



UNITED STATES MARINE CORPS
U.S. MARINE CORPS AIR STATION
YUMA, ARIZONA 85369-5000

IN REPLY REFER TO:
StaO 4790.1D
MCAS 3KB:s11
MAG-13
7 Jun 1989

STATION ORDER 4790.1D

From: Commanding Officer
To: Distribution List

Subj: Material Turned Into Stores (MTIS)

Ref: (a) NAVSUPINST 4440.179
(b) NAVSUP Pub 502, 503 and 504

Encl: (1) Consumable Turn-in Document
(2) Expendable Ordnance Turn-in Document

1. Purpose. To publish specific guidelines for the accountability and document preparation for Material Turned Into Stores (MTIS) as instructed by references (a) and (b).

2. Cancellation. Station Order 4790.1C.

3. Background. Current standard operating procedures for MTIS must be established to provide expeditious processing of material into the Naval Supply System. Reference (a) provides the procedures that apply to all Navy Stock Points who receive turn-ins from customers, the customers generating the turn-ins, and the Navy Inventory Managers who publish MTIS processing guidance. MTIS falls into four main categories:

a. Non-RFI (Ready For Issue) Mandatory Turn-in Repairables (MTR).

b. Navy Managed Material (Navy Stock Account and Appropriations Purchase Account) in RFI condition.

c. Integrated Managed Material regardless of condition.

d. Special items which require unique reporting or handling.

4. Information. All activities requisitioning, receiving, storing and using material may become involved in MTIS material handling problems. Some of the causes of these problems have been identified as follows:

a. Unrestricted Opening of Packaging. Manufacturer sealed packages should not be opened until required for use. If a turn-in at a later date becomes necessary, the process is enhanced if the original packaging has been retained.

b. Improper Documentation. Navy shore activities are encouraged to utilize SF Form 364 Report of Discrepancy and reporting procedures when improperly documented material is continuously received from the same consignee.

c. Improper Packaging of Turn-in Material. Large volumes of MTIS frequently result in damage to many items if care is not exercised in packaging. Use of multi-packs, such as double or triple wall boxes of unit load size, is recognized as a cost-effective method of moving material. However, proper packaging judgement should be used to prevent contact between unpackaged items and placement of heavy items on top of fragile items.

d. Accumulation of High Volumes of Turn-ins. Building tri-walls of turn-in material for several weeks impairs the expeditious processing of excess material back into the system. Station Supply requires that all tenant activities who are excessing their stock material turn in material once a week. This will aid in the receipt segregation and priority processing which emphasizes that improperly marked or documented material will be given lowest processing priority.

e. Manifests. Station Supply will require a supply manifest for deliveries of 10 items or more. The manifest will be signed by the receiving activity. One copy will remain with the material until it is screened, then MTIS Receiving Branch will keep it on file for one year. During the screening process, if there are any discrepancies in material receipts, the manifest will be annotated. One copy of the discrepant manifest will be returned to the turn-in activity.

5. Action. Turn-in material will be processed only when the procedures of this Order are adhered to as follows:

a. RFI Consumable Material. Ready-for-Issue (RFI) consumable material that is no longer required by an activity will be turned in to Station Supply, Storage Branch, Building 328. Material that was originally received from off-station may be turned in using the original DD Form 1348-1 receipt document. Annotate "DTS" (Divert to Stores) on two copies of the 1348-1 along with a point of contact and phone number. Material being turned in without the original paperwork will be submitted on a 1348-1 D6A document. See enclosure (1). All material being turned in will be properly packaged. Under the controlled receipt processing environment, material returned to the system is inspected and counted prior to the input of the Receipt Detail Card. It is not intended that sealed boxes marked with the stock number and quantity be opened, rather only those which are repacks, reseals, mixed material, and/or those in which the container seal is broken or there is a suspected discrepancy.

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b. Repairables. Mandatory Turn-in Repairables (MTR) material includes all items identified by Material Control Codes (MCC) of G, H, K and Q; also, any MCC items identified by D or X shown in repair lists with a Designated Overhaul Point (DOP).

(1) Ready-For-Issue MTR material will be turned in, when it is excess to the customer, following procedures similar for consumables.

(2) Non-Ready-For-Issue MTR material turn-ins differ in that the material being turned in by the customer is written up on a Maintenance Action Form (MAF) and a skeletonized DD Form 1348-1. This also applies to RFI material that has lost the RFI tags and must be rescreened. The Repairable Material Section (RMS) driver will pick up the material with its documents and deliver it to the Document Control Unit (DCU) of the Component Control Section (CCS). DCU will induct the material in to the Intermediate Maintenance Activity (IMA) for testing and checking to determine repair or Beyond Capability of Maintenance (BCM) action. Promptly upon receipt of an unserviceable MTR, the previously skeletonized 1348-1 is completed for the earliest possible shipment to the DOP. As the 1348-1 is the basic document used by the Supply System for processing receipts of unserviceable MTR items, it is essential that the form be prepared accurately and completely.

c. Packaging and Marking for Turn-in/Shipment. Inadequate packaging and careless handling are the principal causes of needless damage to costly MTR items. Reference (b) provides basic packaging and preservation procedures relative to the methods, materials and containers for the proper packaging of material shipments. These procedures will be utilized to the maximum extent possible in preparing turn-ins and shipment for RFI excess or unserviceable MTR material. Activities which lack the facilities or materials to comply fully with the instructions issued in reference (b) will ensure that each unserviceable or RFI MTR is given the best protection possible. To reduce the chance of unnecessary damage, the packaging of MTR items will be done as follows:

(1) Use the container (including cushioning and bracing material) provided with an issued replacement item. If the original cushioning material is no longer available, use wrapping, blocking, and/or cushioning materials which will fill the voids and immobilize the item in the reusable container.

(2) If a reusable container is not available, package the item with materials which will give a level of protection comparable to that provided the new item. National Stock Numbers (NSN) of reusable containers are listed in the Master Repairable Item List (MRIL). However, shipments of unserviceable items will not be delayed solely for the purpose of obtaining proper containers.

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(3) If neither a suitable nor adequate packaging material is available, use whatever material is available to provide the item with as much protection as possible. In such cases, ensure that an entry of PACKAGING REQUIRED is entered in data block EE of the DD Form 1348-1 and handle the item carefully until it can be delivered (not shipped) to the Supply activity for proper packaging and shipment to the DOP.

d. Turn-in of Expendable Ordnance. When it is necessary to off-load ammunition, a separate DD Form 1348-1 will be prepared for each type of ammunition to be turned in. When using the 1348-1, it will be prepared as described in enclosure (2), using only those spaces and blocks indicated and leaving all others blank. For distribution purposes, the original, second, third, and fourth copies of the DD Form 1348-1 will be forwarded to or turned in with the ammunition to the consignee. The fifth and sixth copies will be retained for internal use.

6. Concurrence. The Commanding Officers of MAG-13, MAWTS-1, 2d LAAM Bn, MACS-7, MWSS-371, VMFT-401 and Det C, 1stFSSG make this Directive applicable to their respective commands.

7. Certification. Reviewed and approved this date.



J. C. HODGES
By direction

DISTRIBUTION: B

FORMAT FOR AMMUNITION TURN-IN DOCUMENT

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<u>Data block/ print positions</u>	<u>Explanation</u>
1-7	Leave blank.
8-22	Navy ammunition logistic code (NALC) or national stock number (NSN). If neither is available, the part or drawing number.
23-24	Unit of issue.
25-29	Quantity. May use up to number 99,999. If more than 99,999, additional documents will be prepared.
30-43	Document number.
55-56	Cognizance symbol of material transferred.
57-59	Project code when directed by higher authority, otherwise blank.
74-80	Unit price of item being turned in.
A	Service designator code, name, and hull number of ship turning in material.
B	Service designator code, unit identification code, name, and address of activity to receive material.
E	Total extended price.
P	Material condition code. The applicable material condition code is a mandatory entry on returns and transfers (such as E for material requiring inspection).
X	Noun name and amplifying nomenclature, such as mark and modification.
V, W, Y	Lot and serial numbers of ammunition, if required. Lot or serial number and quantity by lot will be shown on all copies. Locator information of shipper will be annotated on last two copies only, leaving copies to be forwarded to receiving activity free for annotation of location information at that activity.

ENCLOSURE (2)

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Data block/
print positions

Explanation

AA	UIC of activity to be credited (if applicable).
BB, CC, DD, EE, FF	May be used in addition to blocks V, W, and Y for list of serial number information and amplifying instructions or remarks, such as security restrictions on shipments.
1-15	Blocks 1-15 are for shipper's and receiver's use and are self-explanatory.

ENCLOSURE (2)

