

CHAPTER 9
Material Management

Table of Contents

9.1 Organizational Level (O-Level) and Intermediate Level (I-Level) Material Management	1
9.1.1 Navy Supply System.....	1
9.1.2 Policies and Concepts	1
9.1.3 Supply and Maintenance Responsibilities	5
9.1.4 Supply Department Organization.....	8
9.1.5 Supply Department Communications	8
9.1.6 Material Reporting.....	9
9.1.7 Allowance Determination and Outfitting.....	11
9.1.8 SERVMARTs and MINIMARTs	14
9.1.9 Integrated Material Management	14
9.1.10 Indirect Material.....	14
9.1.11 Supply Reference Publications	15
9.1.12 Training.....	18
9.1.13 Aviation Support Division (ASD).....	19
9.1.14 Supply Documents	21
9.1.15 Supply Response Standards	21
9.1.16 Use of the Individual Component Repair List (ICRL).....	22
9.1.17 Phase Maintenance Kits.....	22
9.1.18 Embarked Air Detachment Support.....	23

9.1.19 Supply Response Section (SRS) 24

9.1.20 Requisition Control Unit (RCU) 24

9.1.21 Program Management Unit (PMU) 27

9.1.22 Technical Research Unit (TRU) 28

9.1.23 Material Delivery Unit (MDU) 29

9.1.24 Pre-expended Bin (PEB) Unit 30

9.1.25 Component Control Section (CCS) 31

9.1.26 Document Control Unit (DCU) 31

9.1.27 Local Repair Cycle Asset Storage Unit (LRCA) 33

9.1.28 Awaiting Parts Unit (AWP) 35

9.1.29 Supply Screening Unit (SSU) 38

9.1.30 Special Procedures 41

9.2 D-Level Material Management 43

9.2.1 General 43

9.2.2 Technical Directive (TD) and Modification Kit Management 43

9.2.2.1 Modification Kits 43

9.2.2.2 Allocation 44

9.2.2.3 Distribution Control 45

9.2.2.4 Requisitioning Procedures 45

9.2.3 Repairable Component Material Management 46

9.2.4 Consumable Material Management 49

9.2.5 Commercial Rework Material Support Management 52

9.2.6 Procurement Process and Acquisition Lead Time 53

9.2.7 Life of Rework Contracts..... 54

9.2.8 Constructive Change 54

9.2.9 Supply Discrepancy Report 54

9.2.10 Shelf Life Management..... 54

9.2.11 Hazardous Waste Management..... 55

9.2.12 BOSS III Program..... 55

9.2.13 Price Challenge Hotline 56

Figure 9-1: Supply Department Organization Ashore 58

Figure 9-2: CV or CVN Supply Department Organization Afloat 59

Figure 9-3: ASD Organization..... 60

Figure 9-4: LRCA Table 61

Figure 9-5: LRCA Table (continued)..... 62

Figure 9-6: Commercial Rework Milestones For Existing Commercial Contracts 63

CHAPTER 9 Material Management

9.1 Organizational Level (O-Level) and Intermediate Level (I-Level) Material Management

9.1.1 Navy Supply System

9.1.1.1 The major responsibility of the Navy Supply System is to provide material in support of the operation and maintenance of aeronautical equipment. Every effort will be made to have material located when and where it is needed. The intent is to make the relationship between the supplier and the user as simple as possible within the boundaries of logistic directives published by higher authority. Navy stock is generally replenished on a system basis as a direct result of recorded usage and demand data, or on a program basis, from precalculated usage.

9.1.1.2 All elements of the Navy and Marine Corps, regardless of size and location, have an assigned activity to which they can submit requests for material. In the case of maintenance activities, this request starts at O-level, I-level, and D-level maintenance and flows to a designated point in the Supply System.

9.1.1.3 The Uniform Material Movement and Issue Priority System (UMMIPS) assigns a Force Activity Designator (FAD) to all activities in the Navy establishment for determining priorities for material support. Instructions for using the material priority system and assigning FADs are published in OPNAVINST 4614.1 and implemented by Fleet Commander and Aircraft Controlling Custodian (ACC) or Type Commander (TYCOM) instructions. The FAD is correlated with an urgency of need to determine the priority assigned to requisitions. The priority assigned to material requisitions, not the project code, determines the speed a requisition must be filled by the Supply System. UMMIPS abuse dilutes Supply System responsiveness.

9.1.2 Policies and Concepts

9.1.2.1 Several significant principles and functions must be followed to achieve success in the aviation Maintenance and Material Management (3M) Program:

a. Close liaison must be established and maintained between Supply and Maintenance, both O-level and I-level, in achieving the common goal of maximum weapon system operational readiness.

b. Material management involves a direct relationship between the two complex operations of Maintenance and Supply. It is important these operations have a single point of contact for coordinating those functions common to both. The success of material management at any activity depends largely on the success of this coordination effort. It is imperative Supply and Maintenance personnel are familiar with responsibilities for both. Material Control branches are contact points for maintenance operations. Aviation Support Divisions (ASD) are contact points for Supply operations. The Marine Aviation Logistics Squadron (MALS) Aviation Supply Officers (AVNSUPO) are contact points for Marine Corps aviation supply requirements and operations.

c. A meeting will be held at least weekly between Supply, O-level, and I-level maintenance representatives, and unit QA NAMDRP personnel to discuss NMCS, PMCS, EI or PQDR exhibits, and other high priority related requirements. The meeting will be chaired by the Supply Officer or MALS AVNSUPO and shall include appropriate O-level and I-level group Supply supervisors and staff representatives.

15 Jan 2017

d. A meeting will be held at least monthly between Supply, O-level, and I-level maintenance representatives to resolve problems, establish local procedures that do not conflict with this instruction, and to promote material support effectiveness. The meeting will be chaired by the I-level officer and shall include appropriate O-level and I-level, group supply supervisors, and staff representatives.

e. The use of sophisticated management techniques and devices, for example, files, listings, visual identification display system (VIDS) boards, and minicomputers will improve material management.

f. Information procedures should be adapted to automated techniques or visual display systems where capabilities exist. This eliminates the need for manually processing documents and records, and provides real time knowledge of the availability of required material.

9.1.2.2 The increasing complexity of the aviation Supply support system demonstrates the need to standardize supply procedures used by aviation Supply personnel within a MALSs. Marine Corps Aviation Supply Desk Top Procedures (ASDTP) were developed and have been implemented in every Marine Air Groups (MAG) to ensure standardization of aviation Supply operations at each MALS. Adherence to the ASDTPs is considered mandatory. Because of unique local situations, there may be rare instances which require minor deviations from specific procedures delineated in the ASDTP. In those cases, written approval must be provided to the requesting unit by the Marine Air Wing (MAW) commander with information copies to the appropriate Fleet Marine Force (FMF) commander and Commandant of the Marine Corps (CMC) (Code ASL-33).

9.1.2.3 Operational Support Inventory (OSI) or fixed allowances, intensive repairable item management (IRIM) Program, stock fund financing of Aviation Depot Level Repairables (AVDLR), and the Advanced Traceability and Control (ATAC) Depot Level Repairables (DLR) Program control critical and costly repairable material used in support of aircraft maintenance.

a. Weapon systems are supported under the OSI or fixed allowance concept (NAVICPINST 4441.15, NAVICPINST 4441.16). A negotiated firm allowance of repairable assets may not be exceeded without ICP authorization. Strict one-for-one exchange discipline between the O-level, I-level, and Supply Department must be maintained. No off-station requisitioning will occur prior to beyond capability of maintenance (BCM) action, excluding the consolidated remain in place list (CRIPL) and anticipated NMCS items. Stock record inventory control point (ICP) visibility of all fixed allowance repairables at a transaction item report (TIR) site will be maintained. All assets are carried in Purpose Code W or L on the Supply Officer's records. Storage of fixed allowance assets is authorized at any location within an operating site.

b. The Intensive Repairable Item Management (IRIM) Program at Navy ICPs was established to standardize previously existing programs for intensive management of high cost, critical aviation and shipboard repairable items. The objectives of IRIM are to resolve currently troubled items, improve repair turnaround time, carcass returns, and reduce backorders. Those repairables selected for the IRIM Program will be tracked via standard ICP carcass tracking procedures and scheduled for applicable organic or commercial repair.

c. The DOD Comptroller has approved financing of AVDLRs under the Navy Working Capital Fund (NWCF). Essentially, the NWCF is a revolving account of funds and materials. NWCF components consumed by aviation units (ships, MAGs, and air stations) are paid for with aviation fleet maintenance

(AFM) operating funds. The stock fund in turn uses the payment to replenish the material, either by financing a repair at a designated rework point (DRP) formerly a designated overhaul point, or by purchasing a replacement item in the case of beyond economical repair or loss situations. This differs from appropriation purchase account (APA) methods that separately fund the procurement and repair of aviation inventories, where such funding may be inadequate to meet demand. Under NWCF, the revolving fund always receives payment when material is used and those funds are available to finance the subsequent D-level repair or replenishment action. Therefore, full funding of the D-level component repair is a primary benefit of the AVDLR or NWCF Program. Additional program benefits are:

(1) Reduced back orders and customer wait time due to more Ready for Issue (RFI) components being available in the system.

(2) Improved financial flexibility due to Defense Finance Accounting Service's (DFAS) ability to direct funds to either repair or procurement actions as conditions warrant. This is not possible in an APA environment where repair or procurement reprogramming actions require congressional approval.

(3) Improved aircraft readiness due to improved material support.

(4) A financial incentive for maintenance personnel to affect all repair permitted under the applicable COMNAVAIRSYSCOM aircraft maintenance plan.

d. Most secondary item DLRs managed by NAVSUP WSS have been transferred to NWCF. Items that were managed under COG 2R and 8R, and were free issue to the user, are now managed under cognizant Symbol (COG) 7R, and are issued with a charge to the customer's end-use funds. The point of sale (when the user is charged for DLR usage) will occur at NWCF activities (AV207 activities that have not implemented Shipboard Uniform Automated Data Processing System Real Time (SUADPS RT Release 3) when a 7 series COG repairable is determined to be BCM at the I-level, for end-use activities (air stations, SUADPS RT Release 3 ships and MAGs, or naval industrial fund activities) or when a 7 series COG repairable is issued for either stock or direct turn over (DTO) from a NWCF inventory. This charge will be either at a net or standard price, where:

(1) The net price is charged for the RFI replacement of a not-ready for issue (NRFI) asset that is BCM and returned to the wholesale Supply System. The net price is less than the standard price and is based on depot repair cost vice new procurement cost.

(2) The standard price is charged for issues when the requisitioning activity does not make a turn-in. The standard price is based on procurement cost for replacement of the asset. The standard price is usually significantly greater than the net price, encouraging prompt turn-in of the NRFI component.

(a) At Navy and Marine Corps shore activities, Shore Consolidated Allowance List (SHORCAL) consumer level retail W and L Purpose Code, 7 series and 0 series COG inventories are under end-use funding (Stores Account 55000). Transitioning of 7 series COG aviation consolidated allowance list (AVCAL) or consolidated shipboard allowance list (COSAL) assets to end-use at AV207 sites, such as MAGs, aircraft carriers (CV), and Landing Ship Helicopter Assault (LHAs), is coincident with SUADPS RT Release 3 implementation.

(b)DLR turn-in discipline is provided to repairables management by local and total system carcass tracking procedures. Turn-in and repair of a NRFI carcass at the I-level is essentially a closed loop process, with all actions accomplished on station, aboard ship, or within the MALS; therefore, total system carcass tracking is not needed. Local tracking procedures are accomplished using the maintenance action form (MAF). Total system carcass tracking is implemented when an unserviceable unit cannot be repaired locally and must be returned for repair at a D-level repair facility. Total system carcass tracking employs automated procedures involving carcass tracking record (CTR)s to record the actions necessary for effective monitoring.

(c)CTRs are the data records essential for effective carcass tracking and monitoring. They are maintained at ICPs, NAVSUP WSS, and afloat and ashore user activities which stock and issue DLRs. ICP CTRs serve as the basis to monitor user turn-in of exchange carcasses. Transactions recorded on these CTRs determine whether the ICP will generate follow-up actions or additional billing to user activities for outstanding carcass turn-ins.

(d)When records established on the ICPs CTR are not closed out within a specified timeframe, the ICP initiates carcass tracking action. This is accomplished through the use of follow-up inquiries to the delinquent turn-in activity. Transactions are assigned unique BK series document identifiers. The first transaction produced in this process is the BK1 follow-up inquiry which the ICP sends to the activity when ICP records indicate a NRFI DLR exchange turn-in is outstanding. The activity is required to respond with a BK2 reply indicating the status of the outstanding NRFI carcass. This response may close out the ICP record (if an acceptable accounting of the NRFI turn-in is made) or it may result in additional billing by the ICP. If the activity does not provide an acceptable reply, the ICP sends a BK3 notification of additional billing for the value of the NRFI carcass (the difference between the net and standard price) to the activity. The receiving activity may respond to the BK3 transaction with a BK2 reply if subsequent proof of the turn-in can be established; if not, the additional charge will stand. The additional billing may be reversed if the ICP subsequently receives information that the NRFI component had been turned in, in which case the ICP sends a BK4 reversal of the additional billing notification to the activity.

(e)Complete procedures for DLR requisitioning, turn-in, and carcass tracking are in NAVSUP Publication 545.

e. Shore-based retail activities with a SHORCAL have transitioned 7R COG retail material, as indicated by Purpose Code W, to end-use funding. MAGs, CVs, and LHAs have transitioned in conjunction with SUADPS/RT Release 3 implementation to this process. Only those assets within authorized allowances (SHORCAL, AVCAL, or packups) were decapitalized.

f. The Advanced Traceability and Control Retrograde Depot Level Repairables Program was established to improve accountability, traceability, and customer billing accuracy in the DLR carcass tracking system. Under ATAC procedures, most retrograde DLRs are shipped via ATAC hubs which serve as centralized DLR processing facilities. Complete ATAC procedures, as well as exceptions to the program, are in NAVSUP Publication 485. Under NAMDRP ([paragraph 10.9](#)), all EI and PQDR exhibits will be shipped per in service support center (ISSC) shipping instructions (Preliminary Report). EI and PQDR exhibits shall be shipped using the JDRS (<https://jdrs.mil>) Premium Shipping tool and not within the ATAC system.

9.1.2.4 Repairable material will be removed from the aircraft and made available for turn-in when a replacement is requested, unless specifically authorized to remain in place by the CRIPL. All defective

components shall be wrapped using cellular plastic film (bubble wrap) PPP-C-795 Class 1, for short term protection of equipment when the component is returned to Supply. Under no circumstances shall spare repairable components of any type, RFI or NRFI, be allowed to be held in any activity unless authorized by higher authority.

9.1.3 Supply and Maintenance Responsibilities

9.1.3.1 Readiness is achieved by following sound management practices in Maintenance and Supply. Material management and Supply support are areas that may determine the degree of readiness.

9.1.3.2 IMA Supply and Maintenance responsibilities include:

- a. Proper management of asset inventories.
- b. Proper financial management of repairables.
- c. Accurate determination of allowances.
- d. Timely retrograde of NRFI DLR material.
- e. Productive communication and coordination between Maintenance and Supply elements.
- f. Full use of available resources to repair aeronautical material.
- g. Initiation of requests to improve maintenance capability above that presently available as authorized by the maintenance plan.
- h. Timely investigations of material failure or unsuitability prior to stock exhaustion.
- i. Application of procedures, policies, regulations, and disciplines established for support of the operating forces.
- j. Adequate material planning and technical research by Supply and Maintenance functions.

9.1.3.3 The Supply Department shall:

- a. Maintain OSI or fixed allowances for support of assigned operating forces.
- b. Issue, receive, store, and control all material assets carried in local stocks.
- c. Record customer demand, replenish stock, adjust allowances in response to demand patterns, and maintain all associated records.
- d. Perform technical research to convert a manufacturer Part Number (PN) to a National Stock Number (NSN) and determine family group application. Also, review the assigned Source, Maintenance and Recovery (SM&R) code for nonstock numbered material to determine proper procurement source, for example, local purchase, I-level, or D-level repair or manufacture. Repeated requests for nonstock numbered items form the basis for a request to review SM&R code assignment.
- e. Assist IMAs in the assignment of work priorities on all repairables offered for induction.

f. Prepare the MILITARY STANDARD REQUISITIONING AND ISSUE PROCEDURE (MILSTRIP) Requisition (or automated input) from the customer request.

g. Effect complete on and off-station material requisition processing.

h. Provide on-station pickup and delivery of all material.

i. Provide daily mechanized listings with complete supply status for all NMCS or PMCS, and anticipated NMCS to both the O-level and I-levels in sufficient quantity to ensure adequate distribution. Data will be sequenced to expedite the daily validation process. Listings shall contain the following information as a minimum: document number, NSN including COG, material control code (MCC), special material identification code (SMIC), unit of issue and quantity, project and priority, BUNO, nomenclature, status or routing identifier code (RIC) of the activity submitting the status, JCN, WUC, and originator code of requisitioning activity.

j. Provide AWP mechanized status listings to IMAs daily. This listing shall contain the following information as a minimum: requisition number, NSN, unit of issue and quantity, originator code of the requisitioning activity, project and priority, JCN, nomenclature, WUC, work center, status, and RIC of activity submitting status.

k. Provide work stoppage mechanized status listings to organizational units weekly.

l. Validate NMCS and PMCS requirements daily and AWP requirements at least weekly.

m. Maintain a technical library for supply purposes containing Supply and Maintenance publications and directives, standard contractor and vendor drawings, military specifications, and modification directives.

n. Establish, maintain, and replenish PEBs.

o. Continuously review material allowances and request adjustments as required.

p. Ensure Supply personnel are familiar with the local maintenance organization and its directives.

9.1.3.4 The Maintenance Department shall:

a. Initiate requests for material.

b. Provide Supply with a valid PN, commercial and government entity (CAGE), technical reference, issue priority designator, and project code for all requested material.

c. Provide technical assistance in determining interchangeability and substitution.

d. Respond in a timely manner to urgent Supply Department stock requirements and expeditious repair (EXREP) requests.

e. Set a goal of full attainment of authorized repair capability for OSI repairables.

f. Schedule monthly maintenance and material meetings between O-level and I-level maintenance and Supply personnel. These meetings are held to discuss Maintenance and Supply problems affecting local

aircraft readiness. Local material management practices shall be reviewed for revision if adversely affecting support of their operating forces. Most problems can be resolved at either the local level or parent ACC, TYCOM, or MAW. Other commands available to render assistance are NAVSUP WSS, COMNAVAIRSYSCOM, and FRCs.

g. Review SM&R codes for accuracy and adequacy using the standard individual component repair listing (ICRL) and request changes per NAVAIRINST 4423.12.

h. Ensure Maintenance personnel are familiar with the local Supply organization and its directives outlining support policies and procedures.

9.1.3.5 The Weapons Department shall:

a. Interface with the Supply Department in a similar manner to that described for the Maintenance Department. The interface is applicable primarily to the Weapons Department maintenance responsibility for those end items of weapons support equipment (WSE) which are subcustodied to the Weapons Department by the IMA.

b. Order WSE components from the Supply Department when removal and replacement of repairable components is involved. The defective component(s) will be turned into the Supply Department.

9.1.3.6 The MAW is the highest level tactical aviation command in the FMF. The MAW Supply Officer is responsible for the management of the Supply System and performs such duties as the Commanding General may direct with respect to the managerial and technical aspects of supply. The MAW Supply Officer shall:

a. Develop plans and programs for management of the Supply System ensuring effective use of personnel, funds, facilities, and resources.

b. Coordinate with other staff officers in developing and implementing policy pertaining to or affecting the command's Supply System.

c. Maintain liaison with MAGs, fleet, shore commands, and other Supply echelons to advise, assist, and coordinate Supply matters.

d. Analyze Supply System effectiveness to enable it to meet its operational commitments.

e. Plan, develop, evaluate, and coordinate Supply effectiveness and economics for the MAW units.

f. Direct and coordinate a continuous MAW readiness posture evaluation in the areas of aviation and Marine Corps Supply; ensure all MAW assets are being effectively used to achieve the highest state of readiness possible.

g. Coordinate with the MAW Inspector to conduct Supply technical inspections of group Supply Departments and squadrons or battalions having an organic supply account.

9.1.3.7 The MAG is an administrative and tactical element. It is the smallest aviation unit designed for relatively independent operations with no outside assistance except access to a source of supply. The MALS AVNSUPO shall function as a special staff officer for the MAG Commanding Officer (CO). The MALS AVNSUPO will:

- a. Produce, receive, store, maintain, and issue aviation Marine Corps property within the MAG.
- b. Monitor performance and administer the Supply Department as a whole.
- c. Advise the MAG CO and staff on Supply matters relating to readiness, effectiveness, and ongoing and planned projects within the MAG Supply Department.
- d. Maintain liaison with the supporting Supply activities and staff to ensure MAG requirements are known and satisfied.
- e. Maintain liaison with each squadron within the MAG, advising them on Supply operations as they relate to readiness.

9.1.3.8 FRC Supply Support

a. FRC Site Supply Officers will report to lead WING Commodore. Based on location, they will have an additional duty relationship to the lead local T/M/S Commodore. The FRC Site Supply Officer is aligned with COMNAVAIRFOR for policy and metrics through annual or semi-annual supply management assists (SMA) and supply management inspections (SMI).

b. The FRC Site Supply Officer shall:

(1) Communicate site-specific FRC logistics concerns to the COMFRC Supply Officer and COMNAVAIRFOR for addressal.

(2) Drive flight line readiness by prioritizing component repairs based upon customer demands against their Naval Air Station (NAS) retail inventory.

NOTE: FRC sites will continue to operate with BCM as point of sale. The BCM will occur per the FRC site ICRL at the former IMAs.

9.1.4 Supply Department Organization

The organizations shown in [Figures 9-1](#) and [9-2](#) are structured for supporting activities having ASD and MALS Supply operations that adjust stock records after issue (post-post). ASD Supply operations at TIR sites that transact issues on their records before the issue (pre-post) will establish procedures that provide services, reports, and support per the intent of this instruction.

9.1.5 Supply Department Communications

9.1.5.1 Communications will be established between Supply and Maintenance functions via data transmission equipment. Each O-level and I-level Material Control will have direct lines of communication with ASD. Use of communication devices, permit maximum coordination and improves the material management program.

9.1.5.2 Supply maintains telecommunications with ICPs as follows:

a. Automatic Digital Network (AUTODIN) is used to transmit supply data using the defense automatic addressing system (DAAS). All Supply transactions are transmitted daily. NAVSUP WSS transmits requisitions and supply status via AUTODIN to activities having that capability.

b. Logistics data communications (T35) is a dedicated direct telecommunications line from Marine Corps MAG, Navy Supply Departments, MCASs, NASs, ACC or TYCOM staffs, and other commands that permit access to NAVSUP WSS master data and weapons systems files. These files provide worldwide logistics information and aircraft application, configuration, and substitution data.

c. Supply Departments afloat may use shipboard communication facilities to transmit requisitions by message via Streamlined Automated Logistics Transmission System (SALTS).

9.1.6 Material Reporting

9.1.6.1 Material usage data must satisfy the requirements of various managerial levels of the Navy and Marine Corps, and the DOD. Data is intended to convey managerial information for several purposes. This data allows management to:

- a. Relate material issues and turn-ins to weapon systems and components by activity and maintenance level.
- b. Appraise higher commands of material expenditures in support of maintenance.
- c. Determine weapon systems costs at the O-level and I-levels of maintenance.
- d. Determine usage, failure, and turnaround time (TAT) rates for OSI or fixed allowance development and allowance change requests.

9.1.6.2 Material reporting is a procedure where all supply action documents in support of maintenance are entered and merged with the material reporting history file for reporting to COMNAVAIRSYSCOM (AIR-6.8.4). The information is collected via the reporting command's end of the month detailed tape. It is summarized and reported to higher levels of management by COMNAVAIRSYSCOM (AIR-6.8.4).

9.1.6.3 Each type of supply action document is identified by RECTYP. A listing of RECTYPs and the supply action associated with each is as follows:

- a. RECTYP 60 - material issue for a weapon system.
- b. RECTYP 61 - RFI component from IMA.
- c. RECTYP 62 - deletion of previously submitted Record Type (RECTYP).
- d. RECTYP 63 - NRFI component from IMA.
- e. RECTYP 64 - material issue for a TD compliance.
- f. RECTYP 65 - material issue to fill initial allowance.
- g. RECTYP 66 - material issue from SERVMART or MINIMART. (Money value only by TEC.)
- h. RECTYP 67 - material issue to PEBs and for indirect material requirements.

9.1.6.4 Weapon system costing is accomplished at NAVSUP WSS. Source documents generated as a result of each maintenance action provide basic sources of data in terms of man-hours and material which, with

15 Jan 2017

data from the DOD Single Line Item Requisition System Document (DD 1348) and the MAF, can be translated into cost data. The source documents are designed so the cost data may be related directly to weapon systems (aircraft), an aeronautical equipment system, a subsystem, or to evaluate the effectiveness of elements within a maintenance organization.

9.1.6.5 Material Reporting (MR) data will be validated and submitted to the local SSCA within 1 work day after the supply transaction is completed. Subsequent revalidations of MR data will be accomplished by Supply within 1 work day after receipt of erroneous data from the local SSCA. The Supply Department will maintain an MR document control system to monitor RECTYP transactions submitted to the local SSCA and will maintain liaison with data services personnel to prevent backlogs.

9.1.6.6 Local material reports (MR-1-1 and MR-1-2) are provided for repairables management and fixed allowance determination under OSI procedures. These reports merge supply and maintenance data elements to determine usage and TAT of repairables. The MR-1-1 and MR-1-2 are identical reports except for the sequence in which they are produced and the totals. Each report has two parts: Part I is a detailed list and Part II is a summarization of the detailed list. Data for the current 6 months is used for production of these reports. The requesting activity can select the report period desired. The requested report must be within the current 6 months and specify increments of monthly accounting periods. The requesting activity may select either Part I or Part II independently or both. Part I detail lines will represent a single material issue (RECTYP 60) (DD 1348) which has a corresponding (JCN match) 31/32 MAF transaction/(63) component turn-in card MAF. If a material issue resides in the database without a matching 31/32 MAF transaction or RECTYP 63 transaction, it will not be printed until it has remained in the database for 6 months. A 31/32 MAF RECTYP 63 transaction residing in the database without a matching material issue will never be printed. The TAT printed in the repair cycle data section of these reports contain the constraints as described in NAVICPINST 4441.15, NAVICPINST 4441.16, and NAVICPINST 4441.21. Actual results are printed for each repair cycle data element but the constrained results will be accumulated within the computer and applied to the TAT. Data sources for these reports will be material issue documents (RECTYP 60) which have MCCs of D, E, G, H, Q, or X, and a COG of 1R, 4Z, 6K, 6R, 7E, 7G, 7R, 7Z, or with a blank MCC and COGs of 9F, 9I, 9J, or 9V. These RECTYP 60 records are matched to the corresponding MAF, with Transaction Code of 31/32/RECTYP 63 transaction. The MR-1-1 and MR-1-2 are sequenced as follows:

a. MR-1-1 report

- (1) WUC
- (2) NIIN
- (3) JCN

NOTE: For NALCOMIS Optimized IMA sites, the MR-1-1 report processed on the NALCOMIS database will be sorted in Family Group Code sequence.

b. MR-1-2 report

- (1) NIIN
- (2) JCN

9.1.6.7 Expense item management data reports (MR-2-1, MR-2-2, and MR-2-3) are provided for reviewing consumable (expense) item maintenance usage, thus permitting set stock levels of these items under OSI procedures. The reports display frequency and demand data on all maintenance and related expense items. The three reports are the same except for sequence differences. Data source will be RECTYP 60, RECTYP 64, RECTYP 65, and RECTYP 67. Only those records where the first position of the COG is 0, 1, 3, 5, or 9 (except 1R when MCC=D), will qualify for these reports. Data up to the current 6 months is used when producing these reports. The SUPORG code is the basis of organization selection. The requesting activity can select the report period desired. The requested report must be within the current 6 months and must be specified in increments of monthly accounting periods. These reports are prepared in the following sequence:

- a. MR-2-1 report
 - (1) SUPORG
 - (2) COG
 - (3) NIIN
- b. MR-2-2 report
 - (1) SUPORG
 - (2) JCNORG
 - (3) NIIN
- c. MR-2-3 report
 - (1) SUPORG
 - (2) TEC
 - (3) WUC
 - (4) NIIN

9.1.7 Allowance Determination and Outfitting

9.1.7.1 Introduction of new weapon systems and maintenance of existing systems require an adequate range and depth of material and equipment on hand for effective supply support. Prior to determining individual activity outfitting allowances, the following logistic processes occur which have a direct bearing on allowance determination.

- a. Provisioning is the process of determining the range and quantity of items, such as spares and repair parts, special tools, test equipment, and SE required to support and maintain an end item of material for an initial period of service. Provisioning includes the identification of items of supply, establishment of data for cataloging, technical manual and allowance table preparation, and preparation of instructions to ensure delivery of necessary support items with related end articles. Provisioning encompasses all the actions

necessary to ensure material support of the operational weapon system. A basic input to the provisioning process is the maintenance plan. It identifies the repairable items and delineates their levels of removal and repair.

b. SM&R Codes are used to communicate maintenance and supply instructions. These codes are made available to their intended users by means of publications, such as allowance lists, maintenance technical manuals, and supply documents. SM&R Codes are assigned to each support item based on the logistic support planned for the end item and its components. The primary objective is to establish uniform policies, procedures, management, and a means of communication that will promote integrated material support within and among the military services. Uniform SM&R Codes is an essential step towards improving overall capabilities for more effective interservice and integrated support. For additional information concerning policies, procedures, and responsibilities applicable to SM&R Codes, refer to NAVAIRINST 4423.12.

c. Supporting items and material for the maintenance, repair, and rework of selected aeronautical repairable items are procured, stocked, requisitioned, accounted for, and used on a kit basis. The term parts kits used here should not be confused with change kits which are procured and issued to perform a one time modification of an item.

d. The TDRS system is the authorized medium for directing the accomplishment and recording of modifications and one-time inspections of equipment. These publications detail the responsibilities and procedures for the management of modification kits concurrent with and subsequent to manufacture. The control of TD kits, basic allocation, shipment, distribution, issue, inventory accounting, and disposal is the responsibility of the kit manager. These controls are applicable to all modification kits procured by or for COMNAVAIRSYSCOM, including kits manufactured or procured by field activities and those procured by ICPs. The kit manager for all equipment is COMNAVAIRSYSCOM (AIR-6.8.5). For additional TD information, refer to [paragraph 10.10](#).

e. Aeronautical material and equipment required for the operation and maintenance of aircraft, air-launched weapons, aeronautical systems, and equipment will normally be furnished through allowances.

f. The complex systems and equipment in the Navy's inventory contain an increasing number of repairable components that are extremely costly and require significant time, effort, and expense to return to RFI condition. Improved management of these repairables is essential to improve fleet readiness and reduce support costs. The fixed allowance concept is designed to guarantee equitable distribution of repairable assets and to ensure adequate levels of supply for operating forces. Fixed allowances are established by NAVSUP WSS retail operation division in collaboration with the appropriate ACC or TYCOM for DLR and 1RD FLR items authorized for stock at each operating site and are considered part of the site OSI. Fixed allowances are based on factors such as TAT, failure rate, repair capability, mission essentiality, flying hours, and other data necessary to ensure operational commitments will be met. Between periodic revisions of the allowance authorization document, changes to the fixed allowance may be requested by the item manager, ACC or TYCOM, or operating site. The fixed allowance is to be regarded as the maximum level to be maintained. The item manager, ACC or TYCOM, and operating site will exercise control to ensure the fixed allowance quantity is not exceeded. All assets of each item or family, regardless of condition, location, or status (except assets installed in aircraft and SE and those BCM off station) are counted towards the fixed allowance. This includes assets DIFM, on an exchange basis with the exception of in-use assets which are

15 Jan 2017

undergoing EXREP, and those due in from the Supply System or contract. Transfer of Purpose Code A assets to Purpose Code W or L, to satisfy a fixed allowance deficiency, will only be authorized by the ICP.

(1)DLRs are requisitioned from the Supply System on a one-for-one exchange basis. Stock replenishment requisitions are submitted to the Supply System only after turn-in (retrograde action) of an unserviceable item to the DRP or DSP, via the ATAC Program, has been initiated.

(2)Negotiations of the fixed allowance are between the retail operations, ACC or TYCOM, and the operating site. Current 3M data will be used in computing the fixed allowance. The computed fixed allowance will be provided to each ACC or TYCOM and operating site in a SHORCAL or AVCAL.

(3)All requisitions for DLRs will be submitted to the Supply System using Advice Code 5 series in card column 65-66 (NAVSUP Publication 485). For those activities under end use funding, Advice Code 5X will not be used for stock replenishment of SHORCAL and AVCAL inventories.

(4)Purpose Codes W and L will be used to identify an operating site's fixed allowance material. Purpose Code A will be used to identify repairable assets held by a TIR activity in excess of a fixed allowance. Non-TIR activities will not hold any repairables in excess of a fixed allowance.

(5)All repairables are to be included within the scope of fixed allowance disciplines. Most NRFI DLRs will be returned to the DRP or DSP via the ATAC hub. Exceptions are listed in NAVSUP Publication 485.

(6)To ensure fixed allowances of repairables are maintained at an adequate level, scheduled reviews of all local removal or maintenance actions must be conducted and changes in allowances requested. Material reporting data are the most reliable and accurate tools available for repairable transaction review. Submit fixed allowance changes to the ICP using an allowance change request per NAVICPINST 4441.15, NAVICPINST 4441.16, and NAVICPINST 4441.21.

(7)Consumable items are in an activity's SHORCAL or AVCAL and include material controlled by NAVSUP WSS, DLA, GSA, and other service managers. NAVSUP WSS controlled material allowances are adjusted quarterly by NAVSUP WSS for TIR activities.

(a) Initially, and every 2 years thereafter, NAVSUP WSS provides air station Supply departments with preliminary allowance documents. After the air stations review the documents, an allowance negotiation conference is held at NAVSUP WSS to finalize the activity's OSI allowances. Air stations will establish their allowance quantity on the stock record and provide initial issue requisitions (Advice Code 5D) directly to NAVSUP WSS for any increase to the allowance or new items to be carried as a result of the SHORCAL review. These initial issue requisitions will have a fund code of QZ for 7 series COG or Y6 for 0 series COG APA DLRs. NAVSUP WSS will validate these Advice Code 5D 7 series COG requisitions against the aviation retail management file and reject those that exceed the established allowance increase. NAVICPINST 4441.16 contains detailed OSI and SHORCAL policy and procedures.

(b) AVCAL Processing for Fleet Aviation Intermediate Level Activities. As a minimum, AVCALs will be reviewed and revised incident to major ship overhauls or prior to each carrier deployment. MAG AVCALs will be reviewed and revised periodically as determined by COMNAVAIRFOR, COMMARFORCOM, and COMMARFORPAC, but not less than every 36 months. After the fleet unit

15 Jan 2017

review an AVCAL Quality Review Conference is held at NAVSUP WSS to negotiate the activity's OSI allowances. NAVSUP WSS will provide revised AVCAL allowances to the site via computer tape no later than 93 days prior to deployment. The site will then load the new allowances to their stock records, and submit initial issue requisitions (Advice Code 5D) directly to NAVSUP WSS for any increase to allowance or new items to be carried as a result of AVCAL review. These initial issue requisitions will have a fund code of QZ for 7 series COG or Y6 for 0 series COG APA DLRs. NAVSUP WSS will validate these Advice Code 5D 7 series COG requisitions against the aviation retail management file and reject those that exceed the established allowance increase. NAVICPINST 4441.15 contains detailed OSI and AVCAL policy and procedures.

9.1.7.2 It is established policy to make an initial outfitting allowance by an outfitting directive issued by the ACC or TYCOM to their respective newly commissioned or established Navy or Marine Corps aviation activities or units. The ACC OR TYCOM will issue outfitting directives in support of activities or units effecting a change of permanent duty station. Reoutfitting of aviation activities, required as a result of change in numbers of models of aircraft or equipment, is directed by the ACC OR TYCOM. OPNAVINST 4441.12 governs aeronautical material outfitting and supply support of the operating forces.

9.1.8 SERVMARTs and MINIMARTs

SERVMARTs and MINIMARTs are established and maintained to provide a retail outlet for nontechnical supplies of an administrative and housekeeping nature. The use of a SERVMART or MINIMART benefits the supporting Supply activity and supported operating activities. The ability to requisition and pay for many line items of supply with one request document reduces paperwork and speeds material issue. Examples of items carried in SERVMARTs and MINIMARTs are hand tools, corrosion preventive material, and POL. SERVMART and MINIMART requisitions will carry a stated monetary limitation to preserve accounting integrity and help prevent pilferage and theft. All material issues from SERVMART or MINIMART outlets to maintenance organizations are reported by specific weapon system TECs. When issues of this material are made, the supply activity ensures the DOD Single Line Item Requisition System Document (DD 1348) is prepared and RECTYP 66 is entered in Block V. The DD 1348 original copy is forwarded to the SSCA for processing.

9.1.9 Integrated Material Management

Integrated material management is directly related to integrated weapon support management responsibilities for items peculiar to a weapon system. These peculiar items are also used by other military services and are procured and stocked for replenishment issue. Under the integrated material management concept, changes in requisitioning, reporting, requirements computation, and procedures affect reporting activities as shown in NAVICPINST 4440.6. These changes also affect the Air Force Logistics Command and Logistics Center.

9.1.10 Indirect Material

Items having a unit of issue greater than the unit of application (sheet metal, cable, petroleum, oil and lubricant (POL) products) are categorized as indirect material. This material, when drawn from Supply, is generally usable on several maintenance actions and cannot be directly related financially to a single action. For MR purposes, requisition source documents will be coded with a RECTYP 67 and a descriptive TEC (AACD or AAC9) rather than a Y series TEC. RECTYP 67 is also used for PEB items.

9.1.11 Supply Reference Publications

9.1.11.1 The following is a listing of the general references used by aviation Supply personnel to determine standard Supply System operating procedures, and to obtain management data relative to material identification, material requisitioning, and processing of BCM repairable components.

a. The Federal Logistics Data (FEDLOG) (CD-ROM) contains descriptions of the format and contents of the Master Cross Reference List, Management List-Consolidated, Management List-Navy, Federal Item Logistics Data Record, Identification Lists, Interchangeability and Substitutability, CAGE, Federal Supply Classification Groups and Classes, Selected Federal Item Name Directory For Supply Cataloging Data, List of Items Requiring Special Handling, MRIL, and Navy Item Control Number to NIIN Cross Reference.

b. H4/H8 is designed to provide users with the name, address, and socioeconomic data on all manufacturers and nonmanufacturers doing business with the federal government. Three types of organizations are addressed in the H4/H8: government designed control activities, manufacturers and nonmanufacturers. They are uniquely identified by a five position CAGE code or an NATO SUPPLY CODE FOR MANUFACTURERS (NSCM) and categorized by an Organizational Entity type code. The CAGE reflects codes assigned to organizations worldwide. The H4/H8 contains the organization's or contractor's name (if applicable) assigned CAGE code, and status code. In some instances, the replacement code for the contractor's assigned CAGE code(s) will consist of an NSCM code assigned to an Organization Entity located in a North Atlantic Treaty Organization member nation. The H4/H8 is part of the H series and is published monthly on CD-ROM. Each edition contains a total file replacement and supersedes all previous editions.

c. NAVSUP Publication 485.

(1) NAVSUP Publication 485 Volume I establishes policies for the operation and management of afloat supply departments and shore-based units of the fleet operating forces operating under afloat procedures. It is designed to assist Supply personnel in the proper performance of their assigned duties and to aid them in understanding and performing their individual tasks associated with afloat Supply operations. NAVSUP Publication 485 is designed for both automated and nonautomated ships. The procedures in NAVSUP Publication 485 are the minimum essential acceptable for supply management and are mandatory unless specifically stated as being optional. Additional controls may be prescribed by the CO or Supply Officer when circumstances indicate the need for more stringent control. This publication is also intended as a training manual for officers and enlisted personnel and as a guide in handling supply problems that are not a matter of regulation. It is divided into the following chapters:

- Chapter 1 - Organization and Administration
- Chapter 2 - Material Identification
- Chapter 3 - Material Procurement
- Chapter 4 - Material Receipt, Custody, and Stowage
- Chapter 5 - Material Expenditure and Shipment
- Chapter 6 - Inventory Management
- Chapter 7 - Packaging and Transportation
- Chapter 8 - Special Material
- Chapter 9 - Financial Management

(2) NAVSUP Publication 485 Volume 2 contains appendices and a glossary for the material found in Volumes 1 and 3.

(3) NAVSUP Publication 485 Volume 3 issues policy and procedures relative to ashore Supply activities. The provisions of this publication take precedence over conflicting provisions contained in other Supply System manuals or directives. It is divided into the following chapters.

- Chapter 1 - Organization and Administration
- Chapter 2 - Supply System Management
- Chapter 3 - Material Procurement
- Chapter 4 - Reserved for Future Use
- Chapter 5 - Reserved for Future Use
- Chapter 6 - Stock Point Operations
- Chapter 7 - Packaging and Transportation
- Chapter 8 - Special Programs
- Chapter 9 - Financial Management

(4) NAVICP Publication 2003 lists current publications, directives, and forms used throughout the Navy that have stock numbers assigned. Individual directives listed on the NAVICP Publication 2003 are also stocked at NAVSUP WSS Philadelphia, PA.

(5) DODINST 6050.05 provides information to assist users in managing hazardous materials to minimize the risk involved in performance of various jobs. This instruction also provides labeling and packing requirements, shipment and storage, handling safety precautions, and other information.

(6) NAVAIR 04-10-506 promulgates policy and procedures for the management of aircraft tires and tubes. It identifies, by NSN, those tires that are not being rebuilt and provides disposition instructions for all other tires that are BCM and are candidates for rebuilding due to material condition.

(7) The NAVSUP WSS CRIPL provides for instances where removal of a failed aircraft component is not feasible or advisable prior to receipt of the replacement component; therefore, qualifies as an item to be retained in place. To be eligible for a RIP designation, a component must be a repairable assembly assigned MCC D, E, or H, and must satisfy one or more of the following criteria:

(a) Safety (nonflight). With item removed, aircraft is in an unsafe configuration (weight and balance, structural limits, personnel hazard).

(b) Mobility. With item removed, aircraft cannot be moved immediately in the event of an emergency.

(c) Maintenance. Removal of the item involves exchange of numerous fittings or linkages, exposes the aircraft to water intrusion, corrosion or mechanical damage, or precludes turn-up to facilitate other maintenance.

(d) PMCS Flight. Removal of the item precludes flight, but retention permits flight with degraded operation of installed system.

(8) NAVSO Publication 3013-1 contains information related to, and procedures for, maintaining OPTARs and defines terms used in the resources management system pertaining to activities, ships, and squadrons.

(9) Allowance lists, Allowance Requirements Registers (ARR), and TBAs are approved by COMNAVAIRSYSCOM and published by NAVSUP WSS.

(a) The contents of these lists contain the following:

1. The equipment and material (both consumable and repairable) necessary to outfit and maintain units of the aeronautical organization.

2. Items used with sufficient frequency to justify their issuance to all activities maintaining aircraft or equipment for which the lists are designed.

3. Information concerning NSN, nomenclature, interchangeability, and superseded NSNs.

4. Detailed instructions for the application and use of the publication.

5. A table of logistic data showing the total weight and cube of all material contained in the list.

(b) Allowance lists contain material and equipment for the purposes indicated in each list. Allowance lists are used as guides in establishing IMRLs.

(c) ARRs list material and equipment for the purposes indicated in the register. Material listed is normally retained in Supply Department stocks until required for use. The various Allowance Requirements Registers are used as guides in establishing an AVCAL for ships, air stations, and MALs. The AVCAL is a list of all aviation peculiar items authorized to be carried in stock by these activities for support of aircraft and missiles.

(d) TBAs are listings of equipment and material required for performance of specific missions. They contain both shop equipment and common supporting spare parts, and include allowances of tools and material required for use by such activities as FMF squadrons, guided missile activities, and drone type activities.

(e) The APL is provided by NAVSUP WSS and lists both an equipment's technical characteristics and logistics information. It specifies all maintenance significant repair parts associated with the equipment and is the basis for allowances.

(f) The Allowance Equipage List is provided by NAVSUP WSS and describes a system supported by an authorized range of operating space items. This material falls into the general categories of tools and equipage to be retained in the custody of the users department.

(10) Equipment Lists. Currently NAVSUP WSS originates three different types of equipment lists.

(a) The WEL lists repairable assemblies, supporting repair parts, attaching parts, loose equipment, and accessories used on various aircraft. It should be noted that not all Navy aircraft have WELs.

(b) The Equipment Requirement List contains information on specific types of equipment, such as meteorological equipment, aircraft tires and tubes, and specialized shipping containers, and gives the supporting repair parts required to maintain and overhaul the respective equipment.

(c) The SEL provides a listing of part numbers and NSNs applicable to selected types of SE.

(11) NAVSUP Publication 409 serves as a handy reference for personnel responsible for originating and processing MILSTRIP and MILSTRAP documents. This small booklet contains those common definitions, coding structures, and abbreviated code definitions used on a day-to-day basis. Blank space is provided for entering commonly used routing identifier, fund, project, and locally assigned codes.

(12) An IPB, also known as Illustrated Maintenance Parts List or Illustrated Parts Catalog, is prepared by the manufacturer for each model aircraft, engine, accessory, electronic equipment, or SE. It is printed and issued by the authority of COMNAVAIRSYSCOM. The IPB is designed to let Supply and Maintenance personnel identify and order replacement parts for the aircraft or equipment. All procurable assemblies with detail parts are illustrated and listed in such a manner as to make quick identification of assemblies and their component parts possible. The items are arranged continuously in assembly breakdown order with the illustrations placed as near as possible to their appropriate listing.

(13) The P700-CNP web site (<https://tarp.navsisa.navy.mil/p700.nsf>) provides preservation and packaging requirements for specific repairable components.

(14) Other Publications and Directives. This section presents the general contents of pertinent publications and directives as follows:

(a) OPNAVINST 4614.1 contains information concerning FADs, issue priority designators, requisition processing, delivery dating, and mission essential material, abuses and policing of the priority system, and expedited handling of critically needed items.

(b) DOD 4160.21-M is applicable to all DOD activities in the reporting, redistribution, and use of excess, surplus, and foreign excess personal (as opposed to real) property; in the disposal by donation, sale, abandonment, or destruction of property determined to be surplus or foreign excess; and in the sale of such property.

(c) General Services Administration (GSA) Federal Supply Catalog. This catalog lists approximately 20,000 line items stocked in GSA supply distribution facilities. The items listed in this catalog are assigned COG 9Q.

(d) SECNAVINST 5216.5 is the official naval guide for preparation of correspondence.

(e) SECNAV M-5210.2 provides standard subject identification numbers for classifying correspondence, numbering instructions and notices, and assigning report symbols.

9.1.12 Training

9.1.12.1 Training is accomplished via OJT, Joint Aviation Supply and Maintenance Material Management (JASMMM) classroom training, CENNAVAVNTECHTRAU formal classroom training, and NAVSUP WSS Fleet Assistance Team visits.

15 Jan 2017

9.1.12.2 JASMMM. Approximately 12 times a year, a group of 60 to 70 selected personnel attend a 2-week course of instruction at the Navy Supply Corps School, Newport, Rhode Island. The course is staffed by two Supply Corps officers with aviation Supply experience, enlisted logistics personnel, and a MO. This course may be attended by Navy, Marine Corps, and civilian personnel, active duty and reserve officer (W1 and above) and enlisted (E6 to E9), Supply, Maintenance, and Engineering personnel, and aviation squadron prospective COs and Executive Officers (XO). JASMMMs primary goals are the creation of a spirit of cooperation and empathy between Maintenance and Supply personnel and to develop and reinforce the aviation support related supervisory, technical, and management skills.

9.1.12.3 Fleet Assistance Team. This is a staff function of NAVSUP WSS and is composed of military and civilian personnel having expertise in Supply and Maintenance functions. They visit Supply Departments to provide technical assistance in reviewing procedures employed and to conduct technical training. Visits are requested and arranged by contacting the team leader.

NOTE: Navy enlisted personnel and officers assigned to an ASD ashore, ASD (S-6) afloat, individuals directly responsible for supervising Component Control Section work centers and Marine enlisted personnel and officers assigned to a MALS ASD, or individuals directly responsible for supervising repairable management division (RMD) work centers should attend the IMA component control section (CCS) Procedures course (Course C-555-0042).

9.1.13 Aviation Support Division (ASD)

9.1.13.1 Responsibilities. The ASD Officer is responsible to the afloat Supply Officer or the ashore Type Wing Commander (with or without an attached Wing Supply Officer) for the performance of the Division. The ASD Officer shall act as a direct link between the IMA Officer and the Supply Officer Type Wing Commander, attend the monthly Maintenance and Supply meetings, and provide supply support to assigned O-level and I-level activities. The ASD Officer is the single point of contact for maintenance activities requiring direct supply support. ASD Officer's responsibilities include the following for afloat and ashore activities:

- a. Receive requests for material.
- b. Perform technical research and prepare requisitions.
- c. Pick up and deliver material.
- d. Measure Supply response time.
- e. Account for all repairable assets.
- f. Maintain special LRCA storage areas and publish listings.
- g. Establish, maintain, and replenish PEBs and their listings.
- h. Initiate inter-IMA repair and EXREP FRCs customer service requests.
- i. Maintain AWP storage areas, control requisitions and piece parts, and initiate follow-ups on requirements.

- j. Expedite high priority requisitions.
- k. Develop an understanding of the NALCOMIS concept and its application to management and automatic data processing requirements.
- l. Supervise the operation of the SRS and the CCS.
- m. Provide the Supply Officer, Type Wing Commander with status on the quality of Supply support rendered.
- n. Ensure continuity of material reporting and local reports.
- o. Maintain, in coordination with O-level activities, an authorized level of TAD personnel.
- p. Ensure adequate daily manning levels to support the local maintenance effort.
- q. Provide members to participate on the ashore AIRSpeed CPI Work Center.
- r. Ensure job appropriate training is completed by Aviation Supply Support ASD personnel with a need for CPI training with 12 months of check in.
- s. Be familiar with the aviation 3M reports pertinent to O-level and I-level Maintenance and Supply Operations, buffer management tool (BMT) functionality and reports (I-level), and the ad hoc capabilities of NTCSS NALCOMIS, and Optimized OMA or IMA.
- t. Use or generate BMT reports as directed by Force Supply instructions or guidance.

NOTE: COMNAVAIRFORINST 4440.2 and COMNAVAIRFORINST 4415.1 provide detailed responsibilities.

9.1.13.2 Organization. The ASD is composed of two sections; SRS and CCS. Unless otherwise assigned, the PEB support operation is a functional responsibility of ASD. The ASD organization is shown in [Figure 9-3](#). ASD is located adjacent to maintenance areas to improve maintenance and material support coordination. Physical location may vary according to local geographic or facilities layout.

a. ASD, and all its functional elements, will be manned and operational consistent with the operating hours of supported maintenance organizations. If maintenance is being performed 24 hours a day, then Supply support is required 24 hours a day. Manning levels during other than normal working hours will be consistent with the support required and requisition processing standards.

b. Supply officers are provided additional logistics specialists through TAD assignments from squadrons to compensate for the added workload. In instances when Marine Corps squadrons deploy for short periods of time, the MAW or MALS MO and the AVNSUPO will negotiate for TAD personnel commensurate with expected operational requirements. Detailed directives for TAD of logistics specialists are issued by ACCs and TYCOMs.

9.1.14 Supply Documents

Various Supply documents are available for processing requirements in ASD. The particular documents used at an activity are determined by the Supply Department, depending upon such factors as available resources, ASD functional arrangement, and related Supply operations. These documents are: NALCOMIS generated DD 1348, DD 1348-1, HCN, and reports.

9.1.15 Supply Response Standards

9.1.15.1 Maximum elapsed response times are established for issuing items available in local Supply stocks or furnishing requisition status on an automatic basis for not carried (NC) and not in stock (NIS) items. Response time starts when Material Control (O-level or I-level) places a requirement on ASD. Time stops when the requested material or status is received at the delivery point.

9.1.15.2 ASDs will issue material or provide status within standards listed in the following example. Initial supply status is furnished automatically to the customer for all requisitioned material. Status is also furnished when requested by the customer. Response time should be individually measured and maintained on a monthly basis for review by the Supply Officer. The statistics shall be expressed in terms of:

Issue Priority Group	Priority Designator	Processing Time
1	1 - 3	1 Hour
2	4 - 8	2 Hours
3	9 - 15	24 Hours

a. Percentage meeting the standard. For example, 95 percent issue priority group 1 demands meet the standard, 98 percent of issue priority group 2 meet the standard.

b. Overall averages per group, for example, issue priority group 1 demands average 0.4 hour, issue priority group 2 average 1.2 hours.

c. Overall averages for each element of supply, for example, delivery and requisition processing.

9.1.15.3 Daily mechanized listings providing complete supply status for all NMCS, PMCS, and anticipated NMCS are provided by the PMU to both the O-level and I-level in sufficient quantity to ensure adequate distribution. Data will be sequenced to expedite the daily validation process. Listings will contain, as a minimum, the:

- a. Document number.
- b. COG, MCC, NSN, and SMIC.
- c. Unit of issue and quantity.
- d. Project and priority.

- e. Bureau number.
- f. Nomenclature.
- g. Status or RIC of activity submitting status.
- h. JCN.
- i. WUC.
- j. Originator code of requisitioning activity.

9.1.15.4 The AWP status report is provided to the IMA on a daily basis. On-line NALCOMIS inquiries are also available to obtain updated supply status.

9.1.16 Use of the Individual Component Repair List (ICRL)

9.1.16.1 The ICRL is a detailed statement of an I-level repair facility's component repair capability. The ICRL contains existing repair capability data on items previously processed by the I-level repair facility and identifies items that are capable of repair or for which future repair is not planned.

9.1.16.2 The Supply Department shall:

- a. Use the ICRL to enter repair capability on local stock records.
- b. Use the ICRL as a source of data when recomputing repairable allowances for non-NALCOMIS activities.
- c. Assist the IMA in maintaining ICRL accuracy by reviewing CAGE, PN, and NSN entries.

9.1.16.3 The FRC ICRL Manager shall:

- a. Manage the ICRL to reflect the appropriate I-level or D-level repair capability and the work center responsible for the repair of the WRA or SRAs within the FRC.
- b. Change the ICRL to reflect the stand-up of capability where none previously had existed to support new acquisitions and assignment of an artisan at the I-level FRC to interdict BCMs.

9.1.17 Phase Maintenance Kits

9.1.17.1 Establishing a Phase Maintenance Kit Program is an optional program per the ACC OR TYCOM.

9.1.17.2 If a Phase Maintenance Kit Program is used, the following procedures will be followed:

- a. Coordinate with O-level and I-level activities to determine type, quantity, and items to be included.
- b. Establish local procedures for ordering.
- c. Construct the required number of kits.
- d. Pre-expend the cost of the kits.

- e. Ensure items are not over aged.
- f. Issue kits on demand.

NOTE: Kits constructed by and held in ASD may be cannibalized by ASD for other requirements and then replenished.

9.1.17.3 Embarked Air Detachment Material Requests. Air detachments shall request material in support of helicopter maintenance from the host air capable ship by preparing and submitting a DOD Single Line Item Requisition System Document (DD 1348) (6PT) to the ship's Supply Department.

a. Requisition document numbers will be assigned only from the unique series provided to the ship by the supporting shore site point of entry (POE).

b. Requisitions must cite the appropriate job order number in the supplementary address block (card columns 45-50) as specified by ACC OR TYCOM directives.

9.1.18 Embarked Air Detachment Support

9.1.18.1 Air capable ships supporting embarked air detachments are provided a pack-up kit from ACC OR TYCOM designated outfitting sites to support embarked helicopter maintenance.

9.1.18.2 ACCs or TYCOMs will designate shore sites to provide aviation maintenance related material support to air capable ships functioning as the POE while the ship is operating in the POEs assigned area of responsibility. POE functions shall include the following:

a. Furnish each requesting ship with a unique series of document numbers for use in requisitioning DTO aviation maintenance support and pack-up kit replenishment requirements from the POE.

b. Receive and process MILSTRIP requisitions from air capable ships enroute to, or operating in, the POEs assigned area of responsibility.

c. Issue available material or provide MILSTRIP referral action to the appropriate source of supply within UMMIPS time frames.

d. Furnish MILSTRIP status on all requisitions received, via naval message, using Immediate message precedence for NMCS and PMCS requirements and Priority precedence for all other requisitions.

e. Coordinate material shipments with area logistics control and monitor activities to ensure timely delivery of critical requirements.

f. Perform AFM, AVDLR accounting functions for supported ships.

g. Conduct quarterly MOV with supported ships to ensure requisitions held as outstanding by the POE have not been received or canceled by the ship.

h. Perform total AVDLR carcass tracking functions for supported ships.

i. Receive NRFI AVDLR or FLR components from supported ships and process for induction into the local I-level repair cycle.

j. Actively follow-up on overdue AVDLR or FLR retrograde shipments and ensure a final comprehensive reconciliation prior to the ship's outchop.

k. Assemble and stock complete phase A, B, C, and D maintenance kits for supported helicopter models and issue kits as requisitioned by supported ships.

9.1.19 Supply Response Section (SRS)

9.1.19.1 The SRS serves as the point of contact for satisfying maintenance material requirements. SRS is divided into five units: RCU, TRU, material delivery unit (MDU), PMU, and PEB unit.

9.1.19.2 SRS shall:

- a. Process requirements.
- b. Maintain a control file for all requirements.
- c. Transmit requests to other on-station Supply processing points as required.
- d. Deliver all parts and materials.
- e. Review and monitor NALCOMIS mailbox messages.
- f. Maintain all authorized station or ship aviation PEBs.
- g. Expedite high priority requisitions.

9.1.20 Requisition Control Unit (RCU)

9.1.20.1 Requests for material to support weapon system maintenance are received by RCU. These requests will include:

- a. Organizational code.
- b. JCN (note 1).
- c. TEC.
- d. Bureau or serial number (note 2).
- e. WUC (notes 1 and 3).
- f. CAGE (note 4).
- g. Manufacturer's PN.
- h. Quantity.
- i. Document number.
- j. Demand code.

- k. Delivery point (note 5).
- l. Fund code (note 2).
- m. Project code (note 6).
- n. Priority.
- o. Required delivery date (note 2).
- p. Advice code (note 7).

NOTES: 1. Requests for material in support of TD compliance (RECTYP 64) or initial issue (RECTYP 65) require notification of ASD. On RECTYP 64 issues, data element "5" above may be omitted. On RECTYPs 65, 66, and 67 issues, data elements "2" and "5" above may be omitted.

2. May be omitted if not applicable.

3. Requests for consumable material that does not have a unique WUC shall indicate the WUC of the subsystem on which the consumable material is being installed.

4. When an aircraft engine is requisitioned this element must contain the engine TEC in lieu of the CAGE.

5. For intra-station use only.

6. Project codes are in NAVSUP Publication 485.

7. Mandatory for repairables.

9.1.20.2 Material requests received by RCU are processed as follows:

- a. Receive requirements from the O-level or I-level.
- b. Maintain NALCOMIS generated notices and reports.
- c. Forward DOD Single Line Item Requisition System Document (DD 1348), with location, to MDU.
- d. Forward requisitions to TRU for validation of technical data.

9.1.20.3 Consumable and repairable issues to customers are processed by RCU as follows:

- a. Receive DD 1348 signed copy from MDU.
- b. Perform local status update function to indicate quantity issued (consumable only).
- c. Make appropriate entries in NALCOMIS to complete POD.
- d. File POD.
- e. NC or NIS demands are processed by RCU as follows:

(1) Consumables:

- (a) Annotate requisitions NC or NIS.
- (b) Forward requisition to TRU for interchangeables, substitutes, NHA, and units per application.
- (c) If still NC or NIS performs local status update function.
- (d) Forwards NC, NIS, NMCS, PMCS, and work stoppage requisition to PMU for referral into Supply System.
- (e) If warehouse refusal, annotate NIS and perform local status update to refer requisition into Supply System.

NOTE: For non-SUADPS activities, NC or NIS requisitions are automatically referred to the Supply System through electronic interface. All warehouse refusals will be processed and referred off station using the host Supply System. NALCOMIS is automatically updated with the referral status.

(2) Repairables:

- (a) Receive DOD Single Line Item Requisition System Document (DD 1348) annotated EXREP.
- (b) If warehouse refusal, check DCU or supply screening unit (SSU) staging areas for RFI material awaiting stowage. If available, issue RFI item to satisfy requisition.
- (c) If no RFI material could be found, process warehouse refusal in NALCOMIS. This would reverse the status of requisition from issue in process to EXREP and move quantity to suspense. An audit needs to be performed to determine if a survey is warranted.
- (d) Forward DOD Single Line Item Requisition System Document (DD 1348) to MDU for pickup of retrograde.

(3) RIP items which are NC or NIS:

- (a) Receive DOD Single Line Item Requisition System Document (DD 1348) annotated OFFMP.
- (b) Requisitions are inducted as EXREP or referred into the Supply System.
- (c) Determine local repair capability and system availability.
- (d) Make liaison with customer to determine feasibility of induction.
- (e) If material will be inducted for repair, update local status to EXREP using NALCOMIS function. A new DOD Single Line Item Requisition System Document (DD 1348) will be created at this time, annotated EXREP with same document date and serial number.
- (f) Forward new DOD Single Line Item Requisition System Document (DD 1348) to MDU for pick-up or induction of NRFI material.
- (g) If induction is not feasible, forward requisition to PMU for referral to the Supply System.

NOTE: Upon referral, customer's NRFI material becomes owed to the Supply System.

f. Instances will occur when the material issued does not satisfy the intended maintenance action, for example, wrong material is received, material was improperly marked, or material is determined to be NRFI on receipt and not installed. When this occurs, RCU shall:

(1) If erroneous part is RFI:

(a) Return part to the shelf.

(b) Exchange with correct part, if available.

(c) If not available, use customer refusal function to update status to EXREP.

(2) If erroneous part is NRFI:

(a) Exchange with correct RFI part, if available.

(b) If not available, use customer refusal function to update status to EXREP.

(c) CCS induct non-RFI material into the IMA to make RFI.

g. Material reports and maintenance data reports procedures are prepared at the end of the month. These reports reflect transactions submitted during the accounting period. Each reporting organization has the option to select which monthly reports it requires and only those reports will be produced.

9.1.21 Program Management Unit (PMU)

9.1.21.1 The PMU is under the functional control of SRS and is responsible for processing and expediting high priority requisitions, such as NMCS or PMCS, Broad Arrow, and work stoppage requirements. High priority material requests are processed by PMU. PMU shall:

a. Ensure daily NMCS or PMCS reports are distributed to the O-level activities.

b. Validate all outstanding material requirements daily with O-level activities.

c. Initiate requisition actions, for example follow-ups, cancellations, and modifications.

d. Perform local rescreen procedure.

e. Update requisitions with latest status received.

f. Initiate naval MILSTRIP messages for part numbered requisitions.

g. Process as ROB and POD for off-station high priority requisitions.

h. Process BUNO or SERNO change requests received from customer.

i. Prepare and submit inputs to the Aircraft Material Readiness Report.

9.1.21.2 For NC or NIS consumable requisitions PMU shall:

- a. Receive NMCS, PMCS, work stoppage DOD Single Line Item Requisition System Documents (DD 1348) from RCU (annotated NC or NIS) and refers the requirements off-station.
- b. Update NALCOMIS with latest supply status.
- c. Expedite all referred documents using local procedures.
- d. After receipt of material from off station, expedite delivery of material to customer.
- e. Process receipt onboard (ROB) or proof of delivery (POD).

9.1.21.3 For NC or NIS repairable requisitions PMU shall:

a. Receive DOD Single Line Item Requisition System Document (DD 1348) from RCU, annotated EXREP.

b. Monitor turn-in of NRFI components.

c. Process ROB or POD.

(1) If the EXREP is RFI, ensure RFI material is expeditiously delivered to customer.

(2) If the EXREP is BCM, requisitions will be referred to the Supply System via NALCOMIS. PMU shall:

(a) Expedite all referred documents using local procedures.

(b) After receipt of material on station, expedite delivery to customer.

(c) Process ROB or POD.

(3) For NC or NIS CRIPL items PMU shall:

(a) Receive DOD Single Line Item Requisition System Documents (DD 1348) from RCU for referral.

(b) Using local status update function, refer requisition to the Supply System.

9.1.22 Technical Research Unit (TRU)

9.1.22.1 The TRU is responsible for ensuring research is performed on all requisitions received that fails initial system validation, such as NSN, PN, or CAGE, excessive quantity, and high money value.

9.1.22.2 Requests are processed by TRU as follows:

a. Receive requisitions that are OFFTR or OFVAL.

b. Perform requisition research using publications, catalogs, stock lists, and manuals to verify data elements.

c. Update NALCOMIS using researched data.

- d. Process requisitions using NALCOMIS.
- e. Clear mailbox messages.

9.1.23 Material Delivery Unit (MDU)

9.1.23.1 The MDU is responsible for the pickup and delivery of all material to supported activities. Deliveries should be planned, scheduled, and carried out to the maximum extent depending upon the number of drivers or vehicles available and the volume of material to be delivered, consistent with the time limits listed in the following example. Fragile material and delicate components that require special handling, including special padding and racks, should be delivered by the most direct route to reduce the risk of damage. MDU will:

Issue Priority Group	Priority Designator	Processing Time
1	1 - 3	1 Hour
2	4 - 8	2 Hours
3	9 - 15	24 Hours

- a. Receive DOD Single Line Item Release Receipt Document (DD 1348-1) for carried items from designated areas (LRCA, RCU, and RMS).
- b. Deliver requisitions to indicated storage locations.
- c. Pick up and deliver material from appropriate storage locations. When delivering repairable items, an immediate exchange or proof of prior turn-in is required unless the item is an authorized CRIPL asset.
- d. Have customer annotate time, date, and signature on the DOD Single Line Item Requisition System Document (DD 1348) as receipt for material. Provide customer the copy of POD for their records and deliver original signed copy to RCU.
- e. For warehouse refusals, receive DOD Single Line Item Release Receipt Document (DD 1348-1) requisitions from storage, annotated "warehouse refusal", and deliver to RCU for further processing.
- f. For repairable components (exchange available), receive turn-in component from customer with a MAF and applicable logs and records. Physically validate CAGE or PN against the MAF and obtain signature. Return DD 1348 to customer as receipt, and deliver turn-in components to AMSU via SSU.
- g. For repairable components (exchange not available), unless authorized CRIPL asset, no issue will be made if NRFI turn-in is not available.
- h. Receive EXREP or work stoppage notice from DCU.
- i. Deliver EXREP or work stoppage component, logbook, records, and MAF to AMSU via SSU.

9.1.23.2 Requests that cannot be satisfied locally are referred to the Supply System via NALCOMIS.

15 Jan 2017

9.1.23.3 Material received in main Supply from an off-station requisition is delivered to the customers by MDU. Local procedures shall be developed to ensure expeditious delivery to customer.

9.1.24 Pre-expended Bin (PEB) Unit

9.1.24.1 The PEB contains high usage, maintenance related consumable materials, which have been expended from the Supply Department stock records and financial accounts.

9.1.24.2 The purpose of the PEB is to shorten the issue and accounting procedures for recurring issues of maintenance related materials.

9.1.24.3 PEBs are located where they are readily accessible to maintenance personnel and, when feasible, where they can be observed by the retail outlet Logistics Specialist to aid in recognizing abuses to the pre-expended system. Items subject to pilferage are retained within an enclosure with access limited to authorized personnel. SRS is responsible for management and maintenance of PEBs by replenishing or turn-in action (as required). PEB stock is limited to maintenance related material having a minimum demand frequency of three per month. The quantity of each item pre-expended will not exceed an estimated 30-day supply, subject to the requirement that stock be replenished in full package quantities.

a. The Supply Officer and the MO of the activity being supported are jointly responsible for determining those eligible items to be added to or purged from pre-expended stocks under the criteria prescribed. Eligible items with a unit cost of \$150 or less may be routinely established in pre-expended stocks. Eligible items with a unit cost in excess of \$150 may be pre-expended with the approval of the CO. SRS will replenish the PEB as necessary.

b. Stock records will be reviewed quarterly to ensure all items have sufficient usage to be retained in a pre-expended status and to correct any mixing of pre-expended items. As a minimum, any item which had no demand within the last 12 months will be purged from pre-expended stock and returned to the supporting Supply Department. The value of material placed in PEBs will be charged to overhead at industrial type activities or to the account chargeable for operations at other activities. If more than one account is chargeable for material in a pre-expended category, the cost will be apportioned to the appropriate accounts.

c. Items NOT authorized for inclusion in PEBs are:

(1) DLRs (MCC=E, G, H, Q, or X).

(2) FLRs (MCC=D).

(3) Pilferable items (Pilferage Codes I, J, M, N, P, Q, R, V, W, X, Y, and Z). Repair parts, with Pilferage Codes I, Y, or Z, and those unclassified items assigned Pilferage Code J may be pre-expended provided such items are retained in an enclosure.

(4) Items with assigned issue restriction codes for which issue approval must be provided by the cognizant ICP, systems commands, or higher Navy authority.

(5) Items with assigned storage codes showing a requirement for specialized storage facilities, for example, hazardous or flammable items.

(6) Items with assigned Security Codes A through H, K, L, O, S, T, or Z.

(7) Items with assigned Special Material Content Codes A through Z, 2, 3, and 4.

(8) Items on critical or short supply lists published by inventory managers or other authority, and special materials needed for a specific job.

9.1.25 Component Control Section (CCS)

9.1.25.1 The CCS is responsible for repairables management by accounting for repairables stored in LRCA storage areas, in the IMA repair cycle, and those being processed for shipment to DRPs. CCS is divided into four units: DCU, LRCA storage unit, SSU, and AWP unit.

9.1.25.2 CCS shall:

- a. Physically store and manage in controlled access areas adjacent to O-level or I-level activities.
- b. Ensure any LRCA stock records maintained independent of the master stock item records are in agreement.
- c. Execute issue and control procedures for all repairable demand requests.
- d. Process repairables received from IMA.
- e. Store and manage AWP repairables.
- f. Control AWP requisitions.
- g. Ensure CCS transaction documents, requisitions, and receipts affecting repairable item stock records are forwarded to stock control.
- h. Ensure material reporting transactions for repairables are forwarded to SSCA.
- i. Ensure proper work load priority is assigned (EXREP repair of critical repairable).
- j. Execute overall repairables management policies and procedures for all uninstalled or in work DLRs, FLRs, and supply assets. This includes retail OSI items and excess wholesale Supply System items. When managing OSI repairables, maximum attention will be given to the best stock level maintenance. When the OSI stock level on an item becomes critically low, IMAs will be requested to apply priority effort to repair like items in the IMA repair cycle. Success in preventing stock outages occurs only when ASD and IMA Production Control work together with the same objectives. This liaison is enhanced when CCS and IMA Production Control are physically located together, sharing the same records and files when possible. Other OSI repairables not subject to local repair will be accorded expeditious handling in the IMA and Supply Department to hasten the BCM and DRP shipment functions.

9.1.26 Document Control Unit (DCU)

9.1.26.1 DCU is responsible for maintaining control of repairable components in all phases of the repair cycle.

9.1.26.2 DCU will perform the following functions:

- a. Review and monitor NALCOMIS generated IOU, EXREP, and DIFM reports.
- b. Review completed repair action mailboxes.
- c. Receive RFI or NRFI materials from IMAs.
- d. Perform DIFM returns.
- e. Perform inter-IMA service return (repair and return program).
- f. Process RFI material to stock and:
 - (1) Perform DIFM returns.
 - (2) Perform issue select, if outstanding EXREP requisition exists.
 - (3) If no outstanding EXREP, forward material with stow notice to SSU.
 - (4) If LRCA item, forward material with stow notice to LRCA unit.
- g. Process RFI EXREP and:
 - (1) Perform DIFM returns.
 - (2) Forward material with DOD Single Line Item Requisition System Document (DD 1348) to MDU.
- h. Process BCM, Stock or DTO items and:
 - (1) Perform DIFM returns.
 - (2) Forward material with DOD Single Line Item Requisition System Document (DD 1348) to SSU.
- i. Inter-IMA Support. Instances will occur where a repairable component, which is beyond repair capability of the local maintenance activity, is shipped to an off station IMA for repair and return using NALCOMIS functions.
- j. Process defective components for shipment or repair to an off-station IMA and:
 - (1) Perform DIFM return, ensuring action taken code is D.
 - (2) Indicate UIC of repairing off-station IMAs.
 - (3) Forward material with DOD Single Line Item Requisition System Document (DD 1348), MAF, and applicable logs and records to SSU for shipment.
- k. Process returned defective components from off-station IMA and:
 - (1) Perform inter-IMA service return.

(2) Depending on material condition ([paragraphs 9.1.26.2f](#) through [9.1.26.2h](#)).

l. Process incoming defective components from other IMAs and:

(1) Receive and screen component with DOD Single Line Item Requisition System Document (DD 1348), MAF, and applicable logs and records or CM ALS. If CM ALS is not received, query previous unit or omawhole@navy.mil.

(2) Deliver component to AMSU for induction to IMAs.

(3) Upon completion of repair cycle, perform DIFM return.

(4) Forward component with DOD Single Line Item Requisition System Document (DD 1348), MAF, and applicable logs and records to SSU for shipment.

9.1.27 Local Repair Cycle Asset Storage Unit (LRCA)

9.1.27.1 The LRCA Storage Unit is responsible for the receipt, storage, issue, and accountability of repairable assets under the control of the ASD. LRCAs are part of an activity's repairable fixed allowance, and are generally stored in a location that hastens timely IMA repair and return to the shelf in RFI condition. LRCAs are located in an area that promotes efficient supply support of aircraft maintenance, that is, rapid issue to an O-level or I-level activity, rather than storage or record keeping convenience. Collocation of the LRCA with either I-level Production Control or the O-level activity is the most desirable arrangement.

a. The LRCA concept allows intensive management of selected repairables. The major criteria for managing a repairable in the LRCA storage unit are supply support improvement, local demand, and space availability. However, inclusion of an item in the LRCA storage unit will not be constrained by a specific usage rate. Proper management of assets depends primarily on the judicious use of low limits to alert the IMA of critical situations. Assignment of low limits may be based on any valid set of local parameters, for example, average number of daily issues per family group or WUC. Low limits are used to prevent the occurrence of NIS situations by triggering a higher production priority in the IMA for repair. Repeated LRCA critical situations should highlight logistics management deficiencies and cause the initiation of appropriate management review actions.

b. The Supply Department prepares a list of repairable items carried in the LRCA storage locations. The list is then distributed to all aircraft maintenance activities requiring supply support. The list format will include NSN, manufacturer's PN and CAGE, WUC, TEC, family group code, description, and LRCA item number in various sequences adapted to the maintenance activity's needs.

c. Repairable item fixed allowances are determined by TAT and monthly usage. Over a long time period, TAT averages remain generally stable. Assets will be in stock to meet requirements as they occur. If TAT lengthens for any unusual reason, rotation of assets slows and readiness is affected. Item managers will ensure systems and procedures are established to monitor TAT performance and conduct liaison with IMAs when excessive TAT begins to impact the effort. When using TAT in the allowance computation process, each TAT element will be constrained as follows:

(1) Removal to IMA - 1 day.

- (2) Scheduling time - 3 days.
- (3) AWP time - 20 days.
- (4) Actual repair time - 8 days.

NOTE: Total average TAT will be limited to a maximum of 20 days for each NIIN in each case. Constraints will be applied to each element before totaling.

d. OSI or fixed allowance establishment occurs as a result of negotiations between operating sites and NAVSUP WSS. Activity OSI or fixed allowance repairables are subject to NAVSUP WSS redistribution only to fill an issue Priority Designator 1, Priority Group 1, NMCS, or PMCS requisition. Otherwise, OSI or fixed allowance repairables are protected from NAVSUP WSS redistribution. Allowance change requests are submitted to NAVSUP WSS with ACC OR TYCOM as info and are subject to negotiation. Repairable allowance computations after initial outfitting, or under OSI or fixed allowance procedures, are based on activity reported data. This database used for allowance computation will be for the last 12 months except for a new system or aircraft supported less than 1 year. New systems and aircraft will be supported from the available database or ARRs. The OSI or fixed allowance quantity of any repairable item shall be determined by using the LRCA table in [Figures 9-4 and 9-5](#). This is done by taking the total repairs during the historical time frame used, plus associated TAT constraints as applicable, following item manager directives and cross-indexing to the allowance quantity. Compute a BCM level based on the previous 12-month BCM history. For new equipment, the base may be reduced to a minimum 3-month history. The authorized BCM level is the average number of BCMs occurring during a 30-day period for continental United States activities, a 60-day period for overseas shore activities, and a 90-day period for ships and MAGs. The average monthly BCMs registered for the repairable will be summed with the RFI items average TAT allowance to obtain total OSI or fixed allowance. If the sum exceeds the existing fixed allowance quantity, submit an Allowance Change Request - Fixed via the NAVSUP Allowance Change Request Web site https://www.navsup.navy.mil/navsup/ourteam/navsupwss/standard_acr for the deficiency. The total OSI or fixed allowance quantity will be carried on the Supply Officer's records in Purpose Code W or L. All or any part of this quantity may be located in the LRCA storage unit, based on criteria set by the local Supply Officer or ACC OR TYCOM. Addition or deletion of assets from the LRCA storage unit, within the range of the site fixed allowance, is negotiated between the Supply Officer and the requesting maintenance organization.

NOTE: Positioning of operating site repairables in maintenance spaces, for example, built-up wheels, engines, and props, is authorized when mutually agreed upon by the Supply Officers and MOs. MAMs for diagnostic shop test of equipment and WRAs will be issued to the IMA. The Supply Officer will maintain custody per NAVICPINST 4790.4 to ensure control of all MAMs.

9.1.27.2 LRCA Issues

a. Issue LRCA repairables as follows:

- (1) Receive NALCOMIS generated DOD Single Line Item Requisition System Document (DD 1348).
- (2) Break out the material, annotate Julian date and time.
- (3) Forward material to MDU for delivery.

(4) Process POD.

b. LRCA repairables are issued to meet flight deck or flight line urgency occasions when an exchange item is drawn from the LRCA storage unit without normal documentation. In these cases, the following applies:

(1) Refer to locally established issue and control procedures.

(2) Backfit requirement in NALCOMIS using contingency processing. Refer to NALCOMIS ASD/IMA Contingency Manual.

(3) Break out and issue the repairable.

(4) Prepare DOD Single Line Item Requisition System Document (DD 1348) (or similar document). Insert the Julian date and time.

c. The procedures for receiving RFI LRCA components are as follows:

(1) Receive RFI components, RFI tags, logbook records, AESRs, MSRs, ASRs, EHRs, SRC cards, CM ALS and MAFs with stow notice from SSU. If CM ALS is not received, query previous unit or omawhole@navy.mil.

(2) Stow the repairable.

9.1.28 Awaiting Parts Unit (AWP)

9.1.28.1 The AWP unit is responsible for receiving, storing, and controlling all AWP components with pieces requirements that are either EXREP or referred off station. This unit should be located next to the IMA Production Control. The AWP unit shall:

a. Establish holding and staging areas.

b. Maintain requisitions and records necessary to monitor, follow up, expedite, reconcile, validate, and report material demands for component repair.

c. Maintain liaison with SRS on maintenance material matters to ensure delivery of material required for component repair.

d. Receive incoming material, identify it to the failed component, and when all required material is received, reinduct component.

e. Continually review and follow up on off-station requisitions to fill AWP requirements.

f. Establish procedures to ensure unsatisfactory LRCA AWP situations are made known to higher authority for assistance.

g. Make recommendations for controlled cannibalization of AWP components after joint review and determination between AWP unit representative and IMA Production Control.

h. Establish procedures to BCM components to the next level of repair when appropriate. AWP management will be responsive to aircraft maintenance needs by ensuring timely follow up, validation, and BCM actions are performed.

i. Maintain the accuracy of the AWP inventory requisition records and outstanding requisitions through weekly reviews. A standard of no less than 98 percent accuracy is necessary for effective AWP management.

j. Establish local rescreen procedures to satisfy AWP requirements.

9.1.28.2 Be familiar with the use of NALCOMIS and BMT generated AWP daily reports to effectively manage components in AWP status.

9.1.28.3 Immediately, upon notification the parts are not available locally, the Work Center Supervisor will ensure the component, all associated documentation, parts received and not installed, and hardware (such as nuts and screws) are delivered to the AWP holding area. All hardware delivered with the component will be in a bag or appropriate container labeled "hardware". In all cases, even if notification of nonavailability of the part is not received, the AWP component is to be delivered to the AWP holding area within 24 hours from the time a part was requisitioned by the work center. The intent is that all AWP components be moved from the work center to the AWP holding area when local supply action is complete. Aircraft engines and components of similar size may be retained in the appropriate work center when movement to an AWP holding area is considered impractical. The following AWP management procedures also apply to these components.

NOTE: The use of a MAF bag for items (parts) is unacceptable due to the many times a MAF bag may be opened during a component's retention in AWP.

9.1.28.4 AWP unit personnel, prior to accepting the component from the work center, shall:

- a. Ensure component has an outstanding document that is either EXREP or referred off station.
- b. Ensure unit has no missing components other than identified.

9.1.28.5 Instances occur when the AWP unit delivers material that does not satisfy the intended maintenance action. This condition arises when the wrong material is ordered or delivered, material was improperly marked, or the material is determined to be NRFI on receipt. When these instances occur, the AWP unit shall:

- a. For material received and determined to be NFI after installation, the original work center will requisition replacement material.
- b. For material received and determined to be NRFI and not installed or improper replacement received, the original work center will return erroneous material to AWP. AWP shall perform material turn-in to stock and reorder requisition in NALCOMIS.

9.1.28.6 AWP unit personnel shall:

- a. Establish a location system so any AWP component can be readily located.
- b. Develop and use a means of readily identifying requisitions against AWP components.

- c. Move requisitions from one component to another whenever cannibalization is authorized.
- d. Store all repair parts received but not installed, associated documentation and hardware received from the work center, and repair parts subsequently received with the AWP component.
- e. Present AWP components for reinduction when all parts have been received.
- f. Deliver all repair parts accompanying the component to the appropriate work center.
- g. Reorder all AWP requisitions with system cancellation and erroneous parts received.

9.1.28.7 A validation of AWP components will be conducted weekly using the DIFM status report per established procedures. The goal for AWP accuracy is 98 percent. Record the results of each validation in terms of overall accuracy for the following categories:

- a. One or more valid outstanding requisitions exist for each AWP component.
- b. A valid AWP component exists for each outstanding requisition.
- c. Initiate corrective actions to reconcile all discrepancies noted during validation.

9.1.28.8 AWP retention goals and thresholds will apply to all fixed allowance assets. Additional management attention, including a joint review of the overall AWP situation by Maintenance and Supply management personnel, shall be undertaken anytime the number of AWP components on hand exceeds 15 percent of the average monthly IMA inductions or the number of aged (more than 60 days) AWP components exceeds 1 percent of the average monthly IMA inductions. AWP component age shall be computed when the AWP repair parts status summary reports is produced. As part of this review, BCM-4 actions will be considered and decided on a case by case basis per the guidelines contained in the following paragraphs.

a. All management actions to obtain piece parts will be taken before a BCM-4 action is initiated. The status of parts required for AWP components shall be reviewed on a daily basis. When positive status on the required parts is not received within 10 days, prompt follow up action will be initiated. If satisfactory status is not received within an additional 10-day period, a request for assistance will be directed to the ACC OR TYCOM, CGMAW, or CGMARBDE. As a minimum, AWP assistance requests should be in MILSTRIP format with aircraft application, latest status, last known holding activity and (if applicable) reference data.

b. The decision to BCM a component must consider many variables which influence each action on a case by case basis. These variables include:

(1) Operational requirement. The component may be required to meet a specific operational tasking. Even though MC and FMC may be high, a specific tasking may require an even higher percentage of a specific aircraft to be in an up status or FMC, thus increasing the importance of the single component.

(2) Readiness (MC, FMC).

(3) IMA production capacity.

(4) Supply System availability of repair parts versus availability WRA or SRA.

(5) Financial impact. The cost of repair parts vice net cost of WRA or SRA.

NOTE: The CV, NAS, or MAG is in the best position to assess all of the above variables and make the decision that will maximize local supply support.

c. Cannibalization. Various situations will require the use of piece parts on a given AWP repairable that were received for another AWP repairable. Also, it will become necessary at times to remove installed piece parts from an AWP repairable for use on another AWP repairable. Another instance may be to remove RFI components from RFI or NRFI end items for NMCS or PMCS situations. However, removal of components from RFI end items should only be done when replacement of the entire end item is impractical. To ensure used piece parts are replaced, a control system is required. The key to controlled cannibalization is documentation. Some occurrences are:

(1) AWP Work Center Review. The Work Center Supervisor or designee determines that, by judicious use of available piece parts accumulated among a group of like AWP repairables, a given number of those AWP items can be made RFI immediately.

(2) CCS Initiated Review. NMCS or PMCS repairable requirements not immediately available may require the CCS to screen AWP, determine if potential cannibalization actions are feasible to satisfy the NMCS or PMCS, and request work center action.

NOTE: In each case, the piece parts used may be new items received or installed items that had not failed and required replacement.

d. Repair and Return. For both ships and NASs participating in a repair and return program, the procedures identified in [Chapter 16](#) will apply.

9.1.29 Supply Screening Unit (SSU)

9.1.29.1 The SSU is responsible for processing all items returned from IMAs via DCU and for screening RFI or BCM components. This is done by using NALCOMIS functions available. It is recommended that this unit be located next to the AMSU. Rapid movement of BCM DLRs into the DRP pipeline is required prior to requisitioning replacements for stock or end use. Under fixed allowance procedures, DLRs must be certified BCM and prepared for shipment to a DRP before a replacement can be requisitioned for stock or end use (excluding CRIPL items and ZA9 project code).

9.1.29.2 SSU will refer to NAVSUP Publication 485 for procedures for retrograding BCM repairables received from the IMA and will use the FEDLOG to determine DRPs and DSPs.

9.1.29.3 SSU processes components from IMAs as follows:

- a. Receives repairable item, logbook records, and MAF.
- b. Checks material condition as indicated on the MAF.

c. If RFI material, forwards material to storage unit with MAF, RFI tag, stow notice, and applicable logs and records or CM ALS. If CM ALS is not received, query previous unit or omawhole@navy.mil.

d. If BCM, prepares retrograde material with DOD Single Line Item Requisition System Document (DD 1348) for shipment to DRP.

9.1.29.4 SSU processes components for inter-IMA support as follows:

a. Receives component with DOD Single Line Item Requisition System Document (DD 1348), MAF, and applicable logs and records from DCU.

b. Ships components to inter-IMA activities.

9.1.29.5 All aeronautical material, regardless of its condition, shall be preserved, packaged, and handled by Supply or Maintenance personnel to prevent damage or deterioration. When it is positively known that a component repaired by an IMA will be reissued to local operating units in a short period of time, it need receive only the minimum amount of preservation and packaging to ensure positive identification and short time protection. In no case shall NRFI material be casually or carelessly handled merely because it is to undergo repair. Particular care shall be given to prevent further damage of repairable items that are being returned to rework.

a. The IMA is responsible for internal and external preservation (prior to packing) of all components. IMAs will adequately protect components for local routing to the Supply packing and preservation section. The packing and preservation section is responsible for final packing and preservation of components (less engines) prior to storage or shipment. Engines are packed and preserved by the IMA. Additionally, supply assets will be tracked to ensure reinspection or represervation is done per preservation or technical manuals.

b. Intrastation movement of repairables provides the greatest opportunity for damage to occur. Most repairables are highly susceptible to physical damage when handled in the O-level or I-level environment. Protective material such as bubble wrap or foam cushioning is widely used to protect repairables. However, bubble wrap is not an acceptable product for use in packaging repairables for shipment. A highly regarded packaging technique affording a high degree of protection is foam in place. This method surrounds the repairable in a container with a bed of semirigid foam that is applied as a liquid and expands 200 times. Also widely used is a method called skin-wrap. This technique covers the repairable with a stretched clear plastic film which holds the unit firmly in place on a semisolid base. This procedure is not impact absorbing and will not provide protection from hard contact with metal or wood surfaces.

9.1.29.6 Stricken Aircraft Reclamation and Disposal Program (SARDIP) of Salvaged Components. The Supply Department will request a master save list from NAVSUP WSS for reclamation purposes. Components that have been reclaimed or salvaged from crashed or stricken aircraft, engines, or equipment are gained by the Supply System. Repair of components is initiated on a MAF. The MAF shall be annotated with "Salvage". After reclamation, the aircraft carcass will be reported to COMNAVAIRSYSCOM, who will respond within 90 days with final disposition instructions. When subassemblies are received, as salvaged from repairable components, they are identified by NSN, or by PN when the NSN cannot be determined. CCS will decide which items are to be inducted into IMAs.

9.1.29.7 Condition Coded D, E, F, or J Components. Stocked material carried in Condition Codes D, E, F, or J that requires IMA action needs a MAF prepared by Supply. Only Condition D or E material will be on the Supply stock records. Condition Code F or J items will be redistributed by NAVSUP WSS based on

transaction item reports. Items inducted into the IMA from a Supply activity for check, test, or service will be processed using NALCOMIS procedures.

9.1.29.8 Procedures for Components Awaiting Investigation. All Supply departments shall have registered JDRS (<https://jdrs.mil>) users to process material pending investigation. Local Supply departments shall hold all defective EI and PQDR material until shipping or disposition instructions are received from the ISSC. The shipping instructions will be depicted within the Preliminary Report. If shipping instructions are not received within 30 days, follow up with the ISSC or other directing authority, either by JDRS technical dialog or by message traffic. Do not ship an exhibit without express shipping instructions from these activities.

- a. EI and PQDR exhibits shall be prepared and handled per [paragraph 10.9](#).
- b. The following procedures are for forwarding material for investigation:

(1) The words "Engineering Investigation" or "Product Quality Deficiency Report" will be conspicuously written on containers and all documents, such as airbills, government bills of lading, and Navy cargo documents. Cite control number, FRCs customer service, or as instructed by the ISSC. All sides of the containers shall be marked to assist in special handling. Parcel post shipments shall be registered. Attach a copy of the message report or a description of the circumstances of the malfunction or failure, photos if practicable, and a statement of suspected failure cause if circumstances make a statement of this nature possible. On the DOD Single Line Item Release Receipt Document (DD 1348-1), in the ship to block, enter "investigation material" and the control number. In CC 71, insert an L.

NOTE: Supply Departments preparing DOD Single Line Item Release Receipt Document (DD 1348-1) shipping documents should stamp "EI" or "PQDR" in 3-inch letters on the face without obliterating any vital data elements. This will improve receipt and routing.

(2) Activities forwarding material for investigation shall notify the receiving activity of the shipment by completing the shipping tool of the DR on the JDRS web site.

(3) Movement priority designation 03 shall be assigned to all material being shipped for investigation. Project Code 754 shall be assigned for all Military Standard Transportation and Movement Procedure transactions involving investigations. The DOD Single Line Item Release Receipt Document (DD 1348-1) shipping document, which will accompany all EI and PQDR material shipments, will contain a document identifier of BEI (for EIs) and BQD (for PQDRs) in CC 1-3. Enter Condition Code L in CC 71 block P and the EI or PQDR control number in block D. Include contract number in the "Remarks" block of DOD Single Line Item Release Receipt Document (DD 1348-1) and provide a copy to NAVSUP WSS.

(4) Additional detailed policy and procedures for control of DLRs forwarded for investigation are in NAVSUP Publication 485.

9.1.29.9 Procedures for FLRs. FLRs, COG 1R, MCC=D, are repairable assemblies assigned an SM&R code that limits their restoration, to usable condition, to the I-level. Upon receipt of an unserviceable FLR, IMAs will determine its repairability and return it to RFI condition or declare it BCM, as appropriate. If BCM, SSU will arrange for disposition using the FEDLOG. SSU processing of FLRs is essentially the same as for DLRs, with the following exception. Some FLRs have been assigned DRPs (as indicated in the FEDLOG)

and these FLRs will be shipped directly to their assigned DSP or DRP when BCM action occurs. Under no circumstances will FLRs be shipped via the ATAC hub per NAVSUP Publication 485.

9.1.29.10 Special OSI or Fixed Allowance Procedures. Material issued from Purpose Code W stocks (LRCA or other storage locations) will not be expended from the Supply Department records. Instead, a DIFM record will be established when the repairable issue is made. When the defective exchange item is repaired and returned to Purpose Code W stock the Purpose Code W DIFM quantity is transferred to the Purpose Code W on hand field or record. When the defective exchange item is BCM, the item will be expended and shipped to the applicable DSP or DRP (document identifier = BC1 or BC2 as applicable). Purpose Code W DIFM records will be reconciled quarterly and during scheduled repairable inventories. When a customer's requirement is issued from off-station sources and the defective exchange item is BCM, this item is forwarded to the DRP without a stock record adjustment using document identifier BC1.

9.1.30 Special Procedures

9.1.30.1 D-Level Customer Service

a. ASD will initiate all customer service requests that are not initiated by the IMA. IMA requests are limited to services not requiring repair of repairables. ASDs will initiate customer service if:

(1) NMCS, PMCS, or work stoppage documents exist.

(2) The unserviceable exchange item requires D-level check and test.

(3) Available Supply System asset status indicates that a replacement is not now available. ASD will interrogate the ICP (if feasible) to determine system availability.

b. ASD will also process specific customer service requests initiated by customers or IMAs requiring support for repair of repairables or depot manufacture of parts, providing an NMCS, PMCS, or work stoppage requirement exists. ASD will:

(1) Prepare a funded Work Request Customer Service (CNAF 4790/36A) ([Chapter 3](#)) citing the malfunction description entered on the MAF or the work requirements obtained from IMAs.

(2) Transship all repairables or material requiring customer service to and from applicable depots via traceable means.

(3) Maintain suspense and completed records on customer service transaction and record associated statistics and usage data.

c. D-level customer service will not be requested for repairables requiring extensive repairs or overhaul. However, if the item is not included in the Hi-burner and Application Operation B08 Scheduling Programs, COMNAVAIRSYSCOM (AIR-6.0) will be requested to authorize customer service if a serious NMCS, PMCS, or work stoppage condition exists.

9.1.30.2 Aviation and Surface 3M Procedures

a. Aviation and surface repairable components programmed for repair at selected IMAs require a unique approach in documentation to assure adequate accountability of repair actions. To satisfy this requirement,

COMNAVAIRFORINST 4790.2C
15 Jan 2017

documentation should be accomplished with minimum change to current systems (aviation and surface 3M) procedures.

b. A review of both air and surface reporting indicates the following process will account for documentation with minimal deviation from current methods:

(1) Removal of a suspected defective component from a ship or surface craft scheduled for repair at a designated IMA must be documented on a Ship's Maintenance Action Form (2-Kilo) (OPNAV 4790/2K) per OPNAVINST 4790.4.

(2) The Supply Department supporting the designated IMA will receive the defective component from the originating ship or surface craft. CCS will initiate the VIDS MAF and forward the defective component and documentation to the appropriate AMSU. Data blocks on the MAF will be completed as indicated:

Block A22. Enter the WUC.

Block A48. Enter ZBAA.

Block A52. Enter the ship UIC. This will be extracted from Block 1 of the Ship's Maintenance Action Form (2-Kilo) (OPNAV 4790/2K). This field will be preceded with a zero to reflect six positions, that is, UIC 52189 is recorded as 052189.

Block A58. Enter alpha code O.

Block A59. Enter B.

Blocks E08 through E52. Enter the CAGE (Block E08), serial number (Block E13), and PN (Block 23) from the data plate attached to the component. If the serial number is more than 10 characters, enter the last 10. If the PN is more than 15 characters, enter the last 15. (For Optimized NALCOMIS the serial number and part number field is unlimited.) Enter the Julian date the component was removed from the ship or surface craft in Block E38. Obtain this from the defer data (Block 26) of the Ship's Maintenance Action Form (2-Kilo) (OPNAV 4790/2K). Enter the appropriate time or cycle prefix code ([paragraph 15.4](#)) followed by four numeric characters (preceded by zero as necessary) in Block E42.

Blocks A08 through A17. Enter the organization code of the supporting Supply activity as specified in the NALDA Organization Code Translator (<http://www.navair.navy.mil/logistics/orgtranslator/>) in Block A08. Enter the last three numbers of the when discovered date (Block 17 on the Ship's Maintenance Action Form (2-Kilo) (OPNAV 4790/2K)) in Block A11. Enter a local assigned sequence number in Block A14.

DISCREPANCY Block. Transcribe the discrepancy (Section IV on the Ship's Maintenance Action Form (2-Kilo) (OPNAV 4790/2K)) to the MAF.

TURN-IN DOCUMENT Block. Enter Julian date and document number on which the replacement component was ordered.

Annotate in Ship's Maintenance Action Form (2-Kilo) (OPNAV 4790/2K) Discrepancy Block (Block 35) the JCN assigned. Attach Ship's Maintenance Action Form (2-Kilo) (OPNAV 4790/2K) to the MAF for record purposes.

9.2 D-Level Material Management

9.2.1 General

The material resources required for aviation D-level industrial support will be discussed in terms of TDs and modification kits, aircraft power plants, repairable components, and consumables.

9.2.2 Technical Directive (TD) and Modification Kit Management

9.2.2.1 Modification Kits

a. The TD system is the authorized means for directing accomplishment and documentation of modification or one-time inspections of equipment procured by COMNAVAIRSYSCOM.

b. Hardware and material required to incorporate a modification will mostly be in kit form. Classified, hazardous, or shelf life materials requiring special handling will not be part of a kit. These materials will be identified in the TD as "Other Materials Required". This requirement is not mandatory for those quantities of kits which will be retained by the kit manufacturer for installation during established modification programs.

c. Modification kits will contain all material required to accomplish the modification in one affected article (or part of the modification if the TD is being issued in parts) so that a minimum of requisitioning or local fabrication is required except as authorized by COMNAVAIRSYSCOM. Each kit will contain one copy of the kit's parts listing. A copy of the approved TD may be included but is not mandatory.

d. Modification kits will, to the extent that is practical, not contain shelf life items or explosive, flammable, or other hazardous material which require extraordinary packaging and handling techniques. Local stock items or items to be fabricated from local stock material may also be excluded when specifically authorized by COMNAVAIRSYSCOM. Other items may be excluded from kits when authorized by COMNAVAIRSYSCOM for reasons of cost or impracticability.

e. The COMNAVAIRSYSCOM APML and LM have overall responsibility for management and implementation of the TD Compliance Program. They determine logistic support requirements and assign issue and rescission dates.

f. The COMNAVAIRSYSCOM Acquisition Manager for the item being modified, with the aid of the corresponding LM, will determine total kit quantity requirements.

g. Inventory management of TD kits is assigned to COMNAVAIRSYSCOM (AIR-6.8.3.2) who is responsible for the control of their allocation, distribution, and redistribution.

h. Change kits (modification kits) are issued for one-time installation and are not considered items of Supply or within the scope of the national stock number processes of the National Cataloging Program. Instead, the kits are carried under a 6V COG code and are assigned a KIN for the purposes of identification, requisitioning, and reporting. Centralized records and stock balances are maintained by COMNAVAIRSYSCOM (AIR-6.8.3.2) at the NAVSUP WSS on their Master Data Files through daily receipt and processing of Transaction Item Reports received from the designated stock points.

15 Jan 2017

i. Selected KINs are designated as controlled items and are identified with MCC Z. The other KINs are designated noncontrolled and are identified with MCC M. Applicable requisition procedures are determined by MCC.

j. The following activities are designated as TD kit WSPs:

- (1) NAS Corpus Christi, TX.
- (2) FISC Jacksonville, FL.
- (3) FISC Norfolk, VA.
- (4) Naval Supply Department, MCAS Cherry Point, NC.
- (5) FISC San Diego (for North Island), CA.
- (6) NAF Atsugi, Japan.

k. The WSP Supply departments or centers are responsible for the receipt, storage, issue, and accounting functions for kits. Kits may be stocked at any Supply point that submits transaction item reports to NAVSUP WSS as directed by COMNAVAIRSYSCOM (AIR-6.8.3.2).

l. When the incorporation of a TD is planned over a period of time, consideration is given to multi-year procurement or manufacture of kits.

m. Kits are scheduled for delivery at a rate which will support the incorporation schedule specified in the compliance paragraph of the TD and the production delivery schedule of the modified article.

9.2.2.2 Allocation

a. Timely and accurate TD information and related elements is required to pre-plan, schedule, control, and support approved modification programs. Kit manufacturing activities shall start and carry out a systematic, uniform, and comprehensive reporting system by using DID-MGMT-80771A to provide the TD Kit Shipment Report (NAVAIR 13053/1) data elements. It is the cognizant COMNAVAIRSYSCOM APLMs responsibility to ensure tasking for kit manufacturing includes the requirement for submitting kit shipment reports.

b. The TD Kit Shipment Report (NAVAIR 13053/1) is distributed, for information and planning purposes, by the cognizant contract administration service office or the assigned FRC manufacturing the kits. The first issue of the TD Kit Shipment Report (NAVAIR 13053/1) for each TD indicates the production schedule for the kit required by the particular TD.

(1) All commands concerned use report data to the best advantage in controlling the distribution and use of TDs and kits; scheduling the modification of aircraft, aeronautical weapons, weapon systems, spare components, or related equipment; and phasing provisioning action to support the modified configuration. This report provides an effective management tool for commands concerned with rework planning and operational configuration management.

15 Jan 2017

(2) Upon receipt of the first TD Kit Shipment Report (NAVAIR 13053/1) and prior to the first shipment of kits, the Kit Manager develops a distribution and allocation schedule based on kit requests and advises the appropriate contract administration service office or FRC. This allocation is designed to support all requirements for basic equipment, spares, SE, and training devices. When designating WSPs, direct shipments are considered for those programs where depot field teams or contractor modification teams are to be employed, where installed equipment at fixed facilities is to be modified, or where limited modification programs, that is, developmental or limited production, are involved.

9.2.2.3 Distribution Control

a. The Kit Manager will be responsible for the distribution of kits between WSPs in a manner that will provide the best support for operating units, rework schedules, and special modification programs. Direct distribution to operating units other than designated WSP is authorized and directed by the Kit Manager based on the trade-off between economic advantages, possible dilution of management control, and operational expediency.

b. Redistribution is directed by the Kit Manager when advised by a WSP of a requirement for kits which are not available locally or forthcoming from future deliveries under the basic allocation. The Kit Manager starts action to support the requirement by reallocating kits from WSPs. If the requirement cannot be supported in this manner, the Kit Manager determines the additional quantities of kits required and submits to COMNAVAIRSYSCOM for action.

9.2.2.4 Requisitioning Procedures

a. To preclude kit deficits, it is mandatory that requisitioning activities review requirements prior to submitting requisitions to ensure:

(1) The modification is applicable to the aircraft, component, or equipment for which the kit is being requisitioned.

(2) The using activity has the level of capability required to incorporate the kit consistent with the compliance requirements specified by the applicable TD.

(3) The kit requested has not been requisitioned previously and received for the affected aircraft, component, or equipment.

(4) The kit has not been previously reported as incorporated.

b. Receipt Procedures. Upon receipt of a formal TD, which requires the incorporation of a modification kit, a requisition is submitted under the supporting Supply point requisition instructions. Special requisitioning procedures have been established with the local Supply point to issue controlled kits by furnishing exception data. COMNAVAIRSYSCOM (AIR-6.8.3.2) will accept MILSTRIP requisitions for kits sent directly to the kit manager via e-mail, letter, message, or facsimile.

c. Commercial Rework Contractors. Normally, modification kits are positioned in a GFE bond room at the contractor's site based on known requirements. When kits are not available to support bonafide

15 Jan 2017

commercial rework programs, the cognizant Contract Administration Services Office submits a MILSTRIP requisition to the COMNAVAIRSYSCOM (AIR-6.8.3.2).

d. Rescission Process. Rescission is the process by which TDs are removed from active files after all requirements have been completely accomplished. The Kit Manager, in coordination with the COMNAVAIRSYSCOM LM, determines if a modification has been completely incorporated in all applicable aircraft, components, and equipment and that all required logistics support actions have been accomplished prior to the rescission date.

9.2.3 Repairable Component Material Management

9.2.3.1 Component Supply System. Repairable components represent the most significant dollar investment in the entire aeronautical item inventory. Improved management of these repairable components is essential to increase the readiness of the operating forces and reduce support costs.

a. ICPs must have an accurate knowledge of repairable component assets for budgetary procurement and distribution purposes and for ensuring proper work load scheduling to maintain RFI stock levels. Stock records must accurately reflect component availability. The compatibility of asset records at DSPs, ICPs, and DRPs is essential to effective repairable component management and ultimately to the support of the operating forces.

b. Equipment and systems are of such growing complexity that their maintenance requires industrial capabilities not available at the O-level or I-level. As a result, increasing use is being made of modular replacement components which are repairable at higher levels of industrial support. These repairable components are removed and replaced at the O-level and I-level, either periodically or upon failure, and can be economically restored to serviceable condition at the depot industrial level when beyond intermediate capability. When failed repairable components are removed, serviceable components are requisitioned and the failed components are turned in to the Supply System. These retrograde failed components, when reworked, become an additional source of material for the inventory manager. The decision that an item will be managed as a repairable component and subjected to the foregoing processes is made by the systems command during the provisioning process with the aid of the prime contractor and the inventory manager.

c. One of the significant considerations in determining the size of the inventory for a given repairable component is the length of time from when a failed component is removed from use until it is restored to serviceable condition and made available for use again. The average of this period or interval is defined as TAT. The objective is to keep this TAT as short as practicable. The factors influencing this objective are:

(1) The impact on readiness of not being responsive to the needs of the operating forces, since spares are procured only in quantities sufficient to support requirements or fill the pipeline during TAT. Pipeline and repair cycle requirements are part of the total spares requirements for procurement.

(2) Inventory investment costs for spares which increase to compensate for long TAT.

(3) Inventory holding costs to preserve, store, update, and account for the increased spares due to long TAT.

(4) Transportation costs to move the increased number of spares.

(5) Additional maintenance costs to support the increased number of spares.

d. It is COMNAVAIRSYSCOM policy to approve and assign SM&R codes, including support level assignments, for each repairable component as part of the formal provisioning of aeronautical material based upon a maintenance plan. In this determination, responsibilities for each repairable component are assigned to the D-level of maintenance according to their capabilities and capacities. If organic capability or capacity is insufficient at that level, support can be used from interservice or commercial contract sources either as an interim measure until the organic capability and capacity can be developed or permanently, depending on the economics or operational essentiality involved.

e. MCRC is a major segment of the overall standard system for repairable components. The basic concept is to maintain a central data bank containing rework requirements capability and production data for repairable aeronautical components. This provides all levels of management with comprehensive reporting on the range and depth of the component rework program. Among other features, the MCRC system indicates which activities are DRPs for each repairable component line item and the capability of the DRPs.

f. MTRs are designated as such based on a determination that it costs less to rework existing components than to procure new components. Inventory economies can be achieved by having such components returned to service through rework by depots. Components designated as MTR must be turned in to the Supply System for rework at the DRP when beyond field (O-level and I-level) level capabilities.

g. To expedite the return of unserviceable repairable components it is necessary to identify to users the following:

(1) Components to be repaired at O-level and I-level.

(2) Components to be retrograded to DSP for D-level rework. The primary source of retrograde shipping information is the FEDLOG CD-ROM. The FEDLOG gives complete shipping data for D-level repairables.

h. The special management applied to repairable components includes a program (application operation B08) to improve the efforts of the naval aviation industrial establishment in scheduling the rework of components. The inventory manager at NAVSUP WSS will compute and transmit specific rework requirements to the DRPs. The program features a weekly automatic data processing generated component rework requirement computation which considers RFI, NRFI, and in-process assets as offsets to derive the net requirement for depot rework induction. The net requirements projections show an induction and production deficiency. The deficiency is scaled to portray the various levels of priorities to identify the criticality of the stock deficiency more precisely in descending induction priority sequence.

i. It is COMNAVAIRSYSCOM policy to use RFI D-level repairables available in the Supply System to the maximum extent practicable, in lieu of concurrently reworking identical components incident to aircraft and power plant programs. To support that policy, NAVSUP WSS and the DRPs have negotiated retail allowances for nonconcurrent rework, known as repairable support inventory (RSI). The RSI population includes all known requirements for exchange of DLRs, including those items determined by NAVSUP WSS to be in long supply in the Supply System. Prior to routing a component removed from an aircraft or engine for concurrent rework, the DRP shall determine if that component is a member of the RSI population. If it is,

15 Jan 2017

the DRP shall requisition a replacement unit on a "fill-or-kill" basis from its supporting DSP. If assets are available, the DSP shall issue the material to the DRP; if no assets are available, the DSP will "kill" the requisition. If the DSP makes the issue, the DRP will turn in the removed component to the system, and will be billed the net price for the replacement by NAVSUP WSS. The only approved exceptions to DLR exchange in lieu of concurrent rework are:

- (1) DLRs that are not identified as RSI items.
- (2) RSI items that are not available for exchange, as evidenced by a "killed" requisition status from the DSP.

9.2.3.2 Supply System Management. The Navy Supply System is part of the total Federal Supply System. It procures, maintains, and distributes equipment, repair parts, and consumable inventories (except ordnance ammunition) to Navy consumers.

a. The basic responsibility for providing supply support to meet user needs is the function of ICPs, who, in cooperation with the cognizant systems command and the users or customers, determine the individual supply support measures of Navy shore installations, determine the range and depth of items to be carried at these specific installations, and position the inventories. The complex of installations identified as DSPs, where the physical work of receiving, storing, and issuing items takes place, makes up the distribution network.

b. The NWCF is a working capital fund. Its basic capital assets are provided from an appropriation made by the Congress. The NWCF is a revolving fund which finances the purchase and maintenance of stocks of common supply items required for support and operation of the Navy (expense type items). The NWCF budget is based on customer orders, and the solvency of the fund is dependent on the receipt of a customer order and a subsequent sale of the material. Procurement computations for stock fund items are based primarily on previously recorded demands, and for new items on engineering estimates.

c. NAVSUP WSS is the primary ICP responsible for material support of the Naval Aviation Program with respect to technical aviation material. Technical aviation material consists of spares and spare parts for aircraft, power plants, avionics, electrical, accessory, meteorological equipment, safety equipment, and SE (common and peculiar). NAVSUP WSS material mission is the program support of weapon systems, aeronautical equipment, and components under the design, engineering, and configuration control of COMNAVAIRSYSCOM. Certain supply items required in support of COMNAVAIRSYSCOM aeronautical material programs may be under the management cognizance of ICPs. Supply support responsibility for these items is accepted by the appropriate ICP and that program information is provided by NAVSUP WSS to enable supply support to be provided. NAVSUP WSS responsibilities for those items under their program support ICP cognizance include, but are not limited to, the following:

- (1) Computation of aviation requirements in both range and depth.
- (2) Budget development data for all assigned aviation material requirements.
- (3) Procurement of material directly from commercial industry or via other government agencies.

(4) Allocation of COMNAVAIRSYSCOM procured material to fill replenishment stock requirements and the referral of requisitions to stock points to meet use requirements.

(5) Determination of system asset D-level rework requirements of all repairable components to be processed by organic, interservice, or commercial rework sources.

(6) Development, issuance, and updating Allowance Requirements Register's allowance and load lists applicable to the NAMP.

(7) Conduct and coordination of provisioning conferences.

NOTE: The maintenance of item identification and cataloging data is the responsibility of Defense Logistic Support Center, Battle Creek, MI.

9.2.3.3 The aviation wholesale Supply System consists of expense and repairable items. Expense items are consumable items or field level repairables procured by the NAVSUP WSS with NWCF dollars and carried in the navy industrial fund (NIF) account. Repairable items are AVDLRs which are carried by the local DSPs under a dual pricing system: full price (when there is no repairable carcass available) and net price for replacement of a NRFI asset.

9.2.3.4 FRCs are not authorized to stock AVDLRs in the NIF retail store inventories. When required for a specific job, AVDLR material is requisitioned from the local DSP under the dual accounting system stated above.

9.2.4 Consumable Material Management

9.2.4.1 Stock Funds. The NWCF provides a means for managing, financing, controlling, and accounting for material, supplies, and equipment. It serves as a means to improve financial control of the consumption of material through budgeting, financing, and accounting for the use of such material.

a. The NWCF finances the ICP procurement of most of the Navy's centrally managed consumable spares and repair parts and finances the reimbursement required when DLA and GSA items are ordered and placed in Navy inventory. The NWCF is a working capital or revolving fund. The capital to acquire the replacement stock is provided by reimbursement for all issues (sales) to the customer from the O&MN funds in the hands of the customer. In this respect it differs from APA material that is issued without charge to the customer's O&MN fund and is only statistically costed to the customer except under specific circumstances.

b. Most material procured and stored in the Navy Supply System issued for operations and maintenance purposes is authorized to be carried in the Navy stock account. Generally, this includes consumable material, relatively minor items of equipment, and parts used in the manufacture, assembly, or repair of end items.

9.2.4.2 Local Procurement (Open Purchase). When the NWCF is used to finance local procurement, ASN(FM&C) instructions on obligations for material to be delivered from stock fund inventories and policy for financing expense type material must be followed.

a. ICP has approval authority for the local purchase of centralized items (items for which the cognizant inventory manager has prescribed central procurement and management) from commercial sources in a

quantity sufficient to satisfy emergency requirements and sustain normal operations during the period of an emergency without the need for repetitive procurements, providing all the following conditions exist:

(1) The items or a suitable substitute cannot be obtained from normal Supply sources in time to satisfy the emergency requirement.

(2) The purchase will not exceed purchase authority limitations established by field purchasing or other governing procurement regulations.

(3) Adequate quality control standards and test requirements can be applied locally for items involving health, safety, or operational effectiveness.

b. Stock points are not authorized to purchase centralized items locally without the specific approval of the cognizant inventory manager except under the conditions stated in [paragraphs 9.2.4.1.a](#) and [9.2.4.1.b](#) above. When required material is not available in the Supply System, stock points may request local purchase authority from the cognizant inventory manager.

c. Navy activities having necessary procurement and technical capability may purchase locally decentralized and nonstock numbered items subject to limitations established by the cognizant funding activity or higher authority.

d. Navy stock fund allotments are granted by NAVSUP WSS for the specific purpose of permitting local procurement for emergency requirements and limited stocks of centrally managed 1R cognizance material to satisfy priority 1 through 8 or NMCS and PMCS requirements.

e. Part numbered item requirements may be satisfied by local manufacture, fabrication, assembly, or procurement.

f. Local procurement of 1R COG material to satisfy requirements under COMNAVAIRSYSCOM (AIR-6.0) commercial rework contracts for the single Supply support central point concept will be made against the NWCF allotment and reimbursed at the time of issue with COMNAVAIRSYSCOM furnished funds. On stock numbered material which is obtained through manufacturing or open purchase, the demand on the Supply System must be recorded.

g. FRC requirements for local purchase of 1R cog items will be submitted to the local supply organization. All such requirements will be financed by the NWCF (BP34) allotment granted by NAVSUP WSS to the supply organization with subsequent sales to the NIF. Requirements for local purchase of nonstandard or nonpart numbered items will be financed by direct citation of the NIF.

9.2.4.3 Consumable material is material which after issue from stock, is consumed in use, or while having continued life, becomes incorporated in other property thus losing its identity when it is dropped from property accountability. Consumable items under the centralized management of the DLA or the GSA are procured with Navy stock fund, funded by Fleet Material Support Office (FLEMATSUPPO), and carried in Navy stock account.

9.2.4.4 NIF Inventory. Consumable material and supplies required for operation at FRCs are procured with NIF money and accounted for as NIF inventory assets until issued to a customer job order or an expense account.

a. The NIF retail store inventory consumable items are stocked and repetitively ordered on the basis of historical usage. APA material, which includes high dollar value items with MCCs G, H, or Q, cannot be stocked in the NIF retail store inventory.

b. Direct material inventory items are those ordered for a specific customer job order and in the quantities required for scheduled work based on a bill of material. Direct material inventory items include both consumable and APA type material.

9.2.4.5 Navy Industrial Material Management System (NIMMS). NIMMS is an automated data processing and information system designed to enable FRC material managers to control the flow of material to appropriate store rooms. Under NIMMS, a record of on hand and due-in quantities is maintained for each stocked item. Control of financial recording of material charges and other transactions, enabling classification of cost information, is based on the premise that all material used in a FRC is charged to the benefiting job at the time it is required and issued. NIMMS encompasses the requisitioning, receipt, storage, issuance, inventory, reconciliation, and inventory accounting necessary to fulfill the requirements of D-level industrial management and higher authority.

a. Material Accounting. NIMMS is divided into daily, weekly, monthly, quarterly, and situational (including inventory) processes. Under NIMMS, a record of on hand and due quantities is maintained for each stocked item. Material items processed under NIMMS fall into three categories, the first two of which are within the material and supplies account:

(1) NIF retail store items repetitively ordered and stocked on the basis of historical usage.

(2) Special requirement items which are ordered specifically for, and in quantities immediately issued to, particular jobs.

(3) Direct material inventory items which are ordered for a specific customer from a bill of material.

b. Material Management Information Systems. NIMMS is an on-line real time system used by the depots to process material transactions evolving from the acquisition control and issue of NIF materials and supplies, direct material, and government furnished material (which includes customer furnished material).

c. Responsibilities. Operation of NIMMS is the responsibility of the material department, such functions as the nomination of NIF retail store items, excessing material, and approval of substitute or interchangeable material, are performed by material personnel.

d. NIMMS interfaces with several standard and unique systems:

(1) MIS. Two systems within the MIS, material usage and weekly induction scheduling, use data extracted from NIMMS in developing management reports.

(2) UADPS R-Supply for stock points. NIMMS uses FEDLOG, and the change notice information from this system to maintain the integrity of NIMMS requisition data and master files. Status data from UADPS R-Supply also updates NIMMS records.

(3) COMNAVSUPSYSCOM MILSTRIP and MILSTRAP. Transactions which enter the Supply System and which are a product of NIMMS are prepared per these systems.

(4) NIMMS is integrated with NIFMS, using a shared database to insure validity and accuracy of material related financial transactions and adjustments. These are used in NIFMS for billing, budgeting, and establishment of material norms for aircraft engine and component maintenance.

9.2.5 Commercial Rework Material Support Management

9.2.5.1 Material support for most aircraft and aircraft power plants reworked by commercial contractors for the Navy is provided by a supply support program established by COMNAVAIRSYSCOM. This program is managed by the Single Supply Support Control Point (SSSCP) located at NAVSUP WSS. The SSSCP provides the piece part support for component rework programs to commercial contractors except in the Western Pacific area where the Navy Supply Depot, Yokosuka, Japan, provides that support. The material support for aircraft, aircraft power plants, and components manufactured and maintained under Federal Aviation Administration (FAA) type certificate and maintenance regulations is provided by the commercial contractor either by complete logistics support contracts or by contractor management of Navy owned material supply assets.

9.2.5.2 System Provisioning. The SSSCP Program is used to permit all government furnished material requirements of each commercial contractor to be properly processed by the government Supply System through a single Supply activity regardless of which DOD Supply activity is assigned inventory control responsibility. This system provides for inventory control, controlled open purchase, maximum use of the government Supply System, use of only authorized material, traceable shipping data between government and contractor sites, screening of contractor requirements for justification of need and quantity, proper priority assignments, appropriate follow-up, historical usage data for advance ordering and new contract planning, and good management visibility of total material support for each program with minimal reports.

9.2.5.3 Exceptions. The material support provided for each contract is generally limited to that direct material which becomes an integral part of the item being reworked. The primary exceptions include materials furnished by the government, for example, gases, liquids, greases and lubricants, oxygen, carbon dioxide, and paint. These types of material and all material furnished by the contractor must meet government specifications. Excess contractor furnished material does not become government material so it is not available for issue to any government activity.

9.2.5.4 Nonconcurrent Rework of Components

a. It is no longer standard practice to require each contractor to have the capability to rework all components, which are an integral part of the aircraft or power plant for which the contractor has rework responsibility. Since the contractor is not the DRP for most components, removed components which themselves require rework must be shipped to the appropriate DRP and replacement RFI components must be drawn from the Supply System.

b. Rotatable Pool. A small number of components are identified in the work specification as requiring rework when the aircraft and power plant are inducted into commercial rework. These types of items usually require more time to rework than do the aircraft or power plant of which they are a part. To avoid work stoppages, as well as to protect system assets for operating force use, a rotatable pool of these components is established at the contractor's plant. The size of the pool is determined at first by NAVSUP WSS upon contract award and is reviewed periodically as the availability of assets, piece part support, and contractor requirements change.

c. Standby Pool. Major components, for example, helicopter rotor blades, propellers, gearboxes, and power plants, are not programmed to be reworked by the same contractor that reworks the aircraft. To provide the contractor with the assets to support the production schedule, a standby pool for these types of components is established which will ensure the contractor has at least one asset on hand at all times. As assets are drawn from the standby pool, the contractor is required to requisition replacement assets from the controlling government agency.

d. Pool Assets. The standby and rotatable pool quantities are constantly reviewed and the sizes are kept to the absolute minimum needed to support the contractor. The pool assets normally will not be made available to any other activity because pool depletion would result in production delays, increased potential for substandard quality, and unprogrammed contract cost increases.

e. Contracting and Scheduling. NAVSUP WSS is responsible for contracting for the rework of specific components and for the scheduling of this rework, whereas contracting for the rework of aircraft and aircraft power plants is the responsibility of COMNAVAIRSYSCOM (AIR-6.0). When an operating activity attempts to use the aircraft or power plant rework contractor as a depot for component rework by replacing operable or low time components with malfunctioning or high time components in the aircraft or power plant scheduled for rework, misleading usage data is generated and additional cost for rework is incurred. These misleading factors can and do often result in production delays.

f. Nonmilitary FAA standards. The reworking of components, for example, appliances, either concurrent with or as a straight D-level requirement, for aircraft and power plants manufactured under FAA type certificates and maintained under FARs is done in a different manner. Each contract for these requirements will set forth the particulars regarding component ownership and rework.

9.2.6 Procurement Process and Acquisition Lead Time

9.2.6.1 The key to a good commercial contractor rework program is a well-conceived and administered contract. To provide a contractor and the on-site contract administration office with a properly developed contract, dedicated efforts must be started twelve months prior to the desired award date.

9.2.6.2 Once the commercial D-level rework requirements have been determined by COMNAVAIRSYSCOM (AIR-6.0), the specific actions shown in Commercial Rework Milestones for Existing Commercial Contracts [Figure 9-6](#) that will eventually lead to the contract award are taken. In addition to the lead time required to properly develop the contract, it is essential that the technical data and government furnished material needed to accomplish the rework, be provided to the contractor to start the implementation of the contract and before the first item is inducted for rework. The production schedule should also provide

the contractor with additional time on the first few production delivery dates for a training and experience learning curve.

9.2.7 Life of Rework Contracts

For cost effectiveness, rework contracts are developed to provide services in yearly increments of up to 5 years. The provisions of the contracts include the renewal of existing contracts by successive exercise of yearly options. These types of contracts provide for an additional 90-day option beyond the terminal date of the contract to cover the requirements generated during a new contract start-up period when awarding to a contractor other than the current contractor.

9.2.8 Constructive Change

9.2.8.1 Only the PCO is authorized to change contract provisions unless this authority is specifically delegated by the PCO in writing. However, as a result of performing specific jobs, any conduct by government personnel may be construed by the contractor as amending the contract provisions. This is known as constructive change. The doctrine of apparent authority is not applicable to government contracts and government representatives acting beyond their authority may cause an unauthorized commitment to occur requiring ratification (DOD FAR Supplement 1.670). If ratification is not possible, the government employee may be liable.

9.2.8.2 A constructive change could put the government in violation of the Anti-Deficiency Act which says that the government does not obligate or create an obligation or make any expenditure in excess of an apportionment or an administrative subdivision of appropriated funds. So no effort is to be contracted for unless there are funds available for that effort. Constructive changes could increase the liability of the government to more than the funds available.

9.2.8.3 Coordination between PCO and the technical representatives is prerequisite to control and direct the contractor's effort under the contract.

9.2.9 Supply Discrepancy Report

Repairable components received at depots with shipping, packaging, or preservation discrepancies place an additional burden on supply assets by increasing TAT or cause loss (survey) of the components due to lack of preservation or proper packaging. Additionally, components requiring data, such as SRC, ASR, EHR, MSR, and logbooks that are received for rework with missing or incorrect data cards, require expending additional hours to correct. Critical components, for example, aircraft tail hooks, launch bars, and tail hook trunnions, require penalizing when SRC data is incorrect or not available, thereby causing additional loss of usage. Packaging, preservation, technical data, and shipping discrepancies noted on receipt of repairable components shall be reported as directed by NAVSUP Publication 723.

9.2.10 Shelf Life Management

The objective of shelf-life management is to maintain the required level of stock availability while minimizing the risk of shelf life expiration prior to issue. The use of shelf life codes and shelf life action codes are an integral part of the shelf life management program. They are designed to reflect the assigned time period, at the end of which, subject items are unfit for issue or items are inspected or tested or restorative actions taken as specified by the shelf life action code. Shelf life management shall be governed

by issuing the stock which has the earliest expiration date, and shall be in an RFI condition per applicable storage standards.

9.2.11 Hazardous Waste Management

9.2.11.1 All activities involved in the rework of aircraft or components are responsible for maintaining a program (Hazardous Waste Plan) to properly retrieve, store, and dispose of HAZWASTE per applicable state, DOD, and federal laws. This includes the development of contingency plans for the proper cleanup of HAZWASTE spills, as well as ensuring proper PPE is provided and used by all personnel working with HAZWASTE or HAZMAT.

9.2.11.2 All activities will maintain HAZWASTE inventory controls including the preparation of proper documentation per existing state, DOD, and federal regulations.

9.2.11.3 Lab analyses will be performed for all HAZWASTE per existing regulations.

9.2.11.4 Refer to OPNAVINST 5090.1 and the Judge Advocate General Manual for further information on environmental protection and HAZWASTE.

9.2.12 BOSS III Program

9.2.12.1 The buy our spares smart (BOSS) III program is a partnership in which the Navy seeks to reduce supply support costs by improving reliability and maintainability of NAVSUP WSS managed items in fielded weapon or support systems. The goal of this logistics partnership is to reduce costs and improve readiness. Sources of candidates are the fleet, Navy Hardware Systems Commands, NAVSUP WSS, FRCs, NAVAIRWARCENs, Naval Shipyards, in-service engineering activity (ISEA), PMAs, and private industry. Typical candidates will exhibit low mean time between failure and high repair costs.

9.2.12.2 The BOSS III Program reviews all ILS elements to determine affordable overall support solutions. Initiatives covered under the BOSS III Program include:

- a. Reliability improvements, for example, logistics engineering change proposals (LECP).
- b. ILS solutions, for example, technical manual, training, and supply support changes. Additional emphasis is placed on supply support changes.
- c. Maintenance philosophy enhancements.

9.2.12.3 The cornerstone of the BOSS III Program is the LECP. An LECP is a reliability or maintainability related ECP (officially, a cost reduction, justification code "R" ECP) for a NAVSUP WSS managed item, sponsored and funded by NAVSUP WSS, designed to reduce support costs while maintaining or improving safety and performance.

9.2.12.4 LECPs are funded by the NWCF if the ROI is two to one over 10 years. Savings to this account are equal to repair and procurement avoidance. Savings to other accounts may also be considered. Investment includes non-recurring engineering and logistics costs plus equipment buys. The benefits evaluation is primarily financial rather than technical. A copy of the ROI model can be provided from the BOSS III Program Office in hard copy or digital format via e-mail.

9.2.12.5 BOSS III LECPs are processed as follows:

- a. Originator identifies LECP candidate by determining if:
 - (1) Reliability and maintainability is increased.
 - (2) Support costs are reduced.
 - (3) Safety and performance are maintained or improved.
- b. Originator submits LECP candidate to the NAVSUP WSS BOSS III Program Office.
- c. NAVSUP WSS gathers "Quick ROI" data to determine if the LECP should proceed.
- d. NAVSUP WSS coordinates with originator and applicable Systems Command, ISEA, or PMA to complete BOSS III Cost Analysis Data Requirements if yes.
- e. NAVSUP WSS performs cost benefit analysis using ROI model.
- f. NAVSUP WSS notifies originator via letter if LECP candidate does not meet ROI requirements.
- g. NAVSUP WSS sponsors the LECP through pre-board review process if LECP candidate meets ROI requirements.
- h. NAVSUP WSS conducts Investment Board for final approval.
- i. NAVSUP WSS notifies originator of results.
- j. Originator prepares and submits formal LECP to NAVSUP WSS if not already accomplished.
- k. NAVSUP WSS and applicable Systems Command, ISEA, or PMA coordinate LECP through the implementation process.

9.2.12.6 BOSS III Program points of contact are:

- a. NAVSUP WSS Philadelphia PA Program Manager: (215) 697-5740/6177 or DSN 442-5740/6177.
- b. NAVSUP WSS Mechanicsburg PA Program Manager: (717) 605-5889 or DSN 430-5889.
- c. Web site: <https://www.navsup.navy.mil>.

9.2.13 Price Challenge Hotline

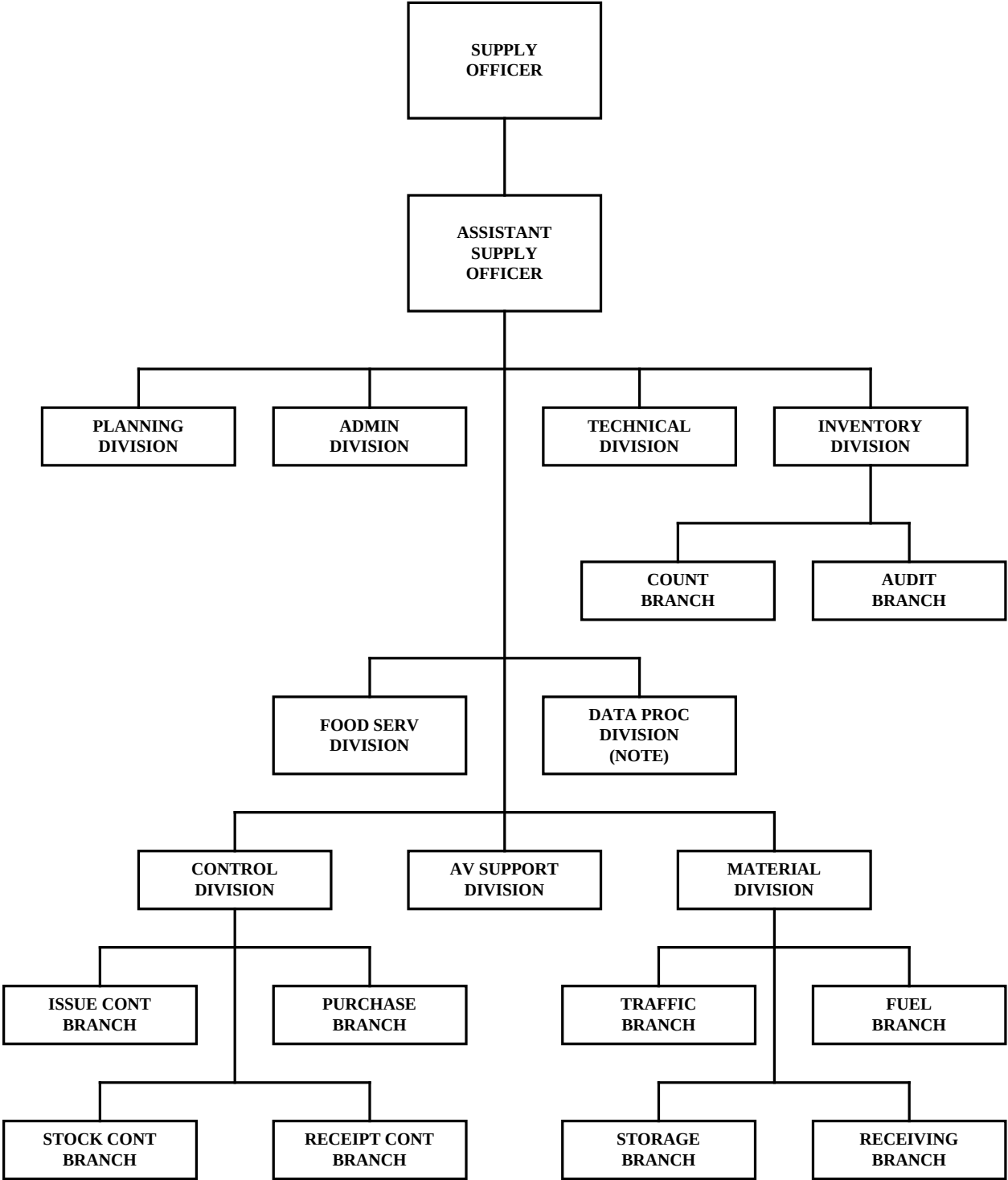
9.2.13.1 Contracting and procurement personnel rarely have the technical background necessary to evaluate the intrinsic value of every item they buy. Therefore, it is necessary for personnel at the user level to be alert to those items which appear to be excessively priced. Any employee of the DOD or other government agency, as well as employees of contractors performing work for the DOD, can question the price of any DOD managed spare part or consumable by submitting a price inquiry to the Price Challenge Hotline. The Price Challenge Hotline Operations Manual serves as the implementing instruction. Types of price inquiries include, but are not limited to, spare parts and consumables that:

- a. Appear to be overpriced.
- b. Are identical and would achieve a reduced price through combined demand by consolidating their management under one NSN.
- c. Would achieve a reduced price through a new commercial source of purchase.
- d. Would achieve a reduced price as a result of a buy or make decision.

9.2.13.2 The preferred method of submitting price inquiries is via the website (<https://www.navsup.navy.mil>). NAVSUP Publication 485 provides a mailing format which identifies the minimum reporting requirements. The NAVSUP form 4265/1 may be obtained by calling the Price Challenge Hotline toll-free number or from NAVSUP 485, paragraph 6250.4e located in the Afloat Supply Procedures. Additional information, such as manufacturing technical data (dimensional drawings/specifications), a substitute NSN, an alternate source of supply (including part number), or a photograph/photocopy of the item next to a ruler for size perspective helps justify the challenger's position and speeds the process. When submitting price inquiries via telephone after normal working hours, the caller will be asked to provide information to the Price Challenge Hotline's phone answering machine. In this case, the challenger should be prepared to provide their command, address, phone number, NSN or part number of the item, contract number (found on receipt paperwork or the actual item) (when identifying items by part number only), item price, source of the price and why the item appears to be overpriced, etc. Price inquiries may be submitted via:

- a. Telephone: (757) 443-2006 or DSN 646-2006.
- b. Toll-free: 1-800-NAV-CHAL.
- c. Facsimile: (757) 443-2019 or DSN 646-2019.
- d. Mail: PRICE CHALLENGE HOTLINE (CODE 078), PO BOX 15129, NORFOLK VA 23511-0129.
- e. Web site: <https://www.navsup.navy.mil>.

9.2.13.3 Once the price inquiry is received, the Price Challenge Hotline accumulates information for use during the price verification or challenge investigation. The price inquiry is assigned a case number and a Letter of Acknowledgment of Receipt is mailed to the challenger. If information is determined to be insufficient, Price Challenge Hotline personnel will mail a letter to the challenger requesting additional information. The challenger has 30 days to respond or the case will be closed. The price verification or challenge investigation will begin after all necessary information is accumulated. An average price challenge will take up to 90 days to investigate. A more complex case may take longer. Upon completion, the Price Challenge Hotline will provide the challenger with disposition of the case.



NOTE

In most ashore activities there is not a Data Processing Division.

Figure 9-1: Supply Department Organization Ashore

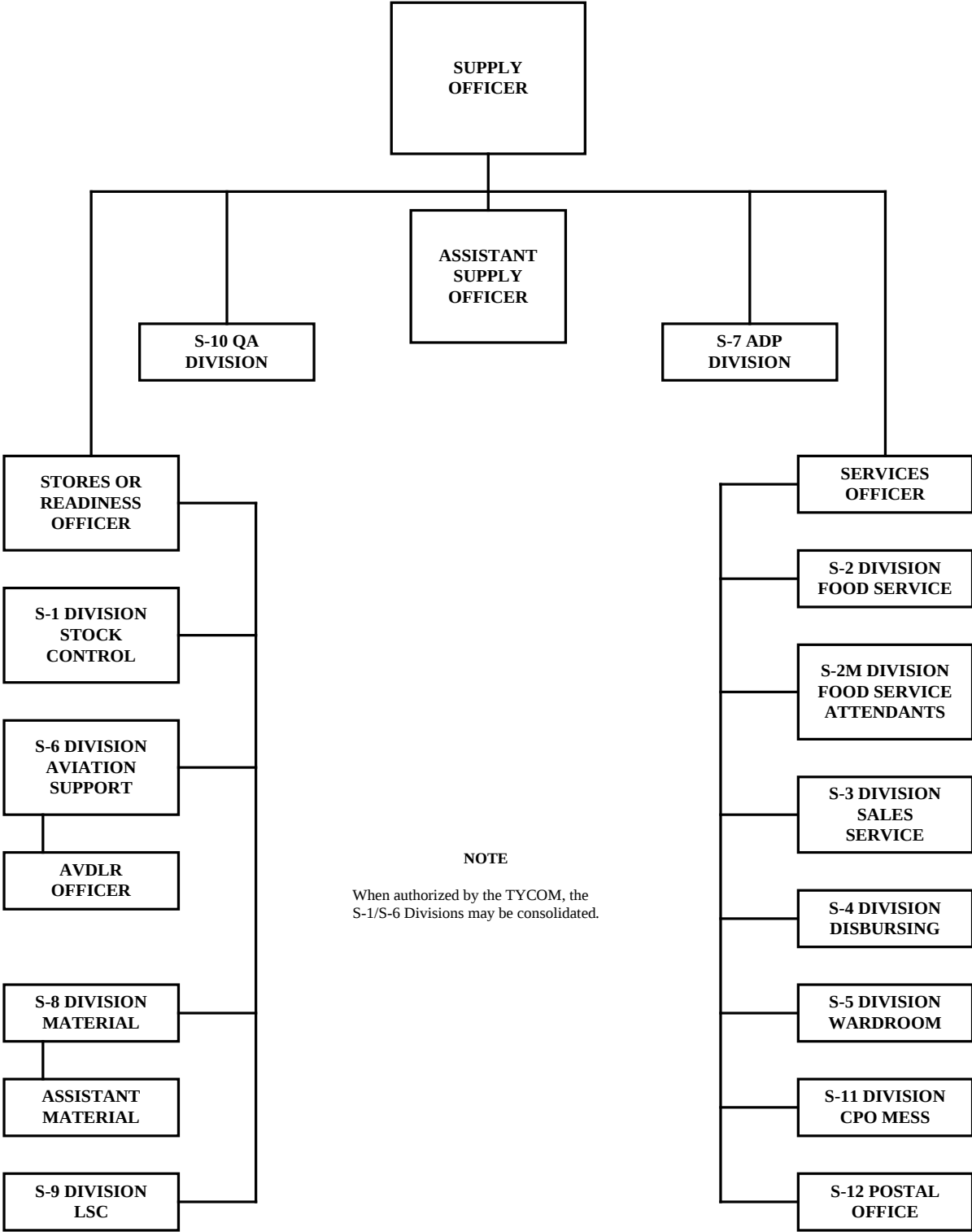


Figure 9-2: CV or CVN Supply Department Organization Afloat

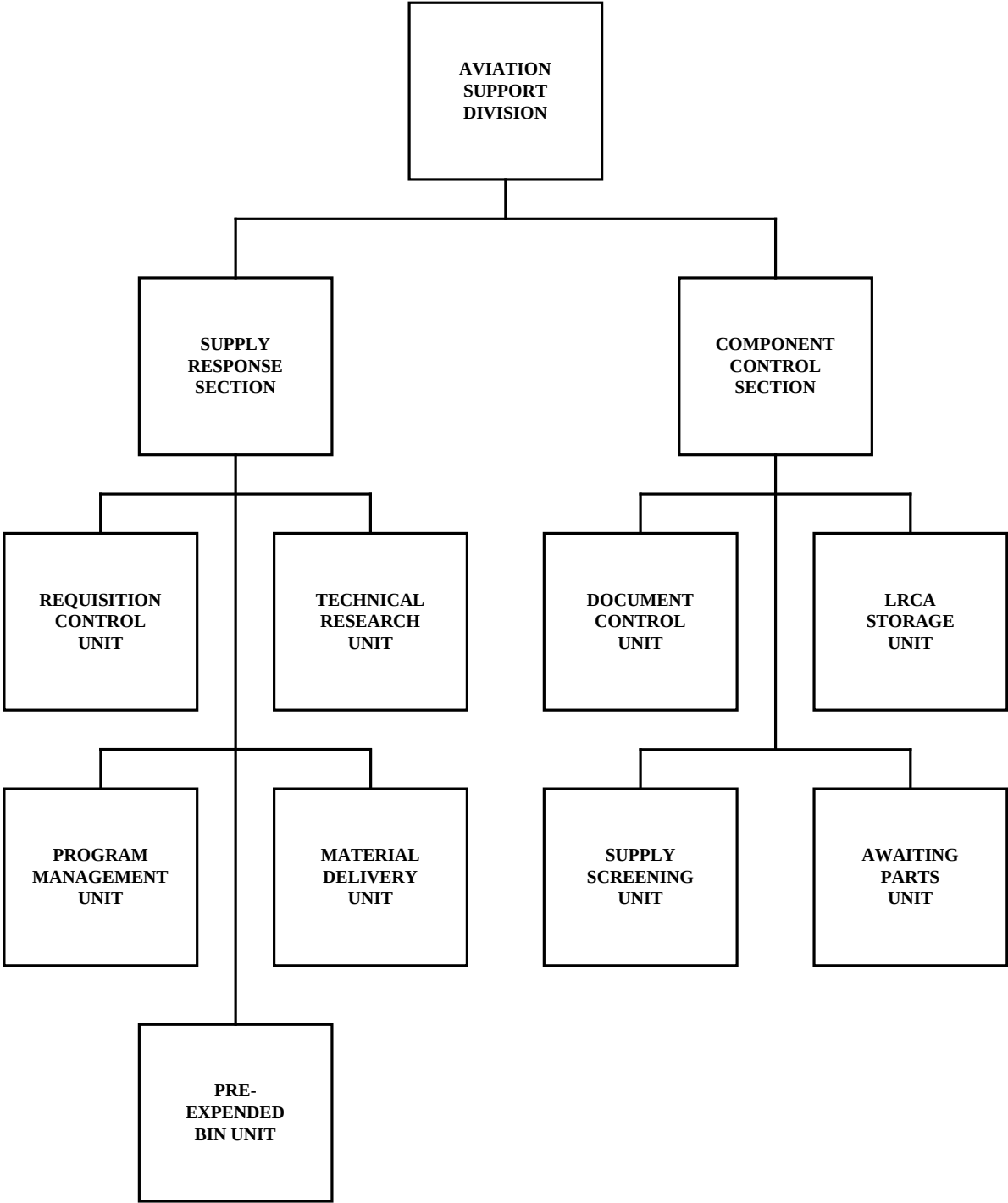


Figure 9-3: ASD Organization

COMNAVAIRFORINST 4790.2C

15 Jan 2017

* AVG. NO. OF REPAIRS IN 30 DAYS	DAYS TURNAROUND TIME																			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	LRCA QUANTITIES																			
1	0	0	0	1	1	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2
2	0	1	1	2	2	2	2	2	2	2	3	3	3	3	3	3	3	3	3	3
3	0	1	2	2	2	2	2	3	3	3	3	3	3	4	4	4	4	4	4	4
4	1	2	2	2	2	3	3	3	3	3	4	4	4	4	4	5	5	5	5	5
5	1	2	2	2	3	3	3	3	4	4	4	4	5	5	5	5	6	6	6	6
6	1	2	2	3	3	3	4	4	4	4	5	5	5	6	6	6	6	7	7	7
7	2	2	2	3	3	4	4	4	5	5	5	6	6	6	7	7	7	7	8	8
8	2	2	3	3	3	4	4	5	5	5	6	6	7	7	7	8	8	8	9	9
9	2	2	3	3	4	4	5	5	5	6	6	7	7	7	8	8	9	9	9	10
10	2	2	3	3	4	4	5	5	6	6	7	7	8	8	9	9	9	10	10	11
11	2	3	3	4	4	5	5	6	6	7	7	8	8	9	9	10	10	11	11	12
12	2	3	3	4	4	5	6	6	7	7	8	8	9	9	10	10	11	11	12	12
13	2	3	3	4	5	5	6	7	7	8	8	9	9	10	10	11	11	12	13	13
14	2	3	4	4	5	6	6	7	7	8	9	9	10	10	11	12	12	13	13	14
15	2	3	4	4	5	6	7	7	8	9	9	10	10	11	12	12	13	13	14	15
16	2	3	4	5	5	6	7	8	8	9	10	10	11	12	12	13	14	14	15	15
17	2	3	4	5	6	6	7	8	9	9	10	11	11	12	13	14	14	15	16	16
18	2	3	4	5	6	7	7	8	9	10	11	11	12	13	13	14	15	16	16	17
19	2	3	4	5	6	7	8	9	9	10	11	12	13	13	14	15	16	16	17	18
20	2	3	4	5	6	7	8	9	10	11	11	12	13	14	15	16	17	17	18	19
21	2	4	5	6	7	7	8	9	10	11	12	13	14	14	15	16	17	18	19	19
22	3	4	5	6	7	8	9	10	11	11	12	13	14	15	16	17	18	18	19	20
23	3	4	5	6	7	8	9	10	11	12	13	14	15	16	16	17	18	19	20	21
24	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
25	3	4	5	6	7	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
26	3	4	5	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
27	3	4	5	7	8	9	10	11	12	13	15	16	17	18	19	20	21	22	23	24
28	3	4	6	7	8	9	10	12	13	14	15	16	17	18	19	21	22	23	24	25
29	3	4	6	7	8	10	11	12	13	14	15	17	18	19	20	21	22	23	24	26
30	3	4	6	7	9	10	11	12	13	15	16	17	18	19	21	22	23	24	25	26
31	3	5	6	7	9	10	11	13	14	15	16	18	19	20	21	22	24	25	26	27
32	3	5	6	8	9	10	12	13	14	15	17	18	19	21	22	23	24	25	27	28
33	3	5	6	8	9	11	12	13	15	16	17	18	20	21	22	24	25	26	27	29
34	3	5	6	8	9	11	12	14	15	16	18	19	20	22	23	23	26	27	28	29
35	3	5	7	8	10	11	12	14	15	17	18	19	21	22	23	25	26	27	29	30
36	3	5	7	8	10	11	13	14	16	17	18	20	21	23	24	25	27	28	30	31
37	3	5	7	8	10	12	13	15	16	17	19	20	22	23	25	26	27	29	30	32
38	3	5	7	9	10	12	13	15	16	18	19	21	22	24	25	27	28	30	31	32
39	3	5	7	9	10	12	14	15	17	18	20	21	23	24	26	27	29	30	32	33
40	3	5	7	9	11	12	14	15	17	19	20	22	23	25	26	28	29	31	32	34
41	4	6	7	9	11	13	14	16	17	19	21	22	24	25	27	28	30	32	33	35
42	4	6	7	9	11	13	14	16	18	19	21	23	24	26	27	29	31	32	34	35
43	4	6	8	9	11	13	15	16	18	20	21	23	25	26	28	30	31	33	35	36
44	4	6	8	10	11	13	15	17	18	20	22	24	25	27	29	30	32	34	35	37
45	4	6	8	10	12	13	15	17	19	21	22	24	26	27	29	31	33	34	36	38
46	4	6	8	10	12	14	16	17	19	21	23	25	26	28	30	32	33	35	37	38
47	4	6	8	10	12	14	16	18	20	21	23	25	27	29	30	32	34	36	37	39
48	4	6	8	10	12	14	16	18	20	22	24	25	27	29	31	33	35	36	38	40
49	4	6	8	10	12	14	16	18	20	22	24	26	28	30	31	33	35	37	39	41
50	4	6	9	11	13	15	17	19	21	23	24	26	28	30	32	34	36	38	40	41

* Repairs for previous 90 days divided by 3 or, for a longer period, the number of months used.

Figure 9-4: LRCA Table

COMNAVAIRFORINST 4790.2C

15 Jan 2017

* AVG. NO. OF REPAIRS IN 30 DAYS	DAYS TURNAROUND TIME																			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	LRCA QUANTITIES																			
51	4	6	9	11	13	15	17	19	21	23	25	27	29	31	33	35	36	38	40	42
52	4	7	9	11	13	15	17	19	21	23	25	27	29	31	33	35	37	39	41	43
53	4	7	9	11	13	15	17	19	21	23	25	27	30	32	33	35	37	39	41	43
54	4	7	9	11	13	16	18	20	22	24	26	28	30	32	34	36	38	40	42	44
55	4	7	9	11	14	16	18	20	22	24	26	28	30	33	35	37	39	41	43	45
56	4	7	9	12	14	16	18	21	23	25	27	29	31	33	35	37	39	41	43	46
57	4	7	9	12	14	17	19	21	23	25	27	30	32	34	36	38	40	42	44	46
58	4	7	10	12	14	17	19	21	23	26	28	30	32	34	36	38	41	43	45	47
59	4	7	10	12	14	17	19	21	23	25	28	30	32	35	37	39	41	43	46	48
60	4	7	10	12	14	17	19	22	24	26	29	31	33	35	38	40	42	44	46	49
61	4	7	10	12	15	17	19	22	24	27	29	31	33	36	38	40	43	45	47	49
62	5	7	10	13	15	18	20	22	25	27	30	32	34	36	39	41	43	45	48	50
63	5	7	10	13	15	18	20	22	25	27	30	32	34	37	39	41	44	46	48	51
64	5	8	10	13	15	18	21	23	25	28	30	32	35	37	40	42	44	47	49	51
65	5	8	10	13	16	18	21	23	25	28	30	33	35	38	40	43	45	47	50	52
66	5	8	11	13	16	18	21	24	26	29	31	33	36	38	41	43	45	48	50	53
67	5	8	11	13	16	18	21	24	26	29	31	34	36	39	41	44	46	49	51	54
68	5	8	11	14	16	19	22	24	27	29	32	34	37	39	42	44	47	49	52	54
69	5	8	11	14	16	19	22	24	27	30	32	35	37	40	42	45	48	50	53	55
70	5	8	11	14	17	19	22	25	27	30	33	35	38	40	43	46	48	51	53	56
71	5	8	11	14	17	19	22	25	28	30	33	36	38	41	44	46	49	51	54	57
72	5	8	11	14	17	20	23	25	28	31	33	36	39	41	44	47	49	52	55	57
73	5	8	11	14	17	20	23	26	28	31	33	37	39	42	45	47	50	53	55	58
74	5	8	12	15	17	20	23	26	29	31	34	37	40	42	45	48	51	53	56	59
75	5	9	12	15	18	21	23	26	29	32	35	37	40	43	46	49	51	54	57	59
76	5	9	12	15	18	21	24	27	29	32	35	38	41	43	46	49	52	55	57	60
77	5	9	12	15	18	21	24	27	30	33	35	38	41	44	47	50	52	55	58	61
78	5	9	12	15	18	21	24	27	30	33	36	39	42	45	47	50	53	56	59	62
79	5	9	12	15	18	21	24	27	30	33	36	39	42	45	48	51	54	57	59	62
80	5	9	12	15	19	22	25	28	31	34	37	40	43	46	49	51	54	57	60	63
81	5	9	12	16	19	22	25	28	31	34	37	40	43	46	49	52	55	58	61	64
82	6	9	13	16	19	22	25	28	31	34	37	41	44	47	50	53	56	59	62	65
83	6	9	13	16	19	22	25	29	32	35	38	41	44	47	50	53	56	59	62	65
84	6	9	13	16	19	23	26	29	32	35	38	41	44	48	51	54	57	60	63	66
85	6	9	13	16	19	23	26	29	32	36	39	42	45	48	51	54	57	61	64	67
86	6	9	13	16	20	23	26	30	33	36	39	42	45	49	52	55	58	61	64	67
87	6	10	13	17	20	23	27	30	33	36	40	43	46	49	52	55	59	62	65	68
88	6	10	13	17	20	23	27	30	33	37	40	43	46	50	53	56	59	63	66	69
89	6	10	13	17	20	24	27	31	34	37	40	44	47	50	53	57	60	63	66	70
90	6	10	13	17	21	24	27	31	34	37	41	44	47	51	54	57	61	64	67	70
91	6	10	13	17	21	24	28	31	34	38	41	45	48	51	55	58	61	64	68	71
92	6	10	14	17	21	25	28	32	35	38	42	45	48	52	55	58	62	65	68	72
93	6	10	14	17	21	25	28	32	35	38	42	45	49	52	56	59	62	66	69	72
94	6	10	14	18	21	25	29	32	35	39	42	46	49	53	56	60	63	66	70	73
95	6	10	14	18	21	25	29	32	36	39	43	46	50	53	57	60	64	67	71	74
96	6	10	14	18	22	25	29	33	36	40	43	47	50	54	57	61	64	68	71	75
97	6	10	14	18	22	25	29	33	36	40	44	47	51	54	58	61	65	68	72	75
98	6	10	14	18	22	26	30	33	37	40	44	48	51	55	58	62	65	69	73	76
99	6	10	14	18	22	26	30	33	37	41	44	48	52	55	59	63	66	70	73	77
100	6	11	15	19	23	26	30	34	37	41	45	49	52	56	59	63	67	70	74	78

* Repairs for previous 90 days divided by 3 or, for a longer period, the number of months used.

Figure 9-5: LRCA Table (continued)

COMNAVAIRFORINST 4790.2C
15 Jan 2017

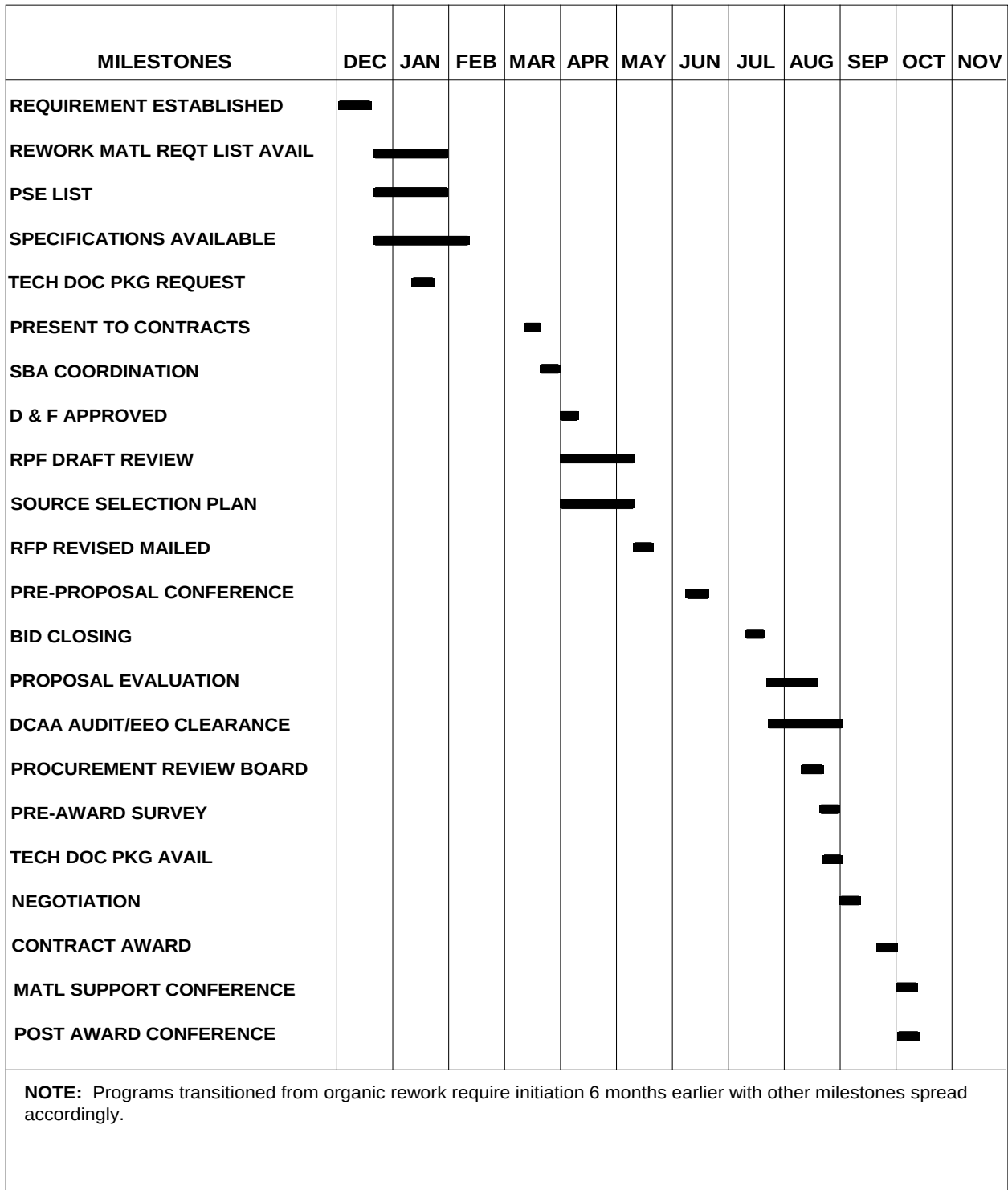


Figure 9-6: Commercial Rework Milestones For Existing Commercial Contracts