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USNS FORM T-AP110

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

1 November 1968

From: Commander, Military Sea Transportation Service
To: Distribution List

Subj: COMSTS General RPS Information Letter 1-68

Ref: (a) COMSTSINST 02650.1A

Encl: (1) Interim instructions for the utilization of RPS 101/SF 153

1. The Naval Security Station (NAVSECSTA), Washington, D. C. promulgates RPS information to RPS holders except USNS RPS holders. It is the responsibility of COMSTS to promulgate RPS information to all USNS ships holding RPS material. Beginning with this information letter, COMSTS will forward RPS information letters numbered consecutively (i.e. 1-68, 2-68, etc.) to USNS RPS holders. Masters shall insure that all letters received are retained and filed with reference (a) until cancelled or superseded.

2. To ensure rapid clearance of RPS records, Masters must prepare reports correctly and submit them promptly. Incorrect and/or incomplete reports will be set aside until the records of all other commands having the same inventory month have been audited by NAVSECSTA. Under normal operating conditions, and with mail service permitting, Transfer Reports received with material shipments should be completed and returned by mail no later than the next working day after receipt. Destruction and Inventory Reports should be completed, checked, signed and mailed immediately upon completion of the destruction or inventory.

3. Because of new computer requirements, list all short titles on RPS reports exactly as shown on machine-prepared RPS 16A/RPS 16B forms received from NAVSECSTA. Additionally, machine-prepared RPS 16A/RPS 16B's must remain intact as received from NAVSECSTA. Only the original of both the RPS 16A/RPS 16B is returned to NAVSECSTA without any separation. All Inventory Reports shall be stamped CONFIDENTIAL either above or below the small typed 'confidential' on the top and bottom of the form. Furthermore, corrections to RPS reports no longer require red markings and may be made in any color so long as markings are legible.

4. Masters are reminded that RPS Destruction and Inventory Reports are now classified CONFIDENTIAL and must be double-wrapped and forwarded via U.S. Registered Mail only. Paragraph 9 of enclosure (4) to reference (a) refers.

5. The Naval Security Station requires the file number of all RPS Custodians and Alternate Custodians. The Social Security Number is used by civilian personnel in lieu of the file number. Henceforth the Social Security Number shall be used by all Masters and Chief Mates rather than "Z" numbers in all RPS transactions.

6. As current stocks of RPS 1, RPS 2, and RPS 16 become depleted, Masters shall begin usage of RPS 101 or SF 153. The latter two forms will replace the older (RPS 1/RPS 2/RPS 16) forms and in time SF 153 will replace RPS 101. RPS 101 and SF 153 have the same format and may be used as either a Transfer Report, a Destruction Report or an Inventory Report. In no case however, is a single RPS 101 or SF 153 to be used simultaneously for more than one type of report.

7. Enclosure (1) contains specific information for filling in either RPS 101 or SF 153. General instructions are:

a. Block 8 gives the breakdown for Block 12. These are the 'Accountability Legend codes' which must be entered on the RPS 101 or SF 153.

b. ~~Accountability Legend codes~~ preprinted on machine-prepared RPS reports should not be changed when completing the report.

c. Accountability Legend codes are required on all locally prepared RPS forms and will be labeled "AL" immediately following the accounting (register) number column.


d. The following statement will be entered on all RPS 101 or SF 153 transactions: "TOTAL LINES _____ TOTAL QUANTITY ____". This information will follow immediately below the "NOTHING FOLLOWS" entry. The "TOTAL LINES" number is the total number of SHORT TITLES only and does not include the "NOTHING FOLLOWS" entry. The "TOTAL QUANTITY" number will be the total number of copies listed on the form.

e. A transaction number is required on locally prepared outgoing Transfer Reports. Masters shall assign consecutive six digit numbers between 1 January and 31 December for each report. The first digit will be the same as the last digit contained in the current calendar year. The remaining five digits will indicate the current consecutive number and shall commence with 00001 each calendar year. (Example: The first outgoing Transfer Report in 1969 would be 900001, the second outgoing in 1969 would be 900002 and the eleventh outgoing in 1969 would be 900011.)

f. SF 153 form copies are not usage labeled "Issuing Activity" copy, "Receiving Activity" copy, etc., as the RPS 101's are but are marked copies "2" through "6". Copy "2" is the "Issuing Activity" copy while copy "3" is the "Receiving Activity" copy. Copies "4" through "6" are used as necessary.

(note: The machine-prepared Inventory Report RPS 16A/RPS 16B will list the Accountability Legend codes under "IDR".)

8. All RPS information pertinent to USNS RPS holders will be incorporated into reference (a) in the near future.


C. WINKLER, Jr.
By direction

Distribution:

SNDL 41B (MSTS Area Commanders) (2)
41C (MSTS Sub-Area Commanders) (1)
41D (MSTS Offices) (1)
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GEIGER, UPSHUR, RICHFIELD, CHEYENNE, MULLER, PHOENIX, VALDEZ,
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INTERIM INSTRUCTIONS FOR UTILIZATION OF RPS 101/SF 153

RPS 101 and SF 153 forms will replace RPS 1/RPS 2/RPS 16 forms when current stocks become depleted. Therefore, Masters shall commence the usage of RPS 101 and/or SF 153 forms when their present RPS 1/RPS 2/RPS 16 supply is exhausted.

GENERAL INSTRUCTIONS

RPS 101/SF 153 as a Transfer Report. Originator completes blocks 1 through 5, as appropriate, blocks 9 through 13 and block 20. A recipient completes the information required in blocks 6, 7 and 14 through 16, as appropriate.

RPS 101/SF 153 as an Inventory or Destruction Report. Originator completes blocks 1 through 4 and 9 through 20. Block 19 is for the signature and the typed name, rank/grade, and serial/file number of the Commanding Officer, Officer in Charge or responsible officer. Masters and Chief Mates shall use their Social Security Number rather than their "Z" Numbers in lieu of the military serial/file number.

SPECIFIC INSTRUCTIONS FOR FILLING IN EACH BLOCK:

Block 1. Indicate the type of report by placing "X" in the appropriate box.

Block 2. Name and holder number of command initiating the report.

Block 3. Transfer Report - complete name of command and holder number (if known) to whom material is being transferred.

Inventory or Destruction Report - Insert 'CO Naval Security Station, 3801 Nebraska Avenue NW., (STOP 172), Washington, D.C. 20390'.

Block 4. Date Transfer Report is prepared, or, in the case of an Inventory or Destruction Report, the date on which material was either sighted or destroyed.

Block 5. Transaction Number assigned by the transferring activity. Refer to paragraph 7 of General RPS Information Letter 1-68.

Block 6. Transfer Report - the date the material was received. Custodians must insure that the date is placed in this block as this is a mandatory requirement. If the date is omitted, the report will be returned.

Inventory or Destruction Report - this block shall be left blank.

Block 7. Transaction Number is assigned by a receiving activity. To be used only by a Registered Publications Issuing Office or Naval Security Station.

Block 8. Indicates Accountability Legend codes for block 12. Use the Accountability Legend codes as they appear on machine-prepared RPS 16A/RPS 16B.

Enclosure (1)

- Block 9. Short titles should be listed on reports in the same manner as they appear on Transfer Reports received from issuing offices or as on previously preprinted Inventory or Destruction Reports received from the Naval Security Station.
- Block 10. Indicate number of copies. If the material is accountable as a "Q" or "N" item, indicate this next to the number of copies. This information is obtainable from a preprinted Transfer Report.
- Block 11. For materials with numbers in sequence, list beginning and ending numbers. When occurring, alphabetic prefixes must be included. For non-sequential number items, a separate line is required for each number.
- Block 12. Indicate Accountability Legend code as shown under the "LDR" column on RPS 16-1A/RPS 16-1B. Do not change these numbers.
- Block 13. Remarks as required.
- Block 14. Indicate by "X" in the appropriate box the type of action completed.
- Block 15. **Requires** the signature of the individual receipting for a shipment of material or certifying an inventory or destruction. A signature is required on all reports.
- Block 16. Self explanatory. Required on all reports.
- Block 17. Self explanatory. Required for inventory and destruction reports only.
- Block 18. Self explanatory. Required for inventory and destruction reports only.
- Block 19. The signature and the typed name, rank/grade and serial/file number of the Commanding Officer, Officer in Charge or responsible officer shall be inserted in this block when the form is used as an Inventory or Destruction Report. Masters and Chief Mates shall use their Social Security Number rather than their "Z" number in lieu of the military serial/file number.
- Block 20. Insert "1" of "1".

Enclosure (1)