115178

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NATIONAL BUREAU OF STANDARDS 1963-A

REPORT DOCUMENTATION PAGE	READ INSTRUCTIONS BEFORE COMPLETING FORM

1. REPORT NUMBER DTNSRDC-82/037 ✓	2. GOVT ACCESSION NO. AD-A115178	3. RECIPIENT'S CATALOG NUMBER

4. TITLE (and Subtitle) SHIP'S STORES AUTOMATION MODERNIZATION (SSAM) - PHASE I REPORT	5. TYPE OF REPORT & PERIOD COVERED Interim Report 1982
	6. PERFORMING ORG. REPORT NUMBER

7. AUTHOR(s) C. M. Christie B. Siegel	8. CONTRACT OR GRANT NUMBER(s)

9. PERFORMING ORGANIZATION NAME AND ADDRESS David W. Taylor Naval Ship Research and Development Center Bethesda, Maryland 20084	10. PROGRAM ELEMENT, PROJECT, TASK AREA & WORK UNIT NUMBERS Program Element 62760N Task Area TF 60531900 Work Unit 1872-410

11. CONTROLLING OFFICE NAME AND ADDRESS Naval Supply Systems Command (Sup 033) Washington, D. C. 20376	12. REPORT DATE May 1982
	13. NUMBER OF PAGES 137

14. MONITORING AGENCY NAME & ADDRESS(if different from Controlling Office) Navy Resale and Services Support Office Fort Wadsworth Staten Island, N.Y. 10305	15. SECURITY CLASS. (of this report) UNCLASSIFIED
	15a. DECLASSIFICATION/DOWNGRADING SCHEDULE

16. DISTRIBUTION STATEMENT (of this Report)

APPROVED FOR PUBLIC RELEASE: DISTRIBUTION UNLIMITED

17. DISTRIBUTION STATEMENT (of the abstract entered in Block 20, if different from Report)

18. SUPPLEMENTARY NOTES

Ship's Stores Afloat
Functional Analysis
Material Acquisition

19. KEY WORDS (Continue on reverse side if necessary and identify by block number)

20. ABSTRACT (Continue on reverse side if necessary and identify by block number)

The purpose of the Ship's Stores Automation Modernization (SSAM) project is to identify and describe potential areas for automation that will enhance the shipboard ship's stores afloat operations and improve record control. This Phase I report describes the current Navy Ship's Stores Afloat (SSA) System (baseline) and includes a synthesized function flow and associated function descriptions in a standard format. Several types of ships were

(Continued on reverse side)

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(Block 20 continued)

visited to determine the manner in which each ship's SSA system is actually
being implemented. The data acquired from these visits were compared with
the baseline system to identify differences in the method of implementation.
These functional comparisons are presented in tables for each of the ship
types visited.

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LIST OF ABBREVIATIONS, ACRONYMS AND DEFINITIONS

AA	Authorized activity
AC	Markdown at or above cost
ACCT	Accountability
ACQR	Acquire
ADJ	Adjust
APPL	Applicable
APPV	Approve, approved
BC	Markdown below cost
BSO	Bulk Storeroom Operator
BULK, BSR	Bulk storeroom
CA	Collection Agent - SSO, DO, or someone designated by the SSO or DO to collect money
CALC	Calculate
CEI	Current ending inventory
COMP	Compare
COMPL	Complete
CNT	Count
CR	Cash register
CUSTODIAN	Person responsible for stock in a designated area
DESCR	Discrepancy
DISTR	Distribute
DO	Disbursing Officer
DET, DETERM	Determine
DOC'S	Documents
EXT	Extend, extension - an arithmetic computation, i.e., unit cost times number of units. Usually performed on receipt and expenditure documents
FAADC	Fleet Accounting and Disbursing Center
F10.1	Function 10 sub-function 1
GFS	General Fund Survey
GMO	Game Machine Operator
ICR	Inventory Control Record
INIT	Initiate
INSP	Inspect
INSTR	Instruction
INV, INVEN	Inventory
LMEI	Last month's ending inventory
LOADED OUT	Sufficient stock accumulated in retail outlet and storerooms to last for the entire mission
LOC	Location

MAT'L	Material – merchandise currently not in retail outlet or in storerooms (such as in receipt zone, or being transferred)
MARKON	Increase in a previously established retail selling price
MEMORANDUM INVOICE	Memorandum Cash Sale Requisition and Invoice/ Shipping Document (DD 1149)
MLSF	Mobile Logistic Support Force
NAVRESSO	Navy Resale and Services Support Office
NCF	NAVCOMPT FORM
NOMEN	Nomenclature
NRS	Navy Resale System
NSF	Navy Stock Fund
O, ORIG	Original
OPTAR	Operational Target
ORDERS	Purchase orders and requisition orders collectively, also called acquisition document(s)
OSO	Other Supply Officer(s)
O/S	Outstanding
OVERAGE/ UNDERAGE	Difference between cash register reading and the amount of cash collected (cash collection) or any difference between stock in inventory and the amount reflected in SSA records
PAY	Pay or payment
PERF	Perform
PEND	Pending
P.O.	Purchase order
PREP	Prepare
PRICE ADJUSTMENT	Procedure for changing the price for Navy clothing sold in the retail outlet
PUB	Publication
PURCHASE VARIANCE	Difference between the standard price and the price charged by a commercial vendor for clothing received from the Navy Supply Center
REC'V	Receive, received
REQN	Requisition
REQR	Requirement(s)
RET	Return
RETAIL	Retail outlet, retail store
RI	Receipt Inspector
RK	Records Keeper
RR	Retained Returns File
RSO	Retail Store Operator

S. INV.	Spot Inventory
SO	Senior Supply Officer aboard ship
SAO	Service Activities Operator
SHIP DOC	Shipping document - vendor ticket (commercial) or 1348-1, 1149 (Navy)
SSA	Ship's Store Afloat
SSAC	Ship's Stores Afloat Contract Bulletin
SSAM	Ship's Stores Automation Modernization
SSA-#	Ship's Stores Afloat file #
SSO	Ship's Stores Afloat Officer, also called Sales Officer
SSPN	Ship's Stores, Profits, Navy, General Fund
STOCK	Merchandise currently in retail outlet, or bulk
STOCK TURN	Movement of stock from SSA via selling, transferring, or disposal
STD PRICE	Standard price - the price at which Navy clothing is bought and sold as specified in NAVRESSO PUB 90
SUPT	Support, supporting
SYNTHESIS	Inter-relationships among ship's stores functions
TRANSFERRING ACTIVITY	Navy ship or other supply source for SSA
TZ	Markdown to zero
T1, T2	Inventory count team 1, team 2
VM	Vending machine
VMO	Vending machine operator
WA	When applicable
11-C	Completed Purchase Order File (SSA-11)
11-O/S	Outstanding Purchase Order File (SSA-11)
11-PEND	Pending Purchase Order File (SSA-11)
20 copy	Acquisition document copy signed by the responsible custodian upon receipt and acceptance of the stock
23 copy	Acquisition document copy signed by the RI upon receipt of the material, inspection, and acceptance

LIST OF SHIP'S STORES AFLOAT (SSA) FILES

(1) Financial Control Record (NAVSUP FORM 235)

(2) Number Control and Breakouts (NAVSUP FORM 980)

(3) Journal of Receipts and Journal of Expenditures
    (NAVSUP FORMS 977, 978)

(4) Receipts From Purchase

(5) Receipts From Other Supply Officers

(6) Expenditures to Use. Expenditures to Other Appropriations

(7) Surveys to Navy Stock Fund

(8) Cash Sales

(9) Transfers to Other Supply Officers

(10) Returns

(11) Purchase Order File

- Outstanding

- Pending

- Completed

(12) Outstanding Requisitions

(13) Completed Requisitions

(14) Expenditure Invoice

(15) Fiscal Gains or Losses

(16) Vending Machine Control (NAVSUP FORM 236)

(17) Correspondence (Military)

(18) Correspondence (commercial vendors, dealers, etc)

(19) Credit Memorandums

(20) Incoming Material File

(21) Accountability File

(22) Charges Against Ship's Store Profits

(23) Receipt Inspectors File

(24) Special Order File

LIST OF SHIP'S STORES AFLOAT FORMS

NAVSUP FORMS:

28	Requisition Receipt
48	Order and Inspection Report
235	Ship's Stores Afloat Financial Control Record
236	Vending Machine Control
238	Ship's Stores Inventory Count Sheet
464	Stock Record Card
469	Cash Register Record
470	Cash Receipt Book
972	Over-Ring/Refund Voucher
973	Intra-Store Transfer Data
977	Journal of Receipts
978	Journal of Expenditures
980	Number Control
983	Retail Price Change

DD FORMS:

200	Loss With Survey
504	Request and Receipt for Health and Comfort Supplies
1149	Requisition and Invoice/Shipping Document
1348	DOD Single Line Item Requisition System Document (manual)
1348-1	DOD Single Line Item Release/Receipt Document

NAVCOMPT FORMS:

153	Ship's Stores Balance Sheet and Profit and Loss Statement
176	Summary of Material Receipts/Expenditures
442	Discount Expires

STANDARD FORMS:

1034	Public Voucher for Purchases and Services Other Than Personal

LIST OF LOCAL FILES AND RECORDS

Requisition Log

Purchase Order Log

Expenditure Invoice Log

Inventory Control Record

Credit Memorandum Log

RSO Cash Receipt Book (NAVSUP FORM 470)

VMO Cash Receipt Book (NAVSUP FORM 470)

Collection Agent Cash Receipt Book (NAVSUP FORM 470)

Collection Agent Cash Register Record (NAVSUP FORM 469)

Price Line Inventory

ABSTRACT

The purpose of the Ship's Stores Automation Modernization
(SSAM) project is to identify and describe potential areas
for automation that will enhance the shipboard ship's stores
afloat operations and improve record control. This Phase I
report describes the current Navy Ship's Stores Afloat (SSA)
System (baseline) and includes a synthesized function flow and
associated function descriptions in a standard format. Several
types of ships were visited to determine the manner in which
each ship's SSA system is actually being implemented. The
data acquired from these visits were compared with the base-
line system to identify differences in the method of imple-
mentation. These functional comparisons are presented in
tables for each of the ship types visited.

ADMINISTRATIVE INFORMATION

ACKNOWLEDGMENT

1. INTRODUCTION

1.1 BACKGROUND

Navy Resale and Services Support Office's (NAVRESSO's) concern over current ship's stores afloat operations (accuracy of record-keeping, timeliness of reports, inventory control) and expected personnel shortages in specialized ratings during the 1980's emphasized the need for this study. Subsequent NAVSUP meetings and correspondence (Rear Admiral Grinstead letter to Rear Admiral Ryan - 21 July 1980) led to a request to the David W. Taylor Naval Ship Research and Development Center (Code 187) to perform a systems analysis and to determine the feasibility of developing a prototype of an automated shipboard Ship's Stores Afloat (SSA) system.

The original project included the objective of assessing the feasibility of developing an automated system. This system would support supply management and minimize the use of manpower. The original project method of approach required that the project be performed in three phases. NAVSUP letter of 12 August 1981 (043B/DHJ) to DTNSRDC specified that Phase I be completed and, in lieu of Phases II and III, the potential areas for automation be identified; and an integrated functional descriptions and data requirements document of the system to be automated be produced and published. Phase II will hereby be redefined to include the future tasks of identifying the potential areas for automation and developing the integrated functional descriptions and data requirements.

1.2 OBJECTIVE

The objective of the Ship's Stores Automation Modernization (SSAM) project is to describe potential areas for automation that will enhance the shipboard system to improve responsiveness and record control and to simplify operations. Specifically the Phase I task was to:

- identify and describe functionally the current shipboard SSA
    system (baseline system)

- identify the differences between the baseline system and the
actual shipboard method(s) of implementation

1.3 OVERVIEW

To fulfill the objective of this study, the following factors within the ship-
board SSA system needed to be identified and analyzed:

- The processes performed by the SSA activities

- The information inputs and outputs of each process

- The types of resources (men and equipment) used to
perform the required processes.

Figure 1 outlines the SSAM task relationships.

Phase I

During Phase I, function descriptions representing the current SSA system
(baseline) were developed. These descriptions were based on information from NAVSUP
Publication 487[*] and discussions with NAVRESSO personnel. The baseline was
validated by NAVRESSO. Variations in the actual shipboard method of system imple-
mention, by ship size, were identified and compared with the baseline system.

The baseline system functions are described in Section 3.2 and are synthesized
in the Appendix diagram. The variations between the baseline system and actual SSA
system implementation are presented in Section 3.3. This information will be used
to identify potential areas for automation.

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[*]Ship's Store Afloat, NAVSUP Publication 487, Reprint 1, 19 May 1976.
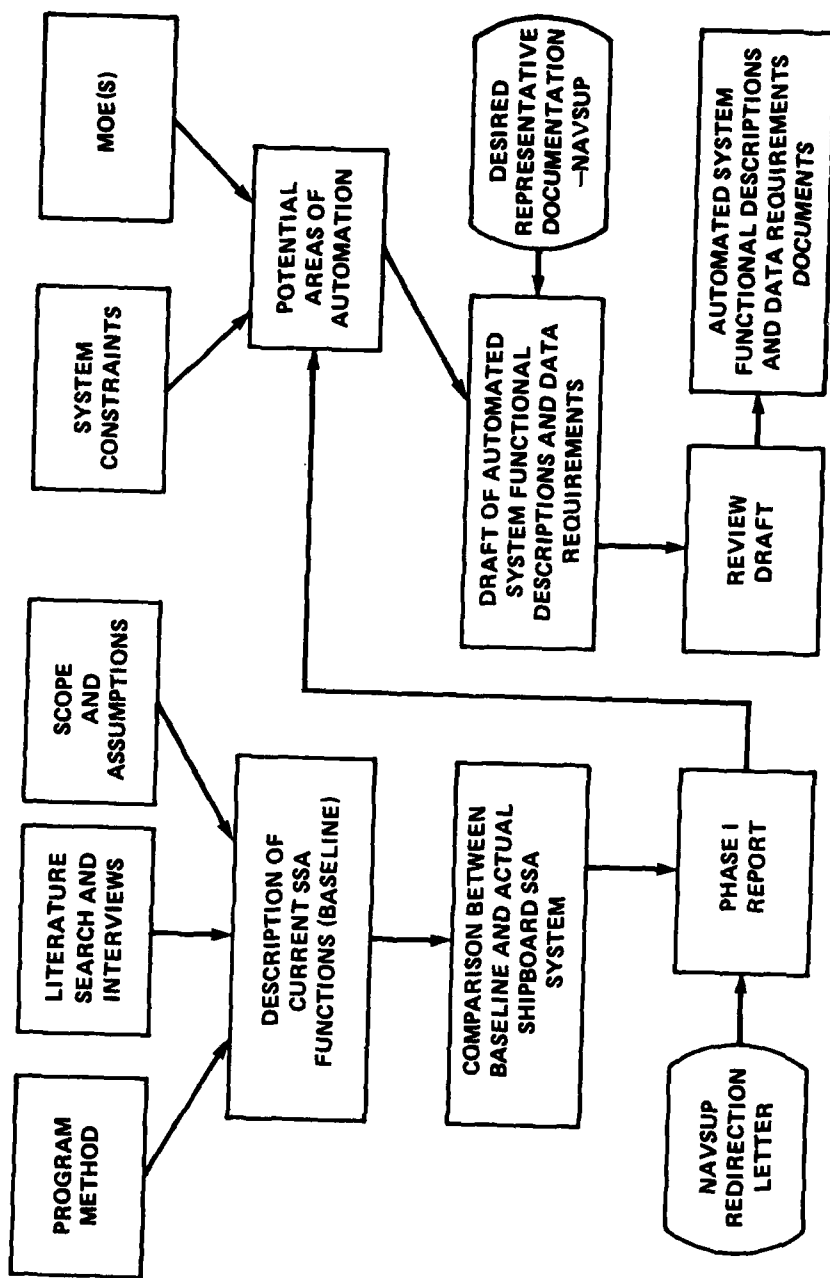
Figure 1 - SSAM Task Relationships

Phase II

The initial designated task will be to identify and analyze the potential areas of automation that could enhance the SSA system in accordance with the project's objective. This task will require that measures of effectiveness (MOE's), to be used as a basis for evaluation, be specified and agreed to by NAVRESSO. In addition, Shipboard Non-Tactical Automation Program (SNAP) environment constraints will be taken into consideration.

An integrated functional description and data requirements document of the automated SSA system will be developed by using the information determined from the potential areas of automation.

A dialogue between the SSAM team and NAVRESSO, NAVMASSO and NAVSUP will be maintained.

2. METHOD

2.1 DESCRIPTION

The method used in this project has two phases. The first phase describes the current system's functions. The second phase will be to determine and analyze potential (system automation) solutions by taking into consideration the measures of effectiveness and SNAP constraints. An integrated functional description and data requirements document describing the potential areas of automation will then be developed. This method identifies and interrelates the SSA functions and is sufficiently flexible to allow the analysis required for automating the system.

The first step in performing the analysis and determining the relationships of the shipboard SSA system was to identify the functions required and currently being implemented by the Navy. The flow chart of the synthesized functions (see Appendix diagram) identifies and relates the SSA system records, journals, logs, files, and reports that require transaction processing.

2.2 SCOPE AND ASSUMPTIONS

It is assumed that the descriptions given in Sections 3.2 and 3.3 represent the range of functional requirements of the current Ship's Stores Afloat system. The results and documents derived from this project will be used in developing an automated system designed to enhance shipboard SSA operations and improve record control. These results and documents will be applied only to shipboard SSA systems.

2.3 RELATIONSHIPS AMONG PHASE I STUDY ELEMENTS

Data for the function analysis sections were acquired from NAVSUP Publication 487,* from discussions with appropriate ship's stores personnel at NAVRESSO, and from units of various type/size ships. Figure 2 indicates the relationships among the Phase I tasks.

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*Ship's Store Afloat, NAVSUP Publication 487, Reprint 1, 19 May 1976.
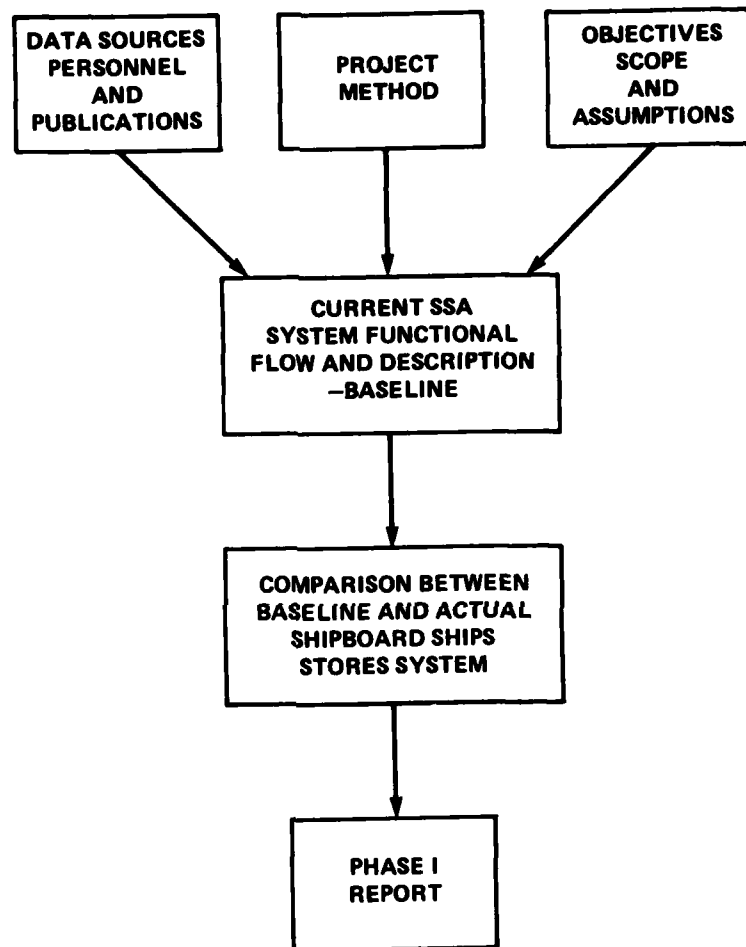
Figure 2 - Phase I Task Sequence

3. FUNCTION ANALYSIS

3.1 RESEARCH

Before the functional descriptions/syntheses were developed, NAVRESSO personnel were interviewed and designated documents were reviewed to acquire data applicable to the project and to minimize or eliminate repetitious effort.

3.2 DESCRIPTION OF CURRENT SHIP'S STORES AFLOAT FUNCTIONS

To consolidate descriptive function information and facilitate its comprehension, an appropriate format (see Figure 3) was prepared for data acquisition and future data analysis. The categories used are defined as follows:

1. Function Number -- An identification number for the function described
2. Function Name -- The name of the function described
3. Performer(s) -- The type of personnel currently assigned to implement the actions of the described function
4. Description -- A concise statement of the adjustments to, and manipulations of, the information input by the performer(s)
5. Inputs -- Information which initiates, or is needed to carry out, the function actions
6. Output -- Information produced as a result of the function actions

NAVSUP Publication 487[*] and discussions between the SSAM team and knowledgable NAVRESSO personnel were the principal sources of information used as a basis for describing the current ship's stores afloat functions and their relationships. The data acquired from these sources were analyzed and organized in accordance with the previously described format. These data represent the manner in which the current ship's stores system is required to operate unless options are specifically stated. However, the described procedures are not limiting when conditions, heads

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[*]Ship's Stores Afloat, NAVSUP Publication 487, Reprint 1, 19 May 1976.

of departments, commanding officers, or higher authority make adjustments necessary. Consequently, the function descriptions given in this section and the relationships synthesized in the Appendix diagram have been designated as the baseline against which comparisons will be made (see Section 3.3) and on which future analytical evaluations will be based.

NAVRESSO has reviewed and validated the function descriptions and synthesized flow.

Table 1 lists the described functions for easy reference.

FUNCTION NUMBER

FUNCTION NAME

PERFORMER(S)

DESCRIPTION

INPUTS

OUTPUTS

Figure 3 - Function Description Format

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TABLE 1 - SHIP'S STORES AFLOAT FUNCTIONS

Page

FUNCTION CODE: 1

FUNCTION NAME: Montetary Limitation Determination

PERFORMERS: Records Keeper (RK), Ship's Stores Afloat Officer (SSO)

DESCRIPTION:

The amount of stock that the Ship's Stores Afloat (SSA) may possess at any given time is determined by the number of customers that the Stores must support. Customers fall into two categories: Officers, enlisted men, embarked staffs, ...etc. aboard a repair or non-repair type ship,* and additional off-ship customers that a repair type ship must serve. Under normal operating conditions, a non-repair type ship may carry $18 of stock for each man supported during a 30-day period. Each ship is permitted to carry three months of stock; therefore, the total value of SSA stock may reach an authorized limit of $18 times three or $54 per man. This dollar amount is commonly referred to as the authorized monetary allowance. The $54 authorized monetary allowance for a non-repair type ship under normal operating conditions is defined as the basic stock allowance. All ships regardless of status will have a monetary allowance of at least $54 per man. Additional allowances are permitted for ships during deployment and for repair type ships.

The SSO advises the RK at the beginning of each month on the number of customers supported. The RK calculates the authorized monetary allowance by using the data and procedures in the following table:

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*Repair ships are AS, AD, AR by definition. Non-repair are all others.

AUTHORIZED MONETARY ALLOWANCE

SHIP TYPE

OPERATING CONDITIONS	NON-REPAIR	REPAIR
NORMAL	$54xC	$54xC + $30xA
DEPLOY W/SUPPORT*	$54xC + $10xCxM	$54xC + $10xCxM + $10xAxM
DEPLOY W/O SUPPORT*	$54xC + $18xCxM	$54xC + $18xCxM + $18xAxM

TABLE LEGEND:

C = the number of customers aboard ship

A = the number of additional (off-ship) customers

M = the number of months that a ship will be deployed

EXAMPLE:

A submarine tender (AS) with 1000 men will be deployed with support for six months. The ship will support 300 additional customers on the submarines. The authorized monetary allowance will be:

$$\$54 \times 1000 \; + \; \$10 \times 1000 \times 6 \; + \; \$10 \times 300 \times 6 \; = \; \$132,000$$

---

*Combat ships deployed with support are resupplied from Support Ships (AF, AFS, AOE, AOR, etc). Combat ships deployed without support are not resupplied by other ships.

After taking into account the conditions noted in the table, the RK calculates the monthly allowance and posts the results to the Inventory Control Record (ICR) kept in a local record book. The ICR is maintained by the RK on a monthly basis and is used to ensure that the authorized limit has not been exceeded. A balance inventory is computed (beginning inventory (from previous month) at cost price plus receipts minus expenditures) and subtracted from the authorized inventory limit. This indicates how much the SSA is under or over prescribed limits.

	BEGINNING INVENTORY	
+	RECEIPTS	TOTAL AUTHORIZED INVENTORY
-	EXPENDITURES	- BALANCE INVENTORY
=	BALANCE INVENTORY	= OVER/UNDER INVENTORY

When the ICR is completed, the RK forwards it to the SSO review. If the record indicates the SSA is over the prescribed limits (overage), the SSO will advise the RK to transfer or return any stock in excess.

A separate Inventory Control Record is maintained for clothing stock sold through a separate clothing store. The procedure used for maintaining this form is the same as the one just described without a dollar limitation imposed on clothing stock.

INPUTS:

(1) Instructions from NAVRESSO (PUB 487)[*]
(2) Number of men supported from SSO or from Personnel
(3) Type and length of mission. Operational commitments from SSO
(4) Inventory balance from previous ICR or from Function 7
(5) Receipt data from Journal of Receipts (NAVSUP FORM 977)
(6) Expenditure data from Cash Receipt Books (NAVSUP FORM 470)

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[*]Ship's Stores Afloat, NAVSUP Publication 487, Reprint 1, para. 1171-1.

(7) Expenditure data from Cash Register Record (NAVSUP FORM 469)

(8) Expenditure data from Journal of Expenditures (NAVSUP FORM 978)

OUTPUTS:

(1) Monetary allowance posted to ICR

(2) Completed ICR for review by SSO

(3) Dollar amount under inventory limit to RK for Function 3

(4) Advice from SSO to RK to transfer or return excess stock

(5) ICR to SSO until needed again by RK

FUNCTION CODE: 2

FUNCTION NAME: Requirements Determination

PERFORMERS: RK, SSO

DESCRIPTION:

The objective of requirements determination is to anticipate the needs of patrons in SSA and generate a list of items that will meet these needs. This function is carried out, for the most part, by the RK with several valuable aids.

Pre-Deployment

Navy Resale System (NRS) PUB 81 lists most of the stock items sold through SSA and typical 90-day requirements for each item for three sizes of ship complements. For instance, pipe cleaners (p. A-16) is listed as a slow mover, and on the average, 1 package of 12 will meet the ship needs of 500 or fewer men for 3 months. CARGO publications (see inputs) aid the RK in knowing which items may be resupplied during deployment. Foreign merchandise bulletins (see inputs) also list items that may be obtained in various parts of the world. NAVRESSO aids each ship by providing a preprinted purchase order (P.O.) listing recommended resupply items from foreign merchandise warehouses to be received during deployment. Each ship is required to develop and maintain a list of basic stock items (fast movers). Items on this list must be in stock at all times in sufficient quantities. Also laundry and vending machine (VM) repair parts as well as unavailable or hard to get items should be in stock while deployed. Such items should be loaded out for the entire mission. Using these inputs, the RK prepares a loadout plan for the duration of the deployment. The RK lists (for each item) estimated sales, stock on hand, stock on order, stock to order, any purchase order number, vendor, SSA storage location, and remarks. Remarks include comments such as deploy load, foreign merchandise deploy load, etc. (for sample loadout plan see insert (1) in the NAVRESSO prepared Predeployment Endurance Planning Bulletin "PEP"). The typical load plan development procedure is as follows:

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(1) With SSO assistance, answer the following questions: Where am I going? What
     will the climate be like? How many personnel supported? Will the ship be
     gone during a holiday? What kinds of resupply (if any) will be available?

(2) Use the NRS PUB 81 recommended stocking plan as a baseline to determine the
     types and numbers of items needed.

(3) Adjust the baseline (add, subtract items, change quantities) using the Stock
     Record Cards and the fast movers list.

(4) Review preprinted P.O. from NAVRESSO to see which items will be resupplied
     during deployment.

(5) Prepare loadout plan.

(6) Review loadout plan (SSO).

In Port

The SSO and RK review the Stock Record Cards (464's) once a month to
make sure that the $54/man limit has not been exceeded and also to bring all fast
moving items up to a 90-day stock level. Any other items reaching the low limit
(30-day supply) on the 464's will be ordered to bring levels up to a 90-day supply.

At Sea

The sales history as indicated on the 464's is studied monthly for
each item to make sure that the estimated sales projection on the loadout plan was
accurate. If sales are not as strong as expected, stock loaded out and now con-
sidered to be in excess must be transferred to another ship. Items available from
foreign sources are ordered on an as-needed basis to bring stock levels up to a 90-
day supply. Stock unavailable from foreign sources is depleted without reordering.

Daily Requirements

A daily stock card review is often performed immediately prior to Acquisition (see Function 3). This is done by reviewing all stock cards for items ordered from, for example, Vendor A and Contract 123 and preparing a rough purchase order. The next day stock quantities for Vendor B and Contract 456 are reviewed in the same manner.

INPUTS:

(1) Merchandising and Stocking Guide for Ships Stores (NRS PUB 81)

(2) Consolidated Afloat Requisitioning Guide Overseas (CARGO) printed
     as NAVSUP publication 4998A and 4998P

(3) Sixth Fleet Foreign Merchandise Program (Rota and Naples) Bulletin,
     U.S. Pacific Fleet Foreign Merchandise Program (Yokosuka and Subic
     Bay) Bulletin

(4) Ship's Stores Information Bulletin "PEP" (Predeployment Endurance Planning)

(5) Stock Record Cards (464's)

(6) Basic stock items (fast movers)

     . Local list prepared and updated by SSO

     . 464's flagged with color coded plastic

(7) Preprinted P.O. for Navy Exchange Foreign Merchandise Warehouse

(8) No more than $18 per man per month of inventory from PUB 487[*]

(9) At least four stock turns per year, from PUB 487[*]

(10) High/low limits on 464's

OUTPUTS:

(1) Loadout plan (for deployed ships) to RK for acquisition

(2) List of items needed for a time interval to RK for acquisition

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[*]Ship's Stores Afloat, NAVSUP Publication 487, Reprint 1, 19 May 1976.

FUNCTION CODE: 3

FUNCTION NAME: Acquisition

PERFORMERS: RK, SSO

DESCRIPTION:

The RK reviews selected 464's each day to determine where inventory levels have dropped below reorder limits. He compares reorder types and quantities with those already on order (from the Outstanding (O/S) Requisition and O/S P.O. Files) and generates a list of items to be ordered. He then sorts the list by vendor and contract and prepares rough P.O.'s and/or requisitions. When costs have been posted and extended on the rough orders and a P.O. number or requisition number has been assigned to each by the RK, the SSO reviews each order for content and accuracy. The RK then prepares the smooth orders and forwards them to the SSO. The SSO reviews and signs these acquisition documents and the documents are sent off-ship to the Navy or commercial supplier. The RK uses a copy of each acquisition document to post to the Requisition or P.O. Log (local form) and places the copies in the O/S Requisition File (Navy) or the O/S P.O. File (commercial), as appropriate. Other copies are distributed as shown in Output item (3).

When a new stock item is ordered, a Stock Record Card (464) must be prepared for it. If the SSA cost is known, the RK computes a retail selling price and posts it to the card. If the item cost is not known the RK will post the cost price and retail selling price when the item and accompanying vendor shipping document are received.

INPUTS:

(1) 464's for review
(2) Loadout plan (for deployed ships) from Function 2
(3) Preprinted P.O.'s from NAVRESSO
(4) Listing of material on order from O/S order files (SSA-11,12)
(5) Dollar amount under inventory limit from ICR (local form from SSO)
(6) Markup policy from Function 6

(7) Percent markup table from Merchandising and Stocking Guide (NRS PUB 81) to RK as needed

(8) List of vendors from Ship's Stores Afloat Contract Bulletin (SSAC)

OUTPUTS:

(1) New 464, when applicable (WA)

(2) Acquisition document from RK to SSO for approval and signature

         . requisitions: 1348, 1348-1, 1348m, message, DD 1149

         . purchase orders: NAVSUP FORM 48, message

(3) Copies of acquisition document distributed as follows:

Requisitions

. Original to off-ship supplier

. Copy to RK for posting to Requisition Log

. Copy to Bulk Storeroom Operator (BSO) Incoming Material File (SSA-20)

. Copy to authorized Receipt Inspector File (SSA-23)

. Copy to O/S Requisition File (SSA-12)

Purchase orders

. Original signed by SSO and two unsigned copies to off-ship
   supplier (under fast pay procedures)

. SSO signed copy to off-ship supplier (non-fast pay)

. Original to O/S P.O. File (SSA-11) (non-fast pay)

. Copy to SSA-20 File

. Copy to SSA-23 File

. One signed copy and all remaining copies to O/S P.O. File

FUNCTION CODE: 4

FUNCTION NAME: Receiving

PERFORMERS: Receipt Inspector (RI), SSO, Bulk Storeroom Operator (BSO), Retail
                Store Operator (RSO), Service Activities Operator (SAO)

DESCRIPTION:

Incoming items are checked for quantity and condition at the receipt
zone (designated area for off-loading of material) by an authorized RI. Using his
Receipt Inspector's File (SSA-23) copy (23 copy) and the shipping document (see
Input (2)), the RI notes on the shipping document any discrepancies in quantity that
he finds. He enters quantities received on his 23 copy along with the date and his
signature. He then forwards the material to the BSO* and his 23 copy and attached
shipping document to the RK. For requisitions the RI also signs the original docu-
ment and forwards it to the transferring activity. While in port, if material
received from a commercial vendor is found to be unsatisfactory, the RI may reject
delivery and will note on the shipping document the reason for rejection. He may
also accept the delivery, survey it, and ask for credit (See also Function 11).

When the BSO* receives the material, he also makes a visual check
of the types and quantities. He compares the quantities as stated on the Incoming
Material File (SSA-20) copy (20 copy) with the quantities actually received. He
enters the quantities of material received on his 20 copy, signs it (acknowledging
receipt) and forwards his 20 copy to the RK.

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*The material may also be sent to the retail outlet or services area. Under
these circumstances, the RSO or SAO plays the same role as the BSO. A breakout
document (973) is prepared as if the material had first been delivered to the bulk
storeroom.

The RK uses the RI signed 23 copy and the BSO signed 20 copy to perform an accountability check (i.e., ensuring that the quantities and types of material on the two copies agree). If there is a discrepancy, all paper processing is halted and the SSO performs a spot inventory check to settle the difference. The RK then assigns a receiving number from the 977 on all P.O. document copies. If an item received becomes a new stock item, he checks to see that a 464 was prepared for it including all cost information. He extends the retail costs on the 23 copy and forwards the 20 copy to the SSO for extension. The RK and SSO then compare extensions and when the two copies agree, the SSO places the 20 copy in his Accountability File (SSA-21). The RK uses the 23 copy to post the receipt information to all applicable records (Outputs (4), (5), (6)). For requisitions the 23 copy is matched to the O/S Requisition File copy and, if the order is complete, both are placed in the Completed Requisition File (SSA-13). A requisition copy is placed in the Receipts From Other Supply Officers File (SSA-5) which will later be transmitted to FAADC. For purchase orders, if a bill has been received, the bill (from Pending P.O. File) and original P.O. document are matched for bill processing. If a bill has not been received, the RK enters all receipt information from the 23 copy to all copies taken from the O/S P.O. File. One posted O/S File copy is then placed into the Receipts From Purchase File (SSA-4) until monthly transmittal to FAADC. The 23 copy, the original, and all remaining O/S copies are placed in the Pending P.O. File awaiting either a dealer's bill (non-fast pay) or a bill copy (fast pay).

Items returned from the resale and services outlets (breakbacks) are received by the BSO who indicates quantities received on an Intra-Store Transfer Data Form (NAVSUP FORM 973) previously prepared by the RK. The paper flow and processes that take place for breakbacks are identical to those of breakouts (see Function 8 for a complete description). The original document is then sent to the SSO for the SSA-21 file; the remaining copies are extended by the RK and distributed as in breakouts. The RK also makes the proper entries to the 235 and 464's.

<u>INPUTS</u>:

(1) Material from supplier

(2) Shipping documents from supplier

- Vendor delivery ticket (commercial)

- NAVSUP FORM 48 (P.O.) (commercial)

- NAVSUP FORM 1348, 1348-1 or DD 1149 from Navy supplier such
      as another ship, Navy Supply Center (NSC), or Mobile Logistics
      Support Force (MLSF)

(3) Invoice from vendor

(4) Requisition and P.O. documents and other pertinent information
      from the O/S order files (SSA-11,12) from RK

(5) Shipping notice from NSC and MLSF ships

(6) P.O. or requisition document copy from SSA-20 to BSO

(7) P.O. or requisition document copy from SSA-23 to RI

(8) Receiving number from 977

<u>Breakbacks</u>

(9) Stock returned from resale and services outlets

(10) Control number for NAVSUP Form 980

<u>OUTPUTS</u>:

<u>Receiving from Requisitions and Purchases</u>

(1) SSA-20 copy signed by custodian to RK for comparison

(2) SSA-23 copy signed by RI to RK for comparison

(3) SSA-20 copy from RK to SSO for extension and filing in SSA-21

(4) Updated 464's

(5) Posted 977

(6) Entry to P.O. Log or Requisition Log

(7) Material to store rooms

(8) Damaged material to be surveyed (Function 11)

Receiving from Requisitions (Only)

(9) Original 1149 signed by RI to transferring activity

(10) 23 copy and O/S copy matched and placed in SSA-13

(11) 1149 copy to Receipts from Other Supply Officers File (SSA-5)

(12) 1149 copy from SSA-5 to FAADC (monthly)

Receiving from Purchases (Only)

(13) Receiving number posted to all P.O. document copies

(14) One posted O/S copy to SSA-4; end of month sent to FAADC

(15) Vendor's bill to Function 5

(16) All remaining O/S copies to Pending P.O. File (awaiting
     vendor's bill)

(17) 23 copy to Pending P.O. File (awaiting vendor's bill) or
     to Completed P.O. File (bill received and approved for payment)

(18) Original to Pending P.O. File (awaiting vendor's bill)

Breakbacks

(19) 973 from RK to SSO for approval

(20) 973 distributed after breakback (same as Function 8)

FUNCTION CODE: 5

FUNCTION NAME: Billing

PERFORMERS: RK, SSO, Disbursing Officer (DO), Paying Activity

DESCRIPTION:

When a bill is received from a vendor,[*] the RK checks to see if any discounts are offered. If there are, he staples a Discount Expires Tag (NAVCOMPT FORM 442) on the bill with the discount information on it. If the material has not been received, the bill is placed in the Pending P.O. File. The 977 is checked and, if needed, the transportation charges and other missing information are posted. If the material has been received, the RK matches the receipt document (signed by the RI) from the Pending P.O. File with the bill and forwards them to the SSO for payment approval. If the bill is accurate, the SSO approves it for payment. If it is not accurate, a memo is sent to the vendor, requesting a corrected bill. When a new bill is received, it is compared again. If a corrected bill has not been received within ten days of departure, the SSO approves the accurate part of the bill. The paying activity will then pay only for the material and quantities on the P.O. which have been received. When the bill has been approved for payment, and if the material has been received, the original bill and three copies and the original P.O. and one copy are forwarded to an authorized paying activity. The paying activity is specified in the Ship's Stores Contract Bulletin. The RK posts to the P.O. Log the date that the bill was forwarded for payment and the paying activity.

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[*] Under fast pay procedures, the vendor sends the original bill to the authorized paying activity and a copy of the bill to the ship for the Completed P.O. File.

Differences for Foreign Vendors

After a bill has been approved for payment by the SSO, the RK prepares a Public Voucher (Standard Form 1034). If the DO aboard ship is authorized to pay bills, he accepts the 1034, the original bill and three copies, and the original P.O. and one copy and pays the bill with a U.S. Treasury check. If the DO cannot pay bills (or a particular bill*) the 1034, bill, and P.O. are forwarded to an authorized paying activity as for domestic vendors. Upon payment by the foreign paying activity, a copy of the 1034 is sent back to the ship for its records.

INPUTS:

(1) Bill from U.S. or foreign vendor to RK (non-fast pay)

(2) Bill copy from vendor (under fast pay procedures)

(3) Discount-Expires Tag (NAVCOMPT FORM 442) (WA)

(4) P.O. copy for material received (23 copy) from Pending P.O. File
    to RK for matching with bill

(5) Original P.O. from Pending P.O. File or from O/S P.O. File to RK

(6) Bill and posted original P.O. from RK to SSO for payment approval

(7) Custodian signed copy (20 copy) from SSA-21 to SSO

(8) Original bill and three copies, original P.O. and one copy to paying activity

(9) Public Voucher (Std. Form 1034) to DO from RK (WA)

(10) Payment authorization from fleet instruction for foreign purchases or payment
     authorization from vendor contract terms

OUTPUTS:

(1) Completed 442 stapled to bill (WA)

(2) Updated 977

(3) Memo to vendor requesting correct bill

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*For some countries such as Spain, Italy, and Turkey payment must be made in the respective country's currency. In this case the DO does not have authority to pay bills.

(4) Bill and original P.O. from RK to SSO for payment approval

(5) Approved bill from SSO to RK

(6) 23 copy to Completed P.O. File

(7) Bill copy to Completed P.O. File

(8) Original bill and three copies, original P.O. and one copy from RK to paying activity

(9) Payment date posted to P.O. Log

(10) 1034 from RK to DO (WA)

(11) Payment check from DO or from paying activity to vendor

(12) Copy of 1034 from foreign paying activity or DO to Completed P.O. File

FUNCTION CODE: 6

FUNCTION NAME: Markup Policy Determination

PERFORMERS: SSO, RK

DESCRIPTION:

The SSO uses Inputs (2) and (3) data to determine the percentage markup which will meet the objective of generating sufficient profit for the Commander's Recreation Fund. This percentage markup is then given to the RK as an SSA markup "policy". For example, as of this date and until another "policy" is established, all stock will be marked up 15% over cost.[*] A "policy" review usually occurs upon change of command or every 1-2 years. The selling price is usually rounded up for ease of sales on the less expensive items. For instance, using the 15% markup, an item costing 23 cents would normally sell for 27 cents. However in a vending machine, this is not practical and would be rounded up to the nearest 5 cents for a total of 30 cents. A markup table, such as the sample below, is usually used to determine retail selling prices.

15% MARKUP TABLE

UNIT	COST	
FROM	TO	SELLING PRICE
.0100	.0425	.05
.0426	.0850	.10
.0851	.1275	.15
.1276	.1700	.20
.1701	.2125	.25

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[*] By law, overall or net profit in SSA cannot exceed 15%; NAVRESSO recommends a 15% markup policy.

The RK would use such a table to post retail prices to the 464's. Postings would occur for new stock items (see also Function 3) or when the retail price changes (see Functions 11, 14, and 15).

INPUTS:

(1) Money requirements of Commander's Recreation Fund to SSO
(2) Operating expenses, transportation costs, anticipated markdowns
      and surveys, General Fund assessment to SSO from previous 153
      in the Retained Returns File for analysis
(3) Yearly 153 Recap from NAVRESSO to SSO

OUTPUTS:

(1) Markup "policy" from SSO to RK

FUNCTION CODE: 7

FUNCTION NAME: Physical Inventory

PERFORMERS: SSO, RK, RSO, BSO, inventory teams selected by SSO

DESCRIPTION:

"Physical inventory is the process of identifying, counting, and evaluating all stock on hand at a specified time. In Ship's Stores, a physical inventory is taken for the following reasons:

(1) To determine the dollar value of the stock on hand so that
     financial reports can be prepared.
(2) To check on the accuracy of stock records and to adjust for any
     differences that may exist between stock records and stock on
     hand.
(3) To determine the dollar value of stock shortage due to spoilage,
     damage, waste, pilferage, or other losses not reflected on
     records.
(4) To identify areas of stock shortage (overage) and to ascertain
     financial liability.
(5) To serve as a management tool in the exercise of proper stock
     control practice."[*]

Three types of inventories are carried out in SSA: itemized inventory, price line inventory, and spot inventory.

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[*]Excerpt from Ship's Stores Afloat, NAVSUP Publication 487, Reprint 1, 19 May 1976, PART J, para 1495-1A.

Itemized Inventory

Definition – complete and thorough inventory using Ship's Stores Inventory Count Sheets (NAVSUP FORM 238) listing each item, unit, retail price, quantity, total dollar value at retail price (retail price times quantity), cost price, and total dollar value at cost price. Performed at the following times: (1) Last week of each accounting period, (2) Relief of SSO, (3) Relief of RSO or BSO for stock under their custody, (4) Upon receipt of standard price change (for clothing only).

Procedure Before Inventory

(1) Local instructions prepared by SSO are distributed to all persons involved, covering such topics as assignment of personnel, cut-off time, stock arrangement, counting, recording, and extending. Also SSO gives a briefing to men to ensure that all written instructions are understood

(2) Layout sketches of retail store and BSR(S) are prepared by SSO identifying each fixture (bin, shelf, showcase) by number. This number will be placed on each fixture in the retail store and BSR and also on each line item on the 238. This facilitates quick and easy identification of stock items

(3) All receipt and expenditure documents and breakout document data are posted to 464, 978, and Financial Control Record (NAVSUP FORM 235). Markdowns are made and posted

(4) All stock is sorted by identical items and arranged neatly

(5) Stock is prelisted on prenumbered count sheets (Form 238, 4 copies) by responsible custodian(s) showing fixture numbers, item description, unit, space. Serial numbers on count sheets (prenumbering) are consecutive and listed by SSO on a separate Number Control Sheet (local form). Each line item contains serial number, both teams assigned, and space inventoried

(6) 238's are reviewed and compared to sketches by SSO to ensure that all fixtures have been prelisted

Procedure During Inventory

(7) Team 1 is handed white and yellow copies, count takes place, copies are signed by counters and custodian

(8) Team 2 is handed pink and blue copies; same procedure

(9) SSO reviews 1st and 2nd count sheets. Discrepancies are settled with third count by SSO; corrections are made to count sheets

(10) SSO compares 1st and 2nd counts to 464's; investigates errors; and prepares discrepancy list for unexplainable differences

(11) 1st and 2nd count sheets and affidavits are stapled together and kept under lock and key until needed

Procedure After Inventory

(12) Yellow copy is extended at cost and at retail price by RK

(13) White (original) is extended likewise by SSO

(14) Extensions are reviewed by SSO for accuracy; differences are reconciled

(15) Stock Record Cards are brought up to date. Bulk storeroom and retail store inventories and counts must balance

(16) Summary sheets for each space are prepared by RK listing serial numbers, dollar values at cost, and dollar values at retail

(17) 235 and 978 are posted from summary sheets

(18) Using working copy of 238, RK closes out and balances 235

(19) For retail store(s) not balancing, store remains closed until inventory is verified by SSO and Commanding Officer has been notified

(20) Distribution of 238's:

- White copy to SSA-21; later filed with retained returns
- Yellow to RK as working copy
- Pink to responsible custodian
- Blue used as price list by RSO (optional)
- Copy made and given to SSO being relieved (WA)

Price Line Inventory

Definition - inventory taken in the retail store only to establish correct money value balance of stock on hand. A local form (1 part, similar to example in PUB 487[*] lists quantity, price, and extended price for each retail space (retail price for retail items, cost price for cost items). Inventory performed at the following times: (1) Upon relief of RSO for his stock[**], (2) Request by TYCOM, (3) Monthly self-service shops and outlets operated by more than one individual, (4) At the request of Type Commander, SSO, Supply Officer, or CO, (5) At request of NAVRESSO when excessive inventory discrepancies occur, (6) When there is evidence of unauthorized entry of Ship's Stores space.

Procedure

(1),(2),(3),(4) same as in Itemized Inventory

(5) Retail store is configured into sections which include 60-100 items with a separate inventory form for each section. This makes checking and rechecking easy

(6) 1st count - quantity and price only

(7) 2nd count - on separate form, same inventory pattern and route

(8) SSO compares 1st and 2nd count sheets

(9) 1st count sheet extended by RK

(10) 2nd count sheet extended by SSO

(11) SSO compares extensions for accuracy; differences reconciled

(12) SSO balances 235, i.e. compares total dollar value of stock with the amount on the 235

(13) Affidavit is signed by SSO

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[*] Ship's Stores Afloat, NAVSUP Publication 487, Reprint 1, 19 May, 1976, Page 1-243.

[**] This may be a price line or itemized inventory.

(14) Count sheet and copies are distributed as follows:

> . Orig to SSA-21; later filed with retained returns
>
> . Copy to RK for posting to 235
>
> . Copy to RSO

Spot Inventory

Definition - an unannounced inventory of retail store or BSR taken by SSO on a few selected items. No required forms. Also taken by RSO or BSO at any of the following times: when a negative balance shows on 464 card, BSR issue refusal, on a breakout document when feasible, any time it is convenient to keep 464's up to date.

Procedure

(1) Count performed

(2) Count and 464's compared

(3) SSO informed of discrepancies

(4) Discrepancies resolved by SSO

(5) 464, 235, 978 posted by RK

INPUTS:

(1) Requirement by NAVRESSO that inventories be carried out at specific times (see individual definitions for times)

(2) Layout sketch showing location of items to inventory teams from SSO

(3) Local Price Line Inventory Form(s)

(4) Number Control Sheet for 238 Sheets

(5) 238 to custodian from RK (for prelisting)

(6) Prelisted 238 to RK from custodian

(7) 238 with entries and signatures made by counters to RK

(8) 464's and count sheets to SSO for comparison

OUTPUTS:

Itemized Inventory

(1) Original 238 count sheets to SSA-21

(2) Original 238 summary sheets to SSA-21

(3) Pink count sheets and summaries to stock custodian

(4) Blue count sheets to RSO for price list

(5) Blue summary sheets not used

(6) Extra count and summary copies to SSO (WA)

(7) Yellow count and summary sheets to RK for working copies

(8) Posting to 235, 978, 464, Number Control Sheet

(9) Yellow summary and count sheets to Retained Returns File

(10) Discrepancy list to SSA-21

(11) Yellow copy from Retained Returns File to RK for closing out 235
     (end of accounting period)

Price Line Inventory

(12) Original count sheet to SSA-21

(13) Copy to RK for posting to 235

(14) Copy to RSO

(15) SSO signed affidavit to SSA-21

Spot Inventory

(16) Updated 464's

(17) Discrepancy list to SSA-21

FUNCTION CODE: 8

FUNCTION NAME: Expenditures/Issues to Retail, Services (Breakout)

PERFORMERS: RK, BSO, RSO, SAO, SSO

DESCRIPTION:

When stock is needed by the retail store or one of the service activities from the BSR, a requirements list is prepared by the RSO or SAO. This list is given to the RK to prepare an Intra-Store Transfer Data Form (NAVSUP FORM 973). Using the 464's and the requirements list, the RK lists all the items to be issued, including appropriate costs. He also assigns a breakout number to the 973 from the Number Control and Breakouts Form (NAVSUP FORM 980). The 973 is signed by the SSO or designated assistant; copies 0 (original), 2, and 3 are given to the BSO and copy 4 to the RSO. This sets up an outstanding order list for the RSO and an issuing list for the BSO. When issuing goods, the BSO enters the quantities issued, signs copies 0, 2, and 3, retains copy 3, and passes copies 0 and 2 to the RK. Similarly, upon receiving goods the RSO enters the quantities received on copy 4, signs the copy, and passes it on to the RK. The RK then compares quantities issued with quantities received. If necessary, a spot inventory check is performed by someone other than the RK to settle discrepancies. When everything checks, copy 4 is returned to the RSO. Copies 0 and 2 are signed by the RSO, copy 2 goes to the RK and the original to the SSO. The RK extends copy 2 and the SSO extends the original. The extensions are compared and when the two copies agree the SSO places the original in SSA-21. The RK uses his copy to post to the 235 and 464's and files it in the Number Control and Breakouts File (SSA-2).

When the RSO is also the BSO, the 973's are prepared only for breakouts to the service activities. When the SAO and the BSO are the same person, 973's are prepared for retail store breakouts. Also one 973 is prepared each accounting period to cover service activity issues.

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<u>INPUTS</u>:

(1) A need from retail store or service area

(2) 973

(3) Number Control Form (NAVSUP FORM 980)

(4) 464's

<u>OUTPUTS</u>:

(1) Authorized 973

(2) Copies of 973 to all those involved

        . Original to SSA-21

        . Copy to SSA-2

        . Copy to BSO File

        . Copy to RSO File

(3) Posting to 235, 464

(4) 973 summarizing breakouts to services for accounting period (WA)

FUNCTION CODE: 9

FUNCTION NAME: Expenditures/Issues to Enlisted Dining Facility (EDF)
                          /Issues for Ship's Use (OPTAR)

PERFORMERS: SSO, BSO, Food Service Officer (FSO), RSO, highest ranking Supply
Officer (SO), Commanding Officer (CO)

DESCRIPTION:

Issues to Enlisted Dining

When fountain products are needed for special meals in the EDF, a
request may be made to Ship's Stores. Issues to EDF are handled in much the same
manner as transfers between other appropriations (see also Function 10). The EDF
makes a request to SSA through the FSO on a Requisition and Invoice/Shipping
Document (DD 1149).

When the FSO prepares the 1149, he keeps one copy for his files
and forwards the original and remaining copies to the RK. The RK reviews the
1149 and enters any missing information or nomenclature and passes it on to the
SSO. The SSO reviews the request and, if he approves, signs it, forwarding one
copy to the EDF and all other copies to the BSO. The BSO notes (on the 1149)
the types and quantities that he will issue and signs the 1149. He forwards the
material, the original, and two copies to the EDF, and 1 copy to the SSA RK.
Upon receipt and acceptance of the goods, the EDF signs and forwards the original
1149 to the SSA RK. The RK compares the BSO signed copy and the EDF signed copy
to ensure that the two copies agree. He forwards the original to the SSO for
extension at cost and extends all remaining copies. The RK and SSO compare
extensions and, if in agreement, the SSO places the original in SSA-21. The RK
files two copies in the To Other Supply Officers File (SSA-6) to be later
forwarded to FAADC and one copy in the Expenditure Invoice File (SSA-14). The
RK posts the expenditure to the Expenditure Invoice Log and the 978. If the
issue was from the retail outlet, a posting is made to the 235. Similarly for
issues from the services outlet a posting is made to the Vending Machine Control
(NAVSUP FORM 236).

Issues For Ship's Use

When clothing articles are needed for use by ship personnel (usually for work destructive to clothing, such as cleaning fuel oil tanks) a request may be made to SSA. The CO authorizes the request and an 1149 is prepared by the Supply Department. When the RK receives the 1149, he reviews it for accuracy and enters any missing information. The information flow and postings for issues for ship's use are the same as for issues to the EDF. The highest ranking Supply Officer acts as the receiving party and signs the original 1149. Copies, after extension by the RK, go to Expenditure To Use File (SSA-6), SSA-14, and SSA-21.

INPUTS:

(1) Request for fountain products from FSO on 1149 to SSO

(2) Request for clothing articles from CO on 1149 to SSO

(3) Requisition number from SO to 1149

(4) Expenditure number from Expenditure Invoice Log to 1149

(5) Signed 1149 from EDF/SO upon receipt of material

OUTPUTS:

(1) Approved and signed 1149 from SSO to BSO

(2) Annotated and signed 1149 from BSO to EDF (or senior Supply Officer)

(3) Retained 1149 copy to BSO file

(4) Fountain products to EDF

(5) Clothing to ship personnel

(6) Two 1149 copies retained by FSO (or senior Supply Officer)

(7) Signed 1149 from EDF/SO

(8) Posting to 978 and later to 153 (for issues for ship use)

(9) Posting to 235 for issues from retail outlet

(10) Posting to 236 for issues from services outlet

(11) Extended 1149 and copies to:

> • Original to SSA-21
>
> • To Other Supply Officers File (SSA-6)
>   or Expenditure to Use File (SSA-6)
>
> • SSA-14

FUNCTION CODE: 10

FUNCTION NAME: Expenditures/Transfers

PERFORMERS: SSO, RK, BSO

DESCRIPTION:

Transfers usually occur between two ship Supply Officers. The transfer document (1348, 1348-1, 1149, memo) is initiated by the receiving ship or is drawn up by the RK. The RK assigns an expenditure number (from the Expenditure Invoice Log) to the document and forwards it to the SSO for his approval and signature.

Upon receiving an authorized transfer document, the BSO* breaks out the requested material, records date of issue, and retains one copy of the document. The original and two copies are sent to the receiving ship, the remaining three copies to the RK. The receiving ship signs the original (acknowledging receipt of requested material), forwards it to the transferring ship, and retains the two copies. The RK forwards the original to the SSO for extension and extends his three copies. The SSO and RK compare extensions and, if they are in agreement, the SSO files the original in SSA-21. The RK posts to 464, 978, 235, 236, as appropriate; files two copies in Transfers to Other Supply Officers File (SSA-9), and one copy to SSA-14. One SSA-9 copy will later be submitted to FAADC with the monthly Summary of Material Receipts/Expenditures (NAVCOMPT FORM 176). The other copy is kept in the Retained Returns File.

Transfer Documents Used

(1) Requisition Invoice/Shipping Document (DD 1149, 9 part)
(2) DOD Single Line Item Requisition System Document (manual) (1348)
(3) DOD Single Line Item Requisition System Document (1348-1)

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*The material is sometimes transferred directly from the retail outlet or services area. In this case the RSO or SAO plays the same role as the BSO and a markdown to cost is made.

INPUTS:

(1) Overloaded stock in storage room(s)

(2) Ship deactivation

(3) Transfer request to SSO for approval and signature

(4) Signed shipping document from receiving ship to RK

(5) Expenditure number from Expenditure Invoice Log

OUTPUTS:

(1) Approved transfer document from SSO to BSO

(2) Three copies from BSO to RK for posting

(3) Copy (upon transfer) to BSO File

(4) Material, 1149 original, two copies from BSO to receiving ship

(5) Extended 1149 to SSA-21

(6) Two copies to SSA-9; later copy to FAADC, copy to Retained Returns File

(7) Copy to SSA-14

FUNCTION CODE: 11

FUNCTION NAME: Expenditures/Surveys

PERFORMERS: Receiving personnel, RI, BSO, SSO, CO, RK.

DESCRIPTION:

If damaged materials are delivered to a ship by a commercial vendor while in port, receiving personnel may either refuse or accept delivery. If the RI refuses delivery, he indicates the reason on the shipping document. If requisitioned material is received while underway (UNREP) or commercial material is accepted in port and found damaged, the damage is reported to the SSO. This report initiates a Survey Request. Damaged stock, shortages, or losses reported at any time by the RI, BSO, SAO, RSO, or RK may result in initiation of a Survey Request.

All surveys in SSA are formal. When the SSO receives notice of damaged or missing material, he initiates a Loss With Survey Form (Personal Responsibility Form DD 200). The RK posts any missing nonmenclature and cost information on the 200 and forwards it to the CO. The CO reviews the request, appoints a Survey Board, and forwards the 200 to the Board. The Board determines whether a survey is needed* and if so, conducts the survey to determine the fate of the damaged material or the cause of missing material. The Board also recommends whether to charge the survey to the Navy Stock Fund, to the Ship's Stores Profits of individual store, or to the Ship's Stores Profits, Navy, General Fund.** When a request for charge to the Ship's Stores Profits, Navy, General Fund is made (when SSA profits are insufficient to cover the loss), the form 200 must be forwarded to NAVRESSO. The total cost of the survey (as approved by NAVRESSO) is then entered on the 978 as "SURVEY SSPN" and on the 153. If NAVRESSO does not approve the charge, then the survey is charged to local profits.

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*A survey is not needed if loss or damage to material is valued at $25 or less.

**PUB 487, para 1381-1,2 gives a guideline on when to charge survey expenses to Navy Stock Fund or to individual ship's store profits.

The condition of the surveyed stock determines whether the stock is revalued downward slightly, greatly, or totally. If the stock is revalued to zero, it must be disposed of. The SO is required to sign the DD 200 to certify that this has been carried out. The DD 200 is used as the official price change document and will show the new price as determined by the SSO.

INPUTS:

(1) Damaged stock, shortage of stock, or losses of stock

(2) Damaged material received and accepted by RI (Function 4)

(3) Report of damaged stock (message) to SSO from RK, BSO, RSO, SAO

(4) Expenditure invoice number from Expenditure Invoice Log

OUTPUTS:

(1) 200 from SSO (or RK) to CO

(2) 200 from CO to Survey Board

(3) 200 from Board to CO (after investigation)

(4) 200 from CO to NAVRESSO and returned to CO (for approval of charges to General Fund)

(5) 200 from CO to RK for posting to 978, 153, 464

(6) Posting to 235 (for surveyed stock in retail outlet), 236 (for VM stock)

(7) Damaged stock revalued or disposed of

(8) 200 to SO for signature (WA)

(9) DD 200 distribution:

  • Original to Charges Against Individual Ship's Store
      Profits File (SSA-22) or
      to Surveys to Navy Stock Fund File (SSA-7) or
      to Charges to General Fund Assessment File (SSA-22)
  • Copy to SSO for extension and filing in SSA-21
  • Copy to SSA-14

FUNCTION CODE: 12

FUNCTION NAME: Expenditures/Cash Sales

PERFORMERS: RSO, BSO, SSO, RK

DESCRIPTION:

All sales in SSA are made on a cash only basis (occasional exception: Fountain products to private mess). Cash (in the form of U.S. currency), travelers checks, and personal checks are accepted.

Customer transactions fall into three categories: bulk sales at cost price, group sales, and individuals. Bulk sales occur only when an approved requisition (DD 1149) has been received from an authorized activity.

Bulk Sales at Cost Price

Bulk sales are normally made only to Navy exchanges, MSC exchanges, ships without a ship's store and without a composite recreation fund, and other authorized activities. When a small requisition order is received, the sale takes place through the retail store. For stock not normally sold at cost in the retail store, a markdown to cost form (983) is required. If stock issues to the retail store from the bulk storeroom are necessary to complete the order, a breakout document (973) is required. Upon receipt and acceptance of the material, the requesting activity makes payment directly to the RSO. He rings up the sales on his cash register and signs and forwards the original document to the receiving activity. For large orders, the sale takes place from the bulk storeroom and payment (at time of sale) is made to the SSO.

Group Sales

Group sales are normally made to activities which carry or serve individual units of personnel, such as Army troops, Marine Corps troops, and large detachments of Naval and Coast Guard personnel. These sales usually occur on transport type ships. Since individual service is impractical, a representative for such

a ship (or group of people) is sent to SSA. He buys health, comfort, and recreational items through the retail store as an individual would, only on a large scale. No special discounts are offered.

Individual Sales

No special action is taken unless a customer returns merchandise or there is an over-ring on the cash register. An Over-Ring/Refund Voucher (NAVSUP Form 972) is prepared by the RSO and approved by the SSO in both cases.

INPUTS:

(1) Request for goods via Requisition Document (DD 1149)

(2) Request from retail store for breakout (if insufficient stock)

(3) Expenditure number for Expenditure Invoice Log

(4) Control number from 980 for 983 (for markdowns)

(5) Control number from 980 for 973 (for breakouts)

(6) Money from customers to RSO or SSO

OUTPUTS:

(1) Bulk Sales:
   - Breakout (973) copies distributed (see Function 8, Output (2))
   - Markdown to Cost (983) copies distributed (see Function 14, Output (8))
   - 1149 copy retained by BSO or RSO upon issue
   - Material and 1149 original and two copies to requesting activity
   - RSO or SSO signed 1149 to requesting activity to acknowledge payment receipt
   - 1149 copy 2 signed by requesting activity filed in Cash Sale File (SSA-8)
   - 1149 copy 4 filed in SSA-8, later used in preparation of 153 and in preparation of Memorandum Cash Sales Invoice
   - 1149 copy filed in SSA-14
   - Three 1149 copies forwarded to DO

. Completed 983 to cover retail goods sold at cost price; posted
      to 235; filed in SSA-21

. Total cost of bulk sales posted to 978 at end of accounting
      period; reported on 153

. Posting to 235 (sales from retail)

. Posting to 464

. Payment received from bulk sales reported on Memorandum Cash
      Sales Invoice (DD 1149) at end of month

(2) Sales From Bulk Salesroom

. Completed 973

. Entry from 973 above onto separate Bulk Salesroom 235 form

. Copies of 1149 distributed as in (1) above

(3) Sales to Individuals and Group Sales:

. 972's from RSO to cash collection agent at end of day

(4) Money received from sales during day to Function 13

FUNCTION CODE: 13

FUNCTION NAME: Expenditures/Cash Handling and Collection

PERFORMERS: RSO, Vending Machine Operator (VMO), SSO, Cash
Collection Agent (CA), DO and his agent, RK
(at end of accounting period)

DESCRIPTION:

At the end of the business day (or shift, if multiple shifts), the
RSO collects the cash from his cash register, counts it, and records the amount in
his Cash Receipt Book (470).* Fifty dollars in change may be left in the cash
register for the next day's sales. The Cash Collection Agent (CA) re-counts the
cash and records the amount in the Cash Register Record (469).** The CA also
records on the 469 any 972's prepared by the RSO during the day, the cash register
reading, and any overage or underage (difference between cash register reading and
amount of cash collected). The CA and the RSO sign the 469 and 470. The CA retains
custody of the 469 and the 470 is kept by the RSO. The CA staples the 972's to his
469, records the amount of cash on his 470, and delivers the cash to the DO (or to
the DO's agent). The DO (or agent) then signs the CA 470 to acknowledge receipt of
the funds.

For ships operating many retail outlets, cash and 972's may be put
in a money bag and placed in a night depository safe. The next day the bag is
delivered to the RSO where the cash and 972's are handled as above. Under unusual
conditions, such as late hours or on weekends, a single outlet may deliver the money
to a commissioned officer for safe keeping overnight. The next day it is counted,
collected, and delivered to the DO as above.

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*Cash is also counted from vending machines by the VMO and from the game
machines by the GMO and turned over to the CA. The procedure is the same.

**The collection agent used in this text may be the SSO, DO, or someone
designated by the SSO or DO to collect money.

When a collection agent other than the SSO is used, the 469 and 470 covering deposits with the DO will be submitted daily (or twice weekly) to the SSO for review (audit). The SSO will initial the entries to indicate that they have been checked and approved. A Memorandum Cash Sale Requisition and Invoice Shipping Document (DD 1149) will be prepared by the RK at the end of each accounting period to substantiate cash received from sales and left with the DO.

The RK collects the RSO 470 and the CA 470 and 469 at the end of each month and posts total sales figures to the 235. He also prepares a Memorandum Invoice (DD 1149) and compares it with the 153 to ensure that the grand totals for cash collected from various itemized sources agree (cash from retail sales, cash from vending machines, cash from clothing sales, contributions, service charges, commissions, etc). Note: The 235 posting, Memorandum Invoice preparation, and 153 preparation are performed in Reports Preparation (see also Function 18).

INPUTS:

(1) Checks and other authorized money forms from customers
(2) Cash register readings in retail store
(3) 972's from RSO
(4) CA's 469's
(5) RSO's 470
(6) VMO's 470
(7) GMO's 470
(8) CA's 470's

OUTPUTS:

(1) Entry onto RSO/VMO/GMO 470 by RSO/VMO/GMO
(2) Entry onto CA 469 by CA
(3) RSO/VMO/GMO 470 signed by RSO/VMO/GMO and CA to RSO/VMO/GMO File
(4) 972's stapled to CA 469
(5) 469 signed by CA and RSO/VMO/GMO to CA File
(6) Entry on CA's 470, signed by DO
(7) Cash to DO
(8) RSO 470, VMO 470, GMO 470, CA 469's and 470 to SSO for weekly audit

48

End of Month and Accounting Period

(9) Data from RSO 470, VMO 470, GMO 470, CA 469's and 470 to RK for Memorandum
     Invoice (DD 1149) preparation

(10) Three copies of 1149 to DO

(11) Original 1149 to Retained Returns File

FUNCTION CODE: 14

FUNCTION NAME: Expenditures/Markdowns

PERFORMERS: SSO, RK, BSO, RSO, SO

DESCRIPTION:

A markdown (reduction in item retail selling price) is sometimes a necessary expense of operation and a very important procedure in turning the inventory of slow-moving items. Several conditions may initiate a markdown: slow-moving item, item in stock for 6 months, item has started to deteriorate or become shop worn, excess items, and seasonal items (such as Christmas cards). Even when stock is being transferred to another ship, a markdown may be necessary. If stock becomes deteriorated beyond sale, a survey (Function 11) must be taken and the stock disposed of immediately.

To minimize markdowns, several practices should be considered: proper maintenance and utilization of 464's, buying on a detailed planning basis, limiting the number of brands and price lines carried, and taking markdowns without delay.

An inventory must be performed at the beginning of each markdown. For markdowns below cost the inventory occurs in all retail outlets and storerooms. For markdowns above cost the retail outlets only are affected. While the inventory takes place, the RK prepares a rough Retail Price Change Form (NAVSUP FORM 983) including a control number from the 980. When the RK receives the proper count and a new selling price,* he completes the rough 983. He then checks calculations and prepares a smooth 983, forwarding it to the SSO. The SSO signs all copies and places the original or a copy in SSA-21. The remaining copies are forwarded to the RK for posting and filing (see Output(8) for 983 distribution). The difference between the old price and new price will be posted to the retail section of the 235. The new selling price is posted to the 464's.

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*NAVRESSO recommends that stock be marked down 25-50% to stimulate immediate response from customers. Aboard ship the SSO determines the actual amount of markdown.

Differences for Markdowns Below Cost

The 983 will reflect the difference between the original cost and the marked down cost and the difference between the old retail and new retail prices. A total difference (loss) is computed by multiplying the total number of items in inventory by the difference in cost price. This loss will be posted to the 978. The new retail price (also the new cost price) will be posted to the 464. For stock items in the retail store outlet, the total loss will be posted as an expenditure in the retail section of the 235. The signed original 983 is filed in the Charges Against Ship's Store Profits File (SSA-22). All losses due to markdown must be absorbed by the profits of SSA. If sufficient profits are not available, a loan from NAVRESSO should be requested.

If the stock is be marked down to zero (total loss), the stock must be disposed of. The 983 will be signed by the SO to certify that this has been done.

INPUTS:

(1) Slow-moving or excess stock reported by RSO, RK, or BSO
(2) Count from inventory in retail outlets or retail outlets and
     bulk storerooms
(3) Control number from 980
(4) NAVRESSO guideline for how much to markdown to SSO, RK
(5) 983 from RK to SSO for approval

OUTPUTS:

(1) SSO approved 983 to RK
(2) Reduced priced stock or stock disposed of (WA)
(3) Expedited sales
(4) 983 to SO for signature (WA)
(5) Adjusted retail and/or bulk price on 464
(6) Posting to 235
(7) Posting to 978 (later to 153) for markdowns below cost

(8) 983 distribution:

<u>Markdowns to Cost</u>

- Original, extended by SSO to SSA-21
- Copy to RSO for repricing stock
- Copy to SSA-2

<u>Markdowns below Cost</u>

- Original to Charges Against SSA Profits File (SSA-22)
- Copy, extended by SSO, to SSA-21
- Copy to RSO for repricing stock
- Copy to BSO File
- Copy to SSA-2

FUNCTION CODE: 15

FUNCTION NAME: Markons

PERFORMERS: RK, SSC   SO

DESCRIPTION:

When, in comparing a newly received P.O. and the 464 for a stock item, the RK discovers a price increase, he requests authorization from the SSO for an official retail price change (Markon).* If the SSO agrees, the RK initiates a rough 983. He posts a control number from the 980, computes a new retail selling price, and waits for a count of that stock item currently in the retail store(s). When the RK receives a correct count, he posts it to the 983 and extends the document. The difference between extension at the old price and extension at the new price will later be posted to the 235 as a gain by Markon. The RK then prepares a smooth 983 and forwards it to the ^SO for review and signature.

When the RK receives the signed 983, he updates the 464, makes entries to the 235, and posts a retail change completion date to the 980. The 983 is then placed in the SSA-21.

INPUTS:

(1) Price increase from vendor to RK
(2) 464
(3) Control number from 980
(4) Count from inventory of retail store(s)

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*By definition a Markon is an increase in a previously established retail selling price of an item of merchandise.

OUTPUTS:

(1) 983 to SSO for signature
(2) SSO signed 983 to RK
(3) Posting to 464, 235, 980
(4) 983 original to SSA-21
(5) 983 copy to RSO for repricing stock in retail outlet
(6) 983 copy to SSA-2

FUNCTION CODE: 16

FUNCTION NAME: Price Adjustments (Navy Clothing)

PERFORMERS: RK, SSO, RSO, BSO

DESCRIPTION:

Whenever the price for Navy clothing on a new requisition received varies from a previously established standard price,[*] the change in price must be reflected in the SSA records. The price may vary due to a purchase variance (difference between an established standard price and the price charged by a commercial vendor for material received from NSC) or due to an error when the requisition form was prepared. The RK informs the SSO of the price difference and the SSO initiates an inventory at all locations in SSA at which the stock item is kept (retail store, bulk storerooms). Once a correct count is obtained, the RK prepares a 983. He enters on the 983 the item, the quantity in the BSR, the quantity in the retail store, the old unit price, the new unit price, and the difference in unit price. From this information he calculates on the 983 the total dollar difference of stock in the retail store and in the bulk storerooms. When the 983 is completed (including control number and Navy Stock Fund account classification number), the RK forwards it to the SSO for review and signature. The RK then posts the retail difference (in dollars) to the receipt column of the 235 for price increases (a gain) and to the expenditure portion of the 235 for price decreases (a loss). The total dollar difference (retail difference plus bulk storeroom difference) is posted to the 977 (if gain) and to the 978 (if loss). The new item price is posted to the 464 and all issues will be at the new price.[**]

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[*]The standard price is the price at which Navy clothing is bought and sold, as published in the NAVRESSO PUB. 90 price list.

[**]If the material was received at an old price it must be issued at an established new price. All expenditure and receipt documents will reflect the actual cost to SSA.

INPUTS:

(1) Requisition showing price difference

(2) Navy Clothing Price List (NAVRESSO PUB 90) or supplement

(3) Count of items from inventory

(4) Control number from 980

(5) Navy Stock Fund account classification number

(6) Completed 983 from RK to SSO for review and signature

OUTPUTS:

(1) Completed 983 from RK to SSO for review and signature

(2) Signed 983 to RK from SSO

(3) New unit cost (also retail selling price) posted to 464

(4) Total cost posted to 153 and 235 as gain or loss by price
     adjustment or as gain or loss by purchase variance

(5) Total difference posted to 978 for loss

(6) Total difference posted to 977 for gain

(7) Completion date placed on 980 entry

(8) Original 983 to Fiscal Gains (or Losses) File (SSA-15)

(9) 983 copy to SSA-21

(10) 983 copy to RSO for repricing stock

(11) 983 copy to SSA-2

(12) 983 copy to BSO

FUNCTION CODE: 17

FUNCTION NAME: Expenditures/Returns to Vendor

PERFORMERS: RK, SSO

DESCRIPTION:

When an overstock condition exists due to unsalable items or old items (or for whatever reasons), the Ship's Store may wish to return the merchandise to the vendor for exchange, credit, or cash refund. Even though the SSA may request any one of the these options, the vendor must agree to accept the material.* Stock located in the retail store must first be transferred back to the BSR (via NAVSUP FORMS 973, 464, 235). A Memorandum Requisition and Invoice/Shipping Document (DD 1149) is prepared stating the type of action requested with exact items listed. When the vendor receives the 1149 and material, he signs the 1149 to acknowledge receipt of material, and he indicates on his own memo the value (to him) of material received. When the RK receives the signed 1149 and vendor's memo, he extends the 1149 at cost (vendor's listed price) and adjusts the 464 to reflect the proper quantities in stock. He also makes the appropriate entries to the 977 and 235 when required. He files the original 1149 in the SSA-14 file and forwards a copy to be placed in the BSO file.

Return for Exchange

After exchanged items are received in the BSR, the RK takes action action according to the items received. If items are identical in all respects, an entry is made on the 464 in the received column; no other action is required. If the item is a new item, then a new 464 is prepared. The 1149 is extended at cost for both the item returned and the item received. If the received item is of greater value, an Order and Inspection Report (NAVSUP FORM 48) is prepared showing the difference between the old and new prices. This difference is posted to the 977. The original 48 is mailed to the vendor requesting a bill. A copy

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*A guaranteed sales or return privilege is sometimes written in the purchase contract.

of the 48 is filed in the SSA-4 to be later forwarded with the monthly transmittal to FAADC. No exchange will be made for items of lesser value. Instead, a credit or cash refund must be requested.

Differences When Asking for Credit

If credit toward a purchase is requested, the 1149 is prepared and extended at original cost price. An expenditure number from the Expenditure Log is assigned to the 1149. Upon receipt of the material, the vendor will issue a credit memo indicating the returned material, unit cost, and total money value to be used as credit on the next purchase. The next P.O. (48) will refer to this credit memo. Upon receipt of the material (from the new order) the net amount to be paid by the SSA will be reported to the 977. The vendor credit memo and a copy of the 1149 credit memo are filed in the Credit Memorandum File (SSA-19).

Differences for Cash Refund

The 1149 prepared will refer to the original procurement document. The total dollar amount of the material will remain on the records until the refund check is received from the vendor. If the signed 1149 and vendor memo are received without a refund check, they are placed in SSA-19 awaiting the check. Upon receipt of the check, the 1149 (from SSA-19) is posted with the check number and date of the check. A receiving number from the 977 is also posted to the 1149. The 977 is posted with a credit receipt. The check and 1149 are forwarded to the DO. He signs the 1149, retains one copy, and returns the original and all remaining copies for the SSA files (see Output(11) for 1149 distribution).

INPUTS:

(1) Overstock condition or recommendation from survey

(2) 464's to RK for review

(3) Control number from 980 for Breakbacks

(4) Expenditure number from Expenditure Invoice Log for 1149

(5) Vendor signed 1149 to SSA RK

<u>OUTPUTS</u>:

(1) Communication between SSO or RK and vendor for permission to return material

(2) Material and 1149 from SSA to vendor

(3) Vendor signed 1149 to RK

(4) Credit memo from vendor to RK

(5) 48 from RK to vendor requesting bill (WA)

(6) Refund check from vendor to RK

(7) Adjusted 464's

(8) Entry to 235 for Breakbacks

(9) Exchanges:

- Original 1149 to SSA-14

- 1149 copy and vendor memo to SSA-19

- Copy of 48 to SSA-4 (exchange for greater value only)

(10) Credit:

- Original 1149 to SSA-14

- 1149 copy and vendor memo to SSA-19

(11) Cash Refund:

- Vendor check and 1149 copy to DO

- Original 1149 to SSA-21

- 1149 copy to Completed P.O. File

- 1149 copy to SSA-4

FUNCTION CODE: 18

FUNCTION NAME: Reports Preparation

PERFORMERS: SSO, RK

DESCRIPTION:

Financial Return

A Ship's Store Financial Report (also called a return) is prepared
at the end of each accounting period (Jan 31, May 31, Sept 30) covering the four
previous months. This report is prepared on a Ship's Stores Balance Sheet and
Profit and Loss Statement (NAVCOMPT FORM 153) and with substantiating documents
(see Output (4)) is forwarded to a Fleet Accounting and Disbursing Center (FAADCPAC
or FAADCLANT). The procedure for preparing the 153 is as follows:

(1) Closeout Journal of Receipts (NAVSUP FORM 977) by RK
   . Total Ship's Store columns
       . from other Supply Officers
       . from purchases
       . from other sources
   . Total clothing columns (same as Ship's Store columns)
   . Compute grand totals for Ship's Store and clothing
   . Recap receipts
   . Compare grand totals with expenditure totals (from 978)
   . Compare grand totals with 153

(2) Closeout Journal of Expenditures (NAVSUP FORM 978) by RK
   . Post cost value of ending inventory (from 238's)
   . Total Ship's Store and clothing columns (as on 977)
   . Post VM totals from 235 (cup type) or 236 (can type) to 153
   . Recap Ship's Store and clothing totals. Compare with grand
       totals on 977. Adjustments made to clothing cost of
       sales (on 978) if necessary to balance 977 and 978.

(3) DD 1149 (Requisition and Invoice/Shipping Document) prepared by RK for money value only for gains and losses of clothing by inventory. Posted to 235

(4) Balance and Closeout Financial Control Record (NAVSUP FORM 235) by RK
    . Compare RSO 470 (Cash Receipt Book) and CA 470 and 469 (Cash Register Record)
    . Post total sales to 235 from CA 469
    . Prepare Memorandum Invoice (1149 recap) to substantiate cash received from sales and left with DO
    . DO signs original 1149
    . Post inventory carried forward from 238 summaries
    . Total receipts for retail store and clothing (if separate)
    . Total expenditures for retail store and clothing
    . Report gains and losses if receipts and expenditures differ by more than the alloted amount (see para 1497, pub. 487)
    . Total receipts for vending machine and fountain
    . Total expenditures for vending and fountain
    . Recap cup type VM, figuring gross profit and percent profit
    . Recap cost of operation for material
    . Recap cost of operation for vending machine

(5) Memorandum Invoice (DD 1149) prepared by RK for retail cost of operation, including cup type vending machines

(6) Memorandum Invoice (DD 1149) prepared by RK to cover cost of operation for services (laundry, barber, fountain)

(7) Balance and closeout Vending Machine Control (NAVSUP FORM 236)

(8) Memorandum Invoice prepared for VM total cost of operation (summarizing all four months of accounting period)

(9) Closeout Stock Record Cards (NAVSUP FORM 464's) by RK

. Post quantities from Inventory Count Sheet Summaries (238)

. Post quantity of sales (total balance - ending inventory)

. Prepare discrepancy list for unexplainable gains and losses
   with corrective action indicated. Place in Retained Returns
   File for later review by inspecting officers

(10) RK prepares Ships Store Balance Sheet and Profit and Loss Statement (NAVCOMPT
     FORM 153) using 977 and 978

. Post receipt section from 977, expenditure section from 978

. Post profit carried forward and cash received from 1149 recap

. Recap expenditure section of balance portion (lines 21-27A of retail
   operation) to expenditure section of Profit and Loss portion

. Total expenditure side; subtract receipt side; this is the
   SSA total profit

(11) Review and signature of 153 by SSO

(12) Forward 153 and substantiating documents (see Outputs) to FAADC

Other Reports

In addition to the 153 and 1149's prepared at the end of each ac-
counting period a Summary of Material Receipts/Expenditures Form (NAVCOMPT FORM 176)
is prepared. A document from each transfer during the accounting period is placed
in the Transfers To Other Supply Officers File (SSA-9) at the time of the transfer.
These documents are gathered and summarized on the 176.

A DD 1149 is prepared each month (in addition to the end of each
accounting period) to summarize all cash received from sales. The CA 469's and 470's
covering deposits with the DO are collected, verified, and closed out. Any other
cash received in SSA such as contributions, service charges, commissions, etc., is
also summarized on the 1149. The DO signs the 1149 to validate the summary.

<u>INPUTS</u>:

(1) Current ending inventory (CEI) from 238 Summaries

(2) 977

(3) 978

(4) Last month's ending inventory from previous 153 from the Retained
     Returns File

(5) Expenditure documents for 978

(6) 1149 for gains or losses of clothing by inventory

(7) Data from RSO 470(s) for 235, 236

(8) Data from CA 469's for 235, 236

(9) 236

(10) Data from VMO 470(s) for 236

(11) 236's from first three months of accounting period

(12) 464's

(13) 153

(14) Supporting documents to prepare 153

<u>OUTPUTS</u>:

(1) Closed out 464, 235, 236, 977, 978

(2) 1149 for gains or losses of clothing by inventory

(3) 1149 for retail cost of operation

(4) 1149 for VM cost of operation

(5) 176 summarizing transfers to other supply officers

(6) Completed 153 and 1 copy to FAADC

(7) 3 copies of 153 to CO

(8) 1 copy of 153 to Retained Returns File

(9) Substantiating documents for 153 to FAADC which include:

<u>For Receipt Portion of Balance Sheet</u>

. 1149 for gain or loss by inventory of clothing

. 983 for financial gain or loss by price adjustment

For Expenditure Portion of Balance Sheet

- 1149 summarizing issues to use/kind with reimbursement, with attached 28's
- 1149 for bulk sales
- 1149 for clothing sales (to substantiate lines C02, C03, C04, and line B13 of balance portion)
- 1149 for loss of clothing by inventory
- 200 for Ship's Store and clothing survey to Navy Stock Fund
- 983 for financial loss by price adjustment
- 176 summarizing transfers to other supply officers with attached 1149s, 1348s, and 1348-1s from SSA-9
- 1149 for cost of operation (laundry, barber, etc.)
- 200 for surveys charged to SSA profits
- 983 for markdowns below cost
- 1149 for VM cost of operations
- 983 for VM markdowns below cost
- 200 for VM surveys charged to SSA profit
- 1149 for cup-type VM cost of operation

For Receipt Portion of Profit and Loss Statement

- 1149 for retail sales cash turned over to the DO (line C02)
- 1149 for VM cash turned over to the DO (line C03)
- 1149 for contributions to Ship's Store profit turned over to the DO (line C04).

For Expenditure Portion of Profit and Loss Statement

- 1149 summarizing uncollectable checks
- Reimbursement Voucher (Std. Form 1129), Std Form 1034, Std Form 1165 for laundry claims and other service charges
- 1034 or Correction Notice (NAVCOMPT FORM 621) for equipment purchases.
- 1034 for funds transferred to CO's Recreation Fund

(10) Copies of all original returns documents (output (9)) to
      Retained Returns File

(11) All documents in SSA-21 not included in original returns to
      Retained Returns File (e.g., original cost markdown form)

(12) Discrepancy list to Retained Return File

(13) Ending inventories and summaries (238's) to SSA-21 for next
      accounting period

Monthly Outputs

(14) Receipt documents from SSA-4,5 to FAADC

(15) Receipt documents for transfers to OSO (1149's, 1348's) from SSA-9 to FAADC

(16) 1149 for adjustments to receipt documents to FAADC

(17) Memorandum Invoice (1149), summarizing cash received distribution:

        . Original to SSA-21
        . Copy to SSA-14
        . 2 copies to SSA-8
        . 3 copies to DO

(18) Closed out 236's

Relief of SSO

(19) When the SSO is relieved of duty at a time other than at the end of the
accounting period, all files, records, and transactions normally retained will be
forwarded to the relieving SSO. Exception: SSA clothing retained returns will be
kept on board for two years, then forwarded to the Federal Records Center.

3.3 COMPARISON BETWEEN THE BASELINE SYSTEM AND THE ACTUAL SHIPBOARD SYSTEMS

The Baseline Functional Descriptions in Sections 3.2 were derived from data taken from NAVSUP Publication 487* and discussions with NAVRESSO personnel. Although each ship uses Publication 487* as a guideline in implementing its SSA system, differences were expected and did occur. This section compares these differences by

- size of ship
- type of function
- performance factor (procedure, method, file, form or performer)

Requests were made of NAVRESSO to arrange visits by SSAM team personnel to three different sizes of ships: FF, AS, CVN. The size of the ship for the study was determined by the number of customers that SSA supported: small – less than 500, medium – 500-1500, large – more than 1500. Data on the actual procedures used aboard each ship were gathered by interviewing key personnel during the visits, including the Ship's Stores Officer and Records Keeper. During the study of potential areas of automation (Phase II) the differences in procedures between the baseline system and actual ship implementation and differences among the three sizes of ships will be analyzed for impact on an automated SSA system.

The three comparison tables that follow show the differences found between the baseline system and the system used aboard the three ships visited. Each table is divided into the 18 functions. The first page of each table identifies the ship type. Each table includes three columns: Baseline Action, Shipboard Action, and Type of Variation. The Baseline Action is, in general, Section 3.2 information stating the procedure, method, file, form, or performer used to perform a task. The Shipboard Action states that actual procedure, method, file, form or performer used on board the ship to perform the same task. Under Type of Variation, a word or

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*Ship's Stores Afloat, NAVSUP Publication 487, Reprint 1, 19 May 1976.

phrase is used to describe the type of factor that is varied. In some instances, more than one type of factor is varied. Where there were no differences in procedures, methods, files, forms, or performers, functional comparisons are not shown in the table. When a ship used a new procedure, the baseline entry is left blank and an appropriate entry made in the "type of variation" column.

TABLE 2 - BASELINE VERSUS FRIGATE (FF) FUNCTION COMPARISON

FUNCTION - GENERAL

Baseline System	Shipboard System	Type of Variation
SSO and DO are two different people	SSO is also DO	Performers
Barber and BSO are two different people	Barber is also BSO	Performers
Laundry man and VMO are two different people	Laundry man is also VMO	Performers
RK and game machine operator are two different people	RK is also game machine operator	Performers

68

FUNCTION 1 - MONETARY LIMITATION DETERMINATION

Baseline System	Shipboard System	Type of Variation
RK calculates monetary allowance each month	RK and SSO calculate monetary allowance each quarter	Procedure, Performers
RK posts monetary allowance to ICR and completes ICR each month	RK and SSO post monetary allowance to ICR and complete ICR each month	Performers
SSO reviews ICR	RK and SSO review ICR SO reviews and signs ICR	Performers, New Procedure

FUNCTION 2 - REQUIREMENTS DETERMINATION (PRE-DEPLOYMENT)

Baseline System	Shipboard System	Type of Variation
Requirements are determined using publications available, then 464's and fast movers are reviewed to adjust requirements	464's are reviewed first, then requirements are determined using publications available. No fast mover's list currently used	Sequence, Procedure
RK determines requirements	RK and SSO determine requirements	Performers
SSO reviews NAVRESSO preprinted P.O.'s	RK and SSO review NAVRESSO preprinted P.O.'s	Performers
RK and SSO prepare loadout plan	SO, RK, and SSO prepare loadout plan	Performers
SSO reviews completed loadout plan	SO, SSO and RK preview completed loadout plan	Performers

70

FUNCTION 2 - REQUIREMENTS DETERMINATION (IN PORT/AT SEA)

Baseline System	Shipboard System	Type of Variation
464's reviewed to determine requirements	464's and breakout documents reviewed to determine requirements	Additional Input

FUNCTION 3 - ACQUISITION

Baseline System	Shipboard System	Type of Variation
RK reviews selected 464's each day to determine requirements and shortfalls	RK reviews selected 464's weekly (or as needed) to determine requirements and shortfalls	Procedure (frequency)
	SSO reviews selected 464's and performs spot inventory to check quantities listed on 464's	New Procedure
	Ship's Stores Afloat Contract Bulletin (SSAC) used as input to sort list of requirements by vendor and contract	Additional Input
Rough P.O.'s and requisitions prepared by RK for review by SSO	No rough P.O.'s and requisitions prepared. Sorted list of requirements reviewed by SSO	Procedure
P.O. and requisition logs posted after SSO signs orders	P.O. and requisition logs posted by RK as he prepares smooth orders	Sequence
464 prepared by RK when new stock item is ordered	464 prepared by RK when new stock item is received (Function 4)	Sequence

72

FUNCTION 4 - RECEIVING

Baseline System	Shipboard System	Type of Variation
RK matches File 4 copy with File 20 copy (P.O.'s) and File 5 copy with File 20 copy (transfers) each month. File 4 and 5 copy forwarded to FAADC	SSO & RK match File 4 copy with File 20 copy (P.O.'S) and File 5 copy with File 20 copy (transfers) each month. File 4 and 5 copy forwarded to FAADC	Performers

73

FUNCTION 5 - BILLING

Baseline System	Shipboard System	Type of Variation
RK prepares 1034	DO (SSO) prepares 1034	Performer

74

FUNCTION 7 - PHYSICAL INVENTORY

Baseline System	Shipboard System	Type of Variation
Price Line inventory performed each month	Price Line inventory not performed	Procedure
Inventory teams selected outside SSA	SSO is member of one team	Performers
Pink and blue copies distributed after extensions	Pink and blue copies distributed immediately after count	Sequence
	SSO, RSO, BSO and relieving officers sign 238 summary	New Procedure
464 closed out during reports preparation (Function 18)	464 closed out immediately after 238 summary prepared	Sequence

75

FUNCTION 8 - EXPENDITURES / ISSUES TO RETAIL, SERVICES (BREAKOUT)

Baseline System	Shipboard System	Type of Variation
BSO forwards 973 copy to RK after issue. RSO forwards 973 copy to RK upon receipt of stock	RSO and BSO compare 973's before forwarding to RK for accountability check	New Procedure

76

FUNCTION 9 - EXPENDITURES / ISSUES / ISSUES TO ENLISTED DINING FACILITY (EDF) / ISSUES FOR SHIP USE (OPTAR)

Baseline System	Shipboard System	Type of Variation
	Function not currently performed	Procedure

FUNCTION 10 - EXPENDITURES / TRANSFERS

Baseline System	Shipboard System	Type of Variation
	When excess stock aboard ship RK request that other ships accept some of the excess. RK prepares 1149 for transfer	New Procedure
BSO transfers stock to another ship	BSO and RK transfer stock to another ship. BSO and RK accompany stock to expedite transfer	Performers, New Procedure

FUNCTION 11 - EXPENDITURES / SURVEYS

Baseline System	Shipboard System	Type of Variation
SSO revalues stock on 200	SSO and RK revalue stock on 200	Performers
SSO disposes of material (WA)	SSO, RSO, and BSO dispose of material (WA)	Performers

79

FUNCTION 12 - EXPENDITURES / CASH SALES (BULK SALES)

Baseline System	Shipboard System	Type of Variation
	Function not currently performed	Procedure

FUNCTION 13 - EXPENDITURES / CASH HANDLING AND COLLECTION

Baseline System

Money transferred from CA
to DO. A separate 470
is posted for transfer.
Audit of 469's, and 470's
is performed by SSO each
week

Shipboard System

SSO = DO = CA.
Money transfer, separate
470, and audit are not
needed

Type of Variation

Procedure, Performers

81

FUNCTION 14 - EXPENDITURES / MARKDOWNS

Baseline System	Shipboard System	Type of Variation
Upon notice of excess or slow-moving stock, SSO gives verbal authorization for markdown	Upon notice of excess or slow-moving stock, SSO and RK review stock for possible markdown	Performers, Procedure
Rough 983 prepared and extended	No rough 983 prepared. Extension performed while smooth 983 prepared	Procedure
	SO reviews and signs 983 for markdowns below cost, including markdowns to zero	New Procedure

82

FUNCTION 16 - PRICE ADJUSTMENTS (NAVY CLOTHING)

Baseline System	Shipboard System	Type of Variation
	Navy clothing not sold, function not performed	Procedure

83

FUNCTION 17 - EXPENDITURES / RETURNS TO VENDOR

Baseline System

RK prepares 1149 for
exchanges, credit, or
refund from vendor

Shipboard System

RK prepares 1149 for
credit or refund from
vendor. Exchanges not
accepted

Type of Variation

Procedure
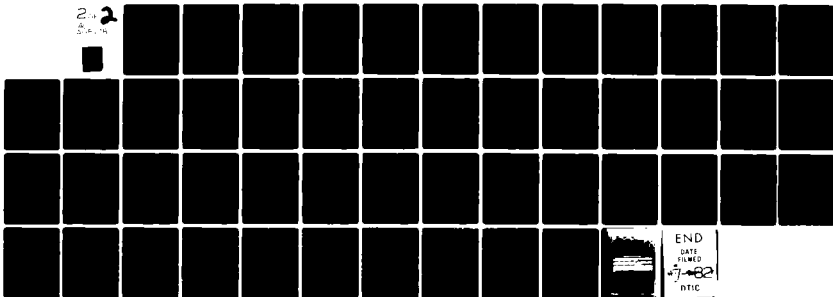
END
DATE
FILMED
7-82
DTIC

115178
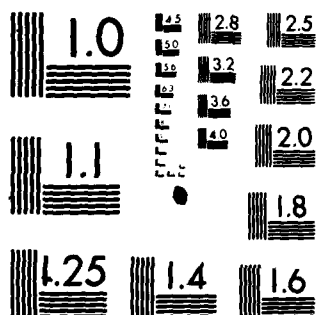
MICROCOPY RESOLUTION TEST CHART
NATIONAL BUREAU OF STANDARDS-1963-A

FUNCTION 18 - REPORTS PREPARATION

Baseline System	Shipboard System	Type of Variation
RK closes out 977, 978, 235, and 236	RK closes out 977, 978, 235, and 236. SSO reviews each	New Procedure
RK closes out 469's and 470's	CA, RSO, VMO, and GMO close-out their own 469 or 470. SSO reviews them	Performer, New Procedure

85

TABLE 3 - BASELINE VERSUS SUBMARINE TENDER (AS) FUNCTION COMPARISON

FUNCTION 1 - MONETARY LIMITATION DETERMINATION

Baseline System	Shipboard System	Type of Variation
RK calculates monetary allowance, posts ICR, and completes ICR	SSO calculates monetary allowance, posts ICR, and completes ICR	Performer

FUNCTION 2 - REQUIREMENTS DETERMINATION

Baseline System

Shipboard System

Delivery plan developed,
dates forwarded to
Acquisition (Function 3)

Type of Variation

New Procedure

87

FUNCTION 3 - ACQUISITION

Baseline System	Shipboard System	Type of Variation
P.O.'s and requisitions prepared for acquiring materials	Only P.O.'s prepared	Procedure
RK determines requirements and shortfalls daily	RK and SSO determine requirements upon salesman's arrival	Performers, Procedure
RK prepares rough P.O.'s	Salesman prepares rough P.O.'s	Performer

88

FUNCTION 4 - RECEIVING

Baseline System	Shipboard System	Type of Variation
Receiving from P.O.'s and requisitions	Receiving from P.O.'s	Procedure
Separate extension of P.O. copies performed as needed; extensions compared; files and journals posted	Separate extensions performed; files and journals posted; extensions compared weekly	Sequence, Procedure
	P.O. copy kept in local RK File	New Procedure

FUNCTION 5 - BILLING

Baseline System	Shipboard System	Type of Variation
SSO compares bill, original P.O., and 20 copy before making changes to 20 copy	RK sends notice of change to SSO for changes to 20 copy. SSO comparison not performed	Procedure
SSO approves bill for payment	RK approves bill for payment	Performer

90

FUNCTION 6 - MARKUP POLICY DETERMINATION

Baseline System	Shipboard System	Type of Variation
SSO performs item cost analysis	SSO and RK perform item cost analysis	Performer
CO Recreation Fund requirement used as input to determine percent markup policy	CO Recreation Fund requirement is not used as input to determine percent markup policy.	Procedure

91

FUNCTION 7 - PHYSICAL INVENTORY

Baseline System	Shipboard System	Type of Variation
Space/location sketch used as input to prelist stock on 238's	Space/location sketch not used to prelist stock on 238's	Procedure
	Local price line form used	Additional input
Count teams selected from outside SSA	SSO, RK, and RSO's perform count	Performers
SSO compares the two sets of count sheets after inventory	SSO and RK compare the two sets of count sheets after inventory	Performers
RK compares count sheets and 464's. 464's updated later	SSO and RK compare 464's and count sheets. 464's updated with correct count	Performers, Sequence
SSO resolves discrepancies between count sheets and 464's	SSO and RK resolve discrepancies between count sheets and 464's	Performers
SSO and RK extend count sheets and compare extensions	RK and assistant extend count sheets and compare extensions	Performers
Affidavit (price line summary) signed by SSO, filed in SSA-21, and copy sent to RSO	No affidavit is signed. Local price line form disposed of after completion of price line inventory	Procedure, Forms
	SSO reviews 238 summaries before postings are performed	Additional Process

FUNCTION 9 - EXPENDITURES / ISSUES TO ENLISTED DINING FACILITY (EDF)
/ ISSUES FOR SHIP USE (OPTAR)

Baseline System	Shipboard System	Type of Variation
FSO or CO (or assistant) prepares requisition. Extension performed at end of function	FSO or CO (or assistant) initiate requisition, RK posts price and performs extension upon receipt of request	Procedure, Sequence
Advance requisition copy sent to EDF or requesting activity	No requisition copy sent to EDF or requesting activity	Procedure
Accountability check performed after requesting activity signs requisition document	No accountability check performed	Procedure
Separate extension of requisition document performed by SSO and RK after accountability check. Extensions compared	Extension performed by RK upon initial receipt of requisition document	Performers, Sequence

93

FUNCTION 10 - EXPENDITURES / TRANSFERS

Baseline System

Authorized activity
prepares transfer
request and forwards it
to RK for review.
Extension performed by
RK later in function

Shipboard System

Authorized activity
prepares and extends
request or authorized
activity prepares
request; RK reviews,
prices, and extends
document upon receipt

Type of Variation

Performer, Procedure,
Sequence

94

FUNCTION 11 - EXPENDITURES / SURVEYS

Baseline System	Shipboard System	Type of Variation
SSO initiates Rough 200 upon notice of missing or damaged material. RK posts cost and nomenclature to Rough 200. Board conducts Survey using Rough 200	SSO conducts survey on local form upon notice of missing or damaged material. SSO prepares and extends Rough 200. Board reviews survey results. RK prepares smooth 200	Procedure, Sequence, Performers, Form
Smooth 200 extended separately by SSO and RK. Extensions compared	SSO extends Rough 200. No comparison of extensions	Performer, Procedure

95

FUNCTION 12 - EXPENDITURES / CASH SALES (BULK SALES)

Baseline System	Shipboard System	Type of Variation
Completed 1149 received by RK. RK checks material availability	Informal request received by SSO. SSO checks material availability. RK prepares and extends 1149	Form, Performer, Procedure
Markdown to cost or breakout to retail performed for issues from retail	No issues from retail. Breakback from retail to bulk sometimes performed	Procedure
RSO or BSO issues material to requesting activity	BSO and SSO issue material to requesting activity	Performers
RSO or SSO receives payment from requesting activity and signs 1149	CA receives payment from requesting activity and signs 1149	Performer
	1149 copy filed in sea-store inventory record	New Procedure

96

FUNCTION 12 - EXPENDITURES / CASH SALES (DAILY SALES)

Baseline System	Shipboard System	Type of Variation
972's prepared by RSO for over-rings and refunds. SSO reviews 972's	SSO gives authority to prepare 972's. RSO prepares 972's; CA reviews 972's	Procedure, Performer

FUNCTION 13 - EXPENDITURES / CASH HANDLING AND COLLECTION

Baseline System	Shipboard System	Type of Variation
	Local money form used in addition to 469 and 470	Additional Form
RSO counts money. RSO records amount on RSO 470	CA counts money. RSO records amount on RSO 470	Performer
Money forwarded to DO at end of day	Money placed into CA fund, forwarded to SSO for weekly audit, then to DO	Procedure
	Cash counted in weekly audit, compared with 469's and 470's	Additional Procedure
	DO and SO review local money form after SSO audit	Additional Procedure

98

FUNCTION 14 - EXPENDITURES / MARKDOWNS

Baseline System	Shipboard System	Type of Variation
Rough 983 preparation and inventory performed simultaneously. Local form used during inventory	Rough 983 prepared prior to inventory, used during inventory	Procedures, Sequence, Form
Inventory performed in retail and bulk storeroom(s)	Stock in bulk storeroom broken out to retail. Retail store inventoried	Procedure
	SO reviews and signs smooth 983	Additional Procedure

99

FUNCTION 15 - MARKONS

Baseline System	Shipboard System	Type of Variation
Rough 983 preparation and inventory performed simultaneously. Local form used during inventory	Rough 983 prepared prior to inventory; used in inventory	Procedure, Form, Sequence

100

FUNCTION 16 - PRICE ADJUSTMENTS (NAVY CLOTHING)

Baseline System	Shipboard System	Type of Variation
983 prepared for price changes in Navy clothing	Navy clothing not sold. Function not performed	Procedure

FUNCTION 17 - EXPENDITURES / RETURNS TO VENDOR

Baseline System	Shipboard System	Type of Variation
1149 prepared for credit, exchange, or refund after Breakback	1149 prepared for credit, exchange, or refund prior to Breakback	Sequence
	BSO retains 1149 copy upon return of material to vendor	Additional Procedure
P.O. prepared for exchanges of greater value	Exchanges of greater value not accepted	Procedure
Vendor refund check accepted by DO	Vendor refund check accepted by CA, later forwarded to DO	Performer, Procedure

102

FUNCTION 18 - REPORTS PREPARATION

Baseline System	Shipboard System	Type of Variation
RK closes out 977, 978, and 235	RK and SSO close out 977, 978, and 235	Performers
RK closes out 464's	RK and two assistants close out 464's	Performers
RK prepares 153	RK and SSO prepare 153	Performers
SSO reviews completed 153	SSO, SO, and CO review completed 153	Performers
SSO resolves discrepancies on 153	RK resolves discrepancies on 153	Performer

TABLE 4 – BASELINE VERSUS CARRIER (CVN) FUNCTION COMPARISON

FUNCTION – GENERAL

Baseline System	Shipboard System	Type of Variation
1 RK	4 RK's and RK Super	Performers

NOTE: If the baseline indicates that a process is performed by the RK and the Shipboard system process is performed by any one of the RK's or the RK supervisor, then no difference will be noted.

FUNCTION 1 - MONETARY LIMITATION DETERMINATION

Baseline System	Shipboard System	Type of Variation
RK calculates monetary allowance	RK and SSO calculate monetary allowance	Performers
SSO reviews ICR	RK and SSO review ICR	Performers

FUNCTION 2 - REQUIREMENTS DETERMINATION (PRE-DEPLOYMENT)

Baseline System	Shipboard System	Type of Variation
Requirements Determination for loadout plan performed separately from Acquisition (Function 3)	Requirements Determination and Acquisition integrated	Procedure

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FUNCTION 4 - RECEIVING (BREAKBACKS)

Baseline System	Shipboard System	Type of Variation
SSO reviews Smooth 973 prior to signing	RK reviews Smooth 973. One copy of 973 sent to SSA-2 upon SSO signature	Performer, Procedure
RSO signs 973 upon issue, forwards 973 to RK for accountability check. BSO signs 973 upon receipt of stock, forwards 973 to RK for accountability check	RSO and BSO sign 973 copies, compare quantities issued and received before forwarding 973 copies to RK for accountability check	Additional Procedure

FUNCTION 5 - BILLING

Baseline System	Shipboard System	Type of Variation
SSO approves vendor's bill for payment	RK approves vendor's bill for payment	Performer

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FUNCTION 6 - MARKUP POLICY DETERMINATION

Baseline System

SSO performs item cost
analysis and determines
percent markup policy

Shipboard System

SSO and RK perform item
cost analysis and
determine percent markup
policy

Type of Variation

Performers

FUNCTION 7 - PHYSICAL INVENTORY

Baseline System	Shipboard System	Type of Variation
Itemized inventory performed quarterly; price line monthly	Itemized inventory performed monthly and quarterly; price line not performed.	Procedure
SSO, RK, RSO, and BSO partici- pate in prelisting count sheets	RK, RSO, and BSO participate in prelisting count sheets	Performers
Space/location sketch used in prelisting count sheets	Space/location sketch not used in prelisting count sheets	Procedure
SSO reviews prelisted count sheets	RK and SSO review count sheets	Performers
Count sheets and 464's compared before extension of count sheets	Count sheets and 464's compared after extension of count sheets	Sequence

110

FUNCTION 8 - EXPENDITURES / ISSUES TO RETAIL, SERVICES (BREAKOUT)

Baseline System	Shipboard System	Type of Variation
SSO reviews Smooth 973 prior to signing	RK reviews Smooth 973 prior to SSO signing	Performer
BSO issues stock to retail	BSO and cargo team issue stock to retail	Performers

FUNCTION 9 - EXPENDITURES / ISSUES TO ENLISTED DINING FACILITY (EDF)
/ ISSUES FOR SHIP USE (OPTAR)

Baseline System	Shipboard System	Type of Variation
SSO reviews request prior to signing	RK reviews request prior to SSO signing	Performer
SSO and RK extend separate 1149 copies, compare extensions	Extension performed by FSO or CO (or assistants) before SSA receives request. RK reviews extensions before postings	Procedure, Performers

112

FUNCTION 10 - EXPENDITURES / TRANSFERS

Baseline System	Shipboard System	Type of Variation
Transfers from retail outlet (WA). Markdown to cost performed	Transfers from retail outlet not performed. Markdowns to cost not performed during transfers	Procedure

113

FUNCTION 12 - EXPENDITURES / CASH SALES (BULK SALES)

Baseline System	Shipboard System	Type of Variation
Request reviewed, approved, and signed by SSO	Request reviewed and approved by RK, and signed by SSO	Performers
Stock sold from retail outlet (WA)	Stock not sold from retail store during bulk sales	Procedure
RSO or SSO receives payment and signs 1149	CA receives payment and signs 1149	Performer

114

FUNCTION 12 - EXPENDITURES / CASH SALES (DAILY SALES)

Baseline System	Shipboard System	Type of Variation
SSO reviews, approves, and signs 972's	RK reviews and approves 972's. SSO signs 972's	Performer

FUNCTION 13 - EXPENDITURES / CASH HANDLING AND COLLECTION

Baseline System	Shipboard System	Type of Variation
	Cash register tape stapled to local form; forwarded to SSO	New Procedure

116

FUNCTION 14 - EXPENDITURES / MARKDOWNS

Baseline System	Shipboard System	Type of Variation
	SSO keeps 983 copy (tickler copy) after he signs document	New Procedure
	RSO(s) sign 983 copy to certify inventory count	New Procedure

FUNCTION 15 - MARKONS

Baseline System	Shipboard System	Type of Variation
	SSO keeps 983 copy (tickler copy) after he signs 983	New Procedure
	RSO(s) sign 983 copy to certify inventory count	New Procedure

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FUNCTION 16 - PRICE ADJUSTMENTS (NAVY CLOTHING)

Baseline System	Shipboard System	Type of Variation
	SSO keeps 983 copy (tickler copy) after he signs 983	New Procedure
	BSO(s), RSO(s) sign 983 copy to certify inventory count	New Procedure

FUNCTION 17 - EXPENDITURES / RETURNS TO VENDOR

Baseline System	Shipboard System	Type of Variation
1149 prepared as credit, exchange, or refund memo for return of stock to vendor	1149 prepared as bulk sale to vendor. Function 17 procedure not performed. Function 12 (Bulk Sales) procedure used	Procedure

120

FUNCTION 18 - REPORTS PREPARATION

Baseline System	Shipboard System	Type of Variation
RK closes out 977 and 978	SSO closes out 977 and 978	Performer
RK prepares 153	RK, SSO, and assistants prepare 153	Performers
RK forwards 153 and supporting documents to FAADC	RK and SSO forward 153 and supporting documents to FAADC	Performers

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APPENDIX

BASELINE SHIP'S STORES AFLOAT FUNCTIONAL FLOW DIAGRAM - CHARACTERISTICS AND USAGE

The SSA System Functional Flow Diagram is meant to be used in conjunction with the written descriptions (Section 3.2). Eighteen functional areas have been identified and are shown on the diagram. Each of the 18 functions has been broken into sub-functions or processes. These processes show the sequence of actions that takes place to perform the function. A process number has been written in the upper right hand corner of each process for the purpose of identification. The lower right hand corner indicates the process performer(s). Where more than one performer is indicated, the process is performed either by a team or by one person or another. Two performers separated by a comma indicate the latter case. When two or more performers are listed vertically, all are involved in the process (a team effort). An arrow between two processes indicates the directon of information flow. A complete legend for symbols used on the diagram is shown in Figure 4. Abbreviations used in the diagram are given in the Abbreviations, Acronyms and Abbreviations List (page v).

Function Number 18, Reports Preparation, is placed in the center of the chart for symbolic reasons with the 24 Ship's Stores Afloat files around it. The other 17 functions surrounding the files receive inputs from the files, make postings to them, or place information in them during the accounting period. Reports Preparation uses these files at the end of each accounting period to summarize the transactions that have occurred as a result of the other 17 functions.
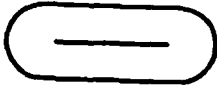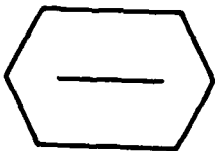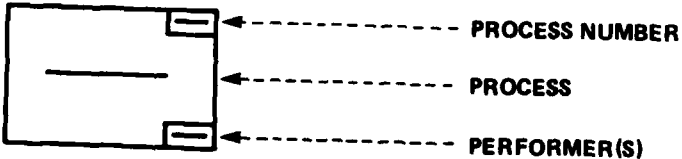
SYMBOL EXAMPLE	MEANING

FUNCTION 4

FUNCTION 4A

SSA—20 FILE (MAY ALSO INDICATE A FORM, RECORD, OR JOURNAL)

ACTIVITY OR LOCATION

NAME OF PUBLICATION, LOG, OR SPECIAL LIST

SPECIAL INPUT OR OUTPUT

◄- - - - - - - - - - **PROCESS NUMBER**

◄- - - - - - - - - - **PROCESS**

◄- - - - - - - - - - **PERFORMER(S)**

DIRECTION OF INFORMATION FLOW

POSTING TO A RECORD, FORM, LOG, OR JOURNAL

Figure 4 - Flow Diagram Symbols

124

① MONETARY LIMITATION DETERMINATION

PUB 487 — INSTR →

MISSION & LENGTH →
NO. MEN SUPPORTED →

CALC MONETARY ALLOWANCE |1.1| RK

ICR ↑

POST TO ICR |1.2| RK

PREVIOUS ICR →

COMPL ICR |1.3| RK
DATA: 469, 470, 238 ← RR, 978, 977

REVIEW ICR |1.4| SSO

F 10.1 OR F 17.1 — DECISION TO TRANSFER OR RETURN TO VENDOR EXCESS STOCK

ICR → SSO — S AVAIL

464 → DETERM REQR

MAT...

DAILY REVI...

ROUGH O...

② REQUIREMENTS DETERMINATION

PUB 81 — STOCKING PLAN →
MISSION PARTICULARS →
C.A.R.G.O →
PUB 487 →

DETERM REQR |2.1A| RK

464

FML

ADJ REQR |2.2A| RK

PREP LOADOUT PLAN |2.4A| SSO RK

REVIEW LOADOUT PLAN |2.5A| SSO

②A PRE-DEPLOYMENT

PREP SMOOTH ORDERS

LOADOUT PLA...
PRE PRINTED...

NAVRESSO →
BULLETINS →

REVIEW PRE-PRINTED PO'S |2.3A| SSO

SEE INPUT (3) IN WRITTEN DESCRIPTIONS

②B IN PORT/AT SEA

464 → REVIEW 464'S (MONTHLY) |2.1B| RK → DETERM REQR |2.2B| RK

F 3.2 — LIST

DECISI...
OR RET...
EXCESS...

⑦ PHYSICAL INVENTORY

⑦A ITEMIZED/PRICE LINE

SPACE LOC SKETCH — CONTROL NO

F 14, F 11, F 16, 464, 978, 235

PUB 487 — INSTR →

UPDATE RECORDS |7.1A| RK

PRE LIST CS* |7.2A| SSO RK RSO BSO

REVIEW CS* |7.3A| SSO

CNT SIGN |7.4A| 1.1
CNT SIGN |1.2|

COMP CS |7.5A| SSO

*238 OR PRICE LINE COUNT SHEETS

SPECIAL CONDIT → CNT SPECIFIC ITEM |7.1B| → CNT → COMP CNT & 464 |7.2B| → DESCR LIST → 21

464

ACQUISITION (3)

OR (F 17 1)

DECISION TO TRANSFER OR RETURN TO VENDOR EXCESS STOCK

OFF SHIP

23 COPY

(23)

INSP/ REC'V (RECEIPT ZONE) | 4 1A
MAT'L, P.O. SHIPPING DOC | RI

20 COPY

(20)

INSP/ REC'V (STORE

MATL →

23 COPY & ATTACHED SHIP DOC

20 C

1149 ORIG

TRANSFER SHIP

ACCT CHECK

S AVAIL

(11 O S) (12 O.S)

MAT'L ON ORDER

BULK, RETAIL

PHYS CNT

SSAC

VENDOR LIST

P.O./REQN LOGS

NO.

(464)

DETERM REQR | 3 1 | RK

DETERM SHORTFALLS | 3 2 | RK

LIST →

SORT BY VENDOR (P.O) | 3 3 | RK

PREP P.O./REQNS | 3 4 | RK

REVIEW ROUGH ORDERS | 3 5 | SSO

DAILY REVIEW

LIST

(F 2 2B)

4.7A, 7 7A, 7 16A, 10 10, 18 3A, 18 5A,
13 6.1,

ROUGH ORDERS

PUB 81

MARKUP POLICY FROM F 6 2

P.O./REQN LOGS

(11 O/S)

SIGNED COPY

ALL REMAINING P.O COPIES

(464)

PREP SMOOTH ORDERS | 3 6 | RK

REVIEW/ SIGN | 3 7 | SSO

PREP NEW 464 (W.A) | 3 8 | RK

FILE/ POST LOGS | 3 9 | RK

(12 O/S)

REQN COPY

LOADOUT PLAN, PRE PRINTED P.O'S

ORIG. COPIES*

REQN, P.O. COPY

*SEE OUTPUT(3) IN WRITTEN DESCRIPTIONS

OFF SHIP

(20)

(23)

(F 3 2)

LIST

DECISION TO TRANSFER OR RETURN TO VENDOR EXCESS STOCK

3 8, 4 4A, 4.8A, 4 10B, 7 1A, 7 16A, 8 11, 9.9, 10 4, 10 10,
11.8, 12 4A, 12 10A, 14 9, 15 8, 16 9, 17.5, 17 10

2.2A, 2 1B, 3 1, 7 6A, 7 2B, 15 1, 16 1, 18.9A, 18 1D

464'S

3 9 → 4 1A → (23)

11 8, 14 9 → (22)

(18A) 153 PR (ACCT

4 7A, 4 9B, 7 7A, 7.11A, 7 13A, 7 14A, 7.2B, 8.10, 9 8, 10 3, 10 4,
10 9, 11 7, 12.5A, 12 7A, 14 6, 15 9, 16 9, 17.5, 17 14, 18.3C

4 10A, 5 3, 18 10A, 18 13A

(21)

DESCR LIST

RESOLVE DESCR | 7 7A | SSO

UNRESOLVED DESCR

(21)

LATER

(RR)

OUTPUT (4) DOC'S

*SEE WRITTEN DESCRIPTIONS

(21)

3 9 → 4 2A → (20)

(464)

COMP C S | 7 5A | SSO

COMP C S & 464 | 7 6A | RK

EXT | 7 8A | RK
EXT

COMP DUAL EXT | 7 9A | SSO | RK

(RSO)

COPY

(21)

ORIG

17 8, 17 11 → 17 11, 17 12 → (19)

COMP TOTALS & 235 | 7 10A | SSO

SIGN AFFIDAVIT | 7 11A | SSO

POST | 7 12A | RK

(235)

(21)

RECEIVING

4B BREAKBACKS

EXTRA P.O. COPIES FROM ACQUISITION

BILL OK'D

4.9A

11 C

11 PEND — 23 COPY OTHER O/S COPIES

RK

O/S COPY

21

4

20 COPY

SSA4, SSA5 COPY

4.10A

MATCH SSA-4, SSA 5 & 20 COPY

RK

FAADC

MONTHLY

980 — NO.

PREP REQUEST — 4.1B — RSO SAO

PAD OR ROUGH 973

PREP 973 — 4.2B — RK

REVIEW & SIGN — 4.3B — SSO

973 COPY

973 COPY

REC'V STOCK — 4.5B — BSO

STOCK

RET STOCK — 4.4B — RSO SAO

BSO — 973 COPY

SIGNED 973 COPY

SIGNED COPY

ACCT CHECK — 4.6B — RK

ORI 97

97 COP

5 BILLING

, 15.9, 16.9, 17.5
.6, 17.2

.11, 17.13

.12, 18.1A, 18.3A, 18.11A

.1A, 7.15A, 9.9, 10.10, 11.8, 12.10A, 14.8, 16.8
.3, 18.2A, 18.3A, 18.11A

977

11 O/S — ORIG

11 PEND — 23 COPY ORIG

21

20 COPY

BILL, 4

P.O. LOG

VENDOR

BILL OR BILL COPY

442

FLAG DISCOUNTS/ UPDATE 977 — 5.1 — RK

MATCH BILL, ORIG, P.O., 23 COPY — 5.2 — RK

COMP BILL, ORIG, 20 COPY — 5.3 — SSO

BILL OK

BILL APPROVED FOR PAY — 5.5 — SSO

POST LOG/ STAMP 23 COPY — 5.6 — RK

(U.S. V

(FORE

BILL COPY, 23 COPY (FAST PAY) 23 COPY (NON FAST PAY)

11 C

BILL NOT OK

CORRECT BILL REQUESTED — 5.4 — RK

MEMO

VENDOR

BILL, 48, COPIE

6 MARKUP POLICY DETERMINATION

4.9A, 17.14
4.10A

4

5

4.8A
4.10A

6 — 9.9

7 — 11.8

153 RECAP

CO RECREATION FUND REQUIREMENT

RR

PREVIOUS 153

ITEM COST ANALYSIS — 6.1 — SSO

DETERM % MARKUP — 6.2 — SSO

POLICY

F 4.4A

POLICY

F 3.8

LOCAL FILES & RECORDS

REQN LOG	3.9, 4.8A / 3.4
P.O. LOG	3.9, 4.8A, 5.6 / 3.4
EXP INV LOG	9.9, 10.10, 11.8, 12.10A / 9.2, 10.1, 11.3, 12.1A, 17.6
ICR	1.2, 1.4 / 1.3
FAST MOVERS LIST	2.2A
RSO/VMO CASH RECEIPT BOOK 470	13.3 / 1.3, 13.1, 13.6, 18.4A, 18.1C, 18.1D
CA CASH RECEIPT BOOK 470	13.5 / 1.3, 13.4, 13.6, 18.4A, 18.1C, 18.1D
CA CASH REGISTER RECORD 469(S)	13.2 / 1.3, 13.2, 13.6, 18.4A, 18.1C, 18.1D
RSO FILE	4.10B, 7.11A, 7.13A, 7.14A, 8.7, 10.5 14.9, 15.9, 16.7, 17.3

8 — 12.10A, 18.3C / 18.2C

9 — 10.10 / 18.1B

11 SURVEYS

F 4.2A

BULK, RETAIL

MISSING OR DETERIORATED STOCK

INIT SURVEY — 11.1 — SSO

200

POST COST & NOMEN — 11.2 — RK

200

APPOINT SURVEY BOARD — CO

20

11.9

EXT

S

REVALUE STOCK ON 200 — 11.3 — SSO

200

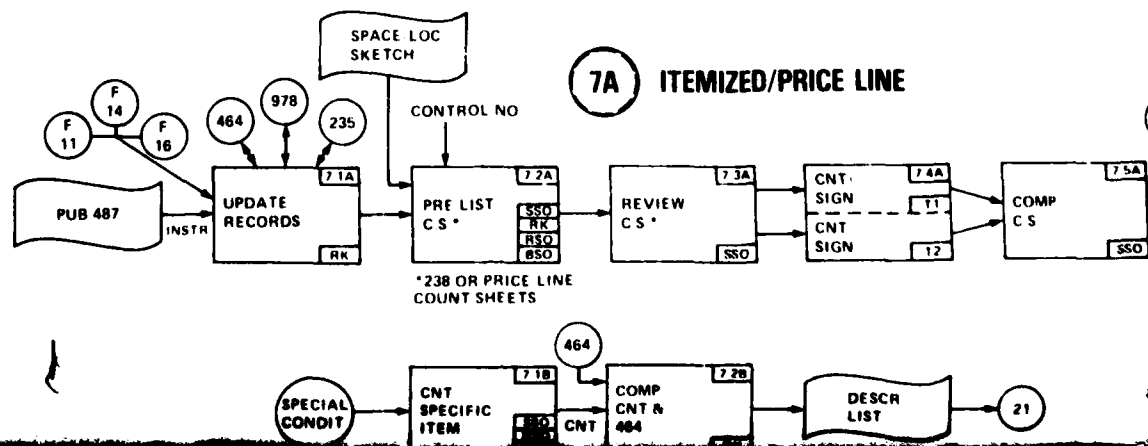DISPOSE MAT'L (W.A.) — 11.4 — SO SSO

MAT'L

EXT

11.7

NO

EXP INV LOG
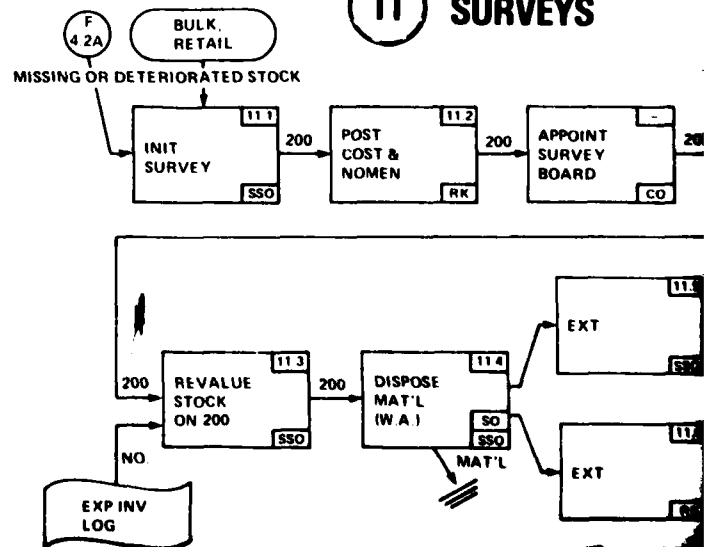
FUNCTIONS

1. MONETARY LIMITATION DETERMINATION
2. REQUIREMENTS DETERMINATION
3. ACQUISITION
4. RECEIVING
   A- RECEIVING ON BOARD
   B- BREAKBACKS
5. BILLING
6. MARKUP POLICY DETERMINATION
7. PHYSICAL INVENTORY
   A- ITEMIZED/PRICE LINE
   B- SPOT
8. ISSUES TO RETAIL SERVICES
9. ISSUES TO EDF/
   ISSUES FOR SHIP USE (OPTAR)
10. TRANSFERS
11. SURVEYS
12. CASH SALES
    A- BULK SALES
    B- DAILY SALES
13. CASH HANDLING & COLLECTION
14. ITEM MARKDOWNS
15. MARKONS
16. PRICE ADJUSTMENTS (NAVY CLOTHING)
17. RETURNS TO VENDOR
18. REPORTS PREPARATION
    A- SHIP'S STORE BALANCE SHEET & PROFIT
       LOSS STATEMENT
    B- TRANSFER SUMMARY
    C- MEMORANDUM INVOICE
    D- VENDING MACHINE CONTROL

7.13A DISTR 238 COPIES | RK

WHITE → 21
COPY → SSO
BLUE → RSO (PRICE SHEET)
PINK → RSO OR BSO

7.14A PREP SUMMARY 238'S | RK

WHITE → 21
YELLOW 238 & SUM
COPY → RSO OR BSO

7.15A POST | RK

RSO OR BSO, 235, 978

ITEMIZED

7.16A UPDATE 464'S | RK

YELLOW 238
YELLOW SUM → RR

464

235

7.17A POST C.E.I. TO 235 | RK

(NEXT ACCT PERIOD)

(12) **CASH SALES**

(12B) **DAILY SA**

12.1B PREP 972'S | RSO

(12A) **BULK SALES**

EXP INV LOG

AA

NO. 1149

12.1A REC'V REQUEST | RK

1149

12.2A APPROVE & SIGN | SSO

1149

12.3A DETERM RETAIL AVAIL | RSO

(MARKDOWN TO COST)

980 NO. → **12.6A** PREP 983 | RK

12.7A EXT 983/POST | RK, SSO

235
980
21
ORIG 983
COPY 983 → 2

1149 → **12.8A** ISSUE STOCK | RSO, BSO

MAT'L 1149 → A A

RSO OR SSO SIGNED 1149 COPY

AA

12.9A REC'V PAY/ SIGN 1149 | RSO SSO

1149 → **12.10A** POST/FILE | RK

EXP INV LOG

235

AA SIGNED 1149 COPY → 8

1149 COPIES → DO

(BREAKOUT)

980 NO. → **12.4A** PREP 973/POST | RK

235
464

1149, 973

STOCK

12.5A PERF BREAKOUT (AT COST) | RK, RSO, BSO

BSO
973 COPY

ORIG 973 → 21
973 COPY → 2

BULK, RETAIL

DEGRADED, EXCESS, OLD STOCK

17.1 CONTACT VENDOR | RK, SSO

980 NO. → **17.2** PREP 973 FOR BREAKBACK | RK

973 COPY → **17.3** RET STOCK | RSO, SAO

RSO OR SAO

973 COPY

(17) **RETURNS TO VENDOR**

973 COPY

STOCK

SIGNED 0, 2

BSO 21

973 COPY

ORIG 973
973 COPY → 2

17.4 ACCEPT STOCK | BSO

SIGNED 973

17.5 ACCT/ EXT/POST | RK

464 235

EXP INV LOG

NO

17.6 PREP 1149 | RK

17.7 PREP FOR RET | BSO

MAT'L 1149 → VENDOR

VENDOR MEMO
SIGNED 1149

17.8 REC'V RECEIPTED 1149 | RK

*

EXCH

REFUND

1149 COPY VENDOR MEMO → 19

1149 COPY MEMO

VENDOR

REFU CHECK

REFUND

* SIGNED 1149, VENDOR CREDIT MEMO

6

17

18B

16 (236)

15

14

9

B DAILY SALES

13 CASH HANDLING & COLLECTION

PREP 972'S — 12.1B — RSO

972'S

APPROVE — 12.2B — SSO

EXP INV LOG

235

978

464

14 1149 COPY

1149 COPIES

POST/FILE — 12.10A — RK

8

DO

S, 972'S, C.R. READINGS

SIGN 469 — 13.3 — RSO, VMO

SIGNED 470

RSO 470 469

CA 469

SIGNED 470

SIGNED 469

469

CNT S/ POST — 13.1 — RSO, VMO

S, 972'S 470

RECOUNT S/ POST 469/ SIGN — 13.2 — CA

S

469, 972'S

470

CA

SIGNED 470

POST TOTAL S TO CA 470 — 13.4 — CA

S

ACCEPT S/ SIGN 470 — 13.5 — DO

LATER

PREP 1149 — 18.2C — RK

SIGN 1149 — 18.3C — DO

S

DO

RSO 470

CA 469, 470

AUDIT (WEEKLY) — 13.6 — SSO

PREP REQUEST — 8.1 — RSO, SAO

PAD OR ROUGH 973

PREP 973

980 NO.

14 ITEM MARKDOWNS

BULK, RETAIL

SLOW MOVING, EXCESS STOCK

VERBAL AUTHOR — 14.1 — SSO

INIT ROUGH 983 — 14.2 — RK

INVEN* — 14.3 — SSO RSO BSO

ROUGH 983

QTY, NEW PRICE

EXT — 14.4 — RK

ROUGH 983

PREP SMOOTH 983 — 14.9 — RK

980 NO.

983
983

*INVENTORY RETAIL (AC)
INVENTORY BULK & RETAIL (BC)

VENDOR — BILL — F5

48

PREP 48 (W.A.) — 17.9 — RK

POST — 17.10 — RK

977

464

235 (W.A.)

EXCH

REC'V ACCEPTED NO — 17.8 — RK

*

19

*

LATER

F 3.4 NEW P.O.

977

CALC NET DIFF/ POST — 17.11 — RK

977

235

1149 COPY, VENDOR MEMO

ORIG 1149

14

19

REFUND

977 REC'V NO.

MEMO

19

COMPL 1149 — 17.12 — RK

POST — 17.13 — RK

1149, CHECK

SIGN/FILE — 17.14 — DO RK

DO

1149 COPY

1149 COPY, MEMO

VENDOR — REFUND CHECK

REFUND CHECK

977

1149 COPY

11 C

1149 COPY

4

SIGNED 1149 ORIG

21

SIGNED 1149, VENDOR CREDIT MEMO

21 — RK

11 O/S → 3.9 / 3.2, 4.9A, 5.2

PUB 90

PUB 90 (SUPL)

9 — 1149'S 1348'S → PREP 176 [18 1B] [RK] → 176, 1149'S 1348'S → FAADC

11 PEND → 4.9A / 5.2

15

11 C → 4.9A, 5.2, 5.8, 17.14 / 4.10A

14 — .9, 10.10, 11.8, 12.10A, .1, 18.5A, 18.8A, 18.3C

13 → 4.10A / 4.8A

12 → 3.9 / 3.2, 4.8A

8 ISSUES TO RETAIL, SERVICES (BREAKOUTS)

8.1 — UEST — RSO, SAO

PAD OR ROUGH 973 → PREP 973 [8.2] [RK] — 980 NO. → 973 → REVIEW/ SIGN [8.3] [SSO] → COPIES 0,2,3 → ISSUE STOCK [8.4] [BSO] → COPY 3 → BSO

COPIES 0, 2

ORIG 973 → EXT [8.8] [SSO]

464

18 2C — SIGN 1149 [18 3C] [RK] [DO]

COPY 4 → REC'V STOCK [8.5] [RSO, SAO] → COPY 4 → ACCT CHECK [8.6] [RK] — STOCK → ISSUE RECEIPT [8.7] [RSO, SAO] → 973 COPY 2 → EXT [8.9] [RK]

COMPARE EXT [8.10] [SSO] [RK] → POST/FILE [8.11] [RK]

235

973 C

2

13 6 [SSO]

COPY 4 → RSO OR SAO

ORIG 973 → 21

SO

FS

M MARKDOWNS

978 (BC)

980 235 236 464 2 22 (BC)

983 COPY

ROUGH 983 → PREP SMOOTH 983 [14.4] [14.5] [RK] → 983 → REVIEW & SIGN [14.6] [SSO] → 983 → POST [14.8] [RK] → UPDATE 464 [14.9] [RK] → RSO / BSO

983 COPY

980 NO.

983 ORIG (AC) 983 COPY (BC) → 21

DISPOSE MAT'L (AZ) [14.7] [SO] [SSO]

MAT'L

15 MARKONS

VENDOR

PUB 81

MARKUP TABLE

980 CONTROL NO

PRICE INCREASE

464 → COMP P.O. & 464 [15.1] [RK] → VERBAL AUTHOR [15.2] [SSO] → INIT ROUGH 983 [15.3] [RK] → ROUGH 983 → EXT [15.5] [RK] → ROU

INVEN (RETAIL) [15.4] [SSO] [RSO] → QTY

16 PRICE ADJUSTMENTS (NAVY CLOTHING)

464

NAVY SUPPLIER

PRICE CHANGE

PUB 90

PUB 90 (SUPL)

COMP REQN & 464 16 1 RK

VERBAL AUTHOR 16 2 SSO

INIT ROUGH 983 16 3 RK

INVEN 16 4 SSO RSO BSO

ROUGH 983

QTY

EXT 16 5 RK

ROUGH 983

NO

980

N S F NO

PREP SMOOTH 983 16 6 RK

983

REVIEW & SIGN 16 7 SSO

983

POST GAIN OR LOSS

983 COPIES

RSO BSO

FOR PRICE CHANGE

978 OR 977

LATER

153

10 TRANSFERS

980 2 983 21 235

NO.

MARKDOWN TO COST 10 3 RK SSO

EXP INV LOG

NO.

AA

1149 OR 1348

REC'V 1149/ CHECK AVAIL 10 1 RK

(W A)

APPROVE & SIGN 10 2 SSO

1149 6 COPIES

TRANSFER MAT'L 10 5 BSO RSO

1149 COPY

BSO OR RSO

1149 COPY

ACCT CHECK 10 6 RK

EXT 10 7 SSO

EXT 10 8 RK

COMP EXT 10 9 SSO RK

978 464

POST

ORIG

21

1149 COPY

14

OFF SHIP

1149 COPY WITH 176

FAADC

(W A)

980 NO.

BSO

973 COPY

BREAKOUT AT COST 10 4 RK RSO BSO

973 21

ORIG 1149, 2 COPIES

SIGNED ORIG

MAT'L

A A

464 235 2

8 11 RK

464

235 OR 236

973 COPY 2

2

9 ISSUES TO EDF/ ISSUES FOR SHIP USE (OPTAR)

SO REQN NO.

FSO

RETAIN COPY

INIT REQUEST 1149 9 1 SO, FSO

REVIEW/ COMPL 9 2 RK

1149

REVIEW/ SIGN 9 3 SSO

1149

ISSUE STOCK 9 4 BSO

BSO

COPY

ACCT CHECK 9 5 RK

SIGNED ORIG

EXT 9 6 SSO

EXT 9 7 RK

COMP EXT 9 8 SSO RK

1149 ORIG

21

NO.

EXP INV LOG

ADV 1149 COPY

MAT'L, 1149 ORIG

RECEIPT FOR MAT'L SO, FSO

2 COPIES

FSO SO

GH 983 ROUGH 983

EXT 15.5 RK

PREP SMOOTH 983 15 6 RK

983

REVIEW & SIGN 15 7 SSO

983

POST 15 8 RK

983

POST & FILE 15 9 RK

983 COPY

RSO

235 464

DATE 983 COPY ORIG 983

980 2 21

FIGURE 5 - BASELINE SHIP'S STORE AFLOAT
SYSTEM FUNCTIONAL FLOW

INITIAL DISTRIBUTION

Copies

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9	NAVSUP

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1	522.2	Unclassified Lib (A)
1	93	L. Marsh