

**VOLUME II: SUPPLY ASHORE**

**CHAPTER 7: STORAGE AND MATERIALS HANDLING**

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## STORAGE AND MATERIALS HANDLING

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### PART A: GENERAL

#### Section I: APPLICATION OF INSTRUCTIONS

##### 27000 STORAGE AND MATERIALS HANDLING

Instructions for the storage and handling of materials not otherwise included in this chapter are contained in the joint Army, Navy, Air Force, Marine Corps, and Defense Logistics Agency publication, Storage and Materials Handling and the supplementary publication, Storage and Materials Handling—Navy Supplement. These storage and materials handling publications are

designed to provide policy guidance, operating instructions, and approved and established methods for conducting storage and materials handling functions. The joint publication takes precedence and supersedes all other publications or parts thereof which duplicate the concept of the joint publication as a whole or conflict with its contents. This does not restrict issuance of other departmental publications which supplement or implement the material contained in the joint publication.

#### Section II: KEYS

##### 27005 CUSTODY OF STORES AND HANDLING OF LOCKS AND KEYS

1. **GENERAL.** The supply officer will be responsible for all material in his custody and he will evidence that custody with properly maintained records. The procedures for maintaining security and custody of keys both during and after working hours will be as directed by the supply officer. He will be responsible for promulgating detailed instructions. These instructions will be approved by the commanding officer when he considers such approval necessary.

2. **LOSS, DAMAGE, AND ILLEGAL USE.** Supply officers and other custodians of material who discover any abnormal deterioration or damage or unexplainable shortage or excess of material in store will report immediately the facts of the situation to the commanding officer. Custodians charged with the care of stores will be held responsible for illegal expenditure of such stores and for loss or damage accruing by their fault or neglect,

3. **PRIVATE USE.** In accordance with Arts. 0787-1 and 1263, Nav. Regs.; public property, including supplies, will not be issued on loan or otherwise to any state, organization, or private individual except as prescribed therein unless specifically authorized by Congress.

4. **TRANSFER OF CUSTODY.** Responsibility of material in the custody of the supply officer or of other department heads may be transferred to subordinate personnel upon execution of custody receipts, station requisitions, or other proper material transfer papers. Issues or transfers of material do not relieve a custodian of responsibility for stores unless the proper forms have been accomplished.

##### 5. SECURITY

a. **General.** Materials in storage will be kept under lock and key when they are of such nature that locked storage is practicable. At the end of each working day or when operating personnel are not within such storage spaces they will be kept securely locked. Storekeeping personnel in charge of such spaces will be responsible for the maintenance of storage security for all stores in their custody.

b. **Padlocks and Master Keys.** Padlocks of a type to provide the maximum security only will be utilized. The padlocks will be made in master key series for each storage group. Padlocks and keys for clothing stores and ship's stores will be handled in accordance with Ship's Store Afloat, par. 1030, and for commissary stores in accordance with par. 43042.

c. Spare Locks and Keys. The supply officer will insure that adequate supplies of spare locks and keys will be available immediately. Loss or breaking of locks and keys will be reported immediately to the supply officer and when breakage is involved; the broken lock or key will be turned in at the time of reporting. The use of unrecorded locks and keys will be prohibited. Keys will not be duplicated without prior approval of the supply officer.

6. LOCKS. Locks except mortise locks in use throughout the supply activity in all cases will be firmly affixed to their particular locations by means of the length of chain with which provided. The chains will be securely fastened at their locations to prevent exchange or removal of the locks. When the storeroom is open or in use, the lock will be snapped on the staple in a locked position to prevent surreptitious exchange or manipulation of locks. Movement or change of location of the locks without prior approval of the cognizant officer is prohibited.

### **Section III: ASSIGNMENT AND TRANSFER OF BUILDINGS**

#### **27010 ASSIGNMENT AND TRANSFER OF BUILDINGS AND SHORE FACILITIES**

1. OTHER THAN PUBLIC QUARTERS. By authority of the Secretary of the Navy the assignment and transfer of buildings and shore facilities except public quarters at activities under the management control of the Naval Supply Systems Command will not be changed without prior approval of the Naval Supply Systems Command.

2. PUBLIC QUARTERS. Public quarters will not be assigned to other use or occupancy and other buildings will not be assigned for use as public quarters except upon approval by the Secretary of the Navy. At activities under the primary support of the Naval Supply Systems Command, request for changes in assignment of public quarters will be forwarded to the Secretary of the Navy via the Naval Supply Systems Command.

### **Section IV: GENERAL SUPPLY FACILITIES AND WAREHOUSING SERVICES**

#### **27015 USE OF GENERAL SUPPLY FACILITIES AND WAREHOUSING SERVICES**

##### **1. GENERAL**

a. Scope and Applicability. The provisions of this section are applicable to all general supply facilities of naval shore activities; it excludes ammunition supply facilities and those facilities utilized for the storage of bulk petroleum, oils, and lubricants (POL). For ammunition supply facilities contact Commander, Naval Sea Systems Command (SEA 04J), Ammunition Support Group (Logistics Division). See OPNAVINST 4020.24 for POL facilities under the cognizance of the Navy Fuel Management System. This section provides guidance with respect to the establishment, assignment, expansion, transfer, disposal, diversion, inactivation, and disestablishment of general supply facilities. It also provides policy and guidance relating to the furnishing of storage space and

related warehousing services by host activities on a common-servicing and cross-servicing basis and for the outgranting (licensing, permitting, outleaping) of such facilities for use and operation by other than host activities.

b. Policy and Program Administration. Policies of the Department of Defense (DOD) and the Department of the Navy pertaining to general supply facilities (hereinafter referred to as storage space except in subpars. 2a and g), and associated warehousing services are stated throughout this paragraph or are contained in other directives or publications referenced herein. The Secretary of the Navy, the Chief of Naval Operations, and the Chief of Naval Material have designated the Commander, Naval Supply Systems Command to administer a centralized program to control the utilization of storage space under the cognizance of the Chief of Naval Operations; NAVSUPINST 4450.21 (Storage and Warehousing Facilities) applies. The program includes operation of a Central Office of

Record in which documents pertaining to space availability, assignments, agreements, and utilization are maintained. The program is implemented in accordance with this paragraph and the following:

1. NAVSUP Manual, pars. 27105-27110, pars. 27165-27169, pars. 27200-27202, and pars. 27225-27227;
2. NAVSUPINST 4450.22- Supply Facility Management Reporting, Requirements Planning and Acquisition Justification System;
3. NAVSUPINST 4450.19 series - Commercial Warehouse Service Plan for Department of Defense Agencies;
4. NAVSUPINST 4450.24-Storage of National Stockpile Material at Naval Shore Activities;
5. NAVSUPINST 4452.9 series - Temporary Storage of Released Export Shipments;
6. NAVSUP P-284, Volume I has been replaced by DOD Regulation 4145.19-R-1 (NAVSUP P-284), Volume II to be replaced by DOD Regulation 4145.19-R-2) - Storage and Materials Handling;
7. NAVSUP P-529 - Warehouse Modernization and Layout Planning Guide;
8. NAVFAC P-80 - Facility Planning Factor Criteria for Navy and Marine Corps Shore Installations - NAVSUP facility planning factors, for General Supply Facilities published therein.

## 2 . DEFINITIONS

- a. General Supply Facilities. General supply facilities are all storage and warehousing facilities typically reportable on the Supply Facility Management Report (Navy

Format for DD Form 805) in consonance with NAVSUPINST 4450.22, with the exception of those facilities reportable on the Navy Format for DD Form 805 that are required or used for ammunition and ammunition components. General supply facilities are classified under DOD Facility Category Groups 430 (refrigerated), 440 (other covered), and 450 (open); (see NAVSUPINST 4450.21).

**b. Ammunition Supply Facilities.** Ammunition supply facilities are those supply facilities typically reportable on the DD form 805 that relate to the storage of ammunition and ammunition components; i.e., magazines, inert storehouses, refrigerated facilities for storage of weapons-related batteries (requiring refrigerated atmospheres of less than 10°F), and open storage pads for ammunition. Such facilities are classified under DOD Category Group 420 and are under the cognizance of the Naval Sea Systems Command on a Navy-wide basis.

**c. Inactivate.** Inactivate means to discontinue completely the use of an installation or a facility therein by a military department.

**d. Disestablish.** Disestablish means to discontinue a mission, function, or activity at a military installation.

**e. Warehousing Services.** Warehousing services are those operations in storage activities which are concerned with the receipt, storage, care and processing, preservation-packaging, packing, marking, issue, and inventory control of material, and documentation incident thereto. Such storage and warehousing functions are included in the 2100 through 2149 (except 2141) and 2190 through 2199 series of cost accounts contained in the NAVCOMPT Manual, par. 024640.

**f. License or Permit.** A license or permit is an authorization, revocable at will by the licensor, granted to an individual, an organization, a corporation, a state or local government authority, or another Federal agency, to use real property for specified purposes without conferring any possessor interest in the property. The term license includes what has been referred to as a "revocable permit".

**g. Cross-Servicing.** For purposes of this section (and pars. 27165-27169), cross-servicing functions relate to general supply facilities used in conjunction with warehousing services performed on a reimbursement basis by one activity of a DOD component or Federal civilian agency for, and at the request of, another activity of a DOD component or Federal civilian agency; or, under special circumstances, for a state, local, or foreign government agency.

**h. Common-Servicing.** The definition for common-servicing is identical to the definition of cross-servicing given in subpar. g except that functions are performed without reimbursement.

**i. Common Use.** Common use includes space and services common-serviced (without reimbursement), or cross-services (with reimbursement), and space licensed or permitted.

3. USE, RETENTION, AND MODERNIZATION OF FACILITIES. It is the policy of DOD and the Department of the Navy to assure optimum utilization and common use of existing DOD and Navy storage space to help minimize overall storage and distribution costs and to preclude unnecessary establishment or expansion of additional facilities. Sufficient storage facilities will be retained to meet mobilization requirements after considering the capacity available from federal civilian agencies and commercial facilities. Such facilities that are retained in standby for mobilization will be made available and utilized in the most efficient and effective manner during peacetime. Continuing storage and warehousing modernization programs will be established to optimize productivity, efficiency, and responsiveness as prescribed by DOD 4145. 19-R-3, titled Storage Modernization (to be published) and supplemented by NAVSUP P-529, titled Warehouse Modernization and Layout Planning Guide. ←

#### 4. ACQUISITION OF ADDITIONAL GENERAL SUPPLY FACILITIES OR WAREHOUSING SERVICES

**a. General.** When facilities or services are not available within the Navy or the Department of Defense as a whole, they will be acquired by whichever of the following methods is most feasible consistent with SECNAVINST 4860.44 series, SECNAVINST 7000.14 series, SECNAVINST 11011.8 series, SECNAVINST 11011.44, NAVFAC P-73, NAVFAC P-442, NAVSUPINST 4450.19 series, and NAVSUPINST 4450.21:

1. arranging for warehousing services (cross-service or common-service agreements) or the use of a facility or portion of a facility (license or permit agreement) of a Federal civilian agency;
2. using commercial warehousing services, under the DOD Commercial Warehouse Service Plan (see NAVSUPINST 4450.19 series);
3. leasing of nongovernment owned facilities for operation by the Navy or the Department of Defense activity acquiring the facility;
4. constructing new facilities; or
5. purchasing facilities.

b. Initial Considerations. Before proposing acquisition by any other means it will first be determined that the requirement cannot be satisfied by:

1. the use of facilities or services of another Navy or Department of Defense activity or by a Federal civilian agency; or
2. the use of commercial warehousing services available under the DOD Commercial Warehouse Service Plan. Space and related warehousing services will be used, for example, when material is destined for a point, either within or out side the continental United States, when United States Government storage space is not available rather than diverting material to another location where United States Government storage space is available, when the commercial facilities are less costly and meet operational requirements.

c. Approval. All naval shore activities desiring to acquire additional storage space and/or related warehousing services, by any of the means outlined herein will obtain the approval of the Naval Supply Systems Command (Storage Branch) prior to initiating action to acquire such facilities or services. The requirement for such acquisition will be firmly established and completely justified, and will conclusively show that the method of acquisition proposed is the most feasible means of satisfying the requirement.

5. DIVERSION OF COVERED STORAGE SPACE TO OTHER THAN SUPPLY ORIENTED USE. Authority for diversion of covered storage space to other use will be obtained in accordance with procedures outlined in NAVSUPINST 4450.22.

#### 6. ASSIGNMENT, TRANSFER, OR DISPOSAL OF STORAGE SPACE

a. Transfer and Disposal Actions. Approval of the Naval Supply Systems Command (Storage Branch) will be obtained prior to initiating action for the transfer of storage space. When buildings are not needed for current operations or mobilization by the military components or for other federal agencies, they will normally be disposed of when disposal is not inconsistent with the needs of the military components, or offered for lease (license) to private commercial or industrial enterprises. Disposal approvals will be obtained from NAVSUP and in consonance with SECNAVINST 11011.44 and NAVFAC P-73.

b. Assignments. For policies and procedures relating to assignments of storage space, see subpars. 4 and 8, and pars. 27200-27202 and 27225-27227.

7. CROSS-SERVICING AND COMMON-SERVICING USE OF STORAGE SPACE AND RELATED WAREHOUSING SERVICES. For policies and procedures relative to cross-servicing and common-servicing use of storage space and related warehousing services see pars. 27165-27169.

#### 8. LICENSE AND -PERMIT AGREEMENTS

a. Agreements Between Activities of U.S. Government Departments. Naval shore activities will provide storage space under license or permit agreements to other Navy or Department of Defense activities or Federal civilian agencies to the extent that space is or can be made available. Requests for, and refusals of, use of space will be processed in accordance with the provisions of par. 27167-1 and 2, modified to provide for storage space without warehousing services, and include intra-Navy license or permit agreements. The Office of the Assistant Secretary of Defense (Manpower, Reserve Affairs and Logistics) will be advised by the Naval Supply Systems Command (Storage Branch) of intermilitary refusals of space requests when a naval activity is involved; accordingly, naval shore activities will advise the Naval Supply Systems Command (Storage Branch) of such refusals as required by par. 27167-2. Licenses or permits (see NAVCOMPT Manual, par. 035807-4d) normally will be used when:

1. warehousing services required cannot be provided by the host,
2. the intended operation is of a type not associated with warehousing services, or
3. the facility is in an inactive status.

When the facility is in an inactive status the host will furnish, in addition to space, such utilities, communications, security; fire protection, and similar services as may be agreed upon by the parties involved, with reimbursement in accordance with host/tenant policies.

b. Agreements Providing for Use of Navy Space by Tenants Other than U.S. Government Agencies or Departments. When license or Permit agreements for use of warehouse or storage space under the cognizance of the Department of the Navy involve a prospective tenant other than a Federal agency or department, it will first be determined that the requirement cannot be satisfied by use of commercial facilities. An agreement then will be prepared that will contain a clause to cancel or reduce the amount of space furnished when, or if, commercial space becomes available. Rental rates stipulated in the agreement will be equal to the highest acceptable bid or in the event there is only one bidder or prospective user, the rate will be comparable to prevailing area rates for

similar commercial facilities. Additional detailed requirements and procedures are furnished in NAVFAC P-73 (Real Estate Administration) Chapter 20.

c. Approval. Approval of the Naval Supply Systems Command (Storage Branch) will be obtained prior to implementation of any license or permit relating to:

1. a diversion of Navy storage space to other use (NAVSUPINST 4450.22); or
2. an acquisition of additional storage space by a naval shore activity.

Additionally, copies of all completed agreements and related documents, amendments, correspondence, etc., will be furnished to the Naval Supply Systems Command (Storage Branch) for record purposes.

9. **DISESTABLISHING STORAGE AND WAREHOUSING MISSIONS.** Action will be taken to disestablish those storage and warehousing missions which are not needed to meet requirements. Further, missions will be consolidated into fewer installations whenever this can be accomplished without impairing performance or dispersion objectives; will reduce overhead expense or

personnel; or free storage space for other use, including use by other military components and Federal civilian agencies.

10. **INACTIVATION OF STORAGE AND WAREHOUSING FACILITIES.** Storage and warehousing facilities for which there is no current or projected requirement will be inactivated with emphasis toward inactivation of complete installations rather than portions of several installations. Storage and warehousing facilities for which there is no current or projected military requirement will not be continued in operation because of prior commitments or occupancy by a non-military agency. Under this situation, the other agency will be given the option of accepting the transfer of the facility and the responsibility for its operations or removing the stored material at its expense. Inactivated facilities will be reassigned, diverted to other uses or held in standby pending disposition or use for mobilization purposes. When it is determined impracticable to inactivate a complete installation, the buildings selected for inactivation will be located in areas which can be physically segregated and operated separately from the remainder of the installation.

## PART B: STORAGE FACILITIES REPORTING

### 27028. REPORTING OF STORAGE FACILITIES

1. **GENERAL.** The Storage Unit Report (NavSup Form 605) (NavSup Report 4450-3) will be prepared by all shore activities for each storage unit, covered or open improved, as defined in subpar. 3. All space entries will be made in actual square feet. The reverse side of NavSup Form 605 will be used to furnish any additional information on the capacity and characteristics of an individual storage unit.

2. **CHANGES IN THE STORAGE UNIT.** A revised NavSup Form 605 will be submitted for any change(s) which occur in the storage unit such as structural alterations or diversion of storage space to other uses. An explanatory letter may be submitted when survey disposition results in the loss of the storage unit or when the entire area used for storage operations in nonwarehouse units such as barracks, drill halls, hangars, and industrial buildings is vacated.

3. **STORAGE UNIT DEFINED.** For the purpose of this report, a storage unit is defined as an individual storage area, within or outside the confines of a supply center, depot, shipyard, or other naval activity, which is used for storage of general supply system stocks, "accommodation storage" of non-supply system material and for supply support operations relating thereto; they are also used for "special supply operations" as defined herein. Additionally, any space assigned for storage of operational mount-out stocks will be included. Excluded are shop stores; ready issue stores; clothing and small stores, and similar retail functions located in organizational, industrial, or maintenance facilities; commissary and exchange storage areas; miscellaneous storage areas located in facilities not assigned to the supply or material department wherein material as signed to organizational, industrial, or maintenance units may be stored; and water, air, and land cargo terminals. For complete listings of exclusions and applicable codes, see pages 430-1, 440-1, and 450-1 of Facility Planning Factors Criteria for Navy and Marine Corps Shore Installations (NAVFAC P-80); see also Category Codes for Classifying Real Property of the Navy (NAVFAC P-72) for applicable codifications. A multistory building will be considered as one individual storage unit. Buildings of permanent type construction, originally designed or permanently converted to warehouses in DOD Category Groups 420, 430, 440 and open areas in DOD Category Group 450 will be reported regardless of cognizance, tenancy, or utilization. In nonware-

house buildings, the storage unit includes only that portion assigned to the supply or material department for storage of supply systems materials and related support functions.

4. **WAREHOUSE; NONWAREHOUSE, OPEN IMPROVED AREA, AND OPEN UNIMPROVED AREA DEFINED.** For the purpose of this report, warehouse, nonwarehouse, open-improved, and open unimproved areas are defined as follows:

1. Warehouse--a building with roof and complete side and end walls, of permanent construction, originally designed as or permanently converted to a warehouse.
2. Nonwarehouse--buildings such as sheds, barracks, drill halls, hangars, industrial buildings, transit sheds, magazines, igloos, quonset huts, butler huts, and similar buildings when used for supply storage operations. (Quonset or butler type buildings originally constructed as warehouses with concrete floors, toilets, utilities, and offices should be classified as warehouses.)
3. Open improved area--an open area which has been graded and hard surfaced or prepared with topping of some suitable material to permit effective materials handling equipment operations.
4. Open unimproved area--an open area which has not been surfaced but is actually in use for storage purposes.

#### 5. PREPARATION

a. General. The NavSup Form 605 will be prepared in accordance with subpars. b-n. Reporting activities may submit revised reports on an attrition or "as required" basis. In some cases, this process may take several years.

#### b. Heading

(1) Installation. Enter the complete name of the reporting activity and the address.

(2) Naval District. Enter the naval district in which the reporting activity is located.

(3) Storage Unit Number. Enter the official (building/structures ) number of the storage unit which is assigned by the Naval Facilities Engineering Command. Do not use locally assigned storage unit number.

#### c. General Information

(1) Classification of Unit. Enter the general classification of the storage unit, i.e., warehouse, nonwarehouse (indicate type of nonwarehouse structure), or open improved area



(see subpar. 4 for definitions). Classification will coincide with column headings of the Supply Facility Management Report, Navy Format 805, to the extent possible. For the purpose of this report the "Navy Format for DD Form 805" will hereinafter be referred to as DD Form 805.

(2) Location. If the storage unit is located "off station", the geographical location will be entered.

(3) Year Built. Enter the year in which the building was completed.

(4) Condition. Enter the condition of the storage unit evaluated as poor, fair, good, or excellent.

(5) Foundation. Enter type of material used in construction.

(6) Superstructure. Enter type of material used in construction.

(7) Floor. Enter type of material used in construction.

(8) Roof. Enter type of material used in construction.

(9) Water Supply. Enter source from which water is obtained. If water is not available, enter "none".

(10) Type of Sprinkler System. Enter type of sprinkler system as wet or dry. If there is no sprinkler system, enter "none".

(11) Type of Heating Plant. Enter type of heating plant, i.e., hot air, steam, or hot water. Individual space heaters are not considered heating plants unless they provide heat for the entire storage unit.

(12) Type of Electricity. Enter type of electricity by voltage, AC or DC, and the number of cycles.

(13) Owned By. If the building is Navy owned, enter "Navy owned". If the building is owned by other than the Department of the Navy, enter the name of the proprietor.

(14) Dimension. For covered space, enter the inside measurements between exterior walls, without deductions for fire walls and other structural losses. For open space, enter the overall measurements of open improved area with no deductions for trackage or permanent roads.

(15) Total Floor Area. For covered space, enter the gross square feet of inside area between exterior walls without deductions for fire walls and other structural losses. For

open space enter the overall area of improved storage areas with no deductions for trackage or permanent roads.

d. Floor. Enter floor number, as appropriate.

e. Floor Load. Enter the authorized floor load in pounds per square foot for each floor.

f. Gross Space. Using inside measurements, enter the gross square feet available for storage operations for each floor.

g. Ceiling Height (Not Applicable to Open Storage Areas). Enter the ceiling height for each floor. For building-with variable ceiling heights, enter each section separately.

h. Stacking Height (Not Applicable to Open Storage Areas). Enter the maximum height to which material can be stored in the structure; this stacking height can be determined by subtracting from the ceiling height the allowable vertical clearances provided for in the publication Storage and Materials Handling Manual (DoD 4145.19-R-1). This stacking height has no relation to existing materials handling equipment or storage aids. In areas defined as "net storage space" (NS) this stacking height is also known as "average clear stacking height" (SH); see definitions for NS and SH under Class 400 Facilities in the NAVFAC P-80.

i. Space Used for Other Purposes. The formats and sample entries in subpar. 6, Illustrations 7-3, 7-4, and 7-5 provide guidance for entering total amounts of gross square feet used for other purposes or in standby. Entries will be made on lines, a, b, c, and/or d for diversions, outleases to private industry, permits to non-DoD Government users, and/or space in standby, respectively. Support such entries by providing details on the reverse side of NavSup Form 605 in accordance with the format provided by subpar. 6, Illustrations 7-6 and 7-7. Post totals to the DD Form 805, as appropriate. procedures for diversion(s) are given in NAVSUPINST 4450.22, par. 8; attach a copy of any supporting documents) with submissions of NavSup Forms 605. Guidance pertaining to outleases, permits, and space in standby is given in NAVSUPINST 4450.22, enclosure (3). In consonance with the formats and sample entries provided in subpar. 6 by Illustrations 7-3, 7-4, and 7-5, enter on the second line the "Gross storage space" which is the resultant obtained by subtracting the amount of space diverted (if any), reported on line(a) from "Total floor area" entered on the NavSup Form 605 in consonance with subpars. c and f. If no diversions have taken place or have been reported, "Gross storage space"

will equal "Total floor area". Post such entries on line 2 of DD Form 805.

j. Totals. Totals will be entered as appropriate.

k. Gross Space For Supply Operations. Enter the gross square feet of space which is used for supply operations storage and/or support of storage functions. The sum totals for each type of space will be equal to the gross space for supply operations reported on line 7 of the DD Form 805.

l. Type of Space. Enter the type of space, i.e., general, heavy duty, heated, unheated, controlled humidity, flammable, security, chill, freeze, refrigerated, vestibule, shed, above ground magazine, igloo, open. For each type of space enter amounts, as appropriate, for stacking height, gross space for supply operations, and net storage space under columns identified as SH, gross, and net, respectively (see subpar. 6 for formats and sample entries on Illustrations 7-3 and 7-4). If more than one value of SH is applicable to a given type of space, a separate line entry will be made for each value of SH (see subpar. 6, Illustration 7-4). Values for SH and gross space for supply operations will be determined in accordance with the definition provided by NAVSUPINST 4450.22, enclosure (3), and NAVFAC P-80. The total value of all entries in the "Gross" column will equal "Gross space for supply operations" discussed in subpar. k. The total for all entries in the "Net" column, identified as NS (net storage space) will be posted, as appropriate,

to the DD Form 805. Amounts of space used for support purposes will be entered in the "Gross space for supply operations" (see subpar. 6, Illustration 7-3). For such entries pertaining to support space, a value for SH will be posted to reflect the average clear stacking height to which material can be stored if the space used for support operations were to be redesignated for storage of materials; also the word "none" is the appropriate entry in the "Net" column in which support space is being reported.

m. Stationary Materials Handling Equipment. Enter the total number of stationary materials handling equipment by type and capacity. In the case of elevators, the number of floors serviced will be indicated.

n. Transportation Facilities. Enter the type of transportation facilities available such as railway, truck, and water facilities, and the capacity, location, and loading levels.

6. NAVSUP FORM 605 FORMATS AND SAMPLES. Formats and samples of typical NavSup Forms 605 submissions are depicted in Illustrations 7-3 "Reporting One Story Covered Warehouse Space on NavSup Form 605", 7-4 "Reporting Multistory Covered Warehouse Space on NavSup Form 605", 7-5 "Reporting Open Improved Warehouse Space on NavSup Form 605", 7-6 "Details of Warehouse Space Used for Other Purposes and/or Standby- - Reverse of NavSup Form 605", and 7-7 "Details of Open Improved Space for Other Purposes and/or in Standby--Reverse of NavSup Form 605.

# REPORTING ONE STORY COVERED WAREHOUSE SPACE ON NAVSUP FORM 605

STORAGE UNIT REPORT NAVSUP FORM 605 (REV. 1/57) 0108 801 4400		BUSANMA REPORT 4450-3 DATE 30 JUN 1974	
INSTALLATION (Name and location) <b>NAVAL ACTIVITY, BOSTON, MASS.</b>		R.D. <b>1ST</b>	STORAGE UNIT NO. <b>64</b>
GENERAL INFORMATION	CLASSIFICATION OF UNIT <b>WAREHOUSE</b>	LOCATION <b>EAST BOSTON ANNEX</b>	YR. BUILT <b>1942</b>
	FOUNDATION <b>Reinforced Concrete</b>	SUPERSTRUCTURE <b>REINFORCED CONCRETE &amp; STEEL</b>	FLOOR <b>ASPHALTIC CONCRETE</b>
	ROOF <b>PROTECTED CORRUGATED STEEL</b>	TYPE OF HEATING PLANT <b>CENTRAL SYSTEM - HOT WATER</b>	TYPE OF ELECTRICITY <b>120-220 Volt 60 Cycle AC</b>
	WATER SUPPLY <b>CITY</b>	TYPE OF SPRINKLER SYSTEM <b>WET</b>	
OWNED BY <b>NAVY</b>		DIMENSION (Inside) <b>180' x 540'</b>	TOTAL FLOOR AREA <b>97,200</b>
FLOOR	FLOOR LOAD (Lbs per sq ft.)	GROSS SPACE (Square feet)	CEILING HEIGHT
<b>1st</b>	<b>1,000'</b>	<b>97,200</b>	<b>Peak 30' Eaves 24'</b>
			STACKING HEIGHT <b>20'</b>
SPACE USED FOR OTHER PURPOSES			
			PURPOSE
			<b>(a) Diverted to Non-supply Use</b>
			<b>BALANCE-GROSS STORAGE SPACE for line 2 on DD Form 805</b>
			<b>(b) Outleased to Private Industry</b>
			<b>(c) Permitted to Non-DOD GOV'T. USERS</b>
			<b>(d) SPACE IN STANDBY STATUS</b>
			USED FOR OTHER PURPOSES AND/OR IN STANDBY TOTAL none
<b>TOTAL FLOOR AREA</b>		<b>97,200</b>	
GROSS SPACE FOR STORAGE OPERATION (Square feet) ... <b>97,200</b> equals TOTAL FLOOR AREA less (a), (b) (c) & (d) above and this amount must equal the TOTAL GROSS below			
TYPE OF SPACE		SH	(Gross)
	<b>Genl. Purpose/heated</b>	<b>20'</b>	<b>32,400</b>
	<b>Controlled Humidity (incl. Temperature Controlled)</b>	<b>20'</b>	<b>32,400</b>
	<b>Flammable</b>	<b>20'</b>	<b>32,400</b>
	<b>TOTALS</b>	<b>97,200</b>	<b>42,793</b>
STATIONARY MATERIALS HANDLING EQUIPMENT	<b>None</b>		
TRANSPORTATION FACILITIES	<b>Truck, Ground Level, Capacity 12 Trucks</b>		

List details of each diversion on reverse side and post total(s) here

Subtract diversions from total floor area and post here and on line 2, DD Form 805, as appropriate

List details of each lease on reverse side and in "REMARKS" section of DD Form 805; post total here and on DD Form 805

List details of each permit on reverse side and in "REMARKS" section of DD Form 805; post totals here and on DD Form 805

List details on reverse side and post here and on DD Form 805, as appropriate

Post entries on DD Form 805, as appropriate

Illustration 7-3

# REPORTING MULTISTORY COVERED WAREHOUSE SPACE ON NAVSUP FORM 605

**STORAGE UNIT REPORT**  
 NAVSUP FORM 605 (REV. 1/57)  
 O108 801 4400

BUSMIDA REPORT 4450-3  
 DATE **30 JUN 1974**

INSTALLATION (Name and location) **NAVAL FACILITY, BOSTON, MASS.** N.D. **1st** STORAGE UNIT NO. **SN162**  
 changed to S162

GENERAL INFORMATION	CLASSIFICATION OF UNIT <b>WAREHOUSE</b>	LOCATION <b>STATION</b>	YR. BUILT <b>1967</b>	CONDITION <b>GOOD</b>
	SUBSTRUCTURE <b>CONCRETE ON STEEL PILES</b>	SUPERSTRUCTURE <b>CONCRETE &amp; BRICK</b>	FLOOR <b>ASPHALT &amp; CONCRETE</b>	ROOF <b>BITUMINOUS BUILT-UP ON CONCRETE</b>
	WATER SUPPLY <b>PUBLIC WORKS CTR</b>	TYPE OF SPRINKLER SYSTEM <b>WET the bldg.</b>	TYPE OF HEATING PLANT <b>CENTRAL STEAM</b>	TYPE OF ELECTRICITY <b>120-440VOLT. 60 cycle AC</b>
	OWNED BY <b>NAVY</b>	DIMENSION (inside) <b>see on reverse</b>		TOTAL FLOOR AREA <b>551,219</b>

FLOOR	FLOOR LOAD (Lbs per sq ft.)	GROSS SPACE (Square feet)	CEILING HEIGHT	STACKING HEIGHT	PURPOSE	SPACE USED FOR OTHER PURPOSES	
						PURPOSE	GROSS SQUARE FEET
1st fl	600	25,150	10'11"	8'6"	(a) Diverted to Non-supply Use		131,592
1st fl	600	75,151	19'10"	16'			
1st mezz.	300	12,575	8'	6'6"	BALANCE-GROSS STORAGE SPACE for line 2 on DD Form 805		419,627
2nd mezz.	300	12,575	8'	6'6"			
2nd fl.	400	106,442	11'	9'	(b) Outleased to Private Industry		3,000
3rd fl.	300	106,442	11'	9'			
4th fl.	300	106,442	11'1"	9'	(c) Permitted to Non-DOD GOV'T. USERS		
5th fl.	250	106,442	11'1"	9'	(d) SPACE IN STANDBY STATUS		
LEAN TO SHED -- ON SEPARATE REPORT (Space for QUICKTRANS Security Cage, Chill & Freeze located under 2nd mezzanine)							
<b>TOTAL FLOOR AREA</b>		<b>551,219</b>			<b>USED FOR OTHER PURPOSES AND/OR IN STANDBY</b>	<b>TOTAL</b>	<b>134,592</b>

GROSS SPACE FOR STORAGE OPERATION (Square feet) **416,627** equals TOTAL FLOOR AREA less (a), (b), (c) & (d) above and this amount must equal the TOTAL GROSS below

TYPE OF SPACE	SH	Gross	Net
Genl. Purpose/heated	16'	51,000	none
" " " Support Space	8'6"	1,960	1,330
" " " Security Cage	9'	319,326	166,050
" " " Storage use	16'	24,151	13,000
" " " Storage use	8'6"	18,470	8,500
Sub-totals of Genl. Purpose Space		414,907	188,880
Chill (include Vestibules)	8'	966	826
Freeze	8'	754	694
<b>TOTALS</b>		<b>416,627</b>	<b>190,400</b>

STATIONARY MATERIAL EQUIPMENT

- 2 Freight Elevators (20,000 lbs. ea.--all floors)
- 1 Passenger Elevator (17 persons -- all floors)
- 1 Hydraulic Ramp Lift - side platform

TRANSPORTATION FACILITIES

- Rail - side platform - car door level - capacity 7 cars
- Truck- side platform - body level - capacity 10 trucks

U.S. GOVERNMENT PRINTING OFFICE 1970-393-712/5-323

List details of each diversion on reverse side and post total(s) here

Subtract diversions from total floor area and post here and on line 2, DD Form 805, as appropriate

List details of each lease on reverse side and in "REMARKS" section of DD Form 805; post total here and on DD Form 805

List details of each permit on reverse side and in "REMARKS" section of DD Form 805; post totals here and on DD Form 805

List details on reverse side and post here and on DD Form 805, as appropriate

Post entries on DD Form 805, as appropriate

Illustration 7-4

# REPORTING OPEN IMPROVED WAREHOUSE SPACE ON NAVSUP FORM 605

**STORAGE UNIT REPORT**  
 NAVSUP FORM 605 (REV. 1/57)  
 0100 901 4400

DATE **30 JUN 1974**  
 NUSMGA REPORT 4400-2

INSTALLATION (Name and location) **NAVAL ACTIVITY, BOSTON, MASS.**

N.D. **1st** STORAGE UNIT NO. **Adj. to Bldg. 46**

GENERAL INFORMATION	CLASSIFICATION OF UNIT <b>OPEN IMPROVED</b>	LOCATION <b>North of Bldg. 46</b>	TR. BUILT	CONDITION <b>GOOD</b>
	FOUNDATION	SUPERSTRUCTURE	FLOOR	ROOF
	WATER SUPPLY <b>CITY SYSTEM</b>	TYPE OF SPRINKLER SYSTEM	TYPE OF HEATING PLANT	TYPE OF ELECTRICITY
	OWNED BY <b>NAVY</b>	DIMENSION (Inside) <b>Rectangular 275' x 321'</b>		TOTAL FLOOR AREA <b>88,275 g.s.f.</b>

FLOOR	FLOOR LOAD (Lbs per sq ft.)	GROSS SPACE (Square feet)	CEILING HEIGHT	STACKING HEIGHT	SPACE USED FOR OTHER PURPOSES	
					PURPOSE	GROSS SQUARE FEET
		<b>88,275</b>			(a) Diverted to Non-supply Use	21,000
					BALANCE-GROSS STORAGE SPACE for line 2 on DD Form 805	67,275
					(b) Outleased to Private Industry	
					(c) Permitted to Non-DOD GOV'T. USERS	
					(d) SPACE IN STANDBY STATUS	8,400
					USED FOR OTHER PURPOSES AND/OR IN STANDBY TOTAL	29,400
<b>TOTAL FLOOR AREA</b>		<b>88,275</b>				

GROSS SPACE FOR STORAGE OPERATION (Square feet) **58,875 equals TOTAL FLOOR AREA less (a),(b),(c) & (d) above and this amount must equal the TOTAL GROSS below.**

TYPE OF SPACE	TOTAL AREA ASPHALT SURFACED (75.575 gr.sq.ft. enclosed w/galvanized chain link fence)	GROSS SPACE	
		(Gross)	(Net)
	Used for storage	45,000	31,200
	Support space	13,875	none
<b>TOTALS</b>		<b>58,875</b>	<b>31,200</b>

STATIONARY MATERIALS HANDLING EQUIPMENT: **None**

TRANSPORTATION FACILITIES: **Truck - Ground Level**

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List details of each diversion on reverse side and post total(s) here

Subtract diversions from total floor area and post here and on line 2, DD Form 805, as appropriate

List details of each lease on reverse side and in "REMARKS" section of DD Form 805; post total here and on DD Form 805

List details of each permit on reverse side and in "REMARKS" section of DD Form 805; post totals here and on DD Form 805

List details on reverse side and post here and on line 4, DD Form 805, as appropriate

Post entries on DD Form 805, as appropriate

Illustration 7-5

DETAILS OF WAREHOUSE SPACE USED FOR OTHER PURPOSES AND/OR IN STANDBY--REVERSE OF NAVSUP FORM 605

STORAGE UNIT REPORT NAVSUP FORM 605 (REV. 1/57) 0108 501 4400		DATE 30 JUN 1974		BUSWMA REPORT 4550-3	
INSTALLATION (Name and location)			N.O.	STORAGE UNIT NO. S1162	
NAVAL FACILITY, BOSTON, MASS.			1st	changed to S1162	
GENERAL INFORMATION	CLASSIFICATION OF UNIT	LOCATION		YR. BUILT	CONDITION
	WAREHOUSE	STATION		1967	GOOD
	CONCRETE ON STEEL PILES	SUPERSTRUCTURE	FLOOR	ROOF BITUMINOUS BURTON	
		CONCRETE & BRICK	ASPHALT & CONCRETE		
	WATER SUPPLY	TYPE OF SPRINKLER SYSTEM	TYPE OF HEATING PLANT		
	PUBLIC WORKS CTR	WET	the bldg		
OWNED BY			Gross Floor Area (sq.ft.)		
NAVY			100,301		
INSIDE DIMENSIONS:			252'2" x 397'8"		
1st fl.	1st floor		12,575		
1st fl.	(2 mezzanines side by side, at same end of bldg.)		12,575		
1st fl.	126' x 99'10"		425,768		
2nd fl.	126' x 99'10"		551,219 gr.sq.ft.		
2nd fl.	2nd through 5th floors - each 397'8" x 267'8" or 106,442 sqf x 4		TOTAL		
Details: SPACE USED FOR OTHER PURPOSES AND/OR IN STANDBY			TYPE OF SPACE Floor No. Gr.Sq.Ft.		
(NOTE: Group these details by (a)(b)(c) and/or (d) by type of space, by type of use & users)					
Purpose					
(a) Space diverted to Non-storage uses					
1. Receipt control, Conference Room, Dead Files			G.P.	1st mezz.	12,575
2. Snack bar, Finance Office, Qual.Assurance & Admin.Coordinator's Offices, Household Goods* (These office areas have been enlarged by a total of 1,800 sqf as authorized in C.O. ltr dtd 23 Oct.1972-cy attached)			G.P.	2nd mezz.	12,575
3. Admin. offices of the Supply & Comptrollers Depts., Quality Assurance screening area			G.P.	5th fl.	59,670
4. Cafeteria, Data Processing			G.P.	5th fl.	46,772
SUB-TOTAL FOR (a)			131,592		
(b) Outleased to Private Industry					
1. To Quicktrans, a contract carrier					
(c) Permitted to Non-DOD GOV'T. USERS					
(d) SPACE IN STANDBY STATUS					
STATIONARY MATERIALS EQUIPMENT					
2 Freel					
1 Pass					
1 Hydra					
TRANSPORTATION FACILITIES					
Rail - sid					
Truck- sid					

Illustration 7-6

# DETAILS OF WAREHOUSE SPACE USED FOR OTHER PURPOSES AND/OR IN STANDBY--REVERSE OF NAVSUP FORM 605

STORAGE UNIT REPORT NAVSUP FORM 605 (REV. 1/57) 0108 501 4400		BUSMODA REPORT 4450-3	
INSTALLATION (Name and Location) <b>NAVAL FACILITY, BOSTON, MASS.</b>		DATE <b>30 JUN 1974</b>	STORAGE UNIT NO. <b>SN162</b> changed to <b>S162</b>
CLASSIFICATION OF UNIT <b>WAREHOUSE</b>	LOCATION <b>STATION</b>	YR. BUILT <b>1967</b>	CONDITION <b>GOOD</b>
CONCRETE ON <b>STEEL PILES</b>	SUPERSTRUCTURE <b>CONCRETE &amp; BRICK</b>	FLOOR <b>ASPHALT &amp; CONCRETE</b>	ROOF <b>BITUMINOUS BLU</b>
WATER SUPPLY <b>PUBLIC WORKS CTR</b>	TYPE OF WATER SYSTEM <b>WET</b>	PIPE THROUGHOUT <b>the bldg.</b>	TYPE OF HEATING PLANT <b>GR</b>
OWNED BY <b>NAVY</b>		Gross Floor Area (sq.ft.) <b>100,301</b>	

  

FLOOR	INSIDE DIMENSIONS:	Area
1st fl.	252'2" x 397'8"	12,575
1st fl.	1st floor (2 mezzanines side by side, at same end of bldg.)	12,575
1st fl.	126' x 99'10"	12,575
2nd fl.	126' x 99'10"	12,575
2nd fl.	2nd through 5th floors - each 397'8" x 267'8"	106,442 gsf x 4 = 425,768
3rd fl.		551,219 gr.sq.ft.
4th fl.		TOTAL
5th fl.		

  

Details: SPACE USED FOR OTHER PURPOSES AND/OR IN STANDBY  
(NOTE: Group these details by (a)(b)(c) and/or (d) by type of space, by type of use & users)

Purpose	TYPE OF SPACE	Floor No.	Gr.Sq.Ft.
(a) Space diverted to Non-storage uses	G.P.	1st mezz.	12,575
1. Receipt control, Conference Room, Dead Files			
2. Snack bar, Finance Office, Qual.Assurance & Admin.Coordinator's Offices, Household Goods* (These office areas have been enlarged by a total of 1,800 gsf as authorized in C.O. ltr dtd 23 Oct.1972-cy attached	G.P.	2nd mezz.	12,575
3. Admin. offices of the Supply & Comptrollers Depts., Quality Assurance screening area	G.P.	5th fl.	59,670
4. Cafeteria, Data Processing	G.P.	5th fl.	46,772
SUB-TOTAL FOR (a)			131,992
(b) Outleased to Private Industry			
1. To Quicktrans, a contract carrier			
(c) Permitted to Non-DOD GOV'T. USERS			
(d) SPACE IN STANDBY STATUS	G.P.	1st fl.	3,000

  

TOTAL FLOOR	CROSS SPACE	TYPE OF SPACE	STATIONARY BUILDING MATERIAL EQUIPMENT	TRANSPORTATION FACILITIES
	Ger	Chill	2 Fred	Rail - sid
	"	Freez	1 Pass	Truck- sid
	"		1 Hydra	
	"			
	"			

★ U.S. GOVERNMENT PROPRIETARY

Illustration 7-6

## PART C: PREPARATION OF MATERIAL FOR SHIPMENT AND STORAGE

### 27055. POLICY PROCEDURES FOR PRESERVATION-PACKAGING, PACKING AND MARKING

1. SCOPE AND APPLICABILITY. The objectives, definitions, general policy, policy on levels of protection, and procedures for developing protection requirements and selecting levels of protection are contained in Logistics Packing of Material (NAVSUPINST 4030.28). The provisions of this publication apply to all elements of the Department of the Navy having packaging responsibilities relating to design, development, procurement, production, supply, and maintenance.

2. REFERENCE DOCUMENTS. The Department of Defense Index of Specifications and Standards and other applicable documents will be used for guidance in the development of preservation, packaging, and packing requirements for items.

3. PRESERVATION- PACKAGING, PACKING, AND MARKING REQUIREMENTS IN PURCHASE DOCUMENTS. Procedures and materials prescribed by appropriate specifications and standards will be utilized in preparing invitations for bids, contracts, and other purchase documents. Procedures will be in sufficient detail to preclude interpretations which may result in the inclusion of excessive, costly, or unessential material and processes in completion of the package (see par. 22005).

4. UTILIZATION OF CUSHIONING MATERIAL. When the characteristics of the material are such that large quantities of cushioning are required for shipment, only a minimum of cushioning will be included within the unit package so as to afford the smallest practicable package for bin stocks. Such additional cushioning as maybe required for protection during shipment will be placed outside the unit container.

5. REACTIVATION OF SPENT DESICCANT. Desiccant will be reactivated only by activities presently equipped with proper facilities, including or having access to laboratory testing equipment. Such reactivation will be confined to quantities for local requirements and only when the cost of reactivation does not exceed the prevailing procurement prices for new material. Activities not presently having proper facilities will dispose of spent desiccant in accordance with existing instructions. The instructions in this subparagraph pertaining to reactivation apply only to spent desiccant which is bagged for

use in desiccated packaging and do not apply to bulk or loose material used in dynamic dehumidification machines.

6. COASTAL AND INTER COASTAL SHIPMENTS. Nontechnical material such as subsistence items and ship's stores, moving in coastal and intercostal service for local consumption (including Guantanamo Bay, Cuba; Panama Canal Zone; San Juan, Puerto Rico; and Trinidad, B.W.I., but not including Alaska) ordinarily will be packed at a level considered adequate for domestic shipment and storage, with the exception that bagged and bottled items of semiperishables and all perishable provisions will continue to be packed for overseas shipment. However, the packing requirements may be raised or lowered at the discretion of the bureau, command, office, Naval Supply Systems Command inventory control point, or shipping or receiving activity concerned to a level considered consistent with the anticipated hazards of shipment, storage, handling, or transshipment.

7. REMOVAL OF DRY CELL BATTERIES FROM EQUIPMENT. For instructions concerning the removal of dry cell batteries from equipments in storage or before being shipped, see NAVSUPINST 4440.157. ←

### 27056 OPERATING PROCEDURES FOR PRESERVATION, PACKAGING, AND PACKING

#### 1. GENERAL

a. Fundamental Principles and Approved Procedures. Fundamental principles and approved procedures utilized in the preservation, packaging, and packing of military supplies and equipment for protection against damage and deterioration during storage, handling, and shipment are contained in the publications, Preservation, Packaging and Packing of Military Supplies and Equipment, Preservation and Packaging (NAVSUP Publication 502), and Preservation, Packaging, and Packing of Military Supplies and Equipment, Packing (NAVSUP Publication 503). Fundamental principles and approved methods and techniques used in preparing military supplies and equipment for air shipment are contained in the publication, Preparation of Freight for Air Shipment (NAVSUP Publication 504).

b. Protection of Material. All material subject to corrosion or other forms of deterioration and damage will be protected in accordance with the publications identified in subpar. a except as prescribed in



subpar. c. The term "protection" as used herein includes all elements of preservation, packaging, and packing and specifically includes cleaning, drying, application of preservatives, wrapping, cushioning, blocking, bracing, boxing, crating, shipping containers, waterproofing, strapping, and marking for shipment and storage.

c. Exceptions. The instructions contained in this paragraph do not supersede specific instructions promulgated by the systems commands for preservation, packaging, packing, and marking of technical materials under their cognizance. Policy directions regarding the use of cargo unitization and utilization of steel cargo containers are contained in pars. 57520-57602. Guidance on the selection of levels of protection for containerized shipments is contained in Logistics Packing of Material (NAVSUPINST 4030.28).

2. QUANTITY PACKAGING. The quantity per unit package, intermediate package, or shipping container has an important and direct relationship to packaging costs, maintenance of preservation, and transfer and issue requirements. Careful consideration therefore will be given to this matter in package development for items which must be further stored; inventoried, or handled. In establishing quantities per package or shipping container, care will be exercised to insure that savings realized by the packer do not generate costs for the supply system which override such savings. Constant liaison on quantity packaging matters will be maintained with the bureaus, commands, offices, and inventory control points having stock control jurisdiction over the material. Further guidance on quantity packaging is contained in Logistics Packing of Material (NAVSUPINST 4030.28).

### 3. SELECTION OF METHODS FOR UNIT PROTECTION

a. New Procurement. Factors governing selection of methods for unit protection, including methods of preservation and unit packaging, are outlined in the publication, Preservation, Packaging and Packing of Military Supplies and Equipment, Preservation and Packaging (NAVSUP Publication 502). When required for storage, handling, inventory, and issue purposes, methods of unit protection of the nonrigid type may be supplemented with folding cartons, setup boxes, or metal containers.

#### b. Reprocessing

(1) General. When packaging procedures established by the inventory control points are available, the instructions in subpars.

(2) and (3) will apply. When such information is not available, preservation and packaging will be in accordance with the applicable specification(s) using the methods in Military Specification MIL-P-116 and the procedures in subpars. (4), (5), and (6).

(2) Level A Category. Items which are determined to fall within the level A category in accordance with Logistics Packing of Material (NAVSUPINST 4030.28) will be preserved and packaged in accordance with available inventory control point instructions.

(3) Level B Category. Selection of preservation and packaging methods for level B material (see Logistics Packing of Material (NAVSUPINST 4030.28)) will be, in most instances, at the discretion of the shipping activity. Level A preservation and packaging methods will be used as guidelines and modified as necessary to meet the requirements for level B.

(4) Material Already Packaged. When items are already packaged and it is determined that the physical and corrosion protection is adequate for the necessary level, repackaging will not be accomplished merely to bring it into accordance with current practice.

(5) Instructions in Procurement Documents. The inventory control points and other procuring offices include definite preservation, packaging, packing, and marking instructions in each purchase document (see pars. 22005 and 27055-3). Material processed according to these requirements normally will not require reprocessing upon initial entry into the Navy Supply System.

(6) Prior Approval of Inventory Manager Required. When contractual requirements for packaging have been waived or when it appears that procurement documents do not contain adequate preservation and packaging requirements, prior approval of the cognizant inventory manager will be obtained before action is taken to preserve and package the material.

### 4. SEGREGATION OF PACKAGES

a. Packing Items of Different Stock Numbers. Normally, items of different stock numbers will be packed in separate shipping containers. When the use of separate shipping containers is not warranted because of quantity, size, or weight and it becomes necessary to pack items of different stock numbers in the same shipping container (multiple pack), items of the same stock number will be grouped together by tying, wrapping, bundling,

or other suitable means and completely identified prior to packing with other items or materials.

**b. Packing Articles of Different Freight Classification.** Articles of different freight classification will not be packed together in a single container unless some advantage to the Government is obtained thereby. All articles packed in the same container take the rating of the article with the highest classification.

**c. Packing for Consolidation of Shipments.** When packing material for consolidated shipment, the items will be consolidated to a single distinct addressee. Material shipped to fill direct turn-over material will be packed separately from material intended for stock. The principle is to pack as much material as physically practicable in single, easily handled, shipping containers without delaying priority shipments or causing resorting and redistribution at intermediate receiving points. Further guidance on consolidation of shipments is contained in MILSTRIP/MILSTRAP, Chapter 6, Part D, and MILSTAMP, Chapter 3.

**d. Packing of Dangerous Articles.** Dangerous articles such as flammable materials, poisons, acids, and other corrosive liquids or oxidizing agents will not be packed with dissimilar materials except when permitted by Department of Transportation regulations and except for complete kits, sets, or units which are assembled prior to shipment. When dangerous articles are included in kits or sets, activities will insure that:

1. the dangerous articles are compatible with the other elements of the kits or sets,
2. containers approved for the dangerous articles are used for packing (see par. 22005-16),
3. all exterior containers located outward from the contents are marked and labeled to indicate the presence of dangerous articles.

All containers in which dangerous articles are issued, including dangerous articles in kits or sets, will be appropriately labeled to identify the nature of the dangerous contents by the application of Department of Transportation labels or MIL-STD-755 (Labels Containing Symbols for Packages and Containers for Hazardous Industrial Chemicals and Materials) labels prescribed in the Department of the Navy Safety-Precautions for Shore Activities. The MIL-STD-755 labels, which are oriented toward safety of the user, will be applied in accordance with the instructions in the Department of the Navy Safety Precautions for Shore Activities and in MILSTRIP/MILSTRAP, Chapter 6.

**5. SELECTION OF SHIPPING CONTAINERS.** In selecting the type or style of shipping container, the following factors will be considered when applicable to the commodity or packages to be packed:

1. the characteristics of the article, that is, the size, weight, shape, vulnerability of the item or parts thereof to damage from shock or vibration, ability to resist corrosion or other forms of deterioration, and degree of assembly or disassembly;
2. the cushioning, blocking, bracing, or forms of dunnage found necessary to protect articles or packages;
3. the type of load which will be formed by articles or packages (for definitions of types of loads see the publication, Preservation, Packaging and Packing of Military Supplies and Equipment, Packing (NAVSUP Publication 503));
4. the requirements for transfer or issue of the material involved;
5. the requirements for ease of handling in transportation and storage, including the designs to facilitate mechanical handling size and weight considerations for palletization and unit load patterns;
6. the mode of transportation;
7. the carrier regulations;
8. the handling and storage facilities available to the receiver;
9. the cost and availability of selected containers;
10. the costs which the selected container will save or generate;
11. the requirement for keeping tare weight and cube to a minimum.

**6. PACKAGE ECONOMY.** Close supervision and control will be exercised to prevent overpacking as well as underpacking. The term "overpacking" as used herein refers to excessive application of preservation, packaging, or packing materials. The term "under packing" refers to inadequate protection. A major concern is the needless expenditure of funds for the transportation of excessive tare weight and cube. Positive measures therefore will be taken to participate in Operation Light Pack, which is a continuing program.

## 7. WATERPROOFING

**a. Purpose.** Waterproof case liners, shrouds, and wraps are intended to prevent deterioration of both the articles and the preservation or packaging, media used to protect such articles by excluding entry of free water into packs or by diverting water from materials which are vulnerable to water damage. When applied properly, many advantages are derived from the use of waterproof materials. Conversely, improper use of waterproof materials can create considerable damage.

## b. Conservation

(1) General. To conserve packaging material and costs and preclude damage, the guides described in subpars. (2) and (3) will be observed in the use and application of waterproof barriers. Additional information pertaining to the use and application of waterproof barrier materials may be found in the publication, Preservation, Packaging and Packing of Military Supplies and Equipment, Packing (NAVSUP publication 503), and Military Specification MIL-L-10547, Liner, Case, and Sheet, Overwrap; Waterproof or Waterproof, Flexible.

(2) Case Liners. Case liners will not be used:

1. when interior packages and marking are waterproof to the extent of passing the waterproofness or immersion tests in Military Specification MIL-P-116; some, but not all, method IA, IC, and waterproof wrapped or treated packages may be eligible under this consideration;
2. when sizable air volume is trapped within the barrier; cycling of trapped air because of temperature change causes both steaming and condensation within the barrier, thus increasing the probability of deterioration;
3. when there is a likelihood that the barrier may be damaged from rough edges, irregular projections, or flexing and chafing on sharp corners or edges.

(3) Precautionary Information. Because of bleeding of asphaltum Products at high temperatures, tapes, cushioning, and adhesive containing asphaltum will not be employed for the protection of articles susceptible to asphalt stain unless such articles are initially protected with packaging media resistant to asphalt penetration. Similarly, asphaltum type materials such as those heretofore mentioned will not be used in the presence of mothproofing chemicals such as paradichlorobenzene which have a "wicking" action on the asphaltum products.

(4) Opening of Packages for Inspection. Necessary inspections of items require the disturbance of the preservation and packaging material. Destruction of such preservation and packaging except for end use of the material and content must be kept to a minimum. When an examination of the item is required, good judgment employed in, the opening of the package will minimize the cost of resealing, repackaging, or representation of material. The overwrap material on a preserved package generally cannot be salvaged for reuse. However, cartons can be resealed improperly opened, heat sealed bags can be resealed,

and cushioning and blocking material can be salvaged for reuse. When it is necessary to open a sealed carton or package, the carton will be cut on three sides at one end, using a sharp cutting knife. This will provide a lid effect by bending back the cut end. Material will be removed, examined, replaced, and the carton or package scheduled for resealing. When necessary to open a heat sealed bag, the bag will be cut as close to the heat seal as possible and the cutting will be limited to an opening sufficient for the proper examination or removal of the material. Material will be replaced and the package scheduled for resealing. Cushioning and blocking material will be replaced in the carton or package. When personnel other than the cognizant storekeeper opens packages in the storage area for examination, such openings will be brought to the attention of the storekeeper so that proper repair can be requested promptly from the preservation and packaging branch.

## 8. SEALING OF CONTAINERS

a. Methods. There are four commonly used sealing methods:

1. tapes,
2. adhesives,
3. staples or stitches,
4. straps (wire, steel band, and filament tapes).

The term "closure" or "closed" as used herein refers to the methods in items 1, 2, and 3. The term "strapping" as used herein refers to the method in item 4.

b. Closures. In general, containers will be closed in accordance with the methods set forth in the publication, Preservation, Packaging and Packing of Military Supplies and Equipment, Packing (NAVSUP publication 503). In the absence of such methods, containers will be closed in accordance with the detailed requirement in the appendices of the applicable container specifications.

c. Strapping. The primary purpose of strapping is to add strength to the pack by reinforcing the container. Therefore, it is necessary that the container or its contents or both be of such a nature as to support tight strapping. Strapping practices which damage containers to the extent of impairing their usefulness or which may mar, deform, or damage the contents will be avoided. Containers packed for overseas shipment will be strapped as set forth in the publication, Preservation, Packaging and Packing of Military Supplies and Equipment, Packing (NAVSUP Publication 503) or in the appendix of the applicable container specification. Containers packed for storage or shipment to domestic destinations will not

be strapped except under the following circumstances:

1. when savings in transportation charges can be effected;
2. when reinforcement of the original packed container is more desirable than unpacking and repacking; in this connection, container fatigue is an important consideration;
3. when necessary to additionally secure the contents from pilferage or unauthorized examination;
4. when necessary to implement the policy in Logistics Packing of Material (NAVSUPINST 4030.28) with respect to packing of single items of bulk products at the overseas level when a potential overseas requirement exists.

9. **FIBERBOARD SHIPPING CONTAINERS.** In implementing the policy set forth in Logistics Packing of Material (NAVSUPINST 4030.28) shipping activities will often find it necessary to use various types and grades of fiberboard shipping containers. When used properly, these containers afford excellent opportunities for reduction in costs of packing, storage, handling, and transportation. The increased use of these containers, along with certain other lightweight types, is a major factor in the Naval Supply Systems Command Operation Light Pack and Fleet Packaging programs. Guidance on the uses and limitations of fiberboard boxes outlined in the publication, Preservation, Packaging and Packing of Military Supplies and Equipment, Packing (NAVSUP Publication 503) will be followed.

#### 10. PACKING FOR AIR SHIPMENT

a. Definition. Air shipment is any shipment moving via air carrier for any part of its journey. If origin and final destination are both within the United States except Alaska or Hawaii, it is a domestic air shipment. If either origin or destination is Alaska or Hawaii or overseas, it is an overseas air shipment.

b. Packing. The objective of packing for air shipment is to select containers and cushioning material which will achieve the minimum tare weight and cube consistent with protection required to withstand the hazards normally associated with air transport. Packers will consider transportation, multiple handlings, and possible exposure to the elements prior and subsequent to the airlift, stowage aboard, compression from tie-down gear, and in flight characteristics of the aircraft. The publication, Preparation of Freight for Air Shipment (NAVSUP Publication 504) will be used as a guide for the preparation of air cargo. The container

selection chart for air shipments shown in the NAVSUP Publication 504 is designed to serve as a guide in obtaining protection for delivery of air cargo under the maximum level of packing (level A). Unless previous shipping experience justifies Water proofing the container, level B packing of air cargo does not require the supplemental protection from free water indicated in the container selection chart for air shipments.

c. Repacking. If the material has been packed for surface shipment, and air movement becomes necessary, the material (if not already so packed) will be repacked in the lightest type specification containers consistent with the level of protection required in order to reduce the total weight when practicable from a cost consideration. For example, items which require a heavy nailed wood box for surface shipment may often be repacked in light weight containers consistent with the type of load, weight of contents, and size limitations without sacrificing protection needed to assure delivery in usable condition.

11. **PREPARATION OF EXPLOSIVES AND OTHER DANGEROUS ARTICLES FOR SHIPMENT.** Requirements for preparing explosives and other dangerous articles for shipment are contained in subpar. 4d and par. 22005-16.

12. **PREPARATION OF CLASSIFIED MATERIAL FOR SHIPMENT.** Instructions for the preparation of classified material for transmission or shipment are contained in the Department of the Navy Supplement to the DOD Information Security Program Regulation, pars. N8300-303.

#### 13. STRIPPABLE PLASTIC COATINGS

a. Use. Strippable plastic coatings, sometimes referred to as barrier material, strippable and protective, which are described under applicable specifications will not be used for preservation unless all four of the following conditions apply:

1. required or permitted by specification or directive from or concurred in by the bureau, command, or office concerned with the technical aspects of the equipment being preserved, in which case only approved material will be used;
2. detailed instructions for applying the material are available or have been obtained from the manufacturer of the approved material;
3. personnel have been especially trained and are qualified to apply these materials;

4. preliminary tests have been made to insure sure removability of the coating without damage to the surface.
- b. Guides for Use. The following guides will apply in using strippable plastic coatings except for the type of plastics used in Method IB preservation:

1. substitute materials will not be used except with the prior permission of the cognizant bureau, command, or office;
2. because the materials and techniques of application differ considerably from those normally used in spray painting, only personnel that have been trained and are qualified in applying these materials will be employed.

14. **CYCLIC PRESERVATION.** Cyclic preservation is identified as the representation, repackaging, or repacking of material in store on which previously applied protective measures subsequently have matured or deteriorated to a state where renewal of protection is necessary. Preservation media applied to material matures to a state requiring reconditioning in periods ranging from 3 to 6 years. Periodic inspection of the state of preservation will be conducted on a sampling basis to determine the need for representation. The frequency of inspection will vary depending upon storage and climatic conditions and the effectiveness of the packaging materials and techniques. Items appearing on retention lists issued by inventory managers will be given priority attention in cyclic inspection programs. Before processing, material found in need of cyclic preservation (2F and 2S cognizance symbol material excluded) will be reported on a Packaging/Preservation Recommendation (NAVSUP Form 483) to the cognizant inventory manager for determination of retention status and disposition instructions when estimates of processing exceed \$100 per line item. Cyclic preservation operations will be kept current by proper scheduling. Preservation, packaging, or packing which is incidental to overhaul, repair, rehabilitation or modification, or preservation which requires highly specialized knowledge, skill, or equipment to complete the operation will not be undertaken without prior approval and funding by the cognizant inventory manager. For those items with shelf life limitations established by directives of the cognizant bureau, command, office, or inventory manager, cyclic preservation procedures will be correlated with technical inspection requirements.

15. **MATERIAL NOT READY FOR ISSUE.** Material in a not ready for issue condition for which retention levels have been established will be regarded

as potentially usable material required by the Navy Supply System to meet known or anticipated demands. Material in a not ready for issue condition will not be regarded as junk or scrap. Proper care of this class of material can reduce procurement costs, eliminate delays in obtaining long lead time items, and lower both commercial and Navy industrial overhaul and repair costs. Unpackaged material in a not ready for issue condition will be afforded a degree of protection commensurate with anticipated storage and handling conditions. Normally, only a modified domestic type container or crate will be required for shipment or storage in the United States except Alaska and Hawaii. Material requiring shipment from activities in Alaska and Hawaii and overseas for repair or overhaul in the United States except Alaska and Hawaii may require overseas type protection. Specific instructions, if available, will be obtained from the cognizant inventory control point or bureau, command, or office. Packaged material normally will be stored, handled, and shipped in the original package, unless economies in transportation and shipping costs can be effective without sacrificing protection. Material in reusable containers will not be unpacked or repacked. Material in a not ready for issue condition is not subject to cyclic preservation treatment without specific approval of the cognizant inventory control point or bureau, command, or office.

16. **UNPACKING INSTRUCTION REQUIREMENTS.** Activities packing complex or delicate equipment which requires unpacking in a specific manner or sequence will follow the requirements of par. 22005-15.

#### 27057 MARKING OF MATERIAL FOR SHIPMENT

Each unit package, intermediate package, shipping container, unitization media, and all items shipped unpacked, must be clearly and adequately marked in accordance with the requirements of Military Standard Marking for Shipment and Storage (MIL STD-1 29, as amended), except that marking requirements for supplies purchased for local consumption may be as specified by the requisitioning activity.

#### 27058 RECURRING SIZE WOOD AND FIBERBOARD CONTAINERS

All requirements for recurring sizes of wood boxes, crates, and fiberboard containers will be produced by in-house effort if cost effective, procured from commercial sources, or through the Navy Supply System (see par. 22466). ←

▼ 27059 REPORTING OF PACKAGING DEFICIENCIES

1. GENERAL. The Report of Discrepancy (ROD) (Standard Form 364) will be used to report unsatisfactory conditions including items damaged or lost resulting from improper preservation, packaging, packing, and related marking. The scope of reporting includes all naval activities receiving, storing, shipping, or transshipping military supplies or equipment. Specific requirements and detailed information for submission of the Standard Form 364 are contained

in the joint regulation Reporting of Item and Packaging Discrepancies (NAVMATINST 4355.73). (See pars. 57000-57080 for reporting of transportation discrepancies in shipment.)

2. INVESTIGATION OF DEFICIENCIES. Recipients of a Standard Form 364 will immediately investigate the reported deficiencies and take action to prevent recurrence. All concerned will be advised of corrective actions in accordance with NAVMAT-INST 4355.73. ▲

**PART E: NATIONAL STOCKPILE MATERIAL****27105. STORAGE**

1. **GENERAL.** National Stockpile material will be stored in accordance with the Strategic and Critical Materials Storage Manual insofar as is consistent with the provisions of Storage Methods, Navy Standard Storage Plan. Proposed deviations in methods to be employed in the storage of National Stockpile materials will be referred to the Bureau of Supplies and Accounts without direct reference to the General Services Administration. Activities will insure that material is so stored that segregation by grades and by lot number, contract number, or National Stockpile Program number assigned to material received from surplus stocks is maintained. National Stockpile material will not be removed from naval activities, used by naval facilities or personnel, or combined or mingled with other materials stored on naval property except by the direction of the General Services Administration. Projects entailing special care, preservation, packaging, packing, or processing of material; major repairs to equipment utilized under the National Stockpile Program; modification, alteration, or construction of facilities; or grading or other preparation of the storage facilities will not be undertaken without prior approval by the Bureau of Supplies and Accounts.

2. **MAJOR EMERGENCY REPAIRS.** Major emergency repairs to equipment utilized in the operation of National Stockpile material are authorized to be made without prior approval of the Bureau of Supplies and Accounts. A letter report of such repairs will be made immediately, including an estimate of the cost, and will be forwarded to the Bureau of Supplies and Accounts.

3. **MAJOR REPAIRS NOT OF AN EMERGENCY NATURE.** Major repairs that are not of an emergency nature will not be made prior to approval of the Bureau of Supplies and Accounts. When approved by the bureau, an allotment of funds for the performance of major repairs as a special project will be authorized. When equipment is not wholly used for National Stockpile operations, the cost of major repairs will be prorated so as to reflect only the cost properly chargeable to the National Stockpile operations.

4. **MINOR RECOOPERING OF CONTAINERS.** Minor recoopering of containers received in a damaged condition, not to exceed 2% of the total containers, is authorized without prior approval of the Bureau of Supplies and Accounts;

5. **SECURITY.** Upon determination that a loss of National Stockpile material by theft has occurred, the storage activity immediately will notify the local and state law enforcement agencies and the Federal Bu-

reau of Investigation of the circumstances surrounding the theft and request that an investigation be undertaken. The Bureau of Supplies and Accounts (Warehouse Operations Division) will be furnished immediately a letter report of the estimated quantity of material missing and the date the theft was reported to these agencies. Upon completion of the investigation a letter report will be prepared by the activity and forwarded to the Bureau of Supplies and Accounts (Warehouse Operations Division). The letter report will include all pertinent information.

**27106 SPACE ALLOCATION**

Space required for the storage of National Stockpile material at naval activities will be allocated by the Bureau of Supplies and Accounts. Adjustments to space allocations or to space assignment to each commodity within each space allocation will be made only after approval by the Bureau of Supplies and Accounts. All space allocations or adjustments will bear an effective date so that space costs can be charged accordingly.

**27107 SPACE REPORTING**

1. **ACTIVITIES REQUIRED TO SUBMIT REPORTS.** All naval activities storing stockpile material will submit a National Stockpile Storage Report (S. and A. Form 606) in triplicate at the end of each quarter to the Bureau of Supplies and Accounts (Warehouse Operations Division) to arrive not later than the tenth of the following month.

2. **PREPARATION.** Information required under all columns of S. and A. Form 606 will be entered for each stockpile commodity in store. The gross space allocated and gross space vacant will be a one line entry in the appropriate columns for each stockpile commodity in store. The gross space occupied and the quantity of each commodity received, shipped, and on hand will be entered on separate lines in the appropriate columns for each of the stockpile accounts under which material is in store, such as "SCM", "CCC", "D", and "P. L. 733". The number of the last Receiving Report (General Services Administration Form 131) or Outbound Storage Report (General Services Administration Form 132) or both issued during the reporting period covering quantities of material included on each line will be entered in the last column on the appropriate line. Unless otherwise directed quantities will be reported in short tons except perishable oils, drugs, or precious items of small quantity which will be reported in pounds. All quantities will be reported to the nearest whole unit of measure used and the unit of measure will be indicated. For the security classification of S. and A. Form 606, see par. 14265.

# NATIONAL STOCKPILE STORAGE REPORT (S. AND A. FORM 606)

CLASSIFIED CONFIDENTIAL  
WHEN FILLED IN WITH  
AUTHENTIC QUANTITIES

NATIONAL STOCKPILE STORAGE REPORT NAV. S. AND A. FORM 606 (REV. 5-56)				REPORT CONTROL SYMBOL GSA-3(4841)					
ACTIVITY (Name and location) U. S. NAVAL SUPPLY DEPOT, XXXX, XX				QUARTER ENDING 31 March 1957					
BUSANDA ALLOCA- TION NO.	MATERIAL	STORAGE TYPE	GROSS	NOTE: INDICATE QUANTITY IN NET WTS.			NO. OF LAST REC'G OR OUTBOUND STOR- AGE REPORT ISSUED DURING QUARTER		
				ALLOCATED	OCCUPIED	VACANT		HANDLED DURING QUARTER	ON HAND END OF QUARTER
				RECEIVED	SHIPPED				
XX-100	RUBBER SCM	W	370,200	347,621	22,579	86	77	40,897	RR 101 OR 2001
	TITANIUM	W	5,000		1,743				
	CCC			981		31		140	RR 105(CCC)
	D			2,276		35		325	RR 102(D)
	TIN SCM	W	3,000	3,000				820	
	TOTAL	W	378,200	353,878	24,322				
XX-102	MANGANESE SCM	O	50,000	50,000				36,250	
	TIN	O	60,000		2,350				
	SCM			26,820				7,663	
	D			30,830				8,809	
	COPPER	O	309,929		11,515				
	SCM			103,617		100	20	34,539	RR 103 OR 2002
	CCC			25,760				8,587	
	D			92,500		70		30,833	RR 104(D)
	P.L. 733			76,537			60	25,512	OR 2003(PI. 733)
	TOTAL	O	419,929	406,064	13,865				

\* CODE: Warehouse, W; Open, O; Tank, T; in filling out form, group by type of storage space.

APPROVED BY: *[Signature]*

C 7064

## 27108 FIRE PROTECTION

Generally, the normal fire prevention and protection measures established at naval activities to prevent or extinguish fires are considered adequate for National Stockpile material. However, when special precautions are outlined in the specifications furnished in connection with the storage of material of a combustible or inflammable nature, additional fire prevention and protection measures in accordance therewith will be established. When such measures result in additional costs, prior approval of the Bureau of Supplies and Accounts must be obtained.

## 27109 INSPECTIONS

The responsibility of the General Services Administration for performing technical and periodic inspections of National Stockpile material and the responsibility of the Navy for general inspection of material upon receipt, including the care of materials in storage, are set forth in the Strategic and Critical Materials Storage Manual.

## 27110 SHIPMENT

For instructions for shipping National Stockpile material, see par. 25136.



## PART F: RECEIVING, HANDLING, AND STORING OF HOUSEHOLD GOODS

### 27135 HOUSEHOLD GOODS

1. **MATERIAL RECEIPT.** The receiving section of the traffic branch will accomplish physical receipt of all household goods authorized for storage at the designated storage activities. A copy of the inventory and packing list prepared by the contractor or the activity performing the packing will be securely attached to the household goods while in storage.

2. **HANDLING.** Personnel will exercise extreme care in handling all household goods to prevent damage by scratching, marring, or chipping. Barrels, crates, and boxes must be stored in an upright position as indicated by arrows or other markings. Fragile material will be placed in the rear or sides of the storage space rather than adjacent to main aisles.

3. **STORAGE SPACE.** Normally unheated space will be utilized for the storage of all household goods. If the space assigned has heating units installed; these units will be used. When possible, nonsprinklered storage space will be assigned. The assigned space will be subject to a minimum of warehouse traffic, thereby eliminating all possible dust and fumes.

#### 4. STORAGE

a. **General.** When practicable, the storage area will be arranged to provide space for both temporary and contemporary storage; in all cases the end zones will be reserved for small lots. For time limitations of temporary and contemporary storage, see Joint Travel Regulations, pars. M8100 and M8101. The storekeeper will check each lot received against the incoming inventory list attached to assure that the lot is complete. In planning the final storage, conservation of space and complete protection and segregation of each lot will be considered. In this connection, various storage depths will be established to accommodate various sized lots.

#### b. Contemporary

(1) **Packing and Crating.** Household goods will not be accepted for final storage in the assigned areas unless properly packed and crated.

(2) **Care in Storage.** Palletized storage will be utilized to the greatest possible extent. Paulins will be used only when the commanding officer considers them necessary to protect household goods properly in contemporary storage. When paulins are used, they will be secured with light steel strapping or other suitable means. The paulins will be placed so that the edge of the paulin will be slightly above the top of the bottom pallet to allow air circulation. The owner's name will be conspicuously placed on the paulin covering the lot as a positive means of identification.

(3) **Security.** Maximum security will be provided for all stored household goods. Such security will include complete protection from the elements including direct sunlight, damage from rough handling or collision, and pilferage. Only authorized personnel will be allowed to enter the household goods area, and then only when official business makes such entrance necessary.

(4) **Fumigation.** Household goods in contemporary storage will be fumigated at least every six months.

(5) **Withdrawal.** The procedures for withdrawal of household goods from contemporary storage are included in par. 58016. ←  
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←

#### c. Temporary

(1) **Crating and Packing.** Household goods intended for temporary storage may or may not be crated depending upon circumstances at the time of receipt.

2) **Fumigation.** Household goods in temporary storage will not be fumigated; however, suitable repellents may be used by the owner.

## PART G: CROSS-SERVICING AND COMMON-SERVICING USE OF GENERAL SUPPLY FACILITIES AND ASSOCIATED WAREHOUSING SERVICES

### 27165 GENERAL

1. **IMPLEMENTATION AND SCOPE.** The instructions in this Part implement Department of Defense policies and Department of the Navy policies and procedures for the cross-servicing and common-servicing use of storage space and associated warehousing services within and between DOD components and between DOD components and federal civilian agencies. These instructions apply only to general supply facilities (hereinafter referred to in this Part as storage space) at all naval shore activities and therefore exclude bulk petroleum, oils, and lubricants (POL) facilities and ammunition supply facilities; see par. 270 15-1a. Also excluded are strategic and critical materials stored under the General Services Administration, stockpiling program; see NAVSUPINST 4450.24 and pars. 27105-27110. The instructions in this Part also furnish guidelines for providing storage space and warehousing services on a cross-servicing basis to state, county, other local, and foreign government agencies.

2. **ADMINISTRATION.** In consonance with program administration functions discussed in par. 270 1&lb, the Naval Supply Systems Command (Storage Branch) has responsibility for administering the common-servicing and cross-servicing use of storage space and associated warehousing services at and for naval shore activities. NAVSUP responsibilities include:

1. maintaining a Central Office of Record for documents pertaining to all transactions involving common-servicing and cross-servicing use of storage space and associated warehousing services;
2. maintaining current information on the availability and use of storage space and warehousing services;
3. exchanging information on the availability of storage space and warehousing services with other DOD components and federal civilian agencies;
4. arranging for the providing or receiving of common-servicing or cross-servicing use of storage space and warehousing services within the Department of the Navy or

between the Navy and other DOD components or federal civilian agencies.

### 27166 DEFINITIONS

For definitions of terms used in this Part, see par. 27015-2.

### 27167 POLICY, PROCESSING REFUSALS, AND EXTENT OF SERVICING TO BE PROVIDED

#### 1. P O L I C Y

a. **General.** Activities of each DOD component and federal civilian agency will provide space and services or services only, to the extent that they can be made available, to other activities of the federal government and, under special circumstances, to state, county, other local, and foreign government agencies. The activity of a DOD component or federal civilian agency operating a storage facility will normally furnish all personnel, supplies, and equipment required in providing storage space and warehousing services or warehousing services only to activities of other DOD components or federal civilian agencies. When special requirements exist, such requirements will be clearly stipulated in the associated support agreement. Financial administration policies are furnished by NAVCOMPT Manual, pars. 035806, 035807, 075120, 075360, and 075500, and in the specific case of Foreign Military Sales, in par. 032103.

b. **Conditions for Request.** Request for storage space and warehousing services or warehousing services only will be made by one activity of a DOD component or federal civilian agency upon another activity of a DOD component or federal civilian agency under any of the following conditions as a minimum:

1. when materials can be more economically positioned at an installation operated by another activity in order to avoid unnecessary back-hauls or cross-hauls;
2. when the lack of covered storage space at the requesting activity requires open storage

- of materials that could be more economically stored in covered storage space that may be available at another activity;
3. when storage space available to one activity is insufficient or inadequate to meet a requirement and such space is available at an appropriately located installation operated by another activity.

c. Cross-Servicing and Common-Servicing Agreements Between Activities of DOD Components.

Provision of storage space and associated warehousing services or of warehousing services alone (hereinafter referred to in this Part as storage space/services), will be furnished to other activities of DOD components on a common-service basis provided that the requirements do not exceed the existing capability of the servicing activity or involve significant unbudgeted costs. In the latter event, storage space/services will be furnished on a cross-servicing basis until such time as the servicing activity can program the requirement, normally the next fiscal year. The provision of space only will normally be provided on a *license* basis in accordance with the provisions of par. 27015-8. The provision of storage space/services on a cross-servicing basis to another activity of a DOD component will be in accordance with SECNAVINST 4000.20 series by which DOD Directive 4000.19 and DOD Manual 4000.1 9M (Defense Retail Inter-service Support Manual) are transmitted; SECNAVINST 7020.4 series also applies. When the storage space/services are furnished on a common-service basis by an industrially-funded activity, the costs will be charged to a support allotment funded by the operating account of the activity's parent service or agency. See par. 27169 for reimbursement policy.

d. Cross-Servicing Between an Activity of a DOD Component and an Activity of a Federal Civilian Agency or Other Government Agency. Agreements between activities of DOD components and federal civilian agencies or county, state, other local, or foreign government agencies will normally be negotiated on a cross-servicing basis. See par. 27169 for reimbursement policy.

2. **PROCESSING REFUSALS.** When a request for storage space/services by an activity of a DOD component or federal civilian agency is refused by the activity upon whom the request was made and when one of the activities involved is a naval activity, the Naval Supply Systems Command (Storage Branch)

will be advised of the refusal and the reasons for such refusal. Depending on circumstances, NAVSUP may recommend an alternative solution or refer the matter to higher authority when intra-Navy/DOD refusals are involved, as appropriate.

3. **EXTENT OF SERVICING TO BE PROVIDED**

a. Agreements Between Activities of DOD Component or Between an Activity of a DOD Component and an Activity of a Federal Civilian Agency. Such agreements will include, but not be limited to the following services:

1. unloading of carrier's equipment; checking, sorting, placing of material in storage, and documentation;
2. withdrawing material from storage; checking, marking, weighing, loading of carrier's equipment, documental ion, and intemal railcar switching;
3. use of storage space;
4. care and packaging of stored material;
5. care and handling of material belonging to others will be on a priority basis equal to that given the providing activity's material.

b. Provisions of Agreements With County, State, Other Local, and Foreign Government Agencies. Such agreements will be negotiated on a case-by-case basis.

27168 PROCEDURES

1. **INTRA NAVY/DOD REQUESTS FOR STORAGE SPACE AND SERVICES**

a. Receipt by a Naval Activity of a Request for Storage Space/Services. The Support Agreement (DD Form 1144) will be used by activities of a DOD component when requesting storage space/services from an activity of another DOD component. Upon receipt of DD Form 1144 from an activity of another DOD component, the naval activity receiving the request will submit a copy thereof to the cognizant claimant command, on which will be stated an estimate of storage space required, an estimate of the workload involved, and whether approval of the request is recommended. If approved by the cognizant claimant command, the request will be forwarded with appropriate recommendations to the Naval Supply Systems Command (Storage Branch)

for review. If the cognizant claimant command disapproves the request, the activity submitting the request will be advised of the disapproval and the reasons therefor. A copy of such action will be furnished to the Naval Supply Systems Command (Storage Branch).

b. Request by a Naval Activity for Storage Space/Services. When a naval shore activity desires to obtain storage space/services from an activity of another DOD component, a DD Form 1144 will be prepared and forwarded to the cognizant claimant command for approval. The request will state specifically the estimated space requirements, estimated workload, and the name and location of the activity from which these services are required. The approved DD Form 1144 will be returned to the originating activity for submission to the activity from which the cross-servicing is being requested. Copies of the DD Form 1144 and any subsequent correspondence pertinent thereto will be furnished to the Naval Supply Systems Command (Storage Branch). When a request for storage space/services by a naval activity is denied by the activity of another DOD component upon which the request was made, the Naval Supply Systems Command (Storage Branch) will, in all cases, be so advised.

c. Emergency Requirements. In an emergency, a request for storage space/services may be made by message. Confirmation or denial of such request will be made as prescribed in subpars. a and b.

## 2. CROSS-SERVICING BETWEEN NAVAL ACTIVITIES AND FEDERAL CIVILIAN AGENCIES

a. Request for Storage Space/Services by Federal Civilian Agencies. All requests from federal civilian agencies for storage space/services at naval shore activities will be submitted to the Naval Supply Systems Command (Storage Branch) for review. These requests then will be forwarded to the bureau or command responsible for primary support of the activity concerned for approval. If disapproved by such bureau or command and if the requested services cannot be provided by the naval activity, the request and all information pertaining thereto will be returned to the Naval Supply Systems Command (Storage Branch) for determination of alternate space availability within the Department of the Navy.

b. Request for Storage Space/Services by Naval Activities. When required, naval shore activities will endeavor to obtain additional storage space/services from within the Department of Defense. If it becomes necessary for a naval activity to obtain storage space/services from a federal civilian agency, a formal request will be prepared and forwarded via military command channels and the Naval Supply Systems Command (Storage Branch) to the cognizant claimant command for approval. If approved, the cognizant claimant command will request the required service from the appropriate federal civilian agency. A copy of the approval and any subsequent correspondence pertinent to the request will be furnished to the Naval Supply Systems Command. If disapproved, the request and all information pertaining thereto will be forwarded to the Naval Supply Systems Command for further review and determination of the means by which the requested space and services will be obtained.

c. Preparation of the Request for Storage Space/Services. Requests for storage space/services between naval shore activities and federal civilian agencies will be made in writing and, to the maximum extent possible, will be submitted at least 90 days in advance of the scheduled date by which the material must be placed in storage. However, when expediency demands, shorter notice may be given, and in emergencies request and acceptance may be given by any available means of communication. When this is done, written confirmation will be made within 10 days. When applicable and feasible, each request for services will include the following information as a minimum:

1. designation of requesting agency;
2. description of material, including peculiarities affecting storage and handling, if any;
3. type of packaging (boxes, crates, unit loads, etc.);
4. dimensions of package;
5. weight per package (pounds);
6. total number of packages;
7. type of space required (heated, unheated, refrigerated, etc.);
8. method of care and preservation required, requirements for assembly into kits, stock rotation, and other special handling or care;
9. shipper, method of shipment (rail, motor carrier, etc.), and point of origin;

10. originating carrier if storage-in-transit is desired;
  11. rate of delivery in carloads or truckloads per day or week, as applicable, and the date initial delivery can be expected;
  12. rate of withdrawals per day or week, if applicable;
  13. the storage location required, either by specific facility or vicinity (city, State, etc.), as applicable;
  14. accounting classification. of funds to be charged for services and the office to which claims for reimbursement are *to* be forwarded;
  15. accounting office to which notice of receipt of material is to be sent;
  16. records to be maintained and reports to be rendered by the storing activity;
  17. period during which services will be required.
3. CROSS-SERVICING FOR STATE, COUNTY, LOCAL, AND FOREIGN GOVERNMENT AGENCIES. Cross-servicing agreements for state, county, local, and foreign government agencies involving use of Department of the Navy storage space/services will

be handled on a case-by-case basis using procedures, similar to those outlined in subpar. 2.

#### 27169 REIMBURSEMENT

1. REIMBURSEMENT POLICY. A request for services constitutes an order which, when accepted for performance at a price by an activity, will be the basis for obligation of funds available to the requesting activity. Upon acceptance of a request for services, and within the limits of the acceptance, arrangements incident to the furnishing of services may be handled direct by the activities concerned. Reimbursement for services received will be made monthly.

2. REIMBURSEMENT RATES. Reimbursement rates for military services and federal civilian agencies will be in accordance with the Navy Comptroller Manual, pars. 035806 and 035807. Reimbursement rates for state, county, local, and foreign governmental agencies will be comparable to prevailing area rates for similar commercial facilities; NAVCOMPT Manual, pars. 035875 and 075500 apply. When Foreign Military Sales are involved, NAVCOMPT Manual, par. 032103 will apply.

## PART H: SPACE ASSIGNMENTS FOR NONSHIPBOARD MATERIAL IN GENERAL SUPPLY FACILITIES AT NAVAL SHORE ACTIVITIES

### 27200 DEFINITIONS

1. **FOR STORAGE.** The term "for storage" as used herein is defined as all shipments or movements of material other than those required to maintain supply system stock levels or those consigned for transshipment by land, air, or water.

2. **FOR STOCK.** The term "for stock" is defined as all shipments or movements of material required to maintain supply system stock levels; supply system stock material is defined as any Navy material reflected in the Financial Inventory Report (FIR) (Nav-Compt Form 2154) or carried as wholesale stock on a common or cross servicing basis for defense supply centers or other Department of Defense space inventory control points (ICPS) other than Navy.

3. **FOR TRANSSHIPMENT.** The term "for transshipment" is defined as all shipments of material consigned for transshipment by air, land, or water.

4. **GENERAL SUPPLY FACILITIES.** General supply facilities are all supply facilities located in buildings or open storage areas assigned to the supply or material department. Such facilities will be classified under DOD Facility Category Groups 430, 440, and 450 for refrigerated, other covered, and open areas, respectively; they exclude Bulk POL (petroleum, oils; and lubricants) and ammunition supply facilities that will be classified under DOD Facility Category Groups 410 and 420, respectively, also excluded are those facilities used for storage of pre-expended shop stores, ready issue stores, and miscellaneous item storage located in buildings or open storage areas not assigned to the supply or material department. General supply facilities are those nonammunition related facilities typically

- ➔ reportable on the Supply Facility Management
- ➔ Report (Navy Format for DD Form 805) in
- ➔ accordance with NAVSUPINST 4450.22.

### 27201 EXTENT OF CONTROL AND GENERAL POLICY

1. **SPACE ASSIGNMENTS REQUIRING NAVSUP (NAVAL SUPPLY SYSTEMS COMMAND) APPROVAL**

a. For Storage. Approval of the Naval Supply Systems Command (Supply Operations Division Warehousing Branch) is required for proposed shipments of nonshipboard material consigned to naval shore activities "for storage" in general supply facilities (see pars. 27225-27227 for procedures and ap-

provals pertaining to storage of shipboard material off-loaded at naval shore activities). Approved space assignments pertaining to shipments of material consigned "for storage" are identified with a NAVSUP storage authorization number in accordance with procedures in par. 27202.

b. For Stock. Approval of the Naval Supply Systems Command (Supply Operations Division, Warehousing Branch) is required for shipments of material to naval shore activities "for stock" purposes when such shipments represent a significant change in prior distribution patterns that may impact adversely on use of general supply facilities. NAVSUP approval is required to insure that proposed changes in inventory control point distribution patterns will not adversely affect Navy-wide or DOD-wide plans for utilization of general supply facilities. NAVSUP judgments are based on knowledge accumulated from review and approval of all master plans, construction projects, real property trans. actions, and requirements planning pertaining to general, supply facilities. Storage authorization numbers are not assigned by the Naval Supply Systems Command when material "for stock" is involved.

2. **SPACE ASSIGNMENTS NOT REQUIRING NAVSUP APPROVAL.** Approval of the Naval Supply Systems Command (Supply Operations Division, Warehousing Branch) is not required for proposed storage of material consigned to naval shore activities "for storage" when the following categories of material are involved:

1. bulk POL (petroleum, oils, and lubricants);
2. ammunition or ammunition components when stored in ammunition supply facilities;
3. shipboard material offloaded from ships at the storing activity in consonance with the approvals and procedures provided in pars. 27225-27227; and
4. material "for storage" in general supply facilities of a naval shore activity that is under the cognizance of another naval shore activity located within the same military complex as the storing activity when the material "for storage" is located at such military complex.

### 27202 PROCEDURES

1. **ACTION REQUIRED BY INVENTORY CONTROL POINTS OR ITEM MANAGERS**

a. For Storage. Item managers will refer all proposed shipments of nonshipboard material proposed "for storage" in general supply

facilities of naval shore activities to the Naval Supply Systems Command (Supply Operations Division, Warehousing Branch) for review, allocations, and approval of storage location, and assignment of a NAVSUP storage authorization number prior to issuance of shipping instructions. Each *referral will include* the following information:

1. description of material including hazardous or other characteristics affecting the determination of storage requirements;
2. measurement tons (40 cubic feet) of material to be stored; if shipment involves any item of unusually large dimensions the overall dimensions of largest unit also will be specified;
3. estimated weight in pounds; if shipment involves any item of unusual weight, the weight of the heaviest unit will be specified;
4. origin;
5. storage destination desired with a justification if material cannot be stored at other than the location specified;
6. type of space required such as controlled humidity, flammable, refrigerated, heated, unheated, security storage (also indicate the degree of classification) or open storage;
7. anticipated dates for movement of material into and out of storage;
8. status of material such as mobilization reserve, activity excess, insurance type of items or items requiring repair, alteration, test, and check (indicating condition code if known); and
9. necessity for shipment.

b. For Stock. When significant changes in prior distribution patterns are anticipated by inventory control points for material required "for stock", ICPs will contact the Naval Supply Systems Command (Supply Operations Division, Warehousing Branch) to insure compatibility of anticipated or planned changes in distribution patterns with Navy-wide or DOD-wide plans. The Naval Supply Systems Command will either approve proposed changes in distribution patterns or amend such changes as appropriate to insure the availability of adequate storage space and associated support capability at specific naval shore activities involved. The Naval Supply Systems Command approvals may be formal or informal in nature and will not include assignment of a NAVSUP storage authorization number.

c. Shipping Instructions. Shipping instructions issued to shipping activities, by item managers or inventory control points will specify whether material is consigned "for stock", "for storage" or "for transshipment", as appropriate. However, if the shipment is being made for any other purpose, the specific purpose will be identified. Ship-

ping instructions issued to shipping activities indicating that the shipment is "for storage" will reference the NAVSUP storage authorization number assigned by the Naval Supply Systems Command Supply Operations Division, Warehousing Branch).

d. Storage Authorizations. When space is not available under an existing NAVSUP storage authorization to accommodate proposed shipments of material "for storage" in general supply facilities of naval shore activities (within parameters furnished by pars. 27200 and 27201), item managers will submit requests for increases to existing storage authorizations or for new storage authorizations to the Naval Supply Systems Command (Supply Operations Division, Warehousing Branch) for review and approval. When time limitations are placed on such storage authorizations, item managers will submit requests for extensions of such time limitations in accordance with instructions furnished by the Naval Supply Systems Command at the time the applicable storage authorization number will have been assigned; requests for extension will be fully justified and clearly show the need for continued retention of applicable material "for storage". If reimbursements for services and/or space are involved, instructions pertaining to such reimbursement and references to applicable directives will be furnished by the Naval Supply Systems Command when storage authorizations are approved. Applicable NAVSUP storage authorization numbers will be referenced on all related documents, correspondence, and shipping containers relating thereto.

2. ACTION REQUIRED BY SHIPPING ACTIVITIES. Shipping instructions received from item managers for shipments of material consigned "for storage" in general supply facilities of naval shore activities, coming within the scope of par. 27201-1a that do not reference a NAVSUP storage authorization number will be referred to the issuing authority, requesting that authorization "for Storage" be obtained from the Naval Supply Systems Command (Supply Operations Division, Warehousing Branch). The request for shipment will be held until such authorization number is furnished to the shipping activity.

3. ACTION REQUIRED BY STORING ACTIVITIES

a. For Storage

(1) Material "For Storage Requiring a NAVSUP Storage Authorization. Material shipped or to be shipped to naval activities "for storage" in general supply facilities requires assignment of a NAVSUP storage authorization number. Designated storing activities will ascertain that such

number has been assigned and referenced on all related correspondence, shipping documents, and incoming containers; when such number has not been assigned or referenced, corrective action will be taken as, appropriate, Naval Supply Systems Command instructions or guidance pertaining to reimbursements or extensions of time furnished to item managers and storing activities, when NAVSUP storage authorization numbers will have been assigned, will be implemented as appropriate; when time extensions are to be authorized by storing activities, justification for such extension must be furnished by item managers in accordance with subpar. 1d and copies of all related correspondence passed to the Naval Supply Systems Command (Supply Operations Division, Warehousing Branch).

(2) Material To Be Stored By and For Naval Activities Located In the Same Military Complex. Storing activities may authorize local storage authorization numbers "for storage" of material belonging "to other naval shore activities located at the same military

complex when general supply facilities or any other facilities under the cognizance of the storing activity are involved; par. 27201.2 item 4 applies. Control techniques may resemble those used by the Naval Supply Systems Command as specified herein or for control of shipboard material as, specified in pars. 27225-27227.

b. For Stock. Normally, storing activities will interface directly with inventory control points in matters relating to material "for stock" except when significant changes in distribution trends (range or depth) of material "for stock" occur or are anticipated; when such changes have resulted or may result in adverse storage conditions at general supply facilities, the Naval Supply Systems Command (Supply Operations Division, Warehousing Branch) will be contacted for guidance, assistance, or resolution.

c. For Transshipment. Storing activities will handle material "for transshipment" in accordance with documentation pertaining thereto.



## PART I: TEMPORARY STORAGE OF SHIPBOARD MATERIAL BY SHORE ACTIVITIES

### 27225. AUTHORIZATION FOR STORAGE

Naval shore activities will provide temporary storage for material to be offloaded from ships upon request to the extent that storage space is available. The provisions of this part do not apply to the removal of material from ships to storage ashore during shipyard overhaul, conversion, or supply overhaul.

### 27226 LENGTH OF STORAGE AND MATERIAL COVERED

1. **STORAGE.** The length of storage of shipboard material by ashore activities usually will be for periods less than one year but may be for periods longer than one year. Approval of the force or type commander is required prior to offloading allowance list material (equipment and equipment) for temporary storage ashore for periods exceeding one year. Storage activities will, if practicable, extend the period of storage when requested to do so by ships.

2. **MATERIAL.** Allowance list material (equipment and equipment) and other non-consumable material will be accepted from ships for temporary storage ashore. Consumable material, including repair parts, tools, and material required to support allowance equipment will not be accepted from ships for temporary storage ashore.

### 27227 PROCEDURES

1. **RESPONSIBILITY OF SHIPS.** It will be the responsibility of the ship supply officer to:

1. make necessary arrangements for temporary storage of shipboard allowance list (equipment and equipment) and other nonconsumable material ashore with the storage activity before invoicing or offloading material;

2. obtain prior approval of the force or type commander, as required, before invoicing or offloading allowance list material (equipment and equipment) for temporary storage ashore for periods exceeding one year;
3. notify the storage activity of any change in the length of storage, including request for extension of the storage period;
4. make arrangements for the return of all material to ships from temporary storage ashore;
5. number each piece, box, crate, or container being offloaded to temporary storage ashore consecutively and include sufficient information to insure ready identification of the shipment by the storage activity and the ship on whose records the material is carried;
6. transfer all material to temporary storage ashore on a Requisition and Invoice/Shipping Document (DD Form 1149), one copy of which will be placed inside each container and one copy of which will be secured on the outside; and
7. include the following information on the DD Form 1149:
  - stock number and nomenclature identification of the contents of each box, crate, or container;
  - total number of pieces per shipment;
  - length of time the material is to be retained in storage.

2. **RESPONSIBILITY OF THE STORAGE ACTIVITY.** It will be the responsibility of the ashore storage activity to:

1. furnish temporary storage ashore for shipboard material as authorized in par. 27225,
2. furnish notification and request disposition instructions for shipboard material upon expiration of the storage period.