so specified in the Act. When the purpose of a continuing appropriation has been accomplished administratively or by Congress, DoD transfers an amount equal to the total of unliquidated obligations, less the total of reimbursements to be collected, to the surplus of the Treasury.

Multiple-Year Appropriations

Generally, multiple-year appropriations are made for appropriations that require a long lead time for planning and execution, such as procurement of aircraft, missiles, and ships. Multiple-year appropriations become available for obligation and expenditure at the beginning of the fiscal year (1 October) designated in the appropriation, unless otherwise stated in the Act. They are available for incurring obligations only during the FYs specified in the Act. However, they are available for paying such obligations for an additional 5 years.

At the end of the last FY included in the appropriation, when the appropriation expires for obligation purposes, the balance is transferred to the Treasury.

OPERATING BUDGETS

The operating budget is the annual budget of an activity and is assigned by the Chief of Naval Operations (CNO), Fiscal Management Division, to major claimants. A major claimant is an office, command, or Headquarters Marine Corps. The claimant is designated as the administering office

under the operation and maintenance appropriation. Holders of operating budgets have the option of granting a degree of financial responsibility to subordinates by issuing operating targets (OPTARs). OPTARs are generally apportioned in four equal quarterly divisions that represent the maximum amount that can be spent for each quarter of the FY. By using this system, facilities are able to manage and effectively control the expenditure of funds. This system prevents overexpenditure of funds early in the fiscal year and helps prevent financial problems at the end of the year. Unused quarterly funds may be carried over to the next quarter simply by adding them to the new quarterly apportionment. At the end of the fourth quarter, all accounts are balanced and closed; new expenditures are not authorized until appropriated funds are made available for the new fiscal year.

Funds allotted to the medical department to purchase needed items are called the operating target (OPTAR). Medical OPTAR funds are the funds used to fulfill the following five major requirements:

- **Authorized Medical Allowance List (AMAL).** The AMAL is the minimum amount of medical material to be maintained on board a ship or on order at any given time. The amount of material as noted in an AMAL is designated by BUMED for each class of ship and is based on past experience. Recommendations for changes to the AMAL should be forwarded through the chain of command to BUMED.
- **Authorized Dental Allowance List (ADAL).** The ADAL is the minimum amount of dental material to be maintained on board a ship or on order at any given time. The amount of material as noted in an ADAL is designated by BUMED for each class of ship and is based on past experience. Recommendations for changes to the ADAL should be forwarded through the chain of command to BUMED.
- **Type Commander's (TYCOM) Requirements.** To supplement the AMAL, TYCOMs may have additional requirements to maintain units in a high state of readiness and allow units to be self-supporting in an emergency, such as a natural disaster or humanitarian mission. TYCOM requirements for medical considerations relate to such items as gun bags, airways, litters, and battle dressing supplies.

- **Special Mission Usage.** These missions include but are not limited to humanitarian, civilian rescue, and drug interdiction operations.
- **Administrative Requirements.** The purchase of consumable or medical OPTAR restricted items may be made from the medical OPTAR with the approval of the executive officer. Medical books and publications listed in NAVMEDCOMINST 6820.1 may also be purchased with this OPTAR.

FEDERAL SUPPLY CATALOG SYSTEM

LEARNING OBJECTIVE: *Recall the terms associated with the Federal Supply System and how to use the Federal Supply Catalog.*

The Department of Defense Supply System contains more than 4 million items; of this total the Navy stocks more than 1 million items. To order supplies effectively from this system, you must have a basic understanding of the DoD supply system terminology and structure. This includes the naming, description, classification, and numbering of all items carried under centralized control of the United States Government. Only one identification number is used for each item, from purchase to final disposal.

TERMINOLOGY

To effectively procure and account for naval materials, you will need to be familiar with terminology commonly used in the supply system. Some of the terms with which you should be familiar are discussed below:

- BULK STOCK** Material in full, unbroken containers available for future use.
- CONSUMABLE** Supplies that are consumed or disposed of after use.
- EQUIPAGE** Items that require management control afloat because of high unit cost, vulnerability to pilferage, or indispensability to the ship's mission.

CONTROLLED EQUIPAGE Items of equipage that require special management control because the material is essential for the mission or the protection of life, is relatively valuable, or easily converted to personal use.

EQUIPMENT Any functional unit of hull, mechanical, electrical, ordnance, or electronic material, operated singly or as a component of a system or subsystem. Equipment is considered nonconsumable.

MATERIAL All supplies, repair parts, equipment, and equipage used in the Navy/Marine Corps.

NON-CONSUMABLE Supplies and materials that are not consumed or disposed of after their use. Buildings and equipment are nonconsumable items.

REPAIR PART Any item that has an application and appears in an allowance parts list (APL), stock number sequence list (SNSL), integrated stock list (ISL), Naval Ship Systems Command drawings, or a manufacturer's handbook.

RESERVE STOCK Items on hand and available for issue for a specific purpose, but not for general use (for example, decontamination supplies).

STANDARD STOCK Material under the control of an inventory manager and identified by a National Item Identification Number (NIIN). The NIIN is the last nine-digits of the Federal Stock Number.

STOCK NUMBER The smallest quantity of a supply item.

FEDERAL SUPPLY CLASSIFICATION SYSTEM

The Federal Supply Classification System is designed to permit the classification of all items of supply used by the federal government. Each item of supply will be included in one—AND ONLY ONE—FSC. The FSC is made up of 2 two-digit

numeric codes: the federal supply group and the federal supply class. The federal supply group identifies, by title, the commodity area covered by the classes within each group.

An example of a Federal Supply Group and its classes is as follows:

Group 65 Medical, Dental, and Veterinary Supplies and Equipment	6505 - Drugs Biological, and Official Reagents
	6508 - Medicated Cosmetics and Toiletries
	6510 - Surgical Dressing Material

NATIONAL STOCK NUMBERS

Every item in the Federal Supply Catalog is identified by a 13-digit stock number referred to as **National Stock Number** (NSN). The national stock number (NSN) for an item of supply consists of a four-digit federal supply classification (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 and seven digits that, in conjunction with the NCB code, identify each NSN item in the Federal Supply Distribution System.

The National Item Identification Number is a nine-digit number that identifies each item of supply used by the Department of Defense. Although the NIIN is part of the NSN, it is used independently to identify an item within a classification. Unlike the FSC, the NIIN is assigned serially, without regard for the name, description, or classification of the item.

An example NSN is: 3110-00-123-4567

3110	00-	123-4567
Federal Supply Classification (FSC)	National Codification Bureau Code	National Item Identification Number (NIIN)

NAVY ITEM CONTROL NUMBERS

Navy Item Control Numbers (NICN) identify items of material (such as pencils, staplers, sutures, and medications) that are not included in the FSC but are stocked in the Navy supply system. These numbers are 13-digits and are assigned by inventory control managers.

LOCAL ITEM CONTROL NUMBERS

Technically, any item identification number assigned by an activity for its own use is a Navy Item Control Number. To distinguish between NICNs that are authorized in supply transaction documents and those that are not, the term Local Item Control Number (LICN) is often used. A full explanation of the composition of NIINs, NICNs, and LICNs is contained in *Afloat Supply Procedures*, NAVSUP P-485.

COGNIZANCE SYMBOLS

Although cognizance symbols are not part of the NSN, they are used as supply management codes that identify the Navy inventory manager for the specific category of material requisitioned. This symbol consists of two parts, one numeric and one alphabetic. For example, the symbol for all Navy-owned bulk medical material is "9L."

FEDERAL SUPPLY CATALOG, MEDICAL MATERIAL SECTION

The Federal Supply Catalog contains all standard stock items available to agencies of the United States Government. It furnishes identification and management data for single-manager supply items. The sections of the catalog that are of special interest to the Hospital Corpsman are those dealing with medical items, as listed in the NAVSUP P-485, volume I, chapter 2. Each subsection deals with specific categories of material.

The following is a description of the subsections of Federal Supply Catalog, Medical Material, 6500 section:

- **Introduction**—provides a general overview of the contents and use of the catalog.
- **Alphabetical Index**—contains a list of item names, colloquial names, synonyms, common names, and trade names, referenced to index numbers, that help locate an item within the subsection.
- **Glossary of Colloquial Names and Therapeutic Index** (6505/6508 subsection only)—contains colloquial names, synonyms, and trade names arranged in alphabetical order and cross-referenced to appropriate National Item Names. Items are also classified by therapeutic use.

- **Identification List (IL)**—contains the following four sections:

1. **Preface**—Each subsection contains a preface that includes special instructions pertaining to that individual subsection.
2. **Alphabetical Index**—This list of National Item Names is cross-referenced to index numbers to help locate an item when the NSN is not known.
3. **National Stock Number Index**—This list of NSNs is arranged in numerical order and referenced to index numbers to help locate an item within a subsection.
4. **List of Items index number**—Some items are illustrated for clarity. Each item listed includes action codes; handling and/or storage codes, if any; NSN; and a brief description of the item.

- **Action Codes**—Additions, deletions, or revisions of published data are identified as follows:

N-new — indicates items not previously included in the basic publication, change bulletin, or change notice; or reinstatement of a previously deleted item.

C-change — indicates a change in data since the previous publication.

D-deletion — indicates an item that is no longer available.

- **Index Numbers**—Items are presented in alphabetical order; index numbers are assigned in ascending sequence within each pamphlet. They are used solely as a locator device and not in place of NSNs.

- **National Stock Number Index**—NIINs are listed in numerical order.

- **Descriptive Data**—Important distinguishing characteristics are stated in this section.

- **Description**—Information which appears below the item name and above the box in which the index number, NSN, and data are arranged. Operational data may appear as a footnote such as “cold weather use only.”

- **Notes**—Information regarding item special storage and handling procedures are as follows:

B — corrosive or poisonous material

C — contains one or more component items of the nature described under “R” below; used in connection with assemblies only

F — subject to damage by freezing

G — requires refrigeration between 2° to 8°C (35° to 46°F)

I — flammable or oxidizing materials

M — an item containing potentially recoverable precious metals

P — an item with potency period or expiration date

Q — drugs or other item requiring security storage and Schedule III, IV, and V

R — alcohol, alcoholic beverages, precious metals, or other substances requiring vault storage and Schedule II

W — item must be kept frozen for preservation

- **Navy Management Data List**—This list contains all items in the subsection and shows unit of issue, price, and authorized substitutions. A separate Navy Management Data List is published for each Identification List.

PROCUREMENT

LEARNING OBJECTIVE: *Recognize the various supply levels, and recall requisition form completion and processing procedures.*

Procurement is the act of obtaining materials or services. Material may be procured by requisition (items with federal stock numbers) or open purchase (items without federal stock numbers, procured from nonfederal sources). Requisitions are most frequently used, but open purchase is used for procuring

nonstandard material and emergency items. In this section, we will cover supply levels, supply level terminology, requisition, requisition documents, purchase procedures, and the Uniform Material Movement and Issue Priority System (UMMIPS).

LEVELS OF SUPPLY

There must be some control over the level or quantity of supplies kept by medical departments. Without controls, policy changes or poor ordering procedures may result in some items being in short supply, while other items are stockpiled in quantities that would not be consumed for several years. To avoid such occurrences, it is necessary to develop rules governing stock levels.

Supply Level Terminology

Supply levels may be expressed in one of two ways: in numerical terms and in terms of months of usage. **Numerical** is expressed as the total amount of supplies on hand. **Months of usage** is the most commonly used measurement of supply levels. It is the best method to use in accounting for the amount of items that are used on a monthly basis. In expressing the supply level of any stock item, four measurements may be used: operating level, safety level, storage objective, and requisitioning objective.

OPERATING LEVEL.—This measurement indicates the quantity of an item that is required to sustain operations during the interval between requisitions or the receipt of scheduled successive shipments of supplies. The operating level should be based upon the length of the replenishment cycle. For example, if requisitions are submitted every 2 months, the operating level would be the quantity of the item that is consumed every 2 months. This level will vary for different items.

SAFETY LEVEL.—This measurement indicates the quantity of an item, over and above the operating level, that should be maintained to ensure that operations will continue if replenishment supplies are not received on time, or if there is an unpredictably heavy demand for supplies. This measurement simply provides a margin of safety.

STOCKAGE OBJECTIVE.—This measurement indicates the minimum quantity of a stock item that is required to support current operations. It is the sum of the operating level and the safety level. For example, if the operating level of an item is 80 units and the safety level is 20 units, the stockage objective

would be to maintain 100 units of that item in stock at all times.

REQUISITIONING OBJECTIVE.—This measurement indicates the maximum quantity of a stock item that should be kept on hand and on order to support operations. It is the sum of the operating and safety levels and the quantity of an item that will be consumed in the interval between the submission of a requisition and the arrival of the supplies. Figure 13-1 illustrates the relationship between the various levels of supply.

Usage Data

The most accurate guide in determining supply requirements is past experience, as reflected in accurate stock records. Stock record cards (which will be discussed in detail later in the chapter) should be kept current to assist in the material usage notes. Stock records should tell you how much of each item has been used in the past. From this past usage data, you can make a reasonable projection of future usage rates. SAMS (SNAP Automated Medical System) is an additional management tool. SAMS is the current approved shipboard computer program used to track all aspects of medical supply.

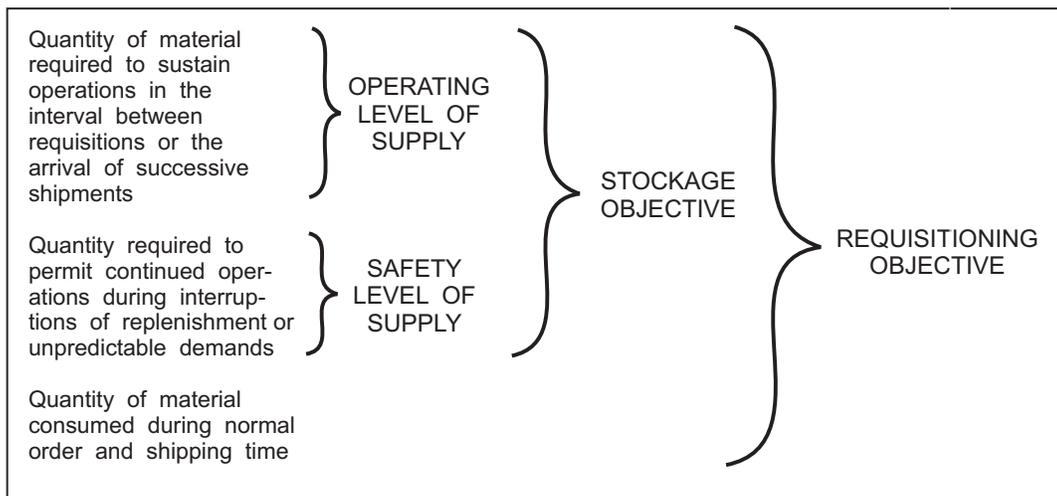
REQUISITIONS

A requisition is an order from an activity that is requesting material or services from another activity. Except for certain classes of material listed in NAVSUP P-485 and P-437, all items ordered from the Navy Supply System, other military installations, the Defense Logistics Agency (DLA), and the Government Services Administration (GSA) will be procured using the MILSTRIP system. MILSTRIP requisitioning is based upon the use of a coded, single-line-item document for each supply transaction discussed in the paragraphs that follow.

DoD Single-Line Item Requisition System Document (Manual), DD Form 1348

DD Form 1348 (fig. 13-2) is used as a requisition; requisition follow-up, modification, or cancellation; and tracer request on overdue shipments sent by insured, registered, or certified mail. This form is available in two-, four-, and six-part sets as follows:

- The two-part set is used by nonautomated ships for requisition follow-up, modification, or cancellation, and tracer requests;
- the four-part set is used for requisitioning from shore activities; and



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Figure 13-1.—Levels of supply.

DD FORM 1348 (6-FT) 1 MAR 74
REQUISITION SYSTEM DOCUMENT (MANUAL)
D.O.D. SINGLE LINE ITEM

SEND TO: _____ REQUISITION IS FROM: _____

A EDITING DATA: DOC. IDENT. RI--TO SUP
1 2 3 4 5 6 44

B STOCK NUMBER: FSC NIIN ADDIT UNIT OF QUANTITY
8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29

C DOCUMENT NUMBER: SER REQUISITIONER DATE SERIAL DEM AND SUP
30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51

D FUND DISTRIBUTION DOC. IDENT PRIORITY REQ DEL DATE
52 53 54 55 56 57 58 59 60 61 62 63 64

E STATUS DATA: DOC. IDENT SUP EST. AVAIL DATE STATUS
1 2 3 44 62 63 64 65 66

F ADVICE: _____ RI--TO _____

G _____

H _____

I _____

J _____

K _____

L _____

M _____

N _____

O _____

P _____

Q _____

R _____

S _____

T _____

U _____

V _____

REMARKS: _____

DD FORM 1348 (6-FT) 1 MAR 74
REQUISITION SYSTEM DOCUMENT (MANUAL)
D.O.D. SINGLE LINE ITEM

TO ASSURE LEGIBILITY ON ALL COPIES
USE TYPEWRITER OR BALL POINT PEN
PRESS HARD
S/N 0102-11-001-3490

EDITION OF 1 AUG 61 MAY BE USED UNTIL EXHAUSTED

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Figure 13-2.—MILSTRIP requisition document: DD Form 1348.

- the six-part set is used for requisitioning from other nonautomated ships (and from automated ships, when required).

Non-NSN Requisition (Manual), DD Form 1348-6

DD Form 1348-6 (fig. 13-3) is a six-part form used to requisition material that cannot be identified by an NSN, NATO stock number, or NICN other than permanent "LL"-coded NICNs. The form consists of two sections. The upper section includes essentially the same data elements as DD Form 1348. The lower section includes 10 data blocks for additional identification data.

Single-Line Item Consumption/Requisition Document (Manual), NAVSUP Form 1250-1

NAVSUP Form 1250-1 (fig. 13-4) is a seven-part multipurpose form used as a consumption document. It is also used as a MILSTRIP requisitioning document by nonautomated ships for procuring material or services from another ship, naval supply centers, naval supply depots, and Navy Inventory Control Point (NAVICP) Philadelphia.

Requisition and Invoice/Shipping Document, DD Form 1149

DD Form 1149 (fig. 13-5) is prepared for certain items that are excluded from MILSTRIP. These items are listed in NAVSUP P-485 and P-437. DD Form

DOCUMENT IDENTIFIER			ROUTING IDENTIFIER				M & S	ITEM IDENTIFICATION* (NSN, FSCM / Part No., Other)															UNIT OF ISSUE	QUANTITY					DOCUMENT NUMBER						
								FSCM					PART NUMBER																REQUISITIONER						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	
A	Ø	E	N	D	Z	6																	E	A	Ø	Ø	Ø	Ø	1	R	5	2	1	9	2
DOCUMENT NO. (Cont.)						DATE		SERIAL		DEMAND		SUPPLEMENTARY ADDRESS		SIGNATURE		FUND CODE		DISTRIBUTION CODE		PROJECT CODE		PRIORITY		REQUIRED DELIVERY DAY OF YEAR		ADVICE CODE		BLANK							
36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69		
8	Ø	3	3	Ø	1	4	R	Y	N	E	B	1	3	A	N	R																			
										REJECT CODE (FOR USE BY SUPPLY SOURCE ONLY)		IDENTIFICATION DATA																							
												*1. MANUFACTURE'S CODE AND PART NO. (When they exceed card columns 8 thru 22) Ø5Ø73 N3 - 12291 - P1Ø4																							
												2. MANUFACTURE'S NAME BABCOCK & WILCOX CO., NEW YORK, NY																							
3. MANUFACTURE'S CATALOG IDENTIFICATION										4. DATE (YYYYMMDD)					5. TECHNICAL ORDER NUMBER																				
6. TECHNICAL MANUAL NUMBER NAVY TECH MANUAL 351 - 0048										7. NAME ITEM REQUESTED ELEMENT, SOOT BLOWER, UNIT A																									
8. DESCRIPTION OF ITEM REQUESTED										8a. COLOR																									
										8b. SIZE																									
9. END ITEM APPLICATION BOILER, STEAM, MN, 634 PSI, 4617 CU FT, 1393 TB										9a. SOURCE OF SUPPLY BABCOCK & WILCOX CO.																									
9b. MAKE					9c. MODEL NUMBER					9c. SERIES					9e. SERIAL NUMBER Ø																				
10. REQUISITIONER (Clear text name and address) USS JOHN PAUL JONES (DDG - 32) FPO SAN FRANCISCO, CA 966Ø1 17818Ø84.7Ø2D/53824/ØØ60957/2D/R52192/ØØ8Ø333Ø/4NR										11. REMARKS ADDL EQUIP DATA: APL # Ø212ØØØØ7, MFR DW # MX 253ØØ1, EQUIP PATTERN # 12 ADDL ITEM DATA: NICN 441Ø - LL-CAO - ØØØ1: \$15Ø.ØØ A.B. SMITH, LT, SC, USN																									

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

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Figure 13-3.—Example of a Non-NSN Requisition (DD Form 1348-6).

1149 may be used as a requisitioning document or a receipt document. As a requisitioning document, use this form to procure GSA contract items such as medical books, journals, and standard and nonstandard BUMED-controlled items requiring local purchase action.

BUMED-CONTROLLED ITEMS

BUMED-controlled items are essential to preserve life (medications), are easily pilferable (hemostats, etc.), and/or have a high acquisition or replacement cost (CAT scan, X-Ray equipment). Requisition standard stocked BUMED-controlled items on DD Form 1348, and forward the request through the chain of command to the Naval Medical Logistics Command (NAVMEDLOGCOM) for technical review.

PROFESSIONAL BOOKS AND PUBLICATIONS

The listing of all books and publications that are required to be maintained at an activity can be found in NAVMEDCOMINST 5600.1 and NAVMEDCOMINST 6820.1. GSA periodically makes open-end contracts that cover the procurement of books. All professional books and publications are procured under the provisions of these contracts.

PURCHASES

Ships' supply officers and commanding officers of ships without Supply Corps officers may obtain supplies or services by purchase on the open market.

UNIFORM MATERIAL MOVEMENT AND ISSUE PRIORITY SYSTEM (UMMIPS)

The UMMIPS system assigns priorities to material movement. Issuing these priorities is an integral and vital part of MILSTRIP. 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 logistics systems. The method for determining the relative importance and urgency of logistics requirements is provided by the priority designator (PD), a two-digit code that ranges from 01 (highest) to 15 (lowest). The priority designator is determined from the urgency of need designator (UND) and the Force/Activity Designator (F/AD), as shown in table 13-1.

Force/Activity Designator (F/AD)

F/AD is a Roman numeral (I-V) that identifies and categorizes a force or activity on the basis of its military importance as shown below:

- I In Combat
- II Positioned for Combat
- III Positioned to Deploy/Combat
- IV Other Active and Selected Reserve Forces
- V All Other

Table 13-1.—Listing of Priority Designators

Force/Activity Designators*	URGENCY OF NEED DESIGNATORS*		
	Unable to Perform Mission A	Impaired Operational Capability B	Routine C
I In Combat	1	4	11
II Positioned for Combat	2	5	12
III Positioned to Deploy/Combat	3	6	13
IV Other Active & Selected Reserve Forces	7	9	14
V All Other	8	10	15

Numeric Priorities

*For additional detailed guidance concerning Force/Activity Designators and Urgency of Need Designators, see OPNAVINST 4614.1.

Urgency of Need Designator (UND)

The Urgency of Need Designator (UND) consists of an uppercase letter “A,” “B,” or “C.” It is selected to indicate the relative urgency of a force’s or activity’s need for a required item of material. Assignment of UND is the responsibility of the force or activity making the requisition and is derived according to NAVSUP P-485. UNDs and their associated definitions are as follows:

<u>UND</u>	<u>Definition</u>
A	<ul style="list-style-type: none"> (1) Requirement is immediate. (2) Without material, the activity is unable to perform one or more of its primary missions. (3) The condition noted in (2) above has been reported by established, not operationally ready supply/casualty report (NORS/CAS-REPT) procedures.
B	<ul style="list-style-type: none"> (1) Requirement is immediate or it is known that such a requirement will occur in the immediate future. (2) The activity’s ability to perform one or more of its primary missions will be impaired until the material is received. (3) Deals with Q-COSAL Reactor Plant components.
C	<ul style="list-style-type: none"> (1) Requirement is routine. (2) Combat Logistics force.

Priority Designator (PD)

PD is a two-digit number (01-highest to 15-lowest) determined by using the table of priority designator shown in table 13-1. For example, if your ship is assigned an F/AD of III and your requirement is of a routine nature, assign priority 13.

In addition to providing standardized criteria for assigning priorities, UMMIPS provides acceptable maximum processing times for use by supply activities in furnishing material. Processing time standards and additional codes used in MILSTRIP and UMMIPS are included in NAVSUP P-485. For additional detailed guidance concerning Force/Activity Designator and Urgency of Need Designator, see OPNAVINST 4614.1.

PREPARING A MILSTRIP REQUISITION

LEARNING OBJECTIVE: *Recognize MILSTRIP requisition procedures and how they are used for material receipt, custody, and stowage.*

MILSTRIP uses coded data for processing requisitions with automatic data processing equipment. No matter what type of requisitioning document you use, use extreme care in selecting and entering the coded data elements. These codes apply to all levels of supply. Although they are too numerous for all to be included in this chapter, the codes can be found in the appendices of NAVSUP P-485. The following general rules apply to MILSTRIP requisition:

- Enter data by ball-point pen or typewriter. Do not use pencil; pencil marks can cause errors when the requisition is processed through mark sensing equipment.
- Data should be entered between the “tic” marks on the form. However, it is mandatory that entries be included within the data fields to which they pertain.
- To eliminate confusion between the numeral zero and the letter “O,” use the communications zero (0) on MILSTRIP requisitions when zeros are applicable.

Specific details for completing DD Form 1348 and NAVSUP Form 1250-1 can be found in NAVSUP P-485.

MATERIAL RECEIPT, CUSTODY, AND STOWAGE

For every procurement action taken, there is a receipt action that follows. Once the supplies are received, they must be identified, checked, and distributed to the appropriate storeroom or department, and documentation as to their receipt, custody and stowage must be accomplished.

Material Receipt

As in every situation, responsibility for actions taken must be assigned to key personnel. In the receipt of government-owned materials, responsibility for receipts takes on an added importance because of the many types of material receipts and the required accountability.

Receipt Documentation

There are several types of receipt papers, and which type is used depends upon the manner in which the material was requested, the issuing activity, and the modes of transportation used in delivery. The most commonly encountered receipt is the DoD Single Line Item Release/Receipt Document, DD Form 1348-1, (fig. 13-6). Regardless of the type of receipt document, the end-use receiver must

1. date the document upon receipt,
2. circle the quantity accepted, and
3. sign the document to indicate receipt.

Receiving Procedures

Small quantities of stores received on a daily basis require no special preparations for receipt. Stock large quantities of stores in a central area out of the traffic flow and hold there until preliminary identification and package count are completed. Then sort them according to the department or storeroom to which they will be distributed.

Report of Discrepancy

Item or packaging discrepancies attributable to the shipper (including contractors, manufacturers, or vendors) should be reported on the Report of

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	MI	FSC	STOCK NUMBER	ADD	UNIT OF ISSUE	QUANTITY	DOCUMENT NUMBER	REQUISITIONER	DATE	SERIAL	SUFFIX	SERIAL	SUPPLEMENTARY ADDRESS	FUND	DISTRIBUTION	PROJECT	PRIORITY	REC'D DEL. DATE	ADVISE	RI	UNIT PRICE	DOLLARS	CTS.																																																							
A0A	NN23	591	000	1234567	E	00005	V52192	7081	0001	Y	A3456AAR	9N	EE518	2B	1	20	6	00	1	20	6	00	1	20																																																							
SHIPPED FROM	SHIP TO	MARK FOR	PROJECT	TOTAL PRICE	DOLLARS	CTS.																																																																									
N00189	V52192	A3456	EE5	6	00	1	20																																																																								
WAREHOUSE LOCATION	TYPE OF CARGO	UNIT PACK	UNIT WEIGHT	UNIT CUBE	UFC	MFC	FREIGHT RATE	DOCUMENT DATE	MAT COND	QUANTITY	TOTAL PRICE	DOLLARS	CTS.																																																																		
210064272								7190																																																																							
SUBSTITUTE DATA (ITEM ORIGINALLY REQUESTED)	FREIGHT CLASSIFICATION NOMENCLATURE	ITEM NOMENCLATURE	AN ALPHABETIC CODE IN THIS BLOCK INDICATES A PARTIAL SHIPMENT.																																																																												
W	X	CAPACITOR	Y																																																																												
S H I P P I N G	RECEIVED BY AND DATE	INSPECTED BY AND DATE																																																																													
P	7	8																																																																													
R E E S E R V E S	WAREHOUSED BY AND DATE	WAREHOUSE LOCATION																																																																													
V	9	10																																																																													
REMARKS:	IF FSN HAS CHANGED OR A SUBSTITUTE FSN HAS BEEN ISSUED, THE FSN ORIGINALLY ORDERED SHOWN HERE.																																																																														
AA	PED	DD	EE																																																																												
11	12	FF	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	EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED	DOD SINGLE LINE ITEM RELEASE / RECEIPT DOCUMENT																																																																												

Figure 13-6.—DoD Single Item Release/Receipt Document, DD Form 1348-1.

Discrepancy (ROD), SF 364, by the receiving activity. The purpose of the ROD is to determine the cause of the discrepancy, effect corrective action, and prevent recurrence. When both item discrepancies and packaging discrepancies are noted on the same shipment, both blocks on the top of SF 364 should be checked and the types of discrepancies noted. The types of discrepancies required to be reported are described in chapter 4 of NAVSUP P-485. Detailed instructions for preparing and distributing of RODs are contained in the current version of SECNAVINST 4355.18.

Custody

The term **custody** refers to the responsibility for proper care, stowage, and use of Navy material and records pertaining to such. Stored material is required to be kept under lock and key, except when the material is too numerous or too large to make such stowage impractical. Lock storeroom spaces securely when not in use.

Stowage

Material in storerooms and other designated stowage areas should be arranged to

- ensure maximum use of available space,
- provide orderly stowage and ready accessibility,
- prevent damage to spaces or injury to personnel,
- reduce the possibility of material loss or damage,
- make it easy to issue the oldest stock first, and
- make it easy to inventory.

The preceding criteria and a “common-sense” approach will enable storeroom personnel to achieve stowage efficiency. To the maximum extent that available space permits, you should adhere to the following guidelines when stowing material:

- Locate heavy bulk material and materials handling equipment near hatches or doors to minimize the physical effort required for loading, stowage, and breakout.

- Locate light bulky materials in storerooms with high overhead clearances for maximum use of available space.
- Segregate materials that are dissimilar in type or classification.
- Locate frequently requested materials as close as possible to the point of issue.
- Locate shelf-life items in a readily accessible area to facilitate periodic screening.
- Install appropriate stowage aids (flashlight, paper, and pencil) in spaces where they are readily accessible.
- Make aisles at least 30 inches wide, if possible.
- Arrange material with identification labels facing outward to make issue and inventory easy.
- Avoid multiple locations for the same item.

If you follow the preceding criteria and guidelines, you should have no problems in maintaining your spaces and issuing and inventorying materials.

SPECIAL STOWAGE OF ITEMS

At times, you will have items that require special stowage. The *Naval Ships' Technical Manual (NSTM)* and the *Hazardous Materials Information System (HMIS)*, DoD 6050.5, outline the requirements for shipboard stowage of dangerous materials and lists the materials under each classification. We will now cover the classifications of material and discuss storage requirements for special types of material.

Hazardous Material

Hazardous material includes all types of compressed gases and materials that present a fire hazard or are otherwise dangerous. Paint and oil constitute the bulk of material in this category. Paint and flammable liquid storerooms are normally provided with alarm and CO₂ smothering systems that can be activated by automatic temperature-sensitive devices inside storerooms and by manual controls outside storerooms. A flooding system operated manually outside storerooms is an additional safety factor. These storerooms are located, when practical, below the full-load water line, near either end of the vessel, but not adjacent to a magazine. They are equipped with watertight doors that must be locked and dogged when not in use.

Compressed Gases

Stow compressed gases on the weather deck, and securely fasten them in a vertical position. Protect the cylinder valves from accumulations of ice and snow, and screen the cylinders from direct rays of the sun. NAVSUP P-485 contains more specific information concerning handling compressed gas cylinders.

Acid

Liquid acid, unless classified as safe material, is stowed in an acid locker. Acid lockers are leak-proof and lead-lined boxes, chests, or lockers specifically designed for stowing bottles or carboys of acid. Medical acids may be stored in a medical storeroom.

Alcohol

Alcohol should be stowed in a locked container in the paint and flammable liquid storeroom, to which only the supply officer (or other officer designated in writing by the commanding officer) has the key or combination.

SHELF-LIFE MATERIAL

Shelf-life material is subject to deterioration. These items are assigned a **shelf-life code** listed in the NMDL. The code denotes the shelf-life span of material from the date of manufacture to the date of disposal, or date of testing according to the inventory manager's instructions to extend the shelf life. Type I codes (alpha) apply to items for which shelf life cannot be extended. Type II codes (numeric) apply to items for which shelf life may be extended.

OTHER REPAIR PARTS

Repair parts should be stored in their original containers. With today's improving techniques and the material used in packaging, repair parts may be stored for a considerable time without damage from dust, shock, or humidity.

STOREROOMS

When you are in charge of a storeroom, you are also responsible for maintaining cleanliness of the space. Before you secure each night, sweep the storeroom and remove all trash. Periodically clean bins, shelves, ventilation ducts, and fans.

The overall condition of your space is also your responsibility. Rust is an ever-present enemy, and constant vigilance is required to keep it under control. Rust spots should be chipped, wire brushed or sanded, primed, and spot painted. Tighten loose bolts promptly to prevent possible damage to the storeroom or its contents. Examine pipes, valves, electrical systems, watertight fittings, and fire-fighting equipment daily, and report any defect to the supply officer.

Before getting underway into open seas, thoroughly inspect and secure storerooms to prevent stores from shifting due to the ship's motion. Lash bulk stores to bulkheads, stanchions, or battens, and secure the fronts of open bins and shelves to prevent stores from falling out on the deck. Unless approval is obtained from the commanding officer, do not stow personal gear in storerooms designated for supplies.

INVENTORY

LEARNING OBJECTIVE: *Recognize specific characteristics of each type of supply inventory, how inventories are to be conducted, and procedures for inventory reconciliation.*

Throughout this section, we will use various terms to refer to inventory control procedures. Some of these terms are defined here to help you understand them and apply them correctly. NAVSUP P-485 provides definitions for all the terms used in inventory control.

DEFINITIONS

In the following paragraphs, we will discuss definitions that are used in the supply system.

Inventory

Inventory is the quantity of stocks on hand for which stock records are maintained, or the function whereby the material on hand is physically inspected and counted and stock records reconciled accordingly.

Order and Shipping Time

Order and shipping time refers to the time elapsing between submitting a requisition and receiving the material requisitioned (also called **procurement lead time**).

Average Endurance Level

Average endurance level refers to the quantity of material normally required to be on hand to sustain operations for a stated period without resupply.

High Limit (Requisitioning Objective)

High limit is the maximum quantity of material to be maintained on hand and on order to sustain current operations normally for 9 months.

Low Limit (Reorder Point)

Low limit (reorder point) is the least amount of the stock required to be left on hand before the need to reorder is indicated.

Not Carried (NC) Items

Not carried (NC) items are items not stocked in storerooms or for which stock records are not maintained.

Not in Stock (NIS)

Not in stock (NIS) are items carried in stock but not on board when demand occurs.

Demand

Demand refers to the request for an NC item that will be procured or an issue of a stock item.

Frequency of Demand

Frequency of demand refers to the number of requests for an item within a given time frame, regardless of the quantity requested or issued.

Integrated Logistics Overhaul (ILO)

The ILO is an overhaul procedure divided into several phases, designed to weed out obsolete and unused items.

TYPES OF INVENTORIES

There are several types of inventories, each with a specific purpose. These types of inventory are bulkhead-to-bulkhead, specific commodity, special material, spot, velocity, and random sampling.

Bulkhead-to-Bulkhead

A bulkhead-to-bulkhead inventory is a physical count of all the material aboard a ship or within a specific storeroom. A bulkhead-to-bulkhead inventory of a specific storeroom is conducted when a random sampling of that storeroom fails to meet the inventory accuracy rate of 90 percent.

Specific Commodity Inventory

The specific commodity inventory is a physical count of all items under the same cognizance symbol or federal supply class (such as 6515/6505), or that support the same operational function (e.g., bandages, IV fluids, needles, etc.).

Special Material Inventory

A special material inventory requires the physical count of all items that, because of their physical characteristics, costs, or other reasons, are specifically designated for separate identification and inventory control. Special material inventories include but are not limited to stocked items designated as classified or hazardous. Physical inventory of such material is required on a scheduled basis, as prescribed in the NAVSUP P-485.

Medical supplies are examples of both the specific commodity and special material inventories.

Spot Inventory

A spot inventory is an unscheduled type of physical inventory to verify the existence of a specific item. It is usually conducted when a requisition is returned showing the item is not in stock but the stock records indicate the item is on hand. A spot inventory is also conducted when directed by higher authority or when a specific item has been found to be defective.

Velocity Inventory

A velocity inventory is based on the premise that the faster an item moves, the greater the room for error. This type of inventory is required on items with a relatively high turnover rate.

Random Sampling Inventory

A random sampling inventory is considered to be part of the annual scheduled inventory program. It is

done to measure the stock record accuracy for a segment of material on hand.

INVENTORY PROCEDURES

Proper inventory procedures mandate a complete and correct item count. You must ensure that the total quantity of each item is determined as accurately as possible. Keeping in mind that inventories are conducted to bring stock and stock records into agreement, you can see the importance of a complete, accurate, and legible inventory. Documents authorized for conducting inventory counts of stock material include NAVSUP 1075 (whether or not maintained as locator records) and machine or manually prepared listings. Copies of *Stock Record Card, Afloat*, NAVSUP 1114, even when maintained in storerooms, are not to be used as inventory count documents.

Promptly upon completion of the physical inventory and before matching inventoried quantities against stock record balances, review the inventory documents to ensure that

- all items scheduled for inventory have been counted or verified as nonexistent,
- quantities counted are legibly recorded and compatible with related units of issue,
- all locations applicable to the inventory segment have been checked,
- “added” items are adequately identified and legibly recorded,
- items are documented in National Item Identification Number sequence, and
- documents are dated and initialed.

RECONCILIATION OF COUNT DOCUMENTS AND STOCK RECORDS

Upon completion of the physical count and review of the count documents (documents with the actual numerical count of the items), the next step in the inventory process is to reconcile count documents with the stock records. This is done to determine if a difference exists between the physical count and the amount recorded on stock records.

When the count documents are correct and complete, compare them, item by item, with the applicable stock records to determine whether differences exist. If no differences exist, post the matched count cards or items in the inventory listing to

the applicable stock record. Enter the Julian date (numerical day of the year) of the inventory and the notation "INV" in the **DATE & SER/WCC** column, and enter the inventory quantity in the **ON-HAND** column. The inventory quantity and the on-hand number should match. See figure 13-7. If differences exist in the on-hand quantity, locations, or other stock record data, reconcile such differences using the procedures outlined in NAVSUP P-485.

STOCK RECORD CARDS

LEARNING OBJECTIVE: Recall how to prepare and post stock record cards.

Without stock record cards, it would be impossible to know if there were adequate stocks of material necessary for the operation of the medical department of a ship. Procurement of stock must be based on the information contained on the stock record cards. Use of approved computer programs are encouraged. Manual stock record cards are discussed in the paragraphs that follow.

The two stock record cards most commonly used in recording usage data are the *Stock Record Card, Afloat*, NAVSUP 1114, and the *Stock Record Card*.

These cards are maintained stock records for all items of stocked material.

DESCRIPTION OF NAVSUP 1114

The pre-printed captions appearing on the top line and at the bottom of the NAVSUP 1114 are identical to each other, and most of the captions are familiar and self-explanatory. Additional information on some of the top- and second-line data elements may help you understand the captions, as well as the source and use of the data shown.

Material Control Code (MCC)

The material control code (MCC) is a single alphabetic character assigned by the inventory control manager to segregate items into more manageable grouping of fast-, medium-, or slow-moving items, or to relate to field activities special reporting and control requirements. This is a first-line entry and is mandatory for repairable items.

Allowance Parts List/Allowance Equipage List (APL/AEL)

The APL/AEL is a system for numbering the repair parts and equipment-related consumable items. If the

NAVSUP FORM 1075 (REV 2/70)

1H	4330-00-931-2473	FILTER ELEMENT	EA	C1555
COG	STOCK NUMBER AND DESCRIPTION		U/I	ITEM LOCATION(S)
SPECIAL MATERIAL CATEGORY (CHECK APPLICABLE BLOCKS)		DATE	QUANTITY	GAIN
				LOSS
				U/P
				EXT.
<input type="checkbox"/> DLR		10/1/98	3	
<input type="checkbox"/> CRITICAL		4/10/99	4	

NAVSUP FORM 1114 (Afloat)

1H	4330-00-931-2473	FILTER	EA	7.90	691300125	C1555	6	5	2							
COG	NATIONAL STOCK NO.	SMIC	DESCRIPTION	U/I	UNIT PRICE	APL/AEL NO.	LOCATION	HL	LL	SL						
U	R52192	2	R	4/98	12	8										
C								6		6						
REQUISITIONS OUTSTANDING		A/L QTY	E/R/C	BEG. MO. DEM.	DOB	DFBF	URGMRT	EOI	CI	MCC	HIC	SCC	SLC	PBB	DEM. PD	DEM. QTY.
JUL. DATE	SERIAL NO.	QUANTITY	DATE & SER./WCC	RECEIPTS	ISSUES	ON HAND	DATE & SRR/WCC	RECEIPTS	ISSUES	ON HAND						
	0360	5267	2	7046 BP		4										
	8059	3341	2	8059-0459		2										
				8076	8267	2				4						
				8101-INV		4										

Figure 13-7.—Posting inventory to stock records

Integrated Stock List (ISL) indicated that more than one AEL or APL applies to the same item, enter the letter “M” instead of the AEL/APL number. Enter “General Use” or “GUCL” for non-equipment-related consumables.

Location

Location tells each area in which the item is stored.

High Limit, Low Limit, Safety Level (HL, LL, SL)

High limit, low limit, and safety level quantities are computed in accordance with NAVSUP P-485 and recorded on the NAVSUP 1114.

Allowance List Quantity (A/L QTY)

Allowance list quantity (A/L QTY) is filled in for items on the AMAL/ADAL and left blank for non-allowance items.

Allowance Type Code (AT)

The AT code is assigned by the Integrated Logistics Overhaul (ILO). It is a single-character numeric code based on the item use, requirement to be carried, or usage rates. When an item is added between ILOs, assign the appropriate AT code.

E/R/C Codes

The E/R/C codes are used for equipage items (E), repair parts and equipment-related consumables (R), or for general-use consumables (C). Equipage items (E) are for special accounting class 207 ships only.

BEG.MO.DE.

The BEG.MO.DE codes are the beginning date of the demand period, generally the date of the last ILO. When the original (ILO-prepared) card is filled and a new card is prepared, bring this date forward to the new card with the demand and frequency of demand recorded on the original card. When a card is prepared between ILOs, the demand date is the date of the initial requisition.

Demand Frequency Brought Forward (DFBF)

The demand frequency brought forward (DFBF) code is the total brought forward from a filled stock record onto a new stock record.

URG

The URG code is a checkmark or “X” if the item is listed in the Consolidated Afloat Requisitioning Guide Overseas (CARGO).

MRT

The MRT code is a checkmark or “X” if the item is listed in the SERVMART shopping list of the local supply support activity.

Economic Order Item (EOI)

The economic order item (EOI) is a checkmark or “X” if the item is listed as an economic order item (low-cost item that may be ordered in a 90-day quantity if cost does not exceed \$40).

Critical Item (CI)

The critical item (CI) is a checkmark or “X” if the item is listed as a critical item.

Military Essentiality Code (MEC)

The military essentiality code (MEC) is indicated in the Coordinated Shipboard Allowance List (COSAL) stock number sequence list (SNSL) for repair parts and equipment-related consumables.

Security Classification Code (SCC)

The security classification code (SCC) is used when applicable.

Shelf-Life Code (SLC)

The shelf-life code (SLC) is used when applicable.

Pre-Expended Bin (PEB) Item

The PEB code is a checkmark or “X” used on the NAVSUP 1114 when the item is designated as a pre-expended bin item (e.g., nuts, bolts), or when the unit of issue is large.

Requisition Outstanding

The requisition outstanding code is the Julian date, serial number, and quantity applicable to each procurement document.

PREPARING NEW CARDS

When the original card is filled, prepare a new card, duplicating the stock item information (except for usage data). Enter the beginning date on the new card. Bring forward the demand quantity and frequency demand totals from the old card to the new card. Also bring forward any requisitions still outstanding. Retain the old card, and file it according to local policy.

POSTING PROCEDURES

Post stock record cards daily as receipt and issue documents are received. Proper posting procedures include comparing the following data elements on receipt documents with those on the stock record cards:

- Cognizance symbols
- NSN
- Unit of issue
- Unit price
- Storage location
- Quantity received with quantity requisitioned

If the data elements on the receipt documents and the stock record card are in agreement, enter the Julian date of the receipt and the serial number of the related requisition in the DATE & SER/WCC column. Enter the quantity received in the RECEIPTS column, and increase the balance in the ON-HAND column by the

quantity received. Draw a single line through the applicable requisition data for a full receipt (see fig. 13-8). For a partial receipt, if there is a suffix code in block 44 of DD Form 1348-1, draw a single line through the quantity and write the outstanding quantity next to it (fig. 13-8). If there is no suffix code in block 44, consider the requisition as complete. For supplies received in excess of the requisitioned amount, refer to NAVSUP P-485.

CONTROLLED SUBSTANCES

LEARNING OBJECTIVE: *Recall security and inventory procedures for controlled substances.*

Naval medical facilities dispensing pharmaceuticals range from large medical centers ashore to small sickbays aboard ships of the fleet. The custodial responsibility of controlled substances is vested in the commanding officer. An officer of the Medical Department or, in such an officer's absence, a commissioned officer designated by the commanding officer, keeps all unissued controlled substances in a separate, locked compartment. Controlled substances include tranquilizers, alcoholic beverages, alcohol, hypnotics, stimulants, and narcotics that require special custodial care. Medicinals are designated controlled substances by the symbol "Q" or "R" in the notes column of the Federal Supply Catalog. The Force

PARTIAL QUANTITY RECEIVED, BALANCE DUE

25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45
QUANTITY		DOCUMENT NUMBER																		
REQUISITIONER	DATE	SERIAL	SUFFIX																	
00002	R	52192	9151	3391	A															

REQUISITIONS OUTSTANDING			A/L QTY	AT	E/R/C	REG. NO.	DES.	DO SF	DF SF	URG
DUE DATE	SERIAL NO.	QUANTITY	DATE & SER./WCC			RECEIPTS	ISSUES	ON HAND		
18 APR 99	9151-3391	3	18 APR 99					6		
	9151-0345						3	3		
	9216-3391					2		5		

PARTIAL QUANTITY RECEIVED, BALANCE CANCELLED

25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45
QUANTITY		DOCUMENT NUMBER																		
REQUISITIONER	DATE	SERIAL	SUFFIX																	
00001	R	52192	9151	3392																

REQUISITIONS OUTSTANDING			A/L QTY	AT	E/R/C	REG. NO.	DES.	DO SF	DF SF	URG
DUE DATE	SERIAL NO.	QUANTITY	DATE & SER./WCC			RECEIPTS	ISSUES	ON HAND		
18 APR 99	9151-3392	2	18 APR 99					4		
	9151-0346						2	2		
	9216-3392					1		3		

Figure 13-8.—Posting partial quantities to stock records.

HMF31308

Medical Officer also has authority to designate a medicinal as “controlled.”

BULK CUSTODIAN

The commanding officer appoints in writing a commissioned officer to serve as the bulk custodian. This officer is responsible for and maintains custody of all bulk controlled substances.

SECURITY

Security of controlled substances is of utmost importance. Therefore, access to controlled medicinals is limited to the bulk custodian and the senior medical department representative (SMDR). Only individuals whose official duties require access to such spaces will be provided the safe combinations.

ACCOUNTABILITY

The bulk custodian and the SMDR are responsible for the receipt and custody of controlled substances. Each unit must maintain a detailed record of the receipt, transfer, survey, dispensing, and expenditure of controlled substances in accordance with MANMED, chapter 21.

INVENTORY BOARD

Monthly, or more frequently if necessary, the Controlled Substances Inventory Board will conduct an unannounced inventory of controlled substances. The commanding officer appoints three members to this board, at least two of whom are commissioned officers. The third member is an E-7 or above. The officer having custodial responsibility is not appointed to the board. After the board conducts the monthly inventory, it will submit a report to the commanding officer.

SURVEY OF CONTROLLED SUBSTANCES

The survey or inspection of the controlled substance inventory will be much easier if you adhere to proper documentation procedures. Destroy controlled substances in the presence of at least one member of the inventory board. Make appropriate entries to the stock records and the Controlled Substances Log. Items are destroyed in a manner that ensures total destruction and prevents subsequent use. The method of destruction must meet federal, state, and local environmental pollution control standards.

PROPERTY SURVEYS

A property survey is the procedure that is used when Navy property or Defense Logistics Agency material is lost, damaged, or destroyed. The purpose of a survey is to determine who or what is responsible for the loss, and to determine the actual loss to the United States Government. To make a true determination, the facts surrounding the loss or damage must be thoroughly investigated in a timely manner. The forms discussed in the following paragraphs are used in connection with survey procedures.

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS, DD FORM 200

The *Financial Liability Investigation of Property Loss*, DD Form 200, is used if personal responsibility is evident, and if the commanding officer or higher authority so directs.

For more detailed information about the survey procedures, refer to the NAVSUP Manual, volumes I and II.

CONTINGENCY SUPPLY BLOCKS

LEARNING OBJECTIVE: *Recall assemblage and management procedures for medical contingency supply blocks.*

At some point in your career, you may be assigned to one of the six types (surgical, medical regulating, preventive medicine, specialist support, special psychiatric rapid intervention (SPRINT), or humanitarian support) of Mobile Medical Augmentation Readiness Teams (MMART), to a fleet hospital, or to some other contingency-related unit. MMARTs are specialty units that can be deployed anywhere in the world on short notice. The *Medical Augmentation Program (MAP)*, BUMEDINST 6440.5, gives detailed information on policies, procedures, and responsibilities on the various types of teams. These specialty units require supplies and equipment that may not be available or are in limited supply in the area to which deployed. To circumvent this problem, contingency supply blocks have been established.

Contingency supply blocks consist of functionally packaged medical and dental equipment and supplies. Each block is assembled to meet the needs of a specific

unit. For example, a surgical supply block contains enough equipment to establish one operating room and sufficient supplies for 100 major surgical cases. BUMEDINST 6440.6, *Mobile Medical Augmentation Readiness Team (MMART) Manual*, contains information about several other blocks and their support capabilities.

ASSEMBLING THE BLOCK

The contents of each contingency supply block are outlined in an Authorized Medical Allowance List (AMAL) specific to that block. The Naval Medical Logistics Command (NAVMEDLOGCOM) is responsible for developing, publishing, maintaining, and coordinating a comprehensive review of all AMALs on at least an annual basis. The AMAL is the basic source document used to sustain supply block management. The preface of the AMAL contains instructions for maintaining, packing, and marking the block.

MANAGING THE BLOCK

Contingency supply blocks contain dated, shelf-life, or deteriorative items such as pharmaceuticals, intravenous solutions, and prepackaged items. Proper management of the block ensures operational readiness. Dated items in the block must have an expiration date sufficiently far in

the future to allow for a lengthy deployment (up to 6 months). The requirement for monthly status and quarterly readiness reports ensures the designated supply blocks are ready for rapid deployment. This reporting process also allows the team members to become familiar with the contents of the block and the operability of all equipment.

Navy medicine's primary mission—and most important responsibility—is to provide combat-ready professional medical personnel to support the Navy and Marine Corps team. A highly effective logistic management program is the cornerstone for any deployed mission.

SUMMARY

In this chapter we identified Naval Supply manuals and publications. We introduced the Federal Supply Catalog System, and we discussed the proper procedures used to estimate supply needs, procure supplies and material, and account for supplies and operating funds. We also discussed the several types of inventory used in the Navy and the proper procedures for conducting each inventory, as well as the importance of stock record cards and the information required to be recorded on them. Finally, we identified the importance of and specific procedures for safeguarding controlled substances.

