

LOGISTICS (LOG) (Production Support)



DESK GUIDE



CNRMC M-4700.3B

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DEPARTMENT OF THE NAVY
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FORWARD

From: Commander, Navy Regional Maintenance Center

Subj: LOGISTICIAN ROLE-BASED DESK GUIDE

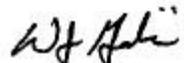
Ref: (a) COMUSFLTFORCOMINST 4790.3
(b) CNRMC Fleet Desk Guide (FDG)

1. This Logistician (LOG) Role-Based Desk Guide (RBDG) provides Regional Maintenance Center (RMC) Logisticians, Repair Parts Petty Officers (RPPOs) and Planners with standardized procedures to assist in execution of their duties and responsibilities outlined in reference (a). Augmented by reference (b), it contains procedures for executing the maintenance availability end-to-end (E2E) process. All RMCs are directed to incorporate the Logistician RBDG within their operations.

2. The RBDG's can be accessed and downloaded through the CNRMC web portal at <https://dodcac.portal.navy.mil/navsea/CNRMC/fdg/default.aspx>. Any recommended changes should be submitted using the change request/feedback form located on the website, or forwarded to:

Deputy Director for Plans & Policy, Code 700
Navy Regional Maintenance Center, Suite 245
Norfolk, VA 23511-2245

3. CNRMC point of contact is Mr. Keith Ransom, Deputy Director for Plans and Policy, 757-443-2650 x1259, keith.ransom@navy.mil.


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Distribution:

Electronic only, VIA NRMC intranet

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LOGISTICS PROCEDURE 1**Identify Material Requirements (NSN Required)**

(Production Planner/RPPO)

The purpose of this procedure is to guide the Production Planner/RPPO in identification of material requirements when a National Stock Number (NSN) is required.

1. Log on to One Touch Support (OTS) or HAYSTACK, DoD E-MALL, General Schedule Administration (GSA) Advantage, and WEB Fleet Logistics Information System (FLIS) (for vendor information only) as applicable. Check material availability in Force Inventory Management Analysis Reporting System (FIMARS) to see if the part is onboard another ship for possible Other Supply Organization (OSO) transfer (used only when the part is not available anywhere else) Check availability of part using National Stock Number (NSN) or National Item Identification Number (NIIN).

2. Is the part available in the Supply System?

a. Yes - Get the price and availability location and submit to the Project Manager (PM). **Proceed to Logistics RBDG Procedure 2.**

b. No - Request Code 500 assistance, as required.

3. Will item be available in less than 30 days?

a. Yes - Notify PM/Shop of availability date.

b. No - Notify PM/Shop.

NOTE 1: Code 500 will assist Repair Parts Petty Officer (RPPO) with research and availability to include Item Manager queries.

4. Get vendor information from HAYSTACK to make inquiries of parts availability. This also includes indentifying items that are obsolete.

5. Part available?

a. Yes - Get quote and notify PM/Shop.

b. No - Notify PM/Shop.

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6. Is part within credit card threshold?
 - a. Yes - Proceed to Logistics RBDG Procedure 3.
 - b. No - Proceed to Logistics RBDG Procedure 6.

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LOGISTICS PROCEDURE 2**Create and Route Job Material List (JML) for National Stock
Number (NSN) Items in Material Requirements (MRQT)
(Production Planner/RPPO)**

The purpose of this procedure is to guide the Production Planner/RPPO and Logistician in creating and routing a Job Material List (JML) for National Stock Numbered (NSN) items in the MRQT application. Recommend the Enterprise Resource Planning (ERP) Business Office auto-fill common entry values on the JML template.

1. Log into the AIM4RMC Production Client.
2. Double-click on the MRQT Web Icon.
3. Go to the "Add" drop-down menu.
4. Click on "JML".
5. Put check in "Assign Document Number" block and erase all other checks at the top of page. May be auto-filled.
6. Type in the correct Item Control Number (ICN)/Key Op number that you are ordering the part for (the screen will auto populate with the information about the ICN/Key Op).
7. Enter the Key Op Item (KOI) number. This is a three digit sequential number that you choose to keep the JMLs in order for the Key Op. The system will not let you duplicate KOIs on the same Key Op.
8. Enter Job Control Number (JCN). Using the JCN drop-down menu, choose the correct JCN for which you are ordering material. If there are no JCNs assigned to the ICN/Key Op, contact the Ship Sup for that Ship or overhead ICNs may not have JCN assigned or required.
9. Enter Required Delivery Date (RDD). Using the drop-down calendar, choose the required delivery date for the material. Arbitrarily, two days before the job is to be started.
10. In the Federal Supply Code (FSC)/National Item Identificatin Number (NIIN)/Special Material Indemnification Code (SMIC) blocks enter the NIIN for the material. MRQT will

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auto-populate information on the material to include Unit of Issue (UI). It will also let you know if NIIN cannot be found.

11. Enter both requested Quantity/UI and Actual Quantity/UI. The amounts and units of issue will be the same. For Depot Level Repair (DLR) items only enter quantity one per JML.

12. Click on the Estimated (EST) price. For DLRs with turn-ins, the unit net price will require manual price entry to adjust net price and estimated cost fields.

13. Using the Shop ellipse drop-down, enter the shop that is ordering the material, e.g. XX Production Planning; XX Combat.

14. Using the Trade Skill Designator (TSD) drop-down menu enter the Trade Skill Designator of who is ordering the material, e.g. Production planner. Click "OK". If known, user may manually enter the data without using the ellipse drop-downs.

15. Using the Delivery Point (Del Pt:) drop-down menu, enter the shop where the material is to be delivered, e.g. XX Paint and Sandblast. Replicate delivery point in the description field.

16. Enter appropriate value in "ESSN LVL Block".

17. Enter appropriate value in "QA Block".

18. Copy JCN number to "Description Block".

19. Enter appropriate value in "RTE Block".

20. Enter appropriate value in "Project Code Block".

21. Enter appropriate value in "Priority block".

22. Enter E in "USE Block". May be auto-filled.

23. Ensure that TC: reads "A" and CMT: reads "0".

24. Select "NEXT JML block" if more than 1 JML is needed, and continue until last JML is entered. Otherwise continue to next step. On "Next JML" screen you will have to enter the description block, Project Code block, Use block, for all subsequent JMLs.

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25. Click "Submit and Exit". After selection Submit and Exit you will need to close out the current JML screen and that will display the JML screen requiring to be activated.

26. Click and highlight appropriate JML to be activated.

27. Using the JML drop-down menu, click JML Status and then select "Activate".

a. To activate more than one JML hold the shift key and scroll to last item selected and then release the shift key. All JMLs should be highlighted.

b. All JML's for maintenance related items, including material being ordered to accomplish IMA production support, must be routed to Supply Code 500 for ordering.

28. Click "Submit".

29. Choose the line items that you want to send to supply to order by clicking on the block to the left of the line. This will highlight that line. If you have several line items hold the "CTRL" key and click on each one, or, you may click on the top line of the list and hold the "SHIFT" key and click on the bottom JML of the group you want to select.

30. Once your JML lines are selected, select the "JML" drop-down menu and click on "Route To".

31. Using the drop-down menu, select the appropriate destination to send activated JMLs, then Click "OK".

32. You will get a window message, "Action completed successfully!" Click "OK".

*****The NSN JML(s) have been created and routed.*****

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LOGISTICS PROCEDURE 3**Create and Route Job Material List (JML) for National Stock
Number (NON-NSN) Items in Material Requirements (MRQT)
(Production Planner/RPPO)****Appendix: (A) Micro Purchase Card Process Flow**

The purpose of this procedure is to guide the Production Planner/RPPO and Logistician in creating and routing a Job Material List (JML) for Non-National Stock Numbered (NSN) items in the MRQT application. Recommend the ERP Business Office auto-fill common entry values on the JML template.

1. Log into the AIM4RMC Production Client.
2. Double-click on the "MRQT Web Icon".
3. Go to the "Add" drop-down menu.
4. Click on "JML".
5. Type in the correct Industrial Control Number (ICN)/Key OP that you are ordering the part for. The screen will auto populate with information about that ICN/KOP to include; "JML Status:", "Activity ID:", "Ship Type: Hull", "Ship/Activity name:", "CUPhase" etc.
6. Enter the Key Op Item (KOI) number. This is a three digit sequential number that you choose to keep the JMLs in order for the Key Op. The system will not let you duplicate KOIs on the same Key Op.
7. Using the Job Control Number (JCN) drop-down menu choose the correct JCN for which you are ordering material. For overhead jobs there is no JCN.
8. Using the drop-down calendar, choose the required delivery date (RDD) for the material. Arbitrarily, two days before the job is to be started (expected delivery date is taken into consideration). Two days is a general rule of thumb.
9. In FSC block, enter 9999, then enter quantity required in REQ Qty/UI and Act QTY/UI (these will be the same) and Unit/Net Price.

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a. Point and click in Unit/NET Price and enter dollar amount. Then click in "EST Cost" block to auto fill the extended price.

b. Add Company Commercial and Government Entity (CAGE) in the "CAGE block and enter company name.

c. Enter Company name in "Ref Pt block".

10. In the Shop block check on the ellipse and select shop description. Then click "OK".

11. In the TSD block check the ellipse and select TSD description. Then click "OK".

12. Using the drop-down menu provided, select Del Pt; this is the delivery point where the material is going to be used, e.g. XX for Paint and Sandblast.

13. Select "Essn" level. This field may be auto populated with "NA".

14. Select "QA" level. This field may be auto populated with "4".

15. Enter the noun name of the material or service you are ordering. If more than one item, list either various or the name of the first item on the list.

16. In the "Description" block, enter in plain language the description for the material of service.

17. Enter appropriate value in "RTE block".

18. Enter appropriate value in "Project code block" (ZK6, 733, 740, etc.).

19. Enter appropriate value in "Priority block".

20. Enter "E" in "USE block".

21. Ensure that TC: reads "B" and CMT: reads "8" and offline CASREPs "F". Click "Submit and Exit". This will bring you to the JML details screen. You may want to write down the JML document number for future reference.

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22. Click on "Stamps" folder in the left column and select "Credit Card Buy" then click on the "down arrow" icon below.
23. This will bring the selected stamp down to the selected stamp box and add it to the JML.
24. Click "Submit". A check mark will appear on the stamp folder to indicate step accomplished.
25. Click on the "Attachments" folder, then click on "STD".
26. Select appropriate "Attachments Label Name" from list, e.g. Open Purchase Package, and then click "OK".
 - a. This puts a Standard (STD) (open purchase package) place holder within the attachments folder. (Ex: Sole source justification, statement of urgency, etc.)
 - b. SCAN all supporting documentation to an appropriate folder on your computer hard drive. You will be prompted to upload in future steps.
 - c. Submit Financial Obligation Approval document to Code 600.
27. Click on the attachment folder drop-down (+ sign) to identify the STD Open Purchase Package place holder under the "attachment" folder.
28. Click on the STD Open Purchase Package place holder. This brings up the "Attachment Title" window.
29. Click on "Store File". This brings up the "SELECT FILE" window.
30. In the "Select File" window, click "Browse" to locate the file you created in step 3.26 NOTE #2.
31. Navigate to your folder, and select the appropriate package file for the material, click "Open".
32. In the "Select File" screen, click "OK". If adding NOTES, double click on the Note folder and then on the "note" drop-down menu and select "insert". Enter any amplifying information to help the expeditor complete your JML.
33. Click "Submit and Exit".

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34. Click and highlight appropriate JML.
35. On the "JML" drop-down menu, select JML status then click on "Activate". This activates the JML by displaying a yellow highlighted "M" on the left column of window and indicates ACT in the "JML STAT" block.
36. Click "OK".
37. Click "Submit".
38. All **Purchase Card** JML's for maintenance related items, including material being ordered to accomplish IMA production support, must be **reviewed by requisitioning Dept. Head or appropriate designee. See Appendix (A) for process overview.**
39. Choose the JMLs to send to Department Head by clicking on the box to the left of the appropriate line(s).
40. On the "JML" drop-down menu select "Route To" and select appropriate "New Position".
41. On the "JML" drop-down menu, select JML status then click on "Review". This will update the "JML STAT" block to "REV".
42. Click "OK".
43. Click "Submit".
44. All **Purchase Card** JML's for maintenance related items, including material being ordered to accomplish IMA production support, must be routed to Code 500 for ordering.
45. Dept Head/designee will choose the JMLs to send to Supply Dept by clicking on the box to the left of the appropriate line(s).
46. On the "JML" drop-down menu select "Route To" and select appropriate "New Position".
47. MRQT Open Purchase action complete. Verify **Code 500 has** received OP JML request.

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LOGISTICS PROCEDURE 4

JML Technical Edit

The purpose of this procedure is to guide the Code 500 Logistician in conducting a JML technical edit with a logistics research tool.

1. Log into logistics research tool (e.g. HAYSTACK, FEDLOG).
2. Copy and paste from MRQT the NIIN and/or Part Number into the "SEARCH" field.
3. Verify all Technical data, e.g. Price, UI, etc.
4. All data valid?
 - a. Yes - In MRQT, using the JML drop-down menu, click JML status and select "Review and Complete", then click "Submit.
 - b. No - Reject back to originator.

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LOGISTICS PROCEDURE 5**Micro Purchase****Appendix: (A) Micro Purchase Card Process Flow**

The purpose of this procedure is to guide Code 500 in completing a micro purchase. **See Appendix (A) for process overview.**

1. Access JML in **MRQT**.
2. **AO will** review Micro Purchase Package for accuracy and completeness (statement of urgency, sole source justification, quotation, etc.).
 - a. If yes, **using the JML drop-down menu, click JML status and select "Review and Complete", then click "Submit"**.
 - b. If no, **reject back to originator.**
3. **Forward paper copy of JML to cardholder.**
4. **Assign buyer in MAT.**
5. **Cardholder awards Purchase in MAT.**
6. **Contact vendor and place order.**
7. Update EDD in MAT. Follow all applicable Government Commercial Purchase Card (GCPC) procedures.

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LOGISTICS PROCEDURE 6**Contracts**

The purpose of this procedure is to provide guidance in processing a JML to obtain materials required through a contract.

1. PM/Shop provide expeditor with material request.
2. Route JML to Code 500.
3. Review Contracts Package for accuracy and completeness (statement of urgency, sole source justification, quotation, etc.).
4. Code 500 validates all paperwork and submits NAVCOMPT 2276 to Finance (Code 600) for approval.
5. Code 600 approves and returns to Code 500.
6. Code 500 submits all paperwork to NAVSUP GLS for acceptance via Funding Document Manager (FDM).
7. Naval Supply Command Global Level Settings (NAVSUP GLS) acceptance.
8. NAVSUP GLS will send originator notification of acceptance and route to FLC Contracts (Code 200).
9. FLC Code 200 buyer awards contract to vendor.
10. FLC Code 200 Contracting will e-mail notification of contract award to Code 500.

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LOGISTICS PROCEDURE 7

Check Part Status in MRQT

(Production Planner/RPPO)

The purpose of this procedure is to guide the Production Planner/RPPO in checking part status in the Material Requirements (MRQT) application.

1. Select quick Filter in MRQT.
2. Click JML by document number, ICN, Hull or Shop.
3. Double click material status folder on left side of screen.
4. Document numbered data full display screen appears with status.

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LOGISTICS PROCEDURE 8

Check Part Status in MAT

The purpose of this procedure is to guide the Logistician in checking part status in the Material (MAT) application.

1. Log in to MAT.
2. Click on MF MM/MS QUERY.
3. Click on MQFULL.
4. Type in JML number, up to 20 may be entered.
5. Current status with ETD is shown on JML.

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LOGISTICS PROCEDURE 9**Depot Level Repairable (DLR) Item Management**

The purpose of this procedure is to guide the Logistician in management of Depot Level Repairable (DLR) items.

1. Process in accordance with LOGISTICS PROCEDURE 2 in this desk guide.
2. Route JML to DLR Inbox.
3. DLR Manager opens record by clicking on Activity from the DLR Inbox.
4. Verify EDD, if CASREP should be next calendar day.
5. Ensure QTY never exceeds one (1).
6. Check logistics research tool (e.g. ERMS, HAYSTACK, FEDLOG). If 5G needs RIP Chit or turn-in; 5S is authorized remain in place part; 5D the part is initial allowancing, a justification must accompany JML and Unit price must be used; 5A must be accompanied by a DD 200 Survey form.
7. Verify valid Delivery Point.
8. Verify Requestor Information is populated in Additional Details tab.
9. Verify any other Additional Details.
10. Click Admin tab to enter appropriate priority, CASREPS priority 03, all others priority 06.
11. Click on JML in MRQT menu bar and scroll down to Review and Complete, click "Yes:" at prompt.
12. Record should then have no active fields, JML "grayed" out.
13. Re-access the DLR Inbox to ensure JML has been completed and is listed as CPL in JML Status column. Once ordered the JML is tracked through the ERMS NITA report and One Touch. The Electronic Retrograde Management System (ERMS) NAVICP Inventory Tracking & Accounting (NITA)

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report will display if the DLR carcass has been received or if there has been a charge for an undelivered carcass.

14. Once part arrives the Shop will be notified and they must provide the turn-in carcass before receipt of material. There are circumstances in which a carcass cannot be delivered until the new part is installed. These issues will be identified prior to ordering the material.

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LOGISTICS PROCEDURE 10**Material Receipt/Turnover for "E" & "D" Use Coded Material**

1. Material received may be accompanied with different receipt paperwork (1348-1A, 1149, etc), depending on the manner in which the material was requested, the issuing activity, and the modes of transportation used in delivery. Particular circumstances will dictate what documents will be received with a given commodity, but the C500 receiving personnel will verify the paperwork matches the material received, and then circle the quantity received, sign and date the paperwork. If material is received damaged, or without paperwork, the NAVSUP P-485 will be consulted.

2. Have shipping document (DD1348-1A) for reference during the following steps:

- a. Log in to MAT.
- b. Select "MF Updates".
- c. Select "Receipt".
- d. Select "MRDOC".
- e. Insert Document Number (last eight (8) of Milstrip) in the "Doc Nr" field and click the
- f. ("Find(flashlight)" icon. For partial receipt enter the suffix in the "Suffix" field.
- g. Utilizing the DD1348-1A verify the following information:
 - (1) NIIN/SMIC.
 - (2) Received Quantity(correct if necessary for partial receipt).
 - (3) Receipt Value(correct with value from 1348-1A if necessary).
- h. Enter the receiving location in the "Location" field.
- i. Enter the number of containers received in the "Ctns" field.

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- j. Enter the storage building in the "Strg Bldg" field.
- k. Enter "Y" in the "MMD Ind" field.
- l. Enter the MFRDT for the 1348-1A in the "Cure Date" field if required.
- m. Enter the Receiver's badge number in the "Recv Badge Nr" field. (This can be any six character alpha-numeric string i.e. last name of receiver).
- n. Click on the "Save" (diskette) icon. You will see a message at the bottom of the screen stating the transaction was completed and saved.
- o. Three copies of the Material Movement Document (MMD) will print out of the designated printer. Staple the 1348-1A's to the MMD's and place with the material.
- p. Notify shop logistician/RPPO (PM/PE or Property manager for GFM) material is ready to be picked up.
- q. When the shop logistician/RPPO comes to pick up material have them circle the quantity, print their name, sign, and date one copy of the 1348-1A or one copy of the MMD. File the original signed receipt by the Julian date of the Milstrip.
- r. Provide the shop logistician with the remaining copies of the DD1348-1A.
- s. Follow steps 1 thru 15 above. Then perform the following:

NOTE: Continue with the steps "t" through "y" only for Material Receipt/Turnover of "D" use coded material

- t. Click on the "Exit"(Open blue door) icon twice to get back to the "MF Updates" screen.
- u. Click on "DMI Issue".
- v. Click on "MISSUE".
- w. Enter the document number in the "Doc NR" field and hit "Enter".

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x. Enter the quantity issued in the "Iss Qty" field if different from the quantity populated.

y. Enter a six character alpha-numeric string in the "Badge Nr" field to identify the person receiving the material, i.e. this can be their last name or company, ex.BIW.

z. When the shop logistician/RPPO(contract rep for GFM) comes to pick up material have them circle the quantity, print their name, sign, and date one copy of the 1348-1A and one copy of the MMD. File the original signed receipt by the Julian date of the Milstrip.

aa. Provide the shop logistician/RPPO(contract rep for GFM) with the remaining copies of the DD1348-1A and MMD's.

bb. Receipt Discrepancies.

(1) All discrepancies noted prior to DTO, Supply Discrepancy Report (SDR) will be completed by Fleet Logistics Center (FLC) personnel.

(2) Discrepancies will be processed in accordance with the Product Data Reporting and Evaluation Program (PDREP).

cc. Reversing/Editing Quantity

(1) In reversing or editing the quantity received, use MF UPDATES from Maintenance Applications.

(2) Select "MF Updates".

(3) Select "Adjustment".

(4) Select "MAD REC".

(5) Fill in the yellow boxes and select the "Flashlight" tab.

(6) Fill in the "ADJ QTY" and "ADJ VALUE".

(7) Select "ADJ CD" Decrease/Increase.

(8) Put "Y" on "DUE MAINT" Box.

(9) Select the "Disk" tab to save.

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(10) All miscellaneous materials not in AIM4RMC (express mail, courier mail, etc.) are logged in and turned over to appropriate personnel.

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LOGISTICS PROCEDURE 11**Excess Material**

(Production Planner/RPPO)

The purpose of this procedure is to guide the Production Planner/RPPO and Logistician in processing excess material after a job has been certified/closed.

1. With the exception of AS1 shipping status, once a job is certified/closed in AIM4RMC all outstanding requisitions are automatically cancelled.
2. All requisitions received after the job is certified are received as Undesignated Material (UDM)/also known as Future Use Material (FUM).
3. UDM/FUM is transferred to Production (Code 900) and exhausted to an outstanding job, or the excess Material is Turn-in to Stock (MTIS).
4. Once MTIS is received in Code 500, a 7000 series document expenditure number is assigned and logged into the expenditure number record book.
5. A shipping document (DD 1348-1A) is prepared.
 - a. Mandatory fields for the DD 1348-1A are:
 - (1) Document Identifier (D6A)
 - (2) Expenditure Number
 - (3) National Stock Number (NSN)
 - (4) Unit of Issue (U/I)
 - (5) Quantity
 - (6) Navy Cognizance Number
 - (7) Ship to appropriate Realtime Reutilization Asset Management (RRAM) and/or Defense Reutilization and Marketing Service(DRMS) Facility.

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6. Material is turned over to Defense Distribution Depot and signed copy of DD 1348-1A is retained. All FUM and Plant Stock are monitored by CNRMC.

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LOGISTICS PROCEDURE 12**Shipment of Material**

The purpose of this procedure is to guide the Logistician in shipment of material.

1. Shipment of Material (DLA)

a. Once shipping request is received, DD 1149 is prepared and attached to the outside of the container in a packing list.

b. Verify appropriate Line of Accounting (LOA) and/or Transportation Account Code (TAC) is identified on DD 1149.

c. Material is turned over to Defense Distribution Depot and signed copy of DD 1149 is retained.

d. If applicable, ensure material is drained, sealed, and purged of hazardous material.

2. Shipment of Material (Express Carrier)

a. Once shipping request is received, log into appropriate carrier (eg. UPS, FedEx, DHL, etc.) account and create shipping documentation and label(s).

b. Schedule package pickup.

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LOGISTICS PROCEDURE 13**Reports & Queries**

The purpose of this procedure is to guide the Logistician in performing reports and queries.

1. Access Business Objects.
2. Double click on desired reports created by RMC Business Office/ERP Manager. Below are examples of reports that have been created at some RMCs:
 - a. "Rejected Requisition"
 - b. "CASREP"
 - c. "Outstanding and Completed JMLs"
 - d. "Uniform Material Movement Issue Priority System"
(UMMIPS)
 - e. "Overage Shipment"
 - f. "Jobs in Jeopardy"
 - g. "Outstanding and Completed DLRs"
 - h. "Credit Card Buys"
 - i. "Material Outstanding File Maintenance"
 - j. "Material Obligation Validation" (MOVs)
 - k. Ad hoc queries may be generated for RMC specific tailored reports.

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Appendix A

Micro Purchase Card Process Flow

