UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BOX 99100
YUMA, ARIZONA 85369-9100

StaO 4440.4J
3KC
05 AUG 1998

STATION ORDER 4440.4J

From: Commanding Officer
To: Distribution

Subj: PROCEDURES FOR PRE-EXPENDED BINS (PEB)

Ref: (a) OPNAVINST 4790.2

Encl: (1) PEB Addition/Deletion/Change Sheet
(2) PEB Addition/Replenishment 1348-6 Requisition
(3) PEB Item Usage Memo/Candidates for Deletion
(4) Quarterly High Cost PEB Items Report

1. Purpose. To promulgate policies and procedures for the operation and management of the Pre-Expended Bin (PEB) program.

2. Cancellation. StaO 4440.4H

3. Background. The establishment of a Pre-Expended Bin program is a mandatory requirement as outlined in reference (a).

a. Pre-Expended Bins will consist of low cost (under $150.00), frequently used, maintenance related items which are pre-expended by Operationg Target Functional Category-50 funds from Supply Department stock. These items are stored in departmental work centers for ready accessibility by maintenance personnel.

b. Proper management of the PEB cannot be over emphasized. Previous experience has shown that excessive Non Mission Capable Supply/Partial Mission Capable Supply down time can be accumulated if low cost, fast moving consumables (i.e. o'rings, screws, bolts, resistors, diodes, gaskets, etc.) are not readily available when required for a maintenance job. Proper and continuous management of the PEB will ensure that the required consumables are on hand when needed, and will continue to contribute to a high state of combat readiness.

4. Items Description

a. PEB ITEM. The following criteria will be used to determine eligibility for inclusion as a PEB item.

(1) A consumable item with an average monthly demand (AMD) of three. AMD in this case does not refer to the number of times that an item is requested from the Supply Department, but rather the number of times that an item is required for a maintenance job. These demands must be substantiated with appropriate Job Control Numbers (JCN).

(2) Item is not a Depot Level Repairable or Field Level Repairable (Material Control Code (MCC) is D, E, G, H, Q, or X).

(3) Item does not have a pilferage code of I, J, M, N, P, Q, R, V, W, X, Y, or Z. Repair parts, with pilferage code I, Y, or Z and those unclassified items assigned pilferage code J may be pre-expended provided such items are retained in a security storage cage.

(4) Item is not assigned an issue restriction code for which issue approval must be provided by the cognizant Inventory Control Point (ICP), systems commands, or higher Navy authority.

(5) Item requires no specialized storage facilities, (i.e. hazardous/flammable items).

(6) Item is not assigned special material content code A through Z, 2, 3, or 4.

(7) Item is not on critical/short supply lists published by inventory managers or other authority.

(8) Item is not assigned security code A through H, K, L, O, S, T, or Z.

(9) Item unit price is less than $150.00. Items costing more than $150.00 must have Commanding Officer approval.

b. Maintenance Support Package (MSP) Cabinets. Sufficient MSP Cabinets will be furnished by Garrison Property to house PEB items. Each drawer of the MSP Cabinets will have a Bin Number taped to the outside of the drawer.

c. PEB Low Level Bag. Each PEB bin will have a low limit bag containing the low limit quantity of the item.

d. Master PEB Listing. A current three part listing of effective PEB items. Part one is in National Identification Intergrated Number sequence, Part two is in part number sequence, and Part three is in bin number sequence. This listing is furnished to each unit/work center and the H&HS Officer by the Station Supply Officer.

The Mater PEB listing will be updated quarterly. The information provided in the listing will be: NSN Part Number, HI/LOW Quantity, Unit of Issue, Cognizance, Bin Number and Nomenclature.

e. PEB Addition/Deletion/Change Sheet. A multi-purpose letter available from the Aviation Support Division. See enclosure (1) for a sample. This letter will be used to request additions/deletions or to request HI/LOW increases/decreases as required.

5. Action. Implementation of procedures will commence upon receipt of this Order. The following action will be taken to ensure that the PEB's receive the desired management attention from all levels.

a. Station Supply Officer will maintain overall management responsibility of the PEB program.

b. The Supply Support Officer will ensure that all responsibilities for the management of the PEB program are accomplished. Each quarter he will conduct liaison visits to each PEB site and collect information/recommendations/suggestions on improvements of PEB operations.

c. Maintenance Officers will coordinate with the Supply Support Officer for the establishment and maintenance of his PEB. He will assign maintenance personnel to operate his PEB. He will effect submission of all PEB Addition/Deletion/Change requests and personally review and sign them prior to submission. He is responsible to ensure his PEB is managed and operated in accordance with this Order.

6. Operation of the PEB

a. Assignment of PEB Areas. The unit Commanding Officer will designate and assign a secure area within the maintenance work space for housing of the PEB MSP cabinets.

b. PEB Addition Criteria. Item must conform to specifica- tions stated in paragraph 4.a. The item must have an average monthly demand of three or more per month during the previous 90 day period from the squadron/work center submitting the request. Requisitions submitted to the Supply Department for the requested item should be cited in the remarks/justification block of enclosure (1).

(1) Eligible items with a unit cost in excess of $150.00 may be pre-expended with the approval of the Squadron Commanding Officer and the Station Supply Officer.

(2) Items with pilferage codes I, Y, or Z and those unclassified items assigned pilferage code J, may be pre-expended provided that such items are retained in an enclosure with access limited to authorized personnel designated in writing by the Maintenance Officer.

(3) Item must be applicable to the level of maintenance/maintenance capabilities of the unit/work center.

c. Initial establishment of pre-expended bins in a unit will be accomplished by the Supply Officer and the Maintenance Officer having cognizance over the shop in which such bins are located. Specific items added to, or deleted from pre-expended bins will be determined jointly by the Supply Support Officer and the Maintenance Officer having cognizance over the shop in which the bin is located.

(1) Enclosure (1) will be used to request additions, changes, and deletions to pre-expended bins. Requests will be submitted on an as required basis to the Supply Support Officer, via the Customer Service Branch, Supply Support Division, of the Supply Department.

(2) Material addition, change and deletion requests will be processed by the Customer Service Branch and returned, in an expeditious manner, to the department or work center originating the request.

d. The Supply Support Officer will review each form and approve/disapprove the request as appropriate. If the request is approved the new item will be added to the Master Pre-Expended Bin Listing and then issued/requisitioned as required. If the item is disapproved, the Supply Support Officer will annotate the reason for disapproval, sign the form and return it to the requesting officer. Maintenance Officers may request that the disapproved item be resolved by the Station Supply Officer.

e. PEB Purge Criteria. Once established, the item must continue to have an AMD of two or greater, unless identified as a seasonally used item. In no case will an item with zero demands in twelve months be retained as a PEB item.

f. Determination of PEB High/Low Quantities. Once an item qualifies as a PEB item, the Supply Officer and Maintenance Officer will jointly establish the high/low quantity. Factors considered in establishing the High/Low quantities are usage data, the units per assembly quantities, number of assemblies support, units of issue and lead time of replenishment. High limits should not exceed the AMD.

g. Segregation of Low Limit Quantities. Once the high/low quantities are established, the PEB attendant will segregate the low limit quantity by placing that quantity in a Low Level bag. As an example, the high limit quantity of an item is established at five and the low limit at two. The PEB attendant will place a quantity of two in the Low Level Bag. The remaining three items and the bag are then placed in the same location within the MSP cabinet.

h. Issues from the PEB:

(1) When the tech/mech determines he requires a consumable part, he will annotate the Visual Information Display System Maintenance Action Form with the part number of the required part, and then obtain the part from the PEB attendant and accomplish the maintenance job.

(2) The PEB attendant will insure he first uses the items outside of the Low Level Bag. If the PEB attendant issues down to or below the low limit, he will at that time annotate the bin number on the PEB Drop Sheet.

(3) If an item is determined to be not in stock (NIS), at the unit/work center PEB, the attendant will screen the master PEB listing to determine if any other unit/work center carries the item in their PEB. If the item is available in another PEB, the PEB attendant will obtain the item and effect the issue to the tech/mech. If the item is NIS at all PEB's the PEB attendant will annotate the failed material block of the VIDS MAF PEB Stamp/NIS.

(4) For any consumable item not carried in any PEB and not listed on the Master PEB listing, when the requirement exists, the attendant will have the failed material block of the VIDS MAF PEB Stamp annotated NC. Requisitioning of the item will be effected through the appropriate requisition/AWP expediter.

i. Reordering PEB Items. Replenishment of PEB items is requested by the use of a 1348-6 (see enclosure (2) for an example). When PEB low level is reached, a priority 13 requisition will be generated by the PEB attendant and delivered to the Customer Service Branch, Station Supply Department (Bldg 328) for input. The following requisition series will be utilized:

SAR EB71 - EB99

GSE EF33 - EF59

j. Replenishing PEB's.

(1) The Supply Support Division, Customer Service Branch will input all PEB replenishment requisitions.

(2) The Station Supply warehouse personnel will issue, stage and deliver the replenishment material to the appropriate PEB. If ordered material is in excess of the authorized limit, the PEB supply man will turn the items back into stock and credit the appropriate unit.

(3) When a PEB Replenishment item is NIS in the Supply Officer's stores, the PEB supply unit will expedite the requisition. The requisition will be recorded in the PEB Supply's Outstanding Requisition File. The requisitioning unit will be aggressively expedited and re-screened against station records weekly. Units with NIS PEB's will be furnished status on outstanding requisitions.

k. Candidates for Deletion.

(1) Each quarter the PEB Usage Memo is provided to each unit/work center by the Customer Service Branch. Items that usage verifies should not be in the PEB are listed. Enclosure (3) is a sample memo.

(2) The Maintenance Officer will review the listing each quarter and will respond by annotating those items which he wishes to retain. This response will be in writing to clarify/justify the retention of an item that reflects as a candidate for deletion. No response will signify that deletion of the item is requested.

l. PEB Reviews. Stock records will be reviewed quarterly to ensure that all items have sufficient usage to be retained in a pre-expended status and to correct any mixing of items in locations. A copy of the quarterly reviews schedule and the results will be provided to the Supply Support Officer.

m. High Cost PEB Items Report. This report will be provided quarterly by the Station Supply Officer. The Maintenance Officer will respond in writing within ten days of receipt of the report indicating those items they wish to retain as their High Cost PEB material. Enclosure (4) applies.

C. J. TURNER

Distribution: A

PEB ADDITION/DELETION/CHANGE SHEET

4440
(office)
(date)

From:
To: Supply Support Officer, Supply Department
Via: Customer Service Branch, Supply Department

Subj: REQUEST FOR PEB ADDITION/DELETION/CHANGE *(choose one)*

1. The following information is provided concerning subject PEB request:

Part # _____ MFGR Code _____
Request H/L _____ L/L _____ APM _____ UPA _____

Remarks/Justification *(PEB Number if applicable)*: _____

_____ *OIC/NCOIC*

(date)

From: Customer Service Branch
To: Supply Support Officer

1. Item is: carried/not carried.

COG _____ NSN _____ AAC/MCC _____ U/I _____
Unit Price _____ H/L _____ L/L _____
On Hand _____ R/O _____ DUE _____
QUP _____ AQD _____

2. Demand Frequency: CURRENT 1stQtr 2ndQtr 3rdQtr 4thQtr

_____

(date)

From: Supply Support Officer
To: *Requesting Unit*

Approved as requested.
Approved with the following modifications: H/L _____ L/L _____
Commanding Officer's signature required. Item over $150.00 _____
Disapproved.

_____

StaO 4440.4I
05 AUG 1990

PEB ADDITION/REPLENISHMENT DD1348-6 REQUISITION

ENCLOSURE (2)

StaO 4440.4J
05 AUG 1999

PEB ITEM USAGE MEMO/CANDIDATES FOR DELETION

4440
Date

MEMORANDUM

From: Supply Support Officer, (Attn: 3KC), Supply Department, Box 99133, Marine Corps Air Station, Yuma AZ 85369-9133
To:

Subj: PEB ITEM USAGE/CANDIDATES FOR DELETION

Ref: (a) StaO 4440.4I

1. The PEB items listed below have not maintained the usage required by the reference.

2. It is requested that this listing be screened and annotated as to reason(s) for maintaining the item(s) in your PEB.

3. Unless otherwise notified, the item(s) listed below will be deleted from your PEB no sooner than ten working days from date of this memorandum.

_____

ENCLOSURE (3)

QUARTERLY HIGH COST PEB ITEMS REPORT

(This letter is published on Command Letterhead)

4440
3KC

From: Supply Officer, Box 99133, Marine Corps Air Station, Yuma AZ 85369-9133
To:

Subj: QUARTERLY HIGH COST PEB ITEMS REPORT

Ref: (a) StaO 4440.4I

Encl: (1) Squadron/Work Center Excessive Cost PEB Items Listing

1. The enclosure is a listing of PEB items whose money value exceeds $150.00. The reference requires the joint approval of the Squadron Commanding Officer and the Station Supply Officer before the items can be retained for PEB stock.

2. Accordingly, it is requested that the enclosure be reviewed and verified that subject items are still required. All items unless specifically annotated are approved by this department for retention in the PEB.

3. If no response is received within ten working days subject items will be deleted from your PEB.

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