

## CHAPTER 3: MATERIAL RECEIPT

|   |                    |
|---|--------------------|
| Part A: GENERAL SUPPLY .....  | 23000-23154        |
| Section I: Scope .....  | 23000              |
| Section II: Establishment of Files, Records, and Reports . . . . .  | 23010-23017        |
| Section III: Division of Responsibility Between Suppliers and Government .....  | 23025-23027        |
| Section IV: Inspection of Purchased Material .....  | 23035-23042        |
| Subsection 1: Inspection by Material Inspection Service, USN, General Responsibilities .....                                    | 23035              |
| Subsection 2: Inspection by Other Government Departments at Source .....  | 23040-23042        |
| Section V: Purchased Material Inspected and Accepted at Source .....  | 23050-23057        |
| Subsection 1: Receipt Control Branch and Receiving Section Adjacent .....   | 23050-23051        |
| Subsection 2: Receipt Control Branch and Receiving Section not Adjacent .....   | 23056-23057        |
| Section VI: Purchased Material Inspected and Accepted at Destination .....  | 23062-23092        |
| Subsection 1: Receipt Control Branch and Receiving Section Adjacent .....   | 23062-23066        |
| Subsection 2: Receipt' Control Branch and Receiving Section not Adjacent .....  | 23070              |
| Subsection 3: Blanket Purchase Agreements and Oral Orders Under Indefinite Delivery Type Contracts . . . . .                    | 23075-23077        |
| Subsection 4: Receipt of Purchased Material for Direct Delivery and/or Immedlate Issue .....                                    | <b>23082-23092</b> |
| Section VII: Special Procedures (Purchased Material) . . . . .  | <b>23100-23113</b> |
| Section VIII: Receipt of Material From Other Naval Activities . .   | <b>23117-23129</b> |
| Subsection 1: Receipt Control Branch and Receiving Section Adjacent .....   | 23117-23122        |
| Subsection 2: Receipt Control Branch and Receiving Section not Adjacent .....   | 23127-23129        |
| Section IX: Special P r o c e d u r e s (Receipt of Material From Other Naval Activities or Other Government Departments) ..... | 23135-23145        |
| Section X: Classified Material Other Than Cryptographic Material .....  | 23147              |
| Section XI: Receipt and Inspection of Cognizance Symbol 9M Material .....   | 23148-23154        |

|   |             |
|---|-------------|
| Part B: RECEIPTS OF MATERIAL FROM MISCELLANEOUS SOURCES . . . . . | 23155-23175 |
| Section I:       Material Turned into Store. . . . .              | 23155-23174 |
| Subsection 1: General . . . . .                                   | 23155       |
| Subsection 2: Receipt of Exchange Material. . . . .               | 23171-23173 |
| Subsection 3: Receipt of Defective Material. . . . .              | 23174       |
| Section II:       Receipt of Material for Transshipment . . . . . | 23175       |
| Part C: ACCOUNTING INSTRUCTIONS . . . . .                         | 23185-23208 |
| Part D: ILLUSTRATIONS . . . . .                                   | 23225       |

**MATERIAL RECEIPT****PART A: GENERAL SUPPLY****Section 1: SCOPE****23000 SCOPE**

1. **PURPOSE.** The purpose of this chapter is to prescribe the operational responsibilities of the receipt control organization of field stocking activities in:

1. exercising control over material received or due in from Navy, commercial, or miscellaneous sources;
2. maintaining files and records relating to receipt of material; and
3. controlling document processes after material receipt.

Instructions and procedures relative to food items, clothing for resale, ship's store stock, and commissary store stock are included in the following publications:

1. food items, Food Service Management;
2. clothing for resale and commissary store stock, Volume IV;

3. ship's store stock, Ship's Store Afloat. Instructions pertaining to receipt of ammunition and ammunition components are covered by instructions issued by the Navy Ships Parts Control Center.

2. **ARRANGEMENT.** Instructions are outlined in sequence of operation. Part A includes procedures for maintenance of files and records prior to and after receipt of material; organization requirements and document processing as it pertains to receipt of material from purchase; receipt of material transferred from other supply officers and loss, damage, or discrepancy instructions. Part B delineates requirements in connection with receipts of material turned in to store and from miscellaneous sources. Part C provides accounting instructions related to receipt of material.

**Section II: ESTABLISHMENT OF FILES, RECORDS, AND REPORTS****23010 OPEN ORDER FILE****1. MAINTENANCE OF FILE PLAN**

a. General. Open order files will be maintained by the accountable activity for all material received by the activity or a dependent for which the supply officer is accountable as described in subpars. b, c, and d. However, when it is determined the consignee of material is not the certifying officer and has no followup, payment certification, or inspection responsibilities according to the terms of the contract, the maintenance and review of contract files will be on an optional basis. When exercising this opinion, the prepositioned material receipt card and receipt documentation received in advance will constitute the open order file. Follow up notices or actions will not be initiated on dues established for centrally controlled items. Inventory control points will "police" dues initiated by them.

b. Material Received from Purchase. Material received from purchase includes:

1. orders for delivery under contracts initiated by Navy purchasing offices, Naval Supply Systems Command inventory control points, bureaus, commands, and offices of the Navy Department;
2. local purchase orders and requisitions;
3. requests for manufacture submitted to an industrial-commercial activity;
4. purchases from the Army and the Air Force under single service procurement;

5. purchases from other government departments;
6. all other material received from purchase action.

c. Material Received from Other Naval Activities. Material received from other naval activities includes:

1. shipment requests;
2. shipment orders originated by bureaus, commands, or Naval Supply Systems Command inventory control points, or documents originated by these activities in lieu of shipment orders;
3. receipts from manufacture;
4. material turned in to store by ships and activities;
5. receipt from automatic shipment of material in a not ready for issue condition;
6. exchange items turned in by vessels, air squadrons, other air activities, and the Marine Corps;
7. material received from contracts involving government furnished material as outlined in par. 23202;
8. repaired material being returned by commercial contractors as outlined in par. 23202.

d. Material Received from Miscellaneous Sources. Material received from miscellaneous sources will include receipts from Military Sealift Command ships and activities.

2. **PURPOSE OF FILE.** The open order file will be maintained for the following purposes:

1. to have receipt documents immediately available for processing all material

received by the supply officer or for material received by another activity for which the supply officer is accountable;

2. to provide a single file in a central location for the use of the purchase material and the naval material sections as a reference for the followup action and a depository for all receipt documents from the time a contract, shipment request, shipment order, letter of allocation, or other receipt document is received until proof of receipt of material has been obtained, and all other action has been taken for which the supply officer of the accountable activity is responsible.
3. **ARRANGEMENT OF FILES.** The open order files will be arranged as follows:
  1. other supply officers, shipment request or shipment order number;
  2. purchase, contract or order number;
  3. other military departments, military interdepartmental procurement request number;
  4. other government departments, originator's requisition number;
  5. other receipts, by authority number or receipt document number.

When a shipment request or other number has not been assigned by the originator, the receiving activity will file the receiving documents in a suspense open order file by activity unit identification code and will request that the originator assign an authority number. Upon receipt the documents will be filed in the open order file under the authority number. When material is received from more than one naval activity under the same shipment request or order number, all documents pertaining to receipt of material under this authority will be filed in a single folder. Optional use of terminal digit filing is authorized when this system is determined to be suitable for local requirements.

4. **DOCUMENT NUMBERS.** Inquiries concerning contracts will be referred to by contract or other number. Inquiries concerning receipts from other supply officers will be referred to by shipment request or shipment order number. Inquiries concerning material ordered by Military Interdepartmental Purchase Request (DD Form 448) will be referred to by the military interdepartmental procurement request number as signed by the originator. Inquiries concerning material ordered from other government agencies, other than Department of Defense, will be referred to by the originator's requisition number.

5. **LOCAL CONTROL NUMBERS.** Activities requiring inspection report numbers for local control purposes are authorized to use such identifying numbers when their utilization is justified by local operating require-

ments. However, for material under transaction reporting procedures, the document number reported to the Naval Supply Systems Command inventory control point will be the contract number, purchase order number, military interdepartmental procurement request number, or shipment order number. Local control numbers will not be used for reference purposes when reference to basic document numbers as prescribed in subpar. 4 will suffice.

## 6. COMPOSITION OF FILES

a. **General.** With the exception of procurement documents that are to be maintained in a separate purchase file in accordance with ASPR 1-308(b), and signed storage copies which may be maintained at the option of the local activity in either the open order file or in a separate proof of receipt file in the receipt control branch, and electric accounting machine card size documents which may be filed in electric accounting machine card size files, all documents pertaining to the procurement and receipt of material will be maintained in the standard manila folders marked with the applicable procurement document or authorization number. A standard file folder with fasteners will be used for procurement documents generally involving multiple deliveries and correspondence. A standard manila file folder without fasteners will be used for procurement documents generally involving one delivery and not requiring correspondence.

b. **Filing.** When delivery on all documents is scheduled in the same month, a maximum of 10 procurement documents in consecutive numerical order which involve one delivery for each document may be placed in a single folder. All other procurement documents will be placed in separate folders. The documents in the folders will include the following:

1. copies of contracts,
2. purchase orders,
3. shipment orders,
4. inspection reports,
5. action copies of procurement requests,
6. dealers' invoices,
7. contract changes,
8. station requisitions,
9. pertinent correspondence.

c. **Visible Signal Followup File Folders.** The manila file folders will be placed in visible signal followup file folders when the type of procurement involved requires followup actions. Generally, purchase actions will be housed in visible signal file folders. Procurements involving shipment requests and shipment orders which do not require followup actions will be housed in the manila folders only.

7. **VISIBLE SIGNALS AND REVIEW OF FILES.** The sliding green (center cut out) signal on the visible followup folder will be

used to signal the date of the month or month material is due or the date review or follow-up action on dealer's invoice or documents is to be initiated. When delivery date or scheduled review or action is in the current month, the signal will be set to indicate the applicable date of the month. When delivery date, review, or action is scheduled other than in the current month, the signal will be set to indicate the month in which scheduled. Open order files will be screened during the month the signal indicates and the signal will be reset to the following month, as appropriate. To facilitate review of the status of open order files, additional colored signal tabs may be used to indicate special program material, documents in suspense, and followup action on shipment or delivery of material or dealers' invoices. When additional colored signal tabs are used, a distinctive color will be used for each type of information or action and the signal tabs will be set in a stationary position to the left of the sliding green signal on the visible followup file folder.

8. AIRCRAFT SERVICE CHANGEKITS. Receipt control folders may be established on the basis of the aircraft service change number. Each kit stock number will be considered a separate item under the aircraft service change number. The basic authority for establishing the receipt control folder will be the letter of allocation if contract order, or shipment request number is not available.

#### 23011 BILLS OF LADING FILES

1. GOVERNMENT BILLS OF LADING. U.S. Government Bills of Lading (Standard Forms 1103 and 1103a) or the Short Form--U.S. Government Bill of Lading (DD Form 1536), covering incoming material will be maintained in the receipt control branch. Standard Forms 1103 and 1103a or the DD Form 1536 may be filed in numerical order either by the bill of lading number or by the last two digits of the bill of lading number. When individual DOD Single Line Item Release/Receipt Documents (DD Forms 13-8-1) are consolidated for shipment on one bill of lading, the invoices may be retained in file with the bill of lading pending receipt of the material. Upon receipt of notification of material receipt, the memorandum copy of the bill of lading with the required receipt papers will be removed from the bill of lading or the open order file and will be forwarded to the receiving section. Except in cases of damages, shortages, or improper shipment, and in the shipment of household goods, the naval material section will be responsible for accomplishing the original bill of lading upon receipt of the certified memorandum copy of the bill of lading from the receiving section.

2. COMMERCIAL BILL OF LADING FILE. A copy of the commercial bill of lading will

be filed in the open order file by related contract number.

#### 23012 COMPLETED FILES

1. COMPLETED ORDER FILE. The inner file folder may be removed to the closed file when:

1. receipt invoices and all items have been received from another naval activity;
2. all items listed on the contractor order have been received and the dealers' invoices have been forwarded for payment;
3. upon notification of receipt of material purchased for immediate issue and financed as a direct charge to an appropriation, allotment or project order, and end use functional account;
4. notification is received that the contract, shipment order, or shipment request has been canceled.

The documents will be filed either by the contract number, order number, shipment order number, or by other authorization. The visible followup folder will be reused as a file for an active file folder and will not be used as a completed order file folder.

2. COMPLETED GOVERNMENT BILL OF LADING FILE. Upon accomplishment of the U.S. Government Bill of Lading (Standard Form 1103) or the Short Form--U.S. Government Bill of Lading (DD Form 1536), memorandum bills of lading will be filed in numerical sequence by the last two digits of the bill of lading number in the closed bill of lading file.

3. COMPLETED COMMERCIAL BILL OF LADING FILE. All copies of completed commercial bills of lading will be filed in the open order file with related receiving and inspection report documents. When the open order file is closed, the completed commercial bills of lading will remain with the closed order files.

#### 23013 RECEIPT CONTROL LIAISON FILE

1. WHEN ESTABLISHED. The receipt control liaison section will be established only when the receipt control branch and the receiving section of the traffic branch are not adjacent.

2. PURPOSE. The receipt control liaison section will maintain, in the receiving section only, the records and files needed to provide the receiving section with the documents required to receive, inspect, and move material to stores and to enable the receipt control liaison section to furnish these receipt papers, properly noted or receipted, to the receipt control branch for processing of the documents to reflect receipt of the material into the supply activity. The receipt control liaison section will provide the receiving

section with advance information pertaining to rail car receipts and will furnish the receiving section with inspection reports, memorandum bills of lading, or other receipt documents, when necessary, to facilitate material checking, inspection, and movement to stores as necessary.

3. FILES AUTHORIZED. The receipt control liaison section will maintain the following files:

1. open order liaison file,
2. the U.S. Government Bill of Lading--Memorandum Copy (Standard Form 1103a) or the Short Form--U.S. Government Bill of Lading (Memorandum Copy) (DD Form 1536) file.

The open order liaison file will contain the advance copies of the DOD Single Line Item Release/Receipt Document (DD Form 1348-1) and the Materiel Inspection and Receiving Report (DD Form 250). Pertinent correspondence, amendments, and other miscellaneous documents as needed for this purpose will be furnished to the receipt control liaison section by the receipt control branch.

4. FILE PLAN. The open order liaison file will be maintained by type of procurement adjacent to the principal point of receipt. Advance copies of inspection reports will be filed by contract number. Advance copies of receipt invoices will be filed by shipment request or order number. These files will be housed in open tubs of the type used for the receipt control followup files.

#### 23014 RAIL CAR RECORDS

1. RESPONSIBILITY. The receiving section of the traffic branch will maintain rail car records pertaining to inbound and outbound car movements.

2. INBOUND MOVEMENT. A visible tickler file may be maintained by the receiving section if the volume of rail cars received justifies a need for such a record. Data for this record will be obtained from advance bills of lading, rail car drag lists, inspection reports copies indicating disposition of material, teletype messages from shippers and carriers, etc. This information will be made available to the receiving section by the receipt control branch. The necessity for, and the manner in which the record is kept, depends upon local command decision. The maintenance of a visible tickler file will not relieve the requirement for a ledger record maintained on Railroad Car Record (DD Form 1092) as indicated in subpar. 4.

3. OUTBOUND MOVEMENT. A file will be maintained by the receiving section providing a number reference to railroad cars placed for loading for outbound movement, bills of lading, consignee destination, and other pertinent data.

4. CONTROL RECORDS. In connection with rail movements, when a car is not loaded or unloaded within a stipulated time, compensation to the carrier for such a delay is allowed; therefore, adequate control records must be maintained to limit ensuing charges. A ledger record will be maintained on DD Form 1092 for every car coming under cognizance of a terminal. Additional information required by the activity is optional provided those records kept are adequately maintained to verify carrier's demurrage bills.

#### 23015 FOLLOWUP ACTION

Followup on requisitions, redistribution orders, planned requirements, reservations, etc., will be effected in accordance with the procedures in MILSTRIP/MILSTRAP.

#### 23016 MATERIAL STATUS REPORTING

1. GENERAL. Material status panels will be established at major industrial type activities and at other activities when required by workload, scope of operation, and assigned mission. The receipt control branch will coordinate and assemble selected material status information for materials under procurement for work being performed. This information will be submitted as the material status report to interested departments in accordance with the individual needs of the activity.

2. MATERIAL STATUS PANELS. Material status panels may be made up of flexoline and flexoprint or similar type panels listing outstanding items under procurement from other supply officers or contractors required for productive work on which status information is currently needed. Panels will provide in a central location, all of the current information relative to prospective availability of material under procurement outside the activity for vessels or production jobs. The panel will be reproduced and distributed as required for effective support of production work.

#### 3. PANEL FORMAT

a. Identifying Information. A header card will be placed at the top of the panel with the following data:

1. name and/or number of ships or production job;
2. dates of ships availability or project expiration date;
3. issue number and date of next reproduction;
4. code number, name, and telephone number of material status clerk handling the panel.

b. Column Breakdown. Columns will be provided as follows:

1. code (classified, urgent, substituted, received, etc.);

2. shop column;
3. job number (with space for extended required delivery dates);
4. procurement number and date;
5. station requisition number;
6. brief description of material;
7. required date;
8. estimated due date;
9. remarks or status;
10. tickler date (TD).

Items listed will be limited to those items under procurement. In addition, in the case of new construction or major conversion work, items listed will be limited to those for which the procurement status information is required by the planning and workload scheduling personnel.

4. MAINTENANCE OF PANEL. Specific jobs or ships maybe assigned to individuals in the receipt control branch who will request followup as necessary on material and maintain the panels. Upon receipt of documents the material status panels will be reviewed for correctness and panel strips will be prepared and inserted. When new items are requisitioned, a strip will be prepared for each new item. The strip will be inserted on the panel in the proper ship, shop, and job order sequence. Using the "required date", or "followup date" as a guide, a notation of all items for which action is indicated will be made and the basic documents will be obtained from the open order file. Delivery information will be obtained to insure timely delivery. The material status panel will be annotated with current information. Upon receipt of the material, the panel strips will be annotated, and a "C" placed in the code column to indicate the order is complete. Completed items will be reported only once and then removed from the panel. When other transactions occur, such as "S" (substituted), "R" (replacements), such strips also will be removed after being reported.

5. REPRODUCTION OF PANEL. Immediately prior to scheduled reproduction date, the panel will be reviewed for completeness. Panels will be reproduced as determined locally. Copies will be distributed to each shop and office concerned.

6. REVIEW OF MATERIAL INFORMATION. The supply officer will be informed

by telephone, by receipt of a marked up copy of the report, or by memorandum from the planning or production departments of any changes which should be made to the panel as early as possible. Upon receipt of a notice from the planning or production department, items no longer required will be returned to the supply department. Action will be taken to cancel outstanding purchase orders when those items are no longer required.

#### 23017 REPORTING RECEIPT OF DEFICIENT EQUIPMENT (NAVSUP REPORT 4700-4)

1. CATEGORIES TO BE REPORTED TO THE NAVAL SUPPLY SYSTEMS COMMAND. All naval activities will report deficiencies in the following types of equipment which are received from either stocks or new procurement:

1. materials handling equipment;
2. industrial storage batteries;
3. industrial storage battery chargers;
4. pallets, all types;
5. storage aids;
6. other equipment similar or relating to the foregoing types.

The report will be forwarded to the Naval Supply Systems Command with a copy to the bureau, command, or office having primary support if other than the Naval Supply Systems Command. The Motor Vehicles, Unsatisfactory Report-Administrative, Use of (DD Form 1362) will be used to submit the report.

#### 2. DEFINITIONS

a. Functional Deficiencies. Functional deficiencies are those relating to the operational inadequacy of the equipment or component assemblies thereof for the application intended. These deficiencies include performance characteristics that are not in accordance with specification requirements or which preclude the utilization of equipment for the purpose for which procured.

b. Mechanical Deficiencies. Mechanical deficiencies are those relating to the failure or breakdown of mechanical or electrical parts and components after the equipment is placed in use. This type of deficiency also includes the need for excessive maintenance work not normal with similar types of equipment.

### Section III: DIVISION OF RESPONSIBILITY BETWEEN SUPPLIERS AND GOVERNMENT

#### 23025 RESPONSIBILITY BEFORE DELIVERY

The Government is not responsible for material until after delivery has been made at the delivery point designated in the contract. When the contract specifies that the

material will be delivered to destination, all transportation charges will be paid by the contractor.

#### 23026 ACCOMPLISHMENT OF DELIVERY

1. DELIVERY BY RAIL IN CARLOAD LOTS. When rail connections exist by which

cars can be switched into the railroad system of an activity, delivery is accomplished when the cars have been delivered within the limits of the activity.

2. DELIVERY BY WATER. When delivery is by water on the waterfront, after assignment of berth, the ship, barge, or lighter will be brought alongside and discharged, and delivery is accomplished when the material is placed on the wharf.

3. DELIVERY BY AUTOMOTIVE OR SIMILAR TRANSPORTATION. When delivery is by dray, truck, and, or similar conveyance, delivery is accomplished when the articles are conveyed to the ground floor entrance of the receiving building or storehouse for unloading or routing to the storehouse.

4. DELIVERY BY RAIL IN LESS THAN CARLOAD LOTS. When the activity is lo-

cated within the established limits defined in carriers' pickup and delivery tariffs, regardless of whether carrier's tariffs provide that an additional charge be made for such service, delivery is accomplished when material is delivered to the ground floor entrance of the receiving building or storehouse. When activities are located outside established delivery limits as defined in tariffs, delivery is accomplished when material is delivered to the carrier's freight terminal.

5. DELIVERY F.O.B. CARRIER'S EQUIPMENT, WHARF, OR FREIGHT STATION AT OR NEAR CONTRACTOR'S PLANT. When a contract calls for delivery f.o.b. carrier's equipment, wharf, or freight station at or near contractor's plant, delivery is accomplished when material has been inspected, accepted, and placed on board carrier's



equipment, wharf, or freight station, as stipulated in the contract. Shipment will be made, when possible, under a U. S. Government Bill of Lading (Standard Forms 1103-1106) issued by the inspector accepting the material.

6. DELIVERY F.A.S. When a contract calls for delivery free alongside barge or vessel, delivery is accomplished when the material has been inspected, accepted, and delivered alongside such barge or vessel within convenient reach of the ship's tackle or other equipment used in transferring material. When a contract calls for delivery f.o.b. vessels, delivery is accomplished when the material has been inspected, accepted, and loaded aboard the receiving vessel.

7. HOURS FOR DELIVERY. Deliveries must be made within working hours and in ample time to allow the unloading before closing time. Deliveries at any other time

will not be accepted unless special arrangements have been made previously with the receiving activity.

#### 23027 CONTRACTOR'S RESPONSIBILITY AFTER DELIVERY

Upon delivery, the contractor's obligation as to moving and handling articles and material ceases except in the case of a rejection or as otherwise specified in the contract. When the contractor is required to do erecting, installing, or other work for the Government, after delivery, he will at his own expense, unless the contract specifications provide otherwise, unload the material and transport it to the place where the additional work is to be done. Cranes, derricks, and other yard appliances and facilities as may be available will be placed at his disposal when practicable. Charges for the use of such facilities will be made as provided in Art. 0786, Nav. Regs.

### Section IV: INSPECTION OF PURCHASED MATERIAL

#### Subsection 1: INSPECTION BY MATERIAL INSPECTION SERVICE, USN, GENERAL RESPONSIBILITIES

##### 23035 RESPONSIBILITY OF MATERIAL INSPECTION SERVICE AND RECEIVING ACTIVITY

1. MATERIAL INSPECTION SERVICE. Material Inspection Service, USN, is a term used to embrace collectively all of the inspection activities of the Navy Department concerned with the inspection of Navy material. Naval plant representatives, inspectors of naval material, and supervisors of shipbuilding, U. S. Navy, are all a part of the Navy Material Inspection Service.

2. INSPECTION OF PURCHASED MATERIAL. Material will be inspected at places and to requirements specified in the contract or order. Material will be subject to inspection at the places of manufacture and during such manufacture including the place of and during manufacture by any subcontractor, as specified in the contract or order or by the cognizant inspector. The usual places specified in the contract or order are the place of manufacture, point of shipment, or point of destination. If the point of inspection is not stated in the contract, inspection will occur at point of delivery (receiving activity) specified. Most contracts or orders for material placed at the request of a bureau, command, office, or Naval Supply Systems Command inventory control point specify that inspection will be performed at the place of manufacture or the point of shipment.

3. DEPARTMENT OF DEFENSE INSPECTION STAMPS OR STENCILS. The Material Inspection Service, USN, will use two types

of stamps. the Department of Defense square stamp (eagle in square) and the Department of Defense circle stamp (eagle in circle). Material which has passed all required tests and conforms to contract requirements will be stamped with the square stamp. The circle stamp will be used by the inspector to identify the material for any one or more of the following purposes:

1. to identify material which has undergone only a partial or preliminary inspection, but has been found by the inspector to be acceptable to the extent that it has been inspected;
2. to identify material which has passed all prescribed physical tests, but which cannot be finally approved and accepted by the inspector until the receipt of a satisfactory laboratory report of analysis;
3. to identify material which has been found by the inspector to be in accordance with the specifications or plans indicated on the supplier's copy of the specifications, plans, contract, or order but which cannot be finally accepted and approved by the inspector until the receipt of the specifications, plans, contract, or order which have been properly approved by a representative of the, Navy Department;
4. to identify material which, although requiring inspection at place of manufacture (or point of shipment), is shipped by authority of the inspector without inspection or without complete inspection to satisfy an urgent need for. the material at destination;

5. to identify material which has been fully inspected or inspected and accepted by the inspector, but which has been shipped bearing the circle stamp for the convenience of the Government;
6. to identify material which has been found not to be in accordance with specifications but which is accepted for any reason.

Under item 5, Materiel Inspection and Receiving Report (DD Form 250) will be marked "Material satisfactory, shipped under the circle stamp for the convenience of the Government". The material will be received and accepted at destination on the same basis as material bearing the square stamp.

#### 4. DISTRIBUTION OF MATERIEL INSPECTION AND RECEIVING REPORT

a. General. The materiel inspection and receiving report is a combined report of inspection and notice of shipment and receiving report. Distribution of the DD Form 250 by the Materiel Inspection Service, USN, to the receiving or transshipping activities will be made as described in subpars. b, c, and d.

b. Shipments Within the United States Except Alaska and Hawaii. For shipments made direct to naval receiving activities within the United States except Alaska and Hawaii, the DD Form 250 will be distributed as follows:

1. one copy via mail to the receiving activity,
2. four copies attached to the shipment in a waterproof envelope,
3. two copies to cognizant Navy activity requiring status information.

c. Direct Shipments to Alaska or Hawaii or Outside the United States. For shipments made direct or via a fleet post office to naval receiving activities in Alaska or Hawaii or outside the United States, the DD Form 250 will be distributed as follows:

1. one copy via mail to the receiving activity,
2. four copies attached to the shipment in a waterproof envelope,
3. two copies to cognizant Navy activity requiring status information.

d. Shipments Via Transshipping Point to Activities in Alaska or Hawaii or Outside the United States. For shipments made to naval receiving activities in Alaska or Hawaii or outside the United States forwarded via a Navy transshipping activity, the DD Form 250 will be distributed as follows:

1. one copy via mail to the receiving activity;

2. two copies via mail to the transshipping activity on f.o.b. port shipments only;
3. four copies attached to the shipment in a waterproof envelope;
4. two copies to cognizant Navy activity requiring status information.

e. Shipments of Petroleum Products. For shipments of petroleum products made in tank car or truck to naval receiving activities within the United States except Alaska and Hawaii, the DD Form 250 will be distributed as follows:

1. four copies via mail to the receiving activity,
2. one copy attached to the shipment.

f. Report of Failure to Receive or Deficiency in DD Form 250 (Exos Report 4355-6). Activities failing to receive copies of DD Form 250 as prescribed in subpars. b, c, and d or receiving DD Form 250 containing errors or omissions, will report the deficiency, in writing, to the contract administration office designated in the contract to conduct inspection. Report of deficiency will indicate the name of the contractor, contract number, shipment number, and nature of the deficiency.

#### 5. WHEN SUPPLIES HAVE BEEN INSPECTED, ACCEPTED, AND DELIVERED AT ORIGIN

a. General. When purchased supplies which have been inspected, accepted, and delivered at origin are subsequently found by the receiving activity to be in a damaged condition or to be defective in material, workmanship or design, or to evidence a shortage as to quantity, any claim or demand against the contractor for their correction or replacement or for a reduction of the contract price for such supplies or for other relief may be made only after:

1. the receiving activity has furnished information to the contracting officer that such damage, deficiency, or shortage was primarily caused by the failure of the contractor to comply with the contract requirements as to quantity, quality, and condition of the supplies; preservation-packaging, packing; and marking of the supplies; or preparation for and method of shipment of the supplies (see subpar. b);
2. the contracting officer determines that under the terms of the contract a right of the Government to make such a claim against the contractor survives the Government's prior acceptance of the supplies and notifies the receiving activity of what action is to be taken with respect to such supplies.

Otherwise, the prior government inspection and acceptance of the supplies are conclusive and preclude the Government from making any claim against the contractor based upon the damaged condition of the supplies or the nonconformity of the supplies with the contract requirements. However, when it appears that the supplies were damaged, destroyed, or lost in transit due to causes for which the carrier is responsible, the Government ordinarily will be entitled to recover the amount of the loss from the carrier. In this event, the receiving activity is responsible for developing and forwarding information upon which to base a claim against the carrier in accordance with par. 57050.

b. Evidence of Failure of the Contractor to Comply with Contract Requirements. The information required by subpar. a, item 1 ordinarily will include the following:

1. a description of the supplies involved, including identification of the contract under which the supplies were procured and the item number and affected quantity of the supplies under such contract;
2. a copy of the inspection report pursuant to which inspection and acceptance of the supplies were accomplished;
3. a statement as to whether or not payment for the supplies has been made (if known);
4. a statement as to when the supplies were delivered to the Government at the delivery point designated in the contract;
5. a detailed inspection report setting forth the technical respects in which identified supplies (including their preservation - packaging, packing, and marking) fail to conform to the contract specifications or other contract requirements;
6. a statement: with all substantiating data, as to whether it appears the nonconformance of the supplies, as detailed in item 5, was present at the time of delivery of the supplies to the Government at the delivery point designated in the contract, or whether the nonconformance apparently arose subsequent to such delivery;

7. a statement, with all substantiating data, of the cause of the damage to or nonconformance of the supplies;
8. a statement as to whether the supplies, in their present condition, are suitable for their intended use; and
9. a statement as to whether correction or replacement of the supplies by the contractor or retention of the supplies and local correction or repair, with the estimated cost thereof, is desired.

Such information will be submitted to the contracting officer in letter form with a copy to the cognizant inspector, or in the case of deficiencies in preservation-packaging, packing, marking, and handling, a Packaging Improvement Report (DD Form 6) will be prepared in accordance with par. 27059. The Report of Item Discrepancy (Standard Form 364) will not be used for this purpose. To prevent acceptance of additional nonconforming material it is essential that the cognizant inspector be informed as soon as possible. If delay in obtaining all of the information covered in items 1-9, is anticipated an advance report may be made to the inspector provided the information required in items 1, 5, 6, and 7 is included.

c. Use of Nonconforming or Damaged Supplies. Nonconforming or damaged supplies, as to which the receiving activity has requested the contracting officer to take action in accordance with subpar. a, will be held by the receiving activity pending instructions from the contracting officer and will not be used unless an emergency exists.

d. Material Conforming to Contract but Unsatisfactory. In a number of cases evidence shows that the material received is in conformance with the contract requirements but the material is unsatisfactory because of faulty specifications or for other reasons. In such cases, the receiving activity will submit a detailed report to the requisitioning activity immediately with copies to the contracting officer and the cognizant inspector so that necessary changes can be made to stock items, to current contracts, and to specifications for future procurements.

## Subsection 2: INSPECTION BY OTHER GOVERNMENT DEPARTMENTS AT SOURCE

### 23040 NAVY MATERIAL INSPECTED AT SOURCE BY ARMY AND AIR FORCE INSPECTORS

When Navy material is inspected by the Army or Air Force it will be inspected, accepted, or received by the receiving activities as prescribed in par. 23035-5 or 23063.

### 23041 RECEIPT OF MATERIAL BY TRANSFER FROM GENERAL SERVICES ADMINISTRATION AND OTHER GOVERNMENT DEPARTMENTS

Material received from General Services Administration stores depots and from other government departments has been inspected

by the General Services Administration or other government department prior to shipment. Therefore, such material will be accepted without reinspection except when receiving and storage personnel determine there is a quantity or damage discrepancy. When there is a quantity or damage discrepancy, the procedures in par. 23103 will be followed. Material will not be reinspected by the Navy receiving activity except when discrepancies other than damage or quantity are noted upon receipt or after material is moved in to store. When other than quantity or damage discrepancies are discovered, procedures prescribed in par. 23035-5 will be followed.

#### 23042 RECEIPT OF MATERIAL UNDER FEDERAL SUPPLY SCHEDULE CONTRACTS

The General Services Administration has an agreement by which contractors with excellent quality control systems and past performance records are placed under General Services Administration surveillance inspection and permitted to release shipments without the presence of a General Services Administration inspector. In such instances, the contractors are required to

place in space 23 of the Materiel Inspection and Receiving Report (DD Form 250) the following certification signed by an authorized official of the company:

"All materials released under this Materiel Inspection and Receiving Report were inspected and found to comply in all respects with all requirements of the contract \_\_\_\_\_, purchase order \_\_\_\_\_ (Number) \_\_\_\_\_ (Number). This shipment is released under authority granted by the Chief, Quality Control Division, General Services Administration region \_\_\_\_\_ (Number) in letter dated \_\_\_\_\_." (Date of letter)

If the DD Form 250 accompanying a shipment contains the above certificate, receiving activities may accept the material without reinspection. When it is determined that the material is not in accordance with the terms of the order or when there is a quantity or damage discrepancy, a Report of Item Discrepancy (Standard Form 364) will be prepared and forwarded to the applicable General Services Administration regional office. Payment to the contractor will be delayed pending replacement of the material or settlement of the differences.

### Section V: PURCHASED MATERIAL INSPECTED AND ACCEPTED AT SOURCE

#### Subsection 1: RECEIPT CONTROL BRANCH AND RECEIVING SECTION ADJACENT

##### 23050 ASSEMBLY AND DISTRIBUTION OF DOCUMENTS PRIOR TO RECEIPT OF MATERIAL

1. CONTRACTS AND ORDERS. Upon receipt of contracts or orders, the purchase material section will determine required followup action and will place contracts or orders in the open order file, filed by contract or order number. If a contract chargeable to functional accounts in the 50000 series involves government furnished material which will be part of the final product or if the contract covers the repair of stores account material, other than local repair and renovation contracts, the contract will be flagged to indicate that the items received under the contract into which the government furnished material has been incorporated will not be taken up as a receipt from purchase or as material returned to store in the case of repair contracts

but will be handled in accordance with pars. 23202 and 25480-25498.

2. CHANGES TO OPEN ORDER FILE. Upon receipt of contract advices, change letters, or any other information pertinent to delivery of material, the purchase material section will amend related documents in the open order file as required.

3. INSPECTION REPORTS AND BILLS OF LADING. Upon receipt of the copy of the Materiel Inspection and Receiving Report (DD Form 250) and U.S. Government Bills of Lading (Standard Forms 1103 and 1103a) pertaining to material to be received from contracts not involving government furnished material, the receipt control branch will take the following action:

1. price and extend the copy of the DD Form 250 when the unit cost and extension have not been inserted by field

- inspectors or contractor representatives,
2. file the Standard Form 1103 in the bill of lading file in numerical order,
  3. forward one copy of DD Form 250 and Standard Form 1103a to the receiving section for posting to rail car records,
  4. file the returned copy (item 3) of DD Form 250 in the open order file and the returned Standard Form 1103a in the bill of lading file.

When copies of commercial bills of lading are received, the copies will be filed in the open order file. When DD Form 250 is received which involves material shipped under contracts containing government furnished material as a part of the delivered material and which materials are chargeable to functional accounts in the 50000 series, the procedures prescribed in par. 23202-2c will be followed.

4. POSTING RAIL CAR RECORDS. Upon receipt of the memorandum bill of lading and one copy of DD Form 250 (see subpar. 3 item 4), the receiving section will:

1. post the required information to the rail car ledger record in accordance with par. 23014-4;
2. enter the storage location on DD Form 250 and the bill of lading;
3. return both documents to the followup section.

See Illustration 1

#### 23051 PROCESSING DOCUMENTS AFTER RECEIPT OF MATERIAL

1. RECEIPT OF MATERIAL SHIPMENTS. Upon receipt of material at an unloading bay or storage location, the receiving section will remove the attached shipment copies of the Material Inspection and Receiving Report (DD Form 250) from the material. These copies will be forwarded to the purchase material section with a request for two copies containing disposition of the material and the U.S. Government Bill of Lading -- Memorandum Copy (Standard Form 1103a). When the order or contract numbers are not sufficiently legible for identification or in the absence of attached receipt papers, the receiver will be responsible for marking the material with the contract or order numbers shown on the Standard Form 1103a or the advance copy of the DD Form 250. This will prevent the loss of identification of the material between unloading and material checking operations. When copies of DD Form 250 are not attached to a shipment, the contract or order number shown on the containers will be furnished to the purchase material section when request-

ing the copies of the DD Form 250 and Standard Form 1103a.

2. ACTION BY PURCHASE MATERIAL SECTION. Upon receipt of the shipment copies of DD Form 250, the purchase material section will:

1. locate related documents in the open order and bill of lading files of advance documents;
2. enter storage location on shipment copies of DD Form 250;
3. return two copies of the DD Form 250 and the memorandum copy of the bill of lading to the receiving section;
4. at activities utilizing manual stock control procedures, forward the priced and extended copy and one shipment copy of the DD Form 250 to the stock control branch for preposting in accordance with par. 24130;
5. at activities utilizing mechanized stock control procedures, forward the priced and extended copy of the DD Form 250 to the financial editing section (see par. 24150) and when necessary, one copy to the special programs unit;
6. retain the file copy in the open order file;
7. retain the original bill of lading in the bill of lading file;
8. mail receipted copies of DD Form 250 promptly to the activity performing allotment accounting.

At activities utilizing the mechanized stock control procedures, one copy of the receipt document will be forwarded to the financial editing section in lieu of forwarding two copies to the stock control branch (see par. 24150).

3. CHECKING MATERIAL SHIPMENTS. Upon receipt of two copies of the DD Form 250 with disposition indicated thereon and the Standard Form 1103a, the receiving section will take the following action:

1. check in shipment as to the number of containers received (If loss, damage, or shortage is evident, the freight claims analyst will be notified immediately (see par. 23103).);
2. sign the memorandum bill of lading as to date material is received and checked in (If a discrepancy exists, the freight claims analyst will enter the notation and complete the form in accordance with instructions in par. 23104.);
3. forward shipment with storage copy of DD Form 250 to the storage location indicated thereon; if more than one storage location is involved, the copy will remain with the first lot of material and the DD Form 250 inspection report number will be clearly marked on the

most prominent container of other lots destined for other storage;

4. forward a signed copy of the DD Form 250 and the memorandum copy of the bill of lading to the receipt control branch (Apparent loss, damage, or shortage of material will be processed by the freight claims analyst or receipt control branch, as appropriate, in accordance with instructions in par. 23103.).

4. ACCOMPLISHING GOVERNMENT BILLS OF LADING. Upon receipt of the memorandum copy of the bill of lading and related signed copy of DD Form 250, the naval material section will secure the matching U.S. Government Bill of Lading--Original (Standard Form 1103 ) from the bill of lading file. The original bill of lading will be accomplished and forwarded to the proper carrier (see Military Traffic Management Regulation, Chapter 214, Section VII, or pars. 57440-57443, as appropriate). The memorandum copy of the bill of lading will be marked to indicate that the original has been accomplished and will be filed in the closed bill of lading file in the receipt control branch. The signed copy of the DD Form 250 will be filed in the related open order file. When adjustments are required as set forth in par. 23102, these documents will furnish the source information required for action.

5. DISPOSITION OF COMMERCIAL BILLS OF LADING. Upon receipt of the memorandum copy of the commercial bill of lading and the related signed copy of DD Form 250, the purchase material section will file both documents in the open order file.

6. RECEIPT OF MATERIAL BY STORAGE BRANCH. Upon receipt of material with the

#### Subsection 2: RECEIPT CONTROL BRANCH AND RECEIVING SECTION NOT ADJACENT

##### 23056 DOCUMENT DISTRIBUTION PRIOR TO RECEIPT OF MATERIAL

1. RECEIPT CONTROL BRANCH. Upon receipt of the U. S. Government Bills of Lading (Standard Forms 1103 and 1103a) and a copy of the Materiel Inspection and Receiving Report (DD Form 250), the receipt control branch will take the following action:

1. file the Standard Form 110: in the government bill of lading file;
2. enter the bill of lading number applicable to each item on contract in the open order file;
3. forward the Standard Form 1103a and the copy of the DD Form 250 to the purchase material. section for pricing, extending, and totaling;
4. forward the Standard Form 1103a and the priced, extended, and totaled copy of the DD Form 250 to the receipt control liaison section.

storage copy of DD Form 250 at the storage location, the storage branch will identify the material and check it for quantity, the inspection for quality having been performed by the Material Inspection Service, USN. After noting any quantity differences, the storage copy of DD Form 250 will be signed and forwarded to the financial inventory control section for processing in accordance with par. 24130 or 24152-2d.

#### 7. COMPLETION OF OPEN' ORDER FILE

a. General. Upon receipt of the checker's signed copy of DD Form 250, action will be taken as indicated in subpars. b and c.

b. Partial Shipments. If the signed copy of DD Form 250 covers a partial shipment on a contract or order, the signed copy will be filed with related documents in the open order file.

c. Complete Shipments. When the signed copy of DD Form 250 received from the checker indicates all listed items on a contract or order have been received or when it is the final shipment on a contract or order, the related folder will be removed from the open order file and inserted in the closed order file.

8. DISPOSITION OF SIGNED STORAGE COPY. Upon receipt of the signed storage copy from the financial inventory control section, the purchase material section will file the document in the completed order file or in a separate file in numerical sequence by the last three digits of the document number in the proof of delivery file.

See Illustration 1

2. RECEIPT CONTROL LIAISON SECTION. Upon receipt of the documents (see subpar. 1 item 4), the receipt control liaison section will forward the Standard Form 1103a to the receiving section. The receiving section will post the required information, including the storage location, to the rail car ledger record in accordance with par. 23014-4. The documents then will be returned for filing in the receipt control liaison file awaiting receipt of material.

See Illustration 2

##### 23057 DOCUMENT DISTRIBUTION (AFTER RECEIPT OF MATERIAL)

1. MATERIAL CHECKING. The receiving section will check material and distribute documents subsequent to material checking in accordance with par. 23051-3.

2. DOCUMENT PROCESSING. When material is delivered, the receiving section will take action in accordance with par. 23051-1. The shipment copies of the Materiel Inspection and Receiving Report (DD Form 250) will be presented to the receipt control liaison section in lieu of the purchase material section. Upon receipt of the shipment copies of the DD Form 250, the receipt control liaison

section will take action in accordance with par. 23051-2 items 1 - 5. One copy of the DD Form 250 will be delivered to the purchase material section as notification of material receipt. Upon completion of processing these documents, the receipt control liaison file will be closed.

See Illustration 2

## **Section VI: PURCHASED MATERIAL INSPECTED AND ACCEPTED AT DESTINATION**

### Subsection 1: RECEIPT CONTROL BRANCH AND RECEIVING SECTION ADJACENT

#### **23062 DEFINITIONS OF INSPECTION AND ACCEPTANCE AT DESTINATION**

1. INSPECTION. Inspection means the examination (including testing) of supplies and services (including, when appropriate, raw materials, components, and intermediate assemblies) to determine whether the supplies and services conform to contract requirements, which include all applicable drawings, specifications, and purchase descriptions. Testing is an element of inspection and generally denotes the determination by technical means of the physical and chemical properties or elements of materials, supplies, or components thereof, involving not so much the element of personal judgment as the application of established scientific principles and procedures.

2. ACCEPTANCE. Acceptance is the act of an authorized agent of the Government by which the Government acknowledges and agrees that the supplies or services are in conformance with the contract requirements, including those of quality, quantity, packaging, and marking.

#### 23063 INSPECTION AND ACCEPTANCE

1. INSPECTION PERSONNEL. Inspection and acceptance of purchased material which requires inspection and acceptance at point of destination will be performed by competent inspectors designated by the commanding officer or the supply officer at the receiving activity unless otherwise specified in the contract.

#### 2. INSPECTION AND ACCEPTANCE AT DESTINATION

a. General. When the contract specifies inspection and acceptance at destination after delivery, the material will be received at destination and inspection will be conducted at that point. Inspection will be performed in accordance with the contract. Acceptance or rejection of the material received will depend

upon whether the material meets the requirements of the contract. The "Inspection" clause of fixed price supply contracts provides that "In case any supplies or lots of supplies are defective in material or workmanship or otherwise not in conformity with the requirements of this contract, the Government shall have the right either to reject them (with or without instructions as to their disposition) or to require their correction. Supplies or lots of supplies which have been rejected or required to be corrected shall be removed or, if permitted or required by the contracting officer, corrected in place by and at the expense of the contractor promptly after notice, and shall not thereafter be tendered for acceptance unless the former rejection or requirement of correction is disclosed." When the supplies do not conform to the contract requirements, the receiving activity will take one of the following actions:

1. reject the supplies,
2. request the contracting officer to authorize the acceptance of the nonconforming supplies at an equitable reduction in the contract price.

Many times material received may be in conformance with contract requirements but may be unsatisfactory because of faulty specifications or for other reasons. In such cases, the receiving activity will immediately submit a detailed report to the requisitioning activity with a copy to the contracting activity so that necessary changes can be made to stock items, to current contracts, and to specifications for future procurements.

b. Rejection of Nonconforming Supplies. The receiving activity will effect rejection of the nonconforming supplies by the use of the Report of Item Discrepancy (Standard Form 364). The Standard Form 364 will be mailed or otherwise furnished to the contractor. Copies thereof will be furnished to the contracting officer and to the cognizant Naval Supply Systems Command inventory control point. For supplies purchased under the fast payment procedure, the instructions in par. 23103-3 will be followed.

c. Dispute as to Whether Rejected Supplies Conform to the Contract Requirements. If, after submission of the Standard Form 364, a dispute arises between the receiving activity and the contractor as to whether the rejected supplies conform to the contract requirements or concerning the receiving activity's right of rejection, the receiving activity will refer the matter to the contracting officer for action.

d. Disposition of Rejected Supplies. Rejected supplies will not be used and will be held subject to the contractor's disposition instructions and at his risk. If, after submission of the Standard Form 364, the rejected supplies are not removed by the contractor within 10 days, the rejected supplies may be returned to the contractor at his expense, in whatever way the commanding officer or the supply officer considers most convenient, subject to the provisions of the purchase document. Rejected supplies will not be delivered to the contractor or his representative except upon presentation by the contractor or his representative of an itemized receipt for the supplies. When the supplies are returned to the contractor by a common carrier, the shipping papers must contain an itemized list of the supplies receipted for by the carrier. All such receipts will be filed as a permanent record with the related contract or order.

e. Failure of Contractor Promptly to Correct or Replace Rejected Supplies. If the contractor fails to promptly correct or replace rejected supplies, the matter will be referred to the contracting officer for such action as may be appropriate.

f. Acceptance of Nonconforming Supplies at an Equitable Reduction in the Contract Price

(1) General. Fixed price supply contracts provide that unless the contractor elects to correct or replace the supplies which the Government has the right to reject and is able to make such correction or replacement within the required delivery schedule, the contracting officer may require the delivery of such supplies at a reduction in price which is equitable under the circumstances.

(2) Procedures. In lieu of rejection of the nonconforming supplies, the receiving activity may request the contracting officer to authorize the acceptance of the supplies whenever the supplies in their delivered state are or reasonably may be made suitable for their intended use and factors other

than the suitability of the price reduction indicate such acceptance to be clearly in the interests of the Government. Notwithstanding a contract right of equitable reduction in the contract price, the practice of accepting nonconforming supplies may mislead suppliers into relying upon the continued availability of the specification deviation in subsequent procurements. In connection with any such request, the receiving activity will furnish the following information to the contracting officer:

1. the contract number and date;
2. the item number, and quantity of the affected supplies;
3. a brief technical description of the respects in which the supplies fail to conform to the contract specifications or other contract requirements;
4. a statement of whether the supplies in their present state are or reasonably may be made suitable for their intended use;
5. the estimated cost, by correction or repair, of conforming the supplies to the contract requirements;
6. a statement of why the acceptance of the supplies would be in the interest of the Government.

The supplies will not be accepted by the receiving activity pending authorization by the contracting officer. If the contracting officer does not authorize the acceptance of the supplies, the supplies will be rejected in accordance with subpar. b. Pending notification by the contracting officer, the supplies will be held at the receiving activity and will not be used except in case of an emergency.

g. Obvious Overpricing of Material. In some instances obvious overpricing of material can be identified at the time the material is received. This is especially true when inspection at destination is required. Therefore, inspection personnel will attempt to identify instances of obvious overpricing and report these cases to the appropriate contracting office for further action.

### 3. ACCEPTANCE AT DESTINATION OF MATERIAL REQUIRING INSPECTION AT SOURCE

a. General. Material procured from contractors may be partially inspected or completely inspected at source. Material, i.e., raw materials, parts, components, and packaged or nonpackaged items, which is government inspected at origin or place of manufacture will be stamped with the appropriate Department of Defense procurement inspection approval stamp. Such stamping



will indicate to government personnel that the material has been government inspected and approved for further processing, shipping, or subsequent acceptance. Shipping documents or lot routing tickets which have been stamped serve to provide the necessary indication of inspection status and to control or facilitate the movement of material. Affixing of stamps to the material or documents will not be construed to mean that the material has been accepted by the Government. The acceptance certificate on the applicable Materiel Inspection and Receiving Report (DD Form 250) or other approved report form will be used as the basis for determining whether material has been inspected and/or accepted by the Government. When inspection at the place of manufacture or point of shipment has been waived by proper authority and transferred to the point of transshipment or destination, the material will be received at the point designated without bearing an inspector's official acceptance certificate if supported by official evidence of the waiver and transfer. When material is received under these conditions, inspection will be conducted at the point of transshipment or destination, and acceptance or rejection of the material received will depend upon whether or not the material meets the requirements of the contract.

b. Partial Inspection at Source. Material will be accepted at point of transshipment or destination when the DD Form 250 bears a notation as to the conditions under which shipment was authorized. Such authorization will be in accordance with ASPR and General Provisions (Supply Contract) (Standard Form 32). Inspection at the receiving activity will consist of examination for adherence to specifications not covered by inspection at source.

c. Complete Inspection at Source. When the DD Form 250 indicates complete inspection at source and the contract requires acceptance at point of transshipment or destination, the material will be accepted except when receiving and storage personnel determine there is a quantity or damage discrepancy. When there is a quantity or damage discrepancy, the procedures in par. 23103 will be followed. Material will not be reinspected by the Navy receiving activity except when discrepancies other than damage or quantity are noted upon receipt or after material is moved into store. When other, than quantity or damage discrepancies are discovered, the procedures described in par. 23035-5 will be followed.

See Illustration 3

## 23064 REPORTING OF ITEM DISCREPANCIES ATTRIBUTABLE TO A SHIPPER

1. GENERAL. Discrepancies which are attributable to, or the responsibility of, the shipper will be reported by the receiving activity on the Report of Item Discrepancy (Standard Form 364) in order that the cause of such discrepancies can be determined and corrective or remedial actions taken. The design of the Standard Form 364 is sufficient to report discrepant conditions and to direct disposition, and therefore may be used as a valid survey document, when required. No transmittal letter or endorsement is required. The Standard Form 364 provides a basic document to support adjustment of property and financial accounting records and requires that a DOD Single Line Item Release/Receipt Document (DD Form 1348-1) or other authorized shipping document be attached,

2. APPLICABILITY. The Standard Form 364 is required to report discrepant shipments (shipper liability) received from the Defense Supply Agency, other DoD agencies, the Army, Navy, Air Force, Marine Corps, and the General Services Administration. It applies to shipments made from both stock funded and nonstock funded activities, to Grant Aid shipments made under the International Logistics Program, and to shipments received from the General Services Administration commercial sources.

3. EXCLUSIONS. The Standard Form 364 will not be used to report the following types of discrepancies:

1. discrepancies found while material is in storage;
2. discrepancies involving local base or station deliveries to, or returns from, internal or satellite activities;
3. discrepancies involving shipment of household goods, personal effects, and privately owned vehicles;
4. discrepancies involving shipments on requisitions or purchase orders from personnel services activities which cite nonappropriated funds;
5. transportation type discrepancies;
6. discrepancies involving material or equipment determined to be unsuitable or unsatisfactory for use because of possible harmfulness or hazard, deterioration, malfunction, improper design, defects (attributable to faulty material, workmanship, and/or quality inspection), or inadequate performance, when a material complaint, unsatisfactory equipment report, or other type of report is required by the procuring agency or a Navy receiving activity;

7. discrepancies in preservation-packaging, packing and marking;
8. foreign military sales and supply support arrangements under the International Logistics Program to the extent covered by interim procedures for processing of discrepancy reports against foreign military sales shipments.

#### 4. PROCEDURES FOR SUBMISSION OF STANDARD FORM 364

a. General. The Standard Form 364 will be prepared and submitted when one or more of the conditions outlined in subpars. b, c, and d, determined to be the responsibility of the shipper, exists.

b. Shipments from Department of Defense Activities and General Services Administration Distribution Facilities (except Retrograde and Excess Return Shipments). A Standard Form 364 will be prepared and submitted on shipments from Department of Defense activities and General Services Administration facilities (except retrograde and excess return shipments) under the following conditions:

1. when shortages, material defects, or overages are over \$10 per line item, except protected cargo (sensitive, pilferable, or controlled) and classified material which will be reported regardless of dollar value;
2. when erroneous material, unacceptable substitutes, or duplicate shipments, regardless of dollar value, are received;
3. when material is received, regardless of dollar value, against a requisition which has been canceled and the cancellation has been confirmed;
4. when the identity or condition of an item over \$10 per line item in value is found to be other than that shown on the shipping document or supporting inspection or test certificate or records;
5. when material, regardless of value, is invoiced or shipped to the wrong activity;
6. when item technical data markings are missing or incomplete (these are markings on or attached to the item inside of the container, when applicable, as for certain items of equipment);
7. when supply documentation is missing or improperly prepared;
8. when items over \$10 per line item in value, reported shipped by parcel post are not received or are received in a damaged condition;
9. when repetitive discrepancies, regardless of dollar value, are observed or when any other condition of an item not enumerated herein, unless excluded by subpar. 3, is detected at time of receipt which materially affects the service-

ability, usability, or prompt identification of the item for purpose for which intended.

#### c. Shipments from Manufacturers or Vendors, Regardless of Dollar Value Unless Excluded.

The Standard Form 364 will be prepared and submitted on shipments from manufacturers or vendors, regardless of dollar value, except those excluded in subpar. 3, under the following conditions:

1. when an overage or shortage exists;
2. when a duplicate shipment is received;
3. when material is received against a requisition which has been canceled and the cancellation has been confirmed;
4. when the identity or the condition of material is found to be other than that shown on the shipping document or supporting inspection/test certificates or records;
5. when item technical data markings are missing or incomplete;
6. when supply documentation is missing or improperly prepared;
7. when items reported shipped by parcel post are not received or are received in a damaged condition;
8. when any other condition of an item, not enumerated herein is detected at time of receipt which materially affects the serviceability, usability, or prompt identification of the item for purpose for which intended.

d. Retrograde Shipments and Excess Customer Returns. A Standard Form 364 will be prepared and submitted on discrepancies, regardless of condition, that exist in a retrograde or excess customer return shipment received from a customer when the dollar value of the discrepancy exceeds \$100 per line item. This does not apply to protected cargo (sensitive, pilferable, controlled) and classified material, which will be reported regardless of dollar value.

#### 5. DEFINITIONS OF PROTECTED CARGO

a. Sensitive. Sensitive items are defined as small arms, ammunition, and explosives which have a ready use during civil disturbances and other types of domestic unrest and which, if in the hands of militant or revolutionary organizations, present a definite threat to public safety.

b. Pilferable. Pilferable items are those items vulnerable to theft and having a ready sale potential in illicit markets, excluding drugs but including alcoholic beverages.

c. Controlled. Controlled items are those items which require additional control and security in accordance with published regulations and statutes, including money, negotiable instruments, narcotics, registered mail, precious metal alloys, ethyl alcohol, and drug abuse items.

## 6. TIME STANDARDS

a. Submission of Standard Form 364 Report. The time standards for submission of the Standard Form 364 report are as follows:

1. From date of receipt of the discrepant shipment:  
Government activities--15 calendar days,  
Contractors receiving government  
furnished material-- 15 calendar days;
2. Parcel post: lost shipments--70 calendar days from date of shipment.

b. Reply to Report. The reply to the report will be made 15 calendar days from date of receipt of the Standard Form 364 by the action activity except that an additional 15 days will be allowed for receipt and processing when a Military - Assistance Program (MAP)/Grant Aid requisition control office is involved.

## 7. DISTRIBUTION

a. General. The external distribution of Standard Form 364 indicated in subpars. b-f will be made under normal circumstances. For items requiring special handling and reporting, such as protected cargo or classified material, the recipient of the action copy of the item discrepancy report is responsible for additional distribution of the report as required. Internal copies will be distributed as prescribed by the respective activity.

b. Department of Defense Originated Shipments (Other than Customer Returns, General Services Administration Originated or Directed, and the Navy Administered Grant Aid Program). Distribution of Standard Form 364 for Department of Defense originated shipments (other than customer returns General Services Administration originated or directed, and the Navy administered Grant Aid Program) will be as follows:

1. Interservice:  
original and one copy to the inventory control point or item manager of the shipper;  
two copies to the inventory control point or item manager of the consignee;  
one copy to the shipping activity, except two copies to Defense Supply Agency and Air Force shipping activities; a copy of DD Form 1348-1 or other authorized shipping document will be attached;  
internal copies, as required.
2. Intraservice:  
original and one copy to the inventory control point or item manager of the shipper or other appropriate accountable activity, except, the original only to the appropriate Defense Supply Agency defense supply center (DSC);  
one copy to shipping activities, except

two copies to the Defense Supply Agency; a copy of DD Form 1348-1 or other authorized shipping document will be attached;  
internal copies, as required.

3. Customer returns:  
original to shipping activity;  
one copy to the inventory control point or defense supply center of the receiver;  
internal copies, as required.

c. Department of Defense Central Procurement (Except the Navy Administered Grant Aid Program), Local Purchases, and Purchases Made by Department of Defense Activities from Federal Supply Schedules or General Services Administration Open-End Contracts. For Department of Defense central procurement (except the Navy administered Grant Aid Program), local purchases, and purchases made by Department of Defense activities from Federal Supply Schedules or General Services Administration open-end contracts material, distribution of the Standard Form 364 will be as follows, irrespective of the point of inspection and acceptance:

1. original and one copy to the procuring contracting officer or his representative; one copy of the contractor/vendor shipping document will be attached to the action copy of the Standard Form 364;
2. two copies to the office administering the contract or purchase order if different from the purchasing office; a copy of the contractor or vendor shipping document will be attached to one copy of the Standard Form 364;
3. one copy, with disposition instructions completed on the reverse side, will be enclosed when discrepant material is directed for return to a contractor; no statement which may adversely affect a claim by the Government will be shown on the copy returned to the contractor;
4. for local purchases, two copies will be furnished the government inspector when inspection is at origin;
5. internal copies, as required.

d. General Services Administration Administered or Directed Shipments (Except the Navy Administered Grant Aid Program). Distribution of the Standard Form 364 for General Services Administration administered or directed shipments (except the Navy administered Grant Aid Program) will be as follows:

1. when the shipment is directed by the General Services Administration from General Services Administration supply distribution facilities or from Department of Defense depots, the original and two copies with a copy of the DD Form 1348-1 attached to the General Services

Administration, Federal Supply Service, Attn: Inquiry and Adjustments, under the following conditions:

- when the quality/condition of an item is involved, to the General Services Administration regional office serving the geographic area in which the defective material is located,
  - when other than the quality/condition of an item is involved, to the General Services Administration regional office which made or directed the shipment (identified by the routing identifier code in card columns 67-69 of the DD Form 1348-1 accompanying the shipment);
2. on special purchases by the General Services Administration shipped from vendor on General Services Administration documentation, the original and two copies, attached to the receiving report, to the General Services Administration office as indicated in item 1 except discrepancy reports on motor vehicles which will be prepared in quadruplicate and forwarded to General Services Administration, Federal Supply Service, Procurement Operating Division, FPNM, Washington, D.C. 20406, with a copy of the vendor's shipping document attached;
  3. one copy to shipping activity if a Department of Defense depot;
  4. internal copies, as required.

e. Navy Administered Grant Aid Program. For the Navy administered Grant Aid Program, all the required copies of Standard Form 364, plus one additional copy, will be forwarded to the Navy International Logistics Control Office, Bayonne, N.J. 07002, for processing and subsequent distribution. The item "To:" will be left blank and filled in by the Navy International Logistics Control Office (NAVILCO).

f. Industrial Plant Equipment (IPE). Distribution of Standard Form 364 on shipments directed by the Defense Industrial Plant Equipment Center (DIPEC) will be as follows:

1. original and one copy to Commander, Defense Industrial Plant Equipment Center, ATTN: DIPEC-T, Memphis, TN 34144;
2. one copy to shipping activity, except two copies to Air Force activities with one copy of the DD Form 1348-1 or other authorized shipping document attached;
3. one copy to appropriate contract administration office if shipment is from contractor's plant;
4. internal copies, as required.

8. NONVALIDITY. When a Standard Form 364 report is later discovered to be nonvalid, a copy of the complaint document with the words "Rescinded - Case Closed"

on the face of the form will be forwarded to the same distribution list as the original complaint. A signature is required.

#### 23065 PURCHASES UNDER \$10,000 ←

1. INSPECTION. Purchases under \$10,000 ← generally will be inspected at destination. Inspection normally will be limited to an examination to determine only that the supplies received are in conformance with the purchase description as to type or kind, in the correct quantity, not damaged, and correctly marked and packaged. Material will not receive detailed technical inspection for quality except when the material is of such a nature that tests are necessary, or when the material vitally affects important functions. When such technical inspection is necessary, the material inspection section will perform this inspection when the items are for stock. When the material is not for stock, the end user (shop, garage, department) may perform the necessary technical inspection in lieu of inspection by the material inspection section. Over-the-counter purchases will be inspected at the time of and by the person making the purchase. C.O.D. shipments may be received and paid for prior to examination. In both cases, any necessary quantity or condition adjustments will be effected subsequently with the vendor.

2. PERSONS PERFORMING INSPECTION. Persons other than those formally appointed as inspectors are authorized to perform the inspection prescribed in subpar. 1. Such persons also will certify and date as to acceptance on appropriate receiving documents and such certification will be accepted as satisfactory evidence of receipt and acceptance for payment purposes. The receiving checker will examine material for conformance to purchase description as to type or kind, number of containers, and for exterior damage, and will certify and date the receiving document accordingly. For these purposes, sealed containers will not be opened except when there is clear evidence of discrepancy. The storage branch storekeeper, if material is for stock, or the end user if material is not for stock, will be responsible for quantity count, packing, and marking requirements.

3. PAYMENT OF DEALERS' BILLS. The receipt control branch will certify and forward the dealers' invoices for payment upon notification by the receiving checker that the material conforms with purchase description as to type or kind, the number of containers shipped have been received, and there is no evidence of damage to containers. This procedure will be uniformly employed unless there is sufficient justification to withhold payment until after quantity, packing, and marking examinations have been made by the storeman or the end user.

4. SHORTAGE, DAMAGE, OVERAGE, REJECTION. Shortage, damaged, overage, or rejected items will be handled in accordance with pars. 23063 and 23103. Discrepancies on material received for transshipment will be handled in accordance with par. 23175.

#### 23066 ASSEMBLY OF DOCUMENTS PRIOR TO RECEIPT OF MATERIAL

1. FORMS USED. Order for Supplies or Services/Request for Quotations (DD Form 1155) or Materiel Inspection and Receiving Report (DD Form 250) will be used for inspection and acceptance when the purchase has been made by use of such form.

#### 2. RECEIPT CONTROL BRANCH

a. Purchase Document. The procuring office will furnish the receipt control branch one copy of the purchase document. When DD Form 1155 is used, additional copies as required, or the master copy will be furnished for inspection and receiving purposes. When contracts specify inspection at destination and an inspection report set or master is not received, DD Form 250 will be prepared by the purchase material section. Inspection and acceptance of material partially inspected by an inspector at source and which bears the circle stamp will be accomplished by using the DD Form 250 received from the inspector and will be inspected only to the extent of unfulfilled inspection requirements as stated on the DD Form 250. The receipt control branch will take the following action upon receipt of the documents:

1. One copy of the inspection report will be priced and extended, if necessary.
2. All copies of DD Form 250 and the purchase document will be filed in the open order file by contract number.

b. Shipping Papers. Upon receipt of U.S. Government Bill of Lading (Standard Form 1103) and U.S. Government Bill of Lading (Memorandum) (Standard Form 1103a) or copies of commercial bills of lading, contractor's shipping memorandum, arrival notices, or other shipping documents covering commercial shipments, Standard Form 1103a or copy of other shipping documents, and the storage copy of the inspection report will be forwarded to the receiving section as advance information for preparation of the rail car ledger record for entering storage location on receipt documents such as DD Form 250 or DD Form 1155. The shipping papers and the storage copy of the inspection report will be returned to the receipt control branch for filing until receipt of the material. Standard Form 1103a will be filed in the government bill of lading file. Copies of the commercial shipping documents and inspection reports will be filed in the related open order file.

See Illustration 3

#### 23067 PROCESSING DOCUMENTS AFTER RECEIPT OF MATERIAL

1. RECEIPT OF MATERIAL SHIPMENTS. Upon receipt of material at an unloading bay or storage location, the receiving section will remove the outside packing copy of the receipt document or secure a shipping paper from the driver if shipment is delivered by truck, and present the document to the purchase material section with a request for the storage copy of the Materiel Inspection and Receiving Report (DD Form 250) or the Order for Supplies or Services/Request for Quotations (DD Form 1155) as an inspection report. If shipping papers are not available, the contract or order number shown on the containers will be furnished to the purchase material section when requesting inspection reports. When the order or contract numbers on the material are not sufficiently legible for identification, in the absence of attached receipt papers, it will be the responsibility of the receiver to mark the material with the contract or order number shown on the shipment document to prevent loss of identification of the material between the unloading and material checking operations.

2. PURCHASE MATERIAL SECTION. Upon receipt of the shipping document, the purchase material section will take the following action:

1. locate the related documents in the open order file;
2. forward the storage copy of the inspection report and the U.S. Government Bill of Lading--Memorandum Copy (Standard Form 1103a) to the receiving section;
3. forward seven copies of the inspection report, carbon interleaved, to the material inspection section, one of which has been priced and extended;
4. establish followup on the documents sent to the material inspection section to insure prompt return;
5. after return from the material inspection section, forward two copies of the inspection report to the status control point; no copies are required by the Navy Electronics Supply Office; one copy is required by the Navy Aviation Supply Office; and one copy is required by the Navy Ships Parts Control Center only when the contract or purchase order specifies inspection to be made at destination;
6. mail receipted copies of DD Form 250 promptly to the activity performing allotment accounting.

When the contracting activity and the status control activity assigned to a Navy contract are different activities and when the contract amount is greater than \$2,500, one copy of

the DD Form 2.50 for each shipment received will be forwarded to the contracting officer. When the contracting activity and the receiving activity are the same, copies of the DD Forms 250 will not be forwarded.

**3. CHECKING MATERIAL SHIPMENTS.** Upon receipt of the storage copy and memorandum bill of lading, the receiving section will assign a receiver to check shipment, sign the storage copy of DD Form 250 as to the date the material is received and checked in, certify the memorandum copy of the bill of lading, and forward the memorandum copy of the bill of lading to the purchase material section. The receiving section will attach the storage copy of the inspection report to the material.

**4. INSPECTION OF MATERIAL.** Upon receipt of inspection report copies, the material inspection section will:

1. inspect material in accordance with the terms of the contract;
2. sign all copies of the inspection report, including the storage copy, as to date material is inspected or accepted.
3. at activities using manual operating procedures, forward two copies of the inspection report including the priced and extended copy to the stock control branch (see par. 24130-1a);
4. at activities using mechanized operating procedures, forward one priced and extended copy of the inspection report to the financial editing section (see par. 24150-1);
5. forward five copies of the inspection report to the purchase material section;
6. release the material to the storage branch with the signed storage inspection report attached to the material.

When the material inspection section determines that the quantity of material received or accepted differs from the quantity shipped as indicated on the inspection report because of rejection, notation as to quantity rejected and the reason for rejection will be entered on all copies of the inspection report, including the storage copy. Three copies of the inspection report will be forwarded to the purchase material section. The storage copy of the inspection report will be attached to the material for identification purposes.

**5. DISCREPANCY ADJUSTMENT.** Inspection reports annotated by the material inspection section to indicate discrepancy will be

adjusted by the purchase material section to indicate the actual amount to be paid. A Report of Item Discrepancy (Standard Form 364) will be prepared in accordance with par. 2.3063. The adjusted inspection report will be forwarded to the stock control branch or financial editing section by the purchase material section in accordance with subpar. 4 item 3 or 4, except when the total quantity received is rejected. When the total quantity received is rejected, the rejected material will not be taken up on the stock records. A copy of the adjusted inspection report will be retained in the purchase material section. When replacement of rejected material, shipment of shortage, or subsequent deliveries on a multishipment transaction are expected, the inspection report master will be corrected, new balance due on the order will be extended, and a set of inspection reports will be prepared in anticipation of the next shipment. When an inspection report master is not received, a set of DD Forms 250 will be prepared. Dealers' bills will be processed in accordance with par. 23109.

**6. RECEIPT OF MATERIAL BY STORAGE BRANCH.** Upon release of the material by the material inspection section with the covering signed storage copy of the inspection report, the storage branch will store the material, sign the inspection report to indicate that all material has been received, and forward the storage copy to the financial inventory control section for processing in accordance with par. 24130.

**7. COMPLETING OPEN ORDER FILE.** The purchase material section will file the storage copy in the appropriate open order folder upon its receipt from the financial inventory control section. When all material listed on the contract or order has been received and the dealer's bill has been forwarded to the Navy regional finance center, the documents in the open order file will be transferred to the closed order file.

**8. DISPOSITION OF SIGNED STORAGE COPY.** Upon receipt of the signed storage copy from the financial inventory control section, the purchase material section will take action in accordance with par. 23051-8.

See Illustration 3

## Subsection 2: RECEIPT CONTROL BRANCH AND RECEIVING SECTION NOT ADJACENT

### 23070 RECEIPT CONTROL LIAISON SECTION

When the receipt control branch and the receiving section are not adjacent, the procedures for receipt of material inspected at destination will be the same as when they are adjacent, except for the following:

1. The receipt control branch will furnish the receipt control liaison section with seven copies of the Material Inspection and Receiving Report (DD Form 250) or the Order for Supplies or Services/Request for Quotations (DD Form 1155) as an inspection report in advance of receipt of

- this material, two copies of which have been priced and extended.
2. Upon receipt of the receiver's notification that the material has arrived, the receipt control liaison section will deliver the storage copy of the inspection report and the U.S. Government Bill of Lading--Memorandum Copy (Standard Form 1103a) to the receiving section.
  3. The receipt control liaison section will forward one copy of the inspection report to the receipt control branch as notification of material receipt.
  4. The receipt control liaison section will forward three copies of the inspection report, including the two priced and extended copies, direct to the material inspection section to be used in performing the required inspection.
  5. The purchase material section will follow up with the material inspection section to insure that the documents will be processed promptly.
  6. After inspecting the material, the material inspection section will sign all copies of the inspection report, including the storage copy, will forward the two priced and extended copies to the stock control branch, and will forward one copy to the purchase material section to be matched with the dealer's bill and forward with the dealer's bill to the Navy regional finance center.
  7. At activities utilizing the mechanized stock control procedures, one copy of the receipt document will be forwarded to the financial editing section in lieu of forwarding two copies to the stock control branch (see par. 24150).

See Illustration 4

### Subsection 3: BLANKET PURCHASE AGREEMENTS AND ORAL ORDERS UNDER INDEFINITE DELIVERY TYPE CONTRACTS

#### 23075 RECEIPTS UNDER BLANKET PURCHASE AGREEMENT FOR IMMEDIATE USE

1. FORMS USED. The following forms will be used by the receipt control branch and the receiving section for receiving and processing receipts from vendors on deliveries under blanket purchase agreements (see Field Purchasing, pars. 5125-5131) for immediate use:

1. copies of the blanket purchase agreement prepared on Order for Supplies or Services/Request for Quotations (DD Form 1155);
2. one copy of the station requisition form utilized as the request under the blanket purchase agreement;
3. three copies of the vendor's delivery ticket, furnished to the receiving activity by the vendor with delivery of the material;
4. the vendor's invoice.

2. RECEIPT CONTROL BRANCH. Upon receipt of copies of the blanket purchase agreement prepared on DD Form 1155, the receipt control branch will establish an open order file by blanket purchase agreement number. Upon receipt of a copy of the station requisition from the shop store, it will be filed with the related blanket purchase agreement in the open order file.

3. RECEIVING SECTION. Upon receipt of material, the receiving checker will examine the material and vendor's delivery ticket to ascertain that the items described on the vendor's delivery ticket have been received,

that the material has not been damaged, and that the blanket purchase agreement number and the name and title of the person placing the order with the vendor are on the vendor's delivery ticket. The receiving checker will sign all copies of the vendor's delivery ticket, return two copies to the vendor's delivery agent, and retain one copy with the material. Damaged material received on a blanket purchase agreement will not be accepted. By reference to the name and title of the person ordering the material, as shown on the vendor's delivery ticket, the receiving checker promptly will forward the material with the retained copy of the vendor's delivery ticket to the shop store or department ordering the material.

4. ORDERING ACTIVITY. Upon delivery of the material, the person who ordered the material or his authorized representative will sign for the material on the vendor's delivery ticket and forward promptly this copy to the receipt control branch. The signature of the person ordering the material or his authorized representative will be evidence of inspection and acceptance of the material ordered.

#### 5. RECEIPT CONTROL BRANCH

a. General. Upon receipt of the signed copy of the vendor's delivery ticket from the ordering activity, it will be filed in the open order file with the related blanket purchase agreement and the procurement request document pending receipt of the vendor's invoice. Upon receipt of the vendor's invoice,

supported by a receipted copy of each delivery ticket, when appropriate (see Field Purchasing, par. 5127-6), it will be matched with signed copies of delivery tickets in the receipt control file. The receipt control branch will be responsible for determining that the quantity received and accepted by the ordering activity and the vendor's billed price are the same as shown on the receipt control file copy of the request document. The receipt control officer or his authorized representative will certify the vendor's invoice. When multiple accounting data is involved, a Summary of Accounting Data (NavCompt Form 2035) will be prepared in an original and one copy, with an additional copy for each stores account, bureau control number, and subauthorization chargeable. The certified vendor's invoice will be supported by a receipted copy of each delivery ticket, when appropriate, and when required, a NavCompt Form 2035 with appropriate number of copies. The certified vendor's invoice and supporting documents will be forwarded for payment to the appropriate Navy regional finance center. When the vendor submits an invoice for each delivery in accordance with Field Purchasing, par. 5127-6h, the receipt control branch will accumulate the individual certified vendor's invoices and forward them at the end of the billing period for handling as a single consolidated payment.

b. Certification of NavCompt Form 2035 in Lieu of Vendor's Invoice. When multiple accounting data is involved and the vendor submits an individual invoice for each order placed in lieu of a summarized invoice, the receipt control officer or his authorized representative may certify the NavCompt Form 2035 in lieu of the individual invoices. If this certification method is used, each individual invoice number will be listed on the Navcompt Form 2035.

**6. CHARGEABLE TO THE NAVY INDUSTRIAL FUND.** At activities operating under the Navy Industrial Fund, the signed copy of the vendor's delivery ticket with a receipted request document will be forwarded to the comptroller department of the Navy Industrial Fund activity. The comptroller department will perform those functions prescribed for the receipt control branch in subpar. 5.

**7. DELIVERY DIRECT TO SHOP STORE OR ORDERING UNIT**

a. Establishment of Controls. When the blanket purchase agreement authorizes the vendor to deliver supplies direct to the shop store or ordering unit (see Field Purchasing, pars. 5127-6g and 5128-3c) controls will be established, insofar as practi-

cal, which will preclude the performance of any two of the following functions by the same person:

1. initiation of the requirement;
2. placement of the call under the blanket purchase agreement;
3. receipt, inspection, and acceptance of the material.

b. Minimum Controls. If local circumstances make the use of a three-way control impractical, the established control, as a minimum, will provide that the person placing the call will not perform the function of receipt, inspection, and acceptance required thereunder.

c. Delivery Ticket. The person responsible for receipt of the material will sign three copies of the vendor's delivery ticket and distribute them as follows:

1. forward one copy to the receipt control branch,
2. return two copies to the vendor or his agent.

**8. RECEIPTS UNDER BLANKET PURCHASE AGREEMENTS BY DEPENDENT ACTIVITIES.** Receipt of material under blanket purchase agreement by dependent activities will be accomplished as follows:

1. The dependent activity may place calls with local vendors for direct delivery to the dependent activity provided such procurement is consistent with the instructions prescribed in Field Purchasing, pars. 5125-5131.
2. The distribution and utilization of forms by the dependent activity will be made as prescribed in Field Purchasing, par. 5128.
3. The dependent activity will be responsible for receipt, inspection, and acceptance of the material, and for forwarding the receipted copy of the vendor's delivery ticket to the receipt control branch of the accountable activity as prescribed in subpar. 4 except when the optional procedure in Field Purchasing, par. 5128-4b is utilized.
4. The receipt control branch of the accountable activity will be responsible for procedures prescribed in subpars. 2 and 5.

**23076 RECEIPTS UNDER BLANKET PURCHASE AGREEMENTS FOR STOCK**

**1. FORMS USED.** The following forms will be used by the receipt control branch, receiving section, and material, inspection section for receipt and processing deliveries under blanket purchase agreements prepared on Order for Supplies or Services/Request for Quotations (DD Form 1155) for stock:

1. copies of DD Form 1155 retained in the open order file in the receipt control branch;



2. Stock Replenishment Slip (NAVSUP Form 760) received from the procurement branch;
3. three copies of the vendor's delivery ticket, furnished to the receiving section with delivery of the material;
4. five copies of Materiel Inspection and Receiving Report (DD Form 250);
5. the vendor's invoice.

2. ACTION BY RECEIPT CONTROL BRANCH PRIOR TO RECEIPT. Upon receipt of the copies of the blanket purchase agreement prepared on DD Form 1155, the receipt control branch will establish an open order file by blanket purchase agreement number. Upon receipt of NAVSUP Form 760, the purchase material section, by reference to the blanket purchase agreement and the related NAVSUP Form 760, will prepare five copies of DD Form 250. The NAVSUP Form 760 and DD Form 250 will be held in the open order file with the related blanket purchase agreement pending receipt of, the material.

3. RECEIVING SECTION. Upon receipt of material, the receiving checker will examine the material and the vendor's delivery ticket to ascertain that the items described on the vendor's delivery ticket have been received, that the material has not been damaged, and that the blanket purchase agreement number and the name and title of the person ordering the material are shown on the vendor's delivery ticket. The receiving checker will sign all copies of the vendor's delivery ticket, return two copies to the vendor, and retain one copy which he will forward promptly to the receipt control branch.

4. ACTION BY RECEIPT CONTROL BRANCH AFTER RECEIPT. By reference to the blanket purchase agreement number of the vendor's delivery ticket, the purchase material section will

Subsection 4: RECEIPT OF PURCHASED MATERIAL FOR DIRECT DELIVERY  
AND/OR IMMEDIATE ISSUE

23082 DIRECT DELIVERY

1. FILING OF STATION REQUISITION PRIOR TO RECEIPT OF MATERIAL. Industrial departments or dependent activities under the same command will submit requests for material which requires purchase on Requisition and Invoice/Shipping Document (DD Form 1149) or the Single Line

file the checker's signed copy in the open order file and distribute DD Form 250 as follows:

1. retain one copy in the open order file,
2. furnish one copy to the receiving checker for attaching to the material,
3. furnish three copies to the material inspection section to be used for inspecting the material and further processing as generally prescribed in par. 23067-4.

5. STORAGE BRANCH. Upon receipt of material, the storage branch will take action as prescribed in par. 23067-6.

6. FINANCIAL INVENTORY CONTROL SECTION. The financial inventory control section will take action as prescribed in par. 24130.

7. PROCESSING VENDORS' INVOICES. Upon receipt of the vendor's invoice, it will be matched with the inspector's signed copy of the DD Form 250. The inspector's signed copy of the DD Form 250 with the vendor's invoice will be forwarded to the appropriate Navy regional finance center in accordance with the instructions in par. 23109-6. The certificate will include the accounting data shown in the requisition supporting the calls placed under the blanket purchasing agreement. The open order file will be closed.

23077 RECEIPTS RESULTING FROM  
ORAL ORDERS UNDER FIXED  
PRICE INDEFINITE QUANTITY  
CONTRACTS

As appropriate, receipt of material resulting from oral orders under fixed price indefinite quantity contracts will be accomplished in the same manner as outlined for receipts under the blanket purchase agreement method.

Item Requisition System Document (DD Form 1348), as appropriate with direct charge to the end use functional account. Four copies of the DD Form 1149 or DD Form 1348 showing the contract number will be forwarded to the receipt control branch prior to or simultaneously with a copy of the contract. The requisitioning document will be filed by contract number in the open order file or

receipt control liaison file awaiting receipt of the material. A signal for the delivery date will be established on the visible file folder upon receipt of the contract.

2. **DELIVERY.** Upon receipt of the material, checking and inspection functions will be performed. A signed copy of the Materiel Inspection and Receiving Report (DD Form 250) or certified copy of the dealer's bill will be forwarded to the comptroller department of the Navy Industrial Fund activity, appropriate disbursing officer, or Navy regional finance center as prescribed in subpar. 3. A copy of the inspection report, signed by the checker and inspector, will be filed in the open order file. The material with either three copies of the DD Form 1149 or three copies of the DD Form 1348, one copy of which will be the issue data card, or the DD Form 250 will be released to the delivery section for delivery to the requiring activity. The delivery section will retain one copy in the suspense file, make delivery to the consignee, obtain signature on one copy (the issue data copy of DD Form 1348), and furnish one copy to the consignee with the material. When multiple deliveries are involved, three copies of the inspection report covering each delivery subsequent to the first delivery will be released to the delivery section. The delivery section will deliver material, obtain signature on one copy of the inspection report, and distribute copies of the inspection report in the same manner as prescribed for deliveries made on copies of DD Form 1149. After matching the signature copy with the suspense copy, the delivery section will destroy the suspense copy and forward the signed copy to the receipt control branch for filing in the proof of delivery file or to the issue control branch for filing in the closed section of the issue control requisition files.

3. **DEALERS' BILLS.** When the material is chargeable to the Navy Industrial Fund and payment is to be made by the disbursing officer of the Navy Industrial Fund activity, the receipt control branch will forward one signed copy of the inspection report to the comptroller of the Navy Industrial Fund activity. When payment for material chargeable to the Navy Industrial Fund is to be made by a disbursing officer other than the disbursing officer of the Navy Industrial Fund activity, the receipt control branch will be responsible for matching the dealer's bill with a signed copy of the inspection report and forwarding these documents to the disbursing officer responsible for payment.

When material is for delivery to a department or dependent activity not financed under the Navy Industrial Fund, the receipt control branch will be responsible for matching the dealer's bill with a signed copy of the inspection report and forwarding these documents to the Navy regional finance center.

4. **MATERIAL HELD BY THE SUPPLY ACTIVITY.** If material must be held by the receiving supply activity because of receipt prior to date required by the requesting activity, it will be stored by the receiving activity until date of delivery. Prior to storing, checking and inspection functions will be completed and the action required by subpar. 3 will be taken to effect settlement of the dealer's bill. A copy of the completed inspection report will be attached to the material. A completed copy of the inspection report with four copies of DD Form 1149 or three additional copies of the inspection report will be retained in the open order file pending release, delivery of material, and distribution of these documents as prescribed in subpar. 2. Bay, bin, and building location will be entered on these documents. The followup signal will be set on the open order file on the date delivery action must be taken by the supply department.

23083 STANDARD STOCK ITEMS  
PURCHASED IN THE NAVY  
STOCK ACCOUNT FOR  
IMMEDIATE ISSUE

When purchase action is initiated in accordance with procedures prescribed in par. 25090-1 for Navy Stock Account standard stock items for which standard unit prices have been established, the receipt control branch will establish open order files to control the processing of documents. Purchase actions so prescribed will require the processing of inspection reports and expenditure documents through the Navy Stock Account financial ledgers with charge to the customer being accomplished at standard unit prices. Recording of demand information will be accomplished in accordance with pars. 24270-7 and 24287-1. Processing of the receipt and expenditure documents through the stock records is not required. Material will be released on copies of the basic request document or inspection reports with priced invoice to follow. Receipt documents and related expenditure documents will be processed through financial ledgers simultaneously, with appropriate consideration of purchase variance adjustments in

accordance with par. 24132. To facilitate consideration of purchase variance adjustments and charge to customers at standard unit prices, the inspection report may be processed by activities using mechanized stock control procedures through the stock records and financial inventory ledgers. One copy of the inspection report will be utilized to post the receipt transaction and one copy to record the expenditure transaction.

**23084 RECEIPT OF PURCHASED MATERIAL  
FROM COMMERCIAL SOURCES OR  
OTHER GOVERNMENT DEPARTMENTS  
AND AGENCIES FOR IMMEDIATE USE**

1 . **PURCHASED MATERIAL.** Material purchased from commercial sources or from other government departments and agencies with charge, to an appropriation, project order or allotment, and end use functional account will not be taken up in a stores account. Class 3 plant property account items will be taken up in accordance with the Navy Comptroller Manual, Volume 3, Chapter 6.

2. **MATERIAL RECEIVED FROM THE DEPARTMENT OF DEFENSE AND OTHER GOVERNMENT DEPARTMENTS WITHOUT REIMBURSEMENT.** Except for excess material or material received under interservice supply support agreements, the value of material received for immediate use, including material requisitioned on a reimbursable basis and for which reimbursement is subsequently waived in accordance with current agreements, will be taken up at a standard price or an estimated price in the Appropriation Purchases Account and posted to the appropriate Financial Inventory Ledger. (NAVCOMPT Form 2153) in special accounting class 201. For Appropriation Purchases Account material the appropriate cognizance symbol will be used. Cognizance symbol 1B will be used for Navy Stock Account type material. This entry will be reported on the Financial Inventory Report (NAVCOMPT Form 2154) under the applicable financial inventory report caption. The value of the material will be expended immediately as a cost charge to the applicable appropriation, project order or allotment, and end use functional account indicated on the requisition. This expenditure will be reported under the appropriate financial inventory report caption that is descriptive of the use of the material on the NAVCOMPT Form 2154. Entries will not be posted to individual stock cards.

**23085 RECEIPT FROM CONTRACTOR  
(AERONAUTICAL MATERIAL)**

1. **POLICY.** Material for which there is a standard need and a well established usage rate may be distributed on a contract allocation basis directly from the manufacturer to dependent stations as well as to major supply points and distribution points.. The Naval Air Systems Command and the Navy Aviation Supply Office have a contract scheduling program wherein monthly delivery rates in accordance with the needs of the Navy are scheduled with manufacturers.

2. **IDENTIFICATION BY CONTRACT ITEM NUMBER.** Contract number rather than station requisition number is used to identify an allocation. Copies of the contract will be forwarded to all stations receiving allocations. The contract will show the delivery schedule, terms of delivery, and payment.

23086

**23087 RECEIPTS OF FUEL FROM  
COMMERCIAL SOURCES**

1. **PETROLEUM RECEIPTS.** Petroleum receipts are assured for quality by Defense Contract Administration Service (DCAS) in CONUS, and Defense Fuel Supply Center (DFSC) in overseas areas. These organizations use Procedures for the Management of Petroleum Products (DOD 4140.25-M) and Petroleum Procurement Quality Assurance Manual (NAVSUP-INST 4355.5), as instructions for all phases of quality control and assurance pursuant to sampling and testing for determining acceptability of bulk petroleum products. Ownership of the fuel is retained by the DFSC until physically issued to Navy activities. Each military petroleum terminal, commercially operated petroleum terminal, and using activity will contact the organization cognizant of the shipment and/or the shipping activity whenever irregularities are noted at the time of receipt.

2. **PETROLEUM QUALITY SURVEILLANCE.** Navy terminals holding Defense Fuel Supply Center owned petroleum stocks will maintain quality surveillance as delineated in the Military Standardization Handbook, Quality Surveillance Handbook for Fuels, Lubricants, and Related Products, MIL-HDBK-200.

3. **QUALITY ASSURANCE ASSISTANCE.** Navy activities having petroleum related questions or quality problems with petroleum supplies should forward the pertinent information to the Navy Petroleum Office, Cameron Station, Alexandria, Virginia for resolution.

↓ 4. **SAMPLING**

a. General. The, frequency, numbers, and size of samples, as well as sampling locations, are established by MIL-HDBK-200. When sampling is required, the procedure will be carried out as specified in Sampling Petroleum and Petroleum Products, ASTM D270.

b. Dormant Fuel Stocks. Dormant fuel stocks are those that are not used within a given period. All petroleum products are subject, in varying degree, to deterioration during storage. Therefore, dormant bulk fuel stocks will be tested in accordance with tables II, III, and IV of MIL-HDBK-200 to ensure they remain acceptable for intended use. Testing may be done by either military or commercial petroleum laboratories. Bulk fuel stocks found to exceed the deterioration limits of table I of MIL-HDBK-200 will be reported to the Navy Petroleum Office if Navy owned or to the Defense Fuel Supply Center if DLA owned.

↑ 5. **RECEIPTS OF FUEL IN CONTAINERS**

a. Determination of Quantity. Each delivery of packaged fuels will be covered by a tally sheet submitted by the contractor which summarizes the individual gross, tare, net weight of each container, and

the total quantity of the product in U.S. gallons. Verification of the gross, tare, and net weights, each stenciled on the individual drums, will be made against the tally sheet and, if they are correct, receipt will be acknowledged on the basis of the quantities summarized on the tally sheet.

b. Determination of Quality. Testing of liquid petroleum fuels will be performed by the contractor to verify conformance to the applicable specification prior to filling containers.

6. **CONTRACTOR DELIVERIES DIRECTLY TO THE NAVY; DLA CONTRACTS AND REGIONAL BULLETIN ITEMS**

a. Determination of Quantity

(1) Receipts by Barge or Tanker

(a) Destination Basis. The quantity will be determined by shore tank measurement. Contractors will have the right to have a representative present for witnessing delivery and measurement of quantity. The opening and closing gauge quantity reading, less water bottoms, will be separately adjusted to 60°F for all product receipts. The quantity actually received will be computed by subtracting the opening gauge quantity from the closing gauge quantity. Temperature readings will be taken according to ASTM D 1086, API gravity will be converted to 60°F by using Table 5, ASTM D 1250 and the quantity received will be converted to volume at 60°F utilizing Table 6, ASTM D 1250.

(b) Origin Basis. The fuel compartment gauges of the barge/tanker are verified and compared to the loading document prior to

discharge to determine whether any fuel has been removed or lost from the cargoes. If no irregularities are noted, the loading document Tanker/Barge Loading/Discharge Report (DD Form 250-1) will be receipted for the full amount of the cargo. If any of the cargo appears to have been removed, an investigation will be ordered to report on the loss before any discharging is done, and the amount of oil receipted for on the receiving document will depend upon the findings of the investigation as approved or modified by the senior officer present. The full quantity of fuel as shown on the loading document will be taken up as a receipt by the supply officer of the shore station. When a discrepancy exists between the quantity delivered and that shown on the receiving document, any loss will be covered by survey as shown in par. 25166-2c.

(2) Receipts from Pipeline. Petroleum fuels received by pipeline will normally be checked for quantity by the receiving activities shore tank gauges.

(3) Receipts by Tank Car

(a) Destination Basis. Fuel quantities will be taken on the basis of the capacity table for the tank car received. The quantity determined by the tank car gauge and temperature will be taken as a receipt by the supply officer of the receiving activity.

(b) Origin Basis. Fuel quantities will be taken from the loading document unless irregularities are noted. The billed quantities will be verified on the basis of the capacity table for the tank car loaded. The full quantity as shown on the loading document will be taken as a receipt by the supply officer of the receiving activity. When a discrepancy exists between the quantity delivered and that shown on the loading document, the loss will be covered by survey in accordance with par. 25166-2c. Any quantity shortage will be noted on the loading document submitted by the supplier.

(4) Receipts by Tank Truck

(a) Destination Basis. Net quantity shown on the loading document will be accepted as the quantity received, provided that the difference between such quantity and the quantity determined at destination does not exceed 1/2 of 1%. If greater, the quantity determined at destination from the tank truck certified capacity tables will be taken up on the

accountable records of the receiving activity supply officer as the receipt.

(b) Origin Basis. Fuel quantities will be taken from the loading document unless irregularities are noted. The billed quantities will be verified by tank truck gauge and the temperature. The full quantity of fuel as shown on the loading document will be taken as a receipt by the supply officer of the receiving activity. If the full quantity shown on the shipping document is taken up on the accountable records of the receiving activity but the actual quantity received is short, the quantity shortage will be noted on the loading document and the loss will be surveyed in accordance with par. 25166-2c.

b. Determination of Quality. Government inspection for quality will generally be performed by the receiving activity on direct delivery fuel contracts. The inspection will be to verify identity and determine possible contamination. Where there is evidence that a delivery does not conform to contract and assistance is required, contact: Navy Petroleum Office, Cameron Station, Alexandria, Virginia.

(1) Destination Inspection Basis

(a) Receipt by Pipeline. Line samples will be taken at the beginning of a delivery and visually inspected for identity and contamination. If no irregularities are found and all gauging is complete, receipt into government tanks will begin. A five gallon composite sample representing the fuel tender will be taken and retained for thirty days. Samples will be forwarded for analysis only if the supply officer has evidence that the delivery does not conform to contract.

(b) Receipt by Barges and Tankers. A sample is taken from each compartment and visually inspected for identity and contamination. If no irregularities are evident and all gauging is complete, discharge may commence. A five gallon composite sample representing the receipt will be taken and retained for thirty days. Samples will be forwarded for analysis only if the supply officer has evidence that a delivery does not conform to contract.

(c) Receipts by Tank Car and Tank Truck. Before unloading, a sample is taken from each compartment and visually inspected for identity. After the product has been determined to be as called

for in the delivery/purchase order, the fuel samples will be visually inspected for moisture, sediment, and/or contamination. Gasoline and other light petroleum fuels which have a cloudy appearance or unusual color, that could have been caused by an unclean conveyance, should be rejected. Sediment and/or contamination appearing in any of the samples would be cause for rejection; sediment delivered into the activity's tanks will cause plugging of the fuel feed lines. Some water condensation containing very small amounts of sediment in the tank car/truck bottoms would not be cause for rejection, but should be drawn off prior to unloading. Delivery of fuel may commence when the visual inspection indicates that product quality is adequate. A one quart composite retain sample representing the receipt will be kept until the fuel has been consumed; usually thirty days in a sufficient retain period. Samples will be forwarded for analysis only if the supply officer has evidence that a delivery does not conform to contract.

(d) Fuel Oil Receipts in Less Than Tank Truck Load (LTL). Less than tank truck load deliveries, such as required under Automatic Fill-up contract provisions, supplied to a Navy activity will be visually inspected to verify fuel oil identity. Sampling and retaining samples should be sufficient to determine if the fuel oil is contaminated; also, provide the supply officer information as to the continued quality of the receipts. The supply officer may select a LTL sampling plan appropriate to the delivery frequency and contractor reliability. Any sample plan adopted should not exceed the one utilized for regular tank truck deliveries. Samples will be forwarded for analysis only if the supply officer has evidence that a delivery does not conform to contract.

(2) Origin Inspection Basis. Quality of the product will be accepted as certified to by the government representative on the shipping document. Composite samples of each delivery will be taken representing the shipment and retained for thirty days as follows:

1. one quart sample representing tank cars or tank trucks,
2. a five gallon sample representing tankers, barges, or pipelines.

Samples will be forwarded for analysis only if the supply officer has evidence that the delivery does not conform to contract.

## 7. NATIONAL CREDIT CARD PURCHASES

a. General. The U.S. Government National Credit Card (Standard Form 149) is the only credit card authorized for use by Navy activities to obtain supplies and services from commercial service stations listed in the latest issue of Defense Fuel Supply Center Contract Bulletin DLA600-XX-0039 (XX denotes appropriate fiscal year). The credit card is valid only for supplies and services listed on its reverse side (Illustration 13).

b. Use. The U.S. Government National Credit Card should only be utilized when motor pool or similar type facilities are not readily available. Regional Contract Bulletins and Into-plane contracts should be utilized when available instead of credit cards, resulting in savings to the activity. The SF 149 is authorized for use in the 50 states, Washington, DC, and Puerto Rico.

c. Control. It is essential that activities insure that supplies and services procured with the National Credit Card are for the official use of the activity involved, and administrative control must be maintained to prevent unauthorized use of credit cards. Administrative control will include the following as a minimum:

1. A replacement series mark will be embossed on the fifth line at the extreme right side to indicate the number of times a credit card has been replaced as a result of being reported lost or stolen (e.g., R-1).
2. The license tag number of a vehicle or a four digit serial number will be embossed on the fourth line of the credit card. When the license tag number is embossed on the fourth line, the card is to be used to procure supplies and services for that vehicle only. If a serial number is embossed, the credit card may be used to obtain supplies and services for any properly identified U.S. Government vehicle, boat, small aircraft, non-vehicular equipment, or motor vehicle. The above minimum requirements are incorporated in the credit card order format when ordering credit cards.

1. temperature of plus 35° centigrade or lower;
2. relative humidity 60% plus or minus 15%;
3. air pressure of 725 plus or minus 75 millimeters of mercury.

3. **ISSUE ACCEPTABILITY.** Aluminum electrolytic fixed capacitors are acceptable for issue within a certified period of six years from the date of manufacture if in optimum storage; within a certified period of four years from the date of manufacture if not in optimum storage; or within three years from the date of the last inspection.

4. **INSPECTION FREQUENCY.** Aluminum electrolytic fixed capacitors will be inspected at the end of the time periods specified in

| <u>Cognizance symbol</u> | <u>Inventory manager</u>        | <u>Technical responsibility</u> | <u>Short title</u>            |
|--------------------------|---------------------------------|---------------------------------|-------------------------------|
| 2E                       | Navy Ships Parts Control Center | Naval Air Systems Command       | Conventional air ammunition   |
| 4E                       | Navy Ships Parts Control Center | Naval Air Systems Command       | Air launched guided missiles  |
| 8E                       | Naval Air Systems Command       | Naval Air Systems Command       | Air launched missile material |

subpar. 3 to determine if the direct current leakage requirements of the applicable military specification can be met.

5. **INSPECTION SAMPLING.** Inspection and testing of aluminum electrolytic fixed capacitors will be in accordance with MIL-STD-1131.

6. **DISPOSAL PERIOD.** All aluminum electrolytic fixed capacitors more than 12 years old will be disposed of.

22453

**22454 AVIATION ORDNANCE**

1. **GENERAL.** Aeronautical expendable ordnance is procured and distributed by the inventory manager as illustrated in the above chart.

2. **REQUISITIONING AND CONTROL.** Requisitioning instructions for expendable ordnance are contained in MILSTRIP/MILSTRAP, Chapter 8. For material in short supply, the appropriate type commander, Commander, Service Forces, U.S. Atlantic Fleet, or Commander, Service Forces, U.S. Pacific Fleet, will assume distribution control of stock positioned at transaction reporting stock points. The stock points are listed in Navy Ships Parts Control Center Instruction P8010.12

3. **REPORTING.** Transaction reporting stock points will, submit transaction item reports and asset status cards to the Navy Ships Parts Control Center in accordance with the procedures in MILSTRIP/MILSTRAP. Fleet units and overseas bases will report to Commander, Service Forces, U.S. Atlantic Fleet or Commander, Service Forces, U.S. Pacific Fleet, in accordance with type commanders instructions. Minor shore activities will report expendable ordnance data in accordance with Navy Ships Parts Control Center Instruction P8010.12.

**22455 REQUISITIONING AVIATION PLYWOOD**

Aircraft quality plywood to be used for overhaul, repair, and maintenance of aircraft will be carried in the Navy Stock Account by

all activities in the naval aviation supply distribution system under the latest specification for aircraft quality of veneer, flat panel. Aeronautical supply activities authorized to requisition plywood direct from the Defense Construction Supply Center are as follows:

- Marine Corps Air Station, Cherry Point
- Naval Air Station, Corpus Christi
- Naval Air Station, Jacksonville
- Naval Air Station, Pensacola
- Naval Air Station, Quonset Point
- Naval Supply Center, Norfolk
- Naval Supply Center, Oakland

All other activities will requisition aviation plywood direct through the nearest requisitioning activity.

**22456 BINDERS**

Requisitions for all types of binders will be accompanied with a sample or facsimile of the sheet to be bound, showing size and punching.

**22457 BOAT LETTERS, NUMERALS, ARROWHEADS, ARROWNOCKS, AND STARS**

Boat letters, numerals, arrowheads, arrownocks, and stars will be procured by submission of an Order for Supplies or Services/Request for Quotations (DD Form 1155) direct to the manufacturer who currently

holds the indefinite delivery contract issued by the Navy Ships Parts Control Center for such items. The name and address of the manufacturer, the contract number, unit prices, and pertinent procurement instructions are contained in Navy Ships Parts Control Center Instruction 4410.194, which normally is reissued in May of each year.

#### **22458 BOATING FACILITIES FOR FLEET UNITS**

Shore activities will contract for the lease of boats and tenders to handle personnel, mail, and stores for naval ships in localities where no naval boats are available or the number of naval boats is inadequate. In ports where naval shore activities are not located, flag officers, commanding officers, and supply officers of ships are authorized to contract for the lease of boats and tenders. When a shore activity or command contracts for the lease of boats and tenders and such activity or command is a holder of charter and hire funds, the contracts will be made chargeable to the appropriation, Operation and Maintenance, Navy, applicable fleet command sub-heads, and the charter and hire allotment. When such services are not ordered through the holder of charter and hire funds, the contracts will be made chargeable to the appropriate maintenance or operation allotment.

#### **22459 BOOKS AND PUBLICATIONS OBTAINABLE FROM OTHER GOVERNMENT DEPARTMENTS**

##### **1. SUPERINTENDENT OF DOCUMENTS**

a. General. The instructions in this subparagraph are applicable to publications sold by the Superintendent of Documents, but do not include supplies or services procurable from the Government Printing Office. Although a part of the Government Printing Office, the Superintendent of Documents sells publications under laws other than those regulating printing.

b. Procurement. Requests for books and publications available from the Superintendent of Documents will be prepared only on an Order for Supplies or Services/Request for Quotations (DD Form 1155) and forwarded direct to the Superintendent of Documents. Field activities will not follow up directly with the Superintendent of Documents, Government Printing Office, on procurements originated by the Naval Supply Systems Command.

c. Periodical Subscriptions. For subscriptions which are to be mailed periodi-

cally over a given time and for which the subscription rate is given for the entire period, the acceptance and entering of the order will constitute filling of the order for vouchering purposes.

**2. OTHER GOVERNMENT DEPARTMENTS.** Orders for publications of other government departments which are not cognizance symbol I will be submitted to the appropriate agencies of the other government departments listed in Section I of, the Navy Stock List of Publications and Forms, Cognizance Symbol I.

**3. PRINTS OF CONGRESSIONAL COMMITTEE HEARINGS AND REPORTS.** Copies of congressional committee hearings and reports are available from the Superintendent of Documents only on requisitions submitted in advance of printing. Field activities will not contact the congressional committees or the Superintendent of Documents for copies of hearings and reports. Field activities having a requirement for copies of such hearings and reports will prepare a letter request, specifying the number of copies required and the intended use, for submission to the cognizant management bureau, command, or office. No charge is made to field activities for copies of hearings and reports.

#### **22460 BOOKS, PUBLICATIONS, AND PERIODICALS**

##### **1. LIBRARY MATERIALS FOR SHIP AND STATION GENERAL LIBRARIES**

a. Material Maintained. A general library collection of fiction and nonfiction library materials will be maintained for use of Naval Service personnel ashore and afloat. Cognizance symbol ØK materials in the Navy library stock are available for issue to Naval Service general libraries only as authorized by the Chief of Naval Education and Training (CNET). Instructions for procurement of professional and technical library requirements are contained in subpar. 2.

##### b. Allowance

(1) Central Support. The number of volumes is sued centrally and maintained in general libraries afloat or at activities ashore by the Chief of Naval Education and Training is based on the personnel complement of the ship or station and location, mission, specialized requirements, etc., of the activity.

(2) Submission of Requests. Official letter requests from activities with general libraries will be forwarded to the Chief of Naval Education and Training for approval



and routing to the Naval Supply Center, Norfolk, for issue direct to the requesting activity. Library materials not in the library stock will be ordered by the Chief of Naval Education and Training for delivery direct to the requesting activity. Supplies of newly published library materials will be procured by the Naval Education and Training Command for automatic and special distribution to all shore and afloat activities with general libraries without prior submission of a letter request.

(3) Local General Library Support. Library materials, including periodicals, newspapers, and library books in both print and nonprint form, to support general libraries may be procured with local funds without referral to the Chief of Naval Education and Training. Charges will be made against appropriate local allotments.

c. Accounting at Designated Stocking Point

(1) Stocking Activity. Library materials for general libraries will be received and carried in cognizance symbol ØK at the Naval Supply Center, Norfolk, which is the only stocking point for general library books,

(2) Value of Library Materials in Store. For accounting purposes, library books for issue to general libraries will be carried at standard prices for nonfiction, fiction, and paperbound packet size books in accordance with the annual pricing policy established by the Naval Education and Training Command. The exceptions under this procedure are expensive reference books carried in the library book stock at cost price to the Navy rounded off to conform with Navy pricing policy. A price list of expensive reference books will be furnished to the stocking activity by the Naval Education and Training Command.

2. BOOKS FOR SPECIAL USE. Unless otherwise directed by the cognizant bureau, command, or office, books for other than ship or station general library use may be procured locally. Books in this category which are purchased for special purposes may be the same titles as books for the general library collection. Charges will be made against appropriate local allotments.

3. NEWSPAPERS AND PERIODICALS FOR OFFICIAL USE

→ a. Procurement Policy. The Naval Regional Contracting Office (NRCO), Philadelphia has been

designated as the central contracting point for subscriptions to commercial magazines and periodicals for all Navy Field Contracting System (NFCS) activities within the Continental United States and overseas activities except for nonappropriated fund activities. The annual NRCO Philadelphia contract should be utilized to the maximum extent possible in order to take advantage of the discounts from the publishers list prices that are available from this contract. Any orders placed under the annual NRCO Philadelphia contract or purchases direct from the publisher will be charged to local allotments under the, applicable appropriations, and to the appropriate functional accounts for maintenance, operations, or services of the activities concerned. Orders will be placed only for newspapers and periodicals required for administrative use or of a technical and professional nature which will further educate and benefit personnel attached to an activity in the performance of their duties.

b. Payment of Subscriptions in Advance. Subscriptions to newspapers, magazines, and other periodicals for official use may be made for one year or more. Such subscriptions will be charged under, an appropriation current when the order for the subscription is placed, notwithstanding that deliveries of the periodicals may be made in a succeeding fiscal year or years. Payments will not be made in advance for subscriptions exceeding one year except when it is advantageous for the purpose of economy or other reasons to subscribe for longer periods, or when it is impossible to obtain subscriptions for a single year,

4. FOREIGN BOOKS AND PUBLICATIONS

a. Activities Located in the United States. Activities located in the United States will forward requisitions for the procurement of books, publications, and subscriptions issued in foreign countries and not readily available for procurement in the United States to:

1. the Naval Regional Procurement Office, Naples, Contract Administration Branch (CAB), London, England, for requirements under \$10,000 published in the United Kingdom;
2. the Naval Regional Procurement Office, Naples, Italy, for requirements published in Europe and the Near East;
3. the Naval Supply Depot, Yokosuka, Japan, for requirements published in the Far East.

b. Activities Located Outside the United States. Activities located outside the United States will purchase foreign books, publications, and subscriptions locally, if available, or through the Naval Regional Procurement Office, Naples, Contract Administration Branch (CAB), London, for requirements under \$10,000 published in the United Kingdom, the Naval Regional Procurement Office, Naples, Italy, or the Naval Supply Depot Yokosuka, Japan, as appropriate, if not available locally.

5. **MEDICAL AND DENTAL BOOKS.** The Federal Supply Service, General Services Administration and the Defense Personnel Support Center, annually make indefinite delivery type contracts and cover procurement of professional medical, dental, and technical books from commercial sources. Activities with medical or dental personnel assigned requiring such books will procure them by placing orders under the indefinite delivery type contracts without reference to the Bureau of Medicine and Surgery (see pars. 22100-1 and 22101). Charges will be made against appropriate allotments as directed by the Bureau of Medicine and Surgery.

6. **COMMERCIAL TRANSPORTATION TARIFFS AND RELATED PUBLICATIONS.** Commercial transportation tariffs and related publications, including classifications to be used for determining freight descriptions of material, will be obtained in accordance with the guidelines published in the Military Traffic Management Regulation.

#### **22461 BOTTLE TYPE WATER COOLERS**

1. **GENERAL.** Procurement of bottle type water coolers generally is not authorized because of inherent sanitary defects which create potential health hazards to users. When a normal source of potable water is not available, however, bottle type water coolers may be procured provided the sanitary precautions prescribed in subpar. 2 are followed.

2. **SANITARY PRECAUTIONS.** The following procedure is recommended for the protection of the users and to facilitate the handling of bottled water:

1. Thoroughly wash empty bottle with a brush and detergent and rinse thoroughly.
2. Fill the bottle with water from an approved source and add sufficient hypochlorite solution to provide a chlorine residual of 5.0 parts per million free chlorine; do not dechlorinate. Liquid household bleaches which are about 5% solutions may be used. One teaspoonful of this solution added to 5 gallons of water will provide adequate safeguard. An alternate method is to add 2 teaspoonfuls (stainless steel spoon) or 2% iodine (solution or tincture) to, each 5 gallons of water. Shake well and allow it to stand 20 minutes before use.
3. Replace stopper on bottle and carry to point of use.
4. Immediately prior to installation of the bottle in the dispensing unit, insure cleanliness of the unit.
5. Sterilize the neck and mouth of the water bottle by a thorough wiping with a piece of sterile gauze or a clean cloth which has been saturated by 70% alcohol or full strength household bleach. Another method is to use 2% iodine applied with a wet swab. Allow 1 to 2 minutes contact time before putting bottles in cooler.
6. Remove stopper then invert the bottle and place in the unit; extreme care will be taken not to contaminate that part of the bottle coming in contact with the water.
7. Provide single service disposable cups convenient to the unit.

#### **22462 DIVERS' AIR HOSE**

The Naval Sea Systems Command has established the maximum usable life of the divers' air hose as three years for submarine rescue vessels (ASR) and five years for all other users. To insure the maximum shelf life for replacement hose, cognizance symbol H divers' air, hose listed in the Navy Management Data List under Federal Supply Class 4220 will be requisitioned, disposed of, and checked in accordance with special instructions issued by the Navy Ships Parts Control Center.

**22463 CARBON DIOXIDE FIRE EXTINGUISHERS**

Procurement requests for services to fill and repair carbon dioxide fire extinguishers will require that the full weight and empty weight of the valved cylinder (without hose and horn attachment) be stamped on the side of the discharge valve body, if not already stamped thereon. When a valve is replaced by one of a different weight, the weight markings for "cylinder empty" and "extinguisher fully charged on the name plate band on the extinguisher will be corrected accordingly. All weight markings will be the nearest 1/4 pound.

**22464 CATAPULT AND ARRESTING GEAR MATERIAL (REQUISITIONING)**

1. REQUISITIONING PROCEDURES. Fleet units and shore-based aviation activities except those in subpar. 2, requiring catapult and arresting gear material (cognizance symbols 4R and 5R) will submit requisitions direct to the nearest designated transaction reporting stock point for such material (see par. 26082-2). When requisitions are received for cognizance symbols 4R and 5R material which is not carried or not in stock, transaction reporting stock points will forward them to the Navy Branch Aviation Supply Office (Catapult and Arresting Gear), Naval Air Engineering Center, Philadelphia, or as directed by the type commander's instructions.

↓ 2. 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.

3. PLANNED REQUIREMENTS. Planned requirements and requisitions to fill those requirements will be submitted in accordance with the procedures in MILSTRIP/MILSTRAP.

4. INTERIM STOCK REPLENISHMENT. Transaction reporting stock points will not submit requisitions for interim stock replenishment. The Navy Branch Aviation Supply Office will institute stock replenishment action in conjunction with the regular review

of transaction reports received from the stock points.

**22465 COGNIZANCE SYMBOLS 1R; 2R, AND 2V PHOTOGRAPHIC MATERIAL; REQUISITIONING**

1. GENERAL. Nonreporting activities which have authorized photographic laboratories will submit requisitions for cognizance symbols 1R, 2R, and 2V photographic material in accordance with subpar. 3.

2. PREPARATION OF REQUISITIONS. The following guidelines will be utilized in preparing requisitions:

1. Standard photographic material and equipment requisitioned by nonreporting activities will be listed in conformity with the stock number and nomenclature appearing in the Catalogs of Navy Aviation Materials.
2. Requisitions for standard accountable equipment and repair parts (repair parts are considered within activity allowances) will be submitted to maintain authorized allowances as indicated in the applicable Naval Air Systems Command Section P photographic allowance lists. It should be noted that the allowance lists are intended as a guide for outfitting and as a maximum equipment allowance. It is not intended that activities requisition items solely to fill an allowance if an actual requirement does not exist.
3. Requisitions for items in excess of allowances or requests for disposition of excess items will be submitted to the Naval Air Systems Command.
4. Authorized photographic laboratories will insert the photographic designator, as assigned by OPNAVINST 3150.2, in supplementary address columns 46-50 of the DD Form 1348. Other activities will insert their unit identification codes (UIC) in the requisitioner columns or the supplementary address columns of the DD Form 1348.

## 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 which have authorized photographic laboratories will submit requi-

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

Source of supply

Activity

Naval Supply Depot, Subic Bay

Activities in the Japan-Korea area

Naval Supply Depot, Guam

Activities west of the 14th Naval District, other than activities in the Japan-Korea area

Naval Air Station, Barbers Point

Navy and Marine Corps activities in the 14th Naval District

Naval Supply Center, Oakland

Navy and Marine Corps activities in the 11th, 12th, and 13th Naval Districts

Naval Supply Center, Norfolk

Navy and Marine Corps activities in all other naval districts and the Atlantic and Mediterranean areas

c. Cognizance Symbol 2V Photographic Material. Nonreporting activities will submit requisitions for cognizance symbol 2V photographic material to the Naval Air Systems Command (routing identifier code N21).

**22466 COMMERCIAL AND INDUSTRIAL-TYPE FACILITIES BOX AND CRATE SHOP MANUFACTURING**

1. **GENERAL**. Box and crate shops will be retained, established, expanded, or acquired only when such action is conclusively shown to be demonstrably essential to the economical, timely, and effective performance at the supply function with which such facilities are associated. Limitations relative to the type of production authorized box and crate shops have been established.

2. **LIMITATIONS**. All requirements for recurring sizes of wood boxes, crates, and fiberboard containers will be produced by in-house effort if cost effective, procured from commercial sources, or through the supply system in accordance with policy set forth in pars. 22311 and 22312. Local manufacture of wood boxes, crates, and fiberboard containers to meet the requirements of nonrecurring sizes is authorized.

3. **RECURRING SIZE REQUIREMENTS**. Wood boxes and crates for which there exists a recurring demand may be procured completely assembled, partially assembled, or as "shook". Recurring size fiberboard containers may be procured completely assembled, partially assembled or cut, disassembled, or as "knocked down flats".

4. **DEFINITIONS**

a. Container. The term "container" as used herein, includes boxes, crates, skids, pallets, pallet caps, and other products used to contain, , provide protection to, or facilitate handling of material in shipment or in storage.

b. Recurring Size Containers. Recurring size containers are those containers, the use of which is repetitive from month to month on both large and small quantities and for which minimum quantitative requirements may be planned in advance.

c. Shook. The unassembled but completely fabricated parts of a wood box or crate are known as "shook".

d. Knocked Down Flats. The term "knocked down flats" are container board boxes fully fabricated, unfolded, or folded flat, normally requiring additional taping, stitching, gluing, or stapling for assembly. Panels of cleated fiberboard boxes are completely fabricated and shipped flat. Adjoining panels comprising the box are attached at the edges at the time of assembly.

**22467 COMMUNICATION FACILITIES**

1. **LEASED TELEPHONE SERVICE AND FACILITIES**

a. Responsibility. Commandants of the naval districts will coordinate the procurement of leased and commercial communication facilities and services within the particular commands and will be responsible for the administration of local integrated telephone service.

b. Integrated Telephone Service. Integrated telephone service as used herein will be interpreted as a common telephone system, including personal services of operators and other civilian personnel required in the operation of the integrated service, serving a number of activities under the primary support of the various bureaus, commands, or offices. Extra local messages for which graduated usage rates have been established and toll tickets are not prepared will be included in local telephone service.

c. Financial Support. Financial support will be prorated among the using activities, as determined by the commandant, on the basis of the services received by each activity. Usually the number of telephone lines employed by each activity is an equitable basis on which to prorate costs. Using activities will provide appropriation allotment data and expenditure authority for that portion of the service determined to be their share of the total services rendered. Expenditures from appropriations for payment to the telephone companies may be made as a direct charge to the allotments on the Public Voucher for Purchases and Services Other than Personal (Standard Form 1034). Salaries and wages of Navy employees and other expenses incurred by Navy activities for the operation and maintenance of the integrated service will be charged initially to the allotment of the activity responsible for furnishing the utility. The procedures to be

followed in effecting distribution of these charges to the using activities are described in the Navy Comptroller Manual, pars. 032501, and 032506-032509. The cost of integrated telephone service incurred by field activities primarily or entirely engaged in carrying out the functions, of the management bureau, command, or office will be financed by that bureau, command, or office. Regular long distance tolls and measured short haul toll service for which toll tickets are written will be charged to the activity incurring the tolls.

2. **OTHER LEASED AND COMMERCIAL COMMUNICATION FACILITIES.** Financial support will be provided by the Director, Naval Communications Division, Office of the Chief of Naval Operations, at the departmental level for:

1. commercial telegrams, cablegrams, and radiograms;
2. leased NTX and TWX lines which are extensions of the Navy communication system;
3. leased telephone long lines of a service-wide nature which are extensions of the Navy communication system;
4. Civil Aeronautics Administration weather and flight control services, and leased equipment for the Navy portion of the National Facsimile Weather Network.

When leased NTX and TWX lines or leased telephone long lines of a service-wide nature are not part of the Navy communication system, the bureau, command, or office having primary support will provide financial support.

3. **REQUESTS FOR TELEPHONE SERVICES.** Requirements for local communication telephone facilities and services will be determined by the requiring activity or by the commandant when the commandant is responsible for the administration of the local integrated telephone system. Requests for local telephone service or changes in services will originate with the requiring activity on forms prescribed by the district public works officer and will be forwarded in triplicate direct to the district public works officer who will obtain any clearances required by applicable directives. All requests will show the facilities and services desired, contain a breakdown between official and unofficial usage, state the date on which the service is required, cite the funds chargeable, and will be signed by the

commanding officer or by his authorized representative.

4. **PLACEMENT OF ORDERS WITH COMMERCIAL COMPANIES.** The district public works officer, director of naval communications, district communications officer, or the Commandant of the Marine Corps will place orders for telephone facilities and services with the commercial companies on Communication Service Authorization (DD Form 428) in accordance with the procedures in Contract Administration Manual, Chapter 9, Section 4.

## **22468**

### **22469 CONTAINERS RETURNABLE FOR CREDIT**

Procurement papers covering material that must be issued to ships or shipped to other activities in the original containers (barrels, drums, etc.) will provide that the price of the material will include the price of the containers. See Field Purchasing, par. 4000-2 for provisions to be incorporated in contracts when containers are returnable to the supplier for credit.

### **22470 AUTOMATIC DATA PROCESSING EQUIPMENT**

1. **DEFINITION.** Automatic data processing equipment (ADPE) means general purpose, commercially available, mass produced, automatic data processing components and the equipment systems created from them, regardless of use, size, capacity, or price, that are designed to be applied to the solution or processing of a variety of problems or applications and are not specifically designed (not configured) for any special application. Automatic data processing equipment includes:

1. digital, analog, or hybrid computer equipment; and/or
2. auxiliary or accessorial equipment such as plotters, communications terminals, tape cleaners, tape testers, source data automation recording equipment (optical character recognition equipment, paper tape typewriters, magnetic tape cartridge typewriters, and other data acquisition devices), etc., to be used in support of digital, analog, or hybrid computer equipment either cable connected, wire connected, or self-standing,

- and whether selected or acquired with a computer or separately; and/or
3. punched card accounting machines (PCAM) used in conjunction with or independently of digital, analog, or hybrid computers.
2. EXCEPTIONS. Specifically designed automatic data processing equipment does not fall within the scope of the definition in subpar. 1. Specifically designed ADPE means initial acquisition—as opposed to reutilization-of ADPE (i.e., automatic data processing components and the equipment systems created from them) specifically designed (as opposed

to configured) for special applications. This includes automatic data processing equipment manufactured for the Government when developed for a particular use through the expenditure of Research, Development, Test and Evaluation (RDT&E) funds, including follow-on acquisition of such equipment regardless of funding when applied to the type of end use for which originally developed. This exemption category does not extend to non-RDT&E developed ADPE, even though modified to meet a particular requirement (e.g., “ruggedization” for shipboard or mobile van use) or acquired with RDT&E funds for conventional data processing support of research and development activities.

### 3. ACQUISITION OF ADPE

a. Approval Authority. Using activities will obtain approval authority for initial acquisition of automatic data processing equipment in accordance with Specification, Selection, and Acquisition of Automatic Data Processing Equipment (ADPE) (SECNAVINST 5236.1A) and implementing directives.

#### b. Procurement Authority

(1) General. Automatic data processing equipment may be procured by the General Services Administration (GSA), the Automatic Data Processing Equipment Selection Office (ADPESO), or the Naval Regional Procurement Office (NAVREGPROCO), Washington, DC, or Long Beach, CA, as, outlined in subpars. (2), (3), and (4). Naval Material Command RDT&E activities may, at the option of the Chief of Naval Material, use local procurement office/authority when purchasing approved initial ADPE. In addition, Chief of Naval Operations activities, ships under command of the fleet commanders in chief, and type commanders are to use the eastern procurement office, NAVREGPROCO, Washington, DC, or the western procurement office, NAVREGPROCO, Long Beach, CA, to serve the Atlantic and Pacific area commands, respectively, when procuring approved initial ADPE except for fleet units homeported in Hawaii or the Western Pacific (WESTPAC), which will use the procurement office at the Naval Supply Center, Pearl Harbor, HI. Use of the initial procurement office for automatic data processing (ADP) systems being procured centrally is to be continued unless specific arrangements have been made for assumption of this responsibility by another activity.

(2) General Services Administration. The General Services Administration negotiates ADP schedule contracts for use by government agencies. GSA also may negotiate particular contracts or delegate them to the ADPESO.

(3) Automatic Data Processing Equipment Selection Office. The Automatic Data Processing Equipment Selection Office may negotiate particular contracts. ADPESO will

determine when contract responsibility of an ADPESO negotiated contract may be transferred to the NAVREGPROCO, Washington, DC, or the NAVREGPROCO, Long Beach, CA, and will provide requisite documentation.

(4) Naval Regional Procurement Office (NAVREGPROCO) and the NSC Procurement Office. The Naval Regional Procurement Offices, Washington, DC, and Long Beach, CA, and the Naval Supply Center, Pearl Harbor, HI procurement office, as indicated in subpar. (1), may procure against the ADP schedule contracts or negotiate a contract up to certain thresholds.

(5) Accomplishing Procurement. To accomplish procurement, a Requisition and Invoice/Shipping Document (DD Form 1149), citing funds, must be submitted via the appropriate bureau, command, or office. Those activities reporting directly to the Chief of Naval Operations (CNO), or Chief of Naval Material (CNM), for command control of data processing equipment acquisition approval, will forward the requisition and listing on a Continuation Sheet (Standard Form 36) or in identical format, with a copy of the approval documents, direct to the ADPESO, if the acquisition is being accomplished by GSA or ADPESO; otherwise direct to the NAVREGPROCO, Washington, DC, the NAVREGPROCO, Long Beach, CA, or the NSC, Pearl Harbor, HI procurement office.

c. Requisition Submission. Separate requisitions are required for each vendor. In cases of initial acquisition, separate requisitions also are required for lease of equipment and maintenance of government-owned equipment from the same vendor. Blocks 1-7, 9, and 10 of the DD Form 1149 will be filled in. The body of the requisition will include the following:

1. purpose of the requisition (lease, maintenance, or purchase), (indicate name of contractor and period of time);
2. reference to DD Form 254 Contract Security Classification Specification if applicable and attached;
3. name and telephone numbers of a contact (Commercial and Autovon);
4. invoice mailing address;



5. paying office address;
6. delivery order distribution list (activity codes and numbers of copies).

See Illustration 1

d. Requisition Continuation Sheet. In order to facilitate the conversion of the requisition into an Order for Supplies or Services (DD Form 1155) and to permit use of machine processing, the list of items to be requisitioned should start on a Standard Form 36 (to the DD Form 1155) or on a plain sheet of paper in identical format. The list will include the following, as applicable:

1. Requisition number.
2. Contractor's name.
3. The components of a system or configuration. Each component of a system listed in the sequence of the vendor's type and model number showing the type number, model number, and name of the machine (component). Under each component list the applicable additional features, devices, or special modifications.
4. Item number. A four digit item number is assigned to each component (or machine), i.e., 0001, 0002.
5. Serial number. Manufacturer's serial number if known, or the vendor's serial number, if known.
6. Blank quantity and unit price. Omit entries in the quantity and unit price columns of the Standard Form 36. The quantities are already identified by either the item number, the serial number, or being on initial order. If the item involves a bulk quantity of components which are not assigned separate serial numbers or should not otherwise be considered as individual line items then show the quantity and unit price under the item description (e.g., 3 @ \$250.00) and extend total cost to the appropriate column.
7. Basic monthly rental charge, single use charge, or purchase price.
8. Basic monthly maintenance charge, optional maintenance coverage charge (identify the shifts covered).
9. Estimated totals for monthly rental and monthly maintenance.
10. Estimated totals for annual rental, maintenance, extra use charge, per call maintenance charge, taxes, and discounts.

See Illustrations 2 and 3

#### 4. RENEWAL REQUISITIONS

a. General. Renewal requisitions are limited to the renewal of lease or maintenance of items listed in the prior year's delivery orders and their amendments.

b. Requisition Submission. Requisitions for renewal of lease or maintenance of automatic data processing equipment on hand or on order will be prepared and submitted in accordance with subpar. 8 not later than the times specified in subpar. d. The requirements will be submitted as described in subpar. 3c except that separate renewal requisitions are optional for lease of equipment and maintenance of government owned equipment from the same vendor. If one requisition is used for both leased equipment and maintenance of government owned equipment from the same vendor, then the leased equipment will be listed separately from the government owned equipment. In addition, identify the prior year's delivery order in the body of the DD Form 1149. Follow the instructions provided in Illustration 2 for the preparation of Standard Form 36 when maintenance is included in the rental charge and in Illustration 3 when maintenance and rental are charged separately. For leased equipment, indicate either rental including maintenance, or show total rental charges and total maintenance charges. Then itemize government owned equipment and show maintenance charges per item and total maintenance costs of government owned equipment. If additional maintenance coverage is needed identify the coverage and show the extended charges for appropriate items.

See Illustrations 2 and 3

c. Approving Bureau, Command, or Office Responsibility. The approving bureau, command, or office must be cognizant of changes in contract terms and provisions providing benefits or restrictions over previous contracts. They will review DD Form 1149 requisitions and Standard Form 36 for completeness of accounting data, accuracy of configuration, completeness of equipment description and prices, and will make all appropriate changes. The original and three copies of reviewed and revised DD Form 1149 requisitions, with Standard Form 36 attached, will be forwarded to the Automatic Data Processing Equipment Selection Office, the NAVREGPROCO, Washington, DC, the NAVREGPROCO, Long Beach, CA, or to the NSC, Pearl Harbor, HI procurement office, as appropriate. The NAVREGPROCOs and the Naval Supply Center, Pearl Harbor, will return requisitions with apparent discrepancies to the approving bureau, command, or office so that correct information may be furnished. Use of the initial procurement office for ADP systems being procured centrally is to be continued unless specific arrangements have been made for assumption of this responsibility by another activity.

#### d. Time of Submission of Requisitions

(1) Systems Items. General Services Administration ADP schedule contracts covering data processing equipment and software (rental, purchase, maintenance, and repair), including automatic data processing computer systems, automatic data processing computer systems components (used primarily on-line), automatic data processing computer systems software programs, and punched card system machines, are awarded on a fiscal year basis. Requisitions for renewal will be submitted by the user to the cognizant bureau, command, or office not later than 15 days prior to the beginning of the fiscal year for which the equipment is required. The approving bureau, command, or office, after complying with the requirements in subpar. c, will, in turn, submit the requisitions promptly to the NAVREGPROCO, Washington, DC, NAVREGPROCO, Long Beach, CA, or the NSC, Pearl Harbor, HI procurement office after the General Services Administration awards the current fiscal year ADP schedule contract to the applicable vendor. If a discount for prompt renewal is offered, the requisitions for procurement action by the procurement office must arrive not later than 15 working days prior to the expiration of such discount period.

(2) ADPESO and NAVREGPROCO Administered Contracts. Requisitions for renewal of ADPESO or NAVREGPROCO administered contracts, outside the ADP schedule and awarded on a fiscal year basis, will be submitted to the cognizant bureau, command, or office not later than 15 days prior to the beginning of the fiscal year for which the equipment is desired. The approving bureau, command, or office will, in turn, comply with subpar. c and submit the requisitions promptly to the Automatic Data Processing Equipment Selection Office, the NAVREGPROCO, Washington, DC, NAVREGPROCO, Long Beach, CA, or the NSC, Pearl Harbor, HI procurement office.

(3) Accessorial Items. General Services Administration ADP schedule contracts covering the rental, purchase, maintenance, and repair of ADP accessorial systems and support equipment (used primarily off-line), such as source data automation equipment, instrumentation recording equipment, data acquisition equipment, data conversion equipment, data display equipment, data communications equipment, and systems support equipment are awarded on a calendar year basis (1 January - 31 December). Requisitions with listings for such equipment will be submitted by the user to the cognizant bureau, command, or office not later than 15 days prior to the beginning of the calendar year for which the equipment is required. The

requisitions will be forwarded by the approving bureau, command, or office to the NAVREGPROCO, Washington, DC, NAVREGPROCO, Long Beach, CA, or the NSC, Pearl Harbor, HI procurement office promptly after the vendor's GSA price schedule has been received and the listings have been reviewed for accuracy and completeness, and changes made, as appropriate. If a discount is applicable, the requisition must be furnished to the appropriate procurement office not later than 15 working days prior to the expiration of the discount period. If the requisition cannot be funded beyond the first six months of the calendar year, a letter amendment will be submitted not later than 15 June of the calendar year, citing the appropriation data for the remainder of the contract period. Each such amendment request will cite the applicable order number and will be submitted via the cognizant bureau, command, or office. In no event may the period of rental of the requisition exceed the period of the GSA contract.

Punched Card Accounting Machines (PCAM). Requirements for leased punched card accounting machines manufactured by the IBM Corporation are subject to review for placement with third party leasing companies on requirements type contracts. Requisitions will be submitted as outlined in subpars. 3c and 4b. See SECNAVINST 5236. 1A, par. III-I for additional information, applicable exemptions, and certification requirements.

f. Extended Term and Multi-Year Rental Options. Requisitions requesting renewal of equipment on extended term or multi-year rental options will indicate the date the option started.

#### 5. AMENDMENTS TO REQUISITIONS

a. Additions. Amendments to requisitions which request additional equipment, special devices, accessories for existing equipment, or other changes, will be made by letter to the cognizant bureau, command, or office. The amendment letter will either cite approval previously granted or include justifying documentation in accordance with SECNAVINST 5236. 1A. Installation date and any special delivery instructions will be specified. The controlling bureau, command, or office then will forward a letter of request to the responsible procuring activity to amend the appropriate delivery order.

b. Deletions. Amendments to requisitions that request deletions will be made by letter to the cognizant bureau command, or office. If existing equipment is to be released upon delivery of the equipment or special devices being ordered, the equipment being released

must also be identified by item number, type, and serial number. The controlling bureau, command, or office then will forward a letter of request to the responsible procuring activity to amend the appropriate delivery order.

#### 6. ADDITIONAL PCAM REQUISITIONS.

Requirements for additional leased punched card accounting machines manufactured by IBM will be submitted on a separate requisition, omitting the name of the contractor, in order to permit the Naval Regional Procurement Office, Washington, DC, to screen for third party vendors on the requirements contracts. Requisitions will certify fund availability to cover lease from the more expensive vendor (IBM) in the event equipment is not available under the requirements contracts. The use of requirements type contracts as a source of supply for required ADP resources is mandatory except when otherwise exempt as identified in SECNAVINST 5236.1A, par. III-J-2, subpars. 1 and 2.

#### 7. REUSE OF ADPE

a. Release of Excess Automatic Data Processing Equipment. Activities intending to release government owned or leased automatic data processing equipment will prepare the Report of Excess Personal Property (Standard Form 120) using separate forms for leased equipment and owned equipment in accordance with the Defense ADPE Reutilization Manual (DOD 4160.19-M) and Automatic Data Processing Equipment (Reutilization Program) (SECNAVINST 10462.17). In general, leased equipment normally is reported as early as possible and directly to the Defense Supply Agency (DSA) to permit reutilization determination prior to the automatic release date (AR D), Government owned equipment normally is reported through the chain of command to Office of Chief of Naval Operations (OP-91) (ADPESO) for release to the Defense ADPE Reutilization Office (DARO).

b. Acquisition of Excess Automatic Data Processing Equipment. The acquisition of excess automatic data processing equipment is to be carried out in accordance with the provisions of SECNAVINST 10462.17 and the provisions of the Defense ADPE Reutilization Manual, Chapter IV, which cover the steps to be taken to ascertain the availability of automatic data processing equipment and procedures for the requisitioning of excess automatic data processing equipment.

#### 8. COMMAND APPROVAL

a. Equipment Located at Naval Supply Systems Command Managed Activities. Requisitions for renewal of rental of data processing

equipment and letter amendment to these requisitions for equipment located at Naval Supply Systems Command managed activities will be submitted to the Naval Supply Systems Command (Program Control and Evaluation Division) for approval and appropriate action.

b. Equipment Located at Shore-Based Activities Under the Overall Control of the Chief, United States Atlantic Fleet, and the Chief, United States Pacific Fleet. The renewal requisitions for rental and maintenance of data processing equipment and letter amendments, if required, for equipment located at shore-based activities under the overall control of the Chief, Atlantic Fleet and the Chief, Pacific Fleet are to be submitted direct to the authorized procurement office with information copy to the Commander in Chief, Atlantic Fleet, or Commander in Chief, Pacific Fleet.

c. Equipment Located at Activities Directly Managed by the Chief of Naval Operations, and the Chief of Naval Material. Requisitions for renewal of rental and maintenance of automatic data processing equipment and letter amendments to those requisitions for equipment located at activities directly managed by Chief of Naval Operations and Chief of Naval Material do not require approval by the CNO and CNM. Such documents will be submitted direct to the NAVREGPROCO, Washington, DC, NAVREGPROCO, Long Beach, CA, or to the NSC, Pearl Harbor, HI procurement office, provided the original requisition approval was not restricted and funds have been allocated.

d. Equipment at Naval Laboratories. Annual automatic data processing equipment renewal requisitions for the following naval laboratories will be forwarded direct to the NAVREGPROCO, Washington, DC:

Naval Air Development Center, Warminster, PA

Naval Undersea Center, San Diego, CA

Naval Underwater Systems Center, Newport, RI

Naval Ship Research and Development Center, Washington, DC

Naval Electronics Laboratory Center, San Diego, CA

Naval Surface Weapons Center, White Oak Laboratory, Silver Spring, MD ←

Naval Surface Weapons Center, Dahlgren Laboratory, Dahlgren, VA ←

Naval Weapons Center, China Lake, CA ←

Naval Coastal Systems Laboratory, Panama City, FL ←

Amendments to the annual automatic data processing equipment rental requisitions for the naval laboratories will be made in accordance with the following guidelines:

1. If the amendment to the automatic data processing equipment requisitions required approval by higher authority

(i.e., when additions or deletions are proposed to the existing automatic data processing equipment complement versus administrative error changes) and if the approval was previously granted, the amendment request will go direct to the NAVREGPROCO, Washington, DC. Such approval will be cited in the amendment.

2. Amendments to automatic data processing equipment requisitions which require approval by higher authority may be sent to the NAVREGPROCO, Washington, DC, via higher authority for approval action; however, all necessary justification must accompany the amendment.
3. If the amendment to the automatic data processing equipment requisition does not require approval by higher authority, it will be sent direct to the NAVREGPROCO, Washington, DC, with a statement indicating that approval by higher authority is not required.

e. Equipment Located at all Other Activities. Requisitions and letter amendments for data processing equipment located at all other activities except as specified in subpars. b, c, and d will be submitted to the bureau, command, or office which has cognizance of the appropriation charges.

9. **PROCUREMENT.** On the basis of requisitions or amendment requests received from approving bureaus, commands, or offices, the responsible administrative activity will place orders for the rental, maintenance, or purchase of data processing equipment.

10. **PAYMENT.** Contractors furnishing rental data processing machines will submit monthly invoices or statements as directed by the delivery orders. The activity will certify the invoices or statement, verify or include the appropriate accounting data, and submit the invoice or statement for payment direct to the disbursing office designated in the order.

#### **22471 DEVELOPMENT OF FILMS**

1. **GENERAL.** Procurement of film processing services for those films which are not processed within the Naval Establishment will be arranged locally as an open market purchase. Such purchases may be executed either through local dealers or directly with a processing laboratory as necessary.

2. **SAFEGUARDING CLASSIFIED FILM.** Special arrangements will be made as necessary to insure proper handling of classified film. Such film will be forwarded directly to and from processing laboratories having required clearance. Except for the larger

activities having direct contracts with processing laboratories, arrangements must be made with local dealers for payment for such service.

#### **22472 DOGS, SENTRY EXPENSES OF ACQUIRING AND MAINTAINING**

For accounting purposes, sentry dogs, regardless of cost, will be classified as minor property or as equipment. The acquisition and maintenance of dogs, including subsistence and kennels, will be charged to the maintenance allotments or project orders of the station and to the appropriations of the bureau, command, or office concerned. Transportation of dogs, including crating and handling, will be charged to the Navy Management Fund, applicable subhead.

#### **22473 DRINKING FOUNTAINS ELECTRICALLY REFRIGERATED**

The cost of purchasing and maintaining electrically refrigerated drinking fountains and mechanical devices at shore stations will be charged to the major annual appropriation financing the maintenance of the activity.

#### **22474 DRY CELL BATTERIES**

1. **EMERGENCY AND INTERIM REPLENISHMENT REQUESTS.** Activities other than stocking activities will forward requests for dry cell batteries to their normal supply support activity. Stocking activities, other than distribution points for dry cell batteries, will forward requests for dry cell batteries which are not in stock or not carried to the nearest distribution point for dry cell batteries indicated in par. 26480. Stocking activities will submit stock replenishment requests to the indicated distribution point. Distribution points for dry cell batteries will process requests for dry cell batteries which are not in stock in accordance with par. 22209-2b.

2. **REQUISITIONING IN UNIT PACKAGES.** Unit package quantity information for military type dry cell batteries is available from the appropriate military specification. All stocking activities and fleet issue ships will requisition military type dry cell batteries in multiples of unit packages. Distribution points for dry cell batteries are authorized to adjust quantities on requisitions received from stocking activities and fleet issue ships to the nearest unit package quantity. Activities requisitioning military type dry cell batteries for immediate end use will requisition in multiples of unit package quantities when practicable.

3. **RADIAC REPAIR.** To insure that dry cell batteries for use in radiac equipments will not be older than nine months from date of manufacture, requisitioning activities will place the following statement on all requisitions, shipping documents, and invoices:

"For radiac equipments--dry cell batteries no older than nine (9) months from date of manufacture are required."

4. **ISSUE OF DRY CELL BATTERIES.** For issue of dry cell batteries, see par. 25833.

#### **22475 SUPPLY OF ECCLESIASTICAL MATERIAL**

##### 1. FUNDING

a. Expense Items. Commands and units of the Navy will utilize local operation and maintenance funds for the procurement of consumable supplies, equipment with a unit cost of less than \$1,000, standard stock items, nonstandard stock items, transportation, and other needs which will enable chaplains to perform their duties effectively.

b. Investment Items. All equipment with a unit cost of \$1,000 or more is in the capital investment category and will be budgeted and funded through the applicable appropriation of the activity's primary support bureau, command, or office.

##### 2. SOURCES OF SUPPLY

a. Standard Stock. All standard stock items of ecclesiastical equipment and supplies are listed in the Federal Supply Catalog as follows:

1. Federal Supply Classification 9925 for ecclesiastical equipment, furnishings, and supplies;
2. Federal Supply Classification 7195 for chapel bulletin boards;
3. Federal Supply Classification 7710 for organs;
4. Federal Supply Classification 8345 for flags and pennants.

The ecclesiastical equipment and supplies will be ordered through the regular station or ship supply officer by submission of MILSTRIP requisitions to the appropriate source of supply. The accounting data of the requisitioning activity will be cited.

b. Nonstandard Stock. Nonstandard equipment and supplies, including consumable items, will be procured from local commercial sources or through the Navy Regional Procurement Office, Brooklyn. The accounting data of the requisitioning activity will be cited.

### 3. PROCUREMENT

a. Standard Stock. Federal Supply Classification 9925 items will be requisitioned by MILSTRIP requisitions, citing the accounting data of the requisitioning activity, from Commander, Defense General Supply Center, Richmond, Routing Identifier Code S9G. MILSTRIP or FEDSTRIP requisitions for Federal Supply Classification 7195 and Federal Supply Classification 7710 items will be mailed to the regional office serving the geographic area in which the requisitioning activity is located. Federal Supply Classification 8345 MILSTRIP requisitions will be mailed to the Naval Supply Center, Norfolk or Oakland.

b. Nonstandard Stock. Nonstandard stock will be procured in accordance with subpar. 2b.

c. Publications and Forms. Publications and forms, cognizance symbols ØI and 11, will be ordered in accordance with the provisions of the Navy Stock List of Publications and Forms, Cognizance Symbol I.

### 4. NEW CONSTRUCTION

a. Ashore. Collateral equipment is included in the cost of chapel building and will be funded by the Naval Facilities Engineering Command.

b. Afloat. Chaplains' equipment for ships to which an officer from Chaplains Corps is assigned will be provided in accordance with the current equipage allowance list. Equipment will be funded by the Naval Sea Systems Command.

#### **22476 ELECTRIC ACCOUNTING MACHINE TABULATING CARDS**

1. **GENERAL.** Use of General Services Administration contracts for tabulating cards is mandatory for procurement of blank or printed tabulating cards, aperture cards, and all related supplies and services listed in such contracts. Items stocked by the manufacturer and which do not require printing or binding operations to fit them for the particular needs of the Department of the Navy are not subject to the printing laws; therefore, the costs thereof will be charged to the activity as items of supply and not as printing. However, items which require printing or binding operations to fit them for the particular needs of the Department of the Navy are subject to the printing laws and therefore will be procured as printing in accordance with par. 22509. Activities will requisition tabulating cards in quantities for which greatest benefits will be obtained. Tabulating

cards, formerly available from the Government Printing Office, are available through Federal Supply Schedule contracts, Federal Supply Classification Group 75, Part VIII, Section A.

2. **COGNIZANT BUREAU, COMMAND, OR OFFICE APPROVAL.** The submission of requisitions for primary support bureau, command, or office approval on items to be procured against General Services Administration contracts for tabulating cards is not required; however, approvals required by the primary support bureau, command, or office governing procedural or methods application for the use of printed tabulating cards will be obtained prior to originating a DOD Printing Requisition (DD Form 282). Variations will not be made locally in forms prescribed in connection with the functions under the cognizance of the Naval Supply Systems Command, without prior approval as prescribed in par. 15100.

3. **SUBMISSION OF REQUISITIONS.** Requisitions on DD Form 282 for items that require special printing or binding operations to fit them for the particular needs of the Navy will be prepared in accordance with par. 22509 and will be submitted to the cognizant Navy publications and printing service division, office, or branch. The cognizant Navy publications and printing service division, office, or branch will initiate action to effect procurement of the items required through appropriate purchasing activity channels. The purchasing activity will prescribe the paperwork and related requirements to be met by the cognizant Navy publications and printing service division, office, or branch in accomplishing procurement. Item requirements for tabulating cards on each DD Form 282 will be specified as follows:

1. quantity of each card form;
2. color description, such as manila, manila with striping, other color, color with striping, position of stripe or stripes;
3. identification of form by title, form number, samples, and layouts, if necessary;
4. estimated costs in accordance with par. 22056-5.

The cognizant Navy publications and printing service division, office, or branch will advise the requisitioning activity of the cost of the material procured by a copy of the purchase order or related documents.

4. **SHIP'S REQUISITION.** Requisitions from ships for tabulating cards received on DD Form 282 will be processed by the supporting Navy publications and printing service division, office, or branch.

## 22477 ELECTRON TUBES

1. **CONTROL.** The Navy Ships Parts Control Center has supply support responsibility for electron tubes under the cognizance of the Naval Sea Systems Command and the Naval Electronic Systems Command for the entire Naval Establishment except for those tubes being developed under Naval Sea Systems Command or Naval Electronic Systems Command research and development contracts. This includes procurement, allocation, and disposition of electron tubes under inventory management of the Navy. However, financial management of retail stocks of electron tubes under inventory management of the Defense Electronics Supply Center will be exercised by the Navy Fleet Material Support Office.

### 2. SOURCES OF SUPPLY

a. Navy Managed Electron Tubes. Dependent activities generally will draw electron tubes under Navy inventory management from major aeronautical supply points which in turn will draw from designated Navy Ships Parts Control Center stocking activities. However, certain dependent activities in Alaska and Hawaii and outside the United States located nearer to a Navy Ships Parts Control Center stocking point than to their supporting major supply point will draw requirements for cognizance symbol N except cognizance symbol 9N electron tubes direct from the Navy Ships Parts Control Center stocking activity. Because of the large number of electron tubes used by the Naval Air Technical Training Center, Memphis, the Naval Air Station, Memphis, also will draw requirements for cognizance symbol N except cognizance symbol 9N electron tubes direct from the designated Navy Ships Parts Control Center stocking activity. The following aeronautical supply points are authorized to requisition electron tubes direct from the designated Navy Ships Parts Control Center stocking activities:

| <u>Aeronautical supply point</u>       | <u>Designated stocking activity</u>  |
|--|--|
| Marine Corps Air Station, Cherry Point | Norfolk Naval Shipyard   |
| Marine Corps Air Station, El Toro      | Naval Station, San Diego   |
| Naval Air Station, Alameda             | Naval Supply Center, Oakland   |
| Naval Air Station, Corpus Christi      | Naval Supply Center, Norfolk   |
| Naval Air Station, Guantanamo Bay      | Supervisor of Shipbuilding, Conversion and Repair, U.S. Navy, Tenth Naval District, San Juan |

| <u>Aeronautical supply point</u> | <u>Designated stocking activity</u>  |
|----------------------------------|--|
| Naval Air Station, Jacksonville  | Naval Supply Center, Norfolk   |
| Naval Air Station, Memphis       | Naval Supply Center, Norfolk   |
| Naval Air Station, Norfolk       | Naval Supply Center, Norfolk   |
| Naval Air Station, Pensacola     | Headquarters Support Activity, New Orleans   |
| Naval Air Station, San Diego     | Naval Supply Center, Oakland   |
| Naval Station, Roosevelt Roads   | Supervisor of Shipbuilding, Conversion and Repair, U.S. Navy, Tenth Naval District, San Juan |
| Naval Support Activity, Seattle  | Puget Sound Naval Shipyard   |

Major aeronautical supply points in the Pacific area will draw requirements for themselves and their dependent activities from the Naval Air Station, Barbers Point, or Agana, as appropriate.

b. Defense Supply Agency Managed Electron Tubes. Naval activities in Alaska and Hawaii and outside the United States generally will draw electron tubes under Defense Supply Agency management (cognizance symbol 9N) from the same stocking activities authorized for Navy managed electron tubes except the Naval Supply Center, Pearl Harbor, which will draw electron tubes direct from the Defense Electronics Supply Center through the Defense Automatic Addressing System. Naval activities in the United States except Alaska and Hawaii will submit requirements direct to the Defense Electronics Supply Center or, if located within a 25 mile radius of a specialized support depot or direct supply support point for electronics, to that activity.

3. LEVELS OF SUPPLY. Major aeronautical supply points will maintain a level of supply of electron tubes sufficient to meet 90 days requirements.

4. DEPENDENT ACTIVITIES. Except as noted in subpar. 2, dependent activities will requisition electron tubes from the appropriate major supply point, submitting requests directly to a Navy Ships Parts Control Center stocking activity only with the permission of the major supply point. This permission will be granted only in individual cases when the stock of the required tubes has been depleted at the major supply point and an undue delay will result in the processing of the requisitions.

**22478 ENVELOPES AND OTHER MAIL MATTER**

1. PRINTED ENVELOPES

a. Envelopes Printed with Return Address. Envelopes identical to those listed in the

Department of Defense Section of the Federal Supply Catalog but which are printed with the return address of the individual activity are considered to be nonstandard items. Such envelopes will be ordered under the Federal Supply Schedule, Federal Supply Classification Group 75, Part V. Two samples of each envelope will accompany the order. These orders will be charged directly to the appropriation concerned and not to the Navy Stock Fund.

b. Envelopes Printed with Other Than Return Address. Envelopes for special purposes requiring special printing may be ordered in the same manner as those printed with the return address. This printing is subject to separate negotiation with the Federal Supply Schedule contractor and is explained in the Federal Supply Schedule, Federal Supply Classification Group 75, Part V.

c. Printing on Standard Stock Envelopes. If standard stock envelopes are to be printed, such printing must be procured in accordance with par. 22509.

2. SPECIAL ENVELOPES

a. General. All envelopes not covered by the instructions in subpar. 1 are considered special envelopes and may be ordered only when it has been determined that a standard stock envelope or a printed envelope identical to the standard stock item cannot be used.

b. Procurement Method

(1) Scheduled Envelopes. Special envelopes available under Federal Supply Schedule, Federal Supply Classification Group 75, part V, will be ordered as directed by the schedule.

(2) Nonscheduled Envelopes. Every effort must be made to substitute scheduled for nonscheduled envelopes. If substitution cannot be made, a written waiver of the requirement for using the schedule must be obtained from the General Services Administration in accordance with the procedure for special requirements specified in the Federal Supply Schedule, Federal supply Classification Group 75, Part V. If the requirement is estimated at \$2,500 or less, local purchase will be authorized. Requirements in excess of \$2,500 must be forwarded with a copy of waiver to General Services Administration, Paper Products Branch, FPOP, 26 Federal Plaza, New York, NY 10007.

c. Restriction to purchase. The Act of October 31, 1951 (65 Stat. 709) (39 U.S. Code 355) states that the postmaster General will procure all envelopes for use in the Federal Government. Under the authority of Sec. 201 (a) of the Federal Property and Administrative Services Act of 1949 approved June 30, 1949

(63 Stat. 383) as amended (40 U.S. Code 481), responsibility for contracting and related functions with respect to plain and printed envelopes has been transferred from the Post Office Department to the General Services Administration. The Act of June 7, 1924 (43 Stat. 592) (44 U.S. Code 225) requires that plain envelopes for use in the District of Columbia will be procured from the Public Printer. Therefore, a naval activity will not purchase envelopes on the open market unless the General Services Administration or Public Printer has provided a clearance or an emergency purchase can be justified to the satisfaction of the General Accounting Office.

3. SAVINGS BOND ENVELOPES. Savings bond envelopes are included under Federal Supply Schedule, Federal Supply Classification Group 75, Part V.

### 22479 DRAYAGE

There is a fine line of distinction between pickup and delivery, drayage, and local trucking services as defined in pars. 52460 52462. Local trucking, when obtained under contract, is construed as drayage (see par. 52462). The Requisition and Invoice/Shipping Document (DD Form 1149) may be submitted to obtain annual requirements for drayage services required on a repetitive basis. Government bills of lading will not be issued for drayage service. Requisitions will not be submitted when drayage services are available under contracts placed by the General Services Administration which are considered satisfactory from a cost and service standpoint by the using Navy activity. Requisitions for annual requirements for drayage services will be submitted at least 90 days in advance of the date on which the contract is to become effective and will include the following information:

1. the points from and to which the services are required, specifically stating the city, town or county;
2. the average size, weight, and quantity of the material to be drayed; when items to be drayed are unusually heavy or bulky, also the average size, weight, and type of such items;
3. the duration of the requirement for such services;
4. an estimate of the frequency of the requirement for drayage services, for example: daily, twice-daily, hi-weekly, etc.;
5. a realistic estimate of the total quantity, by weight, for which it is estimated such services will be required during the contract period, categorized by weight of material to be drayed on individual trips by the drayman, for example:

| <u>Individual trips consisting of</u>      | <u>Estimated weight</u> |
|--|-------------------------|
| 1 to 1,000 pounds                          | 145,000 pounds          |
| 1,001 to 5,000 pounds                      | 570,000 pounds          |
| 5,001 to 10,000 pounds                     | 340,000 pounds          |
| 10,001 to 20,000 pounds                    | 520,000 pounds          |
| over 20,000 pounds                         | 150,000 pounds          |
| Extra weight or extra dimensional material | <u>240,000 pounds</u>   |
| Total estimated weight for contract period | 1,965,000 pounds        |

Additional instructions pertaining to the procurement of drayage services are prescribed in Field Purchasing, par. 4067.

### 22480



**22481 CARE OF THE DEAD SUPPLIES AND SERVICES**

Care of the dead supplies and services generally will be procured under a requirements type contract in accordance with the Decedent Affairs Manual and ASPR Section XXII, Part 5.

**22482 FURNITURE, FAMILY HOUSING**

1. **INITIAL OUTFITTING.** Initial outfitting of family housing furniture is accomplished at command level by the Naval Facilities Engineering Command. Requirements will be furnished to the Naval Facilities Engineering Command in accordance with current instructions and are subject to dollar inventory ceiling, authorized allowances of items, and the use of existing stocks under the inventory reutilization program of the Naval Facilities Engineering Command and the, Department of Defense excess lists.

2. **REPLACEMENT FURNITURE.** Replacement of family housing furniture will be effected through use of Federal Supply Schedules in accordance with ASPR, Section V, Part 1. Requirements which exceed the maximum order limitation of the applicable Federal Supply Schedule will be forwarded to the Naval Facilities Engineering Command for transmittal to the General Services Administration. Procurement of replacement family housing furniture will be initiated only after it has been determined that requirements cannot be met through the Naval Facilities Engineering Command inventory reutilization program or from Department of Defense excess furniture lists. In addition, such procurement is subject to authorized items, dollar inventory ceiling and annual dollar allowance limitations controls. Requirements exceeding these allowances will be submitted to the Naval Facilities Engineering Command or the Office of the Secretary of the Navy, as appropriate, via the addressees set forth in the applicable Naval Facilities Engineering Command and Secretary of the Navy instructions.

**22483 FURNITURE, OFFICE**

1. **DEFINITION OF OFFICE FURNITURE.** As used herein, office furniture' denotes all wood and metal furniture normally used in a business office. This furniture includes but is not limited to the following types:

1. desks,
2. tables,
3. telephone stands,
4. filing sections,
5. office safes and security cabinets,
6. upholstered leather chairs and davenport,

7. desk trays,
8. waste receptacles,
9. visible record cabinets,
10. vertical type filing cabinets,
11. folding and table arm chairs,
12. folding tables,
13. bookcases.

Office furniture does not include shipboard furniture, built-in furniture, special items for military field use, modified designs for technical or special clerical work, desk lamps, rugs, or office laborsaving devices.

2. **OFFICE FURNITURE REPLACEMENT STANDARDS.** Office furniture, consisting of desks, tables, chairs, stands, file cabinets, bookcases, supply cabinets, wardrobes, and lockers, whether made of metal, wood, or other material, may be replaced only when:

1. it is determined that replacement is essential for the efficient and economical performance of the functions of the activity; or
2. the estimated cost of necessary repair or rebuilding, at lowest available rates, including any transportation expense, equals or exceeds 55% of the cost of replacing such furniture with new items of the same type and class.

**3. PROCUREMENT PROCEDURES**

a. Federal Supply Schedule Contracts. When the required item is contained in a mandatory Federal Supply Schedule contract and is not in excess of the maximum or below the minimum order limitation, procurement action will be accomplished by ordering under the Federal Supply Schedule contract unless delivery requirements cannot be met (see Field Purchasing, pars. 3030 and 3031). If the requirement is in excess of the maximum order limitation, it will be forwarded to the regional office of the General Services Administration region in which the activity or installation is located. When the order is less than the minimum limitation of the schedule, the ordering activity will determine its source of supply.

b. General Services Administration Stores Stock Catalog. Items listed in the General Services Administration Stores Stock Catalog will be obtained from the local General Services Administration stores depot.

c. Procurement by General Services Administration. Requirements in excess of \$1,000 for items which are neither contained in mandatory Federal Supply Schedules nor available from the General Services Administration stores depots will be forwarded to the General Services Administration Region 3 office for purchase action. Requests citing funds which expire 30 June must be received by the General Services Administration on or

before 31 May of that fiscal year. Ordinarily, a procurement lead time of 120 days is required. The provisions herein are not mandatory for procurements outside the United States.

4. OPEN MARKET PURCHASING AUTHORITY. Field purchasing activities, within the limits of their purchase authority, are authorized to purchase office furniture in the open market without reference to the General Services Administration when none of the conditions in subpar. 3 obtains,

#### 22484 LUMBER AND ALLIED PRODUCTS

1. GENERAL. Lumber and allied products are under the Defense Construction Supply Center decentralized management (supply status code 2 items as prescribed in par. 21 108-2). The policy in subpar. 2 applies to common lumber and related products readily available from local commercial suppliers. To maintain costs incurred in the stocking of lumber and allied products at the lowest possible level, this policy will be adhered to by Navy retail stock points and Navy consumer stock points in the United States except Alaska and Hawaii.

#### 2. STOCKING AND PROCURING

a. Navy Retail Stock Points and Navy Consumer Stock Points (except Naval Supply Centers, Norfolk and Oakland) in the United States except Alaska and Hawaii. Navy retail stock points and Navy consumer stock points (except Naval Supply Centers, Norfolk and Oakland) in the United States except Alaska and Hawaii will maintain in main supply stocks (i.e., Navy Stock Fund two-digit class or special accounting class 200) only prepositioned war reserve stock and items not normally available on the local market. These stock points will establish procedures to use blanket purchase agreements or the imprest fund purchase method, as applicable, to procure common readily available lumber and related products as required from local commercial suppliers within the limitations in subpar. 4. Plywood may be purchased from the General Services Administration if availability and cost are advantageous. Requirements exceeding local purchase limitations will be submitted to the appropriate Defense Construction Supply Center regional procurement sub-office using the Military Interdepartmental Purchase Request (DD Form 448) or Requisition and Invoice/Shipping Document (DD Form 1149).

b. Naval Supply Centers, Norfolk and Oakland. The Naval supply Centers, Norfolk and Oakland, will select and carry in main supply those items of lumber and allied products which must be stocked in volume

for station and overseas customer use. These high velocity items normally will be procured from Defense Construction Supply Center regional procurement sub-offices in carload lots. The Naval Supply Centers, Norfolk and Oakland, also will select and carry in main supply those lumber products not readily available on the local market and will negotiate blanket purchase agreements, with 48-hour delivery terms, for those, common military use and commercially available items not qualified for stocking. Plywood may be purchased from the General Services Administration if availability and cost are advantageous. Requisitions from an overseas customer for more than a carload lot may be submitted on a DD Form 448 or DD Form 1149 direct to the appropriate Defense Construction Supply Center regional procurement sub-office for procurement and direct consignment. Overseas requisitions for less than a carload lot will be filled from the selected items carried in inventory or by procurement from local suppliers.

3. LIMITED USE OF FOREIGN GROWN LUMBER. The Defense Supply Agency has suspended for an unspecified length of time the procurement of all foreign commodities. Wood products affected by this action include teak, lignum vitae, mahogany, greenheart, and angelique. Exceptions to the suspension are mahogany decking, planking and boat hull plywood, and those essential items for which no domestic substitute exists. Domestic substitutes for foreign grown length items will be determined in accordance with current Naval Ship Systems Command instructions.

4. PURCHASE AUTHORITY. Stock points are authorized to purchase items in Federal Supply Group 55 when the total requirement for any single purchase action of related products is less than the following:

1. one rail carload lot (36,000 pounds) for items of 90 days or less lead time, or
2. one truckload lot (18,000 pounds) for items requiring longer lead time.

For requirements exceeding the maximum quantities, purchase requests will be submitted to the appropriate Defense Construction Supply Center procuring activity in accordance with Implementing Procedures for Purchase of Supplies Assigned to the Defense Supply Agency under the DOD Coordinated Procurement Program (DSA Regulations 4115.3) issued as a Naval Supply Systems Command instruction.

#### 5. PURCHASE REQUESTS

a. General. Purchase requests will be prepared and submitted as prescribed in the Armed Services Procurement Regulation, Section V, par. 5-1108 (see also par. 22060). Additionally, all purchase requests for mahogany

planking and decking and mahogany boat hull plywood will contain the following certification:

"Material in this document is required for operational issuance. Urgency of requirement will not permit procurement delays beyond the deadline delivery date specified. This mahogany is used only for bona fide boat and ship repair. No known domestic substitute acceptable."

**b. Procurement by the Defense Construction Supply Center.** Lumber and allied products' are excluded from MILSTRIP/MILSTRAP (Military Standard Requisitioning and Issue Procedure/Military Standard Transaction Reporting and Accounting Procedures) when requisitioned from the Defense Construction Supply Center or from regional procurement suboffices. The use of DD Form 448 or DD Form 1149 is mandatory for requesting procurement by the Defense Construction Supply Center. Activities will distribute copies of purchase requests as follows:

1. procuring activity-original and 6 copies,
2. consignee-2 copies,
3. Defense Logistics Services Center-1 copy,
4. disbursing officer of industrial or commercial activity (if Navy Industrial Fund is cited)-1 copy,
5. internal distribution-as required

The DOD Single Line Item Requisition System Document (DD Form 1348) will not be used to request purchase of lumber and allied products.

**c. Lead Time.** The approximate lead times for routine procurements of lumber and allied products are determined in accordance with implementing procedures for purchase of supplies assigned to the Defense Supply Agency under the Department of Defense Coordinated Procurement Program issued as a Naval Supply Systems Command instruction.

**6. SCREENING, REPORTING, AND DISPOSAL OF EXCESS STOCK**

**a. Items in Excess of Requirements of Holding Activity.** When Federal Supply Group 55 items are determined to be in excess of the requirements of the holding activity, the material will be offered to other Navy stock points in accordance with procedures contained in current Naval Supply Systems Command

instructions. Items not transferred as a result of the local area screening will be disposed of in accordance with the Defense Disposal Manual.

**b. Price Reduction.** On any excess item, prices may be reduced for local issue or redistribution to other Navy activities when a price reduction would make the excess item a satisfactory substitute for a lower priced item. Price reduction up to 50% of the current unit price is authorized. Price reductions greater than 50% may be authorized upon request, if justified. Request and justification will be submitted to the Navy Fleet Material Support Office.

**22485 MAINTENANCE OF HOTELS, LODGES, ETC.**

**1. PREPARATION OF REQUISITIONS.** Requisitions for the operation, the maintenance, and the messing facilities at hospitals, barracks, etc., will contain the following data in addition to that normally required:

1. complete description of the required services;
2. the number of persons to be lodged, messed, etc.;
3. the appropriation or appropriations chargeable; care is to be taken to see that all of the articles or services required may be purchased under the appropriations designated as being chargeable;
4. estimated yearly costs of the required services; in estimating such costs no commitment is to be made, either actual or by inference, to prospective contractors.

**2. HIRE OF QUARTERS.** Requests for hire of quarters will contain a statement from the commandant or senior officer present that no other suitable quarters are available either in buildings ashore, or receiving ships, or other vessels.

**22486 INCENTIVE MUSIC AND EQUIPMENT**

Appropriated funds normally may not be expended to provide incentive music or equipment for broadcasting such music, including radios, automatic record players, or phonograph records; however, appropriated funds may be expended for incentive-type music scientifically programmed, such as the

↓ MUZAK system, provided that the commanding officer of the activity makes a written determination that, based on factors such as the improvement of employee morale, increased employee productivity and resultant savings to the Government, the proposed expenditure for incentive music constitutes a necessary expense in accomplishing the mission of the activity. In addition, when such expenditures are justifiable as a welfare and recreation expense in general messes, appropriated funds, are properly chargeable. The provisions of this paragraph do not preclude the expenditure of appropriated funds for the purchase of a public address system required for intrastation communication. The procurement of incentive music service or equipment within commissary stores is a proper operating expense, chargeable to funds generated by the markup on resale merchandise.

**22487****22488****22489 LAND**

Section 3736, R.S. (41 U.S. Code 14), states that no land shall be purchased on account of the United States except under a law authorizing such purchase. Purchase of land may be made in pursuance of express authorization by the Congress or the authority to purchase may be implied if such purchase was clearly contemplated by the Congress in authorizing the project, or the purchase is indispensably necessary to effect the project authorized. Responsibility for the acquisition and disposal of real estate, and the maintenance of records thereof, except for Marine Corps leases, has been placed under the Naval Facilities Engineering Command.

**22490 LEASE OF STORAGE FACILITIES**

Activities under the command and support of the Naval Supply Systems Command will submit all requests for the lease of supply storage and warehousing facilities to the Naval Supply Systems Command (Warehouse Systems Division) for approval with complete justification as to the need for the, space, prospective use, etc., prior to initiation of action locally through the district public works officer and the commandant of the naval district. The following information will be shown for each proposed acquisition:

1. the name and address of the property;
2. the name and address of the lessor;
3. the complete description of the property;
4. the square feet of the gross covered or open storage space or both;
5. the present condition of the property and estimated cost of repairs, alterations, etc., if any, required at government expense;
6. the present status of occupancy and the date possession may be obtained;
7. the period of the lease and renewal provisions;
8. the annual rental costs;
9. the accessibility by land or water, streets, docks, wharves, etc.;
10. the distance of the leased premises from the using activity;
11. the transportation and loading facilities.

**22491 LOCAL TRANSPORTATION TICKETS AND TOKENS**

Local transportation tickets and tokens such as streetcar, subway, local bus, ferry, tunnel, bridge, and turnpike will be procured as required for official business. Such items may be procured either as a charge to the appropriate operating allotment and end use functional account or under the Navy Stock Fund and stocked as cognizance symbol 9G, material control code L material. Prior approval of the Navy Fleet Material Support Office must be obtained by those activities desiring to purchase such items for stock.

**22492****22493 MATERIALS HANDLING EQUIPMENT, RELATED COMPONENTS, AND STORAGE AIDS**

1. GENERAL. Materials handling equipment and related components consist of self-propelled materials handling equipment, including associated batteries and battery charging equipment and non-powered materials handling equipment. Self-propelled materials handling equipment (including requirements for initial industrial type batteries) will be reported in accordance with instructions issued by the Naval Supply Systems Command. Storage aids include pallet racks, pipe and bar racks, bin shelving, shelf boxes, tote boxes, and pallets.

## 2. REQUIREMENTS

a. Standard Equipment. The nonpowered equipment and batteries listed in Materials Handling Equipment (MIL-STD-1 37) and Battery, Storage for Electric Operated Industrial Trucks and Tractors (MS-15367) are standard for Department of Defense activities use. Requests for nonpowered materials handling equipment and industrial storage batteries will conform to these standards. Requests for battery charging equipment will conform to Federal Specification W-B-95 or W-C-260. Specifications covering standard equipment will be applied to the requisitions by the Naval Supply Systems Command.

b. Nonstandard Equipment. Each request for nonstandard equipment, approved by the management bureau, command, or office (if required), and accompanied with a separate document containing a justification for deviation from the military standard will be forwarded to the procuring office via the Naval Supply Systems Command (Warehouse Systems Division). Activities located within the Naval Shore Establishment that are under the command and support of the Naval Ship Systems Command will not require approval from the Naval Ship Systems Command. A description of specification, including manufacturer's literature, will be attached to each requisition. The requisition will contain a complete description of the equipment required by the activity and will be in sufficient detail to permit procurement on a competitive basis to the maximum extent possible. Information on items required on a continuing basis which are not included in the standards cited in subpar. a will be forwarded to the Naval Supply Systems Command with a request that the item be added in the appropriate standard when revised.

c. Activities Not Under the Command Of or Not Financed By the Naval Supply Systems Command. Activities not under the command of or not financed by the Naval Supply Systems Command will submit requests for industrial type batteries and battery charging equipment (used with self-propelled materials handling equipment) and nonpowered materials handling equipment in accordance with the instructions of the management bureau, command, or office. When DOD Single Line Item Requisition System Document (DD Form 1348) requisitions are not applicable, a procurement form, e.g., Military Interdepartmental Purchase Request (DD Form 448), or Requisition and Invoice/Shipping Document (DD

Form 1149), as appropriate, will be prepared by the management bureau, command, office, or requiring activity, and submitted to the proper procuring activity via the Naval Supply Systems Command (Warehouse Systems Division), with DOD Production Equipment Requisition/Non-Availability Certificate (DD Form 1419), when required. If expiring funds are involved, these forms will be forwarded to reach the procuring office by 15 March. When the procurement form is prepared by the requiring activity, submission will be to procuring office via primary support bureau, command, or office (if required), and the Naval Supply Systems Command (Warehouse Systems Division). DD Form 1348 requisitions for nonpowered pallet trucks and warehouse trailers will be submitted to the Defense General Supply Center, Richmond, via the management bureau, command, or office (if required), and the Naval Supply Systems Command (Warehouse Systems Division). DD Form 1348 requisitions for other nonpowered materials handling equipment will be submitted direct to the appropriate activity. Activities located within the Naval Shore Establishment that are under the primary support of the Naval Ship Systems Command will not submit requisitions for industrial type batteries and battery charging equipment via the Naval Ship Systems Command.

### d. Activities Under the Command Of or Financed By the Naval Supply Systems Command

(1) Report of Requirements (NavSup Report 4400-24). Activities under the command of or financed by the Naval Supply Systems Command will submit requirements for batteries and charges (used with self-propelled materials handling equipment), storage aids, and nonpowered materials handling equipment by completing columns (1) and (3) through (8) of Page 1 and columns (1) and (3) through (6) of Page 2 of the Nonpowered Materials Handling Equipment, Batteries, Chargers and Storage Aids Summary (NavSup Form 1224). Shipyards will submit supply department requirements only. The NavSup Forms 1224 will be forwarded in duplicate prior to 15 March. Allowances will not be established on an annual basis, but will be revised by the Naval Supply Systems Command (Warehouse Systems Division) as appropriate. Activities will not submit requisitions for requirements stated on the report. Interim requests for replacement or additional requirements generated between reports will be submitted in letter form. Interim requests will be restricted to emergency

Or urgent requirements. To preclude unnecessary procurements and permit timely diversions, the Naval Supply Systems Command (Warehouse Systems Division) will be advised immediately when the requiring activity determines that retirements should be canceled.

(2) Justification for Replacement and Additional Items. A detailed justification for all replacement and additional items will be forwarded with NavSup Forms 1224. The justification will indicate whether the requirement is for replacement of present equipment or for a new purpose, the intended use, the economical or other advantages which will accrue if the item is provided, and any other data which will contribute to an understanding of the needs for and use to be made of the item required. For trailers and manually operated pallet trucks, the year of manufacture, the condition code, and the estimated cost to place in condition code 0-2 will be furnished. Requests for replacement and additional batteries will be accomplished with:

1. the USN numbers of the units in which additional or replacement batteries will be used;
2. the manufacturer, serial number, number of cells, and number of plates for each battery to be replaced;
3. percent of rated capacity each battery to be replaced can deliver (see Materials Handling Equipment Maintenance Manual) and ampere hour capacity and age of battery to be replaced.

See Illustration 8

e. Requirements Guide for Warehouse Trailers, Batteries, and Storage Aids. The number of trailers required for each tractor normally will not exceed eight. Additional trailers will require submission of detailed justification with NavSup Forms 1224. The justification for retention of trailers in excess of eight each per tractor also will be submitted with NavSup Forms 1224. The quantity of batteries required will be two for each electric powered crane and one for each remaining electric powered unit assigned plus one standby battery for each 15 trucks. Shelving, shelf boxes, tote pans, and pallet rack requirements will be based on needs of the activity. When requisitioning bin shelving or pallet racks, hand drawings will accompany the request, to facilitate evaluation and

computation by the Naval Supply Systems Command (Warehouse Systems Division). The drawings should illustrate the following:

1. quantity of back to back (double) rows of bin or rack sections required and number of sections in each such row (A section is defined as one complete vertical bin or pallet rack component.);
2. quantity of single rows of bin or rack sections required and number of sections in each such row;
3. locations of bulkheads, posts, or other obstructions;
4. width of proposed cross and main aisles;
5. maximum storage height permitted.

### 3. PALLETS, WOOD

a. Requirements. All possible methods and practices that may be utilized to reduce pallet requirements must be considered before initiating action to procure new pallets. A pallet repair program as described by Pallet Repairs (NAVSUPINST 4460.3) is necessary to achieve a maximum cost-benefit from all pallets in use. All activities should also assure, to the maximum extent practicable, that pallets shipped with palletized materials are recaptured.

b. Submission of Requirements Documentation. Since wood pallets are a single manager item, all procurement documents must be forwarded to the Defense General Supply Center, Richmond, Va. (DGSC). The requiring activity will prepare the requisitioning document. A DOD Single Line Item Requisition System Document (DD Form 1348) will be used for all pallets with a federal stock number. A Military Interdepartmental Purchase Request (DD Form 448) will be used for non-FSN pallets utilizing a purchase description or specification. Requisitioning documents will be submitted to the Defense General Supply Center via the cognizant bureau, command, or office, if required. Documents for other than those pallets delineated in sub par. f also will be submitted via the Naval Supply Systems Command (Warehouse Systems Division) for technical evaluation. The Naval Supply Systems Command will determine by this evaluation if the size, construction, capacity, and design are appropriate for the required use or application, and whether the pallets are standardized to the maximum extent practicable to assure compliance with Navy and Department of Defense policies and procedures. Any requests for

such pallets will be accompanied with a statement of intended use.

c. Defense General Supply Center Contracts. Information on unit prices and delivery can be obtained from the Defense General Supply Center. The Directorate of Supply Operations should be contacted on requisitions, and the Directorate of Procurement and Production should be contacted on procurements.

d. Allowance for Delivery. Documents will be prepared sufficiently in advance of the required delivery date to allow at least three months for delivery to the activity. To facilitate scheduling of deliveries to the Defense General

Supply Center, the documents will contain a statement as follows:

“Deliveries should begin no later than (date), with (quantity) pallets delivered per week thereafter until complete.”.

e. Stocking Objective. The activity unburdened pallet stocking objective is established as a six month supply, based on valid historical usage, attrition data, and known projection of workload.

f. Pallets Coded by Defense General Supply Center for Navy Use. Pallets coded by the Defense General Supply Center for Navy use consist of the following:

| <u>Federal Stock number</u> | <u>Description</u>   | <u>Specification</u> |
|-----------------------------|--|----------------------|
| 3990-141-7261               | Pallet, MHE; single face, nonreversible, assembled, wood, platform type, full 4-way entry, overhanging platform sides, 9 posts, 3 stringer boards, 7 1/4" width of outside stringer boards and 3 5/8" width of center stringer board, nailed construction 40" long, 48" wide, and 5 1/2" high; Style I, Type 1, Class 1, hardwood. | MIL-P-15011          |
| 3990-202-2217               | Pallet, MHE: double face, reversible, assembled, wood, platform type, 2-way entry, overhanging platform sides, 3 stringers, 4" x 4" minimum, nailed and bolted construction 48" long, 72" wide, and 6 7/8" high; Type I, Grade B, Class 1, stevedore, hardwood.  | MIL-P-15943          |
| 3990-935-7960               | Pallet, MHE; single face, assembled, wood, platform type, 4-way entry (partial), overhanging platform sides, 2" x 4" minimum stringers, nailed construction 40" long, 48" wide, and 5 1/2" high; Type IV, softwood.  | Federal NN-P-71      |
| 3990-935-7893               | Pallet, MHE; double face, assembled wood, 2-way entry, overhanging platform sides, 2 outside stringers, 4" x 4" minimum, 2 inside stringers, 2" x 4" minimum, bolted construction 48" long, 72" wide, and 6 7/8" high; Grade B drum handling, hardwood.  | MIL-P-2 1875(SA)     |
| 3990-599-5326               | Pallet, MHE; single face, nonreversible, assembled, wood, platform type, 4-way entry (partial), overhanging platform   | MIL-P-3938           |

| <u>Federal stock number</u> | <u>Description</u>  | <u>Specification</u> |
|-----------------------------|---|----------------------|
|                             | sides, 4 stringers, 2" wide and 4" high, nailed construction 40" long, 48" wide, and 5 3/8" high; Type I, Class A, hardwood.  |                      |
| 3990-063-9075               | Pallet, MHE; 2-way, 3 stringers, 40" long and 48" wide, overhanging platform sides; Type II, softwood.  | Federal NN-P-71      |
| 3990-542-3294               | Pallet, MHE; single face, nonreversible, assembled, wood, platform type, 32" long by 40" wide, 4-way entry (partial), 3 stringers, overhanging platform sides; hardwood.                                    | MIL-P-22562          |
| 3990-959-0743               | Pallet, MHE; single face, assembled wood, platform type, 2-way entry, overhanging platform sides, 3 stringers, 2" x 4" nominal, nailed construction 48" wide, 48" long, and 5 1/2" high; Type II, hardwood. | Federal NN-P-71      |

g. Primary Use of Pallets Designated for Navy Use. The primary use of pallets designated for Navy use, described in subpar. f, are as follows:

1. The 40 inch by 48 inch hardwood, 4-way pallet (Federal Stock Number 3990-141-7261), is the preferred pallet for internal warehouse operations. It normally will only be used for shipping when providing palletized materials to ships.
2. The 48 inch by 72 inch stevedore pallet (Federal Stock Number 3990-202-2217) is designed for the indicated purpose.
3. The 48 inch by 72 inch drum-handling hardwood pallet (Federal Stock Number 3990-935-7893) is designed for the indicated purpose.
4. The 40 inch by 48 inch 4-way partial softwood pallet (Federal Stock Number 3990-935-7960) is to be used for container stuffing of palletized materials, and for other shipments of general cargo where the weight of the load permits, and when return of the pallet is not anticipated.

All other wood pallets described in subpar. f will be used for special handling purposes and will be

procured to meet individual operational requirements.

h. Providing of Pallets to Other Navy Activities by Naval Supply Systems Command Supported Activities. Any unburdened pallets furnished to other Navy activities by Naval Supply Systems Command support activities will be provided on a returnable or reimbursable basis.

#### **22494 BUREAU CONTROLLED MEDICAL AND DENTAL MATERIAL**

1. ACTIVITIES UNDER THE PRIMARY SUPPORT OF THE BUREAU OF MEDICINE AND SURGERY. For activities under the primary support of the Bureau of Medicine and Surgery, material requiring Bureau of Medicine and Surgery approval is set forth in Bureau of Medicine and Surgery directives.

2. ACTIVITIES NOT UNDER THE PRIMARY SUPPORT OF THE BUREAU OF MEDICINE AND SURGERY. For activities not under the primary support of the Bureau of Medicine and Surgery, material requiring Bureau of Medicine and Surgery approval is set forth in Bureau of Medicine and Surgery directives.



**22495 METALWORKING MACHINERY  
AND EQUIPMENT**

1. **PURCHASE RESPONSIBILITY.** Requisitions for metalworking machinery and equipment (Federal Supply Classes 3405, 3408, 3411 through 3419, and 3441 through 3449) in excess of \$10,000 per line item will be forwarded via the primary support command or other agency offering technical support to the requisitioner for approval prior to transmittal to the Naval Regional Contracting Office, Washington, DC, for purchase action. Prior to requesting procurement of items in excess of \$1,000, requisitioning activities will contact the Defense Industrial Plant Equipment Center, Memphis, Term., to determine whether the items (or substitutes) are available. If neither the items nor substitutes are available, certification to that effect will be included on the requisitions. When concurrent procurement of related items also is desired, e.g., cutting tools, accessories, fixtures, tool sets, kits, and outfits covered by Federal Supply Classes 3455, 3456, 3460, and 3470, requisitions will include such items. Requirements for the Industrial Reserve Programs of the Marine Corps, the Naval Sea Systems Command, and the Naval Air Systems Command for metalworking machinery and equipment and the Naval Air Systems Command program for placement of metalworking machinery and equipment in aircraft contractors' plants are exempt from the provisions of this paragraph. Requisitions from afloat activities for metalworking machinery and equipment received by supporting supply ashore activities will be referred to the appropriate type commander for action.

**2. INFORMATION TO BE FURNISHED BY  
REQUIRING ACTIVITIES**

a. **Safety Devices.** All requisitions and contracts for metalworking machinery and equipment will include in the specifications a requirement that such machinery and equipment be provided with safety devices of approved type. Prospective suppliers will describe fully the general character of the safety devices that they propose to furnish. The officer or official recommending the purchase of such machinery and equipment must state specifically that the safety appliances proposed by the manufacturer are of a character that will meet the necessary safety requirements.

b. **Specifications.** Detailed specifications will be given of the metalworking machinery and equipment required.

c. **Statement of Power Available.** Requisitions will be accompanied with a memorandum statement from the public works officer as to power available.

d. **Repair Parts.** If repair parts are required, they will be enumerated specifically in the requisition immediately following the equipments to which they pertain.

**22496 MICROPHOTOGRAPHIC SERVICES  
AND MATERIAL**

1. **MICROPHOTOGRAPHIC SERVICES.** Microfilm production facilities for microfilming records, duplicating film, and producing paper prints from microfilm are available at the Defense Printing Service, Washington, D.C., and at the Navy Publications and Printing Service Office, Naval District Washington, D.C. The Navy Publications and Printing Service Offices, Third Naval District and Eleventh Naval District also render such services. These services are available on a reimbursable basis. Field activities within the Third and Eleventh Naval Districts requiring such services will submit a DOD Printing Requisition (DD Form 282) to the Navy Publications and Printing Service Office, Third Naval District or Eleventh Naval District, as appropriate. Bureaus, commands, and offices of the Navy Department will use the DD Form 282 to obtain microfilm service from the Defense Printing Service and Navy Publications and Printing Service Office, Naval District Washington, D.C. Field activities within other districts requiring microphotographic services will prepare the DD Form 282 and forward this document to the Navy publications and printing service office having cognizance in the district in which the activity is located. Complete accounting data for reimbursement purposes must be included on the appropriate form.

**2. MICROPHOTOGRAPHIC EQUIPMENT  
AND SUPPLIES**

a. **Equipment.** Standardized microphotographic equipments are listed in the Navy Management Data List of the Aviation Supply Office and

are stocked at the Naval Supply Centers, Norfolk and Oakland. Activities of the shore establishment may submit requisitions to the appropriate supply center in accordance with established procedures. Such requisitions will be submitted via the bureau, command, or office having authority over the appropriation concerned when such action is required by appropriate bureau, command, or office instructions.

b. Supplies. Standard supplies of micro-photographic material are listed in the Navy Management Data List of the Aviation Supply Office with other photographic material and are stocked at the Naval Supply Centers, Norfolk and Oakland. Standard supplies may be requisitioned from these supply centers in accordance with established procedures. Nonstandard supplies and repair parts will be obtained through local procurement in accordance with par. 22312.

#### **22497 MOBILE ELECTRONIC EQUIPMENTS**

1. **WHEN AN INTEGRAL PART OF AN ACTIVITY.** Mobile electronic equipments which operate as an integral part of the activity will be supported by the repair parts allowance list of the holding activity. Repair parts furnished with the equipments in equipment spare parts boxes or repair parts kits will be used to fill the allowance of the activity.

2. **WHEN NOT AN INTEGRAL PART OF AN ACTIVITY.** Mobile electronic equipments which do not operate as an integral part of the activity, excluding test equipment and communication equipment designed for airborne use, are furnished with a quantity of repair parts sufficient for complete support of the basic equipment. Communication equipment designed for airborne use generally is turned into an air station when repair is required. Due to the noncritical nature of the test equipment it will be supported by drawing parts from station allowances or supply system stocks. Electronic repair parts allowance lists will not be prepared for this type equipment. The holding activity will use the allowance of repair parts furnished with the equipment.

#### **22498 ICE**

1. **ASHORE.** Requisitions covering the procurement of ice for the following categories will be

prepared under the major annual appropriation which is used for financing the maintenance of the activity:

1. cooling drinking water,
2. preservation of food items,
3. use in the general mess.

2. **AFLOAT.** Except for Military Sealift Command ships, all requisitions covering the procurement of ice (including ice for cooling drinking water, for preservation of food items, for use in the general mess, for care of the sick, and for the preservation of medical specimens) will be prepared under the appropriation, Operation and Maintenance, Navy, applicable fleet command subheads, and the appropriate operating budget of the ship. Requisitions covering the procurement of ice for Military Sealift Command ships will be prepared under the Navy Industrial Fund, subhead .3302, and functional account 45000.

#### **22499 MUSICAL INSTRUMENTS AND SUPPLIES**

1. **NONEXPENDABLE MUSICAL INSTRUMENTS, ACCESSORIES, AND SUPPLIES FOR AUTHORIZED NAVY UNIT BANDS**

a. Application. The restrictions outlined in subpars. b - f apply only to Navy unit bands, which are those bands numerically designated and comprised of musician personnel assigned by the Chief of Naval Personnel. They do not apply to the U.S. Navy Band, Washington, D. C., the U.S. Naval Academy Band, Annapolis, Md., and the U.S. Navy Show Band, School of Music, Norfolk, Va., which are granted allotments for the procurement of musical instruments, accessories, and supplies, or to informal or recreational bands.

b. Requests. Requests of unit bands for instruments and accessories listed in the Allowance List (NAVPERS 15875 series) will be submitted by letter to the Chief of Naval Personnel (Special Services Division). Requirements of all unit bands will be considered on an equitable basis and allocation of material will be based upon the letter request and the latest band inventory report commensurate with available funds.

c. Justification. In requesting instruments and accessories, one of the following reasons will be indicated as applicable to the items requested:

- 1. to fill allowances,
- 2. to replace lost or stolen equipment (requests for replacement of lost or stolen instruments will include two copies of the completed Report of Survey (DD Form 200) or Government Property Lost or Damaged (GPLD) Survey Certificate (DD Form 2090),
- 3. requirements in excess of allowance (requests for equipment in excess of allowance will include justification based upon local needs or requirements),

- 4. to replace instruments requiring major repairs or survey.

Major repairs are those which cannot be accomplished locally with the aid of an instrument repair kit. In such cases, replacement instruments will be requested; however, complete details of repairs required or damage sustained will be indicated. The phrase "general or complete overhaul" will not suffice.

d. Disposition. Upon receipt of replacement equipment, the replaced accessories, other than accordion or guitar amplifiers, will be disposed of locally with no formal survey required. The replaced instruments and accordion and guitar amplifiers will be disposed of as directed by Chief of Naval

Personnel Instruments so damaged in shipment as not to be usable will be returned to the School of Music.

e. Accountability. Signed Controlled-Equipage Custody Record (NavSup Form 306), prepared as outlined in Moat Supply Procedures, par. 6092, will be maintained for all instruments and accessories

f. Musical Supplies. Musical supplies listed in the Allowance List will be procured locally, charging the appropriation financing the requisitioning activity.

2. **INFORMAL OR RECREATIONAL USE.** Instruments and supplies for informal or purely recreational use will be procured in accordance with par. 22514.

3. **MUSIC.** Commands may augment Navy unit band music libraries by submitting letter requests for specific arrangements, noting composer, arranger, and publisher, when known, to the School of Music. When the request is approved, the music requested will be procured and shipped directly to the requesting activity at no charge.

#### **22500 OIL, LINSEED**

Requests for purchase of linseed oil will specify the quantity in pounds at the rate of 7 3/4 pounds to the gallon and will bear the following notation: "The oil will be purchased by net weight, the unit being one pound."

#### **22501 OVERTIME PAY OF CUSTOMS, IMMIGRATION, AND AGRICULTURAL INSPECTORS**

At shore (field) activities where there is an air operations department financed by major fleet commanders (e.g., commander in Chief, Atlantic Fleet; Commander in Chief, Pacific Fleet; Commander in Chief, Naval Forces, Europe), or subordinate type commanders (e.g., Commander, Naval Air Force, Atlantic; Commander, Naval Air Force, Pacific), overtime pay for customs, immigration, and agricultural inspectors incident to the arrival of naval aircraft will be charged to the applicable appropriation and expense operating budget issued by these commanders to the shore activity concerned. Such

inspections at naval field activities not under the management of a fleet or type commander will be financed by the appropriation of the bureau, command, or office having primary support responsibility. When naval aircraft land at a commercial airport, the costs of landing (inspector overtime pay) will be billed to the nearest naval air activity for charge to the applicable appropriation and expense operating budget held by that activity.

#### **22502 OXYGEN AND ACETYLENE REGULATOR REPAIR PARTS**

Because different manufacturers' oxygen and acetylene regulators are not interchangeable, parts are not stocked at naval supply activities. In place of regulator repair part sets at advance base activities, an ample stock of repair completely assembled regulators will be maintained to assure availability of new equipment to replace that broken or found defective.

#### **22503 PAYMENT OF POST OFFICE BOX RENTAL**

1. **ACTION BY POSTMASTER.** Post office box, rent will be paid in advance, annually for each fiscal year. A Box Rent Due (Post Office Notice 32) will be prepared by the postmaster as a notice of the amount of box rent which will accrue for the remainder of the fiscal year in the case of new rentals, or for the entire fiscal year in the case of renewals. The notice will be postmarked, will show the amount due, and for renewals, will be placed in the box 15 days in advance of the renewal date,

2. **ACTION BY RECEIVING ACTIVITY** The activity billed will forward the Post Office Notice 32 to the local disbursing officer certified for payment and will furnish all the required accounting data including the appropriation current for the fiscal year to which the rental applies.

#### **22504 PERSONAL PROTECTIVE EQUIPMENT**

1. **AUTHORITY.** Under Title 10, U.S. Code, sees. 7203 and 7205, authority is granted to the Secretary of the Navy to make such expenditures as he may consider appropriate for the promotion and maintenance of the safety and occupational health of, and the prevention of accidents affecting, personnel of the Naval Establishment, including the purchase of

clothing, equipment, and other materials necessary thereto, and the naval appropriation available for the activities in which such personnel are engaged will be available for the purpose. The authority granted the Secretary of the Navy by this provision of law has been delegated to the chiefs or commanders of bureaus, commands, and offices having sponsorship of the appropriations, and to the Commandant of the Marine Corps, with authority to make successive redelegations at their discretion

↓ 2. **ITEMS FURNISHED.** The employee will be furnished, without cost, protective equipment required to prevent or protect against hazardous workplace exposures and which the employee normally would not be expected to own or possess in workplaces where there are not hazardous exposures. Protective equipment to be furnished employees ↑ includes:

1. respirators;
2. protective eyewear;
3. hearing protective devices;
4. helmets, welders';
- 5. protective shoes;
6. aprons, suits, and gloves-asbestos, rubber, synthetic
7. chemical (acid, caustic, etc.) resistant work clothes or dungarees;
8. hats, protective;
9. helmets, fireman's;
10. safety belts and harnesses.

Other items normally not considered protective equipment but rather equipment for protection of the worker against the inclement elements or operations peculiar to the occupation will be issued as → prescribed in OPNAV Instruction 5100.14. Also, items which serve to distinguish naval personnel from civilian personnel and which are commonly associated with equipment for naval personnel will not be issued.

### 3. APPROVED PROTECTIVE EQUIPMENT

a. Standard Specifications. Ashore activities will use only protective equipment which meets the following requirements in the order stated:

1. federal specifications used for Navy purchase,
2. military specifications (MIL Spec),

3. American National Standards Institute specifications adopted by the Department of the Navy.

When there are no applicable specifications, as prescribed in items 1-3, approval for the use and purchase of items of personal protective equipment will be obtained from the safety officer of the bureau, command, or office exercising primary support where such an office is established; otherwise, from the Naval Material Command Safety Division) except that such approval is not required for purchases of less than \$100. All requisitions for personal protective equipment will be reviewed by the head of the local safety office. Requirements will not be broken down to avoid primary support bureau, command, or office review. Activities without qualified safety personnel may request advice of nearby naval activities having such personnel or of the primary support bureau command, 01 office,

b. Catalog of Approved Equipment. The Safety Equipment Manual (NAVMAT P-10470) provides a guide for the selection, use, and maintenance of articles of safety (protective) equipment most used by the Navy. Illustrations appearing in this manual are intended to be descriptive and not restrictive; and the illustrations of specific suppliers' items are not intended to imply superiority of the item or recommendation by the Department of the Navy that such products are to be used to the exclusion of products of other manufacturers which meet specifications set forth by the Navy.

4. **PURCHASE.** Articles of protective equipment not in stock in the Navy Supply System may be purchased locally. Prior to purchase, requisitions will be reviewed by the safety officer or the safety engineer at activities having such personnel assigned (see the Department of the Navy Safety Precautions for Shore Activities (NAVMAT Instruction P-5100)). When requesting approval of the requests for protective equipment from the cognizant bureau, command, or office safety office or the Naval Material Command (Safety Division), action will be taken by air mail unless urgency requires greater dispatch. Requests will include a careful and adequate description in order to insure expeditious action. Similarly, requests forwarded to the cognizant bureau, command, or office for approval and referred to the Naval Material Command (Safety Division) for technical review will include a careful and adequate

description. Such description will include complete catalog references, use and purpose of the equipment, and a clearly stated reason as to why standard stock or other specification equipment is not suitable.

5. ACCOUNTING. Issues of protective equipment will be charged to the maintenance appropriation and allotment of the activity to which the personnel requiring the use of the equipment are attached.

6. SAFETY TYPE PRESCRIPTION GOGGLES. For instructions concerning procurement of safety type prescription goggles, see par. 22520.

#### **22505 PESTICIDES AND PESTICIDE DISPERSAL EQUIPMENT**

1. GENERAL. The Department of Defense requires military activities to maintain safe and efficient programs for the control of disease vectors (carriers) and pests that cause discomfort to personnel or damage to property and materials, and for preventing excessive pesticide contamination of the area environment.

#### 2. DEFINITIONS

a. Vectors. The term "vectors" includes all insects and related parasites, rodents, or any organism and related organisms which play a significant role in the transmission of disease to man, act as intermediate hosts or reservoirs of disease, present problems of sanitary or hygienic significance, or otherwise affect the health and efficiency of personnel.

b. Economic Pests. The term "economic pests" applies to all organisms destructive of structures, stored products, grounds, and other material properties.

3. RESPONSIBILITIES. The Department of the Navy Organization for Pest Control has assigned responsibilities for the pest control program as follows:

1. Naval Facilities Engineering Command - all technical matters relating to economic pests;
2. Bureau of Medicine and Surgery - all matters relating to the control of vector organisms;

3. Naval Ship Systems Command - the development and standardization of pesticides and methods for shipboard use;
4. Naval Supply Systems Command - the development of methods to prevent attack of products in storage and in transit, and for the cataloging and procurement of pest control items;
5. Naval Air Systems Command - the development, procurement, and stocking of equipment for the dispersal of insecticides by aircraft and aircraft disinfection.

#### 4. SUBMISSION OF REQUISITIONS

a. Standard Material. Department of Defense standards for economical and effective pest control require that normally only standard pesticides and pesticide dispersal equipment will be used at military installations. Requisitions for federal stock numbered items except those that are bureau, command, or office controlled will be submitted to the normal source of supply for Federal Supply Classification 6840.

b. Bureau, Command, or Office Controlled Material and Nonstandard Material. Naval shore activities will submit requisitions for bureau, command, or office controlled standard items or nonstandard pest control supplies to the appropriate Naval Facilities Engineering field division applied biologists, except where local arrangements have been made by the area engineering field divisions with the Navy disease vector ecology and control center, for technical review and approval. Requisitions for nonstandard material will contain a statement of planned use. When neither an applied biologist nor a medical entomologist is available, the requisitions for bureau, command, or office controlled items or nonstandard pesticides and equipment will be forwarded to the Naval Facilities Engineering Command or the Bureau of Medicine and Surgery, as appropriate, for review and approval. If procurement action is not approved, the requisition will be returned to the originator.

5. ENTOMOLOGISTS. The entomologists who are authorized to approve requisitions for nonstandard pesticides and pesticide dispersal equipment, and who are available for technical assistance in vector and pest control measures for the areas indicated are as follows:

| <u>Area</u>                        | <u>Medical entomologist</u>   | <u>Public works entomologist</u>  |
|------------------------------------|---|---|
| First Naval District               | Navy Environmental and Preventive Medicine<br>Unit No. 2, Norfolk               | Northern Division, Naval Facilities Engineering Command, Philadelphia       |
| Third Naval District               | Navy Environmental and Preventive Medicine<br>Unit No. 2, Norfolk               | Northern Division, Naval Facilities Engineering Command, Philadelphia       |
| Fourth Naval District              | Navy Environmental and Preventive Medicine<br>Unit No. 2, Norfolk               | Northern Division, Naval Facilities Engineering Command, Philadelphia       |
| Fifth Naval District               | Navy Environmental and Preventive Medicine<br>Unit No. 2, Norfolk               | Atlantic Division, Naval Facilities Engineering Command, Norfolk            |
| Sixth Naval District               | Navy Disease Vector Ecology and Control Center, Naval Air Station, Jacksonville | Southern Division, Naval Facilities Engineering Command, Charleston         |
| Eighth Naval District              | Navy Disease Vector Ecology and Control Center, Naval Air Station, Jacksonville | Southern Division Naval Facilities Engineering Command, Charleston          |
| Ninth Naval District               | Navy Environmental and Preventive Medicine<br>Unit No. 2, Norfolk               | Northern Division, Naval Facilities Engineering Command, Philadelphia       |
| Tenth Naval District               | Navy Disease Vector Ecology and Control Center, Naval Air Station, Jacksonville | Atlantic Division, Naval Facilities Engineering Command, Norfolk            |
| Eleventh Naval District            | Navy Environmental and Preventive Medicine<br>Unit No. 5, San Diego             | Western Division, Naval Facilities Engineering Command, San Bruno           |
| Twelfth Naval District             | Navy Disease Vector Ecology and Control Center, Naval Air Station, Alameda      | Western Division, Naval Facilities Engineering Command, San Bruno           |
| Thirteenth Naval District          | Navy Disease Vector Ecology and Control Center, Naval Air Station, Alameda      | Western Division, Naval Facilities Engineering Command, San Bruno           |
| Fourteenth Naval District          | Navy Environmental and Preventive Medicine<br>Unit No. 6, Pearl Harbor          | Pacific Division, Naval Facilities Engineering Command, Pearl Harbor        |
| Fifteenth Naval District           | Navy Disease Vector Ecology and Control Center, Naval Air Station, Jacksonville | Atlantic Division, Naval Facilities Engineering Command, Norfolk            |
| Naval District Washington, D.C.    | Navy Environmental and Preventive Medicine<br>Unit No. 2, Norfolk               | Chesapeake Division, Naval Facilities Engineering Command, Washington, D.C. |
| Commander in Chief, Atlantic Fleet | Navy Environmental and Preventive Medicine<br>Unit No. 2, Norfolk               | Atlantic Division, Naval Facilities Engineering Command, Norfolk            |

| Area  | <u>Medical entomologist</u>   | <u>Public works entomologist</u>   |
|---|---|--|
| Commander in Chief,<br>U.S. Naval Forces,<br>Europe | Navy Environmental and Pre-<br>ventive Medicine<br>Unit No. 7, Naples       | Atlantic Division, Naval Facilities<br>Engineering Command, Norfolk          |
| Commander in Chief,<br>Pacific Fleet                | Navy Environmental and Pre-<br>ventive Medicine<br>Unit No. 6, Pearl Harbor | Pacific Division, Naval Facilities<br>Engineering Command, Pearl<br>Harbor   |
| Commander, U.S.<br>Naval Forces, Japan              | Navy Environmental and Pre-<br>ventive Medicine<br>Unit No. 6, Pearl Harbor | Pacific Division, Naval Facilities En-<br>gineering Command, Pearl Harbor    |
| Commander, U.S.<br>Naval Forces,<br>Okinawa         | Navy Environmental and Pre-<br>ventive Medicine<br>Unit No. 6, Pearl Harbor | Pacific Division, Naval Facilities En-<br>gineering Command, Pearl Harbor    |
| Commander, U.S.<br>Naval Forces<br>Philippines      | Navy Environmental and Pre-<br>ventive Medicine<br>Unit No. 6, Pearl Harbor | Pacific Division, Naval Facilities En-<br>gineering Command, Pearl Harbor    |
| Commander, U.S.<br>Naval Forces,<br>Marianas        | Navy Environmental and Pre-<br>ventive Medicine<br>Unit No. 6, Pearl Harbor | Pacific Division, Naval Facilities<br>Engineering Command, Pearl Har-<br>bor |

**22506**

**22507 POWER, ELECTRIC; GAS; AND WATER**

1. PROCUREMENT METHOD. Field establishments of the Navy requiring utility services including but not limited to electric power, gas (natural or manufactured), or water, will prepare and submit requisitions to cover such requirements to the commander or commanding officer of the appropriate engineering field division, Naval Facilities Engineering Command. Requisitions requiring cognizant bureau, command, or office approval will be standard in form, and will be prepared and submitted in accordance with subpars. 2 and 3. Requisitions for local procurement of utility services without prior approval of the cognizant bureau, command, or office will be prepared in standard form in accordance with subpar. 4. Such local procurement is authorized in the following instances:

1. when the estimated annual cost of any class of utility service is less than \$50,000, and chargeable to the regular station allotment of the requiring activity;
2. no exchange or interchange of utility services with the contractor is involved;
3. such service is not included in an existing bureau, command, office, or departmental contract;

4. no payment of a connection charge, customer contribution in aid of construction, facilities charge, termination charge, or an advance payment is involved;
5. in the case of electric service, maximum demand does not exceed 1,000 kilowatts and government owned and operated generating facilities are not operated in parallel with the contractor's system and facilities;
6. service is not required for a new activity, or an activity which is being reactivated, the estimated annual requirements of which exceed \$1,000;
7. when the utility service to be furnished will be chargeable to any of the deposit allotments under the Naval Working Fund specified in the Navy Comptroller Manual, par. 022084.

When utility services are to be procured locally under this authority, the requiring activity will be responsible for obtaining funds to cover the cost of such services before local procurement will be undertaken. The necessary funds will be obtained by charge to funds available in the regular allotment for maintenance and operation of the shore station or by submission of an allotment request to the cognizant bureau, command, or office.



2. PREPARATION OF REQUISITIONS REQUIRING BUREAU, COMMAND, OR OFFICE APPROVAL

a. General. Requisitions will be prepared by the supply officer of the activity for which the utility service is required. If no such officer has been designated, the public works officer or officer in charge of construction will submit the necessary information to the commander or commanding officer of the appropriate engineering field division, Naval Facilities Engineering Command, who will prepare the requisition.

b. Separate Requisitions. Separate requisitions will be prepared for each utility service for each activity and will not cover other services or articles.

c. Appropriation Chargeable. Requisitions will be prepared directly under the applicable appropriation.

d. General Information to be Shown. Requisition for electric power, gas, or water always will show the following:

1. appropriation chargeable;
2. covered by requisition No. \_\_\_\_\_ for fiscal year 197\_ and by contract N\_, -7 \_\_\_\_\_-C-\_\_\_\_\_;
3. expenditure for first six months of fiscal year 197\_;
4. when applicable, reason for higher estimate on this requisition compared to expenditures on previous requisition;
5. activity to be served;
6. location of premises;
7. period of time to be covered;
8. nature of the government ownership of premises (whether government owned, leased, or occupied rent free) (If under lease, there will be shown the name of the lessor and the contract and symbol number of the lease, and also a statement that the service covered by the requisition is not to be furnished by the lessor; such information also will be shown on the contract resulting from such requisition.);
9. name of the receiving activity and a statement that a certified invoice will be forwarded to that activity when public utility services for naval activities out side Washing-

ton, D.C., are purchased through and billed to the Navy by the Federal Supply Service.

e. Specific Information to be Shown,, According to the Utility Service Required

(1) Electricity. Requisitions for electricity will include the following information:

1. estimated quantity in KWH, unit price, and total cost ;
2. estimated instantaneous maximum demand in K Ws;
3. attach billings of the last 12 months: Billing information up to the current month will show the following data:

KW (or KVA) demand;  
actual as well as billing demand,  
minimum charge,  
KWH consumption,  
discounts,  
fuel adjustments;

4. attach lowest applicable rate schedule including the following information:

demand charge-

\$\_ per KW (or KVA) for \_\_\_\_\_  
KW (or KVA),  
\$\_ per KW (or KVA) for \_\_\_\_\_  
KW (or KVA),

energy charge-

\_ cents per KWH for the first  
\_ KWH per month,  
\_cents per KWH for the next  
\_ KWH per month,  
fuel adjustment charge (when applicable),  
power factor adjustment charge (when applicable),  
minimum charge (when applicable),  
discounts (when applicable),  
other special clauses;

5. character of electric energy supplied-voltage, phase, wire, cycles;
6. transformers and associated equipment furnished and installed by the government or public utility, and KVA capacity;
7. name of utility company;
8. metering voltage;
9. delivery point;
10. when large power installations are involved,

or when the utility requires payment on separate rates for lighting and power loads, the following information will be included in the requisition:

total installed horsepower of motor load;  
total installed kilowatts of lighting load;  
total installed kilowatts of cooking, water heating, or other heating or furnace load;  
estimated kilowatt hours used by each of the above load classes.

In requisitions for electricity, it is important that there be included the estimated instantaneous maximum demand in kilowatts in addition to the consumption in kilowatt hours. If this information is not available to the supply officer, it will be obtained from the public works officer or the officer in charge of construction. In estimating the kilowatt maximum demand, adequate allowance will be made for the diversity factor of individual loads and also for the demand factor (ratio of maximum demand to the connected load).

(2) Gas. Requisitions for gas will include the following information:

1. estimated quantity in cubic feet, unit price, and total cost;
2. attach lowest applicable rate schedule including the following information:
  - cu. ft. @ \$ \_per hundred or thousand cu. ft.,
  - \_ cu. ft. @ \$ \_per hundred or thousand cu. ft.,
  - minimum charge (when applicable),
  - other charges,
  - other special clauses;
3. character of gas, BTU content, delivery pressure, etc.;
4. meters supplied and installed by government or public utility;
5. name of utility company;
6. delivery point;
7. estimated quantities of gas broken down to show amount required for space heating, cooking, water heating, boiler firing, and other purposes.

(3) Water. Requisitions for water will include the following information:

1. estimated quantity in gallons or cubic feet, unit price, and total cost;
2. attach lowest utility company and municipality schedule applicable;
3. character of water, delivery pressure, etc.;
4. meter supplied and installed by the government, public utility, or municipality;
5. name of utility company;
6. delivery point.

### 3. SUBMISSION OF REQUISITIONS REQUIRING BUREAU, COMMAND, OR OFFICE APPROVAL

a. General. When bureau, command, or office approval is required, requisitions for annual requirements for utility services prepared by field activities will be forwarded direct to the commander or commanding officer of the appropriate engineering field division, Naval Facilities Engineering Command.

b. Distribution. Requisitions will be distributed as follows:

1. one copy will be retained by the activity;
2. one copy will be retained by the commander or commanding officer of the appropriate engineering field division, Naval Facilities Engineering Command.

4. PREPARATION OF REQUISITIONS NOT REQUIRING BUREAU, COMMAND, OR OFFICE APPROVAL. Requisitions which do not require approval of the cognizant bureau, command, or office will be prepared in accordance with the instructions in subpar. 2a, b, and c. However, the commander or commanding officer of the appropriate engineering field division, Naval Facilities Engineering Command, may limit the information specified in subpar. 2d and e to be shown on the requisition to that required to effect procurement or may waive the submission of the annual requisition when no significant change in quantities from the past fiscal year is anticipated. When renewals of existing services are required at activities not having supply officers assigned, the commander or commanding officer of the appropriate engineering field division, Naval Facilities

Engineering Command, may include all the activities on single requisition provided:

1. the activities are under the primary support of the same bureau, command, or office;
2. only one appropriation, allotment, functional account, and object classification apply.

In such instances the requisition will show the complete accounting information applicable and will list the name of each activity receiving the services, the requisition number assigned for each activity, the contract number under which the current service is being furnished, and the estimated cost applicable to each activity. Separate requisitions will be prepared for each type of utility service.

5. **RELATED UTILITY SERVICES.** Requisitions for steam, street lighting, street cleaning and maintenance, sewerage, garbage and trash disposal, and fire and police protection services will be processed in accordance with the instructions in subpars. 2, 3, and 4. Procurement of these services will be in accordance with procedures established by the Naval Facilities Engineering Command.

6. **LIQUEFIED PETROLEUM GASES.** Procurement of liquefied petroleum gases will be in accordance with procedures established by the General Services Administration. Requirements for filling service owned cylinders, rehabilitation, and test of cylinders are included in these procedures.

7. **GARBAGE AND TRASH DISPOSAL.** Garbage is of two classes, salable and nonsalable. The disposal of salable garbage will be handled in accordance with the Defense Disposal Manual. Disposal of unsalable garbage and trash will be handled in accordance with the provisions of subpar. 1.

#### **22508 PRECISION DUAL RECORDING EQUIPMENT STYLUSES**

Styluses for dual recording equipment will be requested on the Requisition and Invoice/Shipping Document (DD Form 1149) or DoD Single Line Item Requisition System Document (DD Form 1348) from the Naval Supply Center, Norfolk or Oakland, whichever is nearer.

#### **22509 PUBLICATIONS AND PRINTING**

##### 1. DEFINITIONS

a. General. The definitions provided in subpars. b, c, and d are in agreement with Government Printing and Binding Regulations, published by the Joint Committee on Printing, Congress of the United States.

b. Publications. Publications include, but are not limited to, end items of printing as defined in this paragraph, and any book, pamphlet, directive, form, manual, folder, brochure, periodical, magazine, newspaper, microcard or other microform; technical report, chart, poster, map, drawing, tag, placard, or blankbook printed by or for the Department of the Navy, regardless of content, format, quantity, distribution, or intended end use. (Exception: Publications produced by suppliers and regularly carried as stock items for commercial sale or use are not included in this definition.)

##### c. Printing

(1) General. Printing includes and applies to the processes of composition, platemaking, presswork, binding, and microform as described in subpars. (2) - (6); the equipment used in such processes as cited in Navy Publications and Printing Service Management Office directives; and the end items, with the exception indicated in subpar. b, produced by such processes and equipment.

(2) Composition. Composition includes the production of text, display, tabular matter, and similar graphicrd/lexical information or data on film, paper, tape, or other materials by manual or tape operated cold type composing equipment, photographic/electronic character generating equipment; phototype-setting equipment, tape operated keyboards, type-casting machines, and typgsetting machines, when its intended end use is in printing.

(3) Platemaking. Platemaking includes the photographic or other production of negatives, positives, and other materials required to transfer graphic information or data to presswork printing plates.

(4) Presswork. Presswork includes the mass production of copies by lithographic, letterpress,

flexographic, gravure, rotogravure, silk screen, engraving, and counterpart embossing equipment, and similar mass production equipment.

(5) Binding. Binding includes equipment and operations necessary to complete production, such as collating gathering, folding, cutting, trimming, perforating, padding, stitching, punching, drilling, and sewing.

(6) Microform, Microfilm, Micropublishing. The terms microform, microfilm or micropublishing, mean publications for mass or general distribution, produced in miniaturized image format, i.e., microfilm roll or microfiche, as a substitute for conventionally printed material.

d. Duplicating. Duplicating includes and applies to the limited production of end items by use of certain types of equipment as cited in Navy Publications and Printing Service Management Office, directives. No more than 5,000 8 x 10 1/2 inch production units may be duplicated of any one page (one side of one sheet). Duplicating of end items consisting of two or more pages may not exceed 25,000 8 x 10 1/2 inch production units in the aggregate. The content, editorial and physical format, and distribution of duplicated items will be in accordance with public law and regulations governing printed material.

2. **PROCUREMENT RESPONSIBILITY AND AUTHORITY.** When procurement pertains to publications or printing, as defined in subpar. 1, approval will be obtained from either the Navy Publications and Printing Service Management Office or the cognizant Navy publications and printing service office or branch office (see NPD 1454 and 5-601).

### 3. **PROCUREMENT SOURCES**

a. Printing for Departmental Components. Printing for departmental components will be procured by or through the Navy Publications and Printing Service. On the basis of functional requirements and of requisitions and related specifications as submitted by the cognizant central publications and printing control organization, the Navy Publications and Printing Service may:

1. procure such printing from or through the Government Printing Office or produce

such printing in the Defense Printing Service;

2. procure such printing from commercial sources on individual job waivers from the Public Printer;
3. procure such printing through Government Printing Office contracts with commercial sources in the area of need; or
4. on program or individual waiver from the Joint Committee on Printing, procure such printing from commercial sources in the area of need or produce such printing, or portions thereof, in Navy publications and printing service offices and their branches.

#### b. Printing For Field Activities

(1) Procurement. Printing for field activities will be procured from or through the Navy publications and printing service offices or branches thereof except that which is authorized for production in an authorized command or activity printing plant. Activities requesting printing work to be performed at a Navy publications and printing service office or branch office will submit a DOD Printing Requisition (DD Form 282), with all other information required for performance of the work direct to the appropriate Navy publications and printing service office or branch office. The DD Form 282 will be submitted in the number of copies required by the Navy publications and printing service office or branch office. The symbol, subhead, abbreviated title, and year of the appropriation chargeable; the applicable allotment or project order number; the end use functioned account; job order number; object class 24; the unit identification code of the activity performing allotment or project order accounting; and the activity estimated cost will be inserted in the spaces provided. The Navy publications and printing service office or branch office will return one copy of each DD Form 282 with the estimated cost indicated thereon.

(2) Work Performed for more than one Activity or Unit of the Fleet. When a Navy publications and printing service office or branch office is preparing to perform work for use by more than one district activity or unit of the fleet, each possible using activity will be requested to submit a DD Form 282 for any such printed material that it needs. Each using activity will make a careful study of its

requirements and, if a need for the material is indicated, will submit a DD Form 282 covering its requirements. The DD Form 282 covering this material will be prepared in the same manner as described in subpar. (1) and will be submitted within the time limit set by the cognizant Navy Publications and printing service office or branch office. Although printing in the field-plants normally will be ordered on DD Form 282, the use of other federal agency forms such as the Printing and Binding Requisition (Standard Form 1) or Memorandum Order Supplementary Specifications (GPO Form 25 11) is authorized.

c. Printing Procured from Commercial Sources

(1) General. Printing procured from commercial sources will be accomplished through authorized procurement activities and in accordance with Navy Procurement Directives, Section V, Part 6. The Navy publications and printing service offices and their branch offices are responsible for administration of this printing program, including:

1. the determination of the propriety and legality of such printing;
2. the review, necessary revision, and approval or disapproval of production specifications and related contractual documents;

3. the development of standard specifications for indefinite delivery type contracts for printing, binding, and related services;
4. the necessary liaison directly or through GPO with commercial contractors for the procurement, scheduling, production, and distribution of printing.

(2) Requisitions. Requisitions will be prepared on DD Form 282 in accordance with par. 22056 and this paragraph. Use of the Navy Stock Fund will be restricted to material procured from stock by the inventory control point for commissary stores by, or as authorized by, the Naval Publications and Forms Center for cognizance symbol I material. All other requisitions will be prepared chargeable to the end use appropriation, end use functional account, and object class 24. The allotment or project order and the unit identification code of the activity accounting therefor, and the estimated cost will be shown on each requisition.

(3) Approval. The transmittal of the DD Form 282 for printing from Naval Supply Systems Command managed activities for approval by the Naval Supply Systems Command on individual items is not required. However, approvals on procedural or methods application for the use of printed matter will be obtained prior to originating a DD Form 282 for printing. Prior approval will be obtained from the Naval Supply Systems Command (Deputy Commander, Navy Publications and Printing Service Management Office) for the printing of newspapers for Naval Supply Systems Command managed activities.

(4) Specific Data to be Included. Complete and detailed production and distribution specifications will be included in or attached to the DD Form 282 with an explanation of the necessity for the proposed publication or form. For forms, a statement is required to the effect that a standard form has not been prescribed for the purpose, or that the prescribed form is not suitable, in which case a complete justification for the requested form must be attached to the DD Form 282. Variations will not be made locally in the forms prescribed in connection with the functions under the cognizance of the Naval Supply Systems Command without prior approval, as described in par. 15100. For periodicals, exclusive of ship or station newspapers, prior authorization will be obtained from the Secretary of the Navy by the submission of a letter request to the Navy Publications and Printing Service Management Office via the cognizant Navy publications and printing service office and the management bureau, command, or office. The authorization will be cited on all DD Forms

282 for the printing of approved periodicals. Material submitted with the DD Form 282 will be complete and ready for the production processes, i.e., composition, platemaking, etc. For reprints, two copies of the printed material will be furnished.

(5) Amendments to DD Form 282. Requests for additions to or deletions from DD Form 282 will be submitted by letter request to the cognizant Navy publications and printing service office.

#### 4. DISTINCTION BETWEEN ITEMS SUBJECT TO PRINTING LAWS AND THOSE WHICH ARE NOT

a. General. Items which require printing or binding operations to fit them for the particular needs of the Department of the Navy are subject to the printing laws and will be so procured or produced. Items which do not require such printing or binding and which are regularly carried as stock items for issue are not subject to the printing laws.

b. Binders. Binders for loose-leaf material, printed or stamped in the course of manufacturing the binders, are not subject to the printing laws. Binders which require any printing or stamping after manufacture of the binders are subject to the printing laws.

c. Bankbooks. Bankbooks not available through the General Services Administration but regularly carried in stock by commercial dealers and which require no printing or binding operation after receipt of order may be procured without obtaining a waiver from the Government Printing Office, provided that no order or orders from any one Navy activity exceeds \$500 in any one year for the same item.

d. General Services Administration and Government Printing Office Contracts. General Services Administration and Government Printing Office contracts will be used for the procurement of marginally punched continuous forms, for tabulating cards, for aperture (tabulating) cards, and for all related supplies and services listed in such contracts.

5. PREPARATION, PRINTING, AND REPRODUCTION OF CLASSIFIED INFORMATION. The use of commercial facilities for the preparation, printing, or reproduction of classified information requires approval as indicated in the Department of the Navy Supplement to the DOD Information Security Program Regulation, Chapter XVIII, and must meet the requirements of the Armed Forces Industrial Security Regulations.

6. MANUSCRIPTS AND ILLUSTRATIONS. Printing will not be procured as part of

contracts for the preparation of text, artwork, manuscript, or illustrations.

#### 7. CONTRACTS OR GRANTS INCLUDING OR AFFECTING PUBLICATIONS AND PRINTING

a. General. Contracts or grants containing provisions which include or affect publications and printing will be in accordance with Department of the Navy Publications and Printing Regulations and Navy Procurement Directives.

b. Technical Manuals and other Printing Requirements Resulting from Contracts or Grants for Equipment and Services: The inclusion of requirements for Duplications and printing, as defined in subpar. 1, within contracts and grants for the design, manufacture, or operation of equipment, weapons, and weapons systems, or for services such as architectural, engineering, and research is prohibited. The provisions of this subparagraph do not apply to the procurement of publications produced by suppliers and regularly carried as stock items for commercial sale or use.

#### 22510 PRINTING MACHINERY AND EQUIPMENT

1. PROCUREMENT. Printing machinery and equipment, including motors, will not be purchased without prior approval of the Naval Supply Systems Command (Deputy Commander, Navy Publications and Printing Service Management Office). This approval will include necessary clearance with the Joint Committee on Printing, Congress of the United States. In all cases, requisitions for printing machinery and equipment will be forwarded for approval to the Naval Supply Systems Command (Deputy Commander, Navy Publications and Printing Service Management Office), via the appropriate Navy publications and printing service office and the cognizant management bureau, command, or office. If approved, the requisition will be forwarded for procurement action in accordance with instructions indicated on the requisition.

2. MINOR REPLACEMENTS AND PARTS. The procedures set forth in subpar. 1 do not apply to minor replacements of type and material or to parts necessary in making repairs to machinery and equipment.

#### 22511 PURCHASES BY SQUADRONS OPERATING INDEPENDENTLY

1. GENERAL. Purchases made by fleet aircraft squadrons operating independently in an active or active reserve status will be

charged to the appropriation, Operation and Maintenance, Navy, appropriate Naval Air Systems Command subheads, and the appropriate functional account in the 33000 series. The procurement documents will show the appropriate and functional account, the unit identification code and designation of the fleet unit, the allotment chargeable, and the fleet aviation accounting office carrying the allotment account of the aviation unit concerned. However, such purchases will be made only when parent shore facilities are not available. The public vouchers, showing this information, will be forwarded to the appropriate fleet aviation accounting office as the allotment accountable activity.

2. PURCHASES IN THE UNITED STATES EXCEPT ALASKA AND HAWAII. If a purchase is made under a contract in the United States except Alaska and Hawaii, properly certified dealers' bills will be sent to the Navy regional finance center designated in the contract. If purchases are made on purchase orders in the United States except Alaska and Hawaii, properly certified dealers' bills will be sent to the Navy regional finance center for the naval district in which the squadron is located

3. PURCHASES IN ALASKA AND HAWAII AND OUTSIDE THE UNITED STATES. If purchases are made under contracts or on purchase orders in Alaska and Hawaii and outside the United States, properly certified dealers' bills will be submitted to the nearest Navy disbursing officer for payment.

#### 22512

#### 22513 RADIAC PARTS

Parts peculiar to radiac equipments will be stocked only at the transaction reporting stock points for dry cell batteries listed in par. 26480. All other activities stocking cognizance symbol N material will submit end use requirements to the nearest of these stock points.

#### 22514 RECREATION MATERIAL

##### 1. SOURCES OF PROCUREMENT FUNDS

##### a. Appropriated Funds

(1) Recreation Material. Recreation material may be procured citing an activity operating budget for use by the command or for resale citing the Navy Stock Fund.

(2) Operating Budget Procurements. Operating budgets are provided to commanding officers by funding channels set up by their command chain major claimant. These operating budgets generally have specific instructions as to their use. The commanding

officer of the activity granted such an operating budget is responsible for the expenditure of these funds. Commanding officers may cite these funds in the procurement of recreation material to the extent authorized by his funding source.

(3) Navy Stock Fund. The Navy Stock Fund; (Ship's Store) may be cited in the procurement of recreation material when it is intended for resale in the Ship's Store in accordance with NAVSUP publication 487 (Ship's Stores Afloat).

b. Nonappropriated Funds. Nonappropriated funds may be used to supplement the Special Services Program. These welfare and recreation funds are generally derived from profits resultant from Navy Exchange or Ship's Stores operations. These funds are transferred to the commanding officer periodically in cash and may be expended by him as prescribed by the Secretary of the Navy.

2. SOURCE OF SUPPLY. Recreation and athletic material will not be cataloged or stocked in the Navy as an item of supply. When appropriated funds are involved, recreation and athletic equipment will be obtained by appropriate purchase methods indicated in Field Purchasing (NAVSUP P-467). While recreation and athletic equipment that is to be charged immediately to nonappropriated funds may be purchased from any commercial source at any time, activities are encouraged to use items listed in the Navy Resale System Office Price Agreement Bulletins and supply activity dealer discount lists.

### 3. PREPARATION OF REQUISITIONS AND SHIPMENT REQUESTS

a. General Instruction. When appropriated funds are used to obtain recreation and athletic equipment through supply activity purchasing services, the instructions for the preparation of Requisition and Invoice/Shipping Document (DD Form 1149) or DOD Single Line Item Requisition System Document (DD Form 1348) will be followed.

b. Special Instructions. When procurement of recreation and athletic equipment is to be effected under appropriated funds, the special services officer will initiate the request on DD Form 1149 and the supply officer will prepare a DD Form 1149 or DD Form 1348. The commanding officer or his delegated representative will approve the requisition. This delegation must be provided in writing, but in no way will relieve the commanding officer of his responsibility for the prudent administration of appropriated funds.

### 4. AUTHORITY FOR LOCAL PURCHASE

a. As a Charge to Appropriated Funds. Authority for purchase may be specified by the cognizant bureau, systems command, office, or Headquarters, U.S. Marine Corps.

b. As a Direct Charge to Nonappropriated Funds. Local purchases from commercial sources made with nonappropriated funds will be handled as a direct cash transaction between the commanding officer and the commercial supplier.

### 5. SPECIFIC EXCEPTIONS

a. Christmas Decorations. Christmas decorations will be purchased from welfare and recreation funds. Instructions covering procurement of welfare and recreation material are contained in subpars. 3 and 4.

b. Entertainment Motion Pictures. Entertainment motion picture films are procured in accordance with the instruction of the Bureau of Naval Personnel. Procurement is not under the authority of the supply officer.

22515

22516

22517

### 22518 REQUISITIONING AIRCRAFT

#### SERVICE CHANGE MATERIAL

When procurement of change material is planned, attention must be given to the fact that the Naval Air Systems Command change letters cover four types of changes as follows:

- 1: that type to be accomplished by the use of the Naval Air Systems Command furnished change kits,
2. that type to be accomplished by the use of component parts procured by or at the direction of the Naval Air Systems Command,
3. that type to be accomplished by the use of material obtained from local stock,
4. that type to be accomplished by the use of a combination of material mentioned in items 2 and 3.

When an activity determines that a specific change is to be effected, the applicable Naval Air Systems Command change letter will be reviewed to determine the source of supply for the required material. Requisitions for aircraft service change kits received in advance of the effective date will be obligated. If the change letter indicates that component parts only have been procured or that component parts will be obtained from local stock, the requiring activity will



requisition the necessary material by the stock numbers indicated in the change letter through normal supply channels. The requisition will specify:

"This material is required for the incorporation of \_\_\_\_\_ Model Change No. \_\_\_\_\_."

Requests bearing this notation will be given priority over routine, material requests. If the requiring activity has been notified that the aircraft service change kit for initial installation is not available and component parts must be used, the requisition for component parts will show the following statement:

"Required for installation of aircraft service change number \_\_\_\_\_ on \_\_\_\_\_ aircraft bureau number \_\_\_\_\_. Change kits reported as not available by \_\_\_\_\_."

#### 22519 LAUNDRY SERVICES

Requisitions for annual requirements for laundry services will include the requests of all activities within the immediate area. Minor activities will submit their estimated requirements to the requisitioning activity efficiently in advance of the beginning of the fiscal year to allow their inclusion. Requisitions will be prepared under the applicable appropriation and operating allotment. When the appropriation chargeable cannot be determined definitely, the requisition will be prepared under "Various appropriations" and the applicable appropriation will be determined subsequently as orders are made under the contract.

#### 22520 SAFETY TYPE PRESCRIPTION GOGGLES

##### 1. EYE PROTECTION-CORRECTION PROGRAM

a. Civilian Personnel. A comprehensive program covering eye protection and eye correction for shore establishment employees has been developed by the Navy Department based upon Title 10, U.S. Code, sees. 7203 and 7205. The individual appointed by the commanding officer to be in charge of the safety program at each activity (safety officer) is responsible for the sight conservation program (see OPNAV Instruction 5100.14, Chapter 2, Sight Conservation).

b. Military Personnel. When industrially employed, military personnel are subject to the regulations of the eye protection-correction program. They will be furnished the safety type prescription goggles under the same authority and procedure as for civilian personnel. Therefore, when recommended by the ophthalmologist or optometrist and the approval of the senior medical officer as to the necessity for safety type goggles for industrially employed military personnel has been obtained, the safety officer will, include these personnel in all provisions of the eye protection-correction program which apply to civilian personnel.

##### 2. PRESCRIPTION EYEWEAR FORM

a. Submission Procedure. The Prescription Eyewear Form (NavExos Form 2740) will be used for procurement of refractive services and corrective or protective eyewear and as a service record. Procedures for the procurement of refractive services and corrective or protective eyewear will vary in individual activities. The safety officer should consult with supply officers and the local medical officer (or as otherwise arranged for by the naval district medical officer for those activities having no medical officer) in order to determine the procurement procedures most suitable in the situation.

b. Accounting Data. The requisition will bear appropriate end use accounting data in order that the allotment records will reflect these anticipated expenditures. The prescription type goggles and services involved will not be charged to a stores account unless for use in a Navy Stock Fund process shop.

##### 3. PROCUREMENT OF REFRACTION SERVICES

a. Selection of Ophthalmologist or Optometrist. The supply officer in conjunction with the medical officer and the safety officer will determine, which local eye specialists are acceptable for the eye testing and the fitting of safety type prescription goggles when such services must be commercially procured.

b. Orders for Optometrists Services. When the safety officer is able to perform the function, a block of U.S. Government Purchase Order-Invoice-Voucher (Standard Form 44) will be made available to him in order that he may make the arrangements for appointments and place the orders on the selected specialist for the examination of the employee and for the fitting of goggles and examination of prescription lenses. The supply officer will provide the safety officer with complete instructions as to the use and required distribution of these forms. In addition to the standard, instructions, these instructions will require that copy 4 for each order will be forwarded to the fiscal department via the supply department for review and adjustment of allotment records as necessary. The safety officer maintains records of these transactions (see OPNAV Instruction 5100.14). When the safety officer is unable to perform this function, the supply officer will arrange for the appointments and place the orders on the selected specialist for these services. Each order will be accompanied with a NavExos Form 2740 prescription eyewear form which will be initiated under the supervision of the medical department.

#### 4. PROCUREMENT OF GOGGLES

a. Sources of Supply. Safety type prescription goggles will be procured only from those suppliers listed in the latest revision to the Military Qualified Products List (QPL), governed by Federal Specification GGG-S-620.

b. Availability. If approved safety type prescription goggles are available locally, they may be ordered by means of blanket purchase agreement (see Field Purchasing, pars. 5125-5131) or by Standard Form 44 (see Field Purchasing, pars. 5155-5160), whichever method is locally considered more feasible. If approved safety type prescription goggles are not available locally, they will be ordered by the supply officer by means of the appropriate purchasing form. The NavExos Form 2740 will constitute the detailed specification for the required goggles. When practical, orders will be prepared to require delivery to the safety office since that office is responsible for inspection and acceptance of the services and goggles.

5. FITTING OF GOGGLES. The safety officer will, upon receipt of the goggles arrange with the employee and the specialist for an appointment to check the lenses and to fit the goggles. The specialist will complete the prescription form, and certify as to the correctness of the lenses and the fit of the goggles.

6. INSPECTION. Acceptance of the refractionist's services and acceptance of the safety type prescription goggles will be made by the safety officer or his authorized representative. Acceptance of the goggles will be based upon the following conditions:

1. the manufacturers certificate states that the lenses are constructed of heat strengthened ophthalmic safety glass,
2. the certificate of the optometrist on NavExos Form 2740 certifies that the prescription has been filled,
3. a visual inspection as to the type frames and shields and other distinguishing features has been made.

7. CERTIFICATION OF DEALERS' INVOICES. When orders have been placed by the safety officer, he will certify the dealer's invoice as to acceptance and will forward the invoice to the appropriate Navy regional finance center or other appropriate disbursing office.

#### 22521 SERVICES

1. PROCUREMENT OF VOLUNTARY SERVICES PROHIBITED. No person in the Naval Establishment will accept voluntary service for the United States or employ personal service in excess of that authorized

by law except in cases of emergency involving the safety of human life or the protection of property. (See Sec. 3679, R. S., as amended, 31 U.S. Code 665; and Art. 1264, Nav. Regs.)

#### 2. PERSONAL SERVICES CONTRACTS.

Services of experts and consultants, with or without compensation, will be obtained on personal services contracts in accordance with the policies and procedures in NCPI 306.

#### 3. MANAGEMENT CONSULTANT SERVICES

a. Definition. The term "management consultant services" includes any analysis, evaluation, examination, management or industrial engineering efforts, study, survey, or review having as its purpose improvements in the effectiveness, efficiency, or economy of the management of the Department of the Navy or any of its components.

b. Policy. Management consultant services will continue to be utilized to contribute to increased effectiveness in management. When requirements for these services are determined to exceed the capabilities of available internal resources, consideration may be given to contracting for management consultant services with outside consulting firms or institutions. However, under these circumstances, administrative approval of the Special Assistant to the Secretary of the Navy is required prior to initiating procurement action of such services under contract by any part of the Department of the Navy. All requests for the procurement of management consultant services will be forwarded via the cognizant management command. In all cases, Navy officials who will be responsible for implementing the work of the consultant will designate appropriate representatives to work with the consultant during the term of the contract. Studies made by equipment representatives at no cost to the Government do not require the approval of the Special Assistant to the Secretary of the Navy.

c. Guidance. For the guidance of activities under the command or primary support of the Naval Supply Systems Command, instructions covering the preparation of requests for management consultant services under contract or without cost to the Government and related reporting requirements are provided in subpars. d and 4.

#### d. Preparation of Requests

(1) Services Under Contract. For services under contract, activities under the command or primary support of the Naval Supply

3. Commanding officers and officers-in-charge should also establish local procedures and controls to insure:

Prompt notification to the credit card contractor of lost or stolen credit cards (notification will include the date each card was initially reported lost or stolen).

Prompt notification to the credit card contractor of changes or deletions to billing account numbers and/or addresses.

Issuance of requests for replacement of credit cards. (Requests will include the reason for replacement for each credit card, indicated by use of the replacement codes listed in subpar. e(3)(h).)

Prompt and positive destruction of all credit cards that have been replaced for any reason, and of lost or stolen credit cards recovered after being reported and/or replaced.

Destruction of credit cards bearing an expiration date that has passed or credit cards bearing an invalid license tag number.

Strict physical control of credit cards should be maintained by the use of assigned responsibility. Invoice accountability and physical control of credit cards should not be delegated to the same individual.

Monitoring of credit card expenditures should be continually maintained to insure charges are proper, detect suspected abuse, and reduce waste.

d. Accounting. All invoices received for purchases made with national credit cards will be processed and promptly forwarded for payment in order that any available discounts may be taken, as specified in NAVCOMPT Manual, par. 046023. In cases of disestablishment of activities, provision will be made in accordance with NAVCOMPT Manual, par. 031601 for, continuation of accounting and payment obligations by another activity.

e. Acquisition

(1) General. Every individual using the national credit card of an activity should have access to, and be familiar with, DFSC Handbook, DFSC 4280.1,

“Government Vehicle Operators: Guide to Service Stations for Gasoline, Oil, and Lubrication” and the local standard operating procedures (SOP) covering use of the credit cards. A copy of this handbook, normally provided by DFSC for all DOD government owned vehicles, is designed for use by vehicle operators and lists oil companies accepting the card in each state. Additional copies of the DFSC Contract Bulletin, DLA600-XX-0039, for use in contracting or finance and accounting offices, and the DFSC handbook, DFSC 4280.1 can be obtained by request to Defense Fuel Supply Center (DFSC-OD), Cameron Station, Alexandria, VA 22314. Requisitions should reflect above use criteria and must include the activity’s unit identification code (UIC).

(2) Purchasing Cards. Purchase orders (DD Form 1155 or GSA Form 300) will be forwarded to the embossing contractor as provided in Federal Supply Schedule, FSC Group 75, Part VII. The embossing contractor will bill ordering activities directly. A General Service Administration representative will be on site at the contractor’s facility to review incoming requisitions prior to processing of credit cards by the contractor. There will be a minimum charge for each shipping address (destination) and for each order placed under 45 credit cards. Ordering activities should give special attention to the limitations or restrictions imposed by the terms of the applicable GSA FSS contract, such as minimum order quantities, minimum charges, etc. Activities will, in accordance with FPMR 101-26.106, consolidate their requirements whenever feasible so as to take advantage of price savings by avoiding multiple delivery charges or by ordering using computer readable inputs (FCS 75, Part VII, 1 lb).

(3) Embossing

(a) General. Each activity will furnish the first nine digits of the billing code, the billing address, the expiration date, the serial number, and the vehicle tag or registration number for each Standard Form 149 with each purchase order or requisition. The billing code, billing address, expiration date, and vehicle tag or registration number will be limited to five lines of not more than 22 characters (including spaces) per line. A high degree of accuracy and clarity is needed by the embossing company. Therefore, purchase orders or requisitions which contain erasures, strikeouts, indistinct characters, or incorrect spelling will be returned to the preparing activity for resubmission

in the correct form. Upon receipt of the embossed credit cards, the receiving activity will carefully inspect each card to insure every character has been embossed exactly as requested and that they are completely legible. Credit cards which are not embossed as requested or contain any characters that are not clear will be immediately returned to the embossing company for reissue, with reason therefor. Such reissuance will be without further cost to the requesting activity. Illustration 13 illustrates a correctly embossed Standard Form 149.

(b) Billing Code. The billing code is a 10-digit number and is always the first embossed line on the Standard Form 149. It is constructed as follows:

1. The first three digits will be "002". The zeros indicate a government contract and the "2" a special account number which is utilized by the Department of Defense.
2. The fourth digit indicates the appropriate department. Assignments are as follows:
  - "1" Navy (other than Marine Corps)
  - "4" Marine Corps
3. The fifth through the ninth digits will be the UIC of the particular activity authorized to use the credit card.
4. The tenth digit, a parity digit, for the use of automatic data processing operations of the servicing oil companies, will be assigned by the Federal Supply Schedule embossing contractor.

(c) Billing Address. The billing address is the name of the activity and the address to which servicing oil company contractors should send statements or invoices for purchases. (The billing address will not be embossed on the SF 149, but will be maintained on file with both the embossing contractor and the servicing oil company contractors listed in DFSC Handbook 4280.1.) In addition to the billing address, each request will provide the name and commercial telephone number of an employee at the activity ordering the SF 149s who has cognizance over the use of SF 149s.

(d) Agency/Activity Identifier. The agency/activity identifier is a one line entry of a maximum 22 characters, which will be embossed on the third line of the SF 149. (The second line of the SF 149 is

blank.) It identifies the activity which is authorized to use the SF 149. No government employee/service member's name will be embossed on the SF 149.

(e) Vehicle Tag Number or Serial Number. If a serial number is furnished instead of a vehicle tag number, it will be restricted to four characters, all numeric, with zeroes to fill blank positions, i.e., "0001."

(f) Expiration Date. The activity may furnish an expiration date (month, day and year), not to exceed two years from the date of the request, for each credit card. If an expiration date "is not furnished, the embossing contractor will automatically emboss an expiration date of two years from the date of the request.

(g) Administrative Check. A replacement series mark will be embossed on the fifth line, at the extreme right side, to indicate the number of times a credit card has been replaced as a result of being reported lost or stolen (e.g., R-1).

(h) Replacement Cards. Future requests for replacement of cards will contain a replacement code as follows: A, Address or billing account number has been changed; B, Broken; C, Cracked; D, Debossed; E, Expired; L, Lost; or S, Stolen. Initial requests for all NEW SF 149s will not contain any of these replacement codes.

(i) Additional Information. Additional information is as follows:

1. Instructions for requisitioning SF 149 by means of electronic data transmission:
  - General Services Administration (TM)
  - Washington, DC 20406
2. GSA Policy and Administration on the SF 149:
  - General Services Administration (FRIP)
  - Washington, DC 20406
3. Copies of FSC 75, Part VII:
  - General Services Administration (8 BRC)
  - Publications Distributions Center
  - Denver, CO 80225

8. **SPECIAL PURCHASES.** If special purchases of fuels from other than the contract suppliers are made, the procedure will be the same as for DLA contract or regional bulletin item receipts; except, that the fuel will not be accepted until a guarantee is received from the supplier that the fuel is of the grade called for by the order.

9. **QUANTITY DETERMINATION**

a. **General.** The unit of measurement for determining quantity of fuels is the U.S. gallon at a temperature of 60° F (one barrel is equivalent to 42 U.S. gallons).

b. **Volume Correction**

(1) **When To Be Made.** A volume correction will be made on each individual bulk receipt of petroleum products of 3,500 gallons or over except residual (black) fuels and on each individual bulk receipt of residual (black) fuels irrespective of the quantity received. When this procedure is at variance with the provisions of existing contracts, volume corrections will be made in accordance with the contract.

(2) **Method of Correction—Correction Tables.** All corrections on fuel oils, diesel fuel oils, gasoline, and other light fuels will be made to 60° F. in accordance with the ASTM-IP Petroleum Measurement Table 6 published by the American Society for Testing and Materials. This procedure is to be followed in all cases unless otherwise provided in individual contracts.

(3) **Procedure**

(a) **Thermometer.** The thermometer most commonly used for taking tank temperatures will be a standard cup type of 0° to 180° F. range marked to 10 F. divisions, with an open metal cup of about 100 cubic centimeter capacity surrounding the bulb (ASTM-59F cupcase thermometer). For heavy fuel oil, or when accurate results are wanted more quickly in a tank that is not at approximately the same temperature throughout, a special trap thermometer should be used. The thermometer is suspended at least a foot from the shell. In tanks of over 5,000

barrel capacity, several openings are desirable through which temperatures are taken, particularly where the oil is heated in storage.

See Illustrations 6 and 7

(b) **Time Element.** The time required for a thermometer to reach equilibrium in fuel oil is considerable and varies greatly with conditions. It seldom will be under 5 minutes and may be 20 minutes, depending on whether the tank is under heat or at atmospheric temperature. The time necessary for a thermometer to reach equilibrium in a diesel fuel oil tank or gasoline tank is less than the time required for fuel oil. When a gasoline temperature is taken, it is necessary to have the thermometer cup full and to read the thermometer quickly before it is cooled by evaporation.

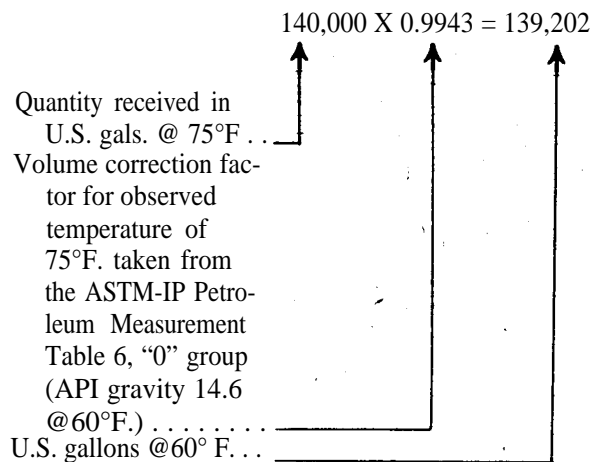
(c) **Readings Averaged.** All temperature readings are averaged arithmetically to obtain the average oil temperature. The number of temperature measurements for shore tanks to be taken is a compromise between ideal accuracy, and practicality, and is determined arbitrarily by the oil depth involved, as follows:

| <u>Depth of Oil</u>                  | <u>Number of Measurements</u> | <u>Where Taken</u>  |
|--------------------------------------|-------------------------------|---|
| Less than 10 ft.                     | ..1                           | Middle of oil.  |
| 10 ft. and less than 15 ft. . . . .  | ...2                          | 3 ft. from bottom and 3 ft. below oil surface.                    |
| 15 ft. and less than 20 ft . . . . . | ...3                          | 3 ft. from bottom, middle of the oil and 3 ft. below oil surface. |
| 20 ft. and over . . .                | ...3                          | 5 ft. from bottom, middle of the oil and 5 ft. below oil surface. |

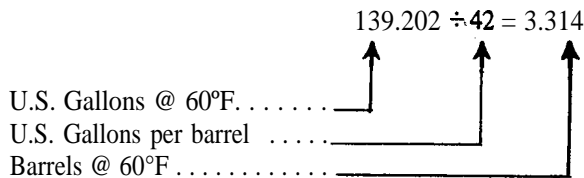
(d) Ship's Tank. The temperature of the oil in a ship's cargo tank is taken each time ullage gauges are made for record purposes. They are taken at the mid-depth of the oil.

(e) Tank Car. In a tank car, one temperature is taken at the center of the oil.

Example of Volume Correction To 60°F.

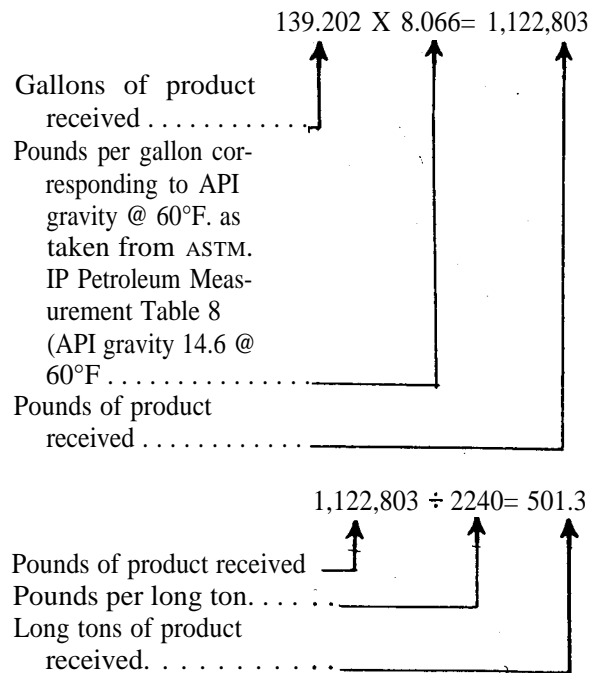


Computation From Gallons To Barrels



c. Weight Conversion. In many ports outside the United States, fuel oil is sold on a weight basis of tons or other weight standards. In arriving at the weight delivered, the specific gravity at 60°F. is generally used but this temperature may vary in some areas. When quantity is computed on a weight basis, volume determinations computed in accordance with the example above will first be made and subsequently converted to the designated weight standard as in the following example:

Example of Weight Calculation



d. Gauging

(1) Definition. Gauging is the mechanical measurement in feet, inches, and fractions of inches of the product in a storage tank, tank car, or tank truck and is performed by means of a gauging stick or gauging tape. Normally, the gauging stick is used for gauging tank trucks, tank cars, and small service station type tanks. Storage tanks are gauged by means of a steel tape marked in feet, inches, and eighths of inches. The tape is equipped with a calibrated bob made of nonsparking metal and wound on a hand reel. The bob is fastened to the tape by a spring clasp to provide a means of replacing the bob when wear or other distortion on either the eye or the tip of the bob exceeds one sixteenth of an inch. Innage gauging is performed by measuring the depth of the product in the tank. Outage or ullage gauging is performed by measuring the distance from a reference mark on the gauging hatch down to the liquid level. Generally, ullage gauging is applied to black oil tanks for a faster and cleaner operation and greater measurement accuracy; for this method, the

use of ullage gauging equipment simplifies the procedure: In either case, measurements are applied to the appropriate tank calibration charts for determination of quantities measured.



See Illustration 8

(2) Methods and Terminology

(a) Ullage or Outage. An ullage (or outage) gauge is the measurement from a given point at the top of the container down to the liquid level. This method is generally used on ships' tanks. The tape is gradually lowered and swung back and forth until the tip of the bob breaks the surface and causes a ripple which may be observed by sunlight or the use of a explosion proof flashlight; at this point the tape is held steady and a reading taken at the gauge hatch.

See Illustration 9

(b) Innage An innage gauge is the actual measurement of the volume of liquid in a container, taken from the bottom of the container to the top of the liquid level. This method is commonly used on vertical shore tanks above and below ground.

See Illustration 10

(c) Gauging Height Gauging height is the total height from a given point at the top of the container to the bottom of the container.

(d) Calibration Tables. All petroleum storage tanks and cargo carriers are measured (volume calibrated) for capacity. From the measurements, capacity volume tables are prepared in barrels or United States gallons corresponding to feet, inches, and fractions of an inch.

(e) Thieving for Water. The depth of bottom water in a tank is obtained by thieving (gauging), or taking the water "cut", an operation usually accomplished by coating the plumb bob or gauging tape with water finding paste. Resting the bob on the bottom for 30 to 60 seconds is necessary to obtain the water "cut" in a fuel oil tank. In thieving heavy fuel oils, it may be necessary to cover the water finding paste with lubricating oil. After the bob is withdrawn, the fuel is washed off gently with diesel fuel oil in

order to reveal the water "cut" or mark. In diesel fuel, oil and gasoline, the water "cut" is obtained more quickly and the water-finding paste need not be covered with lubricating oil. The water "cut" in a tank is subtracted from the total amount as shown by the innage or outage gauging to determine the actual amount of fuel in a tank.



e. Use of Meters for Receipts and Issues

(1) Receipts and Issues. Meters may be used to record and determine quantities of petroleum products received or issued from any source. If meters are used they will be provided with temperature compensating devices unless a waiver has been granted by the Navy Petroleum Office, Cameron Station, Alexandria, VA.

(2) Calibration. Where meters are used to determine quantities of petroleum products they must be calibrated semiannually using a proving system as identified in the American Petroleum Institute (API) Manual of Petroleum Measurement Standards, Chapter 4, Section 4.1.5. The proving system used to calibrate the meters must itself be calibrated annually using a field-standard test measure. A field-standard test measure is one that is calibrated by the National Bureau of Standards (NBS) or by any other competent laboratory that can provide traceability to NBS.

f. Automatic Gauging Equipment Automatic gauging equipment, which provides a remote "read out" of product level and temperature, may be approved and used instead of the manual gauging methods outlined in subpars. d and e to determine the quantity of intra-Navy fuel transfers, product movements, and, when a prior mutual agreement exists, custody transfers between the Navy and other government agencies and commercial concerns. Before using this equipment for quantity determinations of custody transfers, approval will be obtained from the Navy Petroleum Office. In order to be approved, the automatic gauging equipment first will be certified by the manufacturer, contractor, or naval activity in accordance with American Petroleum Institute Bulletin 2509B, Shop Testing of Automatic Liquid Level Gages, or



applicable specifications. The equipment then will be tested and calibrated in accordance with Section 32 of American Petroleum Institute Standard 2545-ASTM Designation D-1 085-65, Method of Gaging Petroleum Products. Equipment for each tank, will be certified, tested, and calibrated separately. Activities which plan to perform the required testing on existing equipment will submit a detailed description of proposed methods and procedures to the Navy Petroleum Office for preliminary review at least two weeks prior to such testing.

## 23088 RECEIPTS OF DRUMS

### 1. GENERAL

a. Empty Drums. Standard unit prices for drums are published in the Federal Supply Catalog, Department of Defense Section, Navy Management Data List. Report all excess issuable and unserviceable drums in repairable condition to Defense General Supply Center (DGSC) on DOD Single Line kern Requisition System Document (DD Form 1348) in document identification code FTE format by national stock numbers. Survey and dispose of drums in unrepairable condition. All empty drums received into store will be taken up on appropriate stock records cards in accordance with par. 24015.

b. Full Drums. Drums used as containers for packaged products do not have an identity separate from the product after filling. For this reason, a full drum is considered as an individual item of stock composed of both drum and product.

c. Used Drums. Drums which have been emptied and which are to be returned to a contractor for refund (see par. 25829-5) will be turned in to store in the Navy Stock Account with credit in accordance with subpar. 2. Used drums which are not to be returned to a contractor but which are repairable will be returned to store and taken up on stock cards at no price under the standard stock numbers applicable to the type and gauge of drum and reported to DGSC in accordance with subpar. a. Used drums which are not returned to contractors and are not suitable for repair will be disposed of in accordance with the Defense Disposal Manual (Restructured) DOD 4160.21M.

## 2. ACCOUNTING FOR USED DRUMS

a. Returned to Contractor. When drums purchased under a contract provision establishing a credit or refund for their return to the contractor in an acceptable condition within a specified period are to be returned to the contractor in accordance with par. 25829-5, the drums will be taken up in the Navy Stock Account with charge to the current Navy Stock Fund allotment under the fuels, lubricants, and petroleum drums program, with a corresponding credit to the current annual appropriation to which such material would be charged on issue. Drums not received within the time limit of the contract, but acceptable to the contractor, will be accounted for in accordance with par. 25829-5b(2).

b. Returned to Store. When drums are turned in ashore, the drums will be returned without credit and will be received on a memorandum unpriced invoice.

## 3. ACCOUNTING

a. Drum Filling When Drums and Product are in the Navy Stock Account and Work is Performed by Regular Employees of the Naval Establishment. Upon decision to fill drums, the drums, product, cap seals, and bungs will be transferred from their respective stock numbers to the stock number of the drummed end product. Upon completion of filling, the drummed product will be carried in the Navy Stock Account under its applicable stock number at the total cost of the class transfers involved, reduced to cents per gallon. A new local carrying price will be computed and rounded off in accordance with par. 24132-5. If the end item has been assigned a standard price, an adjustment will be made and the difference reported as a loss or gain by standard price adjustment, financial inventory report (FIR) code E2 or N2, as appropriate.

b. Drums and Product in the Navy Stock Account; Work Performed by Contractor.

All Navy Stock Account material required for filling will be transferred to the stock number of the drummed end product in accordance with subpar. a. Transfer of material to be used by the contractor will be made on an unpriced DOD Single Line Item Release/Receipt Document (DD Form 1348-1). Upon completion of filling, the drummed product will be carried in the Navy Stock Account under its applicable stock number at the total cost of the class transfers involved and including the contractor's charges for filling, reduced to cents per gallon. Standard price adjustments and reports will be made in accordance with subpar. a. Instructions will be requested from the Navy Petroleum Office, Cameron Station, Alexandria, Va.; when deviations from these procedures are considered necessary.

c. Drums in the Navy Stock Account, Contractor Owned Products, and Work Performed by Contractor. The procedures in subpar. b will apply when drums are in the Navy Stock Account and the drums are filled by the contractor and work is performed by the contractor.

## 23089 RECEIPTS OF NATIONAL STOCKPILE MATERIAL

1. FORMS USED. General Services Administration forms listed in the Strategic and Critical Materials Storage Manual, Section III, will be used by all naval activities receiving material under the National Stockpile Program.

## 2. RECEIPT AND INSPECTION

a. General. No copies of General Services Administration contracts or orders will be furnished to naval activities for National Stockpile material. Copies of Shipping Instructions (General Services Administration Form 460) will be received in advance of shipment and utilized to establish open order, followup, and receiving files of the receiving activity. However, no followup for the delivery will be made by the receiving activity.

b. Preparation and Distribution of Receipt Documents (NavSup Report 4450-8). Upon establishment of the open order, followup, and receiving file, a Receiving Report (General Services Administration Form 131) will be prepared and numbered in accordance with instructions in the Strategic and Critical Materials Storage Manual, Section III, and held awaiting receipt of material. After inspection (see subpar. c), an advance copy of the receiving report will be forwarded to stock control branch for preposting to the Inventory Record Card (General Services Administration Form 46). The original and three copies

of the receiving report will be certified and forwarded to the General Services Administration, Washington, D.C., in accordance with the Strategic and Critical Materials Storage Manual, Section III. Two copies of the receiving report will be forwarded to the Naval Supply Systems Command (Material and Facilities Division) (see the NavSup Management Handbook, par. 22204 -3c(2)). Maintenance of pricing information on the receiving report or the inventory record cards is not required. Upon certification of receipt of the material by the storage branch, the certified copy and the advance posting copy will be matched and become part of the permanent open order, followup, and receiving file.

c. Inspection Upon Receipt. Inspection of National Stockpile material will be made in the same manner as for Navy purchased material inspected prior to delivery.



3. **SHORTAGES, OVERAGES, OR DAMAGES.** When shortages, overages, or damages are found upon inspection or when excessive unloading costs are incurred because of disarrangement of material from rough handling in transit or improper loading or bracing, an Over, Short, or Damage Report (General Services Administration Form 1052) will be prepared and forwarded as prescribed in the Strategic and Critical Materials Storage Manual, Section 111, and instructions on the reverse of the form.

4. **SECURITY.** For security regulations, see pars. 14265 and 27105-5.

5. **SHIPMENT.** For instructions covering shipment of National Stockpile material, see par. 25136.

6. **RECORDS.** All records covering the receipt, storage, and shipment of National Stockpile material will be retained by the storing activity. Disposition or transfer to Navy records will not be effected except upon specific authorization by the Naval Supply Systems Command.

23090

#### 23091 RECEIPTS OF WIPING CLOTHS

1. **POINT OF INSPECTION.** Navy contracts for purchase of wiping cloths will specify inspection for both quality and quantity at destination.

#### 2. EXCEPTIONS FOR RECEIPT

a. **General.** Receipt of wiping cloths will be in accordance pars. 23066 and 23070 except as indicated in subpars. b through d.

b. Inspection. Sampling inspection and testing will be performed in accordance with contract requirements. In any case, sampling for visual inspection will be limited to not more than a 10% random sampling of the total quantity received. Determination as to the compliance or noncompliance of the lot represented by the inspected sample will be in accordance with the applicable specifications, standards, and other documents referenced in the contract. Noncomplying lots will be rejected.

c. Rejected Wiping Cloths. Rejected lots of wiping cloths will not be accepted, either with or without contract adjustment. How-

ever, in those unusual cases where the stock position is critical, the deviation from specifications is minor, and it is considered to be in the best interests of the Government, the contracting officer may request authority from the Naval Supply Systems Command (Deputy Commander, Procurement Management) to accept the material. Full quantity replacement of all rejected material will be required. Pending the receipt of material from the contractor to replace the rejected quantities; receiving activities will furnish the cognizant Navy regional finance center with a completed Materiel Inspection and Receiving Report (DD Form 250) on which will be entered the quantity accepted, with the contractor's invoice as prescribed in par. 23109. Procedures for disposal of rejected material will be in accordance with par. 23063.

d. Storage. Paperboard containers will be used to store bales broken for inspection purposes. Rebalancing by the receiving activities will not be performed unless the additional storage space required for the paperboard containers is not available and such rebalancing as is necessary can be performed with existing facilities and equipment.

#### 23092 RECEIPTS OF RECREATION MATERIAL

The supply officer will receive and check recreational material except commercial purchases by the commanding officer utilizing nonappropriated funds. In general, procedures employed by the supply officer will be similar to those used in receiving regular material required for immediate use by the activity.

### Section VII: SPECIAL PROCEDURES (PURCHASED MATERIAL)

#### 23100 PROCEDURES AT ACCOUNTABLE ACTIVITY WHEN MATERIAL IS PURCHASED FOR DIRECT DELIVERY TO A NONACCOUNTABLE ACTIVITY

1. **FUNCTIONS BY RECEIPT CONTROL BRANCH.** When material is purchased in a stores account for direct delivery to a dependent activity, the original Requisition and Invoice/Shipping Document (DD Form 1149) or the yellow copy of Single Line Item Requisition System Document (DD Form 1348) and one copy of the procurement document will be forwarded to the receipt control branch to be used for establishing the open order file. When material is purchased as a direct charge to end use, the original of DD Form 1149 or the yellow copy of DD Form 1348 will be forwarded to the dependent activity. Six copies of the procurement document will be forwarded to the requiring activity to be used for receipt and inspection documents as prescribed in par. 23101. Processing of documents in the receipt control branch by the accountable activity will be as follows:

1. The receipt control branch will set a followup date on the visible edge folder to insure followup on the dependent activity to obtain a signed copy of the inspection report from the activity receiving the material.

2. Upon receipt of the signed copy of the inspection report (procurement document) from the dependent activity, the purchase material section will mark the procurement order copy "Material delivered".
3. If the material is for the shop store of the dependent activity, the purchase material section will forward the marked copy of the inspection report (procurement document) and DD Form 1149 or the yellow copy of the DD Form 1348 to the financial inventory control section; the purchase material section will retain the signed copy of the inspection report (procurement document) in the closed order file.

2. **FUNCTIONS BY FINANCIAL INVENTORY CONTROL SECTION.** When the material is for shop stores, the marked copy of the procurement document will be used for taking up the material in the appropriate cognizance symbol, special accounting class 203 ledger, and will be forwarded to the fiscal department. When, as a result of supply demand control point instructions, takeup is required to be made in the applicable two digit class, DD Form 1149 or the yellow copy of DD Form 1348 will be used to transfer the material from the two digit class in which received to special accounting class 203. DD Form 1149 or the yellow copy of DD Form 1348 then will be placed in the interclass transfer file.

### 23101 DOCUMENT DISTRIBUTION AT THE DEPENDENT ACTIVITY

1. **DOCUMENT DISTRIBUTION.** When a dependent of an activity receives material direct from purchase as a result of procurement action by the accountable activity in accordance with par. 23100, signed copies of receipt documents will be forwarded or retained as follows:

1. When material purchased as a charge to a stores account is received, a signed copy of the inspection report will be forwarded to the accountable activity.
2. When material purchased as a direct charge to end use functional account is received, a receipted copy of the inspection report will be retained in file by contract number.

Dealers' invoices will be certified and forwarded to the Navy regional finance center for payment in accordance with par. 23109 unless otherwise specified by the contract.

2. **FOLLOWUP.** Followup action necessary to obtain delivery of material will be the responsibility of the dependent activity.

### 23102 PURCHASE DOCUMENTS, RECEIPT PAPERS, OR COST INFORMATION MISSING

#### 1. MATERIAL RECEIVED WITHOUT PURCHASE DOCUMENTS AND RECEIPT PAPERS

a. **Condition.** If a condition arises whereby material is received without purchase documents or receipt papers available and an open order file has not been established, the material must be identified as properly belonging to the activity. Such identification will be made by examination of the shipping papers or markings on the containers. If there is sufficient evidence to justify receipt of the material, the material will be unloaded in the unidentified receipt bay. The receiver will sign for the material and forward a copy of the shipping paper to the purchase material section.

b. **Open Order File.** An open order file will be prepared for the material received. The contract number on the containers or shipping paper will be entered on the file title insert. The Follow-up Re-

quest (NavSup Form 115) will be initiated to obtain a copy of the appropriate purchase document.

#### c. Materiel Inspection and Receiving Report

(1) **General.** A set of unpriced Materiel Inspection and Receiving Report (DD Form 250) will be prepared by the purchase material section marked "Record copy—original not received" on all copies. The DD Form 250 will contain all available information obtainable from the shipping paper and container markings. The shipping paper and all copies of the DD Form 250, with the exception of one copy forwarded to the material inspection section, will be filed in the open order file and followup established to insure prompt return of the document by the material inspection section.

(2) **Identification.** A copy of the DD Form 250 will be forwarded to the material inspection section. The material inspection section will make an accurate count of the quantities received, render a full description of the material, and ascertain the correct stock number. This information will be entered on the lower half of DD Form 250 and will be signed by the person performing this function. This copy will be forwarded to the purchase material section.

(3) **Preparation and Distribution.** Upon receipt of the copy from material inspection section, the purchase material section will take the following action.

1. The set of DD Forms 250 will be removed from the open order file and will be filled in by typewriter as completely as possible, including the information furnished by the material inspection section.
2. The purchase material section will furnish a copy of DD Form 250 to the receiving section for forwarding the material to storage or delivery in the same manner as for other material receipts.
3. Three copies of DD Form 250 will be forwarded to the stock control branch at activities utilizing manual stock control procedures; at activities utilizing mechanized stock control procedures, two copies will be forwarded to the stock control branch via the financial editing section.

4. The marked copy received from the material inspection section will be filed in the open order file.
2. MATERIAL RECEIVED WITHOUT COST INFORMATION. All copies of DD Form 250 covering material received for which purchase documents or receipt papers are available, but cost information is not available, will be marked "Contract cost not available" and processed to the stock control branch and storage branch in the same manner as prescribed in subpar. 1c(3). Material will not be referred to the material inspection section except when destination inspection is required.
3. ADJUSTMENTS. The copy of DD Form 250 returned to the receipt control branch, in accord-

ance with par. 24130 or 24150, will be filed in the open order file. Upon receipt of the contractor cost information, an adjustment debit or credit DD Form 250 will be prepared to adjust differences between the contract and the DD Form 250 returned by the stock control branch and will be forwarded to the financial inventory control section via the financial editing section except when adjustment has been made in accordance with the Navy Comptroller Manual, par. 034401-13.

23103 APPARENT LOSS, DAMAGE,  
PACKING DISCREPANCY, OVER-  
AGE, AND ASTRAY SHIPMENTS

1. RECEIVING SECTION. The receiving section will be guided by the procedures in



pars. 57000-57080, except as indicated in subpar. 3, when processing receipts involving losses, damages, overages, and astray shipments. The procedures in par. 27059 will be followed for deficiencies in preservation, packaging, packing, marking, and handling. The receiving section will be responsible for determining the cause of losses and damage to material, obtaining information on overage and astray shipments upon delivery, obtaining exception certificates from the carrier, and for preparing and distributing all documents required for reporting these discrepancies. The receipt control branch will make available to the receiving section the appropriate open order file or pertinent information from the open order file and U.S. Government Bills of Lading (Standard Forms 1103-1106) which will be used as the source information for all required documentation. The open order file will be used as a depository for all retained copies of documents and correspondence pertaining to the discrepancy. As an alternate method, these documents and correspondence may be filed in the bill of lading file in lieu of in the open order file. Upon completion of the investigation and the preparation and distribution of documents and correspondence pertaining to the discrepancy, the receiving section will return the open order file or the data extracted therefrom and the U.S. Government Bill of Lading--Memorandum Copy (Standard Form 1103a) to the receipt control branch.

2. **RESPONSIBILITY.** The receiving checker will be responsible for examination and count of containers to determine whether shortage, damage, overage, or astray shipment exists. When such a discrepancy is discovered, the receiving checker will notify the freight claims analyst who will direct the complete investigation, determine the cause and responsibility for the discrepancy, and prepare and distribute documents substantiating the discrepancy.

3. **FAST PAYMENT PROCEDURE.** When supplies purchased under the fast payment procedure have not been received within 60 days after the delivery date specified in the order or if supplies are received damaged or not conforming with purchase requirements, the consignee will notify the purchasing activity using the "Report of nonreceipt, damage, or nonconformance" card which is forwarded with the consignee's copy of the purchase order. In connection with partial losses or damaged shipments, the delivering commercial carrier also will be notified. A copy of such notification will be provided the supplier.

#### 23104 FREIGHT CLAIMS ANALYST

1. **GENERAL.** The freight claims analyst will provide technical guidance and assist-

ante in implementing regulations and procedures for proper documentation covering losses, damages, or overages in shipments. The general guidelines are prescribed in pars. 23103 and 57000-57080. The freight claims analyst will be organizationally placed in the receiving section except at naval supply centers. Activities not requiring the full time services of a freight claims analyst will assign his responsibility to the receiving section supervisor or an officer assigned to the traffic branch. In the organization of naval supply centers, the freight claims analyst will be assigned to the land-air freight divisions.

2. **RESPONSIBILITY.** When overage, shortage, or damage occurs, the freight claims analyst will perform or furnish technical assistance in performing a complete investigation of the discrepancy. The freight claims analyst will verify details with the shipping documents and with the shipper when necessary, complete shipping documents, prepare the reports and correspondence specified in pars. 57000-57080 and assemble all documentary data, including photographs when needed, for forwarding to the Navy Regional Finance Center, Washington, D. C., to be used for substantiation of claims against carriers. When possible, the freight claims analyst will direct his investigation with a view toward satisfactory settlement of the discrepancy and the prevention of situations which result in the filing of claims by the Navy Regional Finance Center, Washington, D. C., and the contracting officer.

#### 3. SOURCES OF INFORMATION

a. **General.** Information required for completion of documents pertaining to over, short, and damaged shipments will be obtained from the open order file, U.S. Government Bill of Lading (Standard Form 1103) and the additional sources as prescribed in subpars. b, c, and d.

b. **Invoice Value or Cost of Repairs.** Copies of the contractor's invoice, inspection report, contract, or other data describing the shipment will be furnished by the receipt control branch upon request of the freight claims analyst. The actual invoice value of items short or damaged will be used in compiling costs of damages. If the current replacement value of the material differs from the original cost, the replacement value will be computed and identified as replacement value. When the material is repairable locally, the actual or estimated cost of repairs (itemized) will be obtained from the activity which will perform the repairs.

c. **Packaging Improvement Report.** Information contained on the Packaging Improvement Report (DD Form 6) may be helpful in



assembling documentary evidence of discrepancy. However, a packaging improvement report will not be forwarded to the Navy regional finance center since it is used for improving shipping methods within the Department of Defense and is not intended for use in substantiating claims.

d. Discrepancy in Shipment Report. The Discrepancy in Shipment Report (Standard Form 361) will be prepared and distributed in accordance with Transportation and Travel, Reporting of Transportation Discrepancies in Shipments (NAVSUPINST 4610.33). A copy will be furnished to the Navy Regional Finance Center, Washington, D. C., when used to substantiate shortages.

23105

#### 23106 REPAIR OF PREINSPECTED MATERIAL DAMAGED ON ARRIVAL

The cost of repairs to material inspected at a factory shipped under U.S. Government Bills of Lading (Standard Forms 1103- 1106), and found to be in a damaged condition upon arrival will be charged to the appropriation or fund under which the material is purchased. Approval of the Naval Facilities Engineering Command or the Navy Ships Parts Control Center, as appropriate, and the Naval Sea Systems Command or the appropriate Naval Supply Systems Command inventory control point will be obtained prior to repair of material under the authority of those inventory control points. Repairs to aviation material, when estimated cost does not exceed \$500, will be charged to the station allotment which normally finances the repair and maintenance of similar material. If repair costs are estimated to exceed \$500, authorization will be obtained from the Naval Air Systems Command or the Navy Aviation Supply Office, as applicable, prior to making repairs. Repairs to ordnance material will be charged to the pertinent allotments or project orders. If such repairs are not within the scope of the allotment or project order, authorization will be obtained from the Naval Air Systems Command, Naval Sea Systems Command, or the Navy Ships Parts Control Center, as appropriate, prior to making repairs. When requesting any required approval, a full description of the material, value, amount of damage, estimated cost of repairs, and any other pertinent information will be furnished.

23107

#### 23108 PROCESSING UNMATCHED FINANCIAL DOCUMENTS

Upon receipt of the list or copies of unmatched documents forwarded by the account-

ing division in accordance with the instructions contained in the Navy Comptroller Manual, pars. 034402 and 034403, the receipt control branch will examine the open order files and take the following action:

1. determine whether copies of the authorization—that is, contract, purchase order, shipment directive, shipment request, or requisition, as cited on the list or documents are available; (If copies of the authorizations are not available or if the authorization for issuance of the document is not indicated, the originator of the document will be requested to furnish the desired information.)
2. determine whether material has been received and request shipping information or credit from the issuing activity for those documents for which delivery has not been made;
3. determine whether the order was canceled and if cancellation was made, request a credit summary or return the abstracted public voucher for cancellation;
4. if shipment was diverted to another activity, immediate action will be initiated to obtain a credit summary invoice in accordance with the instructions in the Navy Comptroller Manual, par. 034428;
5. in the case of public vouchers, if shipment was diverted to another activity, return the voucher to the accounting division and do not process as a receipt take up;
6. if the receiving activity is not known, prepare followup to the shipping activity or to the applicable inspector of naval material to obtain shipment information;
7. if it is determined that the material is nonexistent as a result of theft or loss for any reason other than loss in shipment, a survey will be initiated;
8. if records indicate the material was received, notify the stock control branch or machine records department, as applicable, by annotating on the list or copy of the unmatched document;
9. in the case of unmatched OSO summaries from the Navy Ships Parts Control Center (SPCC), Mechanicsburg or Aviation Support office (ASO), Philadelphia (as appropriate) check unmatched Material Inspection and Receiving Reports (DD Forms 250) that are being held for matching with abstracts, anticipating a receipt from procurement.

Upon completion of the action required by the receipt control branch, the list or copies of the documents will be forwarded to the stock control branch or to the machine records department, as applicable, for further processing.

## 23109 PROCESSING DEALERS' BILLS

1. FOLLOW UP ACTION. When a contract or order indicates that the dealer's bill is to be submitted to the disbursing officer of a Navy Industrial Fund activity, it will be the responsibility of the disbursing officer to obtain this document from the supplier. When a contract or order indicates that the dealer's bill is to be submitted to the receiving activity and the supplier has not submitted an invoice within 30 days after receipt of material, it will be the responsibility of the receipt control branch to obtain this document from the supplier. However, repeated requests to a dealer for submission of a bill will be avoided and action will be discontinued if the bill is not received after the original notice of nonreceipt and one followup has been initiated. After this action has been taken and all the material has been received, the active open order file will be placed in the closed order file. When a dealer's bill has not been obtained, further action to account for the material will be taken as outlined in the Navy Comptroller Manual, par. 034402.

2. DISCOUNTS ON DEALERS' BILLS. Dealers' invoices offering discounts upon payment within the discount period will be processed immediately and forwarded to the disbursing officer or to the Navy regional finance center designated in the purchase document for preparation and payment of the public voucher. When, in the discretion of the officer processing the invoice, the amount of discount involved does not justify special handling, the invoice may be processed in accordance with subpar. 3. To permit ready identification of a dealer's bill offering discount, a label, Discount Expires (NavCompt Form 442), will be stapled to the upper left corner of each dealer's bill upon which a discount is offered regardless of whether the discount has been lost or not. The expiration date will be entered on this form by the activity which performs the inspection and forwards the dealer's bill to the disbursing officer or to the Navy regional finance center. When a dealer's bill is not forwarded within the discount period, the delay will be explained in accordance with subpar. 6b(1).

3. DEALERS' BILLS NOT SUBJECT TO DISCOUNT. Dealers' bills not subject to discount will be forwarded to the disbursing officer or to the Navy regional finance center designated in the contract or order within 10 days from date of receipt of material or the dealers' bill, whichever is later. Supply officers will take the necessary action to insure that the dealers' bills are forwarded within the prescribed time.

4. VERIFICATION WITH INSPECTION REPORT. Dealers' invoices will be checked against inspection reports on file to verify the applicable purchase document and receipt

of the services or supplies in the quantities listed. Dealers' invoices covering advance subscription charges for newspapers, magazines, and other periodicals for official use not requiring an inspection report or certification of receipt and acceptance will be checked to verify the applicable purchase document ( see the Navy Comptroller Manual, par. 046363-1). The applicable purchase document number will be entered on the dealers' invoice if omitted by the dealer. Discount terms, accounting data, unit prices, extensions, and totals indicated by dealers' invoices will not be verified or audited with the exception of invoices rendered under blanket purchase agreements which will be processed for payment in accordance with subpar. 6b(3). The number and date of the dealers' invoices, the date the invoice was received, and the date the invoice was forwarded to the office responsible for payment will be noted on the inspection report or purchase document as applicable.

5. REIMBURSEMENT FOR TRANSPORTATION CHARGES. When vendors have been authorized to prepay the cost of transportation subject to reimbursement, and show the charge as a separate item on the invoice, a transportation receipt document is not required (see the Navy Comptroller Manual, par. 046357). Additionally, no receipt is required for parcel post charges. When the dealer's bill for authorized transportation charges is submitted on a subsequent bill, a copy of the Order for Supplies or Services/ Request For Quotations (DD Form 1155) will be annotated "Transportation charges approved - material received and accepted" and this copy with the invoice and supporting transportation receipt, when required, will be forwarded to the disbursing office. When purchase was made by bilateral contract, the notation will be made on the reverse side of a copy of the dealer's bill.

#### 6. FORWARDING OF DOCUMENTS TO DISBURSING OFFICER OR NAVY REGIONAL FINANCE CENTER

a. Documents Required. The original and three copies of the dealer's bill with a signed copy of the inspection report will be forwarded to the appropriate disbursing officer or Navy regional finance center designated in the contract or order for preparation of the public voucher and payments. However, when three copies of the dealer's bill cannot be obtained, the original and copies available will be forwarded. This exception to the general rule will not be construed by the receiving activity as authority to dispense with forwarding the required original and three copies of the dealer's bill. Dealers' invoices covering advance subscription charges as described in subpar. 4 do not require an accompanying inspection report or certification of receipt

and acceptance. When purchase of goods or services is made by purchase order including orders against indefinite delivery type contracts and Federal Supply Service contracts (except as noted in this subparagraph), a copy of the applicable purchase document will be forwarded to the disbursing officer or the Navy regional finance center each time a dealer's bill is forwarded for payment against such order. Orders need not be submitted with second and subsequent billings for periodically recurring rental and maintenance charges on machines and equipment procured under a Federal Supply Service contract. In lieu of the copy of the order, the bills will be accompanied with a complete citation of accounting data and a notation that the order was forwarded with a prior bill. Purchase orders are not required to be forwarded to the paying office when the purchase document was issued by a Naval Supply Systems Command inventory control point. If purchase was by contract or by purchase order issued by a Naval Supply Systems Command inventory control point, the paying office will have received the disbursing copy of the purchase document direct from the purchasing activity.

b. Information to be Shown on Dealer's Bill

(1) Failure to Take Cash Discount. When the dealer's bill is subject to cash discount and the dealer's bill is not forwarded to reach the disbursing officer or the Navy regional finance center prior to the expiration of the discount period because of the fault of the dealer, an explanation for the failure to forward the dealer's bill within the discount period will be made on a copy of the dealer's bill or the inspection report, depending on

which document is utilized for certification of the receipt of the material.

(2) Certificate in Lieu of Inspection Report and Purchase Document. When a signed copy of the inspection report is not forwarded with the dealer's bill and when the purchase was made without a written purchase document, the following certificate of inspection and acceptance will be placed on a copy of the dealer's bill. This certificate will be signed by a person authorized by the local command to certify the receipt of supplies and services:

1. Received, inspected, and accepted at (activity) \_\_\_\_\_ on \_\_\_\_\_ (date) \_\_\_\_\_
2. Dealer's bill received on \_\_\_\_\_ (date) \_\_\_\_\_
3. Dealer's bill forwarded to disbursing officer or Navy regional finance center on \_\_\_\_\_ (date) \_\_\_\_\_
4. Inspection report number, if applicable \_\_\_\_\_
5. Type of purchase:
  - Summary billing under blanket purchase agreement number \_\_\_\_\_
  - Oral order under contract number \_\_\_\_\_
  - Imprest fund purchase erroneously not sent c.o.d.
6. Prices billed are as agreed upon— \_\_\_\_\_ (not required for oral orders under fixed price contracts)
7. Charge to:
  - Appropriation and subhead \_\_\_\_\_
  - Object class (if required, refer to NAVCOMPT Manual, par. 026004) \_\_\_\_\_
  - Functional account \_\_\_\_\_
  - Unit identification code of chargeable activity (when required by Navy Comptroller Manual, Volume 2, Chapter 4, or par. 046027-6)\_\_\_\_\_

Unit identification code of activity accounting for allotment or subauthorization \_\_\_\_\_  
 Bureau control number (includes allotment and subauthorization numbers) \_\_\_\_\_  
 Use Summary of Accounting Data (NavCompt Form 2035) when multiple set of accounting data are involved.

When a copy of the purchase document is forwarded in accordance with subpar. a or has been furnished the paying office in accordance with DAR 20-401(d), but no inspection report copy is forwarded, this certificate will show only the information required by items 1-4. When a signed copy of the inspection report is forwarded with the dealer's bill, but no purchase document is forwarded, the certificate will show only the information required by items 5, 6, and 7. Dealers' bills received against oral orders or written informal requests other than as authorized in Field Purchasing, pars. 3003, 5028-3, and 5125-1, or DAR 5-107 will be referred to the applicable purchasing activity for issuance of a purchase document or for processing in accordance with Field Purchasing, par. 6110, as appropriate.

(3) Billings Under Blanket Purchase Agreements. Except when multiple accounting data are chargeable, the certificate required in subpar. (2) for bills under oral orders also will be furnished for dealers' bills under blanket purchase agreements. A copy of the blanket purchase agreement need not be submitted with dealers' bills for payment. When multiple accounting data are chargeable, a Summary of Accounting Data (NavCompt Form 2035) will be prepared and forwarded in an original and one copy with an additional copy for each stores account, bureau control number, project order, and subauthorization chargeable. In addition, sufficient copies will be prepared for abstract purposes and special distribution as prescribed in the Navy Comptroller Manual, par. 046652-2 and 4. The NavCompt Form 2035 will be prepared showing the amount due the vendor less any discount earned. Discounts will be assumed to be earned if the invoice and supporting documents are mailed to the disbursing office by the receiving activity prior, to the expiration of the discount period. To avoid numerous computations, the entire amount of the discount applicable to the charges

shown on the NavCompt Form 2035 covering a dealer's bill or bills to be processed for payment may be applied to the line under "Accounting classification data" to which the largest gross charge is applicable or to a selected one if two or more are equal and larger than the others. However, when a particular allotment is due credit for discount of \$100 or more on a single NavCompt Form 2035, the credit will be applied. If the "Reference and detail" section is used, total discounts maybe applied to a single line item selected as indicated herein.

7. FORWARDING OF DOCUMENTS TO A DEFENSE CONTRACT ADMINISTRATION SERVICES REGION. When a Defense Contract Administration Services region is cited in the contract or order as the paying activity and acceptance of the material is at destination, five copies of the Materiel Inspection and Receiving Report (DD Form 250), one of which must be certified as to receipt and acceptance, will be forwarded to a Defense Contract Administration Services region within two working days after acceptance of the supplies.

8. PAYABLE BY A NAVY INDUSTRIAL FUND ACTIVITY. Procurement documents for material and services chargeable to the Navy Industrial Fund for which payments will be made by the disbursing officer of the Navy Industrial Fund activity will contain instructions to the supplier for submission of invoices directly to the disbursing officer of the Navy Industrial Fund activity. When payment will be made by the disbursing officer from the Navy Industrial Fund and the dealers' invoices are forwarded direct to the disbursing officer, one of the four copies of the dealer's invoice may be routed to the receipt control branch to provide shipping data and stop followup action. Upon receipt and inspection of the material, this copy will be returned to the disbursing officer with a signed copy of the inspection report. The receipt control branch will forward accomplished inspection reports for such material and services promptly to the comptroller department of the Navy Industrial Fund activity. The disbursing officer of the Navy Industrial Fund activity is responsible for verifying dealers' bills chargeable to the project cash account of the activity against related procurement documents and inspection reports and for payment of such bills.

### 23110 PREPARATION OF PUBLIC VOUCHERS

Within the United States except Alaska, public vouchers normally will be prepared in the Navy regional finance centers and the disbursing offices of Navy Industrial Fund activities. Instructions relative to the preparation of public vouchers are contained in the Navy Comptroller Manual, Volume 4, Chapter 6.

### 23111 PAYMENT FOR PARTIAL DELIVERIES

1. **ACCEPTANCE OF PORTION OF SHIPMENT.** When a portion of material shipped by a contractor is received and accepted and the remaining portion is short, damaged, or rejected, the receiving activity will insure that a completed Materiel Inspection and Receiving Report (DD Form 250) indicating quantities accepted, with the contractor's bill, is forwarded promptly to the designated payment office. Procedures in pars. 23063 and 23103, as applicable; will be employed to obtain satisfactory settlement of discrepancies resulting from damaged, short, or rejected shipments.

2. **ACCEPTANCE OF MATERIAL PREVIOUSLY REPORTED SHORT OR REJECTED.** When a dealer's bill has been forwarded for partial payment with some items reported short or rejected, and it is later determined that payment is due on some or all of the items previously deducted, a copy of the Order for Supplies or Services/Request for Quotations (DD Form 1155), or a copy of the DD Form 250 in the case of bilateral contracts, will be forwarded to the disbursing office with the following notation, signed by a person authorized to certify the receipt of supplies and services:

" \_\_\_\_\_ of item \_\_\_\_\_ previously disallowed on INV. \_\_\_\_\_ forwarded on \_\_\_\_\_ now received and accepted. Payment is in order. "

### 23112 RECEIPTS FROM DEFENSE PERSONNEL SUPPORT CENTER CONTRACTS

When medical and dental material received under Defense Personnel Support Center contracts is for-

warded f.o.b. destination, and acceptance and payment of the contractor's invoice is by the receiving activity, the receipt control branch will forward two copies of the completed Materiel Inspection and Receiving Report (DD Form 250) to the contracting officer, Defense Personnel Support Center. Additional copies of DD Form 250 will not be furnished to the receiving activities by inspectors of naval material specifically for this purpose. In lieu thereof, DD Form 250 will be reproduced by the receipt control branch and forward to the Defense Personnel Support Center upon completion of the receiving process or as soon thereafter as practicable.

### 23113 AERONAUTICAL TECHNICAL DIRECTIVE CHANGE KITS

1. **SHIPMENT.** All parts comprising any aeronautical technical directive change kit of material will be included in one package except when a number of kits are shipped together. Any number of change kits may be shipped in the box but each box will include complete change kits of all material necessary to effect the specific change involved. Each aeronautical technical directive change kit of material will be individually wrapped, packaged, or -wired together.

2. **TAGGING.** Material or parts shipped by contractors or naval air rework facilities will be tagged to show the following information:

Model \_\_\_\_\_ airplane  
Bureau aircraft, armament, or fire  
control service change number \_\_\_\_\_  
Contractor's master change record  
number(s) \_\_\_\_\_  
Contract number \_\_\_\_\_  
Kit identification number \_\_\_\_\_

3. **ACCOUNTABILITY.** The accountable officer of the receiving activity, upon receipt of aeronautical technical directive change kits from a contractor or a naval air rework facility, will take the change kits upon stock record cards under the Appropriation Purchases Account, functional account 52000. The change kits will be identified under kit identification number and at the purchase price listed on the Materiel Inspection and Receiving Report (DD Form 250). All aeronautical technical directive change kit identification numbers will be prefixed with cognizance symbol 6V.

## Section VIII: RECEIPT OF MATERIAL FROM OTHER NAVAL ACTIVITIES

### Subsection 1: RECEIPT CONTROL BRANCH AND RECEIVING SECTION ADJACENT

#### 23117 ASSEMBLY AND DISTRIBUTION OF DOCUMENTS PRIOR TO RECEIPT OF MATERIAL

1. FORMS USED. The following forms will be forwarded to the receipt control branch:

1. when the shipment request is originated by the requisition and order section of the receiving activity, one copy of the Requisition (DD Form 1348);
2. when the shipment order is originated by a bureau, command, office, or Naval Supply Systems Command inventory control point, one copy of the shipment order via the stock control branch;
3. two copies of the Invoice/Shipping Document (DD Form 1149) from the shipping activity;
4. U.S. Government Bills of Lading (Standard Forms 1103 and 1103a);
5. the blue copy of the Single Line Item Requisition System Document (DD Form 1348).

2. RECEIPT CONTROL BRANCH. Upon receipt of the documents in subpar. 1, the receipt control branch will take the following action:

1. One copy of DD Form 1348 will be filed in the open order file by shipment request or order number.
2. Standard Form 1103 will be filed in the government bill of lading file.
3. Standard Form 1103a and two copies of DD Form 1149 will be forwarded to the receiving section for the preparation of the rail car ledger record and for notations of the storage location on these documents.
4. Upon return of Standard Form 1103a and two copies of DD Form 1149, they will be filed in the open order file with the related shipment request or order, unless two or more procurements are involved.
5. The blue copy of the DD Form 1348 will be filed in the open order file by document number.

When material applicable to two or more procurements has been consolidated on the same bill of lading, the Standard Form 1103, DD Form 1149,

and Standard Form 1103a may be filed in the bill of lading file awaiting receipt of the material. When the invoices are retained in the bill of lading file, proper notation will be made opposite the applicable item on the file copies of the procurement documents in the open order file for reference and to prevent unnecessary followup.

#### 23118 PROCESSING DOCUMENTS AFTER RECEIPT OF MATERIAL

1. RECEIPT OF MATERIAL. Upon receipt of material, the receiving section will remove the outside packing copy of the Invoice/Shipping Document (DD Form 1149) or the red and yellow copies of the Requisition/Issue Document (DD Form 1348) and present the copy of the naval material section with a request for U.S. Government Bill of Lading—Memorandum Copy (Standard Form 1103a). When the disposition of the material can be determined by the receiving section through reference to the order number appearing on the DD Form 1348 or the suffix to the document number, the material will be delivered to the cognizant storage area with the yellow copy without reference to the receipt control branch. The red copy will be signed as to the date the material is received and forwarded to the naval material section. If the outside packing copy of the DD Form 1149 is not attached to the material, the receiving section will furnish to the naval material section the shipment request or order number stenciled on the containers. Also, if the shipment request or order number stenciled on the containers is not sufficiently legible for identification, it will be the responsibility of the receiver to mark the material with the shipment request or order numbers as shown on the outside packing copy of DD Form 1149 to prevent loss of identification of the material between the unloading and material inspection operation.

2. ALTERNATE RECEIPT PROCEDURE. Activities using the mechanized field stock recording procedures may process material receipts without removing the outside packing copy of the invoice. When the packing copy is not removed, the two advance consignee copies of the invoice will be utilized to effect distribution of material and for

posting to the stock records. Appropriate annotations will be recorded on the open order file copy of the procurement document.

### 3. PROCESSING RECEIPT DOCUMENTS.

Upon presentation by the receiving section of the receipt invoice, the naval material section will take the following action:

1. match the outside packing copy of the DD Form 1149 with the two file copies;
2. include the stores section location on the outside packing copy and return the outside packing copy with the memorandum bill of lading to the receiving section;
3. forward the two file copies of DD Form 1149 to the stock control branch (see par. 24130);
4. at activities utilizing the mechanized stock control procedures, one copy of the receipt document will be forwarded to the financial editing section in lieu of forwarding two copies to the stock control branch (see par. 24150);
5. when the packing copy of the DD Form 1149 indicates all the items listed on a requisition have been received or when it is the final shipment, the documents will be transferred from the open order file to the closed order file;
6. match the red and yellow copies of the DD Form 1348 with the blue copy in the open order file; annotate the blue copy with the bill of lading number and forward the red copy to the stock control branch for posting; annotate stores section location on the yellow copy and return to the receiving section; when only the red copy is received, it will be matched against the blue copy and processed as indicated herein; at manual activities, the blue copy will be removed from the file and forwarded with the red copy to the stock control branch.

### 4. CHECKING MATERIAL SHIPMENTS.

Upon receipt of Standard Form 1103a and the outside packing copy of DD Form 1149 or the yellow copy of DD Form 1348, the receiving section will assign a receiver to check the shipment. The receiving checker will take action as follows:

1. check in shipment as to number of containers received;

2. sign the Standard Form 1103a as to the date material is received and checked in: (If loss, damage, overage, or other discrepancy exists, action will be taken in accordance with par. 23103.);
3. sign the outside packing copy of DD Form 1149 or the yellow copy of DD Form 1348 as to date material is received and checked in and enter any exceptions;
4. forward shipment with the outside packing copy of DD Form 1149 or the yellow copy of DD Form 1348 to the storage location indicated thereon;
5. forward the signed Standard Form 1130a to the naval material section.

**5. ACCOMPLISHING GOVERNMENT BILL OF LADING.** Upon return of Standard Form 1103a, the naval material section will accomplish the Standard Form 1103. The memorandum bill of lading will be marked to indicate that Standard Form 1103 has been accomplished, and Standard Form 1103a will be filed by the last two digits of the bill of lading number in the closed government bill of lading file.

**6. RECEIPT OF MATERIAL FOR STORAGE.** Upon receipt of material at the designated storage location with a copy of DD Form 1149 or the yellow copy of DD Form 1348, the storage branch will verify the count of items. If exceptions are discovered, the receipt invoice will be noted. Upon completion of verification, the storekeeper will sign the receipt invoice and forward it to financial inventory control section for processing in accordance with par. 24130.

### 7. RECEIPT OF SIGNED STORAGE COPY.

Upon receipt of the signed storage copy of DD Form 1149 or the yellow copy of DD Form 1348 from the financial inventory control section, the naval material section will file the document in the completed order file or in a separate file in numerical sequence by the last three digits of the invoice number.

**8. RECEIVING DOCUMENTS RECEIVED WITH MATERIAL.** If Standard Forms 1103 and 1103a and the consignee's copies of DD Form 1149 or DD Form 1348 are received with the material, the receiving section will forward Standard Form 1103 and two copies of DD Form 1149 or the

yellow and red copies of DD Form 1348 to the receipt control branch, prior to unloading. The receiving section will retain Standard Form 1103a and the outside packing copy of DD Form 1149 for checking the material.

**23119 RECEIPT FROM ANOTHER SUPPLY OFFICER FOR DELIVERY TO DEPENDENTS AND INDUSTRIAL DEPARTMENTS**

1. **FORMS USED.** When it is determined that material will be ordered from another naval activity for direct shipment to the accountable activity for delivery to an industrial department or a dependent activity, a Requisition (DD Form 1149) or Requisition/Issue Document (DD Form 1348) will be prepared. One copy of DD Form 1149 or the consignee activity copy of the DD Form 1348 (blue), as applicable, and the expenditure copies of the dependent activity DD Form 1348 will be forwarded to the receipt control branch by the procurement branch.

2. **RECEIPT CONTROL BRANCH**

a. **Establishing Open Order File.** The shipment request and the original and three copies of the station requisition will be filed in the open order file by the shipment request number.

b. **Receipt of Consignee Documents.** Upon receipt of two copies of Invoice/Shipping Document (DD Form 1149) or the consignee copies of the DD Form 1348 (red and yellow) and U.S. Government Bills of Lading (Standard Forms 1103-1103a), the station requisition will be removed from the open order file and priced and extended. The station requisition and the invoice will be marked "For direct delivery" and returned to the open order file with the memorandum bill of lading, Standard Form 1103a. Standard Form 1103 will be filed in the government bill of lading file. When material applicable to two or more procurements has been consolidated on the same government bill of lading, the DD Form 1149 or the DD Form 1348 may be filed in the government bill of lading file awaiting receipt of the material. When the invoice are retained in the bill of lading file, proper notation will be noted opposite each item on the file copy of the procurement documents in the open order

file for reference and to prevent unnecessary followup.

3. **RECEIPT OF MATERIAL.** Upon arrival of the material the receiving section will remove the outside packing copy of DD Form 1149 or the consignee of the DD Form 1348 (red and yellow) and present it to the naval material section with a request for Standard Form 1103a or the copies of the dependent activity DD Form 1348, as applicable.

4. **PROCESSING RECEIPT DOCUMENTS.** Upon presentation by the receiving section of the receipt invoice, the naval material section will take the following action:

1. match the outside packing copy of the DD Form 1149 with the two file copies;
2. return the outside packing copy of DD Form 1149, Standard Form 1103a, and three copies of DD Form 1348 to the receiving section;
3. forward one copy of DD Form 1149 and the original of DD Form 1348 direct to the financial inventory control section; these forms will not be routed via stock control branch for posting to stock records; a suspense copy of DD Form 1149 will not be retained by financial inventory control section for matching with the storeman's copy since the receiving section receipts for the material for the accountable activity as prescribed in subpar. 5 item 2;
4. when material is received on the DD Form 1348, detach the consignee copy (red) from the shipment, match it with the original of the DD Form 1348, or the dependent activity copy of the DD Form 1348 (yellow), as appropriate, and forward these two copies to the financial inventory control section for processing against the Financial Inventory Ledgers (NAVCOMPT Form 2153).

5. **CHECKING MATERIAL SHIPMENTS.** Upon receipt of Standard Form 1103a, DD Form 1149, or the (yellow) consignee copy of the DD Form 1348 or the dependent activity copy of the (green), the receiving section will assign a receiver to check and receipt for the shipment on standard form 1103a and DD Form 1149 or the consignee



copy of DD Form 1348 (yellow). Distribution of forms will be as follows:

1. Standard Form 1103a will be forwarded to the naval material section to be used as the source document for accomplishing Standard Form 1103.
  2. The receipted copy of DD Form 1149 will be forwarded to the naval material section for filing in the open order file; the open order file will be closed when all items due on the requisition have been received.
  3. Three copies of DD Form 1348 will be forwarded with the material to the delivery section.
  4. The delivery section will retain one copy of the DD Form 1348 in suspense and make delivery of the material to the consignee.
  5. One copy of DD Form 1348 will be delivered to the consignee.
  6. One copy designed as the proof of delivery copy of DD Form 1348 will be receipted by the consignee.
  7. The proof of delivery copy of DD Form 1348 will be matched with the suspense copy in the delivery section file, and the suspense copy will be destroyed.
  8. The proof delivery copy of DD Form 1348 will be forwarded to the receipt control branch for filing in numerical sequence in the proof of delivery file or to the issue control branch for filing in numerical sequence in the closed section of the issue control requisition files.
6. PROCESSING DD FORM 1348. When receipt of material is by DD Form 1348, the consignee copy of the DD Form 1348 (yellow) received with the material will be forwarded with the dependent activity copy of the DD Form 1348 as appropriate. The consignee copy (yellow) will be utilized to obtain proof of delivery to the dependent activity. The dependent activity copy of the DD Form 1348 (green) will be used to close the depend-

ent activity file of the transaction. If the DD Form 1348 is the source document originated by the dependent activity, distribution will be as described in subpar. 5 items 1-8.

#### 23120 PROCEDURES AT ACCOUNTABLE ACTIVITIES WHEN MATERIAL IS SHIPPED DIRECT TO A NONAC-COUNTING ACTIVITY

When an accountable activity is unable to issue material as requested on Requisition and Invoice/Shipping Document (DD Form 1149) or the DOD Single Line Item Requisition System Document (DD Form 1348) submitted by a dependent activity, the material may be ordered from another supply officer for shipment by the supplying activity direct to the dependent activity. Procedures at the accountable activity for processing documents covering such transactions are prescribed in MILSTRIP/MILSTRAP.

#### 23121 DOCUMENT DISTRIBUTION AT DEPENDENT ACTIVITY

1. DOCUMENT DISTRIBUTION. When a dependent of an accountable activity receives material direct from another from another naval activity as a result of action by the accountable activity, signed copies of receipt documents will be forwarded to the accountable activity. When material is received as prescribed herein, and a Requisition and Invoice Shipping Document (DD Form 1149) or DOD Single Line Item Requisition System Document (DD Form 1348) was not forwarded to the accountable to receipt of material, DD Form Requisition and Invoice Shipping Document (DD Form 1149) or the DOD Single Line Item Requisition System Document (DD Form 1348) will be prepared and forwarded with the receipted copy of the invoice.
2. FOLLOWUP. Followup action necessary to obtain delivery of the material will be the responsibility of the dependent activity.

**Subsection 2: RECEIPT CONTROL BRANCH AND RECEIVING SECTION  
NOT ADJACENT**

## 23127 DOCUMENT DISTRIBUTION

1. **RECEIPT CONTROL BRANCH.** Upon receipt of U.S. Government Bills of Lading (Standard Forms 1103 and 1103a) and copies of the Invoice/Shipping Document (DD Form 1149), the receipt control branch will take the following action:

1. file Standard Form 1103 in the government bill of lading file,
2. forward Standard Form 1103a and two copies of DD Form 1149 to the receipt control liaison section,
3. insert colored signal tab on the open order file to indicate that DD Form 1149 and Standard Forms 1103 and 1103a have been received.

2. **RECEIPT CONTROL LIAISON SECTION.** Upon receipt of Standard Form 1103a and two copies of DD Form 1149 in the receipt control liaison section, the documents will be forwarded to the receiving section for posting the storage location and preparing the rail car ledger record in accordance with par. 23014-4. The documents then will be filed in the receipt control liaison file awaiting receipt of material.

3. **PROCESSING RECEIPT DOCUMENTS.** When material is delivered, the receiving section will remove the outside packing copy of the DD Form 1149 and present this copy to the receipt control liaison section. The documents then will be processed as follows:

1. The outside packing copy will be matched with the two file copies of the DD Form 1149 and the Standard Form 1103a.
2. The outside packing copy of the DD Form 1149 will be marked with the storage location and will be delivered with the location and will be delivered with the Standard Form 1103a to the receiving section.
3. The two file copies of DD Form 1149 will be marked "Material received" and forwarded to the naval material section upon completion of this distribution.
4. At activities utilizing mechanized stock control procedures, one copy will be an-

notated with the number of line items received and forwarded to the financial editing section and one copy will be forwarded to the naval material section.

5. The receipt control liaison file will be closed.
6. The naval material section will locate the open order file folder, indicate the date material was received, and forward the two copies of the DD Form 1149 to the stock control branch (for mechanized procedures see item 4). (When all items due on the request have been received, the documents will be transferred from the open order file to the closed order file.)

4. **MATERIAL CHECKING.** The receiving section will use the Standard Form 1103a and the storage marked copy of the DD Form 1149 to determine that the number of containers received agrees with the number shown on these documents. Any discrepancies, such as overages, shortages, and damages will be noted on the reverse of Standard Form 1103a and handled in accordance with par. 23103. The storage marked copy of the DD Form 1149 will be attached to the material for movement to the storage branch. The memorandum bill of lading will be forwarded to the naval material section to be used for accomplishment of the original bill of lading. If exceptions, such as damages or shortages, are noted on the memorandum bill of lading, the original bill of lading will be returned to the receiving section for accomplishment. The memorandum bil of lading will be filed in the closed government bill of lading file.

5. **ALTERNATE PROCEDURE FOR PROCESSING RECEIPT DOCUMENTS.** Activities using the mechanized field stock recording procedures may process material receipts without removing the outside packing copy of the invoice. When the packing copy is not removed, one of the advance copies of the invoice will be utilized to effect distribution of the material, The other copy will be marked "Material received" and forwarded to the naval material section. After appropriate annotations have been recorded on the open order file copy of the procurement document, the copy will be forwarded for processing in accordance with the instructions in subpar. 3.

### 23128 DOCUMENTS RECEIVED WITH MATERIAL

1. DD FORM 1149. If the U.S. Government Bills of Lading (Standard Forms 1103 and 1103a) and the consignee's copies of the Invoice/Shipping Document (DD Form 1149) are received with the material, the receiving section will forward Standard Form 1103 and two copies of the DD Form 1149 to the receipt control liaison section prior to unloading. The receiving section will retain Standard Form 1103a and remove the outside packing copy of the DD Form 1149 for checking in the material. The receipt control liaison section will obtain disposition instructions, mark two copies of the DD Form 1149 "Material received", and hold these documents pending receipt of the Standard Form 1103a and the packing copy of the invoice from the receiving section. Upon receipt of the Standard Form 1103a with the packing copy, the documents will be processed in accordance with procedures prescribed in pars. 23127-3 and 4.

2. DD FORM 1348. When the Standard Form 1103 and 1103a and the consignee copies of the Requisition/Issue Document DD Form 1348 are received with the material, the receiving section will forward Standard Form 1103 and the consignee copies of DD Form 1348 to the receipt control liaison section. The receipt control liaison section will annotate the storage location on the yellow copy and return it to the receiving section. A copy of the DD Form 1348 will be forwarded to the financial editing section, via the stock control branch. When disposition of the material can be determined by the receiving section, the material will be forwarded to the storage branch. Another copy with the Standard Forms 1103 and 1103a will be delivered to the

receipt control branch via the liaison section. The receipt control branch will take action to complete the open order file and forward the red copy to the financial editing section via the stock control branch.

### 23129 RECEIPT FROM ANOTHER SUPPLY OFFICER FOR DELIVERY TO DEPENDENTS AND INDUSTRIAL DEPARTMENTS

1. BEFORE RECEIPT OF MATERIAL. Before receipt of material, documents will be distributed as prescribed in pars. 23127-1 and 2 except that three copies of the DD Form 1348 or the copy of the dependent activity Requisition/Issue Document (DD Form 1149) (green) will be forwarded to the receipt control liaison section with other receipt documents for file awaiting arrival of material.

2. AFTER RECEIPT OF MATERIAL. After arrival of material, documents will be processed in the receipt control liaison section and the receiving section as prescribed in par. 23127-3 except that three copies of DD Form 1149 or the dependent activity copy of the DD Form 1348 (green) will be routed to the receiving section in addition to the Invoice/Shipping Document (DD Form 1149) or the accountable activity copy of the DD Form 1348 (yellow) and U.S. Government Bill of Lading--Memorandum (Standard Form 1103a).

3. MATERIAL CHECKING AND DELIVERY. Material checking, delivery of material, and distribution of documents by the receiving section and delivery section will be as prescribed in par. 23119-5.

## Section IX: SPECIAL PROCEDURES (RECEIPT OF MATERIAL FROM OTHER NAVAL ACTIVITIES OR OTHER GOVERNMENT DEPARTMENTS)

### 23135 MATERIAL RECEIVED WITHOUT RECEIVING DOCUMENTS AVAILABLE

1. GENERAL. Material received without priced Invoice/Shipping Document (DD Form 1149) in ac-

cordance with par. 25075-3 will be processed in accordance with subpars. 2 and 3.

2. MATERIAL RECEIVED FOR IMMEDIATE ISSUE. Material received without a priced invoice will be issued immediately upon

receipt. The receipt control branch will prepare DD Form 1149 or the Requisition-Issue Document (1348) from the emergency issue document received by transcribing the following data:

1. activity from,
2. activity to,
3. request document number,
4. stores account,
5. stock number,
6. quantity invoiced,
7. unit price,
8. extension and total.

One copy of the invoice will be placed in the open order file and a copy with the applicable expenditure data will be forwarded to the financial inventory control section for processing to the fiscal department. Appropriate controls will be established to preclude duplicate takeup on the records upon receipt of priced copies of an invoice from the issuing activity. As an optional procedure, the receipt control branch may await the priced invoice from the issuing activity in lieu of preparing the invoice. If this optional procedure is followed, a copy of the issue document received from the consignor will be retained in the open order file pending receipt of the priced invoice. Followup will be established to insure prompt receipt of the priced invoice.

3. **MATERIAL RECEIVED FOR STOCK.** If it is desired to move the material to the storage branch immediately, the receipt control branch will prepare the DD Form 1149 or the DD Form 1348 in accordance with subpar. 2. Movement of material to the storage branch and posting to the stock and financial records will be made in accordance with normal receipt procedures. Appropriate controls will be established to preclude duplicate takeup on the records upon receipt of the priced invoice from the issuing activity. As an optional procedure, the receipt control branch may await the priced invoice from the issuing activity in lieu of preparing an invoice. If this optional procedure is followed, a copy of the issue document received from the consignor will be retained in the open order file pending receipt of the priced invoice. Followup will be established to insure prompt receipt of the priced invoice.

## 23136 PARCEL POST, AIR, AND EXPRESS SHIPMENTS

When a shipment is received by parcel post, air, or express, two copies of the Invoice/Shipping Document (DD Form 1149) or Requisition/Issue Document (DD Form 1348) priced and extended, will be removed from the envelope fastened to the outside of the package or inside the shipping container. For narcotics or other special shipments, the consignee will, in all cases, be advised prior to the receipt of material. In such cases, the two copies of DD Form 1149 or DD Form 1348 will be received by airmail in lieu of in the container and when necessary, advance notice by message may be received.

## 23137 RECEIPTS OF FUEL FROM NAVAL ASHORE AND AFLOAT ACTIVITIES

### 1. DETERMINATION OF QUANTITY

a. Checking Upon Receipt. Deliveries of fuel oil by one naval activity to another, either ashore or afloat, will be checked by representatives of both the receiving and the transferring activity. The tanks or compartments from which delivery is made will be gaged both before and after delivery. The agreement reached by the two representatives will be made a matter of record by both parties and must agree with any routine reports submitted. When a receiving activity fails to carry out these instructions, the quantity as determined by the transferring activity will be accepted. When an agreement as to quantity cannot be reached, the instructions in subpars. b through e will be observed.

b. Receipts From Other Shore Activities. The quantity of fuel received from other shore activities will be accepted as determined by the transferring activity.

c. Receipts From Fleet Oilers. The quantity of fuel received from fleet oilers will be accepted as determined by the shore tank gages.

d. Naval Ships Debunkering or Defueling. The quantity of fuel received from naval ships debunkering or defueling will be accepted as determined by the shore tank gages.

e. More Than One Ship Discharging. When two or more ships are discharging simultaneously to shore tanks, receipt for the total amount will be made on the basis of the shore tank gages. The quantity receipted for will be prorated between or among the ships discharging in proportion to the quantities discharged by the ships as indicated by their individual gagings.

#### 4. DETERMINATION OF QUALITY

a. General. The frequency, and size of samples, as well as sampling locations, are established by MIL-HDBK-200. When sampling is required, the procedure will be carried out as specified in Sampling Petroleum and Petroleum Products, ASTM D270. The instructions in subparagraphs c, d, and e will govern receipts from specific types of activities.

b. Dormant Fuel Stocks. Dormant fuel stocks are those that are not used within a given period. All petroleum products are subject, in varying degree, to deterioration during storage. Therefore, dormant bulk fuel stocks will be tested in accordance with tables II, III, and IV of MIL-HDBK-200 to ensure they remain acceptable for intended use. Testing may be done by either military or commercial petroleum laboratories. Bulk fuel stocks found to exceed the deterioration limits of table I of MIL-HDBK-200 will be reported to the Navy Petroleum Office if Navy owned or to the Defense Fuel Supply Center if DLA owned.

c. Receipts From Other Shore Activities. The transferring shore activity will take all measures necessary to assure that the material transferred is suitable for use in all respects. Receipts of contaminated fuel from other shore activities will be accounted for in the same manner as receipts of noncontaminated fuel.

d. Receipts From Fleet Oilers

(1) Sampling. A representative sample will be taken by the receiving activity prior to removing the fuel from the ship's tanks and when possible the fuel will be received into segregated storage. When segregated storage is not available, an analysis will be made to determine the quality and whether or not contamination has occurred. On-test fuel will be transferred to regular storage. When segregated storage is available, the fuel will be transferred to barge tanks or segregated tanks ashore and quarantined until the quarantined fuel can be analyzed to determine fitness for reissue. When it is impossible to obtain a representative sample from the ship's tanks prior to transfer operations, fuel will be transferred to segregated storage, when available, for analysis. When a representative sample cannot be obtained and when contamination has occurred, the receiving activity will contact the Navy Petroleum Office, Cameron Station, Alexandria, Va., for disposal and survey instructions. Small quantities of contaminated fuel, 100 barrels or less, will be handled locally at the discretion of the commanding officer. Bulk fuel in fleet oilers is carried in the Navy Stock Account and receipts of contaminated fuel by the receiving activity will be accounted for in the same manner as receipts for noncontaminated fuel, that is, the quantity of fuel received will be taken up at standard price as a transfer between supply officers.

(2) Contaminated and Off-Specification Fuel. Activities having contaminated or off-specification fuel that does not meet the appropriate use limits, except those fuel terminals designated as a Defense Fuel Supply Point (DFSP), will notify the Navy Petroleum Office of the circumstances for guidance. Disposition instructions will be furnished by the Navy Petroleum Office for Navy Stock Fund fuels. DFSPS with contaminated or off-specifications fuels will follow instructions in DOD 4140.25-M for Defense Logistics Agency owned fuels and notify the Navy Petroleum Office for Navy Stock Fund fuels. The fuel in question will be held at the current standard price pending disposition instructions from cognizant office.

e. Receipts from Navy Ships Debunkering or Defueling

(1) Sampling. For sampling procedures, see subpar. d(1). When fuel is received from ships other than fleet oiler's cargo, it will be received on a memo-

randum no price invoice since it is not carried in a stores account. No credit will be given for contaminated fuel received.

(2) Fuel Meeting Specifications

(a) General. After the receiving activity has determined that fuel is fit for reissue, and storage and handling facilities permit storage and subsequent reissue without the product going off specifications or requiring downgrading, credit will be given for the full amount received at the current standard price on a Requisition and Invoice/Shipping Document (DD Form 1149) charging the Navy Stock Fund and crediting the appropriate end use appropriation as prescribed in subpars. (c) and (d).

(b) Bunker Fuel. Bunker fuel received from ships other than Military Sealift Command ships will be credited to the current appropriation, Operation and Maintenance, Navy, and the applicable subhead, authorization accounting activity, and operating budget as indicated in MILSTRIP/MILSTRAP, Chapter 5, Schedule 19. Such fuel received from Military Sealift Command ships will be credited to the Navy Industrial Fund, subhead .3302, which had previously reimbursed the Navy Stock Fund for the fuel.

(c) Aviation Fuel. Aviation fuel received from ships supporting aircraft will be credited to the appropriation, Operation and Maintenance, Navy, and the applicable subhead, authorization accounting activity, and operating budget as indicated in MILSTRIP/MILSTRAP, Chapter 5, Schedule 19. Such fuel received from ships not supporting aircraft and fuel for shipboard use or use in ship's vehicles ashore will be handled in the same manner except credit will be made to the appropriation, Operation and Maintenance, Navy, appropriate subhead, authorization accounting activity and operating budget current for the ship concerned.

(3) Contaminated Fuel

(a) Diesel Fuel Marine (DFM), NATO Code F-76. For disposal instructions on diesel fuel marine (DFM), NATO Code F 76 fuel, see subpar. d(2).

(b) Navy Special Fuel Oil. For disposal instructions on Navy special fuel oil, see subpar. d(2).

(c) Aviation Fuel. For disposal instructions on aviation fuel, see subpar. d(2).

23138 RETURN OF SHIP'S STORE STOCK,  
SHIP'S CLOTHING STOCK, AND  
COMMISSARY STORE STOCK

Return of ship's store stock, ship's clothing stock, and commissary store stock will be accomplished by other supply officer transfer in cognizance symbol IQ, and another supply officer receipt will be processed in cognizance symbol 1 Q. If the material received is normally carried in other than cognizance symbol 1 Q at the receiving activity, the amount received in cognizance symbol 1 Q will be transferred immediately to the carrying cognizance symbol, using financial inventory report code MA expenditure from cognizance symbol 1 Q and financial inventory report code D7 receipt, in the carrying cognizance symbol.

23139 RECEIPT OF COGNIZANCE SYMBOL I  
MATERIAL FROM PURCHASE

1. INSPECTION AND ACCEPTANCE. Standard procedures pertaining to inspection, processing of Material Inspection and Receiving Reports (DD Forms 250) and purchase documents do not apply. Forms and publications delivered under printing requisitions placed on government owned printing plants are in effect inspected and accepted at origin. Receipts from commercial sources are inspected in accordance with the terms of the contract or purchase order, copies of which are not provided.

2. RECEIPTS FROM PURCHASE AS A RESULT OF CONSOLIDATED STOCK STATUS REPORT SCREENING

a. Notification

(1) Fraction Codes F and C Material Carried in the Navy Stock Account. A priced and extended Requisition and Invoice/Shipping Document (DD Form 1149), reflecting a transfer between supply officers from the Naval Publications and Forms Center, Philadelphia, will be provided each stock point which is to receive material procured centrally by the Naval Publications and Forms Center, Philadelphia. In addition, each stock point also will be provided a DoD Material Receipt Document (DD Form 1486).

(2) Material Not Carried in the Navy Stock Account. The Naval Publications and Forms Center,

Philadelphia, will advise stock points of the consignment of cognizance symbol I material by forwarding three copies of Forms and Publications Expected Receipts (NavSup Forms 1040) for each item. The NavSup Form 1040 will be machine interpreted to indicate the item number and the Naval Publications and Forms Center, Philadelphia, control number "to match the control number shown on DD Form 1486 received, quantity consigned, and the applicable stock point code. The Naval Publications and Forms Center, Philadelphia, control number (F/P) is used to identify material listed on the NavSup Form 1040 with the material actually received. Copies of printing requisitions will not be furnished. The NavSup Form 1040 will not be used to establish dues. Dues will be established from DD Forms 1486 received from the Naval Publications and Forms Center, Philadelphia.

b. Assembly of Documents Prior to Receipt. Open order files for the priced, and extended DD Form 1149 or for the three copies of the NavSup Form 1040 will be established in the receipt control branch for each expected receipt control number or ordering number of the item. Standard procedures for the filing and processing of bills of lading apply to cognizance symbol I material.

c. Receipt of Material

(1) Fraction Codes F and C Material Carried in the Navy Stock Account. At the time of receipt of material, five copies of the DD Form 1149, furnished by the Naval Publications and Forms Center, Philadelphia, will be used for receipt purposes and the original and three copies will be forwarded immediately to the Naval Publications and Forms Center, Philadelphia, marked for the attention of the stock finance branch. Stock points receiving material for which a DD Form 1149 is not held will prepare a DD Form 1149 for the quantities received in accordance with subpar.a(1).

(2) Material not Carried in the Navy Stock Account

(a) When NavSup Form 1040 is on Hand. Upon receipt of the material, the three copies of NavSup Form 1040 will be removed from the open order file and the date of receipt inserted thereon. One copy will be forwarded to the receiving section for delivery with the material to storage, one copy will be forwarded to the stock control branch for updating the stock records, and

the remaining copy will be filed in the receipt control branch. The stock control branch will forward one signed copy to the Forms and Publications Supply Office. If discrepancies exist because of shortage or damage in shipment, the U. S. Government Bill of Lading (standard Forms 1103 and 1103a) will be annotated with all the pertinent facts. Discrepancies involving claims against carriers will be processed in accordance with pars. 23103 and 23104.

**(b) When S. and A. Form 1040 is not on Hand.** When material is received from procurement which is positively identified as a cognizance symbol I item and the S. and A. Form 1040 is not on hand, three S. and A. Forms 1040 will be prepared upon receipt of the shipping papers. The following information always will appear on the manually prepared cards:

1. identification of the item by order number and title, the long title will be omitted when reporting classified items;
2. the Forms and Publication Supply Office control number, if applicable
3. unit of issue;
4. quantity received;
5. name of the receiving stock point.

Each of the three copies will be processed in accordance with subpar.(a). Receipts from transfer from other stock points will not be reported on the S. and A. Form 1040. If printed matter is received which cannot be identified in the Navy Stock List of Publications and- Forms, Cognizance Symbol I, change bulletins and supplements thereto, or by change notice cards received from the Forms and Publications Supply Office, stock points will forward two samples of the item received under a letter of transmittal. The letter of transmittal will include the following:

1. prefix
2. prefix number,
3. title of the item,
4. quantity received,
5. source from which the item was received.

**(c) Action by Storage Branch.** Upon receipt of the material and the copy of the S. and A. Form 1040, the storage branch will take action as follows:

1. identify the item and check for quantity,
2. accomplish and sign the copy of the S. and A. Form 1040,
3. forward the copy of S. and A. Form 1040 to stock control branch (see subpar. (a)).

**3. REPLENISHMENT OF S. AND A. FORM 1040.** when replenishment of S. and A. Form

1040 is required, only the name of the stock point will be entered on a blank S. and A. Form 1040 and mailed to the Forms and Publications Supply Office. Upon receipt of the S. and A. Form 1040, the Forms and Publications Supply Office will automatically forward 2,000 cards to the stock point. In establishing a reorder point for these card forms, stock points will allow 30 days for order and shipping time.

#### 4. RECEIPTS FROM LOCAL PROCUREMENT

**a. Fraction Codes A and L Forms and Fraction Code L Publications.** Locally procured fraction codes A and L forms and fraction code L publications will be received into store from the Navy publication and printing service, office on a priced copy of the order. At the time of receipt, two priced copies of the printing order will be forwarded to the financial inventory control unit for processing as a receipt document. Purchase variance adjustments will be accomplished, as required, to bring the cost of fraction code A forms received into agreement with the standard price established by the Forms and Publications Supply Office. Bills will be rendered by the Navy publications and printing service office direct to the stock point which placed the order.

##### b. Fraction Code A Publications

**(1) Navy Publications and Printing Service Offices.** Upon completion of printing, the Navy publications and printing service office will forward the material to the requesting stock point. However, the cost of printing will be charged monthly to the Forms and Publications Supply Office on a Voucher for Transfers Between Appropriations and/or Funds (Standard Form 1080) which will reflect the accounting data cited herein. An advance copy of each Standard Form 1080 reporting charges against open allotment 6282 1/ 15001 will be forwarded to the Forms and Publications Supply Office upon preparation. This copy of the Standard Form 1080 will be supported with a list of items printed with the quantity and charges for each, or with a priced copy of each printing requisition covered by the Standard Form 1080.

**(2) Stock Points.** Fraction code A publications produced by Navy publications and printing service offices in accordance with the procedures herein will be received into store by stock points without financial accountability and will not be maintained in a stores account.

See Illustration 12



## → 23140

## 23141 RECEIPTS OF ECCLESIASTICAL MATERIAL

1. STANDARD STOCK The supply officer of the receiving activity will receive and check ecclesiastical material in accordance with the procedures in par. 23119 or 23120, as appropriate.

2. NONSTANDARD STOCK. The receiving activity will be responsible for certifying dealers' invoices for nonstandard stock and processing documents in accordance with par. 23109.

## 23142 RECEIPT OF MATERIAL FROM YARD MANUFACTURE OTHER THAN INDUSTRIAL-COMMERCIAL

1. ONE DELIVERY UNDER ONE JOB ORDER. Manufactured material will be covered by a Memorandum Invoice Into Store (NavSup Form 158) prepared by the shop completing and delivering the finished material. The shop storeman will fill in all required data except in the unit prices and extensions and will forward the invoice with the material to the supply officer. The supply officer will furnish to the shop a receipted copy of the invoice. The NavSup Form 158 will be forwarded by the supply officer to the fiscal officer who will insert the unit price and extensions on the form. The unit price will be determined by the actual cost of the job, including labor, material, and, when applicable, overhead. The fiscal officer will make appropriate entries in the records of the job order to show the quantity and actual cost of the manufactured material. The fiscal officer will forward a copy of the invoice to the supply department for entry on the stock records and Financial Inventory Ledger (Nav-Compt Form 2153) in the usual manner. The appropriate cognizance symbol will be as-

signed to the manufactured material in accordance with par. 21147. The supply department will adjust the unit price of the manufactured material to the standard price, or the local carrying price for the particular item. The memorandum invoice will be returned to the fiscal officer in the regular daily transmittal of documents.

2. SEVERAL DELIVERIES UNDER ONE JOB ORDER. When several deliveries are required under one job order, each delivery will be covered by a memorandum invoice, into store, prepared by the shop completing and making the partial delivery. The shop storeman will fill in all required data except the unit prices and extensions and will forward the invoice with the material to the supply officer. The memorandum invoice will be plainly stamped or otherwise marked to indicate a partial delivery under the specific job order. The supply officer will furnish to the shop a receipted copy of the memorandum invoice. The memorandum invoice will be forwarded by the supply officer to the fiscal officer for pricing. The fiscal officer will enter the standard price or an estimated price taken from the job order concerned on the memorandum invoice. The fiscal officer will make appropriate entries in the records of the job order to show the quantity and total value of each delivery into stores. The fiscal officer will forward a copy of the priced invoice to the supply department for entry on the stock records and class ledger in the regular manner. The memorandum invoice will be returned to the fiscal officer in the regular daily transmittal of documents. When the final delivery is made under the specific job order, the fiscal officer will insert the unit price and extensions on the memorandum invoice. The unit price will be based on the amount of the difference between the total value of previous deliveries at the standard or estimated price and the total cost of the

completed job. The fiscal officer will forward a copy of the invoice to the supply department for entry on the stock records and class ledgers in the usual manner. The appropriate cognizance symbol will be assigned to the manufactured material in accordance with descriptions outlined in par. 21147. The supply department will adjust the unit price of the final delivery to the standard price or the local carrying price for the particular item.

**3. DELIVERIES OF MATERIAL MANUFACTURED FOR EMERGENCY DIRECT TURN-OVER TO ANOTHER ACTIVITY PRIOR TO ACCUMULATION OF ACTUAL COSTS.** When material is manufactured for emergency direct turn-over to another activity prior to the accumulation of actual costs, the standard price will be used as the price to invoice the customer activity. If there is no standard price for the items involved, the estimated cost developed by the planners and estimators will be used. The delivery will be covered by a memorandum invoice into store prepared by the manufacturing shop and priced by the fiscal officer. The standard price or the estimated price will be used. The entry will be made on the job order record to reflect the quantity and money value of the delivery into store. Upon accumulation of the actual cost, the fiscal officer will prepare an additional memorandum invoice into store reflecting the difference between the previously invoiced amount and the total actual cost of the completed job. This additional invoice will be offset by a gain or loss by price adjustment invoice prepared by the supply officer.

#### 4. ADJUSTMENT INVOICE

a. Preparation. At the end of each month the fiscal officer will prepare an adjustment memorandum invoice into store. One adjustment invoice will be prepared for all classes under each cognizance symbol of material invoiced in to store from manufacture during the month as follows:

1. manufacturing to Navy Stock Account, in accordance with subpar. b;
2. manufacturing for other than Navy Stock Account, in accordance with subpar. c.

The fiscal officer will forward a copy of the invoice to the supply department for entry on the appropriate NAVCOMPT Form 2153. The value of

the material as shown on NAVSUP Form 158 will be entered as a credit under "With charge to appropriations (caption code 1)" and as a debit under "Without charge to appropriations (caption code 4)". The memorandum invoice will be returned to the fiscal officer in the regular daily transmittal of documents.

b. Manufacturing for Navy Stock Account. All material costs applied, based on cost records maintained in the fiscal department, will be shown on each invoice prepared. Each adjustment invoice will show material costs applied to each class of material invoiced in to store.

c. Manufacturing for Other Than Navy Stock Account. Material costs other than Navy Stock Account material based on cost records maintained in the fiscal department will be shown on each invoice prepared. Each adjustment invoice will show material costs applied for other than Navy Stock Account material to each class of material invoiced in to store.

#### 23143 RECEIPT OF MATERIAL FOR STOCK OR SERVICES FROM OTHER GOVERNMENT DEPARTMENTS

##### 1. GENERAL SERVICES ADMINISTRATION

a. Material or Services Procured from or through General Services Administration Stores Depots. When material is procured from General Services Administration stores depots, the General Services Administration regional office will bill the receiving activity by means of a Statement, Voucher, and Schedule of Withdrawals and Credits (GSA Form 789) which will be supported by two copies of the invoice (GSA Form 547). Such billings received from the General Services Administration are not required to be certified by that agency. Material will be accepted in accordance with par. 23041. For items which are either out of stock or for large quantities, the General Services Administration may place an order for direct shipment from the contractor to the consignee. In such cases, the General Services Administration may require an acknowledgement from the consignee that the supplies have been received and accepted in order to support payment by the General Services

Administration to the vendor. To accomplish this, the General Services Administration will forward to the consignee two copies of the procurement document GSA Stores direct Delivery Order (GSA Form 1430), one copy of which will be designated as "Receiving report copy". The receiving report copy will be completed by the receiving activity for either complete or partial shipments and will be returned to the General Services Administration office indicated. If the receiving report copy is completed for partial shipment, receipt of related subsequent shipment will be reported to the General Services Administration immediately. Subsequently, the General Services Administration will forward its billing by means of a GSA Form 789 supported by two copies of GSA Form 1430 (invoice and invoice copy) to the receiving activity for processing. Charges for other types of material and services i.e., motor pool services, space rental, or communications will be billed periodically either by means of GSA Form 789 supported by copies of the appropriate invoice or service ticket or by the appropriate invoice or service ticket.

b. Disposition of Billings. The receiving activity will forward promptly the complete billing (the original and all copies of the GSA Form 789 and two copies of each supporting GSA Form 547) with a signed copy of the Materiel Inspection and Receiving Report (DD Form 250), when available, or forward the complete billing to the appropriate disbursing office for payment on a constructive delivery basis even though the supplies or services have not been reported as received and accepted. Certification of receipt, including citation of the accounting data chargeable, may be made on a copy of the applicable invoice in lieu of a signed copy of the inspection report. The General Services Administration will not defer billings until back ordered items have been shipped but will submit invoices covering partial delivery. If deliveries have not been received or only partially received, the certificate of receipt will contain the following notation:

"Forwarded for payment in accordance with par. 23143."

In such cases, the receiving activity is responsible for insuring that the material or a credit memorandum therefor is received. Invoices not chargeable to the activity billed but erroneously included in the

billing will be detached by the activity billed and returned with an explanation to the General Services Administration regional office which originated the billing. The GSA Form 789 will be annotated to identify the invoices detached and to adjust the total of the billing prior to submission to the paying office. The General Services Administration will not bill the activity until material has been shipped. Certification of delivery to a carrier will be inserted on GSA Form 547 which accompanies the billing for items shipped from stock. When multiple accounting data are chargeable or when bills are consolidated and forwarded for payment by the appropriate Navy regional accounts office, the Summary of Accounting Data (NavCompt Form 2035) will be prepared in accordance with par. 23109-6b.

c. Adjustment Memoranda. Billings which include overcharges will be certified in accordance with subpar. b and forwarded to the paying office promptly so that payment of the entire bill, less invoices detached in accordance with subpar. b, can be accomplished within the current month in which received, but in any event, within the 45 day limit specified by Section 109(b) of the Act of June 30, 1949 (63 Stat. 382) as amended (5 U.S. Code 630g (b)). The receiving activity will notify immediately the General Services Administration regional office and request an adjustment memorandum for the amount of the error. Adjustments to correct overcharges or undercharges of \$5 or less will not be requested. However, this exception is not to be construed to eliminate billings and payments for requisitioned items of \$5 or less. Both debit and credit adjustment memoranda will be furnished in duplicate under cover of a GSA Form 789. Billings containing debit adjustment memoranda will be processed as prescribed in subpar. b. When credit adjustment memoranda are included in the billing and credit is to be given to different accounting data than that charged for the remainder of the billing, a citation of the accounting data for credit also will be furnished to the disbursing office.

d. End Use General Services Administration Shipments to Fleet Units. Fleet unit requisitions for materials procured from the General Services Administration will be submitted through the appropriate shore activity for processing and control purposes. General Services Administration billing statements, GSA Form 789, for fleet unit purchases will be submitted to the appropriate supply activity for processing rather than to fleet units.

e. Paying Office. When a billing on GSA Form 789 covers several invoices billed to the proper activity but for which different paying offices are designated in the related orders, invoices will not be detached for separate payments. The entire billing will be forwarded to the disbursing office serving the receiving activity for payment as provided for the Navy Comptroller Manual, par. 046356-1.

## 2. FEDERAL SUPPLY SERVICE

a. Material and Services Procured by a Navy Activity Under Federal Supply Schedule Contract.

Orders under Federal Supply Schedule contracts are placed by Navy activities for the procurement of supplies and services for direct shipment to a naval activity and as a direct charge to Navy funds. The Navy is responsible for inspection, shipment in the case of f.o.b. origin contract, payment, rejection of defective supplies or services, and termination for default. Orders under Federal Supply Schedules are issued on Order for Supplies or Services/Request for Quotations (DD Form 1155). Unless otherwise specified in the Federal Supply Schedule contract, orders generally will include inspection, delivery, invoice, and payment provisions to the extent not covered in the Federal Supply Schedule

contract. Each order placed under a Federal Supply Schedule contract will reference the Federal Supply Schedule contract number. Procedures described in par. 23035 will be followed when material is inspected at source. When the material constitutes the contractor's standard commercial model and the contract provides for delivery at destination, the order generally will provide for inspection and acceptance at destination. Procedures described in par. 23063 will be followed when material is inspected or accepted at destination.

b. Material Procured by Federal Supply Service. Contracts for materials purchased by the General Services Administration under its national buying program for direct delivery to naval activities will include instructions that the contractor's invoice will be submitted for payment in an original and three copies to the naval activity designated in the order. In addition, the General Services Administration will cite in its contracts Navy accounting data referenced in the purchase requisition. Upon receipt of the contractors' billing, receiving activities will process the bill for payment in accordance with the instructions in par. 23109.

**3. OTHER GOVERNMENT DEPARTMENTS.** Material received from other government departments for which reimbursement will be made will be taken up in the appropriate stores account as a receipt from purchase. For special billing instructions covering into-plane and bulk aviation fuel receipts from the Air Force, see pars. 22417-2b(2) and 23204-4b.

**4. RECEIPTS WITHOUT REIMBURSEMENT**

a. General. All material received for stock from other government departments without reimbursement will be taken up on the stock records in the appropriate stores account as a receipt from other government departments or the Department of Defense, without reimbursement, as appropriate. Two copies of the other government department invoice or shipping documents, properly priced, extended, and totaled, will be forwarded to the fiscal department. If copies of the invoice or shipping document of the other government department are not available, the supply officer will prepare a DOD Single Line Item Release/Receipt Document (DD Form 1348-1), giving all known data relative to the transfer. Such data will include the name of the department from which the material was received, reference to the letter or requisition authorizing the transfer, and the bill of lading number under which the material was re-

ceived. Material will be taken up at the standard price if one is assigned, at the value shown on the other government department invoice, or at an estimated price when the value is not known. Material received for immediate use will be taken up in accordance with par. 23084.

b. Waiver of Reimbursement. Reciprocal agreements have been reached by the Departments of the Navy, Army, and Air Force whereby reimbursements related to cross-servicing will be waived for specific transactions amounting to \$100 or less. In accordance with these agreements, waiver of charges for supplies, material, and equipment furnished will be accomplished "in accordance with instructions promulgated by the issuing military department or agency. When material received by a Navy activity from a component of the Army, Air Force, or Department of Defense is taken up in a stores account as a receipt from purchase and it is later determined that charges there for have been waived, it will be necessary to correct the records. The amount of charges waived will be reported as a credit receipt from purchase and a debit receipt from the Department of Defense without charge to appropriations.

**23144 RECEIPTS OF MATERIAL FROM TENDERS AND REPAIR SHIPS**

Material offloaded at s h o r e activities from tenders and repair ships will be taken up in the Navy Stock Account in the applicable class under "Transfers--other supply officers (financial inventory report caption code F4)".

**23145 TRANSFERS FROM OTHER GOVERNMENT DEPARTMENTS**

**1. GENERAL.** In emergencies, items of clothing may be obtained from other government departments for sale or issue to naval personnel. Items so obtained will be as similar as possible to those of the standard naval uniform. Stations in Alaska and Hawaii and outside the United States will obtain the written approval of the commanding officer or the senior officer present. Activities in the United States except Alaska and Hawaii will request approval, by message if necessary, from the Navy Fleet Material Support Office.

**2. RECEIPT.** The receipt of clothing items from other government departments will be taken up in store as a receipt from purchase. Appropriation adjustments will be accomplished on a Voucher for Transfers Between Appropriations and/or Funds (Standard Form 1080) which, upon completion of the certificate of office billed, will be forwarded to the cognizant Navy regional finance center for payment.

## Section X: CLASSIFIED MATERIAL OTHER THAN CRYPTOGRAPHIC MATERIAL

### 23147 PROCESSING CLASSIFIED MATERIAL

↓ 1. GENERAL. Receiving and transshipping activities will be notified in advance of shipments of classified material moving by means other, than the United States Postal System, Such advance notification will be made in a manner which will insure identification prior to receipt of material. Classified material is defined in, the Department of the Navy Supplement to the DOD Information Security Program Regulation as any matter, document, product or substance on or in which classified information is recorded or embodied. Assigned classification codes will be indicated on advance shipping notices and movement documents. The classification code will be shown in block N when the DOD Single Line Item Release/Receipt Document (DD Form 1348-1) is used.

### 2. HANDLING OF CLASSIFIED MATERIAL

a. Storage. Each receiving activity will designate personnel in the traffic and receipt control branches to handle classified material. All classified receiving documents will be placed in a designated secured place in the receipt control branch area. The material will be located in a specifically designated security storage area in the receiving section pending receipt of disposition instructions from the receipt control branch. Upon receipt of delivery instructions, designated receiving section personnel either will accompany the material to the secured storage area or will insure that the assigned drivers have the required degree of security clearance to handle the material. Material will be stored according to the amount of protection required for each particular item in accordance with the Department of the Navy Supplement to the DOD Information Security Program Regulation, Chapter V, Section 1.

b. Care. The amount and type of care required by any item will depend on its particular value and characteristics (see

Department of the Navy Supplement to the DOD Information Security Program Regulation, Chapter V, Section 2). Copies of receipt documents will be hand carried to the stock control branch for processing. The receipt control branch will advise the shipping activity of any failure to provide advance notification of shipment. Classified documents held in the receipt control branch area will be disposed of in accordance with par. 16152 and the instructions in the Department of the Navy Supplement to the DOD Information Security Program Regulation, Chapter IX.

c. Received in Damaged Condition. When classified material is received with outer cover in a damaged condition or shows evidence of having been repaired, a report of the damage will be submitted to the originator and to the delivery activity, or when loss or compromise to the contents of such pages is involved, the procedures in the Department of the Navy Supplement to the DOD Information Security Program Regulation, Chapter VI will be observed. Action will be taken to determine whether security violations have occurred.

d. Returned to Store. When classified material is returned to store by using departments or fleet units, immediate action will be taken to place the material in a secured storage area commensurate with its security classification. Activities receiving classified material returned to store will report all violations of security regulations to the activity or ship returning the material. Processing instructions for classified cryptographic material in the Navy Supply System are promulgated as a Naval Supply Systems Command instruction.

3. NUCLEAR WEAPONS MATERIAL. Inert classified components of nuclear weapons material will be processed in accordance with subpars. 1 and 2. War reserve bombs, warheads, and those major assemblies covered by the Movement Order (MO) or Movement Transfer Order (MTO) system will be processed in accordance with the applicable special weapons ordnance publications and fleet and type commander instructions.

## Section XI: RECEIPT AND INSPECTION OF COGNIZANCE SYMBOL 9M MATERIAL

### 23148 RECEIPT PROCEDURES

The procedures prescribed in Military Standard Requisitioning and Issue Procedure/Military Standard Transaction Reporting and Accounting Procedures (MILSTRIP/MILSTRAP) pars., 04600-04870 apply to the receipt of food items, with par. 04720 providing instructions for handling receipts of food items that are returned to store. Additional instructions for the receipt and inspection of fresh bakery products and fresh dairy products delivered direct to the enlisted dining facility by vendors are provided in Food Service Management Volume I par. 4001-2b.

### 23149 SUBSISTENCE INSPECTIONS

1. GENERAL. Food items are subject to several types and degrees of inspections not required for most other kinds of material. Processed foods may be procured only if processed *in* sanitarily approved food establishments. Inspection types, responsibilities, and requirements are described in subpars. 2, 3, and 4.

#### 2. INSPECTIONS FOR AND BY NAVY

a. Commercial Food Establishments. The sanitary inspection of food establishments is the responsibility of the military veterinary services. A directory of Sanitarily Approved Food Establishments for Armed Forces Procurement is published annually by the U.S. Army Health Services Command and each major overseas command. The directory is distributed to each military installation having food procurement interests within the continental United States (CONUS) and major overseas commands. Meat, poultry, and dairy establishments operating under the continuous inspection of the United States Department of Agriculture or the state inspection programs approved by the Department of Agriculture listed in various publications as indicated in Veterinary Food Inspection (NAVSUPINST 4355.4), do not require further sanitary inspections, but may be inspected by the military veterinary services under special circumstances. Inspections of food establishments must be performed by technically qualified personnel. Food establishments may be added to the list as provided in NAVSUPINST 4355.4.

#### b. Food Inspections Applicable to Appropriated Fund Activities

(1) Antemortem (Class 1 ) and Postmortem (Class 2) Inspections. Antemortem (Class 1 ) and Postmortem (Class 2) inspections are

performed under federal regulation by the United States Department of Agriculture or by the Veterinary Corps.

(2) Prior to Purchase. (Origin) Inspections (Class 3). Prior to purchase (origin) inspections (Class 3). inspections may be made by or for the contractor under mandatory contractor inspection requirements of the contract by military veterinary personnel, or by technically qualified government personnel, when the quality control program of a contractor is considered inadequate. Verification inspections are made to insure contractor compliance with quality control inspection requirements. The Defense Personnel Support Center is responsible for the accomplishment of Class 3 inspections by technically qualified personnel for all Defense Personnel Support Center procurements.

(3) On Delivery at Purchase (Destination) Inspections (Class 4). On delivery at purchase (destination) (Class 4) inspections are made to determine that all contract terms have been fulfilled and to determine compliance with requirements for sanitation, wholesomeness, and quality. Class 4 is the final inspection prior to transfer of ownership from the contractor to the Government. When receipts and Class 4 inspections are made, the responsibilities are as described in subpar. 3 except that arrangement for destination acceptance inspections the responsibility of the receiving activity.

(4) Any Receipt Except Purchase Inspections (Class 5). Receipts of government owned food after acceptance from contractors, or from other government agencies or facilities (Class 5), are inspected only for identity, count, and condition. Class 5 inspections are performed by receiving activity personnel or available technically qualified personnel.

(5) Prior to Shipment Inspections (Class 6). Prior to shipment inspections (Class 6) are made by activity personnel for identity, count, and to insure that the food is not damaged or deteriorated and is fit for shipment. No shipment will be authorized prior to this inspection. ←

(6) At Issue or Sale Inspections (Class 7). At issue or sale inspections (Class 7) are limited to food items suspected of being unfit for human consumption. Class 7 inspections are made by the activity medical officer or his designated representative.

(7) During Storage Inspections (Class 9). Surveillance inspections of foods in storage

(Class 9) are conducted to insure against deterioration and loss, and are the responsibility of the owning agency or service. Class 9 inspections of Navy owned items, when required, are the responsibility of the supply officer. Suspect items will be inspected by the medical officer, or his designated representatives for fitness for human consumption. When Navy owned stocks are co-mingled with Defense Personnel Support Center controlled stocks, these Navy stocks will be inspected, by necessity, in conjunction with the Class 9 inspection under the cognizance of the Defense Personnel Support Center, in accordance with the Defense Supply Agency Manual 4155.5, Appendix S, which provides detailed instructions for the inspection of Defense Personnel Support Center subsistence in storage. Navy activities will use the Defense Supply Agency Manual 4155.5, Appendix S, for general guidance in Class 9 inspections and quality control of Navy owned subsistence stocks. .

### 3. RECEIPT INSPECTIONS AT NAVY INSTALLATIONS

a. Government Owned. Material received from contractors after being inspected and accepted by the Government and material received from other departments and agencies of the Government will be inspected upon receipt for identity, count, and condition only. These inspections will be performed by military veterinary inspectors when available; if technically qualified personnel are unavailable, receiving activity personnel will perform the required inspections.

b. Inspection at Origin, Acceptance at Destination. When the origin (Class 3) inspection report indicates compliance with all terms of the contract, the destination (Class 4) inspection normally will be limited to identity, count, and condition. These inspections will be performed by military veterinary inspectors when available; if technically qualified personnel are unavailable, receiving activity personnel will perform the required inspections. When the contract specifies quality inspection at destination, and when fraud or gross error are suspected, the Class 4 inspection will be performed by technically qualified personnel for all contract clauses. Recommendation for acceptance or rejection will be reported to the responsible contracting officer by a qualified inspector for disposition.

c. Inspection and Acceptance at Destination

(1) Defense personnel Support Center Procurement. When the Defense Personnel Support Center contracts specify inspection and acceptance at destination, inspection will be for all terms of the contract for which com-

pliance can be determined by examination and testing at destination. These inspections will be performed by technically qualified personnel made available by the servicing regional headquarters, Defense Personnel Support Center, assigned veterinarians, or other technically qualified personnel organic to the command.

(2) Local purchase by Navy Activities. Contracts made locally will provide for quality inspection to be made at origin by or for the contractor. Inspection results/certificate of conformance, or a United States Department of Agriculture inspection report will accompany the shipment. It is the policy of the Navy, not to request or pay for United States Department of Agriculture inspection at origin. Acceptance inspection at destination will be limited to identity, count, condition, and such other visual inspection as may be readily performed without resorting to uneconomical destructive sampling or laboratory testing. This does not preclude more detailed inspection on a random sampling basis. These destination inspections will be performed by receiving activity personnel or by assigned technically qualified personnel.

4. CONTRACT NONCONFORMANCE. Contract nonconformance will be reported in detail by the receiving activity or inspector by telephone, to the contracting officer. The telephone report will be followed by a letter report when required. For stocks procured by the Defense Personnel Support Center, cases of contract nonconformance should be processed through a qualified quality assurance element to the contracting officer. The contracting officer will determine acceptance or rejection. Suspended violations of The Federal Food, Drug, and Cosmetic Act (June 25, 1938) (52 Stat. 1040) (21 U. S. Code 301) will be reported to the contracting officer for forwarding to the Federal Food and Drug Administration.

## 23150 INSPECTION PERSONNEL AND SERVICES

### 1. DEFINITIONS

a. Veterinary Personnel. Veterinary personnel are personnel of the Army and Air Force Veterinary Services (including officers and enlisted personnel).

b. Quality Assurance Representatives. Quality assurance representatives are quality assurance inspectors of the Defense Personnel Support Center.

c. United States Department of Agriculture Inspectors. United States Department of Agriculture inspectors are food and food establishment inspectors of the United States Department of Agriculture.

d. Receiving Personnel (Navy). Receiving personnel (Navy) are Navy receiving officers,



medical officers, and their designated representatives.

e. Technically Qualified Personnel. Technically qualified personnel include all personnel listed in subpars. a-c.

## 2. SOURCES OF INSPECTION SERVICES

a. Defense Personnel Support Center Procurements. The Defense Personnel Support Center is responsible for assuring the accomplishment of required inspection services by technically qualified personnel for Defense Personnel Support Center procurements of subsistence supplies and of subsistence stocks under the inventory control of the Defense Personnel Support Center at Navy activities. Technically qualified personnel located at activities will be utilized for these services.

b. Local Procurements through the Defense Personnel Support Center. When the procurement services of the Defense Personnel Support Center are utilized for local purchases, the provisions of subpar. a apply.

### c. Navy Procurements

(1) General. When a Navy activity procures subsistence material directly from a contractor, the activity is responsible for assuring the accomplishment of procurement inspections. The methods of providing these inspection services are listed in preferential order in subpars. (2)-(5).

(2) Inspection by or for the Contractor. The purchase document will specify inspection by, or for, the contractor for all contract clauses. The contractor will provide an inspection certificate with the material. Acceptance inspection for identity, count, and condition will be performed by receiving activity personnel.

(3) Inspection by the Activity upon Receipt Using Assigned Personnel. The activity will accomplish acceptance inspections upon receipt utilizing technically qualified personnel (i.e., military veterinarians, the United States Department of Agriculture, etc.) assigned or employed on an "as required" basis.

(4) Inspection by the Activity upon Receipt Using Personnel Organic to the Command. The activity will accomplish acceptance inspections upon receipt, utilizing technically qualified personnel organic to the command.

(5) Medical Department Representative Inspections. At enlisted dining facilities aboard ships at shore activities which receive direct deliveries of food items under indefinite delivery contracts or from local pur-

chase for their own consumption, as opposed to procurement for supply support functions, the designated representative of the medical department will perform fitness for human-consumption inspections as specified in Food Service Management Volume I, par. 1030-3.

## 3. ASSIGNMENT OF INSPECTORS

a. Military Veterinary Personnel. When available, military veterinary services (Army and Air Force) will be utilized to perform acceptance inspections of foods procured for the armed services. Activities requiring veterinary subsistence inspection personnel support will submit a "Request for Veterinary Services", prepared in accordance with BUMED Instruction 6401.1\_\_\_ to: Chief, Bureau of Medicine and Surgery (Code 55), via the Navy Food Service Systems Office, for approval and transmittal to the appropriate service (Army or Air Force). When veterinary personnel are made available, an inter service support agreement will be consummated at the local level between the Navy activity and the Army or Air Force activity providing personnel to perform required inspection services.

b. Navy Inspectors. When veterinary personnel are ultimately determined as not available, an activity will utilize part time or full time technically qualified personnel organic to the command as required, with due regard to the degree of inspection training required of such personnel.

c. United States Department of Agriculture Inspectors. When assignment of inspectors is not available from the sources noted in subpars. a and b, full time or part time inspection services may be obtained from the United States Department of Agriculture on a reimbursable basis, using activity operation and maintenance funds.

4. CONTACT POINT FOR NAVY SUBSISTENCE INSPECTION PROBLEMS. The Navy Food Service Systems Office, Washington, D.C. 20374 is the central contact point within the Navy regarding subsistence inspection problems and questions. The Navy Resale System Office will provide specific guidance on inspection requirements for commissary store resale items and nonappropriated Navy exchange food items. The Bureau of Medicine and Surgery is responsible for coordination with the Surgeons General for technical aspects of wholesomeness inspection requirements.

5. RESPONSIBILITY FOR DISSEMINATION OF INFORMATION REGARDING SUSPENDED USE OF HAZARDOUS FOOD ITEMS. The Defense Personnel Support Center is responsible for dissemination of appropriate

information to all military activities regarding suspended use of hazardous food items and disposition instructions for specification food items. For brand name resale items, this responsibility is under cognizance of the Navy Resale Systems Office.

23151

## 23152 USE OF GOVERNMENT

1. **ACCEPTANCE TESTING.** Most, contracts for centrally procured subsistence items require laboratory testing at origin i.e., contractors plant, prior to government acceptance, to assure that components and end items meet military specification requirements. Testing is accomplished by or for the Defense Personnel Support Center and normally is performed prior to receipt at Navy activities. When testing must be accomplished at destination and cannot be performed by destination inspectors, government laboratories will be used to perform the required testing.

2. **SPECIAL TESTING OF STORED SUBSISTENCE.** Samples of stored subsistence, and food items returned to store, will not be submitted routinely for laboratory testing when materials exceed the recommended storage period or are in a deteriorating condition. Suitability for issue normally will be determined by a qualified food inspector. Fitness for human consumption normally will be determined by the medical officer or his representative. Samples will be submitted for laboratory testing when considered necessary or advisable by a qualified food inspector or by the medical officer. Samples will be forwarded to government laboratories with an original and four copies of the Request for and Results of Tests (DD Form 1222). When preparing DD Form 1222, "Special testing" will be inserted in block 8, and "Test for suitability for human consumption" will be inserted in block 16. Additionally, any special tests, analyses, or examinations for suspected conditions that are required will be indicated in block 16.

### 3. GOVERNMENT AGENCIES FROM WHICH TESTING SERVICES ARE AVAILABLE

a. General. The government agencies rendering service in the testing and analysis of food products and the type of service afforded by each agency are described in subpars. b-g.

b. Department of Agriculture. In requesting laboratory testing services from the Department of Agriculture, particular attention will be given to the titles of the

laboratories which are listed by area in subpar. 4. The title is descriptive of the products on which tests can be performed. Requests for services of the Department of Agriculture laboratories will be submitted direct to the appropriate agency.

c. Food and Drug Administration. The laboratories of the Food, and Drug Administration are equipped to perform chemical, organoleptic, and microscopic analyses of foods, drugs, and cosmetics. The objective of these laboratories is to establish the legality of items. The laboratories at Philadelphia, Detroit, Atlanta, New Orleans, Dallas, Kansas City, and San Francisco are equipped to perform routine bacteriological examinations. The other laboratories are not equipped to make bacteriological examinations and none can make pharmacological or highly specialized tests. The examination of products for compliance with standards of quality or grade is limited to determining if the products are substandard to the standards of identity, quality, and fill of container as promulgated by the Federal Food, Drug, and Cosmetic Act of June 45, 1938 (52 Stat. 1040) (21 U.S. Code 301). When violations are suspected, the procurement contracting officer (PCO) or accountable contracting officer (ACO) will be notified by telephone followed by a written report, if required. Samples will be submitted to the Food and Drug Administration only if requested.

d. Army Medical Laboratories. Army medical laboratories are equipped to perform all types of analyses of food products of animal origin. Products of nonanimal origin will be submitted to an Army medical laboratory only when there is positive knowledge that the laboratory can perform all the required tests. Samples will be submitted with a DD Form 1222.

e. Defense Personnel Support Center. The Defense Subsistence Testing Laboratory (DSTL) is equipped to perform all types of tests and analyses on food components and end items required to determine acceptability, wholesomeness, and conformance to contract specifications. The Clothing and Textile Laboratory (C&T) is equipped to perform all testing of packaging, packing, labeling, and marking materials. Samples will be submitted to these laboratories with DD Forms 1222.

f. Navy Environmental and Preventive Medicine Units. Navy environmental and preventive medicine units are equipped to perform nonroutine analyses of food products for evidence of bacteriological contamination. Requests for laboratory testing

service will be made on DD Form 1222 and submitted direct to the officer in charge of the appropriate Navy environmental and preventive medicine unit.

g. Navy Toxicology Unit. The Navy Toxicology Unit is equipped to perform nonroutine analyses of food products for evidence of toxicological and chemical contamination. Requests for laboratory testing service will be made on DD Form 1222 and submitted direct to the Navy Toxicology Unit.

4. LABORATORY SERVICE LOCATIONS. Navy and Army laboratories normally, will

be used for tests of Navy owned food items when they can perform all required tests and are convenient to the requiring activity. The Defense Personnel Support Center may specify the Defense Subsistence Testing Laboratory, Chicago, for certain acceptance testing of items received on Defense Personnel Support Center contracts or in investigation of suspected hazardous subsistence items unless more convenient laboratories can perform all required tests. Capability to perform all required tests will be determined prior to submission of samples. Laboratory tests and analyses may be requested from any of the following government laboratories:

## Laboratory Locations

| Army and<br>area serviced  | Department of Agriculture   |   |   | Navy  | Defense Personnel<br>Support Center   |
|--|---|---|---|---|---|
|  | Meat  | Dairy   | Processed fruit<br>and vegetables   |   |   |
| <p>Commanding Officer<br/>First U.S. Army<br/>Medical Laboratory<br/>Attn: Chief, Veterinary<br/>Division<br/>Fort George G. Meade,<br/>Md. 20755</p> <p>Connecticut, Delaware,<br/>Kentucky, Maine,<br/>Maryland, Massachusetts,<br/>New Hampshire, New Jersey,<br/>New York, Ohio, Pennsyl-<br/>vania, Rhode Island,<br/>Vermont, Virginia, and<br/>West Virginia</p> <p>Commanding Officer<br/>Third U.S. Army<br/>Medical Laboratory<br/>Attn: Chief, Veterinary<br/>Division<br/>Fort McPherson, Ga. 30330</p> <p>Alabama, Florida, Georgia,<br/>Kentucky, Mississippi,<br/>N. Carolina, S. Carolina,<br/>and Tennessee</p> | <p>Chemist in Charge<br/>Room 612<br/>12th and C Sts., S.W.<br/>Washington, D.C.<br/>20250</p> <p>Chemist in Charge<br/>Room 1034<br/>641 Washington St.<br/>New York, N.Y.<br/>10014</p> | <p>Inspection and<br/>Grading<br/>Sub-Laboratory<br/>Room 726<br/>Midtown Plaza<br/>Bldg.<br/>700 East Water<br/>St.<br/>Syracuse, N.Y.<br/>13210</p> | <p>Regional Supervisor<br/>Room 248<br/>Liberty Loan Bldg.<br/>Washington, D.C.<br/>20250</p> | <p>Officer in Charge<br/>Navy Toxicology<br/>Unit<br/>National Naval<br/>Medical Center<br/>Bethesda, Md.<br/>20014<br/>(all areas)</p> <p>Officer in Charge<br/>Navy Environmental<br/>and Preventive<br/>Medicine Unit<br/>No. 2<br/>Norfolk, Va.<br/>23511</p> | <p>Chief<br/>Defense Subsistence<br/>Testing Laboratory<br/>1819 West Pershing<br/>Road<br/>Chicago, Ill. 60609<br/>(all areas for food<br/>items)</p> <p>Chief<br/>Clothing and Textile<br/>Laboratory<br/>H.Q. Defense Personnel<br/>Support Center<br/>2800 So. 20th St.<br/>Philadelphia, Pa.<br/>19101<br/>(all areas for pack-<br/>aging, packing, la-<br/>beling, and marking<br/>materials)</p> |

Commanding Officer  
Fourth U.S. Army  
Medical Laboratory  
Attn: Chief, Veterinary  
Division  
Fort Sam Houston, Texas  
78234

Arkansas, Louisiana,  
New Mexico, Oklahoma,  
and Texas

Commanding Officer  
Fifth U.S. Army  
Medical Laboratory  
Attn: Chief, Veterinary  
Division  
Main P.O. Box 209  
St Louis, Mo. 63102

Colorado, Illinois,  
Indiana, Iowa, Kansas,  
Michigan, Minnesota,  
Missouri, Nebraska,  
North Dakota, South  
Dakota, Wisconsin, and  
Wyoming

Commanding Officer  
Sixth U.S. Army  
Medical Laboratory  
Attn: Chief, Veterinary  
Medicine  
Fort Baker, Sausalito,  
Calif. 94965

Arizona, California,  
Nevada, and Utah

Chemist in Charge  
941 U.S. Court and  
Customhouse Bldg.  
1114 Market Street  
St. Louis, Mo.  
63101

Chemist in Charge  
Room 417, Federal  
Bldg.  
812 N. 7th St.  
Kansas City,  
Kans. 66117

Chemist in Charge  
(For Mail: P.O.  
Box 7339, So.  
Omaha Station)  
4730 So. 24th St.  
Omaha, Neb. 68107

Chemist in Charge  
239 Stock Yards  
Station  
4101 So. Halsted  
St.  
Chicago, Ill. 60609

Chemist in Charge  
(For Mail: P.O.  
Box 2423)  
U.S. Appraisers  
Bldg.  
Room 1525  
630 Sansome St.  
San Francisco,  
Calif. 94126

Chemist in  
Charge  
Inspection and  
Grading Labor-  
atory  
4th Floor,  
Bldg. B  
1819 West Per-  
shing Road  
Chicago, Ill.  
60609

Regional Supervisor  
Room 1010, U.S.  
Custom House  
610 South Canal St.  
Chicago, Ill. 60607

Regional Supervisor  
Room 7093  
390 Main St.  
San Francisco,  
Calif. 94105

Officer in Charge  
Navy Environmental  
and Preventive  
Medicine Unit  
No. 5  
Naval Station,  
Bldg. 143  
San Diego, Calif.  
92136

Laboratory Locations  
(continued)

| Army and<br>area serviced   | Department of Agriculture |       |   | Navy  | Defense Personnel<br>Support Center |
|---|---------------------------|-------|---|---|-------------------------------------|
|   | Meat                      | Dairy | Processed fruit<br>and vegetables   |   |                                     |
| <p>Commanding Officer<br/>Sixth U.S. Army<br/>Medical Laboratory<br/>Attn: Chief, Veterinary<br/>Division<br/>Fort Lewis, Wash.<br/>98433</p> <p>Idaho, Montana, Oregon,<br/>and Washington</p> |                           |       | <p>Officer in Charge<br/>U.S. Department of<br/>Agriculture Fruit<br/>and Vegetable<br/>Division<br/>(For Mail: P.O.<br/>Box 10163)<br/>Santurce, Puerto<br/>Rico 00908</p> <p>Officer in Charge<br/>U.S. Department of<br/>Agriculture Fruit<br/>and Vegetable<br/>Division<br/>(For Mail: P.O.<br/>Box 5425)<br/>1428 King St.<br/>Honolulu, Hawaii<br/>96814</p> | <p>Officer in Charge<br/>U.S. Navy Environ-<br/>mental and Pre-<br/>ventive Medicine<br/>Unit No. 7<br/>Naples, Italy</p> <p>Officer in Charge<br/>Navy Environmental<br/>and Preventive<br/>Medicine Unit<br/>No. 6<br/>Pearl Harbor Naval<br/>Shipyard<br/>Pearl Harbor,<br/>Hawaii</p> |                                     |

23153 SPECIAL INFORMATION ON INSPECTION POLICIES AND PROCEDURES

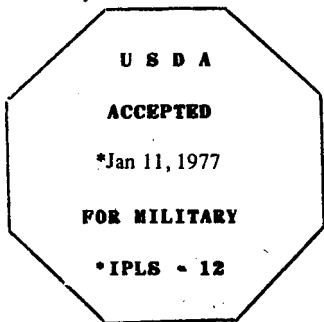
1. DEPARTMENT OF AGRICULTURE STAMPS. All meat and meat products prepared in establishments operating under federal meat inspection regulations are branded or labeled as follows: "U.S. inspected and passed by Department of Agriculture" "U.S. inspected and passed", or "U.S. INSP'D & P'S'D", with the number of the establishment. These marks attest that the meat and meat food products so labeled comply with the meat inspection regulations of the Department of Agriculture but do not indicate that the products meet the requirements of federal specifications.

DEPARTMENT OF AGRICULTURE INSPECTION STAMPS



Meat and meat food products which have been given additional inspection for federal specifications by the United States Department of Agriculture (Meat Inspection Division) are marked with the following type stamp:

DEPARTMENT OF AGRICULTURE (MEAT INSPECTION DIVISION)



2. DEPARTMENT OF DEFENSE INSPECTION STAMPS. Meat and meat food products which have been given additional inspection for federal specifications by the Department of the Army Veterinary Corps are marked with a Department of Defense stamp.

DEPARTMENT OF DEFENSE INSPECTION STAMPS



3. INSPECTION NECESSARY FOR ACCEPTANCE. No meat or meat foodproducts, delivered under contract within the United States, will be accepted unless each article bears on it or on the original package the stamp or label of the Department of Agriculture (that the meat has been "U.S. inspected and passed") and in addition either the Department of Agriculture stamp (USDA Accepted for Military) or the special Department of Defense stamp.

4. VIOLATIONS OF THE FEDERAL FOOD, DRUG, AND COSMETIC ACT. As the United States Food and Drug Administration is charged by law with the responsibility of preventing the sale within federal jurisdiction of foods, drugs, or cosmetics which are adulterated or misbranded, when lots of such commodities are suspected of being in violation of the Federal Food, Drug, and Cosmetic Act of June 25, 1938 (52 Stat. 1040) (21 U.S. Code 301), the fact will be made available to the nearest United States Food and Drug Administration office. If samples of subsistence items for testing purposes are required by an inspector of the United States Food and Drug Administration a receipt for the samples will be taken and the value of the items will be expended in accordance with the Navy Comptroller Manual, par. 024282-2.

23154 NONCOMPLIANCE WITH SPECIFICATIONS, SHORT OR DAMAGED SHIPMENTS

1. DEFENSE PERSONNEL SUPPORT CENTER SUPPLIED ITEMS. If subsistence is delivered to a Navy activity direct from vendors under a Defense Personnel Support Center purchase document that does not conform to the standard specifications contained and referred to in the purchase document, or if the shipment is short or damaged, the procedures outlined in the Subsistence Supply joint publication Shipping and Receiving

Documentation (NAVSUP P-311) will be followed. Under ordinary circumstances, deviations from specifications are not permitted; however, some deviations may be allowed if necessary, due to lack of time or other unavoidable conditions if a recommendation for substitution or modification in original contract price is made by the contracting officer. The receiving accountable officer will be guided in his decision of acceptance or rejection in accordance with the logistical requirements in individual situations. Food items may be accepted at reduced prices if they are actually needed for government purposes and are entirely satisfactory for government use. Contracting officers are not permitted to modify original purchase contracts without the approval of the receiving accountable officer. Violations of this policy will be reported to the Navy Food Service Systems Office immediately, giving complete details. A copy of the report will be forwarded to the Navy Fleet Material Support Office. Subsistence items received from a depot or distribution point normally

are inspected for condition and count only. Under ordinary circumstances, the net weight marked on the container of subsistence items may be accepted. However, if an off condition is discovered or a discrepancy exists in the quantity shipped from that received, the responsible agency will be contacted and the procedures in NAVSUP P-311 will be followed.

2. ITEMS LOCALLY PROCURED. Subsistence items locally procured which do not meet specifications will be held in rejected status and the vendor notified immediately and disposition instructions requested. Notification will be made either by the receiving activity or the purchasing officer concerned as determined by local arrangements. If the opinion of the supply officer differs from the military Veterinary Corps personnel or the inspector of the Department of Agriculture as to the acceptance or rejection of subsistence items, the supply officer will refer the matter to the commanding officer for settlement.



## PART B: RECEIPTS OF MATERIAL FROM MISCELLANEOUS SOURCES

### Section 1: MATERIAL TURNED IN TO STORE

#### Subsection 1: GENERAL

23155 REQUIREMENTS AND PRO-  
CEDURES

terial turned into store are contained in  
NAVSUPINST 4440.157.

Procedures and requirements for ma-

#### Subsection 2: RECEIPT OF EXCHANGE MATERIAL

23171 EXCHANGE OF COGNIZANCE  
SYMBOL N TELETYPE PARTS

1. RECEIVING ACTIVITIES. When teletype equipment with the required type of motor and gears is not available, it may be necessary that teletype equipment with another type of motor and gears, that is, synchronous rather than a series motor be issued to the receiving activity. In such case, the Naval Electronic Systems Command will notify the receiving activity that the type of motor and gears required is Navy Stock Account material and should be requisitioned from the nearest stock point for cognizance symbol N material and that the motor and gears received with the teletype equipment may be returned for credit in the Navy Stock Account. Upon receipt of information from the Naval Electronic Systems Command that teletype equipment with a motor and gears having a different type of motor and gears requested is being issued, the receiving activity will requisition the required items from the nearest stock point for cognizance symbol N material referencing the letter of the Naval Electronic Systems Command. A copy of the requisition will be forwarded simultaneously to the Navy Ships Parts Control Center (Electronics). The motor and gears received with the teletype equipment will be turned in to store at the nearest stock point for cognizance symbol N material for credit under the Navy Stock Account.

2. STOCK POINTS. When stock points receive requisitions for motors and gears in accordance with subpar. 1, the material will be issued with charge to the activity allotment. The invoice will be annotated to indicate that the motor and gears being replaced are returnable with credit. Upon return of such material it will be screened in accordance with instructions issued by the Navy Electronics Supply Office. Material meeting screening tests will be taken up in the Navy Stock Account and credit invoices, crediting the operating allotments concerned, will be issued.

23172 EXCHANGE OF DEFECTIVE  
COGNIZANCE SYMBOL H  
ELECTRON TUBES OR SEMI-  
CONDUCTOR DEVICES THAT  
PERFORM SIMILAR FUNCTIONS

1. CONTRACTORS. Cognizance symbol H electron tubes or semi-conductor devices that perform similar functions transferred to contractors as government furnished material or transferred to contractors in the nature of bailments which have been determined by the contractor as not suitable for the application intended by the contract or have been determined by the contractor to be defective upon receipt will be handled in accordance with par. 25495-3 and 4.

#### 2. USING ACTIVITIES OR FLEET UNITS

a. Returned for Exchange. Cognizance symbol H electron tubes or semi-conductor devices that perform similar functions found to be defective upon receipt maybe exchanged by the using activity or fleet unit at any established stock point carrying cognizance symbol H material. Fleet issue ships and overseas supply activities rendering fleet supply support to ships are considered stock points for exchange of cognizance symbol H material for load list items only. As used herein, "received in a defective condition" means zero hours in service which excludes bake-in time at less than normal operating current. When electron tubes or semi-conductor devices that perform similar functions are returned, they will be accompanied with a priced DOD Single Line Item Release/Receipt Document (DD Form 1348-1) bearing the following certification signed by the commanding officer or his authorized representative:

"The above listed (electron tube(s)) (semi-conductor device(s)) that perform(s) similar functions as electron tubes) which was(were) received in a defective condition from a stock point (activity name) is(are) forwarded for exchange in accordance with the Naval Supply Systems Command Manual, par. 23172."

b. Returned for Credit. When it is not convenient to exchange material specified in subpar. a at a stock point for cognizance symbol H material, the requisitioning activity may forward a requisition for replacement through normal supply channels concurrently with the return of defective material for credit. Shipment of defective electron tubes or semi-conductor devices will be covered by a priced DD Form 1348-1 prepared in accordance with subpar. a with the following added statement:

"Requisition for replacement has been forwarded through normal supply channels."

c. Stock Points for Cognizance Symbol N Material

(1) Exchange or Credit for Returned Tubes or Semi-conductor Devices that Perform Similar Functions. Upon receipt of cognizance symbol H electron tubes or semi-conductor devices that perform similar functions returned under the provision herein, the stock point for cognizance symbol H material will exchange the defective material for similar type material in stock. When no similar material is in stock, the allotment of the requisitioning activity or fleet unit will be credited with the value of the returned electron tubes or semi-conductor devices at the standard price. In such instances the stock point will advise the activity or fleet unit to forward a requisition through normal supply channels to obtain replacement

for the returned electron tubes or semi-conductor devices.

(2) Rejection or Survey. When applicable, the stock point for cognizance symbol H material will furnish the contracting officer with all pertinent information concerning the defective material for action under terms of the contract under which the returned defective electron tubes or semi-conductor devices were furnished to the Government. Otherwise, the returned defective electron tubes or semi-conductor devices will be surveyed with charge to Financial Inventory Report Code M6 in accordance with MILSTRIP/MILSTRAP, Chapter 5.

23173 RECEIPT OF EXCHANGE OFFICE  
LABORSAVING EQUIPMENT AND  
TYPEWRITERS

Office laborsaving equipment and typewriters received for exchange by shore activities land ships in Alaska, Hawaii, and outside the United States in accordance with par. 22527 and Afloat Supply Procedures, par. 3452 will not be taken up in a stores account. Delivery of the exchange office laborsaving equipment and typewriters to the contractor will be made in accordance with the terms of the contract or order and receipt obtained on a copy of the DOD Single Line Item Release/Receipt Document (DD Form 1348-1) received from that activity or ship. The receipted copy of the invoice indicating delivery to the contractor will be filed in the contract or order file.

Subsection 3: RECEIPT OF DEFECTIVE MATERIAL

23174 DEFECTIVE MATERIAL

1. DEFINITION. Defective material is material that is not suitable for its intended use because of deficiency in its specification or its failure to meet those specifications. Material which may be serviceable, but which is not as described in the Federal Supply Catalog (for example, the item is described in the catalog as a 3/4" bolt but when inspected is found to be a 1/2" bolt with the federal stock number of the 3/4" bolt) also will be reported in accordance with the procedures in this paragraph. These procedures do not apply to the following types of discrepancies which are covered by other procedures in various directives:

1. discrepancies in preservation-packaging, packing, and marking requiring the submission of a Packaging Improvement Report (DD Form 6) in accordance with Logistics-Packaging Improvement Report (NAVSUPINST 4030.29);
2. item discrepancies in shipments attributable to or which are the respon-

sibility of shipping activities such as shortages, unacceptable overshipments, unacceptable substitutes, material shipped in error, unacceptable duplicate shipments, shipment of the wrong item, missing or improperly prepared documentation;

3. transportation type discrepancies in shipments received by a military installation or activity from any source, via all modes of transportation.

Discrepancies which meet the defective material definition will not be reported as item discrepancies in shipment.

2. APPLICABILITY OF PROCEDURES

a. Activities. The procedures in this Paragraph apply to the operating forces and the Naval Material Command, whether they are material users, stock points, inventory control points, project management offices, retail office, or systems commands. Activities required by Naval Sea Systems Command instruction and Naval Air Systems Command

instruction to report defective material via other channels need not report in accordance with the procedures in this paragraph when duplicate reporting will result. When duplicate reporting will not result, reports submitted in accordance with the procedures in this paragraph may utilize the format prescribed by Naval Sea Systems Command instruction and Naval Air Systems Command instruction.

**b. Material Covered.** These procedures apply to defective Navy Stock Account and Appropriation Purchases Account material assigned to Navy inventory managers (see par. 21 147) except cognizance symbols ØA, 6A, 8A, 1 B, 2B, 2E, 4E, 8E, 2F, Level I/Sub-Safe 1H and 2H, 6H, 9L (except Federal Supply Classes 6630 and 6640), 9M, 2P, 4P, 6P, 8P, 4R, 5R, 2S, ØT, 2T, 4T, 6T, 8T, 2X, 6X, 8X, and 9X which are reported in accordance with other instructions. The procedures in subpar. 4 apply only to material which has been accepted into the supply system. For the sake of health and safety, however, the provisions herein do not preclude the reporting to the Navy Fleet Material Support Office of any item determined to be in danger category I or II (with the exception of the foregoing cognizance symbols of material) when the item has not been accepted into the supply system, or has been procured locally, or is not in the Navy Management Data List. The Navy Fleet Material Support Office will, on an individual case basis, determine the need for and extent of action to be taken. The procedures in subpar. 4 also apply to material requisitioned from an integrated manager (Defense Supply Agency, General Services Administration,

and Army Tank-Automotive Command), and to material obtained from a single procurement source.

**3. OBJECTIVE OF THE REPORT.** Standard defective material reporting procedures were developed to insure prompt and efficient notification to all Navy activities having access to defective material which may be potentially dangerous to the health or safety, of personnel. These reporting procedures also will enable the Navy Fleet Material Support Office to monitor actions initiated in response to defective material reports submitted by consumers (activities not authorized to stock material in the Navy Stock Account, including ships and shore activities which are supported on an auxiliary or ready supply store basis). Standardized reporting of all actions will insure that defective stocks are effectively purged from the system, that disposition instructions are provided promptly to consumers and to stock points, and that necessary action to preclude recurrence is initiated.

**4. REPORT OF DEFECTIVE MATERIAL (NAVSUP REPORT 4440-80)**

**a. Dangerous Material.** Dangerous material is defective material which, if used, could injure personnel. The procedures in this paragraph are not applicable to material that is by its nature dangerous, but is not defective. As part of the initial report, a danger category number and an essentiality of application letter will be assigned in accordance with the following:

Danger/Application Classification Chart

|  |   | Essentiality of Application                    |  |                        |
|--|---|--|--|------------------------|
|  |   | Active item essential to*<br>combat capability | Active item application*<br>not critical | Insurance item         |
|  |   | A  | B  | C                      |
| D<br>a<br>n<br>g<br>e<br>r<br><br>C<br>a<br>t<br>e<br>g<br>o<br>r<br>y | I, Critical defect<br>--use would endanger personnel  | IA<br>priority message                         | IB<br>priority message                   | IC<br>priority message |
|  | II Potentially critical defect<br>--use without special precautions<br>would endanger personnel | IIA<br>routine message                         | IIB<br>routine message                   | IIC<br>routine message |
|  | III--No danger to personnel   | 111A<br>routine message                        | IIIB<br>speedletter                      | IIC<br>speedletter     |

\*The A and B priority suffixes are used when the user has a requirement for the item and the usable stocks of the item or an acceptable substitute are insufficient to satisfy operating requirements. The use of A or B suffixes means that the user needs immediate replacement.

When determination of the danger category cannot be made, all defective material will be treated as Classification IIC.

b. Actions for Reporting Defective Material

(1) General, Consumers, stock points, the Navy Fleet Material Support Office, Navy inventory control points, the Defense Supply Agency, the General Services Administration, and the Army Tank-Automotive Command will take actions indicated in the following chart:

Actions For Reporting Defective Material

| Stock points and consumers  | Navy Fleet Material Support Office  | Navy inventory control point   | Manager action  |
|---|---|--|---|
| <ol style="list-style-type: none"> <li>1. Identify, suspend issue, and/or restrict use as required. Save sample of defective item.</li> <li>2. Report item to Navy Fleet Material Support Office by priority message. Report may be made by routine message or speedletter if stock point can determine that classification is IIC or below.</li> <li>3. Report subsistence items in accordance with Navy Subsistence Office Instruction 10110:2 series.</li> <li>4. Return or dispose of material as directed.</li> <li>5. Defense Supply Agency owned material (specialized support depots and direct supply support points only)--report as directed in the Supply Operations Manual, Volume I, Distribution System Procedures.</li> </ol> | <ol style="list-style-type: none"> <li>1. Assign a case number and a Nature of Defect Code Index code, as appropriate.</li> <li>2. Determine or validate degree of danger to personnel. Determine extent of distribution throughout Navy. Obtain technical advice.</li> <li>3. For the Defense Supply Agency, the General Services Administration, the Army Tank-Automotive Command, and single procurement source items:                     <ul style="list-style-type: none"> <li>Notify Navy type commanders, service force commanders, systems commands, project managers, Naval Safety Center, and stock points, as appropriate, of danger.</li> <li>Notify item manager, with a copy to program support inventory control point and Naval Ship Engineering Command (Mechanicsburg Division, Code 6834).</li> <li>Monitor, coordinate, followup on reports.</li> <li>Ascertain location and quantity of stock at Navy activities.</li> <li>Negotiate for replacement or credit.</li> <li>Forward disposition instructions to users.</li> <li>Notify customers of action taken to prevent recurrence.</li> </ul> </li> <li>4. For Navy managed items:                     <ul style="list-style-type: none"> <li>Process reports.</li> <li>Forward to inventory control points with a copy to systems command with technical responsibility.</li> <li>Monitor and record actions.</li> </ul> </li> </ol> | <ol style="list-style-type: none"> <li>1. Determine or validate degree of danger to personnel. Determine extent of distribution throughout Navy.</li> <li>2. Notify Navy type commanders, service force commanders, systems commands, project managers, Naval Safety Center, and stock points, as appropriate, of danger with a copy to Navy Fleet Material Support Office, and Naval Ship Engineering Command (Mechanicsburg Division, Code 6834).</li> <li>3. Determine whether defect is design deficiency or manufacturing deficiency and                     <ul style="list-style-type: none"> <li>If design deficiency:                             <ul style="list-style-type: none"> <li>Notify the inventory control point or systems command with design responsibility (copy to Navy Fleet Material Support Office).</li> <li>If manufacturing deficiency:                                     <ul style="list-style-type: none"> <li>Negotiate replacement or credit with contractor.</li> </ul> </li> </ul> </li> <li>4. Interrogate ships and Naval Material Command to find out quantity of on-hand stocks of defective items.</li> <li>5. Give users and stock points disposition on defective stocks with a copy to the Navy Fleet Material Support Office. Use Navy Fleet Material Support Office assigned case number in reply.</li> <li>6. Act to prevent recurrence and notify customer of actions taken in this regard. Insure that specification, if deficient, is corrected or insure that contractor or contract administrator quality control, if inadequate, is improved.</li> </ul></li></ol> | <ol style="list-style-type: none"> <li>1. Notify non-Navy users and stock points of defect, as appropriate.</li> <li>2. Suspend issue at specialized support depots and direct supply support points.</li> <li>3. Investigate defect.</li> <li>4. Give Navy Fleet Material Support Office disposition instructions for Navy users and stock points, using Navy Fleet Material Support Office case number in reply.</li> <li>5. Defense supply centers process reports of defective material in accordance with Unsatisfactory Material Reports (DSAR 4155.7).</li> <li>6. Act to prevent recurrence.</li> </ol> |

(2) Specification Maintenance and Preparing Activities. Specification maintenance and preparing activities will take the following action:

1. when requested, provide technical advice regarding the validity of the danger category assigned to defective items;
2. determine whether action to revise the specification is necessary;
3. participate with technical and quality assurance personnel of inventory managers in determining the cause of defect, as required.

c. Report Elements. Report elements will be submitted to the Navy Fleet Material Support Office by message or speedletter, depending on the danger application:

Report Elements

From: Reporting activity  
 To: Navy Fleet Material Support Office  
 (Code 9313)  
 Info: Service force commander (ships)  
 Type commander (ships)  
 Depot that supplied material  
 Subj: Report of defective material: NavSup  
 Report 4440-80 (MIN: ETCONDNL)\*  
 Ref: (a) NAVSUPINST 4440.120 series

1. In accordance with reference (a), the following defective item is reported:

- A. Danger category (I, II, or III)
- B. Application essentiality (A, B, or C)
- C. Federal stock number and cognizance symbol (or local number or Navy number)
- D. Nomenclature  
 Specification number if known
- E. Manufacturer
- F. Manufacturer's part number
- G. Manufacturer's serial number
- H. Contractor (if other than manufacturer)
- I. Contract number
- J. Lot number assigned at time of manufacture
- K. End item application
- L. Detailed description of defect. Nature of Defect Code Index will be assigned by the Navy Fleet Material Support Office. Explain in detail how item received differs from satisfactory items. Cite drawing, specification, or other document numbers when applicable, the correct and incorrect dimensions, etc. Immaterial was rejected on basis of laboratory test, enclose a copy of test report or forward under separate cover in the case of message reports
- M. How defect was determined
- N. Danger of using material
- O. Number of defective units on hand
- P. Number of units of item on hand that are not defective
- Q. Percent of lot defective

- R. Activity or agency that supplied material
- S. Approximate date of receipt of material
- T. Date of pack
- U. Hours of life in service (for high value electronic components only)
- V. For subsistence items only--Sampling plan:  
 Table of examination  
 Sample unit  
 Inspection level  
 Sample size
- W. For subsistence items only--description of drawing sample
- X. Requisition number under which material was received
- Y. Name and telephone number of contact

NOTE: Requested entries for which information is not available will show "Not available" after the letter. If the entry is not applicable say "Not applicable". Assignment of Danger Category I or II requires full description of possible danger in report element block "N". An entry of "Not available" or "Not applicable" in block "N" will cause the report to be processed as Danger Category III.

\*The Administrative Office, Navy Department, AOINST 5214.1 directs that reports required by higher authority contain a notation to be utilized when MINIMIZE conditions are imposed. The assignment of the notation "MIN: ETCONDNL" authorizes the submission of messages by electric transmission during MINIMIZE, only under specified circumstances, and that the preparer of the message will determine those circumstances. For further guidance in preparing messages during MINIMIZE, see AOINST 5214.1.

d. Action by the Navy Fleet Material Support Office. The Navy Fleet Material Support Office will assign a report code from the Nature of Defect Code Index to each case involving integrated manager material as follows :

Nature of Defect Code Index

(code to be indicated by Navy Fleet Material Support Office 'only under report element L in Report of Defective Material)

| <u>Report code</u> | <u>Definition</u>  |
|--------------------|--|
| 1                  | Mechanical test-item failed to meet functional or operational test requirements.   |
| 2                  | Nondestructive test--item failed to meet nondestructive test requirements (radiographic, ultrasonic, magnetic particle, fluorescent penetrant, dye penetrant, etc.). |
| 3                  | Pressure test--item failed to meet pressure requirements (gas, liquid,   |

| Report code | Definition  |
|-------------|---|
|             | etc.), i.e., preinstallation, installation, or operational.   |
| 4           | Electrical or electronic test--item failed to meet electrical or electronic operational or functional requirements.   |
| 5           | Workmanship--item shows evidence of poor or faulty fabrication or assembly, including dirt, burrs, or foreign matter. |
| 6           | Identification--not identified as ordered (improper marking, lack of marking, insufficient marking).                  |
| 7           | Damage--damage that impairs the usefulness or value of an item.   |
| 8           | Missing parts--part or parts missing from assembly or set.  |
| 9           | Dimensions incorrect--item fails to meet requirements of the drawing or procurement document.                         |
| 10          | Manufacturing--item fails to meet material specifications or requirement of applicable engineering drawings.          |
| 11          | Machining--item shows evidence of poor machining practice (surface finish, etc.).                                     |
| 12          | Welding--item shows visual evidence of poor welding (spatter, etc.).  |
| 13          | Soldering--item shows visual evidence of poor soldering (excessive solder, etc.).                                     |
| 14          | Blank   |
| 15          | Shelf Life--item stored for periods that reduced or exceeded maximum item life.                                       |

| Report code | Definition  |
|-------------|---|
| 16          | No Objective Evidence of Inspection--item not subjected to government source inspection; lack of test or physical composition date (certification).   |
| 17          | Technical Data--engineering drawings and other technical documents do not contain adequate and accurate data or procedures (e.g., operation, maintenance repair, manufacturing or installation data). |
| 18          | Design Deficiency--item not suitable due to inadequate design.  |
| 19          | Other--a defect other than those covered by codes 1-18.   |

e. Summarization Report of Defective Material

(1) Navy Fleet Material Support Office. The Navy Fleet Material Support Office will maintain a case file on all reports of defective material and summarize cases for integrated manager material in an annual report. The report period is the calendar year. The report will include reports received from Navy inventory control points and will be submitted to the Naval Supply Systems Command by 1 April of the following year with copies to the Chief of Naval Material, Navy inventory control points, systems commands, and project management offices that have items included in the report.

(2) Reporting Format. The summarization report will be made in the following format for each cognizance symbol applicable to defective material:

Summarization Report of Defective Material Obtained Through the Supply System  
NavSup Report 4440-80

The following is a breakdown by danger application, by nature of defect category, and by cases reported; settled, and pending, of the items reported during the period \_\_\_\_\_ to \_\_\_\_\_.

a. SUMMARY BY DANGER APPLICATION

| COG SYMBOL                          | REPORT CONTROL SYMBOL<br>NAVSUP 4440-80 |     |     |   |      |      |                              |       |       |
|-------------------------------------|---|-----|-----|---|------|------|------------------------------|-------|-------|
|                                     | CRITICAL DEFECT ENDANGERS PERSONNEL     |     |     | POTENTIALLY CRITICAL DANGER W/O PRECAUTIONS |      |      | NO PERSONNEL DANGER INVOLVED |       |       |
|                                     | I A                                     | I B | I C | II A  | II B | II c | III A                        | III B | III c |
| (LIST INDIVIDUAL COGS)              | [Wavy lines representing data]          |     |     |   |      |      |                              |       |       |
| TOTAL                               |   |     |     |   |      |      |                              |       |       |
| PERCENT                             |   |     |     |   |      |      |                              |       |       |
| (LIST INDIVIDUAL NAVY MANAGED COGS) | [Wavy lines representing data]          |     |     |   |      |      |                              |       |       |
| OTHER TOTAL                         |   |     |     |   |      |      |                              |       |       |
| GRAND TOTAL                         |   |     |     |   |      |      |                              |       |       |
| PERCENT                             |   |     |     |   |      |      |                              |       |       |

b. SUMMARY BY DEFECT CATEGORY

| COG SYMBOL                                | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
|---|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|
| (LIST INDIVIDUAL<br>9 COGS)               |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |
| TOTAL                                     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |
| PERCENT                                   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |
| (LIST INDIVIDUAL<br>NAVY MANAGED<br>COGS) |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |
| OTHER TOTAL                               |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |
| GRAND TOTAL                               |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |
| PERCENT                                   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |

c. SUMMARY BY CASES REPORTED, SETTLED, AND PENDING

| COG SYMBOL                                | REPORTED | SETTLED | PENDING | DISPOSED NO REIMB |    |
|---|----------|---------|---------|-------------------|----|
|   |          |         |         | #                 | \$ |
| (LIST INDIVIDUAL<br>9 COGS)               |          |         |         |                   |    |
| 9 COG TOTAL                               |          |         |         |                   |    |
| (LIST INDIVIDUAL<br>NAVY MANAGED<br>COGS) |          |         |         |                   |    |
| OTHER TOTAL                               |          |         |         |                   |    |
| GRAND TOTAL                               |          |         |         |                   |    |

REPORT CONTROL SYMBOL  
NAVSUP 4440-80

5. REPLACEMENT AND CREDIT FOR DEFECTIVE MATERIAL

a. Automatic. Replacement or credit for defective material reported in accordance with the procedures in this paragraph will not be automatic. It is the responsibility of an activity which reports defective material to suspend the discrepant material from use. If the item is critical and immediate replacement is desired, a new funded requisition will be submitted in accordance with MILSTRIP, through normal supply channels. If necessary, the requisition will contain exception data to the effect that material furnished on a specific contract number will not be used to fill the requisition.

b. Credit for Defective Material Which Does Not Exceed \$100 in Value. As a general rule, inventory managers will not allow credit

for defective material which does not exceed \$100 in value. However, reports submitted under the instructions in this paragraph are consolidated with those received from other Navy activities which, in many instances, result in individual activities being granted credit or replacement even though the total value of defective material reported by each activity is less than \$100. Activities submitting defective material reports will receive both disposition instructions and advice regarding the creditability of the material which was reported. If credit is to be granted, it remains the responsibility of each stocking activity (except afloat units) to submit individual requests for credit in accordance with the Navy Comptroller Manual, Volume 3. Fleet activities will be provided specific instructions on the procedures to be followed in obtaining credit and the turn-in of defective material.



## Section II: RECEIPT OF MATERIAL FOR TRANSSHIPMENT

23175 MATERIAL RECEIVED FOR  
TRANSSHIPMENT1. FROM CONTRACTORS OR FROM  
OTHER NAVAL ACTIVITIES

a. Definition. Transshipment material is material received by a supply activity from another supply, activity or from a contractor for transshipment to another naval activity when the activity receiving the material for transshipment is not the ultimate consignee or the accountable activity for the ultimate consignee.

b. Receiving Procedures

(1) General. Material received for transshipment to other naval activities will be processed as follows:

1. The receiving section will check on material using the advance U.S. Government Bill of Lading - Memorandum (Standard Form 1103a) and the inspection report or receipt invoice.
2. The material inspection section will inspect the material when required; however, inspection of material shipped under the fast payment procedure method will be accomplished by the ultimate consignee in accordance with Field Purchasing, pars. 5095-5099.
3. The purchase material section will certify the dealer's bill for payment when receiving activity is the accepting activity and except in case of loss, damage, or shortage, will accomplish the government bill of lading; in case of loss, damage, or shortage, the receiving section will be responsible for accomplishment of the government bill of lading in accordance with instructions in par. 23103 and Military Traffic Management Regulation, Chapter 214, Section VII, or pars. 57440-57443, as appropriate.
4. The packing section will repack the material according to the specifications required for shipment.

(2) Ship's Store and Commissary Store Stock. Ship's store stock and commissary store stock will be inspected by case count only. The transshipping activity should transship only merchandise or material received in good condition. If a part of an order is received in damaged condition from the carrier, transshipment of the undamaged portion should not be delayed. Damaged merchandise or material will be surveyed in accordance with subpar. 2. The transshipping activity will furnish the receiving activity with a copy of the inspection report or receipt invoice.

c. Forwarding Documents. Forwarding transportation documents will be prepared and distributed in accordance with Volume V and MILSTAMP (NavSupInst 4610. 32).

d. Stock Records. The following categories of material requiring transshipment will not be taken up on the Stock Record Card (NavSup Form 766) or Financial Inventory Ledger (NavCompt Form 2153) of the transshipping activity:

1. material received on memorandum invoice by an activity for transshipment or delivery to an ultimate consignee;
2. carrying point items turned in to an activity other than the designated carrying point;
3. cognizance symbol Z material deleted from NavOrd Lists received by activities other than the Naval Supply Centers, Norfolk and Oakland;
4. material in a not ready for issue condition requiring overhaul, restoration, repair, or test, turned in to an activity other than the designated overhaul, repair, restoration, or test activity.

Copies of documents received by the transshipping activity will be forwarded to the ultimate consignee with the material.

2. SURVEY OF MATERIAL BY TRANSSHIPPING ACTIVITY. When material is received at the point of transshipment in a damaged condition, action will be taken as outlined in par. 25170.

## PART C: ACCOUNTING INSTRUCTIONS

## 23185 MATERIAL RETURNABLE WITH CREDIT

Credit to appropriations and funds is authorized only for those items accepted for credit by the cognizant inventory manager. Procedures for reporting material returns to the central inventory manager for determination of the creditable or noncreditable return status are set forth in Naval Supply Systems Command instructions.

## 23186 RECEIPTS FROM NONACCOUNTABLE SHORE STATIONS INCLUDING INTERNAL DEPARTMENTS OF ACCOUNTABLE SHORE ACTIVITIES

## 1. CREDITS TO CASH SALES AND APPROPRIATIONS

a. Navy Stock Account Material Ready for Issue. Receipt of Navy Stock Account material from nonaccountable shore stations including internal departments of accountable shore activities will be taken up in the Navy Stock Account on a Requisition and Invoice/Shipping Document (DD Form 1149) or a Single Line Item Release/Receipt Document (DD Form 1348-1) as appropriate. Returned material originally issued as a cash sale will be taken up as a credit cash sale in accordance with the Navy Comptroller Manual, par. 034263. The credit cash sale will be applied to the Navy Stock Account cash sales for the current month to the same customer and the customer will be billed for the net amount. Returned material originally issued as other than cash sale will be taken up as a credit expenditure in accordance with the Navy Comptroller Manual, par. 034263. The credit station requisition will be included in the value reported on the Financial Inventory Report (NavCompt Form 2154) opposite financial inventory report code J2 "Issues with reimbursement - returns - service use".

b. Appropriation Purchases Account Material

(1) Material Originally Purchased Under End Use. When material which was originally purchased with a direct charge to an end use functional account and allotment or project order is returned to store with requirement for appropriation adjustment, the value of the material will be taken up in the Appropriation Purchases Account and reported on the NavCompt Form 2154 as a receipt from purchase. A Voucher for Transfers Between Appropriations and/or Funds (Standard Form 1080) will be prepared crediting the current appropriation or the Navy Industrial Fund,

subhead and end use functional account originally charged and charging the proper appropriation and subhead of the allotment is sued by the cognizant Naval Supply Systems Command inventory control point, bureau, command, or office and the appropriate functional account in the 50000 series. A copy of Standard Form, 1080 may be used in lieu of a Materiel Inspection and Receiving Report (DD Form 250). Credits to the individual allotments are not authorized.

(2) Material Originally Issued from Stock

(a) Issued as Cost Charge. Material originally issued from stock as a "Cost charge only" and which is returned to store will be taken up in the Appropriation Purchases Account and reported on NavCompt Form 2154 opposite financial inventory report code K2 "Issues without reimbursement - returns - service use". The credit expenditure will be applied as a statistical credit to the job order previously charged, if available for credit. If the job order previously charged cannot be determined or is not available for credit, the material will be accounted for in accordance with subpar. 2.

(b) Issued With Reimbursement. Material originally issued with appropriation adjustment which is returned to store with requirement for readjustment of an appropriation will be taken up as provided in the Navy Comptroller Manual, par. 032502-3.

2. CREDITS TO APPROPRIATIONS AND FUNDS NOT AUTHORIZED. All material not covered by the instructions in subpar. 1 will be taken up in the stores account in which the material normally is carried and reported on the appropriate financial inventory report opposite financial inventory report code B1 as material turned into store (MTIS). Credits to appropriations and individual allotments are not authorized.

## 23187 RECEIPTS FROM OPERATING FORCES

## 1. CREDITS TO APPROPRIATIONS AUTHORIZED

a. Ship's Store Stock and Clothing Items. Ship's store stock and clothing items turned in to store by ships will be handled as a transfer between supply officers in the Navy Stock Account.

b. Other Navy Stock Account Material. Other Navy Stock Account material will be taken up in the Navy Stock Account on DOD Single Line Item Release/Receipt Document (DD Form 1348-1) received with the material. These invoices will be included in the

value reported on the Financial Inventory Report (NavCompt Form 2154) opposite financial inventory report code J2 "Issues with reimbursement - returns - service use". The credits will be applied to the appropriations and allotments chargeable with current material issues on the date when the credit invoice is prepared by the receiving activity except that when material is turned in by ships being inactivated, credit will be applied to the appropriation and allotment in accordance with instructions issued by the Naval Sea Systems Command. This procedure will be followed even though the material was previously issued by another station. These credit expenditures, resulting in credits to appropriations and allotments, are in effect cancellations of prior charges to the appropriations and allotments and no stock purchase funds are required. The credit expenditure invoices involving allotments except those covering fuel other than aviation fuels and packaged products will be included in the summaries of invoice charges when required in accordance with the Navy Comptroller Manual, par. 032508.

c. Appropriation Purchases Account Material. Appropriation Purchases Account material turned in by ships and fleet aviation units will be processed in the same manner as material turned in by shore activities (see par. 23186- lb). Invoices will not be summarized to ships or fleet aviation units but will be retained by the shore station. However, a copy of each invoice covering technical aeronautical material turned in by fleet aviation units will be forwarded to the Navy Aviation Supply Office.

2. CREDITS TO APPROPRIATIONS NOT AUTHORIZED. All material not covered by the instructions in subpar. 1 will be taken up in the stores account in which the material normally is carried and reported on the financial inventory report opposite financial inventory report code B1 as material turned in to store (MTIS). Credits to appropriations and individual allotments are not authorized.

#### 23188 RECEIPTS FROM THE NAVY PUBLICATIONS AND PRINTING SERVICE AND MILITARY SEALIFT COMMAND ACTIVITIES

1. CREDITS TO NAVY INDUSTRIAL FUND AUTHORIZED. When material has been sold to a Navy Industrial Fund activity identified by subhead .2301 or .3302 and is subsequently returned to store, the value thereof will be reported on the Financial Inventory Report (NavCompt Form 2154) opposite financial inventory report code J2 "Issues with reim-

bursement - returns - service use". Credit Requisition and Invoice/Shipping Document (DD Forms 1149) or DOD Single Line Item Release/Receipt Document (DD Form 1348-1) will, be offset by invoices covering sales from the same stores account to the same Navy Industrial Fund account when the offsetting charges and credits are applicable to the same appropriation and subhead. When the net amount results in a charge to the Navy Industrial Fund, a Labor Roll/Material Charges and Credits (NavCompt Form 2051) will be prepared and processed in the usual manner. However, if the total value of the credit invoices for the current month exceeds the total value of invoices covering sales for the current month, the gross amount of the credit invoices will be canceled and taken up on the financial inventory report as a receipt from purchase. When the Navy Stock Account is involved, a NavCompt Form 2051 will be prepared showing a credit to the Navy Industrial Fund and a charge to the appropriate open allotment under the Navy Stock Fund.

2. CREDITS TO NAVY INDUSTRIAL FUND NOT AUTHORIZED. All material not covered by the instructions in subpar. 1 will be taken up in the stores account in which the material normally is carried and reported on the financial inventory report opposite financial inventory report code B1 as material turned in to store (MTIS). Credits to appropriations and individual allotments are not authorized.

#### 23189 STRIP-SHIP MATERIAL

1. SILVER SERVICE PRESENTATIONS AND LIKE ITEMS. Silver service presentations and like items will not be taken up in any stores account but will be held in safekeeping at a naval supply center, naval supply depot, or by the supply department of a naval shipyard pending instructions from the Naval Supply Systems Command. A receipted copy of the itemized invoice on which this material is turned in for storage will be forwarded by letter of transmittal to the Naval Supply Systems Command (Deputy Commander, Fleet Support and supply Operations).

2. RECREATION PROPERTY. Recreation property bought with nonappropriated funds and released to a shore activity will not be taken up in any stores account but will be stored in custody of the supply officer pending redistribution instructions from the type commander or the Bureau of Naval Personnel (Special Services Division). The

receiving activity will report any material not redistributed in this manner within three months from date of receipt to the Bureau of Naval Personnel (Special Services Division). Recreation property bought with appropriated funds will be handled in accordance with par. 23187.

3. GOVERNMENT MATERIAL INITIALLY PROCURED WITH APPROPRIATED FUNDS. Government material initially procured with appropriated funds will be taken up in the proper stores account and accounted for in accordance with the instructions in par. 23187.

4. VENDING MACHINES FROM AFLOAT ACTIVITIES. Vending machines procured from Ships' Stores Profits, Navy, and turned in to a shore activity upon inactivation of the ship will not be taken up in any stores account but will be stored in custody of the supply officer pending disposition instructions from the Navy Resale System Office, Brooklyn. The receiving activity will report any vending machines for which disposition action has not been received within three months from the date of receipt to the Navy Resale System Office.

#### 23190 RECEIPTS FROM CONTRACTORS' PLANTS

1. GENERAL. It is the responsibility of property administrators at contractors' plants to prepare a Requisition and Invoice/Shipping Document (DD Form 1149) containing sufficient information to enable the receiving activity to process the property and effect takeup in the appropriate stores accounts in accordance with the instructions contained in subpars. 2-5.

2. GOVERNMENT FURNISHED INDUSTRIAL FACILITIES (EQUIPMENT). Government furnished plant equipment returned to the Navy activity accountable for the property at the contractors plant will be taken up in the stores account in which normally carried and reported under the caption "Material turned in to store if the equipment is not in work in progress, or as a credit expenditure if the equipment is in work in progress. Plant equipment received by an activity which is not accountable for the contractor's plant will be taken up in the stores account in which normally carried as a receipt from other supply officers. Summarization of the receipt will be effected by the activity accountable for the contractor's plant. Other government furnished equipment returned will be taken up upon receipt by the receiving activity as material turned in to store.

#### 3. GOVERNMENT FURNISHED MATERIAL DECLARED EXCESS TO THE NEEDS OF THE CONTRACT

a. Material Originally Issued for Use on Contracts Designating End Use Functional Accounts. Government furnished material originally issued for use on contracts designating end use functional accounts, when returned, will be taken up in the stores account in which normally carried as credit expenditures or as material turned in to store in accordance with par. 23186.

b. Material Originally Issued for Use on Contracts Designating a Functional Account in the 50000 Series (Except 51600) as Chargeable. Government furnished material returned to a naval activity by a contractor as being in excess of the needs of the contract or as being no longer required for use on the contract will be taken up in the appropriate stores account in which normally carried as a credit expenditure to other supply officers. The invoice will be prepared from the receiving activity to the Navy Regional Finance Center, Washington, D.C., and summarization effected. Reference will be made on the credit transfer invoice to the contract number and the memorandum invoice on which the material was returned by the Navy representative at the contractor's plant.

4. SPECIAL TOOLING. Government furnished special tooling returned will be taken up in the stores account in which normally carried and reported under the caption "Material turned in to store".

5. TERMINATION INVENTORY AND OVERRUN AND CHANGE ORDER MATERIAL. Upon removal from a contractor's plant, termination inventory and overrun and change order material will be taken up on the financial inventory report under the caption "Material turned in to store". When the contract is chargeable to the Navy Stock Fund, the material will be taken up in the Navy Stock Account. In all other cases material will be taken up in the stores account in which it is normally carried. When material is taken up erroneously or is sold at a later date with the proceeds being used as an offset in a settlement claim, the receipt will be canceled by means of a credit receipt invoice under the same caption in which it was originally reported.

#### 23191 RECEIPTS FROM PROSPECTIVE CONTRACTORS

Government property returned to the Navy which was originally issued in accordance with pars. 25496-2 and 25497-2 will be taken up in the appropriate stores account as a

credit expenditure with credit to the same appropriation and subhead that was charged upon issue and functional account 98080. If the receiving activity is not the same as the original issuing activity, the issuing activity will be informed by letter of the return of the property, requesting accounting information, if necessary. When the issuing activity, receives notice of return of the property or receives the property, as the case may be, action will be taken to return the bond or cash in accordance with the Navy Comptroller Manual, par. 043142-2. When property is not returned, the supply officer of the issuing activity will take action in accordance with the provisions of the agreement. The value of the property, bond, or cash will be accounted for in accordance with the Navy Comptroller Manual, par. 035627-3.

23192 EXCESS NAVY STOCK ACCOUNT MATERIAL, SPECIAL ACCOUNTING CLASS 224, FROM FLEET ISSUE SHIPS

Navy Stock Account, special accounting class 224, material returned to the supporting naval supply center will be taken up as special accounting class 224 material. Material received which is excess to the supply system or which is a deleted item will be transferred from special accounting class 224 to disposal. All other material will be transferred as an interclass transfer from special accounting class 224 to the applicable two digit class. Material differences or invoice discrepancies will be adjusted by appropriate action in special accounting class 224 prior to transfer to disposal or the two digit class. A copy of each adjustment invoice will be forwarded to the ship. Material received by activities other than the supporting naval supply center will be taken up as a transfer from other supply officers in the regular two digit class. Receipted invoices covering these latter transfers will be received by the supporting naval supply center from the transferring ship. Upon receipt, the invoice value of the material will be transferred from the special accounting class 224 to the applicable federal group or class and the material will be invoiced to the receiving activity as a transfer to other supply officers.

23193 RECEIPT OF MATERIAL MANUFACTURED BY INDUSTRIAL-COMMERCIAL ACTIVITIES

Stores account material manufactured under the Navy Industrial Fund will be taken up as receipts from purchase by the activity performing the manufacture or by the activity receiving the manufactured material, as appropriate. When the activity performing the manufacture does stores accounting

in the account for which the material was manufactured, the performing activity will take up the manufactured material as a receipt from purchase. The manufactured material subsequently will be invoiced as a transfer between supply officers to the receiving activity designated in the order for manufacture or to the activity performing stores accounting for the receiving activity. Products manufactured for a stores account for which the performing activity is not authorized to submit stores returns will be taken up as a receipt from purchase by the receiving activity or by the activity performing stores accounting for the receiving activity.

23194 TRANSPORTATION CHARGES ON PURCHASED MATERIAL

When material which was purchased under special circumstances and on which the contractor was authorized to pay transportation charges subject to reimbursement is received, unit prices of the stores account items will be adjusted by prorating the actual transportation charges or, if not available, the estimated transportation charges to the various items so that the total cost of the material will include the cost of transportation. This adjustment is made by the inspection report section as a routine function of preparing, pricing, and extending the inspection reports. Differences between the actual and estimated transportation charges will be accounted for in captions (c) and (d) of the Reconciliation Statement of Receipts from Purchase (NavCompt Form 145); no adjustment of stock records will be necessary. Such transportation charges are chargeable to the appropriation or fund which financed procurement of the material.

23195 DISCOUNTS OR LIQUIDATED

Inspection reports usually are prepared for the gross value of the material purchased, and no adjustments to stock records will be made because of deductions on paid public vouchers for discounts or liquidated damages. When the net amount on the public vouchers is abstracted rather than the gross value shown on the inspection reports, adjustments of the differences will be made at activities rendering Reconciliation Statement of Receipts from Purchase (NavCompt Form 145) under caption (d) of the reconciliation statement. If possible, the inspection reports will be taken up at the net amount at the time of purchase when it is reasonably certain that discounts will be taken. If the discount is not taken on the paid public voucher, the difference will be accounted for as a loss under caption (c) of the reconciliation statement of receipts from purchase. Inspection reports also will be taken up at the net value when

purchases are made at a discount and the material or services ordered are taken up for the first time from the paid public vouchers.

#### 23196 PURCHASED MATERIAL INTENDED FOR STOCK

Material received as a result of purchase action and intended for stock will be taken up as "Receipts from purchase" except that material to be accounted for by the Navy Regional Finance Center (Property Accounting Department) will be handled in accordance with par. 23202. When the procurement document cites an end use functional account, the material will be taken up in the Appropriation Purchases Account as a receipt from purchase (see the Navy Comptroller Manual, par. 046027-4b(3)). The take up action will be effected by the officer carrying the stores account of the activity actually receiving the material or by the activity accountable for the activity receiving the material, regardless of the activity making the purchase. When an error or change in the value of an inspection report which had been taken up in the stores account is discovered, other than differences because of reservations, discounts, etc., a correction report will be prepared and processed in the same manner as the inspection report to which it pertains.

#### 23197 ACCOUNTING FOR RECEIPT OF MATERIAL INCLUDED IN THE COST OF NEW SHIPS

All articles of equipment and supplies for a new ship furnished by a contractor or delivered to a contractor's plant by the Government, or delivered to the industrial department of a shipyard for a ship under construction, must be taken up on the books of the accountable supply officer in the stores account under which it is procured. Such material will be expended at the time of delivery and included in the construction cost of the new ship.

#### 23198 ACCOUNTING FOR RECEIPTS FROM MARINE CORPS

Material received from the Marine Corps for which reimbursement is required will be taken up in the appropriate stores account as a receipt from purchase. Requisitions for the material will be handled in accordance with par. 22055-2. Voucher for Transfers Between Appropriations and/or Funds (Standard Form 1080) will be forwarded to the receiving activity by the Marine Corps for the completion of the certificate of office billed. The receiving activity will insert the appropriation, symbol, title, functional account, and other necessary accounting information and will

transmit the voucher to the Navy regional finance center serving the receiving activity.

#### 23199 ACCOUNTING FOR RECEIPTS OF NAVY OWNED MATERIAL FROM MERCHANT SHIPS

When Navy owned material, other than ammunition, which is fit for issue is removed from merchant ships and turned over to supply officers ashore, it will be taken up and accounted for under the appropriate provisions of par. 23187. Ammunition will be turned in to store only at activities having an ammunition officer and facilities for storing and handling ammunition. The value of the ammunition will be taken up in the Appropriation Purchases Account records maintained by that office.

#### 23200 ACCOUNTING FOR LOSS BECAUSE OF OPERATIONS OF THE ENEMY

When shipping papers, invoices, etc., indicate the material has been shipped, but has not been received, and it is subsequently determined that such nonreceipt is because of loss caused by operations of the enemy, no survey will be made. When material is lost in transit because of enemy action en route, the material will be taken up in the account in which invoiced. The receipt papers, copy of public voucher, or invoice will be stamped or otherwise noted "Lost in transit by enemy action; reference (give authority for statement of loss); expended without formal survey." The material then will be expended immediately, using the receipt voucher as an expenditure voucher. Charges will be made to the appropriations as follows:

1. Appropriation Purchases Account material to 17x1995, Nonreimbursable Issues of Appropriation Purchases Account Material;
2. Navy Stock Account material to the Navy Stock Fund.

#### 23201 ACCOUNTING FOR RECEIPT OF ENEMY MATERIAL OR EQUIPMENT

Enemy material or equipment will not be taken up in a stores account as it is not considered to be within the scope of the Navy Comptroller Manual, pars. 034000-034003. Transfer of enemy material or equipment between supply officers will be accomplished by an unpriced memorandum invoice for receipt purposes only.

#### 23202 ACCOUNTING FOR RECEIPTS OF RETURNED GOVERNMENT

1, GENERAL. The Navy Regional Finance Center (Property Accounting Department), Washington, D.C., is accountable for

government furnished material supplied from stock or from contributing contracts to Navy contractors, and for related end items delivered to stock from prime contracts. In addition, the Navy Regional Finance Center, Washington, D. C., is accountable for stores account material on certain contracts for repair, alteration, or overhaul whether or not government furnished material is involved. The Navy Regional Finance Center, Washington, D. C., performs stores accounting and related inventory control functions incident to the following items:

1. items received from stock procurement contracts into which government furnished material has been incorporated;
2. stores account items shipped to contractors for repair, alteration, or overhaul except those items shipped under local contracts for repair, alteration, or overhaul;
3. stores account items furnished contractors incident to stock procurement contracts;
4. items procured under contracts for inclusion in end items procured under stock procurement contracts.

2. ACTION BY THE RECEIVING ACTIVITY

a. Deliveries Inspected at Destination.

Upon receipt of material under contracts as described in subpar. 1 item 1, and upon return of repaired items as described in subpar. 1 item 2, the supply officer will prepare a Materiel inspection and Receiving Report (DD Form 250). The DD Form 250 will show:

1. the Navy Regional Finance Center, Washington, D. C., as the accountable activity;
2. the contract number;
3. the delivery number;
4. the name of the contractor; the item number; and
5. a complete description of the material as indicated on the contract, including proper class and cognizance, stock number, and pertinent shipping data.

The DD Form 250 will be priced at the current standard price or, if the standard price is not available, at the Navy invoicing value established in the contract. A notation will be made to the effect that government furnished material is involved and that the summary invoice will be received from the Navy Regional Finance Center, Washington, D.C. The DD Forms 250 will be processed as receipts from other supply officers and two copies of each will be furnished to the Navy Regional Finance Center, Washington, D. C., immediately upon inspection and acceptance under cover of a Summary of Material

Receipt/Expenditures (NavCompt Form 176) prepared as follows:

| <u>Caption</u>   | <u>Explanation</u>  |
|--|---|
| To   | N a v y Regional Finance Center (Property Accounting Department), Washington, D.C.                                  |
| From   | The name and unit identification code of the activity performing stores accounting for the receiving supply officer |
| Month/Quarter Ending   | The date of preparation   |
| Remarks  | The notation "Attention: material received from contractors and taken up as receipts from other supply officers"    |
| Column (A)   | The contract numbers  |
| Column (B)   | The number of inspection reports for each contract  |
| The original of the DD Form 250 with the dealers' invoices will be sent to the Navy Regional Finance Center, Washington, D. C., which will make payment on the contract. |   |

b. Deliveries Inspected at Source. Transmittal of DD Forms 250 to the Navy Regional Finance Center, Washington, D.C. will be accomplished by the contract administrator. Upon receipt of material under the contracts described in subpar. 1 item 1, and upon return of repaired items as described in subpar. 1 item 2, the receiving supply officer will process the DD Forms 250 received with the material as receipts from other supply officers at standard prices of Navy invoicing values.

c. Take up on Stock Records. The value of the material will be taken up in the class and cognizance symbol appearing on the DD Forms 250 as receipts from other supply officers and carried in caption (A) of the Reconciliation Statement of Receipts from Other Supply Officers (NavCompt Form 146). Summarization will be effected by the Navy Regional Finance Center, Washington, D.C.

3. ACTION BY THE NAVY REGIONAL FINANCE CENTER, WASHINGTON, D.C. The Navy Regional Finance Center, Washington, D. C., will take up as a receipt from purchase, in the appropriate stores account, the value of the inspection reports received. Simultaneously, expend as a transfer to other supply officers, and summarize to the recipient naval activity. The DD Form 250 will be priced at current standard price or, if the standard price is not available, at the Navy invoicing value established in the contract.

23204 ACCOUNTING FOR RECEIPT  
OF FUEL

1. BULK AND PACKAGED FUEL PRODUCTS. Procedures in this paragraph pertain to the receipt of and accounting for bulk liquid fuel and related items, cognizance symbol 9X. Cognizance symbol 9X material includes the following:

1. bulk petroleum products (liquid petroleum fuels and petroleum oils and lubricants which normally are transported by pipeline, rail, tank truck, barge or ocean tanker, and stored in a tank or container having a fill capacity greater than 55 gallons);
2. packaged fuels (bulk petroleum fuels which because of operational necessity are packaged and supplied, stored, transported, and issued in 5 gallon cans or 55 gallon drums);
3. drums;
4. petroleum solvents.

## 2. DEFINITIONS OF TANKER TERMINOLOGY

a. Fleet Oiler. Fleet oilers are military manned, commissioned tankers assigned to fleet commands. The name is prefixed by USS.

b. Military Sealift Command Commissioned Tankers. The Military Sealift Command commissioned tankers are military manned, commissioned tankers assigned to the Military Sealift Command. The name is prefixed by USS.

c. Military Sealift Command Civilian Manned Tankers. The Military Sealift Command civilian manned tankers are Navy ships manned by Navy civil service employees and assigned to the Military Sealift Command. The name is prefixed by USNS.

d. Military Sealift Command Contract Operated Tankers. Military Sealift Command contract operated tankers are Navy vessels operated for the Military Sealift Command by contractors and manned by merchant marine crews employed by the contractor. The name is prefixed by USNS.

e. Chartered Tankers. Chartered tankers are privately owned vessels chartered by the Military Sealift Command for a specified voyage or series of voyages (voyage chartered) or a specified period of time (time chartered). The name is prefixed by S.S. or M.S.

f. Contractor-owned or Chartered Tankers. Contractor-owned or chartered tankers are tankers owned or chartered by commer-

cial oil companies for delivery of petroleum products which are accepted and inspected (FOB) at destination rather than at the tanker loading point (source).

g. Commercial Tankers Operating under Government Bill of Lading (GBL). Commercial tankers are not considered Military Sealift Command controlled tankers when shipment is authorized on a U.S. Government Bill of Lading (Standard Form 1103) at negotiated berth term rates.

## 3. RECEIPT PROCEDURES

a. Receipts by Navy Fleet Oilers. Bulk fuel and lubricants lifted by Navy fleet oilers are inspected and accepted at source whether loaded from contractors' refineries or from stocks owned by the Defense Fuel Supply Center. The material is carried in the Navy Stock Account until issued for the oiler's consumption, issued to other consuming units, or until discharged outside the Navy Supply System. The Navy Regional Finance Center, Washington, D. C., is responsible for the financial inventory accounting and reporting of this Navy Stock Account material based on monthly transaction reports prepared by the Navy fleet oilers. Procedures for Navy fleet oiler transaction accounting and reporting to the Navy Regional Finance Center, Washington, D. C., are provided in the Fleet Oiler Manual.

b. Shore Activity Accounting for Receipts from Navy Fleet Oilers. The receipt by a shore activity of bulk fuel and lubricants from Navy fleet oilers will be covered by an invoice document prepared by the ship as a transfer between supply officers. The transfer invoice will be made "From" the Navy Regional Finance Center, Washington, D. C., "For" the transferring fleet oiler, "To" the recipient shore activity, showing both charge and credit to the Navy Stock Fund, functional account 51000. Any discrepancy between the quantity acknowledged as received by the shore activity and the quantity discharged as indicated by the ship's calibration tables will be accounted for as a gain or loss to inventory by the transferring ship. The transaction will be taken Up on financial records as a receipt by stock transfer.

## 4. CENTRAL ACCOUNTING

a. Navy Owned Single Cargo. The quantity of Navy owned single cargo loaded for the Navy account, as reported on the Tanker/Barge Loading/Discharge Report (DD Form 250-1), will be taken up on financial records at the purchase price provided by the Order for Supplies or Services/Request for Quotations (DD Form 1155) or by the contract. When discount terms are specified in the contract or order, the net value of the loaded quantity will be taken up on financial records.



b. Receipts from Other Department of Defense Agencies and Other Source

(1) Receipts by Barge, Tank Cars, or Transport Trucks. When fuels or lubricants procured from commercial sources, or from the Army or Air Force, are delivered by barge, pipeline, tank car, or transport truck the allotment of the activity placing the order for the material will be charged. In the case of Navy Stock Fund procurements, public vouchers will be abstracted to the receiving activity. Any differences between the quantity to be billed and the quantity actually delivered will be surveyed by the receiving activity. When the responsibility for losses in transit can be established against the carrier, an adjustment will be made with the carrier in accordance with the terms of the charter party when the transportation charges are paid.

(2) Fuel and Lubricants Procured from Commercial Contractors Holding Defense Fuel Supply Center Into-Plane Contracts. Instructions concerning into-plane receipts are prescribed in par. 22417-4.

(3) Receipts by Aircraft on Extended Flights. Fuels and lubricants received by aircraft on extended flights will be accounted for in the manner prescribed in par. 22417.

(4) Receipts of Empty Petroleum Drums. Receipts of empty petroleum drums will be accounted for in accordance with par. 23088.

(5) Receipts Resulting from Inter service Supply Support Agreements (ISSAS)

(a) United States Except Alaska and Hawaii. An inter service supply support agreement for bulk petroleum and packaged fuel products is an agreement whereby one military service has accepted the responsibility to support the requirements of another military service. Inter Service supply support agreements for the United States except Alaska and Hawaii are established as required through the following service inventory or commodity control points:

1. Army General Material and Petroleum Activity, New Cumberland, PA,
2. Navy Petroleum Office,
3. Aerospace Fuel Det 29, San Antonio ALC, Cameron Station, Alex., VA.

Receipts resulting from inter service supply support agreements normally are priced at the unit standard price of the supplying service, with reimbursement being effected by means of an interdepartmental stock fund transaction.

(b) Overseas. Shipment of bulk fuel and lubricants delivered by Military Sealift Com-

mand controlled tankers to naval activities overseas normally are made in accordance with Procedures for the Management of Petroleum Products, DOD 4140.25-M. These cargoes normally are owned by the shipper service whether liftings are made from contractors refineries or from the stocks of another service and are the responsibility of the shipper service until discharged. The quantity taken up on financial records of the Navy Regional Finance Center, Washington, D. C., will be the quantity reported on the DD Form 250-1 computed at the standard price of the selling service on the date the shipment was originated. The financial transaction will be a receipt from other Department of Defense agencies.

5. ACCOUNTING FOR GASOLINE DRAINED FROM PRIVATE VEHICLES. Private vehicles being transported on board government operated ships are required to have gasoline drained from their tanks (see Transportation of Personal Property (NAV-SUP P-490), par. 11004-3). This gasoline will be taken up in the Navy Stock Account as material turned in to store without charge to the Navy Stock Fund by the supply officer at the port of embarkation. One summary Requisition and Invoice/Shipping Document (DD Form 1149) will be prepared monthly. These receipts will be reported on the Financial Inventory Report (NavCompt Form 2154) opposite FIR Code B5. The original invoice will be forwarded with the financial inventory report. For free issue of gasoline to private vehicles discharged from government operated ships see par. 25321.

23205 ACCOUNTING FOR NATIONAL STOCKPILE MATERIAL

For funding and cost reporting, see the NavSup Management Handbook (NAVSUP P-285), Chapter 2, Part B, Section 4.

23206 ACCOUNTING FOR GOVERNMENT OWNED AMMUNITION CONTAINERS FURNISHED TO CONTRACTORS FOR FILLING AND SHIPPING PURPOSES

When government owned ammunition containers which were expended to contractors for shipment purposes are received filled from contractors, they will not be accounted for as separate items. Emptied containers for which there is no immediate use will be turned in to store in the Appropriation Purchases Account, in accordance with par. 23186-1b. Ammunition containers as defined herein, include boxes, pallets and adapters, tanks, cans, marker containers, propellant grain containers, etc.

**23207 ACCOUNTING FOR FORMS AND PUBLICATIONS**

Accounting for forms and publications returned to store will be effected in accordance with par. 23186-1a and NAVSUPINST 4440.157.

**23208 PROCESSING OF BILLINGS RENDERED ON BASIS OF CONSTRUCTIVE DELIVERY**

Billings for reimbursable issues of material, supplies, and equipment financed by stock funds or military appropriated funds will be accepted on the basis of constructive delivery in accordance with the Navy Comptroller Manual, par. 022072-6. Billings received from the General Services Administration will be processed in accordance with

par. 23143-1. Constructive delivery is defined as evidence that articles requested have been accepted for ultimate delivery by an authorized carrier, commercial or military. The Voucher for Transfers Between Appropriations and/or Funds (Standard Form 1080) which has been prepared to bill a Navy activity, bureau, command, or office will be submitted to the receiving activity or to the requisitioning activity when so specified. The "Certificate of office billed" will be accomplished and the Standard Form 1080 forwarded to the disbursing officer for payment in accordance with the Navy Comptroller Manual, pars. 046130 and 046131. Billing and collection documents will be supported by evidence of delivery to the carrier in the form of individual shipping documents or a summary listing thereof.

## PART D: ILLUSTRATIONS

23225 MATERIAL RECEIPT  
ILLUSTRATIONS

The following illustrations are to be used as a guide for the proper preparation of printed forms covering receipt of material:

1. Distribution of DD Form 250--Supplies Inspected at Source  
Receipt Control Branch and Receiving Section Adjacent
2. Distribution of DD Form 250--Supplies Inspected at Source  
Receipt Control, Branch and Receiving Section not Adjacent
3. Distribution of DD Forms 250 and 1155- -Supplies Inspected and Accepted at Destination  
Receipt Control Branch and Receiving Section Adjacent
4. Distribution of DD Forms 250 and 1155--Supplies Inspected and Accepted at Destination  
Receipt Control Branch and Receiving Section not Adjacent
5. Sampling Containers
6. Taking Temperature
7. ASTM Cup Case Thermometers No. 59F
8. Tank Gaging Tape
9. Measuring Oil in Ship's Cargo Tank
10. Innage Measurement
- 11.
12. Distribution of S. and A. Form 1040 for Cognizance Symbol I Material Received From Purchase
13. U. S. Government National Credit Card (Standard Form 149)

DISTRIBUTION OF DD FORM 250- SUPPLIES INSPECTED AT SOURCE

RECEIPT CONTROL BRANCH AND RECEIVING SECTION ADJACENT

RECEIVING SECTION: Receive material, remove outside packing copies, note temporary storage location on top copy, sign and date top copy, deliver copies to receipt control branch.

RECEIPT CONTROL BRANCH: Receive advance copy, obtain open order file, note delivery instructions on advance copy, place advance copy in file. Upon receipt of outside packing copies from receiving section, locate advance copy in file, remove advance copy with one additional copy and return to receiving section. Forward two copies to stock control branch, place other copies in file. Upon receipt of signed storage copy, place in file.

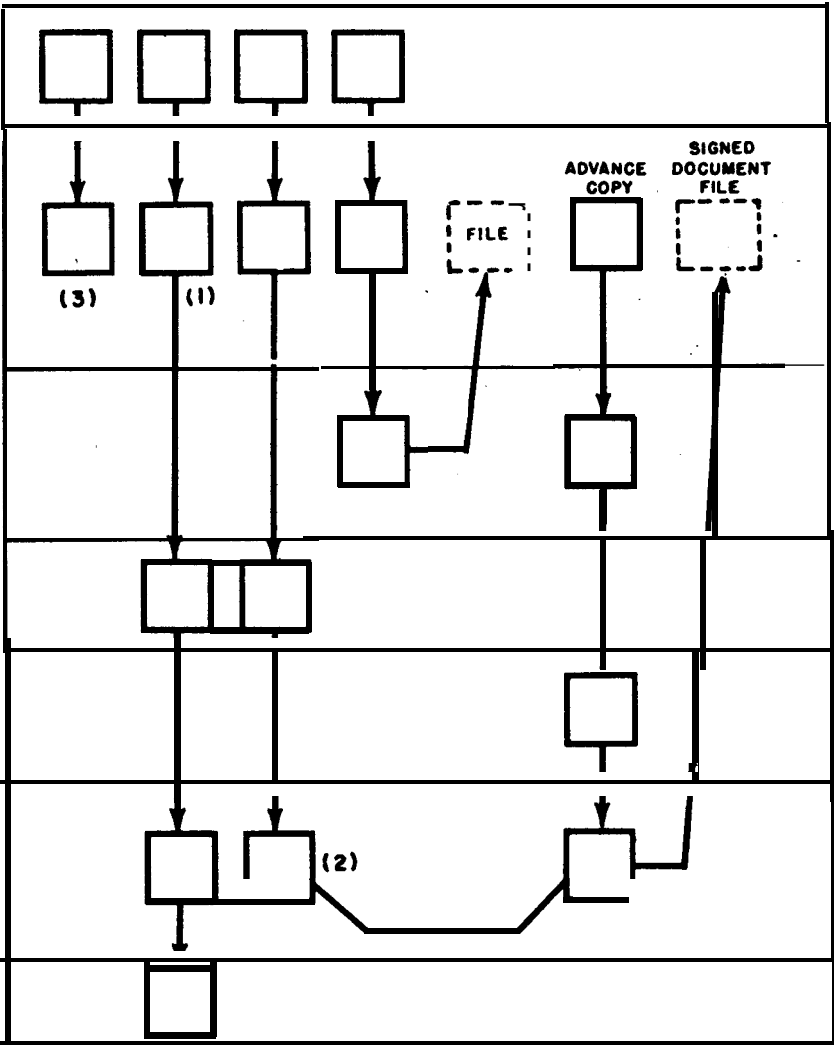
RECEIVING SECTION: Receive copies from receipt control branch, check the material received, forward material with one copy to the storage branch, return one copy to receipt control branch with memo copy of bill of lading.

STOCK CONTROL BRANCH: Receive copies from the receipt control branch, take up in stock records, forward copies to the financial inventory control section.

STORAGE BRANCH: Receive material, verify material received against receipt document, store material, sign and date the storage copy, forward copy to financial inventory control section.

FINANCIAL INVENTORY CONTROL SECTION: Receive copies from stock control branch, take up values in financial inventory control records, forward one copy to fiscal department, retain one copy in suspense file. When signed storage copy is received, match against the suspense file copy.

FISCAL DEPARTMENT:



- (1) At mechanized activities this copy will be used
- (2) At mechanized activities the storage branch copy will be matched against the receipt header card
- (3) Navy regional accounts office copy if material is accepted at destination

ILLUSTRATION I

DISTRIBUTION OF DD FORM 250--SUPPLIES  
INSPECTED AT SOURCE

RECEIPT CONTROL BRANCH AND RECEIVING SECTION NOT ADJACENT

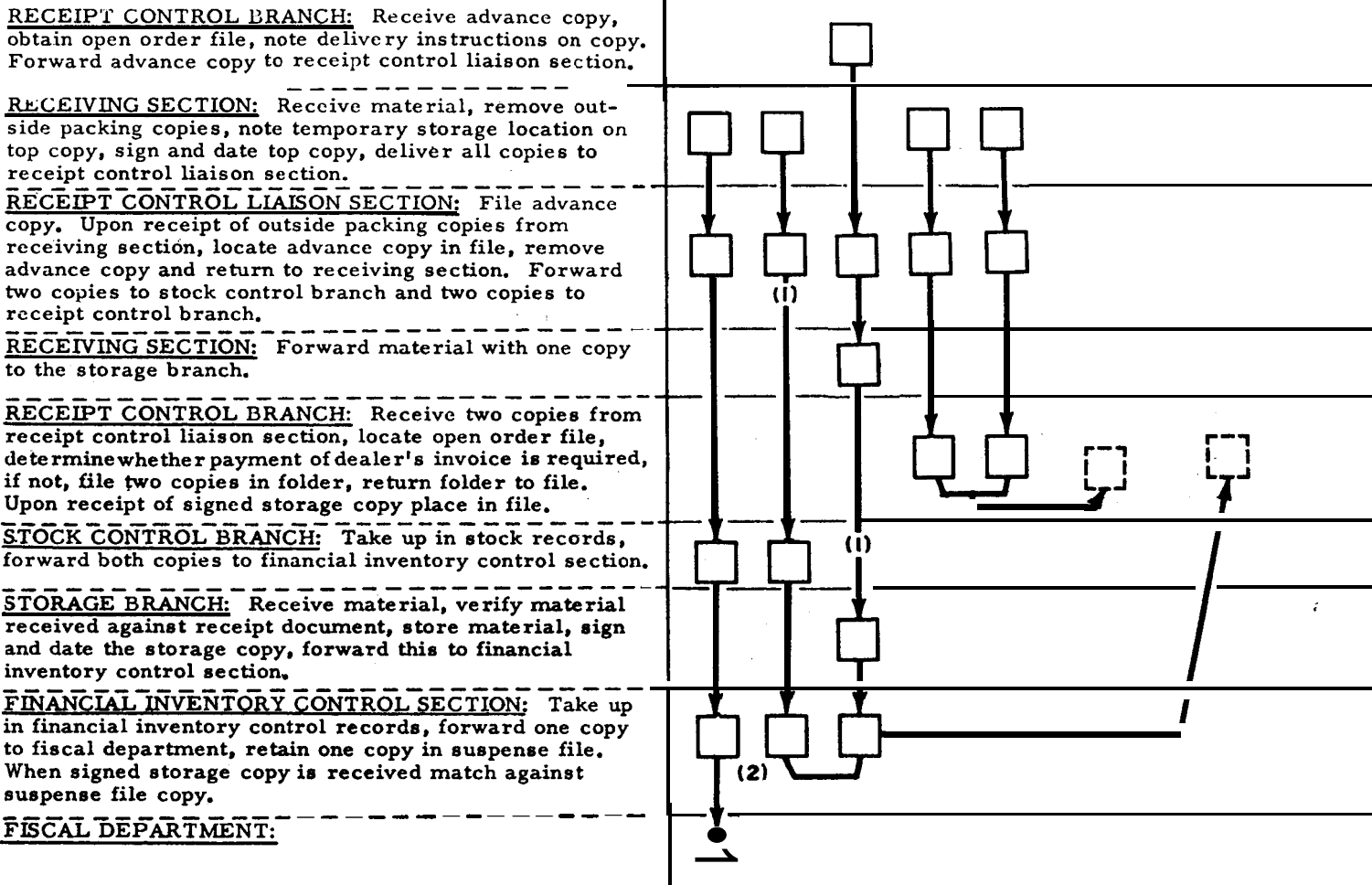


ILLUSTRATION 2

DISTRIBUTION OF DD FORMS 250 AND 1155--  
 SUPPLIES INSPECTED AND ACCEPTED AT DESTINATION  
 RECEIPT CONTROL BRANCH AND RECEIVING SECTION ADJACENT

**RECEIPT CONTROL BRANCH:** Upon receipt of contract or order prepare DD Form 250, place in open order file. Upon notification of receipt of material by receiving section, remove DD Form 250 from file. Distribute one copy to receiving section, retain one copy, forward remaining copies to the material inspection section.

**RECEIVING SECTION:** Upon receipt of copy from receipt control branch, attach to material and deliver to material inspection section. Upon receipt of copy from material inspection section, deliver material to storage branch.

**MATERIAL INSPECTION SECTION:** Receive copies of DD Form 250 from receipt control branch, locate material, inspect material, sign inspection report copies. Distribute two copies of DD Form 250 to stock control branch, forward one copy receipt control branch, forward one copy to receiving section.

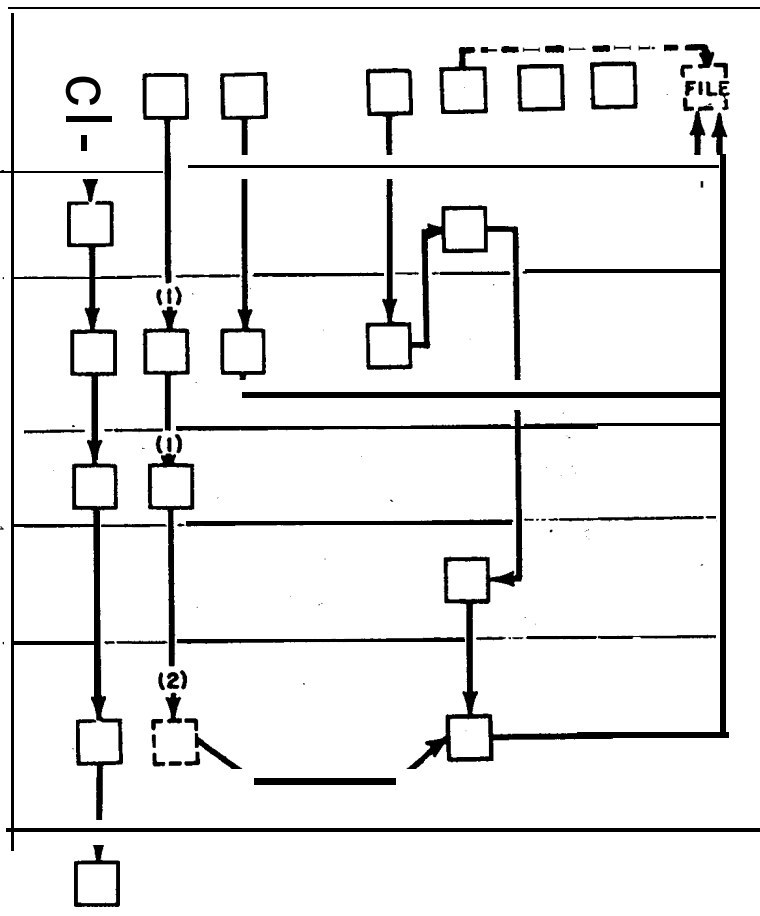
**STOCK CONTROL BRANCH:** Take up in stock records, forward copies to financial inventory control.

**STORAGE BRANCH:** Receive material, check material against documents received, store material, sign and date copy of DD Form 250. Forward copy to financial inventory control.

**FINANCIAL INVENTORY CONTROL SECTION:** Take up in financial inventory control records, forward one copy to fiscal, file one copy in suspense file. Upon receipt of signed storage copy, remove copy from suspense file, match against signed storage. Return signed storage copy to receipt control branch. Destroy suspense file copy.

**FISCAL DEPARTMENT:**

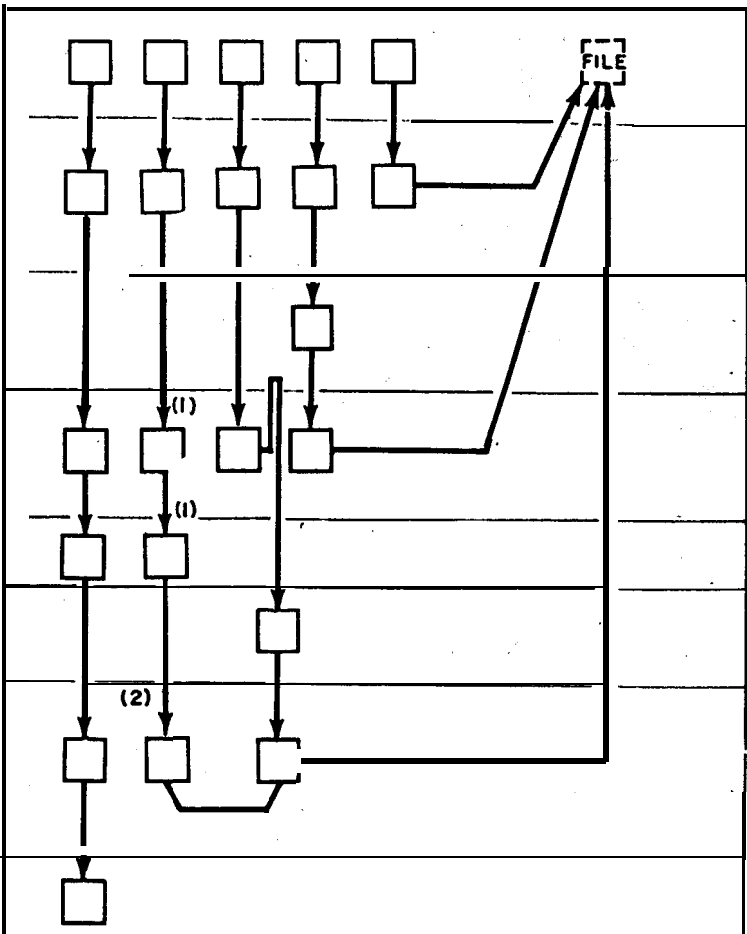
ILLUSTRATION 3



(1) At mechanized activities this copy will be returned to the receipt control branch

(2) At mechanized activities the receipt header card will be matched against the signed storage copy

**DISTRIBUTION OF DD FORMS 250 AND 1155-SUPPLIES  
INSPECTED AND ACCEPTED AT DESTINATION  
RECEIPT CONTROL BRANCH AND RECEIVING SECTION NOT ADJACENT**



**RECEIPT CONTROL BRANCH:** Upon receipt of contract prepare DD Form 250, file one copy, forward remaining copies to liaison section. When required additional copies will be forwarded.

**RECEIPT CONTROL LIAISON SECTION:** File copies of DD Form 250 pending receipt of material, upon notification of receipt of material remove DD Form 250 from file, forward one copy to receipt control branch, forward one copy to receiving section, forward remaining copies to material inspection section.

**RECEIVING SECTION:** Upon receipt of copy of DD Form 250 attach to material. Upon receipt of copy from material after inspection, deliver material with one copy to storage branch.

**MATERIAL INSPECTION SECTION:** Receive DD Form 250, inspect material, sign DD Form 250, return one copy to receiving section, deliver two copies to stock control branch and forward remaining copies to receipt control branch.

**STOCK CONTROL BRANCH:** Take up in stock records, forward copies to financial inventory control section.

**STORAGE BRANCH:** Check material against DD Form 250, store material, sign and date DD Form 250 and forward to financial inventory control section.

**FINANCIAL INVENTORY CONTROL SECTION:** Take up value in financial inventory control ledger, forward one copy of DD Form 250 to fiscal, place remaining copy in suspense file. Upon receipt of signed storage copy remove suspense copy from file, match against signed copy, forward signed copy to receipt control branch, destroy suspense file copy.

**FISCAL DEPARTMENT:**

(1) At mechanized activities, this copy will be returned to the receipt control branch

(2) At mechanized activities, the receipt header card will be matched against the signed storage copy

ILLUSTRATION 4

SAMPLING CONTAINERS

METAL CONTAINERS BOTTLES

CORK IS WITHDRAWN BY JERKING LINE

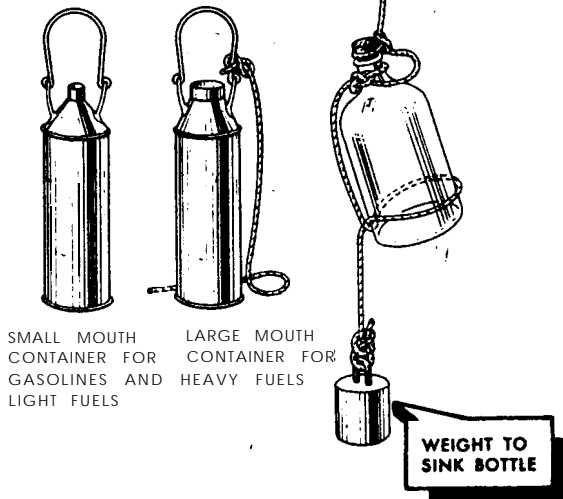


ILLUSTRATION 5

TAKING TEMPERATURE

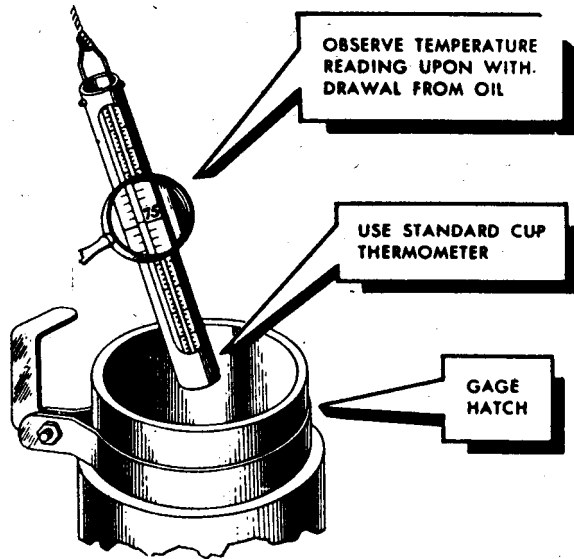


ILLUSTRATION 6

ASTM Cup Case Thermometers

A.S.T.M. No. 59F



ILLUSTRATION 7

TANK GAGING TAPE

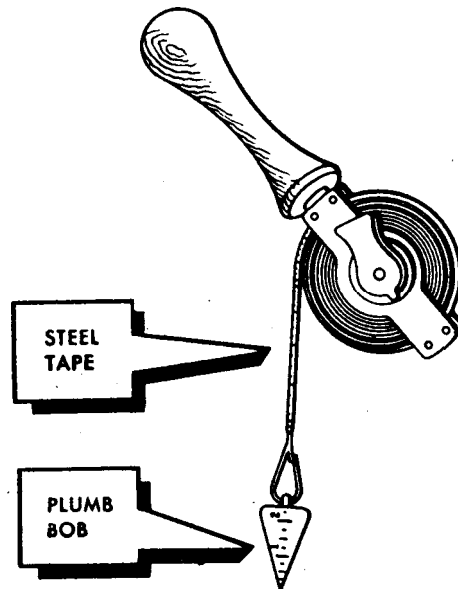


ILLUSTRATION 8



MEASURING OIL IN SHIP'S CARGO TANK

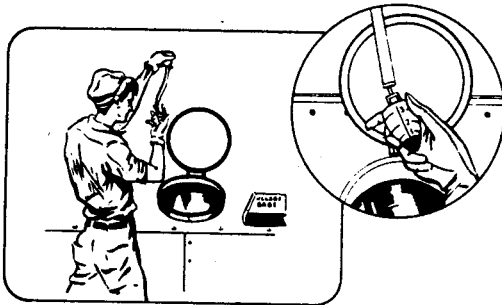
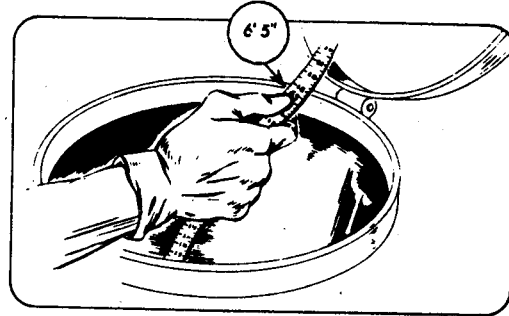


**STEP 1**

LOWER TAPE STEADILY THROUGH OPEN HATCH COVER UNTIL BOB TOUCHES SURFACE.

TAKE READING FROM TAPE AT INSIDE OF TANK HATCH COVER.

**STEP 2**



**STEP 3**

WITHDRAW AND NOTE DISTANCE BOB HAS BEEN IMMERSED INTO FUEL.

**STEP 4**

6' 5"  
1"  
6' 4"

READING ON TAPE  
SUBMERSION OF BOB  
DISTANCE FROM FUEL  
SURFACE TO TANK  
OVERHEAD

SUBTRACT

**STEP 5**



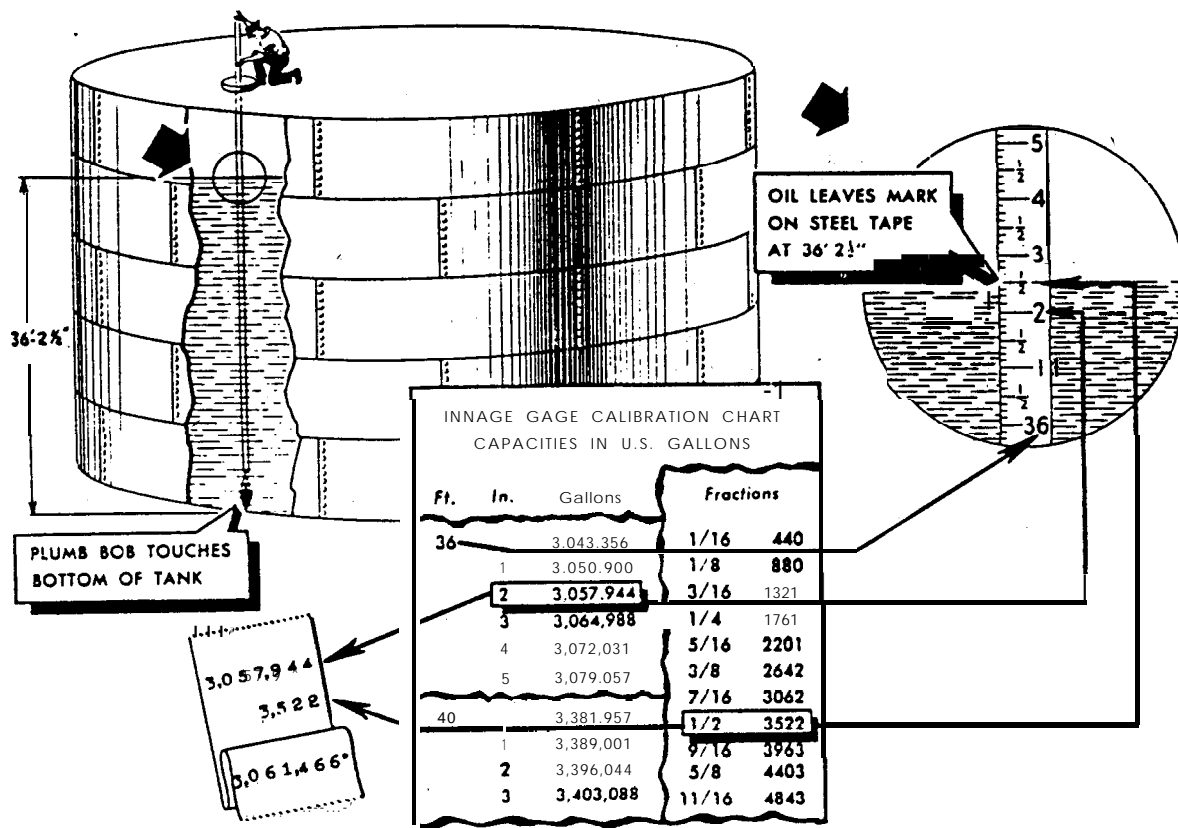
APPLY FIGURE TO ULLAGE TABLE TO FIND AMOUNT OF FUEL.

**ULLAGE GAGE CALIBRATION CHART  
CAPACITIES IN U. S. GALLONS**

| 5 FT  |       | 6 FT  |       |
|-------|-------|-------|-------|
| IN    |       | IN    |       |
| 0     |       | 0     |       |
| 1/4   | 19043 | 1/4   | 16965 |
| 1/2   | 19000 | 1/2   | 16922 |
| 3/4   | 18957 | 3/4   | 16878 |
| 1     | 18913 | 1     | 16835 |
| 1 1/4 | 18870 | 1 1/4 | 16792 |
| 1 1/2 | 18827 | 1 1/2 | 16748 |
| 1 3/4 | 18783 | 1 3/4 | 16705 |
| 2     | 18740 | 2     | 16662 |
| 2 1/4 | 18697 | 2 1/4 | 16619 |
| 2 1/2 | 18654 | 2 1/2 | 16576 |
| 2 3/4 | 18610 | 2 3/4 | 16533 |
| 3     | 18567 | 3     | 16490 |
| 3 1/4 | 18524 | 3 1/4 | 16447 |
| 3 1/2 | 18480 | 3 1/2 | 16404 |
| 3 3/4 | 18437 | 3 3/4 | 16361 |
| 4     | 18394 | 4     | 16318 |
| 4 1/4 | 18350 |       | 16276 |
| 4 1/2 | 18307 |       | 16233 |
| 4 3/4 | 18264 |       | 16190 |
|       | 18221 |       | 16147 |

ILLUSTRATION 9

INNAGE MEASUREMENT



THIEFING FOR WATER

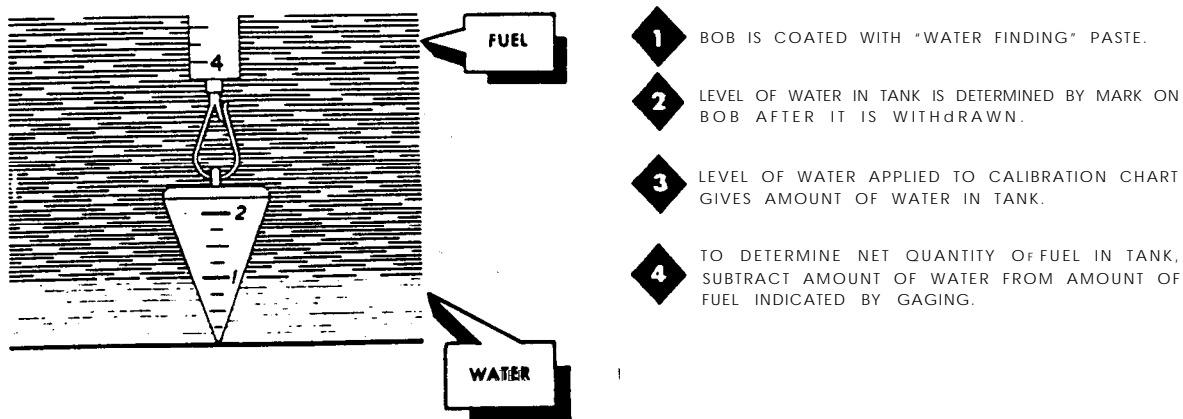
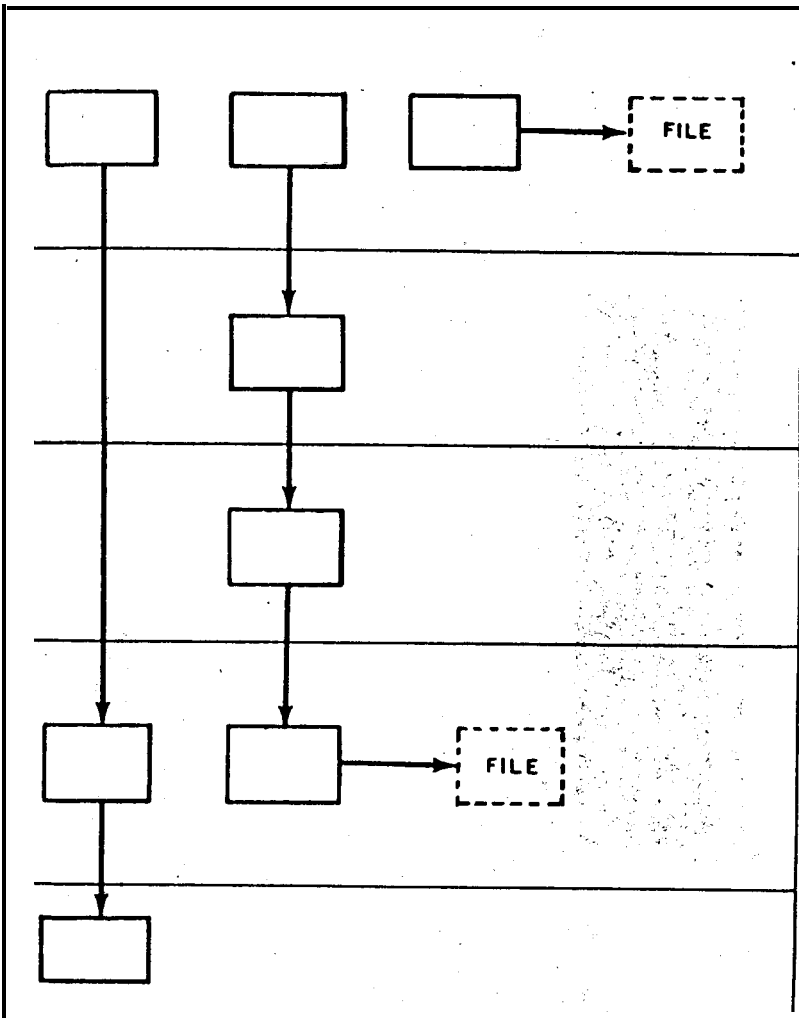


ILLUSTRATION 10

DISTRIBUTION OF S. AND A. FORM 1040 FOR COGNIZANCE  
SYMBOL MATERIAL RECEIVED FROM PURCHASE



**RECEIPT CONTROL BRANCH:** Upon receipt of three copies of S. and A. Form 1040 for each item from Forms and Publications Supply Office, place in file. Upon notification by the receiving section of receipt of the material, remove cards from file, return one copy to the receiving section, forward one copy to stock control branch, complete the open order file.

**RECEIVING SECTION:** Upon receipt of material, notify receipt control branch of the order number marked on the material. Upon receipt of one copy of S. and A. Form 1040, forward with the material to storage branch.

**STORAGE BRANCH:** Upon receipt of material with one copy of S. and A. Form 1040, check and store the material, sign the S. and A. Form 1040 and forward to stock control branch.

**STOCK CONTROL BRANCH:** Receive one copy of S. and A. Form 1040 from receipt control branch, take up the quantity in stock records, retain pending receipt of signed storage copy. Upon receipt of signed storage copy match against the suspense copy, forward one signed copy to the Forms and Publications Supply Office. Return signed storage copy to file.

**FORMS AND PUBLICATIONS SUPPLY OFFICE:**

ILLUSTRATION 12

