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J. M. C.
DEPARTMENT OF THE NAVY
MILITARY SEA TRANSPORTATION SERVICE
WASHINGTON, D. C. 20390

COMSTSINST 4441.7A
M-4E6
25 June 1968

COMSTS INSTRUCTION 4441.7A

From: Commander, Military Sea Transportation Service
To: Distribution List
Subj: Allowance Lists for MSTS Ships in Service (USNS) (Civil-Service Manned); maintenance of
Encl: (1) Maintenance of Allowance Lists for MSTS Ships in Service (USNS) (Civil-Service Manned)

1. Purpose. This Instruction sets forth procedures for the maintenance of allowance lists for the subject ships.

2. Cancellation. This Instruction supersedes COMSTS Instruction 4441.7.

3. Applicability. This Instruction is applicable to all MSTS Ships in Service (USNS) (Civil-Service Manned) for which allowance lists have been distributed and for which changes should be made as the result of equipment validation, transalts, alterations, excess, repair or other administrative action. Adjustment to allowance lists shall be made at the time of occurrence by the command having administrative control.

4. Action. Area and subarea commands, to which administrative control has been assigned, will undertake necessary allowance list maintenance for the subject ships in accordance with enclosure (1).

5. Supply of Forms. MSTS Form and Report 4441/16 replaces NAVSHIP Form 4380 previously used for reporting allowance list change data. An initial supply of the new MSTS report forms is being furnished command addressees for further distribution to applicable ships. Future supplies of these forms will be available in the Navy Supply System for command requisitioning on or about 1 September 1968.

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Acting Chief of Staff

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Maintenance of Allowance Lists
for
MSTS Ships in Service (USNS) (Civil-Service Manned)

1. Assignment. Allowance lists for MSTS Ships in Service (USNS) (Civil-Service Manned) are maintained by the area and subarea commanders upon the assignment of administrative control.

2. Background. Allowance lists serve the important function of providing ships and activities ashore with a knowledge of equipment and material authorized to be on board the ship or ships for which prepared. They are used by ships as the basis for taking required inventories, preparing stock cards, custody records and requisitions, and for the identification of equipment and material in correspondence, reports, and requisitions by reference to the applicable part, group, page and line number in the allowance list. Ashore, allowance lists are used by administrative commands, COMSTS, supply support activities, and other activities concerned with vessel outfitting and operation, material procurement and disposal, logistics planning, and similar functions. At present, allowance lists prepared for MSTS ships do not, in all respects, meet the standards of accuracy and completeness considered essential to their effective use. This condition is due largely to a lack of complete information concerning each ship's equipment and material requirements on the part of allowance list preparing activities. The following instructions for maintenance of the allowance lists acknowledge that the ships involved are the logical source of information for adjusting or correcting existing deficiencies in allowance data. In this respect, the basic dependence of administrative commands upon ships' personnel for information concerning corrections, additions, and deletions to the allowance lists cannot be overemphasized. Allowance List Change Data sheet (MSTS Form 4441/16), discussed in the following paragraphs, provides a simplified means for ships to provide this information.

3. Maintenance Instructions.

a. Area and subarea commands, to which administrative control has been assigned, shall:

(1) Establish methods which will provide for the continuous review and updating of allowance lists by incorporating the necessary changes and/or additions required for new and existing equipment.

(2) Provide cognizant ships with Allowance List Change Data Forms (MSTS Form 4441/16) for use in the maintenance of allowance lists.

Enclosure (1)

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(3) Assimilate information received from ships and other sources and make necessary allowance list changes. Allowance list page or equipment groups for allowances which depart to any great extent from normal standards, including those situations for which special exceptions have been granted, will cite the letter of approval for such deviation and its effects. Major differences which have not been approved and cannot be decided shall be referred to COMSTS for resolution.

(4) Distribute revised allowance lists by allowance list material groups as rapidly as the information can be published. Where COMSTS does not approve of a published allowance list change, the responsible activity will be notified to cancel the information and reissue the affected allowance list pages.

b. Individual ships receiving allowance lists shall:

(1) Review each allowance list material group in order to verify that descriptive data therein agrees with equipment on board and that allowed quantities of repair parts and equipage are commensurate with operational needs. Review of the various allowance list groups should be performed under the supervision of the ship department head primarily responsible for equipment and material reported in each group.

(2) Note discrepancies in allowance data on Allowance List Change Data Forms (MSTS Form 4441/16) supplied by cognizant administrative commands for this purpose. Where existing nameplate data is incomplete or inaccurate, or where equipment on board has not been reported, the correct and complete required information shall be provided. Where existing allowances are considered incomplete, inadequate or excessive, the recommended allowance change shall be indicated. To facilitate this review, it is not necessary that allowance list change data sheets be typed, provided the information is legibly written or printed.

c. Operating commands of ships receiving allowance lists shall:

(1) Collect, during ship's import periods, allowance list changes or recommendations compiled on MSTS Form 4441/16 and assist ship's personnel in any problems arising in connection with the review and correction of allowance list data.

(2) Forward to the administrative commander reports covering changes to the allowance lists of ships in port, including in these reports completed MSTS Forms 4441/16 and any supplementary comments and recommendations considered appropriate to the maintenance of allowance lists. In submitting these reports, a

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statement is required for each allowance list item indicating that the information has been reviewed and found correct or is recommended for revision as indicated.

4. Allowance Shortages. It is not the intent of COMSTS that indiscriminate requisitioning of material and equipment be undertaken on the basis of allowance lists which have not been refined to actual need. Ships receiving allowance lists should not requisition equipment and material merely to fill allowances authorized therein where no bona fide requirement for carrying the item on board exists. Conversely, the non-existence of an item in the allowance list does not relieve administrative commands of the responsibility for maintaining assigned ships in a safe and satisfactory material condition at all times in accordance with COMSTS, U. S. Coast Guard, and A.B.S. Standards. The purpose of the maintenance program is to provide complete up-to-date information on the actual equipments installed and to establish accurate records of the allowance items provided.

5. Avoidance of Duplication. The administrative commander of the first ship to accomplish equipment changes resulting from transalts, or similar action involving identical change to several ships of the same class, shall provide corrected allowance pages to the administrative commanders of the other ships affected, for use as guidance.