

# COG "I" TEMS

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## NAME CHANGE FOR NSD PHILADELPHIA

The Naval Supply Depot, Phila. is now officially the Naval Publications and Forms Center (short title NAVPUBFORMCEN, or NPFC). The change was effective 3 June 1968, as promulgated by OPNAVNOTE 5450, of 8 May 1968. This new title relates more fully the unique and broad mission of this center: to perform inventory management functions for Navy publications, forms, and specifications and standards; to stock, issue, and initially distribute Navy and DOD printed matter in support of the field, fleet, and private industry.

## MECHANIZED VS MANUAL MILSTRIP REQUESTS

In this current age of mechanization and computerization, it is disconcerting to find field activities and sponsors that physically have, or have access to, the AUTODIN Network or certainly to mechanized keypunch equipment, continually initiating manual requests and forwarding them to stock points by mail, unnecessarily. We are geared to react rapidly to mechanized, preferably AUTODIN, requests. When an activity utilizes other than mechanized methods for MILSTRIP requisitions or follow-ups, he forces the supplying activity to process these manually, thus causing delay and increasing the possibility of human error.

Don't just assume that because your activity doesn't physically house the necessary equipment that you don't, in fact, have access to this equipment elsewhere at another activity or station. Check on it now---establish your lines of communication and workflow. You will find, in most instances, that it will also be a time-saver for you, as well as the supply source and speed the delivery of the desired material. Go mechanized---it's the latest---it's the best!

## DON'T YOU HAVE A 2002?

Many activities have been forwarding MILSTRIP requisitions without stock numbers to NPFC and/or other supply points. Over 90% of the requisitions which contain the pub number in the remarks or stock number blocks can be identified to a stock number in the applicable section of the NAVSUP Pub 2002 or the latest change thereto. If you are not sure if the item desired is Cog I, Section I of the 2002 should be consulted.

By submitting a requisition into the supply system without a stock number, you delay supply action, increase the possibility of human error, and create costly manual processing. If you don't have a 2002---order one! If you do have a 2002---use it!

RETURNING CLASSIFIED MATERIAL?

NPFC has been deluged with returned classified material during the past six months. Prior to returning any classified material to NPFC, it is suggested that consideration be given to the fact that the material may not be authorized for turn-in. NAVSUP Pub 2002, Section 1, states: "Material held in small quantities or publications of obvious small cost" is not authorized for turn-in. "Generally, less than ten copies of publications, or publications with multiple changes, will be disposed of locally rather than turned in to a stock point. The intent is to dispose of all printed matter locally where the value thereof is less than the administrative cost involved in returning the material to the supply system. In those instances where some doubt may exist as to whether material should be turned in or disposed of locally, a listing of the material and quantities involved will be forwarded to the Naval Publications and Forms Center, Phila. for review."

Many of the classified publications being returned are because of incorrect address, or the activity has been deleted from the SNDL, or the activity refuses to accept the material. It is suggested that the sponsors review their internal procedures for updating their Initial Distribution Lists on a timely basis.

To further emphasize the problem at NPFC, the administrative cost involved encompasses the minimum handling of each classified material shipment by eleven individuals from the time you return it until we take it up into our stock records; this required almost a thousand manhours to accomplish during the six-month period from 1 June to 30 Nov 1967. PLEASE HELP US eliminate this useless administrative cost.

DOCUMENT IDENTIFIER "AT-" SERIES

MILSTRIP Operating Manual (NAVSUP Pub 437), Change No. 14 of 1 Feb 1967 and NAVSUP Manual, Change No. 22 of 30 Nov 1967 authorizes the use of the "AT-" series document identifier for follow-up on requisitions. The definition explains that customers may use them when no supply status has been received, or when a long delay has been experienced in the receipt of material, or there is some doubt as to whether the original requisition did reach its destination. Use of this type follow-up authorizes the supply source to convert and process as a requisition rather than furnish a "no record of your requisition" response. In the event the requisition has been received supply status is furnished as for a regular requisition follow-up in the "AF-" series.

It is recommended that consideration be given to the use of this new "AT-" series of codes when following up on a requisition. It may avoid unnecessary delay experienced in the receipt of a "no record" response to the "AF-" series follow-up and subsequent submission of a new requisition, thereby expediting supply action for earlier receipt of material by the requesting activity.

NOTE:

This periodical is intended for more than one reader. All personnel should see it as soon as possible. PASS THIS COPY ALONG!