



DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND

WASHINGTON, D.C. 20362

IN REPLY REFER TO
-NAVSEAINST 4450.1A
05L212/JK
Ser 4

7 March 1984

NAVSEA INSTRUCTION 4450.1A

From: Commander, Naval Sea Systems Command

Subj: Special Storage Program

Ref: (a) NAVSUP Manual, Vol II Para 27200 - 27202 Supply Ashore
(b) DOD 4000.19M Defense Retail Interservice Support (DRIS) Manual

Encl: (1) Definitions
(2) Special Storage Data Sheet

1. Purpose

a. To provide policy and procedural guidance concerning the storage of NAVSEA cognizant equipment within the Special Storage Program.

b. To provide guidance for requesting storage authorization and inter-service support agreements.

2. Cancellation. NAVSEAINST 4450.1 of 17 September 1975 is cancelled and superseded herewith.

3. Background. Special storage sites at Navy and other DOD activities have been and are available to NAVSEA activities in order to provide segregated equipment storage, coordination, and control in support of specific NAVSEA programs including shipbuilding, overhaul, maintenance, repair and shore spares. To ensure proper communication, interactivity coordination and management control, to promote better understanding of the procedures governing the use of the special storage sites and to avoid the loss of equipment visibility, this instruction establishes the NAVSEA Special Storage Program.

4. Scope

a. This instruction applies to 2F cognizance electronic equipment, 2S cognizance hull, mechanical and electrical equipment, 2J cognizance ordnance equipment where special storage sites are to be established at non-NAVSEA activities or at NAVSEA shore activities.

b. This instruction does not apply to the following NAVSEA cognizance items:

- (1) Boats and landing craft (2S cognizance items assigned a special

NAVSEAINST 4450.1A
7 March 1984

material identification code (SMIC) of "B1").

(2) Nuclear propulsion equipment (2S cognizance items assigned a SMIC of "X1").

(3) Surface launched guided missiles and components (8T cognizance items).

5. Definitions. Enclosure (1) is a list of definitions.

6. Policy

a. NAVSEA procured equipment to be held in storage pending installation shall be maintained and controlled in accountable inventory at Navy stock points.

b. Where special storage is required, equipment assets must be maintained on accountable and visible records under intensive management procedures.

c. The use of special storage sites and the associated procedures and reports will be supported by separate program funding. Special storage programs established for NAVSEA program managers shall be funded, as necessary, by the requiring manager.

7. Action

a. The Fleet Logistics and Material Management Office (SEA 05L) has command responsibility of the NAVSEA Special Storage Program and will be guided by directions contained in references (a) and (b). SEA 05L2 as the action office, will:

(1) Review all requests from NAVSEA activities for special storage and assist in achieving their storage objectives.

(2) Locate desired type storage space and site location requested by program manager.

(3) Forward storage authorization requests to the Naval Supply Systems Command for approval and assignment of a storage authorization number.

(4) Negotiate support agreements with prospective storage activities on behalf of the program manager. When government space or support is unavailable, commercial storage space or support will be negotiated after approval has been received from Naval Supply Systems Command.

(5) Review inter-service support agreement prepared by host activity with program manager and if approved, sign and return support agreement to host activity for signature.

(6) Review special storage agreements on a routine basis for adequacy of storage, local management control/reporting and efficiency of coordination.

(7) Maintain a central file to include administrative data concerning each support agreement, space utilization and update files when required. Space agreements will be renewed annually with program manager to determine continuation of space allocation.

(8) Assist or conduct inventory of material stored in space authorization upon request of program manager. Report of findings will be forwarded to tenant activity upon completion.

b. Activity or program manager requesting special storage will:

(1) Submit data sheet in the format of enclosure (1) to SEA 05L2 for assistance in obtaining storage space.

(2) Review draft support agreement submitted by host activity and submit changes to, or recommend approval to SEA 05L2.

(3) Submit funding requirements as agreed upon in space negotiation to host activity.

(4) Notify SEA 05L2 of any changes, deletions or problem areas concerning storage space requirements.


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DEFINITIONS

- A. Government Furnished Material (GFM). Government purchased equipment manufactured by either a contractor or Government owned facility and provided according to installation schedule dates for use in shipbuilding, conversion, modernization, and overhaul programs.
- B. Host Activity. The Government or commercial activity providing storage or services support to NAVSEA.
- C. Inter-Service Support Agreement. The administrative document which identifies the terms and conditions of a support agreement between a DOD host activity and NAVSEA.
- D. Inventory Manager. The organization unit or activity within DOD/NAVSEA which is assigned primary responsibility for supply management of a group of items for a service or DOD.
- E. Program Material. That Government owned material in custody of DOD elements consigned "for storage" as special program material to support a shipbuilding program or a Fleet support program controlled at NAVSEA level of management.
- F. Requiring Activity. The NAVSEA program manager requesting special storage space allocation for non-stock material.
- G. Storage Activity. A military command, Government activity, or commercial establishment, either Government or commercially operated, acting as host activity in the NAVSEA Special Storage Program.
- H. Storage Authorization. A formal Naval Supply Systems Command (NAVSUP) approval of the use of space for storage of program material.
- I. Storage Authorization Number. A NAVSUP assigned number used for the identification of program material prior to and during shipment to a special storage location.
- J. Tenant Activity. NAVSEA acts as the tenant for special storage programs.

SPECIAL STORAGE DATA SHEET

1. Request for Special Storage. Requesting activities will submit data sheet to SEA 05L212 when requesting special storage and include the following information:

a. Program name, description, and listing of material requiring special storage. The requesting activity should identify:

(1) Material Handling Equipment (MHE) required (in excess of 15,000 lb. handling capacity or other special handling gear).

(2) Personnel Requirements, i.e., administrative and/or technical.

(3) Utility requirements, e.g., water, telephone, electric.

(4) Any administrative or technical office space required (square feet) to include office furniture and equipment (for requiring activity's use).

(5) Security requirements including Fire and Police protection.

(6) Supply support requirements, e.g., shipping, receiving and warehousing requirements and responsibilities.

(7) Reporting or inventory requirements.

b. Total measurement tons. The overall dimensions of any unit in excess of 10 feet in width and/or 12 feet in height will be specified.

c. Estimated weight in pounds. The weight of any unit in excess of 15,000 pounds will be specified.

d. Primary storage location desired. Provide justification if material cannot be stored at other than the requested geographical locations.

e. Type of storage space required, such as controlled humidity, flammable, hazardous material, refrigerated, heated, unheated, or open storage.

f. Schedule of material movement including receipts and shipments.

g. Status of material, such as mobilization reserve, activity excess, insurance type of item, or item requiring repair, alteration, test and check (indicating condition code if known).

h. Estimated warehouse space (gross square feet) needed for project.

i. Duration of project. Total period to cover project requirement.

j. Any special terms or conditions to be performed by host or tenant.

k. Estimated classified storage space required. Gross square feet and level of classification.

NAVSEAINST 4450.1A

7 March 1984

1. Planned or required preventative maintenance schedule.

Enclosure (2)