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SUBSECTION 7-1 POLICIES

7-1.1 Scope of Section 7

This section of the Fleet Modernization Program (FMP) Management and Operations Manual defines the policies, responsibilities, and procedures associated with the identification, acquisition, procurement, and installation of Ship Alteration (SHIPALT) material.

7-1.2 References for Section 7

The following references are the principal sources of material management information presented in this section:

S7(a) Appendix H, Subj: SAR AML Preparation Guide

S7(b) Appendix A, Subj: NAVSEA Technical Specification 9090-210, Justification/Cost Form (JCF)

S7(c) Appendix A, Subj: NAVSEA Technical Specification 9090-500, SHIPALT Record (SAR)

S7(d) Appendix A, Subj: NAVSEA Technical Specification 9090-600, SHIPALT Installation Drawings

S7(e) NAVSUP Publication 485 Volume III, Subj: MILSTRIP/MILSTRAP

7-1.3 Background for Section 7

The FMP material management process involves specific functions, including:

- Identifying SHIPALT material - Ship Program Manager (SPM)
- Programming SHIPALT installation - Chief of Naval Operations (CNO)
- Collecting, categorizing, and monitoring these SHIPALT material requirements - (SPM)
- Planning, programming, budgeting, procuring SHIPALT material in such a manner as to promote standardization, and reporting material availability status - (CNO/SPM/Type Commander (TYCOM)/material managers).
- Requisitioning, draw down of Naval Inventory Control Point-Mechanicsburg (NAVICP-M)/Defense Logistics Agency (DLA) material, receiving, storing, installing and accounting for SHIPALT material - Naval Supervising Activity (NSA)/Installing Activity (IA).

This subsection of the FMP Manual presents material management procedures that span the entire FMP process. The processes described in the following paragraphs, involve performance of a set of material management functions.

- SHIPALT material identification and timely development of installation schedules are necessary to focus attention on funding and procurement responsibilities. Especially critical to the successful completion of SHIPALT installations is the early identification of special purpose or non-standard Long Lead Time Material (LLTM). The Justification/Cost Form (JCF) material, Ship Alteration Record (SAR) Alteration Material List (AML), and the SAR AML Preparation Guide (reference S7(a)) are the preliminary sources for documenting material and procurement responsibilities. All material required for the SHIPALT installation may not be fully known and documented until completion of SHIPALT Installation Drawings (SIDs) by the Planning Yard (PY).

- Although the processing of material requirements may begin with the JCF or the SAR, material is not authorized for budgeting or procurement (purchase) until the SHIPALT is entered into Navy Data Environment-Navy Modernization (NDE-NM) and programmed for accomplishment.
- Material distribution and installation occur principally during program execution.
- Material required for execution of the FMP is cataloged and managed by various Material Managers (i.e. NAVICP-M and DLA).

Some material may also be centrally managed and procured by a Naval Sea Systems Command (NAVSEA) designated activity on an as-required basis ranging from multi-hull to multi-year procurement. Other SHIPALT material, referred to as NSA Provided Material, may be locally provided or fabricated by the NSA/IA.

7-1.4 Policies

Key material management policies to be used with the FMP are as follows:

- All actions taken to identify and procure material for SHIPALTs shall be designed to promote intra-Navy interoperability as a first priority and to promote standardization as a second priority.
- Standard stock material on the SHIPALT AML will be used where possible. Screening of the Standard Components List (SCL) will be conducted in development of the AML to allow for maximum utilization of standard stock material.
- Headquarters Centrally Provided Material (HCPM) and Centrally Provided Material (CPM) shall be used to the maximum extent practical to facilitate timely delivery of material and/or lower cost per unit. Reference S7(a) will be used to determine the worthiness level of material to be listed in the NDE-NM database.
- Material shall be procured in compliance with all Department of Defense (DoD) procurement and contracting regulations.
- NDE-NM has been designated by CNO as the central repository for all SHIPALT material information. The cognizant SPM will enter accurate material requirements in NDE-NM. Material managers will provide accurate and timely material status information in NDE-NM.
- Material requirements will be identified accurately and in detail as early as possible in the FMP process. These requirements must be formally documented in accordance with references S7(b) through S7(d). Commercial information sources can be valuable tools in the selection of standard components.
- Material will not be budgeted for or procured until the specific Title "K" SHIPALT (including the Title "K-P" SHIPALT after the TYCOM nominates hulls) is programmed for accomplishment by the CNO Platform Sponsors or the Title "D" SHIPALT is programmed by the applicable TYCOM.

Note: This policy is not intended to preclude placing of multi-year contracts or contract options for out year quantities.

- NAVICP-M material for programmed SHIPALTs identified with Purpose Code "T" is protected from general issue by this designation except to satisfy an Issue Group 1/Casualty Report (CASREP) requisition.

- Material will not be pushed (material to be provided without requisitioning action by NSA/IA) to Forces Afloat activities without TYCOM concurrence.
- NDE-NM worthy (See Exhibit S7-1) SHIPALT material (and in the case of submarines, Submarine Maintenance, Engineering, Planning and Procurement (SUBMEPP)) provided LLTM shall be available by the industrial availability start date. If the material is not available, a later material availability milestone must be specifically negotiated by the SPMs with NAVSEA 04 concurrence.
- NSA/IA will notify the SPM of the material availability status of SHIPALT material not received by Start Of Availability (SOA) for Title "K" SHIPALTs and the appropriate TYCOM for Title "D" SHIPALTs.
- Maximum effort to standardize material will be achieved at ship class level. When feasible, standardization will be across ship classes. Material standardization efforts shall be implemented by the following strategies:
 - Procure for all applicable hulls, which are programmed, on a single contract, using multi-year options for out year requirements.
 - Procuring standard equipment
 - Utilizing Federal Acquisition Regulations (FAR) 14-201-8 “Price Related Factors”. Using the best value to the Navy in lieu of the lowest price tends to favor items already supported.
- No Logistically Significant Material (LSM), as defined in this manual's glossary, is to be procured without required support. Specific logistics support requirements and milestones are contained in Section 8 of this manual.
- NAVICP/ DLA ICPs will procure to support programmed NDE-NM requirements. Upon receipt of funded requisitions, Naval Inventory Control Point-Philadelphia (NAVICP-P) will procure material. NAVICP-M does not generate requirements for un-programmed hulls.
- SPMs will ensure draw down of material by NSA/IAs, utilizing NAVICP-M’s non-draw down reports issued at Start of Availability (A) +1.
- NAVICP-M begins the NAVICP-M draw down reporting process at A-6, by reviewing hull NDE-NM reports. A review of the NAVICP-M file is conducted for requisitions submitted for NDE-NM items. If no requisition is identified, correspondence is submitted requesting draw down information. Final draw down reports are completed at A+1. Copies of these reports are submitted to the appropriate SPMs and the installing/material requisitioning activities.
- Material identified by an Engineering Directorate (ED) in the JCF or SAR as anon-deviation item has been deemed necessary to support future design requirements and shall not be substituted. The Hardware Systems Command (HSC) will provide sole source authorization at the time programming is done.
- HSC material managers, NAVICP-M/DLA will keep the NDE-NM Material Dictionary current and up-to-date at all times. A unique stock number will identify material having unique form, fit or function.

SUBSECTION 7-2 MATERIAL DOCUMENTATION IDENTIFICATION

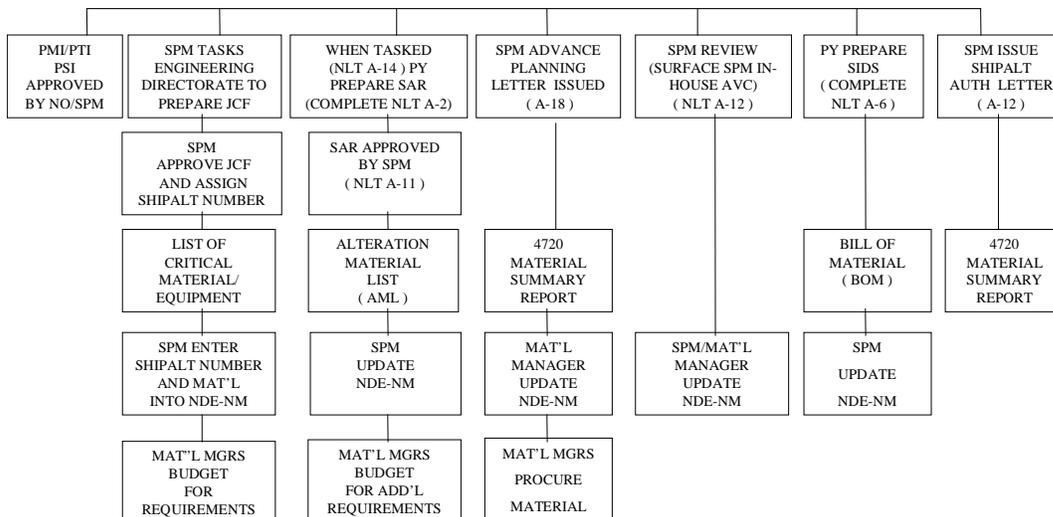
7-2.1 Scope

This subsection addresses the identification of material for a given SHIPALT beginning with the first document describing that SHIPALT. Each successive alteration development document may add to the material identification information.

The procedures for material identification are based on a succession of documents that provide progressively greater detail (see Figure 7-1). This documentation includes:

- Proposed Military Improvement (PMI), Proposed Survivability Improvement (PSI), and Proposed Technical Improvement (PTI)
- FMP Cost & Feasibility (C&F) Study
- Justification/Cost Form (JCF)
- Ship Alteration Record (SAR)
- SHIPALT Installation Drawings (SIDs)
- Advance Planning Letter, including NDE-NM 4720 Report
- SHIPALT Authorization Letter, including NDE-NM 4720 Report
- Ship Alteration and Repair Package (SARP)/Overhaul or Availability Work Package (OWP/AWP)
- Individuals and organizations associated with the design, planning, acquisition and installation of a SHIPALT should be dedicated to achieving standardization.

**FIGURE S7-1
SHIPALT MATERIAL REQUIREMENTS DEVELOPMENT**



NDE-NM BOM DEVELOPMENT

1. During each phase of SHIPALT development, the NDE-NM SHIPALT BOM is Updated
2. Material/Equipment managers must work closely with the SPMs in order to keep accurate, up-to-date availability information in NDE-NM
3. NDE-NM/SHIPALT BOM updates give the material/equipment managers needed information for budgeting and procuring the required material/equipment

7-2.2 Material Identification Categories

The process of identifying material requirements includes determining the material's category. Material identification categories are based at the level which material is procured and the relative material availability. These attributes are explained in the following subsections.

7-2.2.1 Procurement Level

This subsection describes the various levels of procurement authority.

7-2.2.1.1 Headquarters Centrally Provided Material (HCPM)

HCPM is all material procured by a material command and funded separately from the installation cost. HCPM is budgeted, funded and managed by the designated material manager and availability/procurement information is reported via NDE-NM.

7-2.2.1.2 Naval Supervising Activity (NSA) Provided Material

NSA Provided Material consists of all material procured or requisitioned using SHIPALT installation funds. This includes all Inventory Control Point (ICP) material requisitioned via government supply (NAVICP-M /DLA/NAVICP-P, etc.) and any locally procured material not listed on the SAR AML but listed on the installation drawing bill of material. The NSA is responsible for logistics support, including Provisioning Technical Documentation (PTD), for all locally procured standard and non-standard material where it may be required. Material control and management are the responsibility of the NSA.

7-2.2.1.3 Centrally Provided Material (CPM)

CPM is obtained by the NSA/IA from HSC, NAVICP-M, NAVICP-P, DLA, SUBMEPP, In-Service Engineering Agent (ISEA), or PY. Factors considered in designating CPM are technical and quality constraints; logistics support requirements, and criticality of the material. Activities designated to procure CPM will be responsible for the material control and management functions including logistics support as delineated in Subsection 7-2.3.

7-2.2.1.4 Installing Activity Provided Material (IAPM)

Miscellaneous material identified in the SID that is to be provided by the installing activity. It generally does not require logistics support.

7-2.2.1.5 General

All HSC and logistically significant ICP requirements should initially be identified by the SAR AML.

7-2.2.2 Material Availability

7-2.2.2.1 Long Lead Time Material (LLTM)

Material that is identified during the alteration development process and considered (based on judgment and experience, or based on the unique features of the requirement - such as quantity, cost or quality requirements) to have a high probability of taking greater than thirty days, to obtain is categorized as LLTM. The fact that material problems are anticipated dictates identification of this category of material early in the alteration development process. LLTM may be categorized as HCPM, NSA, CPM, or IA. For NDE-NM input purposes the LLTM

definition is Procurement Lead Time (PLT) greater than 30 days. (Ship Availability Planning and Engineering Center (SHAPEC) definition of LLTM is PLT greater than 30 days).

7-2.2.2.2 Short Lead Time Material (SLTM)

FMP material whose procurement lead-time is estimated as thirty days or less is categorized as SLTM.

7-2.3 Material Acquisition Responsibilities

Appropriate acquisition strategies shall be employed by all acquisition activities to achieve intra-class and intra-Navy standardization to the maximum extent possible. (See Section 9 of this manual.)

7-2.3.1 Hardware Systems Commands (HSCs)

HSCs will plan, program, budget for and procure all HSC managed material and associated logistics support when the items are research and development related, of unstable design, or technically complex, and provide delivery status of hardware to support installation planning.

7-2.3.2 Naval Inventory Control Point-Mechanicsburg (NAVICP-M)

NAVICP-M will procure material and associated logistics support when the item is centrally managed at NAVICP-M. If an item requires logistics support other than supply support, technical manuals and Planned Maintenance System (PMS), procurement will be referred back to the HSC.

7-2.3.3 Defense Logistics Agency (DLA)

DLA will procure consumable material assigned to their cognizance. Any material requiring logistics support, other than supply support, technical manuals and PMS, will be referred back to the HSC.

7-2.3.4 Planning Yards (PYs), Submarine Maintenance, Engineering, Planning and Procurement (SUBMEPP) and In-Service Engineering Agents (ISEAs)

These activities will procure material and associated logistics support when directed by the HSC. Items requiring logistics support other than supply support; technical manuals and PMS will be procured by the HSC and not by these activities. Exceptions to this guidance may occur when action is deemed necessary by the SPM and the NSA/IA is separately tasked and funded.

7-2.3.5 Naval Supervising Activity/Installing Activity (NSA/IA)

NSA/IAs will procure incidental material. Material requiring logistics support normally will not be procured by the NSA/IA. However, if such material is locally procured, the NSA/IA should procure/provide/submit appropriate PTD, PMS and Technical Manuals (TMs) to cover supply support for these items.

7-2.3.6 Director, Communications Security Material System (DCMS)

DCMS equipment is delivered to Ship's Communications Material Security custodian 120 days prior to the End Of Availability (EOA) or earlier for availabilities of shorter duration.

7-2.4 Justification/Cost Form (JCF)

JCFs are initiated at the approval of a PMI or a PSI, or as the initial documentation step of a Technical Improvement (TI).

- The JCF is the document used by the Engineering and Platform Directorates to arrive at a management decision of whether or not to proceed with the development of the SHIPALT. This document will define the top-level requirements and anticipated costs for the SHIPALT and serve as the authorization to initiate SAR development. Upon assignment of a SHIPALT number, material requirements will be entered in NDE-NM.
- The JCF identifies material, which requires management attention, has a unique engineering application or requires early procurement to avoid jeopardizing timely completion of the proposed alteration.

7-2.5 SHIPALT Record (SAR)

- Material information in the SAR AML is the culmination of all previous documents (PMI/PSI/PTI, C&F Study, JCF, miscellaneous records and documentation). This material information forms the basis for SHIPALT installation design efforts for preparation of SIDS and consists of the most complete information on which SHIPALT programming decisions can be made.
- Significant material to be removed when the SHIPALT is installed and direction for its disposition will be listed in the SAR.

7-2.6 Advance Planning Letter

The Advance Planning Letter issued by the cognizant SPM will list all Title "K" SHIPALTs planned for installation during a scheduled availability. The latest material projections to support the planned SHIPALT package can be obtained from the NDE-NM TP-05 or Automated NDE-NM 4720 Report (see Section 10 of this manual). The supporting FMP material managers will confirm, via NDE-NM update, within 30 days upon notification of programming, the availability of the material under their cognizance to support the availability schedule and to identify any items that will not be available by SOA or A-2 for submarine Depot Modernization Periods (DMPs). For all material not available at SOA or A-2 for DMPs, a Best Estimated Delivery Date (BEDD) will be provided. The NSA and SPM should evaluate the Required Delivery Date (RDD), assess the impact of the late delivery, and determine what alternatives are available to effectively proceed.

7-2.7 Alteration Drawings

SHIPALT drawings are addressed in Section 4 of this manual. The following subparagraph addresses the material aspects of these drawings.

7-2.7.1 SHIPALT Installation Drawings (SIDs)

- SIDs reflect the SHIPALT Bill of Material (BOM) contained in the SAR and tailored to a specific ship within a ship class.
- During preparation of the SIDs and preferably within 30 days after completion of design shipcheck, the PY performs the following in accordance with reference S7(d):
 - Review existing documentation pertaining to the SHIPALT.
 - Recommend and identify material additions, deletions and/or changes to the SAR AML

utilizing a Liaison Action Record (LAR) or a marked-up NDE-NM 4720 Report submitted to the appropriate SPM via a serialized transmittal.

- For Submarines: The PY identifies material additions and/or deletions to NDE-NM via SHIPALT Material System (SMS) exception reports. Based on this information, the NDE-NM BOM is revised as necessary. Also, SMS Compact Discs (CDs), which contain a complete list of SID material for individual alterations, are provided to installing activities monthly by the PY.
- In addition, the SPM must review all new material information. This review should ensure that:
 - All necessary information to identify equipment required is provided (SID does not identify procurement source code).
 - To help reduce costs to the Navy, every effort shall be made to utilize existing standard stock material. Utilization of Navy supported equipment or components should be considered first. Some tools available are Hull Mechanical and Electrical (HM&E) Equipment Data Research System (HEDRS), and General Distribution Allowance Parts List (GDAPL).
 - SHIPALT material is not duplicated.
 - SHIPALT material listed in the SID BOM contains a recommendation for inclusion in NDE-NM.
 - New material requirements meeting the NDE-NM criteria, as established in Subsection 7-2.9 and Exhibit S7-1, are entered in NDE-NM and any material deletions are made to NDE-NM as appropriate.

7-2.8 SHIPALT Authorization Letter

The SPM SHIPALT Authorization Letter provides procurement and requisitioning instructions or shipping data for material required to accomplish the authorized Title "K" SHIPALTs. The letter includes the NDE-NM 4720 Report or a statement that the NDE-NM 4720 Report is complete and the NSA/IA is authorized to extract it from NDE-NM.

- In most cases, the TYCOMs issue Authorization Letters for Title "D" and "F" SHIPALTs. For submarines, the customer-approved OWP/AWP is the authorization. Material requirement information is provided by the NDE-NM 4720 Report.
- NSA/IAs, at this point, have authorization information with which to proceed with material procurement/requisitioning.

The NDE-NM 4720 Report is structured by SHIPALT number to show:

- The material identification and quantity of each significant item to be provided, requisitioned, or purchased.
- The activity to whom the requisition shall be submitted. If material is to be provided without requisitioning action (i.e., pushed by the material manager to the NSA/IA, rather than being pulled), the NDE-NM 4720 Report will be annotated as such.
- The use of project codes in accordance with Subsection 7-5, pre-assigned requisition number, where provided, and BEDD provided by the material manager.
- Changes to the SHIPALT Authorization Letter shall include material availability information. If a SHIPALT is deferred, cognizant material managers must be advised and disposition instructions for received SHIPALT material must be provided to the NSA/IA. If there are no changes in material status, SHIPALT Authorization Letter changes shall include

a statement to that effect.

- For more information about SHIPALT Authorization Letters see Section 10 of this manual.

7-2.9 Navy Data Environment-Navy Modernization (NDE-NM) Material Information

As a SHIPALT develops, each successive document produces more definitive material requirement information, which will be reflected in NDE-NM. It is NAVSEA policy that the NDE-NM SHIPALT BOM will be maintained up-to-date during the life of the SHIPALT. The SPM has total responsibility for maintenance of this data and no changes will be made without specific approval of the cognizant SPM. A NDE-NM SHIPALT BOM is to be entered/updated when:

- The JCF is signed and a SHIPALT number is assigned.
- The SAR is approved/signed.
- The SPM approves data (additions, changes, and deletions) that has been submitted by PYs with a LAR or a marked-up NDE-NM 4720 Report via serialized transmittal.
- Issuance of SIDs.
- The SPM determines at any time (during the life of the SHIPALT) that significant material changes warrant BOM update.

NDE-NM will not include the following:

- Strategic Systems Programs Alterations (SPALTs) material
- Nuclear propulsion or associated material and nuclear support material
- Material procured by SUBMEPP under their non-standard LLTM program for submarine and SSBN 726 Class system SHIPALTs
- IA Provided Material (IAPM)

Exhibit S7-1 shows the criteria for material entry into NDE-NM. To enter standard/stock numbered SHIPALT material in NDE-NM; the following data elements are mandatory:

- Material Identification (MTLID) (comprised of National Stock Number (NSN), Temporary Navy Item Control Number (TNICN) or nomenclature to uniquely identify an item of material)
- Quantity required per ship (if quantities vary on applicable ships, these differences should be listed).

Mandatory data elements for non-standard or non-stock numbered material requirements are listed in Subsection 7-3.10.4.

7-2.10 Procurement Lead Time (PLT)

PLT is the time, in months, to procure an item of material, beginning with initiation of procurement action and ending with date of delivery. PLT includes administrative processing, production and delivery times. The “P” means 'procurement' because it not only includes “production time”, but also the other facets of equipment procurement. If production lead-time is entered as “PLT” in NDE-NM, it is highly probable that sufficient time will not be reserved for equipment procurement when SHIPALTs are budgeted and, therefore, SHIPALT installations would not be supported.

SUBSECTION 7-3 FMP MATERIAL REQUIREMENTS PROCESSING

7-3.1 Background

This subsection details and addresses identification, acquisition and management of material. Once material required for programmed SHIPALTs is identified, acquisition and delivery of material begins with its issue from the supply system and/or depot level repair or through acquisition by the cognizant Navy and/or DLA material managers.

Regardless of alteration type, each material manager must, in conjunction with the SPM, implement similar actions, like the following:

- Identify MTLID and enter data in the NDE-NM Material Dictionary. (Material Manager)
- Verify SHIPALT material requirements and enter SHIPALT BOM in NDE-NM. (SPM)
- Timely programming to support material procurements lead times and budget support No Later Than (NLT) A-24. (SPM/TYCOM)
- Commit existing assets to planned requirements. (Material Manager)
- Monitor material delivery and maintain current status (BEDDs) in NDE-NM. (Material Manager)
- Evaluate material status (BEDDs) to ensure material availability for SHIPALT installation (SPM/TYCOM)
- Provide, in writing, to all concerned, the shipping address, if not identified via the Authorization Letter, of the designated NSA/IA. (SPM)
- Until notified by the SPM, issuance of shipping instructions for Government Furnished Material (GFM) should not be initiated by the Material Manager
- Control and issue material assets (Material Manager)
- Provide guidance for the disposition of any excess HSC material (Material Managers)
- Provide guidance for the disposition of any excess NSA provided material. (SPM/TYCOM)

7-3.2 Title "K", "K-P" and "D" SHIPALTs

This subparagraph describes the various types of SHIPALTS.

7-3.2.1 Cost Reimbursable SHIPALT Materials

A SHIPALT is authorized and funded by the CNO (Title "K" and "K-P") or by the TYCOM (Title "D" and "F"). In both cases, the sponsor reimburses the NSA/IA for parts and labor. The material manager (e.g., NAVICP -P, DLA, and NAVICP-M allocates funds in advance for supportable material by establishing the Navy Planned Program Requirement (PPR) or DLA Special Program Requirement (SPR). The NSA/IA then orders the material from the Federal Supply System (FSS) using funded requisitions.

7-3.2.2 Non-reimbursable SHIPALT Material

Items that are HSC-cognizance (Symbols 2F, 2S, 2Z, etc.) and designated HCPM/LLTM are not cost reimbursable. For such items, the cognizant material managers must budget and procure HCPM/LLTM in support of programmed FMP requirements.

The NSA/IA will either receive "push" material, which is shipped direct to them, or "pull" material, which requires a non-funded requisition.

7-3.3 Private Sector Availabilities

- When SHIPALTs are included as part of a bid package to the private sector (i.e., commercial shipyard), additional material management processing procedures must be followed. These procedures vary based upon contract type, contract agency, additional requirements such as staging of the SHIPALT material, contract office location (central or field activity) and the ship class.
- Assigned planning activities (i.e. planning Supervisor of Shipbuilding, Conversion and Repair (SUPSHIP)) review the total material requirements and prepare the bid packages.
- Under fixed-price type contracts, the planning activity establishes what will be GFM and what will be Contractor Furnished Material (CFM) prior to contract solicitation. Under cost-type contracts, negotiations enter into determination of material responsibility.
- Subsequent to the award, the NSA/IA or SUPSHIP tracks material information via NDE-NM and advises the contractor of GFM status. SUPSHIPS have limited storage facilities, thus, particular attention must be paid to destination addresses and RDD of shipments.
- The planning activity will not change HCPM or CPM from GFM to CFM once programmed in NDE-NM.

7-3.4 Hardware Systems Command (HSC) Processing of FMP SHIPALT Equipment

HSC material managers will review the status of SHIPALT material requirements in NDE-NM for accuracy and validity and will update accordingly. Material managers will accept SHIPALT material requirements for SHIPALTs programmed in the FMP as firm requirements against planned delivery dates. Determination of whether the material requirements will be satisfied from current assets (on hand, under procurement, due from repair) or special procurement will be made by the material manager, subject to budget constraints.

If there is a problem in allocating assets for a hull in a given Fiscal Year (FY), the material managers enter the last two digits of the 9999 codes (see Exhibit S7-2) in the Best Estimated Delivery Date Remarks (BEDDRMKS) field of NDE-NM. In order for the material manager to provide accurate availability status, resolution of these problems, by the SPM, should be accomplished as soon as possible. Upon completion of appropriate action by the SPM and/or material manager, these codes should be removed from NDE-NM by the material managers. The 9999-09, 10, 13, 16, 18, 19 and 20 codes will remain in NDE-NM until the SHIPALT is reported complete. For Alteration Installation Team (AIT) installations, the material manager enters a "10" to identify "Material provided by AIT" and "18" for "Material installed by AIT". A detailed description of SHIPALTs being installed by AITs can be found in Section 9 of this manual.

7-3.5 Material Requirements Planning Naval Sea Systems Command (NAVSEA) Managed 2F, 2J, 2S and Space and Naval Warfare Systems Command (SPAWAR) Managed 2Z and 4M Cognizance Material)

7-3.5.1 Material Management

Based on programmed SHIPALTs, material/program managers will plan, program, budget, procure, control, and distribute material under their cognizance to meet material requirements. HSC material managers will provide, enter and maintain availability data in NDE-NM for programmed SHIPALTs only NLT A-24. It is necessary for material managers to work closely with the SPM to ensure that NDE-NM accurately indicates the ability or inability to fill

programmed SHIPALT requirements by the required delivery date.

All field activities should require mandatory use of NDE-NM and draw down procedures for FMP material. NSA/IAs are directed to requisition (draw down) NDE-NM identified ICP material. When the NSA/IA elects not to draw down material reflected in NDE-NM, prior to A-9, notify the SPM of items not being drawn down along with reasons for non-draw down (i.e. rolled over, shop stores, locally procuring, etc.).

7-3.5.2 Spaces and Naval Warfare Systems Command (SPAWAR)

SPAWAR will ship and control 2Z and 7G-cognizance material in support of SPAWAR SHIPALT installations. No requisitioning action is required by the NSA/IA and/or end item user for programmed requirements.

7-3.5.3 NDE-NM 4720 Report

When the NDE-NM 4720 Report or TP-05 Report displays a contract number and a Military Standard Requisitioning and Issue Procedure (MILSTRIP) document number, material will be shipped direct (pushed) from the contract, and no requisitioning action is required by the NSA/IA. The Material Inspection and Receiving Report (DD-250) and the shipping containers will include the MILSTRIP document number.

7-3.5.4 Emergent Requirements

A requirement to accomplish a SHIPALT, which arises after promulgation of the CNO Shipsheet, is considered an emergent requirement and requires an approved serialized escrow change from CNO. Any changes recommended after promulgation of the CNO Shipsheet should be thoroughly studied to ensure that material is available, feasibility has been established, and any interface problems with other ship systems have been identified and resolved. In most cases, sponsors of the emergent SHIPALT will be required to identify appropriate FMP compensation, material source and diversion authority if required.

7-3.5.5 Non-Designated Availability Site

When the availability site has not been determined, the material manager will inform the manufacturer or supply depot to hold shipment in abeyance until a destination has been determined by the SPM.

7-3.5.6 Change in Availability Site

When the designated availability site is changed, the original availability site will:

- Ship all material received for that availability to the new availability site along with copies of all DD-250's.
- Advise the new availability site, the material manager, and the cognizant SPM of the shipping data for the above material (i.e. Government Bill of Lading (GBL), Transportation Account Code (TAC) number, requisition number, Mode of Shipment used, point of contact, telephone number, etc.).
- Provide the new availability site with a listing of all material required by SHIPALT number, annotated to indicate shipping data for items shipped by the old availability site, and the latest requisition status of material not yet received by the old availability site.
- Advise cognizant material managers of requisitions for material not yet received and request

shipment to the new availability site with a listing of all material required by SHIPALT number annotated to indicate shipping data or latest requisition status.

7-3.6 Material Requisitions: Naval Air Systems Command (NAVAIR) Managed 2Q, 2V, 2W, and 8M Cognizance Material

NAVAIR will review FMP material requirements in NDE-NM and enter BEDDs for equipment under their cognizance. Non-funded requisitions should be submitted to NAVAIR in accordance with the instructions on the NDE-NM 4720 Report.

7-3.7 Material Requisitions: Director, Communications Security Material System (DCMS) (T63) Managed 2L Cognizance Material

No material will be requisitioned directly from DCMS (T63). Requisitions should be forwarded to N35 for manual material directive initiation to DCMS. All DCMS (T63) SHIPALT material to be installed will be shipped direct to the ships Communications Security Material custodian to arrive 120 days prior to the end of the availability or at a suitable date to support availabilities of shorter durations.

7-3.8 Material Requisitions: Defense Supply Center Philadelphia (DSCP) Managed 9D and 9L Cognizance Material

9D Cog clothing and textiles items and 9L Cog medical and non-medical items under DSCP management cannot be processed through the Program Requirements Interface System Module (PRISM). NSA/IAs should submit requisitions as early as possible for these requirements. Supply support will be based on requisition status.

7-3.9 Material Requirements for 9E, 9F, 9I, 9J, 9Q, 9W, and 9Y Cognizance Material

- Army Troop Support and Aviation (9E)
- Warner Robins Air Logistics Center (9F)
- Ogden Air Logistics Center (9I)
- Oklahoma Air Logistics Center (9J)
- General Services Administration (9Q)
- Army Troop Support and Aviation Material Readiness Command (9W) and
- Army Electronics Command (9Y) managed material

Requisitions should be submitted to these activities in accordance with instructions on the NDE-NM 4720 Report.

7-3.10 Material Requisitions: Naval Inventory Control Point-Mechanicsburg (NAVICP-M) and Planned Program Requirements (PPRs)

SPMs should closely monitor requisition status and initiate work around procedures or alternate material sources as necessary to ensure support.

7-3.10.1 Identification of PPRs

- Material requirements are passed electronically to NAVICP-M approximately every two weeks through the use of an NDE-NM/PRISM interface. This process takes material requirements from Hull BOMs for scheduled/programmed/budgeted alterations, and passes them to NAVICP-M/DLA for material support analysis.

- For DLA material, SPRs are forwarded by NAVICP-M to the appropriate DLA ICP. (See Subsection 7-3.11.)
- The NDE-NM material requirements for NAVICP-M-cognizance material are evaluated on an individual basis against system assets of TNICNs/NSNs. PRISM establishes PPRs for NAVICP-M-cognizance material based on requirements in NDE-NM. A NDE-NM programmed requirement will be accepted for support at NAVICP-M if the overhaul/availability start date falls beyond the PLT period. If the overhaul/availability start date falls within the PLT period, the requirement will not be accepted for support unless there are sufficient on-hand or due-in assets to support the requirement in addition to normal fleet demand and other previously established programmed requirements. For rejected requirements (indicated by a "Reject PLT" in the PPR RESPONSE field), a funded requisition should be immediately submitted by the NSA to NAVICP-M to initiate supply support. (For PPR Rejects, see Exhibit S7-3.)
- For requirements, which are accepted, and PPRs established material is acquired using the Navy Working Capital Fund (NWCF). This material is then provided to NSA/IA upon submission of a funded requisition.

NSA/IAs should closely monitor requisition status and initiate work around procedures or alternate material sources as necessary to ensure support.

7-3.10.2 NAVICP-M Processing Requirements

- NAVICP-M is the Program Support ICP for the SPMs and is responsible for the following procedures:
- The first time a programmed requirement is received at NAVICP-M, "PPR LOADED" will appear in the PPR RESPONSE field of NDE-NM. If the requirement was rejected, an explanation is provided in NDE-NM in the PPR RESPONSE field for NAVICP-M items and in the SPR RESPONSE field for DLA items.
- For DLA-managed items, forward FMP requirements to the cognizant DSC in the form of SPRs.
- Provide material availability information to NAVSEA via NDE-NM. For all valid requirements, the BEDD will be computed by NAVICP-M for each NDE-NM system maintenance interface cycle. Purpose Code "T" protection occurs between A-1 and A-20, reserving material for SHIPALT requisition issue. Purpose Code protection is established to coincide with average requisitioning time frames. Purpose Code protection will move with an accelerated start date unless inside A-3 at which time a requisition should have been dropped to draw down material. Purpose Code "T" protection does not guarantee reservation of material at the ship level but reserves for general SHIPALT requisition issue. Purpose Code "T" protection is not applicable to DLA material. The following BEDD coding system is provided in the RSVN CODE field in NDE-NM to provide an in-depth analysis of what the BEDD is based on:
 - "T" - Sufficient assets are on hand in Purpose Code "T" to cover the requirement. The BEDD quantity is computed to be available by the availability start date.
 - "A" - Sufficient non-Purpose Code "T" assets are on hand to cover the requirement. The BEDD quantity is computed to be available by the availability start date.
 - "C" - Insufficient assets are on hand to cover the requirement. The requirement is covered by a firm procurement with the procurement delivery date, equal to or earlier

than the PPR availability start date. The BEDD quantity is computed to be **available** and is shown as the contract delivery date.

- "D" - Insufficient assets are on hand to cover the requirement. The requirement is covered by a firm procurement, but the delivery date is past the availability start date. The BEDD quantity is computed as not available and is shown as the delivery date.
- "P" - Insufficient assets are on hand, but the requirement's availability start date exceeds the PLT. The BEDD quantity is computed to be available by the availability start date.
- "R" - Insufficient assets are on hand to cover the requirements. The requirement is in the Procurement Request (PR) stage.
- "Blank" - Insufficient assets on hand or under firm contract to cover the requirement and PLT exceeds the availability start date. The BEDD quantity is computed to be not available by the availability start date.
- Ensure protection of material for FMP requirements by use of Purpose Code "T" until A-90 days
- Update lead-time, unit cost, unit of issue, and Allowance Parts List (APL) number for NAVICP-M material

7-3.10.2.1 500/600 Series Project Code

The 500 and 600 Series Project Codes are assigned by the requisitioning activity and monitored by NAVICP-M, Code 05633. This series is used for requisitioning material required for industrial ship availabilities including ship overhauls. This project code is used to improve management of material assets. It further relates an industrial requisition to a hull, yard, start date and type of material. The following is the correct use of the 500/600 Series Project Code when requisitioning NDE-NM/SHIPALT material from NAVICP-M and DLA activities.

- First Digit: "5 or 6" - Identifies requirement as being from an industrial customer. Both numbers can be assigned as required by the ordering activity.
- Second Digit: Alpha/numeric - Assigned by the ordering activity (at about A-24), or when known, to specify an industrial hull for a specific timeframe.
- Third Digit: "S" for SHIPALT requirements programmed in NDE-NM.

(First and second digit assignments and updates should be sent to NAVICP-M (Code 05633) by message, letter or email, annotated by hull number, fiscal year, overhaul start date and overhaul end date by each activity ordering SHIPALT material.)

These procedures should be utilized when ordering material for NDE-NM SHIPALT requirements. Proper use of project codes when requisitioning will result in expedited issue of material and identification of SHIPALT requirements for draw down tracking purposes.

7-3.10.2.2 Demand Code

The use of Non-recurring Demand Code "P" enables the ICP to identify a requisition for NDE-NM material, known to have been acquired by the ICP in anticipation of such demand.

Use of Non-recurring Demand Code "P" prevents a NDE-NM requisition from creating a separate recurring demand, which would result in stock being procured twice for the same requirement, once for the forecast and once for the requisition.

7-3.10.3 PPR Non-Drawdown

NAVICP-M expects draw down of forecasted material between A-12 and A-1. To ensure the requisition buy-out coincides with the PPR RDD, it is recommended that requisitions be submitted by the A-1 time period. In order to fully utilize the resources available through the Navy Supply System and to ensure proper Configuration Management (CM) and control of installed equipment, all material requirements will be forwarded to the designated source of supply (stock point or ICP) unless emergency or local purchase is authorized. Failure to utilize material programmed in NDE-NM and specifically bought to support scheduled alterations leads to long supply/excess material and will negatively impact NAVICP-M's ability to acquire budget authorization to support future SHIPALT requirements. NSA/IAs will advise SPMs or TYCOMs of material that will not be drawn down upon receipt of the planning/authorization letters so that NDE-NM forecasting can be corrected. NAVICP-M will develop non-draw down statistics at the A-0 SOA time frame. Any material not drawn down from the supply system for authorized SHIPALTs will be annotated. Requisitioning activities will respond to NAVICP-M's inquiries. Inquiries concerning Title "D" SHIPALTs will be addressed to TYCOMs and Title "K" and "K-P" SHIPALTs to the SPMs.

7-3.10.4 NAVICP-M Processing of Non-Standard Material Requirements in NDE-NM

7-3.10.4.1 Temporary Tracking Material Identification (TTMID) Numbers

- When NDE-NM requirements for non-NSN material exist (material not support by the FSS), TTMID numbers are assigned by NDE-NM for the SPM to permit entry for potential NAVICP-M/DLA cog items. The TTMID numbers replace the NDE-NM assigned numbers formerly used for NAVICP-M/DLA cognizance material only. This number consists of "HH" in the cognizance field, specific user ID, date entered, and an unique, sequentially assigned number. NDE-NM will prompt the user for the following amplifying information:
- Unit of Issue
- Material Description
- Material Characteristics Description
- Manufacturers Drawing Number
- Manufacturer Model Number
- Military Specification (MILSPEC) Number

Unit of issue, material description and material characteristics description are mandatory entries, however, all available information, including the submitters name and phone number will promote the optimum response and enable two way dialog for the cataloger in communicating with the submitter. The SPM comments field can be use to provide additional information if needed.

7-3.10.4.2 Non-Standard Programmed Requirements

If a non-standard programmed requirement is received at NAVICP-M and assigned NAVICP-M cognizance for development of support, in a time frame less than 24 months (includes 15 months PLT plus 9 months administrative lead time), NAVICP-M will notify the SPM that the requirement cannot be accepted and will provide a date when support can be expected.

When requesting NAVICP-M support for non-NSN material requirements, consideration should

be given to the foregoing conditions and priorities. A safe rule of thumb is to provide for an alternate source of supply when a required item will be needed in less than 24 months.

7-3.10.4.3 Standard Stock Numbers

Standard stock numbered items which are NAVICP-M/DLA cognizance and not found in the NDE-NM Dictionary, can be entered in NDE-NM by the SPMs. This MTLID will exist only on the Ship Bill of Material (SBM). When the SHIPALT is programmed, the SBM requirement will be sent to NAVICP-M via the PRISM interface file. If the NSN/TNICN is not valid, the requirement will be rejected and "REJECT NSN" will appear in the MILSTRIP field of NDE-NM. This will inform the SPMs that the MTLID is not valid and a new MTLID must be entered. If NAVICP-M accepts the entry as valid, a record will be created for the MTLID in the NDE-NM material dictionary.

7-3.10.5 Programming Validations

This subsection addresses the requirement for ICPs to validate requirements forwarded by the NDE-NM interface. The DoD Material Management Regulation (DoD 4140.1-R) establishes the responsibility for the DoD component receiving SPRs to ensure that investment in inventory to support SPRs is kept to a minimum. All ICPs, recognizing how volatile the defense budget and modernization priorities are, require validations of the PPRs and SPRs (forecast reservation documents) at various times. SPM and TYCOM cooperation and timeliness of response are of critical importance. Responses to requests for validation should be made as soon as possible (optimum response - within 10 days of receipt of the request) and in the same format as received. The NAVICP-M SHIPALT Office is the coordinator between the SPMs and DLA Centers for all forecast validations. The following paragraphs discuss the most common validations.

7-3.10.5.1 Validation Requests from NAVICP-M for NAVICP-M Managed Material PPRs

This subsection describes those validations that are unique to NAVICP-M management material.

7-3.10.5.1.1 Add/Delete Validations:

- **Adds:**
 - Driven by additions to the NDE-NM programming, resulting in additional PPRs in NAVICP-Ms files.
 - Requirements were not previously known, but will affect supply support calculations and budget submissions in the future.
- **Deletes:**
 - Driven by deletions from the previous forecast.
 - Budgetary considerations for projected sales that will not occur. After re-calculating the ICP's requirements, Item Managers will need to recommend procurement cancellations or revisions to delivery schedules.

7-3.10.5.1.2 NAVICP-M Supply Demand Review (SDR) High Dollar Validations:

- Existing or new PPRs that have moved into the procurement window.
- Item Manager requests validation prior to initiating the procurement and/or prior to contract award.
- Required for those procurements of \$100K and over.
- The total procurement quantity is validated - irrespective of the dollar value of a particular

PPR or the program represented.

- Non-response to the validation will result in the elimination of the PPR from the projected or final procurement.

7-3.10.5.2 Validation Requests from DLA to NAVSEA for DLA Managed Material

This subsection describes those validations that are unique to DLA management material.

7-3.10.5.2.1 SPR "PB" Response Code Validations - DLA Point of Entry:

- Requirements that are greater than 10 times the total DLA quarterly forecast demand (worldwide)
- These SPRs are NOT accepted prior to validation
- Non-response to the validation request will result in the rejection of the proposed SPR

7-3.10.5.2.2 High-Dollar Procurement Validations:

- Any one SPR document that will cost DLA more than \$10,000 to support. (When DLA determines a Service program is viable and requisitions 90% or more of the forecast quantity, the dollar threshold can be raised).
- DLA requires its Centers to contact the forecaster to confirm, or validate high-cost SPRs.
- When a FMP Manager is contacted to validate a High-Cost SPR, the manager is expected to verify the SPR quantity and support date. In the event the SPR quantity needs to be increased, decreased, or canceled, or if there are changes in the Support Date, the manager is expected to coordinate the response with the NAVICP-M SHIPALT Office.
- Processing of the proposed procurement will be suspended until the NAVICP-M SHIPALT Office responds to the Validation Request.

7-3.11 Material Requisitions: Defense Logistics Agency (DLA) and Special Program Requirements (SPRs)

7-3.11.1 DLA Processing Procedures (9C/3C, 9G/3G, 9N/3N and 9Z/3Z Cogs)

- FMP material requirements for items under the cognizance of the DLA are transmitted via the SPR process. DLA maintains an automated procedure for supporting the FMP in which requested material is screened to give reasonable assurance that it will be available when needed.
- DLA Policy for managing SPRs requires the following:
 - Submission of forecast for SPRs to DSCs shall be made as far in advance of the support date as possible but not in excess of 3 years. SPRs will be rejected if the support date is within 90 days or greater than 3 years from the submission date.
 - Material on hand will not be identified, reserved, or protected by DLA for SPRs in anticipation of requisitions from the NSA/IA. However, accepted SPR quantities will be included in item requirement's computations and procurements, thereby providing a reasonable assurance of supply availability by the support date indicated in the SPR forecast.
 - DSCs will accept SPRs and initiate procurement in support of forecasts without requiring supporting requisitions in advance, provided the SPR does not exceed specific limitations prescribed by DLA. When an SPR submission exceeds the limits established, the forecasting activity will be advised that an advanced-funded requisition is required to be

- submitted no later than a specified lead time in advance of the support date.
- DSCs will retain SPR requests until one of the following conditions occurs:
 - One procurement lead time/assembly time prior to the support date (availability start date) (in those instances when DLA has advised that procurement and/or assembly is required) has been reached in support of those requirements for which SPR Status Code "PB" was furnished.
 - The support date for SPR has elapsed.
 - For DLA requisitioning procedures, refer to Subsection 7-5.1.5 or reference S7(e).
 - The Program Support ICP (NAVICP-M) is responsible for the currency and accuracy of assigned material data fields in NDE-NM.

7-3.11.2 SPR Processing Procedures

7-3.11.2.1 DSC Response to SPR Forecasts

The applicable DSC evaluates the SPR being forecast to determine its acceptability. In accomplishing this evaluation, the size of the forecast quantity relative to the normal demand, the dollar value, the supply status of the item, funding capability of the DSC, accuracy of past forecasts, and the degree of assurance that requisitions will follow are considered.

After receipt of the SPR forecast, the applicable DSC transmits a SPR response with status code, Document Identifier "DYK", or an administrative SPR rejection "DZG" to NAVICP-M. The SPR response is then transmitted by NAVICP-M to the appropriate SPM indicating acceptance or rejection of the SPR. (Response codes applicable to acceptance/rejection are listed in Exhibit S7-4.) Where appropriate, the number of days representing procurement lead-time and/or time required for assembly is provided in the SPR response. NAVICP-M converts the number of days to months and NDE-NM displays this information in the "ACQ NUM" field. The appropriate response code is input into the "SPR RESPONSE" field.

7-3.11.2.2 Rejection of SPR Transactions

DSCs edit SPR transactions for valid entries in each before processing against the inventory records. Errors, which cannot be corrected by the DSC, are transmitted, via the "DZG" document to the submitter for correction and resubmission. Exhibit S7-5 contains the Reject Advice Codes. NAVICP-M will validate data in the rejected transaction, make necessary corrections, and resubmit the SPR. NAVICP-M will initiate required corrections to the NDE-NM database.

7-3.11.2.3 Follow-up on SPR Forecasts

NAVICP-M will automatically originate required SPR follow-up documents should DSCs fail to provide status of response (DYK) or rejection (DZG) to a new or follow-up SPR request.

7-3.11.2.4 Changing SPRs

Changes in the SPR quantity, supplementary address, project code, cost designator, and/or support date received by NAVICP-M from the appropriate SPM in NDE-NM will be forwarded by NAVICP-M to the cognizant DSC. Changes to other data elements will require cancellation of the original SPR and submission of a new SPR by NAVICP-M.

7-3.11.2.5 Cancellation of SPR Requests

NAVICP-M will submit an SPR cancellation for a previously submitted SPR request if the requirement is deleted in NDE-NM. The applicable DSC will respond to a request for cancellation with response Code "PD".

7-3.11.2.6 SPR Confirmation Procedures

Confirmation is required whenever the value of an SPR is greater than \$10,000 per line item or, for high demand value items, where the SPR quantity exceeds the DLA Quarterly Forecast Demand (QFD). The cognizant DSC may request confirmation of the requirement from the forecasting activity (the appropriate SPM) via NAVICP-M. Requests for confirmation to forecasting activities normally are made by correspondence or telephone 90 days prior to initiating procurement. The appropriate SPM must respond to confirmation requests within 75 days or the SPR will be canceled.

7-3.11.2.7 Advance Requisitioning of SPR Material

When the response to an SPR forecast is coded PB, PC, PM, PQ, or PX, a draw down requisition must be forwarded to the cognizant DSC earlier than normally required. In the case of response code PB the number of days in advance of the normal submission date will be specified in record positions 62-64 of the SPR response forwarded to NAVICP-M. NAVICP-M will convert the number of days to months and provide the information by NDE-NM. This information will appear in NDE-NM in the "ACQ NUM" field (e.g. PB13).

When the SPR response code indicates that advance requisitioning is necessary the SPM will review the requirement. When verified, the SPM will direct the NSA/IA to submit a funded requisition. The SPM must advise the procuring activity to use 500/600 Series Project Codes applicable to the requirement, the SPR response code, and (when specified in the SPR response) the number of months by which submission should be advanced. If submission will be required prior to issuance of the SHIPALT Authorization Letter, the SPM also will provide the NSA/IA with funding (normally advance planning FMP for SUPSHIP/Ship Repair Facilities (SRFs).

- NSA/IAs will prepare and submit requisitions to the special instructions cited below (depending on the SPR response code applicable):
 - **SPR Response Code PB**
 - Enter Media and Status Code "S" in record position 7 to indicate whether status should be provided by electronic methods
 - Enter Demand Code "P" in record position 44
 - Enter the Unit Identification Code (UIC) of the NSA/IA in record positions 45-50 and the Signal Code in accordance with local procedures for record position 51
 - Enter the letter "S" in record position 62 and the number of months after the requisition date when delivery is desired in record positions 63 and 64
 - Enter Advice Code 2L in record positions 65 and 66

7-3.12 Material Requisitions: Naval Inventory Control Point-Philadelphia (NAVICP-P) Managed Items

FMP material requirements for NAVICP-P are passed to NAVICP-M via the NDE-NM/PRISM Interface. NAVICP-M will update the data with current costs, and pass the requirements to NAVICP-P.

7-3.13 Excess Material, Disposition and Defense Logistics Agency's (DLA) Supply Discrepancy Reports (SDRs)

This subparagraph describes procedures to be followed for disposition of material removed during SHIPALT installation, guidance on excess material and processing of Supply Discrepancy Reports (SDRs) to DLA.

7-3.13.1 Disposition Instructions for Removed Equipment and Material

When equipment or material is to be removed as a result of completing a SHIPALT, the SPM should identify SHIPALT removal equipment on the SAR. (This information should be provided by cognizant material managers in their review of the SARs and provided to the applicable SPM in the form of disposition instructions).

7-3.13.2 Excess Material

In some situations, FMP material may have been provided either centrally or locally but not used in SHIPALT accomplishment. For material that is not designated for turn-in/disposition, local supply system Excess Material procedures govern its disposal. For any significant dollar value or quantity of unused FMP material (either locally or centrally provided), consult the material manager for advice before proceeding with material excessing. Refer to DoD Directive 4100.37D for further guidance. For excess Surface Ship non-standard material, contact Ready Resource Material Program (RRMP) managed by SUPSHIP Newport News, Code 1831. East Coast Point of Contact: (757) 688-8181. West Coast Point of Contact (253) 931-7660.

7-3.13.3 DLA Supply Discrepancy Reports (SDRs)

SDRs are prepared by the activity receiving DLA managed material. SDRs provide notification to the DSC and/or Defense Distribution Depot that the material received varies in the quantity or condition from that shown on the shipping document. In addition, SDRs document deficiencies in packaging/markings that caused material to be vulnerable to loss or damage.

DLA accepts SDRs regardless of dollar value or shipper for DLA managed items. SDRs may be submitted by mail, telephone, electronic mail and messages for DLA managed material shipped from Defense Distribution Depots and DLA contractors/vendors.

SDR responses can provide for reshipment of material, versus a financial credit. The submitter must request reshipment on the SDR. Defense Distribution Depots will reship material consistent with the original mode of shipment and availability of the material.

To expedite processing and avoid rejection, SDR submissions must contain all required data. In addition, a point of contact, telephone number, fax number (including Commercial and DSN) and email address should be provided to assist in timely resolution. If submitter is requesting reshipment, provide the appropriate shipping activity via fax with your request on the cover sheet to reship and include a good shipping address (i.e., building number, street name, etc.).

SDRs involving shortages, overages, wrong items, misdirected shipments and packaging deficiencies will be forwarded to the shipping depot. All other Discrepancy Reports will be forwarded to the responsible DSC.

Additional information and instructions for processing SDRs are outlined in the Defense Logistics Support Command (Defense Logistics Agency) Customer Assistance Handbook. The handbook is available on the DLA web at <http://www.supply.dla.mil/CustomerHandbook/index.htm>.

SUBSECTION 7-4 NDE-NM MATERIAL MANAGEMENT REPORTS IN SUPPORT OF FMP MATERIAL MANAGEMENT

7-4.1 Background

This subsection details the use of the various material related NDE-NM files and queries used in material management. Users of NDE-NM have the capability to call out material-related information found in NDE-NM files in a variety of ways, including material data by SHIPALT for all ships, for a single ship, for a single year, or for the material required for a particular SHIPALT.

NDE-NM information may be acquired by accessing the NDE-NM Logistics Module Teleprocessed Reports (TPs) and by use of the NDE-NM AD HOC report generation capability.

7-4.2 NDE-NM TP Reports

The following TPs are available to those with NDE-NM access:

TP-01 AVAILABILITIES REPORT - Schedule of availabilities for any one ship, class of ships or type of ships, during the time period of one availability or all availabilities

TP-02 HULL CONSTANT REPORT - Selected hull associated data for a specific ship.

TP-03 SHIPALT MASTER BY ALTERATION - Status of any selected alteration on the hull or all ships for which the selected alteration is applicable.

TP-04 MINI-FMP REPORT FOR A SHIP - Current mini-Amalgamated Military/Technical (AMT), a specified hull in a specified FY programmed, or range of FYs, or list of un-programmed or completed SHIPALTs on a specific hull.

TP-05 MINI-MATERIAL SUPPLEMENT - Material status including MILSTRIP or Acquisition Numbers, for each item of required material for a particular SHIPALT programmed or un-programmed on a specific hull, in a specified FY or a range of FYs.

TP-06 EQUIPMENT MASTER BY HULL - Displays the status of a selected material item of material for all ships or specific type and class; type and fleet; type, class and fleet; or a specific fleet.

TP-06A BILL OF MATERIALS LISTING - Displays material requirements listed in the SAR for accomplishment of a particular SHIPALT or to display the specific material requirements for one or all ships.

TP-06C GENERIC ALT BILL OF MATERIAL - Displays the overall material requirements for an alteration for a class of ships.

TP-10 ALTERATION PRIORITY REPORT - Displays the priority of each alteration and it's cost and status for a Class.

TP-10A DETAIL MIP/TIP PRIORITY REPORT-Amalgamated Military Improvement

Plan/Technical Improvement Plan (AMT) - This report is available in detail and summary forms. The detail report displays the status of AMT alterations for all of the ships in the Class. The summary report totals the number of alterations for the Class.

TP-11 FMP WORKSHEETS - Displays all or specific types of programmed alterations for a class of ships or a specific ship sorted by Alteration Number or priority for a specified fiscal year of overhaul.

TP-14 INACTIVE AVAIL W/PROG ALTS - Displays the alterations that are programmed against Inactive or Dead Availabilities

TP -15 AIT INSTALLATION - Provides a list of AIT alterations scheduled for a ship or a fiscal year.

TP - 16 RAPID ALTERATION REQUEST - Tracks the status of approved, disapproved and under review Proposed Alterations.

Numerous other special-purpose, material related reports are being developed on a continuing basis as the need for such reports is identified. A complete list of available reports may be found in the NDE-NM Master Menu and its sub-menus. NAVSEA 04M, the NDE-NM Program Office, may be contacted to address any questions regarding NDE-NM programs, and "special reports" not found on the NDE-NM Menu screens.

SUBSECTION 7-5 NAVAL SUPERVISING ACTIVITY (NSA)/INSTALLING ACTIVITY (IA) REQUISITIONING

7-5.1 Requisitioning

This subsection addresses the requisitioning of material by NSAs and IAs in support of Fleet Modernization (FLTMOD).

7-5.1.1 General Requisitioning Information

The NSA/IA will requisition FMP material in accordance with instructions contained in the SHIPALT Authorization Letter for individual availabilities. The NDE-NM 4720 Report will specify:

- The identification of and quantity of items to be requisitioned
- The activity to whom the requisition should be submitted
- The use of 500/600 Series Project Codes, if this manual is not referenced in letter
- For Aircraft Carriers, the NSA/IA will requisition FMP material in accordance with instructions contained in the Advance Planning Task Letter or Aircraft Carrier Material Procurement Task Letter.

7-5.1.2 Requisitioning NAVSEA Managed Material

- The NSA/IA will:
- Prepare requisitions using Exhibit S7-6 format.
- Submit requisitions to NAVSEA via Defense Automated Addressing Service Center (DAASC) between A-150 and A-120 days.
- If material is identified on the NDE-NM 4720 Report to be shipped direct to the NSA/IA, no action is required by the NSA/IA. Follow-up status may be directed to the cognizant NAVSEA material manager/ SPM.

7-5.1.3 Requisitioning SPAWAR Managed Material

No requisitioning action is required by the NSA/IA for 2Z Cognizance material. Follow-up status may be directed to the SPM/SPAWAR Item Manager.

7-5.1.4 Requisitioning NAVICP-M Managed Material

The NSA/IA will:

- Prepare requisitions using the Exhibit S7-7 format.
- Submit requisitions to NAVICP-M via DAASC between A-12 and A-0. PPRs will be deleted from the NAVICP-M records after the RDD has passed. (See Subsection 7-3.10.3.)
- Make follow-up contact with NAVICP-M/SPM in the event that material or material status is not received.
- Advise NAVICP-M of 500/600 Project Code assignment via message, letter, or electronic mail (See Subsection 7-3.0.2.1.)

7-5.1.5 Requisitioning DLA - Managed Material

The NSA/IA will:

- Prepare requisitions using the Exhibit S7-8 format.
- Submit requisitions direct to the appropriate DSC via DAASC. DLA material is not

reserved. SPRs will be purged by the appropriate DSC after the RDD has passed.

- Follow-up on requisitions and contact the cognizant DSC/TYCOM/SPM in the event material or status is not received.
- For a list of Acquisition Advice Codes (AACs) refer to Exhibit S7-9.

EXHIBIT S7-1
CRITERIA FOR ENTRY IN NDE-NM

- ❑ All HSC Material
- ❑ Navy and DLA Material
- ❑ Recommended items based on past material availability problems and judgment
- ❑ High Dollar Value Items
- ❑ Material of Unusual Quantity
- ❑ Non-Standard Material
- ❑ Submarine Safety (SUBSAFE) Level 1 Material
- ❑ Logistically Significant Material (LSM) which requires development of new/revised logistics (Provisioning Technical Documentation (PTD), Allowance Parts List (APL), Training, Planned Maintenance System (PMS), Technical Manuals, Test Equipment
- ❑ High Shock Items
- ❑ Material with Design Unique to the SHIPALT
- ❑ Large Quantities of Non-LSM
- ❑ Material with a History of Procurement Problems
- ❑ Long Lead Time Material (LLTM) (Material considered to have a high probability of not being obtainable within thirty (30) days)

- **DOES NOT INCLUDE** -

- ❑ Strategic Systems Programs Alterations (SPALTS)
- ❑ Nuclear Propulsion or Associated Nuclear Support Material
- ❑ SUBMEPP Procured Material
- ❑ SSBN 726 Class Submarine Alterations

EXHIBIT S7-2
NDE-NM "9999" Best Estimated Delivery Date (BEDD) CODES

| | |
|---------|---|
| 9999-01 | Requirement not budgeted |
| 9999-02 | Item suspect of having been already installed and/or applicable SHIPALT indicated as complete in previous availability |
| 9999-03 | Material required cannot be identified |
| 9999-04 | Quantity required is questionable |
| 9999-05 | Item is part of larger assembly/system and should not be listed separately |
| 9999-06 | Item listed as complete system and should be listed as components |
| 9999-07 | Item to be supplied different than specified |
| 9999-08 | Item required not managed by code assigned |
| 9999-09 | Item required not managed by code assigned |
| 9999-10 | Material requested is being provided by AIT |
| 9999-11 | Requirement, which is an addition or change, indicates a start date which has passed |
| 9999-12 | Other. Explanation forwarded by separate correspondence. |
| 9999-13 | Material requested is Shipbuilding and Conversion, Navy (SCN) funded and will not be included in Other Procurement, Navy (OPN) budget process |
| 9999-14 | Material requested is not required for SHIPALT indicated |
| 9999-15 | Material superseded |
| 9999-16 | NSA/IA requisition at A-3 |
| 9999-17 | Schedule if not installed previously |
| 9999-18 | Installed by AIT |
| 9999-19 | Installed at depot |
| 9999-20 | Installed at manufacturer |
| 9999-21 | Not Available |
| 9999-22 | Material receipt acknowledged by IA |
| 9999-23 | Budgeted but not funded |

EXHIBIT S7-3
PLANNED PROGRAM REQUIREMENTS (PPRs) REJECTS

| <u>REJECT</u> | <u>EXPLANATION</u> |
|------------------|---|
| 000 DAY | (Overhaul/Availability Start Date is less than the current date (Run date of file). |
| AAC | Material Control Code is A or Special Material Identification Code (SMIC) is X2, X3 or X4. |
| ALTID | Alteration Identification is BLANK or zero. |
| COG | Cog for which managing ICP is not N35 (NAVICP-M), N32 (NAVCIP-P), or S9_ (DLA activity). |
| OH START | Overhaul/Availability Start Date is non-numeric, zero or invalid year, month or day. |
| DUPLICATE RECORD | Requirement match at NAVICP-M against NIIN, ship UIC and ALTID. If record is found on second and other hits, this will appear. |
| IMC | Item Management Code is Z (Integrated Management). |
| NSN | NSN contains one of the following: BLANKS, all zeros, is not 9 alphanumeric characters long, last three digits are non-numeric, or no record/deleted from file. |
| QTY | Quantity required is non-numeric or zero. If zero, the item is installed. |
| SHU UIC | Ship UIC is BLANK or zero. |
| U/I | NIIN found on Program Support Interest file but unit of issue was not EA, SE, KT or AY. |
| YARD | Yard UIC is BLANK, zero filled or not on yard UIC to stock point ARI table. |

EXHIBIT S7-4 SPECIAL PROGRAM REQUIREMENT (SPR) STATUS CODES

NUMBER OF CHARACTERS: TWO

TYPE OF CODE: Alphabetic

EXPLANATION: Used to inform forecasting activities submitting Special Program Requirement (SPR) documents of action taken

RECORD POSITION: 65-66 (SPR Status Document)

| <u>CODE</u> | <u>EXPLANATION</u> |
|-------------|---|
| PA | Request or modifier accepted. Submit requisition in time to allow for delivery within the appropriate Uniform Material Movement and Issue Priority System (UMMIPS) time standard. |
| PB | Request rejected. SPR is not within IMM acceptance criteria. The SPR quantity significantly exceeds the recorded Quarterly Forecast of Demand on this item. The SPR will not be processed until the submitter sends the IMM written confirmation that the quantity and support dates are valid and accurate. Upon completion of verification, the IMM will reprocess the SPR without further edits. |
| PC | Request or modifier accepted. Extra time is required to assemble after receipt of requisition. The required assembly time in number of days is included in record positions 62-64. |
| PD | Cancellation accepted. |
| PE | Rejected. The request is a duplicate of a previously submitted request. |
| PF | Rejected. The request listed herein or separate correspondence referring to this document number explains reasons for this action. |
| PG | Request rejected (unnecessary). SPR quantity is so low that the IMM can support the requirement from its current stockage level without an SPR document. |
| PH | Modifier rejected. A significant quantity increase was requested within the item's lead-time. The submitter is required to provide the IMM written verification that the quantity and support date are valid and accurate. Upon completion of verification, the IMM will reprocess the SPR. The original quantity is still being supported by the IMM. |
| PJ | Rejected. Item coded (or being coded) obsolete in latest stock lists catalogs. |
| PM | Rejected. Request received less than 90 days in advance of the support date. Submit requisition. |
| PN | Rejected. Source of supply is local manufacture or fabrication. |

- PP Rejected. Source of supply is local procurement.
- PQ Rejected. Stocks not available to meet support date. Procurement/assembly required. Request received less than procurement lead time/assembly time in advance of support date. Procurement lead time/assembly time in number of days is record positions 62-64. Submit funded requisition.
- PT Substitute item available. If substitute stock number shown in stock number field is acceptable, resubmit using document identifier DYG and submit requisition in time to allow for delivery within the appropriate UMMIPS time standard. In the event substitute item is not acceptable, resubmit, using document identifier DYH.
- PV Cancelled. Item has been logistically reassigned by the activity indicated in record positions 77-79. Submit new SPR to gaining activity.
- PW This is interim reply request. Manual review being made and additional response will be furnished.
- PX Rejected. The item is an Acquisition Advice Code J item (centrally procured for shipment directly to user or another service, not stocked by procuring activity). Submit funded requisition in time to permit procurement. Procurement lead-time in days is shown in record positions 62-64.
- PY Cancelled. Item has been changed from stocked to non-stocked by the Integrated Material Manager. If still required, submit requisition for quantity required, so that procurement action can be initiated for direct shipment.
- NOTE: In addition to the above, the following NAVICP-M response codes will appear in NDE-NM in the contract number field after SPR.
- IS In Screening. The requirement has been forwarded to the cognizant Defense Supply Center (DSC). If a response has not been received before the interface file is returned to NAVSEA, NAVICP-M will indicate "IS".
- NR No Reply. On items for which the cognizant DSC has not responded by the next program cycle, the IS will be changed to NR. Replies from the DSC beyond these cycles from the date of NAVICP-M submittal will be accepted.

The document numbers assigned to these response codes will have no BEDD and are not valid until response is received and entered into NDE-NM.

EXHIBIT S7-5 REJECT ADVICE CODES

NUMBER OF CHARACTERS: Two

TYPE OF CODE: Alphabetic

EXPLANATION: Identifies to the originators of Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP) transactions the reason for rejection and indicates return of the transaction for correction and re-submission.

RECORD POSITIONS: 79-80 (Transaction Reject Document)

| CODE | DEFINITION |
|------|---|
| AA | Rejected. Document Identifier invalid |
| AB | Rejected. Submitted to incorrect material manager; Routing identifier Code of manager indicated in record positions 67-69, if known. |
| AC | Rejected. Type of inventory code invalid or blank. |
| AD | Rejected. Stock or part number unidentifiable. |
| AE | Rejected. Quantity field invalid. |
| AF | Rejected. Document Number invalid. |
| AG | Rejected. Ship To address unidentifiable. |
| AH | Rejected. Required Signal Code invalid or blank. |
| AJ | Rejected. Required Fund Code invalid or blank. |
| AK | Rejected. Ownership/Purpose Code invalid or blank. |
| AM | Rejected. Condition Code invalid or blank. |
| AP | Rejected. Required Management Code invalid or blank. |
| AQ | Rejected. Processing/Count Date invalid or blank. |
| AR | Rejected. Unit of Issue incorrect. |
| AS | Rejected. Support Date invalid. |
| AT | Rejected. Asset Support Request Code invalid or blank. |
| AU | Rejected. Asset Support Request is for an item not centrally managed and stocked (Acquisition Advice Codes F, L, P, or W) |
| AV | Rejected. Activity identified in cc 30-35 Department of Defense Activity Address Code (DoDAAC) and/or 27-29 Routing Identifier Code (RIC) is not authorized to submit Logistic Asset Support Estimate (LASE) Requests |
| AW | Logistic Reassignment Transaction (DEE, DEF, or DDX) received more than one year after the Effective Transfer Date (ETD). D4X will be rejected if no memorandum due in is on record at the Gaining Inventory Manager (GIM) to indicate it is a valid procurement receipt. |
| AX | Rejected. General Services Administration (GSA) is source of supply for requested LASE or SPR procedures. If required, submit funded MILSTRIP requisition citing applicable RDD to GSA. |

NOTE: Codes in the A-series not listed above are reserved for future use and are not to be used unless authorized and disseminated by the MILSTRAP System Administrator. Codes in the B_ through Z-series- are reserved for intra-Service/Agency use.

EXHIBIT S7-6 NAVSEA-MANAGED REQUISITIONING

| <u>RECORD POSITION*</u> | <u>INFORMATION</u> | <u>SOURCE</u> |
|-----------------------------|------------------------|--|
| 1-3 | Document Identifier | Enter A0_series. |
| 4-6 | Routing Identifier | Enter N23 |
| 7 | Media and Status Code | Enter S for requisitioner to receive exception and shipping status by electronic methods. |
| 8-22 | Stock Number | NSN/NIIN in NDE-NM |
| 23-24 | Unit of Issue | U/I in Management List - Navy (ML-N) |
| 25-29 | Quantity | Quantity in the OUT (Outstanding) field in NDE-NM |
| 30-43 | Document Number | Use pre-assigned MILSTRIP number in NDE-NM when applicable. |
| 44 | Demand Code | P, indicating a planned requirement, when applicable, N if SPR not accepted. |
| 45-50 | Supplementary Address | Enter the UIC of the installing activity. |
| 51 | Signal Code | Enter K (bill to activity designated in CCs 45-50). |
| 52-53 | Fund Code | Enter Y6. (Free Issue) |
| 54 | Distribution Code | Use appropriate code. |
| 55-56 | Cognizant Symbol | Use COG Symbol |
| 57-59 | Project Code | Enter ZF6 for all non-submarine SHIPALT material and ZV6 for submarine SHIPALT material. . |
| 60-61 | Priority | Priority supplied by requisitioner. |
| 62-64 | Required Delivery Date | Start of Availability. |
| 65-66 | Advice Code | In accordance with local procedures. |
| 67-80 | LEAVE BLANK | LEAVE BLANK |

* Refer to NAVSUP PUB 485 Volume III for more requisitioning details.

EXHIBIT S7-7 NAVICP-M -MANAGED MATERIAL REQUISITIONING

| <u>RECORD POSITION*</u> | <u>INFORMATION</u> | <u>SOURCE</u> |
|-------------------------|------------------------|---|
| 1-3 | Document Identifier | Enter A0__Series |
| 4-6 | Routing Identifier | Enter N35. |
| 7 | Media and Status Code | Enter S for requisitioner to receive exception and shipping status by electronic methods. |
| 8-22 | Stock Number | NSN/NIIN in NDE-NM. |
| 23-24 | Unit of Issue | U/I in ML-N |
| 25-29 | Quantity | Quantity in the OUT (Outstanding) field in NDE-NM |
| 30-43 | Document Number | Submit shipyard/NSA/IA requisition (yard UIC and serial number.) |
| 44 | Demand Code | Enter P, indicating a planned requirement. |
| 45-50 | Supplementary Address | Enter in accordance with local requisitioning procedures. |
| 51 | Signal Code | Assign signal code per local procedures. |
| 52-53 | Fund Code | Fund Code supplied by requisitioner. |
| 54 | Distribution | Enter appropriate code. |
| 55-56 | Cognizance Symbol | Use COG symbol. |
| 57-59 | Project Code | Enter the 5/600 Series Industrial Project Code for SHIPALT material. |
| 60-61 | Priority | Priority supplied by the requisitioner. |
| 62-64 | Required Delivery Date | 120 days prior to availability start date or 1 October of the FY programmed. |
| 65-66** | Advice Code | Enter 5E or 5R whichever is applicable. |
| 67-69 | LEAVE BLANK | LEAVE BLANK |
| 70 | Purpose Code | Enter T. |
| 71 | Condition Code | Enter A. |
| 72-80 | LEAVE BLANK | LEAVE BLANK |

* Refer to NAVSUP PUB 485 Volume III for more information.

** Advice Code 5E to be used for the draw down of a planned requirements as reservation without a directly related turn-in. Billing will be a standard (full) price.

EXHIBIT S7-8 DLA-MANAGED MATERIAL REQUISITIONING

| <u>RECORD POSITION*</u> | <u>INFORMATION</u> | <u>SOURCE</u> |
|-------------------------|------------------------|--|
| 1-3 | Document Identifier | Enter A0__Series |
| 4-6 | Routing Identifier | Enter Routing Identifier of cognizant Defense Supply Center. |
| 7 | Media and Status Code | Enter S for requisitioner to receive exception and shipping status by electronic methods. |
| 8-22 | Stock Number | NSN/NIIN in NDE-NM |
| 23-24 | Unit of Issue | U/I from ML-N |
| 25-29 | Quantity | Quantity from OUT (Outstanding) field of NDE-NM |
| 30--43 | Document Number | Submit shipyard/NSA requisition using local UIC and serial number. |
| 44 | Demand Code | Enter "P", for planned requirement if PA or PB appears in the SPR Response field on the NDE-NMTP-05 report. Enter "N" if other than PA or PB appears in the NDE-NM report. |
| 45-50 | Supplementary Address | Enter in accordance with local requisitioning procedures. |
| 51 | Signal Code | Assign signal code per local procedures. |
| 52-53 | Fund Code | Fund Code supplied by requisitioner. |
| 54 | Distribution | Enter appropriate code. |
| 55-56 | Cognizance Symbol | Enter COG symbol from NDE-NM |
| 57-59** | Project Code | Enter 5/600 Series Industrial project code for SHIPALT material. |
| 60-61 | Priority | Priority supplied by requisitioner. |
| 62-64 | Required Delivery Date | Enter Julian date material is required. |
| 65-66 | Advice Code | Enter 2L |
| 67-69 | LEAVE BLANK | LEAVE BLANK |
| 70 | Purpose Code | Enter A |
| 71 | Condition Code | Enter A |
| 72-80 | LEAVE BLANK | LEAVE BLANK |

* Refer to NAVSUP PUB 485 Volume III for more requisitioning details.

** Use 5/600 Series Industrial Project Codes

EXHIBIT S7-9 ACQUISITION ADVICE CODES (AACs)

NUMBER OF CHARACTERS: ONE

TYPE OF CODE: ALPHA

EXPLANATION: These codes indicate how (as distinguished from where), and under what restrictions, an item will be acquired. The AAC will reflect applications of the basic methods, i.e., by requisition, by Federal Supply Schedule, by fabrication or assembly, or by local purchase. The AAC is used for customer level, not system level, acquisitions.

REFERENCE: DoD 4100.39M, Volume 10, Table 58

RECORD POSITIONS: Change Notice Document Column 7 (Retail Management items only), Position 50 (Changes to or addition of AAC for Navy ICP items and for changes to AAC for retail items).

CODE DEFINITIONS

- | | |
|---|---|
| A | <p>SERVICE/AGENCY REGULATED Issue, Transfer or Shipment is controlled by authorities above the ICP level to assure proper and equitable distribution</p> <ol style="list-style-type: none"> 1. The use or stockage of the item requires release authority based on prior or concurrent justification. 2. Requisitions will be submitted in accordance with Service/Agency requisitioning procedures. |
| B | <p>ICP REGULATED Issue, Transfer or Shipment is controlled by the ICP.</p> <ol style="list-style-type: none"> 1. The use or stockage of the item requires release authority based on prior or concurrent justification. 2. Requisitions will be submitted in accordance with service/agency requisitioning procedures. |
| C | <p>SERVICE/AGENCY REGULATED Issue, Transfer or Shipment is not subject to specialized controls other than those imposed by individual services supply policy.</p> <ol style="list-style-type: none"> 1. The item is centrally managed, stocked and issued. 2. Requisitions will be submitted in accordance with service/agency requisitioning procedures. |
| D | <p>DoD INTEGRATED MATERIAL – MANAGER (IMM), STOCKED AND ISSUED Issue, transfer or shipment is not subject to specialized controls other than those imposed by the integrated material manager/Military) Service (IMM/MS) supply policy.</p> <ol style="list-style-type: none"> 1. The item is centrally managed, stocked and issued. 2. Requisitions must contain the fund citation required to acquire the item. Requisitions will be submitted in accordance with the IMM/MS |

requisitioning procedures.

- E OTHER SERVICE- MANAGED, STOCKED AND ISSUED**
Issue, Transfer or Shipment is not subject to specialized controls other than those imposed by the services requisitioning policy.
1. The item is centrally managed, stocked and issued.
 2. Requisitions may require a fund citation and will be submitted in accordance with the service requisitioning procedures.
- F FABRICATE OR ASSEMBLE (NON-STOCKED ITEMS)**
National Stock Numbered items fabricated or assembled from raw materials and finished products as the normal method of support. Procurement and stockage of the items are not justified because of low usage or peculiar installation factors. Distinctions between local or centralized fabricate/assemble capability are identified by the Source of Supply Modifier in the "Source of Supply" column of the Service Management Data Lists.
- G GENERAL SERVICES ADMINISTRATION (GSA) OR VETERANS ADMINISTRATION (VA) INTEGRATED MATERIAL MANAGED, STOCKED AND ISSUED.**
Identifies GSA or VA managed items available from GSA distribution facilities. Requisitions and fund citations will be submitted in accordance with GSA/VA/Service requisitioning procedures.
- H DIRECT DELIVERY UNDER A CENTRAL CONTRACT (VENDOR STOCKED)**
Issue, Transfer or Shipment is not subject to specialized controls other than those imposed by Integrated Material Manager/Service/Agency supply policy.
1. The item is centrally managed and procured.
 2. Normal issue is by direct shipment from the vendor to the user at the order of the ICP or IMM distribution facilities when the vendor's minimum order quantity is not met, or when stocks are being drawn down. Requisitions and fund citations will be submitted in accordance with IMM/Service/Agency requisitioning procedures.
 3. Generally delivery will be made within applicable Service/Agency guidelines addressing customer-required timeframe.
- I DIRECT ORDERING FROM A CENTRAL CONTRACT/SCHEDULE (NON-STOCKED ITEMS)**
Issue, Transfer or Shipment is not subject to specialized controls other than those imposed by IMM/Service/Agency supply policy. The item is covered by a centrally issued contractual document or by multiple award Federal Supply Schedule, which permits any using activity to place orders directly on vendors for direct delivery to the user.
- J NOT STOCKED, CENTRALLY PROCURED (NON-STOCKED ITEMS)**

IMM/Service centrally managed but not stocked items. Procurement will be initiated only after receipt of a requisition.

- K CENTRALLY STOCKED FOR OVERSEAS ONLY (NON-STOCKED ITEMS)**
Main means of supply is local purchase or direct ordering from a central contract/schedule when the Federal Supply Schedule Number is shown in the CMD record. Item is stocked in domestic supply system for those overseas activities unable to procure locally due to non-availability of procurement sources or where local purchase is prohibited (e.g. ASPR; Flow of Gold or by internal military service restraints).
Requisitions will be submitted by overseas activities in accordance with agency/service requisitioning procedures. NOTE: Continental U.S. (CONUS) activities will obtain supply support through local procurement procedures.
- L LOCAL PURCHASE (NON-STOCKED ITEMS)**
DLA/GSA/Service/Agency managed items authorized for local purchase as a normal means of support, at base, post, camp or station level. Item is not stocked in wholesale distribution system of IMM/Service Agency ICP.
- M RESTRICTED REQUISITIONS-MAJOR OVERHAUL (SERVICE/AGENCY USE ONLY)**
Items (assemblies and/or component parts), which for lack of specialized tools, test equipment, etc. can be used only by major overhaul activities. Base, post, camp or station activities will not requisition unless authorized to perform major overhaul function.
- N RESTRICTED REQUISITIONING – DISPOSAL. (Service/agency use only.)**
Discontinued items no longer authorized for issue except on the specific approval of the service inventory manager. Requisitions may be submitted in accordance with service requisitioning procedures in instances where valid requirements exist and replacing item data has not been furnished.
- O PACKAGED FUELS (NON-STOCKED ITEMS)**
DLA managed and service regulated.
 1. Items will be centrally procured in accordance with DoD 4140.25-M, Procedures for the Management of Petroleum Products, but not stocked by IMM. Long lead time required.
 2. Requirements will be satisfied by direct shipment to the user either from a vendor or from service assets at the order of the ICP or IMM
 3. Requirements and/or requisitions will be submitted in accordance with Service procedures.
- P RESTRICTED REQUISITION - SECURITY ASSISTANCE PROGRAM (SAP)**
 1. Indicates item is stocked or acquired only for SAP (replaces MAP)

requirements, or

2. Indicates item is non stocked and material is ordered from the contractor for shipment directly to the foreign government,
3. Base, post, cap or station will not requisition.

Q

BULK PETROLEUM PRODUCTS DLA-managed

1. Item may be either centrally stocked or available by direct delivery under a central contract.
2. Requirements will be submitted by military services in accordance with IMM procedures.
3. Item will be supplied in accordance with DoD 4140.25-M.

R

RESTRICTED REQUISITION - GOVERNMENT FURNISHED MATERIAL (GFM)

Indicates item is centrally procured and stocked as GFM in connection with manufacture of military item. Base, post, camp or station will not requisition.

S

RESTRICTED REQUISITIONING - OTHER SERVICE FUNDED

For service managed items whereby the issue, transfer or shipment is subject o specialized controls of the funding military service.

1. Item is procured by a military service for the funding military service and is centrally managed by the funding military service.
2. The procuring military service has no requirement in its logistic system for the item.

T

CONDEMNED (NON-STOCKED ITEMS)

Item is no longer authorized for procurement, issue, and use or requisitioning.

U

LEAD SERVICE MANAGED

As a minimum, provides procurement, disposal and single submitter functions. Wholesale logistics responsibilities, which are to be performed by the PICA in support of the SICA are defined by the SICA NIMSC codes.

V

TERMINAL ITEM (STOCKED ITEMS)

Identifies items in stock, but future procurement is not authorized.

Requisitions may continue to be submitted until stocks are exhausted.

Preferred item National Stock Number (NSN) is normally provided by the application of the phrase: "When Exhausted Use (NSN)". Requisitions will be submitted in accordance with IMM/Service requisitioning procedures as applicable.

W

RESTRICTED REQUISITIONING - SPECIAL INSTRUCTIONS APPLY (NON-STOCKED ITEMS)

Indicates stock number has been assigned to a generic item for use in bid invitations, allowance lists, etc. against which no stocks are ever recorded. Requisitions will be submitted only in accordance with IMM/Service

requisitioning procedures. (This code will be used, when applicable, in conjunction with Phrase Code S (stock as NSN(s).) It is considered applicable for use when a procurement source(s) becomes available. The Phrase Code S and the applicable "stock as" (NSN(s)) will then be applied for use in stock, store and issue actions.

- X SEMIACTIVE ITEM- NO REPLACEMENT NONSTOCKED ITEM. A potentially inactive NSN which must be retained in the supply system as an item of supply because (1) stocks of the item are on hand or in use below the wholesale level and (2) the NSN is cited in equipment authorization documents TO&E, TA, TM, etc., or in-use assets are being reported.
1. Items are authorized for central procurement but not authorized for stockage at wholesale level.
 2. Requisitions for in-use replacement will be authorized in accordance with individual military service directives.
 3. Requisitions may be submitted as requirements generate. Repetitive demands may dictate an AAC change to permit wholesale stockage.
- Y TERMINAL – ITEM (NON STOCKED ITEMS)
Further identifies Code V items on which wholesale stocks have been exhausted. Future procurement is not authorized.
1. Requisitions will not be processed to the wholesale suppliers.
 2. Internal Service/Agency requisitioning may be continued in accordance with Service/Agency requisitioning policies.
- Z INSURANCE/NUMERIC STOCKAGE OBJECTIVE ITEM
Items which may be required occasionally or intermittently and prudence requires that a nominal quantity of material be stocked due to the essentially or the lead-time of the item.
1. The items are centrally managed, stocked and issued.
 2. Requisitions will be submitted in accordance with IMM/Service requisitioning procedures.