



DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND
2531 JEFFERSON DAVIS HWY
ARLINGTON VA 22242-5160

IN REPLY REFER TO
NAVSEAINST 4790.14B
Ser 04X1-04X2/208
4 November 1998

NAVSEA INSTRUCTION 4790.14B

From: Commander, Naval Sea Systems Command

Subj: SHIP DEPARTURE AND ALTERATION COMPLETION REPORTS

Ref: (a) OPNAVINST 4790.4 SERIES
(b) Fleet Modernization Program Management and Operations Manual (SL720-AA-MAN-010)
(c) NAVSEA ltr 4330, OPR: 02813/ALP, Ser: 0281/394 of 22 Nov 95
(d) Shipyard MIS: A Manual for Users, Volume 01, The Cost Application

Encl: (1) Ship Departure Report Format (SUPSHIP)
(2) Ship Departure Report Format (NAVSHIPYD)
(3) Alteration Completion Report Format

1. Purpose. To provide a single document, for use by the Supervisors of Shipbuilding (SUPSHIPS) and the Naval Shipyards (NAVSHIPYDs) for preparation of Departure Reports. This instruction also incorporates alteration completion report requirements presented in section 10-4.4 of reference (a) to eliminate submission of a separate report by industrial activities.

2. Cancellation. NAVSEAINST 4790.14A is hereby canceled and superseded. NAVSHIPSINST 4790.1, the intent of which was reaffirmed by several NAVSEA letters, most recently by NAVSEA letter 4790 Serial 110/073 of 1 April 1983, is also superseded by the enclosed guidance.

3. Background. Ship Departure Reports are required in order to provide return cost data to our customers for repairs and modernization in industrial availabilities. Over time, the practices for preparing Ship Departure Reports for public and private sector availabilities diverged. The fundamental need for providing a simple summary of work completed during a depot availability remains essential as documented in reference (b). Customers rely on return cost information to validate previous forecasts and to assist in developing future budgets.

4. Discussion. The reports required by this instruction apply to SUPSHIPS and NAVSHIPYDs performing repairs and alterations to U.S. Navy ships and craft for all Chief of Naval Operations (CNO) scheduled industrial availabilities and any other availabilities of 3000 mandays or greater. This instruction is not applicable



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to new construction of naval ships and normally will not be applied for conversions.

5. Action

a. Reports required by this instruction shall be prepared and submitted within 60 calendar days of availability completion by SUPSHIPS and NAVSHIPYDs unless separately negotiated with individual customers.

b. The sensitive nature of financial data contained in reports required by this directive, such as the Predicted End Cost (PEC) and other business sensitive information, make it incumbent upon all users to safeguard the information so that it does not provide an unfair competitive advantage to any contractor doing business with the Navy. In this regard, the reports required by enclosures (1) and (2) will be marked to alert readers as to their sensitive nature. This will be accomplished by using a naval message classification of UNCLAS FOUO on all reports. In this regard, at the top of the first page of each report the following statement will be used: "FOUO. FOR OFFICIAL USE ONLY - THIS REPORT CONTAINS BUSINESS SENSITIVE INFORMATION."

6. Reporting Requirements

a. **Ship Departure Reports.** These reports are prepared to inform the customer, e. g. Type Commander (TYCOM), NAVSEA, etc., of the work accomplished and the applicable prorated cost. Although Ship Departure Reports are not intended to be accounting documents, they should be as accurate as possible at the time of submission for the most effective use of the data. If final costs are not available when reports are due, predictions of final cost shall be made on the most current data available. Reports shall be in the following format:

SUPSHIPS. As noted by reference (c), addressees are advised to include the requirement for Ship Departure Reports in the CDRL as well as in the contract specification. Tasking the contractor to develop the report will generally result in more accurate return cost data since a SUPSHIP does not have access to the contractor's detailed costs under fixed-priced contracts. Submit Ship Departure Report in the format of NAVSEA 4790-13, as depicted in enclosure (1).

NAVSHIPYDs. Submit Ship Departure Reports using NAVSHIPYD MIS report options FAREA and FAREC, formerly FA-905A and FA-905C, applying RCS NAVSEA 4790-3 and NAVSEA 4790-5 as described in reference (d). Enclosure (2) depicts this series of reports. NAVSHIPYDs shall ensure that all engineering and service costs are identified either directly or through proration and applied to alterations where applicable. All costs charged to Ship

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Alterations (SHIPALTs) or Ordnance Alterations (ORDALTs) must be identified to authorized alterations.

b. **Alteration Completion Reports.** Alteration Completion Reports shall be submitted by SUPSHIPS and NAVSHIPYDs for all availabilities in which modernization is performed. The report shall be submitted in the format of NAVSEA 4790-14 as shown in enclosure (3). If an alteration is partially accomplished, a meaningful description of the additional effort required to complete the work shall be provided.

c. **Distribution.** Ship Departure Reports and Alteration Completion Reports shall be submitted as follows:

(1) All availabilities except technical availabilities (TAVs) and those associated with activations, reactivations, and inactivations:

Cognizant Fleet Commander	one copy
Cognizant Type Commander	one copy
SUBMEPP (as applicable)	one copy
Commanding Officer of ship	two copies
Naval Sea Systems Command Headquarters	
Cognizant Ship Program Manager	one copy
SEA 91, SEA 91K, SEA 92 (as applicable)	one copy
SEA 04X1 (SUPSHIP) or SEA 04X2 (NAVSHIPYD)	one copy

(2) Departure reports for activations, reactivations, inactivations and availabilities for inactive fleet ships will be distributed as follows:

Cognizant Inactive Ship Maintenance Facility	one copy
Cognizant Type Commander	one copy
Naval Sea Systems Command Headquarters	
SEA 04X1 (SUPSHIP) or SEA 04X2 (NAVSHIPYD)	one copy
Cognizant Ship Program Manager	one copy

(3) Technical availability ship departure reports shall be distributed to:

Cognizant Type Commander	one copy
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d. **Electronic distribution.** NAVSEA (SEA 04) is evaluating methods for electronic transmission of Ship Departure Reports. Procedures will be promulgated by separate correspondence.

7. **Reports.** Reports required by this instruction are assigned the following NAVSEA Report Control Symbols:

a. Ship Departure Report COAR Summary (NAVSHIPYD) NAVSEA 4790-3;

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- b. Ship Departure Report Work Request/Job Order Detail (NAVSHIPYD) NAVSEA 4790-5;
- c. Ship Departure Report (SUPSHIP) NAVSEA 4790-13;
- d. Alteration Completion Report NAVSEA 4790-14.



B. P. CLARK
Assistant Deputy Commander
for Industrial Operations

Distribution:

SNDL FKP7 Naval Shipyard
FKP8 SUPSHIP
SUPSHIP DETs (Charleston, Colts Neck, Ingleside, Pearl Harbor)

Copy to: (2 copies each unless otherwise indicated)

SNDL A3 CNO (N43)
21A1 CINCLANTFLT
21A2 CINCPACFLT
C21 AA UNSECNAVDET
24A Type Commanders (less 24J)
PEO DD 21
A1J1G PEO CV
A1J1K PEO UNSEAWAR
A1J1L PEO TSC
A1J1M PEO MINEWAR
A1J1N PEO SUB
A1J1P PEO EXW
FKA1B COMSPAWARSYSCOM
FKP1 NOC, NSWC, NUWC
FKP26 SUBMEPP
FKP5A FTSCCLANT, FTSCPAC
FT88 EDOSCOL

Stocked: Defense Printing Detachment
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Arlington VA 22202-2889

NAVSEA Copy to: (2 copies each unless otherwise indicated)

SEA 91
SEA 91K
SEA 92
SEA 04X1
SEA 04X2

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SEA 08
SEA 09A1 (5)
PMS303A1
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PMS325K
PMS377
PMS393
PMS396
PMS400F9
PMS400F924
PMS400F933

Stocked: Defense Distribution Depot Susquehanna PA (25 Copies)
Building 05
5450 Carlisle Pike
Mechanicsburg, PA 17055-0789

SHIP DEPARTURE REPORT (SUPSHIP)
(NAVSEA REPORT 4790-13)

**FOUO. FOR OFFICIAL USE ONLY - THIS REPORT CONTAINS BUSINESS
SENSITIVE INFORMATION**

Date of this report: _____

Ship Name/Hull Number: _____

Ship's UIC: _____

Type of Availability: (DSRA, PMA, SRA, etc.)

Availability Number: (Three digit number assigned by SUPSHIP)

Availability Start Date: _____

Availability Completion Date: _____

Industrial Activity: (Name of SUPSHIP)

Contractor(s): (Name of Contractor)

Point of Contact: (Name of person submitting report)

Phone Number:

Distribution:

MAN-DAY RATE SUMMARY

LOT Number _____
(Where applicable)

<u>Customer/Type of Work</u>	<u>COARS</u>	<u>M/D RATES \$</u>
TYCOM Repair	_____	_____
TYCOM SHIPALTS	_____	_____
NAVSEA SHIPALTS	_____	_____
NAVSEA ORDALTS	_____	_____
Logistic Services (i.e. DSA Funded Ship's Selected Records)	_____	_____
Other _____	_____	_____

Definitions:

LOT Number: To be used in situations of Lot/Split Bidding (#1, #2, #3).

COAR: Cost category code (first two digits for customer and last three digits for availability number).

M/D RATES\$: Man day rates used by the contractor or by the cognizant SUPSHIP.

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LOT Number _____
(Where applicable)

SHIP WORK LINE ITEM NUMBER _____

Ship System/ Work Description	<u>COAR</u>	<u>GLM\$</u>	<u>M/D</u>	<u>MATL\$</u>	<u>COST\$</u>	<u>APAS</u>
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Main Steam Piping
(an example)

Totals	_____	_____	_____	_____	_____	_____
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Definitions:

LOT Number: To be used in situations of Lot/Split Bidding (#1, #2, #3).

SHIP WORK LINE ITEM NUMBER: SARP page number (Example:; 253A01B or Work Item Number where SARP not provided).

COAR: Cost category code (first two digits for customer and last three digits for availability number).

GLM\$: Cost of government labor and government furnished material.

M/D: Contractor man-days including all change orders.

MATL\$: Cost of contractor furnished material (prorate the planning estimate material cost to the bid price) including all change orders.

COST\$: Total dollar cost including contractor labor, contractor material, and GLM.

APAS: The dollar cost of Appropriation Purchase Account material utilized in connection with the Customer Order (not chargeable to the Job Order).

LOT Number _____
(Where applicable)

LOT SUMMARY

Customer/Type of Work	<u>COAR</u>	<u>GLM\$</u>	<u>M/D</u>	<u>MATL\$</u>	<u>COST\$</u>	<u>APAS</u>
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TYCOM Repair

TYCOM SHIPALTS

NAVSEA SHIPALTS

NAVSEA ORDALTS

Logistic Services
(i.e. DSA Funded Ship's Selected Records)

Other

Totals _____

Contract Award Price: _____

Name of Contractor: _____

Definitions:

LOT SUMMARY: Summarizes the cost of Lot/Split Bids.

COAR: Cost category code (first two digits for customer and last three digits for availability number).

GLM\$: Cost of government labor and government furnished material.

M/D: Contractor man-days including all change orders.

MATL\$: Cost of contractor furnished material (prorate the planning estimate material cost to the bid price) including all change orders.

COST\$: Total dollar cost including contractor labor, contractor material, and GLM.

APAS: The dollar cost of Appropriation Purchase Account material utilized in connection with the Customer Order (not chargeable to the Job Order).

Contract Award Price: Cost of contract at time of award.

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SAMPLE REPORT

SHIP DEPARTURE REPORT (SUPSHIP)
NAVSEA REPORT 4790-13

**FOUO. FOR OFFICIAL USE ONLY - THIS REPORT CONTAINS BUSINESS
SENSITIVE INFORMATION**

Date of this report: 08/16/96

Ship Name/Hull Number: USS ST LOUIS (LKA 116)

Ship's UIC: 05847

Type of Availability: SRA

Availability Number: 094

Availability Start Date: 03/22/96

Availability Completion Date: 07/26/96

Industrial Activity: SUPSHIP San Diego

Contractor(s): National Steel

Point of Contact: John Q. Public

Phone: (703) 555-9845

Distribution:
NAVSEA 015, 91K3, 04X13, 91
CINCPACFLT
COMPHIBRON SEVEN
CO, USS ST LOUIS
PERA SURFACE

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SAMPLE REPORT

Enclosure (1)

SAMPLE REPORT

CUSTOMER SUMMARY

Customer/Type of Work	<u>COAR</u>	<u>GLMS</u>	<u>M/D</u>	<u>MATLS</u>	<u>COSTS</u>	<u>APAS</u>
TYCOM Repair	16094	132,000	560	23,000	266,132	2300
TYCOM SHIPALTS	16094	70,000	380	14,000	159,411	64
NAVSEA SHIPALTS	30094	12,000	320	25,000	100,504	230
NAVSEA ORDALTS	00000					
Logistic Services (i.e. DSA Funded Ship's Selected Records)	30094	62,000			62,000	
Other	00000					
Totals		276,000	1,260	62,000	588,047	2,594

Contract Award Price: 275,414

Name of Contractor: National Steel

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SAMPLE REPORT

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SAMPLE REPORT

MAN-DAY RATE SUMMARY

<u>Customer/Type of Work</u>	<u>COARS</u>	<u>M/D RATES \$</u>
TYCOM Repair	16094	198.45
TYCOM SHIPALTS	16094	198.45
NAVSEA SHIPALTS	30094	198.45
NAVSEA ORDALTS	52094	198.45
Logistic Services (i.e. DSA Funded Ship's Selected Records)	30094	205.15
Other	00000	000.00

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SAMPLE REPORT

Enclosure (1)

SAMPLE REPORT

SHIP WORK LINE ITEM NUMBER 253A01B

Ship System/ Work Description	<u>COAR</u>	<u>GLMS</u>	<u>M/D</u>	<u>MATL\$</u>	<u>COST\$</u>	<u>APAS</u>
Main Steam Piping	16094	87,020	4,427	56,042	1,052,320	16,167

SAMPLE REPORT

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REPORT NO: FAREA

REPORT TITLE: SHIP DEPARTURE REPORT, CUSTOMER ORDER SUMMARIES

FREQUENCY: MONTHLY (ON REQUEST)

PURPOSE: To produce required Departure Reports at the COAR summary level

SEQUENCE: Inter - COAR
Major - Unit Identification Code

PAGE EJECT: Unit Identification Code

NARRATIVE: This report summarizes to the customer order level all costs incurred by a ship customer during an availability. The report is in the prescribed format forwarding to NAVSEA.

REPORT NO. FAREA REL 4.0 DATA DATE: 16 OCT 95
NSY PEARL HARBOR ISSUE DATES: 16 OCT 95
CUSTOMER ORDER SUMMARIES Point of Contact:
NAVSEA REPORT 4790-3 NAVSEA REPORT (NAVSHIPYD) Phone:

- ① REPORTING ACTIVITY NAVSHIPYARD PEARL HARBOR ⑥ 3-M AVAILABILITY N53
- ② REPAIR ACTIVITY UIC 00311 ⑦ AVAIL START DATE 93 270
- ③ SHIP NAME & HULL NO. USS CUSHING (DD 985) ⑧ OFFICIAL COMP DATE 95 243
- ④ UNIT ID CODE 20617 ⑨ AVAIL ACTUAL COMP 95 243
- ⑤ TYCOM CODE P2

SAMPLE REPORT

CUST ORDER	ALLOT/PROJECT NO.	APPROP AND SUBHEAD	MDAY RATE	F	FUNDS AMT	TOTAL MDS	LABOR COST	ACTUAL MAT'L COSTS	TOTAL STAB COST	ACTUAL TOTAL COSTS	APA MAT-L
16W53	* SEE PAGE 2	* SEE PAGE 2	360.34	F	39337710	51006	12974074	729841	36861767	37692173	
22N53	00070R2556	1731804702A	410.44	F	1650360	2702	645727		1734841	18692542	
	NATURE OF WORK: NEW WORK										
30W53	* SEE PAGE 2	* SEE PAGE 2	378.56	F	78297102	178886	44711378	12802927	123364648	125213996	43143
	NATURE OF WORK: SHIPALTS										
43N53	SM934F0452	173181084UK	258.50	F	6824	10	2965		6204	5550	
	NATURE OF WORK: ORDALTS										
			119285172		232554		58334179	19249261	161967460	164774261	78794

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Enclosure (2)

SHIP DEPARTURE REPORT
CUSTOMER ORDER SUMMARIES

REPORT NO: FAREA

ITEM NO	FIELD TITLE	CHAR/SIZE	IDENTIFICATION OF DATA
①	REPORTING ACTIVITY	X 16	Reporting activity accounting number.
②	REPAIR ACTIVITY UIC	N 5	Repair activity accounting number (Volume 2, Chapter 5 of NAVCOMPT Manual)..
③	SHIP NAME & HULL NO	X 20	Ship name and hull number.
④	UNIT ID CODE	N 5	Ship accounting number (Volume 2, Chapter 5 of NAVCOMPT Manual).
⑤	TYCOM CODE	X 2	Type commander code.
⑥	3-M AVAILABILITY	X 3	Three character availability designation
⑦	AVAIL START DATE	YYDDD	Start date of an availability.
⑧	OFFICIAL COMP DATE	YYDDD	Completion date of availability.
⑨	AVAIL ACTUAL COMP	YYDDD	Actual completion date of an availability.
⑩	CUST ORDER	X 5	Customer order acceptance record number.
⑪	ALLOT/PROJECT NO	X 10	Allotment or project order number financing the COAR.
⑫	APPROP AND SUBHEAD	X 11	Appropriation and subhead
⑬	MANDAY RATE	Z 5	Approved Manday Rate, dollars per hour.
⑭	FP	X 1	Fixed price indicator.
⑮	FUNDS AMT	Z 13	Funds authorized.
⑯	TOTAL MDS	Z 6	Direct labor hours divided by eight.
⑰	LABOR COSTS	Z 8	Total of straight time, overtime, and holiday labor expenditures and overhead and direct reimbursements.
⑱	ACTUAL MATL COST	Z 8	Material, shop stores, and other expenditures.
⑲	TOTAL STAB COSTS	Z 10	Total of stabilized labor cost plus material and outstanding commitments
⑳	ACTUAL TOTAL COST	Z 10	Total of labor and material costs plus outstanding commitments.
㉑	APA MATL	Z 8	Appropriation Purchases Account material -- not chargeable to a job order.

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REPORT NO: FAREC

REPORT TITLE: SHIP DEPARTURE REPORT, JOB ORDER-WORK REQUEST DETAIL

FREQUENCY: MONTHLY (ON
REQUEST)

PURPOSE: To produce required Departure Reports at the Work Request - Job Order level.

SEQUENCE: Work Request

PAGE EJECT: Availability Number
(Unit Identification
Code)

NARRATIVE: This report lists work request items by work request. The report is in the prescribed format for forwarding to NAVSEA.

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NAVSEA REPORT 4790-5

SAMPLE REPORT
SHIP DEPARTMENT REPORT (NAVSHIPYD)
JOB ORDER - WORK REQUEST DETAIL

DATA DATES: 16 OCT 98
ISSUE DATES: 16 OCT 98

① UNIT ID CODE 20617 ② SHIP: USS CUSHING (DD 985) ③ REPAIR ACTIVITY 00311

④ WR NR WC JSN ⑤ APL/AEL UNITS ALTERATION ID ⑥ JOB ORDER TITLE ⑦ JOB ORDER NUMBER ⑧ TOTAL MDS ⑨ LABOR COSTS ⑩ MATL COSTS ⑪ TOTAL COSTS ⑫ APA MATL COSTS

④ WR NR WC JSN	⑤ APL/AEL UNITS ALTERATION ID	⑥ JOB ORDER TITLE	⑦ JOB ORDER NUMBER	⑧ TOTAL MDS	⑨ LABOR COSTS	⑩ MATL COSTS	⑪ TOTAL COSTS	⑫ APA MATL COSTS
YARD#001		GENERAL RQMTS	5280	1360107	65885	3505384		
YARD#002		GENERAL RQMTS	3620	1056414		2529796		
YARD#003		GENERAL RQMTS	3631	1029560	556	1976193		
YARD#004		GENERAL RQMTS	3586	1153698	31496	2026132		
YARD#005		EXCESS MATL			289296			
ER01Z149		HULL UW BODY	1662	423511	294487	957098		
*		FUEL OIL TANKS	1605	354968	31011	1100250		
EB14P017								
EB14P017								
EB14P017								
EB14P018								
EB14Z149								
EB14Z150								
EB14Z151								
EB14Z197								
EB14Z198								
EB14Z199								
EB14Z200								
*		JP-5 TANKS	50	10543	153	32381		
EB14P016								
EB14P016								
EB14Z152								
EB14Z153								
EB14Z154								
EB14Z155								
*		POTABLE WATER TKS	70	14260	409	46211		
EB14P159								
EB14P160								
EB14Z161								
EB14Z162								
EB14P033								
EB14P035								
*		CONTAM OILS TKS	122	26114	2552	90764		
EB14P002								
EB14P003								
EB14P163								
EB14P164								
EB14P165								
EB14P166								
EM14P010								
EM14P012								
*		VOIDS & COFFERDAMS	138	31410	881	96227		
ER01Z155								
ER01Z156								
ER01Z157								

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Enclosure (2)

REPORT NO: FAREC

SHIP DEPARTURE REPORT (NAVSHIPYD)
WORK REQUEST - JOB ORDER DETAIL

ITEM NO	FIELD TITLE	CHAR/SIZE	IDENTIFICATION OF DATA
①	UNIT ID CODE	N 5	A five-digit number which identifies the ship (Volume 2, Chapter 5 of NAVCOMPT Manual)
②	SHIP NAME & HULL NO.	X 20	Ship type, number, and name.
③	REPAIR ACTIVITY UIC	N 5	Repair activity accounting number.
④	WR NR WC JSN	X 8	Work center and job sequence number (only if provided in SARP/AWP).
⑤	APL/AEL UNITS ALTERATION ID	X 11	A number identifying items such as alteration, SHIPALT, and orders.
⑥	JOB ORDER TITLE	X 20	Title of job order.
⑦	JOB ORDER NUMBER	X 10	Job order number.
⑧	TOTAL MDS	Z 8	Direct labor hours divided by eight.
⑨	LABOR COSTS	Z 10	Total of straight time, overtime, and holiday labor expenditures and overhead and direct reimbursements.
⑩	MAT'L COST	Z 10	Material, shop stores, other DMI, and commitment expenditures total.
⑪	TOTAL COSTS	Z 10	Total of labor and material cost plus outstanding commitments and DMI.
⑫	APA MAT'L	Z 10	APA material statistical data.

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SHIP ALTERATION COMPLETION REPORT
(NAVSEA REPORT 4790-14)

Date of this report: _____

Ship Name/Hull Number: _____

Point of Contact: _____

Ship's UIC: _____

Phone: _____

NAVSEA SUMMARY

SHIPALT/ORDALT NUMBER	BRIEF DESCRIPTION	COMPLETED (YES/NO)	EXPLAIN
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TYCOM SUMMARY

SHIPALT/ORDALT NUMBER	BRIEF DESCRIPTION	COMPLETED (YES/NO)	REMARKS
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Definitions:

BRIEF DESCRIPTION: Give a brief description of alteration (MK 10 Radar Drive Motor, MK 56 Slip Rings Assembly, etc.).

REMARKS: Provide brief explanation as to why alteration was not completed.

Enclosure (3)

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SAMPLE REPORT

SHIP ALTERATION COMPLETION REPORT (NAVSEA REPORT 4790-14)

Date of this report: _____

Ship Name/Hull Number: USS ST LOUIS (LKA 116)

Ship's UIC: 05847

Point of Contact: John Q. Public

Phone: (703) 555-9845

NAVSEA SUMMARY

SHIPALT/ORDALT NUMBER	BRIEF DESCRIPTION	COMPLETED (YES/NO)	EXPLAIN
LKA-100K	Compartment Access	YES	
LKA-104K	Machy Plant Imprvmt	YES	
LKA-105K	Improve Boiler Instl	NO	Matl not Avail

TYCOM SUMMARY

SHIPALT NUMBER	BRIEF DESCRIPTION	COMPLETED (YES/NO)	REMARKS
LKA-106D	Radar Repeater Input	YES	
LKA-116D	Vent Sys Improvements	YES	
LKA-119D	Radar Cooling System	NO	Matl not avail. Test kit A1 to be delivered direct from vendor

SAMPLE REPORT