COMNAVRESFOR INSTRUCTION 4000.1E

From: Commander, Navy Reserve Force

Subj: NAVY RESERVE LOGISTICS SUPPORT HANDBOOK

Encl: (1) Navy Reserve Logistics Support Handbook

1. Purpose. To provide a consolidated, authoritative source of logistic support procedures for use by Navy Reserve activities. This instruction should not be construed as superseding directives issued by higher authority. This instruction is a complete revision and should be read in its entirety.

2. Cancellation. COMNAVRESFORINST 4000.1D.

3. Format. The contents of this publication are five independent sections. Where applicable, cross-referencing between chapters is provided, but essentially, each section provides complete guidance for the specific topic addressed. References applicable to the specific section are at the beginning of that section. Exhibits applicable to a specific section are placed immediately following the section.

4. Action. Navy Reserve activities will ensure distribution of this publication and compliance by appropriate personnel.

Distribution:
Electronic copy via COMNAVRESFOR Website
https://www.navyreserve.navy.mil
## Record of Changes

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SECTION I - SUPPLY ADMINISTRATION

Ref:  (a) Navy Reserve Homeport
      https://private.navyreserve.navy.mil
(b) NAVSUP P485
(c) OASN (FM&C) Memo of 29 Jan 15
(d) OPNAVINST 5210.20
(e) NAVSUPINST 4200.99B
(f) DOD Directive 5500.7 of 29 Nov 07
(g) SECNAVINST 7320.10A
(h) SECNAV M-5210.1
(i) COMNAVRESFORINST 1342.1B
(j) RESFORTAC Quick Guide Ver 1.1 of 6 Jul 15
(k) Consolidated Card Program Management Division Desk Guide 5.03
(l) DODI 4500.36-R of 11 December 2012
(m) NAVFAC P300
(n) GSA Publication 5-14-00150 of Mar 2014
(o) 31 USC Section 1344
(p) 31 USC Section 1349
(q) Joint Travel Regulation, Vol. 2
(r) OPNAVINST 5100.12J, Navy Traffic Safety Program
(s) OPNAVINST 5102.1D, Navy and Marine Corps Mishap and Safety Investigation, Reporting and Record Keeping

Chapter 1 - Supply Department Functions

1101. Naval Reserve Activities (NRAs) Supply Department personnel shall read and fully understand this publication in its entirety in addition to references (a) through (s). With this knowledge, the keys to the majority of basic supply issues are at your fingertips. Most questions or uncertainties can be answered by this instruction or the references. Many other resources with amplifying guidance can be accessed and reviewed on the Navy Reserve Homeport, N4 logistics site. To access these resources sign in to https://private.navyreserve.navy.mil, select Commander, Navy Reserve Forces Command (COMNAVRESFORCOM), search for N4 Logistics, then select the area of interest. Reference (b), Volume II, Appendix 29 contains information on websites which can also be valuable tools for obtaining logistics data.

   a. Attendance at the Reserve Supply Fiscal Support Course (R-551-0010) is mandatory for all first time Civilian Supply Technicians and Independent Duty LSs within six months of

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reporting. All other Supply Department personnel are highly encouraged to attend the Reserve Supply and Fiscal Support Course.

1102. The Supply Department Head is directly responsible to the Commanding Officer (CO) for the following functions:

a. Supply Administration.

(1) Maintain pertinent publications and directives. Exhibit 1 of this section lists the publications and directives that are required to be maintained for quick reference.

(2) Execute all Supply Department reports per the recurring reports tickler, Exhibit 3.

(3) Maintain a schedule for disposal of Supply Department records and correspondence. All records will be maintained on file for 10 years per reference (c).

(4) Ensure procurement filing system is maintained per Exhibit 4.

(5) Ensure assigned spaces are adequate and clean.

b. Records Management.

(1) Ensure the Total Records and Information Management (TRIM) system is utilized to store and manage all logistics administrative and financial information, physical and electronic, for every stage of its life as required per reference (d).

(2) All Supply Department Representatives shall complete DOR-RM-010 and DOR-TRIM-101 annually via NKO. Retain training certificate in TRIM.

c. Financial Management.

(1) Develop an Annual Financial Management Plan (AFMP) and validate Mid-year review in response to COMNAVRESFORCOM requirements via the chain of command. Requirements normally include the following:
(a) Administration and training
(b) Communications
(c) Personnel support equipment
(d) Training aids and devices (includes audio-visual equipment)
(e) Technical and non-technical equipment
(f) Logistic support equipment
(g) Medical and dental support

(2) Maintain memorandum accounting records and files. As a minimum, these files will include the following:

(a) All official accounting reports and procurement documents filed by type and cumulative sequence within the fiscal year (FY), after posting to the accounting system.

(b) Weekly Status of Funds and Document Status Log (DSL) reports submitted to CO for review and signature and maintained on file.

c. Procurement.

(1) Obtain a thorough knowledge of requisition and micro-purchase procedures, use of priorities, mandatory screening, applicable accounting data, and the proper use of procurement forms. Specifically, the Supply Department shall be responsible for the preparation and use of:

(a) Micro-Purchases using the Government-Wide Commercial Purchase Card (GCPC).

(b) Oral orders placed against established delivery orders using the GCPC as a method of payment.

(c) Submitting Contractual Procurement (NAVCOMPT Form 2276) request for purchase action by the regional contracting activity.
(d) Support Agreement (DD Form 1144) for inter-service support.

(e) Reserve clothing requisition procedures.

(f) Work request (NAVCOMPT Form 2275) and Military Inter-departmental Purchase Request (DD Form 448) for items covered by support agreements with other activities.

(g) The proper format, source of supply, and follow-up procedures on Military Standard Requisitioning and Issue Procedures (MILSTRIP) Requisitions, (DD Form 1348).

(h) Department of Defense (DOD) Printing Requisition/Order (DD Form 282). Printing requirements shall be processed through the nearest Defense Logistics Agency (DLA) Document Services office.

(2) The GCPC may also be used as a method of payment together with other contracting methods above the micro-purchase threshold per reference (e). The most current GCPC guidance can be accessed at: https://www.navsup.navy.mil/ccpmd. Agency Program Coordinators (APC), Approving Officials (AO), and Card Holders (CH) should periodically review reference (e) and any posted NAVSUP Purchase Card Administrative Notices (PCAN).

(3) Coordinate and provide subsistence for eligible enlisted drilling reserve personnel.

(4) Coordinate and provide contract berthing for eligible drilling reserve personnel.

(5) Review and/or approve all procurement documents, chargeable and non-chargeable, to ensure proper format and maintain required files in the supply office for all such requisitions prepared by other departments.

(6) The CO and all Navy and civilian personnel involved in the financial and procurement process will review the Standards of Conduct, Code of Ethics, and complete Ethics training annually. This will be documented in writing and placed in a file labeled Standards of Conduct.

(a) Ensure compliance with the Standards of Conduct per reference (f). The Employee’s Guide to the Standards of Conduct.
Conduct can be downloaded from www.DOD.mil/DODgc/defense_ethics.

(b) Download the Code of Ethics poster from http://www.oge.gov. The poster must be prominently displayed in the Supply Department.

(c) Ethics training can be accessed at: https://twms.navy.mil/selfservice/online_Training/.
Chapter 2 - Equipment Management

1201. Minor Property. Accountable records shall be established and maintained in compliance with reference (g), for all items having a unit acquisition cost of $5,000 or more, as well as items that are below $5,000 and are sensitive, classified, or meet all three of the following three criteria:

a. pilferable

b. critical to the activity's business/mission

c. hard to repair or replace

1202. Required Roles and Responsibilities. COs are the Accountable Officer and are overall responsible for ensuring that all command personal property is properly maintained, safeguarded, accounted for, and accurately reported. This includes proper recording and reporting of financial information for personal property in the CO's possession. In addition to the Accountable Officer, the following roles are defined:

a. Echelon III. Personal Property Manager (PPM) shall be designated in writing by the Echelon III Commander and is responsible for the following:

   (1) Maintain the Reserve Force Defense Property and Accountability System (DPAS) program by implementing the policies and procedures established by references (g) and (h) across their span of control.

   (2) Schedule training within 30 days of assuming his/her duties. Required DPAS Courses are: DPAS 1024-Custodians, DPAS 1130-Data Inquiry, and DPAS 1140-Forms and Reports. Training may be accessed at: http://dpaselearning.golearnportal.org/. All courses must be completed prior to submitting system access requests. Echelon III PPM will ensure training is scheduled within 30 days of appointment for all Echelon IV PPMs within their span of control.

   (3) Maintain the DPAS Accountable Property System of Record (APSR), for all equipment meeting the reporting criteria. Ensure the entry of all newly acquired or discovered equipment into DPAS, within seven calendar days of receipt or discovery.
Note: The seven calendar day deadline is a critical attribute to meet FIAR standards.

(4) Perform a secondary-level review within 30 days of equipment receipt or discovery to ensure the entire General Equipment (GE) Asset Cover Sheet, Exhibit 5, is complete, accurate and matches the DPAS record. Echelon III PPMs will then digitally sign the GE Asset Coversheet and upload to the DPAS record as a Key Supporting Document (KSD).

(5) Implement adequate controls to ensure 100% accountability of equipment under their cognizance.

(6) Coordinate all required physical inventories annually. Echelon III PPM will ensure each Echelon IV command completes Physical Inventory Completion Letter, Exhibit 6, asserting physical inventories are complete, in accordance with reference (g).

(7) Ensure all items that require disposal are disposed in a timely manner and removed from DPAS within seven calendar days of disposal per reference (g). Ensure all disposal documentation is uploaded into DPAS prior to removing the record from DPAS.

(8) Conduct quarterly reconciliation of all DPAS additions and deletions utilizing Exhibit 7, CNRF General Equipment (GE) Asset Reconciliation Coversheet, as a guide. Once complete, the signed coversheet along with the reconciliation documents is retained by the Echelon III PPM. The process should be initiated at the beginning of the last month of each quarter: March, June, September and December. Retain all assets financial transaction records for a period of 10 years and all asset disposition records for a period of 2 years after the asset is disposed of and/or removed from DPAS per reference (g).

(9) Perform an annual verification of Delegation of Authority (DOA) letters and training certificates via TRIM Program.

(10) Conduct and record annual training for all PPMs and PPCs.
b. Echelon IV. PPMs shall be designated in writing by the Echelon IV Commander and is responsible for the following:

(1) Maintain the DPAS program by implementing the policies and procedures established by references (g) and (h) across their hierarchy.

(2) Coordinate with the Echelon III PPM to schedule training within 30 days of assuming his/her duties. Required DPAS courses are the same as the Echelon III PPM. All courses must be completed prior to submitting system access requests.

(3) Maintain DPAS for all equipment meeting the reporting criteria within the echelon’s region by obtaining the completed GE Asset Cover Sheet, Exhibit 5, along with all purchase or expenditure documentation from Echelon V commands for all newly acquired or discovered equipment within seven calendar days of receipt or discovery.

(4) Review the GE Asset Coversheet, Exhibit 5, to ensure data elements completed by the Echelon V command are complete and accurately reflect data from supporting documentation. The Echelon IV PPM will ensure the GE Asset Coversheet is completely filled out. The Echelon IV PPM will complete the PPM section of the coversheet.

(5) Upload the completed GE Cover Sheet, all purchase and expenditure documentation as well as any additional KSDs to DPAS with seven calendar days of initial material receipt or discovery at the Echelon V level.

(6) With the assistance of the Echelon V CO, assign Accountable Custodians at each command to manage assigned DPAS accountable equipment at their command and provide training to Echelon V commands in properly identifying assets that are required to be placed into DPAS.

(7) Implement adequate controls to ensure 100% accountability of equipment under their cognizance, to include sub-custody property.

(8) Coordinate with the Echelon III PPM to initiate all required annual inventories with the proper custodians and maintain all inventories. On an annual basis, as initiated by the Echelon III PPM, each Echelon IV command will complete the
Physical Inventory Completion Letter, Exhibit 6, in accordance with reference (g).

(9) Conduct a physical on-site inventory of DPAS assets every **three years** per reference (g).

(10) Ensure proper disposal of DPAS items are tracked per reference (g). Ensure all items that require disposal are disposed of in a timely manner and removed from DPAS within **seven calendar days** of disposal. Ensure all disposal documentation is uploaded into DPAS prior to removing the record from DPAS, and notify Echelon III of disposal/transfer via email.

(11) Coordinate with the Echelon III to conduct quarterly reconciliation of all DPAS additions and deletions. The process is initiated by Echelon III PPM utilizing the COMNAVRESFOR GE Asset Reconciliation Coversheet, Exhibit 7, as a guide. Once complete, the signed coversheet along with the reconciliation documents is retained by the Echelon III PPM. The process shall be initiated at the beginning of the last month of each quarter: March, June, September and December. Retain all assets financial transaction records for a period of 10 years and all asset disposition records for a period of 2 years after the asset is disposed of and/or removed from DPAS per reference (g).

(12) Utilize TRIM to store DOA letters and training Certificates.

c. Echelon V. Personal Property Custodians (PPC) shall be designated in writing by the Echelon V CO and is responsible for the following:

(1) Ensuring the care and safekeeping of personal property assigned to their custody or the custody of those persons reporting to them. This includes government property for official business only, complying with all applicable regulations or contractual requirements, contacting the appropriate authority if personal property is subjected to undue risk, reporting theft, lost, damaged, or destroyed personal property and reporting any misuse of government property to appropriate investigative organizations through proper channels. PPCs are immediately subordinate and will report all of the above to the Echelon IV PPM.
(2) Complete the GE Asset Coversheet, Exhibit 5, upon receipt of all new or discovery of existing accountable property. The GE Asset Coversheet shall be filled out completely. All fields on the coversheet are mandatory and shall be completed per reference (g). Forward the completed coversheet, along with all procurement and receipt paperwork for the asset to the echelon IV PPM within seven calendar days of receipt or discovery.

(3) Implement adequate controls to ensure 100% accountability of equipment under their cognizance, to include sub-custody property.

(4) Conduct all required physical inventories annually at the direction of the Echelon IV or III PPM.

(5) Dispose of material per reference (g). Ensure all disposal documentation is forwarded to the Echelon IV PPM for upload into DPAS within five calendar days of disposal.

(6) Maintain an expenditure document file by FY for all material expenditures. DPAS expenditure records shall be forwarded to the Echelon IV PPM for upload into DPAS within five calendar days of the expenditure.

(7) Prepare and maintain a file of all surveys. Fill out completely and annotate the expenditure number upon final approval in block 17a of the DD Form 200 per Exhibit 8. Forward all DPAS material initiated surveys to the Echelon IV PPM within five calendar days of identification.

1203. Sub-Minor Property. Schedule and monitor physical inventories and maintain inventory records via Reserve Forces Transaction Card (RESFORTAC) for items not required in DPAS. At a minimum this includes audio visual equipment, appliances, non-NMCI Automated Data Processing (ADP) equipment, special items of supply, pilferable items with a ready resale value, or any additional inventory requirement directed by the CO (e.g., Curator items).

1204. Physical Inventory. Perform physical inventories per references (g) and (l) as well as other special inventory requirement directed by the CO. Ensure all discrepancies have been reconciled and documented, results have been filed in the personal property records, adjustments have been correctly
documented in RESFORTAC and have been uploaded into the TRIM Program along with the inventory record.

1205. Reporting Material Expenditures. Personal property that has been transferred-out, disposed of, lost, stolen or destroyed, shall be properly documented and removed from DPAS or RESFORTAC at the time the property leaves the activity or is determined the item no longer exists. For DPAS items, ensure all disposal records are forwarded to the PPM for upload into DPAS prior to actual disposal of equipment. Substantiating documentation must be retained for two years after disposal date per reference (h).

a. Transferred-out property includes personal property that Department of the Navy (DON) transfers to another DON, other federal or non-federal entity using the Requisition and Invoice/Shipping Document, DD Form 1149, Exhibit 9. The activity shall record any gains or losses realized from transfer to Federal and non-Federal entities.

b. Personal property that has been identified for permanent removal from service, and is not being transferred to another entity for use, shall be sent to DLA Disposition Services for disposal using the Issue Release/Receipt Document, DD Form 1348-LA, Exhibit 10. Ensure all disposal documentation is forwarded to the PPM for upload into DPAS prior to actual disposal of material to ensure record completeness.

c. Personal property that is damaged or unserviceable through other than normal use (e.g. vandalism or abuse) or when personal property cannot be found because of loss, destruction, or other reason must be expended with a DD Form 200 and must be properly routed through competent authority for review and approval. Completed DD Form 200s must be uploaded as a KSD in DPAS by the PPM or uploaded into TRIM as part of the sub-minor property record.

1206. Security of assigned spaces. The following general rules apply to the security of Supply Department spaces:

a. Supply Department spaces will be kept locked when not occupied by authorized personnel.

b. Access to supply storage areas including the clothing storeroom will be limited to the CO, Supply Department
personnel, or other clothing custodian(s) as designated in writing by the CO. Access rosters will be placed in entry way of the controlled space.

c. Responsibility for the security of spaces rests with the command’s Supply Department.

d. No Supply Department spaces will be secured in such a manner that access is impeded in an emergency.
Chapter 3 – GSA/Navy Owned Vehicle Management

1301. The Supply Department Head is directly responsible to the CO for the proper usage, safety, maintenance and upkeep of all assigned General Services Administration (GSA) or Navy-owned over-the-road vehicles. This includes proper usage of the assigned GSA Fleet Services Card (if applicable).

1302. Testing and Licensing of Vehicle Operators. It is required to ensure that all military personnel and civilian employees operating vehicles and equipment are qualified and properly licensed per reference (m).

   a. It is Navy policy to accept, without further testing and examination, a valid operator's license issued by a state or jurisdiction as proof that the applicant has achieved the proficiency level to safely operate non-tactical Government vehicles up to 10,000 pounds gross vehicle weight (GVW).

   b. Motor vehicles over 10,000 pounds GVW require all of the following:


      (2) A valid state or jurisdiction license indicating proof that the applicant has achieved the proficiency level to safely operate the vehicle requested.

1303. Official Use. The use of all Navy-owned and controlled motor vehicles shall be restricted to official use only. The term "official use" means that travel must be performed by a person in their official capacity. This precludes the use of government vehicles for personal use. The purpose of the trip must be related to the performance of official duties.

1304. Permissible Operating Distance (POD). Since it is usually more economical to use the services of commercial carriers for the transportation of personnel and cargo to destinations outside the immediate areas of the activities, a one-way distance of 100 miles has been selected as a guide upon which to base POD for motor vehicles per reference (m). The POD established for an activity should be sufficient to support normal operations. Based on installation experience, a POD will be established that will adequately support motor vehicle

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transportation requirements. Consideration must be given to fair wear and tear and competition with commercial carriers. The Installation Commander or designee shall approve, in writing, any deviation to the POD.

1305. Parking or Garaging of Vehicles. As a general rule, DOD motor vehicles shall:

   a. Not be parked or garaged outside the assigned confines of the installation.

   b. Shall not be parked in quarters areas or at the domicile of the user.

   c. Utilize other DOD installations or federal, state, or local government property to the fullest extent feasible, when in the performance of a mission.

   d. Park in commercial parking facilities, when authorized, and where the safety and security of the vehicle can be assured.

1306. Operation of Motor Vehicles by Personnel on Official Travel. Civilian and military personnel, while in Temporary Duty (TDY) or Temporary Additional Duty (TAD) status, can operate government owned or leased vehicles for official business provided they possess a valid state license for the type and class of vehicle they are to operate and their travel orders authorize the use of a vehicle per reference (q). All travelers are reminded that government owned or commercial leased/rental vehicles are to be used for "Official Business" only.

1307. Vehicle Utilization.

   a. Motor Equipment Utilization Record, NAVRES 11240/4, Exhibit 11, shall be used to document vehicle usage, basic vehicle maintenance actions, fuel purchases, and safety checks. A new NAVRES 11240/4 will be created on the first day of each calendar month and closed out on the last day of each calendar month for each vehicle. All receipts for fuel and basic vehicle maintenance services shall be logged on NAVRES 11240/4. All completed records will be retained on file for 10 years.

   b. All DOD motor vehicle operators shall utilize self-service pumps and service stations that accept the DOD fleet
card per reference (m). Operators shall utilize the lowest octane fuel available or appropriate alternative fuels consistent with motor vehicle manufacturer’s recommendations.

c. Seat belt use is MANDATORY for all occupants of any government owned or leased vehicle.

d. All tobacco use, to include e-cigarette, is prohibited in all government owned or leased vehicles.

e. The use of hand-held wireless devices while operating a government owned or leased vehicle is prohibited.

f. The wearing of portable headphones, earphones, or other listening devices while operating a government owned or leased motor vehicle is prohibited.

1308. Accident Reporting. All accidents or mishaps involving government owned or leased vehicles shall be reported in accordance with references (r) and (s). The GSA Accident Reporting Kit shall be kept in the glove compartment of every vehicle. In the event of a motor vehicle accident, the driver of the vehicle shall:


b. Take photographs of the damage if time and safety permits.

c. Report all accidents to the GSA Accident Management Center (AMC) as soon as possible but not later than three business days after the date of the accident

d. Report accidents involving fatalities to the AMC within 24 hours by calling (866) 400-0411, and selecting option 2.

e. If the accident involved any other vehicle, all other drivers involved must fill out the following:

(1) SF-94, Statement of Witness, Exhibit 13. Request witnesses or other driver involved to complete this form at the scene of the accident, if possible. It is crucial to obtain witnesses' names and telephone numbers.
(2) SF-95, Claim for Damage, Injury or Death, Exhibit

14. Private Citizens involved in an accident must complete this form in order to initiate a claim against the government. Claims by private citizens or their representatives for damage, injury, or death must be submitted to your Echelon IV command for further processing and assistance. GSA Fleet cannot process these claims.

1309. Odometer Reading Reporting. It is imperative to report current odometer readings of assigned vehicles each month to ensure vehicles receive preventive maintenance and are billed correctly. Submissions of odometer readings to GSA Fleet may be accomplished by one of the following methods:

a. Get Odometer Reading at the Pump (GORP) is the easiest and most time saving reporting system. Enter the odometer reading when fuel is purchased. This sends mileage electronically to GSA Fleet’s system. If using GORP to report mileage, the vehicle must be fueled at least once per month using the assigned GSA Fleet Services Card.

b. Mileage Express allows input of vehicle mileage using a Web-based program at www.gsa.gov/fleetdrivethru. No other paperwork is required.

1310. Use of the GSA Fleet Services Card. GSA Fleet uses a commercial purchase card for fuel, maintenance and repair services. A Fleet Services Card is assigned to a specific vehicle and shall be used only for the vehicle identified on the card. With the exception of items listed below, charges up to $100 for maintenance and repair of the GSA vehicle may be charged without first getting prior GSA Merchant Category Code (MCC) authorization. Pre-authorization, regardless of cost, from GSA Fleet is required for the following items:

a. Tire(s).

b. Battery(ies).

c. Glass replacement or repair.

(1) Ensure vendors contact GSA Fleet for authorization prior to performing any maintenance, repairs or services.
(2) After normal business hours contact the Fleet Services Card representative to coordinate road side assistance or services by using the toll-free number listed on the back of the card. Contact GSA Fleet services on the next business day to advise of vehicle location and to coordinate repairs, if necessary.

1311. Penalties and Disciplinary Action for Misuse of DOD Motor Vehicles. The unauthorized or willful misuse of a DOD motor vehicle or the GSA Fleet Services Card shall be cause for disciplinary actions per references (m), (o), (p), and (q) as follows:

a. Civilian Personnel. Any employee of the government who willfully uses or authorizes the use of any U.S. government owned or leased passenger motor vehicle except for official purposes according to 31 United States Code (U.S.C.) 1344b, or otherwise violates section 1344, shall be suspended from duty without compensation for not less than one month by the Head of the DOD Component concerned. The employee shall be suspended for a longer period or summarily removed from office if circumstances warrant according to 31 U.S.C. 1349b.

b. Military Personnel. Military personnel who willfully use or authorize the use of any U.S. government owned or leased passenger motor vehicle except for official purposes as authorized by reference (o), or otherwise violate section 1344, can be disciplined under provisions of the Uniform Code of Military Justice (UCMJ), or other administrative procedures deemed appropriate.

1312. GSA Fleet Drive-Thru. This web portal allows GSA customers to report vehicle mileages, generate vehicle inventory reports, and input information and accounting classifications for vehicles to expedite billing. Access to this system is available via https://drivethru.fas.gsa.gov/drivethru/drivethru/.
EXHIBIT 1
PUBLICATIONS AND INSTRUCTIONS

1. The following publications and instructions will be available for review in either printed or electronic format:

- DOD Directive 5500.7R (Joint Ethics Regulations)
- OPNAVINST 1710.7A (Social Usage and Protocol Handbook)
- SECNAVINST 7320.10A (Department of the Navy Personal Property Policies and Procedures)
- NAVSUP P-485 VOL II (Supply Appendices)
- NAVSUP P-485 VOL III (Ashore Supply Procedures)
- NAVSUPINST 4200.82F (Procurement Performance Management Assessment Program (PPMAP) of Navy Field Contracting System)
- NAVSUPINST 4200.85D (Department of the Navy Simplified Acquisition Procedures)
- NAVSUPINST 4200.99C (Department of the Navy Policies and Procedures for the Operation and Management of the GCPC)
- COMNAVRESFORINST 4000.1E (Navy Reserve Logistics Support Handbook)
- SECNAVINST 5210.8D (Department of the Navy Records Management Program)
- COMNAVRESFORINST 1342.1B (Navy Reserve Warrior and Family Support Programs)
- Consolidated Card Program Management Division Desk Guide 5.03
- COMNAVRESFOR Excess Uniform Management System Users Guide
- COMNAVRESFOR RESFORTAC Users Guide
- COMNAVRESFOR OPTI-C Certification Guide
- COMNAVRESFOR HP TRIM Users Guide

Enclosure (1)
1. The following is a partial listing of subject identification code numbers that will be used for uniformity as applicable in TRIM:

<table>
<thead>
<tr>
<th>FILE CODE</th>
<th>SUBJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1600/1</td>
<td>Supply Personnel</td>
</tr>
<tr>
<td>2060/1</td>
<td>Telephone Service Contract and Correspondence</td>
</tr>
<tr>
<td>4000/1</td>
<td>General Correspondence (Incoming)</td>
</tr>
<tr>
<td>4000/2</td>
<td>General Correspondence (Outgoing)</td>
</tr>
<tr>
<td>4002</td>
<td>Equipment on Loan (to or by the Navy Reserve Activity)</td>
</tr>
<tr>
<td>4027/1</td>
<td>Petroleum (Fuel Oil Contract)</td>
</tr>
<tr>
<td>4027/2*</td>
<td>Petroleum (Fuel Oil) Annual Regulation and Purchase Order</td>
</tr>
<tr>
<td>4205*</td>
<td>GCPC Letters of Authority</td>
</tr>
<tr>
<td>4235/1</td>
<td>Procurement Correspondence</td>
</tr>
<tr>
<td>4235/2*</td>
<td>Semi-Annual Reviews</td>
</tr>
<tr>
<td>4235/3*</td>
<td>Purchase/Delivery Orders</td>
</tr>
<tr>
<td>4440*</td>
<td>DPAS Inventory</td>
</tr>
<tr>
<td>4440/1</td>
<td>DPAS POC/Department Listing</td>
</tr>
<tr>
<td>4480*</td>
<td>Expenditure Documents</td>
</tr>
<tr>
<td>4491*</td>
<td>Material Receipt (Ordered by other activities)</td>
</tr>
<tr>
<td>4531/1</td>
<td>License for Use of Real Property (Non-Federal NAVFAC 11011/29)</td>
</tr>
<tr>
<td>4531/2</td>
<td>License for Use of Real Property (Other Federal Agencies NAVFAC 11011/30)</td>
</tr>
</tbody>
</table>
4610    Shipments/GBL
4790    Facilities Maintenance Request
4790/1    Maintenance and Material Management (3-M)
4790/2    Technical Training Equipment Inspection Summary
4790/3    Equipment Maintenance Request
5040    Inspection and Assist Visit
5100    Safety Reports
5212    Supply Record Disposal Schedule
5214    Reports Tickler (Supply Reports)
5216/1    General Correspondence (Outgoing)
5216/2    General Correspondence (Incoming)
5290/1    Reprographics
5290/2    Audiovisual
5296    Equipment
5371    Standards of Conduct
5754    Navy Artifacts (Curator)
7000/1    General Correspondence (Incoming)
7000/2    General Correspondence (Outgoing)
7100    Non-chargeable Listing
7596    Real Estate Agreements/Lease
8010    Ammunition Correspondence
8010/1    Ammunition Reports

Enclosure (1)
11000/1  Annual Inspection Summary (Type A)
11100  Bachelor Leased Housing (one for each; i.e. 114000-1)
11240/2  Vehicles
11300/1  Energy Conservation
11300/3  General Correspondence Utilities

2. The following list of files will be established. (The regional comptroller may require additional files.)

7050  Host-Tenant Annual Cost Review
7110/1*  Budget Request FY ___ (O&MNR)
          Budget Request FY ___ (RPN)
7110/2*  Mid-Year Review FY ___ (O&MNR)
          Mid-Year Review FY ___ (RPN)
7110/3*  Resources Request (Outstanding and Completed)
7300  Inter-Service Support Agreement (one for Each agreement)
7303/1*  Funding Grant by FY and Cost Center
7303/2*  Active Document Listing by FY and Cost Center
7303/3*  Status of Funds by FY and Cost Center
7303/4*  Document Status Log by FY and Cost Center
7303/5*  Boiler Maintenance Contract/Invoices
7303/6*  Custodial Contract/Invoices
7303/7*  Grounds Maintenance Contract/Invoices
7303/8*  Refuse Contract/Invoices
7303/9*  Gasoline Invoices (one for each company; i.e. 7303/9-1)
7303/10*  Electricity Invoices
7303/11*  Natural Gas Invoices
7303/12*  Water/Sewage Invoices
7303/13*  Telephone Invoices
7303/14*  GSA Customer Service Center
7303/15*  Printing Request (Outstanding and Completed)
7303/16*  Claims for Reimbursement (SF 1164)
7303/18*  CME Various Claims
7303/19*  Military/Civilian Training (SF 182)
7303/20*  RPN General Correspondence

3. The following files will also be maintained for Accountable Property as a minimum:

7322/1  Property Correspondence
7320/2  Inventory Schedule
7321/1  Acquisitions
7321/2  Dispositions
7500  Audits

* Denotes file retention for financial documents (invoices, disputes documents, receipts, etc.) which must be retained for a period of 10 years.
# RECURRING REPORTS TICKLER

<table>
<thead>
<tr>
<th>REPORT NAME</th>
<th>FREQUENCY</th>
<th>RESPONSIBILITY</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Audit Tool (PAT)</td>
<td>Monthly</td>
<td>NOSC &amp; RCC</td>
<td>Due the 15th</td>
</tr>
<tr>
<td>Semi-Annual Review</td>
<td>Bi-annually</td>
<td>NOSC &amp; RCC</td>
<td>As directed by NAVSUP</td>
</tr>
<tr>
<td>All Transaction Report</td>
<td>Monthly</td>
<td>ACC</td>
<td>Recommended</td>
</tr>
<tr>
<td>Credit Balance Refunds</td>
<td>Monthly</td>
<td>ACC</td>
<td>Recommended</td>
</tr>
<tr>
<td>Disputed Transactions</td>
<td>Monthly</td>
<td>ACC</td>
<td>Recommended</td>
</tr>
<tr>
<td>Closed Accounts w/ Trans Act</td>
<td>Monthly</td>
<td>ACC</td>
<td>Recommended</td>
</tr>
<tr>
<td>Delinquency Report</td>
<td>Monthly</td>
<td>ACC</td>
<td>Recommended</td>
</tr>
<tr>
<td>Payments Posted</td>
<td>Monthly</td>
<td>ACC</td>
<td>Recommended</td>
</tr>
<tr>
<td>Pre-Suspension Report</td>
<td>Monthly</td>
<td>ACC</td>
<td>Recommended</td>
</tr>
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<td>Manual RPN DSL</td>
<td>Weekly</td>
<td>NOSC</td>
<td>To CO and upon demand to RCC</td>
</tr>
<tr>
<td>Manual RPN SOF</td>
<td>Weekly</td>
<td>NOSC</td>
<td>To CO and upon demand to RCC</td>
</tr>
<tr>
<td>NOSC NOSC Execution of Funds Report for Clothing</td>
<td>Monthly</td>
<td>ACC</td>
<td>Reconcile with GCPC charges</td>
</tr>
<tr>
<td>NOSC NOSC Execution of Funds Report for Meals</td>
<td>Monthly</td>
<td>ACC</td>
<td>Reconcile with GCPC charges</td>
</tr>
<tr>
<td>NOSC NOSC Allocation report for Clothing</td>
<td>Quarterly</td>
<td>ACC</td>
<td>Validate against RCC tracker</td>
</tr>
<tr>
<td>NOSC NOSC Allocation report for Meals</td>
<td>Quarterly</td>
<td>ACC</td>
<td>Validate against RCC tracker</td>
</tr>
<tr>
<td>KYLOC Orders Shipped Not Received Older Than 10 Days</td>
<td>Monthly</td>
<td>NOSC &amp; RCC</td>
<td>Research over-due requisitions</td>
</tr>
<tr>
<td>KYLOC Pending Deferred Turn-In Report</td>
<td>Monthly</td>
<td>NOSC &amp; ACC</td>
<td>Resolve items listed on report</td>
</tr>
<tr>
<td>KYLOC Sailors With Expired DAOS report</td>
<td>Monthly</td>
<td>NOSC &amp; ACC</td>
<td>Resolve items listed on report</td>
</tr>
<tr>
<td>KYLOC Backorder Detail Report</td>
<td>Monthly</td>
<td>NOSC &amp; ACC</td>
<td>Resolve items listed on report</td>
</tr>
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<td>RESFORTAC Annual Inventory</td>
<td>Annually</td>
<td>NOSC &amp; RCC</td>
<td>As directed</td>
</tr>
<tr>
<td>RESFORTAC Missing Signatures report</td>
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<td>NOSC &amp; ACC</td>
<td>Resolve items on report</td>
</tr>
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<td>DPAS Annual Inventory</td>
<td>Annually</td>
<td>NOSC &amp; ACC</td>
<td>Complete by 01 SEP of each FY</td>
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<tr>
<td>DPAS Quarterly RECON</td>
<td>Quarterly</td>
<td>NOSC &amp; ACC</td>
<td>Due by 30th of month issued</td>
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<tr>
<td>Annual Market Survey for Messing</td>
<td>Annually</td>
<td>NOSC</td>
<td>Due to RCC by 01 SEP for next FY</td>
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<td>Annual Market Survey for Berthing</td>
<td>Annually</td>
<td>NOSC</td>
<td>Due to RCC by 01 SEP for next FY</td>
</tr>
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<td>NOSC</td>
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<td>100% Berthing Audit</td>
<td>Monthly</td>
<td>NOSC</td>
<td></td>
</tr>
<tr>
<td>Budget Call</td>
<td>Annually</td>
<td>NOSC &amp; ACC</td>
<td>Due June</td>
</tr>
<tr>
<td>Mid-Year Review</td>
<td>Annually</td>
<td>NOSC &amp; ACC</td>
<td>Due January</td>
</tr>
<tr>
<td>Motor Equipment Utilization Record</td>
<td>Monthly</td>
<td>ALL</td>
<td>New logs on 1st, Close out last day of month</td>
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<tr>
<td>Meal Signature record</td>
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<td>NOSC</td>
<td>Initial and recertification</td>
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<td>Route and Distance Statement</td>
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<td>NOSC</td>
<td>Locally generated.</td>
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<tr>
<td>Berthing Utilization record</td>
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<td>Follow up on outstanding requisitions</td>
<td>Weekly</td>
<td>NOSC</td>
<td>Document with date, time and most recent status</td>
</tr>
<tr>
<td>DSL Disbursement review</td>
<td>Weekly</td>
<td>NOSC</td>
<td>Review discrepancies and correct as appropriate</td>
</tr>
<tr>
<td>Budget Call</td>
<td>Annually</td>
<td>NOSC &amp; RCC</td>
<td>Due June</td>
</tr>
<tr>
<td>Mid-Year Review</td>
<td>Annually</td>
<td>NOSC &amp; RCC</td>
<td>Due January</td>
</tr>
<tr>
<td>Resource Authorization Requests</td>
<td>As required</td>
<td>NOSC &amp; RCC</td>
<td>Validate against accounting software balances</td>
</tr>
<tr>
<td>Status of Funds</td>
<td>Weekly</td>
<td>NOSC</td>
<td>Review/correct variances</td>
</tr>
<tr>
<td>Document Status Log</td>
<td>Weekly</td>
<td>NOSC</td>
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**PLANS AND POLICIES**

**FINANCIALS**
### Logistics Training Requirements

**GCPC Role**
- Head of Activity (HA)
- Agency Program Coordinator (APC)
- Approving Official (AO)
- Card Holder (CH)

<table>
<thead>
<tr>
<th>GCPC Role</th>
<th>Letter of APT</th>
<th>IOP Review</th>
<th>DON CERT</th>
<th>CLG 001</th>
<th>CLG 004</th>
<th>CLG 006</th>
<th>Ethics</th>
<th>CON 237</th>
<th>SF 1402</th>
<th>OGE 450</th>
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<tbody>
<tr>
<td>Head of Activity (HA)</td>
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<td>X</td>
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<tr>
<td>Approving Official (AO)</td>
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<td>Card Holder (CH)</td>
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**GCPC Training Requirements/Frequency**

<table>
<thead>
<tr>
<th>Required Training</th>
<th>As R'qd</th>
<th>Initial</th>
<th>Annually</th>
<th>Every 2 Yrs</th>
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<td>Ethics</td>
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<tr>
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**DPAS PPM Training Requirements/Frequency**

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<th>Required Training</th>
<th>As R'qd</th>
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<th>Every 2 Yrs</th>
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<td>DPAS 1130 DATA INQUIRY</td>
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<td>DPAS 1140 REPORT AND FORM GENERATION</td>
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<td>SAAAR FORM</td>
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**BPA Contracting Authority Training Requirements/Frequency (RCC and above)**

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<th>Every 2 Yrs</th>
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<td>ETHICS</td>
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<td>LETTER OF APPOINTMENT</td>
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</tr>
</tbody>
</table>
EXHIBIT 5
GENERAL EQUIPMENT ASSET COVER SHEET

Commander, Navy Reserve Forces
General Equipment (GE) Asset Coversheet

ASSET ACQUISITION / DISCOVERY:
Complete each data element field below and retain with asset documentation. Coversheet should also be uploaded into DPAS with supporting documentation. For a detailed description of each data element, see reverse side.

CUSTODIAN

ITEM DESCRIPTION
SERIAL NUMBER
ACQUISITION DATE
LOCATION
LOCAL RECEIPT DATE
MANUFACTURER NAME
MANUFACTURE MODEL #
TRANS DOCUMENT NUMBER

TOTAL COST
SUB LOCATION

PERSONAL PROPERTY MANAGER (PPM)

STOCK NUMBER
CUSTODIAL ORGANIZATION
SUB-CUSTODIAL ORGANIZATION
UNIQUE ITEM IDENTIFIER (UII)
ASSET ID

CUSTODIAN
By signing and dating this document, I acknowledge and consent that all information presented is accurate and correct.

PERSONAL PROPERTY MANAGER (PPM)
By signing and dating this document, I acknowledge and consent that I have reviewed this document to ensure accuracy and entered the data and all receipt and acceptance documentation to Defense Property Accountable System (DPAS).

SECONDARY LEVEL REVIEW
By signing and dating this document, I acknowledge I have reviewed and compared this document and all receipt and acceptance documents to Defense Property Accountable System (DPAS) record to ensure accuracy and completeness.

ASSET DISPOSITION / TRANSFER:
At time of asset disposition or transfer, sign the blocks below and upload into DPAS.

CUSTODIAN
By signing and dating this document, I acknowledge and consent that all information presented is accurate and correct.

PERSONAL PROPERTY MANAGER (PPM)
By signing and dating this document, I acknowledge and consent that I have reviewed this document to ensure accuracy and entered the all disposal documentation to Defense Property Accountable System (DPAS).

SECONDARY LEVEL REVIEW
By signing and dating this document, I acknowledge I have reviewed and compared this document and all disposal documents to Defense Property Accountable System (DPAS) record to ensure accuracy and completeness.

GE Asset Coversheet v8
## Data Element Description Example

| **ITEM DESCRIPTION** | Description of the asset. *Used by the auditor to link the APSR asset record to the physical asset.* | GATOR |
| **SERIAL NUMBER** | The Vehicle Identification Number, Serial Number, Bureau Number, Unique Item Identifier. *Used by the auditor to link the APSR asset record to the physical asset.* | 4XATH76A2B2123456 |
| **ACQUISITION DATE** | Date of acquisition or discovery. *Used by the auditor to confirm the reporting entity’s rights to the asset at a specific date.* | 01/14/2014 |
| **TOTAL COST** | Original acquisition cost including transportation charges to the point of initial use. *Used by the auditor to confirm the recorded asset acquisition cost is adequately supported.* | $12,123.42 |
| **LOCATION/SUB-LOCATION** | Used by the auditor to link the APSR asset to a physical location. Location should be the building number and room. Sub location can be a more descriptive location (e.g., NS SIPR Cafe). | Location: Bldg N-32 Parking Lot Sub location: Loading Dock |
| **LOCAL RECEIPT DATE** | Date when the asset was received by Supply Shop. *Used by the auditor to confirm the date asset was received.* | 04/15/2014 |
| **MANUFACTURER NAME** | Name of the manufacturer of the asset. *Used by the auditor to confirm manufacturer of the asset.* **NOTE:** The name should come directly from the asset identification plate placed on the asset by the manufacturer. | Kawasaki |
| **MANUFACTURER MODEL #** | Manufacturer’s model number for the asset. *Used by the auditor to confirm model of the asset.* **NOTE:** The model number should come directly from the asset identification plate placed on the asset by the manufacturer. | 800EF1 XP |
| **TRANS DOCUMENT NUMBER (STARS-FL DOC NUMBER)** | STARS-FL Document Number. *Used by the auditor to link the financial transaction to an APSR asset.* | N09061108B045 |
| **STOCK NUMBER** | National Stock Number (NSN), or if no NSN is available: Noun Name, Part Number, Manufacturer and Item Description. *Used by the auditor to link the APSR asset record to the physical asset.* | 251001F008607 |
| **CUSTODIAL ORGANIZATION** | Custodial Organization. *Used by the auditor to confirm the reporting entity has rights to versus use of the asset.* | NS3831 |
| **SUB-CUSTODIAL ORGANIZATION** | Sub-Custodial Organization. *Used by the auditor to confirm the reporting entity has rights to the asset.* | N08988 |
| **UNIQUE ITEM IDENTIFIER (UII)** | UII or DoD recognized IUID. *Used by the auditor to link the APSR asset record to the physical asset.* | LDN003670000421234 |
| **ASSET ID** | Unique locally assigned code used for identification purposes. **NOTE:** Should be the custodial organization’s (who has physical custody of the asset) UIC followed by a sequential five-digit number. | 0007200001 |
From: Commanding Officer, Name of Command  
To: Commander, Navy Reserve Forces Command, N4  
Subj: DEFENSE PROPERTY ACCOUNTABILITY SYSTEM ANNUAL INVENTORY  
Ref: (a) SECNAVINST 7320.10A  
(b) COMNAVRESFORINST 4000.1E  
Encl: (1) Command DPAS Inventory Printout  

1. In response to reference (a) and (b), enclosure (1) is forwarded for your review. The information contained in the Defense Property Accountability System has been reviewed, corrected and is complete per reference (a) and (b).

2. The following items were removed from the last inventory:  
   LIST OF ITEMS REMOVED

3. The following items were added to the inventory:  
   LIST OF ITEMS ADDED

4. Point of contact for this matter is

Signature of authorized Individual

Enclosure (1)
In order to ensure General Equipment assets are added to and/or removed from DPAS in a timely manner and supporting documentation exists for all assets, a quarterly reconciliation will be performed by PPMs. CNRF N4 will initiate the process and this coversheet will guide the PPM through the reconciliation. Once complete, the signed coversheet along with the reconciliation documents will be retained by the PPM.

1. Generate an increase / decrease report for the defined quarter by logging into DPAS:
   a. Select: Forms-Reports >>> Schedule Reports >>> Increase Decrease Actions Report
   b. As defined by CNRF N4 / N41, enter the quarter dates into the “Start Dt” and “End Dt” fields.
      Click Submit
   c. Select: Forms-Reports >>> View Reports >>> Increase Decrease Actions Report
      
      Note: If the report returns an error, you may have to run the report three times using one month at a time.

2. Verify all supporting documentation (e.g., Asset Coversheet, Vendor Invoice, DD 1149, DD 1348, DD 250, DD 200) exist in DPAS for all assets on the increase / decrease report.

3. Using the STARS-FL Reconciliation Report (emailed with this asset reconciliation coversheet), PPMs will compare the assets listed on the STARS-FL reconciliation report to the DPAS increase/ decrease Report. For each item on the STARS-FL report:
   a. Determine if the General Equipment item requires entry into DPAS.
      – If the asset should be in DPAS, select “YES” in the “DPAS Item” column using the dropdown list. Go to step 3.b.
      – If the asset should not be in DPAS, select “NO” in the “DPAS Item” column using the dropdown list. Go to step 4.
   b. For each item that should be in DPAS, verify that an asset record and supporting documentation exists.
      – If it does, select “YES” in the “Complete in DPAS” column using the dropdown list. Enter the DPAS Asset ID in the “Asset ID/Rationale” column. Go to step 4.
      – If the item is not in DPAS, but should be, select “NO” in the “Complete in DPAS” column using the dropdown list. In the “Asset ID/Rationale” column, enter the rationale for the item not being in DPAS and/or action taken to enter the asset. Go to step 4.

4. Print the DPAS increase / decrease report and completed STARS-FL Reconciliation report.
5. Sign below acknowledging completion of reconciliation.
6. Print, scan, and retain reconciliation reports and this signed coversheet page.

PERSONAL PROPERTY MANAGER (PPM)
By printing name, signing and dating this document (or inserting digital signature), I acknowledge I have completed the steps above and reviewed and to the best of my knowledge is accurate and complete.
# FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS

## PRIVACY ACT STATEMENT

**AUTHORITY:** 10 USC 2775; DoD Directive 7200.11; EO 9397.

**PRINCIPAL PURPOSES:** To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of soliciting the SSN is for positive identification.

**ROUTINE USES:** None.

**DISCLOSURE:** Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.

## 1. DATE INITIATED

<table>
<thead>
<tr>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>yyyy-mm-dd</td>
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</table>

## 2. INQUIRY INVESTIGATION NUMBER

<table>
<thead>
<tr>
<th>UIC-JULIAN-SERIAL</th>
</tr>
</thead>
</table>

## 3. DATE LOSS DISCOVERED

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>yyyy-mm-dd</td>
</tr>
</tbody>
</table>

## 4. NATIONAL STOCK NO.

<table>
<thead>
<tr>
<th>NSN</th>
</tr>
</thead>
</table>

## 5. ITEM DESCRIPTION

<table>
<thead>
<tr>
<th>Nomenclature</th>
</tr>
</thead>
</table>

## 6. QUANTITY

| 0 |

## 7. UNIT COST

| 0.00 |

## 8. TOTAL COST

| 0.00 |

## 9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS LOST (x one)

<table>
<thead>
<tr>
<th>LOST</th>
<th>DAMAGED</th>
<th>DESTROYED</th>
</tr>
</thead>
</table>

Mark the correct block above (lost, damaged or stolen). Describe in detail exactly how the loss or damage occurred or was discovered.

## 10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES

(Attach additional pages as necessary)

Describe in detail exactly what steps have been (or will be taken) to ensure that the circumstances described in block 9 will not occur again.

## 11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10

### a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)

Your Command Name, UIC, Address, City, State, Zip

### b. TYPED NAME (Last, First, Middle Initial)

Member initiating the form

### c. DSN NUMBER

### d. SIGNATURE

### e. DATE SIGNED (YYYYMMDD)

## 12. (X one) RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS) REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)

### a. NEGLIGENCE OR ABUSE EVIDENT/ SUSPECTED (X one)

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

This block will be filled out by the The Commanding Officer. YES or NO will be selected in block 12a and either Responsible Officer or Reviewing Authority will be selected above.

### b. COMMENT: RECOMMENDATIONS

Your Command Name, UIC, Address, City, State, Zip

### d. TYPED NAME (Last, First, Middle Initial)

Commanding Officer

### e. SIGNATURE

### f. DATE SIGNED (YYYYMMDD)

## 13. APPOINTING AUTHORITY

### a. RECOMMENDATION

<table>
<thead>
<tr>
<th>APPROVE</th>
<th>DISAPPROVE</th>
</tr>
</thead>
</table>

Why an investigating officer is being appointed

### b. COMMENT: RATIONALE

### c. FINANCIAL LIABILITY OFFICER APPOINTED (X one)

| YES | NO |

Command Name, UIC, Mailing address of command appointing an investigating officer

### d. TYPED NAME (Last, First, Middle Initial)

Officer directing an investigation

### e. SIGNATURE

### f. DATE SIGNED (YYYYMMDD)

## 14. APPROVING AUTHORITY

### a. RECOMMENDATION

<table>
<thead>
<tr>
<th>APPROVE</th>
<th>DISAPPROVE</th>
</tr>
</thead>
</table>

Comments from the ISIC stating that they agree / disagree with the investigating officer's findings and if further legal review is needed

### b. COMMENT: RATIONALE

### c. LEGAL REVIEW COMPLETED IF REQUIRED (X one)

| YES | NO | N/A |

Command Name, UIC, Mailing address of command appointing an investigating officer

### d. TYPED NAME (Last, First, Middle Initial)

Appointing Authority

### e. SIGNATURE

### f. DATE SIGNED (YYYYMMDD)

DD FORM 200, OCT 1999

PREVIOUS EDITION IS OBSOLETE.

Reset

Enclosure (1)
**15. FINANCIAL LIABILITY OFFICER**

- **a. FINDINGS AND RECOMMENDATIONS** (Attach additional pages as necessary)
  
  Investigating Officer will make notations and recommendation in this block

**NOTE**

For DPAS accountable items, the DD Form 200 will be forwarded to the Echelon IV Command for further review and investigation and cannot be closed out solely by the Echelon IV command.

For Non-DPAS items, the following applies:

Commanding Officers O4 and below must forward any DD Form 200 Over $999.99 to their ISIC / Echelon IV command for further investigation, review and approval.

Commanding Officers O5 and O6 are authorized to be the final approval authority for any Non-DPAS DD Form 200 up to $4,999.99. DD Form 200s above this dollar threshold will be forwarded to their ISIC / Echelon IV Command for further investigation, review and approval.

<table>
<thead>
<tr>
<th>b. DOLLAR AMOUNT OF LOSS</th>
<th>0.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>c. MONTHLY BASIC PAY</td>
<td>Only if Salary Offset is recommended</td>
</tr>
<tr>
<td>d. RECOMMENDED FINANCIAL LIABILITY</td>
<td>None / Partial / Full</td>
</tr>
</tbody>
</table>

| e. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) |
| Command name, UIC, Mailing Address of Financial liability officer making report or recommendation |

| f. DSN NUMBER |

**16. INDIVIDUAL CHARGED**

- **a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND I X one**
  
  Submit the attached statement of objection. Do not intend to make such a statement.

- **b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL ADVICE. MY SIGNATURE IS NOT AN ADMISSION OF LIABILITY.**

| c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) |
| Your Command Name, UIC, Address, City, State, Zip |

| d. TYPED NAME (Last, First, Middle Initial) |
| Initiating member deemed financially responsible |

| e. SOCIAL SECURITY NUMBER |

| g. SIGNATURE |

| h. DATE SIGNED (YYYYMMDD) |

**17. ACCOUNTABLE OFFICER**

- **a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD**
  
  Document #s generated by command owning the material to adjust the property record

| b. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) |
| Your Command Name, UIC, Address City, State, Zip |

| c. TYPED NAME (Last, First, Middle Initial) |
| Accountable Officer Name |

| d. DSN NUMBER |

| e. SIGNATURE |

| f. DATE SIGNED (YYYYMMDD) |

**DD FORM 200 (BACK), OCT 1999**

**I-E8-2**

Enclosure (1)
**EXHIBIT 9**

**REQUISITION AND INVOICE SHIPPING DOCUMENT**

<table>
<thead>
<tr>
<th>Item No. (a)</th>
<th>Item Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Include NSN if known</strong></td>
<td></td>
</tr>
<tr>
<td><strong>If no NSN, use Model # and Serial # along with Simple Item Name</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item No. (a)</th>
<th>Federal Stock Number, Description, and Coding of Material and/or Services</th>
<th>Unit Code (b)</th>
<th>Quantity Requested (c)</th>
<th>Supply Action (d)</th>
<th>Type of Package (e)</th>
<th>Condition (f)</th>
<th>Unit Price (g)</th>
<th>Total Cost (h)</th>
</tr>
</thead>
</table>

**SHIPPING CONTAINER TALLY**

1. FROM: Your Unit UIC, Name
2. TO: Base Supply Shipping Point
3. Ship to Monitor:

<table>
<thead>
<tr>
<th>Receiving Unit UIC and Name</th>
<th>City, State, Zip Code</th>
<th>Phone Number</th>
<th>POC Name and rank</th>
</tr>
</thead>
</table>

**APPROPRIATIONS DATA**

Transportation Account Code (TAC) (CONTACT YOUR REGIONAL N4 OR COMPTROLLER)

<table>
<thead>
<tr>
<th>Item No. (a)</th>
<th>Quantity Requested (c)</th>
<th>Supply Action (d)</th>
<th>Type of Package (e)</th>
<th>Condition (f)</th>
</tr>
</thead>
</table>

**TRANSPORTATION VIA AMC OR MISC CHARGEABLE TO**

<table>
<thead>
<tr>
<th>Issued by</th>
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<tbody>
<tr>
<td>Checked by</td>
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<tr>
<td>Packed by</td>
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</table>

**SPECIAL HANDLING**

<table>
<thead>
<tr>
<th>Total Container</th>
<th>Description</th>
<th>Total Weight</th>
<th>Total Charge</th>
</tr>
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</table>

**CONTAINED RECEIVED EXCEPT AS NOTED**

<table>
<thead>
<tr>
<th>Quantity Received</th>
<th>Date (YYYYMMDD)</th>
</tr>
</thead>
</table>

**RECEIVED & ROUCKER NO.**

DD Form 1149, Jan 2016

PREVIOUS EDITION IS OBSOLETE
**EXHIBIT 10**

**ISSUE RELEASE/RECEIPT DOCUMENT**

<table>
<thead>
<tr>
<th>Doc Number:</th>
<th>NSN:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serial Numbers:</td>
<td></td>
</tr>
<tr>
<td>Ship To: Street Address w/Bldg Number City, State and Zip Code Phone Number</td>
<td></td>
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</tbody>
</table>

**Sheet 2 - Image Copy of Sheet 1**

<table>
<thead>
<tr>
<th>Doc Number:</th>
<th>NSN:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serial Numbers:</td>
<td></td>
</tr>
<tr>
<td>Ship To: Street Address w/Bldg Number City, State and Zip Code Phone Number</td>
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</tbody>
</table>
EXHIBIT 11
MOTOR EQUIPMENT UTILIZATION RECORD

<table>
<thead>
<tr>
<th>DATE</th>
<th>NAME OF COMPANY</th>
<th>QTR.</th>
<th>GAS</th>
<th>OIL</th>
<th>LUBE</th>
<th>TIRE REPAIR</th>
<th>ROADSIDE REPAIR</th>
<th>CLEANING COSTS</th>
<th>OTHER COSTS</th>
<th>TOTAL COST</th>
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NAVRES 11240/4 (01-2016) FOR OFFICIAL USE ONLY 1 of 3
## Section C - Vehicle Utilisation

*Note: This section is to be filled out as usage occurs.*

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME OUT</th>
<th>MILEAGE OUT</th>
<th>RESPONSIBLE PARTY (PRINT)</th>
<th>DESTINATION</th>
<th>MILEAGE IN</th>
<th>SIGNATURE</th>
</tr>
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<tbody>
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</table>

**NAVRES 11240/4 (01-2016)**  FOR OFFICIAL USE ONLY  2 of 3

Enclosure (1)
## SECTION D - SAFETY INSPECTION

<table>
<thead>
<tr>
<th>Equipment Req.</th>
<th>General Safety</th>
<th>Non-Equipment</th>
<th>General Safety</th>
<th>Non-Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>SF 94 &amp; GSA FORM 1627</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windshield Wipers (Cond &amp; Work)</td>
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<td></td>
</tr>
<tr>
<td>Windshield Washer (Works)</td>
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<tr>
<td>Horn</td>
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<tr>
<td>Mirrors Inside &amp; Out</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Service Brake (Work)</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Parking Brake (Work)</td>
<td></td>
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<tr>
<td>Front Plow Indicators (Work)</td>
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<tr>
<td>Emergency Flashers (Work)</td>
<td></td>
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<td></td>
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<tr>
<td>Headlight High-Low Beams (Work)</td>
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<td></td>
</tr>
<tr>
<td>Tires (Cond)</td>
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<tr>
<td>Glass Clear &amp; Vision (Cond)</td>
<td></td>
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</tr>
<tr>
<td>Marking Decals (Cond)</td>
<td></td>
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</tr>
<tr>
<td>Jack &amp; Lug Wrench (Cond &amp; Store)</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Poic Signature:</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>POIC Rank Rate and Name:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## OPERATOR'S CHECK LIST

### BEFORE OPERATION
- Lights
- Damage, Pilferage
- Windshield Wipers
- Brake Leaks - General
- Publications Required
- Fuel - Oil - Water
- Instruments
- Safety Devices

### DURING OPERATION
- Unusual Noise
- Steering
- Instruments
- Clutch

### AFTER OPERATION
- Lights
- Safety Devices

### WEEKLY CHECK AND ACCOMPLISHMENT
- Drive Belt
- Antifreeze (Winter Only)
- Vehicle Accident Kit
- Battery/Water
- Clean (Wash)

## SERVICE OPERATION

### THE FOLLOWING VISUAL VEHICLE INSPECTION WILL BE PERFORMED AT EACH REFUELING OF A VEHICLE
1. Engine oil (Check level and contamination)
2. Battery
3. Fan belts
4. Leaks (oil, fuel, exhaust)
5. Lights
6. Instruments (proper operation)
7. Tires including spare (pressure, cuts, foreign objects)

## REMARKS

**NAVERS 11240/4 (01-2016)** FOR OFFICIAL USE ONLY

3 of 3
MOTOR VEHICLE ACCIDENT REPORT

Please read the Privacy Act Statement on Page 3

INSTRUCTIONS: Sections I through IX are filled out by the vehicle operator. Section X, items 72 thru 82c are filled out by the operator’s supervisor. Section XI thru XIII are filled out by an accident investigator for bodily injury, fatality, and/or damage exceeding $5000.

SECTION I - FEDERAL VEHICLE DATA

<table>
<thead>
<tr>
<th>DRIVER’S NAME (Last, first, middle)</th>
<th>DRIVER’S LICENSE NO./STATE/LIMITATIONS</th>
<th>DATE OF ACCIDENT</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>DEPARTMENT/FEDERAL AGENCY PERMANENT OFFICE ADDRESS</th>
<th>WORK TELEPHONE NUMBER</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>TAG OR IDENTIFICATION NUMBER</th>
<th>EST. REPAIR COST</th>
<th>YEAR OF VEHICLE</th>
<th>MAKE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>MODEL</th>
<th>SEAT BELTS USED</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DESCRIBE VEHICLE DAMAGE</th>
</tr>
</thead>
</table>

SECTION II - OTHER VEHICLE DATA (Use Section VIII if additional space is needed)

<table>
<thead>
<tr>
<th>DRIVER’S NAME (Last, first, middle)</th>
<th>SOCIAL SECURITY NO./TAX IDENTIFICATION NO.</th>
<th>DRIVER’S LICENSE NO./STATE/LIMITATIONS</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>DRIVING ADDRESS</th>
<th>WORK TELEPHONE NUMBER</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>HOME ADDRESS</th>
<th>WORK TELEPHONE NUMBER</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>DESCRIPTION OF VEHICLE DAMAGE</th>
<th>ESTIMATED REPAIR COST</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>YEAR OF VEHICLE</th>
<th>MAKE OF VEHICLE</th>
<th>MODEL OF VEHICLE</th>
<th>TAG NUMBER AND STATE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>INSURANCE COMPANY NAME AND ADDRESS</th>
<th>POLICY NUMBER</th>
<th>TELEPHONE NUMBER</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>VEHICLE</th>
<th>CO-OWNED</th>
<th>RENTAL</th>
<th>LEASED</th>
<th>PRIVATELY OWNED</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>OWNER’S NAME(S) (Last, first, middle)</th>
<th>TELEPHONE NUMBER</th>
</tr>
</thead>
</table>

SECTION III - KILLED OR INJURED (Use Section VIII if additional space is needed)

<table>
<thead>
<tr>
<th>NAME (Last, first, middle)</th>
<th>SEX</th>
<th>DATE OF BIRTH</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ADDRESS</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>MARK “X” IN TWO APPROPRIATE BOXES</th>
<th>IN WHICH VEHICLE</th>
<th>LOCATION IN VEHICLE</th>
<th>FIRST AID GIVEN BY</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>TRANSPORTED BY</th>
<th>TRANSPORTED TO</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>NAME (Last, first, middle)</th>
<th>SEX</th>
<th>DATE OF BIRTH</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ADDRESS</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>MARK “X” IN TWO APPROPRIATE BOXES</th>
<th>IN WHICH VEHICLE</th>
<th>LOCATION IN VEHICLE</th>
<th>FIRST AID GIVEN BY</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>TRANSPORTED BY</th>
<th>TRANSPORTED TO</th>
</tr>
</thead>
</table>

C. DESCRIBE WHAT PEDESTRIAN WAS DOING AT TIME OF ACCIDENT (crossing intersection with signal against signal, diagonally, in roadway playing, walking, etc.)

STANDARD FORM 91 (2/2004)

Prepared by GSAR MFR 20-34.25E

I-E12-1 Enclosure (1)
#### STATEMENT OF WITNESS

1. **Did you see the accident?**
2. **When did the accident happen?**
   - Date
   - Time (a.m. or p.m.)
3. **Where did the accident happen?** (Give street location and city)
4. **Tell in your own way how the accident happened.**
5. **Where were you when the accident occurred?**
6. **Was anyone injured, and if so, extent of injury if known?**
7. **Describe the apparent damage to private property.**
8. **Describe the apparent damage to government property.**
9. **If traffic case, give approximate speed of:**
   - Government Vehicle (Miles per hr)
   - Other Vehicle (Miles per hr)
10. **Give the names and addresses of any other witnesses to the accident (if known).**
   - Names
   - Addresses (Include ZIP Code)
11. **Witness Completing this Form**
   - Home Address (Include ZIP Code)
   - Witness (Print Name)
   - Home Telephone No.
   - Today's Date
   - Telephone No.
12. **Indicate on the diagram below what happened:**
   1. Number Federal vehicle as 1; other vehicle as 2, additional vehicle as 3, and show direction of travel by arrow.
   2. Use arrow to show path before accident.
   3. Show location in.
   4. Show location out.
   5. Give names or number of streets or highways.
   6. Indicate month by arrow at this circle.

---

**INSTRUCTIONS:**
- Attach additional sheet if necessary.
- Use arrow to show path before accident.
- Indicate month by arrow at this circle.

---

**ENVELOPE:**
- Enclosure (1)
EXHIBIT 14
CLAIM FOR DAMAGE, INJURY OR DEATH

<table>
<thead>
<tr>
<th>CLAIM FOR DAMAGE, INJURY, OR DEATH</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSTRUCTIONS: Please read carefully the instructions on the reverse side and supply information requested on both sides of this form. Use additional sheet(s) if necessary. See reverse side for additional instructions.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1. Submit to Appropriate Federal Agency:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Name, address of claimant, and claimant's personal representative if any. (See instructions on reverse). Number, Street, City, State and Zip code.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. TYPE OF EMPLOYMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ MILITARY ☐ CIVILIAN</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. DATE OF BIRTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. MARRITAL STATUS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. DATE AND DATE OF ACCIDENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>7. TIME (A.M. OR P.M.)</td>
</tr>
</tbody>
</table>

| 8. BASIS OF CLAIM (State in detail the known facts and circumstances attending the damage, injury, or death, identifying persons and property involved, the place of occurrence and the cause thereof. Use additional pages if necessary). |

<table>
<thead>
<tr>
<th>PROPERTY DAMAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME AND ADDRESS OF OWNER, IF OTHER THAN CLAIMANT (Number, Street, City, State, and Zip Code).</td>
</tr>
</tbody>
</table>

| BRIEFLY DESCRIBE THE PROPERTY, NATURE AND EXTENT OF THE DAMAGE AND THE LOCATION OF WHERE THE PROPERTY MAY BE INSPECTED. (See instructions on reverse). |

<table>
<thead>
<tr>
<th>10. PERSONAL INJURY/WRONGFUL DEATH</th>
</tr>
</thead>
<tbody>
<tr>
<td>STATE THE NATURE AND EXTENT OF EACH INJURY OR CAUSE OF DEATH, WHICH FORMS THE BASIS OF THE CLAIM. IF OTHER THAN CLAIMANT, STATE THE NAME OF THE INJURED PERSON OR DECEASED.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>11. WITNESSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME</td>
</tr>
<tr>
<td>ADDRESS (Number, Street, City, State, and Zip Code)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>12. (See instructions on reverse). AMOUNT OF CLAIM (in dollars)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>12a. PROPERTY DAMAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>12b. PERSONAL INJURY</td>
</tr>
<tr>
<td>12c. WRONGFUL DEATH</td>
</tr>
<tr>
<td>12d. TOTAL (Failure to specify may cause forfeiture of your rights).</td>
</tr>
</tbody>
</table>

| I CERTIFY THAT THE AMOUNT OF CLAIM COVERS ONLY DAMAGES AND INJURIES CAUSED BY THE INCIDENT ABOVE AND AGREE TO ACCEPT SAID AMOUNT IN FULL SATISFACTION AND FINAL SETTLEMENT OF THIS CLAIM. |

| 13a. SIGNATURE OF CLAIMANT (See instructions on reverse side). |
| 13b. PHONE NUMBER OF PERSON SIGNING FORM |

<table>
<thead>
<tr>
<th>CIVIL PENALTY FOR PRESENTING FRIVOLOUS CLAIM</th>
</tr>
</thead>
<tbody>
<tr>
<td>The claimant is liable to the United States Government for a civil penalty of not less than $5,000 and not more than $10,000, plus 2 times the amount of damages sustained by the Government. (See 31 U.S.C. 3729).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CRIMINAL PENALTY FOR PRESENTING FRAUDULENT CLAIM OR MAKING FALSE STATEMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fine, imprisonment, or both. (See 18 U.S.C. 287, 1001).</td>
</tr>
</tbody>
</table>

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95-109

NSN 7540-00-434-4845
STANDARD FORM 95 (REV. 2/2007)
PRESCRIBED BY DEPT. OF JUSTICE
28 CFR 14.2

Enclosure (1)
SECTION II - SUPPLY PROCUREMENT

Ref:  (a) OASN (RD&A) Memo of 26 Sep 11
     (b) NAVSUPINST 4200.85D
     (c) MILPERSMAN 1800-010
     (d) NAVPERS 15560D
     (e) COMNAVRESFORCOM Memo of 20 Mar 15
     (f) COMNAVRESFORCOM N63 IT Resources Guidance for RESFOR
         NAV-IDAS ITPR Submitters, ITP Managers and
         Comptrollers
     (g) Navy Logistics Library (NLL) NAVSUP P600
     (h) NAVSUP P-485
     (i) NAVSUPINST 4200.99C
     (j) COMNAVRESFORINST 1342.1B
     (k) OASN (FM&C) Memo of 29 Jan 15
     (l) OPNAVINST 4614.1G
     (m) Consolidated Card Program Management Division Desk
         Guide 5.03
     (n) PCAN 15 Aug 14 Judicious Use of Command Coins and
         Presentation Items
     (o) NAVADMIN 184/14 Judicious Use of Command Coins and
         Presentation Items

Chapter 1 - Standard Procurement Methods

2101. COs are responsible for all acquisition transactions. COs and supply personnel will follow the procedures in this chapter and in applicable procurement references. COs will ensure that monetary and quantitative controls are established to provide effective and efficient management of assigned resources.

2102. Mandatory Sources of Supply:

   a. Most consumables, material, and equipment can be obtained through the supply stock system, SERVMART, DOD EMALL, Federal Prison Industries (FPI), or Ability One. Material must be screened before procurement from the local market. Material or services available from a mandatory source MUST be utilized. All furniture must be procured using Fleet Logistics Center (FLC) established Blanket Purchase Agreements (BPA). If purchase for furniture is more than $3,500, you must have three BPA quotes including a UNICOR quote. Detailed requisition procedures together with examples are in reference (a).
b. The mandatory sources of supply for office supplies are DOD EMALL (Navy Corridor) and FLC San Diego/Norfolk “Virtual” SERVMART contract. DOD EMALL can be accessed at URL: https://DOD.emall.dla.mil/acct/.

2103. Requisitioning through the Navy Supply System is the preferred method of procurement. When available through the Navy Supply System, known requirements will be requisitioned sufficiently in advance to avoid local purchase action. Excessive local purchase of items available in the Navy Supply System will be viewed as an indicator of inadequate command management.

2104. MILSTRIP will be used when ordering National Stock Number (NSN) items through the Navy Supply Systems.

2105. All material/services will be requested by the end user to the Supply Department using a purchase request, Exhibits 1 and 2, respectively.

2106. Procurement Exceeding Local Purchasing Authority.

   a. Purchases exceeding your local designated authority must be forwarded to your supporting FLC for contracting.

   b. Before initiating a purchase action request to your designated contracting office, the following must be accomplished:

      (1) Ensure your approved purchase request is complete and properly researched, with an approved source of funding.

      (2) Review reference (b) to determine if the item or service is a restricted purchase item.

      (3) Ensure that either three (3) quotes or Sole Source Justification request documentation is provided.


   a. All BPA actions and purchases utilizing Federal Supply Schedule (FSS) with the GCPC as a method of payment greater than the micro purchase threshold must be reported to the Federal Procurement Data System Next Generation (FPDS-NG) on a Contract
Action Report (CAR). CARs must be retained in the purchase file.

**Note. This is a frequent discrepancy during FLC PPMAP Inspections. Procurement Agents shall be thorough in reporting these purchases.**

b. Login to access FPDS-NG for non-contract writing system users at [https://www.fpds.gov/](https://www.fpds.gov/).
Chapter 2 - Unique Purchases

2201. Change of Command Expenses. Appropriated funds may be utilized for the printing of standard Navy invitations, and for chairs, tents and sound equipment rental. DOD Printing Requisition/Order DD Form 282 will be utilized for invitation printing requests and submitted to the local DLA-Document Services. Chair rental, sound equipment, tents and other such items can be procured with the assistance of your regional Naval Facilities Command (NAVFAC) office. The purchase of coffee, cake, and other refreshments with appropriated funds is prohibited.

2202. Retirement Ceremony Expenses. The retirement or transfer to the Fleet Reserve of a member shall (if the member so desires) be preceded by a ceremony designed to express the Navy’s appreciation for the many years of faithful and honorable service the member has devoted to their country.

   a. Commands are authorized to use appropriated funds to procure one National Ensign (NSN 8345-00-656-1435 or suitable 3’x5’ substitute if not available) per retiree.

   b. Appropriated funds may be used to pay for all forms, invitations, and printing for official retirement ceremonies via DLA. Postage expenses associated with the mailing of invitations or other ceremonial announcements will be incurred by the member and at no expense of the government per reference (c).

   c. Appropriated funds are authorized for the rental of chairs, sound equipment and tents for official ceremonies.

   d. Gifts for the occasion, such as shadow boxes, plaques, flower bouquets for the spouse, refreshments etc., may be provided by the member and at no expense to the government per reference (b).

2203. Procurement of a Post Office Box. A box rented before the beginning of the FY must be rented for no less than a full quarter. The United States Postal Service (USPS) will not refund a portion of the rental if the box is surrendered before the end of the rental period. This policy applies to advance payments of box rent made on a quarterly or annual basis. The
USPS bills on its Post Office Notice (PON) 32 Form. Payment for a post office box rental will be handled by the following procedure.

a. The renting activity will forward the PON-32 to the local disbursing officer certified for payment and will furnish all the required accounting data, including the current FY appropriation to which the rent applies.

b. The Disbursing Officer will then prepare Voucher for Disbursement and Collection NAVCOMPT Form 2277 and attach the PON-32.

**Note: No payee certification is required and the rent is paid in advance annually for each FY. Make the check payable to "Postmaster" per reference (b).**

2204. Navy Decorations and Awards. These items must be procured from authorized Navy sources using MILSTRIP for all NSN items. When awarding a decoration or award for the first time, or when stars are awarded for subsequent awards, they are provided by the issuing command. Reference (d) outlines circumstances for use of appropriated funds to procure awards. Replacement decorations and awards will be replaced at the individual’s own expense.

2205. Command Coins and Emblematics. Appropriated funds may be used to purchase command coins and emblematics for the sole use of Commanders (i.e., Deputy Commanders and Chiefs of Staff when "acting" on behalf of the Commander officially) and COs (i.e., Executive Officers when "acting" on behalf of the CO, officially).

a. Coins should be designed to present a professional representation of the command. Presentation of a command coin qualifies as an award when given for outstanding performance, specific achievement, or a unique achievement which contributes to a command's efficiency and effectiveness.

b. Command coins provided in this context bear the characteristics of other awards provided by the command. Command coins shall be limited in number, accounted for in a written record or logbook maintained by the CO, and shall not be personalized with a specific Commander or CO's name.
c. A complete record shall be maintained ready for inspection to include the names of the recipients, date of award and the reason for the presentation.

d. Plaques will only be purchased with appropriated funds for Sailors/Civilians of the Quarter/Year.

e. Purchase of Command Master Chief (CMDCM) and Senior Enlisted Leader (SEL) coins are not authorized.

2206. Command Ball Caps, Unit Patches and Other Emblematics Intended for Wear on the Navy Uniform. The use of OPTAR funds are not authorized for the purchase of Command Ball Caps, Unit Patches or other emblematic items intended for wear on the Navy Uniform not otherwise required by uniform regulations per reference (e).

2207. Information Technology (IT) Purchases. All IT required items shall be approved on an Information Technology Procurement Request (ITPR) prior to any purchase actions by the Supply Department. Refer to COMNAVRESFORCOM N6 SharePoint site or reference (f) for proper procedures and guidelines for ITPR submission and approval. All IT related purchase requests must be accompanied by a COMNAVRESFORCOM N6 approved ITPR prior to any purchase actions by the Supply Department.

   a. ITPRs shall not be initiated by Supply Department personnel, unless the specific requirement originates from the Supply Department.

   b. ITPRs shall be initiated by the end-user via the appropriate N6 Department.

2208. Duplication Equipment. DLA Document Services is the mandatory source of supply for duplicating equipment (MFDs, copiers, printers, etc.). DLA Document Services waivers are required for any other vendor or source per the DON CIO Memo of 25 January 2013.

2209. Forms/PUBS. Many forms used by Supply Department personnel can be accessed at Navy Forms Online: https://Navalforms.documentservices.dla.mil/web/public/home. Requisitions for instructions, publications, and forms (cognizant symbol 0I and 1I) listed in reference (g) can be
procured at https://nll2.ahf.nmci.navy.mil/default.cfm or other official on-line resources.

2210. Mandatory Turn-in Repairable (MTR) Items. MTR items are high-cost items that cannot be repaired locally. They are shipped to the nearest designated repair facility. If required, these items will be procured per reference (h), Chapter 8. All carcass turn-in’s will be shipped within 24 hours after receipt of Ready-for-Issue (RFI) parts per reference (h), Chapter 8.

2211. Depot Level Repairable (DLR) Items. DLR items are Navy managed items which, based on unit cost, annual demand, difficulty of repair, or other economic considerations, have been selected by cognizant inventory managers for special inventory control. DLR material will be requisitioned or turned in per reference (h).

2212. Authorized Miscellaneous Expenses. Reimbursement for authorized expenses incurred during the performance of official duties may be requested by submitting a Claim for Reimbursement for Expenditure on Official Business (SF 1164) to the CO for approval. If approved, payment will be made by the servicing Personnel Support Detachment/Customer Support Detachment (PSD/CSD) and charged to the appropriate local funds. With the exception of reimbursement for mileage, receipts to document actual cost will be included with the request. This procedure will not be used to circumvent procurement through the Navy supply system.

2213. Procurements for Presentation or Recognition Items. References (b) and (i) provide general guidance on use of appropriated funds for presenting recognition items for retention purposes.

a. Appropriated funds may be used to purchase recognition items for recruitment or retention purposes, including reenlistments. The purchase of food or refreshments of any type in support of recruitment or retention purposes with OPTAR funds is prohibited.

b. Appropriate recipients of such recognition items are military personnel and immediate family members.

c. The maximum appropriated fund expenditure for any one event is $50 and would include such items as coins, medals,
trophies, badges, flags, posters or paintings. Documentation identifying the recipient and occasion will be maintained.

d. Officer, Chief, and Petty Officer messes or associations are authorized sources for funding hail-and-farewell gifts, mementos and associated functions out of their respective non-appropriated mess funds.

2214. Deployment Readiness Training (DRT). Meals and berthing are to be paid for with GCPC using Yellow Ribbon Program funding per reference (j). Ensure the command is aware of this reference prior to preparing for a DRT Event.

a. Purchase of breakfast and lunch is authorized for SELRES officer and enlisted Sailors and up to two guests per member. Local meal signature sheets will be used to account for all meals.

b. Child care is provided via contract per reference (j).

c. Berthing is provided for attendees entitled to contract berthing. Only one room is authorized per family, regardless of the size of the family, for the duration of the event. RCC Commanders have the discretion to permit contract berthing extensions when issues of a qualifying attendee’s safety are involved.

d. Bottled water is an authorized purchase during a Yellow Ribbon event under the “necessary expense rule”.
Chapter 3 - GCPC Administrative Requirements

2301. Training Requirements. All GCPC program participants will complete initial training before assuming program responsibilities. Copies of training certificates must be retained on file per references (d) and (k). Following is a list of required training for specific positions:

a. Head of Activity (HA):

   (1) DON HA Training

   (2) Annual DOD Ethics Training

b. Agency Program Coordinator (APC):

   (1) Defense Acquisition University (DAU) CLG001 DOD Government Purchase Card

   (2) DAU CON 237 Simplified Acquisition Procedures

   (3) Online DON GCPC APC Training

   (4) Annual DOD Ethics Training

   (5) Documented Activity Internal Operating Procedures (IOP) Training (via NAVRES 3500/2)

c. Approving Official (AO):

   (1) DAU CLG001 DOD Government Purchase Card

   (2) DAU CLG006 Certifying Official Training

   (3) Online DON GCPC AO Training

   (4) Annual DOD Ethics Training

   (5) Documented Activity IOP Training
(6) DAU CON 237 Simplified Acquisition Procedures

d. Cardholder (CH):

(1) DAU CLG001 DOD Government Purchase Card
(2) DAU CON 237 Simplified Acquisition Procedures
(3) Online DON GCPC CH Training
(4) Annual DOD Ethics Training
(5) Documented Activity IOP Training

2302. Refresher Training. All GCPC program personnel will complete activity IOP and purchase card refresher training every two years. Purchase card refresher training may be completed via one of the following training methods:

a. DON CCPMD sponsored regional training,

b. DAU CLG004 DOD Government Purchase Card Refresher Training, or

c. Online DON GCPC Training.

2303. Ethics Training. All GCPC program participants are required to complete DOD annual ethics training. Retain certificates in program binder.

2304. All activity IOP Training shall be annotated on a NAVRES 3500/2 Report of Training.

2305. Appointment of Authority. After initial training, authority to perform primary program participant roles shall be documented in writing on command letterhead before assuming GCPC program roles and responsibilities. DD Form 577s shall be appointed to AOs and CHs and require a handwritten signature by the appointee.
**Note. The effective date annotated on a DD 577 cannot be before the date the Appointing Authority signs the document.

2306. Print and Sign Documents. All documents that require signature must have a legible printed name entered on the document.
Chapter 4 – Monthly Certification

2401. Monthly Certification. The documents required for monthly certification are FIAR KSDs and require maximum attention to detail upon initial process to avoid rework.

   a. CHs and AOs have a total of 10 days to complete the monthly electronic invoice certification.

   b. CHs shall log into Citibank Electronic Access System a minimum of once per week to reallocate and reconcile transactions.

   c. CHs and AOs will ensure the correct Standard Document Numbers (SDN), Lines of Accounting (LOA), and contract numbers are properly entered.

   d. CHs and AOs will sign and maintain a copy of the expanded view of the monthly statement.

   e. CHs and AOs will sign and maintain a copy of the signed monthly statement certification, Exhibits 5 and 6.

   f. AOs shall print, sign and maintain a copy of each monthly statement.

2402. Certification Report Database (CRDB). GCPC Hierarchy Level (HL) 5 APCs will utilize the CRDB to ensure erroneous information has been extracted and corrected, prior to AO official certification. HL5 APCs will run this report after the statement is available for certification to ensure SDNs, LOAs, and contract numbers are entered correctly in Citibank.

2403. Manual Certification. Electronic certifications that are suspended will require manual certification. Any command that requires manual certification will have their AO account suspended at the time it appears on the A&M Status Report until the manual certification is processed through DFAS and payment has posted to the AO’s invoice. Historical average of suspension is 12-14 business days. ISICs are responsible to support units with suspended accounts to ensure no loss of service (i.e. berthing, subsistence, etc.) Guidance on processing manual certifications can be found on the COMNAVRESFORCOM N4 SharePoint ProcessQuik site.
Chapter 5 - Procurement Filing System

2501. Purchase Record Files. Standardization is MANDATORY. Purchase card files and records are to be maintained for 10 years per reference (k). This includes all training records, letters of delegation, and individual purchase records. Each purchase transaction will have its own folder and will be filed by document number sequence.

a. Purchase Card File Documentation. Each Purchase Card File will contain the following:

(1) Open Purchase Request Form (OPR), Exhibit 1. The most current OPR shall be used and completed in its entirety.

(2) Vendor Quote(s).

(3) Funding Document. Funding documents must be approved by the AO prior to the cardholder making the purchase. It is mandatory that AOs approve the OPR and funding document on the same day. The funding document shall fund the entire amount of the purchase. Amendments must be processed (as applicable) to ensure funding is available. AOs will print and sign their name on the funding document, as well as enter the date.

(4) Signed Invoice/Receipt. Receivers/end-users may sign a packing list if accompanied with the material. However, the CH is responsible for ensuring a valid invoice is available in the file. AOs must initial all invoices, once material/services has been received. Receipt must be posted into the accounting system immediately. Ensure all mandatory receiver data is entered on the invoice/receipt to include the following:

(a) circle quantity
(b) printed name
(c) signed name
(d) date
(e) telephone number
(f) office designator code

Enclosure (1)
(5) Monthly Citibank Statement. The expanded statement showing reallocation information shall be included.

(6) Purchase Card Log. A Citibank Offline purchase log shall be used to record all transactions at the time of purchases, Exhibit 7. All mandatory fields will be entered and completed in its’ entirety.

(7) CH Certification Form, Exhibit 5

(8) AO Certification Statement, Exhibit 6

(9) Additional Supporting Documentation

b. Outstanding/Completed Purchase Folders. These are individual folders containing purchase documents and will be maintained in ascending document number sequence. Maintain two subsections of “Outstanding” and “Completed” transactions.

c. Continuing Services Transactions. Any purchase action that is paid for on a month-to-month basis for services is defined as a continuing service (e.g. cell phones, cable/satellite service, FedEx, etc.). Each continuing service will be obligated monthly with a new OPR and funding document to coincide with the monthly billing cycle.

d. MILSTRIP Documents, Exhibit 3, will be maintained in ascending document number sequence.

(1) Outstanding

(2) Completed

(3) File in document number sequence

(4) Retain electronic copy in TRIM

Enclosure (1)
Chapter 6 - Uniform Material Movement and Issue Priority System (UMMIPS)

2601. General Regulations. UMMIPS is used during peacetime and wartime to ensure that material is provided to users under rules that take into account the military importance and urgency of the requiring activity, and other command and management considerations. These criteria are structured to provide a distinct advantage to deployed forces. Commanders, COs, and Officers in Charge (OICs) of Navy and Marine Corps Reserve units will be thoroughly familiar with, and ensure adherence to reference (1). This instruction provides additional guidance for the application of reference (1) within the Navy Reserve Force.

   a. Requisition priority assignments will be based on Force Activity Designator (F/AD) and Urgency of Need Designator (UND) per reference (1).

   b. Commands performing assessments will include a review of priority designators to determine compliance with reference (1) and this publication.

2602. Force/Activity Designator (F/AD) Assignments:

   a. Navy and Marine Air/Surface/Expeditionary Reserve units scheduled for deployment in support of a special project by a higher echelon may request from COMNAVRESFORCOM an increase in F/AD 60 days prior to deployment via their unit’s chain of command. F/AD increases will commence no earlier than 30 days prior to deployment. This temporary F/AD will be terminated upon completing deployment.

   b. Activities supporting units assigned a higher F/AD may submit requisitions using the F/AD of the supported unit. This includes awaiting parts requirements for not mission capable supply, partial mission capable supply, and casualty report requisitions.

   c. F/AD III will be used for emergency medical disaster supplies, equipment required to save lives, prevent suffering, and for emergency supplies or equipment required for controlling civil disorders or rioting.
d. A NAVOPSPTCEN providing direct support to units with a
higher F/AD will honor and process requisitions for requirements
using that unit's priority.

2603. Urgency of Need Designator (UND). The UND will be
assigned per reference (l).

2604. Follow-up Procedures. Follow-up procedures can be found
in Appendix A4 of reference (h).

2605. Material Obligation Validation (MOV) Procedures. A
material obligation represents the unfilled quantity of a
requisition that is not immediately available for issue, but is
recorded as a commitment against existing or prospective dues or
direct deliveries from vendors. Material obligations are
considered to be over aged for validation purposes when priority
01-08 requisitions have been outstanding for more than 30 days
past the requisition date, or when priority 09-15 requisitions
have been outstanding for more than 75 days past the requisition
date. All MOV requests must be verified against actual
receipts. MOVs shall be regularly and aggressively worked.
EXHIBIT 1
OPEN PURCHASE REQUEST FORM

PURCHASE/MATERIAL/SERVICES REQUEST

<table>
<thead>
<tr>
<th>Complete Description</th>
<th>Stock Number</th>
<th>QTY</th>
<th>U/I</th>
<th>U/P</th>
<th>EXT PRICE</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

SOURCE OF SUPPLY (ORDERING ADDRESS)

Point of Contact

Phone #

REQUEST MUST HAVE VALID JUSTIFICATION

1.) SUPPLIES: YES/NO  SERVICES: YES/NO

SCREENED FOR AVAILABILITY FROM MANDATORY SOURCES (FAR PARA 8.001)

<table>
<thead>
<tr>
<th>a.) Mandatory Sources of Supply</th>
<th>Web sites for screening</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Supplies: AbilityOne Office Supplies from DOD EMALL or a local GSA Store</td>
<td><a href="https://dod.emall.dla.mil/">https://dod.emall.dla.mil/</a></td>
<td>Available/Unavailable</td>
</tr>
<tr>
<td>Incidental Janitorial and Sanitation Supplies: AbilityOne Office Supplies from DOD EMALL</td>
<td><a href="https://dod.emall.dla.mil/">https://dod.emall.dla.mil/</a></td>
<td>Available/Unavailable</td>
</tr>
<tr>
<td>Federal Supply Schedules (FSS) (DS-Type Contracts)</td>
<td>Contract number:</td>
<td>Available/Unavailable</td>
</tr>
</tbody>
</table>

b.) FUNDS AVAILABLE FOR OBLIGATION: Y/N

Funds entered in FASTDATA: DATE:

<table>
<thead>
<tr>
<th>c.) HAZMAT: YES/NO</th>
<th>d.) Item on AUI List: YES NO N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

2.) Requestor: (PRINT AND SIGN NAME)

Date:

3.) Supervisor: (PRINT AND SIGN NAME)

Date:

4.) Approving Official ONLY: (PRINT AND SIGN NAME)

Date:

5.) Cardholder/Requisition: (PRINT AND SIGN NAME)

Date of Order/ Month of Service/EDD

FORM SHOULD BE TYPED FOR PROPER IDENTIFICATION OF ITEMS REQUESTED

VER 1.6  ALL PREVIOUS VERSIONS ARE OBSOLETE

Revised: JAN 2016
EXHIBIT 2
MILSTRIP INTER-OFFICE PURCHASE REQUEST

<table>
<thead>
<tr>
<th>Complete Description</th>
<th>Doc #</th>
<th>Stock Number</th>
<th>QTY</th>
<th>UI</th>
<th>WIP</th>
<th>EXT PRICE</th>
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</thead>
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</tbody>
</table>

**SOURCE OF SUPPLY (ORDERING ADDRESS)**

Point of Contact
Phone #

**REQUEST MUST HAVE VALID JUSTIFICATION**

1.) SUPPLIES: YES/NO SERVICES: YES/NO

**SCREENED FOR AVAILABILITY FROM MANDATORY SOURCES (FAR PARA 8.001)**

<table>
<thead>
<tr>
<th>a.) Mandatory Sources of Supply</th>
<th>Web sites for screening</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Supplies: AbilityOne Office Supplies from DOD EMALL or a local Servant</td>
<td><a href="https://jped.osd.dla.mil/spd/">https://jped.osd.dla.mil/spd/</a></td>
<td>Avail/Unavail</td>
</tr>
<tr>
<td>Incidental Janitorial and Sanitation Supplies: AbilityOne Office Supplies from DOD EMALL</td>
<td><a href="https://jped.osd.dla.mil/spd/">https://jped.osd.dla.mil/spd/</a></td>
<td>Avail/Unavail</td>
</tr>
<tr>
<td>Furniture: NAVSUP PLC - Norfolk BPA</td>
<td><a href="http://www.acsnavy.navy.mil/oa/contractors/services/strategic%20sourcing/contracts.jsp">http://www.acsnavy.navy.mil/oa/contractors/services/strategic%20sourcing/contracts.jsp</a></td>
<td>Avail/Unavail</td>
</tr>
<tr>
<td>Federal Supply Schedule (FSS) (GS-Type Contracts)</td>
<td>Contract Number:</td>
<td></td>
</tr>
</tbody>
</table>

b.) FUNDS AVAILABLE FOR OBLIGATION: Y/N

<table>
<thead>
<tr>
<th>FUNDS ENTERED IN FASTDATA:</th>
<th>DATE:</th>
<th>Utilizing MILSTRIP / GCPC</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>c.) HAZMAT: YES/NO</th>
<th>d.) Item on AUL: YES, NO, N/A</th>
</tr>
</thead>
</table>

2.) Requestor: (PRINT AND SIGN NAME) Date:

3.) Supervisor: (PRINT AND SIGN NAME) Date:

4.) Approving Official ONLY: (PRINT AND SIGN NAME) Date:

5.) Cardholder/Requisitioner: (PRINT AND SIGN NAME) Date of Order/ Month of Service/ EDD

**FORM SHOULD BE TYPED FOR PROPER IDENTIFICATION OF ITEMS REQUESTED**

VER 1.5 ALL PREVIOUS VERSITONS ARE OBSOLETE

Revised: JAN 2016
EXHIBIT 3
SAMPLE DD FORM 1348

Example

Block A.  SEND TO
P21 Navy Air Station,
New Orleans, La

Block B.  REQUISITION FROM
RLV Fighter
Squadron VF 103

Block C.  NOMENCLATURE
Folders
CC 1-3  Document Identifiers
A0A
CC 4-6  Routing Identifiers
P21
CC 7    Media & Status
S
CC 8-20 National Stock Number
7510004824994
CC 21-22 Special Material Identification
Code
CC 23-24 Unit of Issue
EA
CC 25-29 Quantity
00012
CC 30-43 Document Number
N0007292750001
CC 44  Demand Code
R
CC 45-50 Supplementary Address
CC 51  Signal Code
A
CC 52-53 Fund Code
KB
CC 54-56 Distribution Code
CC 57-59 Project Code
YY9
CC 60-61 Priority Code
13
CC 62-64 Required Delivery Date
9283
CC 56-66 Advice Code
2L

Enclosure (1)
## GCPC PURCHASE FOLDER FORMAT

<table>
<thead>
<tr>
<th>LEFT</th>
<th>RIGHT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Open Purchase Request</strong></td>
<td><strong>Purchase Card Log</strong></td>
</tr>
<tr>
<td><strong>FASTDATA Funding Document</strong></td>
<td><strong>Citibank Monthly Cardholder Statement</strong></td>
</tr>
<tr>
<td><strong>Quote/Initial Invoice</strong></td>
<td><strong>CH Certification Statement</strong></td>
</tr>
<tr>
<td><strong>Signed Invoice/Receipt</strong></td>
<td><strong>AO Certification Statement</strong></td>
</tr>
<tr>
<td><strong>Any Additional Supporting Documentation</strong></td>
<td></td>
</tr>
</tbody>
</table>
Statement Certification

I certify that, except as may be noted herein or on supporting documents, the purchases and amounts listed on this account statement:

1. Are correct and required to fulfill mission requirements of my organization.
2. Do not exceed spending limits approved by the Resource Manager.
3. Are not for personal use or the personal use of the receiving individual.
4. Are not items that have been specifically prohibited by statute, by regulation, by contract or by my organization.
5. Have not been split into smaller segments to avoid dollar limitations.

[Signature]
Authorized Cardholder Signature and Date

[Type Name]
Print Name
EXHIBIT 6
APPROVING OFFICIAL CITIBANK MONTHLY STATEMENT CERTIFICATION

Statement Certification

I certify that the items listed herein are correct and proper for payment from the appropriation(s) or other funds designated thereon or on supporting vouchers, and that the payment is legal, proper and correct, except as may be noted herein or on supporting documents.

[Signature]
6/4/16

Authorized Approving Official Signature and Date
(electronic signature)

[Signature]

Print Name
**CITIBANK OFFLINE PURCHASE LOG**

**MONTHLY PURCHASE CARD LOG**

CARDHOLDER: LS2 MATTHEW SMITH

| INVOICE/BILLING CYCLE: 10/19/2015 - 11/19/2015 |

<table>
<thead>
<tr>
<th>DATE ORDERED</th>
<th>DOCUMENT NUMBER</th>
<th>NAME OF REQUESTOR</th>
<th>VENDOR NAME</th>
<th>DESCRIPTION OF ITEMS OR SERVICES</th>
<th>AMOUNT OF PURCHASE</th>
<th>DATE RECEIVED</th>
<th>NAME OF RECEIVER</th>
<th>REMARKS/COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/21/2015</td>
<td>0010143400000</td>
<td>YNG, JOE BROWN</td>
<td>SERVAER</td>
<td>PAPER, PENS, ENDS, PAPER CLIP</td>
<td>$ 15.00</td>
<td>10/3/2015</td>
<td>YNG, JOE BROWN</td>
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</tr>
<tr>
<td>10/22/2015</td>
<td>0010143400001</td>
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<td>SERVAER</td>
<td>DOCUMENT PRODUCTION</td>
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<td>10/3/2015</td>
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</tbody>
</table>

**Purchase Total:** $ 155.00

**Authorizing Official (AO)**

Print Name: LS2 JOE NAVY

**Authorizing Official (AO)**

Signature:

Date: 10/15/2015

Enclosure (1)
SECTION III - CLOTHING AND PERSONAL PROTECTIVE EQUIPMENT

Ref:  (a) DOD Financial Management Regulations, Volume 7A
     (b) U.S. Code Title 37
     (c) NAVPERS 15665I
     (d) NAVSUP P-485

Chapter 1 - General Regulations

3101. Uniform Policies in accordance with references (a) through (d):

   a. Reference (a) establishes a "cash allowance" and the "clothing issue-in-kind system" to provide uniform clothing required by Navy Reservists.

   b. Reference (b) establishes an initial allowance an officer of the Navy Reserves is entitled to as reimbursement for purchase of required uniform items.

   c. Reference (c) prescribes uniform and grooming standards for all Navy personnel.

   d. Reference (d) provides survey procedures.

3102. Uniform Entitlements:

   a. Uniform Entitlements for Officers. Direct Commissioned Officers or Officers released from another branch of the Armed Forces are entitled to an initial, one-time uniform allowance of $400 as members of the Navy Reserve per reference (b), Chapter 7, Code 415-418, if they meet one or more of the following criteria:

       (1) Report to Active Duty (other than for Annual Training (AT) or Active Duty Training (ADT) for over 90 consecutive days.

       (2) Complete 14 days AT or ADT (combine shorter periods to accumulate 14 days).

       (3) Complete 14 IDT periods.
(4) Have not previously received this allowance.

**Note. See the Reserve Pay Department for additional support for pregnancy and Officer entitlements.

b. Uniform entitlements for Chief Petty Officers (CPOs) of the Navy Reserve, upon reporting for active duty for more than six months, or upon being discharged while on inactive duty to enlist in the Active Component (AC), except as otherwise shown in reference (a), Chapter 29, are entitled to a special initial monetary clothing allowance.

Navy Reserve CPOs who are assigned to Selected Reserve and Voluntary Training Units and who maintain satisfactory reserve participation, per current Bureau of Naval Personnel policy in the quarter concerned, are entitled to a quarterly Reserve Maintenance Clothing Allowance (RMA) in the amount of $30.60 per quarter per reference (a), Chapter 58, section 580501(b).

c. Uniform entitlements for Reserve enlisted personnel E6 and below:

(1) Upon affiliation, an initial uniform clothing issue is made to eligible inactive duty Navy Reservists. The uniform requirements for this initial issue for enlisted men and women may be found on the Reserve Uniform Requirement List (RURL), authorized quantity tables are in Exhibit 1 and 2 of this section.

(2) An enlisted member of the Reserve Component (RC) ordered to active duty for a period of six months or less is not entitled to an additional uniform allowance.

(3) Navy Reservists, E6 and below, are entitled to uniform items per the following criteria:

(a) Prior Navy Service (with initial 8 year obligation completed and discharged over 90 days including IRR obligations if so stipulated in the members orders). Supply representatives and unit leadership shall conduct a seabag inspection of what the RC member has in his/her possession. Those uniforms that are unserviceable, no longer fit, or are no longer in their possession are replaced at government expense, not to exceed the quantities in RURL allowance tables A or B. Female enlisted members are entitled to a one-time initial cash
allowance for the purchase of undergarments per reference (a), chapter 29, Table 29-1 (D-4).

(b) Prior Navy Service (with initial 8 year obligation not completed or discharged/separated less than 90 days). Upon affiliation, one-for-one replacement issue is made for those items that are no longer serviceable or no longer fit, with the exception of socks, underwear, undershirts and towels, which are replaced at the individual's expense. Those uniforms that are no longer in their possession are replaced at the member’s expense.

(4) Individual Ready Reserve (IRR). Members of the IRR must maintain the uniforms issued for the duration of their enlistment contract. One-for-one replacement of uniforms is authorized upon return to drill status, recall to active duty, or mobilization. Missing uniform items are replaced at the members’ expense.

(5) RC E6 and below ordered to active duty for a period of six months or longer are required to have all uniform items that have been previously issued in their possession when reporting for active duty. A supplemental clothing issue from KYLOC ordering system is authorized for enlisted RC, E6 and below, if they meet the following criteria:

(a) Reserve personnel who have previously received an issue-in-kind of clothing items listed in RURL Table 1, but not those in RURL Table 2, as listed in Exhibits 1 and 2.

(b) E6 and below on extended active duty greater than one year are entitled to annual clothing replacement allowances per reference (a), Chapter 29, Table 29-4.

3103. Special Instructions:

a. Navy Mobilization Processing Site (NMPS) reporting. E6 and below Sailors are required to report to active duty with all uniform items they were issued. NMPS will not issue monetary allowance for shortages in uniforms. Mission essential organizational clothing will be issued at NMPS.

b. Shortages in Uniforms. E6 and below, after being processed as indicated in Chapter 3 section 3102, should have
the complete minimum outfit of clothing required. Members must coordinate with NAVOPSPTCEN Supply Department in a timely manner to ensure they receive their supplemental uniform issue from KYLOC to fill RURL Table 2 requirements prior to reporting to their NMPS site. Individuals will replace lost items at their own expense. RC members assigned to MEDHOLD (patient status) are directed to immediately contact their home NAVOPSPTCEN Supply Department if uniform items are required.

c. Replacement of Uniforms. E6 and below that receive a supplemental uniform allowance or a RURL Table 2 issue prior to reporting to extended active duty are not entitled to a replacement seabag.

d. Organizational Clothing and Flight Suits are any clothing on loan to an individual by a Navy activity. These items:

(1) will be the responsibility of the active duty gaining command/commissioned reserve unit or squadron.

(2) will only be ordered by the active duty gaining command/commissioned reserve unit or squadron.

(3) remain the property of the active duty gaining command/commissioned reserve unit or squadron, and will be returned upon transfer from the unit issuing the material or discharge from the Navy Reserve program.

e. Funeral Honors. Personnel assigned in writing by the NAVOPSPTCEN CO to perform 4 or more funeral details in a 30 day period are authorized a second set of dress whites not to exceed the allowance of Table 2 of Exhibits 1 or 2, as applicable. All requests for additional uniforms must be routed through the NAVOPSPTCEN CO to COMNAVRESFORCOM N4 for approval.

3104. Turn-In of Clothing and Accessories:

a. Issued clothing remains the property of the individual with the following exceptions:

(1) Discharged to enlist in another branch of service.
(2) Discharged because of unsuitability, security reasons, unfitness, or misconduct under an administrative or general discharge, or discharged for any reason with a dishonorable, bad conduct, or undesirable discharge.

(3) Organizational clothing less those articles that cannot be reissued because of hygienic reasons (boots, undershirts, caps/hats, socks, and thermal underwear).

b. If any of the above apply, the member is responsible for turning-in all uniforms and any item of organizational clothing held in their possession to the issuing command.

c. Members that neglect to turn-in their clothing upon discharge from the Navy Reserve, shall be sent a certified letter from the CO/OIC within 10 days of discharge directing the return of U.S. Government property within 15 days of the date of the letter. The member is required to reimburse the government for missing articles with a certified check or money order for the current cost, payable to "Treasurer of the United States". Checks or money orders will be forwarded by the NAVOPSPTCEN to the RCC Comptroller or the nearest disbursing officer. If member does not voluntarily reimburse the Government, a DD Form 139, Pay Adjustment Authorization, Exhibit 3, shall be completed and forwarded to the Reserve Pay Department for processing and deduction from the member’s pay or garnishment of civilian wages.
Chapter 2 - Clothing Procurement

3201. Standard of Processing. NAVOPSPTCEN personnel will take the necessary actions to reduce the delay between affiliating and outfitting new personnel. Requisitions for new affiliates will be processed and submitted on the first drill weekend after affiliation with a valid Common Access Card (CAC).

3202. Sources of Supply for E6 and below:

   a. Excess Uniform Management System (EUMS) database shall be utilized for screening of uniforms prior to ordering from the Kentucky Logistics (KYLOC) program. If uniform items are available in EUMS, NAVOPSPTCEN Supply Department will request the item via EUMS and process issue via EUMS once received. NAVOPSPTCEN Supply Departments are reminded to also process a local issue in the Kentucky Logistics (KYLOC) program for the member.

   b. The Defense Supply Center, Philadelphia (DSCP) Prime Vendor is Kentucky Logistics Operation Center (KYLOC). ([www.kyloc.com/ navy](http://www.kyloc.com/navy))

3203. KYLOC Requisitioning Procedures:

   a. The Prime Vendor program will be used to generate all clothing requests for electronic submission. NAVOPSPTCEN clothing supervisors will review and approve all clothing requests no less than five business days from submission.

   b. Echelon IV activities will designate a Clothing Manager to provide assistance to subordinate activities. Echelon IV Clothing Managers will provide training to their subordinate activities, approve/disapprove expedited and special sized orders, and maintain a log of all approved/disapproved expedited orders.

   c. Only the quantities to which the member is entitled shall be ordered. Authorized quantity tables are in Exhibits 1 and 2.

   d. Issuing activities will provide documentation of all issues and any backordered item(s) with a printed picking ticket. Backordered items will be annotated in the backordered column of the picking ticket and will be automatically filled.
when stock becomes available; do not reorder unless directed by your Echelon IV Clothing Manager.

e. Upon receipt of clothing order, the NAVOPSPTCEN Clothing Supervisor will open and inventory contents to ensure proper item(s) are received. Annotate on the outside of the box the member’s name, unit, and date received. The outstanding requisition must be annotated “received” on the issuing activity’s web site at this time. The box will be stored in the designated locked storeroom until issued to the member.

f. If there are any missing clothing items not marked “backordered” on the picking ticket, the Clothing Supervisor will notify their Echelon IV Clothing Manager for assistance.

g. NAVOPSPTCEN personnel will notify the member and members’ Chain of Command when clothing is received. The member and the Clothing Supervisor will jointly inventory the clothing. The member will sign, print and date the receipt and acceptance of the clothing.

h. Members who fail to pick up uniform orders received within two (2) drill weekends of notification, shall provide a special request chit signed by Unit LCPO, requesting a reorder.

3204. Special Measurement Clothing. Procedures for ordering special measurement clothing are located on the COMNAVRESFORCOM N4 SharePoint site. Inquiries regarding unusual sizes or items should be directed to your region clothing coordinator for review before preparing the clothing request. The complete package will be submitted to the region clothing coordinator for processing.

3205. Returns.

a. Any item received by KYLOC which is defective, not the size ordered, or the wrong material was issued shall be returned in their original packaging within 90 days from the date of shipment.

b. Call or email KYLOC Customer Service Department to initiate the “call tag process” via phone 859-293-3988 or email at custservice@kyloc.com to return erroneous items received.

c. Exchanges for any item received that were ordered incorrectly will be honored only under the following criteria:
(1) Contact the Customer Service Department no later than 90 days after the shipment date.

(2) All shipping charges associated with the return of the uniforms to KYLOC are paid by the NAVOPSPTCEN.

(3) All returned items must be unused, free of defects, and in the original packaging.

(4) Exchanges will be for size only (i.e. Must be the same item).

(5) The original document number and Sailor’s name is available.

d. All items that exceed the KYLOC 90 day return policy will be added to the EUMS database immediately after being identified.

e. NAVOPSPTCEN Supply Departments who miss the 90 day return window must report the reason for EUMS excess to RCC N4.

**Note. It is critical to return items within 90 days to prevent accumulation of excess uniforms.**

3206. One-for-one Replacement. Normally one-for-one replacement will follow the standards as listed in Exhibits 1 and 2 respectively. The Reserve Minimum Wear Standards are retroactive to the reserve member’s initial issue date. The following also applies:

a. Weight gain or loss is not automatic justification for replacement of serviceable uniforms prior to the minimum wear standards date. These requests will be approved or disapproved by the NAVOPSPTCEN CO.

b. Socks, underwear, t-shirts, blousing straps and towels are replaced at the member’s expense.

c. Items lost, damaged, or mutilated through improper use or personal negligence are replaced at the member’s expense.

d. Items lost, damaged, or mutilated through no fault of the individual will be replaced at government expense. For additional guidance contact your region clothing coordinator.
e. An item meeting minimum wear standards, yet still in a serviceable condition shall not be replaced solely on the basis of the item meeting the minimum replacement criteria, as determined by the NAVOPSPTCEN Clothing Manager.

3207. New Clothing Items Awaiting Issue. As discussed in paragraph 3205, the Clothing Supervisor shall determine the reason the clothing has not been issued, (e.g., member is no longer in a drill status; member is deployed or physically unable to pick up items, etc.).

   a. Once the status of the member has been identified, this will determine whether the clothing is returned to KYLOC or held for that member to be issued at a later date.

   b. If held for later date, the box must be annotated with reason for delay, and expected pick up date.

3208. Disposition of Used Clothing. Used clothing on hand, as a result of items being returned for replacement, will be disposed of according to the following:

   a. Clothing in usable condition.

      (1) Transfer to the Boy Scouts of America, Sea Scouts, Navy Sea Cadet Corps, Navy Reserve Officer Training Corps, or Young Marines of the Marine Corps. Prepare a DD Form 1149 using the next available expenditure document number and in block 9 cite 10 U.S.C Section 7541. CO shall sign the DD Form 1149 and place a copy in the expenditure file.

      (2) If the first option is not available, transfer the clothing to the nearest DLA Disposition Services. Prepare original and required copies of the DD Form 1348-1A and use the next available expenditure document number. For like items of different sizes, cite FSC-00-noun name in the stock number block (i.e. 8415-00-TROUSERS) and the words "Used Clothing" in the nomenclature block of the form. CO signature is required. Place a copy of the DD Form 1348-1A in the shipping container and in the expenditure file.

   b. Clothing in unusable condition. Transfer to the nearest DLA Disposition Service or destroy and use as rags. Document the disposition of the clothing using a DD Form 1348-1A or DD Form 1149 signed by the CO and witnessed. Place a copy in the expenditure file.
Chapter 3 - Uniform Accessories

3301. Requisition of Uniform Accessories. Uniform accessories include; rating badges, group rate marks, striker badges/marks, apprentice training graduate badges, service stripes, collar devices, and nametapes are provided at government expense. Rating badges, service stripes, and nametapes shall be provided at government expense when outer garments are replaced. RPN alterations funds provided by COMNAVRESFORCOM via the RCC are authorized to be utilized to purchase these items on an “as needed” basis. Stockpiling of these items is prohibited.

3302. Unit Identification Marks (UIMs). UIMs for Navy Reserve personnel will be issued by the active duty gaining command. Members assigned to the OSU or who do not have an active duty gaining command will be issued the UIM for the supporting NAVOPSPTCEN at which they drill at government expense.

3303. Gold Uniform Accessories. Ensure all clothing articles requisitioned are authorized for the individual. After initial issue of gold rating badges and service stripes, replacement of gold accessories are made only upon advancement or longevity. Gold uniform accessories will be obtained through authorized sources (e.g., Navy Exchange or Vanguard).

3304. Nametapes. Personnel who experience name changes will replace nametapes with tapes bearing their new name, as soon as possible after the name change has been approved by BUPERS. Nametapes will be procured via KYLOC at government expense.

3305. Warfare/Qualification/MAA Security Insignia. Navy Working Uniforms (NWUs) warfare and qualification insignia will be obtained through authorized sources (e.g., Navy Exchange or Vanguard). Only primary warfare designator will be issued. In the case of a rated MA, primary warfare and the soft security badge may be issued. Hard Warfare/Qualification/MA Security badges are not authorized for purchase or issue at government expense.

3306. Command Ball Caps/Patches/Emblematics. Command ball caps, patches, and emblematics may be procured utilizing private mess funds. OPTAR funds are not authorized for the procurement of these items.
Chapter 4 - Alterations

3401. Essential Alterations.

   a. Only essential alterations of uniform items are authorized at government expense.

   b. Alterations are not authorized for items that are exchanged for a different size to allow for a proper fit.

   c. Alterations are provided at government expense for initial, replacement, and special retrofit issues.

   d. Authorized essential alterations are:

      (1) Hem trousers/slacks to proper length.

      (2) Hem jumper/peacoat/all-weather coat sleeve length.

      (3) All authorized uniform attachments/accessories excluding NWU Type II and Type III.

   e. Individuals who pay for alterations out of pocket are not authorized reimbursement.

   f. Alterations will be funded using the RPN alterations Line of Accounting (LOA) provided to your unique UIC by COMNAVRESFORCOM. Log this expenditure in the RPN Expenditure Log, Exhibit 4. Retain Log for 10 years.

3402. Alteration Services. Alteration services may be obtained from the NEX or any tailor shop that will accept the GCPC as the method of payment.
Chapter 5 - Special and Extreme Cold Weather Clothing

3501. General. Special and extreme cold weather clothing items are types of organizational clothing that provide environmental protection under various climatic conditions and are used while performing duties that make standard uniform articles inadequate. This clothing is loaned to an individual and must be returned when no longer required. Special clothing includes cold weather clothing but does not include flight clothing, safety equipment, nuclear, biological, or chemical warfare clothing. Supply Department shall inventory and account for each issue.

   a. Extreme cold weather clothing is issued on a sub-custody basis at no cost to the member. The requiring command determines whether or not the requirement for special or extreme cold weather clothing exists. The requiring command will fund procurement of extreme cold weather clothing utilizing command OPTAR.

   b. Special Clothing items required by the local command will be issued on a sub-custody basis at no expense to the member, utilizing command OPTAR.

   c. Nuclear, biological, or chemical clothing requirements will be forwarded to COMNAVRESFORCOM N4 via the region clothing coordinator.

   d. Missing, lost, or destroyed items will be surveyed per reference (c).
## EXHIBIT 1
RESERVE UNIFORM REQUIREMENTS LIST, MALE

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Table 1</th>
<th>Table 2</th>
<th>Minimum Wear in months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bag, Duffle, Nylon</td>
<td>1</td>
<td>0</td>
<td>120</td>
</tr>
<tr>
<td>Ball Cap, NAVY</td>
<td>1</td>
<td>0</td>
<td>18</td>
</tr>
<tr>
<td>Belt, Black, W/Silver Tip</td>
<td>1</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>Belt, White, W/Silver Tip</td>
<td>1</td>
<td>0</td>
<td>12</td>
</tr>
<tr>
<td>Blouse, NWU Type I</td>
<td>2</td>
<td>1</td>
<td>24</td>
</tr>
<tr>
<td>Blousing Straps</td>
<td>2</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Boots, 9&quot;</td>
<td>1</td>
<td>0</td>
<td>24</td>
</tr>
<tr>
<td>Buckle, Silver</td>
<td>1</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>Cap, Garrison Unisex</td>
<td>1</td>
<td>0</td>
<td>12</td>
</tr>
<tr>
<td>Cap, Knit, Blue</td>
<td>1</td>
<td>0</td>
<td>60</td>
</tr>
<tr>
<td>Cap, 8 Points NWU Type I</td>
<td>1</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>Coat, All Weather (Raincoat)</td>
<td>1</td>
<td>0</td>
<td>60</td>
</tr>
<tr>
<td>Collar Devices, Embroidered, GOLD or RED (as required)</td>
<td>0</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td>Collar Devices, Silver (E2 through E6)</td>
<td>1</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>Coveralls</td>
<td>1</td>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td>Drawers, Ctn, Brief</td>
<td>6</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Gloves, Leather, Black</td>
<td>1</td>
<td>0</td>
<td>36</td>
</tr>
<tr>
<td>Hat, White Service</td>
<td>2</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td>Jumper, Service Dress Blue (Poly/Wool)</td>
<td>1</td>
<td>0</td>
<td>36</td>
</tr>
<tr>
<td>Jumper, Service Dress White (CNT)</td>
<td>1</td>
<td>1</td>
<td>24</td>
</tr>
<tr>
<td>Liner, Fleece NWU Type I</td>
<td>1</td>
<td>0</td>
<td>48</td>
</tr>
<tr>
<td>Mock Turtle Neck</td>
<td>1</td>
<td>0</td>
<td>24</td>
</tr>
<tr>
<td>Name tapes: Coveralls</td>
<td>1</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td>Neckercrchief, Black Acetate</td>
<td>1</td>
<td>0</td>
<td>24</td>
</tr>
<tr>
<td>Overcoat (Peacoat)</td>
<td>1</td>
<td>0</td>
<td>120</td>
</tr>
<tr>
<td>Parka, NWU Type I</td>
<td>1</td>
<td>0</td>
<td>60</td>
</tr>
<tr>
<td>PT Shirt</td>
<td>2</td>
<td>0</td>
<td>18</td>
</tr>
<tr>
<td>PT Short</td>
<td>2</td>
<td>0</td>
<td>18</td>
</tr>
<tr>
<td>Rating Badges Blue, Serge or Gold Serge as required (Jumper)</td>
<td>1</td>
<td>0</td>
<td>12</td>
</tr>
<tr>
<td>Rating Badge, White, CNT (Jumper)</td>
<td>1</td>
<td>0</td>
<td>12</td>
</tr>
<tr>
<td>Rating Badge, Peacoat</td>
<td>1</td>
<td>0</td>
<td>12</td>
</tr>
<tr>
<td>Service Stripes: White, CNT (as required)</td>
<td>1</td>
<td>0</td>
<td>24</td>
</tr>
<tr>
<td>Service Stripes, Blue, Serge or Gold, Serge (as required)</td>
<td>1</td>
<td>0</td>
<td>24</td>
</tr>
<tr>
<td>Shirt, Khaki</td>
<td>1</td>
<td>1</td>
<td>24</td>
</tr>
<tr>
<td>Shoes, Dress Black</td>
<td>1</td>
<td>0</td>
<td>36</td>
</tr>
<tr>
<td>Socks, Nylon/Cotton Black</td>
<td>3</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Socks, Rush Sole, Boot</td>
<td>5</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Sweater, Wool, Blue</td>
<td>1</td>
<td>0</td>
<td>36</td>
</tr>
<tr>
<td>Towel, Bath</td>
<td>2</td>
<td>2</td>
<td>N/A</td>
</tr>
<tr>
<td>Trousers, Service Dress Blue (13 Button)</td>
<td>1</td>
<td>0</td>
<td>36</td>
</tr>
<tr>
<td>Trousers, Service Dress White</td>
<td>1</td>
<td>1</td>
<td>24</td>
</tr>
<tr>
<td>Trousers, Service Uniform</td>
<td>1</td>
<td>1</td>
<td>24</td>
</tr>
<tr>
<td>Trousers, NWU Type I</td>
<td>2</td>
<td>1</td>
<td>24</td>
</tr>
<tr>
<td>Undershirt, White. Ctn</td>
<td>2</td>
<td>2</td>
<td>N/A</td>
</tr>
<tr>
<td>Undershirt, Blue, Ctn NWU</td>
<td>3</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>U. S. Navy Tapes: Coveralls</td>
<td>1</td>
<td>1</td>
<td>6</td>
</tr>
</tbody>
</table>

**NOTE 1:** Rank insignia and warfare devices are no longer required on coveralls. Nametapes continue to be required.

**NOTE 2:** Table 2 will be issued from NAVOPSPTOCCN upon executing orders of 179 days or more.

**NOTE 3:** Name Tapes will be automatically attached to every item requiring a Name Tape when ordered.
## Reserve Uniform Requirements List, Female

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Table 1 Issue QTY</th>
<th>Table 2 Issue QTY</th>
<th>Minimum Wear in months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bag, Duffle, Nylon</td>
<td>1</td>
<td>0</td>
<td>120</td>
</tr>
<tr>
<td>Ball Cap, NAVY</td>
<td>1</td>
<td>0</td>
<td>18</td>
</tr>
<tr>
<td>Belt, Black, W/Silver Tip, Male/NWU</td>
<td>1</td>
<td>0</td>
<td>12</td>
</tr>
<tr>
<td>Blouse, NWU Type I</td>
<td>2</td>
<td>1</td>
<td>24</td>
</tr>
<tr>
<td>Blousing Straps</td>
<td>2</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Boots, 9&quot;</td>
<td>1</td>
<td>0</td>
<td>24</td>
</tr>
<tr>
<td>Buckle, Silver</td>
<td>1</td>
<td>0</td>
<td>12</td>
</tr>
<tr>
<td>Buckle, Silver, Male/NWU</td>
<td>1</td>
<td>0</td>
<td>12</td>
</tr>
<tr>
<td>Cap, Garrison, Blue Unisex</td>
<td>1</td>
<td>1</td>
<td>48</td>
</tr>
<tr>
<td>Cap, Knit, Blue</td>
<td>1</td>
<td>0</td>
<td>60</td>
</tr>
<tr>
<td>Cap, BPoint, NWU Type I</td>
<td>1</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>Coat, Service, Dress, Blue</td>
<td>1</td>
<td>0</td>
<td>36</td>
</tr>
<tr>
<td>Coat, All Weather (Raincoat)</td>
<td>1</td>
<td>0</td>
<td>60</td>
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<tr>
<td>Collar Devices, Embroidered, Red or Gold as req</td>
<td>0</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td>Collar Devices (E1 through E6)</td>
<td>1</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Coveralls</td>
<td>1</td>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td>Gloves, Black</td>
<td>1</td>
<td>0</td>
<td>36</td>
</tr>
<tr>
<td>Hat, Service, W/2 Crowns</td>
<td>1</td>
<td>0</td>
<td>24</td>
</tr>
<tr>
<td>Hat, White Service</td>
<td>2</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td>Insignia, Service Hat</td>
<td>1</td>
<td>0</td>
<td>72</td>
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<tr>
<td>Jumper, Service Dress, White</td>
<td>1</td>
<td>1</td>
<td>24</td>
</tr>
<tr>
<td>Liner, Fleece NWU Type I</td>
<td>1</td>
<td>0</td>
<td>48</td>
</tr>
<tr>
<td>Mask, Turtle Neck</td>
<td>1</td>
<td>0</td>
<td>24</td>
</tr>
<tr>
<td>Name tapes: Coveralls</td>
<td>1</td>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td>Neckchief, Black</td>
<td>1</td>
<td>0</td>
<td>24</td>
</tr>
<tr>
<td>Neck Tab</td>
<td>1</td>
<td>0</td>
<td>36</td>
</tr>
<tr>
<td>Overblouse, Khaki</td>
<td>1</td>
<td>1</td>
<td>24</td>
</tr>
<tr>
<td>Overcoat, Peacoat</td>
<td>1</td>
<td>0</td>
<td>120</td>
</tr>
<tr>
<td>Parica, NWU Type I</td>
<td>1</td>
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<td>60</td>
</tr>
<tr>
<td>PT Shirt</td>
<td>2</td>
<td>2</td>
<td>18</td>
</tr>
<tr>
<td>PT Short</td>
<td>2</td>
<td>2</td>
<td>18</td>
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<tr>
<td>Rating Badges, Blue, SDB Gabardine (if not eligible for gold)</td>
<td>1</td>
<td>0</td>
<td>12</td>
</tr>
<tr>
<td>Rating Badge, Gold, SDB Gab (if eligible)</td>
<td>1</td>
<td>0</td>
<td>12</td>
</tr>
<tr>
<td>Rating Badge, White, CNT</td>
<td>1</td>
<td>0</td>
<td>12</td>
</tr>
<tr>
<td>Rating Badge, Peacoat</td>
<td>1</td>
<td>0</td>
<td>24</td>
</tr>
<tr>
<td>Service Stripes, Blue, SDB Gab (if not eligible for gold)</td>
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<td>0</td>
<td>24</td>
</tr>
<tr>
<td>Service Stripes, White, CNT (as required)</td>
<td>1</td>
<td>0</td>
<td>24</td>
</tr>
<tr>
<td>Service Stripes, Gold, SDB (if eligible)</td>
<td>1</td>
<td>0</td>
<td>24</td>
</tr>
<tr>
<td>Shirt, Short Sleeve, White</td>
<td>1</td>
<td>0</td>
<td>18</td>
</tr>
<tr>
<td>Shoe, Black Service Oxford</td>
<td>1</td>
<td>0</td>
<td>36</td>
</tr>
<tr>
<td>Slacks, Service Dress, CNT, White</td>
<td>1</td>
<td>1</td>
<td>24</td>
</tr>
<tr>
<td>Slacks, Service Dress, Poly/W, Blue</td>
<td>1</td>
<td>0</td>
<td>36</td>
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<tr>
<td>Slacks, Service Uniform, Blue</td>
<td>1</td>
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<td>24</td>
</tr>
<tr>
<td>Socks, Nylon/Ctn, Dress</td>
<td>3</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Socks, Cush Sole, Boot</td>
<td>5</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Sweater, Wool, Blue</td>
<td>1</td>
<td>0</td>
<td>36</td>
</tr>
<tr>
<td>Towel, Bath, White</td>
<td>2</td>
<td>2</td>
<td>N/A</td>
</tr>
<tr>
<td>Trousers, NWU Type I</td>
<td>2</td>
<td>1</td>
<td>24</td>
</tr>
<tr>
<td>Undershirts, White, ctn</td>
<td>2</td>
<td>2</td>
<td>N/A</td>
</tr>
<tr>
<td>Undershirt, Blue, Ctn NWU</td>
<td>3</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>U.S. Navy Tapes, coveralls</td>
<td>1</td>
<td>1</td>
<td>6</td>
</tr>
</tbody>
</table>

**NOTE 1:** Rank insignia and warfare devices are no longer required on coveralls. Name tapes continue to be required.

**NOTE 2:** Table 2 will be issued from NAVOPSPTCEN upon executing orders of 179 days or more.

**NOTE 3:** Name Tapes will be automatically attached to every item requiring a Name Tape when ordered.
EXHIBIT 3
DD FORM 139, PAY ADJUSTMENT AUTHORIZATION

PAY ADJUSTMENT AUTHORIZATION

NOTE: If member has been transferred, forward this authorization to the
officer currently maintaining the member's pay record.

MEMBER (Last name) (First) (Middle)

PAY GRADE NO. LAST PAY RECORD EXAMINED AMOUNT APPROPRIATION DATA
LEAVE BLANK $0.00 LINE OF ACCOUNTING-SEE BELOW

FROM
NOSC XXXX

NAME OF ACCOUNTABLE D.O.

SINO:

3506

B.A.O. EXCEPTION CODE
LEAVE BLANK

TO

DIRECTOR, DEFENSE FINANCE ACCOUNTING SYSTEM
DFAS CLEVELAND
RESERVE PAYROLL COLLECTIONS
1240 E 9TH STREET
CLEVELAND, OH 44199

YOU ARE HEREBY AUTHORIZED TO

☑ CHARGE ☐ CREDIT

THE MILITARY PAY RECORD OF THE
MEMBER LISTED ABOVE

EXPLANATION AND/OR REASON FOR ADJUSTMENT

(RATE/NAME) FAILED TO TURN IN REQUIRED UNIFORM ITEMS. GOVERNMENT REIMBURSEMENT OF ISSUED
UNIFORMS IS REQUIRED PER COMNAVRESFORINST 4000.1E. SAILOR WAS NOTIFIED VIA A CERTIFIED LETTER
OF INDEBTEDNESS. SAILOR HAS NOT PROVIDED REIMBURSEMENT, NOR HAS SAILOR CONTACTED THE
COMMAND IN ANY WAY TO RESOLVE THIS ISSUE. PAY GARNISHMENT IS REQUESTED. COPIES OF ALL
SUPPORTING DOCUMENTATION ARE PROVIDED.

PLEASE APPLY THE FOLLOWING DOLLAR AMOUNTS TO THE LINES OF ACCOUNTING
$150.00 - 1711806.72C0 250 68306 0 068566 2D D (**THIS IS A SAMPLE LINE OF ACCOUNTING**)

The above adjustment is based on a thorough examination of all available records. If the Disbursing Officer has knowledge that a previous adjustment
has been made or why the adjustment should not be made for the same item, this authorization should be returned with a brief statement of the
reason for failure to make adjustment.

FROM
NOSC XXXX

CERTIFYING OFFICER (Name, rate, grade, and signed)
OSCAR N. SAIL, CAPT, USN

I CERTIFY that the adjustment indicated above has been entered on the above-named member's Military Pay Record. (If adjustment has not been
entered, give explanation on reverse over D.O.'s signature and symbol number.)

CERTIFICATE

TYPED NAME AND GRADE OF D.O.

D.O. SYMBOL NO. DATE

SIGNATURE

DD FORM 139, MAY 53

EDITION OF THIS FORM NOT HAVING SSN IS OBSOLETE AFTER 30 JUN 69.
## SAMPLE RPN EXPENDITURE LOG

### RPN DOCUMENT STATUS LOG

<table>
<thead>
<tr>
<th>Purchase #</th>
<th>Obligation Amount</th>
<th>Amount Received To Date</th>
<th>Expenditure Cost To Date</th>
<th>Document Description</th>
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<tr>
<td>A1</td>
<td>$50.00</td>
<td>$50.00</td>
<td>$50.00</td>
<td>Hemming/Sleeve Length BM2 Boats</td>
</tr>
<tr>
<td>A2</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>CANX</td>
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<tr>
<td>A3</td>
<td>$5.00</td>
<td>$10.00</td>
<td>$15.00</td>
<td>Rating Badges swen on for LS3 Timmy</td>
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<tr>
<td>A4</td>
<td>$0.00</td>
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6/3/2015 14:45  FOR OFFICIAL USE ONLY
SECTION IV - SUBSISTENCE

Ref:  
(a) DOD 7000.14.R of 31 March 2009  
(b) 37 USC 402(b), Basic Allowance for Subsistence  
(c) COMNAVFORSOUTH 1001.5F  
(d) NAVSUP P486, Volume 1 (General Messes)  
(e) NAVSUPINST 4200.99B

Chapter 1 - Policy for Inactive Duty Training (IDT) Periods

4101. Entitlements. Reference (a) requires Navy Reserve enlisted personnel, in drill status, to subsist from a general mess, either Navy or another DOD activity, whenever such facilities are available in the immediate area.

   a. NAVOPSPTCEN COs are authorized to provide rations-in-kind to enlisted Selected Reserve personnel performing multiple IDT periods who meet the eligibility requirements in paragraph 4102.

   b. Reference (b) establishes basic entitlements for subsistence of enlisted Reservists.

   c. Reference (c) outlines eligibility requirements for rations-in-kind.

**Note. NAVOPSPTCEN staff and officers are not entitled to rations-in-kind per reference (b).**

   d. Ineligible personnel are required to make restitution for meals consumed and are subject to disciplinary action under UCMJ for failure to do so. Payment shall be made by check or money order payable to: "Treasurer of the United States". See paragraph 4202.a(3) for instructions on processing payments.

   e. NAVOPSPTCENs shall develop procedures to ensure only entitled enlisted Navy Reservists receive subsistence. These procedures will include:

      (1) Monthly berthing and messing audits, to be conducted by a person designated in writing by the NAVOPSPTCEN CO.

      (2) The designated auditor will not be an accountable official in the procurement chain of command.

      (3) The auditor must be an E6 or above and may be a
NAVOPSPTCEN staff member or a Drilling Reservist.

(4) The auditor shall use enclosures (1) through (3) of this section to conduct their audit, ensuring to print, sign and date the audit.

(5) The auditor shall report findings to the NAVOPSPTCEN CO.

f. Messing in support of “no cost” Inactive Duty Travel for Training (IDTT) orders is not authorized without prior written approval from CNRFC N4.

4102. Eligibility Requirements for Individual Meals. Rations-in-kind will be provided to Reserve enlisted personnel performing multiple IDT periods. Payment will not be made to members for meals not consumed. Furthermore, members must make restitution for rations-in-kind consumed if eligibility requirements are not met. See paragraph 4101 for eligibility requirements as follows:

a. Breakfast is authorized if the member satisfactorily performs at least two consecutive IDT periods within the same calendar day the meal is consumed, and occupied local berthing (government or commercial) the previous night.

b. Lunch is authorized if the member satisfactorily performs at least two consecutive IDT periods on the calendar day the lunch meal is consumed.

c. Dinner is authorized if the member satisfactorily performs at least two consecutive IDT periods the day following consumption of the evening meal, will occupy government funded berthing (government or commercial) that night.

4103. Methods of Subsistence (Prioritized by availability):

a. DOD Galleys

(1) Enlisted personnel entitled to meals at government expense will be furnished such meals on a non-reimbursable basis, without regard to unit or DOD component affiliation.

(2) Reimbursement between the military departments for such meals is not authorized per reference (d).
(3) Head counts will be provided to the galley by the NAVOPSPTCEN prior to each drill weekend. Meals consumed by drilling reservists at DOD galleys will be verified by the NAVOPSPTCEN assigned mess deck MAA at each instance DOD galleys are utilized (i.e. drill weekend, make-up IDT drill periods, etc.) to strictly adhere to the subsistence policy.

(4) Meal Signature records will be maintained for 10 years.

b. Non-DOD galleys (Coast Guard and National Guard).

(1) NAVOPSPTCEN will prepare an original and provide two copies of the Order for Work and Services (NAVCOMPT 2275) at the beginning of each month, which will be approved by the RCC or COMNAVRESFORCOM Comptroller (as appropriate) prior to execution. If the supplying activity does not accept a NAVCOMPT 2275, a Military Inter-Departmental Purchase Request (DD Form 448) may be used. The region Comptroller must approve the DD 448 prior to execution.

(2) Provide estimated head count prior to each drill weekend.

(3) Distribution of the NAVCOMPT 2275 or DD Form 448 is as follows:

(a) Original to the supplying non-DOD galley.

(b) Retain a copy for file for 10 years.

(4) The non-DOD galley will issue a monthly statement to the supported Reserve activity; the NAVOPSPTCEN will prepare an SF 1080 via the regional comptroller and certify the statement for payment to DFAS. The NAVOPSPTCEN will retain one copy of the statement and certification for the completed file.

c. Local Restaurant. NAVOPSPTCEN Supply Department conducts market research of three local vendors based on criteria below and documents selection of best value.

(1) Arrange with the vendor via the appropriate purchase method for meals provided to Navy Reserve personnel performing multiple drills. The GCPC is the required method of payment under $3,500. The required method of payment over $3,500 is a
BPA utilizing the GCPC as a method of payment. Report all contracting actions in FPDS-NG within three calendar days, see paragraph 2107.

(2) A Purchase Request shall be prepared and approved before the purchase of meals. The purchase request will be prepared per reference (e).

(3) Adhere to the purchasing regulations of reference (e).

(4) Meals provided shall be similar to those furnished by an enlisted dining facility. Each type of meal should be of good commercial quality and should include the major food groups. Ability to provide healthy choices should be criteria in vendor selection.

(5) The maximum cost per meal is as follows:

(a) Breakfast - $6.00
(b) Lunch - $8.00
(c) Dinner - $10.00

(6) If these prices cannot be reasonably met locally, NAVOPSPTCEN shall forward requests for price waivers, together with menus and at least three bids, to COMNAVRESFORCOM N4 via their RCC for approval before negotiation of contracts, Exhibit 4. Annual recertification is required for approved waivers with annual market surveys to COMNAVRESFORCOM via the reporting RCC.

(7) A copy of each funding document will be retained in either the outstanding or completed requisition file. A document is considered complete upon receipt of material or services, or when canceled. If partial issues occur, and vendor does not provide an invoice for the transactions, dummy documents will be prepared and placed in the appropriate files.

(8) Ensure that rations-in-kind are provided to eligible personnel only. Officers are not authorized rations-in-kind, and if meals are inadvertently provided, the Officer must make restitution to the U.S. Government for the cost of meals consumed.
(a) Meal Signature Record (NAVRES Form 1291/1) will be used to document personnel who subsisted, Exhibit 5.

(b) Assign a Master-at-Arms, other than the Supply Department personnel, to ensure only eligible personnel are fed and the meal signature record is properly completed.

(c) Establish controls to preclude unauthorized personnel from subsisting at government expense.

(d) Retain meal signature records for 10 years from date of transaction.

(9) Cash reimbursement is not authorized for any missed meals.

(10) The purchase of raw food items or fruit is not authorized.

(11) Use of government furnished rations-in-kind to supplement civilian or military functions (e.g., family day, command picnic, etc.) is prohibited.

d. Catering. Catering shall only be utilized for lunch. The vendor shall ensure waste shall be less than 10% of overall meals ordered for drill weekend from the vendor. Excess meals shall be properly disposed of. Waivers for excess meal percentages may be granted by RCCs in writing on a case-by-case basis.

e. Meals Ready-to-Eat (MRE)

(1) MREs will be used for temporary field messing unless there is an official NAVSUP approved mess, an agreement with a Navy galley, or another DOD service provider.

(2) MREs are self-contained meals that require no additional supplementary food items. Procedures for ordering and accounting for MREs are covered in Section IV, Chapter 2.

(3) Unitized Group Rations (UGRs) are available upon request and may be supplemented with fruits and vegetables procured via a LOA from COMNAVRESFORCOM N4 through your supporting galley.
(4) NAVOPSPTCEN personnel are not authorized to directly purchase raw food items or fruit.

f. Temporary Messes. Navy Reserve units may request authority to establish a temporary mess (including tray packs) by submitting a letter to NAVSUP via COMNAVRESFORCOM N4 and the unit’s chain of command. Reference (d) identifies requirements that must be met before NAVSUP grants approval to establish a mess. Operation of a temporary mess for less than three weeks is not considered cost-effective and will not be recommended for approval.
Chapter 2 - MRE Procedures

4201. Ordering Procedures:

a. Requesting Command will submit a letter to COMNAVRESFORCOM N4 via the unit’s Echelon IV chain of command no less than 60 days before the date MREs are required, requesting authorization and funding to order MREs. The NSN for a case of MREs (12 MREs per case) is 8970-00-149-1094. Exhibit 6 is a sample MRE request letter. Exhibit 7 is the MRE/UGR computation worksheet. The request must contain the following:

   (1) Reserve unit name and Reserve Unit Identification Code (RUIC).

   (2) Dates of the field exercise.

   (3) Number of enlisted to be subsisted.

   (4) Number of Drilling Reserve officers to be subsisted.

   (5) Number of Active Duty personnel (officer and enlisted) to be subsisted.

   (6) Number of MREs and date are required.


   (8) Justification for using MREs as opposed to other means of subsistence.

   (9) Point of contact, telephone number, and e-mail address.

b. If approval is received, NAVOPSPTCEN personnel will submit a requisition (DD Form 1348 or DD Form 1149) to the Defense Supply Center, Philadelphia http://www.dscp.dla/subs/rations/index.asp and forward an information copy of the MRE requisition to COMNAVRESFORCOM N4.

c. MREs will not be stored longer than 90 days from the date of evolution completion without COMNAVRESFORCOM N4 approval. MREs should be ordered no earlier than 45 days before they are needed to prevent possible pilferage.
4202. Accountability:

a. The supporting NAVOPSPTCEN shall:

(1) Maintain strict responsibility and accountability procedures.

(2) Prepare a DD Form 1149 transfer document, when directed by COMNAVRESFORCOM N4 to transfer any unused MREs.

(3) Prepare a DD Form 1131 (with the proper line of accounting) for the checks and money orders collected as payment for MREs consumed by any personnel other than enlisted Drilling Reservists, and forward such monies and documentation to DFAS, Exhibit 8.

(4) Retain MRE records for 10 years from date of transaction. Retained records will include all financial documents, signature sheets, and completed DD Forms 1131 and 139.

b. Requesting unit will:

(1) Prepare the request for MREs and submit to the supporting NAVOPSPTCEN.

(2) Sign for receipt of MREs from the NAVOPSPTCEN.

(3) Obtain signatures from each individual who consumes an MRE, on either an NSIPS generated Meal Pass Log or the Meal Signature Record, NAVRES Form 1291/1, Exhibit 5.

(4) The unit representative or gaining command will turn in all unused MREs, meal signature sheets, and check(s) or money order payments into the NAVOPSPTCEN immediately following the field exercise. The Unit CO will be held accountable for payment of MREs that are not properly accounted for.

c. MREs should be consumed or transferred to another activity before their expiration date, to avoid survey. Excess MREs will be reported to COMNAVRESFORCOM N4.

d. If MREs reach their expiration dates, a determination must be made as to whether or not the outdated MREs are still...
fit for human consumption. The expiration date alone does not mean that MREs must be surveyed. Contact COMNAVRESFORCOM N4 for disposition requirements of expired MREs and UGRs.
EXHIBIT 1
MESSING AUDIT FORM

SUBSISTANCCE AUDIT

Document Number: ___________________________ Month: _________________________

Vendor: ________________________________________________________________

Breakfast: _______________________________

Lunch: _________________________________

Dinner: _________________________________

DD-2276 $: ______________________________

Credit Card $: ___________________________

Vendor Bill: ______________________________

Vendor Receipt: __________________________

# of Eligibility Certs: _____________________

Validation of Drills: _______________________

Do all members utilizing Breakfast / Dinner have a Berthing Statement of Eligibility on file?

YES ☐ NO ☐

If NO, list any discrepancies below (Attach additional sheets if needed):

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<thead>
<tr>
<th>NAME</th>
<th>RANK/RATE</th>
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Did members perform required number of drills to Qualify for Subsistence? YES ☐ NO ☐

If NO, list any discrepancies below (Attach additional sheets if needed):

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<th>NAME</th>
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</table>
BERTHING AUDIT

Document Number: ____________________  Month: ____________________

Vendor: ____________________________________________________________

# of Rooms Billed: ____________________

# of Signatures: ____________________

DD 2276 $: ____________________

Credit Card $: ____________________

Hotel Bill $: ____________________

Hotel Receipt: ____________________

Vendor Receipt: ____________________

# of Eligibility Certs: ____________________

Validation of Drills: ____________________

# of No Shows: ____________________

Do all members utilizing berthing have a Berthing Statement of Eligibility on file? YES ☐ NO ☐

If NO, list any discrepancies below (Attach additional sheets if needed):

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<tr>
<th>NAME</th>
<th>RANK/RATE</th>
<th>UIC</th>
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</table>

Did members perform at least 2 4-hour drills within a 24 hour period? YES ☐ NO ☐

If NO, list any discrepancies below (Attach additional sheets if needed):

<table>
<thead>
<tr>
<th>NAME</th>
<th>RANK/RATE</th>
<th>UIC</th>
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</tbody>
</table>

Enclosure (1)
3. Enter all findings here.

4. Please contact me at (your work number)

Very Respectfully

Signature

Printed name and Title

From: Insert Auditor Name
To: Commanding Officer, (your NAVOPSPTCEN name)

Subj: NAVOPSPTCEN (enter name) (enter Month and Fiscal Year) MESSING AND BERTHING AUDIT CONDUCTED (enter date)

Ref: (a) COMNAVRESFORINST 4000.1E
(b) Local NAVOPSPTCEN Instruction

1. In accordance with references (a) and (b), a 100% audit of NAVOPSPTCEN (enter name, month, and FY) Messing and Berthing documents was conducted on (enter dates of audit).

2. The audit consisted of records examination and an interview with the current Messing and Berthing custodian (enter name). Items most vulnerable to abuse were examined including procurements, disbursements and supporting documentation. Adherence to policy guidelines were also examined.

3. Enter all findings here.

4. Please contact me at (your work number)

Very Respectfully

Signature

Printed name and Title
EXHIBIT 4
SAMPLE SUBSISTENCE ALLOWANCE WAIVER

DEPARTMENT OF THE NAVY
NAVY OPERATIONAL SUPPORT CENTER TOLEDO
28828 GLENWOOD ROAD
PERRYSBURG, OH 43551-3014

From: Commanding Officer, Navy Operational Support Center Toledo
To: Commander, Naval Reserve Forces Command (N4)
Via: Commander, Navy Region Mid-Atlantic, Reserve Component Command
Great Lakes

Subj: RESERVE SUBSISTENCE ALLOWANCE WAIVER REQUEST

Ref: (a) COMNAVRESFORCOMINST 4000.1D

Enc1: (1) Market Price Analysis for Local Restaurants

1. Per reference (a), NOSC Toledo requests an increase in the funding for Selected Reserve Drill Weekend messing for the following meal rates:

   Breakfast: $8.50 to $10.00
   Lunch: $10.00 to $12.00
   Dinner: $12.00 to $14.00

2. Local restaurants in a reasonable driving distance around NOSC Toledo and our current berthing location have increased their prices due to current economy conditions.

3. Enclosure (1) is the menu pricing for three available sources, Subway, Bennett Enterprise (J St. Patricks), and Bob Evans Restaurants. Other local restaurants were surveyed but declined at this time due to requirements set forth in current directives.

4. We are requesting to increase our allowances as mentioned above per reservist in order to provide quality subsistence for our drilling reserve personnel.

5. Point of Contact is Mr. David Wells at (419) 666-3444 ext. 209 or via e-mail: david.w.wells1@navy.mil.

M. A. MICHAEL

FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE: Any misuse or unauthorized disclosure can result in both civil and criminal penalties.
EXHIBIT 4
SAMPLE RCC SUBSISTENCE ALLOWANCE WAIVER ENDORSEMENT

FIRST ENDORSEMENT on NAVOPSPTCEN Toledo ltr 4200 Ser N00/014 of 14 Jan 15

From: Commander, Navy Region Mid-Atlantic, Reserve Component Command, Great Lakes
To: Commander, Navy Reserve Forces Command (N4)
Subj: RESERVE SUBSISTENCE ALLOWANCE WAIVER REQUEST

1. Forwarded, recommending approval.

J. E. BANKS
By direction

Copy to:
NAVOPSPTCEN Toledo
MEAL SIGNATURE RECORD

ATTENTION: READ BEFORE SIGNING

MY ACCEPTANCE OF RATIONS-IN-KIND IS VOLUNTARY. IN RETURN FOR BEING PROVIDED RATIONS-IN-KIND, I AGREE TO:

(1) BREAKFAST:
- Satisfactorily perform at least two four-hour drills during the calendar day
- The breakfast meal is consumed, reside more than fifty miles from the drill site
- And have occupied local quarters the previous night, or

(2) LUNCH:
- Satisfactorily perform at least two four-hour drills on the day the lunch meal is consumed, or

(3) DINNER:
- Satisfactorily perform at least two four-hour drills the day following consumption of the evening meal, will occupy local quarters and reside more than fifty miles from the drill site.

I understand if eligibility is not met and rations-in-kind are consumed I must make restitution for the total amount of the meal consumed.

<table>
<thead>
<tr>
<th>TYPE OF MEAL</th>
<th>(CIRCLE ONE)</th>
<th>(1) BREAKFAST</th>
<th>(2) LUNCH</th>
<th>(3) DINNER</th>
<th>DATE</th>
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Print Last Name, First, MI  Rank / Rate  Signature  Unit
From: Commanding Officer, Naval Construction Battalion NINE
To: Commander Navy Reserve Forces Command (N411)
Subj: REQUEST FUNDING TO PROCURE MEALS READY-TO-EAT (MRE)/UNITIZED GROUP RATIONS (UGR)
Ref: (a) COMNAVRESFORINST 4000.1E
Encl: (1) Field Ration Computation Worksheet

1. Per reference (a), the following information is submitted for approval:
   a. Reserve Unit and RUIC/UIC: NAVAL MOBILE CONSTRUCTION BATTALION NINE NINE R99999
   c. Number of Drilling Reserve Enlisted Personnel subsisted: 446
   d. Number of Drilling Reserve Officer Personnel subsisted: 44
   e. Number of Active Duty Personnel (Officer/Enlisted) subsisted: 1 OFFICER / 9 ENLISTED
   f. Total price of MREs/UGRs: $135,587.60

2. MREs, UGRs and other food items are needed to sustain troops during NMCB 99 Field Training Exercise (FTX) on the Dates of 12-26 APR 2015 at Fort Hunter Liggett.

3. My point of contact is LS1 I. M. Seabee, 757-555-3333, ignatious.m.seabee@navy.mil.

Signature

Enclosure (1)
### FIELD RATION COMPUTATION

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**TOTAL**

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**TOTAL COST**

$135,587.60

*NOTE: Limit your UGR for Lunch and Dinner to two menus only.*
### EXHIBIT 8
**DD FORM 1131, CASH COLLECTION VOUCHER**

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<th>CASH COLLECTION VOUCHER</th>
<th>1. DISBURSING OFFICE COLLECTION VOUCHER NUMBER</th>
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<td>c. TELEPHONE NUMBER (Include Area Code):</td>
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<td>Your Comptroller</td>
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<td>b. DISBURSING OFFICER (Printed Name, Title and Signature)</td>
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<td>Mary J. Squid - $xxx.xx</td>
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<td>FIELD EXERCISE - MESS BILL</td>
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| 11. TOTAL | 0.00 |                       |                       | Reset    |

**DD FORM 1131, DEC 2003**

PREVIOUS EDITION IS OBSOLETE.

Enclosure (1)
SECTION V - CONTRACT BERTHING/BACHELOR LEASED HOUSING

Ref: (a) DODI 1225.9 of 17 December 2001
     (b) NAVSUPINST 4200.85D
     (c) COMNAVFACENGCOM P-73 (Real Estate Procedure Manual)
     (d) OPNAVINST 5009.1

Chapter 1 - Commercial/Bachelor Quarters (BQ) Berthing of Drilling Reservists

5101. General. Per reference (a), COMNAVRESFOR activities will provide berthing for Navy Reserve personnel traveling 50 miles or more to their drill site. There are no exceptions to this policy outside of those identified in section 5106. This does not apply to IDTT (including no-cost), AT, ADT, or Active Duty for Special Work (ADSW). Bachelor Officer Quarters/Bachelor Enlisted Quarters will be used whenever quarters are available and cost effective. If BQ accommodations are not available, commercial berthing will be provided at no personal expense to Navy Reserve personnel meeting eligibility requirements in paragraph 5103.

5102. Definitions:

   a. Administrative Drill Site. The Administrative Drill Site is the NRA where personnel records are stored and maintained. This may also be the permanent drill site.

   b. Permanent Drill Site. The permanent drill site is where IDT periods are normally performed with the supported command and may be either CONUS or OCONUS. If a supported command requires their Reserve unit to drill and have berthing at a location other than the administrative drill site, the supported command or supported Command Operational Support Officer (OSO) must provide a justification letter to the NAVOPSPTCEN CO requesting the establishment of a permanent drill site. The NAVOPSPTCEN CO will then sign a permanent drill site berthing designation letter, per Exhibit 1, and forward to their RCC for approval.

      (1) If the permanent drill site should fall under the requesting NAVOPSPTCEN’s RCC, then that RCC has authority to review funding requirements and approve this letter. If the request involves multiple RCC's, the letter shall be forwarded to COMNAVRESFORCOM N4 for approval. This letter is effective
for as long as the unit drills in this location.

(2) NAVOPSPTCEN Guam shall be the primary assigned NRA for drilling Reservists residing overseas in the Pacific Command area of responsibility (AOR), with the exception of those residing in Hawaii, who are assigned to NAVOPSPTCEN Pearl Harbor.

(3) NAVOPSPTCEN Jacksonville shall be the primary assigned NRA for drilling Reservists residing overseas in the European, Southern, Central and Africa Command AOR. See Exhibits 1 and 2 for sample letters. The Permanent Drill Site may not be changed to circumvent IDTT orders.

c. Alternate Permanent Drill Site. The alternate permanent drill site is where IDT periods are performed for operational requirements stated in SELRES orders. If a supported command determines that a requirement exists, the supported command or supported Command Operational Support Officer (OSO) must provide a justification letter to the NAVOPSPTCEN CO requesting the establishment of an alternate permanent drill site. The NAVOPSPTCEN CO will then generate an alternate permanent drill site request letter, per Exhibit 2, and forward to their RCC for review and approval. If the alternate permanent drill site is not within the requesting NAVOPSPTCEN region, the RCC must forward the request to COMNAVRESFORCOM N4 for approval. The request will include a copy of SELRES orders and justification for more than one permanent drill site. Waivers are effective for one year or upon transfer of SELRES, whichever is shorter.

d. If the member’s data in NSIPS reflects that of the gaining command, then the gaining command is responsible for berthing entitlements. If the member is on orders, it is then the responsibility of the member to provide their own berthing using their GTCC via the Defense Travel System (DTS).

5103. Eligibility:

a. Member must travel 50 miles or more from their residence to the drill site where IDT’s are performed. There are no exceptions to this policy except for those outlined in section 5106.

b. A member must be in a drill status and perform IDT at the permanent or administrative drill site. Eligibility must be
established for both the administrative drill site and the permanent drill site.

c. A member must satisfactorily perform at least two consecutive four hour drills (exclusive of meal periods) within the same calendar day.

d. Berthing privileges may be denied for non-conformance to this instruction or local policy.

e. COs may withhold berthing privileges for a specified period of time from members who, in their opinion, abuse these privileges per local command policy.

f. Berthing eligibility will be documented using the Route and Distance Statement, Exhibit 3 of this section, and maintained on file for berthing audits. SELRES members shall cite their NSIPS verified address on the Route and Distance statement. Berthing mileage shall be determined by the NAVOPSPTcen utilizing: www.mapquest.com and www.google.com/maps. If there is a disparity in mileage between the two websites, use the one with the closest mileage as a basis for eligibility. Travel time, tolls or other travel expenses are NOT a factor when determining mileage or eligibility with the exception of mass transit travel options which will not be considered when calculating mileage (i.e. ferries, trains, etc.). Mileage verification will be printed and maintained on file with the member’s Route and Distance Statement.

g. Eligible personnel must re-certify annually.

h. Contract berthing in support of “no cost” IDTT orders is not authorized.

5104. Funding. Operations & Maintenance, Navy, Reserve (O&MNR) funds will be used for commercial/BQ berthing.

5105. Responsibilities

a. Echelon III Commanders shall:

(1) Provide funding to field activities based on annual budget submissions and funds availability.

Enclosure (1)
(2) Reprogram funds as necessary to provide for maximum use of berthing funds.

b. Echelon IV/V activities shall:

(1) Identify and submit funding requirements to COMNAVRESFORCOM in annual budget submissions.

(2) Use the assigned hotel/motel or BQ registration receipts, portfolios, and berthing signature sheets to document use of commercial/BQ berthing.

(3) Establish local policies concerning, at a minimum, sign-up procedures, and no-shows.

(4) Collect restitution from members who have been furnished lodging without satisfying eligibility requirements, or for claims against the Navy, resulting from damage due to the member's negligence or misconduct during BQ/commercial berthing occupancy include the following:

(a) Letters of Indebtedness (LOI) will be sent via certified mail with a copy sent to the Unit CO, allowing the member 30 days to respond or correct the deficiency, see Exhibit 4 for sample LOI.

(b) The member must reimburse the government with a certified check or money order payable to: "Treasurer of the United States".

(c) Upon receipt of the check or money order, the NAVOPSPTCEN will prepare a Cash Collection Voucher, DD Form 1131, Exhibit 6, for CO signature.

(d) A copy of both the DD Form 1131 and the check or money order will be kept in the activity's commercial berthing files.

(e) The original DD Form 1131 and check or money order will be forwarded to the RCC Comptroller Department.

(f) If the member does not rectify the deficiency within the established time frame, wages will be garnished via DD 139. See Section III, Exhibit 3 of this instruction for sample of DD 139.
(g) A NAVOPSPTCEN cannot charge a member for a no-show, but should document such. CO's shall determine if the member will remain eligible for contract berthing.

(5) Retain commercial berthing documents, copies of orders, invoices, and collection vouchers for 10 years from date of transaction.

(6) Develop procedures to ensure that only entitled Navy Reservists use BQ/commercial berthing. These procedures will include monthly Berthing/Messing Audits to be conducted by a person designated in writing by the NAVOPSPTCEN CO. The designated auditor will not be an accountable official in the procurement chain of command. The auditor must be an E6 or above and may be a NAVOPSPTCEN staff member or a Drilling Reservist, however, they cannot be a member who utilizes commercial berthing. Auditors shall use forms found in Section IV, Exhibits 1, 2 and 3 to conduct audits and report audit findings.

(7) Contract berthing in support of IDTT orders is not authorized.

5106. Exceptions to the berthing policy:

a. If inclement weather, illness, physical disqualification, or other unforeseen events occur, and the NAVOPSPTCEN CO terminates the drill before completing required IDT; reimbursement will not be collected from members. Written certification of drill(s) cancellation must be on file with retained records.

b. NAVOPSPTCEN COs have the discretion to permit contract berthing extensions when the safety of a reservist is involved.

**Note: Written authorization of extended berthing privileges must be on file with retained records (such as late night duty requirements, etc.). COs must use sound judgment in evaluating the circumstances when authorizing and providing contract berthing.**

cc. NAVOPSPTCEN COs have the discretion to permit one extra contract berthing night for Drilling Reservist when OCONUS issues arise due to airline transportation schedules. All available options shall be exhausted before granting extension,
such as flexible drills, alternate transportation methods, military airlift, etc. Written authorization of extended berthing privileges must be signed by the CO and retained with the member’s Berthing Eligibility Form. COs must use sound judgment in evaluating the circumstances when authorizing additional contract berthing.

d. Drilling Reservists performing scheduled drills who elect to bring a spouse or guest are NOT authorized to occupy Government provided berthing, commercial or BQ. The only authorized exception is if the member's spouse is also a Navy Reservist performing scheduled drills.

(1) Under no circumstances will a Drilling Reservist, accompanied by his or her spouse (also a Drilling Reservist), occupy a BQ that does not have private head facilities.

(2) Navy Reservists will NOT be authorized to use Government furnished commercial/BQ berthing with a spouse, guest or pets and reimburse the Government for the cost difference. Navy Reservists desiring to use commercial or BQ berthing with a spouse, guest or pet will make their own arrangements and do so at their own expense.

(3) Navy Reservists are not authorized to upgrade rooms at government expense.

(4) Navy Reservists opting to upgrade rooms will bear the full expense of the room.

e. Open Bay barracks are only authorized in support of field training or exercises and must be requested by the Unit CO via NAVOPSPTCEN CO.

5107. Flag Officer Berthing

a. Flag Officers warrant special attention and flexibility in regard to berthing requirements. While these members are still Selected Reservists and have similar eligibility requirements, there are differences that need to be considered. A Flag Officer need not appear on your RUAD for berthing to be made available for him/her. Due to the special nature of Flag Officer travel requirements, drill site designation letters are not required to be held on file at the NAVOPSPTCEN for any Flag Officer. This is handled by the Flag Matters Office at the
Office of the Chief of Navy Reserve (OCNR). When tasked to obtain Flag Berthing, you will immediately inform your chain of command, to include your RCC N4, of the pending requirement. The following additional items apply to Flag Officers when berthing is required:

(1) The member must travel 50 miles or more from their residence to the drill site where IDT’s are performed.

(2) The member must satisfactorily perform at least two consecutive four hour drills (exclusive of meal periods) within the same calendar day.

(3) Berthing eligibility will be documented using the Route and Distance Statement shown in Exhibit 3 of this section, and maintained on file for berthing audits. Berthing mileage shall be determined by utilizing www.mapquest.com and www.google.com/maps as outlined in paragraph 5103 (f).

Coordinate with the Flag Aide or the Flag Matters Office (703)614-4656 or (571)256-8554, of the Chief of Navy Reserve (OCNR N095) to have these documents completed and returned to the NAVOPSPTCEN in a timely manner ahead of a Flag visit.

(4) Flag Officers shall be berthed in Flag Quarters on military installations. Every effort shall be made by the NAVOPSPTCEN to obtain Flag Quarters in advance of a Flag visit.

(5) If commercial berthing is utilized for Flag berthing, Flag Officers shall be berthed single occupancy.

(6) Operations & Maintenance, Navy, Reserve (O&MNR) funds will be used for commercial/BQ berthing provided to Flag Officers executing IDT drills.

5108. Procurement Methods

a. Bachelor Quarters. BQs will provide berthing and receive payment per the following guidance:

(1) Selected Reservists who have funded orders (i.e. IDTT, AT, ADT, or ADSW) will utilize government quarters and bill the member directly.

(2) Selected Reservists performing IDT who signed up for berthing per local instruction (typically 14 days in advance)
will be placed in quarters and have their lodging charges billed to the Reserve activity making the reservation. The invoice will be itemized to include the member's name, dates used, and unit. The NAVOPSPTCEN will utilize the GCPC as the method of payment.

(3) Selected Reservists who do not have orders and who did not sign up for berthing in accordance with local instruction will be placed in quarters and billed directly. Reimbursement at government expense is not authorized.

b. Commercial Berthing. The required purchase method for commercial berthing under $3,500 is the GCPC. A Blanket Purchase Agreement (BPA) utilizing the GCPC as the method of payment is the required method for transactions of $3,500 or more.

(1) The BPA should include the latest day and time that estimated reservation requirements can be changed. After this time, the Navy could be required to pay for rooms not used.

(2) Ensure that the requirements per Reference (b) are met before issuing a BPA.

(3) The hotel/motel registration receipt may be used to document reservations at the hotel/motel. Additionally, the following procedures will be used to monitor the usage of commercial berthing:

(a) Provide a list of personnel authorized commercial berthing to the front desk of the hotel/motel.

(b) Coordinate procedures with the hotel/motel front desk to ensure that during check-in the hotel/motel registrations receipt/berthing signature sheet is signed.

(c) Reconcile the authorized list with those who signed in and take any action necessary for discrepancies which were noted.

(4) Rooms are to be single occupancy for senior officers (O5 and above) and E8/E9s. All other Selected Reservists will be berthed double occupancy, to the maximum extent possible where available, of like gender, with officers separated from enlisted. A unit CO will not be placed with a member of their
unit. Unit CO’s (O4 and below) will be berthed with O4 and below not in their unit. E7s will be separated from E6 and below.

(5) In commercially obtained berthing, a pull-out couch is not considered a bed for the purposes of this instruction and will only be utilized in the case of a berthing emergency, as determined by the NAVOPSPTCEN CO.

(6) Ensure that the invoices received from the hotel/motel agree with the services provided at the agreed upon price. Charges should not include telephone calls, meals, beverages, tax (where applicable) or other lodging services.
Chapter 2 - Bachelor Leased Housing (BLH) Program

5201. General. Government quarters are often not available for Active Duty and Full-Time Support bachelor personnel assigned throughout the Navy Reserve Force. This situation requires that these individuals compete in the private housing market for quarters. Due to the extremely high cost and limited availability of adequate quarters in many metropolitan areas, these personnel are often required to spend a disproportionate share of their pay, or travel excessive distances to obtain suitable housing. The purpose of the BLH Program is to provide adequate quarters for those personnel through government leases.

5202. Authority.
   a. Echelon IV Commanders are the approval authority for the leasing of private quarters for bachelors and will submit funding requests to COMNAVRESFORCOM Comptroller (N8).

   b. Chapter 13 of reference (c) delegates the authority and responsibility to the appropriate Engineering Facilities Activity (EFA) of NAVFAC, for the execution, modification, administration, termination, and renewal of real property owned or leased for the use by Navy activities.

   c. The DON uses, whenever practicable, government owned property rather than leased property. All suitable and available government owned bachelor housing of the Navy, Army, Air Force, and other government agencies, will be surveyed to determine availability before applying for other leased property.

   d. The EFA will execute, administer, and terminate leased bachelor housing contracts in the same manner as leased family housing. Lease forms and condition reports will be completed and forwarded as directed by the EFA. Leases will not include, as a separate and distinct cost item, any provisions for parking of a privately owned vehicle, nor will separate leases or agreements be entered into at government expense. BLH units shall meet the accommodation criteria in this section.

5203. BLH Eligibility Criteria. The Navy may lease BLH for military bachelor personnel in the COMNAVRESFOR claimancy, subject to the following limitations:
a. Must be in the rank of E4 or below.

b. Quarters will not be leased for personnel when their duty station is located within an acceptable driving time distance (not to exceed one hour during rush hour traffic) of a U.S. military installation having adequate government quarters. A certification by the NAVOPSPTCEN CO that no adequate BQ is available will be included with all lease requests.

c. Personnel must have more than 12 months remaining at their current duty station as of the effective date of the lease. The period of voluntary tour extensions will not be considered in this 12 month period unless the request has been returned approved by Navy Personnel Command.

d. Personnel must be eligible for payment of BAH at "without family member’s rate." BAH will be forfeited during occupancy of BLH. Exceptions will be E4 and below personnel receiving BAH at "with family members rate" to provide child support.

e. BLH occupants who change their bachelor status (lose eligibility to draw BAH at the "without family members rate") are ineligible for the BLH program the day before the date their status changes. The occupant’s lease will be canceled effective the day before the date the status changes. The individual will either vacate the premises or the individual will be responsible for negotiation with the lessor for a private lease effective the day before the date the bachelor status changes.

f. Personnel who own (or are purchasing) housing within an acceptable travel time to their duty station are not eligible for assignment to BLH.

5204. BLH Accommodation Criteria. The following are minimum BLH contract specifications:

a. The leased unit must be a complete dwelling unit with a private entrance and bath for the sole use of the occupant(s). The unit must be well constructed, in a good state of repair, free from pests, and include heating/cooling equipment and furniture.

b. The unit must have kitchen facilities and be furnished with a stove, refrigerator, dining table with chairs, bed,
nightstand, table lamps, floor lamp, chest of drawers, and an
easy chair. Unfurnished housing may be leased at the
individual’s request.

c. Travel time by private automobile or local surface
transportation from the lease unit to place of duty should not
exceed 1 hour driving time during rush hour traffic. To the
maximum extent possible, leased units should be within 10
minutes walking time from local transit service.

d. Leased units will be located in areas meeting acceptable
standards of health, sanitation and safety.

e. The terms of the lease shall cover the right of the
government to inspect the BLH units periodically.

f. The lease must provide an option for the government to
terminate the lease whenever the unit covered by the lease is no
longer needed. The lease should provide for the optional
renewal by the Government on an annual basis. A 30-day
cancellation clause in favor of the Government, effective at any
time within the term of the lease, is required.

g. Leased units may only be located in cities where the
average total rental cost (rent, furniture, utilities, except
television, and other operating costs) exceeds the Maximum
Allowable Housing Cost (MAHC) for the rank of the individual
requiring housing. An individual's BAH will determine the MAHC.

h. The rental rate must not exceed the actual commercial
value to the general public. The CO will determine if the
rental cost is fair and reasonable for that location. The
rental cost must include utilities except telephone service.

i. The individual(s) who occupy the unit will not be named
in the lease.

5205. Responsibilities:

a. Echelon III Commanders shall:

(1) Establish policies and procedures for the BLH
program.
(2) Issue OPTAR funds to Echelon IV commands based upon the expected number of leases.

b. Echelon IV Commands shall:

(1) Centrally manage the BLH program under the provisions of reference (d). Double occupancy is directed whenever feasible for members of the same sex.

(2) When double occupancy is not used due to different lease effective dates, request monthly extensions for the lease that expires earliest so that it coincides with the expiration of the lease that expires last. A new lease for double occupancy will then be established for both occupants.

(3) Prepare an annual budget input to fund BLH and monitor expenditures to ensure that they do not exceed budgeted funds.

(4) Submit requests for funding of approved BLH requests to COMNAVRESFORCOM.

(5) Forward each approved lease request to the appropriate EFA and allow a 60-day lead time for execution of the lease.

(6) Provide a fund citation to the EFA on a NAVCOMPT 2276.

(7) Request that the EFA lease the unit for 1 year with the option (if obtainable) to renew for additional 1 year terms at the same rental rate as the original lease period. The lease cost may not exceed the fair market value or a stipulated dollar amount established by the accommodation criteria. The lease must provide a clause allowing the government to terminate at any time with 30 days’ written notice to the lessor.

(8) Ensure the BLH payment period is from the first day to the last day of each month. When the desired lease date is not effective on the first day of the month, request a provision for the EFA to include a prorated rental fee for the first month's payment and to establish subsequent payments to begin on the first day of the month for the remainder of the lease.
(9) Designate the appropriate point(s) of contact and request copies of all applicable documents.

(10) Process all correspondence and maintain all records necessary to support and operate the BLH program within its chain of command.

(11) Ensure BLH invoices are processed.

(12) In the event an occupant vacates quarters before the expiration of the lease, ensure the funds for the remaining portion of the lease term are returned. They may not be used for another individual's lease.

c. Echelon V COs shall:

(1) Determine the availability of government owned BQs within one hour travel time of the place of duty.

(2) Conduct thorough surveys to determine the BQ availability of communities within the activity's geographical area. Activities are encouraged to contact DOD installations and other government housing authorities for assistance. Certify that this survey has been conducted and that no adequate housing is available below the MAHC of the applying individual(s).

(3) Upon notification of incoming personnel, ensure contact is made with the new member(s) and determine if BLH is required. If BLH is required, begin the process to provide occupancy as close to the reporting dates as feasible.

(4) Prepare a Certificate of Eligibility using the sample format in Exhibit 5 of this section.

(5) Ensure that individual(s) execute a Privacy Act Statement covering personal information to be included in the BLH request.

(6) Locate adequate housing units when it has been determined that the individual is eligible and desires leased quarters. Ensure that prospective occupants are not involved in locating the unit to be leased.
(7) Ensure that the individual’s BAH is terminated on the effective date leased quarters are occupied and reinstated on the date after quarters are vacated.

(8) Establish procedures to ensure that prospective occupants of BLH understand that they are expected to reside in the leased unit for the duration of their tour. Vacating leased quarters without proper authorization will result in the loss of their BAH entitlement for the duration of their tour of duty or the remaining term of the lease, whichever is shorter.

(9) Ensure individuals occupying leased quarters fulfill all legal and reasonable obligations usually imposed on personnel occupying government quarters.

(10) Establish procedures to ensure that occupants of BLH clearly understand the responsibilities of their leased quarter’s assignment per this section. At a minimum, conduct a health and comfort inspection quarterly.

(11) Establish controls to ensure the repair of or compensation for damages beyond normal wear and tear. Take timely and aggressive action to collect for damages or losses where it has been established that the occupant has been negligent. Do not authorize BAH until such compensation has been made. Methods of collection are:

(a) Repair or replacement by occupant. This method is the most direct. All repair and replacement should be to the satisfaction of the CO/OIC and the lessor.

(b) Contracting and payment for repair/replacement. By this method, the occupant pays a contracting agency for the correction of discrepancies, to the satisfaction of the CO/OIC and the lessor.

(c) Payment to the lessor. The occupant pays the Navy directly for any damages beyond normal wear and tear after repairs are completed to the satisfaction of the CO/OIC/lessor, the Navy will deliver payment to the lessor.

(d) Consent to checkage of military pay. A voluntary consent to checkage of pay may be obtained with the payee being designated as the lessor, contractor or the Navy.
(12) Counsel individuals occupying leased quarters on energy conservation.

(13) Instruct occupants on how to obtain maintenance and repair support from the lessor under the terms of the lease.

(14) Ensure that unauthorized personnel are not living in leased quarters. Guests staying in excess of 96 hours must be approved, in writing, by the occupant’s CO.

(15) When it is determined that a requirement for leased housing no longer exists, notify the appropriate Echelon IV command in writing of intent to vacate BLH 70 days before the effective date of vacating the quarters. When circumstances do not permit a 70-day notice, advise the Echelon IV command by telephone as soon as an effective date is determined and follow-up with written notification.

d. Occupants shall:

(1) Receive housing in a clean, livable condition and are required to leave the housing in the same condition. Occupants are responsible for the housing and all property, real and personal, assigned to them. Proper care of this property rests with the occupant who shall be held financially liable for loss or damage to such property that exceeds normal wear and tear.

(2) Begin occupancy on the effective date of the lease contract. If a leased unit is occupied before the effective date specified in the lease, the member is responsible for all charges until the effective date of the lease.

(3) Fulfill the legal and reasonable tenant obligations associated with occupancy of government housing, the requirements of this section, and other responsibilities specified in the lease.

(4) Not enter into any agreements with lesser. Occupants will not be a principal in the lease, nor engage in any activities that may be interpreted to indicate such.

(5) Permit escorted entry of Reserve and geographical EFA personnel for inspections required by this publication.
(6) Ensure only occupants approved by the CO are permitted to occupy leased housing. Guests may occupy housing for up to 96 hours without approval. Beyond this point, approval must be obtained, in writing, from the CO before guest occupancy.

(7) Use assigned quarters in a manner that fosters a positive public image of the Navy and the BLH program.

(8) Not alter the quarters housing, replace locks, or install attachments without written permission from the resident manager or owner. If arrangements for repairs are made through the resident manager or owner, cost to the occupant should never exceed the actual cost of the repair to the premises.

(9) Employ proper energy conservation at all times. Failure to do so may result in removal from the BLH program.

(10) Not sublease or rent any portion of leased housing. Housing will not be used for anything other than what it is intended.

(11) Perform the following as required to maintain the occupied quarters:

(a) Clean interior and exterior windows where they can be reached. This includes sliding glass doors.

(b) Clean interior walls, ceilings, woodwork, and cabinets.

(c) Clean carpets and draperies. Professional cleaning is desirable. Otherwise, carpets and draperies may be damaged and the occupant will be held liable for damages caused by improper cleaning efforts.

(d) Clean ranges and refrigerators.

(e) Clean vent fans.

(f) Clean window shades and venetian blinds.

(g) Clean light fixtures.

(h) Clean, wax, and polish hard surface floors.

Enclosure (1)
(i) Clean sinks, bathtubs, washbowls, and toilets.

(j) Purchase and replace light bulbs in the interior of the apartment and the exterior where the occupant can reach.

(k) Clean sidewalks or grounds area adjacent to the unit.

(l) Repair or replace damaged property, personally contract for such repair, or reimburse the government for the cost of replacement or repair. If the occupant fails to take corrective measures, disciplinary action, or other appropriate action as deemed appropriate by the CO, will be taken.

(12) Notify your CO of intent to vacate BLH 70 days before the effective date of vacating the unit, when possible.
PERMANENT DRILL SITE DESIGNATION LETTER

1. Purpose. To allow Selective Service members assigned to Insert Command Name Here to perform drill periods geographically at a Navy Operational Support Center (NAVOPSPTCEN) designated by the Commanding Officer, Insert Command Name Here

2. Background. Insert Command Name Here In order for members of this unit to fulfill their requirements, Drilling Reservists may require local berthing if the supported unit is greater than 50 miles from their permanent residence. The administrative drill site for this member is Insert Command Name Here

3. Action. Once designated, permanent drill site NAVOPSPTCENs will provide berthing for one year. This site may not be changed to circumvent Inactive Duty Training Travel order issue requirements. Commander, Navy Reserve Forces Command requires annual recertification from the date of approval.

4. SELRES Information.
   a. Member’s Name:
   b. Administrative Drill Site:
   c. Closest NAVOPSPTCEN that can contract the berthing at designated Drill site:

Signature

Copy to:
EXHIBIT 2
ALTERNATE PERMANENT DRILL SITE LETTER

COMMAND LETTERHEAD

From: Supported Command/Operational Support Officer (OSO)/ Reserve Unit
To: NAVOPSPTCEN

Subj: REQUEST TO ESTABLISH ALTERNATE PERMANENT DRILL SITE

Ref: (a) COMNAVRESFORINST 4000.1E

1. Purpose. Per reference (a), (Supported Command/OSO/Reserve Unit) request to have (Reserve Unit/Selected Reserve member) permanent drill site changed from the administrative drill site to the supported command location.

2. Justification/Background. The Reserve Unit/Selected Reserve member is required to drill at the supported command location because...

3. Action. The Reserve Unit/Selected Reserve member will require a permanent drill site berthing designation letter, allowing them/the Sailor to receive contract berthing support by NAVOPSPTCEN.

Signature

Copy to:
EXHIBIT 3
BERTHING ELIGIBILITY ROUTE AND DISTANCE STATEMENT

FOR OFFICIAL USE ONLY, PRIVACY SENSITIVE ROUTE AND DISTANCE STATEMENT

<table>
<thead>
<tr>
<th>Rank/Rate</th>
<th>Last Name/First Name/M.I.</th>
<th>EDI/PI</th>
<th>RUIC</th>
</tr>
</thead>
</table>

Hereby certify that in accordance with COMNAVRESFORINST 4000.1E, I have read, fully understand and agree to abide by all provisions contained therein. I submit the following information for consideration of berthing privileges:

**HOME ADDRESS:**

<table>
<thead>
<tr>
<th>Street Address</th>
<th>Home Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>City/State</td>
<td>E-Mail:</td>
</tr>
<tr>
<td>Zip Code</td>
<td></td>
</tr>
</tbody>
</table>

**DRILL SITE ADDRESS:**

<table>
<thead>
<tr>
<th>Street Address</th>
<th>Work Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>City/State</td>
<td>E-Mail:</td>
</tr>
<tr>
<td>Zip Code</td>
<td></td>
</tr>
</tbody>
</table>

Total miles traveled one way to your **PERMANENT DRILL SITE:**

Member’s Signature: ____________________________ Date: ____________

Annual fiscal recertification:

<table>
<thead>
<tr>
<th>Initials</th>
<th>Date</th>
<th>Initials</th>
<th>Date</th>
<th>Initials</th>
<th>Date</th>
</tr>
</thead>
</table>

**NSC SUPPLY DEPARTMENT ONLY:**

Verified via [https://www.google.com/maps](https://www.google.com/maps) or [www.mapquest.com](http://www.mapquest.com): Yes  No

Verified in NSIPS: __________ Database Entry Date: __________

Approved: _________ Denied: __________

Supply Chief/LPO Signature: ____________________________ Date: ____________

**PRIVACY ACT STATEMENT**

Under the authority identified below, this information is requested in order to accomplish the purpose described in paragraph (2). The information provided will not be divulged without your written authorization to anyone other than for the routine uses described in paragraph (3). You are not required to provide this information. However, failure to do so could result in being ineligible for berthing.

(1) AUTHORITY: the authority for obtaining this information is 5 USC, 44 USC 3301

(2) PURPOSE: This information is obtained for the purpose of determining eligibility for commercial berthing

(3) ROUTINE USE: The information provided will be used for accounting purposes in establishing eligibility for contract berthing and to assist in verifying vendor bills. I consent to voluntary withholding of pay for damage, unauthorized charges or nonperformance of drills.

**FOR OFFICIAL USE ONLY, PRIVACY SENSITIVE**

The enclosed document(s) may contain personal or privileged information and should be treated as “For Official Use Only.” Unauthorized disclosure of this information may result in **CIVIL and CRIMINAL** penalties. If you are not the intended recipient or believe that you have received this document(s) in error, do not copy, disseminate or otherwise use the information and contact the owner/creator or your Privacy Act officer regarding the document(s). (DOD Directive 5400.11, “Department of Defense Privacy Program,” November 16, 2004.)
COMMAND LETTERHEAD

From: Commanding Officer, Navy Operational Support Center
Norfolk
To: CDR First, Last, USN, DoD ID Number

Subj: LETTER OF INDEBTEDNESS

Ref: (a) NAVOPSPTCEN INST.

Encl: (1) Berthing Invoice/Documentation

1. Our records indicate that you direct billed NAVOPSPTCEN Norfolk when utilizing a suite at the Navy Gateway Inns and Suites.

2. Per reference (a) members desiring room upgrades are responsible for the entire cost of the room unless an upgrade is authorized by the NAVOPSPTCEN Supply department in advance.

3. Our records indicate that you have been furnished government lodging not meeting eligibility requirements of reference (a). Enclosure (1) is forwarded for your review. You must reimburse the government with a personal check or money order for the amount of $56 made payable to the “U.S. Treasury” and mail it to Commanding Officer, Navy Operational Support Center Somewhere, address, Attn: Supply department.

4. Failure to make reimbursement within 30 days will cause the Supply department to process a Pay Adjustment Authorization (DD Form 139) to deduct the cost from your drill pay. In addition a Page 13 entry will be made if you fail to voluntarily reimburse the government.

5. If you are disputing any portion of the balance, please provide verification of discrepancies and or proof of drill(s) to our berthing coordinator, LSC(SW) Ready at COMM: (757) 555-1234 or Email: always.ready@navy.mil. You may also send correspondence regarding your balance to: Commanding Officer, Navy Operational Support Center Somewhere, address, Attn: Supply department.

Robert A Smith

Enclosure (1)
Prospective occupant: (Rate and full name)

1. Adequate government housing is not available for use by the prospective occupant within the acceptable driving time (not to exceed 1 hour during rush hour traffic) of permanent duty station.

2. The prospective occupant is eligible for payment of basic allowance for housing at the “without family members” rate.

3. Suitable private housing is not available at a rental cost including utilities (less telephone) within the established Maximum Allowance Housing Cost (basic allowance for quarters “without family members” plus variable housing allowance).

4. The prospective occupant has at least 12 months remaining at the current duty station.

5. To my knowledge, the prospective occupant does not, and is not planning to purchase housing within the acceptable driving time of the duty station.

6. The prospective occupant is not involved in locating the unit to be leased.

7. The rental is fair and consistent with rental charges for comparable units in the area.

8. Every reasonable effort was made to minimize the lease rental cost to the government for providing public housing.

9. The Bachelor Leased Housing Program guidelines as outlined under the criteria of this instruction have been reviewed and followed.

Signature of Commanding Officer  Date  Command or Designee
### CASH COLLECTION VOUCHER

#### 1. DISBURSING OFFICE COLLECTION VOUCHER NUMBER

#### 2. RECEIVING OFFICE COLLECTION VOUCHER NUMBER

#### 3. RECEIVING OFFICE

**a. ACTIVITY (Name and Location) (include ZIP Code):**

YOUR COMMAND

**b. RECEIVED AND FORWARDING BY (Printed Name, Title and Signature):**

YOUR COMMANDING OFFICER OR DESIGNATED REPRESENTATIVE

**c. TELEPHONE NUMBER (include Area Code):**

COMMERCIAL: Your Phone

DSN: Your DSN

**d. DATE (YYYYMMDD):**

Today's Date

#### 4. DISBURSING OFFICE

**a. ACTIVITY (Name and Location) (include ZIP Code):**

Your Regional Readiness Command Comptroller

OR

Closest PSD

**b. DISBURSING OFFICER (Printed Name, Title and Signature):**

Your Regional Readiness Command Comptroller

OR

Closest PSD Disbursing Officer

**c. TELEPHONE NUMBER (include Area Code):**

COMMERCIAL: PSD or Comptroller Phone Number

DSN: PSD or Comptroller DSN Number

**d. DISBURSING STATION SYMBOL NUMBER:**

#### 5. PERIOD:

**a. FROM:**

**b. TO:**

#### 6. DATE RECEIVED

**c. NAME OF REMITTER:**

**d. DESCRIPTION OF REMITTANCE:**

**e. DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED:**

**f. AMOUNT:**

**g. ACCOUNTING CLASSIFICATION:**

Today

Your Command

Your Address

Anytown, USA 00000

Reimbursement for Government Furnished Berthing

- John Q. Sailor - $000.xx

- EDIPI / SSN and phone number

- Mary J. Squid - $0xx.xx

- EDIPI / SSN and Phone Number

- Obtain LOA data from your Comptroller

<table>
<thead>
<tr>
<th>11. TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00</td>
</tr>
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**DD FORM 1131, DEC 2003**

**Enclosure (1)**