



DEPARTMENT OF THE NAVY

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IN REPLY REFER TO:
NAVICPINST 4355.5Q
845/DWE

MAY 10 2004

NAVICP INSTRUCTION 4355.5Q

From: Commander

Subj: LEVEL I/SUBSAFE STOCK PROGRAM MATERIAL PROCEDURES

- Ref:
- (a) NAVSUP/NAVSEAINST 4440.16 - Level I/SUBSAFE (LI/SS) Stock Program
 - (b) NAVSUP PUB 485 - Naval Supply Procedures
 - (c) NAVSEA 0948-LP-103-6010 - LI/SS Stock Program Catalog
 - (d) NAVSEALOGCENINST 4355.9 - Receipt Inspection Requirements for Level I/SUBSAFE (Non-Nuclear) Stock Program Material
 - (e) MIL-DTL-2845 - Propulsion Systems, Boat and Ship; Main Shafting, Propellers, Bearings, Gauges, Special Tools, and Associated Repair Parts; Preservation, Packaging, Packing, and Storage of
 - (f) NAVICP MSG P141123Z JUN 00
 - (g) NAVSO P-3683 - Navy and Marine Corps Product Data Reporting and Evaluation Program (PDREP) Manual
 - (h) NAVSEA 0948-LP-045-7010 - Material Control Standard Non-Nuclear)
 - (i) Uniform Industrial Process Instruction No. 0810-902
 - (j) NAVSEASYS COM letter of 17 Jan 02 Ser 92TC1/003
Subject: Material Control Markings for Corporate Component Repair Assets
 - (k) NAVICPINST 4030.10 - Packaging, Packing, and Marking of Level I/SUBSAFE (Submarine Safety Certification) Program Items
 - (l) NAVSUP PUB 723 - Navy Inventory Integrity Procedures
 - (m) NAVSEAINST 5100.3 - Mercury, Mercury Compounds, and Components Containing Mercury or Mercury Compounds; Control of
 - (n) DOD 4500.9R - Defense Transportation Regulation
 - (o) NAVICPINST 5215.14 - Naval Inventory Control Point (NAVICP) Directives System

- Encl:
- (1) Abbreviations and Acronyms
 - (2) Condition Code Definitions
 - (3) Processing of Discrepancies
 - (4) Non-Nuclear Level I Fastener Material (MICs)
 - (5) Procedures for Material Returns
 - (6) Procedures for Compressed Gas Flasks
 - (7) Disposal Instructions
 - (8) Procedures for Requisitioning
 - (9) Procedures for LI/SS Submarine Antenna Repair Parts

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- (10) Suspended/Recalled Material
- (11) Checklist for Program Review of Stock Points
- (12) Program Review Process
- (13) Sample Report of Level I/SUBSAFE Program Review
- (14) Checklist for Internal Audit of Stock Points

1. Purpose. To provide procedures for the receipt, inspection (certification), storage, requisitioning, issue, material returns, and reporting of discrepancies for non-nuclear Level I/ SUBSAFE (LI/SS) Stock Program material. Additionally, this instruction publishes the guidance for Program Reviews and Stock Point Internal Audits.

2. Cancellation. NAVICPINST 4355.5P.

3. Summary of Changes. Incorporated enclosures (11) through (14) and modified body of instruction to add more detail on Program Reviews and Stock Point Internal Audits. This instruction incorporates significant changes and requires a thorough review by all participants involved in the LI/SS and DSSP Programs.

4. Background. Since June 1966, the LI/SS Stock Program has supplied quality system stock to support the joint Naval Supply Systems Command/Naval Sea Systems Command program as currently defined in reference (a). LI/SS Stock Program material must be certified prior to entry or reentry (in the case of returned material) into the LI/SS Stock Program to assure material is of requisite quality and that traceability requirements are met. This instruction provides operating procedures for those activities responsible for supplying and using LI/SS program material. Enclosure (1) is a listing of abbreviations and acronyms used in this instruction.

5. General

a. This instruction applies to LI/SS Stock Program National Stock Number (NSNs) assigned Special Material Identification Code) (SMICs) L1/C1/S1 and material marked with SMICs SS/L1/C1/SB/S1 as defined in Volume II Appendix 14 of reference (b). LI/SS Stock Program NSNs are listed in reference (c).

b. The material distribution organizational structure of the LI/SS Stock Program includes:

(1) Portsmouth Naval Shipyard (PNS) Receipt Inspection Activity (RIA) is responsible for inspection and certification of new LI/SS Stock Program material. PNS Storage Department is responsible for the receipt, storage, issuance, packaging, and accountability of LI/SS Stock Program material.

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(a) PNS Quality Assurance Division (QAD) is responsible for receipt inspection of all new contract material as detailed in reference (d), recertification of Material Turned Into Stores (MTIS) received from PNS Supply Department, and packaging of accepted material.

(b) PNS Supply Department is responsible for the receipt of new contract material and MTIS material, storage, issue, and accountability.

(2) The following activities (with routing identifiers) are certified for the custody of LI/SS Stock Program system stock:

DDDC San Diego CA (SDX)
DDNV Norfolk VA (SDF)
DDPH Pearl Harbor HI (SCJ)
DDPW Puget Sound WA (SEB)
DDYJ Yokosuka JA (SCF)
FISC Puget Sound WA (NUZ)
NAVSHIPYD Portsmouth NH (NHZ)
CNRNESS Groton CT (NIZ)
TRIREFFAC Kings Bay GA (Q6R)

(3) The following activities (with routing identifiers) are certified and responsible for the custody of LI/SS propulsion shafts and will control material in accordance with reference (e) and this instruction.

DDBC Barstow CA (SG2)
Cheatham Annex Yorktown VA (RIB)

(4) The following Mini Stock Point (MSP) activities (with routing identifiers) are responsible for the custody of material identified in the Corporate Component Repair Program (CCRP).

NNSY Norfolk VA MSP (PUW)
PNSY Portsmouth NH MSP (NHZ)
PHNSY Pearl Harbor HI MSP (PLT)
PSNSY Puget Sound WA MSP (PDA)

c. Effective 1 August 2000, NSNs with LI/SS SMICs SS and SB were re-identified to SMICs L1 and C1, respectively. Current stock assets will not be remarked to reflect this change. New contract material received by PNS for certification will be identified with a SMIC of L1 or C1, as appropriate. Reference (f) provided guidance for end users. When receiving material with a SMIC of SS or SB, the material can be placed in stock as received after following current receiving practices. When issuing assets marked with SMIC SS or SB, the shipping document as well as the shipping container shall be annotated as SMIC L1 or C1, as appropriate.

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NAVICP Program Review will accept both SMICs SS and L1 or both SMICs SB and C1 in the same location for the same NIIN. NAVICP requests that existing stock marked with SMIC SS and SB be issued first in order to purge the system of this material as soon as possible.

d. Definition of LI/SS Stock Program SMIC codes, provided for convenient reference (full definitions are found in Vol. II Appendix 14 of reference (b)):

(1) SS SMIC was assigned to those items that supported the LI/SS program and also met all the requirements for L1 coding. As of 1 August 2000, SS SMIC items have been re-identified to L1 SMIC.

(2) L1 SMIC is assigned to those items requiring Level I MIC and are unique to submarine application or combined submarine/nuclear powered surface ship applications.

(3) S1 SMIC is assigned to those items requiring Level I MIC and are unique to fossil fuel powered surface ship applications.

(4) C1 SMIC is assigned to those items requiring Level I MIC and oxygen cleaning for submarine and/or surface applications.

(5) SB SMIC was assigned to those items that required LI/SS MIC and oxygen cleaning for submarine applications. As of 1 August 2000, SB SMIC items have been re-identified to C1 SMIC.

e. Condition codes for the LI/SS Stock Program that deviate from reference (b) are defined in enclosure (2).

f. Processing discrepancies

(1) The Product Quality Deficiency Report (PQDR) (SF 368) will be used to report discrepancies discovered during the initial certification process by PNS. PQDRs will be prepared and submitted in accordance with reference (g).

(2) The Supply Deficiency Report (SDR) (SF 364) will continue to be used to report discrepancies in shipments from stock (e.g., receiving inspection of redistributions or requisitions) and stock surveillance. Discrepancies in packaging, packing, preservation, and marking will be submitted in accordance with enclosure (3) and reference (g).

g. On certain material (such as O2 clean items, hoist cylinders, shafts, etc.). NAVICP Code 845 will arrange to have a concurrent source inspection performed by DCMA and PNS RIA personnel. These types of

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components require inspection, certification, and cleaning prior to final assembly. In these instances joint source inspection by DCMA and PNS RIA personnel would be appropriate. Accepted material will have the MIC marking applied by the PNS RIA inspector. In addition to the normal LI/SS markings on the shipping container the following statement will be applied; "For Receiving Officer, M/F: LI/SS Certified "A" Condition Material.

h. Reference (h) requires that fasteners (FSC 53__) be marked with material type, traceability code, and manufacturers symbol. After acceptance, fasteners will be color-coded as per reference (h) and enclosure (4). In order to provide MTIS control and eliminate "heat" logs (the number assigned by the mill that manufactures the raw material), the LI/SS Stock Program has been assigning a unique serial number (complete or partial MIC) to fastener unit packages. There is no back-fit, so fasteners must be color-coded, and they may also have Material Control Standard (MCS) markings (size permitting) and/or a serial number on the unit pack.

i. Material can be identified to a LI/SS certification activity MIC number as follows.

(1) LI/SS Stock Program items are identified, by MIC or color-code, in accordance with reference (h). Example below.

<u>"TIAS"</u>	<u>88359</u>	<u>-001</u>	<u>"A"</u>
Material Designator Alpha Codes assigned in MCS Vol II	Date of Inspection	Serial No. Inspection Lot on given Julian dates	CAD Certifying Activity Designator

(2) The CAD, the last segment of the MIC number, is an alphabetic code, which identifies activities which are or were authorized by NAVSEA to certify LI/SS Stock Program material as follows.

Stock Program Material CADs

- Mare Island Naval Shipyard (MS), previously "γ" (GAMMA)
- Portsmouth Naval Shipyard (A), previously "ε" (DELTA)
- Naval Weapons Station, Yorktown (YT)

Non-Stock Program Material CADs Accepted Through MTIS Process

- Charleston Naval Shipyard (C)
- Norfolk Naval Shipyard (N)
- Pearl Harbor Naval Shipyard (P)

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- Puget Sound Naval Shipyard (S)
- NSWCCD Philadelphia (QQ)
- Newport News Naval Shipyard (NN)
- Electric Boat (G)

j. The CCRP was developed in support of the 688 Class Submarine Overhaul Program. The items in this rotatable pool program are critical to the timely completion of 688 Class Overhauls. Because these assets are not repaired and handled using traditional "ship to shop" overhaul methods and because many of the CCRP items are Level I, special procedures that apply only to CCRP assets have been established and are included in reference (j).

6. Responsibilities

a. Receiving (All Activities)

(1) NAVICP New Contract Material Requiring Receipt Inspection (PNS-RIA)

(a) Receive contract material and perform receiving inspection for correct count, identification, shipping damage, proper packaging, packing, marking, and certification documentation.

(b) Material (including documentation) which passes receiving inspection will be TIR'd to NAVICP in CC "J" and expeditiously moved to the inspection (certification) activity/area.

(c) Material where preservation, packaging, packing, or labeling defects have compromised the quality of the material will be reported via PQDR in accordance with reference (g). The material will be TIR'd in CC "L". Discrepancies in packaging, packing, and marking, which do not affect quality, will be reported via a "packaging" SDR in accordance with reference (1). The PQDR or the SDR will be forwarded to NAVICP Code (845).

(2) New Contract Material Which Has Been Source Certified (All Activities): Receive source certified material which has been previously inspected at contractors plant and marked "For RO (Receiving Officer of the applicable activity) M/F LI/SS Certified "A" Condition Material". Report receipt to NAVICP via TIR in CC "A" and place in stock.

(3) MTIS (All Activities) Process in accordance with enclosure (5).

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b. Inspection (Certification by PNS RIA)(1) General Rules

(a) Record inspection/certification results. File by serial number (MIC). A backup inspection record file will be maintained by the certifying activity and will be stored in areas, which as a minimum contain fire sprinkling protection and smoke detection devices. Hard copy MIC folders and records for recalled material must be prominently covered with a large black "X" indicating that the lot has been recalled as discrepant. All folders for recalled material will be filed in a separate area. A dummy folder will be placed in the original location with a note indicating that the item has been recalled and that the original file is located in the designated recall file area. Disposal of files must be authorized by NAVICP Code (845).

(b) Moisture sensitive electrodes opened as samples for inspection/certification will not be processed for induction into the LI/SS Stock Program. Certified sample material can be retained for local use (welding tests, welder certification, etc.).

(c) Certified flexible hose connections and fittings will be marked in accordance with reference (k) using impression markings in low stress areas. Impression markings shall be in accordance with MIL-STD-792.

(d) Process compressed gas flasks in accordance with enclosure (6).

(e) Verify MIC numbers in response to inquiries.

(2) NAVICP Contract Material Undergoing Inspection And Test Certification For Entry Into The LI/SS Stock Program

(a) New material received, awaiting receipt inspection, shall be placed in condition code (CC) "J".

(b) Perform inspection/test in accordance with reference (d). A complete inspection shall be performed unless defects found would render item unusable. NAVICP Code (845) will be notified when an inspection cannot be completed. Inspection/testing should be performed expeditiously, within 15 days beginning with the day the material is received by PNS supply division and ending with the completion of the inspection. Exclusions include special projects, lots delayed by technical assistance requests, and/or information requests.

(c) Forward certified material expeditiously to stocking activity. Ensure material is identifiable as "certified" material. Report stocking via TIR to NAVICP.

(d) Nonconforming Material

1. Change CC "J" to CC "L". Retain in segregated storage area until receipt of corrective action. Where corrective action indicates return to contractor/maintenance activity for repair or refurbishment, ship material using a contractor supplied shipping document number and process in accordance with the NAVICP disposition specified for each returned lot. Provide confirmation of shipment to NAVICP Code (845).

2. Exhibits returned to the contractor will be individually identified (e.g., tagged, marked, or serialized) stating the nature of the discrepancy to assist the contractor in identifying discrepant pieces within a multi-defective lot. Only NAVICP Code 845 will authorize the return of exhibits to the contractor.

3. Upon completion of corrective action, re-enter material into inspection/test cycle and perform or resume inspection test. Provide confirmation of returned material to NAVICP Code 845.

c. Material Disposal (All Activities) Excess material will be transferred from previous CC ("A", "F", "K", or "L") to CC "H". Upon classification to CC "H", process to disposal per enclosure (7).

d. Receiving Certified System Stock (All Activities)

(1) Receive certified LI/SS Stock Program material from:

(a) Certifying activities.

(b) Redistribution (push).

(c) Requisition (pull).

(d) MTIS or other modes of turn-in.

(e) Source certified material shipped directly from contractor.

(2) Perform inspection of received material (e.g., count, identification, shipping damage, proper packaging, packing) and verify that there is a match of document to unit package MIC)). Only when a questionable situation occurs, will the unit package

be opened to verify that the MIC on the shipping document matches the MIC on the material. Material received via NAVICP Redistribution Order (Document Identifier "A2" series) will be taken up in stock under the CC cited on the A2 document without the need for further inspection. Activities which "pull" material for stock will receive material via Referral Order (Document Identifier "A4" series) and pick up in CC "A".

(3) Material that does not pass inspection will be processed and reported in accordance with enclosure (3).

(4) Material that passes inspection will be expeditiously moved to the LI/SS Stock Program storage area. Report to NAVICP with appropriate CC. Segregate the stocking of LI/SS Stock Program CC "A" RFI material to limit access, prevent damage and contamination, and preclude commingling with non-LI/SS Stock Program material and other CC NRFI LI/SS Stock Program material. All RFI LI/SS Stock Program material will be stored in "mercury-exclusion" areas (reference (m)).

(5) Segregate the storage of NRFI LI/SS Stock Program material by CC to preclude commingling with other CCs and with non-LI/SS Stock Program material. All NRFI LI/SS Stock Program material will be stored in "mercury-exclusion" areas (reference (1)) excluding CC "H".

(6) Apply controls as dictated by other programs (e.g., PMRP, etc.), which may also apply to LI/SS Stock Program material.

(7) General Issue/Storage Instruction (All Activities).

(a) Issue material in accordance with requisition procedures in enclosure (8).

(b) Material without a MIC or an approved CAD as defined in paragraph 5.i(2) shall not be issued. All RFI LI/SS Stock Program material must be identified with a MIC number or color-coded as a minimum. Packaged material without a visible MIC (excluding color-coded only fasteners) will be opened and inspected. If a MIC is found on the material, annotate the MIC on the package and issue. If a MIC is not found, call NAVICP Code (845) for disposition.

(c) Welding electrodes/rods are stocked in unit pack containers based on various weights (in pounds) and will be issued in multiples of the unit pack. Over-issue is authorized. Under-issue is not authorized. Sealed unit packs (coated rods/electrodes) will not be opened to satisfy issue or disposal directives.

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(d) For bar stock, pipe, and tubing, the material shall be stored and reported in nearest whole unit of issue (round down). Over-issue of uneven lengths is authorized if remaining length would be less than unit of issue. Under-issue is permitted only when authorized by the requisitioner.

(e) When cutting bar stock and tubing for issue in less than full lengths, insure that a complete MIC mark is visible on each piece issued and the remaining material in stock.

1. For all bar stock items and tubing with a wall thickness of .125 inches or greater, MIC marking will be by vibro-etch.

2. For tubing with a wall thickness of less than .125 inches (i.e., "thin-wall" tubing), the certifying activity will apply continuous electrochemical etching along the length of each piece and remarking should not be required.

(f) When issuing 2 inch Outside Diameter (O.D.) and under tubing and bar stock to tenders and overseas (EXCONUS) (activities, insure that lengths do not exceed ten (10) linear feet except where the incoming supply document cited Advice Code "2N" (item required in one continuous length as expressed in cc 25-29 (quantity) and cc 23-24 (unit of issue))).

(g) When issuing oxygen service material marked with SMIC C1/SB, insure that the material is packaged, packed, and marked in accordance with reference (k). The material must be marked with a special green warning label and must be packaged in heat sealed unit package (barrier type; inner and outer bag) which must not be punctured, torn, or opened until use/installation. Special attention is required to insure that issue documents are not attached by a method which punctures the barrier bags.

(h) Special procedures for processing compressed gas flasks are in enclosure (6) and special procedures for LI/SS antenna and periscope repair parts (CAD "QQ") are in enclosure (9).

(i) On all LI/SS material going through change notice for downgrade to nonlevel, remove/obliterate MIC markings on packaging and MIC markings from the material being downgraded and relocate the assets outside the Level I storage area.

(j) Handle suspended/recalled material in accordance with enclosure (10).

(k) Some NIINS have had unit of issue changed from "BX" to "EA" and "FT" to "IN". Stock points will issue such

material according to NAVICP unit of issue. If unsure of unit of issue, contact NAVICP Code 845 for clarification.

(1) Movement of unmarked CC "F" Level I CCRP material should be handled as follows.

1. Shipping activity. In redistributing to a DOP for repair, request the shipping activity identify Level I CC "F" assets, that are not marked with a MIC, by clearly marking the DD Form 1348 shipping document with the legend "NO MIC AVAILABLE". The outside container should also be clearly stamped "LEVEL I" and "CCRP". CC "A" material will be processed in accordance with the requirements of paragraphs 6.e(4) and 6.e(5).

2. Receiving activity. Upon receipt at the DOP, the receiving activity should handle these Level I CC "F" assets without a MIC mark as Level I assets. As such, the assets should be stored in accordance with the controls listed in paragraph 6.d(5). The DOP will repair, certify the previously unmarked item, and apply a new MIC to the repaired item.

(8) Damaged material (beyond refurbishment) will be automatically transferred to CC "H" and processed for disposal in accordance with enclosure (7).

(9) Process LI/SS Stock Program MTIS in accordance with enclosure (5). Apply controls to insure that MTIS is not initially placed in CC "A".

(10) Prepare and include with each issue (on or off station) of LI/SS Stock Program material (including disposals directed by NAVICP), a copy of the shipping document annotated with the MIC(s) and showing the quantity issued per MIC. Insure that the NSN/NICN, quantity, ship to destination, and MIC are legible on all copies. **Note:** For all material being forwarded to Disposal, annotate the MIC information **only** on the copy of the DD-Form-1348 being retained for the Issue Document (Recall) file. Shipping documents shall be annotated with red lettering to indicate "LEVEL I". Retain necessary copies for local records. Establish and maintain a file of issue documents for recall purposes. Recording of issue data (stock number, document number, MIC, quantity, and date issued) onto other mediums (e.g., computer data banks) is authorized as long as such records are permanent in nature and accessible by stock number, MIC, and/or document number. Retain issue information indefinitely, using a data media such as CD-ROM. Data may be archived after three years, but must be accessible in the event of a recall.

(11) Off station shipments from stock and any items locally repackaged will be packaged in accordance with reference (g). Insure the MIC number(s) is placed on the unit package.

(12) Develop local procedures/instructions to comply with the requirements of this instruction and its references. Forward one copy to NAVICP Code (845). Defense Depot sites shall also provide a copy to DDC (J-3/J-4-0)

(13) NAVICP Program Reviews, utilizing enclosure (11) will be conducted as required to ensure compliance with this instruction. The Program Review Process is highlighted in enclosure (12). Corrective actions for findings/observations noted via NAVICP Report of LI/SS Program Review letter, enclosure (13), shall be submitted to NAVICP Code 845 (Defense Depot sites shall be submitted to NAVICP Code 845 via DDC (J-3/J-4-0)) for concurrence and approval within 30 days of receipt of letter.

(14) Perform an annual physical inventory, not to exceed twelve month intervals. Retain one copy for information. Inform NAVICP Code 845 by letter of the summary results upon completion of the inventory. Adjust material discrepancies discovered during this inventory using the same rules used for receiving inspection. The annual inventory report shall contain the following as a minimum:

- (a) Persons performing the inventory.
- (b) Dates inventory performed.
- (c) Location of inventory.
- (d) Total number of NIINs inventoried.
- (e) Accuracy goal (%). Goal shall be 95% unless a higher goal is directed by local command instruction.
- (f) Actual accuracy (%).
- (g) Loss/gain taken to bring inventory into balance.
- (h) If loss/gain is taken, then identify each NIIN affected as well as the investigated reason for the loss/gain.

(15) Conduct refresher training, not to exceed a twelve month interval, to familiarize all personnel involved with LI/SS concerning the requirements of this instruction and local procedures/instructions. Provide complete training to all new personnel. Implement a mechanism to evaluate the effectiveness of the training provided. Records shall provide the following:

- (a) Date and length of training.
- (b) Names of attendees.

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(c) Who performed the training.

(d) Topic of each training session.

(16) Conduct an annual internal audit utilizing enclosure (14) to cover all areas related to LI/SS material to monitor compliance and program knowledge of the LI/SS Stock Program. Internal audit shall not exceed a twelve month interval. The report of the internal audit shall contain the following:

(a) Persons performing the review.

(b) Persons talked to as well as code/building number.

(c) Specific work packages reviewed/audited as objective evidence.

(d) Instructions applicable to each area reviewed.

(e) Findings/observations noted in each area reviewed.

(f) Recommendations for correcting findings/observations to improve operation in each area.

(g) Time frame for initial response as well as time frame for follow-up responses until closure.

(h) The corrective action required to provide closure on findings/observations of the internal audit shall be documented.

(i) A copy of the completed checklist (enclosure (14))

(j) The final report of internal audit shall have a distribution list identified. The list shall include activities upper management personnel as well as NAVICP Code 845. Defense Depot sites shall forward a copy to DDC (J-3/J-4-0).

(17) Stocking activities shall develop and use appropriate audit tools (e.g., enclosure (14)) to ensure compliance with the requirements of this instruction and local procedures/instructions. Audit findings shall be addressed using the attributes cited below:

(a) Determine the full scope of the deficiency cited (if necessary, reinspect other completed work) and identify/implement immediate corrective action.

(b) Identify the underlying root cause of the deficiency and determine if the deficiency is systemic or an isolated instance.

(c) Identify long-term corrective and preventive action (extend to other related divisions, departments, shops, or hulls) and develop a plan of action with a scheduled completion date (update instructions, conduct training, etc.).

(d) For systemic deficiencies, establish a plan to assess the effectiveness of corrective and preventive actions (e.g., surveillance and/or special audits) with regular review points and milestones to prevent recurrence.

(18) Appoint an activity Point of Contact (POC) to act as a central focus point for LI/SS Stock Program matters (i.e., for recalls, program changes, urgent announcements, instruction distribution, and to act as the program review coordinator). Provide NAVICP Code 845 (Defense Depot sites are to also notify DDC (J-3/J-4-0)) with the name, code, phone number (voice and FAX) and E-mail address, of the activity POC. POC shall assure that all personnel handling LI/SS material and documentation has access to the current revision of this instruction in the immediate area.

(19) The names of the personnel authorized to have access to the LI/SS storage area are to be posted to preclude unauthorized access to the area by untrained personnel.

f. Using Activities (Including the Fleet)

(1) For defective material received from the supply system.

(a) When discrepancies are determined to be the responsibility of the shipper (count, wrong item, damage due to packaging, paperwork, etc.), prepare and forward a SDR, in accordance with enclosure (3), to the shipper. Where the shipper is not known or the shipper cannot resolve, forward the SDR to NAVICP Code 845 for resolution.

(b) Quality deficiencies such as deficiencies in material, material composition, material and other test certification, marking, design, procurement specifications, and workmanship are reported by PQDR in accordance with reference (f).

Note: PQDRs shall not be submitted for variances that have previously been approved by NAVSEA via

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the NAVSEA Approved Engineering Changes (AEC) and Approved Engineering Alternatives (AEA) Program.

(c) Transportation discrepancies will be processed in accordance with reference (n).

(2) Nominate new candidates for the LI/SS Stock Program in accordance with references (b) or (c).

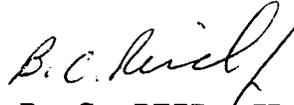
(3) Requisition material in accordance with enclosure (8).

(4) Process MTIS in accordance with enclosure (5).

(5) When verification of a MIC number is required, obtain verification through the MIC Verification Database, available through Director, NAVSEALOGCENDET Portsmouth, 80 Daniel St., Suite 400, Portsmouth, NH 03801-3884. Other LI/SS Stock Program MIC inquiries shall be directed to PNS, by calling (207) 438-2541 or DSN 684-2541) or e-mail information to NOELJM@mail.ports.navy.mil.

g. Fleet and Industrial Supply Centers (FISCs) shall ensure that LI/SS stock material is not stored at any "partnered" activities that have not been certified by NAVICP Code 845 for custody of LI/SS stock program system stock.

7. Maintenance Responsibilities. In accordance with reference (o), NAVICP Code 845 is assigned maintenance responsibility.



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By direction

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FISC Cheatham VA (BX2, CSP-E)

FISC Pearl Harbor HI (92IS, 93FH, 100)

FISC Puget Sound WA (300, 337)

FISC Jacksonville FL (100)

FISC Norfolk VA (100)

FISC San Diego CA (910, 913)

FISC Yokosuka JA (900, 900.3)

DDBC (G)

DDC (IR, J-3/J-4-M, J-3/J-4-O)

DDDC (G)

DDNV (D, DD, P, PW)

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DDPH (DDS, OW)
DDPW (D, DD, S, SO)
DDYJ (D, OW, OR)
CNRNESS Groton CT (N41G, N411.1G)
NSWCCD (SSES)
SIMA San Diego CA (SD4000, SD4010, SD4200)
TRIREFFAC Kings Bay GA (500, 501, 531,)
NAVSEALOGCEN (05313)
NAVSUP (SUP 4232)
NAVSEA (SEA 04ML1, 04XQ, 05U3, 07Q, PMS390TC, 915T)
NAVICP (M02, M0243, 0562, 0772, 84, 845)
Norfolk Naval Shipyard VA (Bldg 184 Code 136.3 Sect F1 Room 254)
SNDL (32A, 28K, FB30)
TRIDENT Training Facility, Kings Bay GA (Technical Reference Center)
NAVSEALOGCENDET Portsmouth NH
Naval NUC PWR Training Unit, Goose Creek SC (QA Dept.)
SWFLANT Kings Bay GA
Naval Submarine Base New London CT
Naval Air Forces US Atlantic Fleet
Naval Surface Force US Atlantic Fleet
Submarine Force US Atlantic Fleet
COMNAVAIRPAC NAS North Island CA
COMNAVSEASYSYCOM Washington DC (04L4, 92Q)
COMNAVSURFPAC San Diego CA (Room 105)
Submarine Force US PACFLT Pearl Harbor HI (Bldg 619)
Naval Air Systems Command Patuxent River MD
Naval Sea Systems Command
Attack Submarine Support Det Norfolk VA (Bldg W143)
NAVSSSES CARDEROCKDIV Philadelphia PA
Submarine Training Activity, Supply Dept, Norfolk VA
LANTFLTILOACT St Juliens Creek Annex, Portsmouth VA (Bldg M1)
SUBMEPP ACTIVITY (805L JAN-H) Portsmouth NH
Navy Supply Corps School Athens GA
Strategic Systems Programs Arlington VA
LANTFLTILOTEAM Mayport FL
PACFLTILOTEAM Pearl Harbor HI (Bldg 448)
Pacific FLTILOTEAM NSC Puget Sound WA
LANTFLTILOTEAM Groton CT
USS EMORY S. LAND (AS-39)
USS McKEE (AS-41)

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Abbreviations and Acronyms

CAD - Certified Activity Designator
CC - Condition Code
CCRP - Corporate Component Repair Program
CNRNESS - Commander Naval Region North East Supply Storefront
CSA - Certified Stocking Activity
DCMA - Defense Contract Management Agency
DCM-QAR - Defense Contract Management - Quality Assurance Representative
DDBC - Defense Distribution Depot Barstow, CA
DDC - Defense Distribution Command New Cumberland, PA
DDDC - Defense Distribution Depot San Diego, CA
DDNV - Defense Distribution Depot Norfolk, VA
DDPH - Defense Distribution Depot Pearl Harbor, HI
DDPW - Defense Distribution Depot Puget Sound, WA
DDYJ - Defense Distribution Depot Yokosuka, JA
DLA - Defense Logistics Agency
DLR - Depot Level Repairable
DON - Department of Navy
DOP - Designated Overhaul Point
DRMO - Defense Reutilization and Marketing Office
FISC - Fleet and Industrial Supply Center
FLR - Field Level Repairable
FSC - Federal Supply Class
FTE - Customer Excess Report in the Material Return Program
FTR - Reply to Customer Excess Report in the Material Return Program
IM - Item Manager
IRRRC - Issue Repair and/or Requisition Restriction Code
LI/SS - Level I/SUBSAFE
LOE - Level of Essentiality
M/F - Mark For
MCS - Material Control Standard (NAVSEA 0948-LP-045-7010)
MIC - Material Identification and Control
MINS - Mare Island Naval Shipyard
MRIL - Master Repairable Item List
MSP - Mini Stock Point
MTIS - Material Turned Into Stores
NAVSEA - Naval Sea Systems Command
NAVSEALOGCENDET - Naval Sea Logistics Center Detachment
NAVSHIPYD - Naval Shipyard
NICN - Navy Item Control Number
NIIN - Navy Item Identification Number
NRFI - Not Ready For Issue
NSLC - Naval Sea Logistics Center
NSN - National Stock Number
NSWCCD - Naval Surface Warfare Center, Carderock Division

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NWSY - Naval Weapons Station, Yorktown
PMRP - Precious Metals Recovery Program
PNS - Portsmouth Naval Shipyard
PQDR - Product Quality Deficiency Report (SF 368)
PSNS - Puget Sound Naval Shipyard
QAD - Quality Assurance Department
RIA - Receipt inspection Activity
RFI - Ready For Issue
SAED - Submarine Antenna Engineering Department
SAQAM - Submarine Antenna Quality Assured Material
SDR - Supply Deficiency Report (SF-364) (formerly referred to as
Report of Discrepancy (ROD))
SMIC - Special Material Identification Code
TIR - Transaction Item Reporting
TRF - TRIDENT Refit Facility
TRIREFAC - TRIDENT Refit Facility
TRIPER - TRIDENT Planned Equipment Replacement

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Condition Code Definitions

- "A" - Ready for issue, fully certified material.
- "D" - Special purpose code used for specific LI/SS projects to maintain asset visibility and purpose, for example: (1) special clean items SMIC C1 that require only re-cleaning, (2) assets certified by other than certified LI/SS inspection activities, etc. The use of CC "D" is not authorized for general usage by stock points unless specifically authorized by NAVICP.
- "F" - NRFI DLR.
- "H" - Assigned, prior to disposal, to unserviceable (condemned or beyond repair/refurbishment) material.
- "J" - Assigned to new contract material awaiting initial inspection and test (certification) - CC "J" is limited for use by PNS.
- "K" - Assigned to questionable material turned-in by customers and users which must be revived before being considered as ready for issue ("A") material.
- "L" - Assigned to nonconforming material.

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Enclosure (2)

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Processing of Discrepancies

1. General. LI/SS Stock Program material discrepancies can arise during any phase of the program. The vast majority of discrepancies are discovered during the initial certification process and will be reported via PQDR (SF 368) to NAVICP Code 845 for issuance and coordination of disposition of material and resolution of preventative/corrective action from contractor through DCMA. In general, PQDRs will be prepared in accordance with reference (g) with a copy to NAVICP Code 845.

2. Guidance for processing certified LI/SS Stock Program discrepancies

a. Packaging and/or packing discrepancy with damage to the material - line item value under \$99.99 - process to DRMO in accordance with enclosure (7) with information SDR (SF 364) to shipper. Over \$100, TIR in CC "L", SDR to shipper for disposition with copy to NAVICP Code 845.

b. Packaging and/or packing with no damage - package for storage; TIR in CC "A". Information SDR to shipper with information copy to NAVICP Code 845.

c. Material received on other than redistribution ("A2") - check document number to ascertain if the material was ordered. If ordered, process as paragraph d (below). If not ordered, process as MTIS in accordance with enclosure (5).

d. No MIC on shipping document, missing shipping document, and/or non-match of MIC on shipping document to package or to material - examine package (or if necessary the material) to find the MIC. Contact PNS for MIC verification at DSN 684-2546/41 or Commercial (207) 438-2546/41 or verify the MIC via the MIC Verification Database. If MIC verified and RFI, place in CC "A". If MIC not verified or NRFI (subject to the above dollar amounts), place in CC "L" and submit a SDR to shipper with information copy to NAVICP Code 845.

NOTE: Due to NICN to NSN changes, certifying activity MIC records will normally identify the material to the NICN at the time of initial certification. When this occurs, the material should be identified to the NSN.

e. Damaged cans of welding electrode - process as discrepant material per enclosure (7). SDR to shipper for investigation information copy to NAVICP Code 845.

f. Rusted bar stock (FSC 95__) - place in CC "A", no SDR. If badly pitted, place in NRFI CC "L" with SDR to shipper and a copy to NAVICP Code 845.

g. Shortages, overages, wrong item received, etc. - report via standard SDR procedures for causative research by shipper.

NOTES:

(1) The preceding paragraphs represent the most common problems. For any other discrepancies, call or contact NAVICP Code 845 (DSN 430-6654 or commercial (717) 605-6654).

(2) Under no circumstances will MIC numbers be altered or added on the material unless authorized/instructed in writing by NAVICP Code 845.

(3) While investigating any deficiency, the receiving activity shall place the material in CC "L".

(4) SF 364 Forms will be prepared in accordance with reference (1). In addition to the distribution contained therein, one copy should be forwarded to NAVICP Code 845 and if the "packaging" block is checked, an additional copy should be sent to NAVICP Code 0772 (Pollution Prevention/Packaging, Handling, Storage and Transportation Division).

(5) Shipments received with damage or discrepancies due to transportation will be reported in accordance with reference (o).

(6) Instruction for SF 364 preparation - indicate whether a "shipping" or "packaging" discrepancy by placing an "X" in the appropriate box on the top of the form. All discrepancies other than "packaging" will be considered as "shipping" discrepancies. If both "shipping" and "packaging", "X" both blocks.

Item 1. Date of Preparation: Sequence of date is by year, month, and day. For example, April 1, 2004 is written as 04 April 01.

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- Item 2. Report Number: This is a unique number to be developed and assigned by the submitting activity.
- Item 3. To: The Shipper If unknown, to the managing ICP.
- Item 4. From: Preparing activity name and address; include zip code and reporting activity code.
- Item 5a. Shipper's Name: Self-explanatory.
- 5b. Number and Date of Invoice: Invoice/Sales Slip/Shipping Document Number and Date.
- Item 6. Transportation Document Number: Enter type of transportation document (Government Bill of Lading (GBL), Commercial Bill of Lading (CBL), manifest, waybill, etc.), and the identifying number of the document.
- Item 7a. Shipper's Number: Shipment number (when more than one shipment is made under a contract or requisition) and contract/document number.
- 7b. Office Administering Contract: For contract material, enter "NAVICP"; otherwise, leave blank.
- Item 8. Requisitioner's Number: Document number of requisition of redistribution order.
- Item 9. Shipment, Billing, and Receipt Data:
- 9a. NSN/Part Number and Nomenclature: Self-explanatory.
- 9b. Unit of Issue: Show the unit of issue as billed or indicated on the shipping document for each item listed in Item 9.
- 9c. Quantity Shipped/Billed: Self-explanatory.
- 9d. Quantity Received: Self-explanatory.
- Item 10. Discrepancy Data:
- 10a. Quantity: Self-explanatory.

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- 10b. Unit Price: As billed or indicated on incoming document.
- 10c. Total Cost: 10a x 10b. For packaging deficiencies, enter cost of defective material.
- 10d. Code: Nature of the discrepancy using the codes listed on face of form. If a discrepancy condition exists that is not listed, use code "Z1" and describe discrepancy in Item 12, Remarks.
- Item 11. Action Code: Indicate action requested of Item 3 activity by use of codes listed on face of form. If action is other than that covered by the listed codes, insert code "1Z" and explain action required in Item 12, Remarks. If for info, use code "1H" (no action required; info only).
- Item 12. Remarks: Describe the discrepancy being reported or action required. Include sufficient detail to make a decision.
- Item 13. Funding and Accounting Data: Not applicable. Credit processing information will be included in the reply.
- Item 14a. Typed or Printed Name, Title, and Phone Number of Preparing Official: Self-explanatory.
- 14b. Signature: Self-explanatory.
- Item 15. Distribution Addresses for Informational Copies: All SDRs, one copy to NAVICP Code (845). For SDRs with the "packaging" block checked, also forward a copy to NAVICP Code (0541).
- Item 16. The reverse side of the SDR may be used to provide through resolution for discrepancies resulting from 24c material received from requisition or redistribution and Items 16 through 24c will be filled-in as applicable. If a more involved response is required, reply will be via NAVICP letter.

NOTE: Item numbers apply to 2-80 revision; some variation is required for earlier revisions.

NON - NUCLEAR LEVEL I FASTENER MATERIAL (MICS)

MATERIAL TYPE	BLUE COLOR Carbon or Alloy Steels	GREEN COLOR Nickel Copper	PINK COLOR Nickel Copper Aluminum	BROWN COLOR Nickel-Chromium Molybdenum-Columbium (UNS N06625) MIL-S-1222	ORANGE COLOR Other Material and Types
SPEC:	MIL-S-1222	MIL-S-1222	MIL-S-1222		
GRADE CLASS	Grades 2H, 4 or 7	Grade 400	Grade 500 All Annealed 20% Min. Elongation	Grade 625 Annealed	All Other Grades
CONDITION	(Nuts) Externally Threaded Fasteners	All Fasteners	All Fasteners	All Fasteners	All Fasteners
MARKINGS	2H, 4 or 7 Mfg's Symbol Lot No.	NC OR NICU Mfg's Symbol Lot No.	.K. Mfg's Symbol Lot No.	625 Mfg's Symbol Lot no.	Per Specification Mfg's Symbol Lot No.

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Procedures for Material Returns

Attachment A Certification Statement

1. Background. NAVICP procures LI/SS Stock Program material, which, following inspection and certification by a designated LI/SS Stock Program certification activity, is, assigned special traceability markings. Certified material is then positioned at certified worldwide stocking activities and is issued to end-users.

2. Policy

a. LI/SS Stock Program material, which was not used or is no longer, required, is returned to the supply system as MTIS for possible future reutilization.

b. End use activities will turn in NRFI DLRs in accordance with the MRIL. Receiving stock points will report DLRs requiring repair in CC "F".

3. Responsibilitya. End users

(1) Review SS/SB/L1/C1/S1 SMIC material which is no longer required to determine if the material is acceptable for return to the supply system (MTIS) or if it should be removed from the supply system (DRMO). This review should consist of a visual check to determine if the material is serviceable and verification of a MIC mark.

(2) Process material not fit for turn-in/off-load in accordance with applicable excess material processing instructions (e.g., Vol.I Part II Chapter 5 of reference (b)). Forward material to disposal activity (e.g., DRMO) as per enclosure (7).

(3) For material acceptable for turn-in/off-load, interrogate the supply system using an FTE document, to determine if there is a need for turn-in.

(a) If resulting FTR document indicates that material should not be turned in (i.e., status code "TC" or "TK"), process as in paragraph 3a(2) above.

Enclosure (5)

(b) If resulting FTR document indicates that material should be turned in (i.e., status code "TA", "TB", "TH", or "TJ"):

1. Ship in the original package in which received. If the original package is not available, repackage and mark with the NSN, MIC, nomenclature, and quantity to assure safe delivery of material. Individual items shall be individually packaged and identified. Bulk items such as barstock, piping, tubing, etc., may be bulk packaged in adequate shipping containers. Annotate the MIC(s) on shipping document. Conspicuously mark shipping containers:

- a. "LI/SS MTIS".
- b. "Cannibalized" if parts were removed.
- c. "Repair Required" if applicable for refurbishable DLRS.

2. Include any certification documents with the item.

3. Ship MTIS to the MTIS process point as indicated on the FTR document for screening.

(c) For FTR status codes other than "TA", "TB", "TC", "TH", "TJ", or "TK", refer to NAVSUP PUB 409.

b. Stocking activities

(1) Provide segregated storage of MTIS to preclude issuing possible NRFI material.

(2) Use the NAVICP LI/SS MTIS Prescreen listing in accordance with the Level I/SUBSAFE MTIS Prescreening Desk Guide to determine whether there is a need for the material.

(3) If material is not required, process for DRMO as per enclosure (7).

(4) If material is required, verify MIC through the MIC Verification Database available through NAVSEALOGCENDET Portsmouth NH. other MIC inquiries may be directed to PNS.

(5) If MIC cannot be verified, contact NAVICP Code (845) for disposition.

(6) If MIC is valid, process as follows:

(a) For 1H/3H Cog NIINS:

1. Material received in original, sealed, and undamaged container - place in CC "A".

2. Material received in damaged, open, or repackaged container - inspect for wear, rust, pits, dings, and dirt. If material is usable, repackage and label, and process to CC "A". If material is unusable, process to DRMO as per enclosure (7).

3. If unable to determine condition or questions arise concerning material, place material in CC "K". NAVICP Code (845) will redistribute material to PNS for review /reverification/disposal.

(b) For 7 Cog NIINS

1. Material received in original, sealed, and undamaged container - place in CC "A".

2. Material received in damaged, opened, or repackaged container - place material in CC "K". NAVICP Code (845) will create a redistribution order to move material to PNS.

(c) Certain LI/SS commodities, regardless of Cog, require the following special handling.

1. Loose fasteners:

a. Must be in original box from authorized certifying activity indicating MIC number and contract number, or color code (blue, green, etc.) and contract number. Color-coding must be in accordance with reference (i) and enclosure (4).

b. Ensure quantity per unit pack is correct.

2. Electrodes and brazing rings:

a. Must have valid MIC number on label affixed to each container or can.

b. Inspect container/can for any rust, cuts, holes, or punctures that would reduce the sealed integrity of the metal container.

c. Container/can may have small dents. However, major deforming of container can cause coating on electrodes to break, rendering the material unusable. Broken electrode coating will sound like loose pebbles or sand in the container.

d. Do not open container/can to inspect contents. Moisture from the air will contaminate the coating and render the material unusable.

e. Process returned partial and opened containers to DRMO as discrepant material in accordance with enclosure (7).

3. Compressed gas cylinders. Check internal pressure of cylinder with a low pressure gauge as called out in enclosure (6), paragraph 3a(3). Check complete external area of cylinder for evidence of damage.

a. If the pressure is 2 lb. PSI or greater and cylinder is not damaged, process into CC "A".

b. If pressure is less than 2 lb. PSI, cylinder appears used, or is damaged, take disposition action as advised by the NAVICP inventory manager.

4. Material with a CAD of QQ:

a. Material received with Certification Statement (attachment A), process accordingly.

b. For material received without Certification Statement (attachment A), contact PNS (136.2) for direction.

c. PNS shall process LI/SS Stock Program MTIS material received from other stock points on redistribution orders as follows

(1) Receive 1H, 3H or 7 Cog material and TIR in CC "K".

(2) Perform verification that piece parts requiring MIC marks on component are marked with a valid MIC number.

(3) Material marked with other than a PNS, MINS, NWSY, or NSWCCD CAD needs to be reverified by contacting the certifying activity to validate the nonstock program MIC. If MIC cannot be verified, recertification of material will be attempted if authorized by NAVICP Code 845.

(a) Recertified material will be assigned a new MIC number. The new MIC number will be entered on local inspection records and on the material after effacing the previously assigned MIC number. The local inspection records shall have a notation of the previously assigned MIC number. Process as CC "A" material.

(b) Material, which cannot be reverified/recertified, will be processed to DRMO as per enclosure (7).

(c) Where possible, material will be identified to the original contract number.

(4) If material can be reverified, and repair is required, process as follows:

(a) 7 Cog - place material in CC "F". NAVICP will direct repair by separate action.

(b) 1H/3H Cog - process to DRMO as per enclosure (7).

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Certification Statement



DEPARTMENT OF THE NAVY
NAVAL SURFACE WARFARE CENTER
CARDEROCK DIVISION

NAVAL SHIP SYSTEMS
ENGINEERING STATION
PHILADELPHIA, PA 19112-5083

IN REPLY REFER TO:

Contract No. N000000-00-0-0000

NEW	<input type="checkbox"/>		
OVERHAUL	<input type="checkbox"/>	MODIFICATION	<input type="checkbox"/>
MATRIX ATTACHED	<input type="checkbox"/>	FIELD CHANGE	<input type="checkbox"/>

SUBSAFE CERTIFICATION STATEMENT

1. All SUBSAFE certification attributes, inspections, and tests associated with the _____ have been satisfactorily met or accomplished in accordance with the Submarine Safety (SUBSAFE) Requirements Manual and invoked standards and specifications. The equipment/material is considered adequate for unrestricted operation to design test depth.
2. The objective quality evidence records pertaining to this certification are maintained on file at NSWCCD-SSES, Code 96.

QUALITY ASSURANCE SPECIALIST

DATE

SUPV. Q.A./LOGISTICS SECTION

DATE

BRANCH HEAD, MECHANICAL SYSTEMS
ENGINEERING BRANCH

DATE

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Procedures for Compressed Air/Gas Flasks

1. Background. Air and Gas Flasks, procured for system stock in accordance with MIL-F-22606 (Ships) are charged by the manufacturer with inert nitrogen. The purpose of this is to retard internal corrosion, which could prevent the flask from being charged with the actual designed gas or from performing properly when charged.

2. Scope. This enclosure applies to LI/SS Stock Program material listed in reference (c).

3. Action

a. General

(1) Flasks are fitted with shipping caps or plugs, one of which contains a Schraeder tank valve (similar to an automotive or bicycle tire valve).

(2) The valve is used for charging the flask, after manufacture, with dry, oil-free nitrogen at between 5 to 20 PSI.

(3) The below listed pressure test can be performed with an automotive tire gauge capable of measuring low pressures (model no. 555 - HECSHARP dial gauge or tire gauge GSA NSN 4910-00-800-8899 or equal).

b. LI/SS Stock Program Stocking Activities

(1) Perform receiving inspection of all incoming flasks from other than MTIS.

(a) Check each flask to ensure that a tag is attached showing the date of test, pressure reading, and tester's initials. If there is no tag, conduct the pressure test (paragraph 3b(1)(c) below) and prepare and attach a tag showing the date, pressure reading, and tester's initials.

(b) Prior to issue, check each flask to determine the residual nitrogen pressure within the flask.

(c) Perform the test by placing the gauge on the valve in the same manner as a tire pressure check. Check only to record a reading; avoid excessive pressure releases.

(d) Record the test results on the tag.

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(e) If the pressure reads 2 PSI or more, make the issue.

(f) If the pressure reads less than 2 PSI, transfer the item(s) from CC "A" to CC "L" and remove the material from RFI stores. Mark or tag the flask(s) with a brightly colored rejected tag. Advise NAVICP (845) of suspended material.

(2) Take disposition action as advised by NAVICP Code (845).

(3) If possible, issue stock flasks with the lowest acceptable pressure reading (e.g., issue 7 PSI reading before a 20 PSI reading).

(4) All flasks received via MTIS will be reported to NAVICP Code (845). NAVICP Code (845) will provide distribution instruction.

c. LI/SS Stock Program Certifying Activity

(1) In addition to normal receipt inspection for new contract certification or recertification of MTIS, conduct the pressure test:

(a) For new contract material (if material is otherwise acceptable):

1. If the pressure is 2 PSI or greater and item has passed receipt inspection, process to CC "A".

2. If the pressure is greater than zero but less than 2 PSI, the flask shall be recharged to not more than 20 PSI with clean, dry nitrogen conforming to Commercial Item Description A-A-59503 and process to CC "A".

3. If the pressure is zero, perform usual inspection of flask interior for corrosion. Check the shipping caps, plugs, and Schraeder valve for tightness. If loose, tighten and recharge as above. If the caps, plugs, or valves cannot be tightened, or if there is internal corrosion, apply reject procedures suspending the material in CC "L".

(b) For MTIS material (if otherwise RFI):

1. If the pressure is greater than zero but less than 2 PSI, recharge as above and return to system stock.

2. If the pressure is zero, retain in CC "K" and notify NAVICP Code (845) by PHONCON or letter. NAVICP Code (845) will provide disposition instructions.

(2) Receipt inspection will recertify and attach a tag to each flask which shows the date of test, pressure reading, and tester's initials.

d. End user activities - Report any flasks received without proper pressure to the shipper via SDR.

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Disposal Instructions

1. Discrepant Material. All discrepant material, prior to forwarding to DRMO, will have all data (marking, identification, certification, etc.) which identifies the material to LI/SS application obliterated, removed, or otherwise destroyed to positively prevent its future use as Level I/SS material.
2. Excess System Stock. Excess system stock and MTIS material will be processed as follows:
 - a. Bar Stock (FSC 95__), Tubing (FSC 4710), Fasteners (FSC 53__), and any item that consists of a single piece part (i.e., is not an "**assembly**") may be processed directly to DRMO without removal of data (marking, identification, certification, etc.), which identifies the material to LI/SS applications.
 - b. On all other material, prior to forwarding to DRMO, obliterate or remove at least the last four or five characters of the MIC mark (which identifies the material as LI/SS). Note this would include the three digit numeric serial number and the one or two alpha representing the CAD of the certifying activity. MIC removal may be accomplished either by grinding or use of a tungsten inert gas arc fusion process. For **Assemblies**, only the MIC numbers on the external assembly shall be removed (e.g., only the body, bonnet and stem (if externally visible) of a valve. Disassembly
 - c. LI/SS excess material shall not be offered for sale under the DLA Recycle Control Point (RCP) program.
3. When NAVICP Code 845 initiates a disposal of excess material or authorizes disposal of material as a result of a material recall action for suspect or defective material, a copy of the disposal document(s) will be included in the LI/SS Issue document (Recall File) annotating the MIC(s) and quantity per MIC.

NOTE: MIC # information (MIC # and QTY per MIC) will only be annotated on the copy of the DD-Form-1348 that will be placed in the Issue document (Recall File).

Enclosure (7)

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Procedures for Requisitioning

1. Background. In accordance with reference (a), NAVICP Code (845) procures LI/SS Stock Program material for system backup stock in support of the LI/SS Stock Program. The procedures contained herein are required to insure the availability of LI/SS Stock Program material for the following:

(a) To maintain the integrity of certified ships.

(b) To support known requirements for scheduled certification overhauls.

(c) To provide material required for fleet requisitions citing immediate end use requirements.

(d) To fill necessary COSAL and tender load requirements to support deployed ships.

2. Policy

a. NAVICP will control the issue of LI/SS Stock Program material. Certain items are assigned IRRRC "BL" (refer requisitions to NAVICP). IRRRC "BL" override authority is granted to the certified stocking activities, except for S1 SMIC material. Only certified CC "A" material will be issued from the LI/SS Stock Program. NRFI condition coded material will not be issued by NAVICP regardless of circumstances or priority.

b. NAVICP will also control the issue of CCRP material. The CCRP items are assigned IRRRC of "C0" (Critical item. Do not issue. Refer all requests to cognizant manager). No override authority is granted for CCRP assets assigned an IRRRC of "C0".

c. The special requisitioning procedures contained herein apply to all requisitions for LI/SS Stock Program items assigned SMIC L1, S1, C1 and Q3 as defined in Vol. II Appendix 14 of reference (b).

d. These requisitioning procedures apply only to requisitions (stock or part number) placed on the supply system. This instruction does not alter current local procedures for support of LI/SS Stock Program (procurement or manufacture) at industrial activities.

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e. Requisitions for other than fleet use (e.g., shop stores) will be filled to the maximum extent possible based on availability of material.

f. Requisitions for other than shop stores should contain the UIC(s) or hull number(s) (use remarks if necessary). This information is helpful to NAVICP in determining requirements (e.g., submarine or surface).

g. Shop store requisitions do not require exception data. In addition, advice code "5C" (fill or kill) is no longer required.

h. Shop store requisitions should cite project code "ZX9". Requisitions for CASREPs, work stoppages, or other urgent requirements should cite a project code which appropriately describes the requirement. If a shop store and immediate requirement exist simultaneously, two separate requisitions should be submitted.

i. Except for antenna/periscope CAD "QQ", inspection certificates will not be accompany the shipment. MIC information will be annotated on the shipping document, showing the quantity issued per MIC.

j. Small diameter (2 inch O.D. and under) tubing and bar stock will not be issued to tenders and overseas (EXCONUS) activities in 20-foot lengths. Requisitions for 10 feet and less will be filled with the quantity requested. Requisitions for more than 10 feet will be filled in multiples of 10 feet (e.g., 10-foot length and 7-foot length to fill requisition quantity of 17 feet) unless advice code "2N" is cited.

k. Requisitions for part numbered LI/SS Stock Program candidate items must be submitted with exception data providing maximum identification data. This data may include, but is not limited to, the following: manufacturer's identification and part number (if applicable), applicable system, location, valve mark, federal/military/commercial specification number, drawing number, APL, material composition, size, etc.

3. Responsibility

a. Requisitioners of LI/SS Stock Program material will

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(1) Ensure that requisitions are submitted in accordance with the policy contained in paragraph 2 (above).

(2) Local purchase - There are no LI/SS Stock Program NSNs, which are coded for "local purchase". Local purchase is selectively authorized, subject to higher authority direction, when NAVICP cannot meet the required delivery date (advice code 2C/5C requisition). Activities authorized to locally procure should contact NAVICP Code (845) for a copy of the procurement specification to ensure current NAVSEA technical requirements are cited.

(a) Local purchase or manufacture of LI/SS stock numbered material, not available from the supply system, will be reported to NAVICP for demand recording purposes. The local purchase/manufacture action will be reported via a Demand Transaction Card (DOC ID "DHA") in accordance with the procedures established in Vol. II Part 2 Appendix 28 of reference (b). A "DHA" will not be submitted when the original requisition was submitted with advice code "2C" or "5C" since NAVICP records demand for "2C/5C" requisitions returned for local action.

(b) Local purchases or manufacture of LI/SS Stock Program non-NSN material will be reported to NAVICP to record demand and usage to determine whether the item should be stock numbered. The local purchase/manufacture action will be reported via a Reporting of Purchases of Non-NSN Material Card (DOC ID "BHJ") in accordance with the procedures established in Vol. II Part 2 Appendix 28 of reference (b). A "BHJ" will not be submitted when a requisition for a nonstock numbered item is submitted to a stock point or to NAVICP for supply action.

(3) Prepare a SDR to report "shipping" and/or "packaging" discrepancies discovered in shipments of LI/SS Stock Program material. SDRs will be forwarded to the Navy stock point that issued and shipped the material. In cases where the material is received directly from a contractor or vendor (N00104 contract) or the shipper cannot be identified, forward the SDR to NAVICP (845). Insure that the contract or document number is cited in the appropriate SDR item number. SDR preparation guidance is contained in enclosure (3) and reference (h).

b. NAVICP Code (845)

NAVICPINST 4355.5Q

MAY 10 1954

(1) Fill requisitions to the maximum extent possible based on availability of material.

(2) Publish in reference (c) those items identified to LI/SS Stock Program.

(3) Stock material at certified LI/SS Stock Program stocking activities.

MAY 10 2004

Procedures for LI/SS Submarine Antenna Repair Parts

Attachment A Certification Statement

Activities are to perform normal receiving inspection of items. If the MIC number ends with CAD "QQ", attachment A (certification statement) is to be included with the items. Items received without attachment A will be suspended and PNS (136.2) should be contacted for direction.

NAVICPINST 4355.5Q

MAY 10 2006

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MAY 10 2004

Suspended/Recalled Material

1. In response to NAVICP Naval message or other communication:

a. Suspend defective or suspected defective material by placing in condition code "L". When NAVICP Code (845) requests a search of the LI/SS Recall File, provide results and specify the time period currently covered by the Recall File, e.g., "Issue document file records checked back to 1992".

b. Material suspended by NAVICP Code (845) direction must be tagged as NRFI (condition code "L") and physically relocated to a separate, segregated storage area. Controls must be in place to ensure material is not issued or commingled prior to subsequent NAVICP Code (845) direction to return to RFI or dispose. Notify NAVICP Code (845) via Naval message or letter approved by commanding officer when suspected defective material has been detected and subsequently suspended and segregated.

2. Upon receipt of NAVICP Code (845) direction to return material to RFI, remove NRFI tags and relocate material to general LI/SS storage.

3. Upon receipt of NAVICP Code (845) direction to dispose of defective material, transfer to condition code "H", remove MIC markings in accordance with enclosure (7) of this instruction, and process the disposal. NAVICP Code (845) must be notified via Naval message or letter approved by commanding officer that disposal action has been completed and the quantity disposed of.

NAVICPINST 4355.5Q

MAY 10 2004

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MAY 10 2001

PROGRAM REVIEW CHECKLIST

1. Local Instruction(s) (NAVICPINST 4355.5)

- a. Last Update: _____.
- b. Do all working level personnel have/use latest copy?
- c. Does NAVICP Code 8452 have copy of latest instruction?

2. Annual Management Review (NAVICPINST 4355.5)

- a. Conducted by _____
- b. Completion date - _____
- c. Were all findings/observations from last review completed
- d. Were there current findings - _____
- e. Were there observations/recommendations - _____
- f. Are updates on findings required - _____
- g. Were findings reported to NAVICP Code 8452 - _____
- h. Copy of Review submitted to NAVICP Code 8452 on - _____

3. Annual Inventory (NAVICPINST 4355.5)

- a. Conducted by: _____.
- b. Conducted on: _____.
- c. Was a copy of current inventory results submitted to NAVICP Code 8452?
- d. What was accuracy of current year's inventory?
- e. What was accuracy of previous year's inventory?

4. Actions from the Last Program Review (NAVICPINST 4355.5)

- a. Were all findings/observations from last review completed?
- b. Completion date _____.

MAY 10 2008

c. Was a copy of all actions taken forwarded to NAVICP Code 8452?

5. Training (NAVICPINST 4355.5)

a. Conducted on _____.

b. Administered by: _____.

c. Number of personnel trained: _____.

d. Total man-hours of training provided: _____.

e. Was Evaluation/Test given after training sessions?

f. Was Refresher training (after testing) required?

g. Was training given to new personnel reporting onboard during the past year?

h. Was copy of Training Guide provided to NAVICP Code 8452?

6. Receiving Operations (NAVICPINST 4355.5)

NSN _____ MIC # _____

a. Incoming material inspection (count, identification, correct material, shipping damage, proper Packing, Packaging and Marking) conducted per LI/SS requirements?

b. Is damaged/wrong material properly coded (CC -"L") in order to restrict the issuance and also segregated until the discrepancy has been resolved?

c. Were shortages and/or overages reported?

d. Is Incoming material staged in segregated area?

e. Is material that passed receiving inspection quickly moved to RFI status and placed in stock?

f. Was all LI/SS material correctly identified and forwarded to LI/SS storage area?

7. SDR (SF-364) Process

a. Is the current NAVICP instruction used?

b. Is an "INFO" copy of SDR forwarded to NAVICP Code 8452?

c. Are there any outstanding RODs (Review)?

MAY 10 1971

8. Material Issue (NAVICPINST 4355.5)

NSN _____ MIC # _____

- a. Did warehouse person encounter any difficulty in locating and identifying item to be issued?
- b. Is the MIC number verified prior to issuance?
- c. Are the MIC number(s) and quantity per MIC number placed on the issue document?
- d. Are proper number of copies placed with material?
- e. Was a copy of issue document placed in Recall File?
- f. Are there procedures for over-Issue of welding rods, bar stock and/or tubing?
- g. Are there procedures for marking of bar stock and/or tubing prior to cutting?

9. Packaging and Preservation (NAVICPINST 4030.10)

- a. Are all personnel packaging LI/SS material trained?
- b. Do personnel have access to the instruction?
- c. Are personnel following requirements?
- d. Is there adequate back-up personnel when primary is on leave?
- e. Observe packaging of issue item

NSN _____ MIC# _____

- (1) Was the shipping container marked properly?
- (2) Was correct packaging process used?
- (3) Was the MIC number verified as required?

10. Recall File (NAVICPINST 4355.5)

- a. Are files readily accessible and in order?
 - (1) In NIIN sequence?
 - (2) By calendar year?

MAY 10 2004

(3) Archived files available back to what year?

b. Do Issue Document File records match information on Completed Requisition File records?

c. Was MIC number identified on all issue documents (DD-1348's/DSS documents)?

d. Are issue documents filed in a timely manner?

e. Using the Transaction History Extract as a source, select issue records to be checked against the activities recall file.

f. Were selected MIC numbers verifiable in MIC Verification system?

MIC # _____ MIC # _____

MIC # _____ MIC # _____

MIC # _____ MIC # _____

g. Are disposal documents kept on file with the Issue Documents (Recall) file?

11. Physical Inventory by Team (NAVICPINST 4355.5)

a. Randomly select approximately 30 NSNs with quantity and location for verification against activities MSIR & NAVICP Master Data File (MDF).

b. Do selected NSN quantities match those on Activities MSIR, actual stock location and NAVICP MDF?

c. Are there procedures for correcting discrepancies found during routine stock surveillance (gains/losses)?

d. Were selected MIC numbers verifiable in MIC verification system

MIC # _____ MIC # _____

MIC # _____ MIC # _____

MIC # _____ MIC # _____

e. Are NIIN/MIC #'s from previously recalled items located in the "A" condition storage area?

12. Material Turned Into Stores (NAVICPINST 4355.5)

NAV 10 200

- a. Is current NAVICP Instruction available?
- b. Are local instructions available?
- c. Are personnel following instructions?
- d. If any material is found is NAVICP notified?
- e. Is a pre-screening process used?
- f. If personnel are currently using NAVICP prescreening guide,

are they processing items IAW MTIS list requirements?

13. Custody/Housekeeping

- a. Are all areas clean and well-lighted?
- b. Are all materials neatly stowed?

14. Material Controls (NAVICPINST 4355.5)

- a. Is access limited?
- b. Are all areas identified as LI/SS Material?
- c. Is material stored in a Mercury Free area?
- d. Are there separate areas for RFI and NRFI materials?
- e. Is LI/SS material segregated from Non LI/SS materials?
- f. Are names of authorized personnel for stowing and/or issuance of LI/SS materials posted?

g. Is suspended (CC "L") material tagged and physically segregated in a separate location?

15. Storage (NAVICPINST 4355.5)

- a. Is their adequate capacity for materials?
- b. Were any damaged or opened items observed?

NIIN # _____ MIC# _____

NIIN # _____ MIC# _____

16. Special Interest Items (NAVICPINST 4355.5)

MAY 10 2004

a. Propulsion shafts

- (1) Are Certifications available for shafts?
- (2) Is material stored properly?
- (3) Are the container markings legible?

b. MIC Removal:

- (1) Is material destined for disposal segregated?
- (2) Is MIC removed as specified in NAVICPINST 4355.5?
- (3) Are disposal documents signed off after MIC removal?
- (4) Is material forwarded to DRMO expeditiously?

17. Funding

18. Special Recognition

175 10 801

**PROGRAM REVIEW PROCESS
FOR
LEVEL I/SUBSAFE STOCKING ACTIVITIES**

1. Program Reviews will be scheduled to allow approximately 30 days notice to the activity and all participants involved.
2. The facility being reviewed will:
 - a. Provide a conference area for the team.
 - b. Provide necessary supplies, copies of procedures, etc.
 - c. Provide secretarial and typing services, as required.
 - d. Designate a single point of contact to be the liaison between the team and local activity personnel.
3. The first order of business will be a meeting between the program review team and personnel of the facility being reviewed. Facility personnel should include the CO, XO (or their designated representative), and personnel from involved divisions: Planning (procedures), Requirements, Material, Storage, etc. The purpose of this pre-program review meeting is to introduce the various personnel and to explain the purpose of the program review and the method and procedures to be followed.
4. Basically, the program will be conducted in the following phases:
 - a. A desk audit of the activities training schedule and attendance roster(s), Annual Internal Review report(s), Annual Inventory report(s) and the local instruction to ensure that the instruction reflects the latest guidance of NAVSUP/NAVSEA/NAVICP instructions and directives.
 - b. An audit of the instruction, in the form of a walk-thru requisition, to ensure that affected personnel are trained in processing LI/SS material.
 - c. A physical inspection of the receiving and storage areas to ensure proper receipt, storage, and custody control of LI/SS material.

MAY 10 2004

d. A review of miscellaneous actions, e.g., corrective action from the last program review; review of local activity audit; and local activity areas of concern, etc.

5. The last order of business will be a post-program review meeting between the team and activity personnel to include a both-party review of the rough draft program review report. All findings and observations will be discussed with activity personnel prior to this meeting and during this meeting.

NOTE: This does not imply that the activity personnel will necessarily concur with the reported condition.

6. NAVSEA will publish the official report for certifying activity reviews NAVICP, for stocking activities. Corrective actions will be monitored until completed.

**DEPARTMENT OF THE NAVY
NAVAL INVENTORY CONTROL POINT**

700 ROBBINS AVENUE
PHILADELPHIA PA 19111-5098

5450 CARLISLE PIKE PO BOX 2020
MECHANICSBURG PA 17055-0788

COM&FTS (717)605-6654
DSN & EXT 430-6654
FAX # 6922
REPLY REFER TO:
4400
Ser8452/307

From: Commander, Naval Inventory Control Point
To: Commander, Defense Distribution Depot, Yokosuka Japan

Subj: REPORT OF LEVEL I/SUBSAFE PROGRAM REVIEW

Encl: (1) Program Review Report

1. NAVICP conducted the Annual Program Review from 30 August to 1 September 2003 at Defense Distribution Depot, Yokosuka, Japan (DDYJ). Enclosure (1) is forwarded concerning the areas reviewed. There were two findings and three observations during this review.

2. DDYJ is rated as acceptable to continue operating as a LI/SS stocking activity.

3. The courtesies and cooperation extended to the team during their review were greatly appreciated.

4. NAVICP Mechanicsburg point of contact is Stephen M. Jornov, Code 8451L, DSN 430-6654 or commercial (717) 605-6654, FAX DSN 430-6922. E-mail address is Stephen.Jornov@navy.mil.

G. L. PERKINS, JR.
By direction

Copy to:
Defense Distribution Command New Cumberland PA (10, D1, J3/J-4-M)
NAVSEALOGCEN Mechanicsburg PA (N44)
COMNAVSEASYS COM Washington DC (SEA 92Q)

MAY 10 2004

PROGRAM REVIEW REPORT

Place of Visit Defense Distribution Depot, Yokosuka Japan
(DDYJ)

Date of Visit 26 August 2003

Review Team Stephen M. Jornov, NAVICP (Code 8452T)

References (a) NAVSUP/NAVSEAINST 4440.16B
(b) NAVICPINST 4355.50
(c) FISCYINST 4440.28G
(d) NAVICPINST 4030.10L

Attachments (1) Summary of Areas Reviewed
(2) Persons Contacted

Background DDYJ is a stocking activity for the Level I/SUBSAFE (LI/SS) Stock Program. As of 19 August 2003, DDYJ stocks 366 LI/SS line items in Ready For Issue (RFI) Condition Code (CC) "A" at a value of \$511,379.23. The last Program Review at DDYJ was conducted on 31 August thru 3 September 2001, as reported by NAVICP letter 5050 Ser 8451/161of 9 October 2001.

Purpose A Program Review was scheduled to evaluate the controls and procedures used by DDYJ in support of the LI/SS Stock Program and to ensure compliance with references (a) and (b) as locally implemented by reference (c).

Discussion Attachment (1) provides a summary of the areas reviewed during the on-site visit. There were two findings and three observations.

Summary The controls and methods established by DDYJ for handling LI/SS materials are being executed successfully and competently. The personnel encountered, attachment (2), continue to provide attention to the special requirements of the LI/SS Stock Program material.

SUMMARY OF AREAS REVIEWEDFINDINGS

1. ISSUING The desk guide for issuing LI/SS material by the duty officer does not require that the quantity per MIC number be annotated on the issue document. Reference (b), paragraph 6.e.10 applies. The desk guide was corrected and implemented prior to the close out meeting. NAVICP considers this finding closed.

2. INVENTORY The report of DDYJ's annual inventory does not contain all of the information required by reference (b). Reference (b), subparagraphs (e) and (f) apply.

OBSERVATIONS

1. TRAINING The duty officers and personnel from FISC Yoko who are involved with the LI/SS program need to attend the refresher training provided by DDYJ personnel.

2. ISSUE DOCUMENT FILES Currently the last three years' issue documents are being filed in the same NIIN folder and later documents are batched with a rubber band and filed in a file cabinet. Team recommends that the issue documents be segregated by NIIN within a calendar year. This would make it easier for DDYJ personnel to locate a specific issue document instead of having to search through all issue documents for a year.

3. MTIS/DE-MIC During review of the DE-MIC area, a pallet of material that had been turned in by the USS Frank Cable was observed. Upon investigation of the material it was determined that the material was listed as needed in the NAVICP pre-screen guide. Upon further review it was determined that the material was staged in this area due to lack of storage space in the normal awaiting disposition area as a result of the large volume of material turned in. Team recommends that if material has to be staged in other than the normal area it should be tagged to indicate its status.

NAVICPINST

AREAS REVIEWED

Local Instruction Local instruction, reference (c) was last updated on 23 September 2002. All working level personnel were aware of reference (c) and had access to a copy. The revision of the instruction is in the chop cycle.

Annual Management Review Mr. Roy Kunishma conducted the Annual Management Review on 12 March 1999. There were four minor non-conformances noted and all have been corrected.

Annual Inventory Annual Inventory was conducted by DDYJ-01 personnel on 30 July 2003. Inventory accuracy, was 93.4%.

Actions from Last Review All Actions required from the last Program Review have been completed.

Training Training was conducted on 12 April and 1-2 July 2003 for all employees who handle LI/SS materials. A total of 16 persons were trained for a grand total of 18 man-hours of training. Observation (1) applies.

Receiving Operations Observed the receipt of one sample item. After verification of the material to the shipping document information, the material is forwarded to the second floor storage area for induction and placement in stocking location in building J-5000.

Material Issue Observed the issue of one item NIIN 00-205-0997 on Requisition N45598-9242-7K1T from stock location. All required information was verified prior to forwarding material to the packing area. Finding (1) applies.

Packaging and Preservation (P&P) Observed the packaging process for one item (NIIN 00-205-0997). Process was completed as required by references (b), (c) and (d). Personnel in building J-204 were well versed in the packaging of LI/SS materials.

Recall File Current year as well as issue document records back to 1993 was available for review in the LI/SS stocking area. Records are filed in ascending NIIN sequence. Team reviewed 14 issue documents. Documents were reviewed against the requirements of reference (b). All required information was recorded on all documents. The complete issue document file was checked for any issue documents on NIINs 01-221-5714, 01-221-5715 and 01-221-5716 as requested on NAVICP message P161556Z AUG 99. No documents were located in the files. Observation (2) applies.

Physical Inventory by Team Thirty NIINs were randomly selected from material stocked in the LI/SS area. A physical count was conducted and compared to the DDYJ MISR records. There was a 100% match for count, as well as the identified storage location. The stock area was checked for material on NIINs 01-221-5714, 01-221-5715 and 01-221-5716 as identified on NAVICP message R161556Z Aug 99 as well as NIINs and associated MIC numbers identified on NAVICP message R230940Z Aug 99. Two pieces of material (NIIN 01-042-0554 with MIC # KMJ-0819-233A) were located in the stock storage area. The material was removed from the area and immediately placed in CC "L". Finding (2) applies.

Material Turned Into Stores (MTIS) DDYJ receives material for MTIS. Received material is checked against the NAVICP pre-screening guide for need. If needed the material is processed in accordance with reference (b) and (c) requirements. If not needed, it is forwarded to the de-MIC area. Observation (3) applies.

Custody/Housekeeping All areas visited were well maintained; marked and well lit.

Material Controls All areas had appropriate LI/SS material signs posted as well as a list of personnel authorized to handle LI/SS material.

Storage Capacity Storage area is currently approximately 65% utilized.

QDR/ROD Processing There were no outstanding RODs or QDRs at the time of Review.

01/11/70

PERSONS CONTACTED

<u>NAME</u>	<u>CODE</u>
CDR David Armstrong	DDYJ-CO
Russell Manuel	DDYJ-D
Roy Kunishima	FISC Code 44
Capt John Ripperton	FISC Code 00
Hirobumi Akoh	DDYJ-OW
Capt. L. E. Ortiz	FISC Code 900
Satoru Irie	FISC Code 900.3
William Frazier	FISC Code 900A
Suzuki Akira	DDYJ-OP
Akoi Shinji	DDYJ-OP
Hosono Yasuo	DDYJ-OW
Sidney Frazier	DDYJ-OR
Tomoko Aoki	DDYJ-OR
Nishumura Yoko	DDYJ-OR

INTERNAL REVIEW CHECKLIST

1. Local Instruction(s) (NAVICPINST 4355.5)
 - a. Last Update: _____.
 - b. Do all working level personnel have/use latest copy?
 - c. Does NAVICP Code 8451 have copy of latest instruction?
2. Annual Management Review (NAVICPINST 4355.5)
 - a. Last conducted by _____?
 - b. Completion date: _____?
 - c. Were all findings/observations from last review completed?
3. Annual Inventory (NAVICPINST 4355.5)
 - a. Conducted by: _____.
 - b. Conducted on: _____.
 - c. Was a copy of current inventory submitted to NAVICP Code 8452?
 - d. What was accuracy of current year's inventory?
 - e. What was accuracy of previous year's inventory?
4. Actions from the Last Program Review (NAVICPINST 4355.5)
 - a. Were all findings/observations from last review completed?
 - b. Completion date _____.
 - c. Was a copy of all actions taken forwarded to NAVICP Code 8452?
5. Training (NAVICPINST 4355.5)
 - a. Conducted on _____.
 - b. Administered by: _____.
 - c. Number of personnel trained: _____.
 - d. Total man-hours of training provided: _____.
 - e. Was Evaluation/Test given after training sessions?

NAVICPINST 4355.5Q

NAVICPINST 4355.5Q

- f. Was Refresher training (after testing) required?
- g. Was training given to new personnel reporting onboard during the past year?
- h. Was copy of Training Guide provided to NAVICP Code 8452?

6. Receiving Operations (NAVICPINST 4355.5)

NSN _____ MIC # _____

- a. Incoming material inspection (count, identification, correct material, shipping damage, proper Packing, Packaging and Marking) conducted per LI requirements?
- b. Is damaged/wrong material properly coded (CC "L") in order to restrict the issuance and also segregated until the discrepancy has been resolved?
- c. Were shortages and/or overages reported?
- d. Is Incoming material staged in segregated area?
- e. Is material that passed receiving inspection quickly moved to RFI status and placed in stock?
- f. Was all LI material correctly identified and forwarded to LI storage area?

7. QDR (SF 368)/SDR (SF-364) Process

- a. Is the current NAVICP instruction used?
- b. Is an "INFO" copy of SDR forwarded to NAVICP Code 845?
- c. Are there any outstanding RODs (Review)?

6. Material Issue (NAVICPINST 4355.5)

NSN _____ MIC # _____

- a. Did warehouse person encounter any difficulty in locating and identifying item to be issued?
- b. Is the MIC number verified prior to issuance?
- c. Are the MIC number(s) and quantity per MIC number placed on the issue document?

- e. Are proper number of copies placed with material?
- f. Was a copy of issue document placed in Recall File?
- g. Are there procedures for over-Issue of welding rods, bar stock and/or tubing?
- h. Are there procedures for marking of bar stock and/or tubing prior to cutting?

9. Packaging and Preservation (NAVICPINST 4030.10)

- a. Are all personnel packaging LI material trained?
- b. Do personnel have access to a copy of the instruction?
- c. Are personnel following requirements?
- d. Is there adequate back-up personnel when primary is on leave?
- e. Observe packaging of issue item:

NSN _____ MIC# _____

- (1) Was the shipping container marked properly?
- (2) Was correct packaging process used?
- (3) Was the MIC number verified as required?

10. Issue Document (Recall File) (NAVICPINST 4355.5)

- a. Are files readily accessible and in order?
 - (1) In NIIN sequence?
 - (2) By calendar year?
 - (3) Archived files available back to what year?
- b. Do Issue Document File records match information on Completed Requisition File records?
 - (1) Requisition #
 - (2) Qty Shipped vs Qty Ordered
 - (3) MIC # & QTY per MIC
- c. Was MIC number identified on all issue documents (DD-1348's/DSS documents)?

MAY 10 2017

d. Are issue documents filed in a timely manner?

e. Select 20 issue records to be checked against the activities.

f. Were selected MIC numbers verifiable in MIC Verification system?

MIC # _____ MIC # _____

MIC # _____ MIC # _____

MIC # _____ MIC # _____

g. Are disposal documents kept on file with the Issue Documents (Recall) file?

11. Physical Inventory by Team (NAVICPINST 4355.5)

a. Randomly select approximately 30 NSNs with quantity and location for verification against activities MSIR.

b. Do selected NSN quantities and actual stock locations match those on Activities MSIR.

c. Are there procedures for correcting discrepancies found during routine stock surveillance (gains/losses)?

d. Select MIC numbers and verify in MIC verification system?

MIC # _____ MIC # _____

MIC # _____ MIC # _____

MIC # _____ MIC # _____

e. Were any NIIN/MIC #'s from previously recalled items located in the "A" condition storage area?

12. Material Turned Into Stores (NAVICPINST 4355.5)

a. Is current NAVICP Instruction available?

b. Are local instructions available?

c. Are personnel following instructions?

d. If any material are found is NAVICP Code 8452 notified?

e. Is a pre-screening process used?

f. If personnel are currently using NAVICP prescreening guide, are they processing items IAW MTIS list requirements?

13. Custody/Housekeeping

- a. Are all areas clean and adequately lighted?
- b. Are all materials neatly stowed?

14. Material Controls (NAVICPINST 4355.5)

- a. Is access limited?
- b. Are all areas identified as LI Material?
- c. Is material stored in a Mercury Free area?
- d. Are there separate areas for RFI and NRFI materials?
- e. Is LI material segregated from Non LI materials?
- f. Are names of authorized personnel for stowing and/or issuance of LI materials posted?
- g. Is suspended (CC "L") material tagged and physically segregated in a separate location?

15. Storage (NAVICPINST 4355.5)

- a. Is their adequate capacity for materials?
- b. Were any damaged or opened items observed?

NIIN # _____ MIC# _____

NIIN # _____ MIC# _____

16. Special Interest Items

- a. Propulsion shafts:
 - (1) Are Certifications available for shafts?
 - (2) Is material stored properly?
 - (3) Are the container markings legible?
- b. MIC Removal:
 - (1) Is material destined for disposal segregated?
 - (2) Is MIC removed as specified in NAVICPINST

4355.5?

NAVICPINST 4355.5Q

NAVICPINST

(3) Are disposal documents signed off after MIC Removal?

(4) Is material forwarded to DRMO expeditiously?

17. Results (NAVICPINST 4355.5)

a. Are there current findings?

b. Are there observations/recommendations?

c. Are updates on findings required and reported to NAVICP Code 8452?

d. Copy of this Internal Review submitted to NAVICP Code 8452?