NONRESIDENT
TRAINING
COURSE

December 1994

Mineman, Volume 2 (MN 1 & C)

NAVEDTRA 14153

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

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.

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PREFACE

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 total 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 nonresident training course, you will demonstrate a knowledge of administrative functions and supply procedures as they relate to the Mine Force.

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. It also reflects guidance provided by Enlisted Community Managers (ECMs) and other senior personnel, technical references, instructions, etc., and either the occupational or naval standards, which are listed in the *Manual of Navy Enlisted Manpower Personnel Classifications and Occupational Standards*, NAVPERS 18068.

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

VALUE: In completing this course, you will improve your military and professional knowledge. Importantly, it can also help you study for the Navy-wide advancement in rate examination. If you are studying and discover a reference in the text to another publication for further information, look it up.

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MNCM M.D. Femrite

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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."

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SUMMARY OF THE MINEMAN TRAINING SERIES

This is series of training manuals was developed to replace the *Mineman 3 & 2* and *Mineman 1 & C* manuals. The content is directed toward personnel working toward advancement in the Mineman rating.

The five volumes in this series are based on major topic areas with which the Mineman should be familiar. Their topics include the following areas:

Volume 1: Mine warfare, operations, and organization.

Volume 2: Mine shop administration and supply.

Volume 3: Mine maintenance and explosive materials.

Volume 4: Mines and mine components.

Volume 5: Exercise and training mines.

INSTRUCTIONS FOR TAKING THE COURSE

ASSIGNMENTS

The text pages that you are to study are listed at the beginning of each assignment. Study these pages carefully before attempting to answer the questions. Pay close attention to tables and illustrations and read the learning objectives. The learning objectives state what you should be able to do after studying the material. Answering the questions correctly helps you accomplish the objectives.

SELECTING YOUR ANSWERS

Read each question carefully, 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 Nonresident Training Course Administration Branch at the Naval Education and Training Professional Development and Technology Center (NETPDTC). Following enrollment, there are two ways of having your assignments graded: (1) use the Internet to submit your assignments as you complete them, or (2) send all the assignments at one time by mail to NETPDTC.

Grading on the Internet: Advantages to Internet grading are:

- you may submit your answers as soon as you complete an assignment, and
- you get your results faster; usually by the next working day (approximately 24 hours).

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:

http://courses.cnet.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:

COMMANDING OFFICER
NETPDTC N331
6490 SAUFLEY FIELD ROAD
PENSACOLA FL 32559-5000

Answer Sheets: All courses include one "scannable" answer sheet for each assignment. These answer sheets are preprinted with your SSN, name, assignment number, and course number. Explanations for completing the answer sheets are on the answer sheet.

Do not use answer sheet reproductions: Use only the original answer sheets that we provide—reproductions will not work with our scanning equipment and cannot be processed.

Follow the instructions for marking your answers 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

If your overall course score is 3.2 or higher, you will pass the course and will not be required to resubmit assignments. Once your assignments have been graded you will receive course completion confirmation.

If you receive less than a 3.2 on any assignment and your overall course score is below 3.2, 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 will receive a letter of completion.

ERRATA

Errata are used to correct minor errors or delete obsolete information in a course. Errata may also be used to provide instructions to the student. If a course has an errata, it will be included as the first page(s) after the front cover. Errata for all courses can be accessed and viewed/downloaded at:

http://www.advancement.cnet.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:

E-mail: n311.products@cnet.navy.mil
Phone: Comm: (850) 452-1548
DSN: 922-1548
FAX: (850) 452-1370
(Do not fax answer sheets.)
Address: COMMANDING OFFICER
NETPDTC N311
6490 SAUFLEY FIELD ROAD
PENSACOLA FL 32509-5237

For enrollment, shipping, grading, or completion letter questions

E-mail: fleetservices@cnet.navy.mil
Phone: Toll Free: 877-264-8583
Comm: (850) 452-1511/1181/1859
DSN: 922-1511/1181/1859
FAX: (850) 452-1370
(Do not fax answer sheets.)
Address: COMMANDING OFFICER
NETPDTC N331
6490 SAUFLEY FIELD ROAD
PENSACOLA FL 32559-5000

NAVAL RESERVE RETIREMENT CREDIT

If you are a member of the Naval Reserve, you may earn retirement points for successfully completing this course, if authorized under current directives governing retirement of Naval Reserve personnel. For Naval Reserve retirement, this course is evaluated at 3 points. (Refer to *Administrative Procedures for Naval Reservists on Inactive Duty,* BUPERSINST 1001.39, for more information about retirement points.)

Student Comments

Course Title: *Mineman, Volume 2 (MN 1 & C)*

NAVEDTRA: 14153 **Date**: _____

We need some information about you:

Rate/Rank and Name: _____ SSN: _____ Command/Unit _____

Street Address: _____ City: _____ State/FPO: _____ Zip _____

Your comments, suggestions, etc.:

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

CHAPTER 1

ADMINISTRATIVE FUNCTIONS

LEARNING OBJECTIVES

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

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

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

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

NAVAL CORRESPONDENCE

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

This chapter is primarily concerned with the correct format of official correspondence. The samples shown are based on the general instructions contained in the *Department of the Navy Correspondence Manual,* SECNAVINST 5216.5. When you are assigned to a billet requiring the preparation of correspondence, you must consult local command instructions outlining the specific details pertaining to the preparation of official correspondence in that command. For basic procedures to follow when drafting or typing naval correspondence, consult SECNAVINST 5216.5.

STANDARD NAVAL LETTERS

Official letters are usually prepared in naval format when communicating with naval commands. However, this format is also used when you are writing to certain other agencies of the U.S. Government, especially those within other branches of the Department of Defense or the Coast Guard. Some civilian firms that deal extensively with the Navy have also adopted the naval format. The various components of a naval letter are discussed in the following paragraphs and are illustrated in figure 1-1.

Stationery

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

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

Margins

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

Writing Styles

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

Identification Symbols

The types of identification symbols maybe used on correspondence for reference purposes. Located in the upper-right comer and blocked one below the other, they include the standard subject identification code, the originator's code with or without the serial number, and the date.

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

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

Example: 8550
Ser N31/C0023

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

Heading Format

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

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

a. *Stanard Navy Distribution List (SNDL), Part 1 (Operating Forces),* OPNAV P09B2-107.

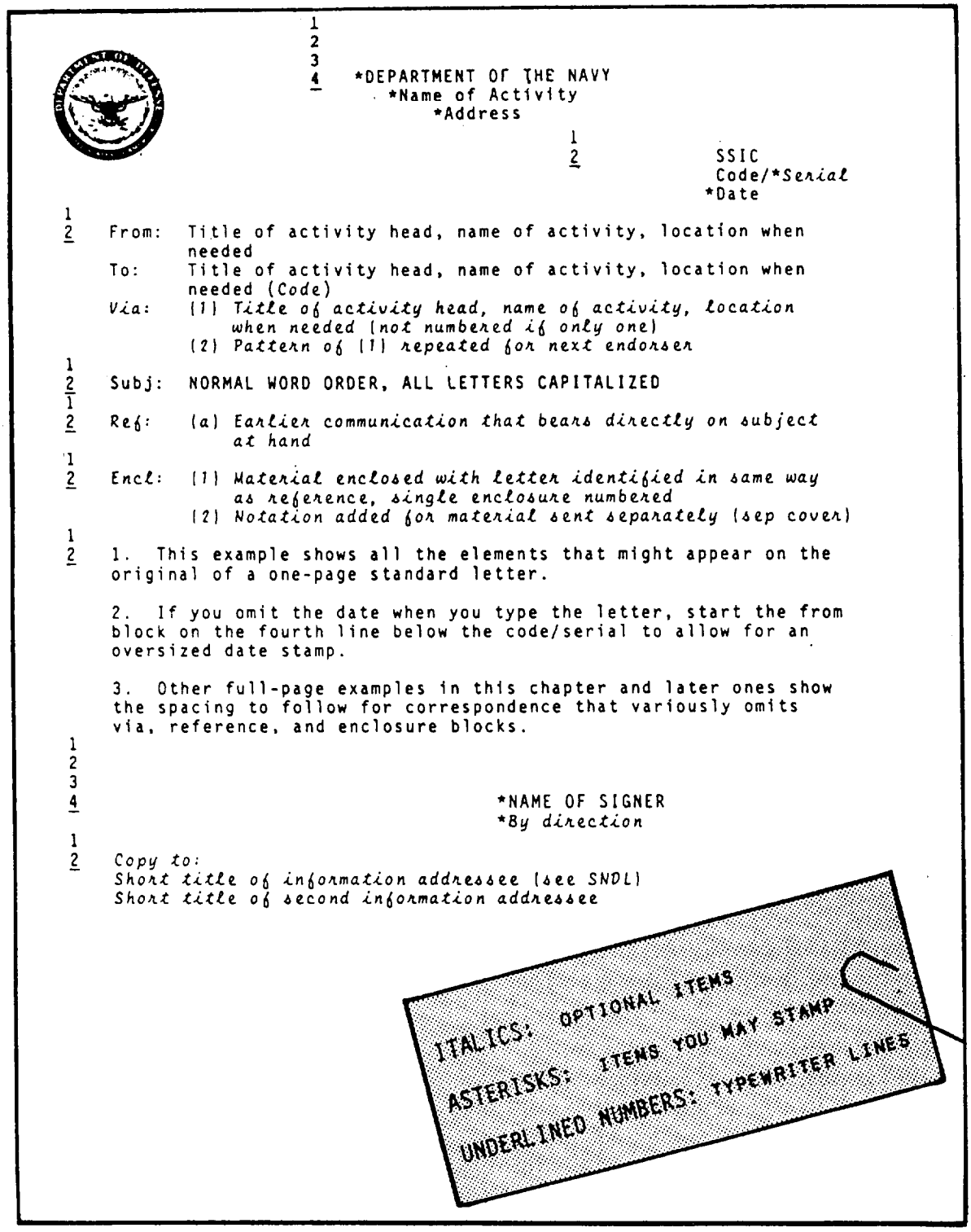


Figure 1-1.-Standard naval letter.

b. *Standard Navy Distribution List (SNDL), Part 2, and Catalog of Naval Shore Activities (SNDL CAT),* OPNAV P09B2-105.

c. *List of Marine Corps Activities,* MCO P5400.6.

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

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

a. Route the original communication through the via addresses as usual, but send an advance copy to the action addressee. To alert all activities involved, repeat the action addressee's SNDL short title in the **copy-to** block. Include the word *advance* in parentheses.

b. Route the original communication to the action addressee and, at the same time, send copies to all the via addressees. Include in the text a statement that copies have been mailed to all addressees simultaneously and that via addressees should forward endorsements directly to the action addressee. Then repeat the SNDL short titles of the via addressees in the **copy-to** block.

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

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

a. The SNDL short title of the originator

b. The type of correspondence (letter, memorandum, message)

c. The SSIC

d. The originator's code (alone or combined with a serial number as shown in the referenced document)

e. The date

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

Text Block

The text (body of the correspondence) is the principal part of the letter and contains the thoughts

the writer desires to communicate. It is the reason for all of the other parts of the letter. The text must be worded so that it unmistakably conveys the desired message.

Signature Block

The **signature** block is typed or stamped in block style on the fourth line below the last line of the text, starting at the center of the page. All signature names are typed in capitals at the end of a letter. The format of the signature should be that which is preferred by the signer. Neither the grade nor the functional title of the signing official is shown on the signature line itself, as a general role. Enter nothing below the name of the commanding officer. Enter the word *Acting* below the name of a person who has formally been appointed to temporarily replace the commanding officer. Enter the words *By direction* under the name of a subordinate who may sign official correspondence but not by title.

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

Copy-to Block

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

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

Page Identification

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

MULTIPLE-ADDRESS LETTER

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

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

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

The format of the multiple-address letter is basically the same as the naval letter. See figures 1-2 and 1-3.

JOINT LETTER

A joint letter is a naval letter signed by officials of two or more activities. It deals with a subject or an administrative problem common to those activities. The dates entered on the joint letter are the signing dates for each signature. Figure 1-4 shows the format for a joint letter.

ENDORSEMENT

An endorsement is used to approve, disapprove, or comment on the content of a letter that is forwarded through one or more addressees before reaching its final destination. When there is adequate space remaining on the page, the first and subsequent endorsements may be placed on the same page containing the basic letter or a previous endorsement. Letterhead paper is used for the original of an endorsement. An endorsement must be attached to the basic letter, as one is an integral part of the other. Figures 1-5 and 1-6 illustrate same-page and new-page endorsements.

DEPARTMENT OF THE NAVY
COMMANDER IN CHIEF
UNITED STATES PACIFIC FLEET
PEARL HARBOR, HAWAII 96860

1
2 5216
Ser N43/2735
31 DEC 93

1
2 From: Commander in Chief, U.S. Pacific Fleet
To: Commander, Third Fleet
Commander, Naval Air Force, U.S. Pacific Fleet
Commander, Naval Surface Force, U.S. Pacific Fleet
Commander, Submarine Force, U.S. Pacific Fleet

1
2 Subj: WHEN TO USE THE TO BLOCK BY ITSELF

1
2 1. If you have four addressees or less, list all of them in a to block. If you have more than four addressees, list all of them in a distribution block as shown on the next page.

2. Use only long titles in the to block.

1
2
3
4 W. J. BEERMAN
By direction

1
2 Copy to:
CHNAVMAT (MAT-05)
COMNAVSEASYSCOM (SEA-06)

Figure 1-2.-Multiple-address letter with to block.



DEPARTMENT OF THE NAVY
COMMANDER NAVAL AIR FORCE
UNITED STATES PACIFIC FLEET
NAVAL AIR STATION, NORTH ISLAND
SAN DIEGO, CALIFORNIA 92135

1
2 5216
Ser N31/2406
31 DEC 93

1
2 From: Commander, Naval Air Force, U.S. Pacific Fleet
1
2 Subj: WHEN TO USE THE DISTRIBUTION BLOCK BY ITSELF

1. Drop the to block and add a distribution block if you have more than four individual action addressees or if you vary the number of copies to any of the addressees. You may list addressees in the distribution block by SNDL short titles or collective titles or both.

2. Like addressees shown in a to block, those shown in a distribution block are action addressees.

3. Arrange distribution and copy-to addressees in columns if doing so will keep a letter from going to another page.

1
2
3
4 C. SHERMAN
By direction

1
2 Distribution:
SNDL
42J2 (COMCARAIRWING PAC) (4 copies)
42K2 (ATKRON PAC)
42L2 (FITRON PAC) (less NAVFITWEPSCOL)
USS ENTERPRISE (CVN 68)

1
2 Copy to:
CINCPACFLT (N35)
COMSEVENTHFLT (N3)

Figure 1-3.-Multiple-address letter with distribution block.

DEPARTMENT OF THE NAVY
Naval Sea Systems Command (20362)
Naval Supply Systems Command (20376)
Washington, DC

NAVSUP
5216
Ser 02/318
31 DEC 93

NAVSEA
5216
Ser 07/207
5 JAN 94

JOINT LETTER

From: Commander, Naval Sea Systems Command
Commander, Naval Supply Systems Command
To: Chief of Naval Material

Subj: HOW TO PREPARE A JOINT LETTER

1. Use. A joint letter may be used to establish an agreement between two or more commands or for other matters of mutual concern.

2. Letterhead. On plain bond, type command titles so the senior is at the top. If the activities are in different cities or states, follow each title with its address.

3. Signatures. Arrange signature blocks so the senior is at the right. Place the signature block of a third cosigner in the middle of the page.

4. Copies. If your command is the last to sign, send copies of the signed letter to all cosigners.

J. J. SMITH
Acting

M. L. JONES
Deputy

Figure 1-4.-Joint letter.

DEPARTMENT OF THE NAVY
NAVAL AIR STATION
CECIL FIELD, FLORIDA 32215

5216
Ser 11/352
31 DEC 93

From: Commanding Officer, Naval Air Station, Cecil Field
To: Commander in Chief, U.S. Atlantic Fleet
Via: (1) Commander, Sea Based ASW Wings, Atlantic
(2) Commander, Naval Air Force, U.S. Atlantic Fleet

Subj: HOW TO PREPARE ENDORSEMENTS

Encl: (1) Orientation Schedule for Newcomers

1. Same-page endorsements may be added to a basic letter, like this one, or to a previous endorsement. This sentence cites enclosure (1).

J. M. Shuttleworth

J. M. SHUTTLEWORTH

- -

Ser 019/870
5 Jan 94

FIRST ENDORSEMENT

From: Commander, Sea Based ASW Wings, Atlantic
To: Commander in Chief, U.S. Atlantic Fleet
Via: Commander, Naval Air Force, U.S. Atlantic Fleet

1. Start an endorsement on the same page as the latest communication if the answer to all three questions is yes:

a. Is the latest communication less than a page?

b. Will all of the endorsement fit on that page?

c. Is the endorsement sure to be signed without revision?

2. A same-page endorsement may omit the SSIC, subject, and basic-letter's identification as long as the entire page will be photo-copied. However, all three elements are required if you make carbon copies. These elements also are required on all new-page endorsements, such as the one on the next page.

W. J. WALLISCH

Copy to:
NAS Cecil Field (Code 11)

Figure 1-5-Same-page endorsement.

DEPARTMENT OF THE NAVY
COMMANDER NAVAL AIR FORCE
UNITED STATES ATLANTIC FLEET
NORFOLK, VIRGINIA 23511

5216
Ser N72/4201
31 DEC 93

SECOND ENDORSEMENT on NAS Cecil Field ltr 5216 Ser 11/352 of 10 DEC 93

From: Commander, Naval Air Force, U.S. Atlantic Fleet
To: Commander in Chief, U.S. Atlantic Fleet

Subj: HOW TO PREPARE ENDORSEMENTS

Encl: (2) SECNAVINST 5216.5C

1. Start an endorsement on a new page if the answer to one or more of these questions is no:

a. Is the latest communication less than a page?

b. Will all of the endorsement fit on that page?

c. Is the endorsement sure to be signed without revision?

2. Number every page; continue the sequence of numbers from the previous communication, as explained in enclosure (2).

3. Like a same-page endorsement prepared with carbon copies, every new-page endorsement must--

a. Repeat the basic letter's SSIC.

b. Identify the basic letter in the endorsement-number block.

c. Use the basic letter's subject as its own.

H. H. MILLER
By direction

Copy to:
NAS Cecil Field (Code 11)
*COMSEABASEDASWWINGLANT (Code 019)

*Prior endorser appears because second endorsement is significant.

2

Figure 1-6.-New-page endorsement.

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

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

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

MEMORANDUM

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

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

If the subject of an informal memorandum is not significant, there is no need to keep a file copy. Endorsements for informal memorandums that do not require comments may consist of the endorser's initials and date next to the via line at the top of the page. Figures 1-7 through 1-9 give various choices of memorandum formats.

A memorandum-for is the most formal of all memorandum styles. Its use and style are illustrated in figure 1-10.

DIRECTIVES ISSUANCE SYSTEM

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

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

DIRECTIVE CRITERIA

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

- Regulates, or is essential to, effective administration.
- Establishes policy.
- Delegates authority or assigns responsibility.
- Establishes an organizational structure.
- Assigns a mission, a function, or a task.
- Initiates or governs a course of action or conduct.
- Establishes a reporting requirement.
- Changes, supersedes, or cancels another directive.

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

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

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

- Navy Regulations

OPNAV 5216/144A (Rev. 8-81)
S/N 0107-LF-052-2320

DEPARTMENT OF THE NAVY

Memorandum

DATE: 31 DEC 93

FROM: OP-09BR (77256)

TO: OP-09B

SUBJ: PRINTED MEMORANDUM FORM

Ref: (a) SECNAVINST 5216.5C

Encl: (1) Personnel Roster

1. This printed form is the most informal memorandum. Use it among individuals and offices of the same activity.

2. The memorandum form comes in three sizes.

   a. OPNAV 5216/144A (8-1/2 by 11 inches):

   b. OPNAV 5216/144B (8-1/2 by 5-1/2 inches):

   c. OPNAV 5216/144C (5-1/2 by 8-1/2 inches):

3. Except for the date, no sender's symbols are necessary.

4. Use names, titles, or codes in the from block and to block.

5. Allow a 1-inch left margin.

6. Type reference and enclosure headings under the printed headings. Note the headings for reference (a) and enclosure (1).

7. The writer signs his or her name without an authority line.

8. Very informal memorandums may be penned.

9. No file copy is necessary when the matter is insignificant or short lived.

M. D. Hartburg

Figure 1-7.-Department of the Navy Memorandum (OPNAV 5216/144A).

31 DEC 93

MEMORANDUM

From: Head, Organization and Directives Branch (Code 211)
To: Head, Technical Library Branch (Code 111)
Head, Mail and Files Branch (Code 112)
Via: Head, Office Services Division (Code 110)

Subj: PLAIN-PAPER MEMORANDUM

1. The plain-paper memorandum may be used within your activity.

2. It is no more formal than the memorandum form, but it is more flexible when there are multiple addressees, via addressees, or both.

3. Prepare a plain-paper memorandum on white bond.

M. ROY

Figure 1-8.-Plain-paper memorandum.

DEPARTMENT OF THE NAVY
NAVAL AIR REWORK FACILITY
ALAMEDA, CALIFORNIA 94501

5216
Memo 28/83
31 DEC 93

MEMORANDUM

From: Head, Management Services Department
To: Operations Officer, Navy Regional Data Automation Center, San Francisco

Subj: LETTERHEAD MEMORANDUM

1. When direct liaison is authorized and the matter is routine, a memorandum (on letterhead paper) may be sent outside your activity.

2. When used within an activity, the letterhead memorandum provides more formality than the printed memorandum form.

C. R. DOUGLAS

Figure 1-9.-Letterhead memorandum.

DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350

IN REPLY REFER TO
5216
Ser 943D/345507
31 DEC 93

MEMORANDUM FOR THE DEPUTY CHIEF OF NAVAL OPERATIONS (SURFACE WARFARE) (OP-03)
DIRECTOR, NAVAL WARFARE (OP-095)

Subj: THE MEMORANDUM-FOR

1. The memorandum-for is the most formal memorandum. It may be used in writing to senior officials who traditionally have used it. Among them are the Secretary of Defense and the Secretary of the Navy.

2. Because the memorandum-for lacks a from block, show the signer's title below the typed name.

3. Multiple addressees are listed as shown above.

H. A. JONES
Director, Navy Space
Systems Division

Figure 1-10.-Memorandum-for.

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

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

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

DIRECTIVE TYPES

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

Instruction

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

Notice

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

DIRECTIVE IDENTIFICATION SYMBOLS

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

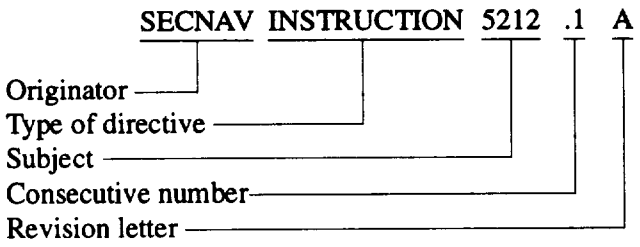
- Group directives by subject and combine related subjects
- Distinguish between directives of continuing and brief durations
- Obtain complete sets of instructions when an activity is commissioned or activated
- Determine the current status and completeness of directives by using checklists
- File directives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

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

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

- **SECNAV** is the abbreviation of the Secretary of the Navy, who is the issuing authority of this particular directive.
- **INST** identifies the type of directive.
- **5212** is the identification code or the file number. *(Department of the Navy File Maintenance Procedures and Standard Subject Identification Codes,* SECNAVINST 5210.11, contains a list of appropriate code numbers to be used with directives. In accordance with that instruction, the identification code 5212 indicates that the subject matter of the directive is Records Disposal System. If a letter precedes the identification number, it indicates the security classification of a classified directive; for example, C indicates Confidential and S indicates Secret [C5212.1 or S5212.1]. Top Secret material is excluded from this system.)
- **.1** is the consecutive number of the instruction. (In this case, .1 is the first directive to be issued under this subject by this command. The issuing authority assigns a consecutive number, in numerical sequence, to each instruction issued under the same subject identification code, regardless of its security classification. The consecutive numbers that are later canceled are not reused. The consecutive number always follows the identification code, separated by a period. (NOTE: Notices are not assigned consecutive numbers; they are identified by an issuing date.) When an instruction is revised, the same subject identification code and consecutive number contained on the directive being revised remain the same.)
- **C** is the revision of this particular instruction. (A capital letter [beginning with the letter A] is added after the consecutive number to indicate the revision. For example, the first revision is A; the second revision is B, etc.)

The following example is given to show an identifying symbol assigned to a directive:



DIRECTIVE DISTRIBUTION

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

The distribution list is a list of the action and information addressees of a directive. These addressees are selected on the basis of a **need to act** or a **need to know.** Each activity preparing directives is required to prepare a distribution list.

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

NAVAL MESSAGES

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

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

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

MESSAGE TYPES

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

As a Mineman, you normally come in contact only with single-address, multiple-address, and

Table 1-1.-Message Types

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

general messages. When you draft messages, they will usually be in single- or multiple-address form.

MESSAGE RESPONSIBILITIES

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

Originator

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

Drafter

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

- Ensuring the proper addressees.
- Composing a clear and concise text.
- Applying the proper security classification, special-handling, and declassification markings required by OPNAVINST 5510.1.
- Selecting the appropriate precedence.
- Coordinating message staffing.
- Ensuring that the message is correctly formatted and is error free.
- Ensuring the proper use and selection of appropriate message-handling instructions.

Releaser

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

Addressee

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

MESSAGE FORMAT

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

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

Gateguard is a backside AUTODIN terminal that provides a command's automated information system (AIS) with both an on-line communication gateway to AUTODIN and a guard device that provides security isolation protection between networks. This circuit is used to move a command's outgoing AUTODIN messages from a connected AIS to Gateguard for onward routing to AUTODIN. When so directed by the operator, Gateguard attempts to establish a logical connection with the attached AIS. Once the link is established, messages are transferred to the AIS as soon as they become available.

Office Codes

Office codes will be used with all Navy shore activity plain-language addressees (PLAs), including those in the From line. An office code will immediately follow the PLA and will be enclosed by double slants. See figure 1-11. There is no limit on the number of office codes that can be used with a PLA.

Message Precedence

The message precedence indicates a desired writer-to-reader time. To the telecommunications

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

Figure 1-11.-GENADMIN message format.

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

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

Speed-of-Service Objectives

The goal of the speed-of-service (SOS) objectives is to provide the most rapid communications support

Table 1-2.-Message Precedence Categories

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

possible. These objectives apply to the total elapsed communications-handling time from the time of file at the message originator's telecommunications center to the time of receipt at the addressee's telecommunications center. SOS objectives are shown in table 1-3.

Message Date-Time-Group

The message date-time-group (DTG) is assigned for identification and file purposes only. The numerical portion has six digits: the first two are the day, the second two are the hour, and the third two are the minutes. This portion is followed by the zone suffix, the month, and the year (i.e., 291936ZJUN93).

- The zone suffix ZULU (Z) stands for Greenwich Mean Time. It is used as the universal time for all messages, except where theater or area commanders prescribe the use of local time for local tactical situations. (NOTE: The times 2400Z and 0000Z are not used to indicate a particular time; instead, either 2359Z or 0001Z is used, as appropriate.)

- The month is expressed by its first three letters.

- The year is expressed by its last two digits.

MESSAGE READDRESSAL

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

MINIMIZE CONDITION

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

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

When MINIMIZE is in effect, the releasing officer shall review all record traffic that has not been released or has been released but not yet received at the serving telecommunications center to ensure that the words *MINIMIZE CONSIDERED are* included in the Special Instructions block at the bottom of DD Form 173/2 or DD Form 173/3. These words are not included as part of the text.

CLASSIFIED INFORMATION

Proper security classification of correspondence is a serious problem in the Navy, largely because of overclassification. You, as the writer, should ensure that any assigned classification is justified by a genuine need. There are no simple rules for security. You

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

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

must digest the various policy directives and then apply common sense.

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

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

This section discusses classified material categories and classified material markings.

CLASSIFIED MATERIAL CATEGORIES

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

Regulations and guidance for classifying and safeguarding information are contained in *Depart-ment of the Navy Information and Personnel Security Program Regulation,* OPNAVINST 5510.1. Guidelines concerning classifying and safeguarding mine warfare information and material are contained in *Department of the Navy Security Classification Guidance for Mine Warfare Programs,* OPNAVINST S55 13.7.

CLASSIFIED MATERIAL MARKING

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

Basic Markings

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

On the second and succeeding pages, the classification is stamped at both top and bottom

Table 1-4.-Classification Parameters

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

centers of the page. The classification may be the overall classification of the document or the highest classification of the information on the page. Examples of correspondence marking are shown in figure 1-12.

Portion Marking

Each portion of a classified document (section, part, paragraph, or subparagraph) is marked to show its level of classification or nonclassification. This requirement eliminates any doubt as to which portions of a document contain or reveal information requiring protection. The appropriate symbol is placed immediately following the portion letter or number, or in the absence of letters or numbers, immediately before the beginning of the portion. The symbols are (TS) for Top Secret, (S) for Secret, (C) for Confidential, and (U) for Unclassified. The handling marking (FOUO) is used to denote information that is For Official Use Only. Examples of portion marking are shown in figure 1-12.

Subjects and Titles

Subjects and titles of documents are unclassified whenever possible to simplify referencing them in unclassified documents or indexes. A subject or a title is marked with the appropriate symbol immediately following the subject or the title. An example of marking a subject is shown in figure 1-12.

Upgrading, Downgrading, or Declassifying

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

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

Classified by _____ (Note 1)

Declassify by _____ (Note 2)

Downgrade to _____ (Note 3)

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

Classified by _____ (Note 4)

Declassify on _____ (Note 5)

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

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

NOTE 3. This marking is used only when downgrading is applicable. For example, a particular Secret document should be downgraded to Confidential on 31 December 1993. Therefore, this block will state **Downgrade to Confidential on 31 Dec 1993.**

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

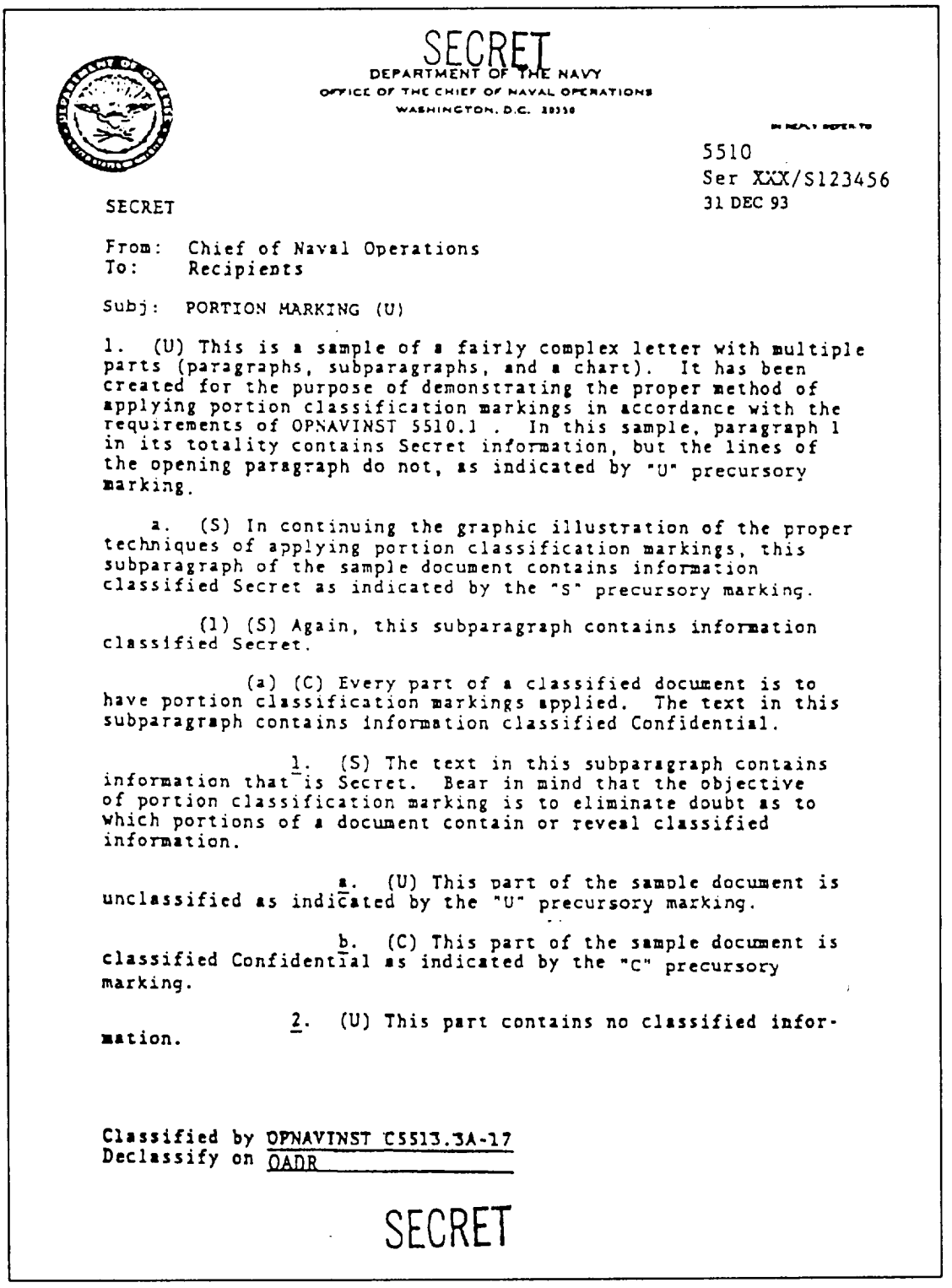
NOTE 5. The notation **Originating Agency's Determination Required** or **OADR** is inserted.

For further instructions on classified information procedures, refer to OPNAVINST 5510.1.

ROUTING AND HANDLING OF OFFICIAL CORRESPONDENCE

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

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



SECRET
DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, D.C. 20350

5510
Ser XXX/S123456
31 DEC 93

SECRET

From: Chief of Naval Operations
To: Recipients

Subj: PORTION MARKING (U)

1. (U) This is a sample of a fairly complex letter with multiple parts (paragraphs, subparagraphs, and a chart). It has been created for the purpose of demonstrating the proper method of applying portion classification markings in accordance with the requirements of OPNAVINST 5510.1 . In this sample, paragraph 1 in its totality contains Secret information, but the lines of the opening paragraph do not, as indicated by "U" precursory marking.

a. (S) In continuing the graphic illustration of the proper techniques of applying portion classification markings, this subparagraph of the sample document contains information classified Secret as indicated by the "S" precursory marking.

(1) (S) Again, this subparagraph contains information classified Secret.

(a) (C) Every part of a classified document is to have portion classsification markings applied. The text in this subparagraph contains information classified Confidential.

1. (S) The text in this subparagraph contains information that is Secret. Bear in mind that the objective of portion classification marking is to eliminate doubt as to which portions of a document contain or reveal classified information.

a. (U) This part of the sample document is unclassified as indicated by the "U" precursory marking.

b. (C) This part of the sample document is classified Confidential as indicated by the "C" precursory marking.

2. (U) This part contains no classified information.

Classified by OPNAVINST C5513.3A-17
Declassify on OADR

SECRET

NOTE: SECRET FOR TRAINING, OTHERWISE UNCLASSIFIED

Figure 1-12.-Correspondence marking.

UNCLASSIFIED MAIL CONTROL RECORD

CNET-GEN 5216/3 (3-74) S/N 0197-NF2-0140

FROM	DATE OF CORRESPONDENCE
ORIGINATOR'S IDENTIFICATION DATA	DATE RECEIVED
SUBJECT	COPIES RECEIVED / ENCL
	REG. NO./FILE NO.
	ACTION DUE DATE

INTER-DEPARTMENTAL				INTRA-DEPARTMENTAL			
ACTION	INFO	INITIALS	DATE OUT	ACTION	INFO	INITIALS	DATE OUT

REMARKS *(ACTION OFFICE indicate action taken) (Use reverse, if needed)*

INSTRUCTIONS

1. Primary responsibility for preparing reply, continuing cognizance or compliance is assigned to the officer indicated in the ACTION column. Reply is required prior to the action due date.
2. When appropriate, the following codes will be inserted in the Info. column: R-Retain copy, RE-Retain enclosure, X-Advance copy furnished.
3. Departments retain yellow copy during intra-departmental routing and attach to back of correspondence for onward routing.
4. Inform the Administrative Office if extension to action due date is needed; also when changes, additions or deletions to the assigned routing is warranted.
5. This mail control form will accompany the correspondence at all times during routing.

Figure 1-13.-Unclassified Mail Control Record (CNET-GEN 5216/3).

a Mineman, understand how to handle incoming and outgoing correspondence.

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

INCOMING CORRESPONDENCE

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

A route sheet, similar to that shown in figure 1-13, is normally used to ensure the proper routing of correspondence that requires action. (It is often used for all correspondence, including information only as well as action.) This form is prepared in duplicate, with the original route sheet attached to the correspondence to be routed and the duplicate route sheet retained in the administrative office. As the correspondence progresses through the routing indicated, appropriate action is taken and the routing sheet is initialed by the responsible individuals. When the routing is complete, the correspondence, with the original route sheet, is returned to the administrative department for filing.

The routing may be placed on the correspondence itself if the correspondence is only for information. This may be accomplished by the use of a route stamp similar to that shown in figure 1-14.

SYMBOL	INITIALS	DATE
00		
01		
02		
03		
04		
41		
42		
FILE		

Figure 1-14.-Route stamp example.

OUTGOING CORRESPONDENCE

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

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

FILING SYSTEM

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

A standard subject identification code (SSIC) is a four- or five-digit number that represents the document's subject. The use of SSICs provides a tested method for filing documents consistently and retrieving them quickly. SSICs are broken down into 13 major groups as shown in table 1-5.

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

8000 – Ordnance Material (major group)

8500 – Underwater Ordnance, General primary group)

8510 – Torpedoes (secondary group)

8550 – Mines (secondary group)

8551 – Aircraft Laid (tertiary group)

8553 – Submarine Laid (tertiary group)

The file arrangement within any office depends on the mission of the command and the volume of its

Table 1-5.-Standard Subject Identification Code Groupings

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

official correspondence. General correspondence is normally stored in metal file cabinets. This includes letters and memorandums received or originated by the command. Messages are also kept in these files.

Folders are used to keep correspondence orderly in the files. Standard file folders are available in two sizes: letter size and legal size. The total number of folders and the appropriate primary, secondary, and tertiary subject identification numbers (or the name-title symbols) to be used are determined by the volume of written matter in each category to be filed. There may be no need to establish any folders on some major series groups, while other groups may require several folders broken down to primary, secondary, and tertiary subgroupings.

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

AUTOMATED DATA-PROCESSING EQUIPMENT

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

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

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

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

ADP EQUIPMENT USE

The first and foremost thing to remember is that word-processing systems are to be used for official business only. They are not for your own personal use

or for playing games during your breaks. It is your responsibility to ensure that there is no unauthorized use of the equipment. The unauthorized use of computer disks can possibly result in computer viruses, which are destructive program intrusions that can destroy, modify, disclose, or deny use of the equipment.

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

Word-Processing Programs

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

Data-Management Programs

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

Spreadsheet Programs

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

ADP EQUIPMENT CARE AND MAINTENANCE

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

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

1. Ensure that the power is turned off before you start to clean the equipment.

2. Use a cloth that is lightly dampened with water or a specified cleaning solution.

3. Do NOT use spray liquids or soaking-wet cloths.

4. Do NOT attempt to clean the storage disks.

5. Use only the authorized cleaning kit to clean the disk drives.

6. Ensure that all equipment is completely dry before reapplying power to the system.

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

ADP EQUIPMENT PROTECTION

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

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

Hardware Protection

The term *computer hardware* refers to the components of your computer system. They include a display monitor, a keyboard, a computer processing unit (CPU), and one or more printers. Proper precautions for your ADP equipment is essential for protection against catastrophes or mishaps. The use of the following steps will help to stop some problems before they become mishaps:

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

Software Protection

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

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

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

ADP EQUIPMENT SECURITY

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

Hardware Security

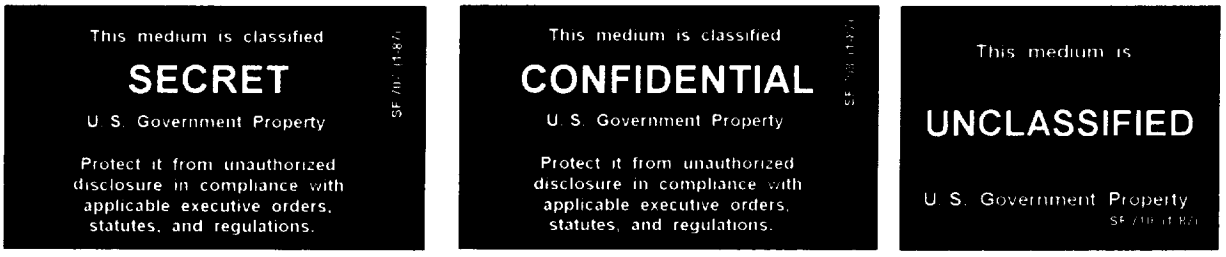
Your workspace normally provides sufficient physical security to protect against unauthorized access and theft of material. Where possible, access to spaces where computer hardware is stored and operated is restricted to authorized personnel only. If, at any time, unauthorized personnel require access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

Software Security

The primary storage location for information is the floppy disk. The disks that you normally use are not much more than 5 inches in diameter. Their small size makes them easily hidden. It is also easy for anyone to make copies of disks. All computer software must be given proper safeguard to prevent theft, loss, or destruction. The following actions are a partial list of security requirements:

- Always attach an external label to all disks to reflect the security classification of the material on individual disks. See figure 1-15.
- Always, to limit access, store all disks in a classified container when they are not in use.
- Always keep disks not in use in their protective envelopes and ensure that they are stored vertically in their storage boxes.

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



STANDARD FORM SF 707 (RED) | STANDARD FORM SF 708 (BLUE) | STANDARD FORM SF 710 (GREEN)

Figure 1-15.-Security classification labels.

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

For further information regarding ADP procedures, consult *Utilization of Automated Data-Processing (ADP) Systems,* COMOMAGINST 5230.1.

PUBLICATIONS MAINTENANCE

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

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

This section discusses publication changes and technical manual reports.

PUBLICATION CHANGES

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

Advance Change Notice

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

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

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

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

Permanent Change

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

(Insert Classif. of TMDER Here and At Bottom of Page) **CLASSIFICATION:**

NAVSEA (USER) TECHNICAL MANUAL DEFICIENCY/EVALUATION REPORT (TMDER)
(NAVSEA S0005-AA-GYD-030/TMMP & NAVSEAINST 4160.3)

INSTRUCTIONS: Insert classification at top and bottom of page. Read the following before completing this form. Continue on 8½" × 11" paper if additional space is needed.

1. USE THIS REPORT TO INDICATE DEFICIENCIES, USER REMARKS, AND RECOMMENDATIONS RELATING TO PUBLICATION
2. BLOCKS MARKED WITH "★" ARE TO BE FILLED IN BY THE CONTRACTOR BEFORE PRINTING
3. FOR UNCLASSIFIED TMDER'S, FILL IN YOUR RETURN ADDRESS IN SPACE PROVIDED ON THE BACK, FOLD AND TAPE WHERE INDICATED, AND MAIL. (SEE OPNAVINST 5510.1E FOR MAILING CLASSIFIED TMDERS.)
4. FOR ADDITIONAL INFORMATION, CALL AUTOVON 360-4805/5084 OR COMMERCIAL 805-982-4805/5084

1. NAVSEA NO. ★	2. VOL. PART ★	3. TITLE ★

4. REV. DATE OR TM CH. DATE	5. SYSTEM/EQUIPMENT	6. IDENTIFICATION/NOMENCLATURE (MK/MOD/AN)

7. USER'S EVALUATION OF MANUAL (*Check Appropriate blocks*)

	A. EXCEL-LENT		B. GOOD		C. FAIR		D. POOR		E. COM-PLETE		F. INCOM-PLETE

8. GENERAL COMMENTS

9. RECOMMENDED CHANGES TO PUBLICATION

PAGE NO. A.	PARA-GRAPH B.	LINE NO. C.	FIG. NO. D.	TABLE E.	F. RECOMMENDED CHANGES AND REASONS

10. ORIGINATOR AND WORK CENTER (PRINT)	11. ORIGINATOR'S RANK, RATE OR GRADE, AND TITLE	12. DATE SIGNED
13. SIGNATURE OF WORK CENTER HEAD	14. SIGNATURE OF DEPARTMENT OFFICER	15. AUTOVON/COMM. NO.

16. SHIP HULL NO. AND/OR STATION ADDRESS (DO NOT ABBREVIATE)

17. THIS SPACE ONLY FOR NSDSA

A. CONTROL NO.	B. COG ISEA	C. DATE			D. PRIORITY	E. TRANSMITTED TO
		RECEIVED	FORWARDED	DUE		

NAVSEA 9086/10 (REV. 6-85) S/N 0116-LF-090-8651 **CLASSIFICATION:**
(REPLACES 4-84 EDITION & NAVSEA 4160/1 - DESTROY STOCK)

Figure 1-16.-NAVSEA (User) Technical Manual Deficiency/Evaluation Report (NAVSEA 9086/10).

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

Revision

A revision supersedes an existing edition of a publication. It is usually published when an existing publication has several permanent changes already issued and/or when an additional change would reduce the publication's usability. A revision is issued as a complete publication, or a volume of a publication, and supersedes all previous issues, ACNs, and permanent changes. When you receive a revision, the superseded publication may then be destroyed according to local disposal procedures.

TECHNICAL MANUAL DEFICIENCY/ EVALUATION REPORT

The NAVSEA (User) Technical Manual Deficiency/Evaluation Report (NAVSEA 9086/10) is used to report problems in the various publications that you use. See figure 1-16.

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

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

RECOMMENDED READING LIST

NOTE: Although the following references were current when this TRAMAN was published, their continued currency cannot be assured. Therefore, you need to ensure that you are studying the latest revision.

Department of the Navy Correspondence Manual, SECNAVINST 5216.5C, Secretary of the Navy, Washington, D.C., 1983.

Department of the Navy Directives Issuance System, SECNAVINST 5215.lC, Secretary of the Navy, Washington, D.C., 1970.

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

Department of the Navy Information and Personnel Security Program Regulation, OPNAVINST 5510.1H, Chief of Naval Operations, Washington, D.C., 1988.

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

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

Utilization of Automated Data-Processing (ADP) Systems, COMOMAG/MOMAGINST 5230,1B, Mobile Mine Assembly Group, Charleston, S.C., 1990.

CHAPTER 2

SUPPLY PROCEDURES

LEARNING OBJECTIVES

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

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

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

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

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

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

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

MATERIAL IDENTIFICATION

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

There are over four million items in the Department of Defense (DOD) Supply System. The Navy Supply System (NSS) alone stocks over one million items. Your unit or detachment stocks

hundreds, maybe thousands, of items. A common method and a common language have been developed for properly requisitioning a specific item and for ensuring expedient delivery of item requests. Proper item identification and classification are essential to the receipt of the correct material.

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

FEDERAL CATALOG SYSTEM

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

Only one identification may be used for each item for all supply functions from purchase to final disposal. The FCS is also used by North Atlantic Treaty Organization (NATO) countries.

Federal Supply Classification System

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

Table 2-1.-FSC Groups

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

Table 2-1.-FSC Group-Continued

Group	Title
28	Engines, turbines, and components
29	Engine accessories
30	Mechanical power transmission equipment
31	Bearings
32	Woodworking machinery and equipment
33	Deleted
34	Metalworking machinery
35	Service and trade equipment
36	Special industry machinery
37	Agricultural machinery and equipment
38	Construction, mining, excavating, and highway maintenance equipment
39	Material-handling equipment
40	Rope, cable, chain, and fittings
41	Refrigeration, air conditioning, and air circulating equipment
42	Fire fighting, rescue, and safety equipment
43	Pumps and compressors
44	Furnace, steam plant, and drying equipment; and nuclear reactors
45	Plumbing, heating, and sanitation equipment
46	Water purification and sewage treatment equipment
47	Pipe, tubing, hose, and fittings
48	Valves
49	Maintenance and repair shop equipment
50	Unassigned
51	Hand tools
52	Measuring tools
53	Hardware and abrasives
54	Prefabricated structures and scaffolding
55	Lumber, millwork, plywood, and veneer
56	Construction and building materials
57	Unassigned
58	Communication, detection, and coherent radiation equipment
59	Electrical and electronic equipment components

Table 2-1.-FSC Groups-Continued

Group	Title
60	Fiber optics materials and components
61	Electric wire, and power and distribution equipment
62	Lighting fixtures and lamps
63	Alarm and signal security detection systems
64	Unassigned
65	Medical, dental, and veterinary equipment and supplies
66	Instruments and laboratory equipment
67	Photographic equipment
68	Chemicals and chemical products
69	Training aids and devices
70	General-purpose automatic data-processing equipment (including firmware, software, supplies, and support equipment)
71	Furniture
72	Household and commercial furnishings and appliances
73	Food preparation and serving equipment
74	Office machines, data-processing equipment, and visible record equipment
75	Office supplies and devices
76	Books, maps, and other publications
77	Musical instruments, phonographs, and home-type radios
78	Recreational and athletic equipment
79	Cleaning equipment and supplies
80	Brushes, paints, sealers, and adhesives
81	Containers, packaging, and packing supplies
82	Unassigned
83	Textiles, leather, furs, apparel and shoe findings, tents, and flags
84	Clothing, individual equipment, and insignia
85	Toiletries
86	Unassigned
87	Agricultural supplies
88	Live animals
89	Subsistence
90	Unassigned

Table 2-1.-FSC Groups—Continued

Group	Title
91	Fuels, lubricants, oils, and waxes
92	Unassigned
93	Nonmetallic fabricated materials
94	Nonmetallic crude material
95	Metal bars, sheets, and shapes
96	Ores, minerals, and their primary products
97	Unassigned
98	Unassigned
99	Miscellaneous

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

National Stock Number

A national stock number (NSN) is a 13-digit number assigned by the Defense Logistics Services Center (DLSC) to identify an item of material in the supply distribution system of the United States. It consists of a four-digit FSC and a nine-digit national item identification number (NIIN). The NIIN consists of a two-digit national codification bureau (NCB) code and seven digits which, when used together,

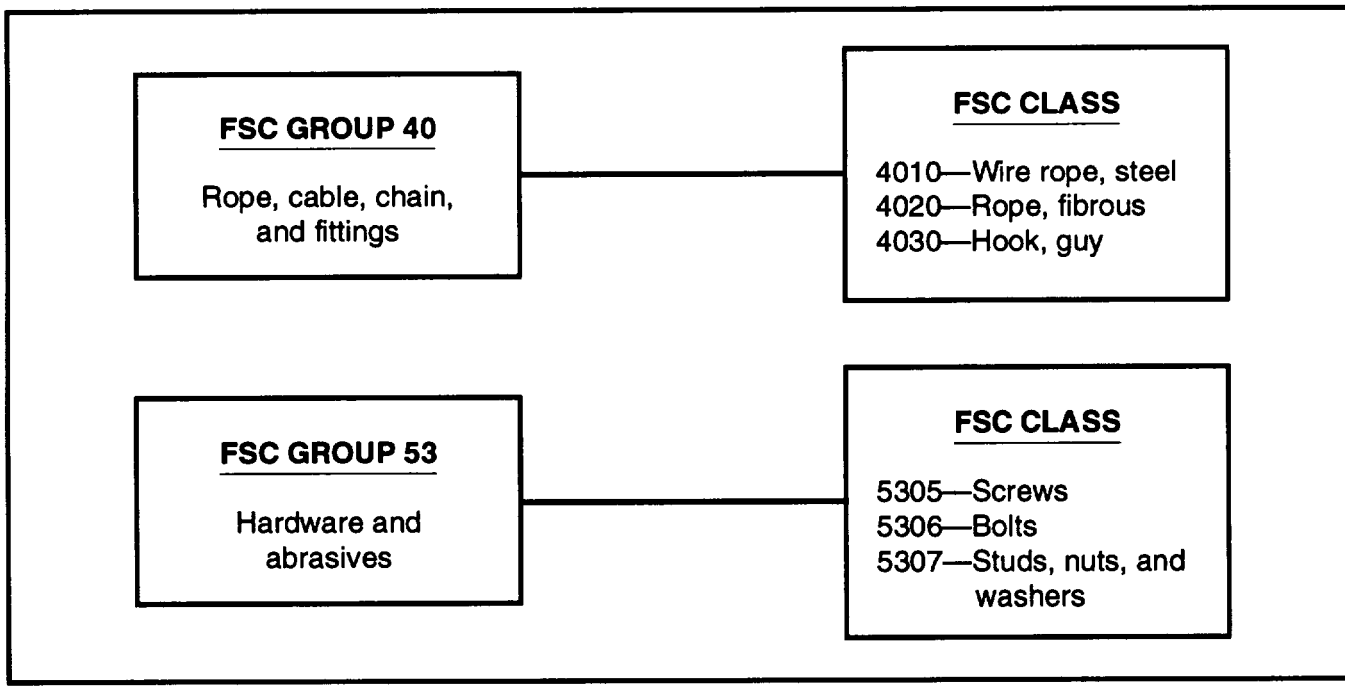


Figure 2-1.-Example of FSC groups and classes.

uniquely identify each NSN item in the Federal Supply Distribution System (FSDS). See figure 2-2.

Cognizance Symbol

A cognizance (control) symbol is a two-position alphanumeric code that is prefixed to an NSN to identify and designate the cognizant inventory manager who exercises supply management over specified categories of material. The first character of the cognizance symbol identifies the stems account (NSA, APA, or none) as follows:

- 0 denotes material not carried in a stores account.
- Even numbers 2, 4, 6, and 8 denote material earned in an appropriation purchase account (APA). (This material is issued without charge to the requisitioner.)
- Odd numbers 1, 3, 5, and 7 denote material carried in a Navy stock account (NSA). (The requisitioner must pay for this material.)
- 9 denotes Navy-owned material carried in an NSA and managed by the Navy Fleet Material Support Office (FMSO). (The requisitioner must pay for this material.)

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

Material Control Code

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

National Codification Bureau Code

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

National Item Identification Number

A national item identification number (NIIN) is a nine-digit number that identifies each supply item used by the DOD. Although the NIIN is part of the NSN, it is used independently to identify an item,

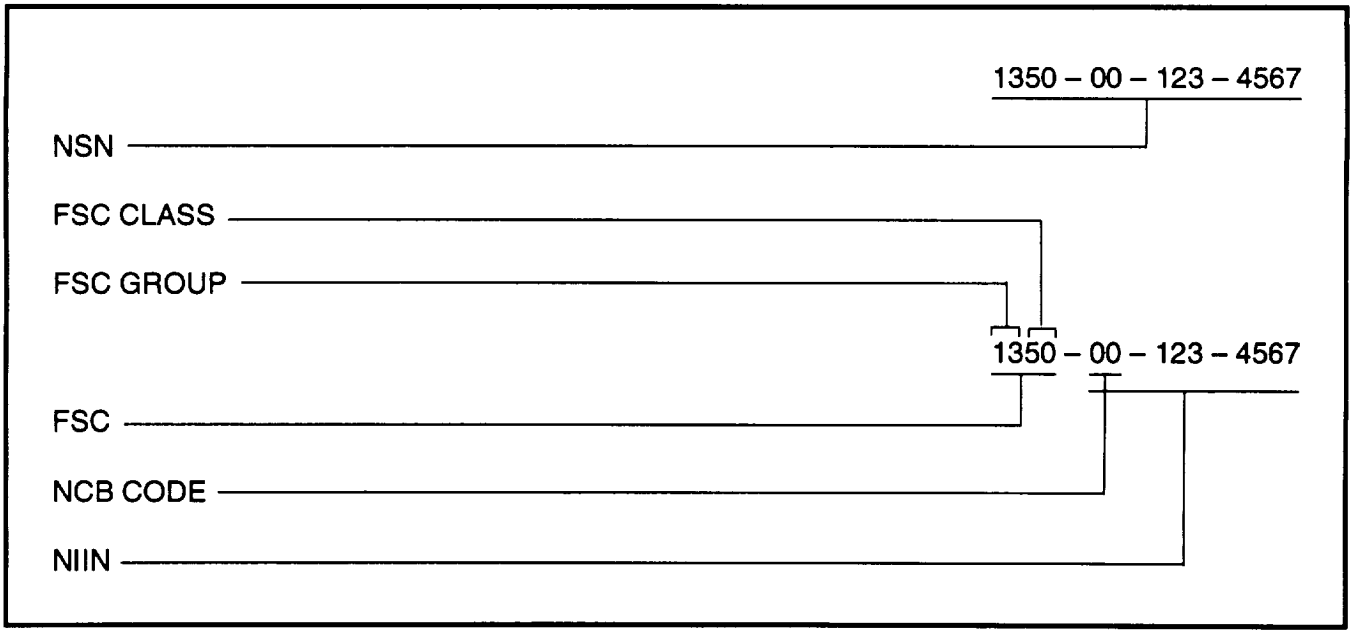


Figure 2-2.-Elements of an NSN.

Except for identification lists, most federal supply catalogs are arranged in NIIN order. Stock records are also maintained in NIIN order, as are mine bill of material (MBOM) lists.

TECHNICAL MANUAL IDENTIFICATION NUMBERING SYSTEM

The Technical Manual Identification Numbering System (TMINS) is a method of classifying, indexing, and numbering Navy technical manuals. This system was developed to encourage standardization and modernization. The 13-character alphanumeric system is patterned after the 13-digit NSN and serves both as a technical manual identification number (TMIN) and as a number used to requisition technical manuals.

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

Hardware/Subject Identifier

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

- **Block 1, cognizant command (COG COM):** Indicates the system command that has control of the publication (NAVSEA, NAVAIR, NAVELEX, etc.).

- **Blocks 2 through 5, standard subject classification code (SSIC):** Identify the general classification of the subject matter or the commodity.

- **Blocks 6 and 7, subject serial:** Identify the subject. (Assigned by the cognizant command during the early stages of development or procurement.)

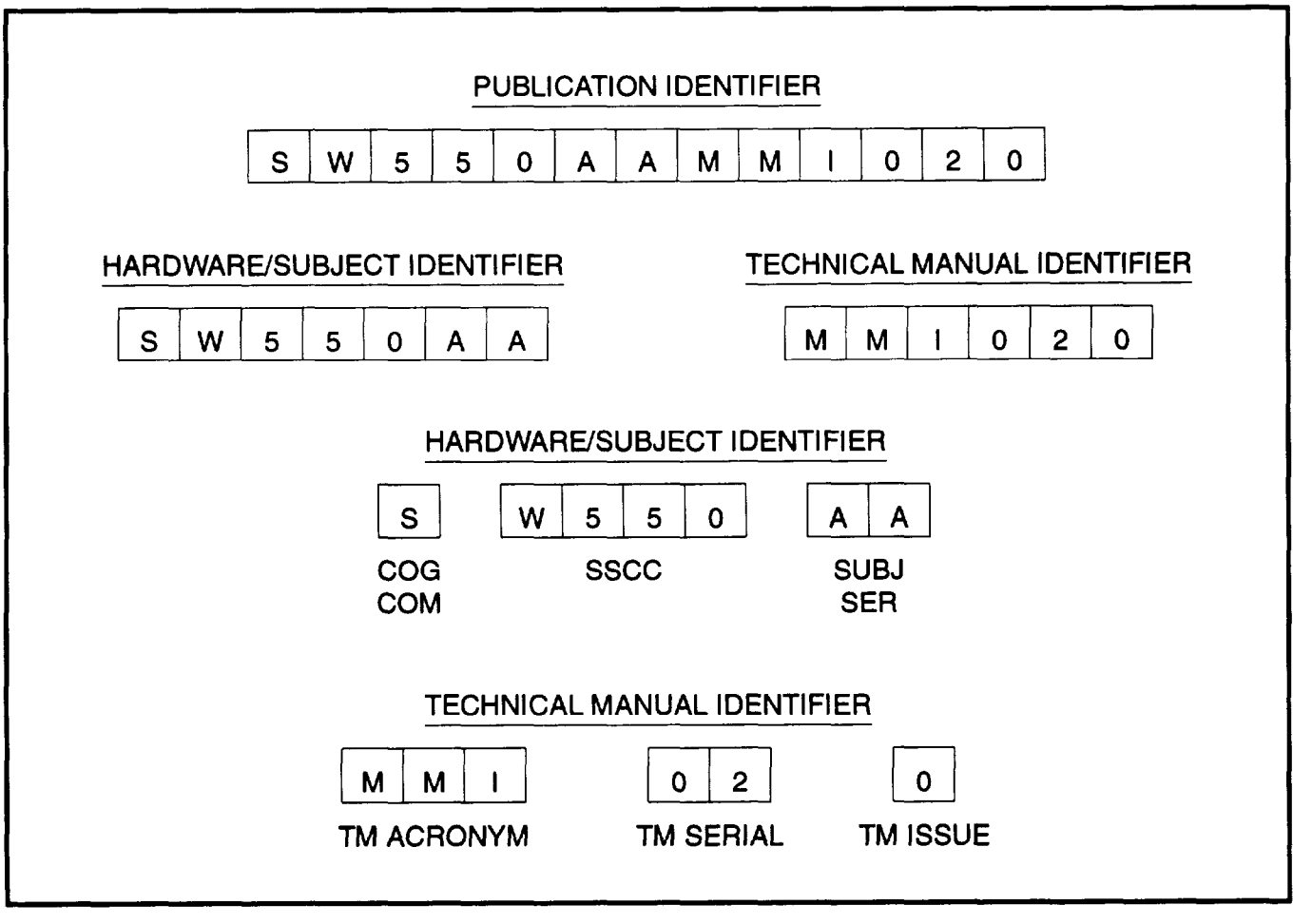


Figure 2-3.-Elements of a TMINS.

Technical Manual Identifier

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

- **Blocks 8 through 10, TM acronym:** Identify the type of manual (MMI maintenance manual, intermediate level; MMM maintenance manual, organizational and intermediate level; etc.).

- **Blocks 11 and 12, TM serial number:** Identify a specific manual or a separately bound part of the manual.

- **Block 13, TM issue:** Identifies the basic TM or a change.

For further clarification on TM identifiers, see the example in figure 2-3. This example shows that a particular manual is under the cognizance of NAVSEA (S), and is generally related to weapons (W), and is related to underwater mines in particular (550). The subject serial assigned by NAVSEA (AA) shows that it is a maintenance manual for use at the intermediate level (MMI), and that it is the second volume (02) of the basic issue (0). For additional information pertaining to TMINS, refer to *Navy Standard Technical Manual Identification Numbering System*, N0000-00-IDX-000/TMINS.

SUPPLY TERMINOLOGY

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

- **Material:** Supplies, repair parts, equipment, and equipage used in the Navy.

- **Equipment:** Any functional unit of hull, mechanical, electrical, ordnance, or electronic material that is operated singly or as a component of a system or a subsystem and is identified by a component identification number (CID), a numerical control code (NCC), an allowance parts list (APL), or a similar designation.

- **Support equipment:** Equipment (such as test equipment, fixtures, hand tools, etc.) required for the maintenance, assembly, disassembly, overhaul, repair, and test or check of the end item.

- **Equipment division:** Breakdown of electrical, electronic, mechanical, pneumatic, and hydraulic military equipment.

1. **Part:** One piece or two or more pieces joined together that are not normally subject to disassembly without destruction of the designed use (such as electron tube, composition resistor, screw, capacitor, etc.).

2. **Subassembly:** Two or more parts that form a portion of an assembly or a unit that is replaceable as a whole, but have a part or parts that are individually replaceable (such as arming device, instrument rack, parapack, anchor, etc.).

3. **Assembly:** A number of parts or subassemblies or any combination thereof joined together to perform a specific function. In the Mine Force, this is a mine.

4. **Unit:** An assembly or any combination of parts or subassemblies, mounted together, that is normally capable of independent operation in a variety of situations (such as hydraulic jack, electric motor, electronic power supply, electric generator, etc.). The size of an item is a consideration in some cases. An electric motor for a clock may be considered as a unit; it is not normally subject to disassembly.

5. **Group:** A collection of units, assemblies, or subassemblies that is a subdivision of a set or a system, but is not capable of performing a complete operational function.

- **Equipage:** Non-installed and relatively durable items that are located in operating spaces or other designed areas to support recurring operational, maintenance, or administrative functions, or to provide for the health, comfort, or safety of the crew. (Equipage does not include installed mechanical, electrical, ordnance, or electronic equipments, components, or systems.) Chargeable items of equipage are identified in procurement, receipt, and consumption documents by the letter "E" in the second position of the applicable fund code. See *Financial Management of Resources*, NAVSOP-3013-2. **Controlled equipage** refers to those items of equipage that require special management control because the material is (a) essential for the protection of life or (b) relatively valuable and easily convertible to personal use. Generally, controlled equipage is carried on board in allowance quantities only. It requires special inventory control in accordance with chapter 6 of NAVSUP P-485. Items classified as controlled equipage are listed in appendix 11 of NAVSUP P-485.

- **Repair part:** Any item (including modules and consumable materials) that has an application and appears in an APL, a stock number sequence list (SNSL), an integrated stock list (ISL), or a manufacturer's handbook.

- **Consumables:** Administrative and housekeeping items, common tools, paints (not associated with the maintenance of mines), cognizance symbol 1I forms, or any other items not specifically defined as equipage or repair parts.

- **End item:** A combination of products, component parts, or materials that is ready for its final intended use.

- **Replacement item:** A different item supplied as a spare or repair part in place of the originally used part. Replacement items are not necessarily interchangeable with the items they replace; they may be of better quality or may have greater capacity than the items replaced. Replacement items are not substitutes because they are supplied on a continuing basis.

- **Equivalent item:** An item that is similar to another item to the extent that its characteristics are in strict compliance with drawings, specifications, standards, performance qualification tests, within limits, or tolerances and compounds specified therein. Repairable assemblies are equivalent only if their "purchased repairable parts" and performance are also equivalent.

- **Interchangeable item:** A non-equivalent item that is used in place of another item in all applications.

- **Substitute item:** An item authorized for a one-time use in place of another item, based on a specific application and request. (Equivalent and interchangeable items are not included in this category.) No substitute will be used that might adversely affect any one of the following factors: (1) safety of flight; (2) efficient functioning of performance of any aircraft, engine, accessory, or equipment; (3) manufacturer's guarantee or warranty; (4) delicate, sensitive, or critical assemblies; or (5) assemblies subject to environmental conditions, high speed, or high loads.

PROCUREMENT RESPONSIBILITY

Procurement is the act of obtaining materials or services, using appropriate funds, by requisition or open purchase. The most frequently used of these methods is the requisition. The open purchase is used for procurement of non-standard material and for emergency requirements.

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

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

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

FUND TYPES

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

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

OPTAR Funds

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

- cleaning gear,
- office supplies,
- electrical power,

- copier rental fees,
- telephone services,
- water,
- steam/heat, and
- foul weather gear.

Mine Maintenance Funds

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

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

REQUIREMENTS DETERMINATION

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

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

Routine requirements can be handled on a daily basis by your supply department. Special requirements, on the other hand, may need an additional augmentation of funds to fill requirements. When allocated funds are determined to be insufficient to meet known requirements, a special request for funds augmentation is forwarded to the COMOMAG by letter or message in accordance with instructions in Mobile *Mine Assembly Group Supply Procedures,* COMOMAG/MOMAGINST 4000.1.

REQUISITIONING PROCEDURES

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

Requisition Forms

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

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

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

- **DD Form 1348 (4- or 6-Part):** The DOD Single-Line Item Requisition System Document (DD Form 1348) (4-or 6-PT) is used for requisitioning standard stock items (items with NSNs or NICNs) that are chargeable to OPTAR, mine maintenance, APA material, or publications funds. See figure 2-4.

- **DD Form 1348-6.** The NON-NSN Requisition (DD Form 1348-6) is used for requisitioning nonstandard items (NON-NSNs), whether chargeable or non-chargeable. Be sure to provide all the data that is required. See figure 2-5.

- **NAVSUP Form 1250-1.** The Single-Line Consumption/Requisition Document (NAVSUP Form 1250- 1) is used for requisitioning standard stock items (Navy stock numbers [NSNs or NICNs) that are chargeable to OPTAR funds or to mine maintenance APA

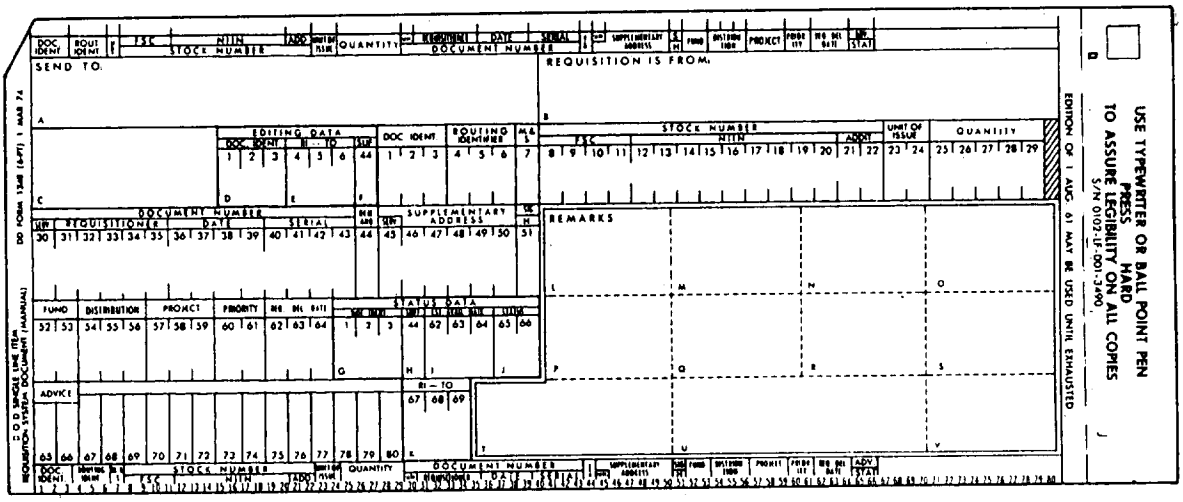


Figure 2-4.-DOD Single-Line Item Requisition System Document (DD Form 1348 [6-PT]).

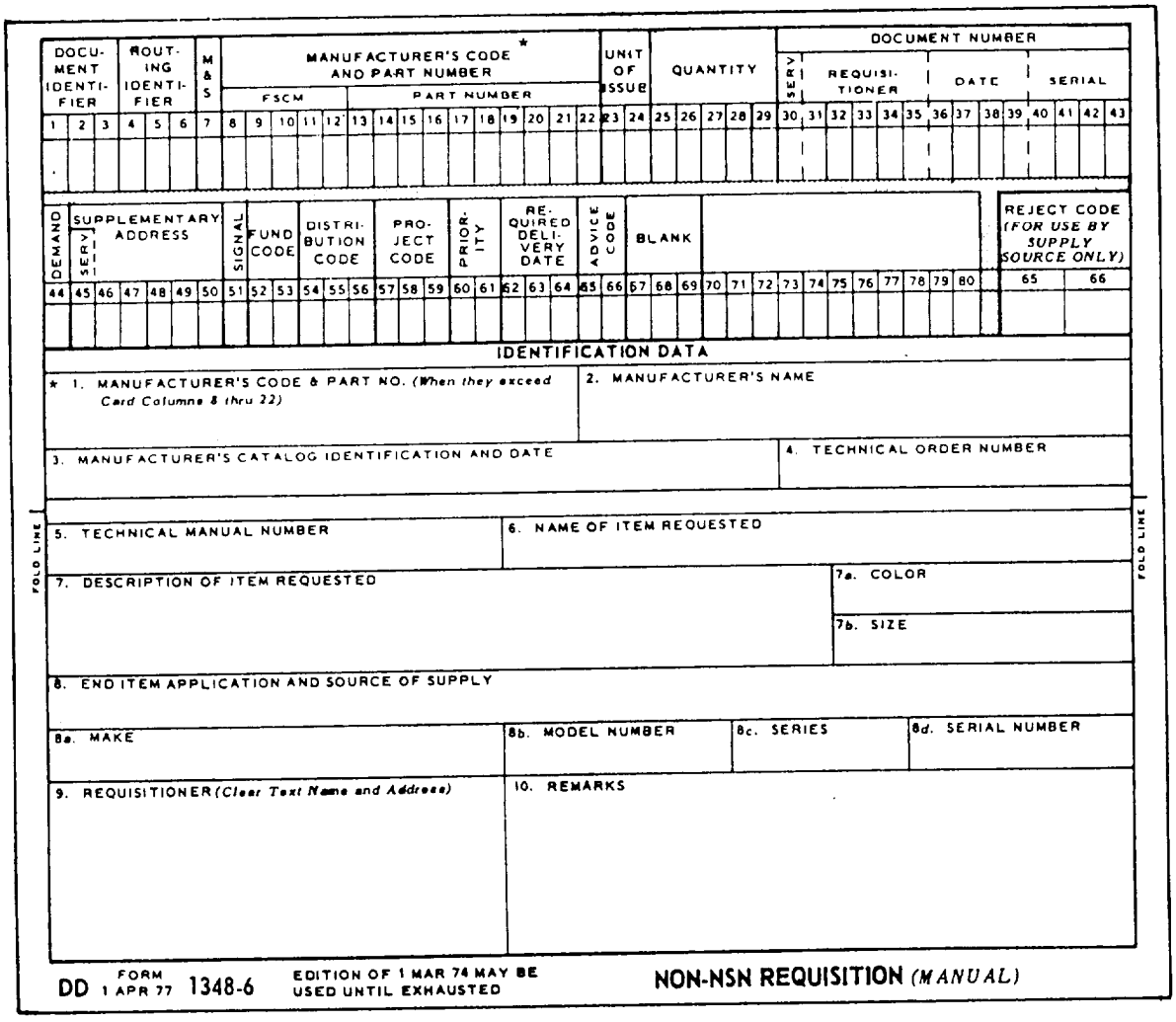


Figure 2-5.—NON-NSN Requisition (DD Form 1348-6).

material if the supporting activity will accept it. It may not be used to order publications. See figure 2-6.

- **DD Form 1149.** The Requisition and Invoice/ Shipping Document (DD Form 1149) is preferred by certain remote supply activities for requisitioning nonstandard items. However, the DD Form 1348-6 is the proper form to use. Keep the use of the DD Form 1149 to a minimum. See figure 2-7.

OTHER REQUISITIONING FORMS.— Other services provided through the supply system require the use of different types of requisitions. The services are usually provided locally, and the use of the below-listed forms is required, as applicable.

- **DD Form 282.** The DOD Printing Requisition (DD Form 282) is used for ordering printing services. An obligation document DD Form 1348 is prepared and distributed in accordance with NAVSUP P-485.

- **NAVCOMPT Form 2275.** The Order for Work and Services (NAVCOMPT Form 2275) is used to order work and services. It is used where required by MOMAG units and detachments for chargeable services, such as utilities, transportation, equipment rental, or any other specific request for routine or emergency services. For further information, refer to COMOMAG/ MOMAGINST 4000.1.

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

Requisition Submissions

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

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

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

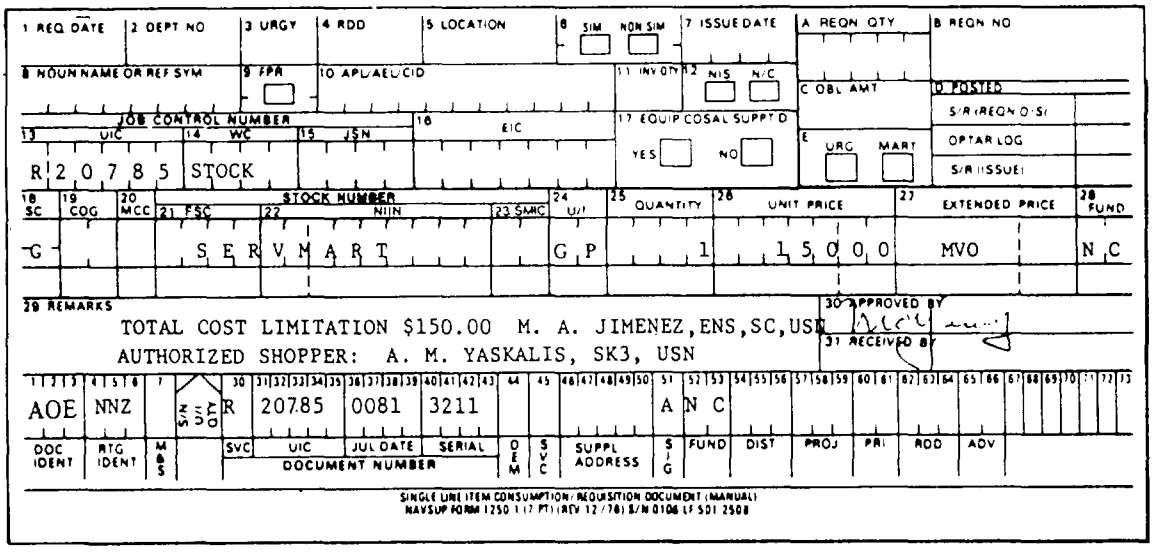


Figure 2-6.-Single-Line Consumption/Requisition Document (NAVSUP Form 1250-1).

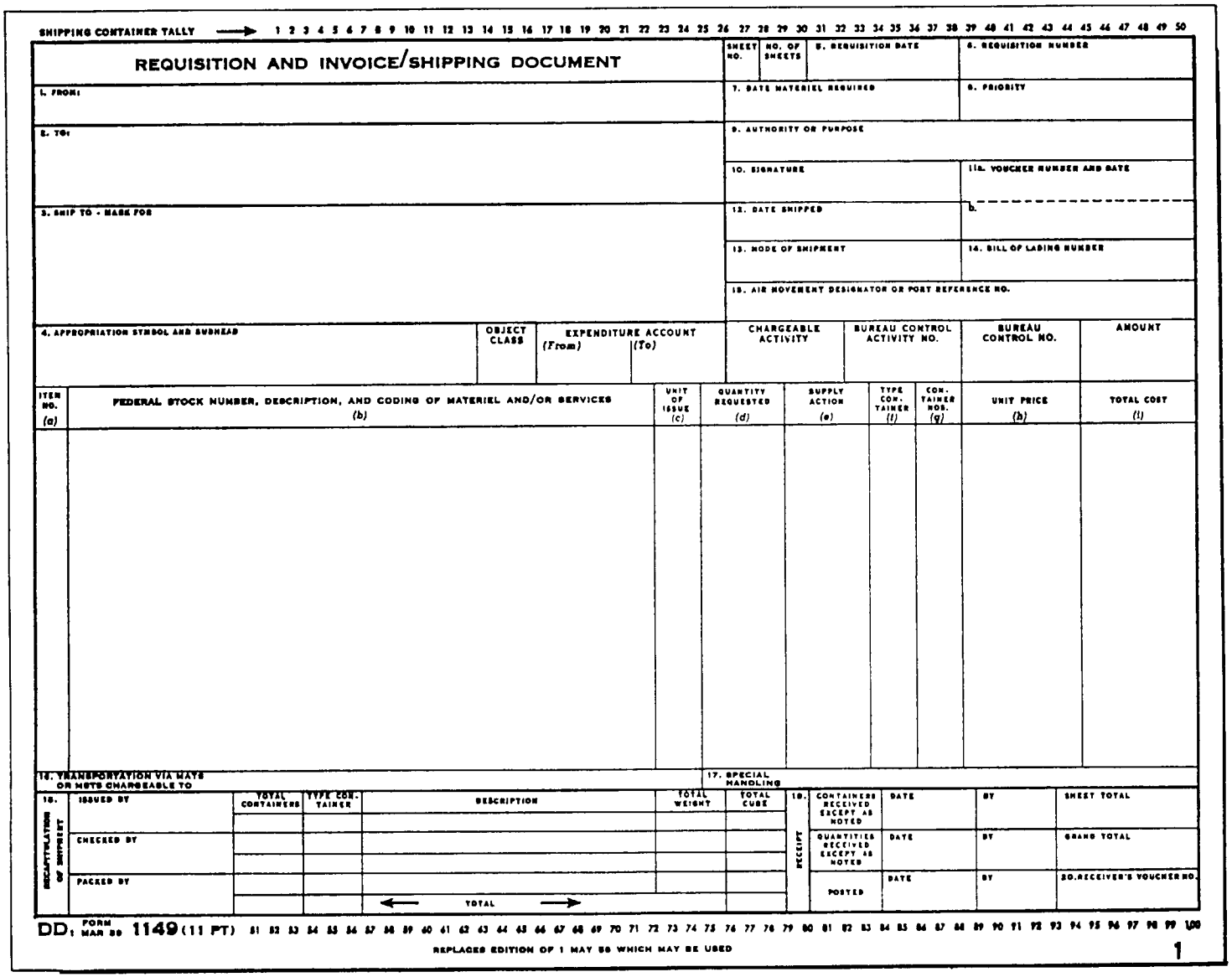


Figure 2-7.—Requisition and Invoice/Shipping Document (DD Form 1149).

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

Uniform Material Movement and Issue Priority System

An essential part of MILSTRIP is the requirement to assign priorities in accordance with set standards of the Uniform Material Movement and Issue Priority System (UMMIPS). When material is requisitioned, moved, or issued, it is necessary to set a common basis of determining the importance of competing demands for resources in the logistics systems. Such resources include material assets, requisition processing, transportation priorities, and storage.

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

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

Table 2-2.—Urgency of Need Definitions

UND	Definition
A	1. The requirement is immediate. 2. Without the material needed, the activity will be unable to perform one or more of its primary missions. 3. The condition noted in definition 2 has been reported by established NORS/CASREP procedures.
B	1. The requirement is immediate, or it is known that such requirement will occur in the immediate future. 2. The activity's ability to perform one or more of its primary missions will be impaired until the material is received. 3. This denotes immediate stock replenishment requirements of customer mission-essential material in FBM submarine tenders when the on-hand quantity is below the safety level and is expected to reach a zero balance before the receipt of stock is due in. 4. This denotes outfitting and replenishment requisitions for Q COSAL allowed reactor plan components, equipments, repair parts, special tools, and other material required to support reactor plant systems.
C	1. The requirement is routine. 2. Material is required for stock replenishment of overseas forward-area supply activities, including CLF ships (other than FBM submarine tenders, which qualify for UND B under definition 3 above).

based on a DOD determination of an activity's mission or essentiality.

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

URGENCY OF NEED DESIGNATOR.— The urgency of need designator (UND) is a letter (A, B, or C) that indicates the relative urgency of need for a requirement of a force or an activity. The activity's assigned F/AD, with the appropriate UND, determines the correct priority designator to be assigned to a requisition.

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

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

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

Open Purchase

Open purchase refers to the purchase of items outside the normal supply system. Unit and detachment commanding officers and officers-in-charge are not designated as contracting or ordering officers and are not authorized to purchase these items. Any requirement for non-standard material must be submitted to the supporting supply activity.

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

SERVMART Purchases

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

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

When you use the SERVMART, you must prepare a SERVMART Shopping List (NAVSUP Form 1314),

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

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

shown in figure 2-8, and a DD Form 1348 (4-PT). This procedure is mandatory for all procurements from the SERVMART. A separate SERVMART shopping list will accompany each requisition according to the job order number; for example, categories of funds such as custodial, building maintenance supplies, or items of a general nature.

Requisition Logs

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

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

- Make corrections with a single line drawn through the entry and initial the error.
- Clew out the OPTAR and mine maintenance logs on the 8th, 18th, and 28th of each month (26th for February) and the last day of the fiscal year.
- Write all entries legibly in ink.
- Enter all cancellations and adjustments reducing an obligation in red ink.
- Number each page sequentially.
- Enter the fiscal year on each page.

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

Requisition Files

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

Outstanding Requisitions

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

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

Completed Requisitions

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

Requisition Status

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

Supply status is usually received on a DD Form 1348m (mechanical). This form is almost identical to a DD Form 1348 (manual), except that the DD Form 1348m is a computer punch card and all pertinent information is printed across the top of the card.

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

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

Too many status codes exist to identify them all in this training manual. As a member of the supply department, you must be aware of the various codes your activity may encounter. NAVSUP P-485 provides a complete listing of status codes.

SERVMART SHOPPING LIST (4491)
NAVSUP FORM 1314 (REV. 4-84)
S/N 0108-LF-001-3142

MATERIAL CATEGORY	PAGE	OF	JULIAN DATE

SHIP/ACTIVITY	REQUISITION NO.	FUND CODE

ITEM NO.	COG SYM AND NSN	DESCRIPTION	U/I	QTY	UNIT PRICE	EXTENSION	REQUIRING DEPT.
1							
2							
3							
4							
5							
6							
7							
8							
9							
0							
1							
2							
3							
4							
5							

TYPED OR PRINTED NAME AND RANK OR GRADE OF AUTHORIZED SHOPPER _____

DISTRIBUTION: WHITE - Shopper's Copy, YELLOW - Mail to Ship/Activity, PINK - Store's Copy (Optional), GOLD - Supply Officer's Copy

I CERTIFY THAT THE PURCHASE OF MATERIALS LISTED HEREON IS NECESSARY FOR THE OFFICIAL BUSINESS OF THE NAVY.
REQUESTED BY (FOR DIRECT TURNOVER MATERIAL): APPROVED BY:

_____ _____
Authorized Signature *Supply Officer's Signature*

UPON RETURN TO THE SHIP/ACTIVITY, THE FOLLOWING MUST BE COMPLETED: RECEIVED, INSPECTED AND VERIFIED ON:

DATE _____ BY: _____
Typed or Printed Name and Rank or Grade and Signature

UNIT MAILING ADDRESS

PURCHASE SUBTOTAL
PLUS 10% FOR PRICE VARIATIONS
PURCHASE TOTAL*
DD FORM 1348/NAVSUP FORM 1250-1 MAXIMUM AUTHORIZED
*MAY NOT EXCEED DOLLAR LIMIT ON DD FORM 1348 OR NAVSUP FORM 1250-1

Figure 2-8.-SERVMART Shopping List (NAVSUP Form 1314).

MILSTRIP/MILSTRAP Desk Guide, NAVSUP P-409; and *Fleet Use of MILSTRIP*, NAVSUPINST 4235.3; are also handy references. They provide general information concerning MILSTRIP procedures and contain the most common codes used.

MATERIAL OBLIGATION VALIDATIONS

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

1. ensure that overaged material obligations reflected in the inventory manager's records agree with the requisitioning activity's outstanding records;

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

3. determine if the priorities assigned in the requisition are still valid.

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

External MOVs

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

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

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

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

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

Internal MOVs

Internal MOVs are conducted by the COMOMAG, who maintains a duplicate file of all requisitions from units and detachments. During the last week of February, May, August, and November, the COMOMAG forwards a listing of all outstanding requisitions to each site. The status listed is the last status the COMOMAG received on the requisition. Each site reviews the list and updates it, as necessary. Proper maintenance of the outstanding requisition file makes the internal MOV verification much easier.

TRANSMITTAL REPORT OF TRANSACTION

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

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

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

MINE MATERIAL RECEIPT, CUSTODY, AND STOWAGE

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

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

This section discusses stock material receipt, material custody, and material stowage.

STOCK MATERIAL RECEIPT

Stock material is a collection of like items in an FSC class. These items are maintained in the supply department and are used on a frequent basis. They may be anything from nuts and bolts to individual mine components. Processing the receipt of this material is a very basic procedure, but if it is not handled properly, it can have a serious effect on the validity of your stock records. The key to processing these items is to complete the job as soon as possible, preferably the same day, and post the material to the OPTAR log and the stock record card, with the stowage location properly annotated.

Quality-Deficient Material

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

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

- Category I: Quality-deficiency material that may (1) cause death, injury, or severe occupational illness; (2) cause loss or major damage to a weapons system; (3) directly restrict the combat readiness capabilities of the using organization; or (4) result in a production stoppage.

- Category II: Quality-deficiency material that does not meet the criteria in category I.

If the material falls under the definition of category I, the initial report must be submitted by PRIORITY message and followed with the submission of the Quality Deficiency Report (Standard Form 368). See figure 2-9.

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

Material Lost in Shipment

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

If the material does not arrive in a reasonable time after the required delivery date, the requisition must be completed. This is accomplished by surveying the lost material, if necessary, and submitting a report of discrepancy (ROD). If the material is still required, you must reorder it.

Report of Discrepancy

Shipping or packaging discrepancies that are the responsibility of the shipper, the contractor, the manufacturer, or the vendor should be reported on Report of Discrepancy (Standard Form 364), shown in figure 2-10. The ROD is used to determine the cause of such discrepancies, to initiate corrective action, and to prevent the problem from reoccurring. Detailed instructions for and the types of discrepancies reported on this form are found in chapter 4 of NAVSUP P-485.

Completed Requisition Processing

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

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

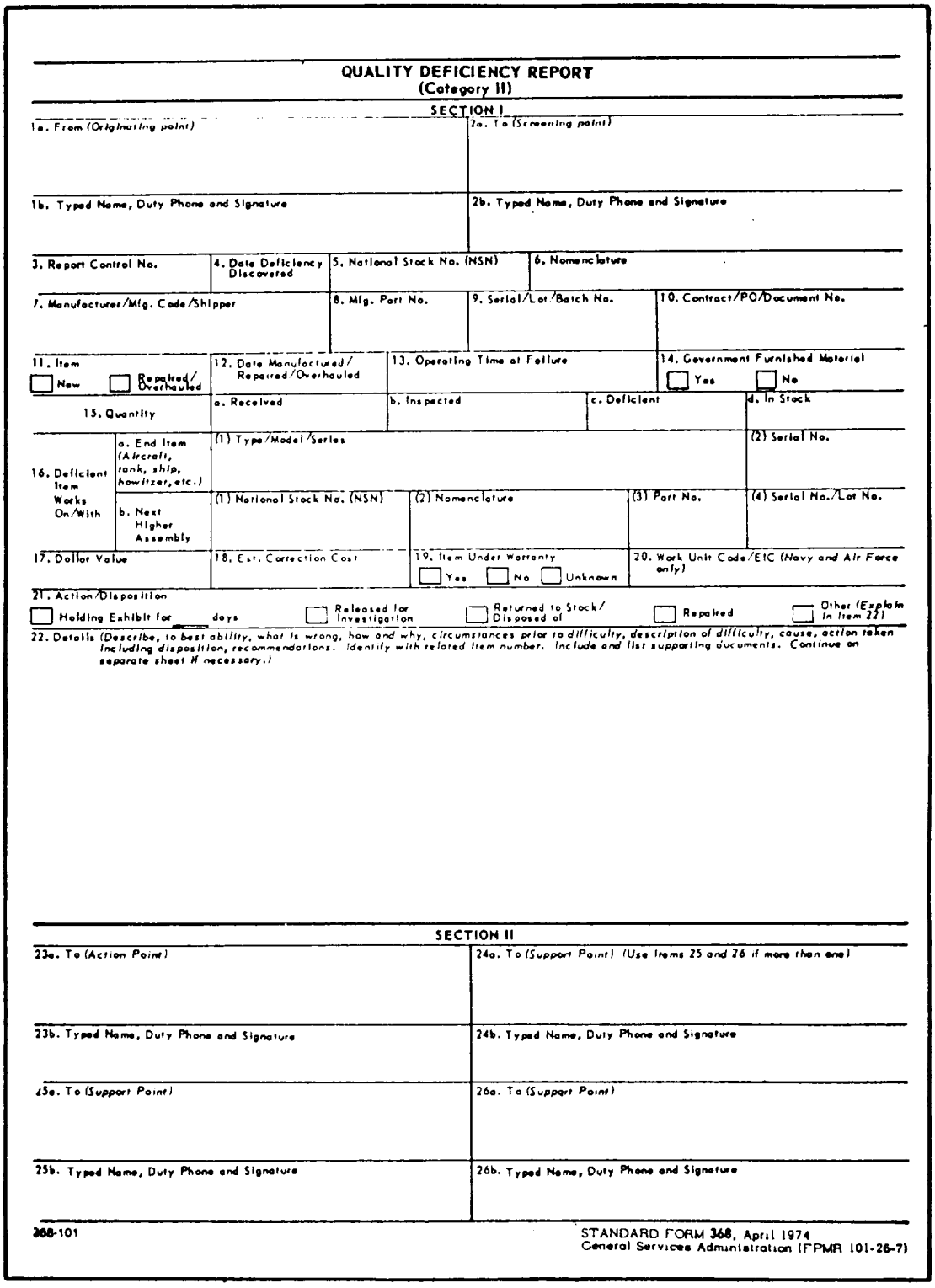
1. Date the document upon receipt.
2. Circle the quantity accepted.
3. Sign the document to indicate the receipt.

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

1. Ensure that the material is posted in the requisition log and on the Stock Record Card (NAVSUP 1296/1297).

2. Annotate the paperwork with the word *posted,* sign it, and date the document as of the date it was posted.

3. Annotate the correct stowage location.



QUALITY DEFICIENCY REPORT
(Category II)

SECTION I

1a. From (Originating point)	2a. To (Screening point)
1b. Typed Name, Duty Phone and Signature	2b. Typed Name, Duty Phone and Signature

3. Report Control No.	4. Date Deficiency Discovered	5. National Stock No. (NSN)	6. Nomenclature
7. Manufacturer/Mfg. Code/Shipper	8. Mfg. Part No.	9. Serial/Lot/Batch No.	10. Contract/PO/Document No.

11. Item ☐ New ☐ Repaired/Overhauled	12. Date Manufactured/ Repaired/Overhauled	13. Operating Time at Failure	14. Government Furnished Material ☐ Yes ☐ No

15. Quantity	a. Received	b. Inspected	c. Deficient	d. In Stock

16. Deficient Item Works On/With	a. End Item (Aircraft, tank, ship, howitzer, etc.)	(1) Type/Model/Series			(2) Serial No.
	b. Next Higher Assembly	(1) National Stock No. (NSN)	(2) Nomenclature	(3) Part No.	(4) Serial No./Lot No.

17. Dollar Value	18. Est. Correction Cost	19. Item Under Warranty ☐ Yes ☐ No ☐ Unknown	20. Work Unit Code/EIC (Navy and Air Force only)

21. Action/Disposition
☐ Holding Exhibit for ____ days ☐ Released for Investigation ☐ Returned to Stock/ Disposed of ☐ Repaired ☐ Other (Explain in Item 22)

22. Details (Describe, to best ability, what is wrong, how and why, circumstances prior to difficulty, description of difficulty, cause, action taken including disposition, recommendations. Identify with related item number. Include and list supporting documents. Continue on separate sheet if necessary.)

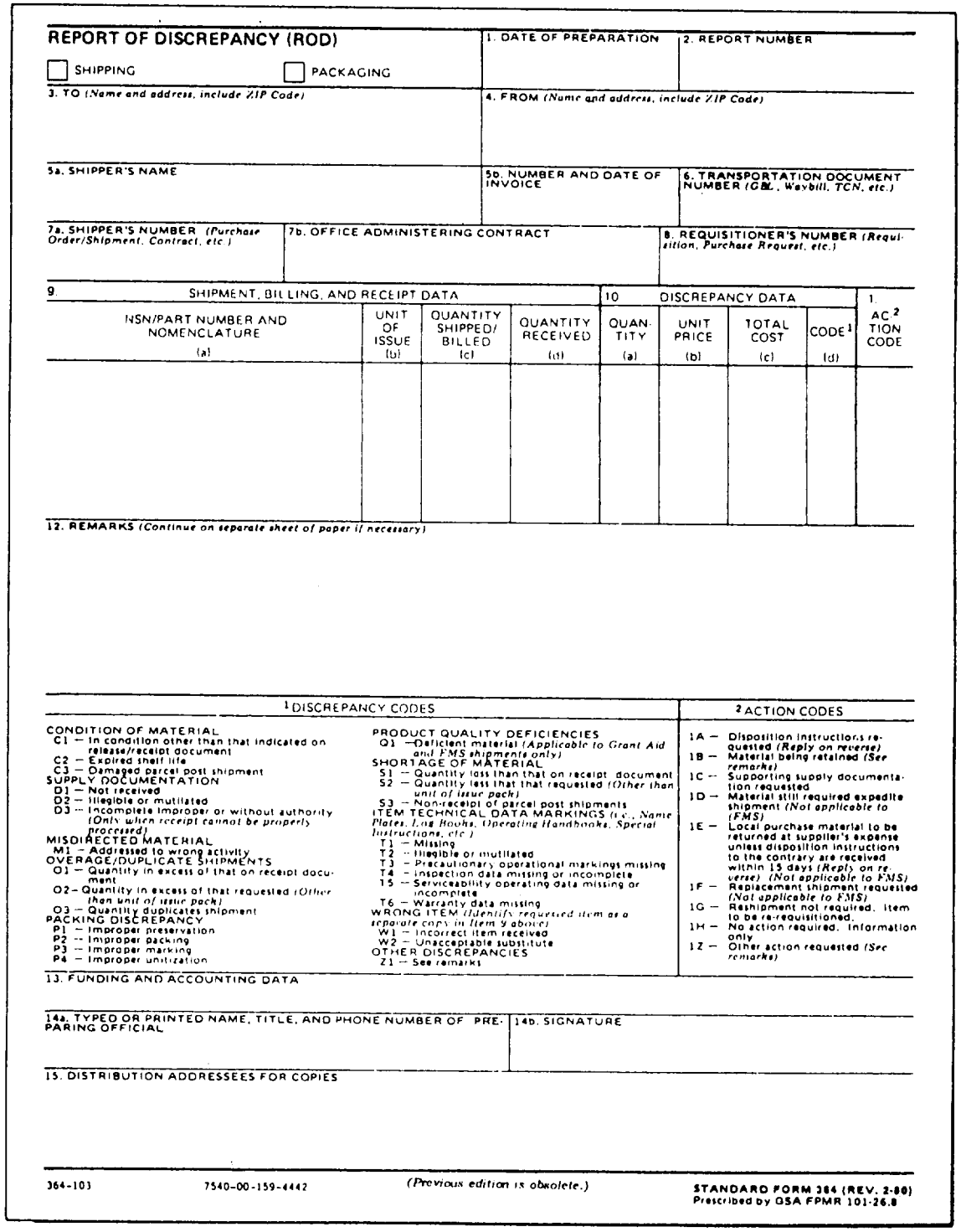
SECTION II

23a. To (Action Point)	24a. To (Support Point) (Use Items 25 and 26 if more than one)
23b. Typed Name, Duty Phone and Signature	24b. Typed Name, Duty Phone and Signature
25a. To (Support Point)	26a. To (Support Point)
25b. Typed Name, Duty Phone and Signature	26b. Typed Name, Duty Phone and Signature

368-101

STANDARD FORM 368, April 1974
General Services Administration (FPMR 101-26-7)

Figure 2-9.—Quality Deficiency Report (Standard Form 368).



REPORT OF DISCREPANCY (ROD)

☐ SHIPPING ☐ PACKAGING

1. DATE OF PREPARATION | 2. REPORT NUMBER

3. TO (*Name and address, include ZIP Code*)

4. FROM (*Name and address, include ZIP Code*)

5a. SHIPPER'S NAME | 5b. NUMBER AND DATE OF INVOICE | 6. TRANSPORTATION DOCUMENT NUMBER (*GBL, Waybill, TCN, etc.*)

7a. SHIPPER'S NUMBER (*Purchase Order/Shipment, Contract, etc.*) | 7b. OFFICE ADMINISTERING CONTRACT | 8. REQUISITIONER'S NUMBER (*Requisition, Purchase Request, etc.*)

9. SHIPMENT, BILLING, AND RECEIPT DATA				10 DISCREPANCY DATA				11. ACTION CODE[2]
NSN/PART NUMBER AND NOMENCLATURE (a)	UNIT OF ISSUE (b)	QUANTITY SHIPPED/ BILLED (c)	QUANTITY RECEIVED (d)	QUANTITY (a)	UNIT PRICE (b)	TOTAL COST (c)	CODE[1] (d)	

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

[1] DISCREPANCY CODES

CONDITION OF MATERIAL
- C1 — In condition other than that indicated on release/receipt document
- C2 — Expired shelf life
- C3 — Damaged parcel post shipment

SUPPLY DOCUMENTATION
- D1 — Not received
- D2 — Illegible or mutilated
- D3 — Incomplete improper or without authority (*Only when receipt cannot be properly processed*)

MISDIRECTED MATERIAL
- M1 — Addressed to wrong activity

OVERAGE/DUPLICATE SHIPMENTS
- O1 — Quantity in excess of that on receipt document
- O2 — Quantity in excess of that requested (*Other than unit of issue pack*)
- O3 — Quantity duplicates shipment

PACKING DISCREPANCY
- P1 — Improper preservation
- P2 — Improper packing
- P3 — Improper marking
- P4 — Improper unitization

PRODUCT QUALITY DEFICIENCIES
- Q1 — Deficient material (*Applicable to Grant Aid and FMS shipments only*)

SHORTAGE OF MATERIAL
- S1 — Quantity less than that on receipt document
- S2 — Quantity less that that requested (*Other than unit of issue pack*)
- S3 — Non-receipt of parcel post shipments

ITEM TECHNICAL DATA MARKINGS (*i.e., Name Plates, Log Books, Operating Handbooks, Special Instructions, etc.*)
- T1 — Missing
- T2 — Illegible or mutilated
- T3 — Precautionary operational markings missing
- T4 — Inspection data missing or incomplete
- T5 — Serviceability operating data missing or incomplete
- T6 — Warranty data missing

WRONG ITEM (*Identify requested item as a separate copy in Item 9 above*)
- W1 — Incorrect item received
- W2 — Unacceptable substitute

OTHER DISCREPANCIES
- Z1 — See remarks

[2] ACTION CODES
- 1A — Disposition instructions requested (*Reply on reverse*)
- 1B — Material being retained (*See remarks*)
- 1C — Supporting supply documentation requested
- 1D — Material still required expedite shipment (*Not applicable to FMS*)
- 1E — Local purchase material to be returned at supplier's expense unless disposition instructions to the contrary are received within 15 days (*Repl*) on reverse) (*Not applicable to FMS*)
- 1F — Replacement shipment requested (*Not applicable to FMS*)
- 1G — Reshipment not required. Item to be re-requisitioned.
- 1H — No action required. Information only
- 1Z — Other action requested (*See remarks*)

13. FUNDING AND ACCOUNTING DATA

14a. TYPED OR PRINTED NAME, TITLE, AND PHONE NUMBER OF PREPARING OFFICIAL | 14b. SIGNATURE

15. DISTRIBUTION ADDRESSEES FOR COPIES

364-103 7540-00-159-4442 (*Previous edition is obsolete.*) STANDARD FORM 364 (REV. 2-80) Prescribed by GSA FPMR 101-26.8

Figure 2-10.—Report of Discrepancy (Standard Form 364).

4. Attach a completed copy of the shipping document to the outstanding requisition and file it in the completed requisition file.

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

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

MATERIAL CUSTODY

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

Plant Property Classes

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

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

Normally, you will encounter only class-3 plant property at any MOMAG unit or detachment. To decide if an item is classified as plant property, apply the following standards:

- The item has an expected normal useful life of 2 years or more.
- The item maybe used in the furtherance of the assigned mission of an activity, including the functions of all subordinate subdivisions.
- The item cannot be altered beyond further use as an equipment item in performance of work within its designed capabilities.
- The item is NOT TO BE consumed in performance of its work.
- The item is NOT TO BE in an inventory account of the supply system.
- The item has an individual item cost of $10,000 or more.

Host-Activity-Owned Plant Property

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

COMOMAG-Owned Plant Property

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

MINOR PROPERTY AND CONTROLLED-EQUIPAGE ITEMS

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

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

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

The Controlled-Equipage Custody Record (NAVSUP Form 306), shown in figure 2-11, is the proper

S/N 0108-LF-500-6503 CONTROLLED-EQUIPAGE CUSTODY RECORD (4442) NAVSUP FORM 306 (Rev. 1-83)

NSN	NOUN NAME	ALLOWANCE	U/I	UNIT PRICE	SHIP/ACTIVITY	DEPT.	CARD NO.

ALLOWANCE LIST NO.	ADD'L DESCRIPTION

SERIAL NO.

O/S REQ'N (NO.)	(QTY)	O/S REQ'N (NO.)	(QTY)	O/S REQ'N (NO.)	(QTY)	O/S REQ'N (NO.)	(QTY)	CUSTODY SIGNATURE REQUIRED	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.

Figure 2-11.-Controlled-Equipage Custody Record (NAVSUP Form 306).

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

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

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

MATERIAL STOWAGE

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

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

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

Material Protection

Material that is received by your command should have some type of preservation packaging and packing applied to it. These protection levels are designed to protect the material from deterioration and damage during shipment, handling, and stowage.

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

- Retaining repair parts in their original packaging until issued.
- Repackaging items that were not properly protected when received or that had their packaging removed or damaged while in stowage.
- Reporting material received in an unsatisfactory condition due to inadequate or improper preservation, packaging, or marking.
- Repackaging excess items returned from other departments.
- Packing or repackaging material for shipment to other commands or for turn-in.

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

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

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

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

Material Security

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

Table 2-4-Levels of Material Protection

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

Table 2-5.—Material Packaging Methods

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

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

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

MATERIAL EXPENDITURES

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

1. An *issue* is the physical release of material by the supply department or the division to a user of the material. The term *issue* includes the term *loss by inventory* (LBI). However, *issue* should not be used interchangeably with the term *transfer.*

2. *A transfer* is the movement (including turn-in) of material from the custody and records of one activity to the custody and records of another activity.

3. A *survey* is used to expend material from stock and/or custody records in one of the following situations:

a. The material is condemned as a result of damage, obsolescence, or deterioration.

b. The material is appraised as damaged or is destroyed as a result of a loss of utility, not due to misconduct.

c. The material is acknowledged as nonexistent as a result of loss due to theft.

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

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

MATERIAL ISSUE

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

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

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

MATERIAL TRANSFER

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

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

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

MATERIAL SURVEY

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

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

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

An investigation or a review must determine what caused the loss, damage, or destruction of the material being surveyed. To make a determination for cause, the facts surrounding the incident must be thoroughly and quickly investigated. However, the investigation or the review should not be limited to the verification of statements from individuals. It should be broad enough to ensure that the interests of the government, as well as the rights of the individuals and the naval activity, are fully protected. A review is required to prove or to refute statements from individuals and to place the responsibility where it belongs. The form used for survey procedures is Report of Survey (DD Form 200), shown in figure 2-12.

Research action is not usually required in the following situations:

1. When it is the opinion of the commanding officer or the officer-in-charge that negligence was not involved in the loss, damage, or destruction of the government property under investigation.

REPORT OF SURVEY

PRIVACY ACT STATEMENT

Personal information from the individual is solicited. As required by the Privacy Act of 1974, we advise:

AUTHORITY: 16 U.S.C. 136, 10 U.S.C. 1071; DoD Instruction 7200.10

PRINCIPAL PURPOSE: To officially report the facts and circumstances supporting the assessment of pecuniary charges for the loss, damage, or destruction of DoD-controlled property.

ROUTINE USES: To initiate investigations of losses/gains of DoD-controlled property and record the findings and actions taken.

DISCLOSURE IS VOLUNTARY: Refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held pecuniarily liable.

1 TYPE REPORT *(X one)*
- [ ] a REPORT OF SURVEY
- [ ] b GOVERNMENT PROPERTY LOSS/DESTROYED

2 SURVEY NUMBER

3 DATE LOSS/GAIN DISCOVERED *(YYMMDD)*

4 NATIONAL STOCK NO	5 ITEM DESCRIPTION	6 QUANTITY	7 UNIT COST	8 TOTAL COST

9 CIRCUMSTANCES UNDER WHICH PROPERTY WAS *(X one)* *(Attach additional pages, as necessary)*
- [ ] LOST
- [ ] GAINED
- [ ] DAMAGED
- [ ] DESTROYED

10 ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES *(Attach additional pages, as necessary)*

11 INDIVIDUAL COMPLETING BLOCKS 9 AND 10

a TYPED NAME *(Last, First, Middle Initial)*	b SIGNATURE	c DATE SIGNED	d AUTOVON NUMBER

12 RESPONSIBLE OFFICER

a ORGANIZATIONAL ADDRESS *(Unit Designation, Office Symbol, Base, State, Zip Code)*	b TYPED NAME *(Last, First, Middle Initial)*	c AUTOVON NUMBER
	d SIGNATURE	e DATE SIGNED

13 ACCOUNTABLE OFFICER

a NUMBER OF DOCUMENTS USED TO ADJUST PROPERTY RECORD

b ORGANIZATIONAL ADDRESS *(Unit Designation, Office Symbol, Base, State, Zip Code)*	c TYPED NAME *(Last, First, Middle Initial)*	d. AUTOVON NUMBER
	e SIGNATURE	f. DATE SIGNED

DD Form 200, OCT 84
S/N 0102-LF-000-2001

Replaces DD Form 200, 83 MAY; AF Form 198, JAN 83; DD Form 2090, SEP 77; and DA Form 4697, SEP 81, which are obsolete.

Figure 2-12.-Report of Survey (DD Form 200).

2. When, for reasons known to the commanding officer or the officer-in-charge, negligence or responsibility cannot be determined and research under those conditions will constitute an unnecessary administrative burden.

3. When an individual accepts responsibility for the loss, damage, or destruction of government property and voluntarily offers to reimburse the government for the material.

EXCESS MATERIAL DISPOSITION

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

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

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

Serviceable Material Disposition

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

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

An Ammunition Disposition Request and Authorization (NAVSEA Form 8012/2), shown in figure 2-13, must be submitted for disposition of excess mine material identified as APA (nonchargeable) items. Instructions for the preparation of this form are in *Supply Management of Ammunition,* SPCCINST 8010.12, and COMOMG/MOMAGINST 4000.1.

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

Unserviceable Material Disposition

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

Reclassification of Materials

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

Malfunctions and discrepancies reported by using units also prompt inputs to the reclassification program, as does the declaration of material as obsolete/disposable. Information on reclassification actions is promulgated by the SPCC via notices of ammunition reclassification (NARs) or changes to *Ammunition Unserviceable, Suspended, and Limited Use,* TWO24-AA-ORD-010.

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

NAVSEA 8012/2 (Rev. 2-81) (Front) AMMUNITION DISPOSITION REQUEST AND AUTHORIZATION (ADRA) S/N 0116-LF-886-1210 (Read the special instructions before completing this form) (NAVSEAINST 4570.1)

TO: (Appropriate Inventory Manager)	FROM (Requesting Activity)	ACTIVITY ADRA NUMBER	AMMUNITION CLASS CODE	DATE
		COGNIZANCE SYMBOL	SIGNATURE (Requesting Activity Official)	CODE

PART I – AMMUNITION DISPOSITION REQUEST – APPLICABLE ONLY TO CATALOGED ITEMS (To be completed by requesting activity)

ITEM NO.	NSN	DODAC	C/C	QUANTITY	NOMENCLATURE	DC	SEC	REASON FOR ADRA	PACKAGING DATA	I&M ONLY NOTES
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										

REMARKS

COPY TO:

Figure 2-13.—Ammunition Disposition Request and Authorization (NAVSEA Form 8012/2).

(AIG 181). Each NAR message normally contains more than one NAR.

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

Each activity with reclassified ammunition on hand must report it as soon as possible in accordance with the TW024-AA-ORD-010, unless otherwise directed in the NAR message. Material reported in response to a NAR should not be reported again when reclassification information is incorporated in the TW024-AA-ORD-010. Individual holding activities should dispose of ammunition reclassified as suspended or unserviceable in accordance with the TW024-AA-ORD-010 or by a NAR through normal supply channels.

MISSING, LOST, STOLEN, OR RECOVERED GOVERNMENT PROPERTY

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

- All serialized or unserialized firearms, weapons, ammunition, explosives, and other destructive devices, regardless of value.
- Precious metals (valued over $ 100).
- Classified material.
- Navy property requiring the completion of a Report of Survey (DD Form 200).

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

MATERIAL SHIPMENT PROCEDURES

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

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

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

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

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

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

Transportation Control and Movement Document

In any material transportation system, there is a requirement for certain basic information and data. This is accomplished by using a single, comprehensive, control document, the Transportation Control and Movement Document (DD Form 1384), shown in figure 2-14. The shipper is responsible for the preparation of this document in its various forms and formats, including message format.

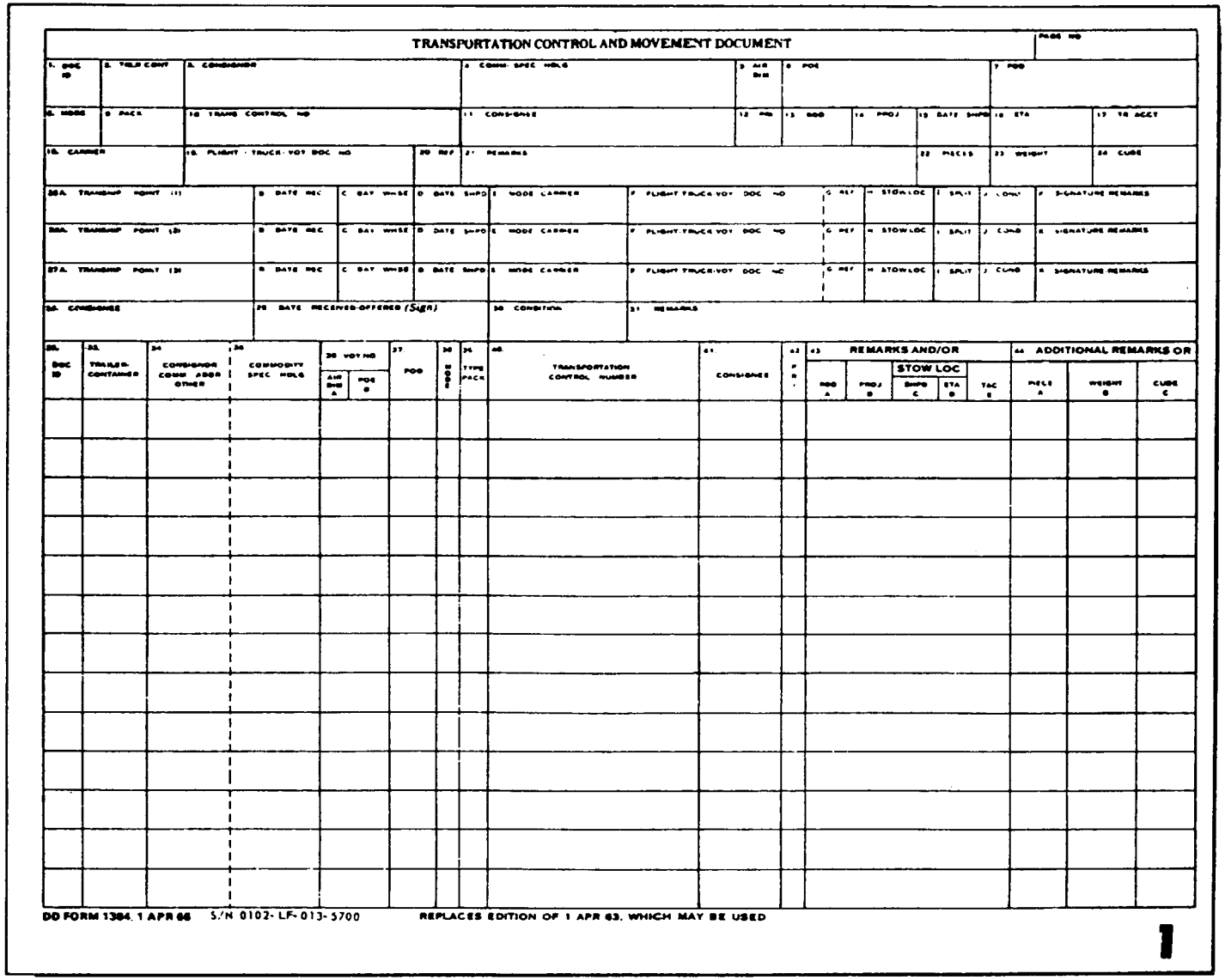


Figure 2-14.—Transportation Control and Movement Document (DD Form 1384).

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

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

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

- To provide the information required to trace a shipment.

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

Transportation Control Number

The transportation control number (TCN) is the basic element in the MILSTAMP system. A number is assigned to each shipment unit for the shipment control from origin to destination. To avoid duplicate number assignment, construct TCNs as follows:

- If the shipment is a fulfillment of the MILSTRIP requisition, the MILSTRIP requisition number and the three alphabetic characters assigned by the command become the TCN. The alphabetic characters identify complete, partial, or split shipments. Complete shipments are indicated by "XXX."

- If the shipment is non-MILSTRIP, the shipping activity assigns the TCN. The TCN can be derived by referring to appendix C of DODINST 4500.32-R.

INVENTORY MANAGEMENT

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

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

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

ALLOWANCE LISTS

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

Service Mines and Components

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

ET Mines and Components

The allowance for ET mines and their components is established by *Information Concerning Mine Warfare Exercise and Training (ET) Material Allowances and Reporting Criteria,* COMOMAG/MOMAGINST 8550.9. Any unit or detachment that maintains ET mines must maintain stocks to the levels established in the MBOM. As with service mines and components, if your allowance falls below the MBOM allowance, you must promptly submit a requisition to order up to your established allowance.

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

date that your stock levels will be reduced to allowance levels must be provided.

RECORDS AND FILES

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

Stock Record Cards

Stock records are maintained on various types of forms called stock record cards. Procurement of material is based on the information contained on the stock record card. These cards generally provide the following information about an item:

1. Identification (nomenclature, stock number, Navy ammunition logistics code, etc.).
2. Balance on hand.
3. Receipt and expenditure.
4. Quantity due in.
5. Storage location.
6. Special information necessary for stock control personnel (explosive weights, mine assembly configurations, etc.).

The three types of stock record cards generally used by MOMAG activities are briefly discussed in the following paragraphs. The instructions for completing these forms are in *Supply Management of Ammunition*, SPCCINST 8010.12, and COMOMAG/MOMAGINST 4000.1.

- **NAVSUP Form 1296:** The Ammunition Master Stock Record Card (Yellow) (NAVSUP Form 1296), shown in figure 2-15, is the primary stock record card used by MOMAG activities. A separate card must be maintained for each type of mine material held or required by an activity. These cards are designed to be filed in a binder or a card file. They must be filed in one of the following identification sequences, depending on the identification information available to you: (1) NALC, (2) stock number (NIIN sequence), (3) NICN (alphanumeric sequence), (4) drawing or reference number, (5) mine material management code (MMC), and (6) nomenclature.

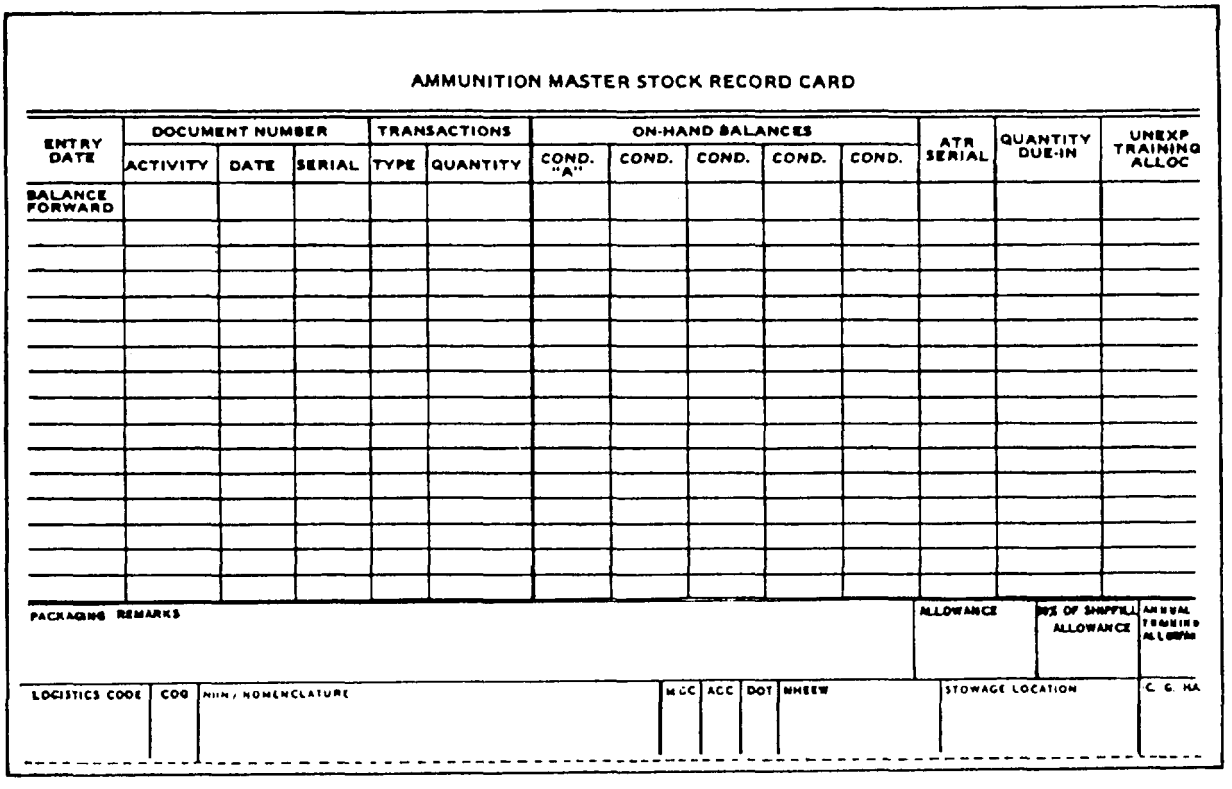


Figure 2-15.—Ammunition Master Stock Record Card (Yellow) (NAVSUP Form 1296).

- **NAVSUP Form 1297:** The Ammunition Lot/Location Card (Green) (NAVSUP Form 1297), shown in figure 2-16, is used with NAVSUP Form 1296 when lot control or different locations of items are applicable. These cards are filed immediately after the corresponding stock record cards.

- **NAVSUP Form 1356:** The Ammunition Serial/Location Card (Blue) (NAVSUP Form 1356), shown in figure 2-17, is used to track all items that require control by serial number. These cards are filed immediately after the appropriate stock record cards.

Battery History Cards

Battery history cards will soon be deleted by the Battery Data Base Management System (BATS). However, until the new BATS version is fully implemented, battery history cards will be filed directly behind the ammunition lot/locator card in the card file. Separate stock locator cards and battery history cards are required for each lot of batteries. The notation *installed in mines* is made in pencil in the storage location block of NAVSUP Form 1297 for those batteries installed in mines.

The BATS computer software program runs on the Zenith Z-248 computer, is menu driven, is easy to use, and enables each unit or detachment to manage its battery history quickly and accurately.

For further information on BATS, refer to *Mine Components A through C, Description and Class-B Criteria* SW550-AA-MMI-010/(C).

INVENTORY AND STOCK VALIDITY

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

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

Results of inventories are reported to the COMOMAG each month, and a stock validity of 90 percent is acceptable. Anything less than this percentage must be reported with the reasons for the

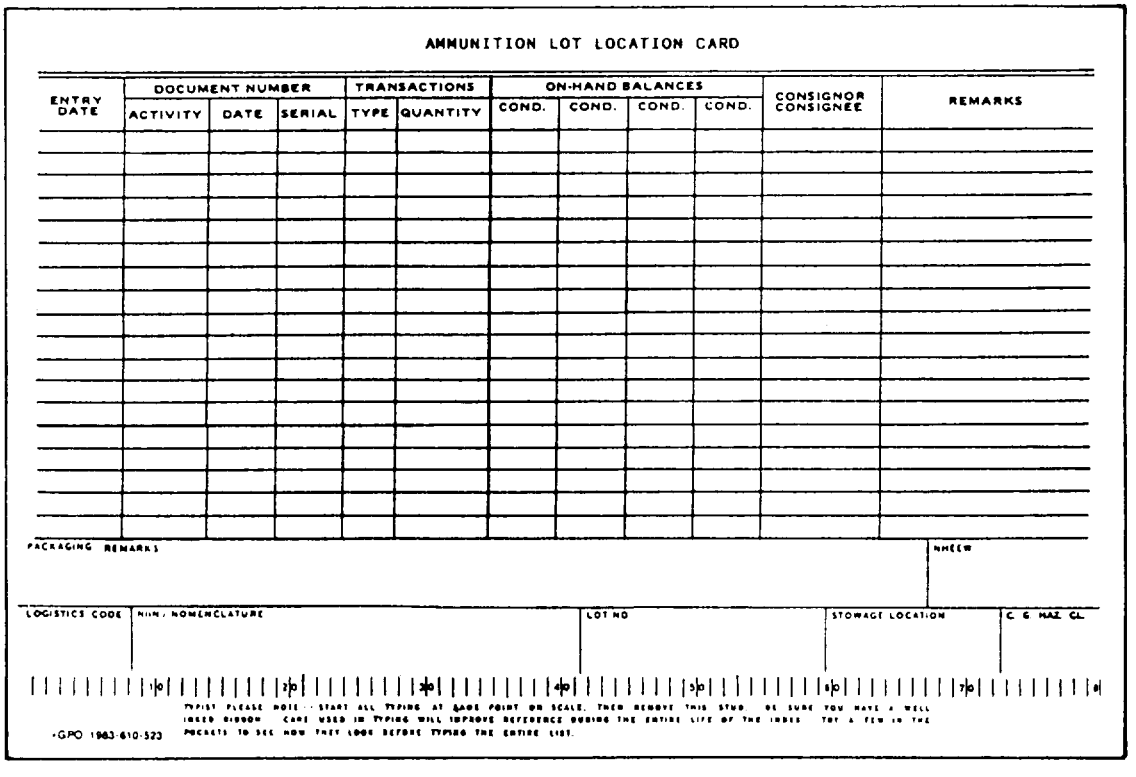


Figure 2-16-Ammunition Lot/Location Card (Green) (NAVSUP Form 1297).

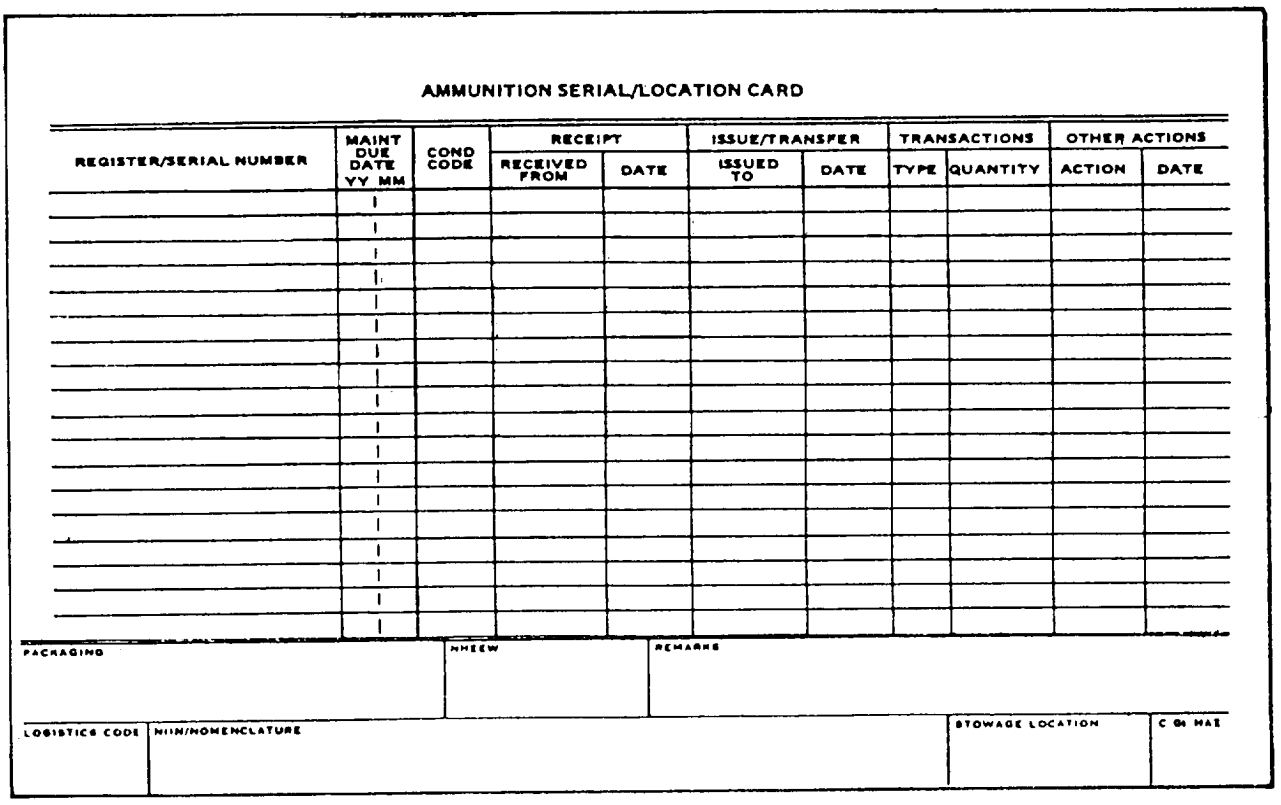


Figure 2-17.—Ammunition Serial/Location Card (Blue) (NAVSUP Form 1356).

unacceptable validity and with corrective actions taken to remedy the situation.

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

Inventory Types

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

1. Reconcile differences between the actual count and the stock record count.

2. Stop reoccurring discrepancies by effecting controls.

3. Determine stock deficiencies that require corrective action.

4. Ensure that material is correctly identified.

5. Ensure that material is properly stowed, packaged, and preserved.

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

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

SELECTED-ITEM INVENTORY.— The selected-item inventory is designed to be used on certain fast-moving or frequently demanded items. It tests the readiness of the supply department by

ensuring that there are sufficient quantities of material to build up your command's weapons.

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

Inventory Records

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

Material Lost or Gained by Inventory

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

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

INVENTORY PROCEDURES

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

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

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

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

Material Identification

Care must be taken to ensure that each item in stowage is legibly marked, tagged, or labeled with the appropriate nomenclature and identification numbers (NSN, NICN). Material that is not properly identified can cause delays in issues and inventories.

Material Location

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

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

- Protect the material from loss or damage during movement.

- Stow the material properly in the new location.

- Record the new location promptly and accurately on the master stock record card.

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

CONVENTIONAL AMMUNITION INTEGRATED MANAGEMENT SYSTEM

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

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

AMMUNITION TRANSACTION REPORTING

Any action that affects the on-hand quantity of your command's reportable assets (such as issues, receipts, expenditures, or inventory losses or gains) are reported on the ammunition transaction report (ATR). The method of processing ATR information into the CAIMS requires that all pertinent instructions be followed exactly.

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

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

All transaction reporting must follow the procedures in SPCCINST 8010. 12; and *Conventional Ordnance Management Manual,* CINCPACFLT/ CINCLANTFLTINST 8010.12. The COMOMAG; the COMINEWARCOM; and the Officer-in-Charge, NAVMINEWARENGACT should be addressed for information purposes on all transaction reports.

RECOMMENDED READING LIST

NOTE: Although the following references were current when this TRAMAN was published, their continued currency cannot be assured. Therefore, you need to ensure that you are studying the latest revision.

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

Conventional Ordnance Management Manual, CINCPACFLT/CINCLANTFLT 8010.12, Commander-in-Chief, U.S. Pacific Fleet, Pearl Harbor, Hi., and Commander-in-Chief, U.S. Atlantic Fleet, Norfolk, Va., 1993.

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

Information Concerning Mine Warfare Exercise and Training (ET) Material Allowance and Reporting Criteria, COMOMAG/MOMAGINST 8550.9T, Mobile Mine Assembly Group, Charleston, S.C., 1992.

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

Mine Components A through C, Description and Class-B Criteria, SW550-AA-MMI-010/(C), Naval Mine Warfare Engineering Activity, Yorktown, Va., 1993.

Mobile Mine Assembly Group Supply Procedures, COMOMAG/MOMAGINST 4000.1K, Mobile Mine Assembly Group, Charleston, S.C., 1991.

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

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

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

APPENDIX I

GLOSSARY

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

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

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

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

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

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

CONSUMABLE SUPPLIES—All administrative and housekeeping items, routine maintenance tools, and general-purpose hardware.

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

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

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

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

DISTRIBUTION LIST—A list of action and information addressees of a directive or a multiple-address document. These addressees are selected on a need-to-act or need-to-know basis.

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

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

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

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

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

ISSUING AUTHORITY—The chief official of an established, independent component by whose authority and under whose title a directive is promulgated.

JOINT DIRECTIVE—A directive issued jointly by one authority in conjunction with one or more other authorities.

LETTER-TYPE DIRECTIVE—An instruction or a notice that is prepared in the format similar to that of a naval letter.

MESSAGE-TYPE DIRECTIVE—A directive that is transmitted via the Naval Communications System.

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

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

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

PROJECT CODE—A three-character code used on requisitions to identify the purpose for which the material is ordered.

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

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

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

APPENDIX II

ABBREVIATIONS AND ACRONYMS

The entries listed in this appendix are abbreviations and acronyms as they are used in this training manual.

A

ACN—advance change notice
ADP—automated/automatic data processing
AEL—allowance equipage list
AIG—address indicating group
ALCOM—all commands
ALMILACT—all military activities
APA—appropriation purchase account
APL—allowance parts list
ATR—ammunition transaction report

B

BATS—Battery Data Base Management System

C

C—Confidential
CAIMS—Conventional Ammunition Integrated Management System
CASREP—Casualty report
CEIL—controlled-equipage item list
CID—component identification number
CLF—combat logistics force
CNO—Chief of Naval Operations
COMINEWARCOM—Commander, Mine Warfare Command
COMOMAG—Commander, Mobile Mine Assembly Group
CONUS—Continental United States
COSAL—coordinated shipboard allowance list
CPU—computer processing unit

D

DAAS—Defense Automatic Addressing System
DLA—Defense Logistics Agency
DLSC—Defense Logistics Services Center
DOD—Department of Defense
DTG—date-time-group
DTS—Defense Transportation System

E

ET—exercise and training

F

F/AD—force/activity designator
FBM—fleet ballistic missile
FCS—Federal Catalog System
FMSO—fleet material support office
FOUO—For Official Use Only
FSC—federal supply classification
FSDS—Federal Supply Distribution System

G

GBI—gain by inventory
GENADIM—general administrative
GSA—General Services Administration

I

ICP—inventory control point

J

JCS—Joint Chiefs of Staff

L

LBI—loss by inventory
LOU—Limited Use Only

M

M&S—media and status

MBOM—mine bill of material

MCC—material control code

MILSTAMP—Military Standard Transportation and Movement Procedures

MIL-STD—Military standard

MILSTRIP—Military Standard Requisitioning and Issue Procedures

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

MOMAG—mobile mine assembly group

MOV—material obligation validation

MTR—mandatory turn-in repairable

N

NALC—Navy ammunition logistics code

NAR—notice of ammunition reclassification

NATO—North Atlantic Treaty Organization

NAVMINEWARENGACT—Naval Mine Warfare Engineering Activity

NAVMTO—naval material transportation office

NAVOP—naval operating commands

NAVSEASYSCOM (NAVSEA)—Naval Sea Systems Command

NCB—national codification bureau

NCC—numerical control code

NICN—Navy item control number

NIIN—national item identification number

NSA—Navy stock account

NSC—naval supply center

NSN—national stock number

NSS—Navy Supply System

O

OPLAN—operational plan

OPO—operational order

OPTAR—operating target

P

PD—priority designator

R

RDD—required delivery date

REPSHIP—report of shipment

RFI—ready for issue

ROD—report of discrepancy

S

S—Secret

SECDEF—Secretary of Defense

SERVMART—service market

SNDL—Standard Navy Distribution List

SOS—speed of service

SPCC—Ships Parts Control Center

SSIC—standard subject identification code

T

TAC—transportation account code

TCMD—transportation control and movement document

TCN—transportation control number

TM—technical manual

TMIN—technical manual identification number

TMINS—Technical Manual Identification Numbering System

TS—Top Secret

U

U—Unclassified

UMMIPS—Uniform Material Movement and Issue Priority System

UND—urgency of need

APPENDIX III

REFERENCES USED TO DEVELOP THIS TRAMAN

The references listed in this appendix were used to develop this training manual.

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

Conventional Ordnance Management Manual, CINCPACFLT/CINCLANTFLTINST 8010.12, Commander-in-Chief, U.S. Pacific Fleet, Pearl Harbor, Hi., and Commander-in-Chief, U.S. Atlantic Fleet, Norfolk, Va., 1993.

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