DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND
WASHINGTON, D.C. 20362

IN REPLY REFER TO

NAVSEAINST 4440.22
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NAVSEAINST 4440.22

From: Commander, Naval Sea Systems Command
To: All Offices Reporting to COMNAVSEA

Subj: CONTROL OF RECEIPTS OF MATERIAL ACCEPTED AT SOURCE

1. Purpose. To establish a system to insure proper control of material accepted at source (contractor's plant).

2. Background. Department of Defense activities must have proper control over material accepted at source and destined for a stocking point. This instruction provides procedures and responsibility for NAVSEA to exercise the requisite controls.

3. Scope. This instruction covers all material, under NAVSEA contracts, accepted at source and destined for a stocking point except nuclear material under the cognizance of SEA 08 and expendable ordnance.

4. Responsibilities. Naval Sea Systems Command Inventory/ Program Managers are responsible for the actions outlined below:

a. A Navy Item Control Number (NICN) will be assigned to any item of material not requiring a National Stock Number that is going into stock.

b. The Material Inspection and Receiving Report (DD Form 250) will be used to set up records of material shipped in place/accepted at source. Records should include item description, stock number, quantity shipped, date shipped and destination. This record shall be maintained until such time as the material appears in the Uniform Inventory Control Point (UICP) files or it is shipped to an end user.

c. Inventory/Program Managers will follow up with each receiving point thirty days and, as necessary, sixty days after the shipment date to verify receipt of material. If material has not been received at the sixty day point, tracer action will be initiated.

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