

CHAPTER 10

ELECTRONIC ADMINISTRATION AND SUPPLY

MAINTENANCE RECORDS AND SUPPLY

In addition to the various publications, technical manuals, and instructions the CTM must be familiar with, the technician is also required to complete and maintain several Navy report and record forms.

Though completion of these records and reports seems secondary to the actual maintenance of the equipment, you should not dismiss them as unimportant. Prompt entry of changes to records and submission of reports will make your job easier in the long run.

Consider the cross-connect records for example. Properly maintained cross-connect records allow you to trace a single circuit through a veritable maze of cross-connection terminal boards with relative ease. However, if a technician makes a change to a cross-connection on a terminal board but fails to make a change to the cross-connect records, the next technician (possibly YOU) will become lost in the midst of a mass of wires trying to trace the wire to its termination point. Thus, the importance of proper and timely maintenance of these, and all other records and reports, cannot be overemphasized.

The following section provides a description of the most important of these records and reports, and, as appropriate, establishes the guidelines for their correct completion.

THE TROUBLE CHIT

A report that a CTM will come in contact with on a daily basis is the trouble chit or failure report. This report is the means by which an

equipment operator can inform the technician of an equipment failure. It also provides a means for the technician, and his supervisor, to keep track of required corrective maintenance actions.

Being a locally developed report, the format of the trouble chit may vary from command to command. However, the content of these various trouble chits will be similar. Basically, it should have a space for the nomenclature and serial number of the faulty equipment or system, the trouble symptoms, equipment location or reporting division, and the person reporting the trouble. Other information may be found on the chit such as date/time of failure, action taken, name of the technician performing the corrective maintenance, date/time of completion, a block for signature of the operations supervisor accepting the equipment as repaired and operating to his satisfaction, and other information desired by the command.

The trouble chit normally will be routed through the division chief and retained in a local file in numerical order. This file may be used as a source of information, such as: high failure rates, which could be an indication of more serious problems in the equipment than are apparent, or replacement parts that are not up to specifications. This information could also be used as an aid to troubleshooting an especially difficult reoccurring trouble symptom. An example of a Trouble Chit/Failure Report is shown in figure 10-1.

CROSS-CONNECT RECORDS

A record which is very useful, and in fact, virtually indispensable is the cross-connect

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<input type="checkbox"/> Routine	<input type="checkbox"/> Emergency	Julian Date _____	Time _____
Equipment/System _____		Serial _____	JSN _____
Symptoms _____			

Equip/W.R. Received By _____		Julian Date _____	Time _____
Equipment Received in/Returned to Satisfactory Operating Condition -			
Julian Date _____		Time _____	By _____

Figure 10-1.—The Trouble Chit.

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record. This record is made up of several cross-connect record sheets (see figure 10-2).

The record is a "map" of the cable connections and distribution frame terminal board cross-connections of an electronic system. Whenever an electronic system is installed, the cross-connect record is assembled and used by the installation personnel making cross-connections in the Main Distribution Frame (MDF), Intermediate Distribution Frame (IDF), and/or the Classified Intermediate Distribution Frame (CIDF). Any future changes or additions, after initial installation, should be recorded on the applicable cross-connect record sheet.

As stated earlier, proper use and maintenance of the cross-connect records will eliminate confusion while physically tracing the wiring of an electronic system, and will enable you to pinpoint a specific point within the system with accuracy.

CIRCUIT RECORD CARDS

Another locally developed record, the circuit card, is used as a supplement to the cross-connect record sheets. This card is used to list the cable numbers, and all termination points of each circuit in the electronic system. They are for quick reference and provide a handy "map" of the circuit of interest without referring to the cross-connect record sheets.

Prompt, accurate updating of these cards is a necessity.

RESISTANCE TEST RECORD, NAVSHIPS 531

The Resistance Test Record, NAVSHIPS 531, is used to record the insulation resistance of high voltage and power cables. The card provides a convenient logarithmic scale for plotting the value of insulation resistance with respect to time. The best indication as to the condition of the insulation is given by a comparison of the observed resistance with previously measured values. A uniform and consistent procedure in making measurements is essential to establish the general trend of insulation resistance values and show any significant deviations from this trend.

Responsibility for resistance tests and record entries should be assigned to designated personnel who are trained in the use of the megger, and are aware of the importance of accurate readings and entries. When the insulation resistance changes, the reason should be determined and corrective actions taken.

RESISTANCE TEST RECORD CARD, NAVSHIPS 531-1

The Resistance Test Record Card, NAVSHIPS 531-1, See Figure 10-3, is used to

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TO					FROM	CROSS CONNECT		
EQUIPMENT	CABLE NO	PR	TB. JACK	TERM		TERM	TB	FUNCTION
					7 - E			
					F			
					G			
					H			
					8 - A			
					B			
					C			
					D			
					E			
					F			
					G			
					H			
					9 - A			
					B			
					C			
					D			
					E			
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					10 - A			
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					11 - A			
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					H			
					12 - A			
					B			
					C			
					D			
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					H			
					13 - A			
					B			
					C			
					D			
					E			
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					G			
					H			

SIZE	CODE IDENT. NO.	DWG. NO.
A		
	REV.	SHEET

Figure 10-2.—Blank Cross Connect Record Sheet.

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record, the insulation resistance values of SGA, HF, DG, SCA, TTFHA, and TTHFWA type cables. Since the insulation resistance of these cables varies considerably with the cable temperature, a table is included on the card that lists the minimum allowable insulation resistance values (megohms per foot) at various temperatures. A nomograph is also provided to

aid in the conversion of the measured resistance values to the resistance per foot values.

EQUIPMENT TRANSACTION REPORTS

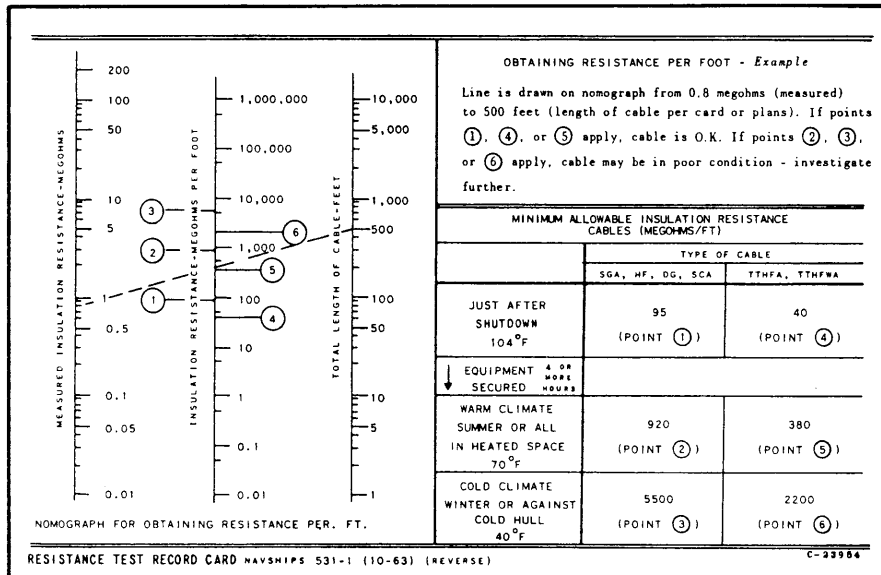
Several of the reports that the CTM may be required to prepare, or should at least be aware of, are the equipment disposition reports. The

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INDEX	CIRCUIT	LENGTH	CARD NO.
DATE (MO., DA., YR.)	MEASURED RESISTANCE MEGS.	RESISTANCE PER FOOT (CABLE) MEGOHMS	AMBIENT TEMP.—ASSUMED (104°F, 70°F, OR 40°F)
	A		
	B		
	C		
	A		
	B		
	C		
	A		
	B		
	C		
	A		
	B		
	C		
	A		
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	C		

REMARKS

RESISTANCE TEST RECORD CARD NAVSHIPS 531-1 (10-63) (FRONT)



RESISTANCE TEST RECORD CARD NAVSHIPS 531-1 (10-63) (REVERSE)

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Figure 10-3.—Resistance Test Record Card (NAVSHIPS 531-1).

forms that are used for this purpose are used ONLY within the Naval Security Group; they are identified as the Equipment Disposition Card NDW NAVSECGRU 2300/1, Equipment Disposition Report NDW NAVSECGRU 4400/1, Station Change to Inventory Card NDW NAVSECGRU 4440/4, and the Equipment Data Transfer Record.

General Reporting Procedures

COMNAVSECGRU must be kept informed of all equipment transactions. Therefore, reports are required when equipment is received, regardless of the source; when equipment is transferred to another activity; or is disposed of in some other manner.

EQUIPMENT TRANSFER REPORTS.—Transfer reports shall be submitted:

(1) Upon permanent transfer of equipment between components of a command provided a separate allowance is maintained for each component.

(2) Upon transfer of equipment to another activity as directed or authorized by COMNAVSECGRU.

(3) When final disposition of equipment is made as a result of allowance modification authorized or directed by COMNAVSECGRU.

(4) Upon temporary transfer of equipment to another activity on a loan basis for a period of more than three months.

EQUIPMENT RECEIPT REPORTS.—Receipt reports shall be submitted:

(1) Within five working days after receipt of equipment unless otherwise directed.

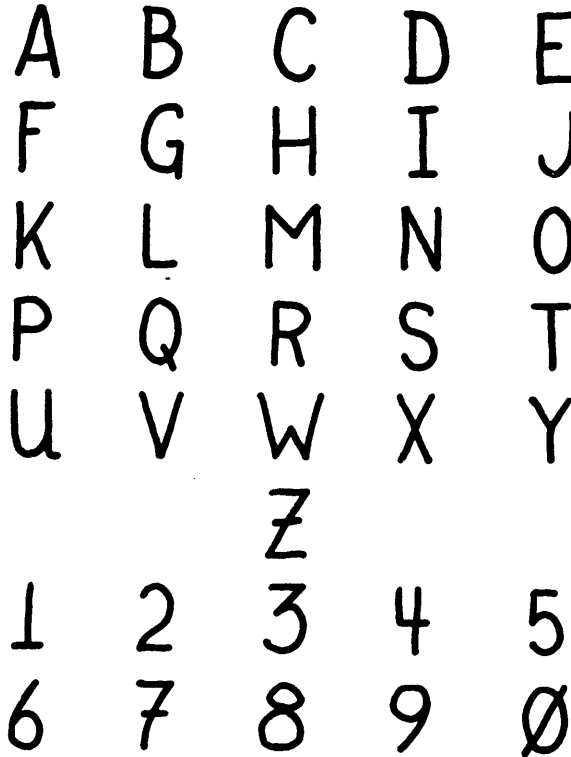
(2) When equipment is gained by inventory, regardless of the source, and has not been previously reported.

Data Preparation.—Extreme care must be exercised in completing the required forms since they will be machine processed. Of prime importance is legible printing. Clearly distinguish letters from numbers and other similar letters as shown in figure 10-4.

Equipment Disposition Card NDW NAVSECGRU Form 2300/1

The 2300/1 Form (figure 10-5) is used by COMNAVSECGRU to advise Field Stations regarding equipment disposition requests and reports of equipment transactions.

Unless otherwise notified, COMNAVSECGRU will forward two (2) equipment disposition cards to all stations concerned with a particular equipment transaction. One card must be completed and returned to COMNAVSECGRU within five working days of the transfer/receipt by the station(s) concerned. The other card is for the station's records.



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Figure 10-4.—Letters and Numbers Printing Guide.

The transaction involved will be specified in the letter portion of the card by marking applicable blocks.

If remarks are entered on the reverse side of the card an indication will be made in paragraph three. If the remarks were made by COMNAVSECGRU to the field stations, "HQ" will be marked by COMNAVSECGRU. If the field stations desire to make remarks to this Headquarters, "STA" will be marked by the field station. Black ball-point or fine point felt marker pen must be used for all markings and/or entries.

The following information is keyed to the numbered blocks in the left hand portion of the card (see figure 10-5).

(1) Equipment Serial Number: A serial number is used to provide a unique method of

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Figure 10-5.—Equipment Disposition Card NDW NAVSECGRU Form 2300/1.

equipment identification, and is assigned to an equipment when it first becomes an inventory item. The Equipment Serial Number is a vital link in the audit trail maintained by the Procurement and Inventory of Equipment System (PIES), for that item of equipment, and shall remain with that line item until it is removed from the system by transfer out of NAVSECGRU accountability or by survey. The equipment serial number block should be completed only if the equipment serial number field marked with an asterisk at the top of the card is blank or differs from the serial number appended to the equipment.

If the equipment is uncrated, the serial number reported should be read from the equipment master name plate. If the equipment has no master name plate, and is comprised of several units, the serial number reported should be that of the major unit.

In the event that an equipment does not bear a serial number, one must be assigned locally, utilizing the method described below, and permanently affixed to the equipment. The maximum field length in the PIES for serial numbers is ten (10) positions. Reading from left

to right, the first position of the serial number should be a "P" to indicate a locally assigned, permanent serial number; positions 2, 3, and 4 should be the station designator; and the remaining six positions should be used to sequentially number the locally assigned serials. For example, P011000001 would be a locally assigned, permanent number determined by station 11, and it is the first such serial number assigned. P467000090 is a locally assigned, permanent number by station 467, and is the 90th such serial number assigned. If an equipment with a locally assigned serial number is transferred to another NAVSECGRU activity, the transferring activity's locally assigned, permanent serial number must accompany the equipment being transferred. Once a local, permanent serial number is assigned it will remain with that particular item of equipment, and should never be reassigned.

Under no circumstances is equipment to be uncrated solely for the purpose of determining the serial number to satisfy reporting requirements. Additionally, reports shall not be delayed because equipment will not be uncrated immediately. If, as in this case, the serial number cannot be obtained from the equipment, a

temporary number should be assigned locally using the same guidelines as used for locally assigned permanent serial numbers; except that the first position would contain a "T", vice a "P", to indicate a locally assigned, temporary serial number. Report the actual serial number to COMNAVSECGRU (referencing the temporary number to be changed) when the equipment is uncrated. Temporary serial numbers may be reused after the original temporary number has been deleted from the active PIES listings.

(2) Quantity: Enter in the quantity block the total number of equipments involved in the transaction. When identifying equipment by serial number the quantity should always be one (1). When the transaction involves several equipments not specifically identified by serial number, enter the total number of equipments being reported. The quantity entered in the block shall be right justified; e.g., 0001 or 0015, etc.

(3) Building/Room/Work Center: This data field is to be used to report the physical location of the equipment and the assigned work center as promulgated in APPENDIX F of NAVSECGRUINST 2300.1. Entries shall be left justified with unused spaces left blank, e.g., 4___ (Building #4), 12___ (Room #12), BS ___ (Work Center Code).

(4) Condition Code: The importance of accurately reporting the operational condition of all equipment cannot be overemphasized. The condition and age of equipment are major factors considered when planning and programming replacement/reconfiguration requirements. The condition code block should be completed only if the condition code field marked with an asterisk at the top of the card is blank, or does not reflect actual equipment condition upon inspection. The following specific instructions apply when reporting equipment condition codes:

(a) Report the Condition Code in accordance with APPENDIX A in Chapter 3 of NAVSECGRUINST 2300.1.

(b) Changes to condition codes shall be submitted on an as occurring basis between inventory updates using the NDW NAVSECGRU 4440/4 card.

(5) Employment Code: The employment code reflects general equipment utilization. It should be noted that the right most position of the code has expanded meaning and is used in making management decisions concerning NAVSECGRU and equipment resources. Refer to APPENDIX D in Chapter 3 of NAVSECGRU INST 2300.1.

(6) Signature: Commanding Officers have been encouraged by COMNAVSECGRU to give Supply Officers "By Direction" authority to sign equipment disposition cards and reports. This has reduced handling time significantly.

(7) Title: Self-Explanatory.

The following information is provided regarding the fields across the top of the card. Remarks are keyed to the field name. The fields and numbers across the bottom of the card are for use by COMNAVSECGRU only.

DISP (Disposition).—This field reflects the nature of the transaction. The following codes apply:

TRF (Transfer of Equipment). The station indicated in the "Transferring Station" field will transfer the equipment to the station indicated in the "Receiving Station" field.

REC (Receipt of Equipment): The station indicated in the "Receiving Station" field is slated for receipt of the equipment from the station indicated in the "Transferring Station" field.

SUR (Survey of Equipment): The station indicated in the "Transferring Station" field will survey the equipment.

RTN (Retention of Equipment). The station indicated in the "Transferring Station" field will retain the equipment.

Transferring station.—This field reflects the five character UIC (Unit Identification Code) number of the station transferring, surveying, or retaining the equipment.

Equipment Nomenclature.—This field reflects the name of the equipment as carried in the PIES.

Equipment Serial Number.—This field reflects the serial number of the equipment. If

this field is blank, or the serial number reflected is in error, Block 1 (EQUIPMENT SERIAL NUMBER) must be completed by the field station.

Quantity.—This field reflects the number of equipment involved in the transaction.

Building.—This four (4) digit field reflects the building in which the equipment is physically located. If this field is blank or the building number reflected is in error, Block 3 (Building/Room/WC) must be completed by the field station.

Room.—This four (4) digit field reflects the room within a specified building in which the equipment is physically located. If this field is blank or the room number reflected is in error, Block 3 (Building/Room/WC) must be completed by the field station.

Work Center.—This two (2) digit field reflects the assigned work center code (refer to Appendix F in Chapter 3 of NAVSECGRUINST 2300.1). If this field is blank or the work center code reflected is in error, Block 3 (Building/Room/WC) must be completed by the field station.

Cond Code (Condition Code).—This field reflects the condition code of the equipment. If this field is blank, or the condition code reflected is in error, Block 4 (Condition Code) must be completed by the field station to reflect the current condition code.

Emp Code (Employment Code).—This field reflects the general utilization category of the equipment. If this field is blank, Block 5 (Employment Code) must be completed by the field station indicating the current employment code. This field must be left blank in case of survey transaction.

Receiving Station.—This field reflects the five character UIC number of the station scheduled to receive the equipment.

Authorization.—This field reflects the official correspondence authorizing the

disposition of equipment. The first two digits indicate the Headquarter's division responsible for originating the correspondence. The next six digits reflect the letter serial number or DTG (date-time-group) of the correspondence authorizing disposition. If the serial number is less than six digits, blanks will be to the left of the number. Zeros to the left indicate classified correspondence. The seventh character reflects the type of correspondence; "L" indicates letter correspondence and "Z" indicates message correspondence. Positions 8 through 11 reflect the Julian date of the correspondence using standard military format, i.e., left-most digit (position 8) is the last digit of the calendar year and the next three digits (positions 9 through 11) represent the day of the year. For example, 24 March 1978 would be entered as 8083.

**Equipment Disposition
Report NDW NAVSECGRU
Form 4400/1**

The 4400/1 (figure 10-6) report is required whenever an equipment transaction occurs and Forms 2300/1 or 4440/4 do not apply. An original and one copy of the report shall be forwarded to COMNAVSECGRU (G41) as appropriate.

The following information is provided concerning the 4400/1 form to assist the technician in understanding and reporting the required data. The numbers refer to the block numbers on the form.

(1) Report Serial: Enter the originator's letter serial number.

(2) Julian Date: Enter the date of the report using, from left to right, the last two digits of the current calendar year and the three digit day e.g., 24 March 1978 would be reported as 78083.

(3) Type of Report: Mark appropriate block.

Non-electronic block: To eliminate duplication, the PIES data base is now used by the NAVSECGRU plant property AAA (Authorized Accounting Activity) to account for all plant property items. The NDW/NAVSECGRU Form 4400/1 will now be

NSG PIES III EQUIPMENT DISPOSITION REPORT					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. REPORT SERIAL	2. JULIAN DATE	3. TYPE REPORT	RECEIPT	SURVEY	TRANSFER
NON-ELECTRONIC					
4. FROM:					
5. TO: COMMANDER, NAVAL SECURITY GROUP COMMAND					
6. NOMENCLATURE				7. EQUIPMENT SERIAL NUMBER	
8. CONDITION CODE	9. EMPLOYMENT CODE	10. COST	11. BUILDING	12. ROOM	13. WORK CENTER
14. PLANT ACCOUNT NUMBER			15. P/A CLASS	16. SERVICE APPLICATION	
17. AUTHORITY					
18. CONTRACT NR OR EXPENDITURE/SURVEY NR (AS APPL)			19. SHIPPING WEIGHT IN POUNDS	20. SHIPPING SIZE IN CUBIC FEET	
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> REQUIRED	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> REQUIRED	23. TRANSPORTATION CONTROL NR	
21. SPARE PARTS RECEIVED		22. INSTRUCTION MANUALS RECEIVED			
24. MANUFACTURER/DESCRIPTION					
25. PACKING					
26. ADDRESS					
27. REMARKS					
28. SIGNATURE		TITLE		COPY TO:	
DO NOT FILL IN - FOR COMNAVSECGRU USE ONLY					
1 L S NAME		4 STATION NUMBER		9 NOMENCLATURE	
34 EQUIPMENT SERIAL NUMBER			44 QUANTITY	48 CC	50 EC
52 BUILDING	56 ROOM	60 WC	62 OTHER STATION NR	67 AUTHORITY/SPONSOR - SPONSOR LINE NR - DATE	

NDW NAVSECGRU 4400/1 (REV 11-75)

Figure 10-6.—Blank Equipment Disposition Report NDW NAVSECGRU 4400/1.

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used to report all plant property (except class IV) to the AAA vice NAVCOMPT form 1342. Accordingly, to report non-electronic/communication equipment plant property items (e.g., vehicles, typewriters, etc.) use the NDW/NAVSECGRU 4400/1 form and mark the non-electronic block (type of report) to reflect this type of transaction.

(4) From: Enter the name of the cognizant command. This is not necessarily the site preparing the report. The status of the equipment being reported will be reflected in the inventory of the command cited in the "from" line of the report. SNDL address including zip code must be used.

(5) To: Self-explanatory.

(6) Nomenclature: This is the name of the equipment and the primary source of information for reporting equipment nomenclature is the PIES Master Nomenclature List, Report #E20008. This report is a list of all nomenclatures carried in the PIES. A copy is forwarded to field stations periodically when a sufficient number of changes have occurred to warrant an update.

Nomenclatures should be taken from the sources listed in the following order of precedence. PIES (Master Nomenclature List), MIAPL (Master Index of the Allowance Parts List), Government Nomenclature Tag, Manufacturer's Nomenclature Plate, Packing List, DD-250 or other shipping document.

If the exact nomenclature (including slashes, dashes, and other special characters) cannot be found in the PIES Master Nomenclature List or MIAPL, report the nomenclature as it appears on the source used to make the initial determination, and indicate that source under remarks.

Individual units of equipment (including test equipment) which are considered component parts of a complete equipment/system, and which are supported by Ship Parts Control Center (SPCC) on a component basis, shall be reported as separate line items in the inventory, e.g., CV-1953/FLR-11(V). This indicates that the CV-1953 data converter is a component of the AN/FLR-11(V).

If the nomenclature exceeds 25 characters, continue on in the space immediately below the blocks provided for nomenclature. In such

instances, COMNAVSECGRU (G-41) will reduce the nomenclature to 25 characters and add it to the PIES Master Nomenclature List, Report #E20008.

The manufacturer's designator code, derived from FSCM (Federal Supply Code for Manufacturers), shall be used for commercial equipment. If none is assigned, spell out the manufacturer's name and be sure to include the address of the firm in block 24. COMNAVSECGRU (G-41) will coordinate with NAVSEC (Naval Ship Engineering Center) to have a manufacturer's designator code assigned.

All nonstandard and foreign manufactured equipment shall be accompanied by a brief description in block 24 to facilitate its identification. Such terms as frequency counter, VTVM, and signal generator would be appropriate descriptions. The remarks block may be used for further amplification.

(7) Equipment Serial Number: Same as described for 2300/1 cards.

(8) Condition Code: Same as 2300/1 cards.

(9) Employment Code: Same as 2300/1 cards.

(10) Cost: Enter the acquisition cost as reflected on the equipment receipt document or other accompanying documentation. If the acquisition cost is not listed on the above documents, ascertain the cost from the PIES Master Nomenclature List, Report #E20008, or the NMDL (Navy Management Data List) maintained by supply department personnel.

(11) Building: Same as 2300/1 cards.

(12) Room: Same as 2300/1 cards.

(13) Work Center: Same as 2300/1 cards.

(14) Plant Account Number: This will be the responsibility of the Supply Department.

(15) P/A Class: This will be the responsibility of the Supply Department.

(16) Service Application: ESOINST 4423.1 contains instructions for completing this field.

(17) Authority: This will be the responsibility of the Supply Officer. The authority block reflects the cognizant command responsible for directing receipt or transfer of the equipment.

The data and serial number of the correspondence regarding loan equipment, R&D, service test and evaluation, or special tasking would be cited here.

Cite command decision, or other directives as appropriate, for local procurement, salvage, surplus listing, etc. Indicate if equipment was provided in accordance with MCON Program.

When directed by COMNAVSECGRU to transfer or survey equipment, and to submit 4400/1 report, cite the date and serial number of the COMNAVSECGRU correspondence.

For receipts only, if authority cannot be determined, cite "unknown". This should be used after all other possibilities have been exhausted.

(18) Contract Number or Expenditure/Survey Number: This will be the responsibility of the Supply Officer. This field reflects the contract number under which new equipment was procured, or the expenditure number assigned in the case of survey reports. The following specific instructions apply:

When reporting the receipt of newly procured equipment, the contract number may be obtained from the DD-250 or other shipping documents, packing crates, invoices, etc. If the contract number cannot be identified this block may be left blank.

When reporting the survey of equipment cite the expenditure number assigned to the survey request (Report and Expenditure (S&E Form 154)).

(19) Weight: This will be the responsibility of the Supply Officer. This field reflects the shipping weight in pounds for a single item of equipment. All entries shall be right justified, e.g., _ _ _ 300 (300 pounds).

(20) Size: This will be the responsibility of the Supply Officer. This field reflects the shipping size in cubic feet for a single piece of equipment. Cubic feet must be reported in tenths. This is accomplished by using the last space of the data field as an implied decimal.

All entries shall be right justified, e.g., _ _ _ 151 (15.1 ft.), _ _ _ 200 (20.0 ft.).

(21) Instruction Manuals: This field indicates whether or not instruction manuals were transferred or received with the equipment.

(22) Transportation Control Number: Enter the TCN (Transportation Control Number) under which the equipment was received.

(23) Manufacturer/Description: This field reflects the manufacturer's name and address, and a logical description of the equipment and must be completed on all receipt, transfer, and survey reports.

(24) Packing: This field reflects the firm, company or organization that actually packed the equipment, and the condition of the equipment received.

(25) Address: This field reflects the receiving or transferring station as applicable. Leave this field blank in the case of survey reports.

(26) Remarks: This field reflects amplifying information as appropriate. If remarks address a particular field, indicate the field number. In the event the remarks space is not sufficient, continue on white bond paper and indicate that remarks are continued from field 27. Continuation sheets require an original and a sufficient number of copies for all addresses. Carry over the letter serial number and Julian Date in the upper right corner of the continuation sheet for later identification.

(27) Signature, Title and Copy to: Complete these items as appropriate. The flow of 4400/1 reports is between COMNAVSECGRU and field stations, with an information copy to the cognizant field station when transfers/receipts of equipment are between NAVSECGRU activities.

Station Change to Inventory Card, NDW NAVSECGRU 4440/4

The 4440/4 card is designed to be used by the technician. For example, the duty technician would report via a 4440/4 card, the change in the Condition Code of an equipment which is to be out of service for two months awaiting parts.

Due to the limited available space on the 4440/4 card, only those data changes as printed on the card can be accomplished using this reporting media. All other changes must be reported via a 2300/1 or 4400/1 report.

The 4440/4 card (see figure 10-7) contains the following printed and pre-punched information: Equipment Nomenclature, Equipment Serial Number, Station Number, Building Number, Room Number, Work Center, Employment Code, Condition Code.

Station Change to Inventory Card
NDW NAVSECGRU 4440/4 (10/75)

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EQ. NOMENCLATURE										EQ. SERIAL NR		STATION	BUILDING	ROOM	WORK CEN.	EMP. CODE	COND. CODE	YEAR	DAY
<p>Complete blocks 1 - 4 if a change is required.</p> <p>1. <input type="text"/> <input type="text"/> (58) EMPLOYMENT CODE</p> <p>2. <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/> (60) BUILDING (64) ROOM (68) WORKCENTER</p> <p>3. <input type="text"/> <input type="text"/> (70) CONDITION CODE</p> <p>4. <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/> (72) POEI</p>										<p>Remarks:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>									
Station Change To Inventory Card NDW NAVSECGRU 4440/4 (8-75)										IBM E43133									
SEQ EQ. NOMENCLATURE EQ. SERIAL NR STATION BUILDING ROOM WC EC CC NEC NEW BLDG N ROOM NWC NC POEI										1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80									

Figure 10-7.—Station Change to Inventory Card NDW NAVSECGRU 4440/4.

The following data is printed on the cards but not pre-punched: a two space field for entering a new Employment Code, a ten space field for entering a new Location Code, and/or new Work Center Code, a two space field for entering a new Condition Code, an eight space field for entering a new POEI, the Date the card was prepared, and a Remarks section.

When submitting a change via the 4440/4 card system, print the change information on both 4440/4 cards in the appropriate space, using the "authorized form" for numbers and letters (see figure 10-4). Collect one of the change cards at a central location for forwarding to COMNAVSECGRU (G-41) on a weekly basis. Retain the other marked-up card in the station file to reflect changes reported and to ensure a complete card file is maintained. Mark the working copy of the station PIES to reflect the 4440/4 card changes being submitted.

Once a week, forward the marked-up 4440/4 cards (one card per system/equipment) to COMNAVSECGRU (G-41) in the envelopes provided. No letter of transmittal or other correspondence is required. After each card is validated by COMNAVSECGRU (G-41) and the

data entered into the PIES, two new cards containing the updated information will be forwarded to the station. The station will, upon receipt of the new cards, remove the marked-up card from the stations master deck, use the information on it to validate the updated data on the new cards. Upon validation of the new cards, insert them into the master file in proper sequence and destroy the marked-up card. In the event the data on the new card is incorrect, check the marked-up card for the correct information and re-submit a corrected 4440/4 card.

Equipment Transfer Data Record

When transferring electronic/communication equipment the transferring station must complete an original and one copy of an Equipment Transfer Data Record Form (see figure 10-8 and 10-9). The original is to be mailed to the receiving station. Do not forward the completed form with the shipment. The remaining copy of the Equipment Transfer Data Report is to be retained by the transferring station.

DATE _____

EQUIPMENT TRANSFER DATA RECORD

TRANSFERRING STATION _____
 RECEIVING STATION _____

1. The below information pertains to the following equipment being transferred.

NOMENCLATURE: _____
 SERIAL NUMBER: _____
 TRANSFER AUTHORITY: _____

2. I certify that the following has been accomplished and the equipment condition upon shipment is as follows:

	YES	NO	N/A
a. # Cleaned prior to shipment.			
b. # Required field changes/MWOs installed. (Identify missing FC/MWOs in remarks).			
c. # Energized and checked prior to shipment.			
d. # Condition at least as good as reported in the PIES. Applicable condition code is _____.			
e. # All unique accessories, cables, connectors, etc. have been appropriately marked and forwarded to supply department/shipping activity with the parent equipment. (Refer to Tech Manual as source of total items required to ensure complete equipment package. Identify by NSN/part number items required but not included in remarks section.)			

EMO SIGNATURE

Figure 10-8.—Blank Equipment Transfer Data Record (front).

1.484

3. I certify that the following has been accomplished:

- a. # All Unique accessories, cables, connectors, etc. have been packaged and shipped in the same container as the parent equipment.
- b. # Equipment packaged properly IAW appropriate directives as listed in NAVSECGRUINST 4030.1 and all containers appropriately marked.
- c. * Tech Manual forwarded.
- d. * APL forwarded.
- e. # Plant Account Card forwarded.
- f. TCN: _____
- g. Number of boxes. _____

YES-	NO	N/A

SUPPLY OFFICER SIGNATURE

- # If "no", explain in remarks.
- * Applies to unique documents or when extra copies are available.

Remarks _____

Upon Completion, forwarded this report by mail to the station receiving the equipment. Do not forward with the equipment.

Survey Reports

A survey is the procedure required by Navy Regulations when naval property must be:

Condemned as a result of damage, obsolescence, or deterioration.

Appraised as a result of loss of utility.

Acknowledged as nonexistent as a result of loss or theft, necessitating the expenditure of the accountable material from the records of the holding activity.

The completed survey report provides a record of:

The administrative review of the condition of the material, the cause of the condition, the responsibility therefore, and the recommendation for disposition.

The authorization to expend the material from the records on which carried.

TYPES OF SURVEYS.—There are two types of surveys; formal and informal. The type to use for a specific survey action is determined by the material involved and the circumstances that made the survey necessary.

Formal Survey.—A formal survey is made by a commissioned officer or a board of three officers (one of which must be a commissioned officer). The commanding officer appoints the officer or board. The following officers may not serve as survey officer or on the survey board:

Commanding Officer

The officer on whose records the material being surveyed is carried.

The officer charged with the custody of the material being surveyed.

A formal survey is required for certain types of material so designated by the bureau, command, or office concerned and is covered by specific instructions in NAVSUP Publication 485. A formal survey is also required at all times when it appears that the responsibility for loss or damage may be placed on a person or persons

in the naval service. When the type of survey is not specified in instructions from higher authority, the commanding officer determines whether a formal or informal survey is required.

Informal Survey.—Informal surveys are made by the head of the department having custody of the material to be surveyed. The informal survey is used when survey action must be taken, but formal survey is not required.

SURVEY NOT REQUIRED.—Formal or informal surveys are not required when material (except fuels, clothing, ship's store stock, equipage requiring custody signature, and labor saving devices with trade-in value such as typewriters) is lost as a result of physical deterioration, damage by handling, fire, water, or other similar circumstances and the value of the loss is less than \$100.00 per item.

SURVEY PROCEDURE.—Generally, the survey procedure is composed of the following steps:

1. Request for survey.
2. Action by the commanding officer on the survey request.
3. Report of survey by surveying officer or board.
4. Action by reviewing authority.
5. Expenditure and disposal action.

INITIAL REQUEST.—Any person in the naval service, who is aware of a material condition that requires a survey, may initiate a request for survey, but requests are normally initiated within the department having custody of the material. The initial survey request is made in rough on a Survey Request, Report and Expenditure, NAVSUP 154, (see figure 10-10).

The survey request is submitted in the rough by the originator, one copy only, to the commanding officer or the officer delegated via the cognizant head of department (except when that person is the originator) and the supply officer as directed by local procedures.

Chapter 10—ELECTRONIC ADMINISTRATION AND SUPPLY

SURVEY REQUEST REPORT AND EXPENDITURE
NAVSUP FORM 154 (REV. 8-58)

DATE	NUMBER
1 Aug. 1969	5219852190245

ACTIVITY (52199) U.S.S. Eversail DLG-99	ORIGINATOR (Signature and title) <i>R. C. Sword</i> R. C. Sword, LTJG., USNR, Operations Officer
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REQUEST FOR SURVEY				
ITEM	STOCK NO. AND DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL VALUE
1	Oscilloscope OS-SE-U	1	\$120.00	\$120.00

REASON FOR SURVEY Damaged beyond economical repair.	ACCOUNT IN WHICH CARRIED (APA, NSA, etc. or nonstores) Nonstores	OTHER DATA (Source, date of receipt, etc.) NSC, Norfolk 25 Oct. 1967
--	---	--

ACTION BY COMMANDING OFFICER OR DELEGATE (DATE) 1 Aug. 1969

TYPE OF SURVEY <input type="checkbox"/> FORMAL <input type="checkbox"/> INFORMAL	SURVEY TO BE MADE BY	SIGNATURE (C.O. or delegate) <i>R. E. Spallone</i> R. E. Spallone, CDR., USN
	1. LTJG. R. B. Louer	
	2. LTJG. H. B. Barnes	
	3. LTJG. S. M. Lindquist	

SURVEY REPORT AND RECOMMENDATION

Condition: Damaged beyond economical repair.
Cause: Dropped on deck while being moved during heavy seas; considered unavoidable.
Responsibility: None.

RECOMMENDATIONS (Est. repair cost)

<input type="checkbox"/> EXP. FROM RECORDS	<input type="checkbox"/> TRANSFER TO B 270	<input type="checkbox"/> TRANSFER TO MAT'L COND. CODE B	<input type="checkbox"/>
ITEM(S) SURVEYED IN ACCORDANCE WITH NAVY REGULATIONS BY (Signature(s))			
(1) <i>A. B. Louer</i> LTJG. R. B. Louer	(2) <i>H. B. Barnes</i> LTJG. H. B. Barnes	(3) <i>S. M. Lindquist</i> LTJG. S. M. Lindquist	

REVIEW OF SURVEY REPORT

<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED	SIGNATURE (C.O. or delegate) <i>R. E. Spallone</i> R. E. Spallone, CDR., USN	DATE 5 Aug. 1969	FORWARD TO (Bureau)
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ACCOUNTING DATA		BUREAU APPROVAL	
APPROPRIATION Nonstores Account	EXPEND ACCOUNT		
DISPOSED OF AS INDICATED	SIGNATURE <i>R. C. Adams</i> R. C. Adams, LT., USN, Supply Officer	DATE 7 Aug. 1969	

GPO 867-398

Figure 10-10.—Sample Survey Request Report and Expenditure.

Included in the initial survey request must be a statement by the originator relative to:

Location of material and name of person or persons to be contacted by surveying board or officer.

Description (including nomenclature, NSN, serial, etc.) and condition of material.

Cause of loss, damage, deterioration, or obsolescence of material.

Responsibility for cause or condition, or a statement that responsibility cannot be determined.

Recommended disposition of material and action to be taken in regard to cause and responsibility. Reference should be made to any special survey procedures contained in manuals or instructions issued by higher authority. When controlled equipment is being surveyed, the equipment custody card number should be shown. As the request is forwarded via the head of department and supply officer, additional information may be added. The purpose of the initial request is to provide all data available to assist the commanding officer in determining the type of survey, if any, and to assist the members of the survey board or the surveying officer. When completed, the initial survey request is forwarded to the commanding officer or the officer delegated for assignment of action.

CO'S ACTION.—The commanding officer reviews the initial request, determines the type of survey to be conducted (formal or informal), appoints the surveying officer or survey board, signs the request, and returns it to the person or office designated to prepare smooth survey requests (normally the supply office).

The smooth survey request is then prepared from the initial request and completed down to the "Survey Report and Recommendation" section. The number of copies depends on the distribution requirements set forth in NAVSUP Manual, Volume 2 for the type of material being surveyed. The initial request must be appended to the original survey report and labeled "Originator's Statement" to prevent its possible confusion with the survey report as prepared by the designated surveying officer, board, or head of department.

The person who submitted the initial request for survey signs the original of the smooth request as the originator, and it is submitted to the commanding officer for signature and delivery to the appointed surveying officer or senior member of the survey board.

REPORT OF SURVEY.—The surveying officer or survey board makes thorough investigation of the materials or the circumstances under which material is missing to determine condition at the time of survey and fixes the cause and responsibility for that condition. If the responsibility cannot be determined, or is not applicable (as in the case of material worn out through normal use), this fact is indicated.

The findings and recommendations of the surveying officer or survey board are entered on a copy of the smooth request and returned to the supply office. The "Survey Report and Recommendation" section of the smooth survey request is completed, signed by the surveying officer or survey board, and submitted to the commanding officer for review.

ACTION BY REVIEWING AUTHORITY.—The completed survey request and report is reviewed by the commanding officer, assigned delegate, or officer ordering the survey if the survey was ordered by higher authority, and the reviewing authority approval or disapproval is indicated. The reviewing authority signs and dates the survey and returns it to the supply office. Upon receipt of the approved smooth survey, the supply officer assigns an expenditure number, takes the indicated expenditure action, and completes and signs the expenditure portion of the survey. A copy of the completed survey is then returned to the originator and a copy to the cognizant head of the department if other than the originator.

Survey requests, other than for material lost by inventory, shall be submitted to COMANVSECGRU (G-41) for approval and final disposition. Upon completion of survey, activities shall submit as applicable, a 2300/1 or 4400/1 Form to COMNAVSECGRU (G-41) with a copy of the Survey Form (NAVSUP Form 154) attached.

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PROCUREMENT AND INVENTORY OF EQUIPMENT SYSTEM (PIES)

The Procurement and Inventory of Equipment System (PIES), serves as a base for NAVSECGRU planning and programming decisions to meet operational requirements. PIES information aids all levels of management by allowing positive control of equipment from the time programming action is initiated through budgeting, procurement, delivery, and individual station accounting, until final disposition when the equipment is removed from COMNAVSECGRU accountability.

Information concerning procurement, receipt, transfer, survey, and other disposition of equipment is the key ingredient in the operation of PIES. This information is acquired from actions and reports initiated by Headquarters equipment resource sponsors and NAVSECGRU field activities. All electronic/communications equipment (less cryptographic) under the management control of COMNAVSECGRU, is included within the Procurement and Inventory of Equipment System (PIES). This includes all components of equipment systems, antennas, and multicouplers.

Since COMNAVSECGRU is responsible for determining equipment requirements and for the programming/budgeting actions necessary to meet these requirements. The data required to manage these resources properly must be immediately available and accurate. The PIES, utilizing a computer to store and process the many elements of equipment data, has been assigned and developed for this purpose. Reports generated by the PIES are subsequently utilized as management tools in the decision making process. Of considerable importance is the need for information contained within data fields to be standardized wherever possible. For example alpha/numeric combinations and their location within a field must be uniform; otherwise it will appear as though like data is dissimilar, and computer sorts will result in erroneous indications. Therefore, the need for careful, accurate preparation of new data submissions and corrections to station equipment inventories cannot be overemphasized. The following paragraphs prescribe procedures for the

establishment, modification, and maintenance of electronic and/or communications equipment (other than cryptographic) inventories for activities and/or elements of the Naval Security Group Command.

Annually, in accordance with the schedule contained in NAVSECGRU Instruction 2300.1 APPENDIX A of Chapter 4, each NAVSECGRU activity and/or element will be provided two copies of their electronic/communication equipment inventory (figure 10-11), plus an inventory label (figure 10-12), and two duplicate prepunched and interpreted 4440/4 cards (see figure 10-7), for each item of equipment listed on a station's inventory listing. The station inventory, labels, and 4440/4 cards contain data as currently reflected in the PIES Master Equipment Inventory for that activity and/or unit. It is imperative that all electronic/communications equipment not reflected in the station inventory be reported by submission of Form 4440/4.

Inventory Labels

Inventory labels (figure 10-12) reflecting equipment nomenclature and serial number will be affixed to the equipment in a conspicuous place (on the front panel of possible without interfering with the equipment's operation). Equipment without a label shall be reported in accordance with NAVSECGRUINST 2300.1. Labels for newly reported equipment will be provided upon incorporation of the data in the master equipment inventory file. New labels are also provided when a change is made to nomenclature, serial number, or APL number.

Equipment/System Components

All equipment systems on a station inventory will be broken down to the component level and identified by serial number.

NDW NAVSECGRU 4440/4 Card Reporting

Changes to equipment/component condition codes, employment codes, POEI's (use), locations and work center codes shall be reported to COMNAVSECGRU (G-41) via

NOMEN= CAQI-450A
 APL= 61613950SD
 SERIAL= 0228-07612
 NSG PIES III 01 JUN 77 00069

1.487

Figure 10-12.—PIES Inventory Label.

4440/4 cards. Although the 4440/4 card is primarily designed to report changes as they occur between annual inventories, its use during the annual inventory is also a significant manpower and time saver.

Upon completion of inventory return one marked-up copy of the corrected inventory (reflecting all changes) and annotated 4440/4 change cards to COMNAVSECGRU (G-41) within 60 calendar days of the data received. Cite an explanation/justification (e.g., Equipment Disposition Card (NDW NAVSECGRU Form 2300/1), Equipment Disposition Report (NDW NAVSECGRU Form 4400/1) or other applicable documents) for all changes except those submitted via 4440/4 card. Forms 2300/1 shall be referenced using the data in the "Authorization" field on the card. Form 4400/1 shall be referenced using the data in the "Report Serial" and "Julian Data" fields.

Revised Copies.—When the reported changes have been verified and incorporated into the Master Equipment Inventory File, four copies of the revised station inventory, plus labels for newly reported equipment and appropriate 4440/4 cards, will be provided to the cognizant station by COMNAVSECGRU (G-41/GP).

Explanation of PIES Inventory Format

The following information concerning the Station Inventory format is provided to assist technicians in interpreting the report and in providing required data. Explanations are keyed to the column headings on the report (see figure 10-10).

Nomenclature: This column heading reflects either the government or commercial nomenclature of the equipment. If a Government nomenclature plate is not affixed to the equipment being reported, the commercial nomenclature will be used. Commercial equipments are listed by model number preceded by the manufacturer's designator code as listed in FSCM (Federal Supply Code for Manufacturers) (Cataloging Handbook - H4 - 1 (Name to Code - U.S. & Canada), H4-2 (Code to Name - U.S. & Canada), H4-3 (Name to Code - Non-U.S. & Canada)), e.g., Tektronix 535A Oscilloscope will be listed as 80009-535A. When 4400/1 reports from field stations differ in reporting nomenclatures of like equipment from the same contract, COMNAVSECGRU (G-41) shall enter into the PIES the nomenclature as stated in the contract.

Description: This column heading reflects a noun description of the equipment being reported, e.g., Radio Receiving Set, Teletypewriter Set, Frequency Converter, etc.

APL (Allowance Parts List Number): This column reflects the 10 digit APL number assigned each equipment nomenclature in accordance with MIAPL (Master Index of the APL). Any number less than 10 digits indicates equipment for which no APL number has been assigned. This column will be updated by COMNAVSECGRU (G-41) upon notification from SPCC that an APL number has been assigned.

Serial (Serial Number): This column heading reflects the serial number of the equipment reported. Serial numbers are normally obtained from the equipment data plate on the equipment, and will be reported via either NDW NAVSECGRU Forms 2300.1 or 4400/1. If a serial number is not affixed to the equipment (equipment data plate or elsewhere), a permanent serial number will be assigned by the activity in the manner previously described for 2300/1 cards. Since this field is a control field for establishing a record in the PIES Master Equipment Inventory File, duplicate serial numbers cannot be entered into the system.

If necessary, as in the case of R-390A/URR equipment, COMNAVSECGRU (G-41) will

assign an alfa character to precede the actual serial number in order to provide the distinction necessary to avoid entering duplicate serial numbers into the record. Once equipment has been reported and entered into the PIES, always refer to the station inventory listing, 4440/4 cards, or equipment labels provided by COMNAVSECGRU to obtain the serial number when referencing serial number transactions.

It is imperative that correct serial numbers be established at the time of initial reporting since changes thereafter require a time consuming manual revision to all report and accounting records.

DISP (Disposition): This column heading reflects the disposition code assigned to an equipment. The following definitions apply:

“A”—Disposition of equipment has been authorized.

“H”—Hold equipment on board temporarily pending final disposition.

“N”—No requirement within NAVSECGRU for this equipment. NAVSECGRUHQ is coordinating disposition with the appropriate DOD item manager.

“R”—Transferring station has not returned the 2300/1 transfer card to COMNAVSECGRU (G-41).

“S”—Retain equipment in storage at the site. Equipment is being retained for probable near future application locally or at a site in the same geographical region or to save transportation costs involved in shipping equipment to CONUS Storage.

“T”—COMNAVSECGRU has received a 2300/1 card from the transferring activity advising that equipment has been transferred.

“X”—COMNAVSECGRU has authorized the survey of equipment reported as excess or beyond economical repair.

“Z”—Equipment transferred out of COMNAVSECGRU accountability.

RSTA: This field reflects the five character UIC of the station slated for receipt of the equipment.

Location: This column heading reflects the physical location (Building, Room, WC) of the equipment as previously discussed.

EMP (Employment): This column heading reflects the employment code for the equipment being reported and indicates the general equipment utilization as previously discussed.

Equipment excess to the requirements of the station shall be so indicated by placing an “N” in the right most (second) position of the employment field. Upon validation of the station’s inventory by COMNAVSECGRU, an excess equipment report is prepared and forwarded to appropriate NAVSECGRU equipment resource sponsors for disposition action. Disposition instructions provided by NAVSECGRU resource sponsors will be forwarded via separate correspondence or by reflecting the disposition desired on updated excess listings forwarded to the field station.

YR (Year acquired): This column heading reflects the year the equipment was originally acquired or received from procurement/contract. Once recorded, the data in this field is never changed, even when equipment is transferred since it provides information relative to the COMNAVSECGRU equipment replacement program.

COND (Condition Code): This column heading reflects the physical and operational condition code of the equipment being reported. The condition and age of equipment are major factors to be considered when programming replacement and/or reconfiguration requirements, determining future requirements for continued usage, or evaluating the operational capability of the equipment to satisfy mission tasking at either its current location or at another station. Condition codes listed on the station inventory are determined by the reporting station and shall be reported to COMNAVSECGRU via 4440/4 cards.

SPON (Sponsor): This column heading reflects the COMNAVSECGRU resource sponsor responsible for managing the equipment until it is eliminated as a COMNAVSECGRU asset and removed from the PIES Master Equipment Inventory File.

POEI (Position Equipment Index): This column reflects the position in which the equipment is installed. Annual inventory updating shall be reported via the 4440/4 card. POEI changes between annual inventories shall

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be reported to COMNAVSECGRU (G41) as they occur, also via 4440/4 cards.

COST (Unit Cost): This column heading reflects the actual cost per equipment during the year of acquisition. This cost may be used for plant account purposes only in the absence of DD-250s or other formal authoritative documents.

SERV-APPL (Service Application): The ESOINST 4423.1 contains instructions for completing this field. Since the PIES is now used to update Ship Parts Control Center's (SPCC's) Preliminary Equipment Component Index (PECI), it is essential that stations accurately reflect appropriate information in this field.

PLANT ACCOUNT: This column reflects the plant account number for this piece of equipment.

XS: This column reflects the date this piece of equipment entered the PIES Inventory as excess. Only equipment with an "N" or "P" in the second character of the Employment Code will have a date entry in the XS column.

REMARKS: This column is used to reflect any amplifying information on the equipment being reported.

QUANTITY: This column heading reflects the total number of equipments reported as on board for each nomenclature listed.

Cost: This column heading reflects the total acquisition dollar value of equipment reported as on board for each nomenclature listed.

TOTAL COST: This column heading, entered on the last page of the station inventory listing, reflects the total acquisition dollar value of all equipments, regardless of nomenclature, which are carried on the station inventory.

TOTAL QUANTITY: This column heading, entered on the last page of the station inventory, reflects the total number of units, equipments and/or systems in the station's inventory.

System Components Reporting

In order to account accurately for all equipment, monitor equipment and system configurations, and react to rapid changes in a station's equipment inventory, all subsystems and components of an equipment system must be identified and reported. Accordingly, each

station shall report all subsystems and their components for each basic system. When reporting subsystems and components, the same reporting procedures and information as specified above are to be followed. Ensure that the parent system nomenclature and serial number are referenced on subsystem submissions in order that the subsystems may be matched to the parent system. Additionally, ensure that the subsystem nomenclature and serial number are referenced on component submissions in order that the components may be matched to the subsystem. Accomplishment of the foregoing will create a three level (parent system: OE-240/FSQ-111, subsystem: OA-4414F, and component: 0-1076/F) system accounting record which will match all components and subsystems to a parent (basic) system. (See Figure 10-11).

NAVAL SUPPLY SYSTEMS COMMAND

The Naval Supply Systems Command (NAVSUP) is the Navy's technical authority for supply management policies and methods to the Navy and Marine Corps; for such functions as provisioning, cataloging, inventory management, distribution, materials handling, traffic management, transportation, packing, preservation, receipt, storage, issue, and disposal. Within the regulations of the Naval Material Command (NMC), the NAVSUP Command will procure materials and services on request for other Naval procurement activities.

A good working knowledge of the Naval Supply System is a must for every CTM. Components required for equipment repair, office supplies, and all other supplies required in the course of duty are made available through it.

FEDERAL CATALOG SYSTEM

The Federal Catalog System requires that only one identification number be assigned for each item of material used by the Department of

Defense and civil agencies of the Federal Government. The Federal Catalog System includes naming, describing, classifying, and numbering all items carried under centralized inventory control by the Department of Defense and the civil agencies as well as the publication of catalogs and stock and identification lists. The system is managed by the Defense Supply Agency (DSA) under the authority of the Secretary of Defense.

Material Classification

The Defense Supply System contains over 4 million different items, and the Navy uses and has interest in over 1.5 million items. The Federal Supply Classification (FSC) System is a tool which has been designed to permit the classification of all items of supply used by the Federal Government. It provides a common language so that it is now possible for one service or agency to use available materials held by another.

The system also serves as an economy measure. Instead of the Army, Navy, Air Force, Defense Supply Agency, and civil agencies each purchasing and maintaining large stocks of material, all agencies can make use of centralized stocks.

Stock Groups and Classes

The FSC is a commodity classification designed to classify all items used by the U.S. Government. To accomplish this purpose, groups and classes have been established for the numerous commodities with emphasis on the items in the supply systems of the military departments.

As presently established, the FSC consists of 90 groups (76 currently assigned), which are subdivided into approximately 550 classes. Each class covers a particular area of commodities, in accordance with their physical or performance characteristics, or based on the fact that the items in the class are usually requisitioned or issued together.

The list that follows gives examples of assignment of commodity groups and classes.

58-Communications Equipment
 5815-Teletype and Facsimile Equipment
 5831-Intercoms and Public Address Equipment, Airborne

59-Electronic and Electrical Equipment Components
 5905-Resistors
 5910-Capacitors
 5920-Fuses and Lightning Arrestors

61-Electric Wire, Power, and Distribution Equipment
 6110-Electrical Control Equipment
 6135-Batteries, Primary

Commodity classification code numbers are so assigned as to make it possible to expand the number of groups and classes when that becomes necessary. Within each group, gaps have been left between numbers assigned to adjacent classes. This has been done to permit the insertion of new classes in logical sequence, when necessary because of technological advances, or to accomplish other desirable changes.

National Stock Number (NSN)

The national stock number (NSN) formerly referred to as the Federal stock number (FSN) is composed of a 13-digit number.

The adoption of the new NSN (effective 30 September 1974) resulted from the United States being a primary signatory to NATO Standardization Agreements. As a member of NATO, the United States was committed to adopt the NATO stock-numbering system in lieu of its Federal stock-numbering system.

The following terms are defined to reflect their use in conjunction with the conversion to the 13-digit numbering system:

1. National Stock Number (NSN) means the 13-digit stock number replaces the 11-digit Federal stock number (FSN). It consists of the four digit Federal Supply Classification (FSC) class code, and the nine digit National Item Identification Number (NIIN).

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De'

2. Federal Supply Classification (FSC) code means a four digit number which groups similar type items into classes.

3. National Codification Bureau (NCB) code means a two digit number designating the NATO country which cataloged the item.

4. National Item Identification Number (NIIN) is the NCB code number (two digits) combined with seven other digits.

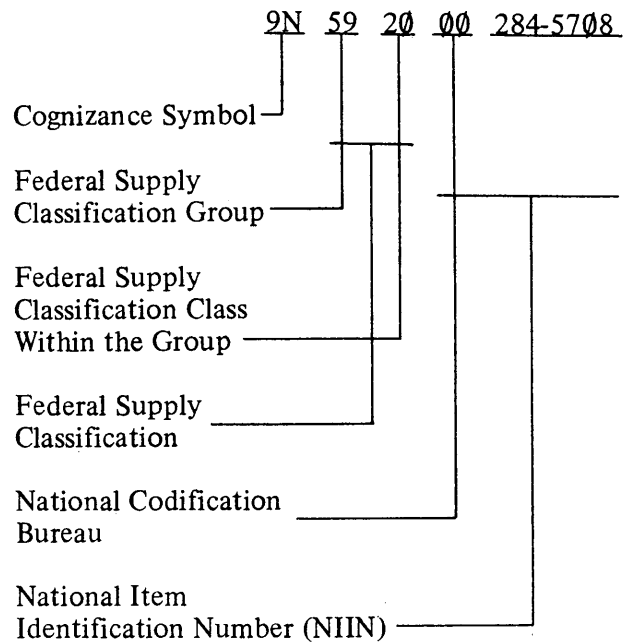
The NIIN is a vague description assigned to a specific item of material and bears no relationship to any other NIIN. The FSC is used to group and classify similar types of material, but two similar items listed side by side in the catalog may have NIIN's such as 00-541-4078 and 00-268-3579.

Cognizance Symbol.—A two-part cognizance symbol is used within the Navy to provide supply management information. There are 98 cognizance symbols currently in use, although the majority of stock transactions aboard ship will be covered by 1H, 1N, 9C, 9G, 9N, 9Q, and 9Z. The first part is a single number that denotes the stores account in which the material is carried in the supply system. Briefly, the numeral part of the cognizance symbol indicates the following:

- | | |
|------------|---|
| 1,5 | Material is held in the Naval Stock account (NSA). When this material is issued, it must be paid for by the requisitioner. |
| 9 | Material purchased by the Defense Stock Fund and held in NSA. When this material is issued, it must be paid for by the requisitioner. |
| 2,4
6,8 | Material held in the Appropriations Purchases Account. This material is issued without charge to the requisitioner. |

The second part of the cognizance symbol is a single letter code that designates the inventory manager or Inventory Control Point (ICP) that has cognizance, or control, of the material. These inventory managers may be Navy or Defense activities.

The following NSN illustrates all of the elements that have been discussed:



TOOLS OF IDENTIFICATION

The problem of identification by no means terminates with the assignment of a stock number. The supply system's customers must be provided with some means of identifying their particular needs to the stock numbers which have been assigned to the desired items. This means that various publications must be provided, enabling the customer to translate his needs into a stock number. There are three basic publications that are used for this purpose:

1. Navy Management Data List (NMDL)
2. Navy Master Cross-Reference List (MCRL)
3. Illustrated Shipboard Shopping Guide (ISSG)

A large variety of catalogs are published to provide the capability of identifying needs to stock numbers. Some of these catalogs are discussed later in this chapter. In many cases the problems of identification are much more difficult than those normally encountered by civilian commercial concerns. This has resulted in the formulation of catalogs in expanding variety and size until today, a complete set of

CRYPTOLOGIC TECHNICIAN M 3 & 2

PUBLICATION ACTION CODE	SOURCE OF SUPPLY CODE	ACQUISITION ADVICE CODE	UNIT OF ISSUE				UNIT PRICE	SHELF LIFE CODE			REQUIRABILITY CODE	SECURITY CLASSIFICATION CODE	COGNIZANCE SYMBOL	MATERIAL MANAGEMENT CODE	NOMENCLATURE		
			FEDERAL STOCK NUMBER	S	AAQ	UI		S	R	S						MGMT	
A			O	S	AAQ	UI		S	R	S	MGMT						
C			U	CDU	NS			H	E	C	CONT						
T			UOP	QVP	IS			E	P	R							
I			RFP	NI	TU			L	A	T	C						
O			CL	C	E			F	I	Y	O						
N			E	E	E			R	G	C							
							6605	010-4956	00	EA	29300.00	0	U	6H	PERISCOPE, ALIG	SPCC TECHNICAL SUPPLY MANAGEMENT CODE TO IDENTIFY SPECIAL PROPULSION PLANT ITEMS.	
							6605	010-4957	00	EA	250.00	0	U	6H	HANGER, ALIGNME		
							6605	010-4958	00	EA	30150.00	0	U	6H	PERISCOPE ALIG		
PUBLICATION ACTION CODE							4540	010-4959	00	EA	53.00	0	U	1H	HEATING ELEMEN	INDICATES CHANGE TO DATA ELEMENT PRECEDING ASTERISK.	
							5330	010-4960	00	EA	1.80	0	U	1H	WASHER, NONMETA		
							2030	010-4961		EA	750.00		U	1H	CYLINDER, COMPR	DELETION OF STOCK NO. WITHOUT REPLACEMENT ITEM.	
							D 8140	010-4964					6A	DELETED			
DECONTROLLED ITEM. PRICE ESTABLISHED LOCALLY BY SUPPLYING ACTIVITY.							D 8140	010-4968					6A	DELETED	PRICE NOT AVAILABLE AND CANNOT BE ESTIMATED.		
							D 8140	010-4969					6A	DELETED			
							8140	010-4970	00	EA	60.00	0	U	6A	WHEEL LOCK ASS	FIRST TWO LETTERS OF ASO TECHNICAL SUPPLY MANAGEMENT CODE.	
							5950	015-3097	00	EA	396.00	0	U	1H	TRANSFORMER, PO		
PRICE IS NOT ESTABLISHED.							5945	015-3098	1	EA	488.00	0	U	9N	RELAY, ARMATURE	JULIAN DATE WHEN CHANGE WILL BECOME EFFECTIVE. SHOWN ONLY WHEN INDICATED CHANGE IS TO BE EFFECTIVE AFTER PUBLICATION DATE OF BULLETIN. THE CHANGED DATA ELEMENT WILL BE FOLLOWED BY AN ASTERISK OR INDICATED BY A PHRASE.	
							5945	015-3102	00	1	EA	42.00	0	U	9N		RELAY, ARMATURE
							5945	015-3122	00	1	EA	6.00	0	U	9N	RELAY, ARMATURE	ESTIMATED PRICE FOR ITEM DECENTRALIZED FOR FIELD ACTIVITY CONTROL.
							3655	015-3127	1	EA	.74	0	U	9C	LENS, RED		
							4820	015-3128	00	1	EA	9.80	0	U	9C	VALVE, GATE	SUPERSEDED BY
							5210	015-3131	00	2	EA	10.10	0	U	9Q	HANDWHEEL, MLCR	
							4820	015-3161	00	1	EA	7.60	0	U	9C	VALVE, GLOBE	7133
							#4820	015-3164	00		EA		0	U	1H	PACKING, VALVE	
							#4820	015-3164	00	1	EA		0	U	9C	PACKING, VALVE	
SHARP SIGN INDICATES MULTI MANAGED FIINS PENDING RESOLUTION OF MANAGER.							C 4935	017-8908	00	EA	94.00	0	H	U	6A	MODULATOR	PUBLICATION DATE OF BULLETIN. THE CHANGED DATA ELEMENT WILL BE FOLLOWED BY AN ASTERISK OR INDICATED BY A PHRASE.
							C 4935	017-8909	00	EA	499.00*	0	U	6A	OSCILLATOR		
							4935	017-8910	00	EA	91.00	0	U	6A	ELECTRONIC COM	ESTIMATED PRICE FOR ITEM DECENTRALIZED FOR FIELD ACTIVITY CONTROL.	
							1440	017-8911	00	EA	339.00	0	H	U	6A		SIMULATOR
							1440	017-8912	00	EA		0	U	6J	MODIFICATION K	ESTIMATED PRICE FOR ITEM DECENTRALIZED FOR FIELD ACTIVITY CONTROL.	
							1440	017-8913	00	EA		0	U	6J	MODIFICATION K		
							#6625	017-8914	00	SE	83.00	0	U	2A	ORDALT SET	ESTIMATED PRICE FOR ITEM DECENTRALIZED FOR FIELD ACTIVITY CONTROL.	
							#6625	017-8914	00	SE	83.00	0	U	4N	ORDALT SET		
							1285	017-8915	00	SE	1700.00	0	U	2A	ORDALT 5189	ESTIMATED PRICE FOR ITEM DECENTRALIZED FOR FIELD ACTIVITY CONTROL.	
							1285	017-8916	00	SE	297.00	0	U	4N	ORDALT 5284		
							1285	017-8917	00	SE	1500.00	0	U	4N	ORDALT 5344	ESTIMATED PRICE FOR ITEM DECENTRALIZED FOR FIELD ACTIVITY CONTROL.	
							5895	017-8933	AR	EA	4000.00	0	H	U	8R		FA CODER, RECEIVER
							5895	017-8934	AR	EA	4000.00	0	H	U	8R	FA DECODER, PULSE	ESTIMATED PRICE FOR ITEM DECENTRALIZED FOR FIELD ACTIVITY CONTROL.
							5895	017-8935	AR	EA	4000.00	0	H	U	8R	FA RECEIVER, TRANS	
							5895	017-8936	AR	EA	600.00	0	H	U	8R	FA CONTROL UNIT	ESTIMATED PRICE FOR ITEM DECENTRALIZED FOR FIELD ACTIVITY CONTROL.
							C 2320-122-1940	AE / A	EA	500.00	2	S	C	2A	X3 GENERATOR-DC		
ESTIMATED PRICE FOR ITEM DECENTRALIZED FOR FIELD ACTIVITY CONTROL.							# 2300-122-1943	AD 6 B	EA	1680.00	3	D	U	2V	X2 MOTOR AC		

NOTE: As of 30 September 1974, all 11-digit Federal Stock Numbers will be changed to a 13-digit National Stock Number; i.e. FSN 1020-026-5925 will be changed to NSN 1020-00-026-5925.

Figure 10-13.—The Navy Management Data List (MNDL).

Navy and Federal Supply Catalogs would occupy some 23.16 meters (76 feet) of shelf space. The problem of maintaining these various catalogs has been alleviated through the Navy Management Data List (NMDL). This listing gives the capability to identify, with a National Stock Number, the majority of the items that will be required.

Navy Management Data List (NMDL)

The Navy Management Data List (NMDL) is designed to provide end users with accurate management data which will expedite the flow of materials. The Navy requires that approximately 1.5 million line items of supply be available for logistic support. In this respect, Navy interest management data for approximately 95 percent of the items which have been assigned National Stock Numbers are listed in the NMDL. Medical, subsistence, ammunition, forms and publications, cryptographic, and other highly selective items are not included.

The Fleet Material Support Office (FMSO) compiles all the price and management data published by the various ICP's, the Defense Supply Centers, General Services Administration (GSA), and the Army Tank Automotive Center (ATAC). All current NSNs having Navy Application are contained in the NMDL.

The NMDL includes the basic management data necessary for preparing requisitions. It is

the instrument for publishing data relative to stock number changes, units of issue, unit price, shelf life, how many items are contained in a package, and associated information. Figure 10-13 shows the different columns of information and what they contain. The introduction to the NMDL lists all of the codes used and their meanings. The NMDL is published quarterly on microfiche.

Microfiche is a film that is placed on a transparency projector to be read. The format of individual pages is the same as that in the books.

NMDL Related Publications

The NMDL provides most of the required management data related to a stock number; however, other essential information is included in related publications and should be used in conjunction with the NMDL. These publications are discussed in the following paragraphs.

DSNL.—Deleted and Superseded NIIN List and Bulletin (DSNL) cross-reference old NIINs to replacement NIINs, the historical record of stock number supersessions and deletions. (See figure 10-14). If a National Stock Number cannot be verified in the NMDL, consult the DSNL, again using the NIIN portion of the stock number. When located, note the Change Notice

OLD NIIN	CNC	REPL NIIN
ØØ-273-2230	DO	DELETED
ØØ-273-2234	RL	ØØ-983-7454
ØØ-273-2236	RL	ØØ-051-4095
ØØ-273-2239	DO	DELETED
ØØ-273-2240	RL	ØØ-273-4956
ØØ-273-2247	RL	ØØ-210-0390

ITEM DELETED W/O REPLACEMENT

ITEM SUPERSEDED AS INDICATED

Figure 10-14.—The Format of the Deleted and Superseded NIIN List (DSNL).

PART I LISTING OF ITEMS

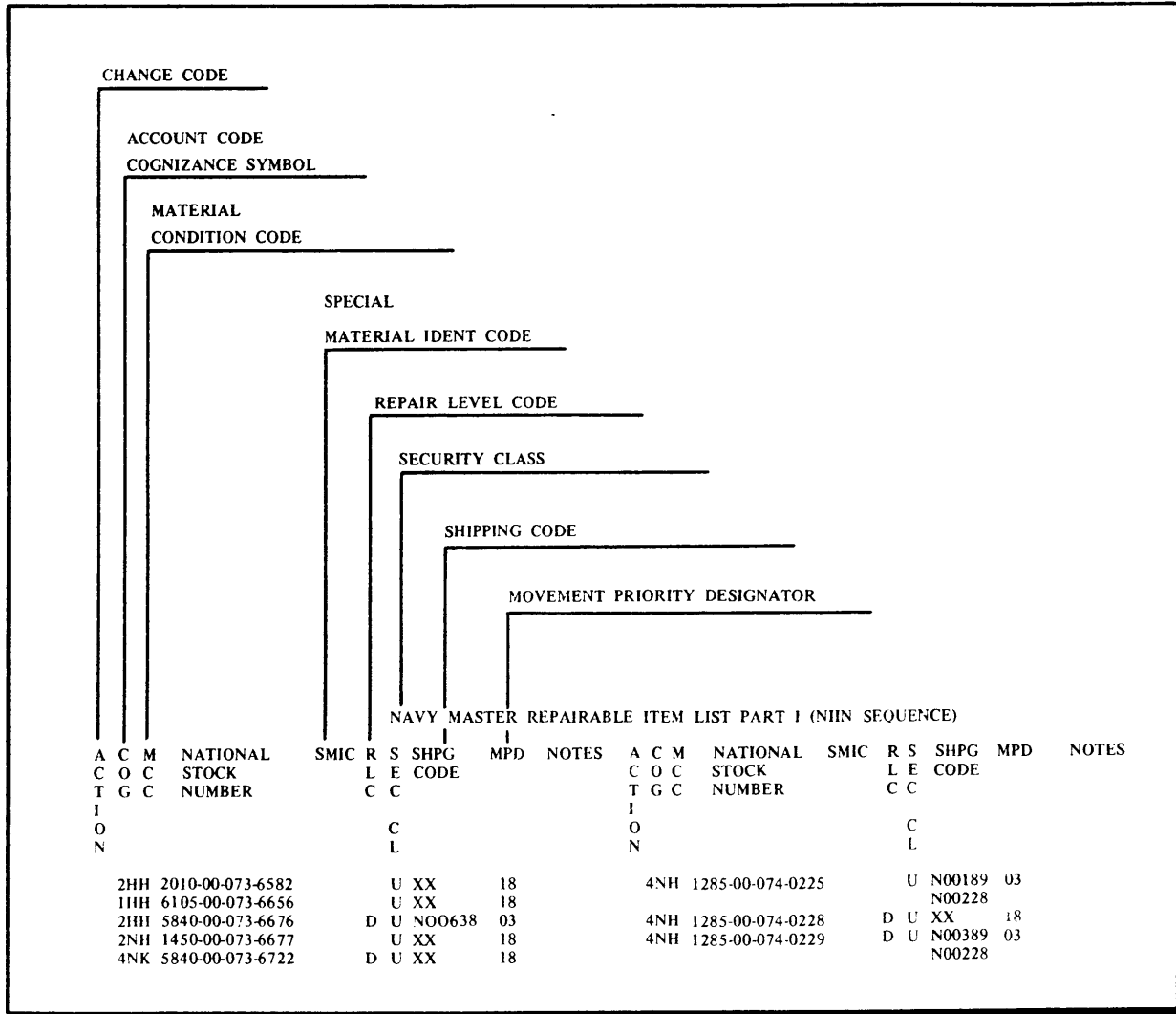


Figure 10-15.—The Format of the Master Repairable Item List (MRIL).

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PART II SECTION A SHIPPING ADDRESSES

NAVY MASTER REPAIRABLE ITEM LIST PART II, SECTION A (SHIPPING CODE SEQUENCE)

SHPG CODE	SHIPPING INSTRUCTIONS	SHPG CODE	SHIPPING INSTRUCTIONS
C46900	SHIP TO ARMY AVIATION HUGHES PLANT ACTIVITY HUGHES TOOL COMPANY CENTINELA AND TEALE STREETS CULVER CITY CALIFORNIA 90230 SPECIAL MARKINGS FOR OVERHAUL AND REPAIR ON CONTRACT N001 0470D0434	N00129	SHIP TO COMMANDING OFFICER NAVAL SUBMARINE BASE NEW LONDON GROTON, CONN. 06340 M/F BLDG 17-1, CODE 236B
C49220	SHIP TO NAVPLANTREP O/RIC C/O SPERRY GYROSCOPE COMPANY DIVISION OF SPERRY RAND CORP GREAT NECK, N. Y. 11020 SPECIAL MARKINGS FOR REPAIR ON CONTRACT N0010470A0168	N00146	SHIP TO COMMANDING GENERAL MARINE CORPS AIR STATION CHERRY POINT, N.C. 28533 M/F BLDG 155, SECTION A, R.T. BOYD
		N00151	SHIP TO COMMANDER PHILADELPHIA NAVAL SHIPYARD PHILADELPHIA, PA. 19112 M/F RECEIVING OFFICER, BLDG 624

PART III PART NUMBER CROSS REFERENCE LISTING

FEDERAL SUPPLY CODE FOR MANUFACTURER

NATIONAL ITEM IDENTIFICATION NUMBER

NAVY MASTER REPAIRABLE ITEM LIST PART III (PART NO. SEQUENCE)

A C T I O N	PART/REFERENCE NUMBER	FSCM	NIIN	A C T I O N	PART/REFERENCE NUMBER	FSCM	NIIN
	0243	13629	00-856-6885		AB532018	20551	00-534-2488
	1713	55358	00-079-1147		AB54768EVB	20551	00-534-2505
	1753	96795	00-783-7217		AB556218	20551	00-534-2511
	2243	94722	00-653-2289		AB70-13158A	17238	00-634-6700
	2284	36090	00-780-0996		AB70-13158B	81412	00-684-6700
	2297	36090	00-983-0869		AB7007BEVC	20551	00-534-2527
	30107	36090	00-779-9645		AC-2361E-24P	01414	00-731-9094
	3042	56232	00-650-1139		AC-2361-24P	01414	00-731-9095
	3073	36090	00-992-9758		AC-2661E-20P1	01414	00-887-9220
	3075	36090	00-735-9366		AC-298-1	94524	00-595-2912
	3079	36090	00-780-2959		AC-3821B	09842	00-467-9670
	3079	36090	00-780-2962		AC1024-1	19905	00-124-8661

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Figure 10-15.—The Format of the Master Repairable Item List (MRIL)—Continued.

Code. If the indicated replacement NIIN is suitable for the end use of the desired item, order the replacement NIIN. (The DSNL is presently being incorporated into the basic NMDL).

MRIL.—The Master Repairable Item List (MRIL) is a user oriented publication published on MICROFICHE. It is designed for use in the supply office or supply support center and in screening, packaging, and shipping areas involved in the preparation and turn in of repairable or recoverable material.

The MRIL is a consolidation of many individual repair lists that have been developed to facilitate the identification and return of mandatory turn in items. The MRIL is published every six months and changes are published monthly as cumulative bulletins. The MRIL shown in figure 10-15 is divided into three basic parts:

Part I—Listing of Items.

Part II, Section A—Shipping Addresses, Section B—Inventory Manager Addresses.

Part III—Part Number Cross Reference Listing.

Materials assigned cognizance codes E, R, and V are not included in the MRIL. Repairable items in these cognizance codes are listed in the Master Repair List of Navy Aeronautical Materials (MRL).

CHIL.—The Navy Consolidated Hazardous Item List (CHIL) has been published to alert users to the potentially hazardous nature of certain items in the supply system. It should be used as a guide to identify those potentially hazardous items and not as a directive for the identification, labeling, stowage, or handling of hazardous material.

The following directives/instructions should be consulted for proper handling of hazardous materials:

MIL-STD-755A-Labeling criteria/requirements.

NAVSHIPS Technical Manual, Chapter 9300—Stowage requirements.

The CHIL applies to industrial chemicals, materials, and devices which pose an inherent danger to life or property, but does not include (1) explosives, (2) conventional bulk fuels, (3) drugs and chemicals dispensed by Medical Department pharmacies, and (4) reagents and other chemicals labeled for use by clinical or chemical laboratories.

MCRL.—The Master Cross-Reference List (MCRL) is designed to provide a cross-reference from a Reference Number (a manufacturer's part number, a drawing number, a design control number, et cetera) to its assigned National Stock Number (NSN). It is kept current by the publication of quarterly cumulative bulletins.

The reference numbers are arranged in a basic alphanumeric sequence which recognizes the existence and placement of spaces and special characters. Reference number location is determined by considering each individual character of the number beginning with the extreme left position (first character) and continuing from left to right. Precedence of the characters in sequence is as follows:

- Space (blank)
- Special Characters (symbols)
- Letters "A" through "N" and "P" through "Z"
- Numerals "0" through "9"
- The letter "O" is considered as numerical "0."

The following example illustrates the relative precedence used in sequencing:

AN2030-1	11562-1
AN850	14-AB45
A3460	143211
MS12552	15-12-07
RV4225	187662
RV12406	2517-5
YP6825	333P-620
OBD-5600	777B-225-5740
11-432-1	9-RV-450

If a number cannot be found in the form shown in the technical manual, illustrated parts breakdown, or other reference, try various

arrangements of the part number before deciding that it is no longer listed.

For example:

137 BCA 123 B
 137 BCA/123-B
 137-BCA-123-B
 137BCA-123B
 137BCA123B

Reference numbers having too many characters to permit complete listing on one line in the 16 character field are considered long reference numbers and are continued, indented one space, on the next line or lines.

The Reference Number Variation Code (RNVC) column indicates, by use of the numbers 1 and 2, those items which are adequately identified in the MCRL and those that require supplementary data to correctly identify the item. Code 1 indicates the items which require additional information or which must be verified by other means. Figure 10-16 shows a portion of an MCRL page illustrating the above information.

MCRL-SD.—Cross-Reference List Supplementary Data (Part III) (MCRL-SD) provides variation data to correctly identify items of supply having the same reference numbers and Federal Supply Code for Manufacturers (FSCM) but two or more different National Item Identification Numbers (NIINs).

The MCRL-SD is printed in reference number sequence. Reference numbers are sequenced in the same manner as in the MCRL discussed earlier.

Only items for which variation data has been developed are included in this supplement. Therefore, items appearing in the MCRL may have identical reference numbers, and FSCMs with different NSNs and not appear in this supplement. They will be included when variation data has been developed for these items. Just as with the MCRL the format of the MCRL-SD is shown in figure 10-17.

When using the MCRL-SD, it is recommended in looking up a reference number that the various methods of representing this

MASTER CROSS REFERENCE LIST					
No.	Reference No.	Mfr. Code	RN VC	Federal Stock No.	Reference No.
64-4933	AGB454302H138829H				AGC4008
7-4945	60B11042-222	80064	2	2010-343-7201	AGC4009
5-5856	AGB454302H138829R				AGC4010
5-2122	EVEPC14-15	80064	2	2010-343-7201	AGC4011
8-4720	AGB454302H138829R				AGC4014
236-4717	EVEPC3-4	80064	2	2010-343-7200	AGC4016
4898-4719	AGB454302H138829H				AGC4018
353-9363	REVEPC3-4	80064	1	2010-689-8903	AGC4020
7-4731	AGB454400-1388302	80064	1	2010-814-2817	AGC4024
6-5-8353	AGB454400-1388302	80064	1	2010-814-2818	AGC5
275-8354	AGB454400-1388302P				AGC5
598-6590	C1	80064	2	2010-391-9379	AGC5
5-915-5226	AGB454400-1388302P				AGC5A
5-903-4893	C1	80064	1	2010-555-9676	AGC55901-520801IT
1-186-9491	AGB454400-1388302P				EM4
894-3802	C2	80064	1	2010-555-9675	AGC55901-521224IT
5-894-3802	AGB454400-1388302P				EM2H
0-361-3078	C27	80064	2	2010-391-9405	AGC55901-521420IT
5-894-2745	AGB454400-1388302P				EM4
45-894-2745	C3	80064	2	2010-391-9406	AGC556505-465001
915-578-8317	AGB454400-1388302R				AGC556505-465001AG
3930-359-3433	EVHPCA	80064	2	2010-737-0740	C556505-465001
3930-359-3433	AGC	71400	1	5920-014-2630	AGC556505-465001P
3930-359-3432	AGC55101-914755PC				C27
3930-359-3432	3M26610	80064	2	4410-772-8804	AGC556505-465001P
3930-359-3431	AGC55101-914755PC				C62
3930-359-3431	3M26610A	80064	2	4410-772-8805	AGC556505-465001P
5945-894-3800	AGC55101-914755PC				C64
3820-863-1594	3M26610C	80064	2	4410-372-8803	AGC556505-465001P
5945-894-3800	AGC1	71400	2	5920-143-7693	
2815-395-1150	AGC1				
5945-760-3621	AGC1				

NOTE: As of 30 September 1974, all 11-digit Federal Stock Numbers will be changed to a 13-digit National Stock Number; i.e. FSN 1020-026-5925 will be changed to NSN 1020-00-026-5925.

63.52

Figure 10-16.—Master Cross-Reference List (MCRL).

number be recognized. Various arrangements of the reference number (i.e., with and without dashes and spaces) should be tried before assuming its exclusion. Consult this supplement whenever the MCRL contains identical reference numbers with the same FSCM, but two or more different NIINs. Follow this procedure regardless of the Reference Number Variation Code (RNVC) assigned to the item.

The MCRL-SD is republished as required. The frequency of republication is based on the volume of new variation data developed.

HIVAC.—The listing of Navy High Value Asset Control (HIVAC) items provides a consolidated listing of those items which have been selected for special and intensified management under the HIVAC system.

The HIVAC Listing is published under the cover of the Naval Supply Systems Command

REFERENCE NO.	FSCM	FIIN
T2SLC	75346	
LIGHT, IND 3.0LG RED		299-4847
LIGHT, IND 2.87LG AMB		600-5000
8GSS569-S5800-22	11672	
89837-184BCC2465		
3A4-171010335-39		
5002ABV24785		
1/2IN. LG MACH SCREW		700-2470
3/4IN. LG MACH SCREW		842-1234
9521	65092	
AMM 0-1MA		229-0411
VM 0-150V		500-3301
VM 20-40V		519-1703
AMM 0-1.2KA		553-0613
9530	88245	
HOSE ASSY		36

VARIATION DATA

LONG REFERENCE NUMBER WITH VARIATION DATA

NOTE As of 30 September 1974, all 11-digit Federal Stock Numbers will be changed to a 13-digit National Stock Number; i.e. FSN 1020-026-5925 will be changed to NSN 1020-00-026-5925.

167.34

Figure 10-17.—Master Cross-Reference List Supplementary Data (MCRL-SD).

Publication 485, which also provides information relative to: (1) the preparation of requisitions, (2) the details of turning-in HIVAC items, and (3) the movement reports for HIVAC items.

The listing of HIVAC items includes Navy Inventory Manager designated repairable items with a unit price equal to or greater than \$1000; consumable items with a unit price equal to or greater than \$1000; and/or items having an annual procurement requirement valued at \$1,000,000 or more.

The format of the HIVAC Listing is shown in figure 10-18. It is presented in two parts. Part I is arranged in National Stock Number and II is arranged in National Item Identification Number sequence.

ISSG.—Illustrated Shipboard Shopping Guide (ISSG) was developed to assist fleet personnel in identifying to an NSN, those items of supply not normally related to a part or reference number.

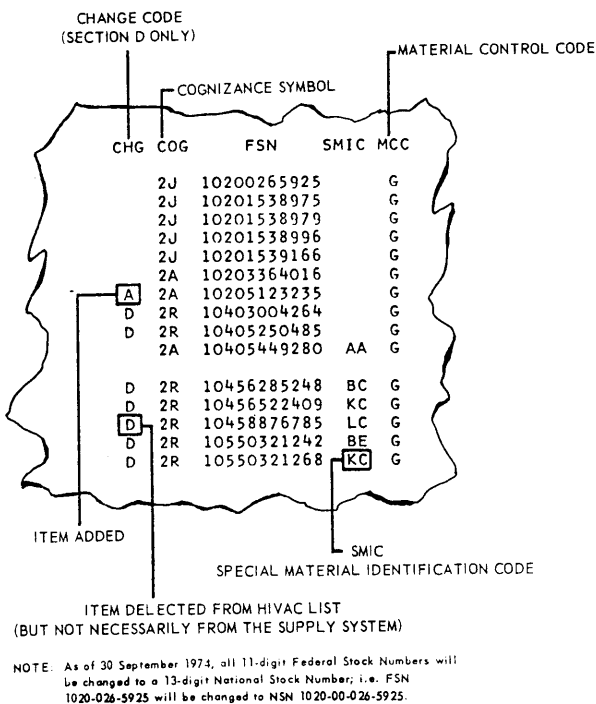
Because of illustrations and descriptive data, you can also use it to determine possible substitutions.

The ISSG consists of two parts, (1) Introduction and Master Index and (2) Individual sections for a specified Federal Supply Class or Group.

The Introduction contains the purpose and content of the ISSG. The Master Index is an alphabetical listing of material by noun name and shows the appropriate FSC or group in which the item will be found. You will find this feature very useful until you learn the various FSCs.

The individual sections may cover an entire stock group or be divided by class depending upon how many items are involved. Each individual FSC or group section has three parts: (1) Introduction, (2) Item Description, and (3) Cross-Reference.

The introduction contains an alphabetic index by noun name and shows the item



66.49
Figure 10-18.—The Format Listing of High Value Asset Control Items (HIVAC).

number(s) which pertain to the material. If appropriate, a list of abbreviations used in the descriptive section will also be shown along with their meanings. Other information may be shown that will aid in use of that particular section.

The descriptive section contains all of the descriptive information and illustrations necessary to identify the items therein. They are listed in "Item Number" sequence referred to in the above paragraph. The item number is used only for cataloging purposes and is not a part of the NSN.

The Cross-Reference section contains a listing of NIINs (In NIIN sequence) for all of the material in that section and shows the appropriate Item Number. It may also contain a listing of specification numbers and commercial designations cross-referenced to the appropriate Item Number. Figure 10-19 illustrates the format of a typical ISSG section.

FEDERAL SUPPLY CATALOG.—The Federal Supply Catalog Identification List contains all Navy-interest items and follows the same format as the ISSG except that all illustrations are placed in the front of the identification list. It is more difficult to use the Federal Supply Catalog because of the large amount of material it contains. Normally, the only sections of the Federal Supply Catalog that are distributed are the Subsistence and Medical sections. Individual sections may be requisitioned to meet individual needs.

GSA CATALOG.—The General Services Administration (GSA) exercises inventory control over and is responsible for cataloging nonmilitary items in general use by both military and civil agencies of the United States. Their Stores Stock Catalog is a handy reference in identifying consumable type material. The catalog format is similar to the ISSG.

FSCM.—The federal Supply Code for Manufacturers (FSCM) provides a 5-digit identification number for commercial firms, primarily manufacturers, that supply material to the Department of Defense. It is published in two volumes; (1) H4-1, Name to Code and (2) H4-2, Code to Name. Figure 10-20A and 10-20B show the format and content of these publications. When using the MCRL to determine a NIIN, you will frequently find the same reference number listed more than once with each having a different NIIN. For proper item identification it is then necessary to select the NIIN from the line entry showing the FSCM for the company that made the needed part.

The Identification Lists of the Federal Supply Catalog include the FSCM in the item descriptions. A numerical listing of all FSCM's included in that section is printed as a part of the introduction to the section.

MANUFACTURER'S INSTRUCTION BOOKS.—Equipment purchased by the Navy is covered by instruction books and technical manuals published by the manufacturer. NAVSEAS assigns publication numbers to these books, and they can be ordered through the supply system. They are used by operating and

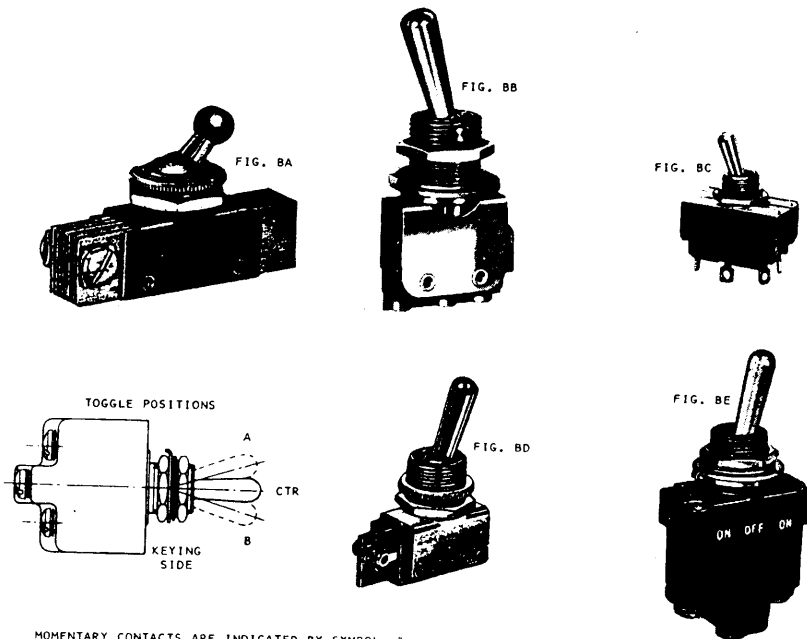
Illustrated Shipboard Shopping Guide

FSC 5930

SWITCH, TOGGLE *continued*

BUSHING MOUNTED

SINGLE POLE DOUBLE THROW



MOMENTARY CONTACTS ARE INDICATED BY SYMBOL -#-.

FIIN	CODE	CIRCUITRY WITH TOGGLE POSITION AT			CURRENT CAP., RESISTIVE						BUSHING DATA		TOGGLE STYLE	F I G U R E	NOTES
					AC			DC			INCHES				
					A	CTR	B	110/125V	220/250V	24/30V	110/125V	220/250V			

SPDT															
ITEM	FIIN	CODE	A	CTR	B	110/125V	220/250V	24/30V	110/125V	220/250V	DIA	LGTH	TOGGLE STYLE	F I G U R E	NOTES
225000	112-5003	ON	NCNE	CN		3A	1A	---	---	---	15/32	15/32	BAT	BA	SOLDER LUG TERMINALS
225100	188-6133	ON	NCNE	CN		3A	1A	---	3A	1A	15/32	15/32	BAT	--	SOLDER LUG TERMINALS
225200	739-8156	S	ON	NCNE	CN	5A	---	5A	---	---	1/4	1/4	BAT	--	SOLDER LUG TERMINALS
225300	556-9217	S	ON	NCNE	CN	5A	5A	5A	---	---	1/4	5/16	BAT	--	SOLDER LUG TERMINALS
225400	519-6383	S	ON	NCNE	CN	5A	5A	5A	---	---	15/32	15/32	BAT	BB	SCREW TERMINALS
225600	655-1923	S	ON	NCNE	CN	5A	2A	---	5A	2A	15/32	15/32	BAT	BC	MS25098-23, LUG TERM.
225700	538-7257	S	ON	NCNE	CN	5A	5A	4A	---	---	15/32	15/32	BAT	BB	LUG TERMINALS
225800	856-0972	ON	NCNE	DN		5A	5A	5A	---	---	15/32	15/32	BAT	--	WIRE LEAD TERMINALS
225900	108-7126	S	ON	NCNE	CN	6A	---	---	---	3A	15/32	15/32	BAT	--	SOLDER LUG TERMINALS
226000	655-1517	S	ON	NCNE	CN#	10A	---	20A	---	---	15/32	15/32	BAT	BD	MS35058-26, 11/16 LG BAT
226200	655-1515	S	ON	NCNE	CN	10A	---	25A	---	---	15/32	15/32	BAT	BD	MS35058-23, 11/16 LG BAT
226300	840-7324	ON	NCNE	CN#		15A	---	15A	---	---	15/32	15/32	BAT	BE	11/16 IN. LG BAT
226400	683-1629	S	ON	NCNE	CN	15A	---	20A	---	---	15/32	15/32	BAT	BE	MS24523-23, 11/16 LG BAT
SPDT, 3 POSITIONS															
226700	112-5105	S	ON	OFF	CN	3A	1A	---	3A	1A	15/32	15/32	BAT	BC	1/2 IN. LG BAT
226800	655-1523	S	ON	OFF	CN#	10A	---	20A	---	---	15/32	15/32	BAT	BD	MS35058-31, 11/16 LG BAT
226900	655-1518	S	ON#	OFF	ON#	10A	---	20A	---	---	15/32	15/32	BAT	BC	MS35058-27, 11/16 LG BAT
227000	655-1513	S	ON	OFF	CN	10A	---	25A	---	---	15/32	15/32	BAT	BD	MS35058-21, 11/16 LG BAT
227100	683-1633	S	ON#	OFF	DN#	15A	---	15A	---	---	15/32	15/32	BAT	BE	MS24523-27, 11/16 LG BAT
227200	681-4727	S	ON	OFF	CN	15A	---	20A	---	---	15/32	15/32	BAT	BE	MS24523-21, 11/16 LG BAT

MOMENTARY CONTACT.

NOTE: As of 30 September 1974, all 11-digit Federal Stock Numbers will be changed to a 13-digit National Stock Number; i.e. FSN 1020-026-5925 will be changed to NSN 1020-00-026-5925.

Figure 10-19.—The Format of a Typical Illustrated Shipboard Shopping Guide Page.

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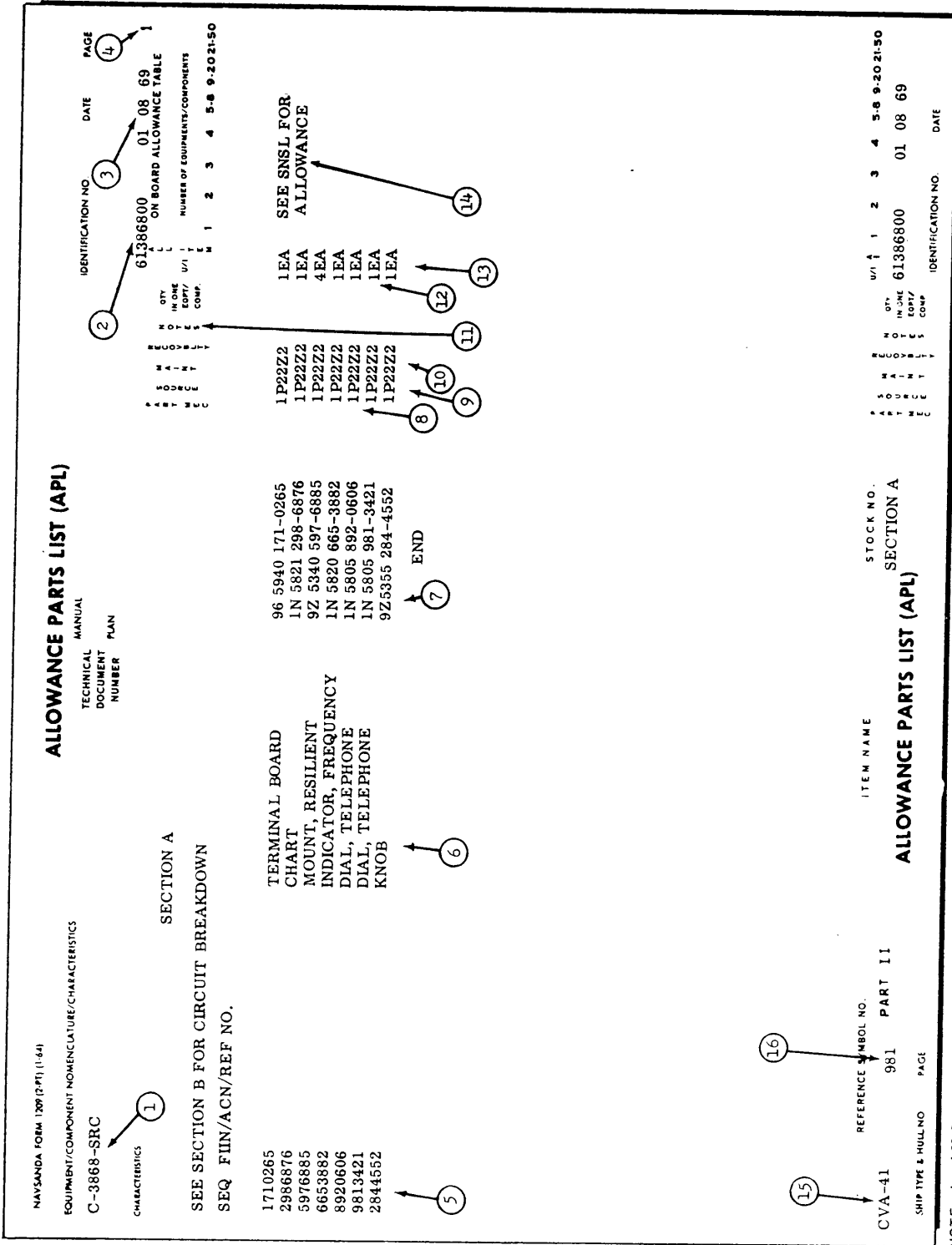
	Code		Code
Nashua Mfg. Co., Nashua, N.H.	42308	National Bearing Metal Corp., St. Louis, Mo. (82473)	
Nashua Package Sealing Co., Inc., Nashua, N.H. (42318)		Acquired by American Brake Shoe Co.	
Now Nashua Corp.		National Beryllia Corp., Haskell, N.J.	05327
Nashville Bridge Co., Nashville, Tenn.	76611	National Billiard Chalk Co., Chicago, Ill.	42423
Nashville Workshop for the Blind, Nashville, Tenn.	85813	National Billiard Mfg. Co., Cincinnati, Ohio.	42426
Nason Co., Detroit, Mich.	85814	National Bird Control Laboratories, Skokie, Ill.	63827
Nason, R. N., and Co., San Francisco, Calif.	76612	National Biscuit Co., New York, N.Y.	88707
Nassau Boat Basin, Inc., Freeport, N.Y.	42319	National Blank Book Co., Holyoke, Mass.	74103
Nassau Laboratories, Hackensack, N.J.	88483	National Blow Pipe and Mfg. Co., Ltd., New Orleans, La.	42424
Nassau Machine Products Co., East Detroit, Mich.	04705	National Body Mfg. Co., Knightstown, Ind.	42427
Nassau Research and Development Associates, Inc., Mineola, N.Y. (99899)		National Boiler Washing Systems, Chicago, Ill.	82474
Now Narda Corp.		National Box and Lumber Co., Newark, N.J.	85060
Nassau Screw Machine Products Corp., Inwood, N.Y.	98093	National Brake Co., Inc., New York, N.Y.	76622
Nassau Smelting and Refining Co., Inc., Totten-ville, N.Y.	85055	National Brake and Electric Co., New York, N.Y.	42429
Nassau Sponge Co., Chicago, Ill.	85056	National Brass Co., Grand Rapids, Mich.	76623
Nastovia G.m.b.H. Machine Tool Factory, Langen, Germany.	98223	National Brass Products, Los Angeles, Calif.	91963
American Distributor—Hirschman, Manhasset, N.Y.		National Brass Works, Inc., Los Angeles, Calif.	00892
Nast-D Machinery Co., Philadelphia, Pa.	15800	National Brief Case Mfg. Co., Inc., Chicago, Ill.	91355
Natco, Inc., Chicago, Ill.	82817	National Broach and Machine Co., Detroit, Mich.	42432
Nathan Aircraft Devices, Inc., New York, N.Y. (76815)		National Broadcasting Co., Inc., New York, N.Y.	42442
Now Nathan Mfg. Co.		National Bronze and Aluminum Casting Co. Cleveland, Ohio.	87980
Nathan Mfg. Co., New York, N.Y.	42323	Detroit, Mich.	87626
Nathaniel Baldwin Co., Denver, Colo.	95567	National Brush Co., Aurora, Ill.	85061
National Academic Cap and Gown Co., Philadel-phia, Pa.	85057	National Bundle Tyer Co., Blissfield, Mich.	42447
National Acme Co., The, Cleveland, Ohio.	42337	National Bureau of Standards.	
National Advertising Co., Waukesha, Wis.	94956	See U.S. Government Civil Establishments, Commerce Department.	
		National Business Systems, Inc., Washington, D.C.	03036
		National Business Systems of Baltimore, Balti-more, Md.	90395
		National Cabinet Co., Long Island City, N.Y.	74104

A

Code	Name	Code	Name	Code	Name
41933	Mount Vernon Car Mfg. Division of Pressed Steel Car Co., Mount Ver-non, Ill.	42185	Muskegon Boiler Works, Muskegon, Mich.	42492	National Church Goods Supply Co., Philadelphia, Pa.
41935	Movie Mite Corp., Kansas City, Mo.	42190	Muter Co., Chicago, Ill.	42498	National Co., Inc., Malden, Mass.
41938	Moviola Co., Hollywood, Calif.	42195	Mutual Furniture Co., Miamisburg, Ohio.	42508	National Conveyors Co., Inc., New York, N.Y.
41945	Mowat, John, Refrigerators, San Francisco, Calif.	42204	Mutschler Bros. Co., Nappanee, Ind.	42527	National Cylinder Gas Co., Chi-cago, Ill.
41946	Moyer, J., Bird Co., Inc., Phila-delphia, Pa.	42213	Muzak Corp., New York, N.Y.	42537	National Desk Co., Inc., Herkimer, N.Y.
41947	Mueller Brass Co., Port Huron, Mich.	42223	Myers, F. E., and Bro. Co., Ash-land, Ohio.	42540	National Electric Instrument Co., Inc., Elmhurst, N.Y.
41948	Muehlmann, A., Co., Hamilton, Ohio.	42242	Myrtle Desk Co., High Point, N.C.	42540	National Electric Instrument Di- vision of Engelhard Industries, Inc., Elmhurst, N.Y.
41949	Mueller Furniture Co., Inc., Grand Rapids, Mich.	42243	Mystic Shipyard, Inc., West Mystic, Conn.	42542	National Electrical Machine Shops, Inc., Silver Spring, Md.
41950	Mueller Co., Decatur, Ill.	42247	Nabors, W. C., Co., Mansfield, La.	42542	Nems Clarke, Inc., Silver Spring, Md.
41951	Mueller Climatrol Division of Worth- ington Corp., Milwaukee, Wis.	42251	Nahon Co., The, New York, N.Y.	42543	National Electric Screen Co., Chi-cago, Ill.
41951	Mueller, L. J., Furnace Co., Mil- waukee, Wis.	42261	Nankervis, George L., Co., Detroit, Mich.	42546	National Electric Welding Machines Co., Bay City, Mich.
41957	Mueller Machine Co., Inc., Trenton, N.J.	42266	Narragansett Machine Co., Provi- dence, R.I.	42565	National Engineering Co., Chicago, Ill.
41967	Mueller, V., and Co., Chicago, Ill.	42271	American Motors Corp., Automotive Division, Kenosha, Wis.	42584	National Equipment Co., Marshall, Tex.
41974	Multi-Clean Maintenance Co., St. Paul, Minn.	42271	Nash Motor Division of Nash Kel- vinator Corp., Kenosha, Wis.	42593	Cockshutt Farm Equipment, Inc., Shelbyville, Ind.
41976	Multiple Boring Machine Co., St. Louis, Mo.	42271	Nash Motors Division of American Motors Corp., Kenosha, Wis.	42593	National Farm Machine Coopera- tive, Inc., Shelbyville, Ind.
41977	Multigraph Sales Co., Cleveland, Ohio.	42280	Nash Engineering Co., The, South Norwalk, Conn.	42603	National Fireworks, Inc., West Han- over, Mass.
41995	Multiplex Display Fixture Co., St. Louis, Mo.	42299	Nash Kelvinator Corp., Detroit, Mich.	42603	National Fireworks Ordnance Corp., West Hanover, Mass.
41996	Multiplex Mfg. Co., Inc., Berwick, Pa.	42308	Nashua Mfg. Co., Nashua, N.H.	42622	National Foam System, Inc., Phila- delphia, Pa.
41998	Multipost Co., Rochester, N.Y.	42318	Nashua Package Sealing Co., Inc., Nashua, N.H.		
42001	Multisort, Boston, Mass.	42319	Nassau Boat Basin, Inc., Freeport, N.Y.		
42004	Multistamp Co., Inc., The, Norfolk, Va.	42323	Nathan Mfg. Co., New York, N.Y.		
		42337	National Acme Co., The, Cleveland, Ohio.		

B

Figure 10-20.—Federal Supply Code for Manufacturers (FSCM) A. H4-1 Name to Code B. H4-2 Code to Name.



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Figure 10-21.—Allowance Parts List (APL) Section A.

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maintenance personnel to help them obtain proper performance of the equipment.

These books are occasionally used as an aid to material identification since they include parts lists and detailed drawings and specifications.

NAVY STOCK LIST OF PUBLICATIONS AND FORMS.—The Navy Stock List of Publications and Forms, NAVSUP 2002, is an identification publication and requisition guide for cog symbol “OI” and “II” material stocked in the supply system. Sources of supply and procedures for ordering are given, along with stock numbers, units of issue, security classification (if any), and other pertinent information. NAVSUP 2002, is available in microfiche format only.

NAVSUP 2002 is divided into 13 sections. Section I contains the index and information regarding requisitioning, and section II covers all forms. Publications are listed in sections III through XII and are grouped according to the sponsoring bureau, command, or office. Section XIII contains laminated signs.

Forms and laminated placards are chargeable (II) to your station's OPTAR (Operating Target). However, publications (OI) are basically nonchargeable.

Allowance Parts List (APL)

The APL is a technical/supply document prepared for the individual equipment/components and their repair parts. The APL provides cross reference data between equipment circuit symbol numbers and current NSN. The circuit symbol numbers, found in the equipment technical manuals, are the key in locating the stock number and other reference data of the repair parts.

Section A (see figure 10-21 and table 10-1) of the APL is in National Item Identification Number/Activity Control Number (NIIN/ACN) or Federal Supply Code for Manufactures (FSCM)/Part Number/Reference Number

sequence depending on the type of APL. The ACNs are temporary alpha-numeric numbers assigned to items which are pending the assignment of a NIIN. Material may be requisitioned using an ACN and is preferred to using a part number.

Section A of the APL is a cross reference from the NIIN/ACN in Section B to the latest NSN at the time the APL is developed/revised. Section A also contains supplemental data such as the explanation of notes, a cross reference of major units to applicable symbols, and a cross reference from part numbers to circuit symbol numbers.

Section B (See figure 10-22 and table 10-1) of the APL is a listing of circuit symbol (or reference) numbers, in sequential order, assigned by the manufacture and shown on drawings in the equipment technical manuals. Parts that are purchased by the Navy and stocked for repetitive issue are supported by their noun names, NSN, unit locations, and Source, Maintenance, and Recoverability (SM&R) Codes. However, parts that are considered not likely to fail under any circumstances (short of complete destruction of the equipment); normally are not assigned National Stock Numbers. A National Items Identification Number (NIIN)/Activity Control Number (ACN) is assigned to each allowance candidate contained in Section B, and these NIIN/ACNs are listed in sequential order in Section A along with the current National Stock Number (NSN).

Stock Number Sequence List (SNSL)

The Stock Number Sequence List (SNSL) is a consolidated listing, in NSN sequence, of special tools, consumables, and repair parts contained in the APL. Each item listed is supported by its noun name, equipment application code, allowable and added quantities, and cost. The equipment application code (the two letter designation in the “Application Code” column) is used to identify the equipment in which the part is used. These codes, which are assigned to each specific equipment, are listed alphabetically in the index.

Table 10-1.—Data Elements of the APL, Figures 10-21 and 10-22

1. Equipment/Component Nomenclature/ Characteristics	Name of equipment or component and brief description. This corresponds to the Index entries.
2. Identification Number	The APL Identification Number, which applies to a specific equipment/component.
3. Date	Publication date.
4. Page	Consecutive page numbering of all pages required to describe one equipment/component, covered by one APL identification number. APL's requiring one or more pages for the printing of data will have the word "END" printed in the center of the page immediately following the last line of data for that ID No.; i.e., for an APL requiring six pages for all data, the work "END" will appear on page no. six (6). APL's of one page of data, the word "END" will appear on page no. one (1).
5. NIIN/ACN/REF, Number	The identifying number assigned to repair parts listed in Section B (number 20), serves as a cross reference between circuit symbol/part numbers in Section B and the NSN (number 7) in Section A. The NSN in Section A is the same as the NSN on allowance items in the SNSL and supply aids.
6. Item Name	The name listing of selected repair parts and/or related accessory components for the equipment/component covered by the APL.
7. Stock Number	The National Stock Number (NSN) or Activity Control Number (ACN) assigned to a specific repair part.

Figure 10-22.—Allowance Parts List (APL) Section B.

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Table 10-1.—Data Elements of the APL, Figures 10-21 and 10-22—Continued

8. Part Military Essentiality	<p>There are two codes. They are shown on the APL and the SNSL.</p> <p>1—Failure of the part would have have a major effect on the dependence/operation of the component.</p> <p>3—Failure of the part would have little effect on the dependence/operation of the component.</p>
9. Source Code	Indicates the availability of repair parts and methods of procurement.
10. Maintenance Code	Indicates maintenance level responsibility for repair part.
11. Note Code (Allowance)	Additional information for equipment with unusual support requirements.
12. Quantity in one Equipment/Component	The total population of the part within the equipment/component described by the APL.
13. Unit of Issue	The term which connotes the physical measurement or count of quantities of an item for procurement, storage, and issue.
14. On Board Allowance	APL's published as part of an allowance list for shipboard/shore use will not have quantities printed in the on-board allowance table columns. Instead, "SEE SNSL FOR ALLOW" will be printed.
15. Ship Type and Hull Number	The specific ship for which the APL is published or GENERAL ALLOWANCE.

Table 10-1.—Data Elements of the APL, Figures 10-21 and 10-22—Continued

16. Page	Consecutive page numbering from first page to last page of all APL pages published as Part II.
Numbers 17 through 30 correspond and refer to the numbers shown on the APL, Section B, illustration.	
17. Unit	The Unit Number assigned by the manufacturer (Part of the CSN).
18. CSN	Circuit Symbol Number which is obtained from the equipment technical manual or drawings. (Also known as the Reference Symbol Number.) When APL's are in Part Number sequence, the Part Number will appear in this space.
19. Notes	The same notes do not apply to all APL's.
20. FSCM-REF Number/ ACN/NIIN	The FSCM and reference number ACN, or NIIN which applies to this CSN.
21. S & M	Source and Maintenance Code which applies to this application.
22. APPL	Number of applications with the same CSN.
23. ±-An "N" or "D"	Indicates that this application was deleted by an ORDALT or Field Change.
24. MEC	The Military Essentiality of this part in this application to the equipment. "1" indicates vital, "3" indicates nonvital.

Table 10-1.—Data Elements of the APL, Figures 10-21 and 10-22—Continued

25. MRU	Minimum Replacement Unit. The minimum number of items which must be replaced.
26. PMR/TOR	Planned maintenance Requirement (PMR) or Technical Override. A Planned Maintenance Requirement is the quantity required for planned maintenance under the 3-M program. A technical override quantity indicates an item which has been designated by the end equipment manager to be included on allowance regardless of anticipated failure rated. The type of override or PMR is indicated in the next column headed:
27. IND	IND P=PMR, R=Requisition as required, T=Technical override, Z=Zero override (No allowance under any circumstances).
28. ADD	An addendum indicator showing how this item was affected by cumulative addenda issued by SPCC for this APL. (i.e., A= Added, D=Deleted, C=Changed, F, NIIN update, *=this item is appearing for the first time in this addendum. When the APL is revised, no addendum indicators appear.
29. Nomenclature	The equipment for which the APL is prepared
30. APL Number	The equipment/component identification number.

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HOW IDENTIFICATION TO A CURRENT NSN IS ACCOMPLISHED

a current NSN. See figure 10-23. There are three basic methods of entry into the catalogs to obtain the current NSN:

As a first step in obtaining required material, the requirement must be correctly identified to

1. Entry with an NSN (which may or may not be current)

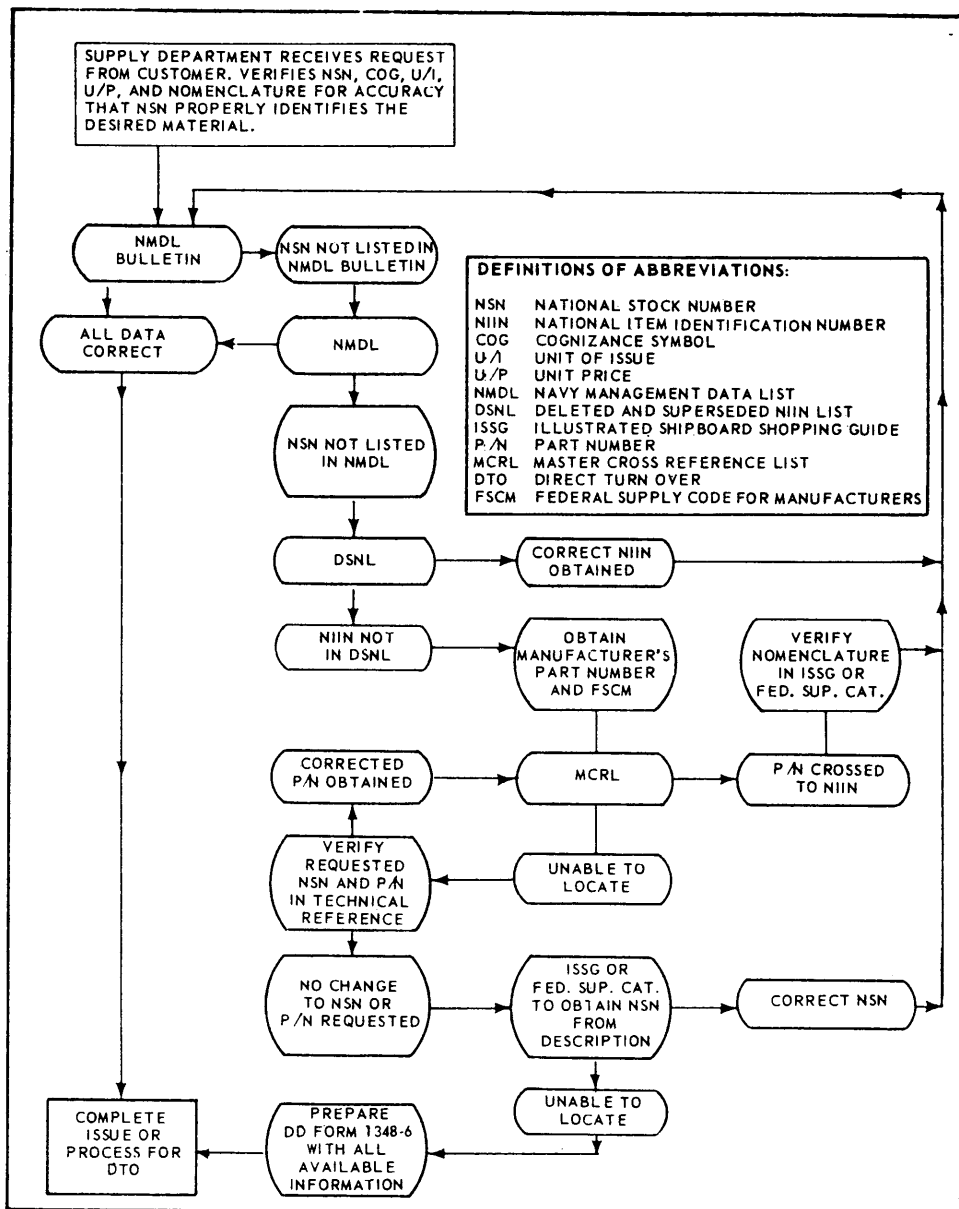


Figure 10-23.—Material Identification Chart for Repair Parts and Technical Material.

2. Entry with a reference number (manufacturer's part number, Navy drawing number, or other reference number)

3. Entry with a noun name and/or physical characteristics description)

Entry With NSN

In actual practice, a requisition containing a National Stock Number is submitted to the supply department.

The department should have several personnel well versed in the use of the catalogs and able to identify material to a NSN. It is usually only the more complicated identification problems which require Storekeeper or supply officer assistance in solution.

The techniques and the publications utilized in obtaining the NIIN will be discussed in greater detail in subsequent paragraphs. Only the NIIN portion is used to enter the NMDL, which is arranged in NIIN sequence without regard to Cog symbol and Federal Supply Class. (This is a device which eliminates necessity of a special publication to treat Cog and Federal Supply Class changes.) In the vast majority of cases, the NMDL section will provide the required management data; however, the Change Bulletin must be searched prior to entering the basic NMDL for the following reasons:

1. There may have been a NIIN number change.

2. An item may have been added, deleted, or may have experienced a unit of issue or management data change subsequent to the date of publication of the NMDL section.

Because of the possibility of a change in the information contained in the NMDL, the first step in obtaining a current stock number is to check the NMDL Change Bulletin. If the NIIN is listed in the Change Bulletin, the stock number is current.

If, upon searching the Change Bulletin with the NIIN, a corresponding number is not found, it can be assumed that the NIIN has not had any recent changes. The next step is to check the basic NMDL section for the NIIN. If the NIIN is found, then the stock number is current.

If a corresponding NIIN is not found in the NMDL, it can be assumed that it does not

appear because of a NIIN change, because of permanent deletion of the number from the list, because the item is no longer carried, or because it was erroneously omitted. It can be checked to see if the item has experienced a NIIN change by entry into the "Deleted and Superseded NIIN List," again utilizing the original NIIN. When the number does not appear in the DSNL, there is no longer a stock number available for the item.

When the DSNL reflects a change, the process is started over again; i.e., Change Bulletin, then the NMDL. Reference to the DSNL a second time should not be necessary since it lists the NIIN that appears in the NMDL.

The NMDL does not provide positive indication of the deletion of stock numbers by the reason of "retirement" of the stock number. Absence of a number from the DSNL must, therefore, be interpreted as sufficient evidence of deletion of the NIIN from Navy Supply System stocks.

Verifying NSN.—National Stock Numbers may be verified to ensure that they are current by referring to the following publications in the order listed: the NMDL Change Bulletin, the NMDL, and the Deleted and Superseded NIIN List.

For detailed instructions concerning the use of NMDL and DSNL consult the Instruction and/or the inside cover page of each section of the publications located in the supply office.

Entry With Part, Drawing, or Piece Number

A REFERENCE number is generally considered to be any number other than a current NSN, that can be used to identify an item or to assist in identification to a current NSN. Reference numbers therefore include old NSN, SNSN, electron tube type numbers, and electronic equipment circuit symbol numbers. There are, however, two additional important types of reference numbers which can be converted to National Stock Number by the publications entitled "Master Cross-Reference Listings." They are: (1) manufacturers' part numbers and (2) Navy drawing and piece numbers.

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Manufacturers' part numbers are those numbers assigned to parts by the manufacturer who designed and built the equipment. They were assigned originally by the manufacturers for their own use in cataloging and identifying their own material. Some manufacturers used part number formulation systems wherein their plan or drawing and piece numbers form all or a portion of their part numbers.

Navy drawing and piece numbers were assigned originally by Navy technical commands to identify items in equipment built and/or designed by those commands. Some items may have both manufacturer's part numbers and Navy drawing and piece numbers assigned in various reference publications.

When a technician first attempts to identify to a current NSN an item which is required, the initial search may well be for a manufacturer's part number or a Navy drawing and piece number. There are several possible sources for obtaining such numbers:

1. The part number may be stamped on the item to be replaced.
2. Plans available on station may be checked to obtain Navy drawing and piece numbers.
3. Equipment technical manuals may refer to manufacturer's part number or Navy drawing and piece numbers.
4. Allowance Parts List (APL).

Technical manuals are publications furnished by the manufacturer which contains a detailed description of an equipment and instructions for its effective use. Normally the supply officer does not have custody of any technical manuals. A large number of technical manuals are, however, maintained and used by the technician in maintaining the complex equipment installed at the various stations. These technical manuals are of vital importance to the technician in day-to-day routine of troubleshooting and preventive maintenance. They are also used by the technician as a basic source of identification information for repair parts.

To obtain a current NSN when a reference number is known, enter the Master

Cross-Reference List (MCRL) part of the Change Bulletin with the reference number to determine the NIIN. When the NIIN is listed, check to ensure that the Federal Supply Code for Manufacturers coincides with that of the manufacturer of the part.

If, after checking the Bulletin, the correct NIIN is not found, enter the MCRL section with the significant number. When the same number is listed more than once, it is necessary to obtain the manufacturer's code. When the correct NIIN is obtained, update to a current stock number.

Entry With Noun Name Or Physical Description

The third method of obtaining a current NSN involves beginning the search with a physical characteristics and/or noun name description of the item concerned.

There are two different methods of describing an item, other than by NSN. The first method employs a physical description of the item and perhaps a description of its electrical, chemical, or other properties. This type of description is similar to that provided in mail order catalogs. The second method, which has been previously covered, employs only a description of the item by reference number, i.e., manufacturer's part number. The majority of material in the Navy Supply System is covered only by reference number descriptions, because these items defy or make impractical a physical description.

There are, however, large numbers of items which it is desirable and practical to describe by physical characteristics. Included in the category are many common-use items of nontechnical nature such as paint, hand tools, nuts, bolts, et cetera. Additionally, some technical items such as fuses, resistors, and electron tubes have been cataloged in this fashion.

The NIIN for a common-use item with a noun name/physical characteristics description can be found in the Illustrated Shipboard Shopping Guide (ISSG). The ISSG is sequenced by Federal Supply Groups and Classes. An item index for the ISSG is contained in the Introduction and Master Index.

PREPARING A REQUISITION

DD Form 1348

The DD Form 1348 (figure 10-24) is prepared by typewriter or ballpoint pen. Pencil is not to be used because pencil marks can cause errors when the requisition is processed through mark sensing equipment at shore activities. In preparing requisitions it is not necessary to space the entries within the "tic" marks printed on the forms, but it is imperative that entries be made within the proper data blocks. To eliminate any possible confusion between numeric zero and an alphabetic "O," the communication zero (Ø) is used. Only the data block entries of interest to the CTM will be described in this manual. The complete listing of all data block entries and codes used is shown in detail in Afloat Supply Procedures, NAVSUP P-485.

DATA BLOCK A, SEND TO.—On an internal requisition this is usually completed as Supply division. On a requisition leaving the ship or station, Supply will complete the block with a service designator code, unit identification code, name, and location of the activity to which the requisition will be submitted.

DATA BLOCK B, REQUISITION IS FROM.—On an internal requisition this is usually completed with the name of the requisitioning department or division. On a requisition leaving the ship or station Supply will enter the service designator code, unit identification code, name of the requesting ship or station, and the hull number, if requisitioner is a ship.

DATA BLOCK C.—Enter the name of the requested item (e.g., tube, resistor).

DATA BLOCK 1 DOCUMENT IDENTIFIER.—This block is completed by Supply; however, it is helpful to recognize a few of the more common entries.

When a requisition contains ANY information in the remarks block, the requisition is said to contain exception data, and document identifier A Ø 5 or A Ø E is used.

DATA BLOCK 3, M&S CODE.—The media and status code block is completed by Supply; however, it is helpful to check this code in order to know how the requisition is sent from the ship or station, for NIS/NC items. The complete

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Figure 10-24.—DD Form 1348.

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listing of the codes is contained in Appendix 16 of NAVSUP P-485.

DATA BLOCKS 4-6, STOCK NUMBER.—The stock number blocks are used for item identification only when it can be determined that a federal stock number (including interim stock numbers assigned by inventory managers), a cognizance symbol I stock number, or a North Atlantic Treaty Organization stock number is applicable to the item being requisitioned.

DATA BLOCK 7, UNIT OF ISSUE.—Enter the appropriate abbreviation for the unit of issue of the item being requisitioned.

DATA BLOCK 8, QUANTITY.—Enter the quantity required with zeros preceding digits less than 10,000 (e.g., 00004). When the item requisitioned is required in minimum length, size or other requirement, enter the specific requirement (e.g., minimum length acceptable, 10 ft.) in the remarks block.

DATA BLOCKS 9-12, DOCUMENT NUMBER.—In data block 9 one of three designators is entered: R for Pacific Fleet operating units, V for Atlantic Fleet operating units and N for other Navy activities.

If the DD 1348 is to be used for internal issues only (e.g. material is not NIS/NC), block 10 will be filled in with the work center code from the 3-M system. For cases where the material is NIS/NC, block 10 will be completed with the unit identification code (UIC).

Block 11 will be completed with the four-digit Julian date. The first position represents the last digit of the Calendar year, and the last three positions indicate the numeric consecutive day of the Calendar year (e.g., 4016 represents 16 January 1974).

In Block 12 a four-position serial number is entered. The first position may be an alphabetic A through G, or W, with the remaining positions being numeric 001 through 999; or the four positions may be numeric 0001 through 9999.

The serial numbers are assigned to the Operations Department in blocks. The EMO is normally responsible for assignment of these numbers within the department.

DATA BLOCK 18, DISTRIBUTION.—The distribution field of a requisition is a dual purpose field with two different uses for the Navy Supply System. The first position (when used) indicates a monitoring activity, and the other two positions indicate the cognizance symbol. Supply will enter the correct code in the first position. The cognizance symbol should be entered by the requester.

The cognizance symbol entry is the two character numeric and alpha code prefixed to national stock numbers as listed in the NMDL, allowance list, or other source if assigned. The first character of the cognizance symbol indicates the stores account and is entered in the second position of the distribution field. Odd numbers specify Navy Stock Account (NSA) material, and even numbers specify either Appropriation Purchases Account (APA) material or nonstores account material. The second character of the symbol indicates the cognizant inventory manager and is entered in the third position of the distribution field. A common cognizance symbol is 9N, which identifies the material as Navy owned stocks of defense electronic material.

DATA BLOCK 20, PRIORITY.—Enter the priority designator authorized in accordance with the activity and the urgency of need designator.

DATA BLOCK 21, REQUIRED DELIVERY DATE.—Entered only if priority authorized to be assigned will not provide for timely delivery of material. If used, this entry would indicate the Julian date that delivery of the material is required.

DATA BLOCK 22, ADVICE.—The advice code is used to provide specific instructions or required information to the supplier. This is not a mandatory entry but should be used only when necessary to the supply action as required for certain types of material.

All requisitions for mandatory turn-in repairables must contain the proper advice code (5A, 5D, 5G) in data block 22. These advice codes have special significance for mandatory turn-in repairables, and such take precedence in data block 22 over any other advice code. Any other advice code, in this case must be entered

in the clear in the "REMARKS" blocks of the requisition and a document identifier of A05 or A0E as appropriate, is entered in data block 1.

Another example of when to use data block 22 is when a substitute item will not suffice.

DATA BLOCK L-V, REMARKS.—These blocks are used to convey necessary exception data pertinent to the processing of the requisition by the supply activity. When exception data is entered in the "remarks" block, document identifier code A0E or A05 as appropriate must be entered in data block 1. Exception data should be used only when required because the use of document identifier A05 or A0E precludes automatic processing of the requisition by computerized supply activities. Exception data normally must be limited to:

1. Special funding instructions.
2. Item description data or references when necessary to identify the item required (i.e., detailed description of nonstandard items, including APL number when applicable; technical data relative to the item or parent equipment; minimum length or size).
3. Authorization for the item when requirement is imposed by higher authority (e.g., type commander, systems command, etc.).
4. Essential "mark for" address.
5. "Ship to" or "bill to" address when it cannot be designated by a coded entry in data block 10 (requisitioner), data blocks 14, 15 (supplementary address).

DD Form 1348-6

The DD Form 1348-6 is used to requisition material which cannot be identified by a National Stock number or activity control number. The form consists of two sections (figure 10-25); the top section having 80 card columns of MILSTRIP, and the bottom section nine data blocks of additional identification data. The general rules for filling out the DD 1348 also apply to the DD 1348-6.

DATA BLOCK 1, MANUFACTURER'S CODE/PART No.—Optional entry. If any entry is desired, indicate the FSCM and part number.

If only the FSCM is known, line out "Part No." from the data block caption and enter the FSCM. If only the part number is known, line out "FSCM" from the data block caption and enter the part number. If neither the FSCM nor the part number is known, leave blank.

DATA BLOCK 2, MANUFACTURER'S NAME.—Enter the name of the manufacturer of the item requested; also, the manufacturer's address if known.

DATA BLOCK 3, MANUFACTURER'S CATALOG IDENTIFICATION AND DATE.—Enter the title, edition, and page number of the manufacturer's catalog in which the requested item is described if known.

DATA BLOCK 4, TECHNICAL ORDER NUMBER.—Enter the name of the issuing office, number, and date of any technical order, note, bulletin, etc., which will assist in identification of the requested item (e.g., EIB 803).

DATA BLOCK 5, TECHNICAL MANUAL NUMBER.—Enter the title, edition, and page number of any Navy or manufacturer's technical manual which will assist in the identification of the requested item.

DATA BLOCK 6, NAME OF ITEM REQUESTED.—Enter the noun name of the item requested.

DATA BLOCK 7, DESCRIPTION OF ITEM REQUESTED.—Enter a detailed description of the requested item other than the noun name, color, and size, which are to be included in data blocks 6, 7a, and 7b respectively. (If an electronic or ordnance item is requested, include the reference symbol number if applicable).

DATA BLOCK 8, MAKE.—Enter the noun name of the component/equipment (preferably the component) in which the the requested item is used, and the name of the manufacturer of the component/equipment.

DATA BLOCK 8a THROUGH 8d.—Enter the make (or type, model number, series, and serial number respectively) of the

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DEMAND	SUPPLEMENTARY ADDRESS	SIGNAL	FUND CODE	DISTRIBUTION CODE	PROJECT CODE	PRIORITY	RE-REQUIRED DATE	W O O C	BLANK	REJECT CODE (FOR USE BY SUPPLY SOURCE ONLY)																																			
44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	85	86							
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IDENTIFICATION DATA																																													
1. MANUFACTURER'S CODE & PART NO. (When they exceed Card Column 8 thru 22) 05073-N3-12291-P104																					2. MANUFACTURER'S NAME BABCOCK & WILCOX CO. NEW YORK, N. Y.																								
3. MANUFACTURER'S CATALOG IDENTIFICATION AND DATE																					4. TECHNICAL ORDER NUMBER																								
5. TECHNICAL MANUAL NUMBER NAVY TECH MANUAL 351-0048															6. NAME OF ITEM REQUESTED ELEMENT, SOOT BLOWER, UNIT A																														
7. DESCRIPTION OF ITEM REQUESTED																												7a. COLOR					7b. SIZE												
8. END ITEM APPLICATION AND SOURCE OF SUPPLY BOILER, STM, MN 634 PSI 4617 CU FT 1393 TB BABCOCK & WILCOX CO. NEW YORK, N.Y.																																													
8a. MAKE										8b. MODEL NUMBER										8c. SERIES										8d. SERIAL NUMBER															
9. REMARKS (ADDITIONAL EQUIP DATA) (ADDITIONAL ITEM DATA) APL # 021200007 MFR DWG # MX 253001 EQUIP PATTERN # 12 EQUIP SPEC MIL-B-18381 SHIPS LAPL-02-001																																													

Figure 10-25.—DD Form 1348-6.

component/equipment indicated in data block 8.

DATA BLOCK 9, REMARKS.—Enter any additional technical information which will assist in positive identification of the requested item, such as the applicable APL/CID number, EIC number, drawing number, piece number,

service application, contract number, military specification number, and any component/equipment nameplate data not included in data blocks 8 through 8d. When a component is indicated in data block 8 in lieu of an equipment, enter a brief description of the next higher assembly or the parent equipment in this data block.