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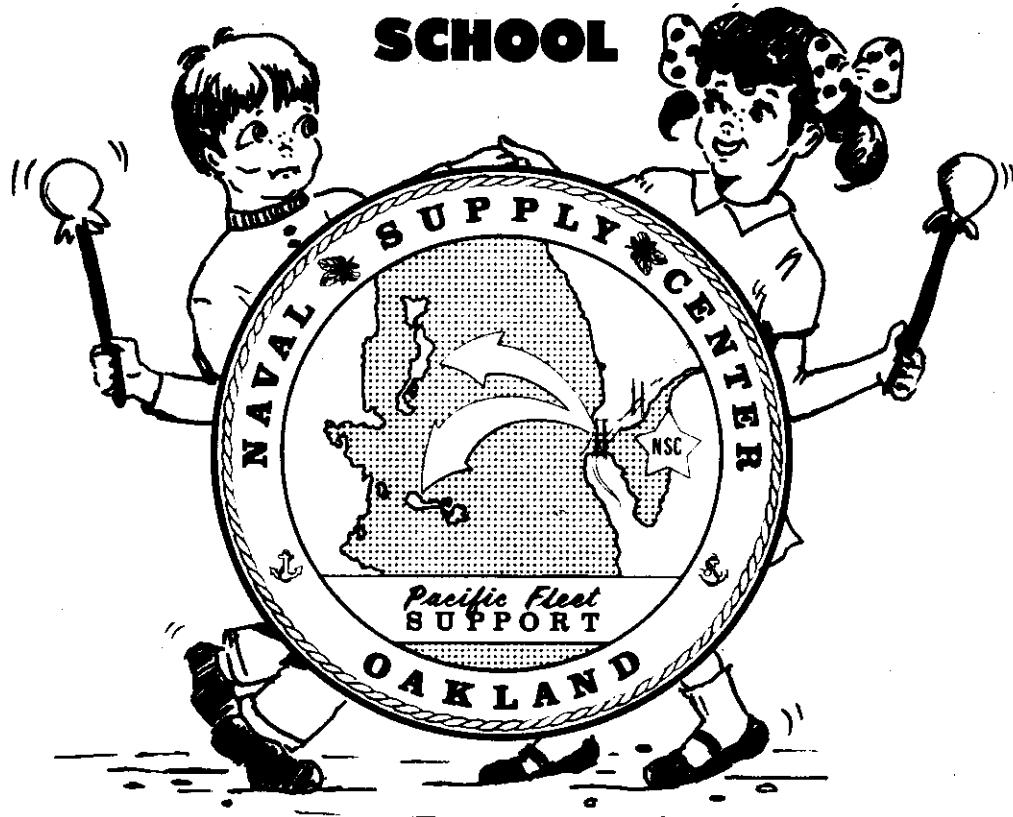
SEP 8 1969

Oakland
WHITTLER

U.S.N.C. POOL T. AP110

An Information Bulletin from FLEET SERVICE

**BACK
TO
SCHOOL**



"The Pacific Fleet's Supermarket"

Back to School Edition
September 1969

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NSCO REALLY SWINGS!

EFFECTIVE 10 AUGUST 1969, the Center has extended the Swing Shift (1600-0030) to a seven day week to permit additional work time to allow for the processing of Issue Group I requisitions. (See February 1969 WHITTLER)

The Priority Control Section will now be manned Monday through Friday (0600-0030) and on Saturday and Sunday (0730-0030). During normal weekday working hours (0730-1600) urgent telephone calls should be placed with 415-466-5671/5674 or AUTOVON 836-5671/5674. During swing shift hours and on Saturday and Sunday calls should be placed with 415-466-5211 or AUTOVON 836-5211. During the hours that the Priority Control Section is not manned calls must be placed with the Duty Officer 415-466-5713 or AUTOVON 836-5713.

Activities processing bearer requisitions after normal work hours are advised that the Storage Division will be manned for issues only during the hours of 0730-1600 and 1900-0330 seven days a week.

SWEEPING CHANGES IN PERSONNEL CLAIMS PROCEDURES

Commencing 1 August 1969, new procedures for the adjudication of personnel claims of military and civilian personnel of the Navy for damage to or loss of personal property became effective.

The judge advocate of the Naval Supply Center, Oakland, and certain other commands designated by the Judge Advocate General may adjudicate and authorize payment of personnel claims for Navy personnel, both military and civilian, up to \$500. Designated Area or Sub-Area coordinators, which include COMTWELVE, were given authority to adjudicate personnel claims up to \$2,500. Claims of Navy personnel in excess of \$2,500 will be adjudicated in the Office of the Judge Advocate General.

What does all this decentralization mean? By delegating authority for area or local settlements up to \$2,500, claim payments will be expedited to help relieve the inconvenience in replacing lost articles or repairing damaged ones.

Claims of Navy personnel in the San Francisco-Oakland area covering loss or damage to personal property incident to transportation will be submitted to the Personal Property Division, NSC Oakland for processing to the adjudicating office.

THE MISSING LINK

When you ordered a renewal of your magazine subscription in the past from NSCO, you probably groused over the "missing link" of one or two editions which contained articles that you needed to see. The reason for this is that requisitions have been arriving at NSCO asking only for a renewal of

the previous subscription. Since the Purchase Division has no idea when your present subscription expires, and the vendor never bothers to tell us this, we are in many cases unable to provide proper response.

In the past we have often started the new subscription the month following the date of the purchase order, however, this will often mean that you either miss a few editions or editions overlap. At other times orders were placed for a subscription period without mention of beginning and ending dates. These are now being rejected for payment by the paying office because the Armed Services Procurement Regulations require the dates.

WHAT TO DO? In the future, requisitioners are required to specify the desired beginning and ending dates for subscriptions. If received without these dates, requisitions will be rejected with code CT. It would also be helpful if you attached the magazine vendor's expiration notice to your requisition.

GASOLINE FOR SHIP'S VEHICLES

Requirements for gasoline for ship's vehicles visiting NSC Oakland must be accompanied by a DD Form 1348 sent to Shop Stores Division, Code 403, Building 441B.

The requisition should specify a period for which it will remain effective. Billing will be accomplished at the end of each month for the amount of gasoline used by the ship during that month.

THE PERFECT FORM 38-22-38!!!

Now--let's talk about a form that may not be considered quite so perfect--the Income Tax Form! To ease the frustrations of the income tax blues, let's ensure that we lessen the burden by having an adequate stock of these forms on hand so our people can meet the 15 April 1970 deadline. Issues of Income Tax Forms under the below listed stock numbers are restricted to afloat units and overseas activities:

<u>Stock Number</u>	<u>Form</u>	<u>U/I</u>
0103-201-1010	W-2	HD
0210	1040	HD
0310	1040 Instruction Book	HD
0410	1040A	HD
0510	1040A Instruction Book	HD
0543	Schedule B	SH
0563	Schedule C	SH
0583	Schedule C Instruction	SH
0590	Schedule D	SH
0595	Schedule G	SH

For those early birds who are getting ready for 1969 taxes, the latest information from the Internal Revenue Service is that the target delivery date for 1969 tax forms is 1 December 1969. Your cooperation and patience will be appreciated by not initiating follow-up action on your requisitions for 1969 tax forms until you have allowed ample shipping time. Don't misuse your tax dollars by needless follow-ups!

CHANGES TO FOLLOW-UP TIME FRAMES

Change 22 to NAVSUP Publication 437, paragraph 01140, provides new follow-up guidance. Follow-up may be initiated by the requisitioner, the supplementary addressee, or the activity indicated in the distribution field of the card under the following conditions:

1. Status requested and was not received within the time frames established for receipt of status.
2. Status other than BV has been received, but the delivery date for receipt of material has passed without material being received.
3. BV status has been received, but the estimated date of availability plus a suitable transportation time has passed without material being received.

The time standards for dispatching of supply status are:

<u>Priorities</u>	<u>Time</u>
01 - 08	Within 2 days after receipt of requisition and/or follow-up.
09 - 20	Within 5 days after receipt of requisition and/or follow-up.

DEFECTIVE MATERIAL REPORT RESCINDED

FMSO message 061124Z AUG 69 rescinds danger category two for the following item: (August WHITTLER)

SEAL FSN 9C 4530-972-8139 Parker Seal Co.

All stocks suspended may be returned to issuable status.

ATTENTION ALL BARGAIN HUNTERS!

Navy Shoppers may find bargains at NSCO's Disposal Division - consider

excess material as the first source of supply.

Bargain Hunters - Try NSCO Disposal Division, also branches at Hunters Point, Mare Island and Concord. Excess materials are available to military shoppers. Excess property is material which is no longer required by the owning service. The excesses are received from Navy ships, San Francisco Bay Naval Shipyard, Concord Naval Weapons Station, Oak Knoll and Letterman Hospitals, the Sixth Army, Twelfth Coast Guard District, Atomic Energy Commission and miscellaneous Naval activities. The biggest single source is NSC Oakland. This is just a reminder that there are hundreds of items available. The items are stored in warehouses and open storage areas where customers may shop and go on a bargain hunting tour. The material is available for screening on the first work day of every month. Naval activities are given first choice of material during the first five calendar days of each month. Transfers of excess stocks are made without reimbursement. All other (DOD) Defense Department activities get the next five days and civilian federal agencies the next five days. The last 15 days of the month are available for Service Educational Agencies.

For further information contact the NSCO Disposal Division, Utilization Section, Building 834. You may call 466-5158/5130 or AUTOVON 836-5158/5130.

In addition to the above facilities there is also a Disposal Division Retail Sales Store (August 1969 WHITTLER). This store is open to everyone for purchase of items for personal use. The store is located in building 832-N and is open every Wednesday from 1100 to 1500. It handles items that have been screened by the military, federal, civilian and donable agencies. This material is now surplus. The Retail Sales Store is part of the Marketing Branch of the Disposal Division. The store handles items with an acquisition cost of \$250.00 or less and abandoned personal property.

Take advantage of the bargains - shop NSCO Disposal Division.

EXPERIENCING RECURRENT NON-RECURRENT DEMANDS?

A few activities are still submitting requisitions for "LI" cog material with demand code "N" in card column 44 of the DD Form 1348. NAVSUP Publication 437, paragraph 03100-8, provides guidance for the use of demand codes. All "LI" cog requisitions should use demand code "R" to insure proper demand recording at NSCO.

SHIP 'N PAY -- FAST PAY:

There's a small card--only 3 X 5 inches--that NSCO attaches to all purchase orders covered by the ship'n pay purchase method as described in NAVSUP Manual paragraph 33427, change 37. This card is an invaluable management tool to the command that wants to ensure prompt follow-up for purchased material not received or received and rejected for various reasons. The card serves the purpose of ensuring that missing or rejected material is

speedily replaced by responsible vendors. Don't let this important card be relegated to uselessness by hiding it among the status documents and purchase orders where even an ASI inspector couldn't find it. Detach the card upon receipt of a ship'n pay purchase order and place it in a "tickler" file by the due date plus 60 days and review it weekly to effect prompt and regular follow-ups. The consistent disregard of this card by some commands results in frequent instances where the Navy has been unable to obtain replacement because of the lapsed time frames.

BACKORDERS - RECONCILIATION AND CANCELLATION

Do you need money, that scarce commodity that becomes more expensive every day?

One way to get it is to cancel your requirements that have been back-ordered as soon as you know you no longer need the material. Of course, you knew that all along, and you have always cancelled all unnecessary requirements as soon as changing conditions delete your needs. You also reply to backorder reconciliation requests promptly, but ... some of your shipmates don't! They may not know that the money that was obligated to pay for the material becomes available upon de-obligation. So pass the word along; who knows, the money they save may help you.

CNO, in OPNAVNOTE 4440 dated 14 July 1969, indicates none of us are perfect. Realizing this, we will try harder. Let's coordinate our efforts to improve!!!

IMPREST FUND

Refer to NAVSUP Manual, paragraph 33422, change 37 for use of imprest funds. (August 1969 WHITTLER errata)



INVENTORY CONTROL DEPARTMENT, NAVAL SUPPLY CENTER, OAKLAND, CA.

Recent personnel changes make it necessary to reprint the below listed telephone numbers most frequently called by the fleet and ashore units:

Inventory Control Department Officers

<u>Name</u>	<u>Title</u>	<u>Code</u>	<u>Phone</u>
CAPT D. H. LAKE	Director	100	466-5136
CDR L. M. SAPPANOS	Director, Requirements Division	101	5056
LT. T. C. MC INTYRE	Head, Mobilization Branch	101.4	5217
LCDR J. T. FLAMMGER	Asst Director, Requirements Div.	101.5A	6054
LT G. W. TYSON	Asst to Director Require Div., Navy, Special Items & Subsistence	101.6A	5217
LT D. V. ORGILL	Asst to Director Require Division Photo	101.65	6757
LT K. L. CHESMORE	Asst to Director Require Division Meterology	101.66	6868
LCDR I. C. CRANDALL	Director, Technical Division	103	5985
LT R. R. BROMEN	Director, Purchase Division	104	6608
LT C. E. WEAVER	Asst Director, Purchase Div.	104A	5584
LCDR R. J. BOIKE	Director, Customer Services Division	105	5086
LCDR M. R. SOMMER	Deputy Director, Customer Services Division	105A	5086
LT J. W. HARKER, CAF	Head, Status Branch	105.2	5485
LT W. J. WHITTEMORE	Head, Fleet Service Branch	105.3	5508

Supervisory Personnel, Priority Control Section

<u>Name</u>	<u>Title</u>	<u>Hours</u>	<u>Work Week</u>	<u>Phone</u>
H. A. LOGAN	Head, Requisition Processing Branch	0730-1600	Mon - Fri	466-5086
Laurene KOZIOL	Priority Control	0730-1600	Sun - Thur	5211
Willie OWENS	Day Shift	0730-1600	Tue - Sat	5211
F. BOOKER	Swing Shift	1600-0030	Mon - Fri	5211
Lucille KOCIYAN	Swing Shift	1600-0030	Wed - Sun	5211

Supervisory Personnel, Fleet Service Section

AKCM G. W. HANDLIN	Asst Fleet Service Officer	0730-1600	Mon - Fri	5508
SKC M. F. CALPO	Fleet Service	0730-1600	Mon - Fri	5508

Supervisory Personnel, Special Program Section

Ruth TEMPLETON	Supervisor	0730-1600	Mon - Fri	5628
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Supervisory Personnel, Status Branch

<u>Name</u>	<u>Title</u>	<u>Hours</u>	<u>Work Week</u>	<u>Phone</u>
Earl MONROE	Asst Head, Status Branch	0730-1600	Mon - Fri	5485
Hazel DRISKELL	Expediting Section	0730-1600	Mon - Fri	6951
June SMITH	Routine Section	0730-1600	Mon - Fri	6879
Julie DICKEN	Service Section	0730-1600	Mon - Fri	5731

Supervisory Personnel, Technical Branch

Ed PRESTON	Submarine & Ships Parts	0730-1600	Mon - Sat	5700
Bill ROBINSON	Aviation	0730-1600	Mon - Sat	6267
Tony DORENZO	DSA & General	0730-1600	Mon - Sat	6716
Bob DELL	Electronics & Electrical	0730-1600	Mon - Sat	6941

To use AUTOVON substitute 836 for 466.

DEPARTMENT OF THE NAVY

**NAVAL SUPPLY CENTER
OAKLAND, CALIFORNIA 94625**

OFFICIAL BUSINESS

**POSTAGE AND FEES PAID
DEPARTMENT OF THE NAVY**