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SUPPLY ASHORE

VOLUME II
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NAVAL SUPPLY SYSTEMS COMMAND MANUAL

0530-LP-186-3400



NAVY DEPARTMENT
NAVAL SUPPLY SYSTEMS COMMAND
Washington, D. C.

22 August 1966

Instructions herein are issued for the information and guidance of all persons in the Naval Establishment.

H. J. GOLDBERG
Commander, Naval Supply Systems Command

INTRODUCTION

to

SUPPLY ASHORE

PURPOSE

SUPPLY ASHORE is Volume II of the Naval Supply Systems Command Manual. It is designed to standardize the operation of supply activities and components ashore except those activities assigned to the operating forces and those activities which because of their size or location are directed to operate under special instructions.

It is intended also as a training manual for officers and enlisted personnel and as a guide in handling supply problems that are not a matter of regulation.

The procedures in this volume are the minimum essential to good supply management and are mandatory unless specifically stated as being optional.

AUTHORIZATION

The manual is issued for the information and guidance of all persons in the Naval Establishment under the authority of Art. 1202, Nav. Regs. The Commander, Naval Supply Systems Command, may authorize in

writing deviations from the instructions contained in the manual, provided the matter concerned is entirely under the cognizance of the Naval Supply Systems Command.

ORGANIZATION AND RELATIONSHIP TO OTHER VOLUMES

The Naval Supply Systems Command Manual is comprised of the following volumes:

VOLUME I INTRODUCTION TO SUPPLY
VOLUME II SUPPLY ASHORE
VOLUME IV RETAIL CLOTHING STORES
AND COMMISSARY STORES
VOLUME V TRANSPORTATION OF
PROPERTY

Volume II contains basic supply principles and procedures for Naval Supply Systems Command managed shore activities. These procedures include requisitioning and local procurement, material receipt, stock management at field supply points, material expenditure, supply system management, and storage and materials handling.

Volume I contains descriptive organizations and functions of the Naval Supply Systems Command and activities and components under its management control and technical direction ashore and afloat; the duties and responsibilities relating to Supply Corps

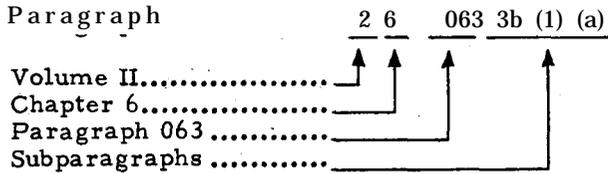
functions; general instructions regarding acquisition and disposition of personal effects; inspection of Supply Corps functions; information regarding material identification; Naval Supply Systems Command and other publications and forms required in connection with Supply Corps functions; and records and reports management.

Volume IV contains procedures for the operation of retail clothing stores and commissary stores when an officer of the Supply Corps is assigned.

Volume V contains policy and procedural instructions for all ashore activities shipping and receiving Navy property via commercial and military transportation media. It contains instructions relative to the directing of shipments of Navy material by bureaus, commands, offices, and inventory control points of the Navy. It also implements certain provisions of the Military Traffic Management Regulation with respect to traffic moving within the United States except Alaska and Hawaii.

PARAGRAPH NUMBERING SYSTEM

The paragraph numbering system of Volume II is coordinated with that of the other volumes of the manual. Thus, the five digit paragraph number and its subparagraph designators may be broken down as follows:



Reference to the Naval Supply Systems Command Manual in correspondence, mes-

sages, etc., will be shown in the following manner:

- NavSup Manual, par. 26063
- NavSup Manual, par. 26063-3b(1)(a)
- NavSup Manual, pars. 26060-26070

Paragraphs and subparagraphs may contain itemizations in which case reference to a specific item may be made as follows:

- NavSup Manual, par. 26063-3b(1)(a) item 1

The lowest unit of paragraph or subparagraph breakdown applicable will be used,

PAGE IDENTIFICATION

PAGE NUMBERS

The pages of the manual are numbered in a separate series for each chapter, appendix, and the index. The pages of a chapter are numbered in sequence with arabic numerals from 1. Each page number is preceded by the number of the chapter. For example, the fifteenth page of Chapter 5 is numbered 5-15. An appendix is numbered in sequence with arabic numerals preceded by the letter designating the appendix. The index is numbered in sequence with arabic numerals preceded by the letter "i".

RUNNING HEADS

To facilitate finding paragraphs in this volume, each page is identified with a running head. The number in the upper left corner of the left page indicates the number of the first paragraph to begin on that page. The number in the upper right corner of the right page indicates the number of the last paragraph to begin on that page. If no paragraph begins on a page, the paragraph number appearing in the upper corner of the page is the last paragraph to begin on preceding pages.

TABLE OF CONTENTS AND INDEX

The organization of this volume makes it possible to locate desired information easily by referring to the table of contents in the front of the volume to determine general location, and to the table of contents at the beginning of each chapter for specific location.

It is suggested that the reader follow the organization of the table of contents in locating desired information. Such information as does not logically lend itself to location by this method may be located by reference to the index at the end of the volume.

ILLUSTRATIONS

The purpose of the illustrations in this volume is to show by means of charts or filled in forms the principles and procedures explained in the text. The illustrations do

not necessarily show current names, dates, and figures. These details are included so that the principles outlined in the written instructions may be delineated.

CHANGES

Changes to this volume of the manual, numbered consecutively, are issued monthly in page form.

The cover sheet of each change must be read carefully because the instructions appearing thereon vary from change to change. Pertinent "Special Information" or "Special Instructions" may be included. Instructions regarding insertion of the change in the volume are always included. In addition, revisions of policy or procedure are summarized and identified by paragraph number.

A notation indicating the change number, the date the change was received, and the signature of the person making the change will be placed in the appropriate columns on the Record of Change Information Sheet in the front of the volume.

New, revised, or deleted instructions summarized on the cover sheet are identified

on the pages comprising the change by arrows placed vertically or horizontally in the binding or outside margin to identify the area of revision, as follows:

→line or lines on which a revision occurs

▼line on which the revision begins

▲line on which the revision ends

An arrow placed in the space between the last line of an organizational unit (paragraph, subparagraph, or item) and the first line of the following unit indicates deletion of a unit with renumbering or relettering of other organizational units involved. Reference or nonprocedural revisions of such insignificance as not to require a summary on the cover sheet of the change are not identified by arrows.

LIST OF SHEETS IN FORCE

A list of sheets in force in the volume is issued with each change. It is designed to serve all purposes, such as:

1. verification of the currency of the volume, in whole or in part (the volume, a chapter, a page), at any time by any one;
2. a control for retention, location, and disposition of transition instructions and special information sheets;
3. a monthly check by use of the current change number only from the list

and the removal without replacement of sheets ruled out on the list.

The accuracy of regulatory publications required for use is a local responsibility. The method by which the list of sheets in force is used is a matter for local determination. When efficiency of maintenance of the volume is such that no verification is necessary, or spot or periodic verification only is practicable, the list is current and available for any use considered adequate or desirable.

RECOMMENDATIONS FOR IMPROVEMENT

All users of the Naval Supply Systems Command Manual are encouraged to submit recommended changes for improving the manual to the Commander, Naval Supply Systems Command, via the appropriate chain of command. The following format, modified as necessary, may be used in submitting recommendations:

From: (Command or person originating recommendation)
To: Commander, Naval Supply Systems Command
Via: (Appropriate chain of command)

Subj: Improvement of NavSup Manual; recommendation for

1. The following recommendation for improvement of the NavSup Manual pertaining to paragraph(s) is submitted.

(Signature)

copy to:

(Recommendations originated afloat, send copies to the appropriate service force commander)
(Recommendations submitted concerning procedures of inventory managers, submit copy to the cognizant inventory control point, which will forward comment, if appropriate, to the Naval Supply Systems Command within 15 days)

FIRST ENDORSEMENT on

From: (Appropriate via addressee)
To: Commander, Naval Supply Systems Command

1. Forward for consideration.
2. (Comment or recommendation,

(Signature)

copy to:
(As appropriate),

CONTENTS

VOLUME II: SUPPLY ASHORE

CHAPTER

- 1: Basic Supply Principles**
 - 2: Requisitioning and Local Procurement**
 - 3: Material Receipt**
 - 4: Stock Management at Field Supply Points**
 - 5: Material Expenditure**
 - 6: Supply System Management**
 - 7: Storage and Materials Handling**
- Index**