

DOD-HDBK-269(SH)  
31 March 1982

## MILITARY HANDBOOK

# FITTING OUT HANDBOOK—SHIPS



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DEPARTMENT OF THE NAVY  
NAVAL SEA SYSTEMS COMMAND  
WASHINGTON, DC 20362

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Fitting Out Handbook - Ships

1. This standardization handbook was developed by the Department of the Navy in accordance with established procedures.

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3. Beneficial comments (recommendations, additions, deletions) and any pertinent data which may be of use in improving this document should be addressed to: Commander, Naval Sea Systems Command, SEA 3112, Department of the Navy, Washington, DC 20362 by using the self-addressed Standardization Document Improvement Proposal (DD Form 1426) appearing at the end of this document or by letter.

DOD-HDBK-269(SH)  
31 March 1982

# FOREWORD

The purpose of this handbook is to provide information and guidance to all persons in the Department of the Navy. It establishes and promulgates policy, procedures, and general guidance to Government personnel for fitting out ships undergoing new construction, conversion, and modernization in private and Naval Shipyards.

This handbook supersedes NAVSHIPS Fitting Out Manual, NAVSHIPS 0900-LP-031-0010, NAVSHIPS 0900-LP-031-0020, NAVSHIPS 0900-LP-031-0030, and NAVSHIPS 0900-LP-031-0040, Parts 1, 2, 3, and 4, respectively.

DOD-HDBK-269(SH)  
31 March 1982

# CONTENTS

		<u>Page</u>
Paragraph 1	SCOPE . . . . .	1
1.1	Background . . . . .	1
1.2	Purpose . . . . .	1
1.3	Application . . . . .	1
1.4	Nuclear propulsion . . . . .	1
2	REFERENCED DOCUMENTS . . . . .	2
2.1	Issues of documents . . . . .	2
3	DEFINITIONS . . . . .	2
4	GENERAL INFORMATION AND REQUIREMENTS . . . . .	3
4.1	Fitting out . . . . .	3
4.2	Application . . . . .	3
4.3	Assigned responsibilities . . . . .	3
4.4	Funding . . . . .	3
4.5	Conversion/modernization - general actions . . . . .	3
4.5.1	Bunker fuel . . . . .	4
4.5.2	Forms and publications (COSAL Part III, Section F) . . . . .	4
4.5.3	General use consumables list (COSAL Part III, Section E) . . . . .	4
4.5.4	Library books . . . . .	4
4.5.5	Medical-dental consumables and non-installed medical-dental material . . . . .	4
4.5.6	Nuclear weapons COSAL segment . . . . .	4
4.5.7	Oceanographic allowance . . . . .	4
4.5.8	Operating space items . . . . .	4
4.5.9	Recreation material . . . . .	5
4.5.10	Resale clothing and ship's store stock . . . . .	5
4.5.11	Subsistence . . . . .	5
4.5.12	TYCOM actions . . . . .	5
4.5.13	NAVSEA actions . . . . .	5
4.6	Related areas of significance to all programs . . . . .	5
4.6.1	Automotive vehicle and construction equipment for use by crew . . . . .	5
4.6.2	Fuels . . . . .	6
4.6.3	Ship's store stock . . . . .	6
4.6.4	Subsistence . . . . .	6
5	DETAILED REQUIREMENTS - NAVAL SHIPYARDS PERFORMING THE INDUSTRIAL EFFORT RELATIVE TO NEW CONSTRUCTION/MAJOR CONVERSION/MODERNIZATION . . . . .	7
6	DETAILED POLICY AND GUIDANCE - NAVAL AND PRIVATE SHIPYARDS . . . . .	7
6.1	Introduction . . . . .	7
6.2	Storeroom items . . . . .	7

DOD-HDBK-269(SH)  
31 March 1982

## CONTENTS

		<u>Page</u>
Paragraph	6.2.1	Storeroom items defined . . . . . 7
	6.2.2	COSAL schedules . . . . . 8
	6.2.3	ISNSL schedules . . . . . 8
	6.2.4	Excluded materials . . . . . 8
	6.2.5	Government furnished (GF)-SRI . . . . . 8
	6.2.6	Allowance Appendix Pages (AAPs)-SRI . . . . . 9
	6.2.7	Shortage lists-SRI . . . . . 10
	6.2.8	Location numbering systems . . . . . 11
	6.3	Operating space items . . . . . 14
	6.3.1	Government furnished (GF)-OSI . . . . . 14
	6.3.2	Allowance Appendix Pages (AAPs)-OSI . . . . . 15
	6.3.3	Shortage lists-OSI . . . . . 15
	6.4	Other significant allowance documents . . . . . 17
	6.4.1	Ship type electronics plan (STEP) . . . . . 17
	6.4.2	Ships portable electrical/electronic test equipment requirements list (SPETERL) . . . . . 17
	6.4.3	Visual landing aid, meteorological and photographic support . . . . . 18
	6.4.4	Medical and dental allowance . . . . . 18
	6.4.5	Oceanographic allowance . . . . . 19
	6.4.6	Library books . . . . . 19
	6.4.7	Nuclear weapons COSAL segment . . . . . 19
	6.4.8	General use consumables list (GUCL) . . . . . 20
	6.4.9	Forms and publications (COSAL Part III, Section F) . . . . . 21

## APPENDIX

Paragraph	10.	SCOPE . . . . .	25
	20.	DOCUMENT LISTING . . . . .	25

DOD-HDBK-269(SH)  
31 March 1982

## 1. SCOPE

1.1 Background. NAVMATINST 4441.1 establishes supply readiness objectives and milestones for ships undergoing construction, conversion, modernization or reactivation. The policies and procedures promulgated herein are prerequisites for attaining the NAVMAT objectives. NAVSEAINST 4441.7 supplements procedures in the Fitting Out Handbook for establishing a reporting and monitoring system to ensure that the levels of supply readiness required by NAVMAT are attained. Individual Supply Readiness Objectives and Milestone Reporting Plans will be developed for each ship. These plans include detailed schedules for all outfitting milestones and reports required by NAVSEASYSKOM to effectively monitor progress for each ship. The plans are also a useful tool for assigning specific actions required to achieve satisfactory levels of supply readiness, taking into consideration any peculiar circumstances of a particular program.

1.2 Purpose. The purpose of this handbook is to provide information and guidance to all persons in the Department of the Navy. It contains policies and procedures to attain the objectives set by NAVMAT. The establishment of specific milestones, assignment of action activities and action dates required to achieve the levels of supply readiness provided by NAVMAT will be accomplished through the implementation of additional directives and by utilization of individual ship Supply Readiness Objectives and Milestone Reporting Plans.

1.2.1 The procedures in this handbook apply equally to programs assigned to private and Naval shipyards. When a Naval shipyard is performing the industrial effort normally assigned to a private shipbuilder, MIL-STD-1339B will be included in this handbook to identify the additional responsibilities associated with that effort. References to "contractor" throughout this handbook are considered to apply to the appropriate organizational code of the Naval Shipyard, when applicable to the particular program.

1.3 Application. This handbook is applicable to Government responsibilities for fitting out. The end products of the fitting out process are items of material as specified in the authorized allowance lists stowed in their proper locations in the ship and, equally important, standard documentation for locating each of these items.

1.4 Nuclear propulsion. As delineated in the NAVSEA Organizational Manual, the Deputy Commander for Nuclear Propulsion, SEA 08, is responsible for all technical matters pertaining to nuclear propulsion of U.S. Naval ships and craft, including all aspects of integration of the nuclear plant into the ship system. Nothing in this handbook detracts in any way from these responsibilities. The provisions of this handbook do not apply to those SEA 08 equipments, components, spares and repair parts which are included in the "Q" Coordinated Shipboard Allowance List (COSAL).

DOD-HDBK-269(SH)  
31 March 1982

## 2. REFERENCED DOCUMENTS

2.1 Issues of documents. The following documents of the issue in effect on date of invitation for bids or request for proposal, form a part of this handbook to the extent specified herein.

### STANDARD

#### MILITARY

MIL-STD-1339 - Fitting Out Procedures - Ship.

### PUBLICATIONS

#### NAVAL SUPPLY SYSTEMS COMMAND (NAVSUP)

P-437 - MILSTRIP/MILSTRAP.

P-485 - Afloat Supply Procedures.

P-486 - Food Service Management.

P-487 - Ships Store Afloat Procedures.

P-2002 - Navy Stock List of Publications and Forms.

### INSTRUCTIONS

#### NAVAL MATERIAL COMMAND (NAVMAT)

4441.1 - Supply Readiness Objective and Milestones for Newly Constructed, Converted, Modernized, or Reactivated Ships Scheduled for Delivery to the Operating Forces; Establishment of.

#### NAVAL SEA SYSTEMS COMMAND (NAVSEA)

4441.7 - Supply Readiness Objectives/Milestones; Implementing Procedures for.

#### BUREAU OF MEDICINE AND SURGERY (BUMED)

6820.4 - Professional Reference Materials and Publications; Procurement of.

(Copies of specifications, standards, drawings, and publications required by contractors in connection with specific acquisition functions should be obtained from the contracting activity or as directed by the contracting officer.)

## 3. DEFINITIONS

3.1 Key terms, abbreviations, and acronyms used in this handbook are defined in MIL-STD-1339.

DOD-HDBK-269(SH)  
31 March 1982

#### 4. GENERAL INFORMATION AND REQUIREMENTS

4.1 Fitting out. For the purposes of this handbook, fitting out is defined as the performance of those specific procedures necessary to:

- Order
- Fund
- Receive and inspect
- Expedite and follow-up
- Bin and load and
- Prepare shortage lists

for all of the material requirements included in the defined allowances of ships being constructed, converted, or modernized in a private or Naval shipyard for the U.S. Navy.

4.2 Application. The fitting out procedures listed in this handbook apply to the supply and material operations listed in 4.1, and neither apply to nor are intended to affect the industrial work performed during the fitting out period.

4.3 Assigned responsibilities. Activities to which fitting out responsibilities may be assigned are as follows:

- Naval Supervisor of Shipbuilding (SUPSHIPS or alternatively NSA)
- Naval Ship System Engineering Station Detachment, Mechanicsburg (NAVSSESEDETMECH)
- Outfit Supply Activity (OSA)
- Fitting Out Activity (FOA)
- Fitting Out Supply Assistance Team (FOSAT)
- Contractor (CTR). Responsibility with respect to the contractor is as indicated in the ship specifications, and or any authorized and legally tendered change thereto when the work is being accomplished in a private shipyard.
- Prospective Commanding Officer (PCO) of the ship
- Commanding Officer of the ship

4.4 Funding. The obligation of funds to satisfy fitting out material requirements, for which the government is responsible, shall be in accordance with appropriate Systems Commands policy directives (see appendix). Navy material requisitioning and accounting procedures will be in accordance with MILSTRIP/MILSTRAP as indicated in the Naval Supply Systems Command Publication (NAVSUP) P-437.

4.5 Conversion/modernization - general actions. There are certain events and actions directly or indirectly related to fitting out that precede or occur concurrently with the arrival at the contractor's facilities of the ship scheduled for major conversion or modernization. Paragraphs 4.5.1 through 4.5.13 identify some but not all of those events and actions that are of general or specific interest to personnel involved in the fitting out function.



DOD-HDBK-269(SH)  
31 March 1982

4.5.1 Bunker fuel. This material will be turned-in in accordance with NAVSUP P-485.

4.5.2 Forms and publications (COSAL Part III, Section F). Prior to the conversion/modernization availability, the ship should submit a list of forms and publications carried on board to NPFC Philadelphia in accordance with instructions contained in the Introduction to NAVSUP P-2002, with a request that the NSA be advised of the desired disposition. The ship, upon arrival at the conversion/modernization shipyard, will turn over to the NSA forms and publications for appropriate disposition.

4.5.3 General use consumables list (COSAL Part III, Section E). When scheduled for conversion/modernization, the ship should terminate requisitioning actions for this material insofar as practicable. The TYCOM will provide disposition instructions for GUCL material.

4.5.4 Library books. Library books must be turned into NSC Norfolk or NSC Oakland, as appropriate, prior to the ship reporting to the conversion/modernization shipyard.

4.5.5 Medical-dental consumables and noninstalled medical-dental material. This material will be retained or disposed of in accordance with current BUMEDINST 6820.4.

4.5.6 Nuclear Weapons COSAL segment. This material must be off-loaded from the ship prior to arrival at the conversion/modernization shipyard and turned into the appropriate NWSA (Norfolk/Oakland) for credit to the appropriate Outfit Supply Allotment.

4.5.7 Oceanographic allowance. Prior to the conversion/modernization availability, the ship will furnish a list of all oceanographic material on board to the Defense Mapping Agency Hydrographic Center with a request that the NSA be advised of the desired disposition. The ship, upon arrival at the conversion/modernization shipyard, will turn over to the NSA the oceanographic material for appropriate disposition.

4.5.8 Operating space items. Certain OSIs are omitted from the ship's COSAL or, where noted, are listed without quantities for information only. For example:

- (a) Installed items which require no repair parts or foreseeable need of replacement (e.g., bulletin boards, ready room chairs).
- (b) Fabricated items or those assembled locally (e.g., canvas, lifting gear, rigging).
- (c) Portable items commercially available for fitting out the ship and replacement (e.g., door mats, shower curtains, footstools).

4.5.8.1 The determination as to what action will be taken for these items must necessarily be at the SHAPM level. Whether or not the installed items will be removed from the ship will, of course, be dependent upon the

DOD-HDBK-269(SH)  
31 March 1982

impact of the conversion/modernization on the installation area. The disposal of all fabricated (i.e., furniture covers, canvas covers), and commercially acquired (i.e., shower curtains, floormats) items that are concerned with habitability and the replacement of same is encouraged. Particular emphasis should be placed on determining whether selected items that might further deteriorate during the availability to the extent as to not be desirable for placing back aboard the ship (i.e., hose, safety nets) be disposed of as soon as the ship arrives at the contractor's premises.

4.5.9 Recreation material. This material is the property of the ship's force and will be disposed of as desired by the Commanding Officer, prior to the conversion/modernization availability.

4.5.10 Resale clothing and ship's store stock. This material will be turned-in in accordance with NAVSUP P-487.

4.5.11 Subsistence. This material will be turned-in in accordance with NAVSUP P-486, or as the TYCOM may direct.

4.5.12 TYCOM actions. Where time and circumstances permit for ships scheduled for conversion/modernization, TYCOMs are encouraged to arrange a special availability at the Naval Shipyard or NSC nearest to the conversion/modernization shipyard, just prior to start of conversion. This action will permit the efficient off-loading of all the ship's allowance of operating space items, other than those determined by the SHAPM and the contractor as being required to remain on board during the conversion/modernization period.

4.5.13 NAVSEA actions. Where conditions do not conform to those postulated in 4.5 above, NAVSEA will disseminate an Outfit Supply Activity assignment letter to all concerned detailing the special procedures involved. An example is the possible use of Supply Operations Assistance Program (SOAP) procedures for ships that remain in a commissioned state during a conversion/modernization availability.

4.6 Related areas of significance to all programs. During the fitting out period, there are certain events and actions that are not directly related to fitting out but are of general or specific interest to persons involved in the fitting out process. Information relative to such events and actions is outlined in 4.6.1 through 4.6.4.

4.6.1 Automotive vehicle and construction equipment for use by crew.

- (a) Vehicle service pools. Vehicular support for ships and afloat commands will be provided from the vehicle service pools. The vehicle service pools, by furnishing Civil Engineering Support Equipment (CESE) assets to ships and afloat commands, will eliminate the need for carrying vehicles on board. The only CESE assets carried on board

DOD-HDBK-269(SH)  
31 March 1982

will be emergency and specialized equipment, e.g., crash trucks, crash cranes, etc. The following are addresses for the Atlantic and Pacific Naval Facilities Engineering Commands:

Commander, Atlantic Division  
Naval Facilities Engineering Command  
Norfolk, VA 23511

Commander, Pacific Division  
Naval Facilities Engineering Command  
Pearl Harbor, HI 96860

(b) Shipyard vehicle support.

- (1) New construction, major conversion, and modernization. Ships under construction should obtain vehicle support from the local activity pool. If pool assets have been depleted, ships should obtain support from GSA or a commercial source.
- (2) Naval shipyards. The vehicle service pool will support all ships. If additional vehicles are required, the activity class "C" pool will provide support within existing assets.

(c) Vehicle rental/charter. In the absence of vehicle service pools, other Navy facilities or another service, GSA vehicles will be used where available in preference to commercial vehicles. Where commercial vehicle/charter, or other commercial transportation services are required, the PSO should contact the NSA/FOA for preparation of appropriate purchase documentation.

4.6.2 Fuels. The PCO is responsible for acquiring the ship's fuels. The determination of requirements for bunker fuel is the responsibility of the engineering officer who will advise the PCO of the quantity required and the time that delivery is desired. The NSA is responsible for determining the amount of bunker fuel left on board by the contractor after delivery of the ship to the Government. The NSA is also responsible for ensuring that the contractor is reimbursed for the fuel. Packaged petroleum products are included in the COSAL, Section III E.

4.6.3 Ship's store stock. The PCO is responsible for determining the requirements and acquiring ship's store stock. He will be guided by the Ship's Store Afloat Requisitioning Load List and Shopping Guide prepared by Navy Ship's Store Office and will be assisted by FOSAT.

4.6.4 Subsistence. The PCO is responsible for determining the requirements for and acquiring subsistence items. Requisitions for subsistence requirements will be submitted to the nearest subsistence stock point. Assistance will be given by FOSAT.

DOD-HDBK-269(SH)  
31 March 1982

## 5. DETAILED REQUIREMENTS - NAVAL SHIPYARDS PERFORMING THE INDUSTRIAL, EFFORT RELATIVE TO NEW CONSTRUCTION/MAJOR CONVERSION/MODERNIZATION

5.1 MIL-STD-1339. When a Naval Shipyard is performing the industrial effort normally assigned to a private shipbuilder MIL-STD-1339 will be included in this handbook to identify the additional responsibilities associated with that effort.

## 6. DETAILED POLICY AND GUIDANCE - NAVAL AND PRIVATE SHIPYARDS

6.1 Introduction. The fitting out process performed in accordance with MIL-STD-1339 requires interaction between the contractor and Government. This interaction is necessary to assure that the contractor is provided government information required to perform the contractor's assigned responsibilities and that the NSA has visibility of the contractor's procedures in carrying out its management responsibilities. This section specifies detailed policy and guidance for Government activities having responsibilities related to the fitting out process, regardless of whether the fitting out function is performed at Naval or Private shipyards. The policy and guidance contained herein is equally applicable to new construction, major conversion, and modernization programs under the control of NAVSEASYS COM.

6.2 Storeroom items. The procedures in 6.2.1 through 6.2.8.3 relate specifically and only to those defined storeroom item allowances as they appear in:

- (a) A Coordinated Shipboard Allowance List, Part III, Section A, Stock Number Sequence List, prepared by the Program Support Inventory Control Point.
- (b) An Integrated Allowance Document, Part III, Section A, Stock Number Sequence List, prepared by a Naval Supervisor of Shipbuilding or shipbuilding contractor. During modernization/conversion efforts, the defined storeroom item allowances are subject to adjustment by the Naval Supervising Activity, under specific authority delegated by the Program Manager, to fill allowances of support material for on board equipment not affected by the conversion/modernization commensurate with available SCN funds.

### 6.2.1 Storeroom items defined:

- (a) Allowed on board spares and repair parts in support of hull, mechanical, electrical, ordnance, and electronics equipments/components in a ship.
- (b) Backup quantities of nonequipment related consumables, and
- (c) Backup quantities of "I" cognizance forms.

See 6.4.8 and 6.4.9 for specific procedures relative to materials identified in 6.2.1(b) and 6.2.1(c).

DOD-HDBK-269(SH)  
31 March 1982

6.2.2 COSAL schedules. COSAL schedules are established during the Preprovisioning Guidance Conference or FOMIS Requirements Statement Conference.

6.2.3 ISNSL schedules. ISNSL schedules are established during the Preprovisioning Guidance Conference or FOMIS Requirements Statement Conference.

6.2.4 Excluded materials. Storeroom item allowances, aids, and material in support of aircraft, aircraft equipment, and avionics shop equipment are provided separately in accordance with instructions issued by the Naval Air Systems Command (NAVAIR) for each ship.

6.2.5 Government-furnished (GF)-SRI. This section relates to the Government's responsibilities with respect to hull, mechanical, electrical, ordnance, and electronics storeroom items included in a ship's defined allowance as that allowance is constructed, and includes all items listed therein not otherwise being provided by the contractor, whether the requirements be in range or depth. The Government is responsible for ordering, funding, expediting, and follow-up for GF storeroom items. Responsibility for receipt and inspection is specified in MIL-STD-1339. GF requirements are identified in ISNSLs published periodically during the industrial period, or in AAPs prepared and released by the contractor or NSA, as appropriate. Upon receipt of an ISNSL, the NSA will relate the NAVSUP Form 1109 supply aids for AS REQUIRED, SELECT and FABRICATE items to their respective APLs, and in conjunction with the ship's force, make item selection and quantitative decisions immediately for each aid. Each requirement identified by a NICN will have a DD Form 1348-6 attached, when submitted to the OSA. FABRICATE items will have a NAVSUP Form 1109 prepared for each item selected. In any instance where item identification may be in question, the NSA will support the requirement by attachment of a DD Form 1348-6. No later than 30 calendar days after receipt of an ISNSL, the NSA will forward all hull, mechanical, electrical, ordnance, and electronics supply aids for GF items to the OSA. Supply aids will be submitted to the OSA in accordance with the User Guide for COSAL Requisitioning and Status Procedures (CRASP). Further, the NSA will provide the contractor NAVSUP Form 1109s relative to the AS REQUIRED, SELECT and FABRICATE items to be used by the contractor to update the allowance field in the BAF-SRI. These cards should be submitted to the contractor in two batches labeled "Adds" and "Deletes" with directions to update the BAF-SRI accordingly.

6.2.5.1 Ordering and funding. The Outfit Supply Activity is responsible for ordering and funding, as a charge against the Outfit Supply allotment, all GF hull, mechanical, electrical, ordnance, and electronics storeroom items submitted by the NSA. The OSA will process the GF requirements in accordance with the CRASP Processing Request covering transmittal of the requirements. Requirements will be ordered for delivery to the ship at the shipbuilding site where they will be received and inspected for

DOD-HDBK-269(SH)  
31 March 1982

damage or shortage by the contractor. The NSA will provide the contractor one deck of Material Monitor Cards for each group of GF requirements processed by the OSA. The contractor will use these cards to update the on-order field of the BAF-SRI. (See MIL-STD-1339 for files and records.)

#### 6.2.5.2 Expediting and follow-up.

- (a) The NSA is responsible for expediting all government-responsible storeroom items until the ship departs from the shipbuilding/conversion site. That effort must be such as to achieve a maximum percentage of on board material prior to delivery. For these reasons, the NSA must be cognizant of all status and material addressed to the ship until the ship departs from the shipbuilding site. For all shortages, meaningful supply system status as defined in NAVSUP P-437 will be developed so that the ship's Supply Officer need provide a minimal effort in controlling and expediting those shortages after the ship departs from the shipbuilding site.
- (b) The OSA is directed to use a media and status code that will provide 100 percent supply status to the requisitioner (the ship) by mail. Since both status and material are being delivered directly to the ship, the ship's C.O. will assume the responsibility for expediting and following up on all Government-responsible storeroom item shortages when the ship departs from the shipbuilding site. The ship's C.O. may request and obtain expediting and follow-up assistance from the NSA.

#### 6.2.6 Allowance Appendix Pages (AAPs)-SRI.

- (a) After the Load COSAL allowance input cut-off date (normally COSAL publication date minus 45 days), the NSA (or contractor, when appropriate) will prepare an allowance appendix page as an interim support document for each equipment/component installed in the ship for which allowance input has not been previously made. Additionally, upon receipt of the Load COSAL, the NSA (or contractor when appropriate) will prepare an allowance appendix page for the following equipments/components:
  - (1) Any item included in the NSA retained record of allowance input which does not appear in the Load COSAL Summary of Effective Allowance Parts/Equipage Lists (SOEAPL).
  - (2) Equipments appearing in the Load COSAL Index, but not in the SOEAPL (the ICP normally identifies these equipments by separate enclosure to the Load COSAL forwarding letter). Each AAP shall be prepared in accordance with specifications in the applicable Provisioning Requirements Statement (PRS) and attachments thereto.



DOD-HDRK-269(SH)

31 March 1982

- (b) The NSA/contractor will indicate the appropriate acquisition responsibility symbol (CF or GF) beside each storeroom item allowed and will initiate requisitioning/acquisition action, as required. Additionally, the NSA will ensure that a NAVSUP Form 1109 card is generated for each storeroom item allowed, and that the contractor updates the allowance field of the BAF-SRI to reflect these AAP requirements. The NAVSUP Form 1109s will contain an adjustment quantity (see 6.2.6.1).

6.2.6.1 Adjustment of allowance quantities. To order 100 percent line item range and depth for all AAPs without considering existing repair parts allowances results in an unnecessary expenditure of SCN funds, and normally creates excess stock aboard ship. Therefore, the AAP computations, the quantity to be ordered and the adjustment required to the allowance quantity field of the BAF-SRI will be the positive difference between the AAP quantity and the currently recorded allowance quantity in the BAF-SRI. Where AAP quantity is equal to or less than BAF-SRI allowance quantity, no acquisition action is necessary. PMS requirements identified in AAPs will be additive to BAF-SRI quantities.

6.2.6.2 Ordering and funding. The Outfit Supply Activity is responsible for ordering and funding, as a charge against the Outfit Supply allotment, all AAP items submitted by the NSA. The OSA will process the GF requirements in accordance with the CRASP Processing Request covering transmittal of the requirements. Requirements will be ordered for delivery to the ship at the contractor's facility where they will be received and inspected for damage or shortage by the contractor. The NSA will provide the contractor one deck of Material Monitor Cards for each group of GF requirements processed by the OSA. The contractor will use these cards to update the on-order field of the BAF-SRI.

6.2.6.3 Expediting and follow-up. Expediting and follow-up procedures will be the same as those indicated in 6.2.5.2.

6.2.7 Shortage lists-SRI. The NSA will provide shortage listings for GF hull, mechanical, electrical, electronics and ordnance storeroom item support as follows:

- (a) Preliminary shortage list for presentation to the PCO as advance information at the time of Preliminary Acceptance Trials minus one month (PAT-1).
- (b) Official shortage list for presentation to the Board of Inspection and Survey at the Preliminary Acceptance Trials.
- (c) Official critical item shortage list for presentation to the Board of Inspection and Survey at the Preliminary Acceptance Trials.
- (d) Departure shortage list for presentation to the C.O. when the ship departs from the construction, conversion, or modernization site.

DOD-HDBK-269(SH)

31 March 1982

- (e) Departure critical item shortage list for presentation to the C.O. when the ship departs from the construction, conversion, or modernization site.

6.2.7.1 Format. Shortage listings will be in the format available from the CRASP system which has as a minimum the following elements:

- (a) Cognizance symbol.
- (b) NSN/part number.
- (c) Nomenclature (6 spaces maximum).
- (d) Unit of issue.
- (e) APL number.
- (f) Allowance quantity.
- (g) Shortage quantity.
- (h) Critical item designation code.
- (i) NAVSUP Form 1348 document number(s).
- (j) Quantity ordered per requisition.
- (k) Requisition priority.
- (l) Requisition status code.

6.2.7.2 Critical storeroom shortages. The designation of shortages of shipboard allowance items as critical is required so that requisition priorities may be upgraded to ensure that designated material is available when needed. In the past, misinterpretation of what constitutes a critical shortage has resulted in more items being designated than necessary. As a result, the availability of these items to operating ships has been adversely impacted. Accordingly, critical shortages will be limited to that material which would prohibit the ship from assuring the safety of its crew. More specifically, for storeroom items, only those NSNs with an S-Derivation code appearing in Part III A of the IAD will be designated as critical items.

6.2.8 Location numbering system. The following location numbering systems will generally be suitable for ships undergoing construction, conversion, or major modernization, and are provided as a guide for the Naval Supervising Activity, when approving systems proposed by the contractor. Mechanized ships use a six-digit system and nonmechanized ships use a five digit location system.

6.2.8.1 Mechanized ships. The following system is recommended for usage aboard mechanized ships:

#### STOWAGE NUMBER

016724

First two digits identify storeroom. Numbers are preferred although alpha characters may be used. Do not use alpha character "C", "I", "O", "Q", "P", or "S" in the first digit to identify a storeroom.



DOD-HDBK-269(SH)  
31 March 1982

# STOWAGE NUMBER

- 016724      Digits three through five identify stowage unit within storeroom. Use these three digits for bulk stowage, racks, bins, shelves, and A/B drawers. If the aids exceed 999, use an alpha character in the third digit.
- 016724      For MDS cabinets, use the third and fourth digit to identify the cabinet. If the number of cabinets in a storeroom exceed 99, use an alpha character in the third digit.
- 016724      For MDS cabinets, the fifth position identifies the drawer. The number of drawers per cabinet should not exceed nine; however, if through oversight this happens, an alpha character may be used in the fifth position. Note that this is basically the same procedure as for the other stowage aids; positions three through five identify a stowage unit - the MDS drawer.
- 016724      For MDS cabinets, the sixth position identifies the row (front to back of cabinet drawer). A breakdown beyond the row designation is not desirable since it will restrict reconfiguration of drawer which may be required upon receipt of additional material. For other stowage aids, the sixth position will not be required and should be left blank. The sixth position must be blank or numeric. The computer will reject an alpha character in this position.

6.2.8.2 Ship's using 1114m Stock Record Cards. The following stowage location system is recommended for nonmechanized ships:

# STOWAGE NUMBER

- 16724      First digit identifies storeroom. Numbers are preferred, although alpha characters may be used. Do not use alpha characters "C", "I", "O", "Q", "P", or "S" to identify a storeroom.
- 16724      Digits two through five identify stowage units within storeroom. Use these four digits for bulk stowage, racks, bins, shelves, and A/B drawers.

DOD-HDBK-269(SH)  
31 March 1982

STOWAGE NUMBER

16724

For MDS cabinets, use the second and third digit to identify the cabinet. If the number of cabinets in a storeroom exceed 99, use an alpha character in the second digit.

16724

For MDS cabinets, the fourth position identifies the drawer. The number of drawers per cabinet should not exceed nine; however, if through oversight this happens, an alpha character may be used in the fourth position.

16724

For MDS cabinets, the fifth position identifies the row (front to back of cabinet drawer) within the drawer. A breakdown beyond the row designation (i.e., compartment within the MDS drawer) is not desired since it will restrict reconfiguration of drawer which may be required upon receipt of additional material.

6.2.8.3 Special Storage Items. Some items due to their weight and size must be stowed at point of intended use or outside a designated storeroom. Recommend using the following locator system:

STOWAGE NUMBER

SA102

The first digit shall be an alpha character S, P, or C to designate special stowage location and relative position to centerline of ship:

S = Starboard  
P = Port  
C = Centerline

SA102

Second digit will indicate deck level. For areas above main deck, use letters (i.e., A = 01, B = 02).

SA102

Last three digits will indicate the frame number where the material is located. Note the sixth position for mechanized ships is not used and is therefore left blank.

DOD-HDEK-269(SH)  
31 March 1982

6.3 Operating space items. Procedures in 6.3.1 through 6.3.3.2 relate specifically and only to those defined operating space item allowances as they appear in:

- (a) The Coordinated Shipboard Allowance List, Part III, Section B for hull, mechanical, electrical, ordnance, and electronics areas of support.
- (b) Allowance Equipage Lists and Allowance Appendix Pages prepared by the NSA (or contractor when appropriate) for the hull, mechanical, electrical, ordnance, and electronics areas of support.
- (c) An Integrated Allowance Document, Part III, Section B, Stock Number Sequence List prepared by a Naval Supervisor of Shipbuilding or shipbuilding contractor.

In addition to the defined allowances listed above, a Special Clothing Allowance is determined by the applicable type commander and forwarded to the NSA. On receipt of the same, the NSA will develop an allowance equipage list to support the allowance. The requirement is thereafter handled as part of the hull, mechanical, and electrical operating space item allowance.

6.3.1 Government-furnished (GF)-OSI. This section relates to the Government's responsibilities with respect to hull, mechanical, electrical, ordnance, and electronics operating space items included in a ship's defined allowance as that allowance is constructed, and includes all items listed therein not otherwise being provided by the contractor, whether the requirements be in range or depth. The Government is responsible for ordering, funding, expediting, and follow-up for GF OSI. GF requirements are identified in ISNSLs published periodically during the industrial period, or in AAPs prepared and released by the contractor or NSA, as appropriate. Upon receipt of an ISNSL the NSA will relate the NAVSUP Form 1109 supply aids for AS REQUIRED, SELECT, and FABRICATE items to their respective APLs and in conjunction with ship's force, make item selection and quantitative decisions immediately for each aid. Each requirement identified by a NICN will have a DD Form 1348-6 attached when submitted to the OSA. SELECT and FABRICATE items will have a NAVSUP Form 1109 prepared for each item selected. In any instance where item identification may be in question, the NSA will support the requirement by attachment of a DD Form 1348-6. No later than 30 calendar days after receipt of an ISNSL, the NSA will forward all hull, mechanical, electrical, ordnance and electronics supply aids for GF OSI items to the OSA. Supply aids will be submitted to the OSA in accordance with the User Guide for COSAL Requisitioning and Status Procedures (CRASP). Further, the NSA will provide the contractor NAVSUP Form 1109s relative to the AS REQUIRED, SELECT, and FABRICATE items to be used by the contractor to update the allowance field in the BAF-OSI. These cards should be submitted to the contractor in two batches labeled "Adds" and "Deletes", with directions to update the BAF-OSI accordingly.

6.3.1.1 Ordering and funding. The Outfit Supply Activity is responsible for ordering and funding, as a charge against the Outfit Supply allotment, all GF hull, mechanical, electrical, ordnance and electronics

DOD-HDBK-269(SH)  
31 March 1982

operating space items submitted by the NSA. The OSA will process the GF requirements in accordance with the CRASP Processing Request covering transmittal of the requirements. Requirements will be ordered for delivery to the ship at the shipbuilding site where they will be received and inspected for damage or shortage by the contractor. The NSA will provide the contractor one deck of Material Monitor Cards for each group of GF requirements processed by the OSA. The contractor will use these cards to update the on-order field of the BAF-OSI.

#### 6.3.1.2 Expediting and follow-up.

- (a) The NSA is responsible for expediting all Government-responsible OSI until the ship departs from the shipbuilding/conversion site. That effort must be such as to achieve a maximum percentage of on board material prior to delivery. For these reasons, the NSA must be cognizant of all status and material addressed to the ship until the ship departs from the shipbuilding site. For all shortages, meaningful supply system status as defined in NAVSUP P-437 will be developed so that the ship's Supply Officer need provide a minimal effort in controlling and expediting those shortages after the ship departs from the shipbuilding site.
- (b) The OSA is directed to use a media and status code that will provide 100 percent supply status to the requisitioner (the ship) by mail. Since both status and material are being delivered directly to the ship, the Ship's C.O. will assume the responsibility for expediting and following up of all Government-responsible item shortages when the ship departs from the shipbuilding site. The ship's Commanding Officer may request and obtain expediting and follow-up assistance from the NSA.

6.3.2 Allowance Appendix Pages (AAP)-OSI. The review and development actions for OSI AAPs are the same as specified for SRI AAPs in 6.2.6, except that OSI AAP quantities are additive to currently identified allowance quantities in the BAF-OSI. Upon development of an OSI AAP, the NSA/contractor will indicate the appropriate acquisition responsibility symbol (CF or GF) beside each OSI item allowed and will initiate requisitioning/acquisition action, as required. Additionally, the NSA will ensure that a NAVSUP Form 1109 card is generated for each OSI item allowed and that all NAVSUP Form 1109s are provided to the contractor to update the BAF-OSI allowance field to reflect these AAP requirements.

6.3.3 Shortage lists - OSI. The NSA will provide shortage listings for GF hull, mechanical, electrical, electronics, and ordnance operating space item support only as follows:

- (a) Preliminary shortage list for presentation to the PCO as advance information at the time of Preliminary Acceptance Trials minus one month (PAT-1).

DOD-HDBK-269(SH)

31 March 1982

- (b) Official shortage list for presentation to the Board of Inspection and Survey at the Preliminary Acceptance Trials.
- (c) Official critical item shortage list for presentation to the Board of Inspection and Survey at the Preliminary Acceptance Trials.
- (d) Departure shortage list for presentation to the C.O. when the ship departs from the construction, conversion or modernization site.
- (e) Departure critical item shortage list for presentation to the C.O. when the ship departs from the construction, conversion or modernization site.

6.3.3.1 Format. Shortage listings will be in the format available from the CRASP system which has as a minimum the following elements:

- (a) Cognizance symbol.
- (b) NSN/part number.
- (c) Nomenclature (6 spaces maximum).
- (d) Unit of issue.
- (e) AEL number.
- (f) Allowance quantity.
- (g) Shortage quantity.
- (h) Critical item designation code.
- (i) NAVSUP Form 1348 document number(s).
- (j) Quantity ordered per requisition.
- (k) Requisition priority.
- (l) Requisition status code.

6.3.3.2 Critical OSI shortages. The designation of Operating Space Items (OSI) shortages as critical is required so that requisition priorities may be upgraded to ensure that designated material is available when needed. In the past, misinterpretation of what constitutes a critical shortage has resulted in more items being designated than necessary. As a result, the availability of these items to operating ships has been adversely impacted. Accordingly, critical shortages will be limited to the following material:

- (a) Maintenance Assistance Modules (MAMs) (Identified with an Allowance Note Code (ANC)).
- (b) Damage control items.
- (c) Personnel safety items.
- (d) Life saving apparatus.
- (e) Navigation equipment.
- (f) Tools and test equipment required for maintenance of the following:
  - (1) Propulsion.
  - (2) Navigation.
  - (3) Ship's control (anchor windless).

DOD-HDBK-269(SH)  
31 March 1982

6.4 Other significant allowance documents. The procedures in 6.4.1 through 6.4.9 relate specifically and only to those defined allowances of materials as they are presented in:

- (a) The Ship Type Electronics Plan (STEP) and the Ships Portable Electrical/Electronic Test Equipment Requirement List (SPETERL).
- (b) The Visual Landing Aids, Meteorological, and Photographic Allowances as prepared by the Aviation Supply Office.
- (c) The Authorized Medical Allowance List (AMAL) and Authorized Dental Allowance List (ADAL) as prepared by the Naval Medical Material Support Command (NAVMEDMATSUPCOM).
- (d) The Allowance of Maps, Charts, and Publications as prepared by the Defense Mapping Agency Hydrographic Center.
- (e) The Coordinated Shipboard Allowance List of Nuclear Weapons as applicable.
- (f) The Library Book Allowance as prepared by the Naval Education and Training Command (CNET).
- (g) The General Use Consumables List (COSAL Part III, Section E).
- (h) Forms and Publications (COSAL Part III, Section F).

6.4.1 Ship type electronics plan (STEP). This section relates to the ship's allowance for portable and mobile electronic equipments.

6.4.1.1 Expediting and follow-up. The NSA will expedite and follow-up (through PARMS, when appropriate) all outstanding requisitions for STEP items in order to provide the highest percentage of material for turnover to the ship. Meaningful and complete supply status will be developed such that the ship's Supply Officer need provide minimal effort in controlling and expediting those shortages after the ship departs the shipbuilding/conversion site.

6.4.1.2 Shortage lists. The NSA will provide shortage lists for STEP items.

6.4.2 Ships portable electrical/electronic test equipment requirements list (SPETERL).

6.4.2.1 Ordering and funding.

- (a) 2Z cognizance material. Cognizance 2Z requirements are ordered by the project managers (PARMs), in accordance with the ships project directive (SPD) and free-flows to the shipbuilding/conversion site.
- (b) Other (multiple) cognizance material. The NSA will prepare a NAVSUP Form 1109 for each SPETERL requirement other than 2Z cognizance items. These requirements cards will be submitted to the OSA under cover of a CRASP Processing request.

DOD-HDBK-269(SH)

31 March 1982

- (c) The OSA will order and fund the requirements as a charge to the Outfitting Supply Allotment and provide the NSA supply aids as requested in the CRASP Processing Request. The NSA will provide the contractor one deck of CRASP Material Monitor cards for updating the on order field of the BAF-OSI.

6.4.2.2 Expediting and follow-up. The NSA will expedite and follow-up all outstanding requisitions for SPETERL items in order to provide the highest percentage of material for turnover to the ship. Meaningful and complete supply status will be developed such that the ship's Supply Officer need provide a minimal effort in controlling and expediting those shortages after the ship departs the shipbuilding/conversion site.

6.4.2.3 Shortage lists. The NSA will provide shortage lists for SPETERL items.

6.4.3 Visual landing aid, meteorological, and photographic support. When directed by the Naval Air Systems Command, but not later than EDD-5, the Aviation Supply Office will forward an allowance list of visual landing aid (VLA), meteorological (MET), and photographic (PHOTO) operating space items to the NSA. After review with the PCO, the NSA will forward NAVSUP Form 1109 cards for the requirements to the OSA under cover of a CRASP Processing Request.

6.4.3.1 Ordering and funding.

- (a) The OSA will order and fund as a charge to the Outfit Supply Allotment, all of the VLA-MET-PHOTO requirements received from the NSA.
- (b) The OSA will provide to the NSA those output requirements identified in the CRASP Processing request. The NSA will provide the contractor one deck of CRASP Material Monitor cards representing material requisitioned.
- (c) All "R" cognizance requisitions will be forwarded to ASO for approval as necessary and subsequent referral action.

6.4.3.2 Expediting and follow-up. The NSA is responsible for expediting all material ordered prior to completion of fitting out until it has been delivered, regardless of the ship having departed from the Fitting Out Activity.

6.4.3.3 Shortage lists. The NSA will provide shortage lists for VLA/MET/PHOTO items.

6.4.4 Medical and dental allowance. Medical/Dental allowances of material will be documented on an authorized AMAL/ADAL provided by the Naval Medical Material Support Command, Philadelphia, PA.



DOD-HDBK-269(SH)

31 March 1982

6.4.4.1 Ordering and funding. NAVSEA will provide Ships Construction, Navy funds to NAVMEDMATSUPCOM for automatic requisitioning of medical material. Two copies of a mechanized listing of the requisitions/purchase documents will be forwarded, one to the NSA and one to the contractor. Shipping data will be included.

6.4.4.2 Expediting and follow-up.

- (a) NAVMEDMATSUPCOM is responsible for expediting all installed Medical/Dental Material requirements until they have all been delivered.
- (b) The ship's Senior Medical/Dental Department Representative is responsible for expediting all noninstalled medical/dental material requirements until they have all been delivered.

6.4.5 Oceanographic allowance. When notified by CNO, the Defense Mapping Agency Hydrographic Center will develop an allowance list of maps, charts, and navigation publications for each ship.

6.4.5.1 Ordering and funding. The Defense Mapping Agency Hydrographic Center will deliver copies of the allowance list to its appropriate stock points together with instructions to ship material to the contractor's facilities.

6.4.5.2 Expediting and follow-up. Should expediting action be required, the PCO will communicate directly with the Defense Mapping Agency Hydrographic Center.

6.4.6 Library books. CNET will develop and furnish to NSC NORVA an allowance list of library books for all new construction/conversion/modernization ships.

6.4.6.1 Ordering and funding.

- (a) NSC NORVA will order and fund, as a charge to the Outfit Supply Allotment, all of the library books in the CNET allowance with instructions to ship the books to the contractor's facilities.
- (b) NSC NORVA will obtain funding data from the OSA.

6.4.7 Nuclear weapons COSAL segment. A Nuclear Weapons COSAL Segment is prepared by SPCC based on configuration information provided by NAVSEA for ships assigned a nuclear weapons capability. This COSAL provides support for war reserve weapons, training weapons, components, test equipments, handling equipments, tools and consumables in support of the authorized program.

6.4.7.1 Funding. The Nuclear Weapons Supply Activity will obtain funding data from the OSA.



DOD-HDBK-269(SH)  
31 March 1982

#### 6.4.7.2 Ordering-receipt and inspection-expediting and follow-up.

The Nuclear Weapons COSAL Segment development and fitting out will be based on the first day of the Nuclear Weapons Operational Quarter of the ship. All material will be issued from the Nuclear Weapons Supply Activity (NWSA), NSCs NORFOLK or OAKLAND, as a charge against the Outfit Supply Allotment without action on the part of any other command. The material will be delivered to the PCO together with status cards for deficiencies. The PCO will expedite all shortages as necessary.

#### 6.4.8 General use consumables list (GUCL).

- (a) The COSAL Part III, Section E, hereinafter referred to as the General Use Consumables List (GUCL), is published by the Fleet Material Support Office (FMSO). It includes a recommended ship's allowance of nonequipment related consumables and is designed to provide initial support for a ship's routine maintenance and administrative operations for the endurance periods specified by the Chief of Naval Operations (see appendix A). The allowance list is forwarded to the PCO at the shipbuilding site and to the OSA six months prior to the commissioning date indicated in the NAVSEA Monthly Progress Report.
- (b) When feasible, the PCO is authorized to make range and depth changes to the recommended allowance (see applicable instruction in appendix A) and is encouraged to distribute copies of the GUCL to cognizant ship's department heads for review in that respect.

#### 6.4.8.1 Ordering and funding.

- (a) The NSA will submit GUCL requirements to the OSA in accordance with the User Guide for COSAL Requisitioning and Status Procedures (CRASP). The GUCL requirements shall be transmitted in separate decks for SRI and each OSI application.
- (b) The Outfit Supply Activity is responsible for ordering and funding, as a charge against the Outfit Supply Allotment, all of the GUCL material requirements plus any authorized adjustments.
- (c) The NSA will provide the contractor processing aids for GUCL materials ordered by the OSA for delivery to the contractor's facility.
  - (1) For GUCL material to be stowed in Supply Department storerooms, the contractor will be provided a deck of NAVSUP Forms 1114m supporting the quantities to be stowed in Supply Department storerooms and a deck of CRASP Material Monitor Cards, "E" type.

DOD-HDBK-269(SH)  
31 March 1982

- (2) For GUCL material to be loaded by application (e.g., Department, Division, etc.) a separate set of the following supply aids will be provided for each application. A deck of NAVSUP Forms 1109 identifying the application and a deck of CRASP Material Monitor Cards, "E" type.

6.4.8.2 Expediting and follow-up. The NSA is responsible for expediting GUCL material requirements ordered prior to completion of Fitting Out until they have all been delivered.

6.4.8.3 Requirements during the construction/conversion period.

- (a) The PCO will have consumable material requirements to support the nucleus crew during the construction period. Those requirements will not be satisfied from the initial allowance established in the GUCL, but rather, will be ordered upon the request of the PCO via the NSA. The OSA will order and fund all of the requirements, as a charge to the Outfit Supply Allotment, for delivery to the ship at the shipbuilding site. Media and status code "C" will be used to provide 100 percent supply status to the ship so that the ship can follow up on material shortages. A due-in deck will be forwarded to the PCO.
- (b) Each OSA, as sufficient experience is developed, will prepare a tailored allowance for such material by ship type, and release the requirements when directed by the PCO via the NSA. Thereafter, the PCO, via the NSA, will advise the OSA of his additional requirements on a line item basis.
- (c) For consumable material requirements to support elements of the nucleus crew training at activities dislocated from the contractor's facilities, the PCO will request, via the NSA, that the OSA place a sub-allotment at the training activity to support those requirements. Funding will be limited to that amount approved by the SHAPM.
- (d) The PCO will submit any requests for printing on DD Form 282 or NAVEXOS-4177, Printing Requisition, to the OSA via the NSA with a sample of each form required attached thereto.

6.4.8.4 Shortage list. The NSA is responsible for preparing a shortage list for all GUCL items for presentation to the ship's C.O. when the ship departs from the contractor's facilities.

6.4.9 Forms and publications (COSAL Part III, Section F). Part III, Section F, of the COSAL will be provided by NPFC Philadelphia upon request from either the FOSAT, FIT, or an authenticating source such as the PCO or the OSA.

DOD-HDBK-269(SH)  
31 March 1982

6.4.9.1 Ordering and funding.

(a) Publications.

- (1) NPFC Philadelphia will be responsible for "pushing" all "I" cognizance publications in the allowance list to the contractor's facilities. NPFC Philadelphia will also provide the PCO and NSA with a status listing indicating supply actions taken on the publications segment of the allowance list.

(b) Forms.

- (1) The OSA is responsible for funding as a charge against the Outfit Supply Allotment the forms segment of the COSAL III F Allowance List. The OSA will be provided a copy of the Initial Outfitting List and an obligation/commitment deck of EAM cards. The cards will contain the necessary information from the original deck of 1348m's, held at NPFC, and are to be used for obligation/commitment purposes.
- (2) The PCO will be provided a computer-produced supply status listing, indicating action taken on the forms segment of the initial outfitting. The outfitting consignee will also receive a computer-produced listing which will cite, by line item, the consignor, stock number, form, form title, unit of issue, quantity and numerically-sequenced document number of the NPFC Philadelphia supply directives initiated to provide this outfitting. As part of this initial package, a deck of prefilled NAVSUP Forms 1114(1c) or NAVSUP Forms 801 will be forwarded for Storeroom forms in accordance with NAVSUP P-437 (MILSTRIP), except the quantity, cc 18-23, will be omitted. DD Forms 1348m will not be provided as a supply aid since the initial outfitting will be "pushed" to the ship.

6.4.9.2 Expediting and follow-up. The NSA is responsible for expediting all "I" cognizance forms and publications until they have all been delivered.

6.4.9.3 Shortage lists. The NSA is responsible for preparing a shortage list of all forms and publications for presentation to the ship's C.O. when the ship departs from the contractor's facility.

DOD-HDBK-269(SH)

31 March 1982

6.4.9.4 Non "I" cognizance forms and publications. An initial distribution of non "I" cognizance forms and publications will automatically be provided to the ship by the U.S. Naval Station, Washington, DC, as the ship is added to the Standard Navy Distribution List (SNDL). FOSAT initiates the action to have ships placed on the SNDL.

Preparing activity:

Navy - SH

(Project 1990-N040)

DOD-HDBK-269(SH)  
31 March 1982

## APPENDIX

### COMMONLY USED INFORMATIONAL AND GUIDANCE DOCUMENTS

#### 10. SCOPE

10.1 Scope. This appendix identifies commonly used informational and guidance documents generally applicable to the fitting out of US Naval ships undergoing construction/conversion or modernization.

10.2 Purpose. The documents listed in this appendix provide information concerning key programs, policies, procedures and assigned responsibilities for developing allowances and identifying requirements for equipments intended to support US Naval ships. While the fitting out of US Naval ships undergoing construction/conversion or modernization is mandatory, the instructions listed in this appendix are provided for information only and are not a mandatory part of this handbook.

#### 20. DOCUMENT LISTING

##### 20.1 DOD Instruction.

4140.42 - Determination of Initial Requirements for Secondary Item, Spare and Repair Parts.

##### 20.2 OPNAV Instructions.

4441.12 - Supply Support of the Operating Forces.

4423.2 - Aeronautical Material Outfitting for Ships and Aircraft Squadrons of the Navy.

4700.8 - Acceptance, Commissioning, Fitting Out, and Shakedown of US Naval Vessels Undergoing Construction/Conversion/Modernization.

9030.2 - Progress and Procedures Report for US Naval Vessels Undergoing Construction, Conversion, Modernization, Preparation for Transfer, or Fitting Out (Report Symbol OPNAV 9030-1).

##### 20.3 NAVMAT Instructions.

4000.20 - Integrated Logistic Support Planning Policy.

4441.1 - Supply Readiness Objective and Milestones for Newly Constructed, Converted, Modernized, or Reactivated Ships Scheduled for Delivery to the Operating Forces; establishment of.

4441.2 - Technical Overrides (TORs) in Shipboard Allowance List; policy for.

DOD-HDRK-269(SH)  
 APPENDIX  
 31 March 1982

20.4 NAVSEA Instructions.

- 4105.1 - Integrated Logistics Support; policies, responsibilities and planning.
- 4440.7 - Controlling and Reporting 2F, 2I and 2S Cognizance Material by Serial Number (Report Symbol NAVSEA 4440-2).
- 4441.1 - Fleet Logistics Support Improvement Program (FLSIP) Coordinated Shipboard Allowance Lists (COSAL) for Construction, Major Conversion, Modernization, and Overhaul Ships; policies and procedures governing.
- 4441.2 - Shipboard Allowance Change Request (ACR)/Configuration Change Report (CCR); procedures for.
- 4441.3 - Updating the Coordinated Shipboard Allowance List (COSAL) During Overhaul Periods that Encompass a Supply Operations Assistance Program (SOAP) Effort; procedures for.
- 4441.5 - COSAL Requisitioning and Status Procedures (CRASP) Policy.
- 4441.6 - COSAL Preparation and Fitting-Out Procedures for Overhaul of Fleet Ballistic Missile Submarines; promulgation of.
- 4441.7 - Supply Readiness Objectives/Milestones; implementing procedures for.
- 4441.8 - Allowance Lists for Boats and Landing Craft; policies and procedures governing.
- 7301.22 - SCN Appropriations; procedures for financial management of.
- 7303.3 - Financing of Commissioning Ceremony Expenses for Newly Constructed or Converted Ships.
- 7303.7 - Outfit Supply Allotments; accounting and funding for.
- 7323.1 - NAVSEA Coordinated Shipboard Allowance List (COSAL) Funding; policy, procedure and responsibilities for.

20.5 NAVSEA Manual.

- TO213-AA-GYD-010 - User Guide for COSAL Requisitioning and Status Procedures (CRASP).

20.6 NAVSUP Instructions.

- 4441.20 - Fitting Out Guide for Prospective Supply Officers.
- 4441.21 - Supply Operations Assistance Program Manual.

20.7 NAVSUP Publications.

- P-487 - Ships Store Afloat Procedures.
- P-518 - SUADPS End Use Support Procedures.
- P-522 - SUADPS 207 Support Procedures.

DOD-HDBK-269(SH)  
APPENDIX  
31 March 1982

20.8 NAVFAC Instruction.

11240.76 - Automotive Vehicles and Construction Equipment (Civil Engineering Support Equipment) for Ships and Afloat Commands; administration and control of.

20.9 BUMED Instructions.

6700.5D - Activation and Inactivation of Medical and Dental Spaces in Ships and Craft.  
6700.13F - Authorized Medical/Dental Allowance List for U.S. Naval Vessels, Fleet Marine Force . . . of.  
6700.36A - Medical/Dental Maintenance and Repair Manual.  
6820.4L.- Professional Reference Materials and Publications; procurement of.

20.10 SPCC Instructions.

4105.1 - Early Supply Support for New Weapons and Equipments.  
4760.2 - Government Furnished Material for New Construction/Conversion.  
4760.5 - Furnishing On Board Repair Parts required for Support of Mechanical Electrical Equipment purchased by Naval Shipyards during Construction and Major Conversions of Ships; procedures for.  
4760.7 - Furnishing On Board Repair Parts for the Support of the Naval Ship Systems Command Furnished Mechanical/Electrical Equipment During Construction and Major Conversions of Ships; procedures for.

20.11 FMSO Instructions.

4441.9 - COSAL Part III, Section E; policies and procedures for.

20.12 NPFC Instructions.

4441.1 - COSAL Part III, Section F; policies concerning the contents and use of.

**INSTRUCTIONS:** In a continuing effort to make our standardization documents better, the DoD provides this form for use in submitting comments and suggestions for improvements. All users of military standardization documents are invited to provide suggestions. This form may be detached, folded along the lines indicated, taped along the loose edge (*DO NOT STAPLE*), and mailed. In block 5, be as specific as possible about particular problem areas such as wording which required interpretation, was too rigid, restrictive, loose, ambiguous, or was incompatible, and give proposed wording changes which would alleviate the problems. Enter in block 6 any remarks not related to a specific paragraph of the document. If block 7 is filled out, an acknowledgement will be mailed to you within 30 days to let you know that your comments were received and are being considered.

**NOTE:** This form may not be used to request copies of documents, nor to request waivers, deviations, or clarification of specification requirements on current contracts. Comments submitted on this form do not constitute or imply authorization to waive any portion of the referenced document(s) or to amend contractual requirements.

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## STANDARDIZATION DOCUMENT IMPROVEMENT PROPOSAL

(See Instructions - Reverse Side)

1. DOCUMENT NUMBER

2. DOCUMENT TITLE

3a. NAME OF SUBMITTING ORGANIZATION

4. TYPE OF ORGANIZATION (Mark one)

☐ VENDOR☐ USER☐ MANUFACTURER☐ OTHER (Specify): \_\_\_\_\_

b. ADDRESS (Street, City, State, ZIP Code)

## 5. PROBLEM AREAS

a. Paragraph Number and Wording:

b. Recommended Wording:

c. Reason/Rationale for Recommendation:

## 6. REMARKS

7a. NAME OF SUBMITTER (Last, First, MI) - Optional

b. WORK TELEPHONE NUMBER (Include Area Code) - Optional

c. MAILING ADDRESS (Street, City, State, ZIP Code) - Optional

8. DATE OF SUBMISSION (YYMMDD)

(TO DETACH THIS FORM, CUT ALONG THIS LINE.)