

CHAPTER 6

INVENTORY CONTROL

6000 INTRODUCTION

Instructions contained herein have general application to all activities and are designed to provide optimum uniformity in inventory management procedures. Effective inventory management cannot be the responsibility of any single functional area. It is dependent on the effective performance of receipt, procurement, expenditure, and inventory personnel in their respective areas.

6001 OBJECTIVES

1. Adherence to established inventory control procedures and accurate documentation of valid usage data are essential to the maintenance of prescribed endurance levels of stock required to sustain operations and to ensure maximum material readiness. Inventory control procedures prescribed in this chapter are designed to:

- a. Focus attention on the relatively few items that will satisfy the majority of demands for material.
- b. Provide for the accumulation of accurate consumption data required for maintaining adequate supply levels.
- c. Establish a historical demand file for accumulating usage data for not carried (NC) material.
- d. Ensure that there is COSAL/MBOM support for the parent equipment of each requested NC repair part.
- e. Reduce physical inventory requirements and prescribe standard physical inventory procedures.
- f. Ensure inventory data accuracy of the stock records and reduce the number of stock record data changes required to be made.

6100 PHYSICAL INVENTORY

1. Physical inventory is a prerequisite to efficient inventory control. The primary objective of a physical inventory is to ensure the inventory balances as reflected in stock or custody records ROLMS agree with the actual physical quantities on-hand. Other objectives are to:

- a. Determine stock deficiencies that require replenishment.
- b. Determine and reconcile all differences between physical counts and stock record balances.

c. Determine and implement controls needed to preclude recurrence of significant discrepancies.

d. Ensure that material is correctly identified, properly stowed, and in apparent good condition, and that material subject to deterioration or breakage is adequately packaged and preserved.

e. Update location and other management data in stock and locator records.

f. Consolidate national stock numbers to one location or storeroom where possible.

g. Provide a basis for adjusting financial balances in inventory control ledgers.

6102 STOCK INVENTORY REQUIREMENTS. Refer to reference (l).

6103 INVENTORY ACCURACY. Refer to reference (l).

6201 STOCK REPLENISHMENT AND ALLOWANCE POLICY

1. Service Mine and Components. The distribution of service mines is outlined in reference (p). Service mine component spare allowances will be stocked to the levels established in the Mine Allowance Database (MAD) and the Initial Outfitting List (IOL) or Coordinated Shipboard/Shore-based Allowance List (COSAL). Requisitions will be submitted promptly for any action that reduces the stock level below the allowance quantities. Any anticipated shortage of funds that could impact the stocking to allowance levels will be addressed to COMOMAG. Stocks in excess of allowance will be identified and reported as delineated in paragraph 4100 of this instruction.

2. The MAD/IOL/COSAL allowances will be posted to the allowance block of the ROLMS database system. Special emphasis should be placed on afloat support material. Components and piece parts that form mines in configuration "C" or higher must be identified/maintained on-site in the event the mines are downgraded. Inventory controls established as outlined in this instruction will be established to ensure material is properly identified, accounted for, inventoried, and retained onboard.

3. Exercise and Training Mines (ET) and Components. The allowances for ET mines is set forth in reference (q). As the overriding allowance document, changes to the MAD/IOL/COSAL should be submitted as required and material stocked to support these allowances. Any anticipated shortage of funds that could impact stocking to allowance levels will be addressed to COMOMAG.

6202 STOCK RECORDS

1. The Retail Ordnance Logistics Management System (ROLMS) is currently the primary tool used for stock inventory of all MAD/COSAL mine parts used at all units/detachment. At the discretion of the CO/OIC, master stock record cards and ammunition lot/location cards may be used as a back-up system, but not as the primary inventory data recording system. Entries for items contained in the site MAD/MBOM/COSAL with minimum quantity of "as required", blank, or "0", are not required unless items are onboard or have been placed on order.

2. Entries for IOL items are not required unless material is replacement parts (with an established allowance and presently onboard) for end use on support equipment. Entries for publications and general use tools are not required, provided an established alternate means of tracking are in place (publication 1/12th, tool control program). The only exceptions are tools with an even COG, which are reportable in CAIMS.

6300 ISSUE CONTROL

1. All issues of stock material and all DTO material procured by the supply department will be recorded on a NAVSUP Form 1250-1. When preparing NAVSUP Form 1250-1, the following general instructions will be followed:

- a. Use a ball-point pen or typewriter for data entries
- b. Include each entry in the proper data block
- c. To avoid confusion between the numeric zero and the alphabetic O, use the communication Ø to represent a zero.

2. Data Block Entries. When NAVSUP Form 1250-1 is used to initiate a requisition for standard material, the cognizance symbol, NSN, unit of issue, and unit price applicable must be verified in FEDLOG. The MILSTRIP data entries required in NAVSUP Forms 1250-1 to be used as requisitions will be made in accordance with reference (a). Explanation of data blocks in the issue request part of NAVSUP Form 1250-1 are listed in reference (a).

6400 DOCUMENT FILES. Refer to reference (a).

6500 CONTROLLED EQUIPAGE. Refer to reference (a).