



COMDTINST 4000.13  
SEP 14 1999

## COMMANDANT INSTRUCTION 4000.13

Subj: **HEADQUARTERS MATERIEL MANAGEMENT PROJECTS AT THE  
ENGINEERING LOGISTICS CENTER**

1. **PURPOSE.** This Instruction establishes policy, performance objectives, and reporting requirements for a materiel management project established by a Headquarters Office (HQO) or a Headquarters Unit (HQU) at the Engineering Logistics Center (ELC).
2. **ACTION.** Assistant commandants for directorates and commanding officers of headquarters units shall ensure compliance with the provisions of this Instruction.
3. **DIRECTIVES AFFECTED.** None.
4. **DISCUSSION.** A HQO/HQU materiel management project is a supply management tool used to meet special materiel support requirements, which cannot readily be accommodated through the normal stock system. This materiel consists of Coast Guard peculiar equipment procured by a HQO/HQU project manager. Upon completion of a project outline (enclosure (1)) and with Commandant (G-SEN) and ELC concurrence, the materiel is directed to the ELC for receipt, storage, and issue as a result of a ship alteration or job order requiring equipment upgrade. On occasion, after initial release to the field, the ELC will place the remaining Coast Guard unique spares into the ELC system inventory. The ELC will manage the unique spare parts that support Coast Guard peculiar equipment. All other parts should be ordered through the federal supply system from the government agencies that manage them.

5. POLICY.

- a. Address materiel management projects early on in the acquisition planning process and include, whenever appropriate, in the Integrated Logistics Support Plan.
- b. Do not use materiel management projects for long term storage or to simply ensure HQO/HQU control of materiel.
- c. Take no action to direct project materiel delivery to the ELC without prior approval of the project outline by Commandant (G-SEN) and commitment of any resources required from the requesting HQO/HQU by the ELC.
- d. The overall term of a project should not exceed four years unless the project is tied to a multi-year procurement, a construction effort, silver reclamation, or major maintenance availability. No materiel will be held beyond the project completion date. Project completion dates may be amended by submission of a project outline amendment (enclosure (2)) from the HQO/HQU to the ELC (Code 031).
- e. The HQO/HQU project manager must review semi-annual project inventory status (enclosure (3)) and submit a project outline amendment to the ELC for any changes in the project, (e.g., total number of project units, range of support, storage requirements, project completion date, etc).

6. RESPONSIBILITY.

- a. Commandant (G-SEN) will:
  - (1) Act as the initial point of contact and the approving office for HQO/HQU requests for materiel management projects at the ELC.
  - (2) Provide project outline format via E-mail attachment to the requesting HQO/HQU.
  - (3) Provide written acceptance of project to HQO/HQU and assign all project numbers within 30 days of receipt of project outline.
  - (4) Monitor the overall materiel management project program.
  - (5) Close project when notified by the ELC project is completed.

- b. HQO/HQU will:
- (1) Assign a HQO/HQU point of contact (POC) to each project.
  - (2) Initiate requests and complete project outline for logistics projects required at the ELC in accordance with the procedures outlined in enclosure (1). Project outlines should be approved by Commandant (G-SEN) 30-60 days before expected delivery dates of items to the ELC. This is necessary in order for the ELC to establish due-in quantities for the materiel, designate the required space, and meet any other project requirements.
  - (3) Provide any necessary funding and/or additional personnel resources required by the ELC to meet project requirements. This includes funding for packaging and transportation of project materiel to the specified designations; and allocation of billet(s) when a project is significant enough to warrant additional personnel.
  - (4) Direct no shipment of materiel from the contractor to the ELC without prior approval by the ELC.
  - (5) Direct no shipment to a specific warehouse without prior approval of the project outline by the ELC.
  - (6) Provide written notification to the ELC for the purpose of identifying materiel due in to the project and to transmit project information. Upon award, provide copies of purchase orders, contracts, contract changes/modification, technical data, drawings, Acquisition Support Plans, re-procurement and repair specifications to the ELC Code 031.
  - (7) Contact ELC Code 031 for release of all project materiel.
  - (8) Review semi-annual project inventory status and advise the ELC of any changes to project; monitor project activity to ensure proper execution.
  - (9) Upon completion of project, provide disposition instructions for any residual materiel.
  - (10) Ensure that the acquisition process for systems or equipment procured for the project addresses the Coast Guard provisioning policy. See the Provisioning Manual for Major Systems Acquisition, COMDTINST M4423.3 (series).

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- (11) Ensure dissemination of maintenance support philosophy to applicable field units.
- c. Commanding Officer, ELC will:
- (1) Assess and report to Commandant (G-SEN) any resource impact based on the project outline and solicit additional information necessary to make resource determinations.
  - (2) Receive, store, and issue materiel in accordance with the project outline as approved and accepted.
  - (3) Charge HQO/HQU for any expenses incurred with the project (e.g., transportation, packaging, etc.)
  - (4) Provide Commandant (G-SEN) and the HQO/HQU a semi- annual project status report.
  - (5) Conduct physical inventory and account for materiel held for projects in the same manner as required for all other assets or projects.
  - (6) Dispose of residual materiel as designated by the HQO/HQU.
  - (7) Provide Commandant (G-SEN) and the HQO/HQU a semi- annual project inventory status June 30 and December 30 on all open Headquarters projects covered by this policy.

R. F. Silva  
ASSISTANT COMMANDANT FOR SYSTEMS

Encl: (1) Project Outline  
(2) Project Outline Amendment  
(3) Semi-Annual Project Inventory Status

**PROJECT OUTLINE - EXAMPLE**

THIS PROJECT OUTLINE IS AVAILABLE IN ELECTRONIC FORMAT FROM  
COMMANDANT

(G-SEN). Project outline approval is required prior to establishing a project at the ELC and prior to project materiel being shipped to the ELC.

1. Assignment of a service-wide Project Code is required for the following project.
  - a. PROJECT TITLE: SCCS-210 (V2) Upgrade.
  - b. JUSTIFICATION: The purpose of this project is to stage, and issue installation kits for the Shipboard Command and Control System aboard the 210' WMECs upgrade project. These kits include the tactical computer, peripherals to support two operation positions (monitors, keyboard, and trackballs), a printer, and a sensor serial interface. The prototype for this system upgrade was installed aboard CGC COURAGEOUS to meet G-OCU articulated requirements.
  - c. MATERIEL APPLICATION: The proposed equipment will be installed on the 210' Medium Endurance Cutter class.
  - d. TOTAL NUMBER OF PROJECT UNITS:
    - (1) The following equipment comprises a shipset (**please identify any hazardous materiel items**).

Abbreviated EXAMPLE

<u>Supplier</u>	<u>CLIN/PN</u>	<u>DESCRIPTION</u>	<u>QTY</u>	<u>COST EA</u>
TAC-4	0023A	Processor A:w/64MB RAM	1	\$15,800.00
TAC-4	0049AA	CD-ROM	1	200.00

(a) Total Cost for 15 Shipset \$240,000.00

(2) The following equipment compromises the fleet spares:

Enclosure (1) to COMDTINST 4000.13

Abbreviated EXAMPLE

<u>Supplier</u>	<u>CLIN/PN</u>	<u>DESCRIPTION</u>	<u>QTY</u>	<u>COST EA</u>
TAC-4	0023AA	Processor A:w/64MB RAM	2	\$15,800.00
TAC-4	0049AA	CD-ROM	3	200.00

- (a) Total Cost for Fleet Spares \$32,200.00
- e. ESTIMATED TOTAL DOLLAR VALUE OF PROJECT: \$000,000.00
- f. OPERATING GUIDE FUNDING THE PROJECT: AFC-42
- g. INVENTORY CONTROL POINT SUPPORT: Please have all materiel shipped to the following address for staging:

Commanding Officer (Code 31)  
USCG Engineering Logistics Center  
2401 Hawkins Point Road  
Baltimore, Maryland 21226-1792  
ATTN: Project Number \_\_\_\_\_

- h. RANGE OF MATERIEL SUPPORT/PROJECT REQUIREMENTS:
  - (1) Establish a special project to:
    - (a) Stage tactical computer equipment and peripherals in shipset configurations for shipboard installations.
    - (b) Receive tactical computer equipment and peripherals procured as fleet spare equipment to support this initiative and upon authorization of the HQO/HQU, transfer these equipments to the designated fleet spares support project.
  - (2) Inspect and accept equipment delivered by the contractor. Inspect shipping containers for obvious signs of damage. Advise the HQO/HQU and shipping company immediately of any damaged equipment.
  - (3) Inventory the materiel at time of receipt by comparing shipping invoice to actual quantity of materiel received. Sign and return DD Form 250 to the designated accounting center.

- (4) Provide suitable secure storage facilities for all equipment. Retain the equipment in the original shipping container unless items are received in multi-pack form.
- (5) Stage equipment as directed by the HQO/HQU. Shipping authorization will be provided by the HQO/HQU via message, letter or electronic mail. Verbal shipping instruction may be required on a case-by-case basis but will be documented with appropriate correspondence.
- (6) Maintain a project transaction record to document receipts and issues.

i. ESTIMATED SUPPORT COMMENCEMENT DATE: MMDDYY

j. ESTIMATED SUPPORT TERMINATION DATE: MMDDYY

k. SCHEDULE OF ESTIMATED MATERIEL RECEIPT DATES:

Tactical Computer System, including cables and mounting hardware:

FY96 11 shipsets

FY97 04 shipsets

l. DESTINATION OF EACH ITEM OF MATERIEL TO BE SHIPPED:

Example: Shipment of project materiel will be directed by the HQO/HQU to the Coast Guard Yard for installation by the Yard Electronics Shop (X-32).

m. ESTIMATED SHIPMENT DATES: Example: If known, give exact dates OR state that shipment dates for project materiel will be determined based on installation schedules established by the HQO/HQU. The HQO/HQU will advise the ELC (Code 031) at least 30 days in advance of required shipments.

n. FUNDING FOR TRANSPORTATION COSTS: Funding for transportation costs will be provided by the HQO/HQU via FTE to ELC/ATU38.

Enclosure (1) to COMDTINST 4000.13

o. ESTIMATED STORAGE SPACE REQUIREMENTS FOR ALL EQUIPMENT IN PROJECT:

<u>Item Description</u>	<u>Qty</u>	<u>SS</u>	<u>Qty/Spr</u>	<u>Cu Ft</u>	<u>Wt (#)</u>
CD-ROM	3	2	3		
16 Port SCSQ Mux	1	1	2	12	
Total Area Per Shipset		51			
Multiply by 15 Shipsets		X15			
Storage Area for Shipsets		765			
Storage Area for Fleet Spares		199			
Total Project Storage Area		964			

p. ADDITIONAL INFORMATION:

- (1) Due to the potential for pilferage of these items, secure (unclassified) storage is required.  
Yes \_\_\_\_\_ No \_\_\_\_\_
- (2) The HQO/HQU shall ensure Materiel Safety Data Sheets (MSDS) are provided for all HAZMAT and shelf-life materiel. The ELC cannot receipt for or store this type of materiel without the required MSDS.
- (3) PLEASE identify all hazardous materiel, shelf-life and pilferable items; all secure or classified items; and all items that require temperature and/or humidity control.
- (4) Require project balance summary? Yes \_\_\_\_\_ No \_\_\_\_\_
- (5) HQO/HQU POC: CWO John Doe

Commandant (G-SEC-1)  
U.S. Coast Guard Headquarters  
2100 Second Street, SW  
Washington, DC 20593-0001  
E-mail:  
Phone:  
Fax:



**PROJECT OUTLINE AMENDMENT**

**To be completed upon any change to the Project Outline and specifically to items a-f below.**

REFERENCE: Project Number \_\_\_\_\_.

Please amend referenced project as follows:

- a. Total Number of Project Units: List any changes (additions, deletions) to the number of units in this project.
- b. Range of Material Support/Project Requirements: List any changes (additions, deletions) to your requirements for ELC support of this project.
- c. Commencement/Termination Dates: List any changes to start or termination dates.
- d. Storage Requirements: List any changes (additions/deletions) in storage requirements.
- e. Advise ELC of change of the HQPOC (i.e. full name/rank, phone number, fax number, e-mail address)
- f. Additional Information: Advise of any pertinent new/revised information pertaining to this project.

MAIL THE AMENDMENT TO:

Commanding Officer (Code 031)  
USCG Engineering Logistics Center  
2401 Hawkins Point Road  
Baltimore, MD 21226-1702  
ATTN: Project Number \_\_\_\_\_

Enclosure (3) to COMDTINST 4000.13

**Semi-Annual Project Inventory Status**

**PROJECTS  
TOTAL**

<u>PROJ</u> <u>NO.</u>	<u>ITEM.</u>	<u>QTY</u>	<u>UI</u>	<u>DESCRIPTION</u>	<u>NSN</u>	<u>LOC.</u> <u>NO</u>	<u>UNIT</u> <u>AMT</u>	<u>EXT</u> <u>AMT</u>
04C	1	5	EA	FREQ TRANS	582001GL75182	2BA32000	\$2,440.00	\$12,200.00
04C	2	2	EA	POWER SUPPLY	6130012641298	2SE0603A	\$468.60	\$937.20
04C	3	3	EA	MICROPHONE	596501GL75915	1RL3605C	\$100.00	\$300.00
04C	4	7	EA	ANTENNA	589501GL75210	2R000000	\$78.00	\$546.00
04C	5	20	EA	MOUNTING KIT	589501GL75211	1RL3605A	\$33.00	\$660.00
04C	6	15	EA	EXT SPKRS	596501GL75916	2SE0404A	\$51.00	\$765.00
04C	7	7	EA	EXT MIC CABLE	599501GL75917	2SE0605C	\$8.00	\$56.00
04C	8	30	EA	MANUAL R 152	761001GL75918	2SE0605C	\$35.50	\$1,065.00
04C	9	100	EA	CARD BRIDGE	668001GL75919	2SE0605C	\$8.25	\$825.00
04C	10	3	EA	LOUD HAILER	5830013977557	2SE0605A	\$434.50	\$1,303.50
04C TOTALS		192					\$3,656.85	\$18,657.70