RSUPPLY FORCE
USER'S MANUAL

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CHAPTER I: INTRODUCTION

A. OVERVIEW

1. **Subsystems.** The Relational Supply (RSupply) System groups major functions into five subsystems, each of which contains similar processes. This manual provides a separate module for each major subsystem along with a module for an introduction and a generic module that describes common processing and emerging functions. These five major subsystems are as follows:

   a. **Site.** The Site Management Subsystem contains many technical and validation tables that the Relational Supply System uses to verify the information that enters the system and to provide additional detailed information for use in various processes. This subsystem allows you to control all the information in the databases of logistics, inventory, and financial subsystems. It is extremely important that you make every effort to ensure this information is accurate and that the data on the output reports is the most current and up to date.

   b. **Inventory.** The Inventory Management Subsystem allows you to accomplish routine maintenance for inventory information within the Relational Supply System. You do this first by establishing inventory records accurately and then maintaining the information within them up to date. The Inventory Management Subsystem also allows you accomplish maintenance by executing inventory policies and then reporting the results. This subsystem includes all the automated supply procedures that are necessary for you to accomplish all the following actions:

      (1) Ensuring that the amount of stock material that is physically in the storeroom agrees with numerical data on stock records,

      (2) Verifying that the data that appears on allowance lists is accurate,

      (3) Assisting in correctly evaluating usage information in an effort to anticipate material requirements accurately,

      (4) Comparing the costs for material requests to the amount of funding that is available,

      (5) Purging storerooms of stock that is in an unserviceable condition or that no longer applies to supported units or to installed equipment,

      (6) Developing sound review procedures to ensure that supply adjustments are timely and accurate.

c. Logistics. The Logistics Management Subsystem includes all the automated supply procedures that allow you to accomplish the following actions within the Relational Supply System:

(1) Creating MILSTRIP requisitions,
(2) Recording the receipt and storage of material,
(3) Issuing material to both supported and nonsupported customers,
(4) Processing incoming and outgoing supply status,
(5) Processing carcass-tracking inquiries and replies,
(6) Updating the information in all logistics files.

d. Financial.

(1) Description. The Financial Management Subsystem includes all the automated supply procedures that allow you to accomplish all the following actions within the Relational Supply System:

(a) Track various balances in the budget,
(b) Post information to financial tables,
(c) Generate different logistical reports and financial listings,
(d) Reconcile your activity's OPTAR records with those at the Fleet Financial Support Facility (FFSF).

(2) Personnel. With regard to this particular subsystem, the duties and responsibilities of financial personnel at RSupply automated activities are vitally important. (These activities include tenders, repair ships, combat stores ships, aircraft carriers, amphibious assault ships, and aviation logistics squadrons.). They must understand both operating-target (OPTAR) accounting and Navy-working-capital-fund (NWCF) accounting. Type commanders routinely issue separate OPTAR accounts for the following:

(a) Costs of regular operation and routine maintenance of activity functions,

(b) Costs of the repair of other vessels (this applies to tenders and repair ships only),

(c) Costs of flight operations (this applies to aviation activities only).

The Financial Management of Resources Operating Procedures (Operating Forces), NAVSO P-3013 provides the procedures for administering and reporting on these various OPTAR accounts. The procedures for administering and reporting on NWCF accounts are in various NAVSUP and NAVCOMPT manuals. Financial personnel must recognize that OPTAR funds are separate from the NWCF; however, they also must understand the relationship that exists between these two funds.

e. **Query.** The module for the Query Management Subsystem provides you with all the automated supply procedures that allow you to review specific stock, requisition, and transaction-ledger transactions within the Relational Supply System.

2. **Generic.** This module provides you with all the automated supply procedures that allow you to process common functions and others that remain in development at this printing.

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B. SPECIAL INSTRUCTIONS

1. **General.** This principal purposes of this manual are to promulgate information as quickly as possible, to as wide an array of people as possible, and in a form that is as easy to use as is possible. With this in mind, we have instituted certain language-usage conventions to simplify procedures, decrease the span of the learning curve, and increase the facility with which you comprehend functions and operating systems.

2. **Special Terminology.** This involves an effort to provide uniformity in the use of special terms to prevent confusion and increase comprehension. Some of these are as follows:

   a. **Select.** Whenever possible throughout this manual, we have used the term *select* to refer to the process of making a choice. Most personnel are familiar with the terms *point-and-click*, *double-click*, and others. Use the term select for those actions as well as for push or press and depress

   b. **Highlight**. Use this term instead of the longer *press and drag to highlight*.

   c. **Option.** Use this term instead of all the following; *button*, *icon*, and *tab*.

   d. **Screen.** Use this term instead of windows or boxes.

3. **Common-use Icons.** The following are the most common icons you will encounter throughout the Relational Supply System:

Allowance Parts List. Select this icon option when you wish to access the APL Query Screen.

Apply. Select this icon option when you wish to save the current record or changes to the current record to the database.

Change Role Menu. Select this icon option when you wish to access the Change Role Menu Screen and change the role of the user for the current process.

Close Window. Select this icon option when you wish to close the current window or screen.

Copy. Select this icon option when you wish to copy a record.

Cut. Select this icon option when you wish to cut data from a record.

Delete. Select this icon option when you wish to delete a record from the database.

Exception Data. Select this icon option when you wish to access the response screen that allow you to accept exception data.

Execute. Select this icon option when you wish to execute the current ad-hoc query.

Exit. Select this icon option when you wish to exit from the program. This icon option appears disabled when there is no exit from the current process.

Find. Select this icon option when you wish to search for a specific record.

First. Select this icon option when you wish to view the first record in a file.

Graph Chart. Select this icon when you wish to create or view a specific bar graph.

Headings. Select this icon option when you wish to select a heading for the current ad-hoc query.

Help. Select this icon option when you wish to use your cursor to point to the particular item with which you need help.

Help Topics. Select this icon option when you wish to access the online help process.

Insert. Select this icon option when you wish to insert a record to the database.

Last. Select this icon option when you wish to view the last record in a file.

List. Select this icon option when you wish to access the list process.

Local Management Code. Select this icon option when you wish to access the Local Management Screen for a particular item in stock.

New. Select this icon option when you wish to create a new record.

Next. Select this icon option when you wish to access the next record in the file.

Online Books. Select this icon option when you wish to access an online user's guide.

Open. Select this option when you wish to retrieve a record from the database.

Paste. Select this option when you wish to paste data to a record.

Pie Chart. Select this icon option when you wish to view a pie chart.

Previous. Select this icon option when you wish to view the previous record in a file.

Print. Select this icon option when you wish to print the data that appears on the screen using current default settings.

Print Report. Select this icon option when you wish to print a report.

Process Allowance List. Select this icon when you wish to access the Allowance List Screen.

QCOSAL. Select this icon option when you wish to access the screen that shows QCOSAL data.

Reassign. Select this icon option when you wish to transfer requisitions from one COSAL type to another.

Reports. Select this icon option when you wish to access the reports function.

Retrieve. Select this icon option when you wish to renew data for the current record.

Save Document. Select this icon option when you wish to save the current changes to the record.

Scheduler. Select this icon option when you wish to schedule a particular process.

Select Categories. Select this icon option when you wish to access the Parameters Screen.

SQL Preview. Select this icon option when you wish to preview the SQL statement that is currently on file.

Statistics. Select this icon option when you wish to access the statistics process.

Stock Number Change. Select this icon option when you wish to access the screen that allows you to modify a stock number and input the revised number.

Stop Hand. Select this icon option when you wish to terminate a process.

Undo. Select this icon option when you wish to return a record to its previous state.

4. Menu Structure.

a. Site Subsystem Menu Path.

- Activity Controls
  - Own Activity
    - Activity Control Information
  - Constants
    - Allowance/Loads
    - Requisition/Offload Values
    - Demand Parameters
    - Printer Identification
    - Miscellaneous Values
  - Serial Numbers
    - Activity Serials
  - Activity Organization Information
  - Users Access
  - Other Activities
  - Support Package Serials
- Technical Information
  - Validation Tables
  - Hazardous Material

Maintenance Controls
- Aircraft Data
- Engine Technical Data
- Availability Data

Financial Controls
- Appropriations
- Fund Codes

Management
- Site Internal
  - Batch Job Scheduling
    - Control Parameter Update
    - Predefined Parameters
    - Approval
  - NALCOMIS Drawdown

b. Inventory Subsystem Menu Path.

Stock Item
- Maintain Stock Items
- Maintain Storeroom Locations
- Cross Reference Processing
- Allowance Parts List Processing
- Repairable Item Code Processing
- Demand Reversal
- COSAL Transfers

Inventory Control
- Offload
  - Updates
  - Reversals
- Inventory Posting
- Inventory Adjustments
- Stock Survey Update

Maintain Support Packages

- Management
  - Inventory Actions
    - Inventory Processing
    - Cancel Inventories
    - Cancel Excess Stock Dues
    - Stock Item Maintenance
    - Level Setting
    - Demand Extraction
    - Reorders
    - Offload Processing
      - Regular and DRMO
      - Material Transfers
      - Total
      - Print Offload Documents
      - Release/Cancel
    - IBS Print BarCode Labels
    - Force Inventory Drawdowns
    - Support Package Processing
    - Support Package Incoming
  - Inventory Reports
    - COSAL/AVCAL Percentage
    - Gains/Losses/Surveys
    - Location Audits
    - Master Stock Status
    - QA Percentage by NIIN
    - QA Random Location
    - SAMMA/SAL
    - SEAMART/PEB Review
    - SEAMART/PEB Catalog
    - Stock Status Locator
    - Support Package Reports

c. Logistics Subsystem Menu Path.

- Material Requirements
  - Internal Requests
  - External Requests
  - SEAMART Requests
  - Rescreen
- Issuing
  - Storeroom Issues
  - SEAMART Issues
  - Reversals
- Initiate Requisitions
- Status
  - Supply
  - Carcass
  - Reversals
- Release Outgoing Transactions
  - Requisitions
  - Status
  - Carcass Responses
  - Support Packages
- Receipts
  - In Process
  - Receipt Processing
  - Stock Control
  - Reversals
- Material Turn-ins
- Material Expenditures
- Carcass Tracking
- Print Duplicate Documents
- Suspense
- NALCOMIS Re-Transmittals
- Management
  - Logistics Actions
    - Requisition Modifiers
    - Requisition Follow-ups
    - Group Cancellation Requests

Logistics Reports
- Expenditure Log
- Requisition Monitoring
- Issue Listing
- Receipts Listing
- Master Stock Status Location Listing
- Suspense Listing
- Delayed Receipt Listing
- Carcass Reports

Expenditure Log
Requisition Monitoring
Issues Listing
Receipts Listing
Master Stock Status Locator Listing
Suspense Listing
Delayed Receipt Listing
Carcass Reports

d. Financial Subsystem Menu Path.

Grants Management
Budgets Management
Reconciliations
Management
Financial Actions
- Trial Financial Update
- Live Financial Update
- Inventory Value
- Supply Effectiveness

e. Query Subsystem Menu Path.

Stock
- Stock Items
- Limited Stock Items
- Part Numbers
- Substitutes
- Deleted/Superseded NIINs
- Stock/DTO Dues
- Demand
- Allowance Parts List Numbers
- Repairable Item Codes
- Support Packages
- Family Group

Requisitions
- Stock/DTO Requisitions
- Repairables

Transaction Ledgers
- Material
- MVO Requisitions
- Financial

f. File Menu Path.

Utilities
- Ad hoc Query
  - Normal
  - Expert
- File Transfer
  - Batch File Transfer
  - MFCS Build Transfer File
- Batch Review

g. Custom Menu Path.

Setup Custom Menu

h. Help.

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CHAPTER II: SITE SUBSYSTEM

A. INTRODUCTION

1. **Description**. The Site Management Subsystem of the Relational Supply System contains many technical and validation tables that the system uses to verify input information and provide additional detailed information. It allows you to control all the information in the logistics, inventory, and financial subsystems. It is extremely important that you make sure this information is accurate and that the reports are up to date.

2. **To Access the Site Subsystem.** The step-by-step procedures for this process are as follows:

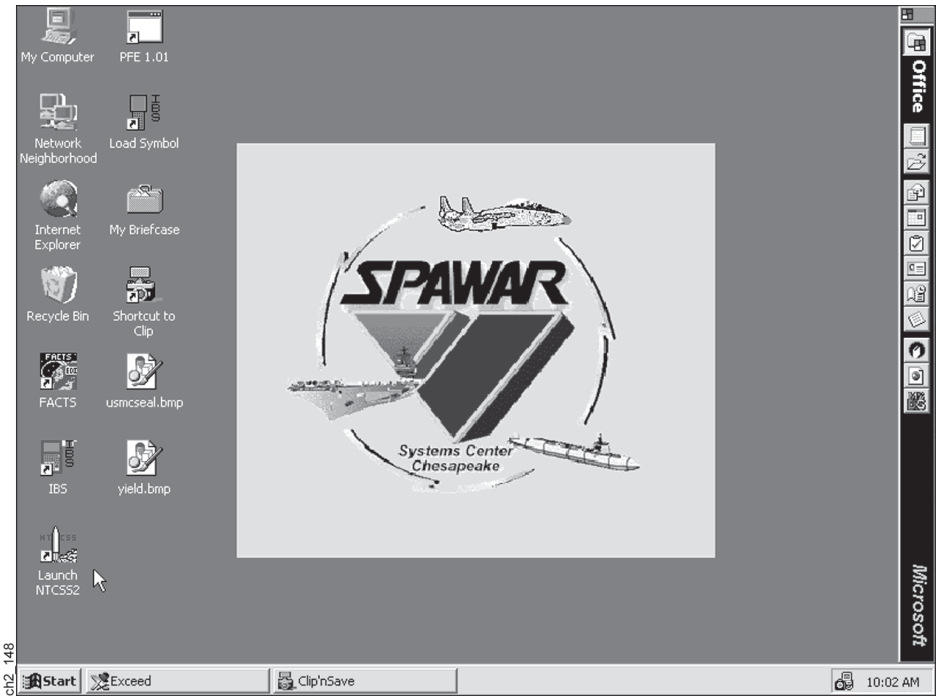


Figure 2-1

a. **Step 1.** On the Windows Desktop Screen above (Figure 2-1), select the Launch NTCSS 2 Option.

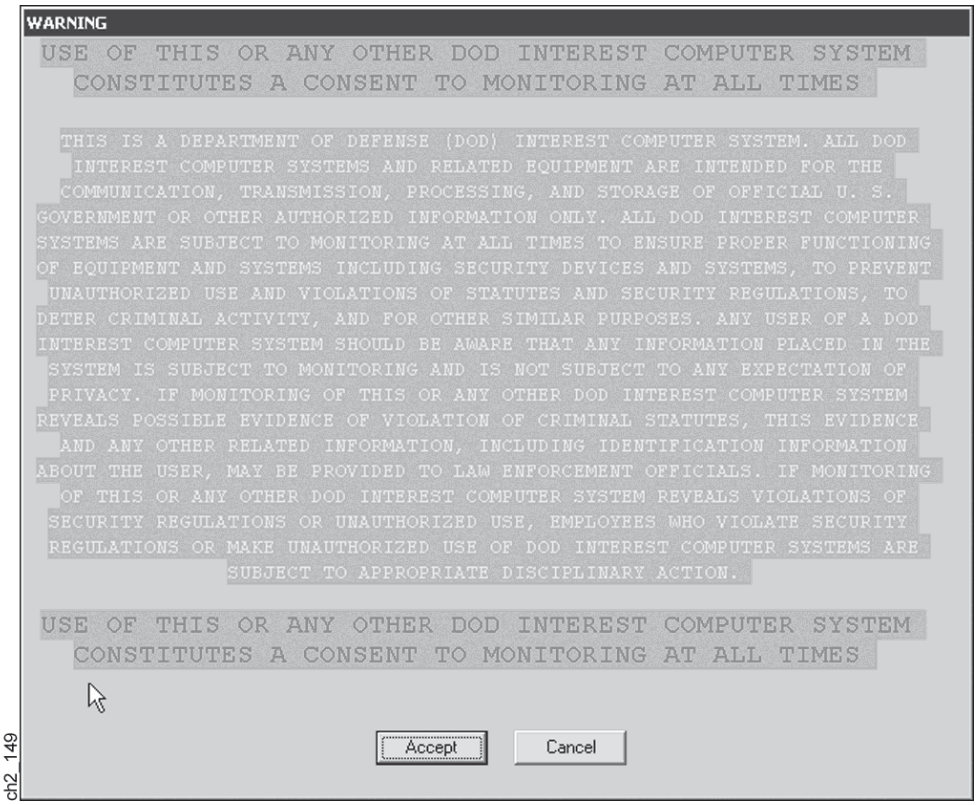
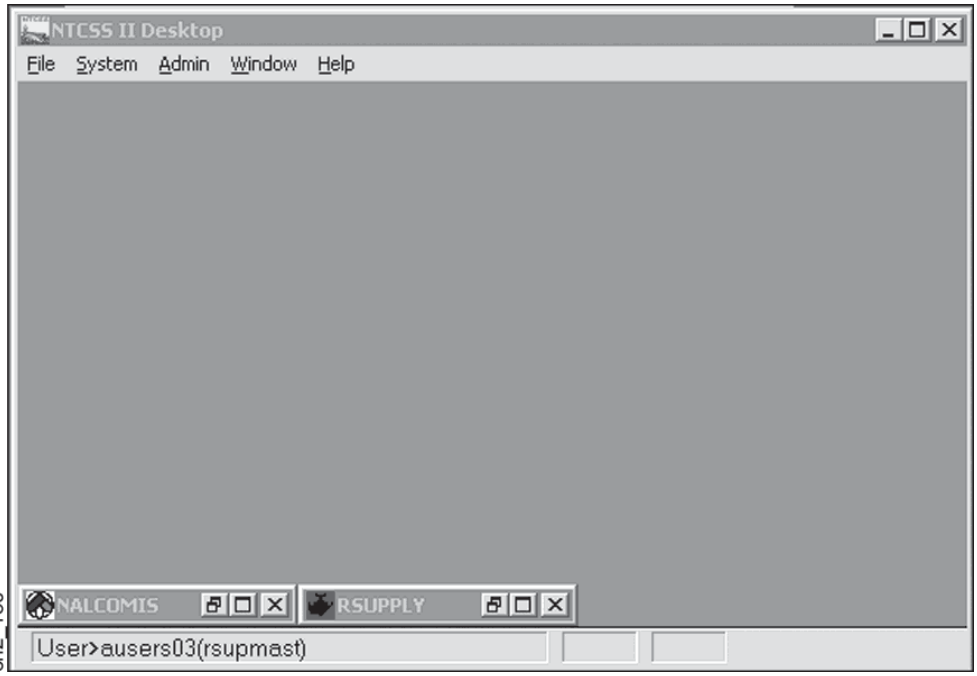


Figure 2-2

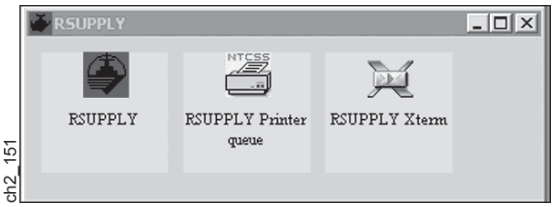
b. Step 2. On the Warning Screen above (Figure 2-2), read the information provided and then select the Accept Option.



ch2_150

Figure 2-3

c. **Step 3.** On the NTCSS II Desktop Screen above (Figure 2-3), select the RSupply Option that appears at the bottom of the screen.



ch2_151

Figure 2-4

d. **Step 4.** On the RSupply Screen above (Figure 2-4), select the RSupply Option. The Relational Supply Screen will appear.

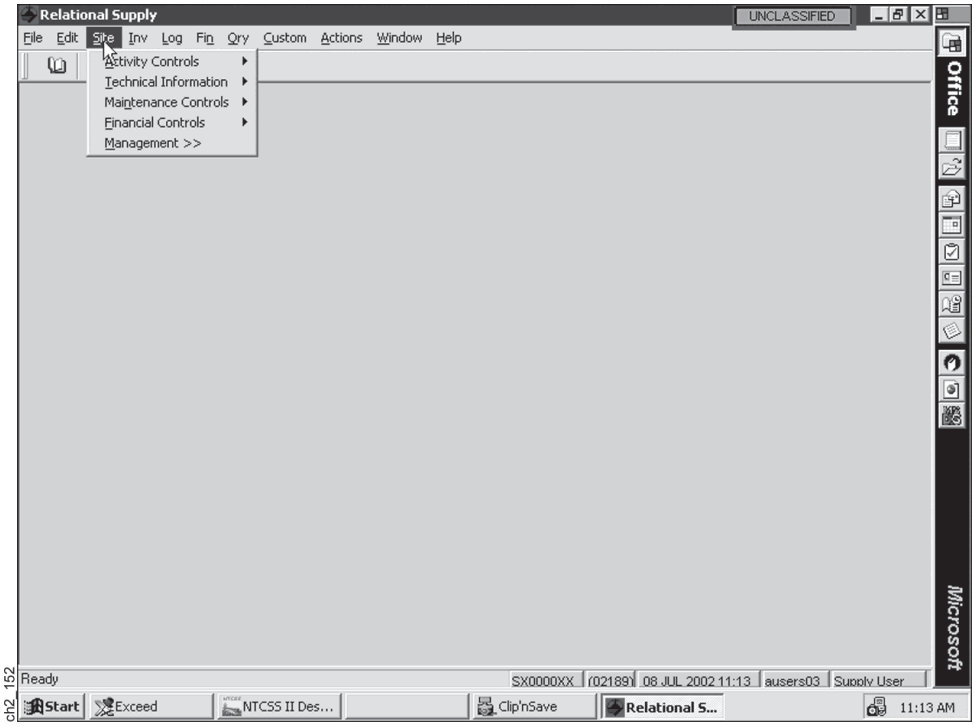


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Figure 2-5

e. Step 5. On the Relational Supply Main Menu above (Figure 2-5), select the Site Option. The Site Submenu provides the following options:

(1) Activity Controls,

(2) Technical Information,

(3) Maintenance Controls,

(4) Financial Controls,

(5) Management.

B. ACTIVITY CONTROLS OPTION

1. **General.** This option provides you with the capability to access and modify information about your own site, serial numbers, user access, fund codes, default values, and maintenance data. The Activity Controls Submenu allows you to access the following options:

   a. Own Activity,

   b. Constants,

   c. Serial Numbers,

   d. Activity Organization Information (Info),

   e. Material Delivery Port,

   f. Users' Access,

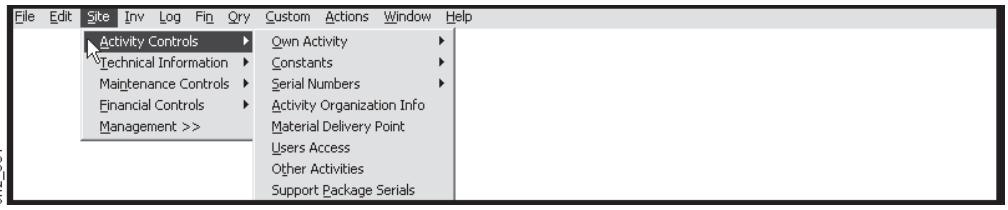
   g. Other Activities,

   h. Support Package Serials.

2. **Own Activity Option.**

   a. General. The Own Activity Submenu provides you with the capability to modify information for your own activity that the system provides automatically in certain functions and uses to validate data entries during processing. This option allows you to access only one option: Activity Control Information (Info).

   b. To Access the Own Activity Option. The step-by-step procedures for this process are as follows:



ch2_001

Figure 2-6

   (1) Step 1. On the Site Submenu above (Figure 2-6), select the Activity Controls Option.

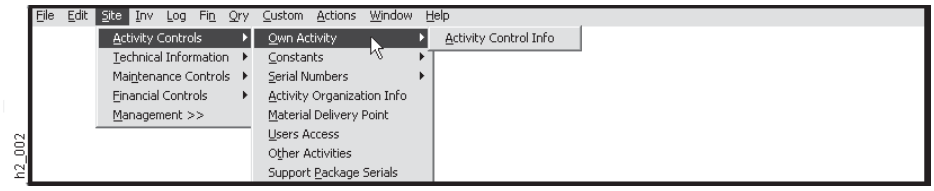


Figure 2-7

(2) Step 2. On the Activity Controls Submenu above (Figure 2-7), select the Own Activity Option.

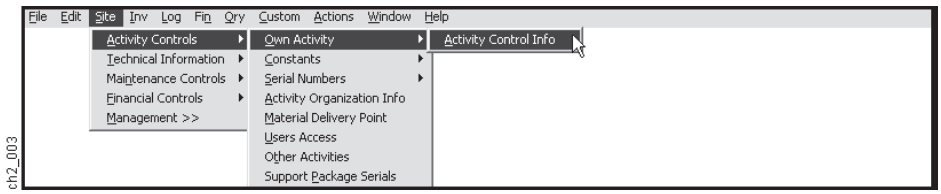


Figure 2-8

(3) Step 3. On the Own Activity Submenu above (Figure 2-8), select the Activity Control Info Option.

c. To Modify Activity Data. The step-by-step procedures for this process are as follows:

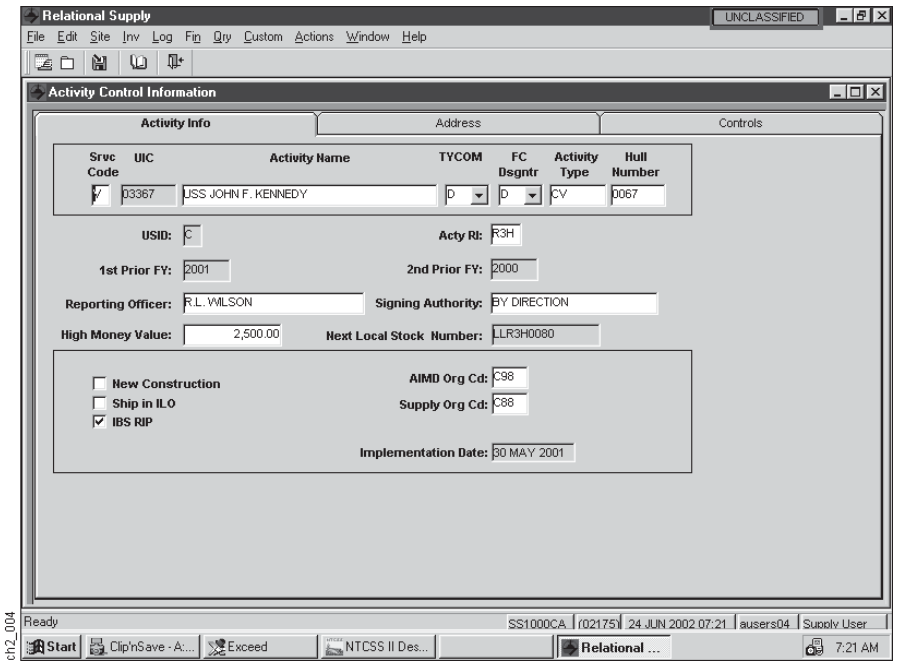


Figure 2-9

(1) Step 1. On the Activity Control Information Screen above (Figure 2-9), ensure the Activity Info Option (tab) appears enabled or select it to begin processing.

(2) **Step 2.** Enter the service designator that applies to your activity from the chart below (Figure 2-10):

Service Designator	Description
A	This code corresponds to the Army.
B	This code also corresponds to the Army.
C	This code corresponds to the Army as well.
D	This code corresponds to the Air Force.
E	This code also corresponds to the Air Force.
F	This code corresponds to the Air Force as well.
M	This code corresponds to the Marine Corps.
N	This code corresponds to the Navy Ashore.
R	This code corresponds to the Navy Pacific Fleet.
S	This code corresponds to the Defense Reutilization and Marketing Office.
V	This code corresponds to the Navy Atlantic Fleet.
W	This code corresponds to the Army.
Z	This code corresponds to the Coast Guard.

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Figure 2-10

(3) **Step 3.** Enter the full name that applies to your activity.

(4) Step 4. Enter the TYCOM designator code that applies to your type commander from the chart below (Figure 2-11):

TYCOM Designator Code	Description
A	This code corresponds to Marine Corps Green Money.
B	This code corresponds to COMCBPAC.
D	This code corresponds to COMNAVAIRLANT.
E	This code corresponds to COMCBLANT.
F	This code corresponds to Military Sealift Command Atlantic.
G	This code corresponds to Military Sealift Command Gulf Subarea.
H	This code corresponds to Military Sealift Command Pacific.
J	This code corresponds to Military Sealift Command Far East.
K	This code corresponds to COMLANTFLT.
L	This code corresponds to COMNAVAIRPAC.
M	This code corresponds to COMSUBPAC.
N	This code corresponds to COMNAVSURFPAC.
R	This code corresponds to COMPACFLT.
S	This code corresponds to COMNAVSURFLANT.
V	This code corresponds to SIMA San Diego.
Y	This code corresponds to COMSUBLANT.

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Figure 2-11

(5) **Step 5.** Enter the fund-code designator that applies to your type commander or activity from the following chart below (Figure 2-12):

Fund Code Designator	Description
C	This code corresponds to COMSUBLANT with an appropriation symbol of 1804 and Program 2.
D	This code corresponds to COMNAVAIRLANT with an appropriation symbol of 1804 and Program 2.
E	This code corresponds to Military Sealift Command with an appropriation symbol of 4912.
L	This code corresponds to COMNAVAIRPAC with an appropriation symbol of 1804 and Program 2.
M	This code corresponds to COMSUBPAC with an appropriation symbol of 1804 and Program 2.
N	This code corresponds to COMNAVSURFPAC with an appropriation symbol of 1804 and Program 2.
S	This code corresponds to COMNAVSURFLANT with an appropriation symbol of 1804 and Program 2.
V	This code corresponds to SIMA San Diego with an appropriation symbol of 1804 and Program 2.
Y	This code corresponds to COMSUBLANT with an appropriation symbol of 1804 and Program 1.
Z	This code corresponds to COMSUBPAC with an appropriation symbol of 1804 and Program 1.

ch2_142

Figure 2-12

(6) **Step 6.** Enter the activity type that corresponds to your ship or activity.

(7) **Step 7.** Enter the hull number that corresponds to your ship.

(8) **Step 8.** Enter the routing identifier that corresponds to your ship or activity.

(9) **Step 9.** Enter the name of the reporting officer.

(10) **Step 10.** Enter the name of the individual that has signing authority.

(11) **Step 11.** Enter the high money value that corresponds to this transaction.

(12) Step 12. Review data in the following data blocks (Figure 2-13):

Data Block	Description
UIC	This is the unit identification code that corresponds to your activity.
USID	This is the uniform system identification that applies to your activity.
1st Prior Year	This is the fiscal year that immediately precedes the current fiscal year.
2nd Prior Year	This is the fiscal year that immediately precedes the first prior fiscal year
Next Local Stock Number	This is the next local stock number that the system will assign when required.
Implementation Date	This is the date of implementation of the RSupply system.

ch2_143

Figure 2-13

(13) Step 13. Select the New Construction Option if the activity is a new-construction site.

(14) Step 14. Select the Ship in ILO Option if the activity is undergoing an integrated logistics overhaul.

NOTE: Does not apply to USID M activities.

(15) Step 15. Select the IBS RIP Option if the activity receives DRA documents by way of IBS.

(16) Step 16. Select the NAS Option if the activity is a Naval Air Station site.

NOTE: The DWCF Option applies only to NSA sites.

(17) Step 17. Select the DWCF Option if the activity operates under the Defense Working Capital Fund. (Applies only to an NSA site.)

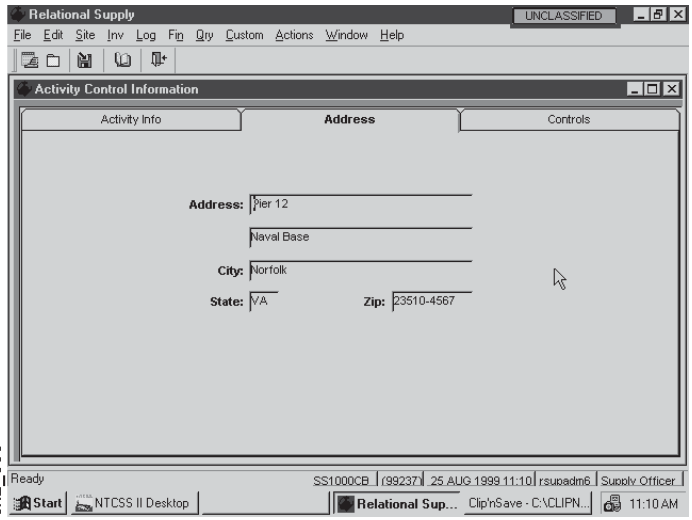
(18) Step 18. Enter the organizational code for the Aviation Intermediate Maintenance Department.

(19) Step 19. Enter the organizational code for the Supply Department.

(20) Step 20. Select the Apply Option from the Icon Menu Bar to finalize this process.

(21) Step 21. Select the Close Window Option to exit from this process.

d. To Modify Address Data. The step-by-step procedures for this process are as follows:



ch2_005

Figure 2-14

(1) Step 1. On the Activity Control Information Screen above (Figure 2-14), ensure the Address Option (tab) appears enabled or select it to begin processing.

(2) Step 2. Enter data to the following mandatory data fields or type over the data already there:

(a) Address,

(b) City and state,

(c) Zip code.

(3) Step 3. Select the Apply Option from the Icon Menu Bar to finalize this process.

(4) Step 4. Select the Close Window Option to exit from this process.

e. To Modify Control Data. The step-by-step procedures for this process are as follows:

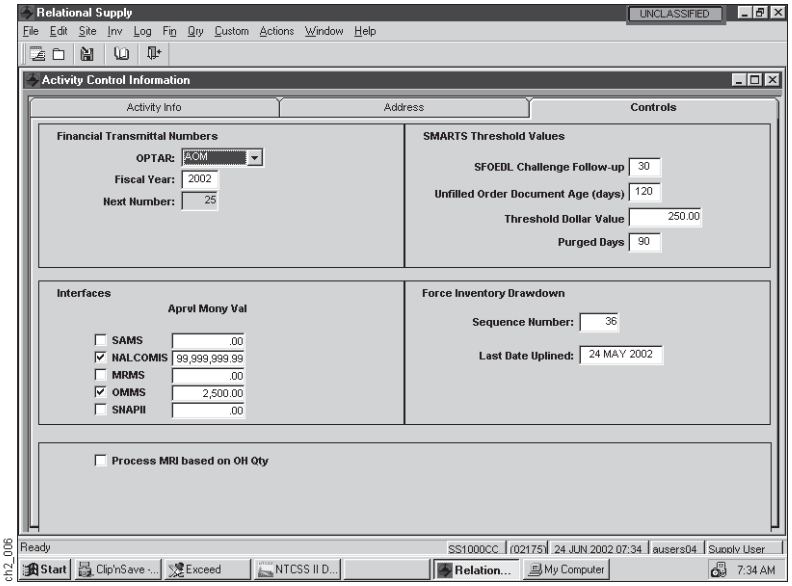


Figure 2-15

(1) Step 1. On the Activity Control Information Screen above (Figure 2-15), ensure the Controls Option (tab) appears enabled or select it to begin processing.

(2) Step 2. Enter data to the following mandatory data fields or type over the data already there;

(a) Financial Transmittal Numbers. This group box allows you to select the appropriate OPTAR (see below), fiscal year, and the next transmittal number;

[1] Aviation Operation Maintenance (AOM). This type of operating target includes funds that the type commander issues to purchase parts and material for use by AIMD and supported squadrons in the repair of aircraft and aircraft components.

[2] BP28 Stock.

[3] Flight Operations. This type of operating target includes funds that the type commander issues to buy aircraft fuel, oil, lubricants, flight clothing, and other items directly related to flight operations (FLTOPS).

[4] Reimbursable. This type of operating target includes funds specifically for use in executing work or providing services.

[5] Supplies and Equipage (S&E). This type of operating target includes funds that the type commander receives to support the regular operating expenses of the Fleet.

(b) SMARTS Threshold Values. This group box allows you to change default values that the system uses to validate SFOEDL and UOL transactions that batch-processed to the SMARTS Data Table. Options available are as follows;

[1] SFOEDL Challenge Follow-up. This is the number of days that must pass before you can submit a transaction, that you already challenged, on the Aged SFOEDL Response Page. Default setting is 30 days.

[2] Unfilled Order Document Age (Days). This is the number of days that must pass before a UOL transaction populates the SMARTS Data Table. A UOL with a lower number of days is considered below threshold and will not populate subject table. Default setting is 120 days.

[3] Threshold Dollar Value. Your activity TYCOM or Functional Manager may set this value. Otherwise, default setting will be $250.00.

[4] Purged Days. This is the number of days that, when added to the current date, will set the Purged Date in the SMARTS Data Table. The minimum value you can enter is 30 and the maximum is 120.

(c) Interfaces. This group box allows you to select the following;

[1] SAMS. Select this option for a direct interface with the Shipboard Automated Medical System (SAMS).

[2] NALCOMIS. Select this option for a direct interface with the Naval Aviation Logistics Command Management Information System (NALCOMIS).

[3] MRMS. Select this option for a direct interface with Maintenance Resource Management System (MRMS).

[4] OMMS. Select this option for a direct interface with the Organizational Maintenance Management System (OMMS).

[5] SNAP II. Select this option for a direct interface with the Organizational Maintenance Management System (OMMS).

(d) Force Inventory Draw Down. This group box allows you to modify FITS variables that will appear on the Force Inventory Drawdown Screen and to select the sequence number and the last date uplined.

(e) **Process MRI Based on On-hand Quantity.** If you select this option, the system processes prepost NALCOMIS and MRI transactions based on the quantity available for issue. If substitutes are available, the system creates picking tickets based on the quantity remaining to issue. The system will order any quantity that remains outstanding after that. If you don't select this option, the system processes prepost NALCOMIS transactions ignoring the on-hand quantity and creating a picking ticket for the total amount of the request quantity. The storeroom-issue process will create substitutes and an order for the remainder. The only exceptions to this process are items that already have warehouse refusals and those with no location on file.

(3) **Step 3.** Select the Apply Option from the Icon Menu Bar to finalize this process.

(4) **Step 4.** Select the Close Window Option to exit from this process.

3. **Constants Option.**

a. **General.** The Constants Submenu provides you with the capability to modify allowance and load data, requisition and offload defaults, and demand and allowance parameters. You also can configure and designate printers for different processes. This option allows you to access the following options:

(1) Allowance/Loads,

(2) Requisition/Offload Values,

(3) Demand Parameters,

(4) Printer Identification,

(5) Miscellaneous Values.

b. **Allowance/Loads Option.** This option allows you to select the allowance and load values that you want to modify or set. The system automatically selects HME and DBI allowances. Eventually, you will be able to select all allowances for modification.

(1) To Access the Allowance/Loads Option. The step-by-step procedures for this process are as follows:

(a) Step 1. On the Site Submenu, select the Activity Controls Option.

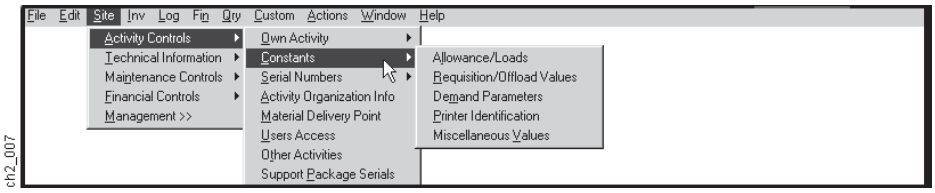


Figure 2-16

(b) Step 2. On the Activity Controls Submenu above (Figure 2-16), select the Constants Option.

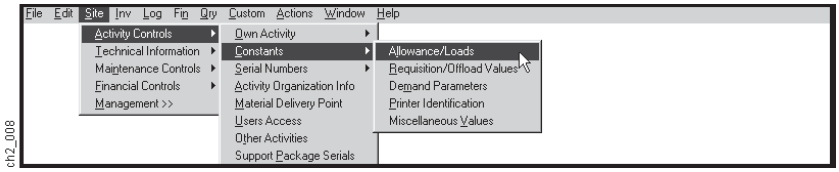


Figure 2-17

(c) Step 3. On the Constants Submenu above (Figure 2-17), select the Allowance/Loads Option.

(2) To Select Allowances for Management. The step-by-step procedures for this process are as follows:

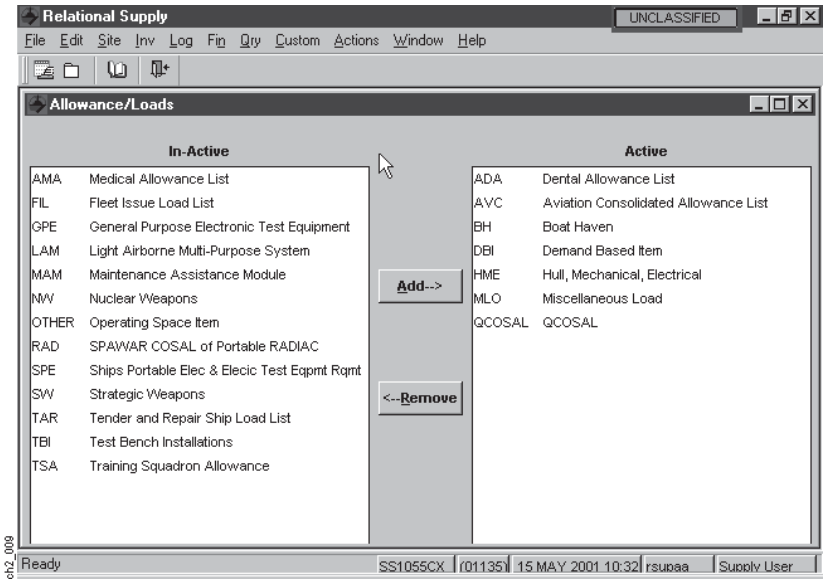


Figure 2-18

(a) Step 1. On the Allowance/Loads Screen above (Figure 2-18), review the allowances that are in the Active List.

NOTE: ADA, AMD, BH, and Q allowances do not apply to USID M activities.

(b) Step 2. If you wish to add an allowance to the active list, highlight it in the Inactive List and then select the Add Option .

(c) Step 3. If you wish to delete an allowance from the Active List, highlight it and then select the Remove Option to return to the In-Active List.

(d) Step 4. Once you have the appropriate allowances within the Active List, select the Apply Option from the Icon Menu Bar to finalize this process.

(e) Step 5. Select the Close Window Option to exit from this process.

(3) Allowances Table. The chart below (Figure 2-19) provides a cross-reference between allowance code and acronym as well as a short description of each.

NOTE: ADA, AMD, BH, and Q do not apply to USID M activities.

Code	Acronym	Description
ADA	ADAL	Dental Allowance List
AMA	AMAL	Medical Allowance List
AVC	AVCAL	Aviation Consolidated Allowance List
BH	Boat Haven	NavICP-M Boat Load List
DBI	DBI	Demand-based Item
FIL	FILL	Fleet Issue Load List, which includes FILL, FFV, Hull, and Ship's Store
LAM	LAMPS	Light Airborne Multipurpose System
MAM	MAM	Maintenance Assistance Modules
MLO	MLOAD	Miscellaneous Load
NW	NUWEPS	Nuclear Weapons COSAL
OSI	OSI	Operating Space Item
Q	Q-COSAL	Reactor Plan COSAL
RAD	RADIAC	SpaWar COSAL of Portable RADIAC
SPE	SPETERL	Ship's Portable Electrical and Electronic Test Equipment Requirements List
SW	SW	Strategic Weapons
TAR	TARSLL	Tender and Repair Ships' Load List
TBI	BI	Test Bench Installation
TSA	TSA	Training Squadron Allowance

ch2_010

Figure 2-19

(4) Business Rules. The business rule that applies to this function states that you may not designate an allowance as inactive if there is currently a NIIN with that allowance.

c. Requisition/Offload Values Option. This option allows you to modify or set requisition and offload values. The Supply Officer may update initial field values for requisition and offload processing. The system will preset values in various data fields for use in preparing outgoing requisitions and offload-processing transactions.

(1) To Access the Requisition/Offload Values Option. The step-by-step procedures for this process are as follows:

(a) Step 1. On the Site Submenu, select the Activity Controls Option.

(b) Step 2. On the Activity Controls Submenu, select the Constants Option.

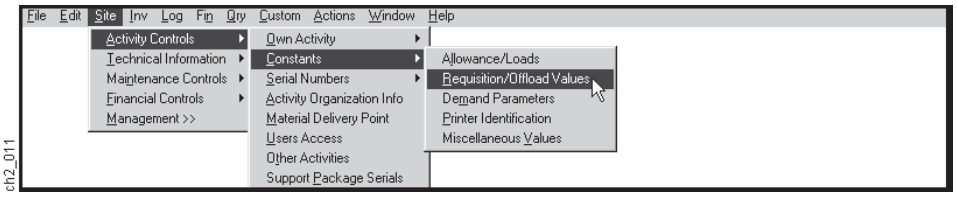


Figure 2-20

(c) Step 3. On the Constants Submenu above (Figure 2-20), select the Requisition/Offload Values Option.

(2) To Modify Requisition Default Data. The step-by-step procedures for this process are as follows:

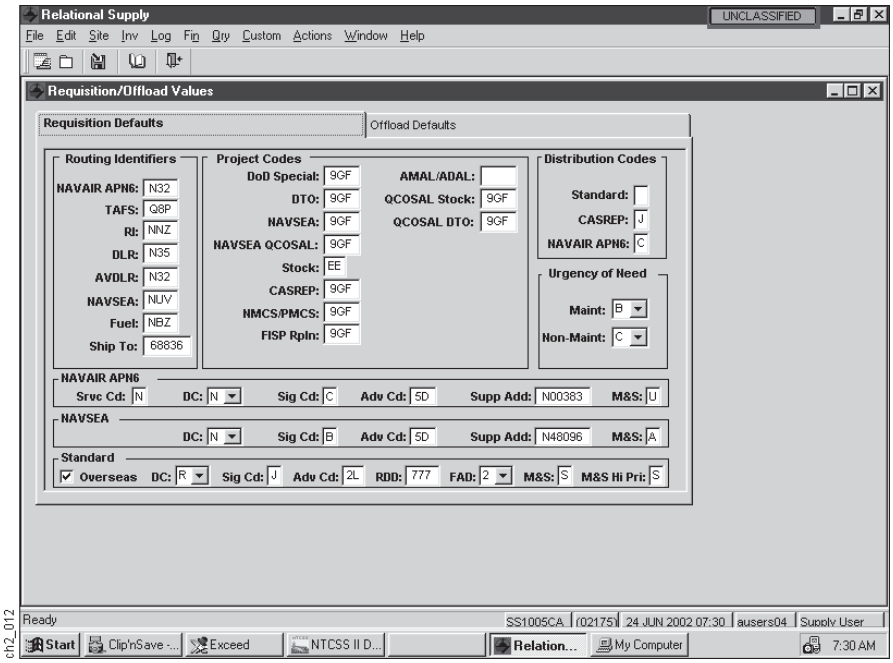


Figure 2-21

(a) Step 1. On the Requisition/Offload Values Screen above (Figure 2-21), ensure the Requisition Defaults Option appears enabled or select it to begin processing.

NOTE: The values that appear on the screen are the current default settings.

(b) Step 2. Press the Tab Key until the cursor highlights any of the following data blocks and type in new data as necessary:

[1] Routing Identifiers. This group box contains all the routing identifiers that the system uses on MILSTRIP documents when you order specific material types.

[2] Project Codes. This group box contains all the project codes that the system uses during material replenishment and when processing shipment and inventory losses.

[3] Distribution Codes. This group box contains the distribution codes that the system uses, in conjunction with the service designator, to indicate the activity or service point that will receive additional supply status on a requisition.

[4] Urgency of Need. This group box contains all the priorities that the system uses on outgoing requisitions for both maintenance and nonmaintenance-related material.

[5] NAVAIR APN6. This group box shows all the attributes that the system uses on NAVAIR requisitions.

[6] NAVSEA. This group box contains all the attributes that the system uses on NAVSEA requisitions.

[7] Standard. This group box shows contains all the attributes that the system uses on standard requisitions.

(c) Step 3. Select the Apply Option from the Icon Menu Bar to finalize this process.

(d) Step 4. Select the Close Window Option to exit from this process.

(3) To Modify Offload Default Data. The step-by-step procedures for this process are as follows:

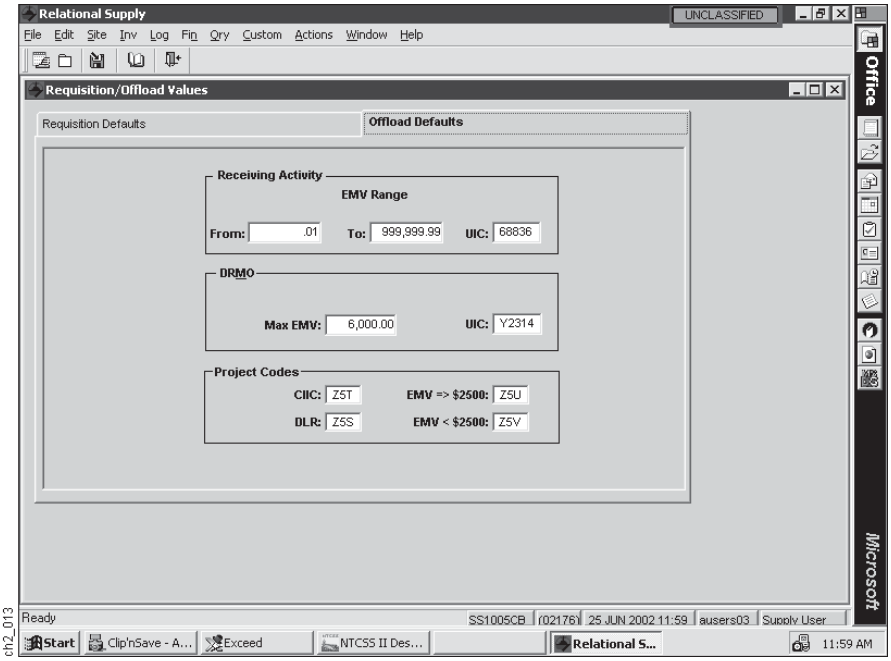


Figure 2-22

(a) Step 1. On the Requisition/Offload Values Screen (Figure 2-22), ensure the Offload Defaults Option appears enabled or select it to begin processing.

(b) Step 2. Press the Tab Key until the cursor highlights any of the following data blocks and type in new data as necessary;

[1] Receiving Activity. This group box contains the UIC of the activity receiving the discarded material. It also contains the beginning and ending values of the extended money value range of the material. Material that you offload cannot exceed this dollar amount.

[2] DRMO. This group box shows the UIC of the DRMO activity and the maximum EMV of material for each NIIN being discarded.

NOTE: The DRMO Group Box does not apply to USIDM activities.

[3] Project Codes. This group box shows all assigned project codes that the system will use during the offload process.

(c) Step 3. Select the Apply Option from the Icon Menu Bar to finalize this process.

(d) Step 4. Select the Close Window Option to exit from this process.

NOTE: Remember that you have to select the New Construction Option on the Activity Control Information Screen to view the New Construction Option (tab) on this screen.

(4) To Modify New Construction Default Data. The step-by-step procedures for this process are as follows:

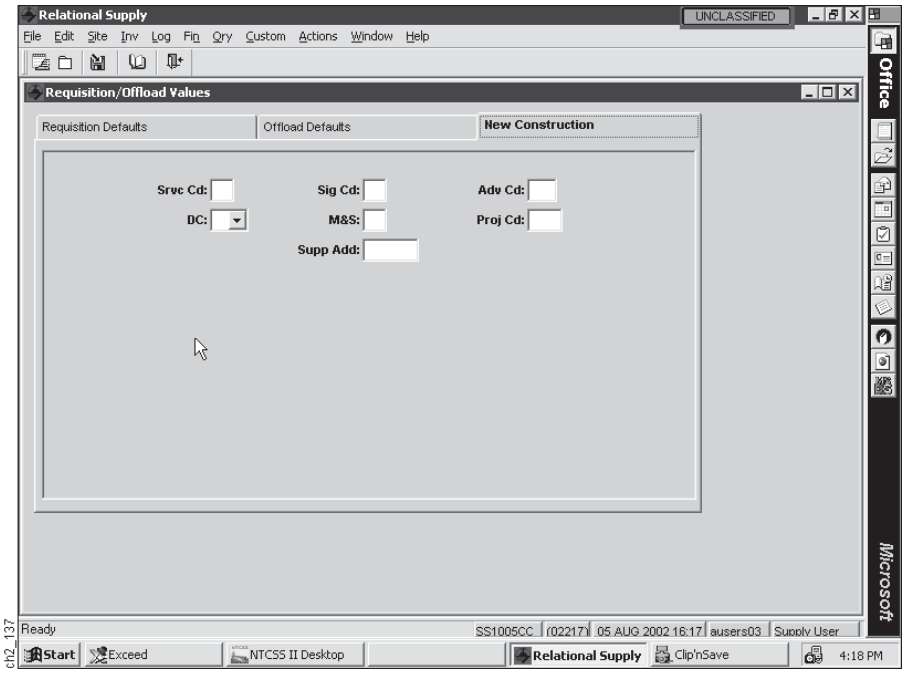


Figure 2-23

(a) Step 1. On the Requisition Offload Values Screen above (Figure 2-23), ensure the New Construction Option (tab) appears enabled or select it to begin processing.

(b) Step 2. Press the Tab Key until the cursor highlights any of the following data blocks and type in new data as necessary.

[1] Service designator (code),

[2] Signal code,

[3] Advice code,

[4] Demand code,

[5] Media and status code,

[6] Project code,

[7] Supplementary address.

(c) Step 3. Select the Apply Option from the Icon Menu Bar to finalize this process.

(d) Step 4. Select the Close Window Option to exit from this process.

(5) Business Rules. The business rules that apply to requisition-offload processing are as follows:

(a) Ensure the UICs you enter to Ship To, Supplementary Address, Receiving Activity, and DRMO data blocks are already in RSupply tables before you add them in this process. Option filepath for all is as follows: Site>Activity Controls>Other Activities.

(b) Ensure the RIs you enter to the Routing Identifiers Group Box are already in RSupply Tables before you add them in this process. Option filepath is as follows: Site>Technical Information>Validation Tables>Routing Identifiers.

d. Demand Parameters Option. This option allows the Supply Officer to modify default demand processing parameters (basic and allowance) in accordance with TYCOM directives. This process computes an average monthly demand (AMD) based on recorded demand-and-frequency information and sets the requisitioning objective (RO) and reorder point (RP). Allowance parameters (computation factors) control the order-and-shipping time (OST) level for the RO of a non-DBI. This value represents the authorized value of the OST level in terms of months and tenths of months of demand.

(1) To Access the Demand Parameters Option. The step-by-step procedures for this process are as follows:

(a) Step 1. On the Site Submenu, select the Activity Controls Option.

(b) Step 2. On the Activity Controls Submenu, select the Constants Option.

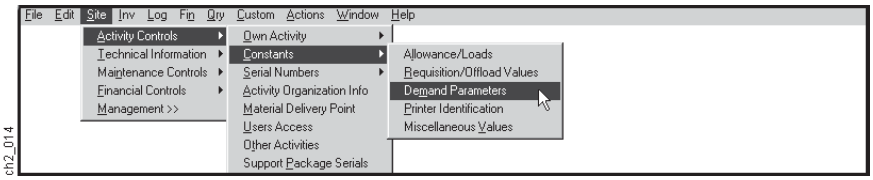


Figure 2-24

(c) Step 3. On the Constants Submenu above (Figure 2-24), select the Demand Parameters Option.

NOTE: The values that appear on the screen are the current default settings.

(2) To Modify Basic Parameters. The step-by-step procedures for this process are as follows:

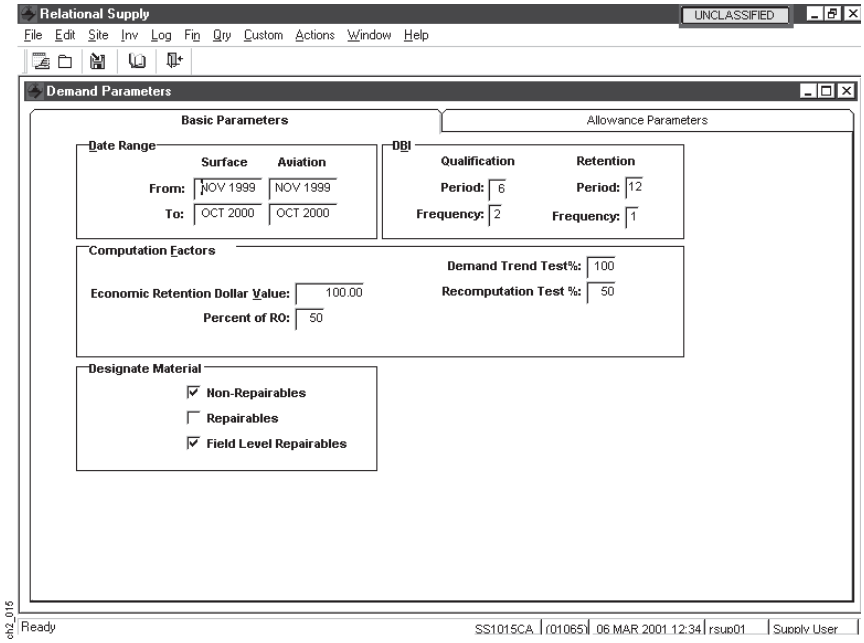


Figure 2-25

(a) Step 1. On the Demand Parameters Screen above (Figure 2-25), ensure the Basic Parameters Option (tab) appears enabled or select it to begin processing.

(b) Step 2. Press the Tab Key (or use the mouse) to highlight any of the following data blocks and type in new data as necessary:

[1] Date Range. This group box allows you to set the base period from which the system selects demand information to compute the AMD. The period you select may vary from 1 to 24 months. Enter a starting month and year in the From Data Block and an ending month and year in the To Data Block.

[2] DBI. This group box allows you to set length-of-period and frequency parameters for both qualification and retention of demand-based items.

[a] Qualification.

{1} Period. This is the number of months that you wish the system to consider when determining whether an item qualifies as demand based.

{2} Frequency. This is the number of requests that an item must have within the base period to qualify as demand based.

[b] **Retention.**

{1} **Period.** This is the number of months that you wish the system to consider when determining whether material you identified as DBI qualifies for retention.

{2} **Frequency.** This is the number of requests that material you identified as DBI must have within the base period to qualify for retention.

[3] **Computation Factors.** This group box allows you to set parameters for use in batch level processing.

[a] **Economic Retention Dollar Value.** This is the whole dollar value that you wish the system to use when determining whether an item of excess stock qualifies for retention.

[b] **Percent of RO.** This is the value of a formula involving AMD, UP, and OLM known as OL, which the system adds to the RP to obtain an RO.

[c] **Demand Trend Test Percentage (%).** This is the percentage the system uses to calculate a constructed history of demand.

[d] **Recomputation Test Percentage (%).** This value should reflect TYCOM/Levels directives. The system uses it to subject DBI items to a test that determines whether to recompute current stock levels. This test will prevent massive adjustments in RO values that result from insignificant changes in AMD.

[4] **Designate Material.** This group box allows you to determine the categories of material that require inclusion in a levels process. It also determines whether it is necessary to complete a trial process before the actual levels process, which will update RSupply tables.

[a] **Nonrepairables.** Select this option to include material with an MCC other than D, E, G, H, Q, or X in levels processing.

[b] **Repairables.** Select this option to include all material with an MCC of E,G,H,Q, or X in levels processing.

[c] **Field Level Repairables.** Select this option to include all material with an MCC of D in levels processing.

NOTE: Ensure you select at least one of these options.

NOTE: The values that appear on the screen are the current default settings.

(c) Step 3. Select the Apply Option from the Icon Menu Bar to finalize this process.

(d) Step 4. Select the Close Window Option to exit from this process.

(3) To Modify Allowance Parameters. The step-by-step procedures for this process are as follows:

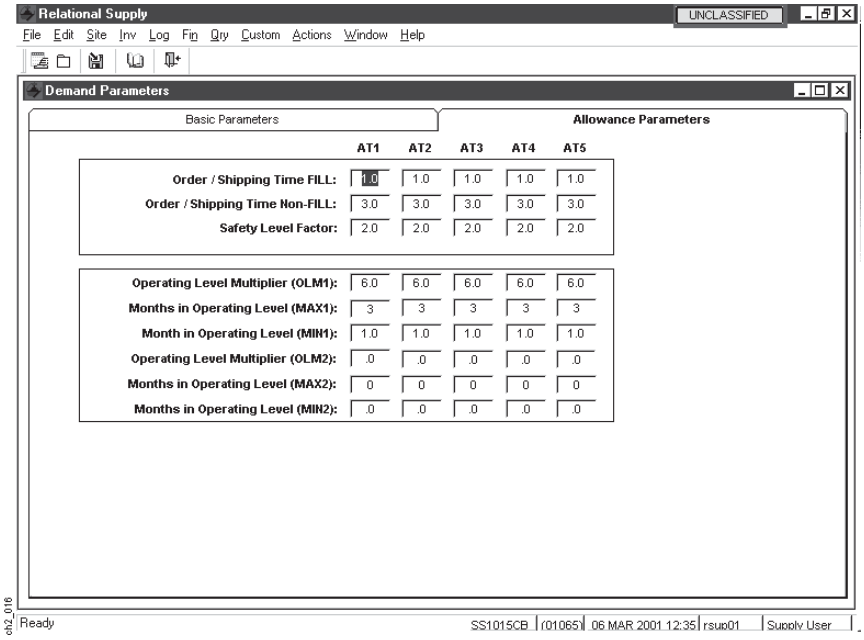


Figure 2-26

(a) Step 1. On the Demand Parameters Screen above (Figure 2-26), ensure the Allowance Parameters Option (tab) appears enabled or select it to begin processing.

(b) Step 2. Press the Tab Key (or use the mouse) to highlight any of the following data blocks and type in new data if necessary:

[1] Computation Factors for Levels Setting,

[2] Order and Shipping Time.

(c) Step 3. Select the Apply Option from the Icon Menu Bar to finalize this process.

(d) Step 4. Select the Close Window Option to exit from this process.

(4) Allowance Parameters Table. The chart below (Figure 2-27) lists all the allowance parameters that the system uses for this process.

Allowance Parameter	Description
Order/Shipping Time FILL	Enter the number of months and tenths of a month.
Order/Shipping Time Non-FILL	Enter the number of months and tenths of a month.
Safety Level Factor	Enter the number of months and tenths of a month, which represent the authorized value of the Safety Level. This attribute controls the level of safety required for the RO of a DBI.
Operating Level Multiplier (OLM1)	Enter the months and tenths of months to be utilized in the mathematical factor relating to the economic order quantity formula. The suggested range is from 5.0 to 10.0.
Months in Operating Level (MAX1)	Enter whole months of demand. This operating field acts as an upper limit on the size of the computed operating level. The suggested range is from 6 to 9 months.
Months in Operating Level (MIN1)	Enter the months and tenths of months. This operating field acts as a lower limit on the size of the computed operating Level. The suggested range is from .5 to 2.5 months.
Operating Level Multiplier (OLM2)	Enter the months and tenths of months to be utilized in the mathematical factor relating to the economic order quantity formula. Used to assess the impact of a different set of values in terms of changes to the RO dollar investment. The suggested range is from 5.0 to 10.0.
Months in Operating Level (MAX2)	Enter whole months of demand. This field acts as an upper limit on the size of the computed operating level. Used to assess the impact of a different set of values in terms of changes to the RO dollar investment. The suggested range is from 6 to 9 months.
Months in Operating Level (MIN2)	Enter the months and tenths of months. This field acts as a lower limit on the size of the computed operating level. Used to assess the impact of a different set of values in terms of changes to the RO dollar investment. The suggested range is from .5 to 2.5 months.

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Figure 2-27

e. Printer Identification Option. This option allows you to relate printer identification names to printer and location codes. It also allows you to set the print configuration based on the priority of the material request or the primary location of the NIIN on the material request.

(1) To Access the Printer Identification Option. The step-by-step procedures for this process are as follows:

(a) Step 1. On the Site Submenu, select the Activity Controls Option.

(b) Step 2. On the Activity Controls Submenu, select the Constants Option.

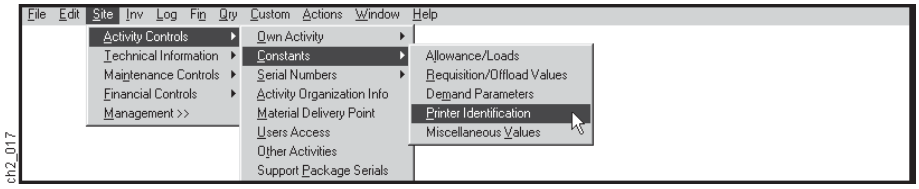
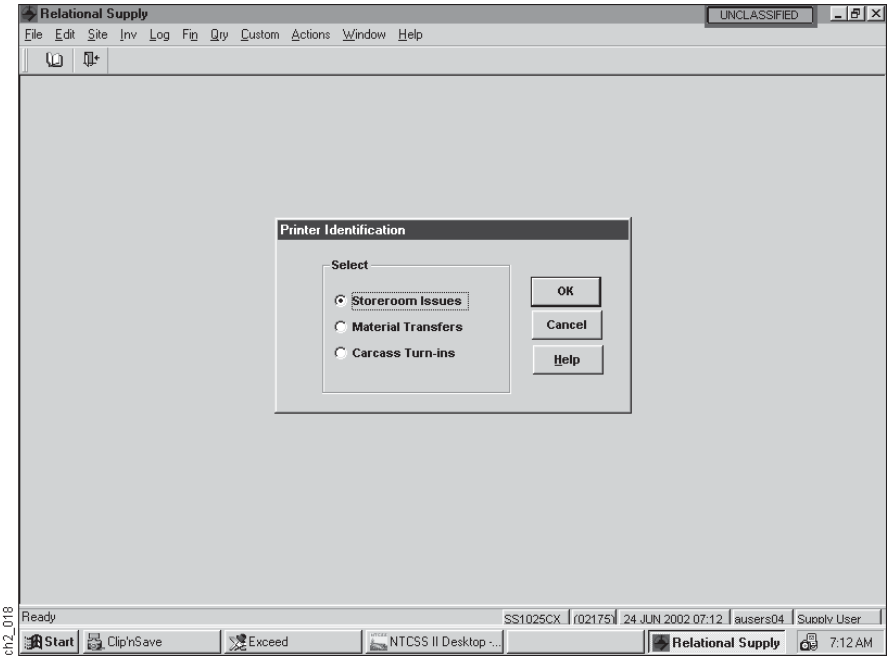


Figure 2-28

(c) Step 3. On the Constants Submenu above (Figure 2-28), select the Printer Identification Option.

(2) To Set Printer Configuration. The step-by-step procedures for this process are as follows:



ch2_018

Figure 2-29

(a) Step 1. On the Printer Identification Screen above (Figure 2-29), select the Storeroom Issues Option and then select the OK Option to continue.

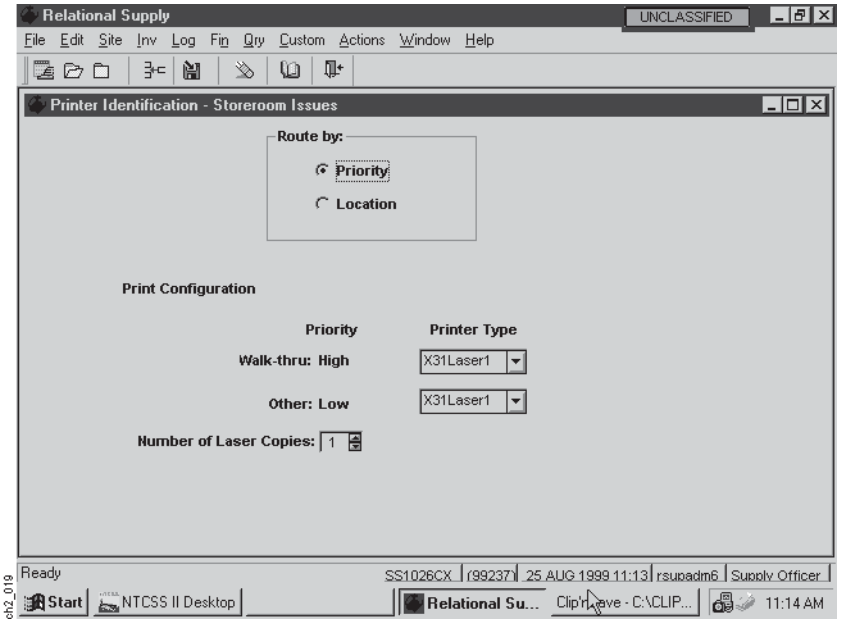


Figure 2-30

(b) Step 2. On the Printer Identification – Storeroom Issues Screen above (Figure 2-30), select the Priority Option from the Route By Group Box.

(c) Step 3. From the Priority Screen, select a printer for high-priority jobs and another for low-priority jobs.

(d) Step 4. Select the number of laser copies that you wish to print.

(e) Step 5. Select the Apply Option from the Icon Menu Bar to finalize this process.

(f) Step 6. Select the New Request Option to process another record or the Close Window Option to exit from this process.

(3) To Set a Storeroom Location and Printer Type. The step-by-step procedures for this process are as follows:

(a) Step 1. On the Printer Identification Screen, select the Storeroom Issues Option and then select the OK Option to continue.

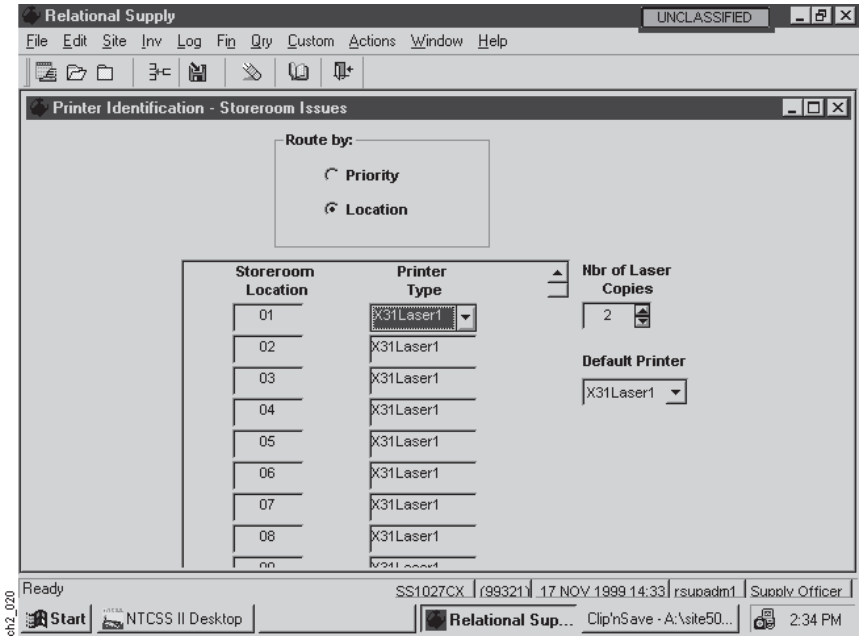


Figure 2-31

(b) Step 2. On the Printer Identification – Storeroom Issues Screen above (Figure 2-31), select the Location Option from the Route By Group Box.

(c) Step 3. From the Location Screen, select a two-position location for the printer from the Storeroom Location Group Box.

(d) Step 4. Select a printer from the Printer Type Group Box.

(e) Step 5. Select the number of laser copies that you wish to print.

(f) Step 6. Select the Apply Option from the Icon Menu Bar to finalize this process.

(g) Step 7. Select the New Request Option to process another record or the Close Window Option to exit from this process.

NOTE: This means the first two positions that all locations in the storeroom or warehouse have in common.

(4) **To Add a Storeroom Location.** The step-by-step procedures for this process are as follows:

(a) **Step 1.** On the Printer Identification Screen, select the Storeroom Issues Option and then select the OK Option to continue.

(b) **Step 2.** From the Printer Identification - Storeroom Issues Screen, select the Insert Option from the Icon Menu Bar.

(c) **Step 3.** Enter the storeroom location that you wish to add and the printer type. Ensure you establish a row for each storeroom.

(d) **Step 4.** Select the Apply Option from the Icon Menu Bar to finalize this process.

(e) **Step 5.** Select the New Request Option to process another record or the Close Window Option to exit from this process.

(5) **To Delete a Storeroom Location.** The step-by-step procedures for this process are as follows:

(a) **Step 1.** On the Printer Identification Screen, select the Storeroom Issues Option and then select the OK Option to continue.

(b) **Step 2.** Select the row containing the location that you wish to delete.

(c) **Step 3.** Select the Delete Option from the Icon Menu Bar.

(d) **Step 4.** Select the Yes Option within the dialog box that appears on the screen with the "*Are you sure you want to delete*?" message.

(e) **Step 5.** Select the Apply Option from the Icon Menu Bar to finalize this process.

(f) **Step 6.** Select the New Request Option to process another record or the Close Window Option to exit from this process.

(6) To Designate a Printer for Material Transfers. The step-by-step procedures for this process are as follows:

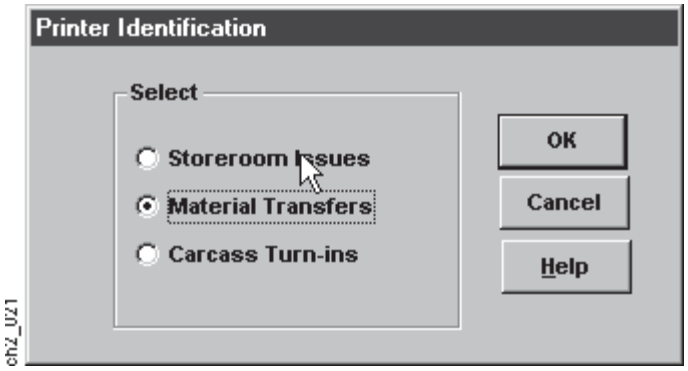


Figure 2-32

(a) Step 1. On the Printer Identification Screen above (Figure 2-32), select the Material Transfers Option and then select the OK Option to continue.

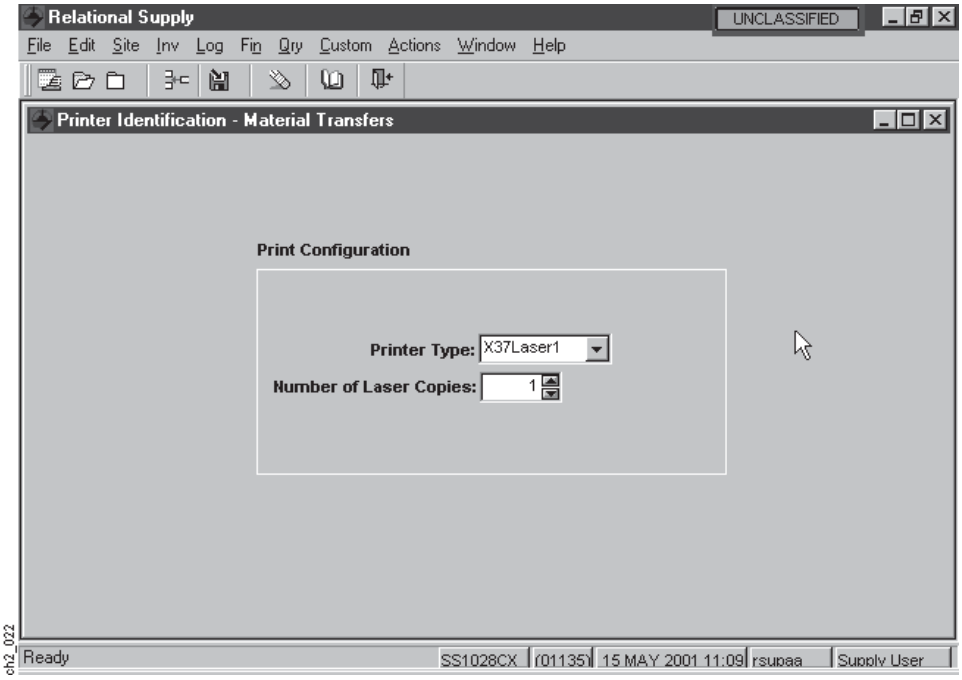


Figure 2-33

(b) Step 2. On the Printer Identification – Material Transfers Screen above (Figure 2-33), select a printer from the Printer Type Group Box.

(c) Step 3. Select the number of laser copies that you wish to print.

(d) Step 4. Select the Apply Option from the Icon Menu Bar to finalize this process.

(e) Step 5. Select the New Request Option to process another record or the Close Window Option to exit from this process.

(7) To Designate a Printer for Turning in Carcass Material. The step-by-step procedures for this process are as follows:

(a) Step 1. On the Printer Identification Screen, select the Carcass Turn-ins Option and then select the OK Option to continue.

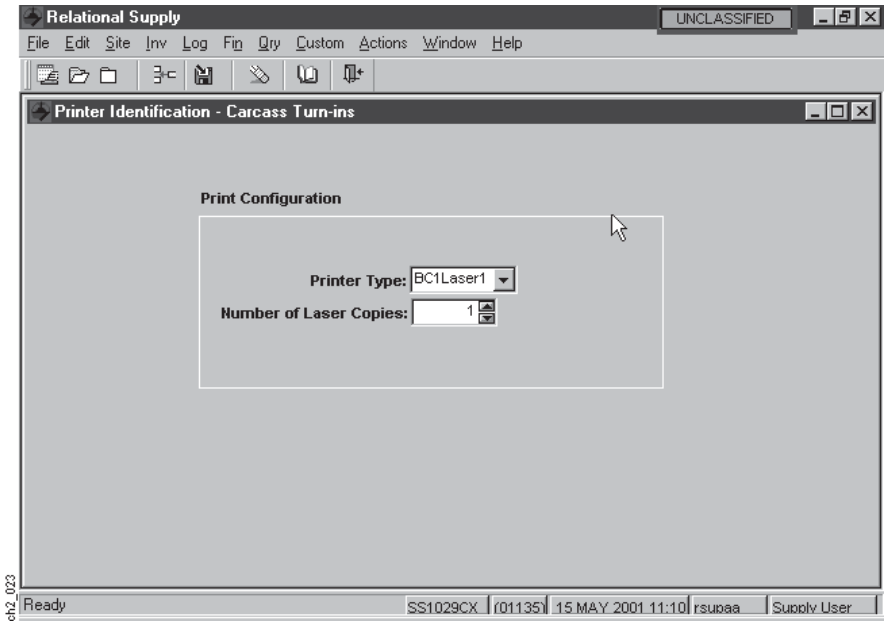


Figure 2-34

(b) Step 2. On the Printer Identification – Carcass Turn-ins Screen above (Figure 2-34), select a printer from the Printer Type Group Box.

(c) Step 3. Select the number of laser copies that you wish to print.

(d) Step 4. Select the Apply Option from the Icon Menu Bar to finalize this process.

(e) Step 5. Select the Close Window Option to exit from this process.

f. Miscellaneous Values Option. This option allows you to build or modify SEAMART and PEB constant information that the system uses to create the SEAMART/PEB Review Report. The step-by-step procedures for this process are as follows:

(1) Step 1. On the Site Submenu, select the Activity Controls Option.

(2) Step 2. On the Activity Controls Submenu, select the Constants Option.

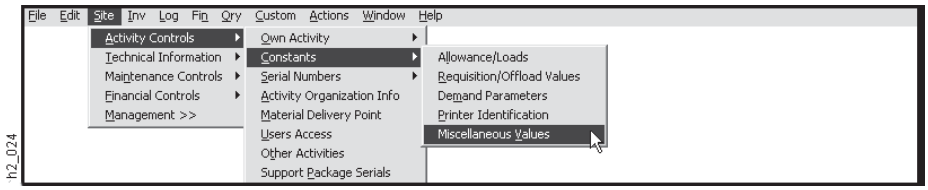


Figure 2-35

(3) Step 3. On the Constants Submenu above (Figure 2-35), select the Miscellaneous Values Option.

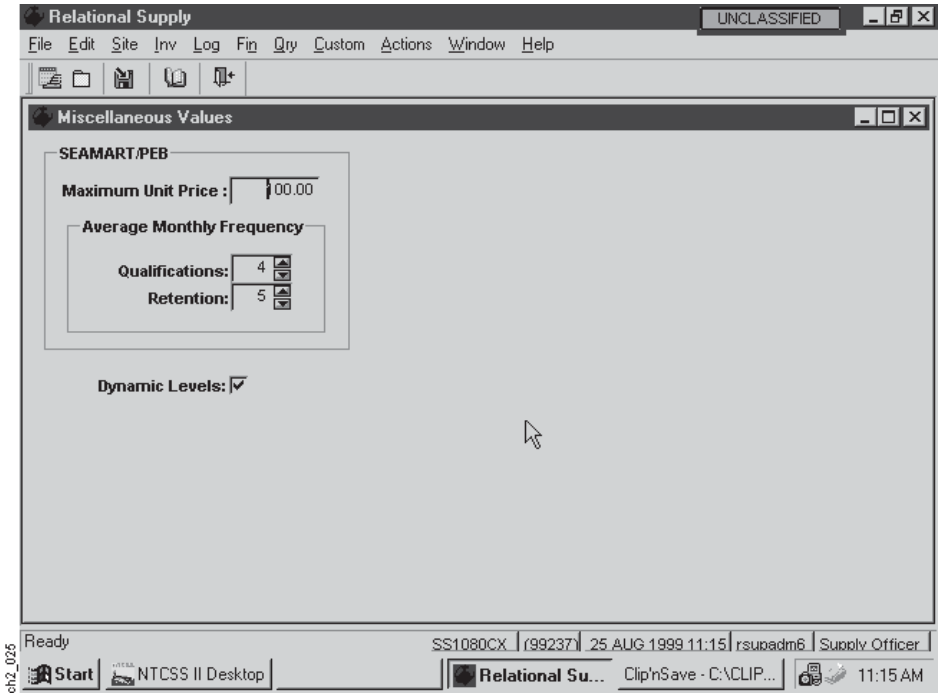


Figure 2-36

(4) Step 4. On the Miscellaneous Values Screen above (Figure 2-36), enter the appropriate value to the Maximum Unit Price Data Block within the SEAMART/PEB Group Box.

(5) Step 5. Enter the appropriate values to the Qualifications and Retentions data blocks within the Average Monthly Frequency Group Box.

NOTE: The values that appear on the screen are the current default settings.

NOTE: Set the values in the Maximum Unit Price and AMD Qualifications and Retention data blocks in accordance with Chapter 6 of the NAVSUP P-485 or TYCOM directives.

(6) **Step 6.** Select the Dymanic Levels Option, if applicable.

(7) **Step 7.** Select the Apply Option from the Icon Menu Bar to finalize this process.

(8) **Step 8.** Select the Close Window Option to exit from this process.

4. Serial Numbers Option.

a. General. This option provides you with a single suboption: Activity Serials, which allows you to access the Activity Serials Screen. Personnel at a SNAP I activity use serial-number information on that screen to assign requisition numbers for stock-replenishment and DTO processing. You will be able to add, change, delete, or locate records from this screen. The type commander, in conjunction with higher authority, will establish and determine serial-number ranges. TYCOM instructions and directives provide guidance on the appropriate values for each type of serial-number range.

b. To Access the Activity Serials Option. The step-by-step procedures for this process are as follows:

(1) **Step 1.** On the Relational Supply Main Menu Screen, select the Site Option.

(2) **Step 2.** On the Site Submenu, select the Activity Controls Option.

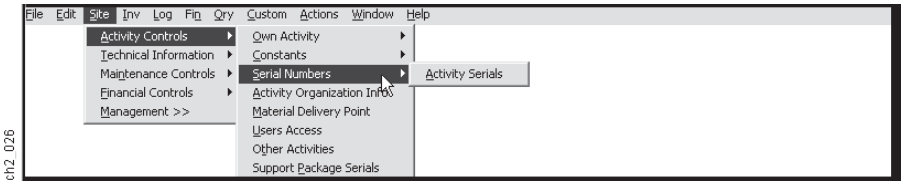


Figure 2-37

(3) **Step 3.** On the Activity Controls Submenu above (Figure 2-37), select the Serial Numbers Option.

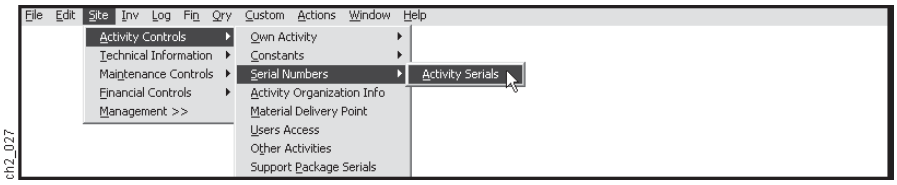


Figure 2-38

(4) **Step 4.** On the Serial Numbers Submenu above (Figure 2-38), select the Activity Serials Option.

NOTE: The Activity Serials Option allows the FAS to select from the following types of activity serial numbers for use by unit personnel;

- **Requisition Routine Stock,**
- **Requisition DLR Stock,**
- **Requisition Q-COSAL Stock,**
- **DTO CASREP,**
- **DTO NMCS and PMCS,**
- **DTO Broad Arrow,**
- **Offload Stock,**
- **Inventory Adjustment.**

NOTE: The NAVSEA Serial Number Type has predetermined values that you must not alter.

NOTE: When assigning the *next* serial number, the system automatically reverts to the first number within the designated range upon turnover of the system calendar. This applies to all activity and department serial numbers.

c. To Change Activity Serial Information. The step-by-step procedures for this process are as follows:

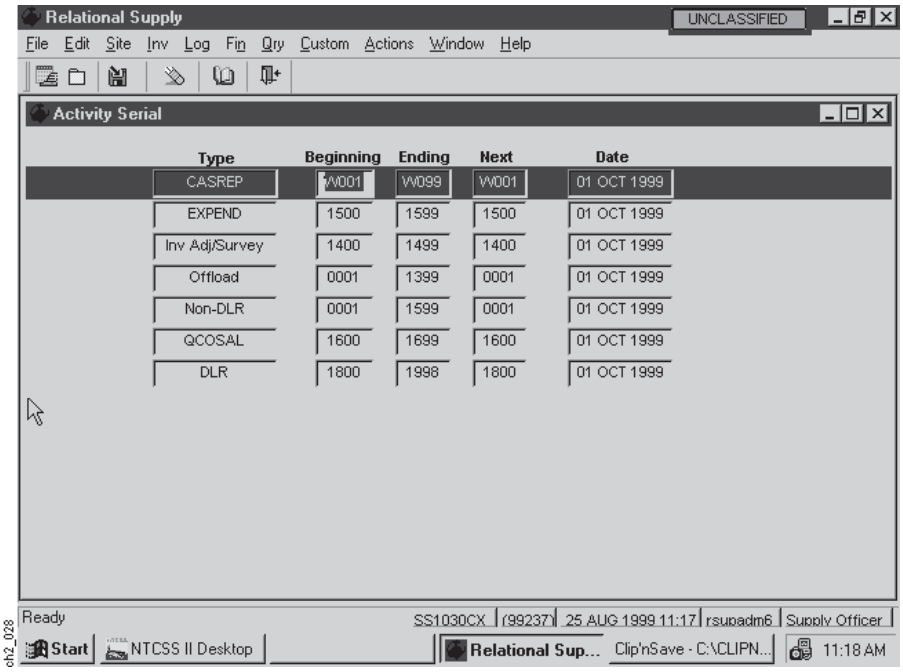


Figure 2-39

(1) Step 1. From the Activity Serial Screen above (Figure 2-39), select the Beginning or Ending Data Field to highlight the entire row so that you can modify data.

(2) Step 2. Type over the data that you wish to replace in the serial-number ranges for any of the following serial types:

(a) CASREP. This type of serial number applies to requisitions for casualty-report (CASREP) material.

(b) CNSMBL/ILO. This type of serial number applies to requisitions for consumables, other chargeable material, medical and dental, and chargeable services other than delivery charges for bunker fuel.

(c) DLR. This type of serial number applies to requisitions for depot-level-repairable (DLR) related material.

(d) EMRM. This type of serial number applies to requisitions for equipment-maintenance-related material including APA material.

(e) EXPEND. This type of serial number applies to expenditure transactions (includes OSO transfers and material turned in to shore).

(f) Inventory Adjustment or Survey. This type of serial number applies to all inventory adjustments.

NOTE: The system never *rolls over* serial numbers within a specific range to a future Julian date. If you use up all the serial numbers within a specific range in a single day, you must wait until the next day to continue.

NOTE: When you change the serial number range, the value in the date field will default to the current system date.

NOTE: The NAVSEA Serial Number Type has predetermined values that you must not alter.

(g) **LAMPS.** This type of serial number applies to requisitions required to support light-airborne-multipurpose system material embarked on board.

(h) **NAVSEA.** This type of serial number applies to NAVSEA-funded requisitions that are not directly chargeable to your activity's OPTAR.

(i) **NMCS.** This type of serial number applies to requisitions for aviation material required to correct a not-mission-capable-supply (NMCS) condition.

(j) **Non-DLR.** This type of serial number applies to material that does not have an MCC of E, G, H, Q, or X.

(k) **Offload.** This type of serial number applies to transactions for the offload or material.

(l) **Publications (PUBS).** This type of serial number applies to requisitions for material with a Cog of 0I, hydrographic material, and other miscellaneous nonchargeable material.

(m) **Q-COSAL.** This type of serial number applies to requisitions for Q-COSAL material.

(3) **Step 3.** Select the Apply Option from the Icon Menu Bar to finalize this process.

(4) **Step 4.** Select the Close Window Option to exit from this process.

NOTE: The system automatically enters the next available serial number to the Next Serial Data Block.

NOTE: The types of activity serial numbers that you can establish include expenditure, inventory adjustment, survey, offload, non-DLR, Q-COSAL, and DLR.

NOTE: This process does not apply to all activities.

d. **To Add an Activity Serial.** The step-by-step procedures for this process are as follows:

(1) **Step 1.** On the Activity Serial Screen, select the Insert Option from the Icon Menu Bar.

(2) **Step 2.** Select an option from the Type Drop-down List.

(3) **Step 3.** Enter the new data to the Beginning and Ending data blocks.

(4) **Step 4.** Select the Apply Option from the Icon Menu Bar to finalize this process.

(5) **Step 5.** Select the Close Window Option to exit from this process.

e. **To Delete an Activity Serial.** The step-by-step procedures for this process are as follows:

(1) **Step 1.** From the Activity Serial Screen, select the Beginning or Ending, Data Block to highlight the entire row so that you can delete data.

(2) **Step 2.** On the Activity Serial Screen, select the Delete Option from the Icon Menu Bar.

(3) **Step 3.** Select the Yes Option from the dialog box that appears to confirm the deletion.

(4) **Step 4.** Select the Apply Option from the Icon Menu Bar to finalize this process.

(5) **Step 5.** Select the Close Window Option to exit from this process.

f. **Standard Numbering System.** RSupply requires the establishment of a standard document numbering system on board your ship. Under the standard document numbering system, the first two positions of a transaction's serial number identify the division or work center that originated the document. This enables the computer to process the transaction against the proper financial files and records.

NOTE: This information does not apply to all activities.

g. **Serial-number Ranges.** Your activity's type commander in cooperation with higher authority will determine the serial number ranges you will use. The serial-number function allows you to maintain the Serial Table, which contains a record of each squadron, division, or work center assigned a serial range. The system uses this data to serialize and validate transactions applicable to your own activity's UIC. You will be able to add, change, delete, or locate records in this file. The RSupply system restricts the number of serial-number ranges that you may specify. It also restricts you from the including the numbers from one range in another. The following are acceptable ranges:

EXAMPLE: The type of serial numbers you use for NAVSEA-funded requisitions is predetermined; do not alter this data.

(1) Routine stock between 0001 and 1999.

(2) DLR stock between 0001 and 1999.

(3) Q-COSAL stock between 0001 and 1999.

(4) CASREP serial numbers will began with the letter W.

(5) NMCS and PMCS serial numbers will began with the letter G.

(6) Broad-arrow serial numbers will begin with the letters GB.

NOTE: This information does not apply to all activities.

Serial numbers for offloads and surveys may be within any range. This includes the ranges used for requisitioning except for those beginning with the letters W, G, and TB.

NOTE: This information does not apply to all activities.

5. **Activity Organization Info Option.** This option allows you to build to, modify on, or delete from the system departments, divisions, or work centers. It provides you with the following options:

   a. **To Access the Activity Organization Information Option.** The step-by-step procedures for this process are as follows:

      (1) **Step 1.** On the Relational Supply Main Menu Screen, select the Site Option.

      (2) **Step 2.** On the Site Submenu, select the Activity Controls Option.

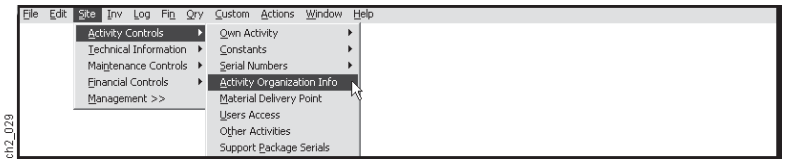


Figure 2-40

      (3) **Step 3.** On the Activity Controls Submenu above (Figure 2-40), select the Activity Organization Information Option.

b. To Modify or Delete a Department. The step-by-step procedures for this process are as follows:

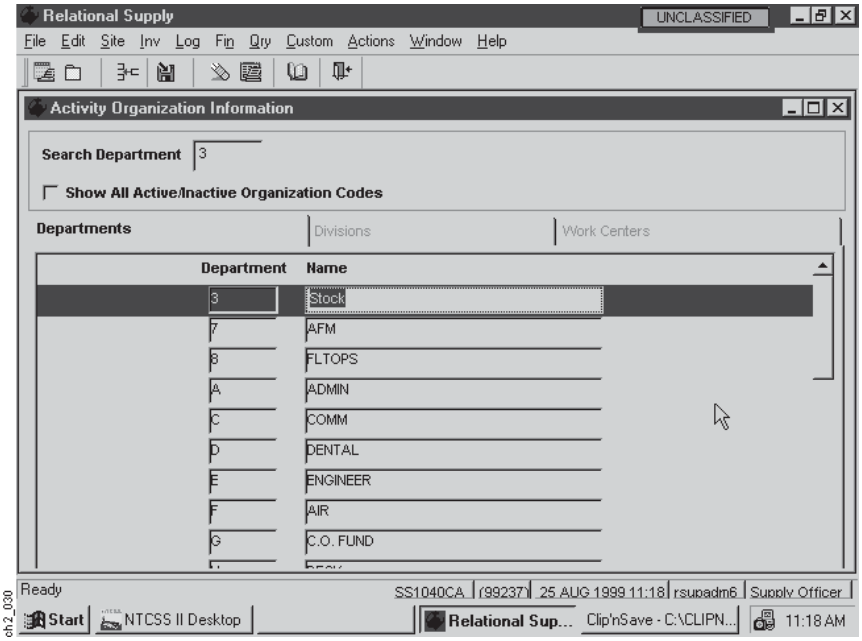


Figure 2-41

(1) Step 1. On the Activity Organization Information Screen above (Figure 2-41), ensure the Departments Option (tab) appears enabled or select it to do so.

NOTE: This information does not apply to all activities.

(2) Step 2. Use one of the following ways to select the department that you wish to modify:

(a) Enter the department code in the appropriate data block,

(b) Highlight the row on which it already appears.

(3) Step 3. Select the Show All Active/Inactive Organization Codes Option, if necessary.

(4) Step 4. Type over the data that you wish to change or select the Delete Option from the Icon Menu Bar to delete the row you highlighted.

NOTE: You can delete a department only if there are no dependent divisions or work centers under its hierarchy. You should first delete work centers, followed by any divisions, and then the departments.

(5) Step 5. Select the Display Serial Report Option from the Icon Menu Bar if you wish to view the Serial Range Report. After you review, select the Close Window Option to return to the Activity Organization Information Screen.

(6) Step 6. Select the Apply Option from the Icon Menu Bar to finalize this process.

(7) Step 7. Select the Close Window Option to exit from this process.

c. **To Add a Department.** The step-by-step procedures for this process are as follows:

(1) **Step 1.** On the Activity Organization Information Screen, ensure the Departments Option (tab) appears enabled or select it to do so.

(2) **Step 2.** Select the Insert Option from the Icon Menu Bar and type in the appropriate data to create a new record.

(3) **Step 3.** Select the Display Serial Report Option from the Icon Menu Bar if you wish to view the Serial Range Report. After you finish your review, select the Close Window Option to return to the Activity Organization Information Screen.

(4) **Step 4.** Select the Apply Option from the Icon Menu Bar to finalize this process.

(5) **Step 5.** Select the Close Window Option to exit from this process.

d. **To Modify Divisions.** The step-by-step procedures for this process are as follows:

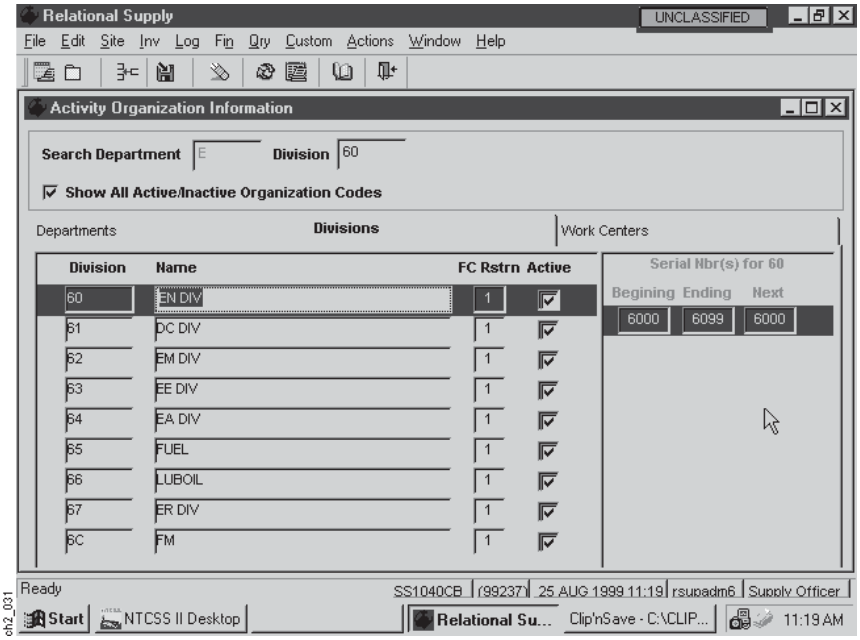


Figure 2-42

(1) **Step 1.** On the Activity Organization Information Screen above (Figure 2-42), ensure the Divisions Option (tab) appears enabled or select it to do so.

(2) **Step 2.** Use one of the following ways to select the division that you wish to modify:

(a) Enter the division code in the Division Data Block at the top of the screen,

(b) Highlight the row on which the department or work center appears.

(3) **Step 3.** Select the Show All Active/Inactive Organization Codes Option, if necessary.

(4) **Step 4.** Type over the data that you wish to change or select the Delete Option from the Icon Menu Bar to delete the division you highlighted.

(a) Fund code restriction indicators limit the use of fund codes by department or division personnel that have a specific set of assigned serial numbers.

(b) These codes are shown in the chart below (Figure 2-43):

NOTE: You can delete a department only if there are no dependent divisions or work centers under its hierarchy. You should first delete work centers, followed by any divisions, and then the departments.

NOTE: You can delete a department only if there are no dependent divisions or work centers under its hierarchy. You should first delete work centers, followed by any divisions, and then the departments.

NOTE: Refer to the FAS Manual for a complete listing of fund-code restriction indicators.

FUND CODE RESTRICTION INDICATORS

Code	Fund Codes	Type
1	Supplies & Equipage	_B, _C, _D, _E, _F, _J, _K, _L, _M, _N, _R, _S, _T, _U, _V, _W, _Y, _2, _3, _4, _5, _6 (except Y6), _7, _8, _9, 2U, 3D, 3F, DU, 3W, 3Y, 4J, 4W, and 4Y.
2	Repair of Other Vessels	_G, _H, _O, and _1.
3	Reimbursable OPTAR	_A.
4	Aviation Fleet Maintenance	2F, 2W, 7L, 9A, 9M, and 9S. Pacific Fleet may also use 8X and 9e
5	Flight Operations	7B, 7F, and 9Q. Atlantic Fleet may also use 8X and 9E.
6	S&E EMRM	_R.
7	S&E Non-AVDLR	_B.
8	ROV Non-AVDLR	_1.
9	S&E AVDLR.	_3.
A	ROV AVDLR	_O.
B	AFM AVDLR	9S
C	All S&E and ROV Fund Codes	
X	Accept Input Fund Code	

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Figure 2-43

(5) **Step 5.** Select the Display Serial Report Option from the Icon Menu Bar if you wish to view the Serial Range Report. After you finish your review, select the Close Window Option to return to the Activity Organization Information Screen.

(6) **Step 6.** Select the Apply Option from the Icon Menu Bar to finalize this process.

(7) **Step 7.** Select the Close Window Option to exit from this process.

e. **To Add a Division.** The step-by-step procedures for this process are as follows:

(1) **Step 1.** On the Activity Organization Information Screen, ensure the Divisions Option (tab) appears enabled or select it to do so.

(2) **Step 2.** Select the Insert Option from the Icon Menu Bar and type in appropriate data to create a new record.

(3) **Step 3.** Select the Display Serial Report Option from the Icon Menu Bar if you wish to view the Serial Range Report. After you finish your review, select the Close Window Option to return to the Activity Organization Information Screen.

(4) **Step 4.** Select the Apply Option from the Icon Menu Bar to finalize this process.

(5) **Step 5.** Select the Close Window Option to exit from this process.

f. **To Reassign a Division.** The step-by-step procedures for this process are as follows:

(1) **Step 1.** On the Activity Organization Information Screen, ensure the Divisions Option (tab) appears enabled or select it to do so.

(2) **Step 2.** Select the Reassign Option from the Icon Menu Bar to move the division to another department.

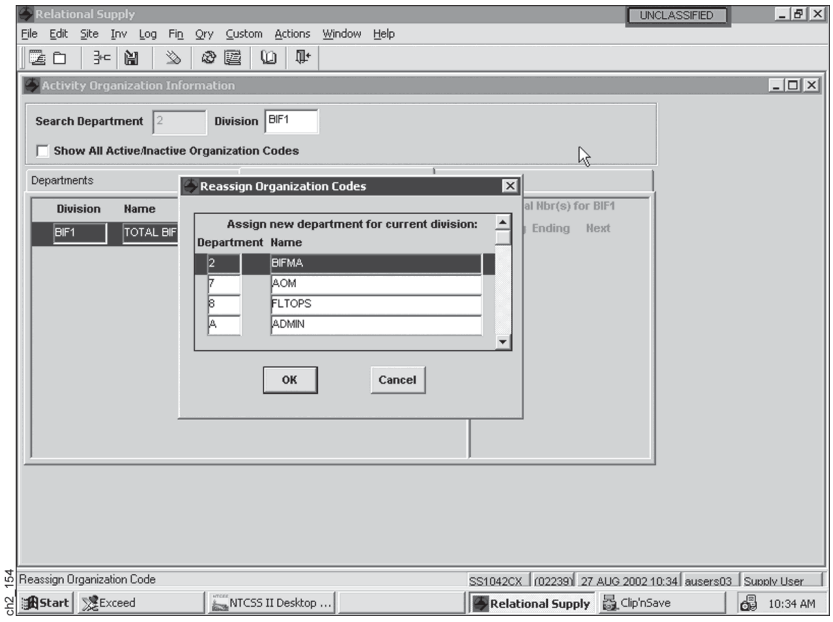

Figure 2-44

(3) **Step 3.** On the Reassign Organizations Codes Screen above (Figure 2-44), scroll through the departments list, select the one you want, and then select the OK Option. The system will return to the Activity Organization Information Screen.

(4) **Step 4.** Select the Display Serial Report Option from the Icon Menu Bar if you wish to view the Serial Range Report. After you finish your review, select the Close Window Option to return to the Activity Organization Information Screen.

(5) **Step 5.** Select the Apply Option from the Icon Menu Bar to finalize this process.

(6) **Step 6.** Select the Close Window Option to exit from this process.

g. To Modify Work Centers. The step-by-step procedures for this process are as follows:

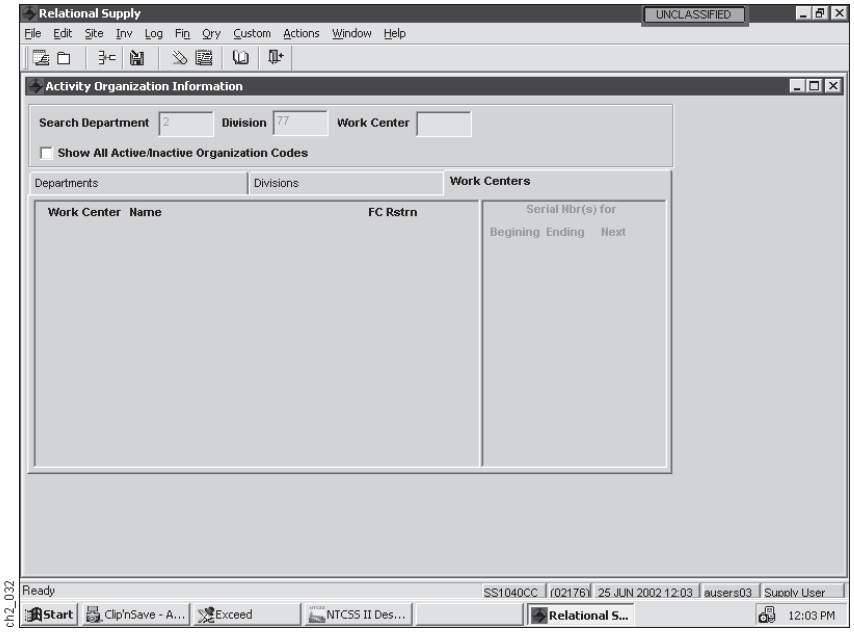

Figure 2-45

(1) Step 1. On the Activity Organization Information Screen above (Figure 2-45), ensure the Work Centers Option (tab) appears enabled or select it to do so.

(2) Step 2. Use one of the following ways to select the work center that you wish to modify:

(a) Enter the work center code in the appropriate data block.

(b) Highlight the row on which the work center appears.

(c) Select the Show All Active/Inactive Organization Codes Option and then make your selection.

(3) Step 3. Type over the data that you wish to change or select the Delete Option from the Icon Menu Bar to delete the work center you highlighted.

(4) Step 4. Select the Display Serial Report Option from the Icon Menu Bar if you wish to view the Serial Range Report. After you finish your review, select the Close Window Option to return to the Activity Organization Information Screen.

(5) Step 5. Select the Apply Option from the Icon Menu Bar to finalize this process.

(6) Step 6. Select the Close Window Option to exit from this process.

NOTE: You should first delete work centers, followed by any divisions, and then the department.

h. To Add a Work Center. The step-by-step procedures for this process are as follows:

(1) Step 1. On the Activity Organization Information Screen, ensure the Work Centers Option (tab) appears enabled or select it to do so.

(2) Step 2. Select the Insert Option from the Icon Menu Bar and type in appropriate data by definition.

(3) Step 3. Select the Apply Option from the Icon Menu Bar to finalize this process.

(4) Step 4. Select the Close Window Option to exit from this process.

i. Business Rules. The following are the business rules that apply to activity-organization-information processing:

(1) Do not establish other divisions for the Supply Department (Dept. Code 3).

(2) Ensure divisions are assigned to a department and work centers to a division.

(3) Do not attempt to establish a department code of one (1).

(4) Remember that you can assign multiple serial ranges to divisions and work centers.

(5) Ensure you reassign applicable work centers when you reassign a division.

NOTE: This process allows you to maintain information for departments, divisions, and work centers. The system deletes records logically by marking them in database tables with an active flag equal to zero. This is a computer implementation.

6. Material Delivery Point Option.

a. General. This option allows you to establish, change, or delete delivery points at the activity, department, division, and work center level. In addition, you can select a default delivery point when an activity department, division, or work center has multiple delivery points.

b. To Access the Material Delivery Point Option. The step-by-step procedures for this process are as follows:

(1) Step 1. On the Relational Supply Main Menu Screen, select the Site Option.

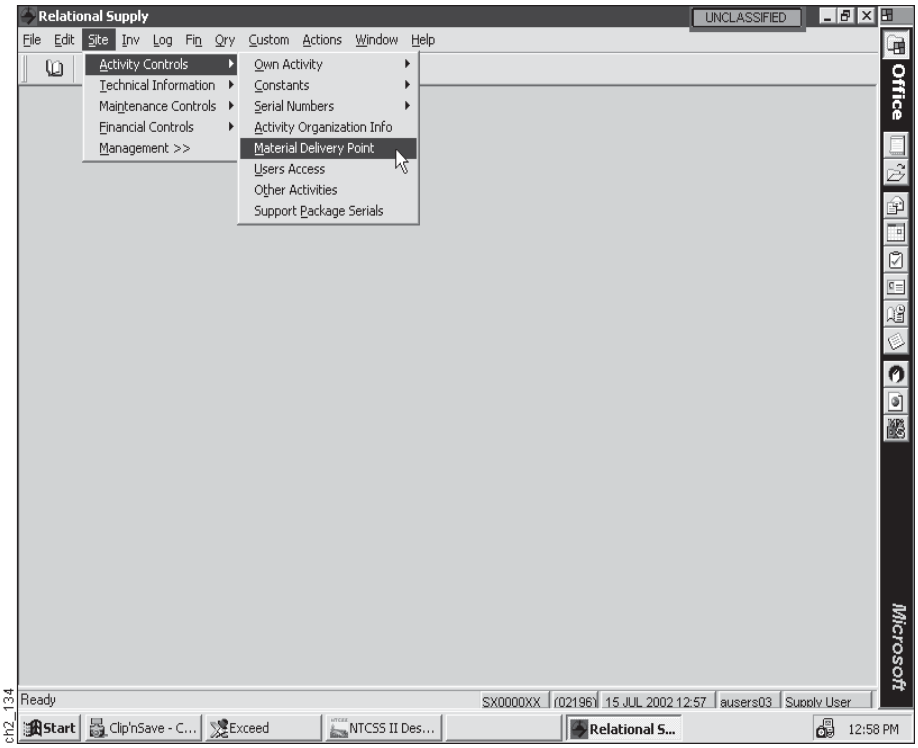

Figure 2-46

NOTE: Depending on your selection, the Other Organizations Option may appear (see following procedures).

(2) Step 2. On the Site Submenu above (Figure 2-46), select the Activity Controls Option.

(3) Step 3. On the Activity Controls Submenu, select the Material Delivery Point Option.

(a) Select the Yes Option in response to the screen prompt *"Do you wish to create a new delivery point?"* The Material Delivery Point Details Screen will appear. Refer to the paragraph titled *To Add a Material Delivery Point* for additional procedures.

(b) Select the No Option in response to the screen prompt and proceed to Step 4 to review current delivery points.

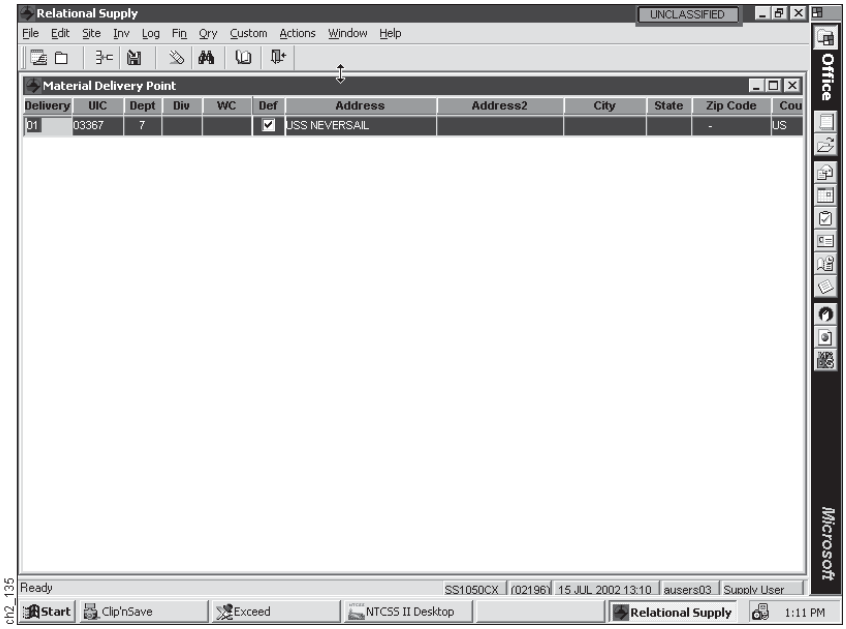

Figure 2-47

(4) Step 4. On the Material Delivery Point Screen above (Figure 2-47), select the label at the top of the column containing the information by which you wish to sequence records.

c. **To Establish a Material Delivery Point.** The step-by-step procedures for this process are as follows:

(1) **Step 1.** Select the Insert Option from the Icon Menu Bar. The Material Delivery Point Details Screen below (Figure 2-48) will appear.

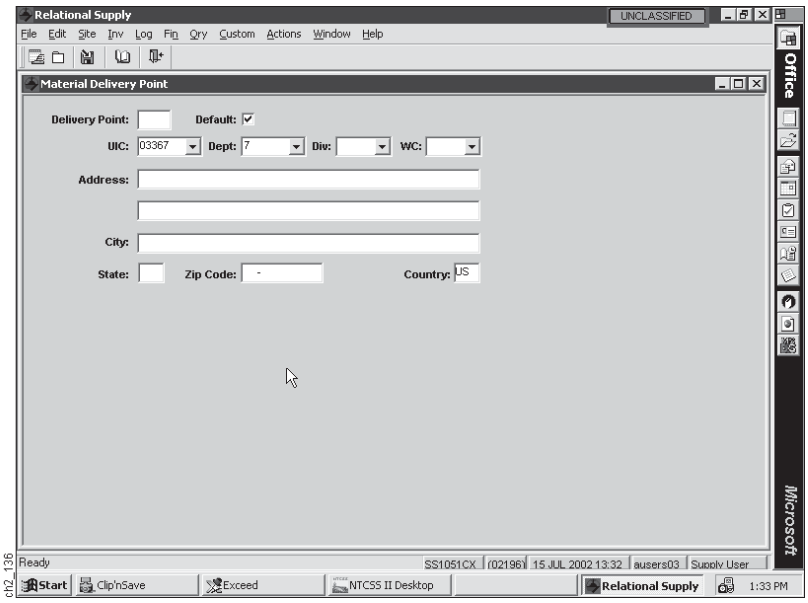

Figure 2-48

(2) **Step 2.** Enter the mandatory three-digit, alphabetic-numeric delivery point that you want to use to identify a specific delivery location.

(3) **Step 3.** If the delivery point is not for your activity, select the appropriate UIC from the drop-down list.

(4) **Step 4.** If the delivery point is for your activity, select a department, division, and work center from the respective drop-down lists.

(5) **Step 5.** Enter the address (mandatory), city, state, zip code, and country if applicable.

(6) **Step 6.** Select the Default Indicator if this record will be the primary delivery point for the department, division, or work center.

(7) **Step 7.** Select the Apply Option from the Icon Menu Bar to finalize

(8) **Step 8.** Select the Close Window Option from the Icon Menu Bar to exit from this process.

d. **To Change a Material Delivery Point.** The step-by-step procedures for this process are as follows:

(1) **Step 1.** Select the row containing the record you wish to revise to highlight it.

(2) **Step 2.** Enter new information to address, city, state, zip code, and country data blocks only and select the Default Indicator if applicable.

(3) **Step 3.** Select the Apply Option from the Icon Menu Bar to finalize this process.

(4) **Step 4.** Select the Close Window Option from the Icon Menu Bar to exit from this process.

e. **To Delete a Material Delivery Point.** The step-by-step procedures for this process are as follows:

(1) **Step 1.** Select the row containing the record you wish to delete to highlight it.

(2) **Step 2.** Select the Delete Option from the Icon Menu Bar and then the Yes Option in response to the dialog box requesting that you confirm the cancellation.

(3) **Step 3.** Select the Close Window Option from the Icon Menu Bar to exit from this process.

7. **User's Access Option.** This option allows the FAS to build a logon for RSupply users. The logon will determine how much the user can see and do within RSupply.

NOTE: Only the FAS can alter current access levels.

a. **To Access the User's Access Option.** The step-by-step procedures for this process are as follows:

(1) **Step 1.** On the Relational Supply Main Menu Screen, select the Site Option.

(2) **Step 2.** On the Site Submenu, select the Activity Controls Option.

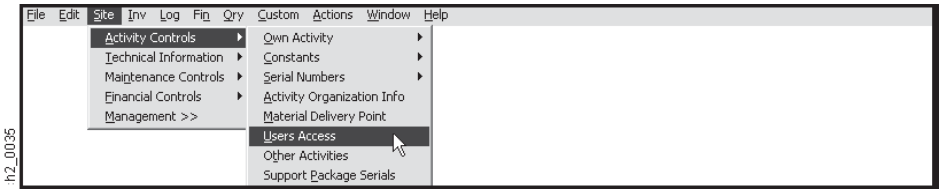

Figure 2-49

(3) Step 3. On the Activity Controls Submenu above (Figure 2-49), select the User's Access Option.

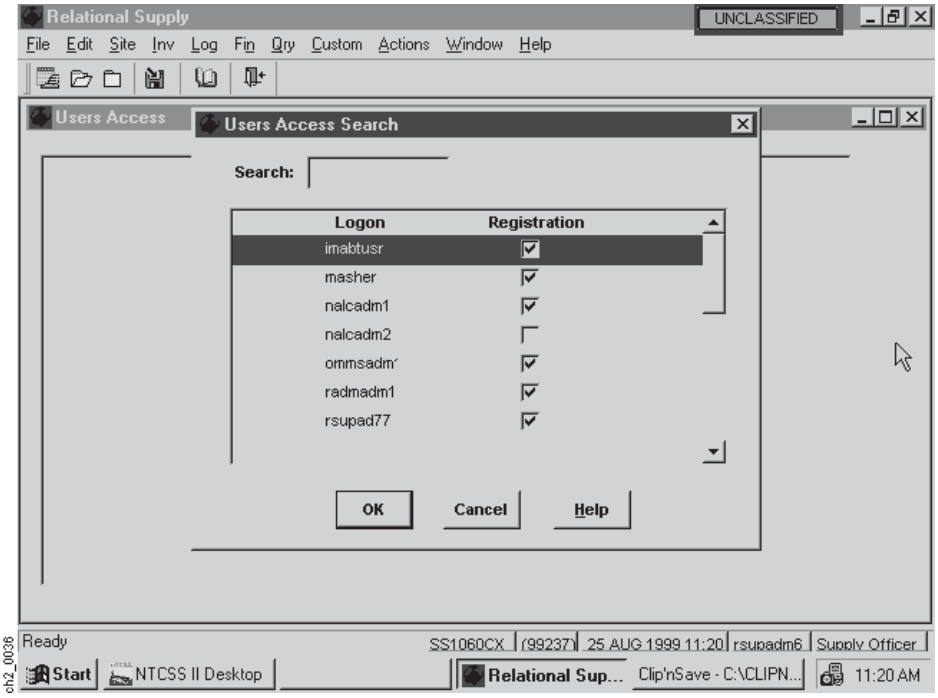

Figure 2-50

(4) Step 4. On the User's Access Search Screen above (Figure 2-50), enter the name of the user or highlight a name from the list on the screen and then select the OK Option to continue.

NOTE: If the UIC does not exist, enter a new UIC, select a unit type from the list on the screen, and then select the OK Option.

b. To Add or Modify a User's Logon. The step-by-step procedures for this process are as follows:

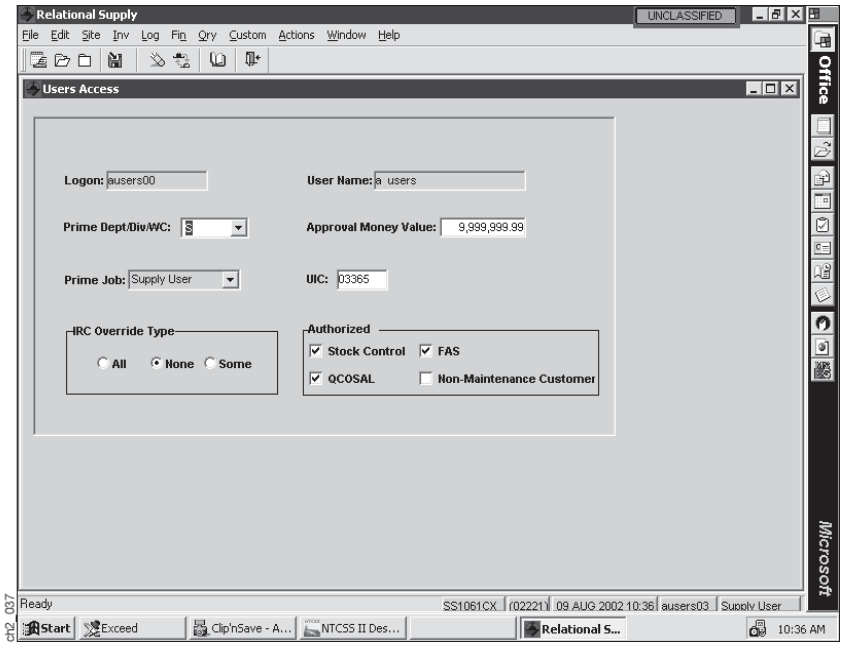

Figure 2-51

(1) Step 1. On the User's Access Screen above (Figure 2-51), select another option from the drop-down list in the Prime Dept/Div/WC Data Block to change the default setting.

(a) Ensure you assign a work area that applies to all of the individual's functionally related activities.

(b) You can select from any of the department, division, or work center entries that are currently available in RSupply.

(2) Step 2. Enter the appropriate value in the Approval Money Value Data Block to change default values.

(a) This is the maximum extended money value (EMV) that subject individual can process on a material request.

(b) The system will suspend any request by this individual that exceeds this limit and await approval by higher authority.

NOTE: If the individual receives assignment as a department head, division officer, WC supervisor, or WC worker, the system enables the Other Work Organizations Option . Refer to paragraph titled *To Add or Remove Other Organizations*.

NOTE: If you select the Some Option, the Issue Restriction Codes Override Option will appear on the screen (see following procedures).

NOTE: Q-COSAL and FAS options do not apply to USID M activities.

(3) **Step 3.** Select another option from the drop-down list in the Prime Job Data Block to change the default setting.

(a) This is the individual's main job category assignment for RSupply at the current site.

(b) You can select from any of the category assignments that are currently available in RSupply.

(4) **Step 4.** Enter the appropriate value to the UIC Data Block.

(5) **Step 5.** Select another option from the drop-down list in the IRC Override Group Box.

(a) All. This option will allow you to override all issue restriction codes.

(b) None. This option will not allow you to override any IRCs.

(c) Some. This option will allow you to override only specific override codes.

(6) **Step 6.** Select one of the following options from the Authorized Group Box:

(a) Stock Control. This option will allow you to access stock-control functions (issuing, requisitioning, receiving, and others).

(b) Q-COSAL. This option will allow you to access Q-COSAL functions. All users automatically have access to non Q-COSAL functions.

(c) FAS. This option will allow you to access stock-control and Q-COSAL functions.

(d) Nonmaintenance Customer. This option will allow you to process MRI transactions for an ERC of E or R.

(7) **Step 7.** Select the Apply Option from the Icon Menu Bar to finalize this process.

(8) **Step 8.** Select the New Request Option to process another record or the Close Window Option to exit from this process.

c. To Update User Menu Roles. The step-by-step procedures for this process are as follows:

(1) Step 1. Select the Add User Menu Roles Option from the Icon Menu Bar.

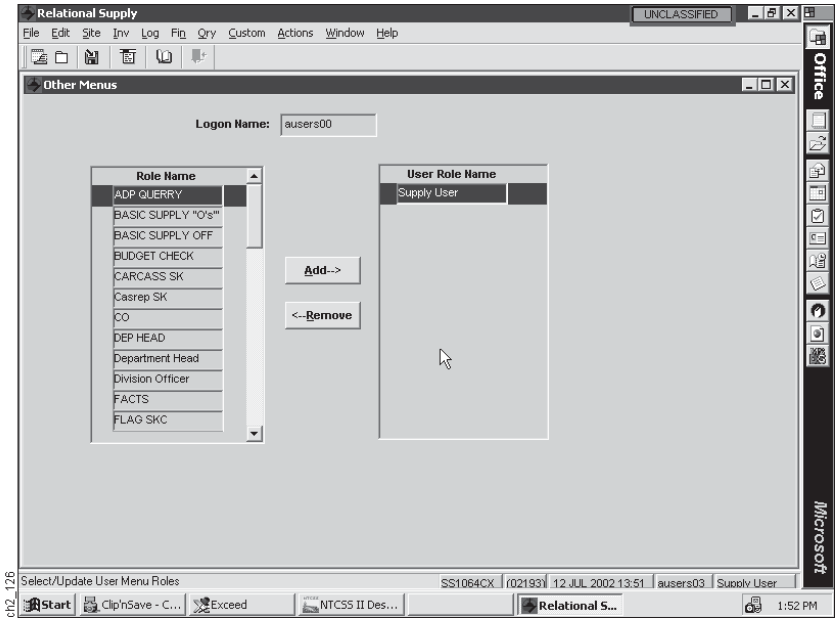

Figure 2-52

(2) Step 2. From the Role Name List on the Other Menus Screen above (Figure 2-52), select the user roles that you wish to move to the User Role Name List to highlight them and then select the Add Option.

(3) Step 3. Select those that you wish to delete from the User Role Name List and then select the Remove Option.

(4) Step 4. Select the Modify Role Option from the Icon Menu Bar if you wish to revise the highlighted role.

NOTE: Ensure each user is related to at least one role. As the role name links to a group of menu options, it will affect all users with that role when modified.

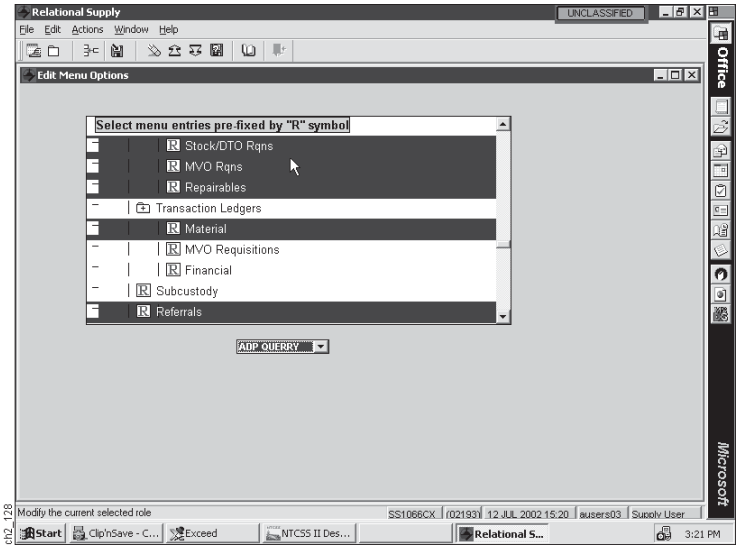

Figure 2-53

(5) **Step 5.** From the Edit Menu Options Screen above (Figure 2-53), select the Insert Option from the Icon Menu Bar to enter a new menu item.

(6) **Step 6.** Select the Enable Popups Options from the Icon Menu Bar and then select the menu option you wish to assign.

(7) **Step 7.** Select the Disable Popups Option from the Icon Menu Bar to disable popups.

(8) **Step 8.** Select the Save As Option to save your new menu selections, enter a new menu title, and then select the OK Option.

(9) **Step 9.** Select the Apply Option from the Icon Menu Bar to finalize this process.

d. To Add or Remove Other Organizations. This process allows you to add or remove user organizations. The step-by-step procedures for this process are as follows:

(1) Step 1. From the User's Access Screen, select the Other Work Organizations Option from the Icon Menu Bar.

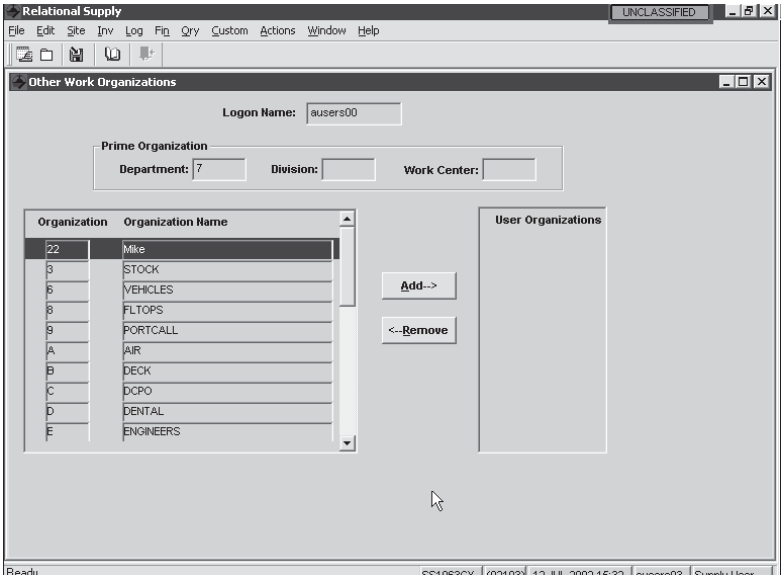

Figure 2-54

(2) Step 2. Select the row in the Organizations Name List on which the organization that you wish to add appears to highlight it on the Other Work Organizations Screen above (Figure 2-54), or select it from the User Organizations List to remove it.

(3) Step 3. Select the Add Option to move your selection to the User Organizations List or select the Delete Option to remove it and then select the OK Option.

(4) Step 4. Select the Apply Option from the Icon Menu Bar to finalize this process.

(5) Step 5. Select the Close Window Option to exit from this process.

NOTE: This process only applies to users assigned as department heads, work center supervisors, or work center workers.

NOTE: The RSupply system assigns a document number to all MRI, pre-Post, and Post-only transactions depending on the user logon access code and the associated division, department, or work-center serial number. If the request processes to the *DTO organization*, the serial number remains with the transaction.

NOTE: The Issue Restriction Codes Override Option only appears if you first select the Some Option from the IRC Override Type Group Box.

e. To Add or Remove Issue Restriction Codes. This option allows you to specify the IRCs that you want a user to be able to override. The step-by-step procedures for this process are as follows:

(1) Step 1. From the User's Access Screen, select the Issue Restriction Codes Override Option from the icon menu bar.

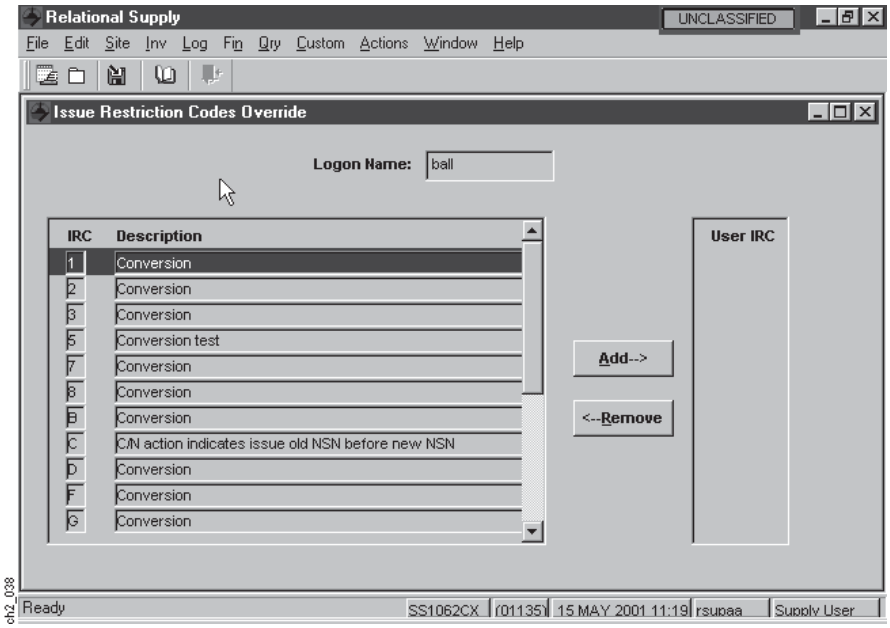

Figure 2-55

(2) Step 2. Select the row in the IRC Descriptions List on which the code that you wish to add appears to highlight it on the IRC Override Screen above (Figure 2-55) or select it from the User IRC List to remove it.

(3) Step 3. Select the Add Option to move your selection to the User IRC List or select the Delete Option to remove it and then select the OK Option.

(4) Step 4. Select the Apply Option from the Icon Menu Bar to finalize this process.

(5) Step 5. Select the Close Window Option to exit from this process.

8. **Other Activities Option.** This option allows you to maintain information on activities to which your activity may make OSO transfers, end-use issues, underway replenishments, aviation-squadron requisitions, offloads to shore, shore-site and DRMO requisitions, and transfers to USA, USAF, USCG, USMC, and foreign governments. In addition, you can maintain the addresses of any activities that will appear on supply documents. It also contains serial-number ranges for automatic assignment of document numbers when the activity does not provide its own.

   a. **To Access the Other Activities Option.** The step-by-step procedures for this process are as follows:

      (1) **Step 1.** On the Relational Supply Main Menu Screen, select the Site Option.

      (2) **Step 2.** On the Site Submenu, select the Activity Controls Option.

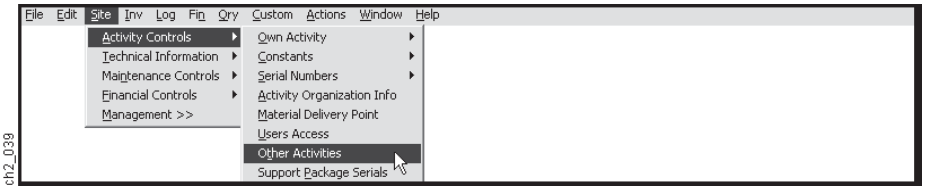

Figure 2-56

      (3) **Step 3.** On the Activity Controls Submenu above (Figure 2-56), select the Other Activities Option.

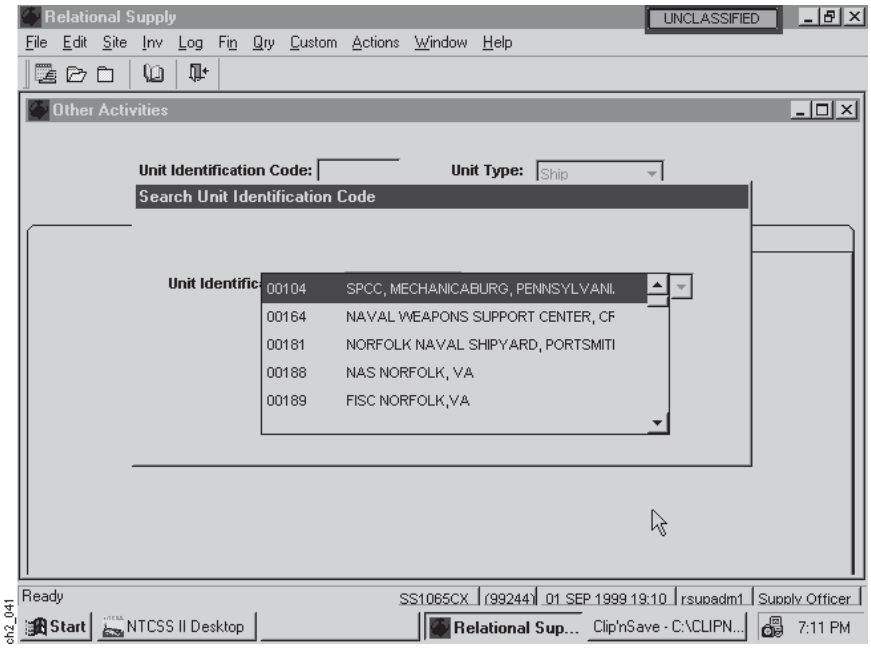

Figure 2-57

      (4) **Step 4.** On the Search Unit Identification Code Screen above (Figure 2-57) , select the UIC of the activity that you wish to access from the list on the screen and then select the OK Option to continue. (Default data for the activity you selected will appear on the screen.)

NOTE: If the UIC does not exist, enter the UIC, select a unit type from the list on the screen, and then select the OK Option.

b. To Add Another Activity. The step-by-step procedures for this process are as follows:

(1) Step 1. On the Other Activities Screen, ensure the Unit Option (tab) appears enabled or select it to begin processing.

(2) Step 2. Enter data to the appropriate data blocks as follows:

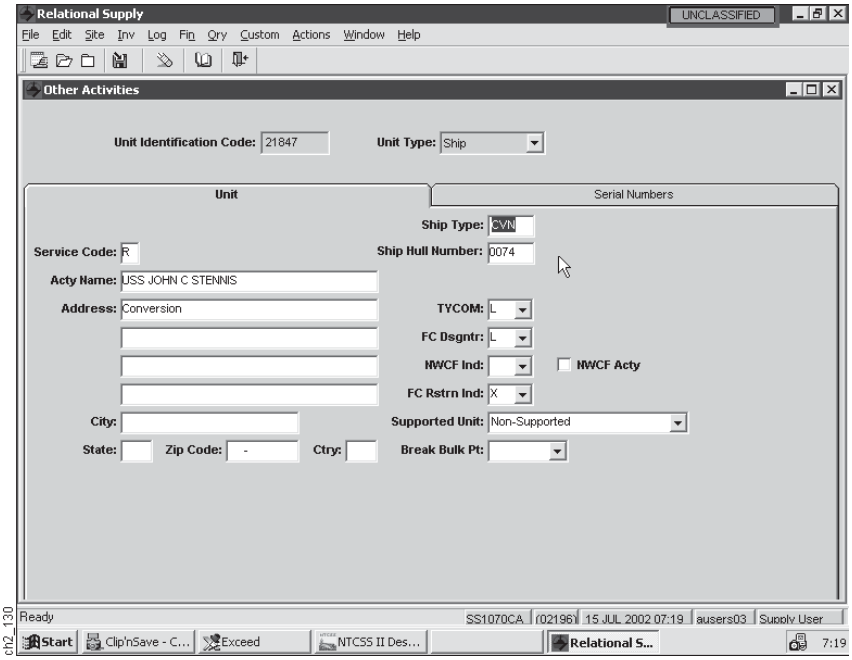

Figure 2-58

(a) Ship. The mandatory fields on the Other Activities Screen (for ships) above (Figure 2-58) are service designator, activity name, ship type, and hull number.

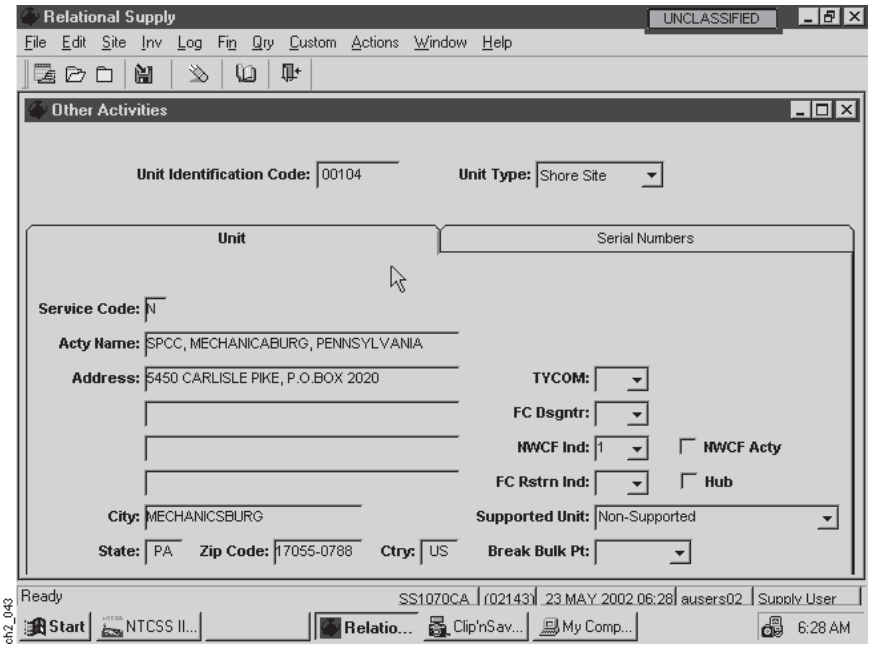

Figure 2-59

(b) Shore Site. The mandatory fields on the Other Activities Screen (for shore sites) above (Figure 2-59) are service designator, activity name, address, city, state, and zip code.

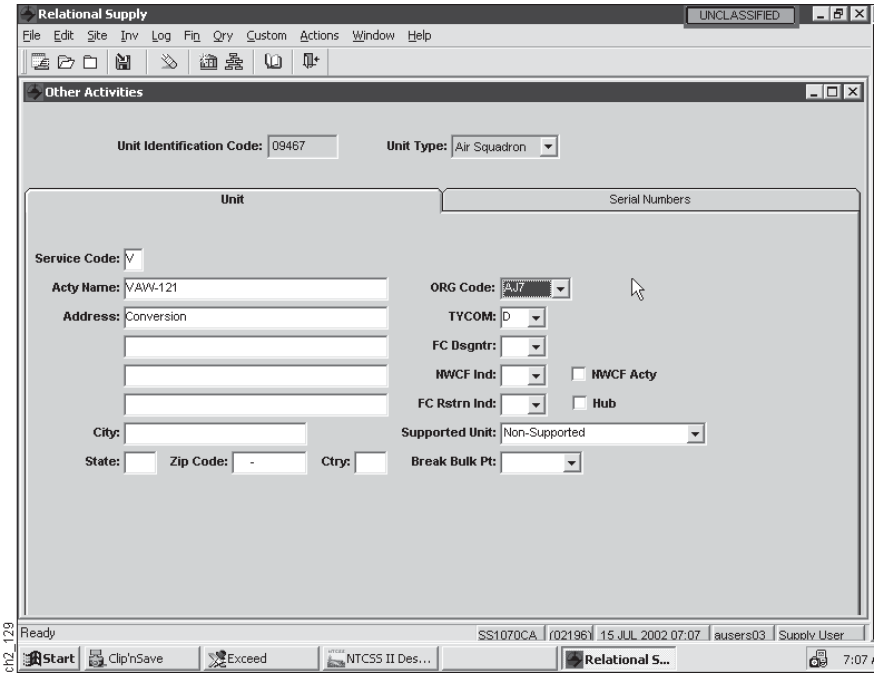

Figure 2-60

(c) Air Squadron. The mandatory fields on the Other Activities Screen (for air squadrons) above (Figure 2-60) are service designator, activity name, address, city, state, and zip code.

NOTE: Refer to the paragraph titles *To Modify Activity Data* page for descriptions of TYCOM designator codes, fund-code designators, and fund-code restriction indicators.

(3) **Step 3.** If you are at an air squadron, select an organizational code from the drop-down list when applicable.

(4) **Step 4.** Select a TYCOM designator from the drop-down list when applicable.

(5) **Step 5.** Select a fund-code designator from the drop-down list.

(6) **Step 6.** Select a NWCF indicator from the drop-down list as shown in the chart below (Figure 2-61):

NWCF Indicator	Description
1	This code applies to shore activities.
2	This code applies to activities with a USID of C or M, but without the STARS indicator set.
3	This code applies to activities with a USID of A or T, but without the STARS indicator set.
4	This code applies to shore activities that process both OSO turn-ins and issues to end-use ashore activities.
5	This code applies to activities with a USID of C or M, with the STARS indicator set.
6	This code applies to activities with a USID of A or T with the STARS indicator set and to activities with the NWCF indicator set to Y.

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Figure 2-61

(7) **Step 7.** Select the NWCF Activity Option, if applicable.

(8) **Step 8.** Select a fund-code restriction indicator from the drop-down list, when applicable.

NOTE: The Hub Option does not apply to all activities.

(9) **Step 9.** Select the Hub Option, if applicable.

(10) **Step 10.** Select one of the following supported unit types from the drop-down list:

(a) Nonsupported,

(b) Supported (financial accounting),

(c) Supported (no financial accounting).

(11) Step 11. Select a break-bulk point from the drop-down list as shown in the chart below (Figure 2-62):

UIC	Break-bulk Point
00000	NALCOMIS, Mayport FL 34095 US
00104	NAVICP Mechanicsburg, 5450 Carlisle Pike P.O. Box 2020, Mechanicsburg, PA 17055
00146	Marine Corps Air Station Cherry Point
00164	NSWC Crane Indiana (Conversion)
00188	NAS Norfolk (Conversion)

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Figure 2-62

(12) Step 12. Select the Serial Numbers Option (tab) to enable it and then enter data to the mandatory fields: Beginning and Ending.

(13) Step 13. Select the Apply Option from the Icon Menu Bar to finalize this process.

(14) Step 14. Select the Close Window Option to exit this process.

NOTE: This option applies only to air squadrons.

NOTE: This function also is available through the Validation Tables Option.

c. **To Change, Add, or Delete an Activity RI.** The step-by-step procedures for this process are as follows:

(1) **Step 1.** On the Other Activities Screen, select the Maintaining Routing Identifiers Option. The Validation Tables (Routing Identifiers) Screen below (Figure 2-63) will appear.

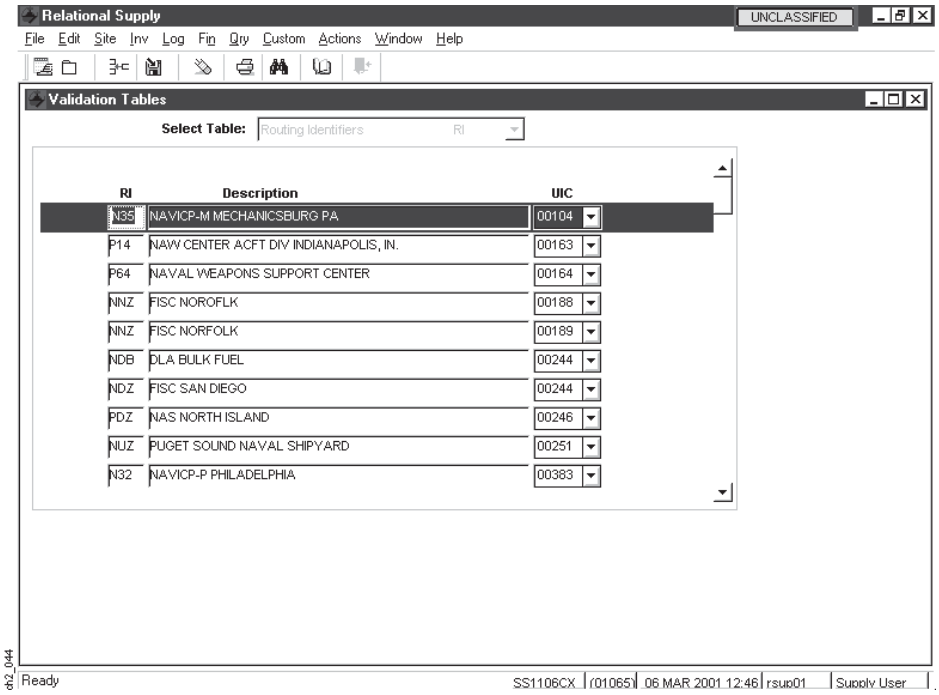

Figure 2-63

(a) **Change.** Highlight the data block that you wish to revise and type in the new data.

(b) **Add.** Select the Insert Option from the Icon Menu Bar and then select a new RI, description, and organization code from the lists on the screen.

(c) **Delete.** Highlight the row that contains the record that you wish to delete and then select the Delete Option from the Icon Menu Bar. Select the Yes Option from the dialogue box that appears to confirm the deletion.

(2) **Step 2.** Select the Apply Option from the Icon Menu Bar to finalize this process.

(3) **Step 3.** Select the Close Window Option to exit from this process.

d. To Add or Change a Squadron Organization. The step-by-step procedures for this process are as follows:

(1) Step 1. On the Other Activities Screen, select the Maintain Squadron Organization Option from the Icon Menu Bar. The Maintain Air Squadron Organization Codes Screen below (Figure 2-64) will appear.

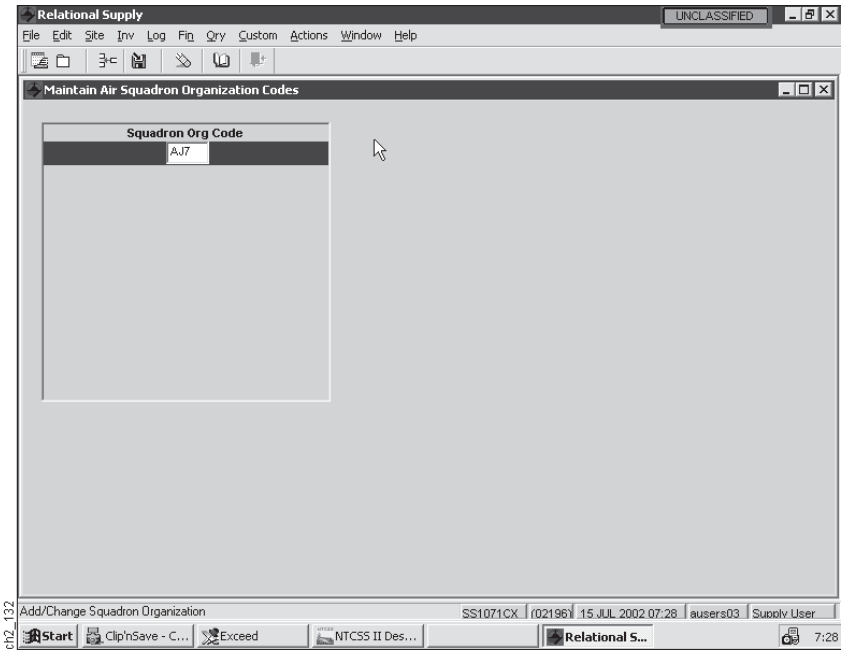

Figure 2-64

(2) Step 2. Select the Insert Option from the Icon Menu Bar to add a squadron organization to the database and then enter the code.

(3) Step 3. If you wish to delete a code, select the row on which it appears to highlight it and then select the Delete Option from the Icon Menu Bar.

(4) Step 4. Select the Close Window Option from the Icon Menu Bar to exit from this process.

e. Business Rules. The following are the business rules that apply to other-activities processing:

(1) Ensure TYCOM and fund-code restriction indicator data blocks are blank, if the NWCF Indicator Data Block reflects a value of 1, 2, 3, or 4.

(2) Ensure the NWCF Indicator Data Block reflects a value of 1 or 4, if the unit is a shore site.

(3) Check the Availability Table for a matching organization code when you modify the fund-code designator or service designator (code) in an existing report.

(4) Update the appropriation indicator and fund code designator if there is a match.

(5) Notify OMMS administrators so that can update their database and process in RSupply even when OMMS has an error.

NOTE: This option only applies to USID M activities.

9. Support Package Serials Option. This option allows you to view the serial numbers that the system automatically assigns to document numbers. This function comes into effect when officials on board your ship have not specified the serial numbers to use on documents (USID M only).

a. To Access the Support Package Serials Option. The step-by-step procedures for this process are as follows:

(1) Step 1. On the Relational Supply Main Menu Screen, select the Site Option.

(2) Step 2. On the Site Submenu, select the Activity Controls Option.

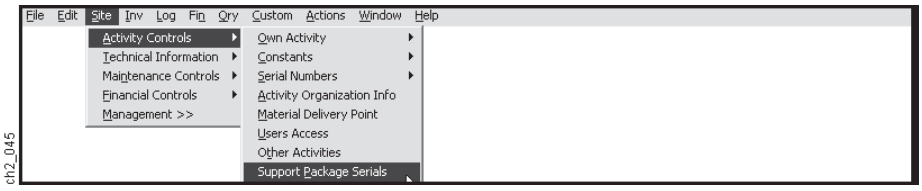

Figure 2-65

(3) Step 3. On the Activity Controls Submenu above (Figure 2-65), select the Support Package Serials Option.

b. To Add or Delete Support Package Table Records. The step-by-step procedures for this process are as follows:

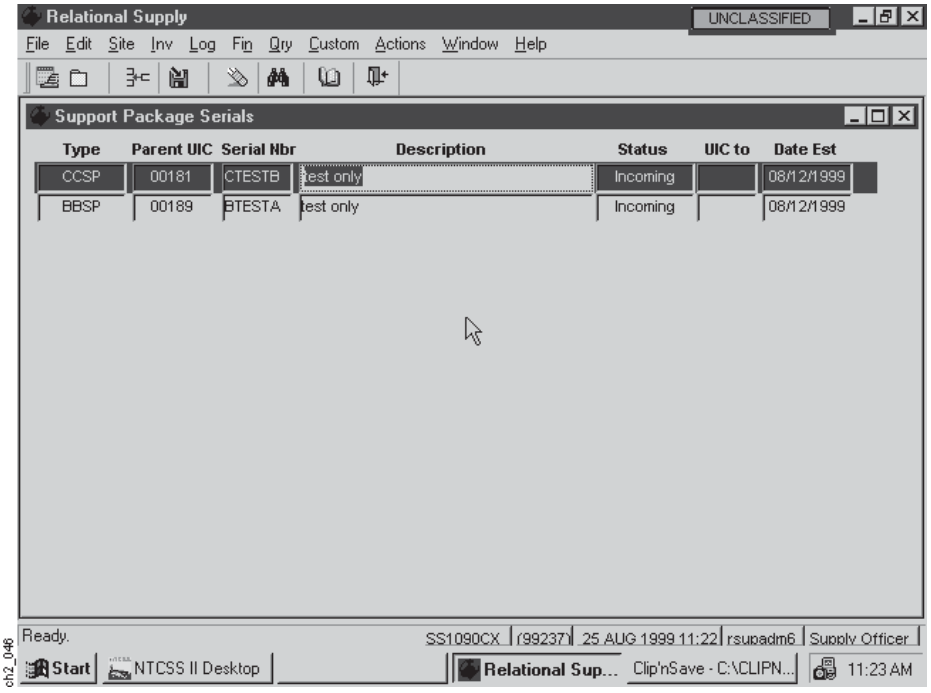

Figure 2-66

(1) Step 1. On the Support Package Serials Screen above (Figure 2-66), select the Insert Option from the Icon Menu Bar to add a serial number to the database.

(2) Step 2. Enter information to mandatory data fields as shown in the chart below (Figure 2-67):

Data Field	Description
Type	This applies to the type of support package, such as: local, FISP, FOSP, and others.
Parent UIC	This applies to the activity owning the support package.
Serial Number	The first position of the serial number depends on the type of support package: 1=Particular Contingency Support Package (PCSP1) 2=PCSP2 3=PCSP3 4=PCSP4 5=PCSP5 B=Bare Base Limited Support Package, EAF Site (BBSP) C=Common Contingency Support Package (CCSP) E=Expeditionary Full Support Package, EAF site (EFSP) F=Fly In Support Package (FISP) I=Follow On Support Package (FOSP) L=Local Support Package (LSP) M=Marine Wing Weapon Unit (MWWU) R=Reserve Squadrons T=Training Squadron Allowance (TSA) Support Package V=Training Exercise Support Package (TESP1) W=Weather X=Individual Material Readiness Support Package (IMRL) Y=Training Exercise Support Package (TESP2) Z=Training Exercise Support Package (TESP3) The second through fourth positions identify the type of supported aircraft: 18A=F/A 18A 18B=F/A 18B O4M=OA4M 46D=HH46D 53A=CH53A MAT=MATCS V8B=AV8B F45=F45 30F=KC130F 46E=CH46E V22=MV22 EAT=Weather EAF=EAF The fifth through sixth positions identify the number of aircraft supported: RW=Rotary wing (common CSP) FW=Fixed wing (common CSP) _ _=Numeric designator for the parent MALS (FOSP) HR=Weather CS=MATCS 01=MWWU-1 02=MWWU-2 03=MWWU-3
Description	The originator of the package will provide this.
Status	RSupply automatically assigns the value for this field. The system sets status to incoming for all newly established support packages until you add records to the database through the Maintaining Support Package or Support Package Incoming Function.
UIC To	This is the UIC of the activity to which you've deployed or transferred a support package. The term SPKG will appear for deployed packages and UIC for transferred packages.
Date Established	This is the date on which you established the support package.

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Figure 2-67

(3) **Step 3.** To delete a serial number from the database, select the row on which it appears to highlight it and then select the Delete Option from the Icon Menu Bar.

(4) **Step 4.** To search for a specific serial number, select the Find Option from the Icon Menu Bar, select the type, enter the item in the Find What Data Block, and finally select the Find Next Option.

(5) **Step 5.** Select the Apply Option from the Icon Menu Bar to finalize this process.

(6) **Step 6.** Select the Close Window Option from the Icon Menu Bar to exit this process.

c. **Support-package Exceptions.** RSupply only allows you to process gains, losses, and reversals for support-package material. It does not provide you with the capability to create surveys. If a survey is necessary, first remove the quantity from the support-package location and place it in a regular storeroom location. Then, you may process a survey. When you process inventory adjustments, enter the quantity of the gain or loss. Do not enter the quantity of the material inventoried (as in inventory posting). Additionally, the system will not allow you to process gains that exceed the support package allowance quantity for the selected support package. A message will appear explaining that the system will place the record under inventory if you process again when this condition exists.

NOTE: Ensure you remove individual records from the package before you delete the serial number.

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C. TECHNICAL INFORMATION OPTION

1. **General.** This option allows you to access the following options:

   a. **Validation Tables.** This option allows you to view tables containing supply and financial data attributes that the system needs to ensure accurate system processing. The only tables that you, at the activity level, will add records to or delete them from are the Local Management Code (LMC), Issue Restriction Code (IRC), Routing Identifier (RI), and Automatic Reorder Restriction Code (ARRC) tables.

   b. **Hazardous Material.** This option allows you to view hazardous material information for a specific NIIN.

2. **Validation Tables Option.** This option allows you to view the data that resides in validation tables and modify some of that data.

   a. **To Access the Validation Tables Option.** The step-by-step procedures for this process are as follows:

      (1) **Step 1.** On the Relational Supply Main Menu Screen, select the Site Option.

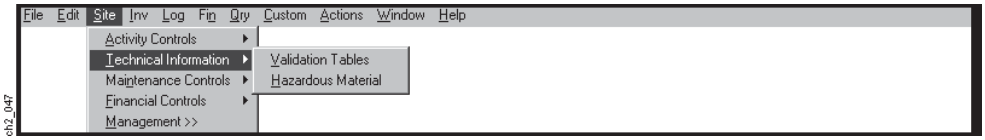

Figure 2-68

      (2) **Step 2.** On the Site Submenu above (Figure 2-68), select the Technical Information Option.

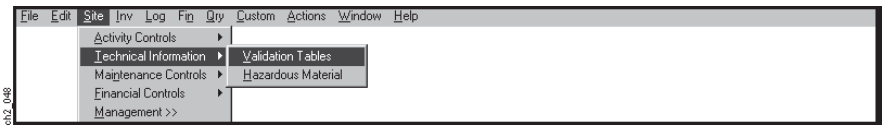

Figure 2-69

(3) Step 3. On the Technical Information Submenu above (Figure 2-69), select the Validation Tables Option. The Validation Tables Screen will appear and allows you to access the following tables:

(a) Automatic Reorder Restriction Codes,

(b) Cognizance Symbols,

(c) Controlled Item Inventory Codes,

(d) Demilitarization Codes,

(e) Federal Supply Classes,

(f) Issue Restriction Codes,

(g) Local Management Codes,

(h) Material Control Codes,

(i) Mode of Shipment Codes,

(j) Point of Debarkation,

(k) Point of Embarkation,

(l) Precious Metals Indicators,

(m) Reimbursable Control Codes,

(n) Routing Identifiers,

(o) Shelf-life Action Codes,

(p) Shelf-life Codes,

(q) Special Material Content Codes,

(r) Supply Status Codes,

(s) Type Equipment Codes,

(t) Type of Storage Codes,

(u) Units of Issue.

b. Automatic Reorder Restriction Codes.

(1) General. The system uses the codes in this table to designate restrictions applicable to the material reorder process. This function allows you to view each ARRC that applies to RSupply.

(2) To View Automatic Reorder Restriction Codes. The step-by-step procedures for this process are as follows:

NOTE: You cannot modify or delete automatic reorder restriction codes DM through RZ.

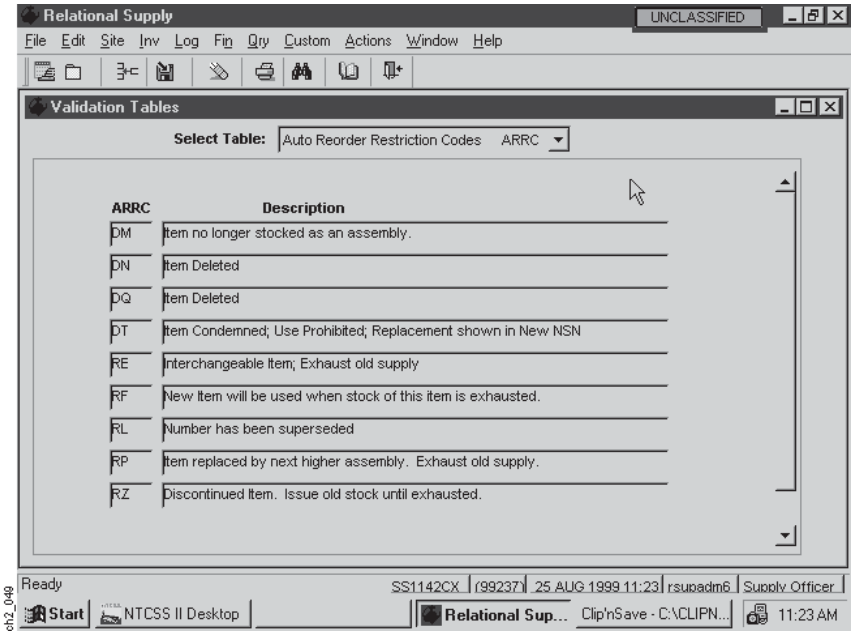

Figure 2-70

(a) Step 1. On the Validation Tables Screen above (Figure 2-70), select the Automatic Reorder Restriction Codes Option from the Select Table List. A list of active ARRCs will appear on the screen along with a short description.

(b) Step 2. Scroll through the list to find the ARRC that you wish to review or select the Find Option from the Icon Menu Bar and then enter your search criteria.

NOTE: Ensure the fund code that you enter is already present in the Fund Code Table and that it applies to your Cog. In addition, a repairable indicator will appear for depot-level-repairable (DLR) Cogs and other Cogs that can process as repair parts without carcass tracking.

(3) To Add or Delete an ARRC. The step-by-step procedures for this process are as follows:

(a) Step 1. On the Validation Tables Screen, proceed as follows:

[1] Add. Select the Insert Option from the Icon Menu Bar and then enter a new ARRC and a short description.

[2] Delete. Select the row on the ARRC list that contains the record that you wish to delete to highlight it and then select the Delete Option from the Icon Menu Bar. Select the Yes Option from the dialogue box that appears to confirm the deletion.

(b) Step 2. Select the Apply Option from the Icon Menu Bar to finalize this process.

(c) Step 3. Select the Close Window Option to exit from this process.

(4) ARRC Table. The following chart (Figure 2-71) is a list of the data that appears in this validation table:

NOTE: You cannot modify or delete automatic reorder restriction codes DM through RZ.

Automatic Reorder Restriction Codes

ARRC	Description
DM	Item no longer stocked as an assembly.
DN	Item deleted.
DQ	Item deleted.
DT	Item condemned; use prohibited; replacement shown in new NSN.
RE	Interchangeable item; exhaust old supply.
RF	New item will be used when stock of this item is exhausted.
RL	Number has been superseded.
RP	Item replaced by next higher assembly; exhaust old supply.
RZ	Discontinued item; issue old stock until exhausted.
BO	Black oxide.
CB	Chemical/Biological medical supplies.
D0	Item deleted.
DO	Don't order.
GA	Gases and bottles.
HZ	Hazardous material.
IP	In plant QCOSAL parts.
LT	Blue coveralls.
TR	LICN management.

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Figure 2-71

NOTE: Ensure the fund code that you enter is already present in the Fund Code Table and that it applies to your Cog. In addition, the routing identifier that you enter must already be in the RI Table. The defense code is available to provide a means to translate alphabetic-alphabetic Cogs to the applicable Navy Cogs. In addition, a repairable indicator will appear for depot-level-repairable (DLR) Cogs and other Cogs that can process as repair parts without carcass-tracking.

c. Cognizance Symbols (Cog).

(1) General. This table contains all the Cogs that the system at your activity will use. This function screen allows you to view each Cog that applies to RSupply.

(2) To View Cognizance Symbols. The step-by-step procedures for this process are as follows:

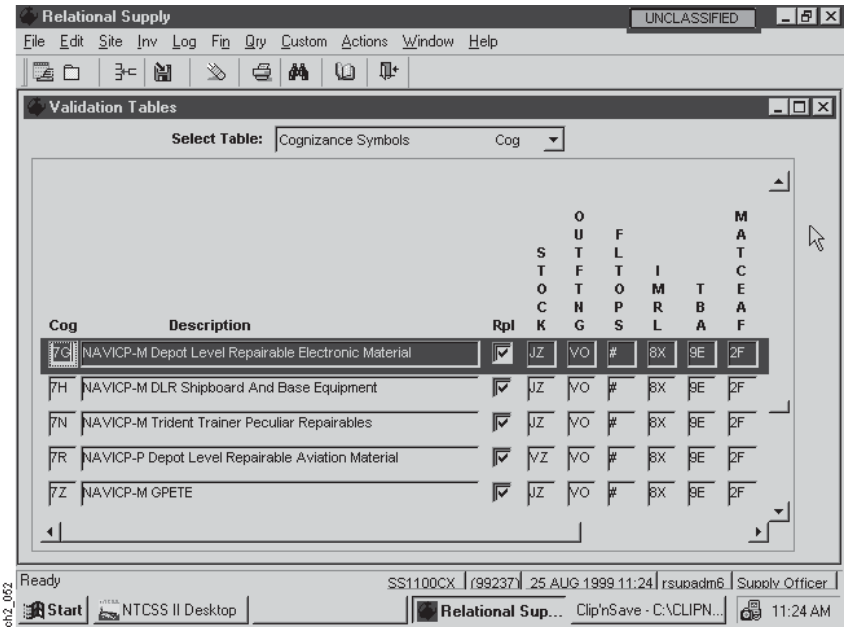

Figure 2-72

(a) Step 1. On the Validation Tables Screen above (Figure 2-72), select the Cognizance Symbols Option from the Select Table List. A list of active Cog will appear on the screen along with a short description and other related data.

(b) Step 2. Scroll through the list to find the Cog that you wish to review or select the Find Option from the Icon Menu Bar and then enter your search criteria.

(3) **To Add or Delete a Cog.** The step-by-step procedures for this process are as follows:

(a) **Step 1.** On the Validation Tables Screen, proceed as follows:

[1] **Add.** Select the Insert Option from the Icon Menu Bar and then enter a new Cog and a short description. You also need to enter the applicable fund code and identify whether the item is repairable.

[2] **Delete.** Select the row on the Cog list that contains the record that you wish to delete to highlight it and then select the Delete Option from the Icon Menu Bar. Select the Yes Option from the dialogue box that appears to confirm the deletion.

(b) **Step 2.** Select the Apply Option from the Icon Menu Bar to finalize this process.

(c) **Step 3.** Select the Close Window Option to exit from this process.

NOTE: Ensure the Cog that you enter is already present in the Cog Code Table and that it applies to your fund code. In addition, a repairable indicator will appear for depot-level-repairable (DLR) Cogs and other Cogs that can process as repair parts without carcass-tracking.

d. Controlled Item Inventory Codes.

(1) **General.** The system uses the codes in this table (formerly security codes) to designate the degree of physical security that an item of supply will have. This function allows you to view each CIIC that applies to RSupply.

NOTE: The system automatically assigns an RO in the *maintain-stock-item* and *levels- setting* processes when adding quantities for the allowances (including a new, separate DBI allowance). When you need a different RO than the one set by RSupply, modify one or more of the allowances and set a limit flag if you changed the DBI allowance type's quantity.

The system also automatically assigns an RP in the *maintain-stock-item* and *levels- setting* processes by multiplying the percentage of RO you provided (IAW TYCOM direction) on the Demand Parameters Screen.

NOTE: You cannot delete a record that is currently active. When you request the deletion of an attached CIIC, the system flags it as inactive. The system will not allow new supply transactions to process using that CIIC. When you complete processing all outstanding transactions using this CIIC, the system will delete it.

(2) To View Controlled Item Inventory Codes. The step-by-step procedures for this process are as follows:

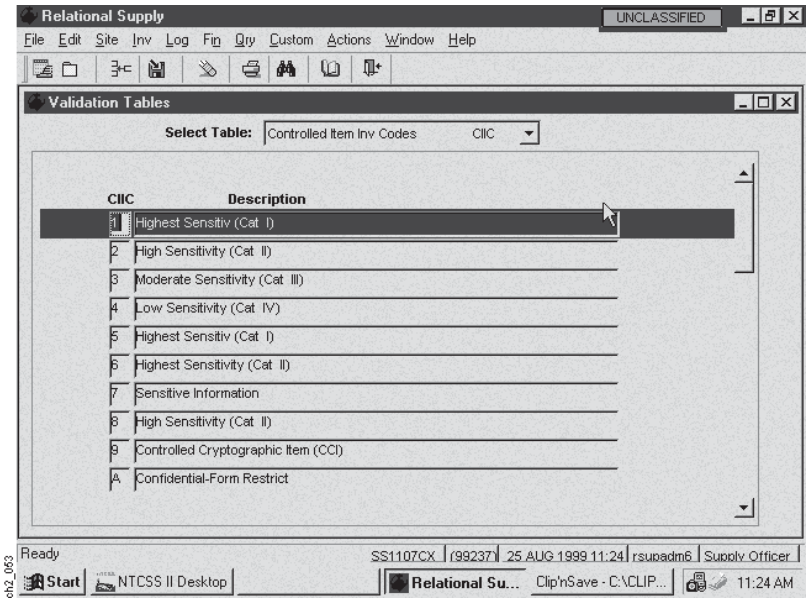

Figure 2-73

(a) Step 1. On the Validation Tables Screen above (Figure 2-73), select the Controlled Item Inventory Codes Option from the Select Table List. A list of active CIICs will appear on the screen along with a short description and other related data.

(b) Step 2. Scroll through the list to find the CIIC that you wish to review or select the Find Option from the Icon Menu Bar and then enter your search criteria.

(3) To Add or Delete a CIIC. The step-by-step procedures for this process are as follows:

(a) Step 1. On the Validation Tables Screen, proceed as follows:

[1] Add. Select the Insert Option from the Icon Menu Bar and then enter a new CIIC and a short description.

[2] Delete. Select the row on the CIIC list that contains the record that you wish to delete to highlight it and then select the Delete Option from the Icon Menu Bar. Select the Yes Option from the dialogue box that appears to confirm the deletion.

(b) Step 2. Select the Apply Option from the Icon Menu Bar to finalize this process.

(c) Step 3. Select the Close Window Option to exit from this process.

e. Demilitarization Codes (Demil.).

(1) General. This table contains all the codes that the system at your activity will use to identify the method and degree of demilitarization that items subject to disposal will require. This function allows you to view each demilitarization code that applies to RSupply.

(2) To View Demilitarization Codes. The step-by-step procedures for this process are as follows:

(a) Step 1. On the Validation Tables Screen, select the Demilitarization Codes Option from the Select Table List. A list of active demilitarization codes will appear on the screen along with a short description and other related data.

(b) Step 2. Scroll through the list to find the demilitarization codes that you wish to review or select the Find Option from the Icon Menu Bar and then enter your search criteria.

(3) To Add or Delete a Demilitarization Code. The step-by-step procedures for this process are as follows:

(a) Step 1. On the Validation Tables Screen, proceed as follows:

[1] Add. Select the Insert Option from the Icon Menu Bar and then enter a new demilitarization code and a short description.

[2] Delete. Select the row on the Demilitarization Code List that contains the record that you wish to delete to highlight it and then select the Delete Option from the Icon Menu Bar. Select the Yes Option from the dialogue box that appears to confirm the deletion.

(b) Step 2. Select the Apply Option from the Icon Menu Bar to finalize this process.

(c) Step 3. Select the Close Window Option to exit from this process.

NOTE: You cannot delete a record that is currently active. When you request the deletion of an attached demilitarization code, the system flags it as inactive. The system will not allow new supply transactions to process using that demilitarization code. When you complete processing all outstanding transactions using this demilitarization code, the system will delete it.

NOTE: Refer to the NAVSUP P-485 for a complete listing of demilitarization codes.

(4) Demilitarization Code Table. The following chart (Figure 2-74) is a list of the data that appears in this validation table:

Demilitarization Codes

Demil	Description
A	Non-MLI-demilitarization not required
B	MLI-demilitarization not required
C	MLI-remove and/or DEMIL installed key point(s), DOD 4160.21
D	MLI-DEMIL by mutilation
E	MLI-DEMIL by burning, shredding, or pulping
F	MLI-DEMIL instructions to be furnished by item manager
G	MLI-DEMIL required prior to physical transfer to DRMO
H	MLI-Remove and/or DEMIL installed key point(s), overseas only
J	MLI-DEMIL by mutilation, overseas only
K	MLI-DEMIL by burning, shredding, or pulping, overseas only
L	MLI-DEMIL by mutilation, components for major end items
M	MLI-DEMIL by mutilation, overseas only, components for major end items
N	MLI-non-MLI with sensitive applications/marking-DEMIL by remove
P	MLI-security classified item - remove sensitive markings
Q	Strategic list item - mutilate to prevent use
X	Local determination

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Figure 2-74

f. Federal Supply Classifications (FSC).

(1) General. This table contains all the codes that the system uses to classify items of supply. This function allows you to view each FSC that applies to RSupply.

(2) To View Federal Supply Classifications. The step-by-step procedures for this process are as follows:

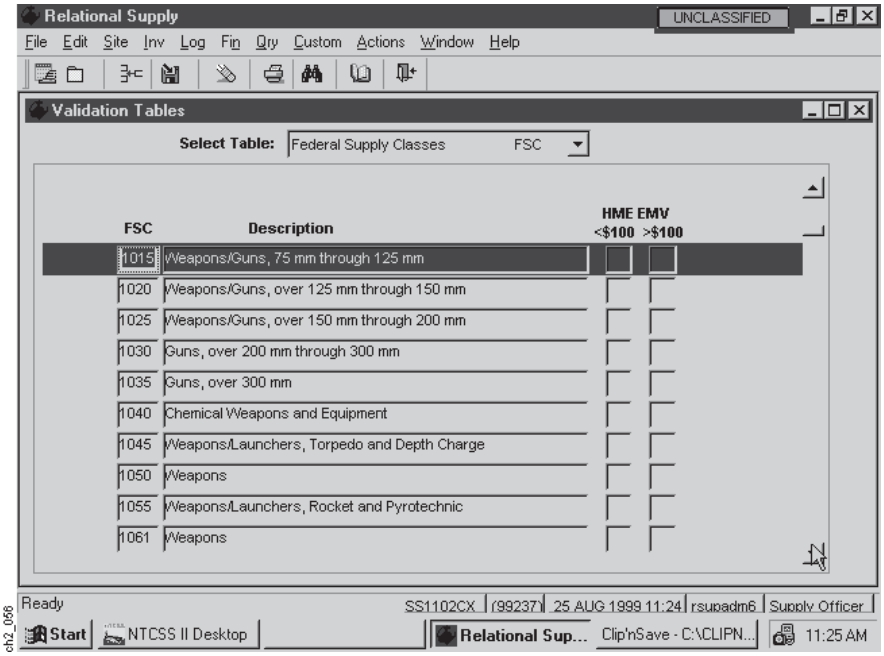

Figure 2-75

(a) Step 1. On the Validation Tables Screen above (Figure 2-75), select the Federal Supply Classes Option from the Select Table List. A list of active FSC codes will appear on the screen along with a short description and other related data.

(b) Step 2. Scroll through the list to find the FSC codes that you wish to review or select the Find Option from the Icon Menu Bar and then enter your search criteria.

NOTE: You cannot delete a record that is currently active. When you request the deletion of an attached FSC code, the system flags it as inactive. The system will not allow new supply transactions to process using that FSC code. When you complete processing all outstanding transactions using this FSC code, the system will delete it.

NOTE: Refer to the NAVSUP P-485 for a complete listing of federal supply classes.

(3) To Add or Delete a Federal Supply Classification. The step-by-step procedures for this process are as follows:

(a) Step 1. On the Validation Tables Screen (Figure 2-77), proceed as follows:

[1] Add. Select the Insert Option from the Icon Menu Bar and then enter a new FSC code and a short description.

[2] Delete. Select the row on the Federal Supply Classifications List that contains the record that you wish to delete to highlight it and then select the Delete Option from the Icon Menu Bar. Select the Yes Option from the dialogue box that appears to confirm the deletion.

(b) Step 2. Select the Apply Option from the Icon Menu Bar to finalize this process.

(c) Step 3. Select the Close Window Option to exit from this process.

(4) Federal Supply Classifications Table. The following chart (Figure 2-76) is a list of the data that appears in this validation table:

FEDERAL SUPPLY CLASSES

FSC	DESCRIPTION	FSC	DESCRIPTION
0000	FSC UNKNOWN - FOR USE WITH NICN BEGINNING WITH LL	0109	1I COG FORM
0088	COSAL NICN	0110	1I COG FORM
0089	COSAL NICN	0111	1I COG FORM
0097	COSAL NICN	0112	1I COG FORM
0098	COSAL NICN	0113	1I COG FORM
0099	COSAL NICN	0114	1I COG FORM
0100	1I COG FORM	0115	1I COG FORM
0101	1I COG FORM	0116	1I COG FORM
0102	1I COG FORM	0117	1I COG FORM
0103	1I COG FORM	0118	1I COG FORM
0104	1I COG FORM	0119	1I COG FORM
0105	1I COG FORM	0120	1I COG FORM
0106	1I COG FORM	0130	1I COG FORM
0107	1I COG FORM	0140	1I COG FORM
0108	1I COG FORM	0141	1I COG FORM
		0145	CONVERSION

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Figure 2-76

g. Issue Restriction Codes (IRC).

(1) General. The system uses the codes in this table (locally defined) to restrict applicable stock items from routine issue. This function allows you to view each IRC that applies to RSupply.

(2) To View Issue Restriction Codes. The step-by-step procedures for this process are as follows:

NOTE: IRC are assigned locally. Both code and description are unique to the activity.

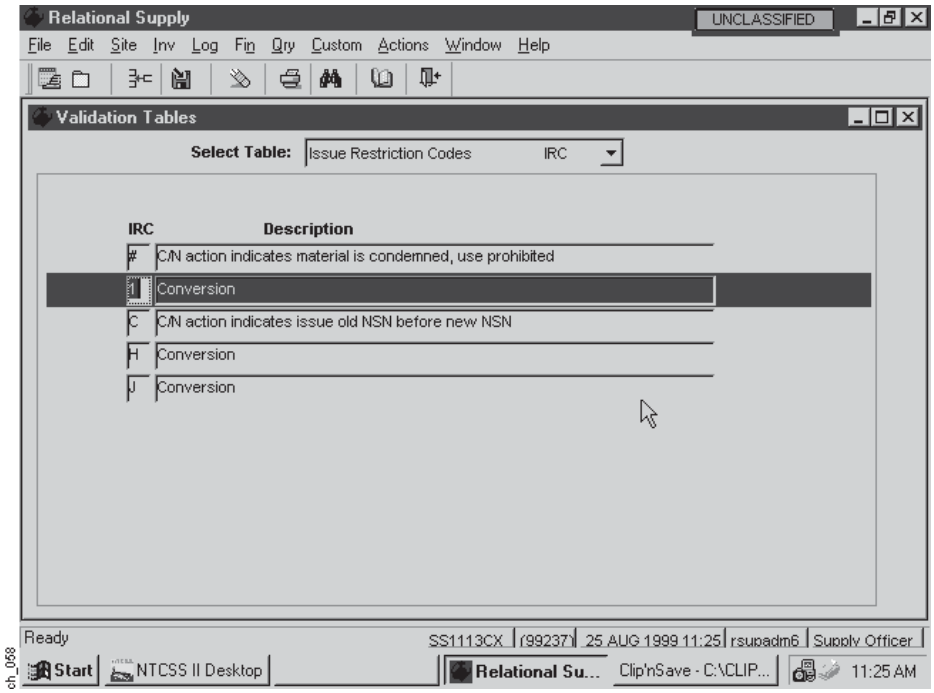

Figure 2-77

(a) Step 1. On the Validation Tables Screen above (Figure 2-77), select the Issue Restriction Codes Option from the Select Table List. A list of active IRCs will appear on the screen along with a short description and other related data.

(b) Step 2. Scroll through the list to find the IRCs that you wish to review or select the Find Option from the Icon Menu Bar and then enter your search criteria.

NOTE: You cannot delete a record that is currently active. When you request the deletion of an attached IRC, the system flags it as inactive. The system will not allow new supply transactions to process using that IRC. When you complete processing all outstanding transactions using this IRC, the system will delete it.

NOTE: Refer to the NAVSUP P-485 for a complete listing of issue restriction codes.

NOTE: IRCs are assigned locally. Both code and description are unique to the activity.

(3) To Add or Delete an Issue Restriction Code. The step-by-step procedures for this process are as follows:

(a) Step 1. On the Validation Tables Screen, proceed as follows:

[1] Add. Select the Insert Option from the Icon Menu Bar and then enter a new IRC and a short description.

[2] Delete. Select the row on the IRCs list that contains the record that you wish to delete to highlight it and then select the Delete Option from the Icon Menu Bar. Select the Yes Option from the dialogue box that appears to confirm the deletion.

(b) Step 2. Select the Apply Option from the Icon Menu Bar to finalize this process.

(c) Step 3. Select the Close Window Option to exit from this process.

(4) Issue Restriction Code Table. The following chart (Figure 2-78) is a list of the data that appears in this validation table:

Issue Restriction Codes

IRC	Description
#	C/N action indicates material condemned, use prohibited.
1	Conversion *
C	C/N action indicates issue old NSN before new NSN.
H	Conversion *
J	Conversion *
S	Supply Approval Required
T	Supply Approval Required

* Codes assigned, but not defined during conversion.

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Figure 2-78

h. Local Management Codes (LMC).

(1) General. The system uses the codes in this table (locally assigned) to flag stock items for special attention. You can assign multiple LMCs.

(2) To View Local Management Codes. The step-by-step procedures for this process are as follows:

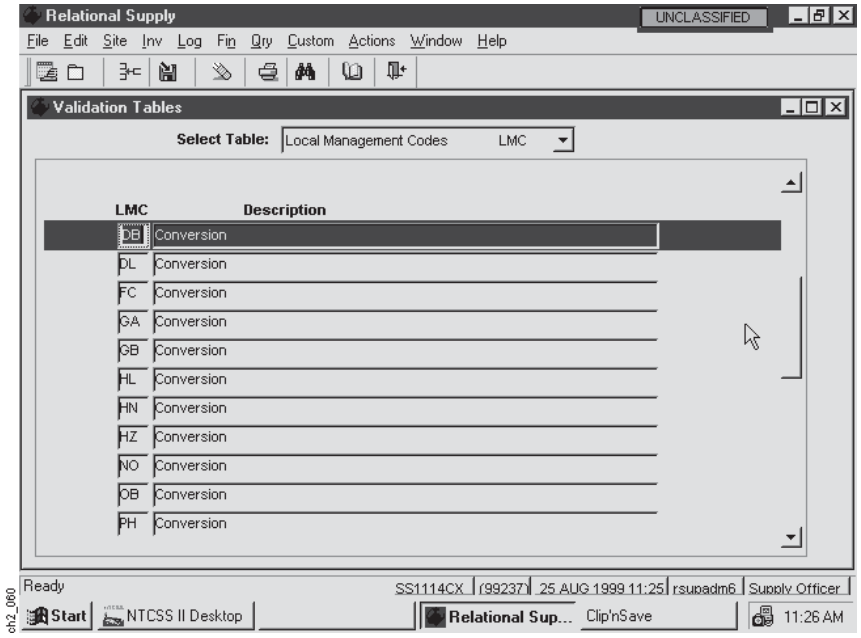

Figure 2-79

(a) Step 1. On the Validation Tables Screen above (Figure 2-79), select the Local Management Codes Option from the Select Table List. A list of active LMCs will appear on the screen along with a short description and other related data.

(b) Step 2. Scroll through the list to find the LMCs that you wish to review or select the Find Option from the Icon Menu Bar and then enter your search criteria.

NOTE: You cannot delete a record that is currently active. When you request the deletion of an attached LMC, the system flags it as inactive. The system will not allow new supply transactions to process using that LMC. When you complete processing all outstanding transactions using this LMC, the system will delete it.

(3) To Add or Delete a Local Management Code. The step-by-step procedures for this process are as follows:

(a) Step 1. On the Validation Tables Screen, proceed as follows:

[1] Add. Select the Insert Option from the Icon Menu Bar and then enter a new LMC and a short description.

[2] Delete. Select the row on the LMCs list that contains the record that you wish to delete to highlight it and then select the Delete Option from the Icon Menu Bar. Select the Yes Option from the dialogue box that appears to confirm the deletion.

(b) Step 2. Select the Apply Option from the Icon Menu Bar to finalize this process.

(c) Step 3. Select the Close Window Option to exit from this process.

(4) Local Management Code Table. The following chart (Figure 2-80) is a list of the data that appears in this validation table:

Local Management Codes

LMC	Description	LMC	Description
AM	Conversion	AM	Conversion
AN	Conversion	AN	Conversion
BC	Conversion	BC	Conversion
BO	Conversion	BO	Conversion
C2	Conversion	C2	Conversion
CG	Conversion	CG	Conversion
CK	Conversion	CK	Conversion
CM	Conversion	CM	Conversion
DB	Conversion	DB	Conversion
DL	Conversion	DL	Conversion
FC	Conversion	FC	Conversion
GA	Conversion	GA	Conversion
GB	Conversion	GB	Conversion
HL	Conversion	HL	Conversion
HN	Conversion	HN	Conversion
HZ	Conversion	HZ	Conversion
MF	Conversion	MF	Conversion
NO	Conversion	NO	Conversion
NW	Conversion	NW	Conversion
OB	Conversion	OB	Conversion

Note: Codes currently assigned on board without any description.

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Figure 2-80

NOTE: Refer to the NAVSUP P-485 for a complete listing of local management codes.

NOTE: Activity personnel maintain data in the LMC table. Both code and description are assigned locally and therefore are nonstandard.

i. Material Control Codes (MCC).

(1) General. The system uses the codes in this table to indicate product or commodity identification, special purpose, or an inventory control characteristic. In addition, this code is used to inform field activities of special reporting or control codes and the definition and cognizant ICP that pertains to each.

(2) To View Material Control Codes. The step-by-step procedures for this process are as follows:

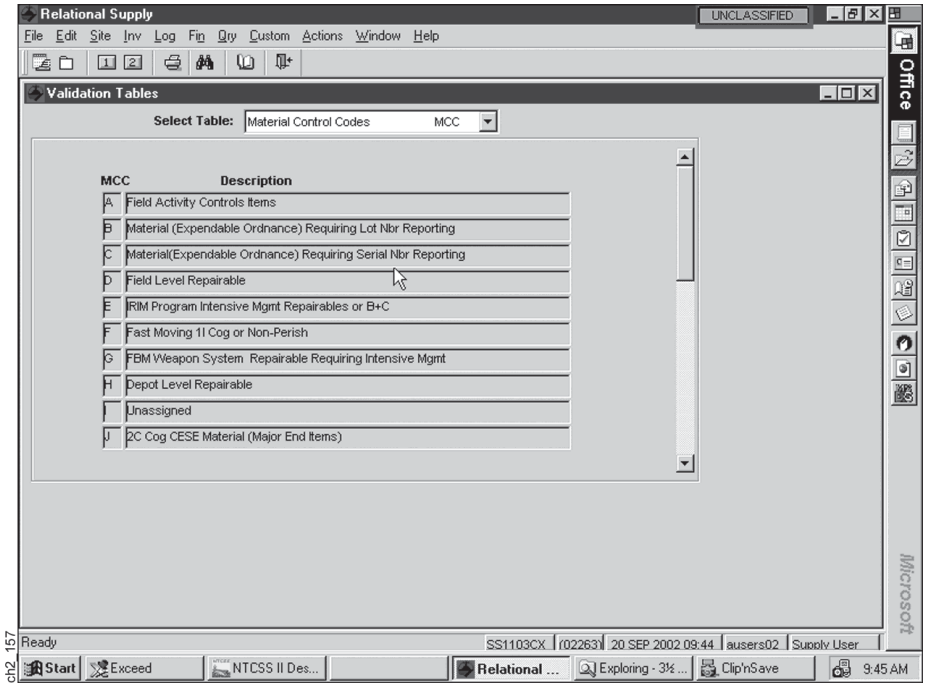

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Figure 2-81

(a) Step 1. On the Validation Tables Screen above (Figure 2-81), select the Material Control Codes Option from the Select Table List. A list of active MCCs will appear on the screen along with a short description and other related data.

(b) Step 2. Scroll through the list to find the MCCs that you wish to review or select the Find Option from the Icon Menu Bar and then enter your search criteria.

(3) To Add or Delete a Material Control Code. The step-by-step procedures for this process are as follows:

(a) Step 1. On the Validation Tables Screen, proceed as follows:

[1] Add. Select the Insert Option from the Icon Menu Bar and then enter a new MCC and a short description.

[2] Delete. Select the row on the MCCs list that contains the record that you wish to delete to highlight it and then select the Delete Option from the Icon Menu Bar. Select the Yes Option from the dialogue box that appears to confirm the deletion.

(b) Step 2. Select the Apply Option from the Icon Menu Bar to finalize this process.

(c) Step 3. Select the Close Window Option to exit from this process.

NOTE: You cannot delete a record that is currently active. When you request the deletion of an attached MCC, the system flags it as inactive. The system will not allow new supply transactions to process using that MCC. When you complete processing all outstanding transactions using this MCC, the system will delete it.

NOTE: Refer to the NAVSUP P-485 for a complete list of material control codes.

(4) Material Control Code Table. The following chart (Figure 2-82) is a list of the data that appears in this validation table:

Material Control Codes

MCC	Description
A	Field activity controls items
B	Material (expendable ordnance) requiring lot number reporting
C	Material (expendable ordnance) requiring serial number reporting
D	Field level repairable
E	IRIM program intensive management repairables or B+C
F	Fast-moving 1I Cog or non-perishable
G	FBM weapon system repairable requiring intensive management
H	Depot level repairable
I	Unassigned
J	2C Cog CESE material (major end items)
K	Material (explosive ordnance) requiring periodic lot number reporting
L	Local stock items pending NSN assignment
M	Medium demand velocity items (consumables)
N	1I Cog not stocked print on demand flat forms
P	Perishable subsistence items
Q	FBM weapon system repairable requisition special test, report or inspection
R	Resale - brand name perishable subsistence
S	Slow demand velocity items (consumables)
T	Terminal items
U	Fast-moving centrally managed 1I Cog (overseas only)
V	2C Cog CEEI material (major ends items)
W	Ground support equipment (end items)
X	Special program repairables
Y	2C Cog secondary items supporting CEEI (major end items)
Z	Special program repairables

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Figure 2-82

j. Mode of Shipment (MOS) Codes.

(1) General. The system uses the codes in this table to identify a shipper's initial method of movement.

(2) To View Mode of Shipment Codes. The step-by-step procedures for this process are as follows:

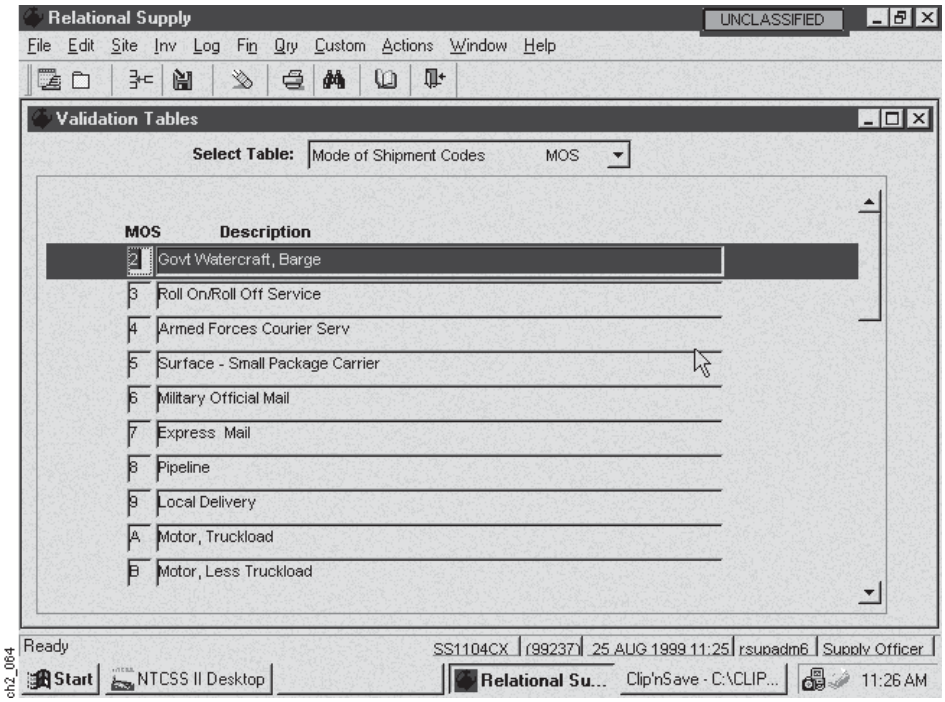


Figure 2-83

(a) Step 1. On the Validation Tables Screen above (Figure 2-83), select the Mode of Shipment Codes Option from the Select Table List. A list of active MOS codes will appear on the screen along with a short description and other related data.

(b) Step 2. Scroll through the list to find the MOS codes that you wish to review or select the Find Option from the Icon Menu Bar and then enter your search criteria.

NOTE: You cannot delete a record that is currently active. When you request the deletion of an attached MOS, the system flags it as inactive. The system will not allow new supply transactions to process using that MOS. When you complete processing all outstanding transactions using this MOS, the system will delete it.

NOTE: Refer to the NAVSUP P-485 for a complete list of mode of shipment codes.

(3) To Add or Delete a Mode of Shipment Code. The step-by-step procedures for this process are as follows:

(a) Step 1. On the Validation Tables Screen, proceed as follows:

[1] Add. Select the Insert Option from the Icon Menu Bar and then enter a new MOS and a short description.

[2] Delete. First, verify whether the code you wish to delete is not attached to an active record or you will be unable to delete it. Then, select the row on the MOS list that contains the code that you wish to delete to highlight it. Select the Delete Option from the Icon Menu Bar and then the Yes Option in response to the screen prompt to confirm the cancellation.

(b) Step 2. Select the Apply Option from the Icon Menu Bar to finalize this process.

(c) Step 3. Select the Close Window Option to exit from this process.

(4) Mode of Shipment Code Table. The following chart (Figure 2-84) is a list of the data that appears in this validation table:

Mode of Shipment Codes

MOS	Description	MOS	Description
2	Government watercraft, barge	J	Air small package carrier
3	Roll on/roll off service	K	Rail, carload
4	Armed forces courier service	L	Rail, less carload
5	Surface - small package carrier	M	Freight forwarder
6	Military official mail	N	LOGAIR
7	Express mail	O	Organic military air
8	Pipeline	P	Through bill of lading
9	Local delivery	Q	Air freight
A	Motor, truckload	R	Air express
B	Motor, less truckload	S	Scheduled truck service
C	Van	T	Air freight forwarder
D	Driveway, towaway	U	QUICKTRANS
E	Busline	V	SEAVAN service
F	Military airlift command	W	Water, river (commercial)
G	Surface parcel post	X	Bearer walk-through
H	Air parcel post	Y	Intra-theater airlift system
I	Government truck	Z	Military sealift command

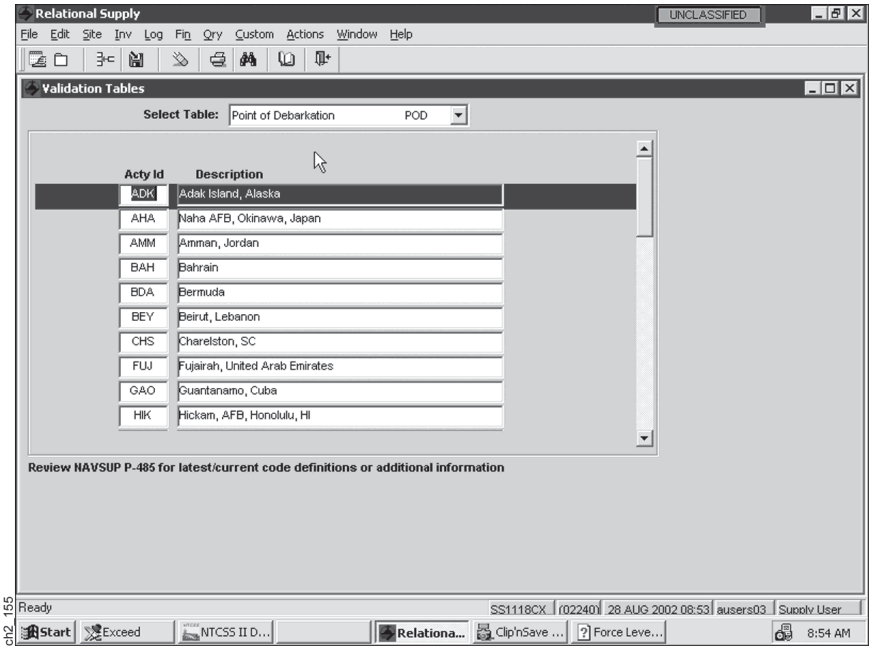
ch2_065

Figure 2-84

k. Point of Debarkation Codes (POD).

(1) General. The system uses the codes in this table to designate the specific points at which shipments terminate their journeys (the final destinations).

(2) To View Point of Debarkation Codes. The step-by-step procedures for this process are as follows:



ch2_155

Figure 2-85

(a) Step 1. On the Validation Tables Screen above (Figure 2-85), select the Point of Debarkation Option from the Select Table List. A list of active PODs will appear on the screen along with a short description and other related data.

(b) Step 2. Scroll through the list to fine the PODs that you wish to review or select the Find Option from the Icon Menu Bar and then enter your search criteria.

NOTE: You cannot delete a record that is currently active. When you request the deletion of an attached POD, the system flags it as inactive. The system will not allow new supply transactions to process using that POD. When you complete processing all outstanding transactions using this POD, the system will delete it.

(3) To Add or Delete a Point of Debarkation Code. The step-by-step procedures for this process are as follows:

(a) Step 1. On the Validation Tables Screen, proceed as follows;

[1] Add. Select the Insert Option from the Icon Menu Bar and then enter a new POD (activity ID) and a short description.

[2] Delete. First, verify whether the code you wish to delete is not attached to an active record or you will be unable to delete it. Then, select the row on the POD list that contains the code that you wish to delete to highlight it. Select the Delete Option from the Icon Menu Bar and then the Yes Option in response to the screen prompt to confirm the cancellation.

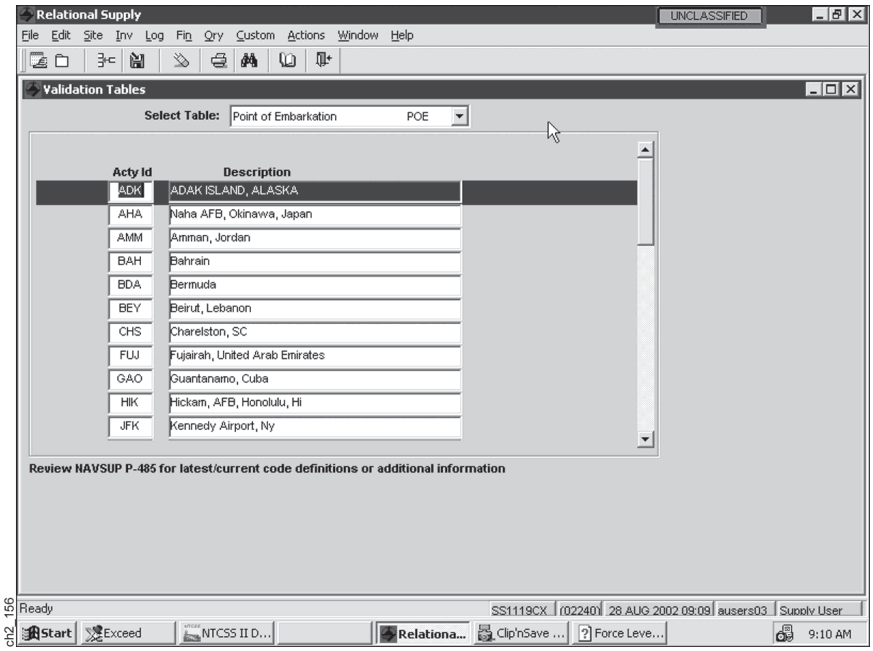
(b) Step 2. Select the Apply Option from the Icon Menu Bar to finalize this process.

(c) Step 3. Select the Close Window Option to exit from this process.

l. Point of Embarkation Codes (POE).

(1) General. The system uses the codes in this table to designate the specific points at which shipments begin their journeys to a final destination.

(2) To View Point of Embarkation Codes. The step-by-step procedures for this process are as follows:



ch2_156

Figure 2-86

(a) Step 1. On the Validation Tables Screen above (Figure 2-86), select the Point of Embarkation Option from the Select Table List. A list of active POEs will appear on the screen along with a short description and other related data.

(b) Step 2. Scroll through the list to find the POEs that you wish to review or select the Find Option from the Icon Menu Bar and then enter your search criteria.

NOTE: You cannot delete a record that is currently active. When you request the deletion of an attached POE, the system flags it as inactive. The system will not allow new supply transactions to process using that POE. When you complete processing all outstanding transactions using this POE, the system will delete it.

(3) To Add or Delete a Point of Embarkation Code. The step-by-step procedures for this process are as follows:

(a) Step 1. On the Validation Tables Screen, proceed as follows;

[1] Add. Select the Insert Option from the Icon Menu Bar and then enter a new POE (activity ID) and a short description.

[2] Delete. First, verify whether the code you wish to delete is not attached to an active record or you will be unable to delete it. Then, select the row on the POE list that contains the code that you wish to delete to highlight it. Select the Delete Option from the Icon Menu Bar and then the Yes Option in response to the screen prompt to confirm the cancellation.

(b) Step 2. Select the Apply Option from the Icon Menu Bar to finalize this process.

(c) Step 3. Select the Close Window Option to exit from this process.

m. Precious Metals Indicator Codes (PMIC).

(1) General. The system uses the codes in this table to identify the precious metal content of items that personnel turn in for disposal. This function allows you to view each PMIC that applies to RSupply.

(2) To View Precious Metals Indicator Codes. The step-by-step procedures for this process are as follows:

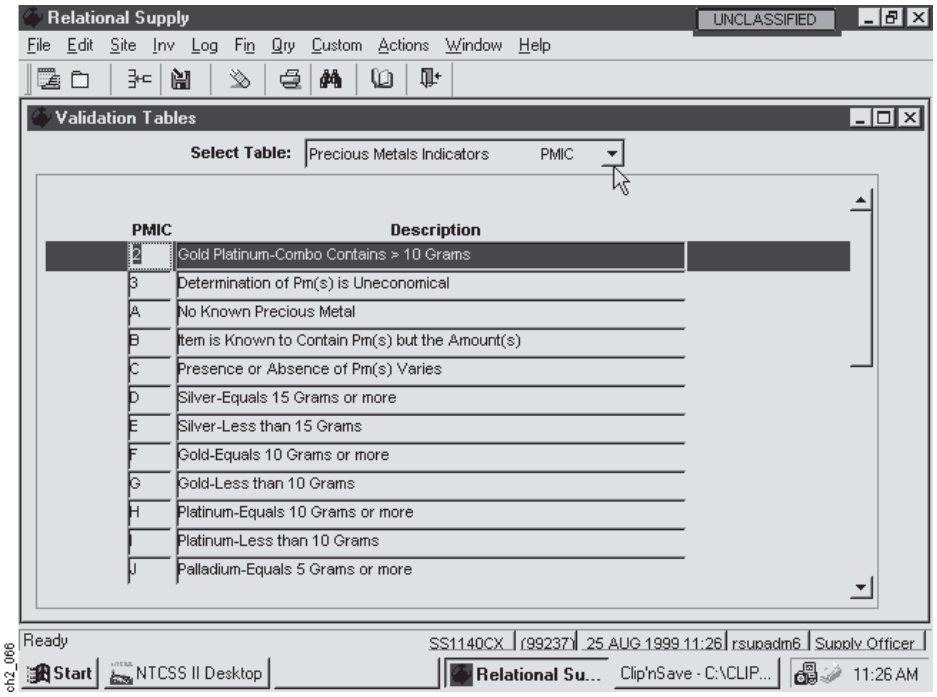


Figure 2-87

(a) Step 1. On the Validation Tables Screen above (Figure 2-87), select the Precious Metals Indicators Option from the Select Table List. A list of active PMICs will appear on the screen along with a short description and other related data.

(b) Step 2. Scroll through the list to find the PMICs that you wish to review or select the Find Option from the Icon Menu Bar and then enter your search criteria.

NOTE: You cannot delete a record that is currently active. When you request the deletion of an attached PMIC, the system flags it as inactive. The system will not allow new supply transactions to process using that PMIC. When you complete processing all outstanding transactions using this PMIC, the system will delete it.

(3) To Add or Delete a Precious Metals Indicator Code. The step-by-step procedures for this process are as follows:

(a) Step 1. On the Validation Tables Screen, proceed as follows:

[1] Add. Select the Insert Option from the Icon Menu Bar and then enter a new PMIC and a short description.

[2] Delete. First, verify whether the code you wish to delete is not attached to an active record or you will be unable to delete it. Then, select the row on the PMIC list that contains the code that you wish to delete to highlight it. Select the Delete Option from the Icon Menu Bar and then the Yes Option in response to the screen prompt to confirm the cancellation.

(b) Step 2. Select the Apply Option from the Icon Menu Bar to finalize this process.

(c) Step 3. Select the Close Window Option to exit from this process.

(4) Precious Metals Indicator Code Table. The following chart (Figure 2-88) is a list of the data that appears in this validation table:

Precious Metals Indicators

PMIC	Description	PMIC	Description
2	Gold platinum-combo contains > 10 grams	O	Rhodium-less than 15 grams
3	Determination of pm(s) is uneconomical	P	Osmium-equals 10 grams or more
A	No known precious metal	Q	Osmium-than 10 grams
B	Item is known to contain pm(s) but the amount(s)	R	Ruthenium-equals 10 grams or more
C	Presence or absence of pm(s) varies	S	Ruthenium-less than 10 grams
D	Silver-equals 15 grams or more	T	Silver-gold-combination equals 15 grams or more
E	Sliver-less than 15 grams	U	Silver-gold-combination contains less than 15 grams
F	Gold-equals 10 grams or more	V	Silver-platinum-combo equals 15 grams or more
G	Gold-less than 10 grams	W	Silver-platinum-combo contains less than 15 grams
H	Platinum-equals 10 grams or more	X	Silver-gold-platinum-combo equals 15 grams
I	Platinum-less than 10 grams	Y	Silver-gold-platinum-combo contains >15 grams
J	Palladium-equals 5 grams or more	Z	Gold-platinum-combo equals 10 grams or more
K	Palladium-less than 5 grams		
L	Iridium-equals 20 grams or more		
M	Iridium-less than 20 grams		
N	Rhodium-equals 15 grams or more		

ch2_067

Figure 2-88

n. Reimbursable Control Codes (RCC).

(1) General. The system uses the codes in this table to compare to serial numbers and validate them.

(2) To View Reimbursable Control Codes. The step-by-step procedures for this process are as follows:

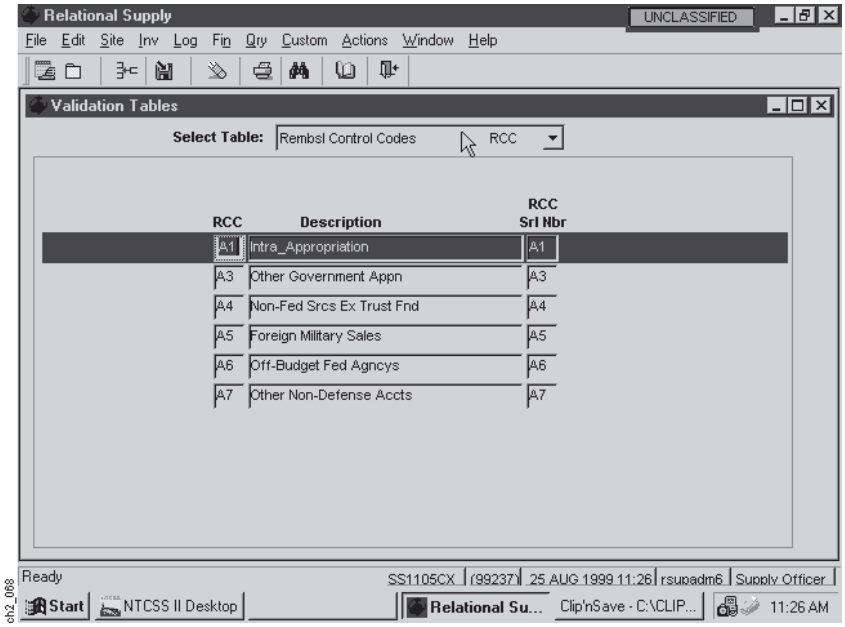


Figure 2-89

(a) Step 1. On the Validation Tables Screen above (Figure 2-89), select the Reimbursable Control Codes Option from the Select Table List. A list of active RCCs will appear on the screen along with a short description and other related data.

(b) Step 2. Scroll through the list to find the RCCs that you wish to review or select the Find Option from the Icon Menu Bar and then enter your search criteria.

NOTE: You cannot delete a record that is currently active. When you request the deletion of an attached RCC, the system flags it as inactive. The system will not allow new supply transactions to process using that RCC. When you complete processing all outstanding transactions using this RCC, the system will delete it.

(3) To Add or Delete a Reimbursable Control Code. The step-by-step procedures for this process are as follows:

(a) Step 1. On the Validation Tables Screen, proceed as follows:

[1] Add. Select the Insert Option from the Icon Menu Bar and then enter a new RCC and a short description.

[2] Delete. First, verify whether the code you wish to delete is not attached to an active record or you will be unable to delete it. Then, select the row on the RCC list that contains the code that you wish to delete to highlight it. Select the Delete Option from the Icon Menu Bar and then the Yes Option in response to the screen prompt to confirm the cancellation.

(b) Step 2. Select the Apply Option from the Icon Menu Bar to finalize this process.

(c) Step 3. Select the Close Window Option to exit from this process.

(4) Reimbursable Control Code Table. The following chart (Figure 2-90) is a list of the data that appears in this validation table:

Reimbursable Control Codes

RCC	Description
A1	Intra-appropriation
A3	Other government appropriation
A4	Non-federal services ex trust fund
A5	Foreign military sales
A6	Off-budget federal agencies
A7	Other non-defense accounts
RC	Test Reimbursable

ch2_069

Figure 2-90

o. Routing Identifiers (RI).

(1) General. The system uses the codes in this table to provide an address for supply actions, identify the actual consignor (shipper), and identify the inventory manager originating the action.

(2) To View Routing Identifiers. The step-by-step procedures for this process are as follows:

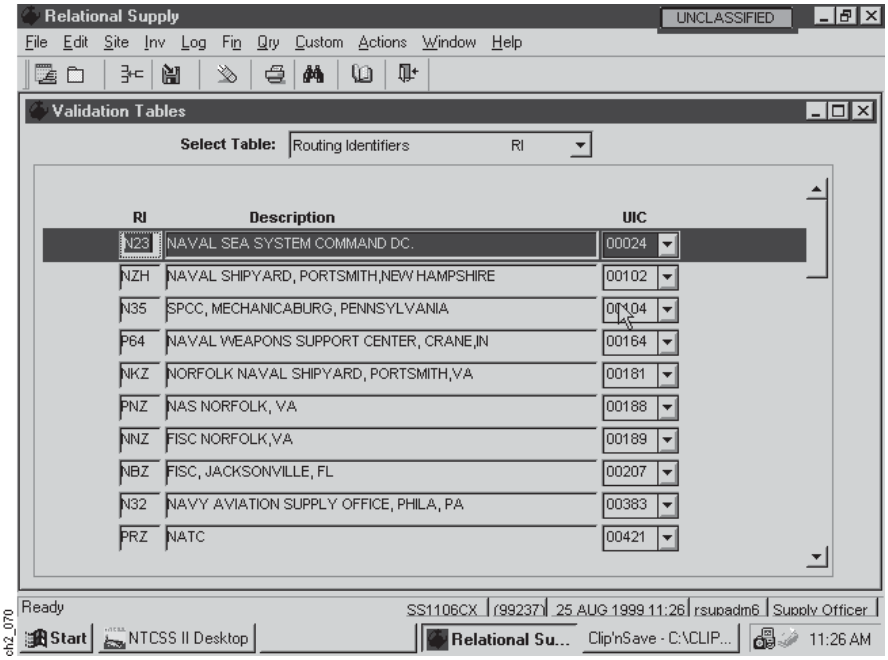


Figure 2-91

(a) Step 1. On the Validation Tables Screen above (Figure 2-91), select the Routing Identifiers Option from the Select Table List. A list of active RIs will appear on the screen along with a short description and other related data.

(b) Step 2. Scroll through the list to find the RIs that you wish to review or select the Find Option from the Icon Menu Bar and then enter your search criteria.

NOTE: You cannot delete a record that is currently active. When you request the deletion of an attached RI, the system flags it as inactive. The system will not allow new supply transactions to process using that RI. When you complete processing all outstanding transactions using this RI, the system will delete it.

(3) To Add or Delete a Routing Identifier. The step-by-step procedures for this process are as follows:

(a) Step 1. On the Validation Tables Screen, proceed as follows:

[1] Add. Select the Insert Option from the Icon Menu Bar and then enter a new RI and a short description.

[2] Delete. First, verify whether the code you wish to delete is not attached to an active record or you will be unable to delete it. Then, select the row on the SLAC list that contains the code that you wish to delete to highlight it. Select the Delete Option from the Icon Menu Bar and then the Yes Option in response to the screen prompt to confirm the cancellation.

(b) Step 2. Select the Apply Option from the Icon Menu Bar to finalize this process.

(c) Step 3. Select the Close Window Option to exit from this process.

(4) Routing Identifiers Table. The following chart (Figure 2-92) is a list of the data that appears in this validation table:

NOTE: For a complete listing of RIs, Please refer to the P-485.

Routing Identifiers

RI	Description	UIC
N23	Naval Sea System Command DC	00024
NZH	Naval Shipyard, Portsmouth, NH	00102
N35	SPCC, Mechanicsburg, PA	00104
P64	Naval Weapons Support Center, Crane, IN	00164
NKZ	Norfolk Naval Shipyard, Portsmouth, VA	00181
PNZ	NAS Norfolk, VA	00189
NNB	DLA Bulk Fuel	00189
NNZ	FISC Norfolk, VA	00189
NBZ	FISC, Jacksonville, FL	00207
N32	Navy Aviation Supply Office, Philadelphia, PA	00383
PRZ	NATC	00421
PKZ	NAS Whidbey Island, Oak Harbor, WA	00620
R2U	USS Saratoga	03360
R2W	USS Independence	03362
R3B	USS Constellation	03364
R3D	USS Enterprise	03365
R3F	USS America	03366
R3H	USS John F Kennedy	03367
R2P	USS Nimitz	03368
R2A	USS Eisenhower	03369
R9F	USNS Niagra Falls	05834
R3D	Enterprise (SQ)	09875
R9K	USS San Diego	20116
R3U	USS Nassau	20725
R2B	USS Carl Vinson	20993
R2Y	USS Theodore Roosevelt	21247
R2Z	USS Abraham Lincoln	21297
R2G	USS George Washington	21412
NEW	USS John C Stennis	21847
FHZ	Tinker AFB, OK	43713
R9R	USNS Saturn	46849
NUV	NAVSEA TOB	48096
R43	Naval Air Station Command	48535
POZ	NAS Oceana	60191
Q16	NAS Cecil Field	60200
P29	NS Mayport, FL	60201
P15	CNATRA VT-21	60241
P19	VT-7	63043
R24	Naval Sys Engineering Ctr, Portsmouth, VA	65580
NNZ	NSC DLR Agent Norfolk, VA	68620
NBZ	NSC DLR Agent Jacksonville, FL	68838
ST1	DRMO Norfolk, VA	X1493

ch2_138

Figure 2-92

p. Shelf-life Action Codes (SLAC).

(1) General. The system uses the codes in this table to denote the action you need to take for an item upon expiration of its shelf-life.

(2) To View Shelf-life Action Codes. The step-by-step procedures for this process are as follows:

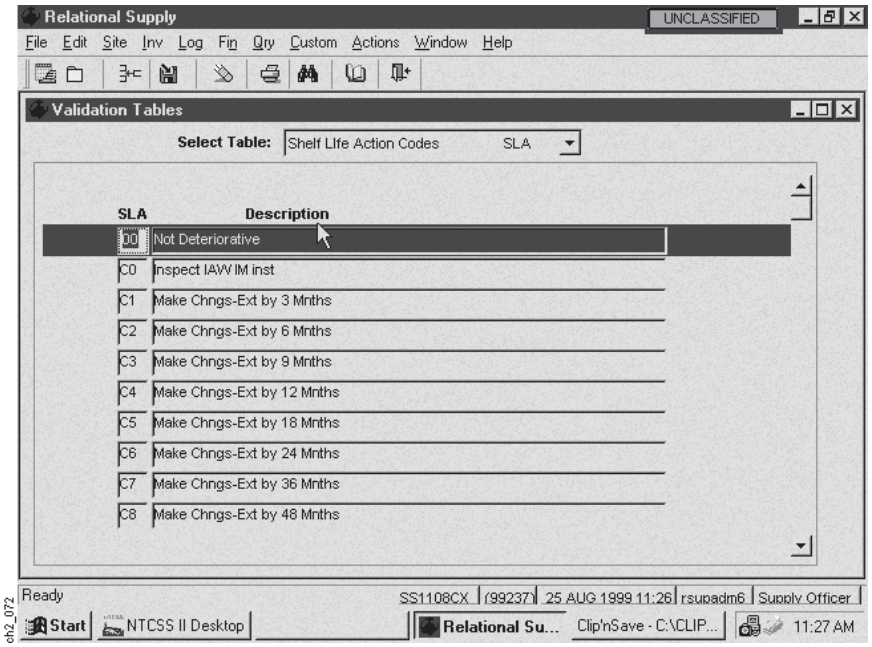


Figure 2-93

(a) Step 1. On the Validation Tables Screen above (Figure 2-93), select the Shelf-life Action Codes Option from the Select Table List. A list of active SLACs will appear on the screen along with a short description and other related data.

(b) Step 2. Scroll through the list to find the SLACs that you wish to review or select the Find Option from the Icon Menu Bar and then enter your search criteria.

(3) To Add or Delete a Shelf-life Action Code. The step-by-step procedures for this process are as follows:

(a) Step 1. On the Validation Tables Screen, proceed as follows:

[1] Add. Select the Insert Option from the Icon Menu Bar and then enter a new SLAC and a short description.

[2] Delete. First, verify whether the code you wish to delete is not attached to an active record or you will be unable to delete it. Then, select the row on the SMCC list that contains the code that you wish to delete to highlight it. Select the Delete Option from the Icon Menu Bar and then the Yes Option in response to the screen prompt to confirm the cancellation.

(b) Step 2. Select the Apply Option from the Icon Menu Bar to finalize this process.

(c) Step 3. Select the Close Window Option to exit from this process.

NOTE: You cannot delete a record that is currently active. When you request the deletion of an attached SLAC, the system flags it as inactive. The system will not allow new supply transactions to process using that SLAC. When you complete processing all outstanding transactions using this SLAC, the system will delete it.

NOTE: Refer to the NAVSUP P-485 for a complete listing of shelf-life action codes.

(4) Shelf-life Action Code Table. The following chart (Figure 2-94) is a list of the data that appears in this validation table:

Shelf-life Action Codes

SLA	Description	SLA	Description
00	Not deteriorative	L0	Test - nondeteriorative
C0	Inspect IAW IM inst	L1	Test - extend by 3 months
C1	Make changes-extend by 3 months	L2	Test - extend by 6 months
C2	Make changes-extend by 6 months	L3	Test - extend by 9 months
C3	Make changes-extend by 9 months	L4	Test - extend by 12 months
C4	Make changes-extend by 12 months	L5	Test - extend by 18 months
C5	Make changes-extend by 18 months	L6	Test - extend by 24 months
C6	Make changes-extend by 24 months	L7	Test - extend by 36 months
C7	Make changes-extend by 36 months	L8	Test - extend by 48 months
C8	Make changes-extend by 48 months	L9	Test - extend by 60 months
C9	Make changes-extend by 60 months	LA	Can not be extended
CA	Can not be extended	LB	Can not be extended
CB	Can not be extended	LC	Can not be extended
CC	Can not be extended	LD	Can not be extended
CD	Can not be extended	LE	Can not be extended
CE	Can not be extended	LF	Can not be extended
CF	Can not be extended	LG	Can not be extended
CG	Can not be extended	LH	Can not be extended
CH	Can not be extended	LI	Can not be extended
CI	Can not be extended	LJ	Can not be extended
CJ	Can not be extended	LK	Can not be extended
CK	Can not be extended	LL	Can not be extended
CL	Can not be extended	LM	Can not be extended
CM	Can not be extended	LN	Can not be extended
CN	Can not be extended	LP	Can not be extended
CP	Can not be extended	LQ	Can not be extended
CQ	Can not be extended	LR	Can not be extended
CR	Can not be extended	LS	Can not be extended
CS	Can not be extended	LU	Can not be extended
CT	Incorporate all mandatory changes	LV	Can not be extended
CU	Can not be extended	LW	Can not be extended
CV	Can not be extended	LX	Test - extend by 60 > months
CW	Can not be extended	LY	Can not be extended
CX	Test - extend by > 60 months	LZ	Can not be extended
CY	Can not be extended	RD	Replace deteriorated part
CZ	Can not be extended	RJ	Assign to fuel meter equipment
		RN	Provide for fluid tests

ch2_073a

Figure 2-94a

Shelf-life Action Codes (con't)

SLA	Description	SLA	Description
S9	Safety items	UU	Unsuitable for restoration
SA	Salvage	X0	Test - extend By 60 months
SB	Request inst from Im	X1	Test - extend by 3 months
T0	Test - nondeteriorative	X2	Test - extend by 6 months
T1	Test - extend by 3 months	X3	Test - extend by 9 months
T2	Test - extend by 6 months	X4	Test - extend by 12 months
T3	Test - extend by 9 months	X5	Test - extend by 18 months
T4	Test - extend by 12 months	X6	Test - extend by 24 months
T5	Test - extend by 18 months	X7	Test - extend by 36 months
T6	Test - extend by 24 months	X8	Test - extend by 48 months
T7	Test - extend by 36 months	X9	Test - extend by 60 months
T8	Test - extend by 48 months	XA	Can not be extended
T9	Test - extend by 60 months	XS	Can not be extended
TA	Can not be extended	XC	Can not be extended
TB	Can not be extended	XD	Can not be extended
TC	Can not be extended	XE	Can not be extended
TD	Can not be extended	XF	Can not be extended
TE	Can not be extended	XG	Can not be extended
TF	Can not be extended	XH	Can not be extended
TG	Can not be extended	XI	Can not be extended
TH	Can not be extended	XJ	Can not be extended
TI	Can not be extended	XK	Can not be extended
TJ	Can not be extended	XL	Can not be extended
TK	Can not be extended	XM	Can not be extended
TL	Can not be extended	XN	Can not be extended
TM	Can not be extended	XP	Can not be extended
TN	Can not be extended	XQ	Can not be extended
TP	Can not be extended	XR	Can not be extended
TQ	Can not be extended	XS	Can not be extended
TR	Can not be extended	XU	Can not be extended
TS	Can not be extended	XV	Can not be extended
TU	Can not be extended	XW	Can not be extended
TV	Can not be extended	XX	Test - extend by > 60 months
TW	Can not be extended	XY	Can not be extended
TX	Test - extend by > 60 months	XZ	Can not be extended
TY	Can not be extended		
TZ	Can not be extended		

ch2_073b

Figure 2-94b

q. Shelf-life Codes (SLC).

(1) General. The system uses the codes in this table to denote the shelf-life span of material. This is the period beginning from the date of manufacture or previous inspection to the date of test for continued usefulness or disposition.

(2) To View Shelf-life Codes. The step-by-step procedures for this process are as follows:

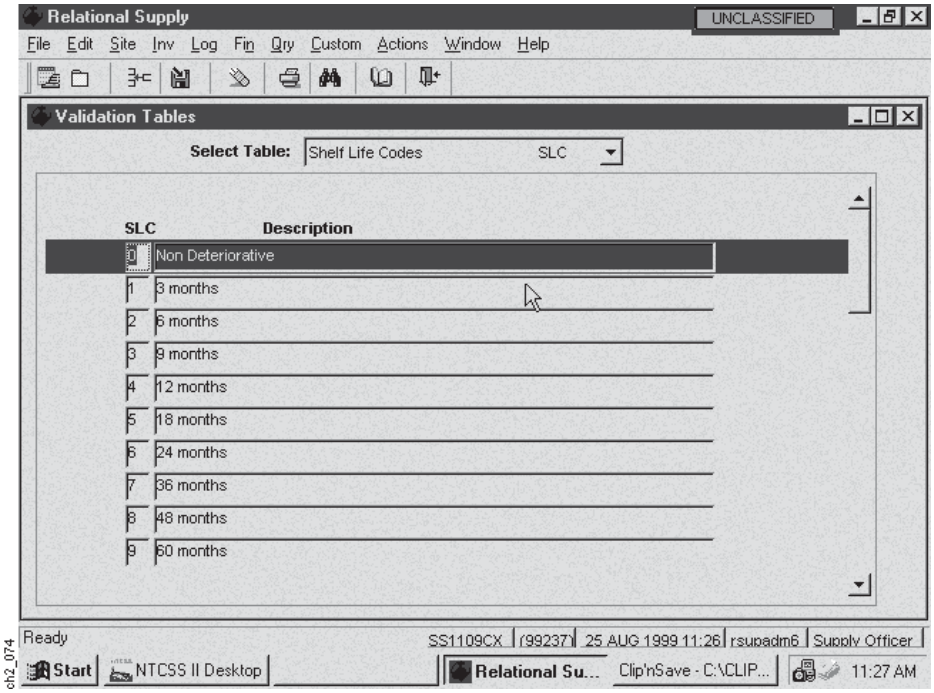


Figure 2-95

(a) Step 1. On the Validation Tables Screen above (Figure 2-95), select the Shelf-life Codes Option from the Select Table List. A list of active SLCs will appear on the screen along with a short description and other related data.

(b) Step 2. Scroll through the list to find the SLCs that you wish to review or select the Find Option from the Icon Menu Bar and then enter your search criteria.

(3) To Add or Delete a Shelf-life Code. The step-by-step procedures for this process are as follows:

(a) Step 1. On the Validation Tables Screen, proceed as follows:

[1] Add. Select the Insert Option from the Icon Menu Bar and then enter a new SLC and a short description.

[2] Delete. Select the row on the SLCs list that contains the record that you wish to delete to highlight it and then select the Delete Option from the Icon Menu Bar. Select the Yes Option from the dialogue box that appears to confirm the deletion.

(b) Step 2. Select the Apply Option from the Icon Menu Bar to finalize this process.

(c) Step 3. Select the Close Window Option to exit from this process.

NOTE: You cannot delete a record that is currently active. When you request the deletion of an attached SLC, the system flags it as inactive. The system will not allow new supply transactions to process using that SLC. When you complete processing all outstanding transactions using this SLC, the system will delete it.

(4) Shelf-life Code Table. The following chart (Figure 2-96) is a list of the data that appears in this validation table:

NOTE: Refer to the NAVSUP P-485 for a complete listing of shelf-life codes.

Shelf Life Codes

SLC	Description	SLC	Description
0	Non Deteriorative	I	72 months
1	3 months	J	15 months
2	6 months	K	18 months
3	9 months	L	21 months
4	12 months	M	24 months
5	18 months	N	27 months
6	24 months	P	30 months
7	36 months	Q	36 months
8	48 months	R	48 months
9	60 months	S	60 months
A	1 months	T	84 months
B	2 months	U	96 months
C	3 months	V	108 months
D	4 months	W	120 months
E	5 months	X	Medical/chem clothing/ parachutes > 60 months
F	6 months		
G	9 months	Y	144 months
H	12 months	Z	240 months

ch2_075

Figure 2-96

r. Special Material Content Codes (SMCC).

(1) General. The system uses the codes in this table to indicate that an item represents or contains peculiar material requiring special treatment, precaution, or management control.

(2) To View Special Material Content Codes. The step-by-step procedures for this process are as follows:

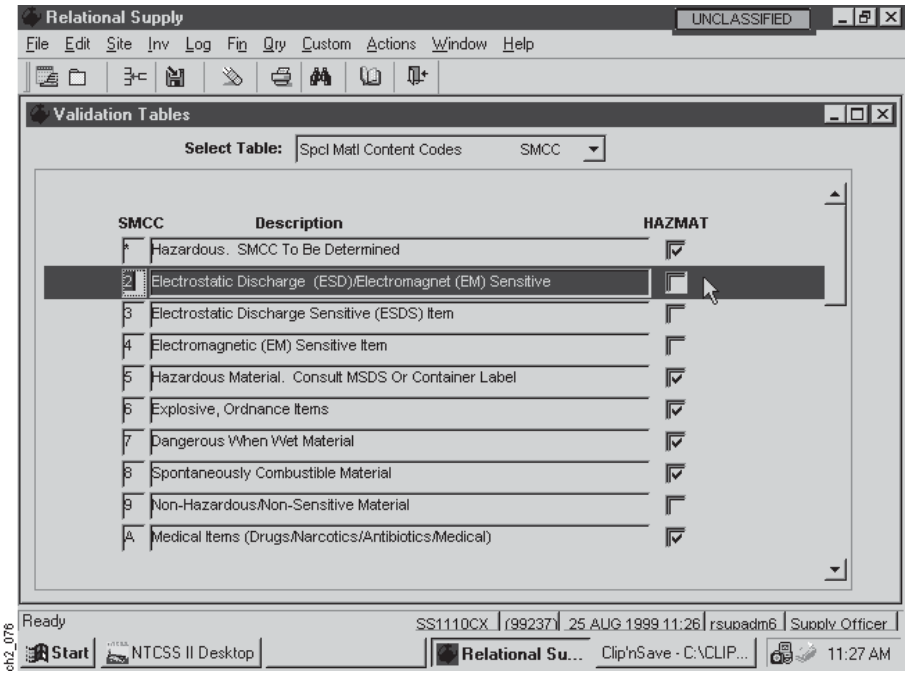


Figure 2-97

(a) Step 1. On the Validation Tables Screen above (Figure 2-97), select the Special Material Content Codes Option from the Select Table List. A list of active SMCCs will appear on the screen along with a short description and other related data.

(b) Step 2. Scroll through the list to find the SMCCs that you wish to review or select the Find Option from the Icon Menu Bar and then enter your search criteria.

(3) To Add or Delete a Special Material Content Code. The step-by-step procedures for this process are as follows:

(a) Step 1. On the Validation Tables Screen, proceed as follows:

[1] Add. Select the Insert Option from the Icon Menu Bar and then enter a new SMCC and a short description.

[2] Delete. Select the row on the SMCCs list that contains the record that you wish to delete to highlight it and then select the Delete Option from the Icon Menu Bar. Select the Yes Option from the dialogue box that appears to confirm the deletion.

(b) Step 2. Select the Apply Option from the Icon Menu Bar to finalize this process.

(c) Step 3. Select the Close Window Option to exit from this process.

NOTE: You cannot delete a record that is currently active. When you request the deletion of an attached SMCC, the system flags it as inactive. The system will not allow new supply transactions to process using that SMCC. When you complete processing all outstanding transactions using this SMCC, the system will delete it.

NOTE: Refer to the NAVSUP P-485 for a complete listing of special material content codes.

(4) Special Material Content Code Table. The following chart (Figure 2-98) is a list of the data that appears in this validation table:

Special Material Content Codes

SMCC	Description	HAZMAT
*	Hazardous - SMMC to be determined	☑
2	Electrostatic discharge (ESD)/electromagnet (EM) sensitive	☐
3	Electrostatic discharge sensitive (ESDS) item	☐
4	Electromagnetic (EM) sensitive item	☐
5	Hazardous material - consult MSDS or container label	
6	Explosive, ordnance items	☑
7	Dangerous when wet material	☑
8	Spontaneously combustible material	☑
9	Nonhazardous/nonsensitive material	☐
A	Medical items (drugs/narcotics/antibiotics/medical)	☑
B	Flammable compressed gas	☑
C	Corrosive solid/corrosive liquids (other than acid)	☑
D	Alcohol (ethanol, ethyl, alcohol, or grain alcohol)	☑
E	Precious metal	☐
F	Flammable liquid, flash point not more than 60˚ C (140˚ F)	☑
G	Combustible liquid, flash point 60˚ C (140˚ F) to 93˚ C (200˚ F)	☑
H	PCB (item contains polychlorinated biphenyls)	☑
I	Mercury (not authorized for submarine use)	☑
J	Oxidizing material	☐
K	Organic peroxides	☑
L	Other regulated material or class 9 (misc. hazardous material)	☑
M	Magnetic material	☑
N	Asbestos (item capable of emitting asbestos dust/fibers)	☑
O	Mercury (not authorized for shipboard use)	☑
P	Poison (including methanol, wood alcohol, and denatured alcohol)	☑
Q	Explosive nonordnance	☑
R	Radioactive material	☑
S	Oils/petroleum	☑
T	Toxic	☑
U	Mercury (authorized for general use)	☑
V	Acid	☑
W	Nonflammable compressed gas	☑
X	Radioactive and magnetic	☑
Y	Nonmagnetic (must remain free of strong magnet field)	☐

ch2_077

Figure 2-98

s. Supply Status Codes (SSC).

(1) General. The system uses the codes in this table to inform recipients of the status of requisitions and excess reports and related transactions. This function allows you to view each status code that applies to RSupply.

(2) To View Supply Status Codes. The step-by-step procedures for this process are as follows:

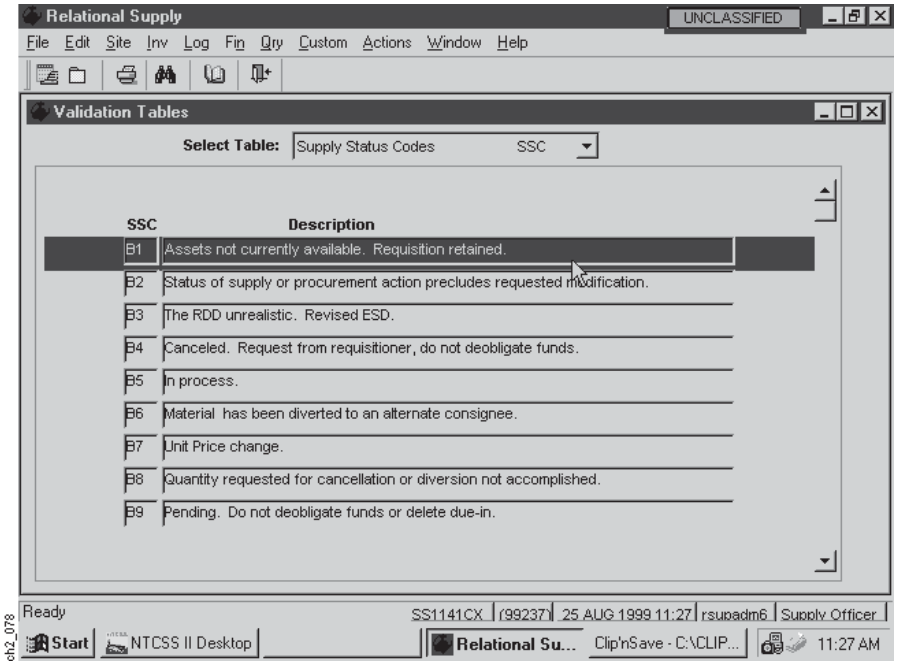


Figure 2-99

(a) Step 1. On the Validation Tables Screen above (Figure 2-99), select the Supply Status Codes Option from the Select Table List. A list of active SSCs will appear on the screen along with a short description and other related data.

(b) Step 2. Scroll through the list to find the SSCs that you wish to review or select the Find Option from the Icon Menu Bar and then enter your search criteria.

NOTE: Refer to the NAVSUP P-485 for a complete listing of supply status codes.

(3) Supply Status Code Table. The following chart (Figure 2-100) is a list of the data that appears in this validation table:

Supply Status Codes

SSC	Description	SSC	Description	SSC	Description
B1	Requisition retained	CM	Rejected	ND	Material on-hand acty
B2	Reject modifier	CN	Resubmit requisition	NE	Release PWRS
B3	Revised ESD	CP	Rejected	NF	Backordered
B4	Cancelled	CQ	Rejected	NG	Delayed
B5	In-process	CR	Rejected	NH	NSN change
B6	Referred	CS	Rejected	NJ	New NSN
B7	UP change	CT	Rejected	NK	Partial
B8	Not cancelled	CU	Rejected	NM	Requirement valid/held
B9	Pending	CV	Rejected	NN	Partial
BA	In-process	CW	Rejected	NP	Fill requirement
BB	Backordered	CX	Rejected	NQ	Duplicate furnished
BC	Backordered	CY	Rejected	NR	APA item
BD	Delayed	CZ	Rejected	NS	Rejected
BE	No action taken	D1	Cancelled	NT	Rejected
BF	No record	D2	Rejected	NU	In-process
BG	Change	D3	Rejected	NX	In-process
BH	Substitute	D4	Rejected	NZ	Referred
BJ	Quantity Change	D5	Rejected	R1	Rejected
BK	Modified	D6	Rejected	R2	Rejected
BL	Note availability	D7	Reject modifier	R3	Rejected
BM	Referred	D8	Reject modifier	R4	Review/rejected
BN	Free issue	DA	Rejected	R5	Rejected
BQ	Cancelled	DB	Rejected	R6	Rejected
BR	Cancelled	DC	Credit action by IMM/ICP	R7	In-process
BS	Cancelled	DD	Cancelled	R8	Return authorized
BT	Will attempt to meet RDD	DE	Cancelled	R9	Rejected
BU	FMS duplicate requisition	DF	Trmnt instrnst	RA	Rejected
BV	Procured	DG	Shipment/confirmed	RB	Rejected
BW	FMS submitted	DH	Transmit instruction	RC	Rejected
BX	Reserved DEPRA	DJ	Rejected	RD	Rejected
BZ	Procured	DK	Rejected	RE	Cancelled
C1	Rejected	DL	Rejected	RF	Rejected
C2	Rejected	DM	Rejected	RG	Rejected
C3	Rejected	DN	Rejected	RH	Rejected
C4	Rejected	DP	Rejected	RJ	Rejected
C5	Rejected	DQ	Rejected	RK	Rejected
C6	Rejected	DR	Rejected	RL	Rejected
C7	Rejected	DS	Not registered	RM	Rejected
C8	Rejected	DY	Rejected	RN	Rejected
C9	Rejected	N1	Backordered	RP	Rejected
CA	Rejected	N2	Referred	RR	Rejected
CB	Rejected	N3	Backordered	RS	Rejected
CC	Resubmit requisition	N4	In-process	RT	Rejected
CD	Rejected	N5	In-process	RU	Rejected
CE	Rejected	N6	In-process	RV	Review
CG	Rejected	N7	Referred	RW	Disposition authorized
CH	Rejected	N8	Delayed	RX	Cancelled
CJ	Rejected	N9	Rejected	RY	Cancelled
CK	Rejected	NA	Requirement valid/held	RZ	Rejected AM
CL	Rejected	NB	Delayed		

ch2_079

Figure 2-100

t. Type Equipment Codes (TEC). The system uses the codes in this table to identify types, models, and series for aircraft and major systems for certain types of GSE.

(1) To View Type Equipment Codes. The step-by-step procedures for this process are as follows:

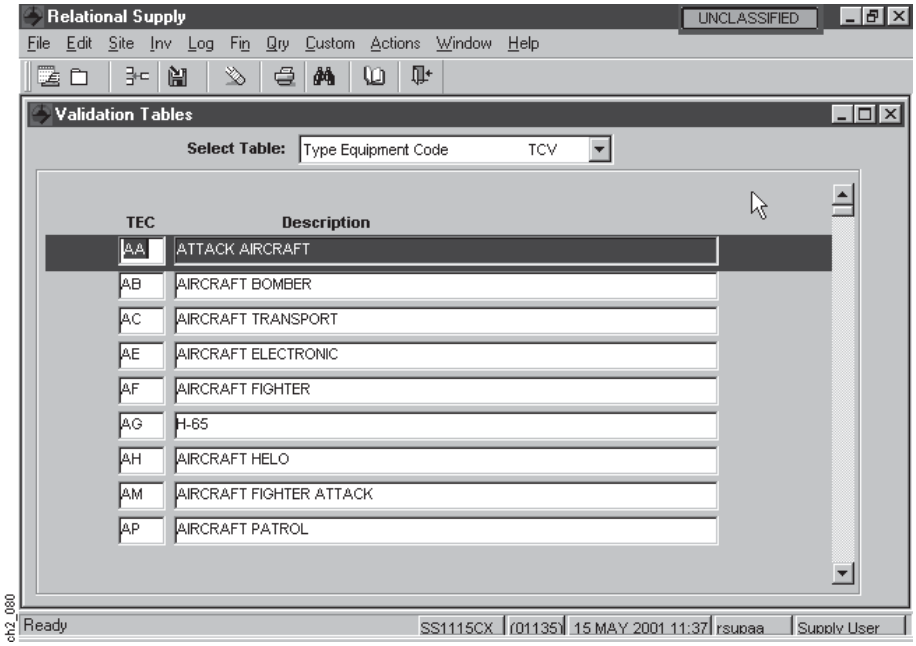


Figure 2-101

(a) Step 1. On the Validation Tables Screen above (Figure 2-101), select the Type Equipment Codes Option from the Select Table List. A list of active TCVs will appear on the screen along with a short description and other related data.

(b) Step 2. Scroll through the list to find the TCVs that you want to review or select the Find Option from the Icon Menu Bar and then enter your search criteria.

NOTE: You cannot delete a record that is currently active. When you request the deletion of an attached TEC, the system flags it as inactive. The system will not allow new supply transactions to process using that TEC. When you complete processing all outstanding transactions using this TEC, the system will delete it.

(2) To Add or Delete a Type Equipment Code. The step-by-step procedures for this process are as follows:

(a) Step 1. On the Validation Tables Screen, proceed as follows:

[1] Add. Select the Insert Option from the Icon Menu Bar and then enter a new TCV along with a short description.

[2] Delete. Select the row on the TCVs list containing the record that you want to delete to highlight it and then select the Delete Option from the Icon Menu Bar. Select the Yes Option from the dialogue box that appears to confirm the deletion.

(b) Step 2. Select the Apply Option from the Icon Menu Bar to finalize this process.

(c) Step 3. Select the Close Screen Option to exit from this process.

u. Type of Storage Codes (TSC). The system uses the codes in this table to indicate the type-of-storage space and environmental conditions that a specific item requires during storage or shipment.

(1) To View Type of Storage Codes. The step-by-step procedures for this process are as follows:

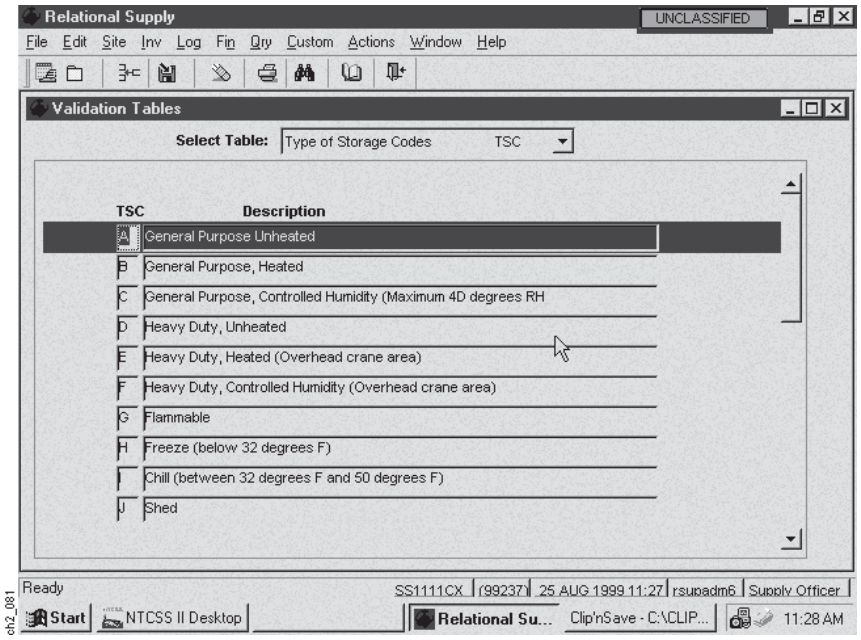


Figure 2-102

(a) Step 1. On the Validation Tables Screen above (Figure 2-102), select the Type of Storage Codes Option from the Select Table List. A list of active TSCs will appear on the screen along with a short description and other related data.

(b) Step 2. Scroll through the list to find the TSCs that you wish to review or select the Find Option from the Icon Menu Bar and then enter your search criteria.

NOTE: You cannot delete a record that is currently active. When you request the deletion of an attached TSC, the system flags it as inactive. The system will not allow new supply transactions to process using that TSC. When you complete processing all outstanding transactions using this TSC, the system will delete it.

NOTE: Refer to the NAVSUP P-485 for a complete listing of storage codes.

(2) To Add or Delete a Type of Storage Code. The step-by-step procedures for this process are as follows:

(a) Step 1. On the Validation Tables Screen, proceed as follows:

[1] Add. Select the Insert Option from the Icon Menu Bar and then enter a new TSC and a short description.

[2] Delete. Select the row on the TSCs list that contains the record that you wish to delete to highlight it and then select the Delete Option from the Icon Menu Bar. Select the Yes Option from the dialogue box that appears to confirm the deletion.

(b) Step 2. Select the Apply Option from the Icon Menu Bar to finalize this process.

(c) Step 3. Select the Close Window Option to exit from this process.

(3) Type of Storage Code Table. The following chart (Figure 2-103) is a list of the data that appears in this validation table:

Type of Storage Codes

TSC	Description
A	General purpose, unheated
B	General purpose, heated
C	General purpose, controlled humidity (maximum 40% RH)
D	Heavy duty, unheated
E	Heavy duty, heated (overhead crane area)
F	Heavy duty, controlled humidity (overhead crane area)
G	Flammable
H	Freeze (below 32˚ F)
I	Chill (between 32˚ F and 50˚ F)
J	Shed
K	Open
L	Explosive storage (nonordinance)
M	Acid storage
N	Inert compressed gas storage
O	Special storage (requires specific authority)
P	Separate storage fire producers (special requirements)
Q	Warehouse flammable storage (prohibited for shipboard storage)
R	Warehouse general storage (prohibited for shipboard storage)
S	Warehouse special storage (Prohibited for shipboard storage)
T	Warehouse separate storage fire producers (special requirements)
U	Flammable compressed gas
V	Oxidizing compressed gas
W	Poisonous compressed gas
X	Radioactive material
Y	Ship critical material (SCM) store indoors
Z	Ship critical material (SCM) store outdoors undercover

ch2_082

Figure 2-103

v. Units of Issue (Ul).

(1) General. The system uses the codes in this table to determine the amount or quantity of an item and serves as a unit of measurement when issuing the item.

(2) To View Units of Issue. The step-by-step procedures for this process are as follows:

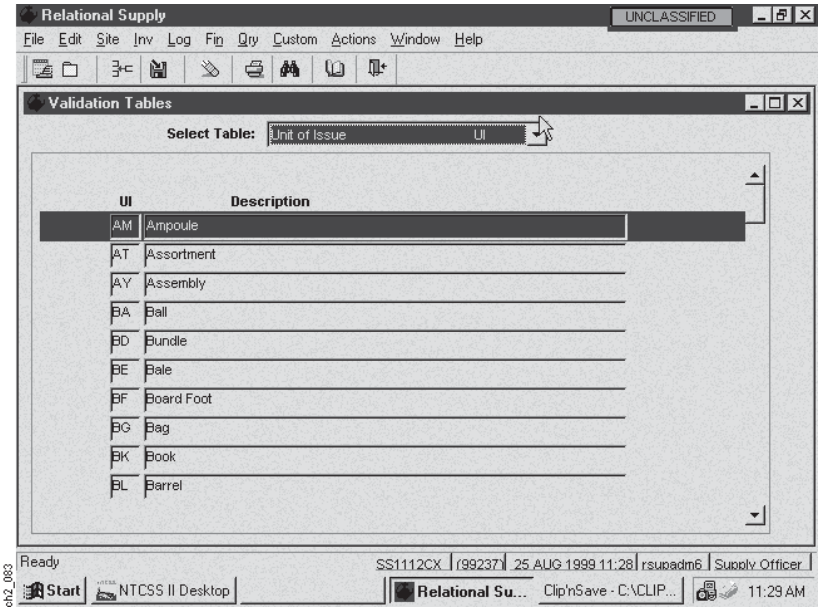


Figure 2-104

(a) Step 1. On the Validation Tables Screen above (Figure 2-104), select the Unit of Issue Option from the Select Table List. A list of active UIs will appear on the screen along with a short description and other related data.

(b) Step 2. Scroll through the list to find the UIs that you wish to review or select the Find Option from the Icon Menu Bar and then enter your search criteria.

NOTE: You cannot delete a record that is currently active. When you request the deletion of an attached UI, the system flags it as inactive. The system will not allow new supply transactions to process using that UI. When you complete processing all outstanding transactions using this UI, the system will delete it.

NOTE: Refer to the NAVSUP P-485 for a complete listing of units of issue.

(3) To Add or Delete a Unit of Issue (UI). The step-by-step procedures for this process are as follows:

(a) Step 1. On the Validation Tables Screen, proceed as follows:

[1] Add. Select the Insert Option from the Icon Menu Bar and then enter a new UI and a short description.

[2] Delete. Select the row on the UIs list that contains the record that you wish to delete to highlight it and then select the Delete Option from the Icon Menu Bar. Select the Yes Option from the dialogue box that appears to confirm the deletion.

(b) Step 2. Select the Apply Option from the Icon Menu Bar to finalize this process.

(c) Step 3. Select the Close Window Option to exit from this process.

(4) Units of Issue Table. The following chart (Figure 2-105) is a list of the data that appears in this validation table:

Units of Issue

UI	Description	UI	Description	UI	Description
AM	Ampoule	DZ	Dozen	PZ	Packet
AT	Assortment	EA	Each	QT	Quart
AY	Assembly	FT	Foot	RA	Ration
BA	Ball	FV	Five	RL	Reel
BD	Bundle	FY	Fifty	RM	Ream
BE	Bale	GL	Gallon	RO	Roll
BF	Board foot	GP	Group	SD	Skid
BG	Bag	GR	Gross	SE	Set
BK	Book	HD	Hundred	SF	Square foot
BL	Barrel	HK	Hank	SH	Sheet
BO	Bolt	IN	Inch	SK	Skein
BR	Bar	JR	Jar	SL	Spool
BT	Bottle	KT	Kit	SO	Shot
BX	Box	LB	Pound	SP	Strip
CA	Cartridge	LG	Length	SX	Stick
CB	Carboy	LI	Liter	SY	Square yard
CD	Cubic yards	MC	Thousand cubic feet	TD	Twenty four
CE	Cone	ME	Meal	TE	Ten
CF	Cubic foot	MR	Meter	TF	Twenty five
CK	Cake	MX	Thousand	TI	Tin
CL	Coil	OT	Outfit	TN	Ton
CN	Can	OZ	Ounce	TO	Troy ounce
CO	Container	PD	Pad	TS	Thirty six
CS	Case	PG	Package	TU	Tube
CT	Carton	PK	Pack	VI	Vial
CY	Cylinder	PM	Plate	YD	Yard
CZ	Cubic meter	PR	Pair		
DR	Drum	PT	Pint		

ch2_084

Figure 2-105

3. **Hazardous Material Option.** This option allows you to view hazardous material information for a specific NIIN.

   a. **To Access the Hazardous Material Option.** The step-by-step procedures for this process are as follows:

      (1) **Step 1.** On the Relational Supply Main Menu Screen, select the Site Option.

      (2) **Step 2.** On the Site Submenu, select the Technical Information Option.

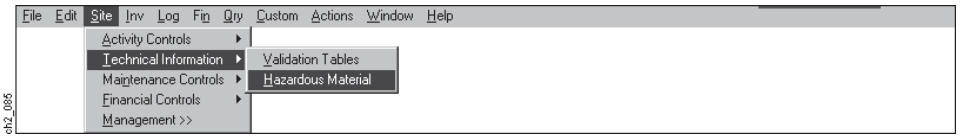


Figure 2-106

      (3) **Step 3.** On the Technical Information Submenu above (Figure 2-106), select the Hazardous Material Option.

   b. **To View a Hazardous Material Record (HMR).** The step-by-step procedures for this process are as follows:

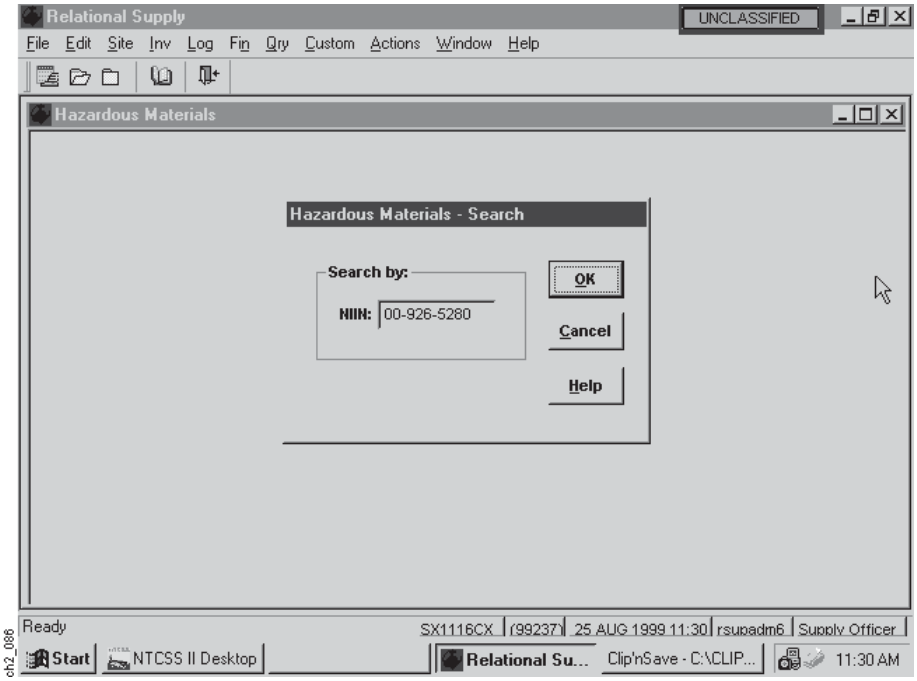


Figure 2-107

      (1) **Step 1.** On the Hazardous Materials - Search Screen above (Figure 2-107), enter the NIIN for the item you wish to review to the appropriate data block and then select the OK Option to continue.

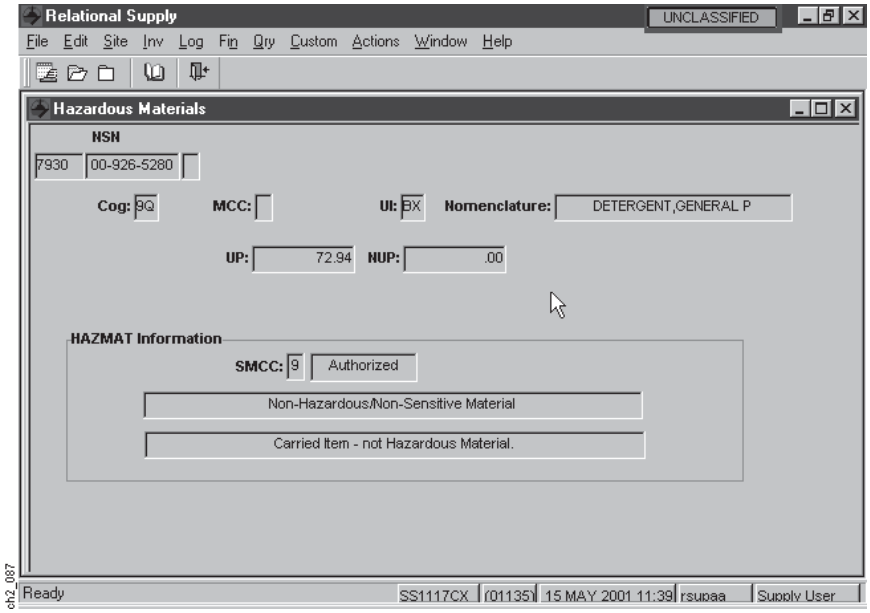


Figure 2-108

(2) Step 2. Review the data on the record that appears on the Hazardous Material Screen above (Figure 2-108) as necessary and then select the New Request Option to process another record or the Close Window Option to exit from this process.

D. MAINTENANCE CONTROLS OPTION

1. **General.** The Maintenance Controls Option allows you to access the following options:

   a. **Aircraft Data.** This option allows you to access the file that contains information about each aircraft that your activity supports. You should update the data in this file every time there is a change in squadrons and upon replacement of aircraft. This function applies only to USID C and M activities.

   b. **Engine Technical Data.** This option allows you to access the file that cross-references engine-type equipment codes to the respective aircraft type equipment codes. This function applies only to USID C and M activities.

   c. **Availability Data.** This option allows you to access the file that contains the following;

      (1) Tender and repair availability categories,

      (2) Identifying numbers,

      (3) Benefiting UICs,

      (4) Start and completion dates,

      (5) Financial limits on availabilities,

      (6) Other information useful in a historical record of availability planning.

NOTE: This option does not apply to all activities.

2. **Aircraft Data Option.** This option allows you to access and modify data in the Aircraft Identification File and the Aircraft Type Table.

   a. **To Access the Aircraft Data Option.** The step-by-step procedures for this process are as follows:

      (1) **Step 1.** On the Relational Supply Main Menu Screen, select the Site Option.

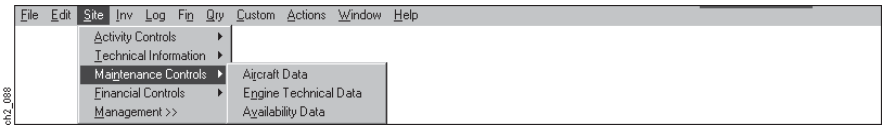


Figure 2-109

      (2) **Step 2.** On the Site Submenu above (Figure 2-109), select the Maintenance Controls Option.

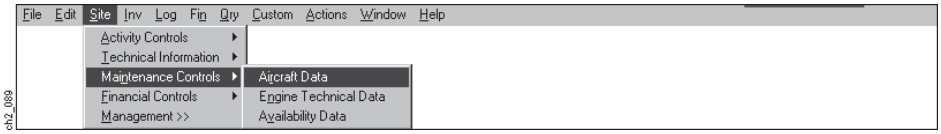


Figure 2-110

      (3) **Step 3.** On the Maintenance Controls Submenu above (Figure 2-110), select the Aircraft Data Option.

b. To Modify Aircraft Identification Data (AID). The step-by-step procedures for this process are as follows:

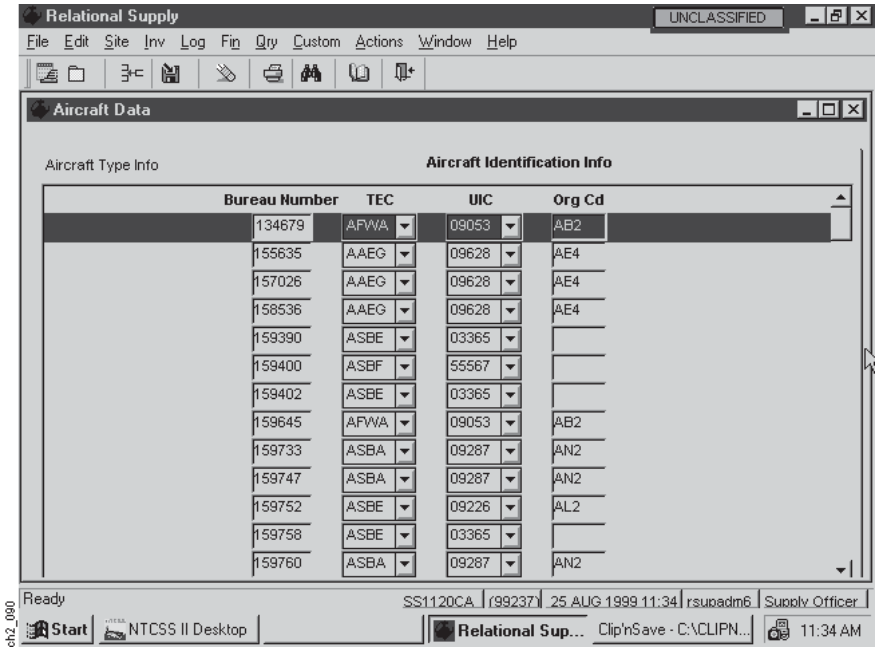


Figure 2-111

(1) Step 1. On the Aircraft Data Screen above (Figure 2-111), ensure the Aircraft Identification Info Option (tab) is enabled or select it to do so. The values that appear on the screen are those that are currently on file.

(2) Step 2. Review the data on the screen and modify as necessary.

(a) Add. Select the Insert Option from the Icon Menu Bar and then enter data to mandatory data fields (bureau number, TEC, UIC, and organization code).

(b) Delete. Select the row on the list that contains the record that you wish to delete to highlight it and then select the Delete Option from the Icon Menu Bar. Select the Yes Option from the dialogue box that appears to confirm the deletion.

(3) Step 3. Select the Apply Option from the Icon Menu Bar to finalize this process.

(4) Step 4. Select the Close Window Option to exit from this process.

NOTE: You cannot delete a record that is currently active. When you request the deletion of an attached AID, the system flags it as inactive. The system will not allow new supply transactions to process using that AID. When you complete processing all outstanding transactions using this AID, the system will delete it.

c. To Modify Aircraft Type Table Data. The step-by-step procedures for this process are as follows:

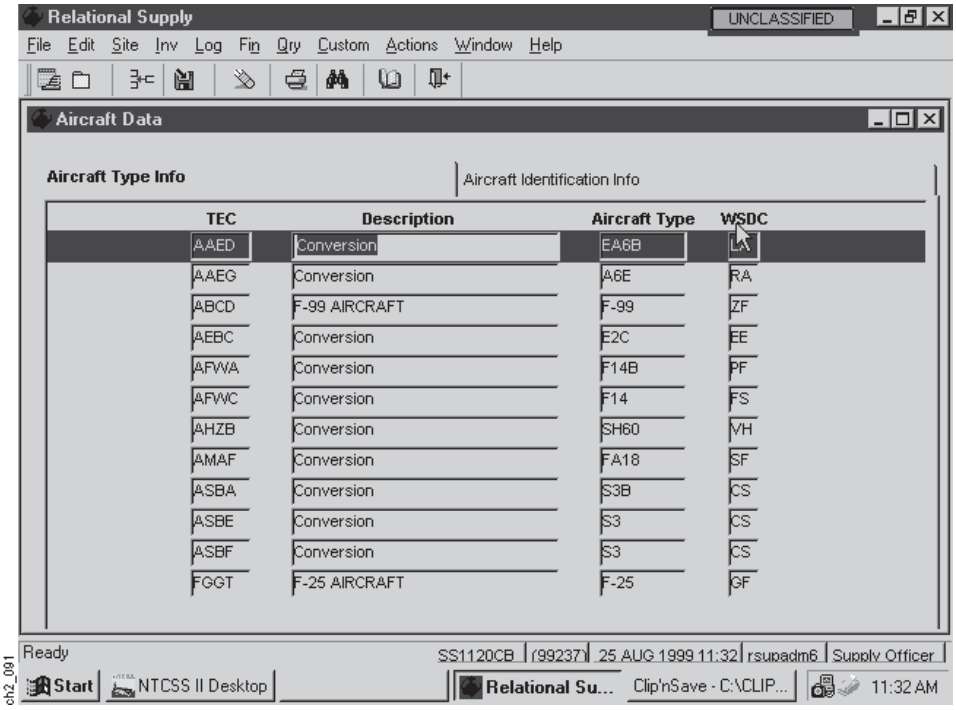


Figure 2-112

(1) Step 1. On the Aircraft Data Screen above (Figure 2-112), ensure the Aircraft Type Info Option (tab) is enabled or select it to do so. The values that appear on the screen are those that are currently on file.

(2) Step 2. Review the data on the screen and modify as necessary.

(a) Add. Select the Insert Option from the Icon Menu Bar and then enter data to mandatory data fields (TEC, description, aircraft type, and WSDC).

(b) Delete. Select the row on the list that contains the record that you wish to delete to highlight it and then select the Delete Option from the Icon Menu Bar. Select the Yes Option from the dialogue box that appears to confirm the deletion.

(3) Step 3. Select the Apply Option from the Icon Menu Bar to finalize this process.

(4) Step 4. Select the Close Window Option to exit from this process.

NOTE: WSDC is the acronym for Weapon System Designator Code.

3. **Engine Technical Data.** This option allows you to add, change, delete, or locate records in the file.

   a. **To Access the Engine Technical Data Option.** The step-by-step procedures for this process are as follows:

      (1) **Step 1.** On the Relational Supply Main Menu Screen, select the Site Option.

      (2) **Step 2.** On the Site Submenu, select the Maintenance Controls Option.

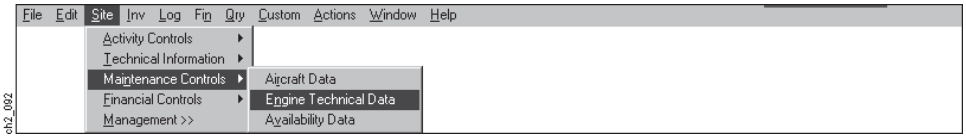


Figure 2-113

      (3) **Step 3.** On the Maintenance Controls Submenu above (Figure 2-113), select the Engine Technical Data Option.

b. To Modify Engine Technical Data. The step-by-step procedures for this process are as follows:

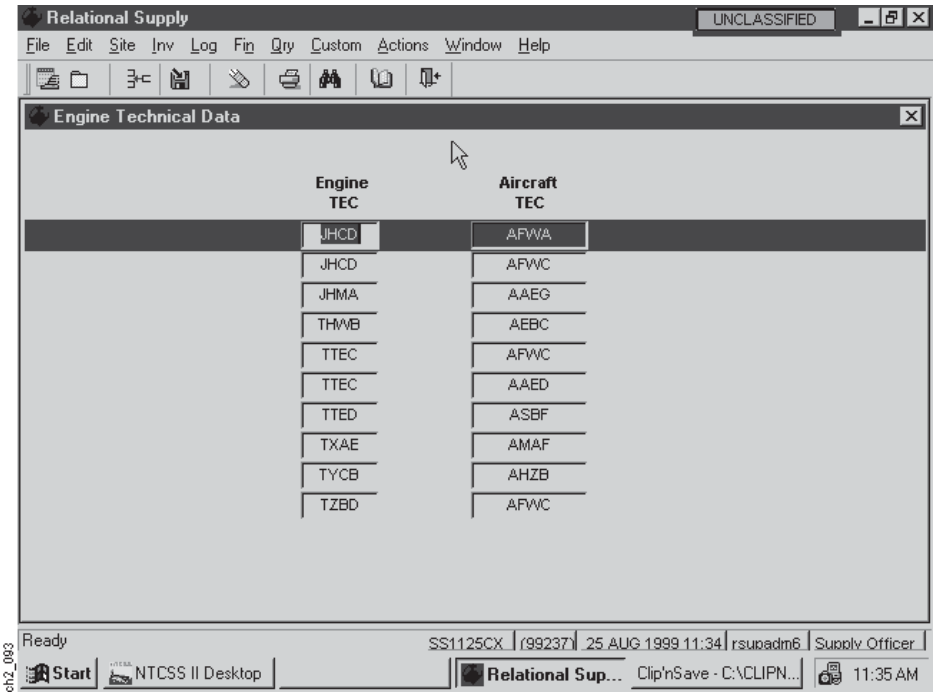


Figure 2-114

(1) Step 1. On the Engine Technical Data Screen above (Figure 2-114), scroll through the list to find the record that you wish to process or select the Find Option from the Icon Menu Bar and then enter your search criteria.

(2) Step 2. Once you locate the record that you wish to modify, proceed as follows;

(a) Add. Select the Insert Option from the Icon Menu Bar and then enter data to mandatory data fields (engine TEC and aircraft TEC).

(b) Delete. Select the row on the list that contains the record that you wish to delete to highlight it and then select the Delete Option from the Icon Menu Bar. Select the Yes Option from the dialogue box that appears to confirm the deletion.

(3) Step 3. Select the Apply Option from the Icon Menu Bar to finalize this process.

(4) Step 4. Select the Close Window Option to exit from this process.

4. **Availability Data.** This option allows you to add, change, delete, and locate records in the file as well as to print a listing of availability information.

   a. **To Access the Availability Data Option.** The step-by-step procedures for this process are as follows:

      (1) **Step 1.** On the Relational Supply Main Menu Screen, select the Site Option.

      (2) **Step 2.** On the Site Submenu, select the Maintenance Controls Option.

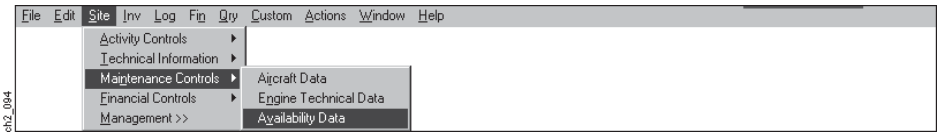


Figure 2-115

      (3) **Step 3.** On the Maintenance Controls Submenu above (Figure 2-115), select the Availability Data Option.

   b. **To Modify Availability Data.** The step-by-step procedures for this process are as follows:

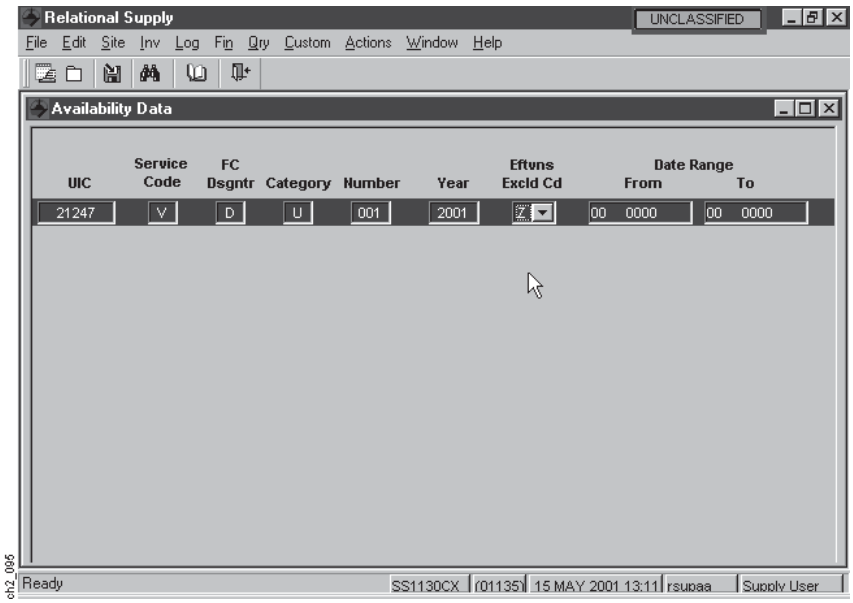


Figure 2-116

      (1) **Step 1.** On the Availability Data Screen above (Figure 2-116), scroll through the list to find the record that you wish to process or select the Find Option from the Icon Menu Bar and then enter your search criteria.

(2) Step 2. Once you locate the record that you wish to modify, proceed as follows:

(a) Add. Select the Insert Option from the Icon Menu Bar and then enter mandatory data. This includes UIC, service designator, appropriation indicator, category, number, ROV summary indicator, effectiveness exclude code, and *from* and *to* date ranges.

(b) Delete. Select the row on the list that contains the record that you wish to delete to highlight it and then select the Delete Option from the Icon Menu Bar. Select the Yes Option from the dialogue box that appears to confirm the deletion.

(3) Step 3. Select the Apply Option from the Icon Menu Bar to finalize this process.

(4) Step 4. Select the Close Window Option to exit from this process.

E. FINANCIAL CONTROLS OPTION

1. **General.** The Financial Controls Option allows you to access the following options:

   a. **Appropriations Option.** An appropriation is the authorization by act of Congress to incur obligations for specified purposes and to make payments out of the treasury to liquidate those obligations. Time and monetary limitations restrict both the incurring of obligations and the making of payments. You cannot modify an appropriation record, rather you must delete it and create a record with the new data. There should be appropriation records on file for the current and two prior fiscal years. Each fiscal year can have funding under both the Operation and Maintenance, Navy (O&M,N) Appropriation and the Operation and Maintenance, Navy Reserve (O&M, NR) Appropriation. Ensure an appropriation is in the system before you obligate funds and that it relates to the appropriate fund codes.

   b. **Fund Codes Option.** This option allows you to access the files that contain data that the system uses to validate fund codes on material request and requisition documents. Therefore, it must include all fund codes that the system will charge. Transactions will not process if they contain a fund code that is not in this file.

2. Appropriations Option.

a. General. This option allows the Supply Officer to add or delete an appropriation to the Appropriation Record Screen.

b. To Access the Appropriations Option. The step-by-step procedures for this process are as follows:

(1) Step 1. On the Relational Supply Main Menu Screen, select the Site Option.

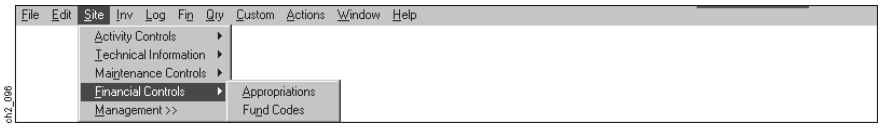


Figure 2-117

(2) Step 2. On the Site Submenu above (Figure 2-117), select the Financial Controls Option.

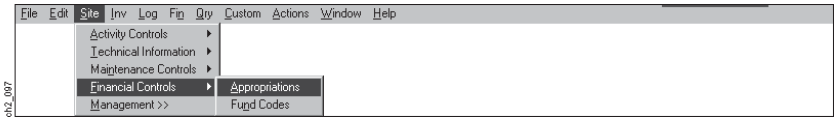
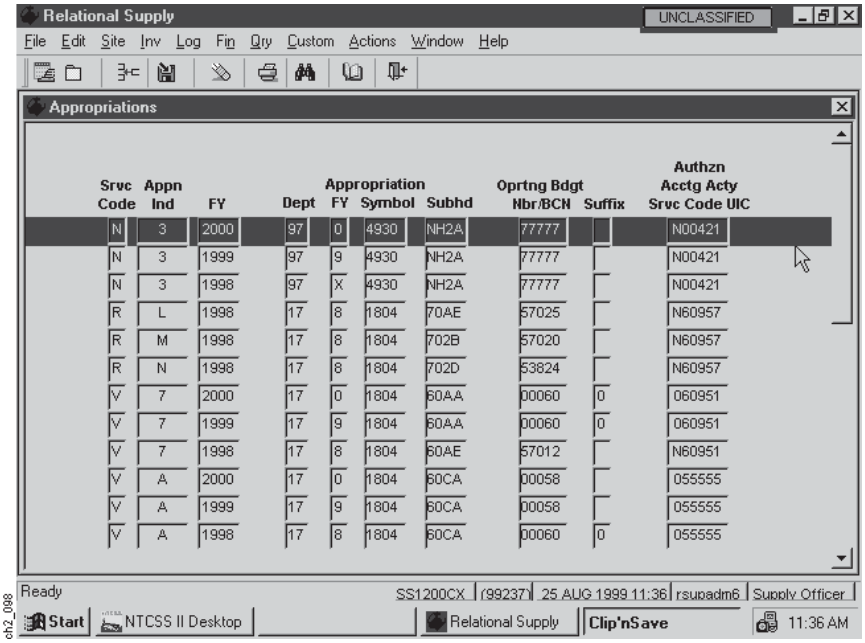


Figure 2-118

(3) Step 3. On the Financial Controls Submenu above (Figure 2-118), select the Appropriations Option.

c. To Add or Delete a Record or Print a Report. The step-by-step procedures for this process are as follows:



Srvc Code	Appn Ind	FY	Dept	Appropriation FY	Appropriation Symbol	Subhd	Oprtng Bdgt Nbr/BCN	Suffix	Authzn Acctg Acty Srvc Code UIC
N	3	2000	97	0	4930	NH2A	77777		N00421
N	3	1999	97	9	4930	NH2A	77777		N00421
N	3	1998	97	X	4930	NH2A	77777		N00421
R	L	1998	17	8	1804	70AE	57025		N60957
R	M	1998	17	8	1804	702B	57020		N60957
R	N	1998	17	8	1804	702D	53824		N60957
V	7	2000	17	0	1804	60AA	00060	0	060951
V	7	1999	17	9	1804	60AA	00060	0	060951
V	7	1998	17	8	1804	60AE	57012		N60951
V	A	2000	17	0	1804	60CA	00058		055555
V	A	1999	17	9	1804	60CA	00058		055555
V	A	1998	17	8	1804	60CA	00060	0	055555

Figure 2-119

(1) Step 1. On the Appropriations Screen above (Figure 2-119), scroll through the list to find the record that you wish to process or select the Find Option from the Icon Menu Bar and then enter your search criteria.

(2) Step 2. Once you locate the record that you wish to process, proceed as follows:

(a) Add. Select the Insert Option from the Icon Menu Bar and then enter the following mandatory data;

[1] Service Designator. This code identifies a particular service or element of a service as follows;

[a] R for Pacific Fleet,

[b] V for Atlantic Fleet,

[c] N for Navy ashore,

[d] S for Defense Reutilization and Marketing Office,

[e] M for Marine Corps property (green money).

[2] **Appropriation Indicator.** This code identifies the appropriation to which the system will charge the transaction.

[3] **Fiscal Year.** This data field identifies the twelve-month accounting period that begins 1 October and ends 30 September.

[4] **Appropriation Department.** The data field identifies the department or establishment that administers the appropriation.

[5] **Appropriation Fiscal Year.** This data field identifies the fiscal year of the appropriation.

[6] **Appropriation Symbol.** This code identifies the special fund or continuing appropriation (not including subhead and fiscal year).

[7] **Appropriation Subhead.** This data field identifies charges and credits to the first level of subdivisions of appropriations and funds.

[8] **Operating Budget Number/Bureau Control Number.** These include the UIC of the operating budget holder, budget project, and three-position allotment authorization number.

[9] **Suffix.** This code identifies separate partial supply actions for a requisition, order, or supply directive without losing its identity.

[10] **Authorization Accounting Activity.** This code identifies the service designator and UIC of the activity that will accomplish accounting actions for allotments, operating budgets, and other funds.

(b) **Delete.** Select the row on the list that contains the record that you wish to delete to highlight it and then select the Delete Option from the Icon Menu Bar. Select the Yes Option from the dialogue box that appears to confirm the deletion.

(c) **Print.** Select the Print Option from the Icon Menu Bar to print a local report.

(3) **Step 3.** Select the Apply Option from the Icon Menu Bar to finalize this process.

(4) **Step 4.** Select the Close Window Option to exit from this process.

d. APP Table. The following chart (Figure 2-120) is a list of the data that appears in this table:

NOTE: Other tables that appropriation processing affects are as follows: fc_appn, availability, bor_mo_rpt, bor_mo_rpt_rcc, bor_mo_rpt_tcc, and fc.

Appropriation Table

fc_service_designator_code	This one-digit code identifies the service designator of the activity to which the appropriation applies. It can be R for Pacific Fleet, V for Atlantic Fleet, or N for Ashore.
appn_ind	This one-digit, alphabetic-numeric code identifies an appropriation indicator, which relates appropriation to associated fund codes.
appn_fiscal_year	This is the four-digit appropriation fiscal year. For example: we have 2002.
appn_department	This two-position numeric code identifies the appropriation department and reflects the military department for the appropriation. For example: 17 identifies the Navy Department.
fiscal_year_limit	This is the last position of the appropriation fiscal year. This will be an X for an appropriation that has no fiscal year limitations.
Appropriation_symbol	This four digit, numeric symbol identifies the appropriation symbol. It designates a particular special fund or continuing appropriation. For example: 1804 designates operations and maintenance for the Navy.
Appropriation_ subhead	This four-digit, alphabetic-numeric symbol identifies the appropriation subhead. It is the first level of subdivisions of appropriations for charges and credits. It also identifies the financial support bureau, office, or systems command responsible for expenses incurred. For Example: 2410 designates the Naval Sea Systems Command – Strategic Forces.
Authzn_acctg_actvy	This six-digit symbol identifies the authorization accounting activity. This is the activity that performs accounting for allotments, operating budgets, and other funds. For example: 060951 identifies DFAS Operating Location Norfolk.
Operating_budget_ number bcn	This five-digit symbol identifies the UIC of the operating budget holder. (For example: 00060 identifies COMLANTFLT.) It also identifies the bureau control number; the first two digits are the budget project and the next three digits identify the allotment authorization number. (For example: YVSTC identifies the NAVSEA Aegis Program.)

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Figure 2-120

e. Business Rules. The following business rules apply to the appropriation process;

(1) Ensure an appropriation exists before you obligate funds against it.

(2) Identify a specific appropriation by the service designator, fund code, and fiscal year.

(3) Ensure you use service designators N, R, and V only in appropriation processing.

(4) Ensure you incur obligations only in the specific current fiscal year of an appropriation. However, you can make liquidations and payments for three fiscal years after the end of the obligation.

(5) Ensure that fund codes correspond to the appropriation.

(6) Ensure you do not enter an appropriation to the database before its effective date.

(7) Ensure you maintain an appropriation for each active fiscal year.

(8) Ensure you delete all appropriations that are no longer valid.

(9) Ensure you have the capability to print an appropriation report.

3. Fund Codes Option.

a. General. This option allows you to add, change, delete, or locate a record or print a listing of all fund data (privileged and nonprivileged).

b. To Access the Fund Codes Option. The step-by-step procedures for this process are as follows:

(1) Step 1. On the Relational Supply Main Menu Screen, select the Site Option.

(2) Step 2. On the Site Submenu, select the Financial Controls Option.

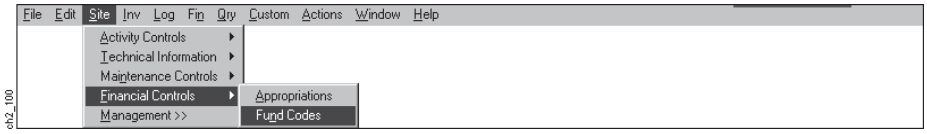
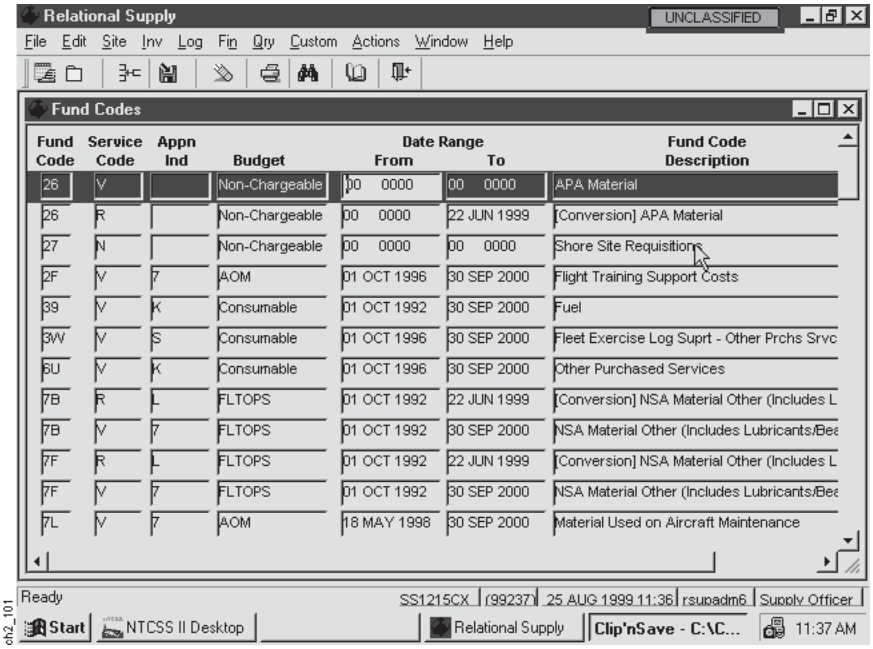


Figure 2-121

(3) Step 3. On the Financial Controls Submenu above (Figure 2-121), select the Fund Codes Option.

c. To Change Fund Code Information. The step-by-step procedures for this process are as follows:



Fund Code	Service Code	Appn Ind	Budget	Date Range From	Date Range To	Fund Code Description
26	V		Non-Chargeable	00 0000	00 0000	APA Material
26	R		Non-Chargeable	00 0000	22 JUN 1999	[Conversion] APA Material
27	N		Non-Chargeable	00 0000	00 0000	Shore Site Requisitions
2F	V	7	AOM	01 OCT 1996	30 SEP 2000	Flight Training Support Costs
39	V	K	Consumable	01 OCT 1992	30 SEP 2000	Fuel
3W	V	S	Consumable	01 OCT 1996	30 SEP 2000	Fleet Exercise Log Suprt - Other Prchs Srvc
6U	V	K	Consumable	01 OCT 1996	30 SEP 2000	Other Purchased Services
7B	R	L	FLTOPS	01 OCT 1992	22 JUN 1999	[Conversion] NSA Material Other (Includes L
7B	V	7	FLTOPS	01 OCT 1992	30 SEP 2000	NSA Material Other (Includes Lubricants/Bea
7F	R	L	FLTOPS	01 OCT 1992	22 JUN 1999	[Conversion] NSA Material Other (Includes L
7F	V	7	FLTOPS	01 OCT 1992	30 SEP 2000	NSA Material Other (Includes Lubricants/Bea
7L	V	7	AOM	18 MAY 1998	30 SEP 2000	Material Used on Aircraft Maintenance

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Figure 2-122

(1) Step 1. On the Fund Codes Screen above (Figure 2-122), select (double click) the record that you wish to revise to highlight it.

(a) Date Range. Select the data block that you wish to revise (From or To) to highlight it. Select a date from the list that appears. The date you select will appear in the appropriate data block.

(b) Description. Select the Fund Code Description Data Block to highlight it and type in the revised description.

(2) Step 2. Select the Apply Option from the Icon Menu Bar to finalize this process.

(3) Step 3. Select the Close Window Option to exit from this process.

d. To Add or Delete a Record or Print a Report. The step-by-step procedures for this process are as follows:

(1) Step 1. On the Fund Code Maintenance Screen, scroll through the list to find the record that you wish to process or select the Find Option from the Icon Menu Bar and then enter your search criteria.

(2) Step 2. Once you locate the record that you wish to process, proceed as follows:

(a) Add. Select the Insert Option from the Icon Menu Bar and then enter mandatory data: service designator, appropriation indicator, fund code, date range, description, and budget.

(b) Delete. Select the row on the list that contains the record that you wish to delete to highlight it and then select the Delete Option from the Icon Menu Bar. Select the Yes Option from the dialogue box that appears to confirm the deletion.

(c) Print. Select the Print Option from the Icon Menu Bar to print a local report.

(3) Step 3. Select the Apply Option from the Icon Menu Bar to finalize this process.

(4) Step 4. Select the Close Window Option to exit from this process.

e. Supplemental Data.

(1) FC Table. The following chart (Figure 2-123) is a list of the data that appears in this table:

Fund Codes

Fund Code	Service Code	Appn Ind	Budget	Date Range From	Date Range To	Fund Code From	Fund Code To	Description
26	R		Nonchangeable	00	0000	00	0000	APA Material
26	V		Nonchangeable	00	0000	00	0000	APA Material
27	N		Nonchangeable	00	0000	00	0000	Shore site requisitions
2F	V		AOM	21 Mar 1998		30 Sep 1998		Flight training support costs
39	V	K	Consumable	01 Oct 1992		30 Sep 1998		Fuel
3W	V		Consumable	21 Mar 1998		30 Sep 1998		Fleet exercise logistics support - other purchased services
6U	V		Consumable	21 Mar 1998		30 Sep 1998		Other purchased services
7B	R	L	FLTOPS	01 Oct 1992		30 Sep 1998		NSA material other (includes lubricants/bearing greases)
7B	R	D	FLTOPS	01 Oct 1992		30 Sep 1998		NSA material other (includes lubricants/bearing greases)
7F	R	L	FLTOPS	01 Oct 1992		30 Sep 1998		NSA material other (includes lubricants/bearing greases)
7F	V	D	FLTOPS	01 Oct 1992		30 Sep 1998		NSA material other (includes lubricants/bearing greases)
7L	V	D	AOM	01 Oct 1992		30 Sep 1998		NSA material other (includes lubricants/bearing greases)
8X	V	D	FLTOPS	01 Oct 1992		30 Sep 1998		NSA material (IMRL)
9E	V		AOM	21 Mar 1998		30 Sep 1998		Non AVDLR for repair of TSA assets
9S	R	L	AOM	01 Mar 1998		01 Mar 1999		AVDLR
9S	V	D	AOM	01 Oct 1992		30 Sep 1998		NSA AVDLR 7R COG
CZ	R		Nonchangeable	00	0000	00	0000	NWCF - NavICP-M repair part
CZ	V		Nonchangeable	00	0000	00	0000	NWCF - NavICP-M repair part
D2	V	D	Consumable	01 Oct 1992		30 Sep 1998		Hull & structural (facilities) maintenance preservation
D3	V	D	Maintenance	01 Oct 1992		30 Sep 1998		NSA AVDLR material
D6	V	D	Consumable	01 Oct 1992		30 Sep 1998		Hazardous waste disposal
D7	V	D	Consumable	01 Oct 1992		30 Sep 1998		Medical/dental
D9	V	D	Consumable	01 Oct 1992		30 Sep 1998		Petroleum, oil, and lubricants - other
DA	V		Reimbursable	21 Mar 1998		30 Sep 1998		Reimbursable work
D8	V	D	Maintenance	01 Oct 1992		30 Sep 1998		NSA non-AVDLR
DC	V	D	Consumable	01 Oct 1992		30 Sep 1998		Consumable NSA type material
DD	V	D	Consumable	01 Oct 1992		30 Sep 1998		Passenger vehicle rental
DE	V	D	Consumable	01 Oct 1992		30 Sep 1998		NSA type equipment/equipage
DJ	V	D	Consumable	01 Oct 1992		30 Sep 1998		ADP and AIS equipment
DK	V	D	Consumable	01 Oct 1992		30 Sep 1998		Charter and hire
DR	V	D	Maintenance	01 Oct 1992		30 Sep 1998		EMRM/NSA type repair
DS	V	D	Consumable	01 Oct 1992		30 Sep 1998		Communications

ch2_111a

Figure 2-123

(2) Additional Considerations.

(a) General. Fund codes are two-position, alphabetic-numeric codes that the system uses when citing accounting data on Navy requisitions. There are three types of fund codes in use in RSupply as follows:

[1] End-use. These fund codes are for use in OPTAR accounting. Budget submission depends on the collection of cost data by budget category; fund codes provide information for preparing budgets. The fund code must appear on every obligation and expenditure document.

[2] Navy Working Capital Fund. These fund codes are for use by personnel at activities designated as NWCF. These codes are for use in requisitioning stock material and in processing OSO transfers of stock material.

[3] Initial Allowance. These fund codes are for use in requisitioning increases in the allowances of COSAL and AVCAL material.

(b) S&E Funding.

[1] Utilize a fund-code designator to determine the first character of all S and E fund codes. Access the attribute in MRI and initiate requisitions when the user fund type authorized is one of the following:

[a] S&E EMRM,

[b] S&E Other,

[c] S&E ROV,

[d] S&E ROVI,

[e] S&E TAV,

[f] S&E Reimbursable.

The system writes the appropriate fund-code designator to the first position of the fund code on the material request or requisition.

[2] If your authorized fund type is S and E Other, RSupply attempts to assign the second character of the requirement's fund code from the FSC validation table. This is based on the FSC of the stock item requested and the EMV of the request (less than $100.00 or greater than $99.99).

[3] If there is no fund code for the S and E Other requirement's FSC, then RSupply will assign a fund code based on the requested item's Cog and the S and E Other fund-code entry in the Cog Table.

(c) **Other Funding.** If the user-access code identifies your authorized fund type as FLTOPS, IMRL, AOM, AV-other, AVMATCS or EAF, S and E (EMRM, ROV, ROVI, or TAV), or reimbursable; RSupply assigns a requirement fund code from the Cog Validation Table. This is based on the authorized user access fund type and the Cog of the stock item requested.

(d) **Allowance Increase.** The fund code that the system assigns to a requisition for an increase in allowance of a 7R Cog stock item depends on the NRQ. If its quantity indicates a COSAL increase, the fund code on the requisition must be VO. If the quantity indicates an AVCAL increase, the fund code on the requisition must be QZ.

(e) **Automatic Reorder.** The system uses the values in the Regular Stock and NRQ>0 columns of the Cog to Stock Fund Code Table in automated-reorder processing, in generating prepost requisitions, and in all expenditure programs that initiate immediate stock replenishment. The NRQ fund code will always take precedence. If there is an NRQ value, the system will use VO or QZ as the fund code for 7_ Cog items, if appropriate, regardless of the method used to generate the requisition.

(f) **OSO Transfers.** The system uses the value in the Regular Stock Column of the Cog to Stock Fund Code Table in processing OSO transfers to NWCF ships and in the offload of material to shore stock programs as well as in requisitioning programs.

(g) **Supported Customers.** The system will assess the fund codes within the Cog to DTO Fund Code Table in MRI and initiate-requisitions processing. This only applies to supported customers: ship departments, AIMD, OMA, MATC, EAF, and squadrons. The system will assess these fund codes after those in the FSC to Fund Code Table for S and E Other DTO requisitions and material requests. If there is no fund-code entry for the FSC on the material request, the system will use the Cog as the basis for assigning fund codes.

(h) **Accounting Data.** Another ramification of altering the fund code and OPTAR controls is as follows: The full spread of appropriation data is still necessary on a BOR and there is a need for linking the appropriation spread and the fund codes on a BOR to the spread. The legacy SUADPS system used an appropriation indicator in the Appropriations Table and on each of the associated fund codes of the Fund Code Table. This is no longer necessary. The appropriation spread on the Appropriations Table links to associated fund codes in the Cog table by column title (FLTOPS, S and E, AOM, and others) instead of by appropriation indicator. This is now the fund type in the Appropriation Table.

f. Business Rules. The following are the business rules that apply to this process in the current environment:

(1) All stock requisitions (internal record and external requisition) will have one of the following types of fund codes: NWCF, APN-6 (QZ) for AVCAL allowance increases, NAVSEA TOB (VO) for COSAL increases, and APA with purpose fund code of W(26).

(2) All direct turnover (DTO) requisitions (both internal and external) will have an end-use or Y6 fund code depending on your authorized fund type and the FSC or Cog of the item you requested.

(3) The Cog Validation Table will accommodate all end-use fund codes that are in use afloat in addition to those already in the Cog to Fund Code Table.

(4) The system automatically assigns fund codes to DTO requisitions for your own activity at the initial point of entry to RSupply. This may be in either MRI or initiate-requisition processing.

(5) The system will relate your user access to a FLTOPS, AOM, IMRL, reimbursable, EMRM, or ROV requirement. Based on this, the fund type that your access authorizes and the Cog of the item you requested, RSupply will assign a requirement fund code from the Cog to Fund Code Validation Table.

(6) The system will use data in the Cog to Stock Fund Code Table in automatic reorder, initiate-requisitions, pre-post, and expenditure processing that generate immediate stock replacement. The NRQ fund code always takes precedence when applicable, regardless of the method you used to generate the requisition.

(7) The system uses data in the Cog to Stock Fund Code Table to process OSO transfers to NWCF activities and offloads to shore stock programs.

(8) The system accesses data in the Cog to DTO Fund Code Table for MRI and initiate-requisitions processing (applies only to supported customers).

(9) The system validates fund codes assigned to money-value-only requisitions based on the fund type to which your logon authority and the fund code you entered for that OFC's Cog 99 to the Cog to Fund Code Validation Table.

(10) Ensure the proper appropriation is on file before you obligate any funds.

(11) The service designator, fund code, and fiscal year will identify the specific appropriation. N, R, and V are the only valid appropriation service designators.

(12) You can incur obligations only for the current specified fiscal year of an appropriation. However, you can liquidate or make payments for three fiscal years after the initial year of obligation.

(13) Assigned fund codes must relate to the appropriation.

(14) Never enter an appropriation before the effective date.

(15) Maintain an appropriation for each active fiscal year.

(16) Ensure you have the ability to print an appropriation report.

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F. MANAGEMENT OPTION

1. **General.** The Management Submenu allows you to access only one option: Site Internal. This option in turn allows you to access the following options:

   a. **Batch Job Scheduling Option.** Each batch process has a master record that contains pertinent information that NTCSS requires to process the job. The system extracts some of the information appearing on this screen from the control-parameter entry for the applicable batch job. The remainder is specific to the batch run.

   b. **NALCOMIS Drawdown Option.** This option allows you to draw down specific records in order to reconcile NALCOMIS and RSupply information.

2. **Batch Job Scheduling Option.** This option allows you to search for specific batch jobs and to review and update the master record for each applicable RSupply batch process.

   a. **To Access the Batch Job Scheduling Option.** The step-by-step procedures for this process are as follows:

      (1) **Step 1.** On the Relational Supply Main Menu Screen, select the Site Option.

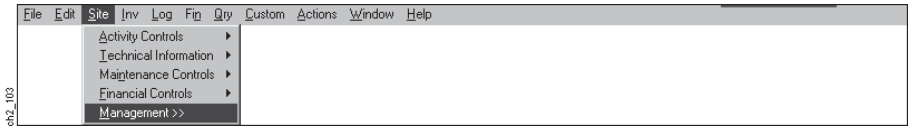


Figure 2-124

      (2) **Step 2.** On the Site Submenu above (Figure 2-124), select the Management Option.

      (3) **Step 3.** On the Management Submenu, select the Site Internal Option.

Figure 2-125

      (4) **Step 4.** On the Site Internal Submenu above (Figure 2-125), select the Batch Job Scheduling Option.

b. To Update Control Parameters. The step-by-step procedures for this process are as follows:

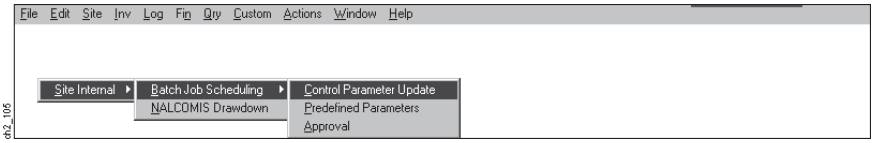


Figure 2-126

(1) Step 1. On the Batch Job Scheduling Submenu above (Figure 2-126), select the Control Parameter Update Option.

NOTE: The batch jobs that appear on the screen are those that are currently on file and require specific parameters to process.

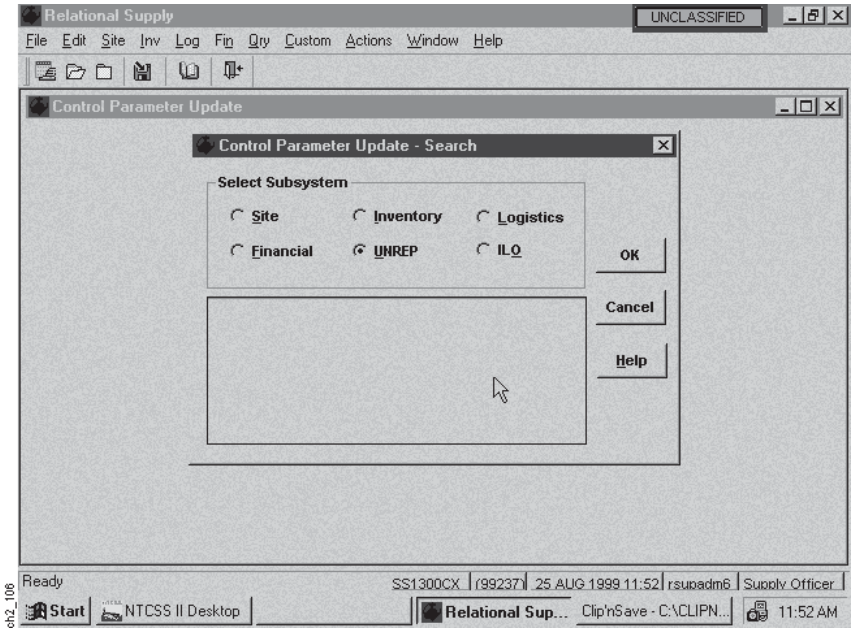


Figure 2-127

(2) Step 2. On the Control Parameter Update – Search Screen above (Figure 2-127), select one of the following options and then select the OK Option to continue:

(a) Site. This option allows you to view the batch jobs that apply to site processing.

(b) Inventory. This option allows you to view the batch jobs that apply to inventory processing.

(c) Logistics. This option allows you to view the batch jobs that apply to logistics processing.

(d) Financial. This option allows you to view the batch jobs that apply to financial processing.

(e) UNREP. This option allows you to view the batch jobs that apply to underway replenishment.

(f) ILO. This option allows you to view the batch jobs that apply to ILO processing.

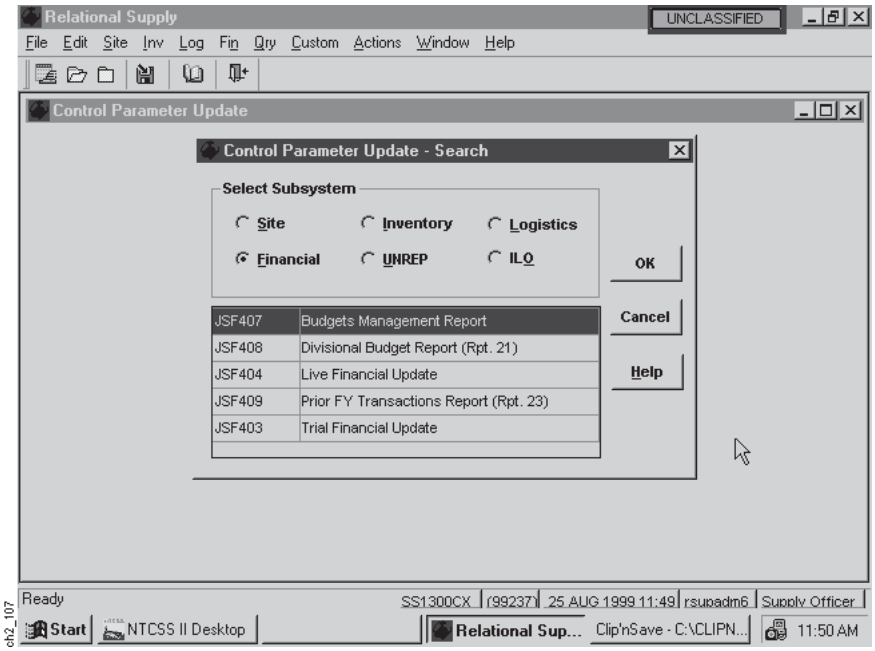


Figure 2-128

(3) Step 3. Highlight the batch job from the list on the screen above (Figure 2-128) that you wish to process from the list on the screen and then select the OK Option to continue.

NOTE: Refer to Appendix D for a list of batch jobs cross-referenced to purpose and subsystem.

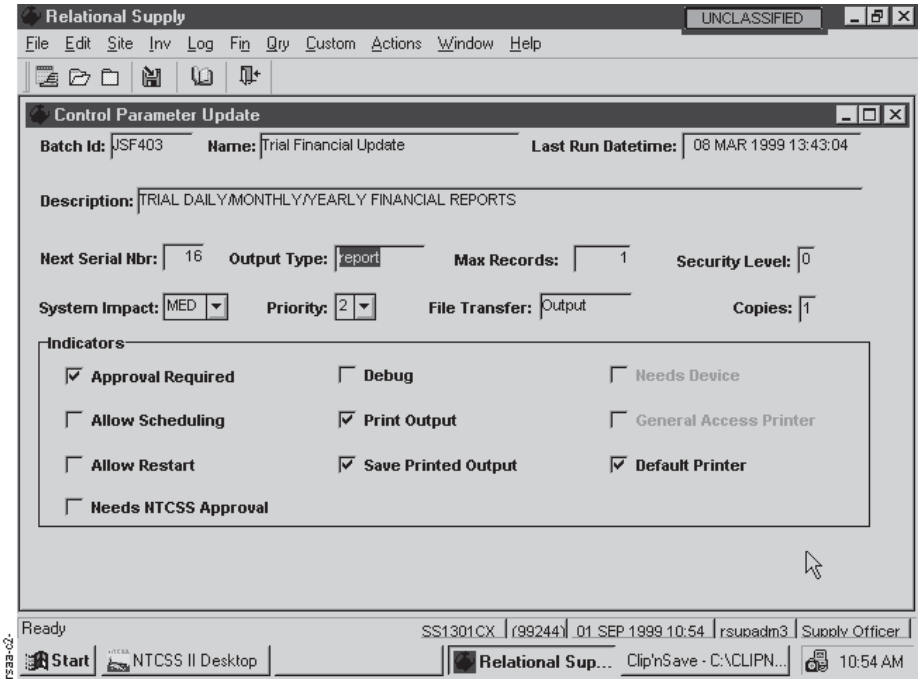


Figure 2-129

(4) Step 4. On the Control Parameter Update Screen (Figure 2-129), review and revise data in the following data blocks if necessary.

(a) Next serial number,

(b) Output type,

(c) Security level,

(d) System impact,

(e) Priority,

(f) File transfer,

(g) Copies.

(5) **Step 5.** Select any of the following processing variables from the Indicators Group Box:

(a) **Approval Required.** This option allows the system to notify NTCSS that this batch run requires approval by the FAS or Application Administrator.

(b) **Allow Scheduling.** This option allows you to automatically schedule a batch job. This applies to jobs that you process at specific intervals (such as change notice).

(c) **Allow Restart.** This option allows NTCSS to restart the process if a job aborts during the initial run.

(d) **Needs NTCSS Approval.** This option allows the system to notify NTCSS that this batch run requires approval by the System Administrator.

(e) **Debug.** This option allows the system to notify NTCSS that this batch run has the purpose of finding programming errors.

(f) **Print Output.** This option allows the system to notify NTCSS that you expect a report or listing.

(g) **Save Printed Output.** This option allows the system to notify NTCSS that it needs to save the report or listing for future use.

(h) **Needs Device.** This option allows the system to notify NTCSS that this batch run requires external input (ASI tape, change notice tape, and others).

(i) **General Access Printer.** This option allows the system to determine printer routing for a report or listing,

(j) **Default Printer.** This option allows the system to determine printer routing for a report or listing.

(6) **Step 6.** After you select the appropriate indicators above, select the Apply Option from the Icon Menu Bar to finalize this process.

(7) **Step 7.** On the Control Parameter Update Search Screen, select the Cancel Option to exit from this process or select another subsystem and the OK Option to process another job.

c. To Schedule a Batch Job Using Predefined Parameters. This option allows you to schedule a batch job that does not require input parameters. Each job that you schedule from this screen has a standard set of input criteria with a consistent report, listing, or update. The step-by-step procedures for this process are as follows:

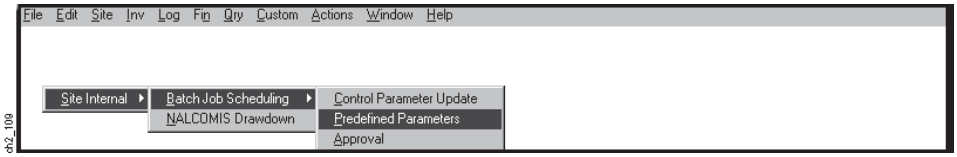


Figure 2-130

(1) Step 1. On the Batch Job Scheduling Submenu above (Figure 2-130), select the Predefined Parameters Option.

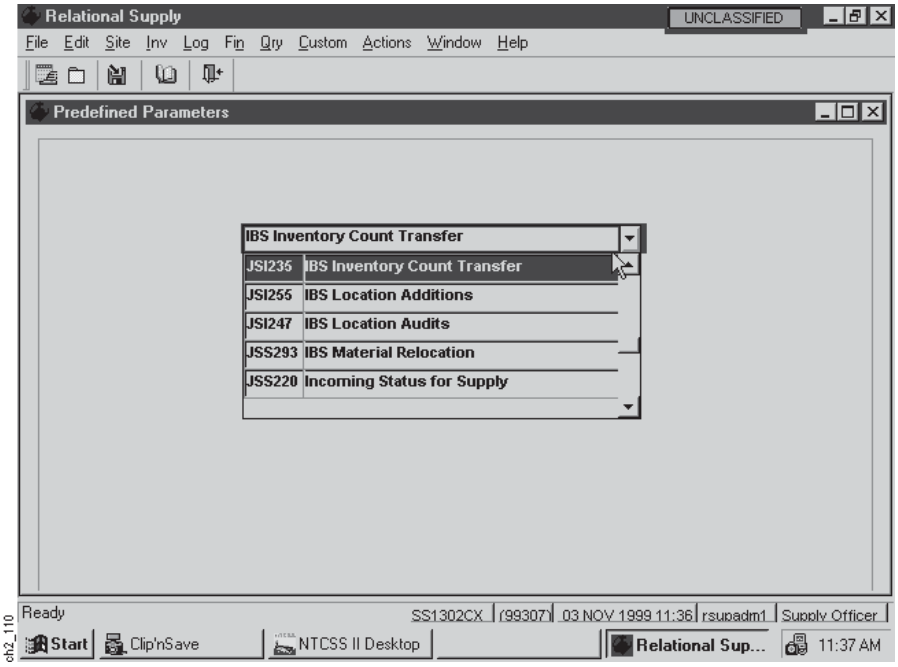


Figure 2-131

(2) Step 2. Select one of the options that appears on the Predefined Parameters Screen above (Figure 2-131). Appendix D provides a complete listing of predefined parameter jobs.

(3) Step 3. Select the Apply Option from the Icon Menu Bar to finalize this process.

NOTE: These indicators determine the internal requirements that you must meet both before and after the batch process.

NOTE: A predefined parameter's job number consists of the following:

First position — ***J*** **= Job**

Second Position — ***S*** **= Supply/ RSupply**

Third Position
- ***F*** **= Financial**
- ***I*** **= Inventory**
- ***S*** **= Site**
- ***L*** **= Logistics**

Next 3 Nos. = predetermined sequential number.

(4) Step 4. Select the OK Option on the Batch Request Confirmation Screen to continue.

(5) Predefined Parameters. Refer to Appendix D of this manual for a comprehensive listing of predefined parameters.

d. To Change the Current Run Status. The step-by-step procedures for this process are as follows:

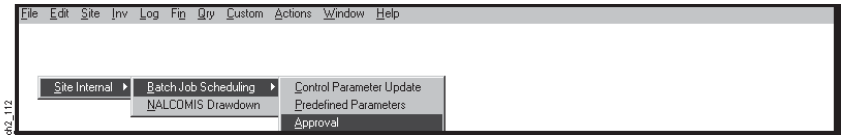


Figure 2-132

(1) Step 1. On the Batch Job Scheduling Submenu above (Figure 2-132), select the Approval Option. The Approval Screen appears showing the following information:

(a) Status Codes. These are as follows:

[1] Abort. This code indicates that the job came to an unsuccessful end during NTCSS batch processing.

[2] Blank. This code indicates that the record is awaiting approval; before the system can release the job to NTCSS.

[3] C. This code indicates completion. NTCSS will set this value at the end of the batch process.

[4] E. This code indicates that the extract process is complete. NTCSS sets this value at the conclusion of copying information from an external source. It has not processed this information to RSupply.

[5] H. This code indicates the record is on hold. Set this value to save a job for processing at a later time.

[6] R. This code indicates release of the record to NTCSS. Set this value to notify NTCSS that the job is ready for processing.

[7] T. This code indicates that the process is terminated. NTCSS has *killed* the job.

[8] U. This code indicates update phase is completed.

(b) Schedule Indicator. When this data field appears enabled, the Allow Scheduling Data Field is set on the Control Parameter Screen. A check mark in this data field indicates that someone scheduled the batch job from the application. The entry for a batch job will remain on the Approval Screen after completion. At a certain point, the system will process another job using the same parameters.

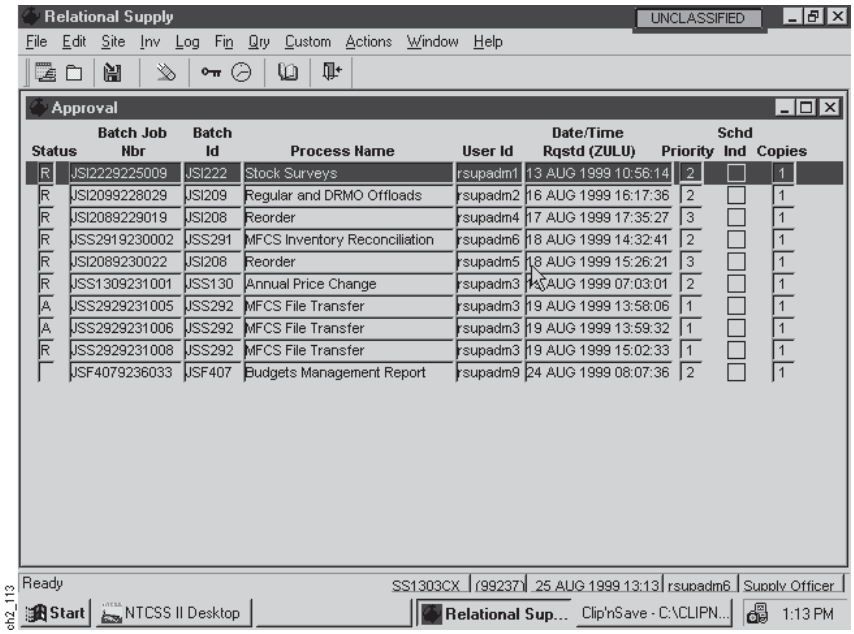


Figure 2-133

(2) Step 2. Select the record that you want to change from the list that appears on the Approval Screen above (Figure 2-133).

(a) To Delete a Record. Select the Delete Option from the Icon Menu Bar. Then, select the Yes Option from the dialog box that appears to confirm the deletion.

(b) To Prevent Future Scheduling. Select the Control Parameter Option from the Icon Menu Bar and remove the check mark from the Allow Scheduling Data Box. Select the Close Window Option to return to Approval Screen.

(c) To Alter the Run Schedule. Select the Scheduler Option from the Icon Menu Bar and enter your changes. Select the Close Window Option to return to the Approval Screen.

(d) To Release Job. Enter the letter ***R*** in the Status Data Block to release and run the job. Then, select the printer you wish to use and the OK Option to continue.

(3) **Step 3.** Select the Apply Option from the Icon Menu Bar to finalize this process.

(4) **Step 4.** Select the Close Window Option to exit from this process.

e. Supplemental Data.

(1) **General.** Batch processes that monitor requisitions altered in RSupply include the following processes:

(a) Material obligation validation (DI 056),

(b) Excess due cancellation (DI 045),

(c) Requisition follow-up (DI 072),

(d) Group cancellation request (DI 093),

(e) Delayed receipt report (DI 094).

(2) **Incoming Status.**

(a) **DI AE_, AS_, AV_, AB_, or AN_.** Changes to procedures for processing requisition status (DI AE_, AS_, AU_, AB_, or AN_) are as follows:

[1] Upon posting cancellation status to any requisition, the system will copy it to the Stock Control Review Listing (legacy functionality).

[2] If the canceled requisition was for stock (0001 - 1999 serial) and has an MCC of E, G, H, Q, or X (DLR material), Supply will calculate the deficiencies and generate as many stock replenishment requisitions, with a quantity of 1 each, as are necessary to satisfy the RO. The system will derive the project code for the first (if more than one) requisition from the Requisition/Offload Value Table (Replen. 7_Cog Canc. A0_ entry - 7E0).

[3] The system writes replenishment requisitions, that processing of batch cancellation status generate, to the Release Requisition and Status and Requisitions Screen.

NOTE: The batch jobs that appear on the screen are those that are currently on file and require specific parameters to process.

(3) Material Receipt Acknowledgement (MRA). Changes to incoming-status processing are as follows:

(a) The afloat unit will receive and interactively post (or batch process) the DI DRF transaction, which is a follow-up for a delinquent MRA. Based on afloat requisition records, automation will create a corresponding DI DRB transaction with one of two discrepancy indicator codes (DIC) or a corresponding DI DRA transaction immediately after posting the DRF.

(b) If there is a matching document number in the active requisition table, post the DI DRF transaction as status. If there is *no* matching document number, print the DI DRF transaction on a Stock Control Review Information Listing. The system will generate a DI DRA or DRB transaction and assign a discrepancy indicator code (DIC) to the DI DRB transaction:

[1] If the requisition has a DI X71 or X72 transaction posted with a quantity equal to or greater than the quantity of the DI DRF transaction. The DI DRA transaction will report the quantity from the DI X71 or X72 transaction in cc 25-29 and the date of material receipt in cc60-62, but without a discrepancy indicator code.

[2] If the requisition has a DI X71 transaction posted with a correlating loss-in-shipment for a partial portion or the total quantity of the DI DRF transaction. The DI DRB transaction will report the LIS quantity in cc 25-29 and the preparation date in cc 60-62 with a DIC or F in cc 63.

[3] If the requisition has no DI X71 transaction posted for all or part of the DRF quantity, the DI DRB transaction will report the quantity not received in cc 25-29 and the preparation date in cc 60-62 with a DIC of F in cc 63.

[4] If the DI DRF transaction posted to the Stock Control Review Listing because there is no matching requisition afloat, the DI DRB transaction will report the quantity from the DI DRF transaction in cc 25-29 and the preparation date in cc 60-62 with a DIC of F in cc 63.

[5] If the DI DRF transaction posted to the Stock Control Review Listing because there is no matching requisition afloat, the DI DRB transaction will report the quantity from the DI DRF transaction in cc 25-29 and the preparation date in cc 60-62 with a DIC of B in cc 63.

[6] If the DI DRF transaction posted to a DI A0_ transaction that is still outstanding, generate a DI DRB transaction with a DIC of F and the entire quantity of the DI A0_ transaction in cc 25-29.

(c) The system instantly replicates each DI DRA and DRB transaction and writes them to the To DAAS File on the NTCSS server.

3. **NALCOMIS Drawdown Option.** This option allows you to draw down specific records. The step-by-step procedures for this process are as follows:

   a. **Step 1.** On the Relational Supply Main Menu Screen, select the Site Option.

   b. **Step 2.** On the Site Submenu, select the Management Option.

   c. **Step 3.** On the Management Submenu, select the Site Internal Option.

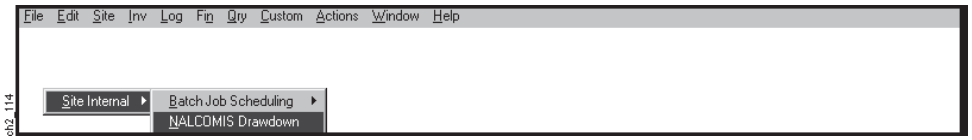


Figure 2-134

   d. **Step 4.** On the Site Internal Submenu above (Figure 2-134), select the NALCOMIS Drawdown Option.

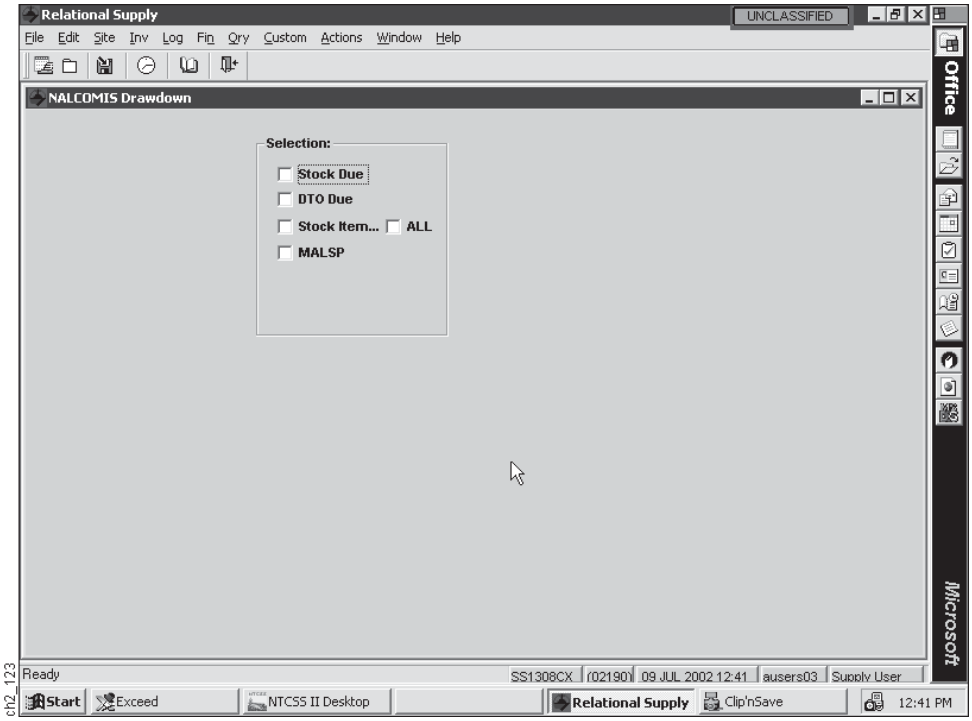


Figure 2-135

   e. **Step 5**. On the NALCOMIS Drawdown Screen above (Figure 2-135), select one of the following options:

      (1) **Stock Due.** This option allows you to select to draw down the records of material that has stock due.

      (2) **DTO Due.** This option allows you to select to draw down the records of material that has DTO due.

(3) Stock Item. This option allows you to select to draw down the records of all material in stock. When you select this option, the Select Allowance Type Codes Screen below (Figure 2-136) appears. This screen allows you to add or remove parameters to your selection. This option also enables the Date Range Option so that you can accomplish the following actions:

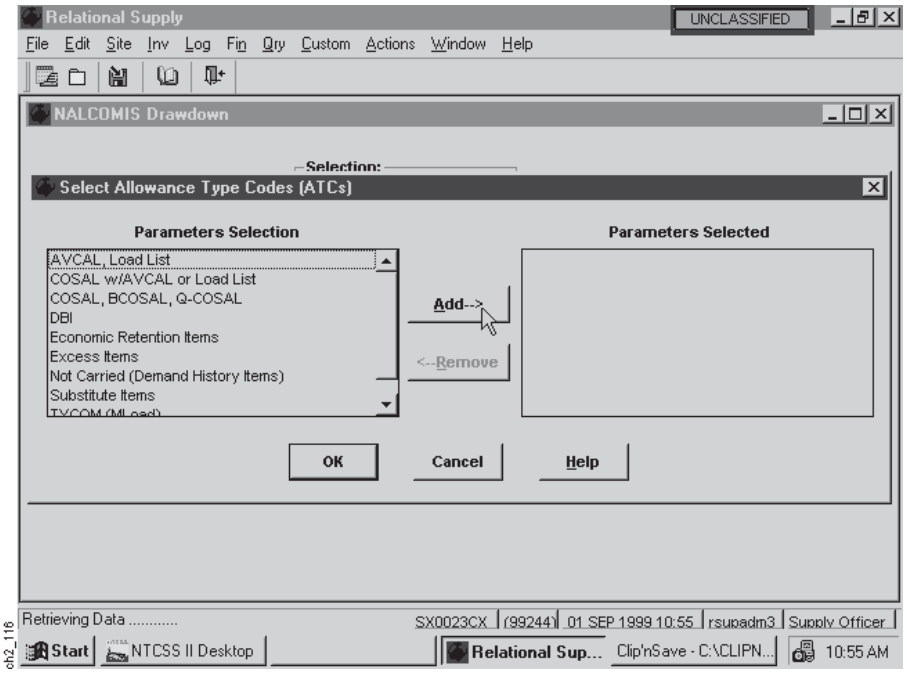


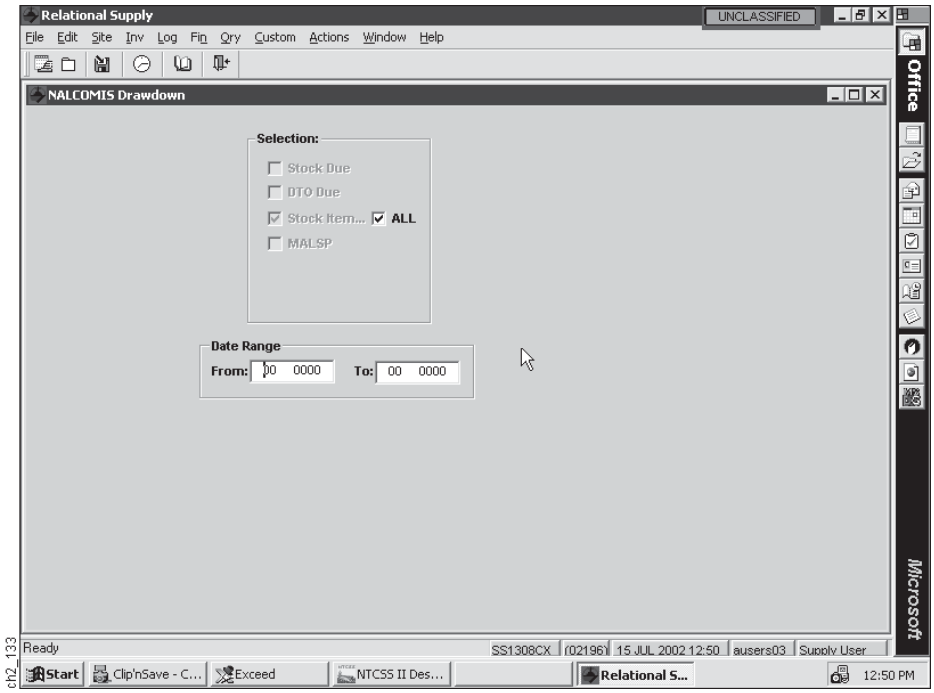
Figure 2-136

(a) Select the appropriate items and then the Add Option,

(b) Select the OK Option,

(c) Select the Apply Option from the Icon Menu Bar to schedule the job,

(d) Approve and then release the job.



ch2_133

Figure 2-137

(4) MALSP. This option allows you to select to draw down the records of MALSP material for a particular date range as shown on the screen above (Figure 2-137).

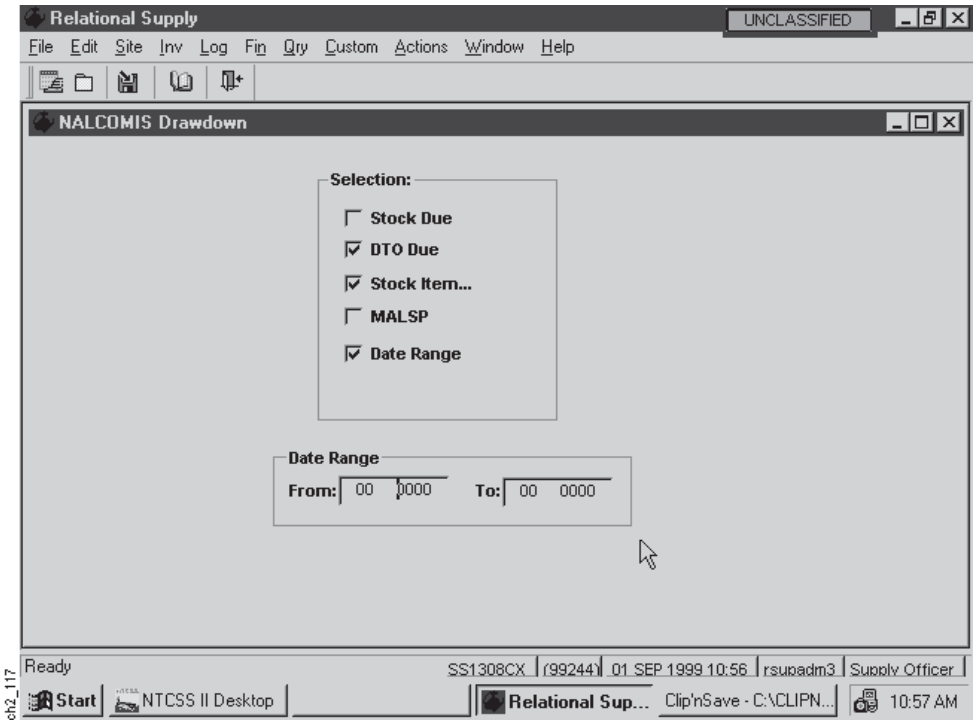


Figure 2-138

(5) Date Range. This option allows you to enter a range of dates from which to select records. When you select this option the Date Range Data Box will appear on the screen above (Figure 2-138) for you to enter the date that you wish to use for this process.

f. Step 6. Select the Apply Option from the Icon Menu Bar to finalize this process. The system will forward the report request for batch processing. You will have to approve the request under site processing.

g. Step 7. Select the OK Option on the Batch Request Confirmation Screen to clear the screen.