



UNITED STATES MARINE CORPS
U.S. MARINE CORPS AIR STATION
YUMA, ARIZONA 85369-5000

IN REPLY REFER TO:
StaO P4000.1
3KC
1 Mar 91

STATION ORDER P4000.1

From: Commanding Officer
To: Distribution List

Subj: MARINE CORPS AIR STATION YUMA REQUISITIONING GUIDE

Ref: (a) NAVSUP P437
(b) NAVSUP P409
(c) StaO 4235.8L
(d) UM 4400.15
(e) StaO 4614.1G
(f) OPNAVINST 4614.1F
(g) MCO 4400.16G
(h) MCABWA FMAM P7312
(i) StaO 7000.6B
(j) OPNAVINST 4790.2E

Encl: (1) LOCATOR SHEET

1. Purpose. To promulgate information and procedures necessary to obtain material and services from the Station Supply Department.

2. Cancellation. StaO 4235.4F and also StaO 4440.6A

3. Discussion. The mission of the Supply Department is to provide logistic services to the Air Station, tenant activities, visiting squadrons, and various civilian agencies in the immediate area. This guide is designed to provide information required to request the routine material and services used in the day-to-day operations of the numerous activities in the Yuma area. References (a) through (i) may not apply in all circumstances, however, they do provide the framework which acts as the basis for all requests submitted. Aviation requirements are also subject to the provisions of reference (j). Garrison property requirements are also subject to the provisions of reference (d) and should be referred to Marine Corps Property (3KE).

4. Policy. It is the policy of the Commanding Officer to ensure that all logistic policies and 48 CFR are adhered to. All possible steps will be taken to eliminate the abuse of the Uniform Material Movement and Issue Priority System (UMMIPS) by properly planning requirements and ensuring that the material or services desired are the minimum required to accomplish the task at hand.

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5. Responsibility. The Station Supply Officer is directly responsible and accountable to the Commanding Officer for enforcing and promoting the supply policies of NAVSUP and CMC. The Commanding Officer delegates the responsibilities for the ordering of material and services to the Squadron Commanding Officers, special staff officers, and department heads and holds them accountable for the proper utilization of public funds and material as defined in reference (a).

6. Action. Tenant activities, visiting squadrons, area civilian agencies, and Station Squadron Commanding Officers, special staff officers, and department heads shall adhere to the provisions of this Order when requesting supplies and services from the Station Supply Department.

7. Certification. Reviewed and approved this date.



C. T. DUNSTAN
By direction

DISTRIBUTION: B



MARINE CORPS AIR STATION YUMA REQUISITIONING GUIDE

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CHAPTER 1

UNIFORM MATERIAL MOVEMENT AND ISSUE PRIORITY SYSTEM (UMMIPS)

1000. GENERAL. This chapter presents the policies of reference (f) for the requisitioning of material and services by Marine Corps Air Station, Yuma and supported units (to include all transient/deployed aircraft squadrons). This priority system will be used to insure that material requirements are processed per the military importance of the requiring activity, the urgency of need, and specific material management considerations. In the movement and issue of material, it is necessary to identify the relative importance of competing demands for logistics system resources - warehousing, administrative processing, material assets, etc. The importance of a requiring activity is indicated by a Force/Activity Designator (FAD) assigned by higher authority. The FAD combined with the Urgency of Need Designator (UND), which is selected by the requiring activity, determine the Priority Designator. Reference (f) establishes the UMMIPS within the Department of the Navy and sets forth the criteria for assignments of FADs.

1001. ISSUE PRIORITY DESIGNATOR. All personnel, who in any way contribute to requisition processing or are otherwise responsible for compliance with this order, are urged to do everything possible to prevent UMMIPS abuses. A priority system such as this is designed to give recognition and preferential treatment to material needs which prevent or seriously impair the **command's** ability to carry out its assigned mission. Urgent operational requirements should not have to compete on an even priority basis with requisitions for housekeeping and administrative supplies, nonessential repair parts, and similar requirements which are placed on our logistics system with high priorities. The Commanding Officer of each tenant command aboard Marine Corps Air Station, Yuma is responsible for the administration of the assignment of priorities to the extent that the rules for the priority assignment are not abused on requests for material and services originated under his command jurisdiction. Commanding Officers of requisitioning activities will review, or designate in writing the individual(s) authorized to review, requisitions to ensure that the Priority Designator assigned is appropriate for the type of material or service requested. Additionally, he shall incorporate in local training programs a specific training requirement on the purpose and use of UMMIPS to include the determination of both FAD and UND. The following matrix is provided to assist all personnel, who prepare requests for material and services, in determining the correct Priority Designator based on the FAD and UND assigned to their activity:

URGENCY OF NEED DESIGNATOR (UND)	FORCE/ACTIVITY DESIGNATOR (FAD)				
	I	II	III	IV	V
(UND) A Used for C-4 NORS/NMCS. The command is unable to perform its mission without the requested material.	ISSUE PRIORITY DESIGNATOR (IPD)				
	01	02	03		
(UND) B Used for C-3/2 NORS/NMCS as well as ANORS/PMCS. The command's ability to perform its mission will be impaired until the requested material is received.				07	08
	04	05	06		
(UND) C The request for the material is for routine requirements or planned maintenance.				09	10
	11	12	13		
				14	15

1002. SPECIAL SITUATIONS. There are certain circumstances which allow MCAS Yuma departments or sections within departments and other commands to deviate from the normally assigned FAD.

1. Marine Corps Air Station, Yuma, which includes the Station Operations and Maintenance Squadron (SOMS), is authorized to operate in FAD IV. The following departments or sections are authorized to use the higher FAD in support of their unique requirements:

a. Facilities Management. The use of the FAD of the customer receiving the service to expedite receipt of material or service to prevent impairment of that command's ability to perform its mission.

b. Training. FAD III for support of the AV-8B trainer program.

c. Supply. The use of the FAD of the customer when the material requested is not in stock and a long lead time is anticipated.

d. Search And Rescue (SAR). The use of the FAD of the unit receiving the service to expedite receipt of material or service to prevent impairment of that unit's ability to perform its mission.

e. Intermediate Maintenance Activity (IMA). The use of the FAD of the unit receiving the service to expedite receipt of material or service to prevent impairment of that unit's ability to perform its mission.

2. Fleet Marine Force units may use the next higher FAD when they are within 90 days of deploying overseas.
3. VMFT-401 may use FAD II in direct support of the F-5 Aggressor Program, if so directed or otherwise approved by the appropriate U.S. Air Force Material Manager or the Navy Aviation Supply Office.
4. While this list of special situations is not all inclusive, any questions, comments, or suggestions should be directed to the Supply Officer, MCAS, Yuma for clarification.

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CHAPTER 2

SERVMART

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CHAPTER 2

SERVMART

2000. GENERAL. SERVMART is established to provide ready access to fast moving, low money value consumables required in the day-to-day operation of the command. The frequent use of SERVMART will reduce the amount of administrative paperwork required to maintain a 30 day stock of general consumables on hand. To ensure that the SERVMART is being used to its maximum extent and operates within current regulations, it is necessary to provide controls for the use of SERVMART. The procedures outlined in this chapter provide the fund administrator with the minimum audit trail for ensuring that material bought in SERVMART reaches the user's work center.

2001. STOCKING POLICY. SERVMART stocks only fast moving, consumable items. Customers are encouraged to recommend items for stocking by submitting a SERVMART Customer Suggestion Form available at the SERVMART checkout counter or the Customer Service Desk in building 328E. A catalog of those items currently stocked is also available at the SERVMART checkout counter upon request.

2002. DOCUMENTATION REQUIREMENTS. SERVMART customers must possess a Money Value Only (MVO) requisition. (See figure 2-1). The MVO requisition must show a dollar limitation which should not be more than 10% of the value of the items to be purchased to allow for price changes and unit of issue variances. Requisitions with altered money value will not be accepted. While SERVMART does stock controlled forms, those items requiring signature receipt will require a separate requisition completed per chapter 3 for each controlled form requested. Examples of controlled forms include Meal Cards (DD 714), Honorable Discharge (DD 214), etc.

2003. SHOPPING PROCEDURES. After preparing the SERVMART MVO requisition, the request must be approved by the Financial Edit Clerk located in the Customer Service area of building 328E. Upon obtaining that approval, the customer is authorized to proceed to SERVMART. After the shopping is completed, the customer will proceed to the checkout counter at the front of the store, where the clerk will record all items purchased. If the total value of the items exceeds the funds authorized, the customer will return enough items to reduce the total value of the purchase to remain within the funds authorized. The customer will then sign the MVO request, sales ticket and logbook. The customer will receive copies of the MVO request and a copy of the sales ticket.

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SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MANUAL)

DOC. IDENT.	ROUTING IDENT.	STOCK NUMBER	ADL. UNIT OF MEAS.	QUANTITY	REQ. NUMBER	DATE	SERIAL	SUPPLEMENTARY ADDRESS	FUND	DISTRIBUTION	PROJECT	REQ. DATE	AD. VICE		
SEND TO: SERV-MART MCAS YUMA AZ N62974					REQUISITION IS FROM: FACILITIES MANAGEMENT MCAS YUMA AZ <i>John Doe</i> JOHN DOE										
EDITING DATA				DOC. IDENT.			ROUTING IDENTIFIER			STOCK NUMBER				QUANTITY	
1	2	3	4	5	6	44	1	2	3	4	5	6	7	8	
				Z9E N96 S			260				E A 00001				
REMARKS															
X62974 0365 FL01 1 02238 A MONEY NOT TO EXCEED \$500.00															
FUND DISTRIBUTION PROJECT PRIORITY REQ. DEL. DATE															
17	18	19	20	21	1	2	3	44	62	63	64	65	66		
3S B9G 486				G			H I			J			P Q R S		
ADVICE															
67 68 69															
UNIT PRICE TOTAL PRICE															
65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80															
DOC. IDENT.	ROUTING IDENT.	STOCK NUMBER	ADL. UNIT OF MEAS.	QUANTITY	REQ. NUMBER	DATE	SERIAL	SUPPLEMENTARY ADDRESS	FUND	DISTRIBUTION	PROJECT	REQ. DATE	AD. VICE		

GSA FORM 1348 (6 PT.) (REV. 8-74) U.S. GPO 1985-481-121 1348-204

Figure 2-1.--Sample of a SERVMART Request Document (DD Form 1348).

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CHAPTER 3

REQUISITIONING INSTRUCTIONS FOR STANDARD STOCK MATERIAL

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CHAPTER 3

REQUISITIONING INSTRUCTIONS FOR STANDARD STOCK MATERIAL

3000. GENERAL. The purpose of this chapter is to provide detailed instructions in the preparation of the various forms used to request standard stock material from the Supply Department at MCAS, Yuma. These instructions are mandatory for all customers. Any deviation from required information could and does reduce the command's ability to perform its mission by delaying the request. The use of the MIL-STRIP Desk Guide (NAVSUP P409) will provide a detailed explanation of the numerous codes used in requisition processing. A copy of NAVSUP P409 is available at the Customer Service desk located in building 328E.

3001. GENERAL USAGE STANDARD STOCK MATERIAL. The basic requisitioning document to order material through the supply system is the DOD Single Line Item Requisition System Document (Manual), DD Form 1348. An example is contained in Figure 3-1.

DD FORM 1348

<u>BLOCKS</u>	<u>FIELD LEGEND</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
A	Send to	The appropriate "in-the-clear" name and address corresponding to the RIC in cc 4-6.
B	Requisition is from	Enter service code, Unit Identification Code (UIC) and name of the requisitioning unit.
C		Noun name of the item being requisitioned may be entered.

COLUMNS

1-3	Document Identifier	Enter Document Identifier (AOA for material, AOD for publications and forms).
4-6	Routing Identifier	Enter N96.
7	Media and Status Code	Per reference (b).
8-22	Stock Number	Enter the stock number of item requested.

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23-24	Unit of Issue	Enter the two-position alphabetic code for item requisitioned.
25-29	Quantity	Enter the quantity of the item requisitioned to the nearest unit pack whenever possible. If the quantity required exceeds 99,999, additional requisitions will be prepared and submitted for the remaining balance. This field will be completely filled in from right to left, preceding significant digits with zeros.
30	Service Code	Enter "X" if charged to a MCAS job order or R, M, N, V as appropriate.
31-35	Requisitioner	Enter the UIC of the activity requisitioning the material.
36-39	Date	Enter the Julian Date on which the request is submitted.
40-43	Serial Number	As assigned by competent authority. "X" customers use reference (c).
44	Demand Code	Enter R for recurring demand (material used on a day-to-day basis). Enter N for nonrecurring demand (material used on a "one-time basis").
45	Service	"X" customers enter the last digit of the FY. All others use per references (a) and (b).
46-50	Supp Address	"X" customers enter MJON from reference (e). All others enter internal information as appropriate.
51	Signal Code	A- Bill to requisitioner. B- Bill to Supplementary Address. D- Publications.
52-53	Fund Code	"X" customers use 3S. All others per reference (a).
54-56	Distribution Field	Column 54 - Use per local instructions. Column 55-56 - Enter appropriate Cognizance Symbol from the ML-MC, ML-N, ML-C, Allowance List, or other pertinent publication.

57-59	Project Code	As directed in reference (a).
60-61	Priority	Enter IPD from paragraph 1001.
62-64	RDD	When Standard Delivery Date (SDD) is satisfactory, leave blank. When SDD is untimely, enter the Julian Date material will be required.
65-66	Advice Code	Enter appropriate Advice Code from reference (b) if required; otherwise, leave blank.
67-68	Requisition Delivery Code	A two digit code assigned to each requisitioner by Customer Service. This code causes a local delivery address label to be printed by the computer.
69-74	Blank	

For "X" Service Code Customers

75-76	Labor Code Fund	Enter appropriate data from reference (h).
77-78	Work Center	Enter appropriate data from reference (i).

3002. AVIATION MATERIAL REQUIREMENTS. At MCAS, Yuma the local Navy Maintenance Material Management System (NMMMS) form is used to request material in support of the aviation maintenance effort. An example is contained in Figure 3-2.

NMMMSCOLUMNS

1-3	Document Identifier	Enter Document Identifier (A0A for material, A0D for publications and forms).
4-6	Routing Identifier	Enter N96.
7	Media and Status Code	Per reference (b).
8-22	Stock Number	Enter the stock number of item requested.

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23-24	Unit of Issue	Enter the two-position alphabetic code for item requisitioned.
25-29	Quantity	Enter the quantity of the item requisitioned to the nearest unit pack whenever possible. If the quantity required exceeds 99,999, additional requisitions will be prepared and submitted for the remaining balance. This field will be completely filled in from right to left, preceding significant digits with zeros.
30	Service Code	Enter "X" if charged to a MCAS job order or R, M, N, V as appropriate.
31-35	Requisitioner	Enter the UIC of the activity requisitioning the material.
36-39	Date	Enter the Julian Date on which the request is submitted.
40-43	Serial Number	As assigned by competent authority. "X" customers use reference (c).
44	Demand Code	Enter R for recurring demand (material used on a day-to-day basis). Enter N for nonrecurring demand (material used on a "one-time basis").
45	Service	"X" customers enter the last digit of the FY. All others use per references (a) and (b).
46-50	Supp Address	"X" customers enter MJON from reference (e). All others enter internal information as appropriate.
51	Signal Code	A- Bill to requisitioner. B- Bill to Supplementary address. D- Publications.
52-53	Fund Code	"X" customers use 3S. All others per reference (a).
54-56	Distribution Field	Column 54 - Use per local instructions. Column 55-56 - Enter appropriate Cognizance Symbol from the ML-MC, ML-N, ML-C, Allowance List, or other pertinent publication.

57-59	Project Code	As directed in reference (a).
60-61	Priority	Enter IPD from paragraph 1001.
62-64	RDD	When Standard Delivery Date (SDD) is satisfactory, leave blank. When SDD is untimely, enter the Julian Date material will be required.
65-66	Advice Code	Enter appropriate Advice Code from reference (b) if required; otherwise, leave blank.
67-68	Requisition Delivery Code	A two digit code assigned to each requisitioner by Customer Service. This code causes a local delivery address label to be printed by the computer.
69-74	Blank	

For "X" Service Code Customers

75-76	Labor Code Fund	Enter appropriate data from reference (h).
77-78	Work Center	Enter appropriate data from reference (i).

The remainder of this form is for customer maintenance reporting.

3003. BOTTLED GASES. Compressed gases pose a special problem in the requisitioning cycle. In most cases the customer has empty cylinders that need to be filled or exchanged. The following procedures apply to all requests for bottled gases:

1. All requests for bottled gases will be handled as a "Walk-thru". The requester will prepare a DD Form 1348 for each type of gas requested per paragraph 3001. If the requester does not have empty cylinders to exchange, then a DD Form 1348 will be prepared for each different type cylinder requested. The completed DD Form 1348(s) will be delivered to the Customer Service Desk for processing.

2. After the processing is completed in Customer Service, the requester will receive all but the original copies of both the request document and the DD Form 1348-1. These documents and the bottles to be exchanged will be delivered to the storage office, located on the southeast side of building 324, for issue.

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SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT

SEND TO: SUPO MCAS YUMA AZ N62974										REQUISITION IS FROM: FACILITIES MANAGEMENT <i>John Doe</i> MCAS YUMA AZ JOHN DOE									
A										B									
C										D									
E										F									
G										H									
I										J									
K										L									
M										N									
O										P									
Q										R									
S										T									
U										V									

U.S. GPO 1965-481-121

Figure 3-1.--Sample of a National Stock Number Request Document (DD Form 1348).

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FSC		NIIN		ADD L		1 DOC. IDENT									
FSC		NIIN		ADD L		A 0 1 A									
FSC		NIIN		ADD L		2 ROUT IDENT									
FSC		NIIN		ADD L		N 9 6									
FSC		NIIN		ADD L		3 M & S									
FSC		NIIN		ADD L		S									
FSC		NIIN		ADD L		UNIT OF ISSUE									
1 6 1 2 1 0 1 0 1 7 1 9 1 5 1 0 6 7 8		STOCK NUMBER		ADD L		E I A									
8 QUANTITY		10 REQUISITIONER		11 DATE		12 SERIAL									
0 0 0 0 1		X 6 2 9 7 4		0 3 5 0		A E 0 5									
13 DE. HAND	14 SERV	15 SUPPL. ADDRESS			16 SIG. MAL	17 FUND	18 DISTRIBUTION	19 PROJECT	20 PRIORITY						
R	1	0 6 5 6 0			A	3	S	9	W	A	K	0	0	3	
21 REQ. DEL. DATE	22 AD. VICE	67	68	69	70	71	72	73	74	75	76	77	78	79	80
								D							
L & M JOB CONTROL NUMBER						N TYPE EQUIP. CODE									
M 0 1 1 9 0 4 1 2						A H A P									
O BUREAU/SERIAL NO				P & O WORK UNIT CODE				R MFG CODE							
1 5 8 7 6 8				1 3 3 1 3				9 7 4 9 9							
S PART NUMBER						PRODUCTION CONTROL NUMBER									
205-050-152-59						EB84									
NOMENCLATURE/REFERENCE															
SKID TUBE LFT															
T UNIT PRICE			U TOTAL PRICE			V CARD TYPE		W S/C							
0 0 8 9 7 00			0 0 8 9 7 00			60									
SUPPLY ACTION DATE				ORDER TYPE			DELIVERY POINT								
0190				1048			SOMSSAR								
REMARKS															
RECEIVED/DELIVERED BY					DATE		TIME								
1ST LOCATION					2ND LOCATION										
3RD LOCATION					4TH LOCATION										

Figure 3-2.--Sample of a Navy Maintenance Material Management System (NMMMS) Form.

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CHAPTER 4

REQUISITIONING INSTRUCTIONS FOR NON STOCK
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CHAPTER FOUR

REQUISITIONING INSTRUCTIONS FOR NON STOCK
NUMBER MATERIAL AND SERVICES

4000. GENERAL

1. The Federal Acquisition Regulations (FAR) and NAVSUPINST 4200.81 clearly state contractual commitments for procurement action may be made only by the Commanding Officer or his designated Contracting Officer(s). No other person, military or civilian, is authorized to enter into or modify a contract. All personnel are cautioned not to make statements or take actions which can be construed by a contractor as authorization to perform any work not under a contract or alter the terms of an existing contract. Government representatives, other than an authorized Contracting Officer, in any dealings with a vendor or his representative should advise the contractor:

a. That they have neither the authority to establish a contract nor the intent to change any contract terms.

b. That if the government does desire to initiate procurement action or issue changes, the Contracting Officer will do so per established purchase procedures.

2. The Supply Department is not authorized to purchase standard stock material from commercial sources without the specific approval of the cognizant Inventory Manager except:

a. When the Inventory Manager prescribes local management and procurement authority.

b. When the item is an emergency requirement and meets ALL of the following conditions:

(1) The item, or a suitable substitute, cannot be obtained from normal supply sources in time to satisfy the emergency requirement.

(2) The item, or a suitable substitute, can be obtained from local purchase in time to satisfy the emergency requirement.

(3) The quantity being requested does not exceed that required to meet the emergency and will not require repetitive procurement.

(4) A statement, signed by an authorized individual stating that system response time is unacceptable, providing justification for the emergency procurement, and specifying the required delivery date, must be attached to the requisition.

4001. PURCHASE OF NON STOCK NUMBER ITEMS AND SERVICES. The Supply Department is authorized to purchase non stock number material and services provided that:

1. The purchase will not exceed MCAS Yuma Station Supply's purchase authority limitation of \$25,000 (Federal Supply Schedule items are an exception to this limitation). Requirements exceeding this amount will be forwarded by Station Supply to the Naval Regional Contracting Center, San Diego for action.
2. The material or services requested are essential to the mission of the requesting command and represent the minimum cost of conducting the Government's business.
3. The material or services requested is not on the list of items requiring special attention. Appendix (A) provides a list of those items which either require special approval or cannot be bought at all. Call the Procurement Management Branch for details.

4002. "AFTER THE FACT" PURCHASE REQUESTS. The Supply Department will not condone any request for an "after the fact" procurement action on behalf of the requisitioners. Such commitments are illegal and may not obligate the government for the items ordered. The individual making such commitments not only may incur personal liability for the item(s) ordered, but may also violate a number of statutes and regulations. As a matter of emphasis, requisitioners are reminded that actions to obtain supplies or services from commercial concerns will be processed only through proper administrative channels and executed only by the designated Contracting Officer. Furthermore, no contract may be recorded as an obligation against the government before a binding agreement exists and no contract shall be entered into unless all applicable requirements of the law and regulations have been met. The ordering and acceptance of supplies and services in advance of a legal contract thus constitutes a wholesale flaunting of these laws and regulations and "after the fact" contracting to cover such supplies or services would only compound the illegality.

4003. MINIMUM REQUIREMENTS. In order to process requisitions as quickly as possible, complete, accurate purchase data is required. The Supply Department's goal is to minimize the delay in satisfying customer requirements. The minimum data elements needed to process purchase requests are listed below. Appendix (B) is a check off list that can be used to ensure all the necessary information is included on the purchase request. In those instances where research was conducted, but the data was unavailable, this should be indicated on the purchase request to prevent a possible rejection of the purchase request for omitted data. The minimum required elements are:

1. Point of contact (POC) with phone numbers. It is vital to have a POC to call for questions. Be sure to include a phone number and extension. A good POC can prevent a rejection of the requisition.
2. Description:
 - a. Nomenclature.
 - b. Type of material.
 - c. Dimensions, size, or capacity.
 - d. Principles of operation (i.e. reversible, three speed)/intended use.
 - e. Electrical data.
 - f. Drawings (one copy).
 - g. Items identified by a "brand name" will be followed with the words "or equal" with a description of all important characteristics actually required, or be accompanied by a "sole source" justification.
 - h. Additional data which would help the buyer. Put yourself in the buyer's position. What questions would you have if you had to order material or services using ONLY your purchase request document?
3. Part number and Commercial and Government Entity (CAGE).
4. End item application or next higher assembly. This should be the major piece of gear for which the part is required.
 - a. Location within assembly.
 - b. Essential operating condition.
 - c. Stock number.
 - d. Unit price.
5. Technical manual reference. Include publication number and page number(s). Illustrated Parts Breakdown (IPB) reference may be used for aviation items.
6. Military Specification (MILSPEC), or Federal Specification (FEDSPEC). Provide if available.
7. Suggested sources and prices. If the item was previously purchased, indicate previous purchase order number(s) and price(s) paid. This will provide an idea of a reasonable price.

4004. SPECIAL PURCHASE REQUIREMENTS

1. When a purchase request is for a non stock number item because the National Stock Number (NSN) item is not acceptable or suitable, a statement of nonacceptability, signed by the unit's Commanding Officer, must accompany the purchase request. (Commanding Officer certification may be signed by individuals with "By direction" authority).

2. When a purchase request is for a NSN item where estimated delivery date (EDD) will not satisfy the required delivery day (RDD), a Commanding Officer certification with urgency statement must accompany the purchase request.

3. When a purchase request is for a chemical which is also a standard stock item deemed to be inferior, the following information is required as part of the certification:

- a. Item name.
- b. Description should include why it is superior to standard stock, manufacturer's number, source of supply, etc.
- c. Estimated yearly requirement.
- d. Past nine months usage.
- e. Unit of issue.
- f. Proof that the requested item is non-hazardous.

4. For any purchase request which seeks to limit competition, such as "sole source", the following procedures apply:

a. A justification must be provided in writing and signed by the requisitioner. The Commanding Officer's signature is required only if the requirement is valued at \$50,000 or greater. The Commanding Officer's signature is not required on normal sole source requisitions.

b. The following factors must be considered if competition is to be limited and the supporting documentation must be provided where applicable:

(1) Does the requirement represent the government's minimum needs? Any requirements beyond the minimum should be competed in another purchase.

(2) What unique capabilities does the proposed company possess which make it the only company capable of satisfying the requirement? If time is a constraining factor, what evidence exists to support

urgency? What is the operational impact if the required delivery date is not met?

(3) Was a market search conducted? Provide material evidence which shows why the proposed contractor is the only one meeting minimum requirements. (State which companies were contacted).

(4) Has the item or service been procured previously? If this is a continuation of a previous effort by the same contractor, demonstrate why no other sources are available.

(5) Does specification, statement of work or purchase description exist which is sufficient for competitive procurement? If not, is one being developed? If not, why not? How much leadtime would be required to develop one? Should the requirement be postponed until a competitive package can be obtained?

(6) Can any portion of the requirement be broken out and bid competitively? If not, why not?

(7) Is the procurement the result of an unsolicited proposal? (For example: a commercial vendor solicits business that your activity does not originate).

(8) What material evidence exists which indicates the government would be injured if the noncompetitive procurement is not made? Estimates of additional costs to be incurred should be provided by the requiring activity.

(9) What steps are being taken to foster competition for future procurements?

NOTE: The above is not intended to be an all-inclusive list, but rather a guide to the types of information which may support a proposed limited competition or "sole source" requirement. Supply technical personnel are trained to make optimum use of standard stock in the supply system. Purchasing agents, by law, must maximize the efficiency of the procurement process. The customer is the third member of this team. Customers must participate by submitting complete source data with all purchase requests so that smart, cost effective and timely purchases can be made.

4005. "WALK-THRU" REQUIREMENTS. In the event that non stock number materials or services are required on an expeditious basis, "Walk-thru" requisitions will be honored by the Purchase Branch for Issue Group I and II work stoppage requisitions provided the requisition has been processed by the Customer Service Section and the Financial Edit Desk. The procedural check points are imperative to ensure compliance with procurement regulations. Purchasing will not accept "Walk-thru" requests which do not bear the requisite approval stamps.

4006. MONEY LIMITATIONS ON PURCHASE REQUESTS

1. When it is desired or necessary to restrict purchase action to amounts cited, a restrictive statement such as "Do Not Exceed Amount Cited Hereon" must be made on the requisition. It is the policy of Station Supply to discourage activities from restricting every requisition. Requests with the statement "NOT TO EXCEED" will not be executed for amounts exceeding the funding limitation without prior approval by the requesting activity.

2. For all other requisitions, the following action for the exact quantity and item requested will be taken:

a. Action will be executed and the requesting activity notified for IPG 1 (regardless of dollar amount).

b. When the obligation will be within 5 percent of the cited amount for IPG 2 and 3, the action will be executed.

c. When the obligation will be more than 5 percent of the commitment for IPG 2 and 3, additional funds will be requested by the most expeditious means and written approval is required.

NOTE: IPG 1 - requisitions with priority designators 01 - 03, 07, 08
IPG 2 - requisitions with priority designators 04 - 06, 09, 10
IPG 3 - requisitions with priority designators 11 - 13, 14, 15

d. Requisitions with restrictive statements will require written authorization from the originating activity before additional funds are obligated.

4007. ADVANCE ACQUISITION PLANNING. Advance Acquisition Planning is the process whereby contracting activities decide what lead time is necessary (in advance of actual fiscal year-end deadline dates) to permit a normal solicitation process for purchase requisitions citing expiring funds. At least once, early in each fiscal year, Station Supply will advise customers of deadline dates for submission of purchase requests with expiring funds.

1. It is the policy of the Department of the Navy that contracting lead time, essential to obtaining adequate available competition, shall not be curtailed for the purpose of obligating annual appropriations. The dates set forth in advance acquisition notices are based on the assumption that higher authority may impose strict limitations on the obligation of funds during the final month of the fiscal year. Obligation of funds on requisitions for material requiring purchase action takes place when a purchase order or delivery order has been signed by the Contracting Officer. In the case of expiring funds, the obligation action must be completed by 30 September (or earlier if so directed by higher authority).

2. Every effort is made to obligate funds prior to the end of the fiscal year. However, there is a possibility that some requisitions will not be awarded prior to 30 September for various reasons (e.g., inadequate specifications, lack of sources, etc.). When this occurs, earliest possible notification of cancellation is made so that funds can be recovered. ADP requisitions require additional administrative lead time to process and are accepted on a case by case basis only.

3. Customer activities should ensure all requisitions clearly cite "EXPIRING FUNDS" to assist in identification and control. To ensure that requisitioning activities have maximum flexibility with respect to the use of available expiring funds, requisitions received after the cutoff dates will be returned to the requisitioners for alternate use. Such requisitions may be submitted to Station Supply citing non-expiring funds or next fiscal year funds, if such citation is authorized.

4. IPG 1 requisitions for small purchase actions citing expiring funds will be accepted until 30 September. However, if an order has not been placed by noon on the last work day of the fiscal year, the requisitioning activity will be notified that the requisition will be cancelled. IPG 1 requisitions citing expiring funds submitted late in September must be accompanied by an urgency/impact statement signed by the Commanding Officer.

4008. ANNUAL SERVICES AND LEASES. Customers must submit new requisitions/funds to renew the rental or lease of equipment or other services for the next fiscal year prior to end of the current fiscal year. Continuing to use rental/leased equipment or services without a valid contract will constitute either an "unauthorized commitment" or a contractual "constructive change" situation which requires review by higher legal authority.

4009. EQUIPMENT RENTAL/MAINTENANCE. When submitting requisitions for equipment rental/maintenance for the upcoming fiscal year, the following information for each machine is required for processing:

1. Rental. Brand name, model number, rental plan requested, special features, location of machines, and point of contact.

2. Full Service Maintenance Contracts. Brand name, model number, maintenance plan requested, serial number, and location of machine. Provide the new location when equipment is moved.

4010. RENEWAL OF MAINTENANCE/RENTAL EQUIPMENT. A separate continuing service requisition must be submitted for each different type of equipment to cover the entire period of the fiscal year for which the service is needed (i.e., 1 October - 30 September).

The same type of equipment that could be included on the same requisition would be that which has the same brand name and model number.

1. Charges will be placed against continuing service requisitions until obligated funds have been utilized, expired, or the service period requested in the initial requisition has lapsed. At that time customer activities will be required to amend their initial requisitions to provide sufficient funding for uninterrupted service.

2. Continuing service/maintenance requisitions should be prepared based on the following guidelines:

a. Utilize only one requisition number to cover the entire period of the fiscal year for which the service is requested.

b. Indicate a quantity of "C9999".

c. Indicate a Unit of Issue of "job".

d. Exercise care in utilizing the appropriate accounting data (i.e., current fiscal year only).

e. Continuing service requisitions covering equipment rental must be submitted for each specified equipment being utilized. For example, a continuing service requisition covering XEROX equipment rental cannot be used to cover rental of 3M equipment.

3. Examples of continuing service/maintenance requisitions are:

a. Audio Visual equipment and Beeper Service.

b. Rental and maintenance of office equipment (i.e., CANON, IBM, 3M Reader Printers, etc.).

c. Laundry Services.

4. Customer activities should submit their continuing service/maintenance requisitions to the Station Supply Department at least 60 days prior to the start of the fiscal year citing funds for the new fiscal year. This action will allow Purchasing to take the necessary action to provide the customer with uninterrupted service.

4011. FOREIGN MADE PRODUCTS. Requisitions for the purchase of foreign made products require special processing and approval per the FAR. Purchase requests for foreign made products based on the non-availability of suitable domestic products must contain various statements of justification. The requisitioner should ensure that all applicable information required is inserted on the procurement request. Failure to provide the required information will result in rejection or delay.

4012. PROCUREMENT OF LABOR SAVING DEVICES. General Services Administration (GSA) and Federal Supply Schedules provide several sources of certain requirements under GSA contracts for the procurement of labor saving devices (i.e., typewriters, calculators, etc.). Multiple sources are provided to make available a selection of equipment to meet specific or unusual requirements. Tenant customers requesting equipment to fill the Table of Basic Allowance (TBA) or Table of Equipment (T/E) shortages/replacements must state in the remarks section of the requisition, "This requirement is to fill a TBA or T/E shortage/replacement." Customers requesting equipment from a specific source will be notified that the award will be given to the company offering the lowest price, unless a strong justification for the specified source is submitted. Requirements from Station departments or sections and other than TBA or T/E will be requested from Marine Corps Property (3KE).

4013. RUBBER STAMPS. Requirements for rubber stamps should be submitted on a DD Form 1348-6 or NAVSUP Form 1153 for purchase action. Provide a complete description and attach three samples of the required rubber stamp on 8-1/2" x 11" paper.

4014. REPAIR REQUISITIONS. Requirements for repairs to copiers, word processors, shredders, adding machines, calculators; and typewriters will be processed through Marine Corps Property (3KE). Repairs not covered by a service contract through Marine Corps Property will be procured through open purchase or existing GSA contracts, as applicable. The requests must list a point of contact, location of the equipment, and the problem. If the equipment must leave government premises, the acquisition value must also be included.

4015. PURCHASE OF COMMERCIAL PUBLICATIONS. The purchase of all periodical subscriptions paid from appropriated funds is limited to those requisitions approved by the responsible Commanding Officer or his delegated representative. "Periodical" is defined as a publication that appears at intervals, i.e., daily, weekly, biweekly, monthly, bimonthly, quarterly, semiannually, etc. Normally, each issue contains separate articles, such as stories, features and pictures. Periodicals include newspapers, journals, proceedings, transactions, newsletters, pamphlets, etc. They may be published by commercial, nonprofit, or government sources and may be available on subscription, either without charge or for a specified price. Contracting Officers shall ensure that all requisitions for periodicals have the signature of the approving official stated above. Procurements of commercial publications will be approved by the activity/installation Commanding Officer. Commanding Officers may designate an individual, or group, to analyze mission essentiality and provide written justifications for the procurement of commercial periodicals and newspapers.

Approval authority is limited to the responsible "Commanding Officer or his delegated representative". Contracting Officers shall reject purchase requests for publications that fail to include a justification for the requirement and a signature of the activity/installation Commanding Officer. Rejected purchase requests will be promptly returned to the requesting activity or installation.

4016. IMPREST FUND CASHIER. Station Supply has an Imprest Fund Cashier who can provide cash for authorized procurements which do not exceed five hundred dollars (\$500.00). Buyers will place orders with the vendors who will ship Cash On Delivery (COD) or deliver directly to the Receiving Officer in building 328E. A DoD representative may be designated to pick up the material from local vendors in emergency situations only.

1. The Imprest Fund Cashier is located in building 328E, Station Supply, and is open 0700 - 1130/1300 - 1500 Monday through Friday, excluding holidays.

2. Questions about the Imprest Fund should be directed to the Purchase Supervisor at extension 2862.

4017. PROPER USE OF APPROPRIATED FUNDS. As a purchasing activity, Station Supply regularly receives large numbers of inquiries from activities asking whether or not appropriated funds may be used for certain types of purchases. Care must be taken, both at the requiring activity and at the contracting activity, to ensure appropriated funds are used only for purposes approved by Congress in the budget authorization. When a bona fide requirement exists for items which may not be purchased with appropriated funds, the use of Welfare and Recreation funds should be considered instead. Certain recurring requests bear careful consideration:

1. Change of Command ceremonies and other traditional Service ceremonies. Appropriated funds may be used to purchase materials, decorations or service (i.e., music) necessary for and incident to Change of Command and other traditional ceremonies. These items and services, however, may be used only for the official ceremony itself. Any party or celebration following the official Change of Command ceremony and any furnishings, flowers, food or entertainment used exclusively for the celebration should be paid for by the participants themselves.

2. Plaques, ash trays, paperweights, cuff links, bracelets, cigarette lighters, novelty trash cans, key chains and similar mementos are generally regarded as personal gifts paid for by the individuals presenting the gifts. Annual appropriations may be used when the items are presented to winners of bona fide competitions or to individuals for a significant personal contribution to the military service.

3. Memberships in associations of a professional or technical nature may serve a bona fide purpose in fulfilling an activity's mission. However, care should be taken when purchasing such memberships to acquire the membership in the name of the activity, not in the name of any individual.

4. Purchase from government employees or businesses owned or controlled by government employees. Care should be taken to avoid purchasing anything using appropriated funds from government employees, military or civilian, or a business organization substantially owned or controlled by government employees. If no other source is available, however, an exception may be made after fully documenting the record.

5. The purpose in identifying these items is to prevent improvident purchases. In most cases, an alternative means of purchasing items is available, usually using Welfare and Recreation funds or other sources of nonappropriated funds. When requests for the above items are considered, care should be taken to follow the guidance provided here. If you are in doubt as to the propriety of a particular purchase or need help in determining the appropriate source of funding, contact the Contracting Officer.

6. If a memento is given to a military or civilian employee, care should be taken to comply with the requirements of DoD Directive 1358.19 and SECNAVINST 3590.4A. Generally, long periods of service, retirement, or the end of a tour of duty do not provide an adequate basis for the issuance of an award using appropriated funds. However, appropriated funds may be used for purchases when the mementos are presented for significant achievements by individuals for excellence in accomplishment, such as Marine of the Quarter. It must be noted that awards related to Morale, Welfare and Recreation activities do not qualify.

4018. RESOLVING UNAUTHORIZED COMMITMENTS. Unauthorized commitments are purchase requests submitted for processing after supplies or services have been provided or after government obligations of any type have been incurred. NAVSUPINST 4200.84 prohibits government personnel, other than duly designated contracting officers, from entering into or modifying government contracts which involve the obligation of federal funds. Station Supply cannot process requisitions after supplies or services have been provided without proper ratification. NAVSUPINST 4200.84 provides guidance on how to request ratification of unauthorized commitments. For further information contact the Contracting Officer.

4019. FORMS USED FOR NON STANDARD MATERIAL REQUIREMENTS. At MCAS, Yuma, numerous forms are used to request procurement of materials and

services. Any of the forms listed in this paragraph are authorized for use. Examples are contained in Figures 4-1 and 4-2.

1. DoD Single Line Item Requisition System Document (Manual-Long Form) (DD Form 1348-6)

<u>Column</u>	<u>Field Name</u>	<u>Explanation & Instructions</u>
1-3	Document Identifier	Enter "AOE".
4-6	Routing Identifier	Enter N96.
7	Media and Status	Per reference (b).
8-22	Item Identification	Enter the Commercial and Government Entity (CAGE) code (old FSCM) found in DoD Handbook H4/8 and the manufacturer's part number.
<p>NOTE: If the CAGE code and part number exceed 15 positions, enter the entire CAGE code and part number in the Identification Data Section (Data Block 1).</p>		
23-24	Unit of Issue	Enter the two-position alphabetic code for item requisitioned.
25-29	Quantity	Enter the quantity of the item requisitioned to the nearest unit pack whenever possible. If the quantity required exceeds 99,999, additional requisitions will be prepared and submitted for the remaining balance. This field will be completely filled in from right to left, preceding significant digits with zeros.
30	Service Code	Enter "X" if charged to a MCAS job order or R, M, N, V as appropriate.
31-35	Requisitioner	Enter the UIC of the activity requisitioning the material.
36-39	Date	Enter the Julian Date on which the request is submitted.
40-43	Serial Number	As assigned by competent authority. "X" customers use reference (c).
44	Demand Code	Enter R for recurring demand (material used on a day-to-day basis). Enter N for nonrecurring demand (material used on a "one-time basis").

45	Service	"X" customers enter the last digit of the FY. All others use per references (a) and (b).
46-50	Supp Address	"X" customers enter MJON from reference (e). All others enter internal information as appropriate.
51	Signal Code	A- Bill to requisitioner. B- Bill to Supplementary Address. D- Publications.
52-53	Fund Code	"X" customers use 3S. All others per reference (a).
54-56	Distribution Field	Column 54 - Use per local instructions. Column 55-56 - Enter appropriate Cognizance Symbol from the ML-MC, ML-N, ML-C, Allowance List, or other pertinent publication.
57-59	Project Code	As directed in reference (a).
60-61	Priority	Enter IPD from paragraph 1001.
62-64	RDD	When Standard Delivery Date (SDD) is satisfactory, leave blank. When SDD is untimely, enter the Julian Date material will be required.
65-66	Advice Code	Enter appropriate Advice Code from reference (b) if required; otherwise, leave blank.
67-68	Requisition Delivery Code	A two digit code assigned to each requisitioner by Customer Service. This code causes a local delivery address label to be printed by the computer.
69-74	Blank	
<u>For "X" Service Code Customers</u>		
75-76	Labor Code Fund	Enter appropriate data from reference (h).
77-78	Work Center	Enter appropriate data from reference (i).

DATA BLOCKEXPLANATION AND INSTRUCTIONS

- 1 Enter the CAGE and part number of the item requested when both the CAGE and complete part number cannot be included in cc 8-22. When any entry is included in Data Block 1, leave cc 8-22 blank.
- 2 Enter the name of the manufacturer of the item requested; also, the manufacturer's address if known.
- 3 Enter the title, edition, and page number of the manufacturer's catalog in which the requested item is described if known.
- 4 Enter the date (YMMDD) of the manufacturer's catalog.
- 5 Enter the name of the issuing office, number and date of any technical order, note, bulletin, etc., which will assist in identification of the requested item, if available.
- 6 Enter the title, edition, date and page number of any Navy or manufacturer's technical manual which will assist in identification of the requested item, if known.
- 7 Enter the noun name of the item requested.
- 8 Enter a DETAILED description of the requested item, other than the noun name, color and size which are to be included in 7, 8a and 8b respectively. (If an electronic or ordnance item is requested, include the circuit symbol number if applicable).
- 8a Enter the color of the item requested.
- 8b Enter the size of the item requested.
- 9 Enter the noun name of the component/equipment (**preferably the component**) in which the requested item is used and the name of the manufacturer of the component/equipment.
- 9a-d Enter the source of supply, make (or type), model number, series and serial number, respectively, of the component/equipment indicated in data block 9.
- 10 Enter the clear text name and address of the requisitioner. Include the name and phone number of the

individual to be contacted if additional information is required.

- 11 Enter the **complete** appropriation data which will pay for the purchase and the typed name and signature of the person authorizing the request.

NOTE: When information required to complete the data entries described above is not applicable or not available, the respective data blocks will be annotated with N/A or will be completed to the extent that applicable information is available.

2. REQUEST FOR PURCHASE ACTION (NAVSUP Form 1153)

<u>BLOCK</u>		<u>EXPLANATION</u>
Request No.		Leave blank.
Purchase Document No.		Assigned by Purchasing.
<u>COLUMNS</u>		
1-3	Document Identifier	Enter Document Identifier AOA for stock material, AOE for nonstandard material or services.
4-6	Routing Identifier	Enter N96.
7	Media and Status Code	Per reference (b).
8-22	Stock Number	Enter the stock number of item requested.
23-24	Unit of Issue	Enter the two-position alphabetic code for item requisitioned.
25-29	Quantity	Enter the quantity of the item requisitioned to the nearest unit pack whenever possible. If the quantity required exceeds 99,999, additional requisitions will be prepared and submitted for the remaining balance. This field will be completely filled in from right to left, preceding significant digits with zeros.
30	Service Code	Enter "X" if charged to a MCAS job order or R, M, N, V as appropriate.

31-35	Requisitioner	Enter the UIC of the activity requisitioning the material.
36-39	Date	Enter the Julian Date on which the request is submitted.
40-43	Serial Number	As assigned by competent authority. "X" customers use reference (c).
44	Suffix Code	Enter R for recurring demand (material used on a day-to-day basis). Enter N for nonrecurring demand (material used on a "one-time basis").
45	Service	"X" customers enter the last digit of the FY. All others use per references (a) and (b).
46-50	Supp Address	"X" customers enter MJON from reference (e). All others enter internal information as appropriate.
51	Signal Code	A- Bill to requisitioner. B- Bill to Supplementary Address. D- Publications.
52-53	Fund Code	"X" customers use 3S. All others per reference (a).
54-56	Distribution Field	Column 54 - Use per local instructions. Column 55-56 - Enter appropriate Cognizance Symbol from the ML-MC, ML-N, ML-C, Allowance List, or other pertinent publication.
57-59	Project Code	As directed in reference (a).
60-61	Priority	Enter IPD from paragraph 1001.
62-64	RDD	When Standard Delivery Date (SDD) is satisfactory, leave blank. When SDD is untimely, enter the Julian Date material will be required.
65-66	Advice Code	Enter appropriate Advice Code from reference (b) if required; otherwise, leave blank.

67-68 Requisition Delivery Code A two digit code assigned to each requisitioner by Customer Service. This code causes a local delivery address label to be printed by the computer.

"X" Service Code Customers use 69-72 as indicated; all others leave blank.

69-70 Labor Code Fund Enter appropriate data from reference (h).

71-72 Work Center Enter appropriate data from reference (i).

73 Blank.

74-80 Unit Price Enter the estimated price of one unit of issue.

Description Enter a DETAILED description and POC per paragraph 4003.

Stock Control Action Leave blank.

Accounting Classification Enter the complete accounting classification.

Job Order No. Enter the complete job order number if applicable.

Program Manager No. Leave blank.

Request Approved For Leave blank.

Approved By Enter typed name and signature of approving authority.

NOTE: The remainder of the form will be completed by Station Supply.

3. DoD Printing Requisition/Order (DD Form 282)

a. The DD Form 282 is used for requesting all printing requirements. All printing requests must be approved by the Publications Management Contact Representative, Management Assistance Office, located in building 980, before submission to Station Supply.

b. Printing requests will be prepared per the Management Assistance Office instructions.

MARINE CORPS AIR STATION YUMA REQUISITIONING GUIDE

DOCUMENT IDENTIFIER		ROUTING IDENTIFIER		M & S	ITEM IDENTIFICATION* (NSN, FSCM/Part No., Other)																		UNIT OF ISSUE	QUANTITY					DOCUMENT NUMBER						
					FSCM									PART NUMBER															REQUISITIONER						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	
A	O	E	N	9	6	S																	E	A	0	0	0	0	7	X	6	2	9	7	4
DOCUMENT NO. (Cont.)				DATE		SERIAL		D E M A N D	S E R V	SUPPLEMENTARY ADDRESS					S I G N A L	FUND CODE	DISTRI-BUTION CODE	PROJECT CODE	PRIORITY	REQUIRED DELIVERY DAY OF YEAR	ADVICE CODE	BLANK													
36	37	38	39	40	41	42	43			44	45	46	47	48		49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68
0	3	4	5	B	W	0	1	N	1	0	5	6	5	2	A	3	S	S	9	G	4	5	2	0	9										
										REJECT CODE (FOR USE BY SUPPLY SOURCE ONLY)		IDENTIFICATION DATA																							
												*1. MANUFACTURER'S CODE AND PART NO. (When they exceed card columns 8 thru 22)																							
												MFG 10001 P/N 040-012																							
												2. MANUFACTURER'S NAME																							
												THE COLOR SHOP																							
3. MANUFACTURER'S CATALOG IDENTIFICATION										4. DATE (YYMMDD)										5. TECHNICAL ORDER NUMBER															
N/A										N/A										N/A															
6. TECHNICAL MANUAL NUMBER										7. NAME OF ITEM REQUESTED																									
N/A										FILTER AIR INTAKE																									
8. DESCRIPTION OF ITEM REQUESTED										8a. COLOR										8b. SIZE															
BLUE STICKY SIDE/WHITE OPPOSITE FIBER FILTER FOR FILTERING AIR GOING INTO PAINT BOOTH, REMOVAL OF DIRT & DUST USED ON INTAKE DOORS OF PAINT BOOTH										BLUE/WHITE										20X20X20															
9. END ITEM APPLICATION										9a. SOURCE OF SUPPLY										9c. MODEL NUMBER															
PAINTIN BOOTH										THE COLOR SHOP										BR549															
9b. MAKE										9d. SERIES										9e. SERIAL NUMBER															
BINK										2										77678															
10. REQUISITIONER (Clear text name and address)										11. REMARKS																									
SUE DOE FACILITIES MANAGEMENT MCAS YUMA										1711106.2720 EST. COST: \$72.00 POC: T.H.PAINTER III EXT. 5210																									

DD Form 1348-6, FEB 85 Edition of Apr 77 may be used until exhausted. S/N 0102-LF-013-2273

DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MANUAL - LONG FORM)

Figure 4-1.--Sample of a DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (DD Form 1348-6).

MARINE CORPS AIR STATION YUMA REQUISITIONING GUIDE

REQUEST FOR PURCHASE ACTION (4270)															REQUEST NO	PURCHASE DOCUMENT NO (Assigned by PURCHASE)																																																																										
NAVSUP FORM 1153 (8C) (REV. 4-74)																																																																																										
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80											
DOC IDENT	RI	M	STOCK OR PART NUMBER		ADD	QUANTITY	DOCUMENT NUMBER		DATE	SERIAL	SUPPLEMENTARY ADDRESS		FUND	DISTR. DIVISION	PROJ. ECT	RECD DEL DATE	RI	UNIT PRICE		DOLLARS		CTS																																																																				
AOEN96																EA00001N 5524203481320NN68518BDA 9QYY906															0040500																																																											
DESCRIPTION																																																																																										
PAINT AND INK CABINET (FLAME TAMMER), MODEL #25480 CAPACITY TO 60 GALLONS, 2 DOOR, MANUAL CLOSE, 65" H X 43" W X 18" D SPECS. AND/OR APPROVALS BY FM, NFPA, OSHA. CONTAINS 3 SHELVES WEIGHTS 290 LBS FSC 71, PART III, SEC C CONTRACT NUMBER GS-00F-02490. CONTRACT PERIOD 14 APR 88 28 FEB 91 SUGGESTED SOS: C.A.H. INDUSTRIES 1595 BRUMMEL AVE. ELK GROVE VILLAGE, IL 60007 1-800-322-0300																																																																																										
POINT OF CONTACT: JOHN DOE																																								EXT 2428/2193																																																		
STOCK CONTROL ACTION															REPLMT FACTOR	REPORTABLE DEMAND	OUTSTANDING OBLIGATIONS	PLANNED REQUIREMENTS	BALANCE ON HAND	EXPECTED RECEIPTS	QTY REQUIRED																																																																					
															x	-	+	+	-	-	-																																																																					
ACCOUNTING CLASSIFICATION (REV. 7-65)																																																																																										
App'n and Subhead		Obj. Class.	Bureau Cont. No.	Subhead.	Auth'n Act'g Act'y	Trans. Type	Property Act'g Act'y	Country	Cost Code	Amount																																																																																
1711806.721		000	09296	0	068518	2D	FP1320	-	FP0348132014	405.00																																																																																
JOB ORDER NO				APPROVED BY (Signature)																																																																																						
				<i>E.M. Jonson</i>																																																																																						
PROGRAM MGR NO		REQUEST APPROVED FOR		E.M. JONSON MAJ AVI SUP CHF VMFT 401 EXT 5510																																																																																						
PURCHASE ACTION															CONTRACT NO	ORDER NO	DELIVERY DATE	QUANTITY	UNIT	UNIT PRICE	TOTAL VALUE																																																																					
DEALER (Name and address)															<input type="checkbox"/> IMPREST FUND		<input type="checkbox"/> BPA		<input type="checkbox"/> ORAL ORDER UNDER CONTRACT		<input type="checkbox"/> PURCHASE ORDER		<input type="checkbox"/> DELY ORDER																																																																			
															BUYER (Signature)																																																																											
REMARKS (May be continued on the reverse side)																																																																																										
INSPECTION REPORT															QUANTITY RECEIVED	MATERIAL MARKED FOR	MATERIAL RECEIVED, INSPECTED, AND PASSED (Signature)		(Date)																																																																							
															QUANTITY ACCEPTED																																																																											
INSPECTOR'S REMARKS																																																																																										

Figure 4-2.--Sample of a REQUEST FOR PURCHASE ACTION (NAVSUP FORM 1153).

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APPENDIX A

LIST OF ITEMS REQUIRING SPECIAL ATTENTION

ADVANCE PAYMENTS
ADVERTISING
AIRLIFT ASSETS, DEPARTMENT OF NAVY (DON)
ASBESTOS AND ASBESTOS-CONTAINING MATERIALS
BOTTLE TYPE WATER COOLERS
CHRISTMAS DECORATIONS AND OTHER SEASONAL DECORATIONS
COFFEE POTS, COFFEE, "REFRESHMENTS"
COMMERCIAL PUBLICATIONS
PURCHASE OF COMMERCIAL VEHICLES
RENTAL OF COMMERCIAL VEHICLES WITH DRIVERS FOR THE PURPOSE OF TRANSPORTING SUPPLIES OR PERSONNEL
RENTAL/LEASE OF COMMERCIAL OR GSA VEHICLES (without drivers)
COMMUNICATIONS
CONSTRUCTION
CONTRACTING OF CIVILIAN PERSONNEL CLASSIFICATION SERVICES
ELECTRIC TYPEWRITERS WITH SPECIAL FEATURES
EXCHANGE OF PERSONAL PROPERTY
FILING EQUIPMENT
FIREWORKS DISPLAY
FOOD SERVICE EQUIPMENT
HAZARDOUS MATERIAL
INCENTIVE MUSIC AND EQUIPMENT
INDUSTRIAL PLANT EQUIPMENT
INFORMATION SYSTEM (IS) RESOURCES - COMPUTER RESOURCES
INVESTMENT ITEM
LODGING AND MEALS
LUGGAGE
MEDICAL AND DENTAL CARE AT CIVILIAN NON-FEDERAL SOURCES
MEMBERSHIP DUES
MICROGRAPHICS
NAVY/MARINE CORPS EXCHANGE PURCHASES
OFFICE FACSIMILE TRANSMISSION EQUIPMENT (TELECOPIERS)
PERSONAL SERVICES
PESTICIDES
PLAQUES, ASHTRAYS, CHRISTMAS CARDS, PAPERWEIGHTS, AND OTHER MEMENTOS AS GIVE-AWAY ITEMS
POST OFFICE BOX RENTAL
PRINTING AND DUPLICATION SERVICES GREATER THAN \$1,000.00
PURCHASE FROM GOVERNMENT EMPLOYEES OR BUSINESSES OWNED OR CONTROLLED BY GOVERNMENT EMPLOYEES
REPROGRAPHIC EQUIPMENT
SERVICE CONTRACTS CROSSING FISCAL YEARS
TRAINING
TRANSPORTATION, PURCHASE OF
UNIFORM ITEMS
VISUAL IMAGING (VI) PRODUCTIONS AND EQUIPMENT/MATERIAL

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APPENDIX B

PURCHASE REQUEST (PR) INFORMATION CHECK OFF LIST

1. The minimum level of information needed to determine adequacy of purchase descriptions shall include, but not necessarily be limited to the following:

- Authorized signature
- Accounting information
- Priority and Required Delivery Date
- Plain English, adequate purchase description or specification which encompasses the following characteristics: (For automotive requirements, see paragraph 2. for additional information needed).
- Point of contact for technical questions and telephone number
- Common nomenclature
- Manufacturer's name
- Manufacturer's part number
- Kind of material (type, grade, alternatives, etc.)
- Electrical data (i.e., volts, phases, ohms, etc.)
- Dimensions, size or capacity
- Principles of operation
- Restrictive environmental conditions
- Intended use, including locations within assembly and essential operating conditions (when applicable)
- Equipment with which item will be used
- Any other pertinent information which further describes the item, material or service required.

The following information is required if applicable:

- Quantity (include extent of variation, i.e., 5%, 10%, etc.) and unit of issue
- Place of delivery if other than Bldg. 328 (Receiving)
- A price estimate (labor & parts break out for repairs)
- Sole source justification
- Appropriate approvals for prohibited or restricted items (refer to Appendix A)
- Any other unique requirements such as special marking or packing

2. Automotive requirements. The following additional information shall be provided:

- Vehicle ID number
- Delivery/pickup requirements
- Acquisition cost of vehicle if it will have to be repaired at vendor's place of business

MARINE CORPS AIR STATION YUMA REQUISITIONING GUIDE

APPENDIX B

PURCHASE REQUEST (PR) INFORMATION CHECK OFF LIST

NOTE: If a "brand name or equal" purchase description is used, the description must also include those salient physical, functional or other characteristics of that brand name product which are essential to the government's needs.

IF THE ABOVE INFORMATION IS NOT INCLUDED, THE PR WILL BE RETURNED TO THE CUSTOMER FOR THE ADDITIONAL INFORMATION.

MARINE CORPS AIR STATION YUMA REQUISITIONING GUIDE

APPENDIX C

ACRONYMS

AOA	Document Identifier of a requisition for domestic shipment/with NSN/NATO Stock Number
AOD	Document Identifier of a requisition for domestic shipment/with other
AOE	Document Identifier of a requisition for domestic shipment/with exception data
ADP	Automated Data Processing
ANORS	Anticipated Not Operationally Ready Supply
CAGE	Commercial and Government Entity Code (old FSCM)
CMC	Commandant of the Marine Corps
CFR	Code of Federal Regulation
EDD	Estimated Delivery Date
FAD	Force Activity Designator
FAR	Federal Acquisition Regulations
FEDSPEC	Federal Specification
FSCM	Federal Supply Code for Manufacturers
FY	Fiscal Year
GSA	General Services Administration
IMA	Intermediate Maintenance Activity
IPB	Illustrated Parts Breakdown
IPD	Issue Priority Designator
IPG	Issue Priority Group
MILSPEC	Military Specification
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MJON	Master Job Order Number
ML-C	Management List - Consolidated
ML-MC	Management List - Marine Corps
ML-N	Management List - Navy
MVO	Money Value Only
N96	MCAS Yuma RIC
NATO	North Atlantic Treaty Organization
NAVSUP	Naval Supply System Command
NMCS	Not Mission Capable Supply
NMMMS	Navy Maintenance Material Management System
NORS	Not Operationally Ready Supply
NSN	National Stock Number
PMCS	Partial Mission Capable Supply
POC	Point Of Contact
RDD	Required Delivery Date
RIC	Routing Identification Code
SAR	Search And Rescue
SDD	Standard Delivery Date
SOMS	Station Operations and Maintenance Squadron
Supp	Supplementary
T/E	Table of Equipment
TBA	Table of Basic Allowance

MARINE CORPS AIR STATION YUMA REQUISITIONING GUIDE

APPENDIX C

ACRONYMS

UIC	Unit Identification Code
UM	User's Manual
UMMIPS	Uniform Material Movement and Issue Priority System
UND	Urgency of Need Designator
VMFT	VSTOL Marine Fighter Training Squadron

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