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REQUISITIONING AND LOCAL PROCUREMENT

PART A: PRINCIPLES AND POLICIES

22000 TYPES OF FIELD PROCUREMENT REQUESTS

1. GENERAL. Requirements for supplies and services which are not stocked or supplied by the local command must be procured. Sources for procurement are other Navy and government activities or the commercial market. Procurement from commercial sources is termed purchasing. Procurement requests take three general forms: shipment and manufacturing requests, purchase requisitions, and station requisitions.

2. SHIPMENT AND MANUFACTURING REQUESTS. Shipment and manufacturing requests are requests for stock or special purpose items from Navy or other government sources. They are apart from stock reporting under central inventory control and do not require purchase action.

3. PURCHASE REQUISITIONS. Purchase requisitions are requests for services, or for standard or nonstandard materials, the procurement of which will usually involve purchase action. Purchase requisitions

transmit requirements to a purchasing activity and provide the basis for purchase action. They may be for definite quantities on a definite time basis or for certain classes of supplies or services for which there is a continuing but indefinite quantity or delivery requirement for purchase on an as ordered basis.

4. STATION REQUISITIONS. Station requisitions are internal requests by activity departments and dependent activities of a particular supply point for stores normally available at or procured by the supply point. Internal requests do not involve initial action between supply points. Station requisitions may result in either stock issue or procurement.

22001 UNIFORM MATERIAL ISSUE PRIORITY SYSTEM

1. GENERAL. All requests for material will be assigned a numerical priority designator. The numerical priority designator expresses the relationship between the "Force/activity designator" and the "Urgency of need

designator" of the requisitioning activity. The requisitioner will determine the applicable urgency of need designator and the appropriate designator assigned the force or activity. Priority designators are designed to provide a means for supply and transportation activities to process requests and shipments in accordance with military importance and urgency of need. The priority designator system is intended to determine material issue policies and efficient employment of transportation and communications capabilities. To maintain the integrity of the priority designator system, the quantity of material requested will be limited to that amount necessary to satisfy the requirement that initiated the request.

2. ASSIGNMENT OF PRIORITY DESIGNATOR. The priority designator applicable to a specific request document will be determined by the originator in accordance with the uniform material issue priority system as set forth in MILSTRIP/MILSTRAP.

22002 PROCUREMENT OF NONSTANDARD MATERIAL

Nonstandard material will not be procured when standard stock items as defined in par. 14001-15, are available except when

the nonstandard material is considered to be indispensable. Maximum utilization will be made of standard stock and noncritical items in lieu of brand name, critical, and extra. specification items. When the procurement of nonstandard material is considered mandatory, the originating request document will be approved by the commanding officer or by his authorized representative and will contain a certification that no standard stock material is suitable.

22003 PROCUREMENT REQUESTS REQUIRING MANAGEMENT OR TECHNICAL BUREAU APPROVAL

1. SPECIFIC REGULATIONS AND INSTRUCTIONS. Requisitions or procurement requests for material as described in subpar. 2 require the approval of the cognizant management or technical bureau prior to purchase or issue from stock subject to the following conditions:

1. specific instructions in other paragraphs as prescribed under each category in subpar. 2,
2. specific instructions in the Navy Regulations,
3. specific instructions of the cognizant management or technical bureau.

2. MATERIAL OR SERVICES, The following material or services will require approval of the primary support or technical control bureau, command, or office, as prescribed in subpar. 1:

1. books (see par. 22460);
2. plant account equipment which would substantially increase the plant account (see primary support bureau, command, or office instructions);
3. material under the technical cognizance of and requiring review of a bureau, command, office, agency, or inventory control point prior to purchase or issuance from stock (see par. 21 147);
4. printing machinery and equipment (see pars. 22510 and 22527);
5. printing; binding, forms, blank-book work, and contract field printing (see par. 22509);
6. protective equipment, personal (see par. 22504);
7. data processing machines (see par. 22470);
8. ship's requisitions for equipage in excess of allowances except emergency requisitions approved by proper authority afloat (see Afloat Supply Procedures, pars. 3237, 6097);
9. storage facilities, lease (see par. 22490);
10. transportation facilities, equipment, material, parts, and supplies required for domestic transportation (see Arts. 0455-0458, Nav. Regs.);
11. photographic equipment and supplies (except photographic equipment procured in accordance with par. 2.2465);
12. stevedoring services (see par. 22523);
13. pesticides and pesticide dispersal equipment (see par. 22505);
14. proposals for contractual management consultant services (see par. 22521 -3);
15. Bureau of Medicine and Surgery controlled material (see pars. 22494 and 22527);
16. equipment types comprising industrial production equipment which are now under the control of the Navy Production Equipment Control Office.

3. APPROVAL

a. Method of Obtaining. The approval of the management bureau, command, or office for the procurement of the material or services listed in subpar. 2 may be granted by one of the following methods:

1. individual approval of an individual requisition or procurement request;
2. the granting of an allotment or project order which specifically authorizes the procurement of a category of material or service listed in subpar. 2;
3. blanket approval granted by the manual or directives of the management bureau, command, or office;
4. individual approval by letter or message.

b. Technical Approval. Management bureau, command, or office approval does not preclude the necessity for obtaining approval from the bureau, command, or office having technical control when such approval is necessary. When the requisition is forwarded through the management bureau, command, or office for approval (see subpar. a item 1), the management bureau or command will process the requisition in the manner prescribed in subpar. 6a item 1. When management bureau, command, or office approval is not required or when advance approval has been obtained in accordance with subpar. a item 2, 3, or 4, the activity will forward the requisition direct to the bureau, command, or office having technical control. When the requisition is forwarded under the foregoing conditions, a statement will be placed on the requisition that approval of the management bureau, command, or office is not required or the requisition will reference the advance approval which has been granted.

4. REPAIR PARTS. Requisitions for repair parts for plant account equipment will be submitted through the appropriate supply system if such parts are available. Purchase of repair parts without bureau, command, or office approval is authorized when the material is not under the inventory control of a Naval Supply Systems Command inventory control point. Purchase of repair parts under the inventory control of a Naval Supply Systems Command inventory control point is subject to such limitations as may be established by the cognizant Naval Supply Systems Command inventory control point.

5. PREPARATION OF REQUISITIONS. Requisitions submitted to cognizant management or technical control bureaus, commands, or offices will be prepared in accordance with par. 22056 and in addition, will contain the following information:

1. reference to the Naval Supply Systems Command Manual paragraph or other directive which requires the submission of the requisition for review and approval,
 2. a list of the addressees to whom the requisition is forwarded for approval.
- Requisitions requiring submission to the Naval Supply Systems Command will be addressed to the appropriate office within the Naval Supply Systems Command in accordance with pars. 22449-22531.

6. PROCESSING OF REQUISITION

a. Action by Bureau, Command, or Office. Requisitions or Procurement requests for material or services prescribed in subpar. 2 will be submitted to the management bureau, command, or office for approval unless otherwise exempted by the management bureau,

command, or office (see subpar. 3). Upon approval by the management bureau, command, or office, the requisition will be processed as follows:

1. When the requisition requires other approvals in accordance with subpar. 3, it will be forwarded to the appropriate inventory control point for review and approval, supply, or procurement action, as appropriate; if supply or procurement action is not taken, the requisition will be processed in accordance with item 2 or 3.
2. When the requisition does not require other approval, it will be returned to the originating activity, unless the originating activity is located in Alaska or Hawaii or outside the United States and the material or service is not available in the local market.
3. When the requisition does not require other approval and the originating activity is located in Alaska or Hawaii or outside the United States and the material or service must be purchased in the United States except Alaska or Hawaii, the requisition will be forwarded to the Naval Supply Center, Norfolk or Oakland, as appropriate.

b. Notification to Originator. When the than the originator as prescribed in subpar. a item 1 or 3, the originating activity will be advised of such action by means of an information copy of the requisition, a copy of the transmittal letter, or other appropriate means. When the approved requisition is returned to the originator, the originating activity will take the following action:

1. will procure the material from Navy stock or from other government sources as appropriate;
2. will purchase the material or service (subject to purchase limitations set forth in Field Purchasing, par. 1026); or
3. will submit the requisition to the area purchasing activity-designated in Field Purchasing, par. 1027-3.

22004 CONSIGNMENT INSTRUCTIONS ON PURCHASE DOCUMENTS

1. INCLUSION OF CORRECT CONSIGNMENT INSTRUCTIONS. It is the responsibility of the ordering activity to include complete and correct consignment instructions in all purchase requisitions. All purchase requisitions for material destined for transshipment to overseas bases or activities will be annotated as follows, unless it is known that the customs regulations of the destination country do not require net weight to be marked on the package:

"The vendor will show on the shipping containers the net weight of the contents and the gross weight and cubic measurement of the package."

In determining proper consignment instructions, assistance will be furnished by the traffic manager of the activity or, if unavailable, by the Naval Supply Systems Command (Deputy Commander, Transportation).

2. GUIDES FOR CONSIGNMENT INSTRUCTIONS

a. General. The instructions in subpars. b and c will be used as a guide in determining correct consignments to be included in purchase requisitions.

b. Other Than Parcel Post Consignments

(1) Domestic Naval Activities. Proper consignment instructions for a particular domestic naval activity may vary depending upon the method of transportation involved, the volume of the shipment, whether carload, less than carload, truckload, or less than truckload lots, or the type of commodity. For this reason, the Terminal Facilities Guide, United States Navy, Marine Corps and Coast Guard, will be consulted in all cases to insure that proper consignment data is shown.

(2) Specifying Overseas Destinations. Generally, the overseas destination only will be specified in requisitions for the purchase of material for delivery to an overseas base or activity. The point through which the material is to be transshipped will not be specified (see par. 22402). At the time of shipment, ports of transshipment will be determined in accordance with par. 52361. Paragraph 52361 also includes instructions covering exceptional circumstances which permit points of transshipment to be specified in shipment authorities.

(3) For Naval Ships or Embarked Units. Only the name, type, and number of the ship or embarked unit will be specified in requisitions. However, if it is desired that the supplies be delivered to a specific Navy activity, marked "Hold for pickup", the requisition should so specify. At the time the supplies become available for shipment, location information and consignment instructions will be obtained by the transportation officer in accordance with par. 52352.

c. Parcel Post Consignments. Mailable material to be forwarded via the Postal system will be addressed in the same manner as ordinary mail. When parcel post is the logical means for shipment of the material

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being requisitioned for purchase, the receiving officer or the supply officer of the final consignee activity will be shown as the consignee at the mailing address indicated in the Catalog of Naval Shore Activities or the Standard Navy Distribution List. Mailable Military Assistance Program material is subject to the special instructions in par. 57253.

22005 PROVISIONS FOR PREPARATION OF MATERIAL FOR DELIVERY

1. GENERAL. The provisions for preparation of material for delivery consist of preservation, packaging, packing, marking, and such other special requirements as may be indicated to effect delivery of material, supplies, and equipment to receiving activities in conformance with the policy expressed in Logistics Packing of Material (NAVSUPINST 4030.28). In general, these provisions will be included by the originator of the requisition, when necessary, in each individual purchase requisition, in each annual requisition, and by the purchasing officer in each resulting purchase document. However, the originator of the requisition will exercise care to avoid the inclusion of duplicating or conflicting provisions in each purchase requisition. The provisions referred to are of the following types:

1. general requirements,
2. commodity or procedural requirements,
3. preservation and interior packaging,
4. segregation of packages,
5. packaging or packing of items requiring disassembly for shipment,
6. exterior packing,
7. marking of material,
8. marking of packages or containers,
9. additional requirements.

These provisions are intended to serve as guides to the inclusion of adequate requirements' and to assist in standardizing the format. They are not intended to be restrictive. These headings, with the clauses suggested in subpars. 3-11, will be modified as necessary to tailor specific requirements to the situations of specific procurements to insure clarity in contract negotiations and to provide a basis for efficient contract administration and inspection. Tabular arrangements which clearly reflect itemized requirements are permissible. When tabular systems are used, they must be supplemented by general preservation, packaging, packing, and marking requirements patterned after the clauses set forth in subpars. 3-11. The requirements will be set forth for each item and destination in a manner clearly understandable to both the contractor and the field inspection service.

2. SPECIFICATION REFERENCES

a. Commodity or Procedural Specification References. In the interest of standardizing the effort of the military establishment to the greatest practicable extent, effort will be made to reference commodity or procedural specifications in the purchase requisition when such specifications exist for the material under procurement and to exercise those options which are permitted by such specifications. When such specifications are considered to be inadequate, unrealistic, needlessly restrictive, or costly, specific recommendations for improvement with complete justification will be submitted through appropriate specification channels.

b. Commodity or Procedural Specifications Not Available. When there are no commodity or procedural specifications in existence for material under procurement, it is incumbent on the originator of the purchase requisition to formulate the requirements necessary to obtain compliance with the policy set forth in Logistics Packing of Material (NAVSUPINST 4030.28). In formulating such requirements, clauses set forth in subpars. 3-11, under their respective headings may be used as guides. Additional clauses may be needed or it may be found desirable to reword some of them to meet special circumstances. For these reasons, neither the clauses nor the phraseology are intended to be restrictive.

c. Packaging Publications. The packaging publications, Preservation, Packaging and Packing of Military Supplies and Equipment, Preservation and Packaging (NAVSUP Publication 502); Preservation, Packaging and Packing of Military Supplies and Equipment, Packing (NAVSUP Publication 503); and Preparation of Freight for Air Shipment (NAVSUP Publication 504); will not be referenced in purchase requisitions or purchase documents for mandatory compliance by contractors or enforcement by the government inspection service. However, the publications may be used by purchase activities, government inspectors, and contractors for information and guidance in carrying out the requirements of applicable specifications and standards.

3. GENERAL REQUIREMENTS. Either or both of the following clauses may be used to refer to general requirements:

"Packages and shipping containers shall be designed to conserve weight and space without reducing protection required to insure safe arrival at destination and without sacrificing container rigidity. "

"Quantity packaging shall be as stated in the material description. " (Adjust to indicate where quantity packaging may be found.)

4. COMMODITY OR PROCEDURAL REQUIREMENTS

a. Commodity Requirements. Commodity requirements refer to the preparation for delivery provisions which appear in section 5 or 7 of federal specifications, section 5 of military specifications, or in section G or H of those specifications which have not yet been revised to conform with the current Military Outline of Form for Specifications.

b. Procedural Requirements. Procedural requirements refer to process or procedure specifications such as MIL-P-116, Preservation, Methods of MIL-P-197 Preservation, Packaging and Packing of Antifriction Bearings, Associated Parts and Subassemblies, or TT-P-143, Packaging, Packing and Marking of Paint, Varnish, Lacquer and Related Materials.

c. Options. In referencing either commodity or procedural requirements, it is important that options which are applicable to specific procurements or specific commodities are exercised by the originator of the requisition and stated clearly in the purchase requisition. Options usually are found in section 6 of federal or military specifications or section H of those specifications which do not yet conform to the current outline of form.

d. Specification Clause. When an applicable commodity or procedural specification is available, the following fill-in type clause is suggested:

"Item(s)_____ shall be preserved, packaged, packed, and marked in accordance with Specification (insert applicable commodity or procedural specification)(with amendment as applicable) dated_____. Item(s)_____ shall be preserved and packaged level_____. Item(s) shall be packed level_____."

The preceding clause may be reworded to take care of those specifications which do not contain levels A, B, and C.

5. PRESERVATION AND PACKAGING. The following clauses may be used to indicate the level of preservation and packaging required:

"Level A--Item(s)_____ shall be preserved and packaged (individually or in quantities of_____) in accordance with method_____ of Specification MIL-P-116 dated_____."

"Level A intermediate packaging--Quantity unit packages shall be intermediate packaged in folding paperboard, set-up, metal-stayed, or fiberboard boxes conforming to Specification PPP-B-566, PPP-B-676, PPP-B-665, and PPP-B-636, respectively."

"Level C--Item(s)_____ shall be cleaned, preserved, and packaged in accordance with commercial practice."

6. PACKAGING REQUIREMENTS CODE. Coded packaging data used in procurement documents to specify definitive requirements for preservation and packaging will comply with the Military Standard MIL-STD-726 (Packaging Requirements Code).

7. SEGREGATION OF PACKAGES. The following clause may be used to indicate the order of segregation of interior packages:

"Interior packages shall be segregated in the order listed, so that, whenever possible, each shipping container shall contain: (a) items of the same contract, (b) items of the same property class, (c) items of the same stock number, (d) an identical number of items forming outer containers of uniform size."

8. PACKAGING OR PACKING OF ITEMS REQUIRING DISASSEMBLY FOR SHIPMENT. The following clause may be included when items must be disassembled for shipment.

"Items which are shipped in a disassembled or partially disassembled condition shall have their component parts packaged within the same unit container in a manner designed to prevent damage due to interior movement or chafing."

9. CUSHIONING. The following clause may be used to indicate the requirements for cushioning methods and material:

"Cushioning methods and materials required to protect items from damage due to shock and vibration will be in accordance with Section _____ of Specification JAN-P-100. Cellulosic materials, when used, will conform to _____ of Federal Specification PPP-C-843. (Excelsior or similar hydroscopic materials will not be used for interior packaging.)"

10. PACKING. Under modern logistic concepts, an increasingly large number of shipments use several modes of transportation from origin to user. Consistent with the need for protection, emphasis therefore will be placed on selection of shipping containers suitable for the items being packed. Excessive weight and cubage will be avoided by judicious selection of options provided in the table of shipping containers. The gross weight of wood and wood-cleated boxes will not exceed 200 pounds unless the weight of an individual item exceeds that amount. Fiber boxes conforming to Specification PPP-B-636 will not exceed specification size and weight limitations. Fiber boxes conforming to Specification PPP-B-640 will not exceed size, and weight

limitations of the applicable public carrier regulations. Shipping containers for Level A shipments will be fitted with case liners conforming to Specification MIL-L-10547 (see par. 27056-7). Case liners will be closed and sealed in accordance with the appendix of MIL-L-10547. Case liners may be omitted for fiber boxes when seams, corners, and manufacturers joints are waterproofed in accordance with the appendix of the applicable specification. Boxes will be closed and banded or strapped in accordance with the appendix of the applicable box specification. The following clauses may be used in the requisition

and resulting purchase document to indicate the level of packing required. Only boxes applicable to the items will be referenced. Procurement documents will cite applicable requirements stated herein on weight limitations, waterproofing, closure, and reinforcing of shipping containers.

"Level A. Item(s) _____ packaged as specified in _____ shall be packed in _____ (Select and insert applicable boxes and cite applicable specifications from Level A column of the Table of Shipping Containers.)"

TABLE OF SHIPPING CONTAINERS SPECIFICATIONS

<u>BOXES</u>	<u>LEVEL A</u>	<u>LEVEL B</u>
Fiberboard	PPP-B-636, type I or II, class 2, style as specified, normal or special requirements as applicable	PPP-B-636, type I or II, class 1, style as specified, normal or special requirements as applicable
Fiberboard, corrugated triple-wall	PPP-B-640, class 2, style E or F as specified	PPP-B-640, class 1, style E or F as specified
Fiberboard, wood-cleated	PPP-B-591, overseas type	PPP-B-591, domestic type
Wood-wirebound	PPP-B-585, class 3	PPP-B-585, class 1 or 2
Paper-overlaid-veneer, wood-cleated	PPP-B-576, class 2	PPP-B-576, class 1
Plywood, wood-cleated	PPP-B-601, overseas type	PPP-B-601, domestic type, style A or B unless otherwise specified
Wood, nailed and lock-corner	PPP-B-621, class 2	PPP-B-621, class 1

"Level B. Item(s) _____, packaged as specified in _____, shall be packed in _____ (Select and insert applicable boxes and cite applicable specifications from Level B column of the Table of Shipping Containers.)"

"Level C. Item(s) _____, packaged as specified in _____ shall be packed in containers of the type, size and kind commonly used for the purpose, in a manner that will insure acceptance by common carrier at the lowest rate and safe delivery at destination. Shipping containers shall comply with the Uniform Freight Classification Rules or regulations of other carriers as applicable to the mode of transportation."

11. MARKING

a. Interior Packages and Shipping Containers. The following clause may be used to indicate the appropriate specification for marking of packages and containers:

"All unit, intermediate, and shipping containers, items shipped without containers,

and items packed loose without unit or intermediate containers will be marked in accordance with Military Standard MIL-STD-129, Marking for Shipment and Storage, as amended, and, in addition, with any special marking specified in this contract."

Marking requirements, covering supplies for local consumption not requiring the level of markings prescribed by Standard MIL-STD-129, as amended, may be assigned by the requisitioning activity.

b. Off-Shore Procurement of Hazardous Commodities. Hazardous commodities procured off-shore will be marked in accordance with the prescribed regulations of the country in which the shipment originates. If a country different from that of a shipper is involved, marking of the receiving country also may be included if specified to the procuring agency. Under both circumstances, the containers will be marked to show the name of the hazardous commodity.

12. ADDITIONAL REQUIREMENTS. Any additional requirements that may be peculiar

to specific commodities, packages, containers, or specific procurements will be included in the purchase requisition.

13. **QUANTITY PACKAGING.** Because of the important relationship between the quantity in a package and the cost of an article, the quantity per unit package will be included in or adjacent to the material description. Quantities per intermediate package and shipping container also will be included, when it is practicable to determine such quantities.

14. **PHYSICAL INCLUSION OF REQUIREMENTS IN CONTRACTS.** Because of the repetitive nature of standard clauses and the administrative problems involved in including such clauses in purchase requisitions, efforts will be made to effect machine reproduction of standard paragraphs on a selective basis. Systems of this type, however, must be sufficiently flexible to permit write-ins and adjustments of the type contemplated in subpars. 3-12.

15. **UNPACKING INSTRUCTION REQUIREMENTS**

a. General. Requisitions and resulting purchase or other procurement documents covering complex or delicate equipment will require that unpacking instructions be furnished with all equipment prepared for delivery in a manner which may result in damage if unpacked in other than a specific planned sequence.

b. Location on Container. When practical, one set of the unpacking instructions will be placed in a heavy waterproof envelope prominently marked "UNPACKING INFORMATION" and firmly affixed to the outside of the shipping container in a protected location, preferably between the cleats on the end of the container adjacent to the identification marking. If the instructions cover a set of equipment packed in multiple containers, the instructions will be affixed to the number one container of the set. When the unpacking instructions are too voluminous to be affixed to the exterior of the container, they will be placed inside and directions for locating them will be provided in the envelope marked "UNPACKING INFORMATION".

c. Marking Containers. When unpacking instructions are provided, shipping containers will be stenciled "CAUTION--THIS EQUIPMENT MAY BE SERIOUSLY DAMAGED UNLESS UNPACKING INSTRUCTIONS ARE CAREFULLY FOLLOWED. UNPACKING INSTRUCTIONS ARE LOCATED (state where located)". When practical, this marking will be applied adjacent to the identification marking on the side of the container.

d. Classified Information. When the unpacking instructions contain classified information, they will be placed inside the container.

16. **EXPLOSIVES AND OTHER DANGEROUS ARTICLES FOR SHIPMENT**

a. For Shipment Other Than Air. Regardless of origin or destination, explosives and other dangerous articles will be prepared for shipment in accordance with Department of Transportation regulations in the Code of Federal Regulations, Title 49, Transportation, Parts 171-178, Explosives and Other Dangerous Articles; or in containers of equal or greater strength and efficiency as required by military directives. Part 172 of the Department of Transportation regulations lists explosives and other dangerous articles applicable to Title 49, Parts 171-178.

b. For Shipment by Air. In addition to the requirements specified in subpar. a, explosives and other dangerous articles for shipment by the Military Airlift Command and fleet tactical support squadrons will be prepared as described in the Preparation of Hazardous Materials for Military Air Shipment (NAVSUP Publication 505). Explosives and other dangerous articles for shipment by commercial carriers will be prepared in accordance with the Official Air Transport Restricted Articles Tariff No. 6, C.A.B., No. 82, as revised.

22006 **TRANSPORTATION ACCOUNTING DATA ON REQUISITIONING DOCUMENTS**

1. **GENERAL.** It is the responsibility of all activities and offices requisitioning material or requesting procurement of material to provide data to insure that the correct transportation account code (TAC) is provided to the transportation officer arranging for the transportation of the material. The transportation account code will be determined from par. 54054, or from MILSTAMP (DOD 4500.32-R) Volume II, Chapter 7.

2. **PROCUREMENT REQUESTS.** When new material is to be procured f.o.b. destination, no transportation account code will be cited. In such cases the cost of transportation becomes part of the cost of the material. When new material is procured f.o.b. at origin, the transportation account code will be determined from new procurement TAC codes shown in par. 54054, or from MILSTAMP (DOD 4500.32-R), Volume H, Chapter 7.

3. **SHIPMENT AND OTHER REQUEST DOCUMENTS.** Documents covering intra -

Navy redistributions including shipment orders and other request documents, except MILSTRIP A2__ documents and field requisitions, will cite the appropriate transportation account code for use on shipping documents.

4. FIELD REQUISITIONS. Field activities need not cite the transportation account code number on requisitions since the data contained therein are sufficient to enable field shipping office personnel to determine

the applicable TAC code prescribed in par. 54054. When a field requisition is passed to an inventory control point for action and a shipment order is issued in response, the shipment order will indicate the applicable inventory control point directed transportation account code number. If a passed requisition is not converted to a shipment order, the shipping office of the field activity supplying the material will determine the appropriate field requested transportation account code number.

PART B: FORMS USED

Section 1: REQUISITION

22055 PURCHASE REQUISITIONS

1. DEFINITION. Purchase requisitions are procurement requests for items or services. The material or services required will be documented on
 - ➔ Request for Contractual Procurement (NavCompt Form 2276), internal use only; DOD Single Line Item Requisition System Document (DD Form 1348 or DD Form 1348m); Requisition and Invoice/Shipping Document (DD Form 1149) with the following exceptions:

1. The Military Interdepartmental Purchase Request (DD Form 448) will be used to request purchase by an activity of the Army, Air Force, or Defense Logistics Agency under the single department procurement program (see par. 22060).
2. The DOD Printing Requisition (DD Form 282) will be used by activities for all requests for printing which are submitted to a Navy publications and printing service office or branch thereof.

2. REQUISITIONS REQUIRING APPROVAL. Requisitions requiring approval of higher authority will be submitted, under a letter of transmittal via the appropriate chain of command, for approval in accordance with current instructions. For requests bearing priorities 01-08, the Naval Teletypewriter Exchange (NTX) may be utilized in obtaining such approval. When directed by competent authority, requisitions requiring the approval of higher authority will be submitted direct to the approving authority via transceiver/AUTODIN networks in lieu of using the letter of transmittal method.

3. EMERGENCY PURCHASE APPROVAL

a. Local Approval. Purchase requisitions for material which normally requires approval of the primary support bureau, command, or office may be approved by the commanding officer without prior approval of such bureaus, commands, or offices when in his judgment operational requirements justify this action. A statement indicating the emergency authorization will appear on all copies

of the requisition. One copy of the requisition will be forwarded to the fiscal director of the bureau, command, or office having cognizance over the appropriation charged except that when the purchase is charged to the Navy Stock Fund, one copy of the requisition will be forwarded to the cognizant Navy Stock Fund program manager.

b. Primary Support Bureau, Command, or Office Approval. When circumstances necessitate the obtaining of emergency primary support bureau, command, or office approval for a specific purchase, the necessary approvals may be obtained by telephone, message, or NTX. A requisition number with the appropriation chargeable and the purpose for which intended will be included in the original communication. No confirming copy of the applicable requisition will be sent to the primary support bureau, command, or office except when it is specifically requested in the approval or unless it is elsewhere specifically required.

4. ACCOUNTING DATA. All applicable accounting data will be entered in the clear on purchase requisitions when it is specifically known that purchase action is necessary. The order in which the accounting data is to be placed on the requisition will be in accordance with the Navy Comptroller Manual, par. 021004.

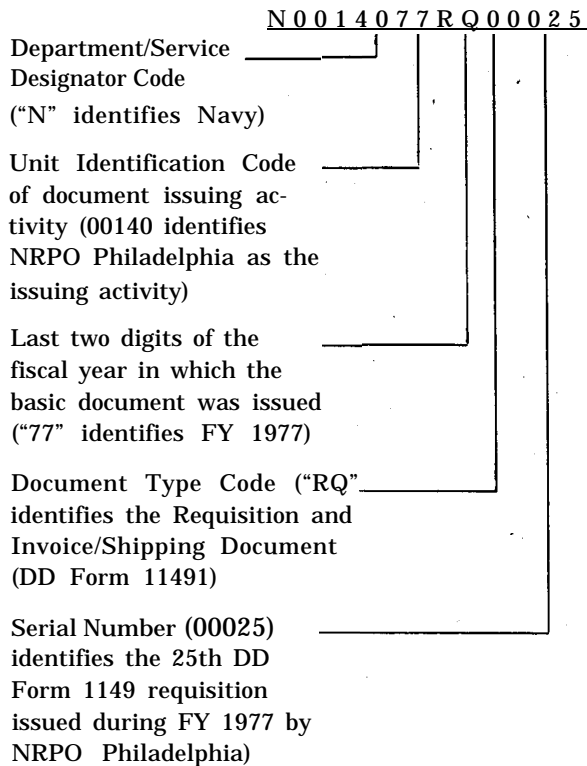
22056 PREPARATION OF PURCHASE REQUISITIONS

1. REQUISITION NUMBERING

a. Applicability. The Navy standard document numbering system described in subpar. b applies to all requisitions cited in par. 22055-1 except the DOD Single Line Item Requisition System Document (DD Form 1348 and DD Form 1348m). These forms are to be prepared in accordance with MILSTRIP/MILSTRAP (NAVSUP P-437) and Afloat Supply Procedures (NAVSUP P-485). Fleet operating forces and the Marine Corps are exempt from these requirements.

b. Construction of Numbers. The Navy standard document numbering system will be used. The

document number consists of five elements, totaling 15 positions illustrated as follows:



c. Explanation of the Numbering System

(1) General. Complete details of this numbering system are contained in NAVCOMPTINST 7300.99C. Most elements are self-explanatory. However, the points outlined in subpars. (2) through (6) should be noted.

(2) Format. The document number will be written as one continuous number (i.e., without spaces, dashes, or hyphens).

(3) Fiscal Year. Positions 7 and 8 will reflect the last two digits of the fiscal year in which the basic document is issued, except when the document is being issued (for planning purposes) prior to the beginning of the fiscal year in which the funds being cited become available for commitment or obligation. In these instances, the last two digits of the fiscal year applicable to the funds involved will be used. (Note: Such documents should indicate that the funds cannot be committed, obligated, or disbursed, until authorized by Congress.)

(4) Document Type Codes. The proper document type codes to be used in positions 9 and 10 are:

<u>Document Type</u>	<u>Type Code</u>
Military Interdepartmental Purchase Request (DD Form 448)	MP
Requisition and Invoice/Shipping Document (DD Form 1149)	RQ
DOD Printing Requisition (DD Form 282)	PT
Request for Contractual Procurement (NavCompt Form 2276)	PR

(5) Serial Number. The serial number occupying the last five digits will be assigned at the discretion of the document issuing activity. Three restrictions must be acknowledged, however:

1. zeros will precede any serial number with less than five significant digits;
2. serial numbers will not be duplicated within the same document type code, fiscal year, and Unit Identification Code;
3. the letters "I" and "O" will not be used.

(6) Accounting Classification Reference Numbers. An accounting classification reference number (ACRN) will be assigned to each line of accounting classification data cited on fund usage documents, commencing with "AA". Where there is only one line of data the ACRN will always be "AA". For all other situations, NAVCOMPTINST 7300.99C, Enclosure 1, paragraph 3.b will be consulted to determine the proper ACRN.

2. STATEMENT OF PURPOSE AND AUTHORITY. The statement of purpose and authority will be as complete as possible in any particular case. If the material is for stock, it will be so stated; if for special purpose, a statement will be made of the prospective use of the material. If the requisition is based on a job order, DD Form 1149, DD Form 1348 or NavCompt Form 140, the applicable document number will be referenced.

3. INCLUSION OF ACCOUNTING DATA

a. General. All accounting data will be entered in the spaces provided on the DD Form 1149 as outlined in the following list:

<u>Caption</u>	<u>Explanation</u>
1. From	Name, address, and accounting number of the originating activity

<u>Caption</u>	<u>Explanation</u>	<u>Caption</u>	<u>Explanation</u>
2. To	Name of the purchasing activity		
3. Ship to - - Mark for	Name and marking of the receiving activity		
4. Appropriation symbol and subhead	Chargeable appropriation symbol including the applicable subhead and the abbreviated title of the appropriation (see Navy Comptroller Manual, Volume 2, Chapter 2)		
Object class	Object class when required by the Navy Comptroller Manual, par. 026004		
Expenditure account (From) (To)	Not applicable Appropriate end use expenditure account or, if requisition is for stock or charged to funds granted by a supply demand control point, appropriate expenditure account in the 50000 series except as provided in the Navy Comptroller Manual, par. 022084-1b (4) (see the Navy Comptroller Manual, Volume 2, Chapter 4)	Bureau control activity number	The accounting number of the activity performing the accounting for the bureau control number
Chargeable activity	Unit identification code of the activity to which public vouchers will be abstracted for stores account and plant property procurement (purchases charged to expenditure accounts in the 41000 and 50000 series) (see the Navy Comptroller Manual, Volume 2, Chapter 5). When the chargeable activity (usually the ultimate consignee) is not the abstractable activity, the accounting number of the abstractable activity will be listed followed by the word "for" and the accounting number of the recipient nonabstractable activity. Multiple distribution of abstracted vouchers will be handled by inserting "See below" and under "Federal stock number, description, and coding of materiel and/or services" indicating the activities and the amount that each is to be abstracted. When a chargeable activity number is required in accordance with the Navy Comptroller Manual, Volume 2, Chapter 4, but no stores account or plant property is involved, only the accounting number of the recipient activity will be shown	Bureau control number	The accounting number as defined in the Navy Comptroller Manual, pars. 023100-023104. When the charge is to a Marine Corps appropriation and a bureau control number accounted for by Headquarters, U.S. Marine Corps, the headquarters commitment authorization number will be shown in the space for federal stock number, description, etc. The data will be abbreviated as "HCA No.
		Amount	See subpar. 5
		5. Requisition date	Date requisition was prepared
		6. Requisition number	Requisition number in accordance with subpar. 1
		7. Date material required	For delivery, see subpar. 4
		8. Priority	For requisition priority, see subpar. 14
		9. Authority or purpose	For authority or purpose, see subpar. 2
		10. Signature	For signature, see subpar. 16
		11. Shipper's voucher number	Not applicable
		b. <u>Naval Working Fund</u> . When the requisition is chargeable either to a special deposit account under the Naval Working Fund or a Naval Working Fund allotment is sued by the Navy Accounting and Finance Center (Central Operations Division), office of the Comptroller of the Navy)	

on an Allotment/Suballotment Authorization (NavCompt Form 372), the requisition will be prepared to include the accounting data outlined in subpar. a and the following:

1. when chargeable to a local special deposit, the unit identification code of the disbursing activity holding the special deposit account;
2. for all requisitions chargeable to deposits from funds that are restricted with respect to period of availability, the date the funds expire for obligations and for payment of obligations (if no time limitation on availability of funds for obligation or expenditure, so state).

c. Procurement Chargeable to Allotments, Project Orders, and Work Requests. When the cost of the material being procured is chargeable to an allotment as defined in the Navy Comptroller Manual, par. 023002, a request for distribution will be placed on the requisition. The purchase requisition will state that one copy of the purchase document will be forwarded to the fiscal office of the activity performing the accounting for the allotment. In the case of a work request submitted on NavCompt Form 140 or Project Order (NavCompt Form 2053), the work request will state that one copy of the purchase document will be forwarded to the fiscal office of the activity performing the work.

d. Facilities. Requisitions for the acquisition, construction, conversion, or alteration of land or capital equipment to be used by a Navy contractor will show a functional account in the 41000 through 52000 series as appropriate, with the third, fourth, and fifth digits determined from the list of general expense accounts in the Navy Comptroller Manual (see pars. 024221, 024399-024405, and 024500, as appropriate), applicable to the primary support bureau, command, or office. The unit identification code of the chargeable activity will be determined from the Navy Comptroller Manual, par. 025307-3.

e. Procurement Chargeable to Navy Industrial Fund. Purchase requisitions for material or services chargeable to the Navy Industrial Fund which are forwarded outside the Navy Industrial Fund activity for procurement action will include specific instructions as to:

1. the disbursing officer to be designated in the purchase document;
2. the unit identification code of the activity accountable for the Navy Industrial Fund funds is required for inclusion in the contract and on the public voucher if payment is to be made by a disbursing officer other than the disbursing officer of the Navy Industrial Fund activity;

3. the activity to which the dealer will submit invoices, that is, the receiving activity if payment is to be made by other than the disbursing officer of the Navy Industrial Fund activity or direct to the disbursing officer of the Navy Industrial Fund activity.

f. Transportation. The appropriate transportation accounting data, when applicable, will be shown on purchase requisitions in accordance with par. 22006.

4. STATEMENT OF DELIVERY REQUIREMENT. Delivery dates are to be indicated in accordance with MILSTRIP/MILSTRAP.

5. PREPARATION OF THE ESTIMATE IN A PURCHASE REQUISITION. An estimated cost will be indicated opposite each item on a purchase requisition. In computing the estimate, a requiring activity will be guided by the last previous price paid for the supplies or services, the trend in market prices, and such information relative to price as may be obtained from the purchasing activity. Responsibility for controlling the obligation of funds and the limitation of such funds is vested exclusively in the allotment holder or his designated representative. To restrict supply or purchase action to the amounts cited, a restricting statement such as "Do not exceed amount cited hereon", must appear on the requisition. Similarly, if it is required that supply action be canceled when a non-reimbursable item is requisitioned and issue is not desired on a reimbursable basis, a restricting statement, such as "Do not issue a reimbursable item", must appear on the requisition. In the absence of a restrictive statement, supply and purchasing activities are authorized to continue action on the request notwithstanding that such action may exceed the amounts cited. Action taken will be limited to the supply or procurement of the specific item and in the quantity requested and provided further that the price is considered fair and reasonable. An exception is granted in the case of requisitions from Coast Guard activities ashore and Coast Guard vessels. For issues to the Coast Guard, see par. 25312.

6. CLASS SHOWN. Only one federal supply classification group will be entered on each requisition. Federal supply classification group numbers will be specified for both standard and nonstandard material and stock numbers added for standard stock items. When nonstandard material is requested and the federal supply classification cannot be identified exactly, the federal supply classification group with which the item is identified most logically will be used and a complete description will be included. When the covering

station requisitions have not been received, the requisition will contain one of the following:

1. an explanation indicating why no station requisition has been prepared,
2. a statement that a signed explanation is held in the files of the supply activity,
3. a statement that the material is for stock.

7. **GROUPING OF ITEMS.** Items will be double spaced, grouped alphabetically in stock number sequence, and consecutively numbered. Equipment spares will be grouped by class or federal supply classification under the complete name plate or other data descriptive of the equipment for which required. Subgroupings under equipment descriptions will be first, alphabetical and second, numerical by class and stock number sequence, if any. When a single requisition specifies various sizes of any one article, quantities of each size desired will be entered on a separate line as separately numbered items. Within a particular class, items normally supplied from stock should not be included on the same requisition with items regularly procured from other sources, such as through purchase, from other military departments, or from General Services Administration.

8. USE OF SPECIFICATIONS, PLANS, DRAWINGS, AND PURCHASE DESCRIPTIONS

a. General. It is the responsibility of personnel preparing requisitions to include references to all applicable, specifications, plans, and drawings when such references are available and are to be used in accordance with the instructions in subpar. b. The Department of Defense Index of Specifications and Standards will be used to determine the latest available specification. In referencing a specification, the date of its approval also will be included. When any specification other than those listed in the Department of Defense Index is applicable, the specification reference will include the number, the date of issue, the issuing office, and the source from which copies can be obtained. If required articles conform only in part to existing specifications, the exact deviation will be stated and the following statement will be added:

"Except as specifically covered by the above requirements, the material will be in strict accordance with specification (number and date)".

When a specification is found to be inadequate, action will be taken in accordance with established procedures to have such specification amended or revised in order to obviate the necessity of granting repeated deviations therefrom.

b. Use of Approved Specifications. Federal and military specifications will be prepared and used for the procurement of items to be repetitively stored and issued in the Navy Supply System except that such requirement will not apply in the following conditions:

1. purchase incident to research and development;
2. purchase of items for test or evaluation;

3. purchase of laboratory test equipment for use by government laboratories;
4. purchase of items for authorized resale except military clothing;
5. purchase of items in an amount not to exceed \$10,000; (Multiple small purchases of less than \$10,000 of the same item will not be made for the purpose of avoiding the intent of this exception.) However, specifications normally will be prepared and used regardless of dollar volume of anticipated procurement when required to meet one or more of the following conditions:

protect the health and insure the safety of personnel using or handling the item;
 assure required interchangeability;
 assure the minimum quality level required for adequate performance;
 assure the incorporation of necessary military characteristics;

6. purchase of onetime procurement items;
7. purchase of items for which it is impracticable or uneconomical to prepare a specification. (Repetitive use of a purchase description containing the essential characteristics of a specification will be construed as evidence of improper use of this exception.)

c. Required Specifications, Plans, Drawings, and Purchase Descriptions. In general, the bureau, command, office, or activity responsible for the performance of the material involved will determine the applicable specifications, plans, and drawings to be referenced in purchase requisitions or requests for supplies. Alternatively, such bureau, command, office, or activity will prepare the purchase description for use as prescribed in subpar. d. Choice of specifications, when more than one specification exists, is made upon the specification with greatest general use (that is, federal, coordinated military, limited coordinated military, or "in lieu of" specifications, in descending order of preference), subject in every case to determination by the responsible authority that the specification satisfies, both by technical requirements and administrative provisions, the particular and essential needs of the intended user. The requiring activity, in submitting purchase requisitions and requests for supplies, will reference all applicable specifications, plans, and drawings. When it is known that such specifica-

tions, plans, and drawings are not available to the purchasing activity, the requiring activity will advise the purchasing activity where the specifications, plans, and drawings may be obtained, or if not available, a number of locations where the documents may be examined by prospective suppliers.

d. Purchase Description

(1) General. A purchase description may be used for procurement of items, material, and services covered by the exception in subpar. b. A purchase description will contain all the essential requirements pertaining to the item.

(2) Descriptions for Items Having more than one Source of Supply. Descriptions must be sufficiently complete to insure ready and exact identification by the procuring activity and proposed suppliers. If, because of technically involved construction or other sufficient reasons, adequate descriptions cannot be furnished, the item will be identified by including representative manufacturers products or brand names, followed by the words "or equal" so as not to limit competition to the particular brand or brands named. This technique is authorized only as a last resort when adequate specification or more detailed description cannot feasibly be made available in time for the procurement involved, and repeated use of this practice for the purchase of any item indicates a need for a specification. Purchase descriptions will state the minimum essential requirements and specific features necessary to meet the needs of the intended user. For example, when interchangeability of parts is required, such requirement will be specified. Care must be exercised in the preparation of purchase descriptions to eliminate any unnecessary restrictive requirements or features which might limit the procurement to the product of one manufacturer or a relatively few manufacturers. For items not in the Navy Management Data List the requisition will specifically state the end use for which the item is intended. When sketches or drawings are required for adequate description, they will be appended to the original requisitions. In case of machinery or other equipment, the requisition must specify whether working or finished drawings are to be supplied or whether drawings are to be submitted for approval in advance of production or delivery. When articles are to be produced according to drawings supplied, a van dyke or tracing, blue printed in quadruplicate, must be attached to the original. When reference is made to drawings or sketches, the identification number and source will be indicated.

(3) Descriptions for Items Having only one Source of Supply, or Proprietary Items

(a) Responsibility of Contracting Officers. Purchase requests for proprietary (sole source) items must contain a full justification for the use of a purchase description that limits availability of the material or services to a single source. It is the responsibility of contracting officers to determine, on the basis of available facts, whether a purchase description is sufficiently comprehensive to permit competition. When circumstances clearly preclude obtaining competition, the contracting officer is authorized to purchase from a sole source. The contracting officer is bound by law to seek competition unless sufficient facts are made available to demonstrate that a valid reason exists to preclude competition.

(b) Responsibility of Requisitioning Activities. In order that contracting activities may be fully responsive to the needs of requisitioning activities, it is incumbent upon requisitioning activities to include, with requisitions, all available information concerning requirements necessarily obtainable from a single source of supply. Under such circumstances, requisitions will contain the following minimum information:

1. the intended use of the material or services;
2. peculiar characteristics of the material or services that tend to limit their availability to a sole source;
3. reason that the selected source can furnish the requirements to the exclusion of other sources;
4. the existence of patent, copyright, or other limiting features.

e. Buy American Act and other Prohibitions on Foreign Purchases. Instructions regarding the statutory Prohibitions on foreign purchases and the "applicability of the Buy American Act on such purchases are provided in Field Purchasing, par. 4105. In some cases, because of extraordinary circumstances, certain supplies may be procured without regard to the country of origin, or exceptions to the provisions of the act may be obtained based on written determinations of nonavailability of the required supplies. In order that the required determination may be made by individuals delegated such authority when particular supplies are known to be available from foreign sources or when the cost of foreign products used in the manufacture of the supplies constitutes 50% or more of the item, requiring activities will include the following information in the procurement request:

1. The item, quantity, name of supplier, name of manufacturer, country of origin, and the estimated cost will be specifically stated.
2. The requirement of the using activity and the necessity therefor will be explained in detail.

The item will be briefly described so that its nature, function, and operation maybe understood clearly. Items of technical equipment usually will require a more detailed explanation. Particular emphasis will be placed on those features (construction, design, etc.) of the item which in particular enable it to meet the bona fide requirements of the using activity. When a certain degree of accuracy must be obtained, the features of the item which achieve such accuracy will be described. In addition, when domestic supplies of the same general nature are available, the reason why these supplies are not suitable will be made clear. Before submitting the request, every effort will be made to ascertain whether the requirement can be filled by items of domestic origin and consideration will be given not only to supplies of the same general nature as the requested item but also to domestic supplies which may be suitable substitutes.

f. Limited Coordination Specifications Issued by the Army or Air Force and Interim Federal Specifications. The Naval Supply Systems Command (Supply Systems Design Division) will be informed when it is planned to purchase under a limited Army or Air Force or an interim federal specification.

9. USE OF MANUFACTURERS' DRAWINGS IN ITEM DESCRIPTIONS. Requisitioning activities will request the cognizant bureau or command approval for use of manufacturers' drawings and plans in requisitioning replacement parts for machinery or equipment procured under a prior contract. The request for approval appears on the face of the requisition. It will include a complete justification and, if possible, will specify the contract covering purchase of the initial equipment.

10. INDICATION OF PROSPECTIVE BIDDERS. Any commercial suppliers or manufacturers who are considered prospective bidders by the requisitioning activity will be listed in the requisition. In most cases, the procuring activity will solicit bids from these sources.

11. INDICATION OF STOCK STATUS. Requisitions for standard stock material will include the stock status information in accordance with instructions promulgated, by the cognizant Naval Supply Systems Command inventory control point.

12. SPECIAL CONTRACT PROVISIONS. Complete instructions on the preparation of contracts and the use of contract provisions

are contained in purchasing regulations, the Armed Services Procurement Regulation, Navy Procurement Directives, and Field Purchasing (NAVSUP P-467). If special provisions are desired, they will be specified in the requisition. This includes delivery, inspection, packaging, and marking provisions. When it is known that an item being requisitioned is intended for storage for a period of 180 days or less or when the material is intended for current or immediate consumption upon receipt, the requisitioning activity may state on the requisition the lower level of preservation and packaging that may be resorted to consistent with the anticipated hazards of shipping and handling between the source of supply and the requisitioning activity.

13. TRANSPORTATION CONSIDERATION

a. General. Inclusion of certain transportation requirements in requisitions based on consideration of the factors described in the following subparagraphs will permit the procurement of material at the lowest overall cost to the Government. Traffic management advice and assistance, as required, may be obtained from the Military Traffic Management Agency serving the area or from the Naval Supply Systems Command (Deputy Commander for Transportation).

b. Scheduling of Material

(1) Consolidation into Carload and Truckload Lots. Commensurate with the priority designator and delivery date, as prescribed by MILSTAMP, Chapter 7, and MILSTRIP/MILSTRAP, material will be scheduled for delivery in quantities to permit consolidation into carload or truckload lots to one destination or consolidated for stop-off in transit for unloading at intermediate points, when more than one destination is involved. Such consolidation assures full utilization of transportation services and equipment, the assessment of the lower carload or truckload freight rate, and the elimination of unnecessary small lot shipments.

(2) Direct Delivery. When possible, material will be scheduled for direct delivery to the using activity, in lieu of a stocking point for later distribution and reshipment, to prevent possible cross hauling and additional unnecessary transportation costs.

(3) Particular Carloading Methods. When it is considered necessary that, in the interest of safe transportation, specific carloading methods be designated, the requisition should designate such methods for subsequent inclu-

sion in procurement documents. The required methods will be delineated in detail (see Military Traffic Management Regulation, par. 213007).

c. Destination Unknown

(1) General Areas of Consumption Known. When the exact destination of supplies to be purchased is not known at the time a requisition is prepared, but the general geographical sector(s), such as east coast, middle west, or west coast, in which delivery will be made is known or can be ascertained, the requisitioning activity will be responsible for the selection and designation of point(s) within such geographical areas as a tentative destination(s). Such destination(s) will be indicated on the requisition and subsequently will be included in the schedule of the invitation for bids and requests for proposals or quotations.

(2) General Areas of Consumption Unknown. When the general area of consumption is not known and cannot be determined at the time the requisition is prepared, the statement "General area of consumption indeterminate" will be entered on the requisition.

(3) Destination Determined. If firm destinations or the general area of consumption are determined prior to consummation of an award, the requisitioning activity will immediately notify the purchasing activity to that effect.

d. Processing or Storage in Transit. When it is known that material being requisitioned is for delivery to an intermediate point for processing or storage in transit with later reshipment to ultimate destination, a notation to that effect will be shown in the requisition to assure consideration of intransit privileges in the traffic management analysis of bids prior to award.

e. Proper Consignment Instructions. For proper consignment instructions, see par. 22004.

f. New Types of Material. When material not included in existing government supply catalogs is being requisitioned, detailed information as to the commodity, weight, dimensions, and other pertinent data will be furnished immediately to the Director, Military Traffic Management and Terminal Service, Washington, D.C. Early receipt of this information will permit timely determination

of the appropriate freight classification description or, when necessary, the immediate initiation of a request for an adjustment in the freight classification rating currently applicable.

g. Transportation Characteristic. Considerations Pertaining to Heavy or Outsize Equipment. The Naval Supply Systems Command (Deputy Commander, Transportation and Warehousing) will be consulted by all activities preparing plans for the design or modification of heavy or outsize equipment to insure that transportation characteristics of such equipment receive full consideration before procurement, production, or modification is begun. Detailed instructions for ascertaining the transportability of heavy or outsize items are provided in pars. 53500-53502.

14. REQUISITION PRIORITY. All requisitions must bear on the face thereof a requisition priority designator (see par. 22001).

15. INSPECTION REQUIREMENTS

a. General. Requisitions will provide for the place of inspection. Inspection will be conducted either at source or at destination to determine if the supplies or services conform to the contract requirements as prescribed in subpars. b and c. However, when practicable, requisitions will provide for inspection at destination. The ultimate decision as to whether inspection will take place at source or destination is the responsibility of the contracting officer, since inspection requirements form a part of the terms and conditions of contracts which may affect price, time, and place of delivery considerations, methods of soliciting bids or quotations, etc. Therefore, while the contracting officer will be guided by the point of inspection desired by the requisitioning activity, if other contractual considerations take precedence, the contracting officer will specify that point of inspection which is in the best interests of the Government.

b. Inspection at Destination. Supplies and services will be inspected at destination under the following conditions:

1. when the aggregate amount involved in any one transaction will not exceed \$1,000 except when the item is of such importance as to warrant inspection at source for any one of the reasons cited in subpar. c;
2. when deliveries of supplies purchased "off-the-shelf" are made from a point other than that of manufacture;

3. when necessary testing equipment is located only at destination;
4. when biological are processed under direct control of the National Institute of Health or the Federal Food and Drug Administration;
5. when otherwise determined to be in the best interests of the Government.

c. Inspection at Source. Supplies and services will be inspected at source under the following conditions:

1. where inspection, at any other point would destroy or require the replacement of costly special packing and packaging;
2. where determination, of conformance of supplies and services with contract requirements at any other point would require uneconomical disassembly or destructive testing;
3. where special instruments, gauges, or facilities required for inspection are available only at source;
4. where considerable loss would result from the manufacture and shipment of unacceptable supplies or from the delay in making necessary corrections;
5. where quality control and inspection are closely related to production methods;
6. where supplies requiring technical inspection are destined for points of embarkation for overseas shipment;
7. where otherwise determined to be in the best interests of the Government.

16. **SIGNATURE.** The original of all requisitions must be signed by the officer responsible for the preparation of the requisition or by his duly authorized representative. This signature certifies that funds in the amount shown have been obligated against the allotment cited and that all data on the requisition are correct. Signatures will not be required for replenishment requisitions originated at inventory control points in accordance with automated procedures approved by the Naval Supply Systems Command. The automated procedures provide for determining that funds are obligated and that data represented on the requisition are correct.

17. **CHANGES OF REQUIREMENTS AFTER CONTRACTS ARE ISSUED.** If, after a contract is entered into, it is found necessary, within the general scope of the contract, to change drawings, designs, or specific a-

tions, the method of shipment or packing, or the place of delivery, a request for such change must be submitted to the contracting officer or his duly authorized representative for that purpose. Such requests for change orders will be held to a minimum only the contracting officer or a representative designated by him has authority to issue a change order; which must be in writing. A contractor will not be expected nor is he authorized to perform any work on changed specifications, or other changes until such written order has been issued to him by the contracting officer or his designated representative. The procedures set forth herein govern all interested persons at the requisitioning activity including procurement personnel and personnel having technical cognizance over material being procured.

18. **CHANGE OF ACCOUNTING DATA AFTER CONTRACTS ARE ISSUED.** If, after a contract has been entered into, it is necessary to change the accounting data cited in a purchase requisition, including an interdepartmental purchase requisition, the requisitioning activity will prepare a purchase requisition amendment or a letter request for the accounting data change. The amendment or letter request will be addressed to the contracting officer for preparation of a contract modification. When a Navy disbursing office is designated in the contract, a copy of the requisition amendment or letter request will be forwarded to the paying office. When a defense contract administration services region is designated as the paying office, the paying office copy is not required.

22057 DISTRIBUTION OF REQUISITIONS

1. BY REQUISITIONING ACTIVITY

a. Bureau or Command Approval. When bureau or command approval is to be obtained in accordance with par. 22003, the requisitioning activity will retain one copy of the Requisition and Invoice/Shipping Document (DD Form 1149) or the DOD Single Line Item Requisition System Document (DD Form 1348) and submit the original and remaining copies (with carbons intact) to the cognizant bureau or command.

b. Local Approval. When DD Form 1149 or DD Form 1348 is approved locally, the

requisitioning activity will retain one copy of the DD Form 1149 or DD Form 1348 and submit the approved original and remaining copies (with carbons intact) to the purchasing activity. In addition, one copy will be sent to the bureau, command, or office concerned in the following instances:

1. when the Naval Air Systems Command or the Naval Ordnance Systems Command has technical cognizance;
2. when the Naval Supply Systems Command or the Secretary's office has technical cognizance and the cost is to be a direct charge to one of their appropriations.

No copy will be submitted to the Naval Supply Systems Command as a cognizant command when payment is to be made from the Navy Stock Fund.

c. Emergency Approval. When emergency operational requirements necessitate local approval of a requisition which would ordinarily require bureau, command, or office approval, or when emergency bureau, command, or office approval is obtained by telephone, message, or NTX, a special copy distribution applies (see par. 22055-2).

2. BY PURCHASING ACTIVITY

a. Information Copy. An action or information copy will be returned to the requisitioning activity by the bureau, command, office, supply, or purchasing activity, indicating action taken on specific items. A post card summarizing the items involved may be substituted.

b. Action Referred to Another Activity. The purchasing activity electing to forward a requisition to another purchasing or supply activity for complete action on all items will retain one copy of the requisition, send an information copy to the requisitioning activity, and forward the original and all remaining copies to the activity which is to take the action. If the purchasing activity takes partial action on the requisition but refers action on the remaining items to another purchasing or supply activity, an alternate authorization copy will be forwarded to the activity which is to complete the action. This alternate authorization copy must bear a statement specifying action authorized, items covered, and activity concerned. In all cases, both the referring activity and the activity completing the action on the requisition will send an information copy to the requisitioning activity.

22058 REQUISITIONS FOR ANNUAL AND PERIODIC RECURRING REQUIREMENTS

When recurring requirements are encountered, the character and identity of which

are known, but required quantities or delivery times or both are not known, requisitions may be prepared containing estimated quantities and limits on time of delivery or period of coverage to request approval of higher authority or for transmittal to a field purchasing activity. Such requisitions generally will result in blanket approval for local purchase or an indefinite delivery type contract that may be used on an as ordered basis.

22059 PURCHASE REQUISITION FOR A BLANKET PURCHASE AGREEMENT

1. GENERAL. Generally, the feasibility of using a blanket purchase agreement as prescribed in Field Purchasing, par. 5125 will be determined jointly by the requiring activity and the field purchasing activity. Once the determination is made to use this "charge account" method of purchasing, the requiring activity will submit a requisition to the purchasing activity requesting that a blanket purchase agreement be placed for the supplies or services described therein. The request will be prepared on an appropriate requisition form in accordance with par. 22056 or subpars. 2-5.

2. TOTAL ESTIMATED COST. The total estimated cost may be entered in the appropriate space on the requisition. If such amount is indicated, it should be a reasonable estimate necessary to cover the requirements for the time period selected.

3. ACCOUNTING DATA. Generally, accounting data need not be cited. However, when the administrator of the allotment or project order chargeable desires to commit the funds on the official records, the accounting data will be cited on the requisition, and the monetary limitation applicable to each allotment or project order will be specified.

4. PERSONS AUTHORIZED TO PLACE CALLS AND DOLLAR LIMITATIONS. The name or names of authorized military personnel and civilian employees of the Government who may place calls against the blanket purchase agreement and the dollar limitation per call for each person so designated will be included in the requisition for the blanket purchase agreement. The placement of calls in excess of \$500 but not more than \$5,000 (\$10,000 for inventory control points) will be made only by individuals in the purchase organization unless otherwise authorized by the cognizant Naval Regional Procurement Office, Naval Supply Center with Regional responsibility, or by the Naval Supply Systems Command (Deputy Commander, Procurement

Management). ordering activities will establish adequate controls to prevent calls against blanket purchase agreements which are no longer in effect.

5. DESCRIPTION. Only a general description of the required supplies or services need be set forth.

6. DOCUMENTATION. The use of requisitions to initiate blanket purchase agreements does not waive the requirement that calls made under blanket purchase agreement must be documented in each instance in accordance with Field Purchasing, par. 5128-4.

22060 DD FORM 448

1. PREPARATION. The Military Interdepartmental Purchase Request (DD Form 44 8) (MIPR) will be prepared in accordance with the requirements of the form. The request number will consist of the requiring agency identification code as prescribed in the Department of Defense Activity Address Directory (DODAAD) DoD 4000.25-D, the last digit of the fiscal year, and the number of the particular DD Form 448, numbered consecutively by the requiring activity. For example:

<u>DODAAD code</u>	<u>F Y</u>	<u>Serial No.</u>
N00019	2	123

Activities submitting DD Forms 448 for items determined not to be available from stock will annotate Block 9 of the DD Form 448 to indicate that interservice supply support program (ISSP) screening has been accomplished, and the following statement will be included on the form:

"DOD policies for the utilization of releasable assets as set forth in DOD 4140.34M have been complied with. Document number _____ applies."

(Automated system for review of assets, DAR 1-302.1, provides exemption from this requirement.)

2. SHIPPING INSTRUCTIONS. Activities preparing DD Form 448 will provide complete consignee address, "Ship To/Mark For" instructions and, when applicable, the recommended mode of transportation and priority of delivery to consignee will be included in each DD Form 448. For export shipments, the DD Form 448 will indicate the complete freight consignment address and the delivery requirements of the transshipment point in the United States except Alaska and Hawaii, coded overseas shipping addresses, any special addresses, and any special markings required. When firm destinations are not given, tentative destinations

(so identified) must be provided for bid evaluation purposes, and a statement that shipping instructions will be furnished later will be included in the DD Form 448. The requiring activity (the activity originating the purchase request) will submit firm shipping instructions to the procuring activity (Navy purchasing activity assigned purchase responsibility for the particular commodity) as soon as they are known, but not less than 30 days prior to contract delivery dates. The following instructions will be attached to the DD Form 448:

"CONSIGNMENT OF SUPPLIES AND EQUIPMENT PURCHASED FOR THE NAVY

"GOVERNMENT RESPONSIBLE FOR TRANSPORTATION CHARGES

"1. GENERAL. In requesting consignment information, all of the data normally submitted in a request for routing instructions will be furnished. The date that supplies will become available for shipment will be included in requests for consignment information or instructions.

"2. OTHER THAN MAILABLE MATERIAL

"a. General. Other than mailable material purchased for the Navy will be consigned in accordance with the instructions in subpars. b, c, and d.

"b. To Fleet Vessels or Embarked Units. Consignment instructions for shipments destined to fleet vessels or embarked units will be obtained as follows:

1. Air transportation--from sources indicated in subpar. d(2).
2. Other transportation modes--from the Fleet Locator Unit of the Naval Supply Center, Norfolk or Oakland, whichever is nearer the requester.

Consignment instructions for such shipments will not be requested until the time that the supplies will become available for shipment has been definitely ascertained.

"c. To Domestic Destinations. Shipments to domestic destinations will be consigned in accordance with instructions provided in the Terminal Facilities Guide, United States Navy, Marine Corps and Coast Guard. When consignees are not listed in that publication, complete instructions will be obtained from the naval activity which originated the DD Form 448.

"d. To Overseas Commands, Bases, or Shore Based Units

"(1) Surface Shipments. All nonmailable shipment units requiring positive release instructions (e.g., export traffic release) will be referred to the Military Traffic Management and Terminal Service for an

export release in accordance with Military Traffic Management Regulation, Chapter 202-. Upon receipt of an export traffic release or similar authorization from the appropriate releasing authority, complete transportation control and movement document data will be prepared and submitted in accordance with MILSTAMP (DOD Regulation 4500.32-R), Chapter 2. Shipment units which do not require positive release instructions prior to shipment will be cleared for movement by submission of advance transportation control and movement document data in accordance with MILSTAMP.

"(2) Air Shipments. When supplies destined overseas are of such urgency as to warrant air carriage regardless of the weight of individual shipments, consignment and routing instructions will be obtained from the Navy Transportation Coordinating Office, Naval Supply Center, Norfolk, or Naval Air Station, Alameda, whichever is nearer the requester.

"3. MAILABLE MATERIAL. Supplies purchased for the Navy which are mailable material, and which are to be forwarded in increments not exceeding the size and weight limitations prescribed by postal regulations, will be forwarded to the address indicated in the shipping instructions of the DD Form 448.

"CONTRACTORS RESPONSIBLE FOR TRANSPORTATION CHARGES

"When transportation charges on supplies purchased for the Navy are included in the price of the material and complete consignment instructions are not supplied with the DD Form 448, required consignment infor-

mation will be obtained from the source furnishing such information when the transportation charges are paid by the Navy, with the following exceptions:

- "1. When, in applying the policy stated in DAR 19-208 and DAR 19-213, there are valid reasons for contracting officers to purchase material within the United States for ultimate delivery to Navy overseas commands, bases, or shore based units on the basis of f.o.b. transshipment point or FAS (free alongside ship), such places of delivery may be specified and included in contractual documents only after consultation with the Naval Supply Systems Command (Ocean Transportation and Terminals Division), Navy Department, Washington, D.C. (see exception in item 2).
- "2. When it is the practice of an industry to offer identical prices f.o.b. origin or f.o.b. destination to any point within the United States except Alaska and Hawaii, contractual documents will provide that supplies be consigned for transshipment via the Military ocean terminal or commercial port nearest to the source of supply that is known to have responsive oceanlift capability, to the overseas consignee. For shipments not requiring positive release instructions, see pertinent ports in MILSTAMP (DOD Regulation 4500.32-R) Appendix G. Ocean terminals and commercial ports applicable to shipments requiring positive release instructions will be secured from the cognizant Military Traffic Management and Terminal Service area command.

Section 11: REDISTRIBUTION ORDERS

22070 REDISTRIBUTION ORDERS

1. GENERAL. When it is necessary to reposition system stocks from one transaction reporting stock point to another transaction reporting stock point to meet projected demands, inventory managers will direct such movements through the issuance of a redistribution order (A2 document identifier code series) in accordance with MILSTRIP/MILSTRAP, par. 02755.

2. APA AND NSF MATERIAL AT OVERSEAS ACTIVITIES. Redistributions will not be initiated or accomplished for Appropriation Purchases Account (APA) material or Navy Stock Fund (NSF) material to, from, or among overseas activities, excluding Hawaii and Alaska, except under the following circumstances:

1. The movement of nonready for issue carcasses from stock points to meet

Naval air rework facility/naval shipyard induction schedules.

2. The movement of nonready for issue carcasses to commercial overhaul points.
3. Movement of special project material when authorized by the Naval Supply Systems Command.

22071 CANCELLATION OF REDISTRIBUTION ORDERS

When cancellation of a redistribution order is required, it will be effected by a DOD Single Line Item Requisition System Document (DD Form 1348m), using document identifier code AC6 in accordance with MILSTRIP/MILSTRAP, par. 02755. For specific instructions concerning cognizance symbols ØI and 11 material, see par. 26231.

Section III: MANUFACTURING REQUESTS

22085 NAVAL MANUFACTURE OR PERFORMANCE OF WORK

1. **DEFINITION.** "Naval manufacture" is the term applied to the manufacture of material at naval activities. The term includes the repair, completion, conversion, or alteration of material, the performance of services, and the manufacture of new items.

2. **MANUFACTURE UNDER THE NAVY STOCK FUND.** The use of the Navy Stock Fund for manufacture is limited to work authorized to be performed within the scope of approved Navy Stock Fund projects. Authorized manufacture, including repair and preservation and packaging incident thereto, of Navy Stock Account material will be financed by the Navy Stock Fund. However, if the cost of repair is relatively insignificant and is intermingled with the cost of supply administration, such amount may be charged to maintenance and operating allotments. Manufacture without prior approval is subject to monetary limitations established by the various Navy Stock Fund project managers. All labor, overhead, and material, other than Navy Stock Account material drawn from store used in Navy Stock Fund manufacture and charged to the cost of manufacture, will be charged to the Navy Stock Fund allotment under which the work is performed. AU costs, including the cost of Navy Stock Account material drawn from store, will be charged to the functional account in the 69000 series covering the cognizance of the Navy Stock Account material being repaired. Costs of interim preservation of repairable Navy Stock Account material when necessary to prevent serious deterioration and when authorized by Naval Supply Systems Command inventory control point instructions are chargeable as indicated herein.

3. **MANUFACTURE UNDER OTHER THAN THE NAVY STOCK FUND.** Manufacture directly under appropriations is subject to the limitations established by the bureau or command, or office having cognizance of the funds under which the work is performed. Accounting for manufacture directly under an appropriation will be handled in the same manner as indicated in subpar. 4e.

4. REPAIR, ALTERATION, TEST AND CHECK, AND COMPLETION

a. Definitions

(1) **General.** The term "repairs" or "repaired" as used herein will include

alteration, and test and check as defined in this subparagraph.

(2) **Repair.** Repair is the process of replacing component parts or restoring a used, damaged, or deteriorated article to a ready for issue condition. An article repaired is the same for operating purposes as the article before repair was needed. Through repair, a used, damaged, or deteriorated article may be restored to the same degree of value as a corresponding new item, or to a lesser degree of value than a corresponding new item. A repaired article restored to the same degree of value as a corresponding new article will not be distinguished from a new item in pricing, reporting, or issuing procedures.

(3) **Alteration.** Alteration is the process of changing the design or characteristics of an article so that it becomes equivalent to an article in another item classification. Alteration includes the modification or conversion of articles and the changing of obsolete articles from an unusable item classification to a usable item classification. Alteration also includes minor modifications not requiring change in item classification.

(4) **Test and Check.** Test and check covers the work required to perform examination, adjustments, and relubrication of overaged material in store prior to issue.

(5) **Completion.** Completion is the process of completing the fabrication, machining, or construction of a partly finished article carried in a stores account: in order that it may be issued for use. Procedures for completion employ the use of the manufacturing account during performance of work, and differ from procedures for repairs which contemplate performance of work while the material worked on remains in the regular stores account.

b. Navy Stock Account Stores

(1) Repairs

(a) **When Repaired.** Navy Stock Account stores will not be repaired without the authority of the cognizant inventory control point except when the material in need of repair is required for immediate issue. Repairs will be authorized by the cognizant inventory control point when the relation of demand to the stock position warrants replenishment in this manner (see par. 26003). Material in need of repairs but not required

for ready for issue stock replenishment will be retained in the Navy Stock Account and reported in accordance with, par. 24925-4. When decision is made not to repair the material concerned or not to hold it in store pending repair, it will be surveyed and disposed of as condemned material.

(b) Performance of Work. Repairs will be financed through the Navy Stock Fund. When repair has been authorized by the cognizant Naval Supply Systems Command inventory control point or when the material is required for immediate issue, a separate job order will be prepared for each job amounting to \$100 or more (a standing job order by cognizance symbol will be prepared for jobs costing less than \$100 which are exempt from the reporting requirements) showing all pertinent information, including the allotment number, the specific functional account assigned for the category of material, the Navy Stock Fund and symbol, a description of the material, including class and cognizance symbol, on which work is to be performed, and the activity to which a copy of the job order is to be forwarded upon completion. The material will be retained in the stores account and class concerned while undergoing repair and will be issued on a custody receipt to the shop performing the work. The job order will be charged with the cost of all labor and material incurred in the performance of the work. For Navy Stock Fund obligation accounting purposes, such charges for labor and material except Navy Stock Account material drawn from store will be recorded and reported by the allotment holder as obligations incurred against the proper Navy Stock Fund allotment.

(c) Return to Storage. Upon return from the shop the material will be retained in the same class under the same stock number or transferred to a new class and stock number. The job order under which the cost of repairs was accumulated will be closed showing the final costs and a copy of the job order will be forwarded to the cognizant Naval Supply Systems Command inventory control point, in order to make data available for evaluation of credit allowances on repairable material. A notation will be placed prominently on the copy of the job order stating that the costs represent only repairs.

(2) Completion

(a) When Completed. Completion of Navy Stock Account stores is not authorized without the authority of the cognizant Naval Supply Systems Command inventory control point

except when the incomplete material is required for immediate issue. Completion will be authorized by the cognizant Naval Supply Systems Command inventory control point when the relation of demand to the stock position warrants replenishment in this manner. Incomplete material not required for ready for issue stock replenishment will be retained in the Navy Stock Account and will be reported in accordance with par. 24925-4.

(b) Performance of Work. Completion will be financed through the Navy Stock Fund. When completion has been authorized by the cognizant Naval Supply Systems Command inventory control point or when the material is required for immediate issue, a manufacturing job order will be prepared under the appropriate functional account. The material will be drawn from store and charged to the job order covering the completion. This job order will be charged with the cost of all labor and material incurred in the performance of the work. Such charges for labor and material except Navy Stock Account material drawn from store will be recorded and reported as obligations incurred against the proper Navy Stock Fund allotment.

(c) Return to Regular Stores Account. The total cost of completion will be invoiced into store in the class in which the material is to be issued and the difference, if any, between the invoiced value in to store and the standard unit price will be expended immediately as a gain or loss by purchase variance. A copy of the closed manufacturing job order will be forwarded to the cognizant Naval Supply Systems Command inventory control point in accordance with the Navy Comptroller Manual, par. 035421-12. If standard prices have not been established for the item, the provisions of par. 24132-5 will be followed.

c. Appropriation Purchases Account Stores Normally Financed in Store by the Navy Stock Fund. Appropriation Purchases Account stores that are standard stock items which normally are carried in and supplied from the Navy Stock Account will not be repaired or completed without the authority of the cognizant Naval Supply Systems Command inventory control point except when the material in need of repair or completion is required for immediate issue. Stores normally carried in the Navy Stock Account are described in par. 21148. Repair or completion will be authorized by the cognizant Naval Supply Systems Command inventory control point when the relation of demand to the stock position warrants replenishment in this manner. Material in need of repairs

or requiring completion but not necessary for ready for issue stock replenishment will be retained in the Appropriation Purchases Account and will be reported in accordance with instructions in par. 24925-4. When repairs or completion have been authorized and a job order request has been approved, the material to be repaired will be transferred to the Navy Stock Account without charge to the Navy Stock Fund. Repair or completion will be accomplished as provided in subpar. b.

d. Appropriation Purchases Account Stores

(1) Repairs

(a) When Repaired. Appropriation Purchases Account stores other than those normally carried in the Navy Stock Account will be repaired only on authority of the cognizant bureau, command, office, or Naval Supply Systems Command inventory control point. Repairs will be authorized by the cognizant bureau, command, office, or Naval Supply Systems Command inventory control point when relation of demand to the stock position warrants replenishment in this manner (see par. 26003).

(b) Performance of Work. Funds to which the cost of repairs will be charged will be designated by the cognizant inventory control point at the time the repairs to material in store are authorized. A job order will be prepared under a functional account in the appropriate series. Material undergoing repair will be retained in the stores account and class concerned and will be issued on a custody receipt to the shop performing the work. In all cases the job order will be charged with the costs for labor and material incurred in the performance of work.

(c) Return to Storage. Upon return from the shop the procedure outlined in subpar. b (1)(c) will be followed.

(2) Completion

(a) When Completed. Appropriation Purchases Account stores other than those normally carried in the Navy Stock Account will be completed only on authority of the cognizant inventory control point. Completion will be authorized by the cognizant inventory control point when the relation of demand to the stock position warrants replenishment in this manner.

(b) Performance of Work. Funds to which the cost of completion will be charged will be designated by the cognizant inventory control point at the time the completion of the mate-

rial in store is authorized. A manufacturing job order will be prepared under a functional account in the appropriate series. The material will be drawn from store and will be charged to the job order covering the work which also will be charged with the costs for labor and all other material incurred in the performance of work.

(c) Return to-Regular Stores Account. Upon completion of the work and the return of material to store, the procedure, outlined in subpar. b(2)(c) will be followed.

e. Accounting for Costs of Labor and Material. Costs of repair or completion of material will be reported under the functional account which properly classifies the purpose for incurring the costs. When repairs or completion of stores are authorized and funds have been designated to which the cost will be charged, a job order will be prepared and the cost of labor and material required will be accumulated under the job order. Since material to be repaired is not issued from store but is furnished to the shop performing the work on a custody receipt, the only material charged to these job orders is other material required in performance of the repairs. In the case of completion, however, the material to be completed will be charged to the job order with other material required in the completion process. Direct labor costs and value of material required will be charged to the applicable functional accounts as prescribed in the Navy Comptroller Manual, Volume 2, Chapter 4.

f. Material Condition Codes. Material held in store but not ready for issue will be designated by assignment of material condition codes as provided in par. 24925-4.

5. ASSEMBLY AND DISASSEMBLY OF MATERIAL

a. Applicability. The instructions in this paragraph are applicable to the assembly and disassembly of material (condition code K) controlled by inventory control points except as follows:

1. Naval Electronic Systems Command cognizance symbol F and Naval Ship Systems Command cognizance symbol S material use condition code Z; cognizance symbols F and S material to be assembled or disassembled may be transferred from a ready-for-issue condition to condition code Z;
2. ammunition coming under the cognizance of the Naval Ordnance Systems Command or to ordnance equipment (cognizance symbol J) when disassembly is solely to facilitate storage at the activity (Special instructions covering ammunition have been issued by the Naval Ordnance Systems Command.).

b. General. An inventory control point may authorize the transfer of individual units of material under its cognizance for assembly purposes. Also, inventory control points may authorize:

1. the disassembly of material under its cognizance into individual items or component parts, or
2. the removal of items from components and major equipment which do not change the value of the basic item.

Assembly and disassembly directives will contain instructions as to the end items required.

c. Assembly. For assembly of a new item, the value of the items to be merged in the assembly of the desired article will be transferred from the regular cognizance symbol and stock class of the individual parts to the applicable cognizance symbol, class, and condition code K of the desired article. Individual items furnished to become a part of a new item as in the case of set assembly of part kits will be processed in accordance with this subparagraph. The requiring inventory control point will direct transfer or requisition of the items required to effect assembly from the respective cognizance and classes concerned. Transfers or requisitions will bear a notation such as "Required for set assembly, class ____". Each requisition or transfer document will bear a local control number to identify the particular assembly job involved. Separate transfer or requisition documents will be initiated for each cognizance symbol and class of material required. The local control number on each transfer or requisition document will be the same for the purpose of controlling items being expended for the particular assembly.

d. Disassembly. When material is to be disassembled, it will be transferred to condition code K at book value. A local control number will be assigned for the purpose of identifying any usable parts to be taken into stores as a result of disassembly. The item being disassembled will remain in the cognizance symbol and stock class under which originally identified, under condition code K, until such time as disassembly has been completed. Items realized from disassembly will be identified as to the stock number, cognizance symbol, and class, and will be forwarded to the stores location for the items concerned. The local control number identifying the item with a particular disassembly job will be placed on all documents covering the movement of the material to the stores location. Items removed from a component or major piece of equipment in disassembly in which the removal does not result in a change in value of the basic item will be taken up in stock as "Material turned in to store" at the standard

price, regular cognizance symbol, and stock class in which carried.

e. Accounting

(1) General. Items used in assembly normally are issued without reimbursement to the releasing appropriations. However, in some cases, reimbursements to appropriations are required with accounting being accomplished as indicated in subpar. (3). When reimbursements to appropriations are required, the command or Naval Supply Systems Command inventory control point directing the assembly or disassembly of material will notify the activities involved. Reimbursements for items used in assembly will be processed when the items are transferred to assembly. Reimbursement for items realized from disassembly will be processed when the disassembled items are transferred to the regular stock class. Reimbursement for Navy Stock Account material realized from disassembly is limited to items returnable to store with credit as listed by the cognizant Naval Supply Systems Command inventory control point.

(2) Nonreimbursable Transfers. Transfers of material not requiring reimbursement will be accomplished as a cognizance symbol, condition code, and class transfer, as appropriate.

(3) Reimbursable Transfers

(a) Items Furnished to Effect Assembly Involving a Transfer Between Cognizance Symbols Within Appropriation Purchases Account. Items requiring reimbursement will be expended as a cash sale in accordance with pars. 25360 and 25361 and taken up as a "Receipt from purchase".

(b) Material to be Used in Assembly Requiring a Transfer From Appropriation Purchases Account to Navy Stock Account.

Invoices covering the transfer of material from the Appropriation Purchases Account to the Navy Stock Account will be prepared by the supply department. The material will be processed as an expenditure under the financial inventory control ledger caption "With reimbursement to appropriations", balance sheet caption "Cash sales", and will be taken up as a receipt on the financial inventory control ledger caption "With charge to appropriations", balance sheet caption "Purchase".

(c) Material to be Used in Assembly Requiring Transfer From Navy Stock Account to Appropriation Purchases Account. Material transferred from Navy Stock Account to Appropriation Purchases Account for assembly

will require reimbursement. Navy Stock Account material will be expended under the financial inventory ledger caption "With reimbursement to appropriations", financial inventory report code "Cash sales" and will be taken up as a receipt on the financial inventory ledger caption "With charge to appropriations", financial inventory report code "Purchase".

(d) Pricing

(1) General. Any price gain or loss by assembly or disassembly required by subpars, (2) and (3) will be taken up under condition code K and under the cognizance symbol and class of the item being assembled or disassembled.

(2) Assembled Items. The value of assembled items will be transferred at standard price if a standard price has been established for the item. If no standard price has been established, the Naval Supply Systems Command inventory control point, bureau, command, or office having inventory control of the item will be requested to furnish the pricing data. Any value in excess of or deficient to the value of the assembled item will be adjusted as a price gain or loss by assembly under condition code K.

(3) Disassembled Items. The value of ready for issue items recovered from disassembly will be transferred to the applicable cognizance symbol and class at standard price, if a standard price has been established. If no standard price has been established, the items will be transferred at the estimated or aggregate value of the resultant items. The residual value remaining on the disassembly record after the value of usable items has been recovered for issue will be processed as a price gain or loss by assembly or disassembly under condition code K.

(e) Records. A local control record will be maintained to insure that all material furnished for assembly and disassembly purposes will be properly accounted for upon completion of each job.

22086 MANUFACTURING REQUESTS

Manufacturing ordinarily will be requested between activities under authority of a Project Order (NavCompt Form 2053). However, in the case of manufacturing performed in process shops in connection with work being performed under authority of a Work Request (NavCompt Form 140) both the work and manufacture will be included in the NavCompt Form 140. Manufacturing will be requested within the same activity under authority of a Funded Reimbursable Work Estimate (NavCompt Form 2044). NavCompt Forms 2053, 140, or 2044 will be prepared and distributed in accordance with the Navy Comptroller Manual, par. 035411. Manufacturing, chargeable to the same allotment that the activity

uses as a performing allotment, will be requested on a job order or other locally designed form.

22087 NAVAL MANUFACTURE AT MAJOR AIR STATIONS UNDER A QUARTERLY JOB ORDER

1. DEFINITION. Manufacturing consists of services composed of labor, material, and overhead, where applicable, which will result in production of material for stock. The instructions contained in this paragraph apply at naval air stations with manufacturing facilities when the value of the item or items being requested on a single request document does not exceed \$100 and the items will be manufactured locally under a quarterly job order. When the value of the item(s) requested exceeds \$100, the item will be manufactured under a separate job order number.

2. PREPARATION OF REQUEST. Requests for manufacture of stock material will be prepared on either the Requisition and Invoice/Shipping Document (DD Form 1149) or the Work Request (NavCompt Form 140). The standard price will be inserted on the request document at the time of preparation. When a standard price has not been assigned, a local standard price or estimate will be used.

3. NUMBERING. Requests for manufacture will be numbered in numerical sequence. At the beginning of each quarter, the number of the quarterly job order will be obtained from the overhaul and repair department. The quarterly job order number will be included in each request prepared during the quarter.

4. DISTRIBUTION

a. Prior to Manufacture. Copies of the document utilized in requesting the manufacture of an item will be distributed as follows:

1. One copy will be retained for the establishment of the open order files of the receipt control branch.
2. One copy will be forwarded to the comptroller department for the establishment of a suspense file.
3. The original and remaining copies will be forwarded to the overhaul and repair department.
4. If the material is to be delivered direct to an auxiliary store, one copy will be forwarded to the store in lieu of being retained for the receipt control branch.

b. After Manufacture. Upon completion of manufacture, the item will be invoiced in to store. Four copies of the request document will accompany the material being turned in to store. One copy will be receipted and returned to the overhaul and repair department. The remaining copies will be utilized in processing the material within the supply department.

Section IV: ORDERS UNDER CONTRACTS

22100 NAVY AND OTHER DEPARTMENT OF DEFENSE CONTRACTS

1. GENERAL. Field purchasing activities will order supplies and services available under indefinite delivery type contracts entered into by any purchasing or procuring activity within the Department of Defense in accordance with Field purchasing, pars. 3000-3003.

↓ 2. DRY CLEANING LIQUID SOLVENT (BULK ONLY) ESTIMATES (NAVSUP REPORT 4400-8). To facilitate placing of indefinite delivery type contracts for the standard item, dry cleaning liquid solvent (bulk only) listed in the table, distribution point and primary stock points will submit estimates of quantities required for the next contract period to the cognizant inventory control point. Secondary stock points will submit estimates to the supporting supply point 30 days prior to the date estimates are due to the Navy Petroleum Office in accordance with par. 26283, and will include requirements of dependent consumer activities. Estimates submitted to the inventory control point by the distribution point or primary stock point will include requirements for local use and requirements of secondary stock points receiving support directly from the primary stock points. The report will indicate national stock number, quantity required;

method(s) of delivery, minimum and maximum quantity per delivery, and special equipment required (such as pump and length of hose) to effect delivery, for each dependent consumer activity by name and DOD activity address codes (DODAAC). Activities in the continental United States (CONUS) and activities in Alaska and Hawaii will be provided with a contract bulletin by the Defense Fuel Supply Center, and activities under Purchase Program 1.8 (see par. 26283) will be provided with a contract if one has been awarded. The quantities specified in the table are the minimum quantities which may be centrally procured economically for delivery to one destination. Estimates will be submitted when the total quantity required during the contract period for one destination will exceed the minimum quantity specified in the table. Estimates will include requirements for planned programs of a nonrecurring nature. When the total estimated requirement for the contract period for one destination does not exceed the minimum quantities specified in the table, no estimate will be submitted since the inventory control point will not place less than the minimum quantities for one destination on an indefinite delivery type contract. Such requirements will be obtained by local purchase action except that if more economical, secondary stock points will obtain requirements from the regular supporting activity.

Item	Minimum Quantity for Any One Destination	Bulletin/Contract	
		Type	Purchase Program Number (Par. 26283)
Dry cleaning liquid solvent (bulk only)	When annual requirements exceed 10,000 gallons	Annual:	
		Activities in the United States except Alaska and Hawaii	3.11
		Activities in Alaska	3.9.
		Activities in Hawaii	3.10
		All Others	Applicable 1.8 Program

22101 ORDERS UNDER FEDERAL SUPPLY CONTRACTS

Subject to par. 22003 relating to replenishment of items under centralized inventory control, field purchasing activities will order supplies and services available under Federal Supply Schedule contracts entered into by the Federal Supply Service, General Services Administration, in accordance with Field Purchasing, pars. 3030-3032.

22102 DELIVERY ORDERS ON GENERAL SERVICES ADMINISTRATION STORES DEPOTS

Subject to par. 22003 relating to replenishment of items under centralized inventory control, field purchasing activities will procure all items and classes of material which have been designated for supply through local purchase and which normally are stocked by

the General Services Administration stores depots, in accordance with Field Purchasing, par. 3060.

22103 PROCUREMENT OF PRODUCTS OF FEDERAL PRISON INDUSTRIES

Subject to par. 22003 relating to the replenishment of items under centralized inventory control, field purchasing activities will effect procurement of products of Federal Prison Industries in accordance with Field Purchasing, par. 3061.

22104 PROCUREMENT OF BLIND-MADE PRODUCTS

The instructions on procurement of products manufactured by the National Industries for the Blind are prescribed in Field Purchasing, par. 3085 and DAR, Section V, Part 5,

Section V: REQUESTS BY LETTER**22130 LETTER REQUESTS**

Procurement requests are prepared as individual letters when so required by the responsible bureau, command, or office. Letter requests will contain the same information as that included in standard requi-

sition forms, i.e., requisition number assigned in accordance with MILSTRIP/MILSTRAP, priority designator, delivery date, complete descriptive data, accounting data, etc. Each item of material in the letter request will be assigned a separate requisition number.

Section VI: REQUESTS BY TELEPHONE**22145 TELEPHONE ORDERS**

The commanding officer of a supporting supply activity may authorize the submission of requisitions by telephone. When telephone

orders are authorized, the supporting supply activity will prepare required requisition documents. The requiring activity will not prepare confirming documents based on telephone orders.

PART C: ROUTINE, INTERIM, OR EMERGENCY REQUISITIONING

Section 1: GENERAL

22175 SCOPE AND DEFINITIONS

1. SCOPE. The instructions and procedures outlined in this section are applicable to both reporting and nonreporting activities unless otherwise stated.

2. DEFINITIONS

a. Interim Replenishment. When it is necessary to requisition or purchase locally, under existing authority, material for stock in the interim between regularly scheduled replenishment reviews for routine replenishment, the procedure is termed interim replenishment. The requisitioning document is called an interim request or interim requisition.

b. Emergency Replenishment. The requisitioning of material on an emergency basis will be resorted to only when an activity requires material for immediate issue and when the issue cannot be made from stocks on hand. Emergency requests may be in the form of messages, letters, requisitions, and shipment requests depending on the urgency of the requirement and only that quantity of material required for immediate issue will be requested. Replenishment of stock will not be done by emergency requisition (see MILSTRIP/MILSTRAP).

22176 DETERMINATION OF NEED FOR INTERIM REPLENISHMENT

1. FACTORS AFFECTING. It is impossible to establish a hard and fast rule which always will apply in determining the need for interim replenishment. The decision to submit an interim request is based on several varying factors and the weighing of these factors to arrive at a logical decision is the responsibility of the stock battery supervisor. The factors upon which this decision is based are:

1. the lowering of the stock position of an item to or below the safety level of supply (low limit) (par. 24700) previously established for the item;
2. the quantity of expected receipts of the item which are due as a result of previous replenishment action and the date on which such receipts are expected;
3. a notification that prior to the next regularly scheduled replenishment review of an item, the demand for that

item will be radically increased to the extent that the present on hand stocks plus expected receipts will not be sufficient to meet the expected increased demand;

4. a notification that prior to the next regularly scheduled replenishment review the activity will be responsible for meeting the demands for a program which requires items not previously stocked by the activity.

2. DECISION FOR SUBMISSION. Usually the stock record poster, the person most intimately connected with the stock records, will be the first to notice the possibility of need for interim replenishment. When the stock position of an item indicates that submission of an interim request may be necessary, the stock poster immediately will notify the stock battery supervisor. After careful consideration of the factors involved, the stock battery supervisor will decide on the course of action to be followed. The supervisor will give first consideration to the amount of material due as an expected receipt and the probable date on which this material will be received. Followups on expected receipts with the request that the material be delivered at an earlier date than previously scheduled, with few exceptions, will produce quicker results in the actual receipt of material than will the submission of an interim request. However, if there are no expected receipts or if the quantity due as expected receipts is insufficient to cover actual increased demand or expected increased demand, interim replenishment probably will be required and the instructions contained in par. 22177 will be followed.

3. ADDITIONAL INSTRUCTIONS APPLICABLE TO NONREPORTING ACTIVITIES ONLY. Prior to arriving at a decision to submit an interim request for an item, the stock battery supervisor will make sure that any expected receipt resulting from the last replenishment review of the item has been posted to the stock records of the item.

22177 USE OF STOCK REPLENISHMENT SLIP FOR INTERIM REPLENISHMENT

1. PURPOSE. The Stock Replenishment Slip (NavSup Form 760) is designed as a work sheet for use by nonreporting activities in determining interim stock replenishment requirements when purchase action is not

required. Work tables may be utilized in determining the quantity to be procured. The stock replenishment slip may be used as a basis for shipment requests prepared on a DOD Single Line Item requisition System Document (DD Form 1348) in the stock control branch. A single stock replenishment slip may be used for as many as five items when interim replenishment on several items is required simultaneously. For detailed instructions, see par. 24775. When purchase action is required, the Request for Contractual Procurement (NAVCOMPT Form 2276) will be utilized in lieu of the stock replenishment slip.

2. **PREPARATION BY THE STOCK CONTROL BRANCH**, When interim replenishment on an item is initiated and the DD Form 1348 is prepared by a separate unit, the stock branch will prepare the stock replenishment slip in duplicate as follows:

- i. A check will be placed in the "Interim replenishment" block, a stock replenishment slip number opposite the caption "Slip No.", and the date the item is being reviewed for interim replenishment opposite the caption "Date".
2. The stock number, unit of issue, and unit price of the item will be entered opposite the appropriate captions on the stock replenishment slip. A description will be included when material control code A or L items are being procured.
3. The stock status data will be computed and the data and replenishment factor will be entered in the captions provided on the stock replenishment slip.

4. The interim replenishment requirement will be calculated from the work tables or by performing the arithmetical computation indicated on the stock replenishment slip; requirements will be entered above the caption "Required or excess".

Computations and entry of stock status data and calculation of the interim replenishment requirement will be made in accordance with specific instructions of the cognizant Naval Supply Systems Command inventory control point. If no specific instructions have been issued by the Naval Supply Systems Command inventory control point, the procedures for routine stock replenishment will apply. The stock records unit poster will record an expected receipt in the same manner as for routine stock replenishment (see par. 24775-2). The DD Form 1348 will be prepared by the poster or the stock replenishment slip will be forwarded to the assigned unit for preparation in accordance with MILSTRIP/MILSTRAP.

See Illustration 6

22178 USE OF ELECTRIC ACCOUNTING MACHINE CARDS FOR INTERIM REPLENISHMENT

When mutually agreeable between the requiring activity and the activity designated as the normal source of supply, electric accounting machine cards may be utilized for interim replenishment in the same manner as prescribed in par. 24772 for routine replenishment. Electric accounting machine cards will not be utilized when insufficient volume makes their use uneconomical.

Section II: ROUTINE, INTERIM, OR EMERGENCY REQUISITIONING FOR SPECIFIC COGNIZANCE SYMBOLS OF MATERIAL AND NUCLEAR WEAPONS MATERIAL

Subsection 1: GENERAL

22190 SCOPE

The requisitioning procedures in Parts A and B are applicable to all cognizance sym-

bols of material except as modified or supplemented by the special procedures in this section.

Subsection 2: COGNIZANCE SYMBOLS A, E, G, H, M, N, O, U, X (NAVY SHIPS PARTS CONTROL CENTER MANAGED) MATERIAL

22209 SUBMISSION OF INTERIM REPLENISHMENT REQUIREMENTS

1. TRANSACTION REPORTING STOCK POINTS

a. General. Transaction reporting stock points listed in par. 26480 will not submit interim replenishment requests for stock except as indicated in subpars. b and c. Normal stock replenishment will be initiated

by the Navy Ships Parts Control Center as a result of transaction item reports received.

b. Naval Supply Depots, Guam and Subic Bay. Naval Supply Depots, Guam and Subic Bay are designated "pull" activities and will submit requisitions for all replenishment stock.

c. Dry Cell Battery Stock Replenishment. Stock points not designated as a stocking

activity for dry cell batteries will submit stock replenishment requests to the nearest designated stocking activity for these batteries.

2. NONREPORTING ACTIVITIES

↓ a. Nonreporting Activities Designated as Defense Automatic Addressing System (DAAS) Subscribers. Nonreporting activities designated as DAAS matrix activities in NAVSUP Publication 437, par. 11175 will utilize the ↑ requisitioning channels contained therein.

b. Other Nonreporting Activities. Other nonreporting activities will submit replenishment requirements to the nearest naval supply center indicated in par. 26480, or as designated in pars. 22449-22531 for certain special categories of material, with the following exceptions:

1. Requirements for dry cell batteries will be submitted to the nearest designated stocking activity for dry cell batteries indicated in par. 26480.
2. Requirements for cognizance symbol 8A material will be submitted to the Naval Weapons Supply Department,

Norfolk or Oakland, whichever is nearest.

22210 TRANSACTION REPORTING STOCK POINTS REQUIREMENTS FOR ITEMS NOT CARRIED IN THE DISTRIBUTIVE ORGANIZATION

Items not carried in the distributive organization (nonstocked items) will be purchased locally in accordance with par. 22312-1 and will be funded in accordance with NavCompt Instruction. If no source is available, request documents received from ships and nonreporting activities will be annotated "Unable to procure locally" by rubber stamp or other means and passed direct to the Navy Ships Parts Control Center. All available data, such as manufacturer's part or symbol number, drawing and piece number, Naval Sea Systems Command drawing and piece number, component nameplate data, and any other information that will facilitate purchase action will be listed on the requisition.

Subsection 3: COGNIZANCE SYMBOL I MATERIAL

22218 CLASSIFIED ITEMS

Classified items will be ordered on separate requisitions. Requisitions for classified items will include the order number only for each item. The long title and security classification will be omitted.

22219 ACTION BY THE NAVAL PUBLICATIONS AND FORMS CENTER, PHILADELPHIA

The Naval Publications and Forms Center, Philadelphia, will provide a due card (copy of the DOD Single Line Item Requisition System Document (DD Form 1348m)) for material ordered on interim requisitions. For material being supplied on purchase, a copy of the DOD Single Line Item Release/Receipt Document (DD Form 1348-l) also will be provided.

22220 PROCESSING REQUISITIONS

Requisitions for cognizance symbol I mate-

rial which is not carried or is not in stock will be processed in accordance with the following charts:

**REQUISITION PROCESSING FOR NOT IN STOCK AND NOT CARRIED ITEMS
PRIORITY DESIGNATORS 01 THROUGH 10**

Fraction code	Carrying point symbols	Naval Supply Centers, Norfolk and Oakland	Other stock points	Carrying points
A		Obligate not in stock item and expedite procurement; submit priority requisition for not carried item to Navy publications and printing service office for initial stock and obligate.	Obligate not in stock item and expedite procurement. If request for not carried item is third demand in current quarter, submit priority request to Navy publications and printing service office for initial stock and obligate. Otherwise, pass to Naval Supply Center, Norfolk or Oakland.	
A, C	11, 12	Obligate fraction code A not in stock item and expedite procurement; pass fraction code C not in stock item to Forms and Publications Supply Office.	Pass to Naval Supply Center, Norfolk or Oakland.	
A, C	15	Pass to Naval Supply Depot, Philadelphia.	Pass to Naval Supply Depot, Philadelphia.	Naval Supply Depot, Philadelphia. Obligate fraction code A not in stock item and expedite procurement; pass fraction code C not in stock item to Forms and Publications Supply Office.
A, C	17	Pass to Naval Station, Washington, D.C.	Pass to Naval Station, Washington, D. C.	Naval Station, Washington D. C. Obligate fraction code A not in stock item and expedite procurement; pass fraction code C not in stock item to Forms and Publications Supply Office.
c	43	Pass to Naval Supply Depot, Mechanicsburg,	Pass to Naval Supply Depot, Mechanicsburg.	Naval Supply Depot, Mechanicsburg. Pass fraction code C not in stock item to Forms and Publications Supply Office.
F		Pass not in stock and not carried items to Forms and Publications Supply Office.	Pass not in stock and not carried items to Naval Supply Center, Norfolk or Oakland.	
L		Obligate not in stock item and expedite procurement.	Obligate not in stock item and expedite procurement.	

**REQUISITION PROCESSING FOR NOT IN STOCK AND NOT CARRIED ITEMS
PRIORITY DESIGNATORS 11 THROUGH 37
(EXCEPT WHEN DATE MATERIAL REQUIRED DICTATES MORE EXPEDITIOUS
PROCESSING)**

Fraction code	Carrying point symbols	Naval Supply Centers, Norfolk and Oakland	Other stock points	Carrying points
A		Obligate not in stock item; submit requisition for not carried item to Navy publications and printing service office for initial stock and obligate	Obligate not in stock item. If request for not carried item is third demand in current quarter, submit requisition to Navy publications and printing service office for initial stock and obligate. Otherwise, pass to Naval Supply Center, Norfolk or Oakland.	
A, C	11, 12	Obligate.	Pass to Naval Supply Center, Norfolk or Oakland.	
A, C	15	Pass to Naval Supply Depot, Philadelphia.	Pass to Naval Supply Depot, Philadelphia.	Naval Supply Depot, Philadelphia. Obligate.
A, C	17	Pass to Naval Station, Washington, D. C.	Pass to Naval Station, Washington, D. C.	Naval Station, Washington, D. C. Obligate.
C	43	Pass to Naval Supply Depot, Mechanicsburg,	Pass to Naval Supply Depot, Mechanicsburg.	Naval Supply Depot, Mechanicsburg. Obligate.
F		Obligate not in stock and not carried item; submit interim replenishment request as necessary.	Obligate not in stock item. Pass request to Naval Supply Center, Norfolk or Oakland, for not carried items. However, if request for not carried item is third demand in current quarter, establish obligation and submit interim replenishment request for initial stock. (Reporting stock points to Forms and Publications Supply Office; nonreporting stock points to supporting primary stock point.)	
L		Obligate.	Obligate.	

22221 COMMISSIONING ALLOWANCES

a. General. The Naval Publications and Forms Center, Philadelphia, will select the appropriate stock points to supply commissioning allowance items and will provide the following information:

1. PREPARATION AND DISSEMINATION OF COMMISSIONING ALLOWANCE

<u>Document</u>	<u>Fitting out activity</u>	<u>Prospective commanding officer</u>	<u>Cognizant supervisor of shipbuilding</u>	<u>Selected stock points</u>
Prepunched and interpreted Item Detail Card (NavSup Form 791), broken down by the stock points, covering the complete range of commissioning allowance items to be supplied.	-	-	-	1 deck
An electric accounting machine list will be furnished to selected stock points for the range of material to be provided. (A complete set of these lists which will include the full range of commissioning allowance items to be supplied will be provided to the fitting out activity, the prospective commanding officer, and the cognizant supervisor of shipbuilding.)	2 copies	1 copy	1 copy	1 copy
Letter of transmittal.	1 copy	1 copy	1 copy	Original

The Naval Publications and Forms Center, Philadelphia, will as sign a requisition number to the outfit allowance. A prepunched and interpreted deck of cards will be forwarded with an electric accounting machine list to the selected stock points. The fitting out activity and the prospective commanding officer will be provided with copies of all cuts of the basic requisition.

b. Forms. The prepunched and interpreted NavSup Form 791 for forms will contain the following information:

<u>Card column</u>	<u>Description</u>
1-2	Blank
3	Transaction code A
4-6	Blank
7	Cognizance symbol I
8	Material control code
9	Blank
10	Zero to designate cognizance symbol I
11	Numeral 1 to indicate forms
12-13	First and second digit of prefix code
14	Dash
15	Third digit of prefix code
16-17	First and second digit of sequential number

<u>Card column</u>	<u>Description</u>
18	Dash
19-20	Third and fourth digit of sequential number
21-22	Two digits reserved for control of revisions
23-35	Form number and revision date
36-37	Blank
38	Classification (S-C-U)
39-40	Unit of issue
41-48	Blank
49-50	Carrying point symbol
51	Blank
52-55	Item number
56-61	Quantity
62-74	Blank
75	X punch
76-78	Blank
79	X punch
80	Blank

c. Publications. The prepunched and interpreted NavSup Form 791 for publications will contain the following information:

<u>Card column</u>	<u>Description</u>
1-2	Blank
3	Transaction code A
4-6	Blank

Card column	Description
7	Cognizance symbol I
8	Material control code
9	Publication code (P)
10-11	Prefix code (units and tens position)
12-19	Publication number
20-24	Descriptive code
25-27	Revision date
28-34	Prefix
35	Prefix code (hundreds position)
36-37	Blank
38	Classification (S- C-U)
39-40	Unit of issue
41-48	Blank
49-50	Carrying point symbol
51	Blank
52-55	Item number
56-61	Quantity
62-74	Blank
75	X punch
76-78	Blank
79	X punch
80	Blank

2. ACTION BY SELECTED STOCK POINTS

a. NavSup Forms 791. If, upon, receipt of NavSup Forms 791, it is found that the punching alignment for item numbers is not compatible with locally employed mechanized procedures, the entire deck of NavSup Forms 791 may be reproduced for the purpose of relocating the punching alignment of the item numbers as required.

b. Issue of Material. Upon receipt of the documents listed in subpar. 1, the selected stock points will issue all available material on a no price invoice making reference to the assigned requisition number. The selected stock points will forward an electric accounting machine list for items not carried or not in stock to the Naval Publications and Forms Center, Philadelphia, the fitting out officer, and the cognizant supervisor of shipbuilding. Demand will be recorded only for those items normally carried. Obligations will not be established for items not in stock and for items not carried.

3. ACTION BY THE NAVAL PUBLICATIONS AND FORMS CENTER; PHILADELPHIA. Upon receipt of the electric accounting machine shortage lists from selected stock points, the Naval Publications and Forms Center, Philadelphia, will select another stock point to supply the material by issuing a commissioning allowance shipment request citing the original requisition number assigned by the Naval Publications and Forms Center, Philadelphia.

4. SUMMARY OF RESPONSIBILITIES

a. Naval Publications and Forms Center, Philadelphia: The Naval Publications and Forms Center, Philadelphia, will be responsible for the following in furnishing commissioning allowance material:

1. assigning requisition numbers;
2. forwarding NavSup Forms 791 and electric accounting machine lists (see subpar. 1);
3. on the basis of shortage lists received from selected stock points, taking appropriate action and advising all concerned;

b. Selected Stock Points. Selected stock points will be responsible for the following action on commissioning allowance material:

1. furnishing all available material included in the lists received from the Naval Publications and Forms Center, Philadelphia;
2. furnishing shortage lists as indicated in subpar. 2.

c. Fitting Out Activity. Fitting out activities will be responsible for the following action on commissioning allowance material:

1. checking cognizance symbol I material received for the ship against the list provided, in accordance with subpar. 1;
2. maintaining followup with the selected stock points or the Naval Publications and Forms Center, Philadelphia, as appropriate, to obtain shortage items;
3. providing the Naval Publications and Forms Center, Philadelphia, with copies of all correspondence pertaining to commissioning allowances for cognizance symbol I material.

Subsection 4: MAJOR CONSTRUCTION AND CIVIL ENGINEERING EQUIPMENT

22234 REQUISITIONING PROCEDURES FOR MAJOR CONSTRUCTION AND CIVIL ENGINEERING EQUIPMENT

1. GENERAL. Requisitions for major construction and civil engineering equipment, cognizance symbol 2C material, will be submitted to the Director, Civil Engineer Support Office (CESO), Naval Construction Battalion Center, Port Hueneme, CA 93043. MILSTRIP requisitions will include routing identifier code R41 in card columns 4-6.

2. NONSTOCK NUMBERED MATERIAL. All requisitions for non-national stock numbered (NSN) items which are similar to cognizance symbol 2C stock numbered items will be submitted to the CESO, Port Hueneme,

for screening. Local purchase will only be initiated with CESO authorization.

3. NONALLOWANCE ITEMS. Requisitions for nonallowance items will be submitted to the CESO, Port Hueneme, via the next higher echelon in the major claimant's chain of command. If plant property regulations apply to the material being requisitioned, certification must be made that the use of such material will be in strict accordance with OPNAVINST 11010.20B.

4. FUNDING. The Naval Facilities Engineering Command (NAVFAC) will fund procurements of cognizance symbol 2C material to fill Chief of Naval Operations (CNO) authorized allowances. Requisitions for nonallowance cognizance symbol 2C material will cite customer funds.

Subsection 5: COGNIZANCE SYMBOL R MATERIAL

22237 REPLENISHMENT OF COGNIZANCE SYMBOLS 1R, 2R, AND 8R MATERIAL EXCEPT METEOROLOGICAL MATERIAL AND PHOTOGRAPHIC EQUIPMENT

based on transaction item reports. Transaction reporting stock points designated retail activities will submit requisitions to the Navy Aviation Supply Office for stock replenishment and for end use. For a list of transaction reporting stock points, see par. 26040-3a.

1. TRANSACTION REPORTING STOCK POINTS. Transaction reporting stock points designated wholesale activities will submit end use requests for cognizance symbols 1R, 2R, and 8R material to the Navy Aviation Supply Office. Stock replenishment will be "pushed" by the Navy Aviation Supply Office

2. NONREPORTING ACTIVITIES. Nonreporting activities (see par. 26040-3c) will submit requisitions for end use or stock replenishment of cognizance symbols 1 R, 2R, and 8R material to the following sources of supply:

Source of Supply

Nonreporting activities

Navy Aviation Supply Office

Marine Corps Air Station, Quantico
 Marine Corps Air Station, Yuma
 Naval Air Development Center, Warminster
 Naval Air Engineering Center, Philadelphia
 Naval Air Facility, Detroit
 Naval Air Facility, Lajes
 Naval Air Facility, Mildenhall
 Naval Air Facility, Washington (D.C.)
 Naval Air Propulsion Test Center, Trenton
 Naval Air Station, Bermuda
 Naval Air Station, Glenview
 Naval Air Station, Glynco
 Naval Air Station, Guantanamo Bay
 Naval Air Station, Memphis
 Naval Air Station, New Orleans
 Naval Air Station, South Weymouth
 Naval Air Station, Willow Grove
 Naval Coastal Systems Laboratory, Panama City
 Naval Plant Representative Office, Bethpage
 Naval Plant Representative Office, Philadelphia
 Naval Plant Representative Office, Stratford
 Naval Station, Adak
 Naval Station, Argentia
 Naval Station, Keflavik
 Naval Station, Kodiak.
 Naval Station, Rota
 Naval Station, Roosevelt Roads
 Naval Supply Center, Charleston
 Naval Support Activity, Seattle
 Naval Weapons Center, China Lake
 Naval Weapons Laboratory, Dahlgren
 All carriers Atlantic Fleet

Naval Air Station, Alameda

Naval Air Station, Fallon
 Naval Auxiliary Landing Field, Monterey

Naval Air Station, Whidbey Island

Naval Shipyard, Puget Sound

Naval Air Station, Barbers Point

Naval Station, Midway

Marine Corps Air Station, El Toro

Marine Corps Air Station, Santa Ana

<u>Source of supply</u>	<u>Nonreporting activities</u>
Naval Supply Depot, Subic Bay	Marine Corps Air Facility, Futema Marine Corps Air Station, Iwakuni Naval Air Facility, Naha Naval Air Station, Atsugi Naval Air Station, Cubi Point
Naval Supply Depot, Guam	Naval Air Station, Agana
Naval Air Station, North Island	Naval Weapons Evaluation Facility, Albuquerque Naval Air Facility, El Centro Naval Plant Representative Office, Burbank Naval Plant Representative Office, Long Beach
Naval Air Station, Pensacola	Naval Plant Representative Office, Dothan Naval Air Station, Ellyson Field Naval Air Station, Meridian Naval Air Station, Sauflev Field Naval Air Station, Whiting Field Naval Plant Representative Office, Brownsville
Naval Air Station, Corpus Christi	Naval Air Station, Chase Field Naval Air Station, Dallas Naval Air Station, Kingsville Naval Plant Representative Office, Dallas
Naval Air Station, Norfolk	Naval Plant Representative Office, Baltimore Naval Plant Representative Office, Columbus Naval Air System's Command Representative, Atlantic
Marine Corps Air Station, Cherry Point	Marine Corps Air Station, Beaufort Marine Corps Air Station, New River Naval Plant Representative Office, St. Louis
Naval Air Station, Jacksonville	Naval Air Station, Atlanta Naval Station, Mayport
Naval Station, Rota	Naval Air Facility, Sigonella Naval Air Facility, Naples

▼ 3. NONREPORTING ACTIVITIES DESIGNATED AS DEFENSE AUTOMATIC ADDRESSING SYSTEM (DAAS) SUBSCRIBERS. Nonreporting activities designated as DAAS

matrix activities in NAVSUP Publication 437, par. 11175 will utilize the requisitioning channels contained therein.

Subsection 6: INERT NUCLEAR WEAPONS MATERIAL

22270 REQUISITIONING PROCEDURES FOR INERT NUCLEAR MATERIAL

1. GENERAL. All requisitions for cognizance symbols ØA and 8A material will be submitted to the Naval Supply Center (Code 900), Norfolk or Oakland, in accordance with subpars. 2-5. Requisitions for shipboard special weapons stowage chocks and air monitoring equipment will be sub-

mitted to the Naval Supply Center (Code 900), Norfolk or Oakland; however, issues normally are not made until approved by the Naval Sea Systems Command. Requisitions for Navy standard items (items identified by a cognizance symbol other than ØA or 8A) used in nuclear weapons support will be submitted to the appropriate segment of the Navy Supply System.

↓ 2. INITIAL OUTFITTING. Activities will be provided an outfitting package by the Navy Ships Parts Control Center which includes the Nuclear Weapons Coordinated Shipboard Allowance List, a set of stock record cards, a set of supply directive due cards, and fleet supply aid cards. The outfitting Naval Supply Center (Code 900) will deliver all material subject to chapter six of the appropriate Coordinated Shipboard Allowance List, including all cognizance symbol ØA and 8A material, when specified by the prospective commanding officer, fleet introduction team or type commander. Status will be, provided on items not available and for which a backorder is established. The activity will submit requisitions through regular supply channels for standard stock items listed on the Coordinated Shipboard Allowance List.

3. RETROFIT ORDERS. Retrofit orders (Navy Special Weapons Ordnance Publications (SWOPs) of the -500 or -600 series) specify the work to be accomplished, performing activities, and the material required. Energy Research and Development Administration war reserve retrofit material is furnished automatically by the Naval Supply Center (Code 900), Norfolk, acting as agent for the Commander in Chief, Atlantic Fleet, to those east coast activities having the capability to perform the retrofit. All other retrofit material must be requisitioned from the appropriate Naval Supply Center (Code 900).

4. EMERGENCY REQUISITIONS

a. Supply Points. The Nuclear Weapons Supply Annexes, Norfolk and Oakland, submit

emergency requisitions for cognizance symbol ØA material to the Field Command, Defense Nuclear Agency, in accordance with Navy Special Weapons Ordnance Publication 100-1. Emergency requisitions for cognizance symbol 8A material will be forwarded to the Navy Ships Parts Control Center.

b. Other Shore Activities. All emergency requisitions will be submitted to the appropriate nuclear weapons supply annex for cognizance symbols ØA and 8A material. Emergency requisitions will not be submitted direct to the Field Command, Defense Nuclear Agency; Navy Ships Parts Control Center; Naval Air Systems Command; or Naval Sea Systems Command.

5. PREPARATION OF REQUISITIONS

a. Cognizance Symbols ØA and 8A Material. Requisitions for cognizance symbols and 8A material will be prepared in accordance with standard MILSTRIP/MILSTRAP procedures.

b. Numbers other than National Stock Numbers. Requisitions for items identified by numbers other than a national stock number will include the identity of the next higher assembly on which the item is to be used. (See the Illustrated Parts Breakdown held by the weapons officer.)

c. Accounting Data. For cognizance symbol ØA material, the fund code field will be left blank and signal code D or M, as appropriate, will be cited.

Section 7: COGNIZANCE SYMBOL 9M MATERIAL

22281 SPECIAL REPLENISHMENT INFORMATION

1. GENERAL. Information on current availability and quality of perishable food items is provided in bulletins published by the servicing regional headquarters, Defense Personnel Support Center. Editing criteria are published by the Defense Personnel Support Center to provide information on required substitutions for nonperishable items. The Navy Fleet Material Support Office also advises affected activities regarding forced consumption programs.

2. PROCUREMENT OF FOOD ITEMS FOR PRIVATE MESSSES. Any of the food items listed in the Federal Supply Catalog, Federal Supply Classification Group 89, Subsistence, as authorized for Navy use, may be requisitioned for immediate sale to private messes. Items which are not authorized for enlisted dining facility use of the requisitioning activ-

ity will be procured only for the use of a private mess and such items will not be used in the enlisted dining facility. These items may not be returned by the private mess for credit.

3. BONELESS VEAL 3-WAY

a. General. Boneless veal is procured under a specification designed to furnish individual cuts in prescribed percentages. The types of cuts, percentages, case weights, minimum quantities that must be requisitioned to receive a complete unit, and the transfer procedures are prescribed in subpars. b and c. Replenishment of stocks through regional headquarters, Defense Personnel Support Center, will be made in prescribed percentages. Individual categories will not be requisitioned without prior approval of the Navy Food Service Systems Office.

b. Veal, Boneless, Frozen, 3-way. A unit of 3-way boneless veal weighs approximately 400 pounds consisting of 8 cases, each weighing a maximum of 50 pounds. Individual categories comprising a unit are broken down by the number of cases per unit as follows:

<u>Categories</u>	<u>Number of cases</u>
Slices (cutlet style)	3
Roasts	2
Ground	3

Ships and activities feeding less than 150 people may requisition a 200 pound unit. This unit will be provided in the following ratio as determined by the issuing activity:

<u>Categories.</u>	<u>Number of cases</u>
Slices (cutlet style)	1 or 2
Roasts	1
Ground	2 or 1

c. Transfers. Transfers of boneless veal will be made in the percentage in which delivery is received except as authorized by subpar. b, and may be made on an average case weight basis if considered practicable by the transferring activity. The average net case weight will be determined arithmetically for each lot and rounded off to the nearest whole pound. Average weights, if used, will be computed on the receipt document. Documents covering transfers and issues on an average weight basis will indicate the number of cases, the total average weight, and the average net case weight for each lot. A separate line entry will be made on the transfer document for each lot in multiple lot shipments of a particular item. Average case weights may be used for further transfer purposes if, upon receipt, lots are segregated into the same weight ranges as indicated on the billing invoices. For example, if Naval Supply Center, Oakland, transfers boneless veal to Naval Supply Center, Pearl Harbor, on an average case weight basis, stocks may be taken up and is sued by Naval Supply Center, Pearl Harbor, on the same average case weight basis.

4. SUPPORT OF NAVY COMMISSARY STORES

a. General. Any perishable or semiperishable food item listed in the Federal Supply

Catalog, Federal Supply Classification Group 89, Subsistence, may be procured and stocked for issue to Navy commissary stores within the existing storage capability of the supporting supply activity. The letter "S" will be entered on the DOD Single Line Item Requisition System Document (DD Form 1348) in column 44 to indicate that it is a commissary resale item. This entry is necessary to preclude undesirable substitutions and to insure the shipment by the Defense Personnel Support Center of items not authorized for use in Navy enlisted dining facilities. The procedures to be followed by Navy commissary stores to obtain subsistence supply support from the Navy Supply System are prescribed in par. 43102.

b. Action by Navy Supply Activities Except Specialized Support Depots and Direct Supply Support Points. Navy activities providing perishable or semiperishable subsistence supply support to Navy commissary stores will:

1. provide supported Navy commissary stores a schedule for the submission of subsistence requirements conforming to the requisition schedule of the activity;
2. requisition Navy commissary store subsistence requirements concurrent with subsistence stock replenishment requirements;
3. establish obligations for Navy commissary store requirements that cannot be supplied from stock on hand;
4. procure and store, within available storage capabilities, up to a 30-day supply of non-Navy items required by the Navy commissary store;
5. record issues to regularly supported Navy commissary stores as replenishable demand;
6. advise the officer in charge of the Navy commissary store, semiannually, during July and January, of the quantities of non-Navy items procured and held for support of the Navy commissary store.

c. Action by Specialized Support Depots and Direct Supply Support Points. Specialized support depots and direct supply support points will process requisitions received from Navy commissary stores located within a 25 mile radius in accordance with instructions promulgated by the Defense Logistics Agency.

PART D: LOCAL PROCUREMENT**22310 FUNDING UNDER THE NAVY STOCK FUND**

The use of the Navy Stock Fund to finance local procurement will be in accordance with NavCompt instructions on obligations for material to be delivered from stock fund inventories and policy for financing expense type material.

22311 POLICY GOVERNING LOCAL PROCUREMENT OF CENTRALIZED ITEMS

1. **SCOPE.** Policy and direction contained in this paragraph is applicable to all centralized items, including items managed by Navy inventory control points, other Navy inventory managers, defense supply centers, the General Services Administration, and Army and Air Force integrated managers unless specifically excluded by the Office of the Assistant Secretary of Defense (Installations and Logistics). In instances of conflict between this paragraph and instructions promulgated by individual inventory managers, this paragraph will govern.

2. DEFINITIONS

a. Centralized Item. A centralized item is an item which is assigned a national stock number and for which the cognizant inventory manager (Navy inventory control point or other Navy inventory manager, defense supply center, General Services Administration, Army or Air Force integrated manager) has prescribed central management and procurement, i.e., central requirements determination, supply, control, distribution, stockage, and procurement direction by the cognizant inventory manager,

b. Decentralized Item. A decentralized item is an item which is assigned a national stock number and for which the cognizant inventory manager has prescribed local management and procurement.

c. Nonstock Numbered Items. A nonstock numbered item is an item which is not as signed a national stock number, including items identified by local stock number, manufacturer's part or reference number, activity control number (ACN), Navy design control number, nomenclature, and descriptive data.

d. Stock Point. A stock point is a shore activity authorized to carry material in the Navy Stock Account or in the Appropriation Purchases Account.

e. Consumer Activities. Consumer activities are all ships and those shore activities

which are not authorized to carry material in the Navy Stock Account or the Appropriation Purchases Account. Activities which carry material in both the Navy Stock Account and Appropriation Purchases Account and in end use accounts will follow policy prescribed for stock points for Navy Stock Account and Appropriation Purchases Account material and policy prescribed for consumers for end use material.

f. Stock Requirement. A stock requirement is a requirement for material which is to be initially stocked as Navy Stock Account or Appropriation Purchases Account by a Navy stock point in anticipation of future demands.

g. Immediate Issue Requirement. An immediate issue requirement is a requirement for material which is to be delivered direct to an end user or issued direct to an end user upon receipt by a supporting stock point. Immediate issue requirements include requirements for material to be used or consumed immediately upon receipt by the end user, and requirements for material authorized for stockage at the end use level in support of current operations or for insurance purposes.

h. Emergency Requirement. An emergency requirement is a requirement for material needed at once and essential to health, safety, or accomplishment of assigned mission.

3. AUTHORITY FOR LOCAL PURCHASE OF CENTRALIZED ITEMS

a. Consumer Activities. Commanders of consumer activities or their authorized designees are authorized to approve the purchase of centralized items from commercial sources in a quantity sufficient to satisfy the emergency requirements and sustain normal operations during the period of the emergency, without the need for repetitive procurements, providing all of the following conditions exist:

1. The item, or a suitable substitute, cannot be obtained from normal supply sources in time to satisfy the emergency requirement.
2. The item, or a suitable substitute, can be obtained from local purchase in time to satisfy the emergency requirement.
3. The purchase will not exceed purchase authority limitations established by Field Purchasing, or other governing procurement regulations.
4. For items involving health, safety, or combat effectiveness, adequate quality control standards and test requirements can be applied locally.

b. Stock Points. Stock points are not authorized to purchase centralized items locally without the specific approval of the cognizant inventory manager except under the conditions stated in subpar. a. When required material is not available in the supply system, stock points may request local purchase authority from cognizant inventory managers if all of the following conditions exist:

1. Material is required for immediate issue to an end user.
2. The item, or a suitable substitute, is readily available from acceptable commercial sources.
3. The purchase will not circumvent the provisions of the Defense Acquisition Regulation governing coordinated procurement.
4. The purchase will not exceed purchase authority limitations established by Field Purchasing, or other governing procurement regulations.
5. For items involving health, safety, and combat effectiveness, adequate quality control standards and test requirements can be applied locally.

4. INVENTORY MANAGER RESPONSIBILITY. Inventory managers normally are responsible for centrally procuring all centralized items. This responsibility may be delegated to Navy stock points only when the inventory manager cannot obtain and deliver needed material by the date required and only if authority to purchase locally is specifically requested by the requiring stock point. A separate delegation of authority is required for each local purchase action. Prior to granting local purchase authority, inventory managers must insure that the needed material is not available in the supply system and that procurement action and delivery of material on order cannot be expedited or material reallocated to meet the requirement. Delegations of local purchase authority will be kept to a minimum and normally restricted to the quantity of material required for immediate issue. However, inventory managers may authorize local purchase of minimal stock quantities in connection with purchase for immediate issue when desirable to take advantage of contractor quantity discounts or to avert repetitive local buys of the same items.

5. COLLATERAL RESPONSIBILITIES. Activities authorized to purchase centralized items locally will insure that the best interests of the Government are protected by seeking competitive sources and price advantages to the extent consistent with the urgency of the requirement and the dollar value of the purchase. Procurement specifications and source and price data will be obtained from inventory managers when time permits. Inventory managers will provide

procurement specifications to purchasing activities upon request.

22312 POLICY GOVERNING LOCAL PROCUREMENT OF DECENTRALIZED AND NONSTOCK NUMBERED ITEMS

1. AUTHORITY FOR LOCAL PURCHASE OF DECENTRALIZED AND NONSTOCK NUMBERED ITEMS. Navy activities having the necessary procurement and technical capability may locally purchase decentralized and nonstock numbered items subject to limitations established by the cognizant funding activity or other higher authority. Activities will report nonstock numbered items experiencing recurring usage to the Navy program support inventory control point, if known, or to the Navy inventory control point having cognizance over the type of material, for assignment of a national stock number.

2. SPECIAL INSTRUCTIONS AND LIMITATIONS APPLICABLE TO THE LOCAL PURCHASE OF DECENTRALIZED AND NONSTOCK NUMBERED ITEMS. Special instructions and limitations applicable to the local purchase of decentralized and nonstock numbered items are outlined in subpars. 3-5.

3. COGNIZANCE SYMBOLS ØI and 11 MATERIAL

a. Local Purchase Authority

(1) Material Control Code A Publications. Publications assigned material control code A will be procured locally by stock points authorized to carry material control code A publications in accordance with the as signed carrying point symbol.

(2) Material Control Code L Forms. Local purchase authority for material control code L forms will be granted only upon submission of a request for funds to the Naval Publications and Forms Center, Philadelphia. Such authority will be subject to the purchase limitations for activities listed in Field purchasing, par. 1026.

b. Allotment Requests. Allotment requests for material control code L forms will be based on the requisitioning objectives prescribed in par. 26208-2e and 3 and will be submitted on NSF Allotment Request (NavSup Form 1085) to the Naval Publications and Forms Center, Philadelphia, by the fifteenth day of the month preceding the quarter for which funds are required.

c. Source of Procurement. Upon receipt of a Navy Stock Fund allotment, activities will procure material control codes A and L material from the Navy publications and printing service office of the district or command concerned.

d. Accounting Data to be Cited on Requisitions

(1) Material Control Code A Publications. Requisitions for material control code A publications will cite the Navy Stock Fund, 17X4911, unit identification code of the authorization accounting activity 288, open allotment 15001, and functional account 51014. In addition requisitions will identify clearly the sponsoring bureau, command, or office of each item ordered.

(2) Material Control Code L Forms. Requisitions for material control code L forms will cite the accounting data provided on the Allotment/SubAllotment Authorization (NavCompt Form 372) issued by the Naval Publications and Forms Center, Philadelphia, to the stock points.

e. Pricing

(1) Material Control Code A Publications. Material control code A publications are not carried at a price. This material is received into store in accordance with par. 23139-4b and expended as outlined in par. 25110-2.

(2) Material Control Code L Forms. Material control code L forms will be carried at local carrying prices computed in accordance with par. 24132-5.

f. Stock List. Stock points will furnish customer activities with a current stock list of material control code L material.

4. COGNIZANCE SYMBOL 9L NON-STANDARD MATERIAL. Local purchase of nonstandard cognizance symbol 9L material from commercial sources is authorized but will be restricted in accordance with par. 22002 and directives issued by the Bureau of Medicine and Surgery. Purchase of nonstandard material to be carried in the Navy Stock Account will be financed by an allotment granted by the Navy Fleet Material Support Office. Nonstandard material required on a one-time basis for immediate use will be financed in accordance with NavCompt Instruction.

5. COGNIZANCE SYMBOL 9M MATERIAL

a. Local Purchase

(1) Within the United States. Except in emergencies, local purchases of food items by Navy activities within the United States are limited to fresh bakery products, fresh dairy products, and those items designated for local purchase (Y coded) in the Federal Supply Catalog, Federal Supply Classification Group 89, Subsistence. Emergency requirements of any food item may be purchased without reference to higher authority. Activities which do not have an established purchase organization within the activity will obtain items authorized for local procurement from the activity designated to provide purchasing services. Under no circumstance will an activity establish a purchasing function solely for the purpose of purchasing locally controlled food items. Navy activities are encouraged to utilize the purchasing services of the servicing regional headquarters, Defense Personnel Support Center, when such services are available and feasible.

(2) Overseas Activities. Foreign purchases of food items will be restricted to the following categories:

1. those perishable items, the quality of which at the point of consumption would be destroyed or significantly impaired if shipped from the United States;
2. items which are prohibited by local government regulations from being imported into the country.

Authority for local purchase of items not within the categories described in items 1 and 2 will be obtained from the Navy Fleet Material Support Office. When time does not permit obtaining authorization, emergency purchases for immediate requirements may be made without prior approval. When emergency purchases are made, the Navy Fleet Material Support Office will be advised of the items purchased and the circumstances which warranted purchase action.

(3) Waiver of Specifications. Local procurement of food items for enlisted dining facility use normally is restricted to those items covered by military or federal specifications and interim specifications. This restriction is waived to permit purchasing activities more latitude in procuring items most acceptable for enlisted dining facility use. Local procurement will be limited to those semiperishable items authorized for Navy use and designated for purchase by retail supply activities as specified in the Federal Supply Catalog, Federal Supply Classification Group 89, Subsistence, and those specialty items authorized by instruction. Procurement will be initiated only to meet normal requirements. Activities with purchase authority

may procure food items without the use of specifications in accordance with ASPR. Products will not be procured by brand name unless specifically authorized by the Navy Food Service Systems Office.

(4) Procurement of Specialty Items. Specialty items will be obtained by local purchase under the provisions and limitations of ASPR 1-1206. Procurement will be initiated to fill normal demands.

b. Acquiring Fresh Fluid Milk

(1) Bulk Dispensing Service

(a) Ashore Activities in the United States Except Alaska. Bulk milk will be used in all ashore enlisted dining facilities in the United States except Alaska. Bulk milk is defined as fresh whole milk or chocolate milk packaged in containers larger than one gallon. Bulk milk may be procured in metal returnable cans, plastic disposable containers, or plastic reusable containers, depending on which is more economical. The plastic reusable containers are for reuse by the contractor only and will not be reused by the enlisted dining facility for any purpose, such as for cold, beverages or food storage. The purchasing services of the regional headquarters, Defense Personnel Support Center, will be utilized whenever practical and available. Bulk milk dispensers will conform to Military Standard, MIL-STD-175 series, Minimum Sanitary Standards for the Equipment and Methods for the Handling of Milk and Milk Products in Bulk Milk Dispensing Operation.

(b) Ships and Activities in Alaska and Outside the United States. Activities within the United States except Alaska will procure bulk milk only in plastic disposable containers for issue to ships and activities in Alaska and outside the United States. This procedure precludes the problem of storage and return of empty cans by ships and overseas activities. Fresh whole milk and chocolate milk will be procured in individual single service containers for ships and overseas activities that do not have approved bulk milk dispensing equipment only until such equipment can be installed. Navy ownership of bulk milk dispensing equipment afloat in Alaska and outside the United States is required.

(2) Milk in Individual Single Service Containers. An individual single service container is defined as a nonreturnable container of any size which will provide the exact quantity of milk for one person as his individual portion to be consumed at one meal. Although this definition does not specifically limit the size of the individual container, it is recommended that the individual service container not exceed one pint capacity. Fresh whole milk and chocolate milk in individual single service containers may be procured for:

1. submarines;
2. enlisted dining facilities subsisting 49 or less;
3. special types of feeding, such as hospitals, disciplinary, and in-flight;
4. sale to private messes;
5. sale to resale activities.

Other activities that are unable to utilize bulk milk for enlisted dining facility feeding because of special operating or feeding requirements will use milk in individual single service containers only as long as the condition exists and will utilize bulk milk when feasible.

(3) Contract Provisions for Bulk Milk Containers. Purchasing activities will specify in requests for proposals and in other purchase documents:

1. that containers will conform to Federal Specification 00-D-450, Dispenser, Bulk Milk, Mechanically Cooled; and Container, Milk;
2. the responsibilities of the contractor incident to furnishing milk in returnable containers, such as prompt pickup of containers to preclude development of unsanitary conditions;
3. that the Government will not be responsible for loss or damage of returnable containers and cases while in the custody of the Government.

(4) Foreign Purchases. Because of problems of availability, the only portions of this subparagraph that apply to foreign purchases of milk are those pertaining to sanitary requirements and special contract provisions. Fresh milk will be purchased only from approved sources of supply. The list of approved sources of supply will be requested from the Army area commander by the activity contemplating milk purchases.

PART E: REQUISITIONS FROM OVERSEAS ACTIVITIES

22400 DEFINITION OF REQUISITION FROM OVERSEAS ACTIVITIES

Any request for material received within the United States except Alaska and Hawaii from any overseas activity, ship, or base, whether in requisition, shipment request (re-distribution order), message, or letter form is a requisition from an overseas activity.

22401 ACTIVITIES ASSIGNED MILITARY POST OFFICE ADDRESSES

Normally, requests for material prepared by an overseas activity which has an official address comprised of an Army or Navy post office and number will indicate only the postal address in lieu of consignment instructions. The geographical location of such activities normally will not be included in the request documents. However, requisitions for Military Assistance Program material will include appropriate information relative to the overseas port of discharge.

22402 TRANSSHIPMENT POINTS GEN- ERALLY NOT DESIGNATED IN REQUISITIONS

Requisitions which will result in the shipment of material to overseas destinations from points within continental United States

normally will indicate only the overseas destination. Generally, the point through which such material is to be transshipped will not be specified. The ultimate selection of a transshipment point is governed by many factors, including the geographic location of the material to be shipped, port congestion, embargoes, strikes, scheduled sailing dates, date material required, changes in requirements because of international conditions, availability of water carriers, and availability of space in vessels of such carriers for which advance booking must be arranged. The total cost of transportation is affected by the following applicable factors:

1. inland freight charges to points of transshipment,
2. stevedoring and other accessorial costs,
3. ocean freight charges.

Because of these factors, combined with the length of time between preparation of the requisition and the material becoming available for shipment, the transshipment point generally will not be selected or specified at the time the requisition is prepared. Points of transshipment will be determined in accordance with par. 52361 at the time of shipment. Paragraph 52361 also includes instructions covering the exceptional circumstances under which a particular point of transshipment may be specified in requisitions.

PART F: AIRCRAFT ON EXTENDED FLIGHTS

22415 PURCHASE OF MATERIAL, SERVICES, QUARTERS, AND FOOD ITEMS

1. UNDER THE NAVAL AIR SYSTEMS COMMAND, AERONAUTICAL PROGRAM SUBHEADS OF THE APPROPRIATION, OPERATION AND MAINTENANCE, NAVY. Fuel, oil, and material of minor cost needed to enable aircraft to continue on previously assigned missions, materials or services for minor repairs of aircraft after forced landings, and quarters for officers and enlisted men while they are absent from their regular duty stations in the performance of duties involving aircraft on extended flights, may be ordered from other naval sources, activities under the cognizance of other government departments, or purchased from commercial sources. The purchase price of any article or group of similar items, in a transaction applicable to an individual aircraft, will not exceed \$2,500 except in the case of certain purchases made in Alaska and Hawaii and outside the United States as provided in par. 22417-3a, except for aviation fuel and oil purchases which will not exceed \$10,000. Material and services procured for the operation, routine upkeep, and servicing (line maintenance) of aircraft are chargeable to the appropriation, Operation and Maintenance, Navy, applicable subhead, and the appropriate aircraft operation allotment. In cases of emergency procurement of quarters for officers and enlisted men while on extended flight, the appropriation, subhead, and allotment chargeable will be the same as that chargeable with temporary additional duty travel costs.

2. UNDER THE APPROPRIATION, MILITARY PERSONNEL, NAVY. Food items for enlisted personnel, while they are absent from their usual duty stations in the performance of aviation duties not in a travel or leave status, may be purchased when not otherwise available, and is chargeable to the appropriation, Military Personnel, Navy, subhead .2241, functional account 73125, subject to checkage of basic allowance for subsistence otherwise payable. The purchase price for food items under this authority will not exceed the limits prescribed in the DOD Military Pay and Allowances Entitlements Manual. Dealers' bills for food items purchased will be paid by the disbursing officer carrying the pay accounts of the members and there will be included on the public

voucher or on an attached statement, a certificate that checkage has been accomplished as required.

3. UNDER THE APPROPRIATION, MILITARY PERSONNEL, MARINE CORPS. Quarters for officers and food items and quarters for Marine Corps enlisted personnel are chargeable to the appropriation, Military Personnel, Marine Corps, subhead .2701, functional account 71110 for officers and subhead .2702, functional account 71130 for enlisted personnel. Dealers' bills for food items will be submitted and checkage accomplished as required, in accordance with subpar.2.

22416 FLIGHT PACKETS

1. GENERAL. Operations officers of aviation activities maintain a supply of flight packets for issue to pilots making extended flights. Flight packets will contain instructions to assist pilots of aircraft involved in extended flights in obtaining material or services which may be necessary for the continuation of a flight. (The term "pilot", as used herein, applies to pilot, copilot, or crew chief.)

2. ITEMS INCLUDED. Each aircraft making an extended flight will be provided with a flight packet containing the following items:

1. procurement documents:
 - DOD Single Line Item Requisition System Document (DD Form 1348) (6 part) to requisition repair parts and other materials for in-plane servicing during extended flights;
 - Purchase Order-Invoice-Voucher (Standard Forms 44) to procure supplies and services from commercial concerns and government sources;
 - DD Form 1896 (white identaplate) or DD Form 1897 (purple identaplate) to procure jet fuel or aviation gasoline from commercial airports holding DLA into-plane refueling contracts (see par. 22417-4) and similar fuels and lubricants from Navy and other DOD activities;
2. instructions for safeguarding and shipping damaged aircraft;
3. instructions for procuring services and supplies;
4. Statement of Witness (Standard Form 94);

- 5. Claim for Damage or Injury (Standard Form 95);
 - 6. indelible pencil or ballpoint pen;
 - 7. Engineering Investigation Reports (reference OPNAVINST 4790.2 series (NAMP Manual));
 - 8. Visual Information Display System/Main-
- tenance Action Form (VIDS/MAF) (Op-Nav Form 4790/60).
- 3. PRETYPED INFORMATION
 - a. DD Form 1348. The following information will be typed in the DD Forms 1348 included in flight packets:

Data block/
card columns

Entry

B	Service designator code, UIC, and name of squadron or other unit to which the aircraft is assigned. (Leave space for pilot to enter his name, grade/rate, and social security number.
1-3	“A0A”
7	“ø”
30	“R” for Pacific Fleet operating units; “V” for Atlantic Fleet operating units; or “N” for other than Pacific Fleet or Atlantic fleet operating units.
31-35	UIC of the squadron or other unit to which the aircraft is assigned.
40-43	Requisition serial number.
44	" N "
45	Service designator code (R, V, or N) applicable to the UIC in cc 46-50. If no UIC in cc 46-50, leave blank.
46-50	UIC of the activity to which charges will be billed, if other than that in cc 31-35; otherwise, leave blank.
51	“B” if a UIC in cc 46-50; otherwise, “A”.
52-53	Applicable fund code.
L-M	Aircraft type, and "BU. No.".
N-O	Purpose for which the DD Form 1348 is to be used, and the aircraft type equipment code (TEC).

- b. Standard Form 44. The following information will be pretyped in
- Standard Forms 44 included in flight packets:

Data block
caption

Entry

Order	Service designator code and UIC of the squadron or other unit to which the aircraft is assigned, and the serial number of the purchase order. The Julian date in the order number will be entered by the pilot at time of purchase.
Furnish Supplies or Services To	Service designator code, UIC, and name of the squadron or other unit supporting the aircraft the aircraft type; and “Bu. No. _____”.
Agency Name and Billing Address	Mailing address of the appropriate Financial Information Processing Center/ Financial Processing Center (FPIC/FPC), and for fleet activities, cite the appropriate Fleet Accounting and Disbursing Center (FAADC), (LANT or PAC), to which the Standard Form 44 will be forwarded by the contractor
Purpose and Accounting Data	Accounting data applicable to the purchase; however, the Julian date portion of the accounting spread will be entered by the pilot at time of purchase.

22417 SOURCES OF SUPPLY

1. PROCUREMENT FROM NAVAL SOURCES

a. Responsibility of Pilot. Supplies, excluding fuel and lubricants, procured from naval sources by flight crews on extended flights will be obtained by submitting a pre-typed DOD Single Line Item Requisition System Document (DD Form 1348) (6 part) for each item desired. When the pilot presents the requisition to the activity furnishing the supplies, he will:

1. print his name, rank/rate, and social security number in data block B, and the Naval Air Systems Command aircraft bureau number (Bu. No.) in data blocks L-M;
2. insure the legibility of entries in the green and hardback copies of the DD Form 1348 returned to him upon receipt of the material or services;

3. submit the required number of copies to the commanding officer or to the operations officer of the activity supporting the aircraft upon completion of the flight and return to his home station. For aircraft attached to fleet aviation units, submit the green and hardback copies of the DD Form 1348 to the Operations Officer for transmittal to the squadron supply officer (or Maintenance/Material Control Officer if a supply officer is not assigned), or, if not attached to a squadron, to the supply officer of the activity supporting the aircraft. The green copy will be forwarded to the appropriate fleet aviation accounting officer (FAAO) for obligation of funds, and the hardback copy will be retained as a record of the transaction.

b. Responsibility of Issuing Activity. Upon receipt of the DD Form 1348 from the pilot, the issuing activity will enter the following information:

Data block/
Card column(s)

Entry

A	Service designator code, UIC, and name of issuing activity
4-6	Issuing activity's routing identifier (if assigned)
8-22	NSN, NICN, or part number of item issued
23-24	Unit of issue
25-29	Quantity supplied
36-39	Julian date of the transaction
T-U	Unit price and total price

The issuing activity will return the green and hardback copies of the DD Form 1348 to the pilot, and will retain the original and remaining copies.

during the period; invoices will be prepared for money value only, will show the value of material by class and cognizance symbol, and will list each request number included in the total invoice charge; an advance copy of the money value invoice accompanied with signed originals of the related station requisitions will be furnished to the supply officer of the activity supporting the aircraft for stores accounting and allotment charging purposes.

c. Responsibility of Activity Furnishing the Supplies to Aircraft Assigned to an Activity of the Shore Establishment. The activity furnishing the supplies to aircraft as signed to an activity of the shore establishment is responsible for:

1. recording on the issue request the correct description and quantity of the material furnished, the mailing address and unit identification code of the activity furnishing the supplies, the unit price extension, functional account, and date;
2. furnishing the pilot with a legible proof of delivery copy of the issue request and retaining the original and at least one copy for processing;
3. invoicing weekly to the supply officer of the activity supporting the aircraft, or more often if the volume of issues warrants, as a transfer between supply officers in the Navy Stock Account (51000) all issues of Navy Stock Account material to transient aircraft

d. Responsibility of Operations Officer. The operations officer of the activity supporting the aircraft is responsible for:

1. requiring the pilot to submit immediately to him the proof of delivery copy of the issue request and verifying the data shown thereon;
2. forwarding the proof of delivery copy to the fiscal office for obligation accounting purposes.

e. Responsibility of Supply Officer. The supply officer of the activity supporting the aircraft is responsible for:

1. taking up the money value, as shown on the advance copy of the invoice received

in accordance with subpar. c item 3, in his stores account as a receipt from other supply officers; the value thereof will be carried opposite caption (A) on the Reconciliation Statement of Receipts from Other Supply Officers (NavCompt Form 146), pending receipt of the summarized invoice from the transferring supply officer;

2. expending the amount thereof as a charge to the applicable allotment and functional account on the authority of the signed original issue request received with the advance copy of the money value invoice.

2. PROCUREMENT FROM OTHER GOVERNMENT SOURCES

a. General. The procurement of supplies and services from other government departments by pilots of ashore based aircraft on extended flights will be limited in monetary value as provided for purchases from commercial sources as described in subpar. 3a(l). When pretyped procurement documents are not acceptable, the forms and procedures prescribed by the selling activity maybe utilized. The pilot will furnish such accounting and identification information as may be necessary, and will obtain such information as may be available concerning identification of the supplying activity, method of billing, prices, etc., including copies of forms executed, in order that the pilot may make a complete report to his commanding officer upon return.

b. Air Force

(1) Supplies and Services Other than Aviation Fuel and Lubricants. The pilot will use a pretyped DD Form 1348 when procuring supplies and services other than aviation fuel and lubricants from the Air Force. He will present the original and the number of copies required by local procedures to the Air Force representative with instructions to such representative to send invoicing papers to the supply officer indicated on the issue request when effecting reimbursement from the Navy. The pilot will inscribe on the issue request the plane number and plane model. Reimbursement to the Air Force will be accomplished through the use of Voucher for Transfers Between Appropriations and/or Funds (Standard Form 1080) except when reimbursements amounting to less than \$100 are waived by the Air Force in accordance with reciprocal agreements

which have been reached by the Departments of the Navy, Army, and Air Force. One copy of the issue request indicating the cost of material and services will be retained by the pilot for submission to the operations officer of the shore activity currently supporting the aircraft. The operations officer will forward the copy of the issue request to the fiscal officer. The fiscal officer will utilize the issue request for obligation accounting purposes. Upon receipt of Standard Form 1080 from the Air Force, the supply officer will check to see that complete accounting information is inscribed thereon, including the Naval Air Systems Command aeronautical program subheads of the appropriation, Operation and Maintenance, Navy, and functional account in the 33000 series, as appropriate, allotment number, and the name and unit identification code of the activity supporting the aircraft. If the quantity billed and the accounting information are correct, the supply officer will sign the "Certificate of office billed". If necessary, the supply officer will utilize the issue requests maintained in the fiscal office. The Standard Form 1080 then will be forwarded to the appropriate Navy regional finance center for payment. The unexpended balance of the allotment will be reduced and adjustments in the recorded obligations and commitments will be made upon receipt of the allotment copy of the paid public voucher (see the Navy Comptroller Manual, par. 023205-2g).

(2) Aviation Fuel and Lubricants. When procuring aviation petroleum products at Air Force activities or contractor operated Air Force facilities, the pilot will use a DOD Jet Fuel Identaplate (White) (DD Form 1896) or a DOD Avgas Identaplate (Purple) (DD Form 1897) to procure jet fuel or aviation gasoline, respectively. The identaplate will be recorded on Air Force Form 1994. Billings from Air Force for such procurements will be in accordance with normal interdepartmental billing procedures. Applicable billings will be provided the activity designated in accordance with data imprinted on the identaplate.

3. PROCUREMENT FROM COMMERCIAL SOURCES

a. Supplies and Services

(1) Standard Form 44. Unless a DD Form 1896 or 1897 is required in accordance with

subpar. 4, supplies and services required to enable aircraft to continue assigned missions while on extended flights, away from their base station may be purchased with the Standard Form 44. If per alien funds are not authorized and government berthing or meals are not provided for personnel on extended flights, the Standard Form 44 may also be used to purchase lodging for officers, or food and lodging for enlisted personnel. When supplies, services, food, or lodging cannot be procured by use of the Standard Form 44, they may be purchased at personal expense subject to later reimbursement. (See Joint Travel Regulations, pars. M4200-M4262 for details concerning entitlement of personnel to reimbursement for costs of food and lodging). The cost of repairs and services is limited to \$2,500 for each transaction for each aircraft, except for aviation fuel and oil purchases which will not exceed \$10,000. Verbal competition will be obtained when practicable and the order will be placed with the firm quoting the lowest price for satisfactory delivery. If the needed repairs, material, or services are expected to cost more than \$2,500, the pilot will request instructions from his commanding officer by telegraph or long distance telephone. If the commanding officer approves the total cost, the supply officer (or maintenance/material control officer if a supply officer is not assigned) of the pilot's activity will then prepare a DD Form 1348 covering the estimate and will submit it to the nearest

activity with contracting authority sufficient to cover the expected cost. Ferry pilots will contact the commanding officer of the activity to which the aircraft is assigned. The supply officer of that activity then will prepare a separate requisition under the Naval Air Systems Command aeronautical program subheads of the appropriation, Operation and Maintenance, Navy and allotment. Generally, purchases outside of the United States are authorized to be made by pilots of aircraft when the total cost does not exceed \$2,500 and when the location of the aircraft necessitates such action.

(2) General Invoicing and Accounting Instructions

(a) Responsibility of the Pilot.

The pilot, copilot, or crew chief will be responsible for:

1. entering the NavAir aircraft number on the Standard Form 44;
2. requiring the dealer to enter on the Standard Form 44 a brief description of the material and services furnished, the unit price and extension, the name and address of the dealer, and the signature of the dealer or the dealer's representative;
3. insuring that charges for officers' quarters, enlisted personnel subsistence are shown separately, and that the names, rates and permanent duty stations of enlisted personnel receiving subsistence are entered.

4. printing his name, serial number, rank or grade, and signing the procurement document as evidence of receipt of supplies or
5. presenting copies 1 and 2 of the Standard Form 44 to the dealer at time of purchase (Pilot will instruct the dealer to submit copy 1 as an invoice (or attach a commercial invoice to copy 1) to the disbursing activity indicated in the block entitled "Agency Name and Billing address.");
6. for purchases by a pilot of an aircraft supported by an ashore activity, submitting the remaining copies of the Standard Form 44 to the operations or supply officer of the ashore activity, for purchases by a pilot of a fleet aircraft, whether based ashore or afloat, submitting the remaining copies of the Standard Form 44 to the supply officer of the squadron.

(b) Responsibility of the Operations Officers, Supply Officer or Commanding Officer. The operations officer, supply officer, or commanding officer, as appropriate, will check for completeness of accounting information, forward copy 4 of the purchase invoice to the fiscal office for obligation accounting purposes.

(c) Allotment Recording. The unexpended balance of the allot-
reduced and adjustments in the recorded obligations and commitments will be made upon receipt of the allotment copy of the paid public voucher (see the Navy Comptroller Manual, par. 023205-2).

(d) Certification. The certification block located on the lower left side of the SF 44 shall not be used. (This block is for use by

(3) Foreign Dealers' Bills. Payment for foreign dealers' bills will be made as prescribed in the Navy Comptroller Manual, par. 046332.

b. Purchase of Quarters. Quarters may be procured for officers and enlisted men when they are away from their usual duty stations in the performance of aviation duties when quarters cannot be furnished by the Navy, and when they are not in a travel status.

c. Purchase of Food Items. Food items may be procured for enlisted men when they are away from their usual duty station in the performance of aviation duties, when subsistence cannot be furnished by the Navy, and when they are not in a travel status.

d. Purchase Invoice Entries. The charge for quarters for officers and the charge for subsistence and quarters for

enlisted men will be set forth separately on a purchase invoice. When subsistence has been procured, the names and ratings of the enlisted men and their permanent stations will be shown.

4. DEFENSE FUEL SUPPLY CENTER INTO-PLANE CONTRACTS AT COMMERCIAL AIRPORTS

a. General. Fuel and oil procured from commercial contractors holding Defense Fuel Supply Center (DFSC) into-plane contracts at commercial airports will be procured by presenting a DD Form 1896 (white identaplate), or a DD Form 1897 (purple identaplate), to the refueling operator for imprinting the essential sales data on Avfuels Into-Plane Contract Sales Slip (DD Form 1898).

b. Payment and Billing. Contractor invoices for all purchases under an into-plane refueling con-

tract will be submitted to the Administrative Support Center, DLASC-MF, Cameron Station, Alexandria, VA. 22314. The Defense Fuel Supply Center will, in turn, bill the agency which obtained the aviation fuel and oil under the into-plane refueling contract. Billing will be through the interfund billing system and will be at the standard price.

22418 SHIPMENT OF DAMAGED AIRCRAFT

Prior to attempting to ship a damaged aircraft or damaged part to a base or station, the pilot will report to the parent squadron for information and to the commander of the naval air base in whose district the aircraft is located for assistance in dismantling the aircraft, preparation for shipment, and protection of classified equipment.

PART G: SPECIAL MATERIALS AND SERVICES

22448 AVAILABILITY OF USED CLOTHING

On the last day of each month the Naval Training Center, Great Lakes, will submit a list of available stock of Naval Reserve Officers' Training Corps used clothing to the Naval Station, Norfolk, the Naval Support Activity, Brooklyn, and such other stores as may be designated to sell used items of clothing. The list will serve as the basis for ordering items to be sold in authorized retail clothing stores. The lists of available stocks of Naval Reserve Officers' Training Corps used clothing submitted by stock points will be reviewed, and clothing required will be requisitioned from the appropriate stock points, i.e., Naval Support Activity, Brooklyn, and Naval Station, Norfolk, will requisition from Naval Training Center, Great Lakes.

22449 RENOVATION, DISINFECTION, AND REPAIR OF USED SPECIAL OCCUPATIONAL AND ENVIRONMENTAL CLOTHING

1. GENERAL. Renovation, disinfection, and repair of used special occupational and environmental clothing will be limited to cleaning, disinfection as necessary, and minor repairs. Used special clothing will not be turned in to retail stock points or consumer stock points for any purpose except disposal. Only new special clothing in condition code A (N-1 or O-1) and supply status code 1 (SSC-1) will be returned to store (Navy Stock Account) by Navy activities. Special clothing in condition codes other than A (N-1 or O-1) will be disposed of locally in accordance with current procedures, or will be renovated on a direct return basis, the cost of renovation to be borne by station allotment under the appropriation, Operation and Maintenance, Navy, funds. Renovation referred to in this subparagraph will be accomplished as described in subpars. 2 and 3.

2. LOCAL CONTRACT PROCEDURES. Supply activities servicing fleet and aviation units may, as required, contract locally for cleaning and minor repair of special occupational and environmental clothing. All clothing rehabilitated by this method will be returned to the activity which requested the service.

3. NAVY RENOVATION ACTIVITY. The only Navy renovation activity, the Naval Disciplinary Command, Portsmouth, N.H., will clean and effect minor repairs to special occupational and environmental clothing

for activities in the First, Third, and Fourth Naval Districts only. Commands desiring this service will request shipping instructions from the Industries Officer, Naval Disciplinary Command, prior to shipping material. Transportation utilized will be by the most economical means.

22450 ADVERTISING

The regulations and procedures to be followed in connection with the publication of advertising, including forms used and composition of copy, are prescribed in the Defense Disposal Manual. Although this publication deals specifically with the advertising of surplus property by authorized selling activities, the regulations and procedures apply to all newspaper and publication advertising for the Naval Establishment. However, supply officers of certain activities authorized to conduct surplus sales have received the authority, delegated by the Secretary of the Navy, to advertise the sale of surplus government owned personal property. The authority to incur obligations for advertising on behalf of the Naval Establishment is vested in the Secretary of the Navy and may be delegated only by him. Accordingly, naval activities to whom such authority has not been delegated must obtain the written approval of the Secretary of the Navy prior to placing an order for advertising.

22451 METEOROLOGICAL MATERIAL (COGNIZANCE SYMBOLS 1R AND 2R) REPLENISHMENT

1. TRANSACTION REPORTING STOCK POINTS. Transaction reporting stock points will not submit interim replenishment requests for stock of meteorological material. Normal stock replenishment will be initiated by the Navy Aviation Supply Office as a result of transaction item reports received.

2. PREPARATION OF REPLENISHMENT REQUESTS BY NONREPORTING ACTIVITIES. Nonreporting activities will prepare replenishment requests for all stock numbered items of meteorological material on a DOD Single Line Item Requisition System Document (DD Form 1348) in accordance with MILSTRIP/MILSTRAP.

3. SOURCES OF SUPPLY

a. Nonreporting Activities Designated as Defense Automatic Addressing System (DAAS) Subscribers. Nonreporting activities designated as DAAS matrix activities in NAVSUP Publication 437, par. 11175 will utilize the requisitioning channels contained therein. ↑

b. Other Nonreporting Activities. Other nonreporting activities will submit requi-

sitions for cognizance symbols 1R and 2R meteorological material as follows:

Source of supply (transaction reporting stock points)

Area of support

Naval Air Station, Barbers Point

Ships and Navy and Marine Corps activities in the 14th Naval District

Naval Supply Center, Norfolk

Ships and Navy and Marine Corps activities in the 1st, 3d, 4th, 5th, 6th, 8th, 9th, 10th, and 15th Naval Districts, the Naval District Washington, D.C.; and the Atlantic and Mediterranean areas

Naval Supply Center, Oakland

Ships and Navy and Marine Corps activities in the 11th, 12th, and 13th Naval Districts; and the Naval Supply Depot, Guam

Naval Supply Depot, Guam

Ships and Navy and Marine Corps activities west of the 14th Naval District other than activities in the Japan-Korea, Indian Ocean, South China Sea, and Philippine operating areas

Naval Supply Depot, Subic Bay

Ships and Navy and Marine Corps activities in the Japan-Korea, Indian Ocean, South China Sea, and Philippine operating areas

**22452 ALUMINUM ELECTROLYTIC
FIXED CAPACITORS**

1. GENERAL. Storage, issue, inspection, and testing criteria for commercial and military type aluminum electrolytic fixed capacitors are established by Storage Shelf Life and Reforming Procedures for Alumi-

num Electrolytic Fixed Capacitors (MIL-ST D-1131). Issues will be made on a first-in, first-out basis.

2. OPTIMUM STORAGE. Optimum storage of aluminum electrolytic fixed capacitors in a warehouse space will be accomplished with:

Systems Command will submit a Requisition and Invoice/Shipping Document (DD Form 1149), or a DOD Single Line Item Requisition System Document (DD Form 1348), to the Naval Supply Systems Command. Requisitions will include the following information:

1. nature, scope, and significance of the problem, and a statement as to the urgency of the services;
2. reasons why the procurement of outside services is considered necessary, including the extent to which management has undertaken to solve the problem with its own resources;
3. the results desired from the proposed consultant services;
4. probable applicability of those results to other components of the Department of the Navy or Department of Defense, including a statement that the following provisions have been complied with:

Activity will consult, prior to submitting a contract for approval, with the staff element in the Office of the Secretary of Defense having primary substantive interest in those instances when proposed contracts concern management matters which relate to single service assignment, cross-servicing or joint-servicing, a joint agency or project, or any matter of inter-departmental interest.

A copy of reports resulting from such contracts will be provided to the appropriate Office of the Secretary of Defense staff element having primary interest;
5. description of the relationship, if any, between the proposed procurement and any related contracts, or projects completed or in progress within the same area of management;
6. names of firms or institutions to be considered, and a statement of how the selection of the prospective contractor will be made;
7. estimated cost and time required;
8. name, telephone number, and title of the command headquarters or activity representative who will be assigned to monitor the work of the contractor;
9. any additional data which will lend support to the requirements for the contract.

(2) Solicitation only Authorized; When only the issuance of a solicitation is authorized by the Special Assistant to the Secretary of the Navy, after contractor proposals received in response to the solicitation have been evaluated and a tentative selection made, but prior to the award of a contract for the services, requesting officials will submit the

following to the Special Assistant to the Secretary of the Navy via the primary support command:

1. a copy of the purchase request (PR) issued to the contracting office,
2. a copy of the solicitation issued,
3. a copy of the technical and cost proposal received in response to the request for proposal (RFP) or request for quotation (RFQ) tentatively selected for award,
4. a statement of the rationale for the tentative selection of one contractor's proposal,

(3) Studies by Equipment Representatives. Field activities under the command or primary support of the Naval Supply Systems Command desiring studies to be undertaken by equipment representatives without cost to the Government will obtain approval of the Naval Supply Systems Command. Letters requesting approval will provide information similar to that required in subpar. (1).

4. REPORTS (EXOS REPORT 5040-5)

a. Contractual Services

(1) Actions by the Commanding Officer. Commanding officers of activities under the command or primary support of the Naval Supply Systems Command authorized to have contractual services or studies performed will take the actions indicated in subpars. (2), (3), and (4).

(2) Upon Award. Upon award, an information copy of the contract and statement of its estimated completion date will be forwarded to the Naval Supply Systems Command.

(3) During the Life of the Contract. During the life of the contract a copy of each interim report resulting from the contract will be forwarded to the Naval Supply Systems Command and, as requested, information concerning progress of work under contract.

(4) Upon Completion of the Contract. Upon completion of the contract, a copy of the final report or other end product resulting from the contract will be forwarded to the Naval Supply Systems Command and, when appropriate, to the Office of the Secretary of Defense staff element having primary interest (see subpar. 3d(1) item 4). A statement concerning the action taken, or to be taken, on the final report or other end product resulting from the contract also will be forwarded to the Naval Supply Systems Command.

b. Evaluation. Commanding Officers of activities authorized to have contractual services or studies performed will prepare an evaluation of the contractor's performance

under the contract within three months after completion of the contractual services. The following format will be used:

<u>Data element</u>	<u>Explanation</u>
1. Contractor's name, contract number, and total amount 2. Brief description of services provided 3. Period of performance of services 4. Requiring activity	Self-explanatory. Self-explanatory. Self-explanatory. Give the name, organizational unit, and telephone number of the command or activity requiring the contractor's services. Also give the name and title of the official(s) responsible for monitoring the contractor's performance.
5. Completion of services	Were the services completed within the terms and conditions specified in the basic contract? If not, in which areas (e.g., cost, schedule, technical performance, etc.) did the contractor depart? Were such departures authorized? Did the contractor produce tangible results as indicated in his proposal or in the justification for procurement of the services?
6. Contract amendment	Briefly comment on the reasons for amendments extending the time of performance or increasing the total manhours or total costs allowable under the contract, if any.
7. Contractor's strong and weak points	Considering his performance on this contract, what are the contractor's strong and weak points? Observations should be supported by examples when possible. What action, if any, did the contractor take during performance to correct any weaknesses noted?
8. Summary	Comment briefly on the quality, applicability, and uses made or which will be made of the final report or other end product resulting from the contract. Where, by whom, and how will the results of the contract be used? How will the Navy management be aided or improved by this contract? Where management control techniques such as PERT (program evaluation and review technique), CPM (critical path method), etc., used to monitor contract progress? Include any other information that could be helpful or of interest to Navy management in future considerations of the services of this contractor.
9. Name, signature, and title of evaluator	Self-explanatory.

Contractor performance evaluations must be marked "FOR OFFICIAL USE ONLY" unless they are classified in accordance with their content.

c. Equipment Studies. Upon completion of authorized studies conducted without cost to the Government, commanding officers of activities under the command or primary support of the Naval Supply Systems Command will forward to the Naval Supply Systems Command a report of the study prepared by the individual or agency making the study. Applicable comments of the commanding officers will accompany the reports.

22522 SMALL ARMS TARGET PRACTICE MATERIAL

Material other than arms and ammunition for use in small arms target practice will be procured under the appropriation, Operation and Maintenance, Navy. Funds will be obtained from the Naval Ordnance Systems Command, issued from an appropriate ordnance program prior to the preparation of the requisition, if funds are not currently available for this purpose.

22523 STEVEDORING SERVICES

1. DEFINITION. Stevedoring is defined as the loading of cargo from an agreed point of rest on a pier or lighter and its stowage aboard a vessel, or the breaking out and discharging of cargo from any space in the vessel to an agreed point of rest at dockside or in a lighter.

2. PREPARATION AND DISTRIBUTION OF SINGLE JOB REQUISITIONS. Activities having single job requirements for stevedoring services will prepare a Requisition and Invoice/Shipping Document (DD Form 1149) describing in detail the services required. These requisitions will be forwarded direct to the appropriate purchasing activity.

➔ 3. CONTRACTING FOR STEVEDORING SERVICES. Instructions for contracting for stevedoring services are set forth in ASPR, Section XXII, Part 4.

22524 TEFLON CABLE

Each request submitted for teflon coaxial cable will show the total number of feet required and the shorter footage lengths composing this total which will be acceptable

22525 TRAINING UNDER THE CURRENT APPROPRIATIONS ACT

1. GENERAL. The services of private or public agencies, firms, or educational institutions may be utilized for training purposes when training facilities of federal agencies are inadequate to meet the needs of the Navy. (For personal service contracts, see par. 22521.)

2. PREPARATION OF REQUISITIONS. All requisitions for such training will be processed in accordance with the provisions of the Armed Services Procurement Regulation and Navy Civilian Personnel Instruction 230.6. Activities will forward the requisitions issued under the provisions of this paragraph to the appropriate primary support bureau, command, or office in accordance with par. 22057-1a.

22526 TRANSPORTATION FOR PERSONNEL

Transportation, other than local streetcar, bus, and ferry, etc., ordinarily will be obtained on United States of America Transportation Request (Standard Form 1169) in accordance with the Navy Travel Instructions. However, certain activities regularly issuing transportation requests will be authorized by the Bureau of Naval Personnel to purchase a supply of railroad or intercity bus tickets for issuance in lieu of transportation requests. Purchase of nonlocal tickets will be made only on the authority of a requisition approved by the Bureau of Naval Personnel. Nonlocal tickets will be purchased under the appropriation designated on the requisition and will not be carried in any stores account. Local transportation such as street car or bus tokens or tickets, ferry tickets, etc., will be procured as provided in par. 22491.

22527 OFFICE LABORSAVING DEVICES

1. GENERAL. The provisions of this paragraph apply to office laborsaving devices such as:

Adding machines
 Addressing machines (including but not limited to embossing machines for plates, and stencil cutting machines embodying typewriter principle)
 Autographic registers
 Billing machines (accounting principle)
 Bookkeeping machines
 Calculating and computing machines
 Cash (registering) machines
 Check-cutting and stacking machines
 Check-inserting and mailing machines
 Check-protector machines
 Check-signing machines
 Check-writing machines
 Coin changing machines
 Coin counting machines
 Continuous-forms handling machines (typewriter principle, as well as collateral equipment except autographic registers)
 Dictating types of machines (embodying amplifiers and other facilities for recording telephone conversation, conferences, and wireless messages, with near and far voice control, and cylinder shaving machines)
 Duplicating machines and office copiers (including vapor, heat, electrostatic, liquid photocopying, reproducing typewriter principle, spirit or gelatin and stencil machines such as mimeograph, hectograph, and direct image offset)
 Envelope opening machines
 Envelope sealing machines
 Envelope stuffing machines
 Erasers, electric
 Microphotographic equipment (including readers, readers and printers, cameras, retrieval devices, splicing and processing devices, and film developing devices)
 Office composing machines
 Pay roll machines
 Postal meters
 Punched card tabulating and accounting machines and collateral equipment (see par. 22470)
 Shorthand writing machines
 Signature machines
 Stamping machines, nameplate
 Stencil cutting machines, hand operated
 Time recording machines and collateral equipment except watchmen's clocks
 Time stamp machines and collateral equipment
 Transcribing machines, dictation
 Typewriters

2. RESTRICTIONS

a. Naval Supply Systems Command

(1) Ratio of Typewriters to Typing Positions. The Naval Supply Systems Command has established that the ratio of typewriters to positions requiring typing skills shall be 1.4 to 1. This ratio excludes special purpose typewriters, which, because of specialized characteristics are unsuited for general use, i.e., OCR (optical character recognition) typewriters. This ratio is a maximum, and while it may not be exceeded, it does not necessarily have to be met. The rationale for this ratio is as follows:

<u>Positions</u>	<u>% of Type- writers</u>
positions requiring typing skills	100%
positions periodically utilizing typing skills	15%
pool for typewriters undergoing repairs	10%
temporary and summer hires	15%
	140%

↓ Strict adherence to the policy set forth in SECNAVINST 10460 (series) will be assured. Electric typewriters will be assigned only to established positions for which a job or billet description includes a typing requirement. Obsolescent, but usable typewriters may be issued for intermittent use by personnel whose duties do not include a typewriting requirement. ↑

(2) Equipment Unit Cost Restrictions.

Naval Supply Systems Command managed or financed activities may procure equipment having a unit cost of \$500 or less without prior approval of the Naval Supply Systems Command. Approval of the Naval Supply Systems Command is required for equipment having a unit cost of more than \$500 except for the following:

- 1. calculating and computing machines,
 - 2. cash (registering) machines.
- The equipment listed may be procured without prior approval of the Naval Supply Systems Command when the unit cost does not exceed \$1,000.

↓ (3) Acquisition and Utilization of Electric Typewriters. Requests for acquisition of standard electric typewriters shall be submitted, with proper justification, to local procurement officials for approval. Acquisition of typewriters with special features required for unique functions shall be justified in writing and submitted through channels to Commander, Naval Supply Systems Command. Justification must reflect the work requirements of the requesting office. The following

daily utilization percentages are the minimum required for each special feature:

- 1. Decimal tab keys or statistical keyboard, 55%
- 2. Dual pitch capability, 45%
- 3. Proportional spacing capability, 45%
- 4. Self-correcting capability, 45% ↑

b. Bureau of Medicine and Surgery. Activities under the command or primary support of the Bureau of Medicine and Surgery will procure office laborsaving devices in accordance with this paragraph and the procedures prescribed by current Bureau of Medicine and Surgery instructions.

c. Naval Air Systems Command

(1) Laborsaving Devices with a Unit Cost Less than \$500. Naval Air Systems Command activities may procure equipment having a unit cost of \$500 or less without prior approval of the Naval Air Systems Command.

(2) Laborsaving Devices with a Unit Cost in Excess of \$500. Laborsaving devices with a unit cost in excess of \$500 approved on the basis of the activity general station collateral equipment budget submission or approved interim submission may be procured from special funds provided without further reference to the Naval Air Systems Command.

d. Naval Ship Systems Command. Naval Ship Systems Command managed activities are authorized to procure office laborsaving devices listed in subpar. 1, except punched card tabulating and accounting machines, without referral to the Naval Ship Systems Command provided the conditions of subpar. 3 are met.

e. Fleet Commanders in Chief and Chief of Naval Training. Activities under the commands of the commanders in chief and the Chief of Naval Training will procure office laborsaving devices listed in subpar. 1 except punched card tabulating and accounting machines in accordance with the procedures established by the fleet commanders in chief and the Chief of Naval Training.

f. Commander Naval Air Reserve. Commander Naval Air Reserve managed or financed activities may procure office laborsaving devices listed in subpar. 1, having a unit cost of \$1,000 or less without prior approval of Commander Naval Air Reserve. Excepted from this authority are punched card tabulating and accounting machines in addition to equipment specifically addressed by Commander Naval Air Reserve directives, e.g., reproducing equipments. The approval of Commander Naval Air Reserve is required for equipment having a unit cost of more than \$1,000.

g. Approval Required. For equipment which requires approval of the bureau, command, or office having primary support prior to procurement, a requisition will be submitted to that bureau, command, or office for review and approval. The requisition will indicate whether or not the office laborsaving device is available through a local representative of the Class 74 Federal Supply Schedule contractor. Field activities supported or financed by the Naval Supply Systems Command will submit requisitions direct to the Naval Supply Systems Command (Management Services Division). Upon approval, the bureau, command, or office that has primary support will:

1. return the requisition to the requesting activity for local purchase, or
2. forward the requisition direct to the Navy Purchasing Office, Washington, D.C., for procurement action.

3. REQUISITIONS FOR OFFICE LABOR- SAVING DEVICES

a. General. Requisitions for office laborsaving devices will specify the make, model, size, type style, and Federal Supply Schedule number desired. In the case of typewriters, carriage size and size of type should also be indicated. Trade in of office laborsaving devices which are obsolescent or beyond economical repair will be effected when possible. When trade-in equipment is involved, the procedures in par. 25180 will be followed. Electrically operated office laborsaving devices will be purchased with radio interference free equipment when it has been determined by the commanding officer of the requiring activity that such equipment is necessary. Requisitions for office composing machines or duplicating machines that are to be used for other than duplicating material required in the clerical operation of an office will contain a statement of justification and will be forwarded for approval to the Naval Supply Systems Command (Deputy Commander, Navy publications and printing Service), in accordance with par. 22510-1. Clerical operations of an office include but are not limited to the reproduction of notices, instructions, circulars, additional copies of filled in contracts, or invoices when reproduced by typewriter, hectograph, multilith, mimeograph, or other similar equipment if no binding, sewing, or trimming operation is involved.

b. Typewriters. Requisitions for typewriters will indicate whether the items requested are for replacement or to meet the needs of a newly established or expanding organization. Requisitions for typewriters

for replacement purposes will contain the following certificate:

"The following typewriters covered by survey number(s) _____; manufacturer _____; model _____; carriage size _____; serial number _____ are required to be replaced. The provisions of par. 22527-6b(2) have been complied with."

Descriptions of the new typewriters desired will include the manufacturer's name, model number, carriage size, and size of type.

4. PROCUREMENT OF LABORSAVING DEVICES OTHER THAN MANUALLY OPERATED TYPEWRITERS. Activities in the United States except Alaska and Hawaii will procure laborsaving devices other than manually operated typewriters from Federal Supply Schedule, Federal Supply Classification Group 74 contractors in accordance with instructions, in ASPR Section V, Part 1. Requirements of activities in Alaska, Hawaii, and overseas for equipment which is not available locally will be forwarded to support activities via regular supply channels, or procured in accordance with Field Purchasing, par. 3030-2.

5. PROCUREMENT OF MANUALLY OPERATED TYPEWRITERS

a. General. Manually operated typewriters will not be stocked except for specific programs. Purchase of such typewriters will be accomplished through use of Federal Supply Schedule contracts.

b. Activities in the United States Except Alaska and Hawaii. Shore activities, not designated as buying activities in Field Purchasing, par. 1026, will submit requisitions for typewriters to the regularly assigned support activity. Normally, delivery will be made direct to the requisitioning activity and trade-in material picked up at time of delivery.

c. Activities in Alaska and Hawaii and Overseas. Shore activities in Alaska and Hawaii and overseas may procure typewriter requirements locally. If typewriters are not available through local sources, these activities may submit requisitions for typewriters to the regularly assigned support activity or may submit delivery orders direct to Federal Supply Schedule contractors. Orders to Federal Supply Schedule contractors will be submitted on an Order for Supplies or Services/Request for Quotations (DD Form 1155). Orders submitted by activities in Alaska and Hawaii and overseas will include appropriate consignment information with instructions to deliver material to whichever of the following transshipment points is closest to the origin

point of the material and is known to have adequate shipping service to the overseas destination. The transshipment points are:

Naval Supply Center:

Norfolk

Oakland

Puget Sound

No exchange allowance will be granted and the shore activities in Alaska and Hawaii and overseas will transfer turned in typewriters to the property disposal account for processing locally as bureau excess property.

d. Delivery and Trade-in. Delivery usually will be effected direct to the requiring activity or ship. Trade-in material will be picked

Up at the time the new machine is delivered. The contractor will invoice the requisitioning activity for the Federal Supply Schedule price less any amounts allowed from trade-in typewriters as set forth by "trade-in" clauses of the applicable contract. When replacement typewriters are not exchangeable, survey documents will indicate transfer to the property disposal account for ultimate disposal as bureau excess material.

6. REPAIR

a. Office Machines Less than One Year Old. Normally, office machines are fully guaranteed by the manufacturers for a period of one year. However, certain manufacturers

guarantee parts only for a one year period and adjustments not resulting from defective parts will be made only within 90 days of delivery. In the United States except Alaska and Hawaii, repairs of this nature during this period are to be effected by the company concerned, without cost to the Government. The responsible officer will have the machines examined prior to the expiration of the guarantee, so that any repairs and renewals will be made without cost to the Government. Repairs due to damage or other causes outside of the Guarantee will be covered by survey.

b. Office Machines Over One Year Old

(1) Repairs and Surveys. The following instructions will apply in connection with the repair of typewriters and other office labor-saving devices which are over one year old:

1. minor repairs may be made without survey, such services being procured under annual requisition;
2. for all major repairs to office labor-saving devices, surveys will be called and repairs will be made when practicable, repair services being procured by shore activities under annual requisition;
3. surveys of office labor-saving devices except for typewriters will be referred to the bureau, command, or office concerned only when a sale is involved;
4. surveys of typewriters will be made in accordance with par. 25160-4f(1);
5. when time does not permit the repair and return of a typewriter to a ship, it will be transferred ashore and a replacement issued to the ship;
6. prior to repair the Provisions of sub. par. (2) will be complied with.

(2) Computation of Repair and Replacement Costs of Office Machines

(a) Replacement. Office machines will not be replaced unless it is determined that the estimated cost of necessary repairs or reconditioning of each machine being replaced will equal or exceed at lowest available rates the percentage of replacement costs specified in subpar. (b). The acquisition cost of comparable machines may be obtained from applicable federal supply schedules, provided consideration is given to prices obtainable when the quantities involved exceed the maximum order limitation. In such instances, price information, if not available within the activity, will be obtained from the appropriate General Services Administration contracting office. Estimated repair or overhaul costs, including transportation costs, will be obtained from contractors providing services to the General Services Administration under contract or at the lowest rate available from other sources.

(b) Replacement Standards for Office Machines. Electrically (not electronically) operated office machines under 12 years of age and manually operated office machines under 15 years of age will not be replaced unless:

1. the estimated one-time repair or overhaul cost of a machine under 8 years of age exceeds 50% of the replacement cost for a comparable new item without regard to trade-in or sale value; or
2. the estimated one-time repair or overhaul cost of a machine 8 years of age and over exceeds 25% of the replacement cost for a comparable new item without regard to trade-in or sale value.

(c) Exception. Notwithstanding the limitations prescribed in subpar. (b), office machines may be replaced under the following conditions, provided a written justification supporting the replacement is approved by the commanding officer or his designee and is retained in the transaction files:

1. When there is a record of breakdowns and productivity loss, judgments may be made based on repair records.
2. When machines lack essential features required to perform a specific task of a continuing nature and substitute machines are not available. This condition will not be used to support or justify

c. Specification for Proposals Covering Typewriter Repair. Proposals covering repairs to typewriters will embody the following specifications:

1. All broken, worn, and missing parts requiring replacement are to be replaced with new parts of proper design and construction; the workmanship of the parts will be of the highest order.
2. Cylinders requiring replacement are to be replaced with new cylinders manufactured with standard cores and covered with high grade rubber of the proper resiliency specified, that is, soft, medium, or hard; reground cylinders may not be accepted.
3. Unless specifically called for in the invitation for proposals, the loan of a relief machine will not be required while the machine is undergoing repair.
4. Machines overhauled and repaired must be subjected to a rigid inspection; the new parts used and the general workmanship must be acceptable to the inspection officer.
5. The following statement is to be embodied in the specifications for a complete overhaul when the machines are used ashore:
"Repairs made as a general overhaul of the machine are guaranteed against defects in material and workmanship for a period of one year."

7. RENTAL OF OFFICE LABORSAVING EQUIPMENT EXCEPT PUNCHED CARD TABULATING AND ACCOUNTING MACHINES

a. General. Office laborsaving equipment except punched card tabulating and accounting machines may be rented by activities requiring such equipment provided prior approval for rental is obtained from the cognizant bureau, command, or office having command and support except those activities exempted in subpars. b and c. The approving bureau, command, or office will designate the appropriation to be charged.

b. Activities Under the Command of the Naval Sea Systems Command. The Naval Sea Systems Command authorizes activities under its command to rent office laborsaving equipment listed in subpar. 1 except punched card tabulating and accounting machines without prior approval of the Command.

c. Activities under the Command and Support of the Chief of Naval Personnel. Activities under the command and support of the Chief of Naval Personnel may rent office laborsaving equipment listed in subpar. 1 except punched card tabulating and accounting machines without prior approval of the Chief of Naval Personnel.

d. Activities Under the Command and Support of the Fleet Commanders in Chief and Chief of Naval Training. Activities under the commands of the fleet commanders in chief and the Chief of Naval Training may rent office laborsaving equipment listed in subpar. 1 except punched card tabulating and accounting machines in accordance with procedures prescribed by the fleet commanders in chief and the Chief of Naval Training.

e. Laborsaving Equipment for Use in Printing Operations. Requisitions for the rental of laborsaving equipment for use in printing operations will be forwarded to the Naval Supply Systems Command (Deputy Commander, Navy Publications and Printing Service Management Office) via:

1. the appropriate Navy publications and printing service office,
2. the cognizant bureau, command, or office having command and support except activities exempted in subpars. b and c.

(Activities supported or funded by the Naval Supply Systems Command submit direct to the Naval Supply Systems Command (Financial Management/Comptroller).) Renewal of rentals may be made without the submission of requisitions to the Navy publications and printing service office or the cognizant bureau, command, or office provided the original approval was not restricted and provided funds have been allotted for the renewal.

f. Punched Card Tabulating and Accounting Machines. For rental of punched card tabulating and accounting machines, see par. 22470.

22528 USED OR SECOND HAND MATERIAL

Requisitions for purchase of second hand or used articles from commercial or private sources may be submitted as follows:

1. when the articles desired, are suitable in quality and design for the particular purpose intended,
2. when they can be obtained at reasonable cost with reasonable effort with any order or regulations allocating such articles,
3. when their procurement is not inconsistent with any existing orders or regulations.

22529

22530 TUG AND TOWING SERVICES

1. GENERAL. Tug and towing services is defined as the furnishing of the services of tug boats, including labor, materials, and special equipment to tow and to assist in the docking, undocking, mooring, shifting, and other handling of ships, barges, lighters, derricks, and any other watercraft. Such services can be divided into two basic categories as follows:

1. harbor tug services,
2. coastwise or river tow services.

In either case a Requisition and Invoice/Shipping Document (DD Form 1149) may be submitted, on an annual basis, if the volume or frequency of requests for the particular service so warrants (see par. 22058), or on an individual basis for each request as it arises (see par. 22056), for procurement in accordance with Field Purchasing, par. 4068-3.

2. REQUISITIONS FOR ANNUAL REQUIREMENTS. Requisitions for annual requirements for tug and towing services will be submitted at least 90 days in advance of the date on which the contract is to become effective. In addition to information which normally is supplied, requisitions for annual requirements for tug and towing services will include the following information:

1. a detailed description of the harbor area which is to be covered by the proposed contract and the points from and to which the services will be performed;
2. a description of the watercraft which are to be handled with special attention to any craft involved which is out of the ordinary;
3. a statement of the intended duration of the contract;

4. a description of type, size, and horsepower of tugs which will be required to accomplish the required services;
5. an estimate of the number of hours, days, or weeks that services will be required and a statement as to whether services will be ordered on an hourly, daily, or weekly basis;
6. a list of the offices which are to be considered authorized ordering activities and a statement as to whether oral orders will be utilized;
7. any other details regarding inspection, time of performance, invoicing, payment, standby time, pilotage services, etc., which are necessary because of local conditions.

3. INDIVIDUAL REQUIREMENT REQUISITIONS

a. General. Individual requisitions for tug and towing will be submitted in sufficient time to meet the procurement lead time of the local procuring office. In addition to the information which normally is supplied, individual requisitions will include the information in subpar. b or c.

b. For Individual Tug Assists. Requisitions for individual tug assists will include:

1. a description of the vessel involved and the area of operation, including if applicable, the points from and to which the vessel is to be moved;
2. a statement as to when services can be performed;
3. a description of the type, size, and horsepower of tugs required;
4. any other details regarding special provisions for the particular service involved.

c. For Individual Flat or Dead Tows. Requisitions for individual flat or dead tows will include:

1. a complete description of the vessel involved, including vessel name, number, and type, displacement tonnage, width of beam, length, forward and aft draft, and any other pertinent description facts;
2. a statement as to the points from and to which the vessel is to be towed, including any pertinent information regarding special moving or docking instructions;
3. a statement as to the type, size, and horsepower of the tug or tugs necessary to effect the tow;
4. a statement as to any special equipment to be available on the operating tug such as radio facilities, extra towing bridle, cable, and hawsers, etc.;
5. a statement as to whether the contractor or the Government will furnish the basic towing bridle, cable, and hawser; assemble the bridle and cable or hawser to the bow of the ship to be towed; furnish necessary pilotage services; fur-

nish and install on the vessel to be towed flood alarms and navigational lights; be responsible for fitting out the tow and the seaworthiness thereof; and furnish any other equipment necessary to effect the tow;

6. a statement as to whether a riding crew will be necessary for the vessel being towed, and if so, whether the contractor or the Government will furnish personnel for such a crew;
7. the dates or time when the tow will be ready and when the actual movement is to be effected; the date or time the riding crew, if applicable, will report aboard; any special provisions as to notification of government offices regarding departure, progress, or arrival of the tow and any special routing for the tow;
8. a statement as to whether the contract should provide for payment of demurrage charges to provide for delays occasioned by the tow not being ready for departure at the time specified in item 7 and, if so, the estimated per day rate of such payment;
9. any other details regarding special provisions for the particular tow involved.

22531 U.S. GOVERNMENT NATIONAL CREDIT CARDS

1. GENERAL. U.S. Government National Credit Cards (Standard Forms 149) are available for use in obtaining service station supplies and services of contractors listed in Federal Supply Schedule, Federal Supply Classification Group 91. These cards eliminate the need for more than one credit card for each vehicle, and can be used for the period a vehicle is assigned to the activity designated in the billing code. Standard Forms 149 may be obtained from regional offices of the General Services Administration when 49 or less are required; and from contractors listed in Federal Supply Schedule, Federal Supply Classification Group 75, Part VII, when 50 or more are required.

2. ASSIGNMENT OF BILLING CODES AND TAG NUMBERS

a. General. Activities using Standard Forms 149 will follow the instructions contained in General Services Administration Circular No. 168 except with regard to the billing code and tag number. Navy activities will use Navy accounting numbers listed in the Navy Comptroller Manual, Volume 2, for identification in the billing code.

b. Billing Codes. A Navy billing code consists of a 10 digit number and will be constructed as follows:

1. The first three digits will be "002", the zeros indicating a federal contract

- and the "2", a special account number as signed to the Department of Defense;
2. the fourth digit will be "1", which signifies a Navy ordering office;
 3. the fifth through ninth digits will be the accounting numbers of the using activity; accounting numbers of less than five digits will be prefixed with an appropriate number of zeros, e.g., the accounting number "23" will be transcribed in a billing code as "002100023_";
 4. the tenth digit, a reject number for use in automatic operations of the contractors, will be assigned by the Federal Supply Schedule, Federal Supply Classification Group 75, Part VII, embossing contractor or by the General Service Administration regional office.

c. Tag Numbers. Navy activities will use the U.S. Navy vehicle registration number in lieu of the vehicle tag number.

3. DISPOSITION OF STANDARD FORM 149. Upon transfer of a vehicle to another activity, the Standard Form 149 will be destroyed.

4. DEALERS' BILLS. Dealers' bills will be processed in accordance with par. 23109.

22532 MEDICAL AND SURGICAL SUPPLIES ORDERED FROM THE VETERANS ADMINISTRATION ↓

Medical and surgical supplies will be ordered from the Veterans Administration on the Requisition and Invoice/Shipping Document (DD Form 1149). ↑

PART H: ILLUSTRATIONS

22540. REQUISITIONING AND LOCAL
PROCUREMENT ILLUSTRATIONS

The following illustrations are to be used as a guide for the proper preparation of printed forms covering requisitioning and local procurement transactions:

1. Preparation of DD Form 1149 for Acquisition of ADPE
2. Preparation of Standard Form 36 When

Maintenance is Included in Rental Charge

3. Preparation of Standard Form 36 When Maintenance and Rental are Charged Separately
- 4.
- 5.
6. Final Action by Stock Control Branch
- 7.
8. Preparation of NavSup Form 1224

➔ PREPARATION OF DD FORM 1149 FOR ACQUISITION OF ADPE

SHIPPING CONTAINER TALLY		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50																
REQUISITION AND INVOICE/SHIPPING DOCUMENT																												SHEET NO. OF SHEETS		8. REQUISITION DATE INSERT DATE				9. REQUISITION NUMBER INSERT REQ. NO.																																	
1. FROM INSERT ACTIVITY NAME																												7. DATE MATERIAL REQUIRED DURING FY				8. PRIORITY																																			
2. TO OFFICER IN CHARGE APPROPRIATE PROCUREMENT OFFICE OR DIRECTOR ADPE SO WASHINGTON, D. C. 20376																												9. AUTHORITY OR PURPOSE STATE AUTHORITY OR PURPOSE				10. SIGNATURE AFFIX SIGNATURE				11. VOUCHER NUMBER AND DATE																															
3. SHIP TO - MARK FOR INSERT USING ACTIVITY AND COMPLETE ADDRESS																												12. DATE SHIPPED				13. MODE OF SHIPMENT				14. BILL OF LADING NUMBER				15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.																											
4. APPROPRIATION AND SYMBOL 17_1804.																												ORIG. CL.				BURL. CONT. NO.				SUBAL. LOT.				AUTHORIZATION ACT'S ACTIVITY				TRANS. TYPE				PROPERTY ACCT'S ACTIVITY				COUN. TRV				COST CODE				AMOUNT				EST.			
COMPLETE ACCOUNTING DATA AS REQUIRED BY THE NAVY COMPTROLLER MANUAL, PAR. 021004.																																																												\$ INSERT AMT.							
ITEM NO. (A)		FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES (B)														UNIT OF ISSUE (C)		QUANTITY REQUESTED (D)		SUPPLY ACTION (E)		TYPE CONTAINER NOS. (F)		CON-TAINER NOS. (G)		UNIT PRICE (H)		TOTAL COST (I)																																							
		INSERT PURCHASE, RENTAL OR MAINTENANCE OF (VENDOR'S NAME) EQUIPMENT FOR THE PERIOD (INSERT DATE) PER LISTING ATTACHED																COPIES						DISTRIBUTION																																											
		MAIL INVOICES TO: INSERT NAME, ADDRESS, CODE																(2)						ACTIVITY (CODE)																																											
		PAYMENT WILL BE MADE BY: NAVY REGIONAL FINANCE CENTER WASHINGTON, D. C. 20371																(2)						ACTIVITY (CODE)																																											
		NOTE: THIS IS A RENEWAL OF PRIOR FY 7_ P.O. #N00600-7_-F-0001 (ON RENEWAL REQUISITION ONLY)																(1)						ACTIVITY (CODE)																																											
		NAME AND NUMBER OF CONTRACT:																																																																	
16. TRANSPORTATION VIA WATER OR MSTS CHARGEABLE TO																												17. SPECIAL HANDLING																																							
REQUISITION OF SHIPMENT		ISSUED BY		TOTAL CONTAINER		TYPE CONTAINER		DESCRIPTION														ESTAL WEIGHT		TOTAL CUBIC		CONTAINERS RECEIVED EXCEPT AS NOTED		DATE		BY		SHEET TOTAL																																			
		CHECKED BY																														GRAND TOTAL																																			
		PACKED BY																																10. RECEIVER'S VOUCHER NO.																																	
								TOTAL																																																											
DD FORM 1 MAR 58 1149 (9-PT) REPLACES EDITION OF 1 MAY 58 WHICH MAY BE USED STOCK NO. 0101-804-8010																																																																			

ILLUSTRATION 1

PREPARATION OF STANDARD FORM 36 WHEN MAINTENANCE IS INCLUDED IN RENTAL CHARGE

STANDARD FORM 36, JULY 1966 GENERAL SERVICES ADMINISTRATION FED. PROC. REG. (41 CFR) 1-16.101		CONTINUATION SHEET		REF. NO. OF DOC. BEING CONT'D.	PAGE	OF
				INSERT REQ. NO.	2	2
NAME OF OFFEROR OR CONTRACTOR						
INSERT VENDOR'S NAME						
ITEM NO.	SUPPLIES/SERVICES	TOTAL MO. RENTAL	TOTAL MO. MAINT.	TOTAL MO. CHARGES		
0001.	Type 026 Model 001 Printing Card Punch Alpha Basic Machine \$60.00 Equipped with: FC 1255 Alternate Program 3.00 FC 1509 Card Correction (2 ea @ \$7.00) 14.00 Serial 67890	\$77.00				
0002.	Type 056 Model 002 Verifier Numeric Serial 12345	47.00				
0003.	Serial 23456	47.00				
0004.	ON PREVIOUS ORDER	47.00				
0005.	Type 519 Model 005, DOC, orig. Machine Basic Machine 90.00 Equipped with: FC 3761 END Printing-Spec Right Hand (S.U.C. \$40.00) N/C Serial 00078	90.00				
	TOTAL MONTHLY RENTAL CHARGES				<u>\$308.00</u>	
	<u>G.O. EQUIPMENT</u>					
0006.	Type 056, Model 002, Verifier Numeric Serial 24689		\$34.50			
0007.	Serial 35700		34.50			
0008.	Type 548 Model 001 Interpreter Basic Machine \$28.00 Equipped with: FC 2370 Counter Auxiliary Card 1.50 FC 7630 Switch Toggle (S.U.C. \$7.50) N/C Serial 98765			29.50		
	TOTAL MONTHLY MAINTENANCE CHARGES				<u>98.50</u>	
	EST ANNUAL RENTAL COSTS				\$3,696.00	
	EST. ANNUAL 4% SALES TAX				147.84	
	EST. ANNUAL MAINT. COSTS				1,182.00	
	EST. ANNUAL PER CALL MAINT. CHARGES				300.00	
	TOTAL EST. ANNUAL COSTS				<u>\$5,325.84</u>	

ILLUSTRATION 2

PREPARATION OF STANDARD FORM 36 WHEN MAINTENANCE AND RENTAL ARE CHARGED SEPARATELY

STANDARD FORM 36, JULY 1966 GENERAL SERVICES ADMINISTRATION FED. PROC. REG. (41 CFR) 1-16.101		CONTINUATION SHEET		REF. NO. OF DOC. BEING CONT'D.		PAGE	OF
				INSERT REQN. NO.		2	2
NAME OF OFFEROR OR CONTRACTOR							
INSERT VENDOR'S NAME							
ITEM NO.	SUPPLIES/SERVICES	TOTAL MO. RENTAL	TOTAL MO. MAINT.	TOTAL MO. CHARGES			
90	Model 1701-18 Verifying Punch with C1338-01						
0001	9000 Keyboard						
0002	Serial 00468	\$72.00	\$30.00	\$102.00			
0003	Serial 12345	72.00	30.00	102.00			
0003	Serial 20062	72.00	30.00	102.00			
0004	Model 1701-18 Verifying Punch with C1338-01						
	9000 Keyboard						
	Basic Machine	\$72.00	\$30.00				
	Equipped with:						
	F 1073-00 Sort Card Feature	15.00	5.00				
	ON PREVIOUS ORDER						
		87.00	35.00	122.00			
	TOTAL MONTHLY RENTAL	303.00					
	TOTAL MONTHLY MAINT.		125.00				
	TOTAL MONTHLY COSTS			428.00			
	<u>G.O. EQUIPMENT</u>						
0005	Model 1710-18 Verify Interpreting Punch with						
0006	C1339-01 9000 Keyboard and Print Wheel						
	Serial 67822		45.00	45.00			
	Serial 12345		45.00	45.00			
	TOTAL MONTHLY MAINT. CHARGES			\$90.00			
	EST. ANNUAL RENTAL COSTS			\$3,636.00			
	EST. ANNUAL MAINT. COSTS			2,580.00			
	EST. ANNUAL PER CALL MAINT. COSTS			250.00			
	TOTAL EST ANNUAL COSTS			\$6,466.00			

36-108

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U. S. GOVERNMENT PRINTING OFFICE : 1972 O - 453-455

ILLUSTRATION

FINAL ACTION BY STOCK CONTROL BRANCH

NAVSUP FORM 767

STOCK STATUS DATA						STATUS ORDER		OF EXPECTED RECEIPTS		
REP PER O	REPORTABLE	TOTAL	PLANNED	BALANCE	EXPECTED	DATE	QUANTITY	ED	RECEIVED	BAL. ON ORDER
ENDING	DEMAND	ON HAND	REQUIS	ON HAND	RECEIPTS				QUANTITY	
3/15	200	80	0	180	250	3/8	230		4/16 IR 1297	60
									5/11 IR 1393	20
									3/15 IR 1460	50
									6/1 IR 1430	100
6/15	250	100	0	340	0	4/3	150			
9/15	330	425	0	20	450	4/20	350		8/25	200
						8/25	300			

9/17 SLIP No. 725. 955

POSTING OF EXPECTED RECEIPT

ACTUAL POSTING DATE; NOT STOCK SLIP DATE

ENTERED

NAVSUP FORM 760

STOCK REPLENISHMENT SLIP
NAV. S. AND A. FORM 760 (Rev. 4-57)

ROUTINE REPLENISHMENT <input type="checkbox"/>	INTERIM REPLENISHMENT <input checked="" type="checkbox"/>	DELIVERY DESIRED _____	SLIP NO. <u>725</u>
	REQUISITION PRIORITY <u>36</u>	SUPERVISOR'S INITIALS <u>AB</u>	DATE <u>9/15/7-</u>
STOCK NO. <u>23020-517-4716</u>	DESCRIPTION <u>GEAR, SPIRAL BY</u>		
REPORTABLE DEMAND <u>330</u>			
REPLENISHMENT FACTOR X <u>3</u>	UNIT OF ISSUE <u>EA</u>	UNIT PRICE \$ <u>15.00</u>	
NOTE:—In computing formula, circle answer if a minus quantity.	$990 + 425 - 20 - 450 = 955$		
	Result of above multiplication	Total outstanding obligations	Balance on hand
		Expected receipts	Required or excess
		955	12345
STOCK NO.	DESCRIPTION		
REPORTABLE DEMAND			

ILLUSTRATION 6

PREPARATION OF NAVSUP FORM 1224

NONPOWERED MATERIALS HANDLING EQUIPMENT, BATTERIES, CHARGERS AND STORAGE AIDS SUMMARY		U. S. Naval Activity, Boston, Massachusetts		15 March 1976				
NAVSUP FORM 1224 (11-68)		ACTIVITY (Name and Location)		FOR PERIOD ENDED				
TD: NAVAL SUPPLY SYSTEMS COMMAND, NAVY DEPARTMENT, WASHINGTON, D.C. 20376		NO. OF UNITS REQUIRED		REMARKS				
LINE NO.	TYPE OF EQUIPMENT	ESTABLISHED CEILING	REQUIRED CEILING	PRESENT INVENTORY	EXCESS			
(2)	(1)	(3)	(4)	(5)	(6)			
					(8)			
					(9)			
1	4,000-lb. capacity 40" fork							
2	4,000-lb. capacity 48" fork	10	10	12	2			
3	6,000-lb. capacity 40" fork							
4	6,000-lb. capacity 48" fork	5	5	5				
5	6,000-lb. capacity fork							
6	6,000-lb. capacity fork							
7	Center-steer, 6,000-lb., 48" x 108" platform, SRT							
8	Sub-wheel steer, 6,000-lb., 48" x 108" platform, SRT							
9	Sub-wheel steer, 6,000-lb., 48" x 108" platform, PRT	20	25	30				
10	Sub-wheel steer, 20,000-lb., 56" x 240" platform, SRT							
11	Universal: For 12-volt battery	15	15	15				
12	Universal: For 24-volt battery	2	2	2				
13	Universal: For 32-volt battery							
14	Universal: For 36-volt battery							
15	Lead-acid: For 12-volt battery	30	30	30				
16	Lead-acid: For 24-volt battery							
17	Lead-acid: For 32-volt battery							
18	Lead-acid: For 36-volt battery							
19	Nickel-iron: For 12-volt battery							
20	Nickel-iron: For 24-volt battery							
21	Nickel-iron: For 32-volt battery							
22	Nickel-iron: For 36-volt battery							
23	Universal: For 12-volt battery							
24	Universal: For 24-volt battery							
25	Universal: For 32-volt battery							
26	Universal: For 36-volt battery							
27	Lead-acid: For 12-volt battery							
28	Lead-acid: For 24-volt battery							
29	Lead-acid: For 32-volt battery							
30	Lead-acid: For 36-volt battery							
31	Nickel-iron: For 12-volt battery							
32	Nickel-iron: For 24-volt battery							
33	Nickel-iron: For 32-volt battery							
34	Nickel-iron: For 36-volt battery							
35	For 4,000-/6,000-lb. electric pallet truck!	15	15	15				
36	For 2,000-lb. electric fork truck!	6	6	6				
37	For 4,000-lb. elec. fork truck, 2,000-lb. tractor, 10,000-lb. crane (Requiring 2 batteries in series!)	18	15	15				
38	For 6,000-lb. electric fork truck!	18	4	4				
39	For electric tiering fork truck!	12	2	2				
40	Truck, forklift, manually propelled, power lift, 1500-lb.							
41								
42								
43								
44								
45								

*For fiscal year following report period: Detailed justification for each item to be submitted with report.

Purchase: USN numbers of units in which batteries will be used; for each battery to be replaced, the manufacturer, serial number, number of cells and plates, percent of rated capacity that can be delivered, ampere-hour capacity, and age.

Page 1

ILLUSTRATION 8

NONPOWERED MATERIALS HANDLING EQUIPMENT, BATTERIES, CHARGERS AND STORAGE AIDS SUMMARY NAVSUP FORM 1224 (10-68)		ACTIVITY (Year and Location) U. S. Naval Activity (444) Boston, Massachusetts		NAVSUP REPORT 4402-14 (for this report) 15 March 1976					
TO: NAVAL SUPPLY SYSTEMS COMMAND, NAVY DEPARTMENT, WASHINGTON, D. C.	TYPE OF EQUIPMENT (1)	LINE NO. (2)	ESTABLISHED CEILING	REQUIRED CEILING	PRESENT INVENTORY (3)	NO. OF UNITS REQUIRED IN PLACE (4)	ADDITIONAL (5)	EXCESS (6)	REMARKS (7)
	Shelf, all types, approx. size 17-1/2" x 11-1/4" x 10-3/8" high	1			7500				
	Shelf, all types, approx. size 17" x 5-1/2" x 4-1/2" high	2			34012				
BOXES	Tote, AMHS type	3			781	500	1950		Refer Boston ltr Ser. 602-280 of 23 October 1975
	Tote, all types and sizes except AMHS	4			1200				
	Single opening, 1-platform, for 40" x 48" pallets	5							
	Single opening, 2-platform, for 40" x 48" pallets	6							
	Single opening, 3-platform, for 40" x 48" pallets	7							
	Single opening, 1-platform, for 48" x 48" pallets	8							
	Single opening, 2-platform, for 48" x 48" pallets	9							
	Single opening, 3-platform, for 48" x 48" pallets	10			6205		100		
STEEL PALLET RACKS	Double opening, 1-platform, for 40" x 48" pallets	11							
	Double opening, 2-platform, for 40" x 48" pallets	12							
	Double opening, 3-platform, for 40" x 48" pallets	13							
	6-ton rated capacity 117" long	14				50	150		Refer Boston ltr Ser. 602-216 of 3 August 1975
	9-ton rated capacity 192" long	15				35	370		
PIPE & BAR	Tong, automatic, 10-ton rated capacity	16							
PIPE & BAR	Tong, automatic, 10-ton rated capacity, with combination hook and spreader beam	17				1			
PIPE & BAR	Steel, 36" x 12", 87" high	18							
	Steel, 36" x 12", 99" high	19					200		Required to establish a SERVMART; Ref: Boston ltr 602-708 of 30 December 1975
	Steel, 36" x 18", 87" high	20			4259		200		
	Steel, 36" x 18", 99" high	21							
	Steel, 36" x 18", 99" high	22					420		Required to store metal products in warehouse space. Installation will result in better utilization of space, significant savings in handling cost, and elimination of damage to materials.
	Steel, 36" x 18", 99" high	23					140		
	Steel, 36" x 18", 99" high	24							
	Steel, 36" x 18", 99" high	25							
	Steel, 36" x 18", 99" high	26							
	Steel, 36" x 18", 99" high	27							
	Steel, 36" x 18", 99" high	28							
	Steel, 36" x 18", 99" high	29							
	Steel, 36" x 18", 99" high	30							
	Steel, 36" x 18", 99" high	31							
	Steel, 36" x 18", 99" high	32							
	Steel, 36" x 18", 99" high	33							
	Steel, 36" x 18", 99" high	34							
	Steel, 36" x 18", 99" high	35							
	Steel, 36" x 18", 99" high	36							
	Steel, 36" x 18", 99" high	37							
	Steel, 36" x 18", 99" high	38							

For fiscal year following report period. Detailed justification for each item to be submitted with report.

ILLUSTRATION 8