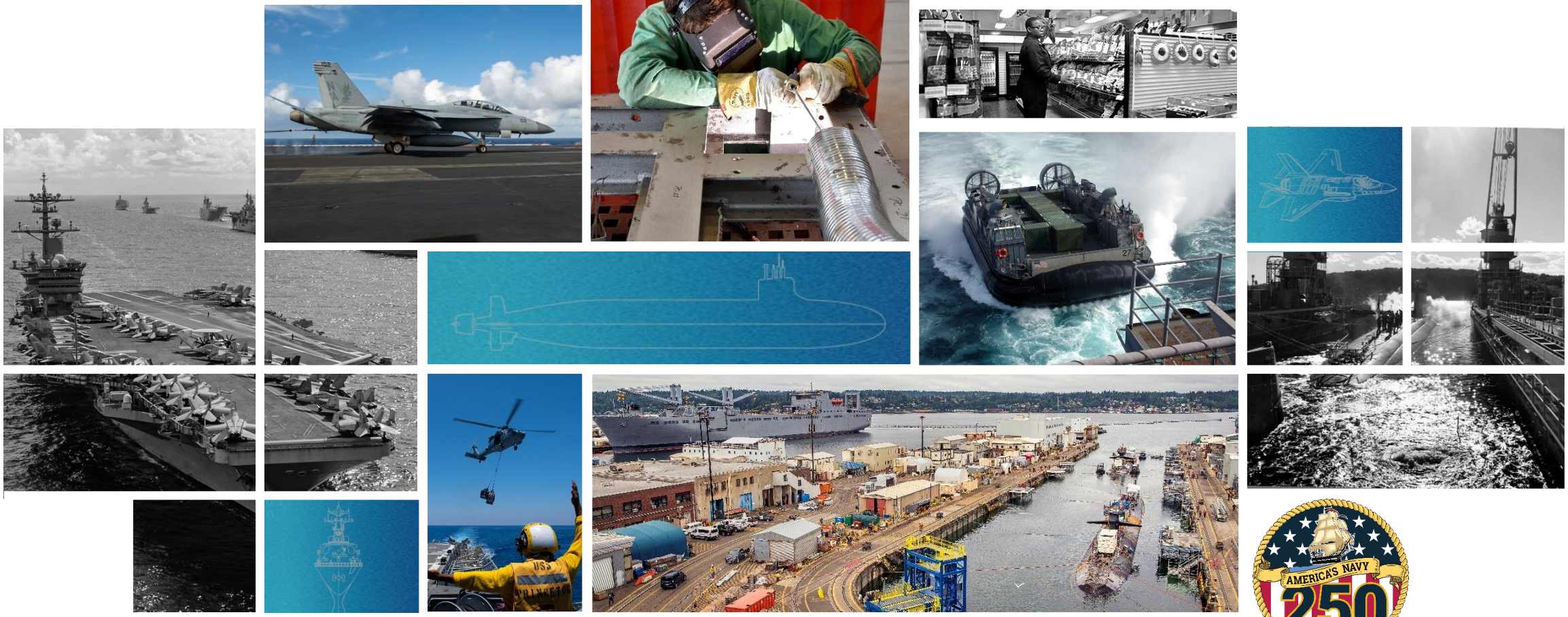
NAVSUP

NAVAL SUPPLY SYSTEMS COMMAND

WEAPON SYSTEMS SUPPORT

READY. RESOURCEFUL. RESPONSIVE.

Stock-In-Transit Fundamentals



Presented to:

CAV Symposium

Presented by:

N85 - SIT Team

NAVSUP
Naval Supply Systems Command
Weapon Systems Support
Ready. Resourceful. Responsive.

Stock-In-Transit

Presented by: Stock-In-Transit Team

Key Terms and Descriptions

SIT Basics

What Is SIT?

Stock in Transit is the routine shipment, receipt and issue transactions of NWCF-SM materiel to and from organic sources, commercial vendors and repair activities.

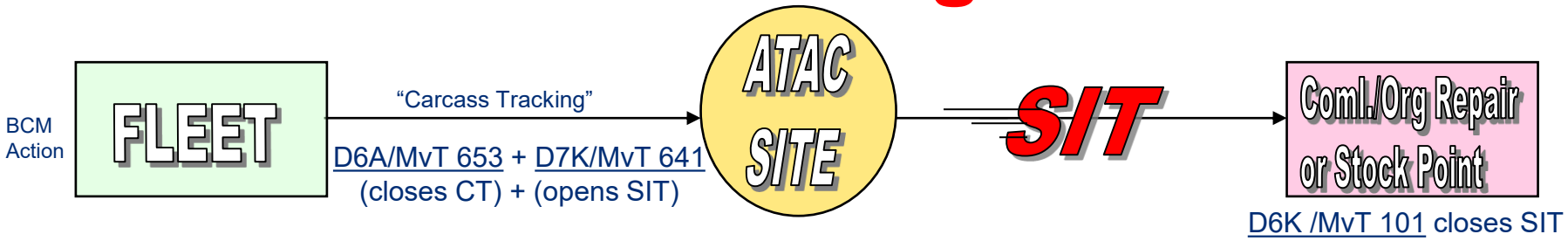
- SIT tracking is initiated by a D7 issue
- A D7 issue TIR opens SIT and generates a due in; a D6 receipt TIR closes SIT and satisfies the due in.
- SIT can only be closed with a matching SIT receipt (D6) or rarely a SIT issue (D7) reversal
  - **The receipt MUST be posted under the same MILS document number as the original issue.**
- While ERP is the Navy's financial system of record, NITA is the tool that is used for updating transportation data and pulling an activity's SIT Report.

Transportation Legs

Transportation Legs

Replenishment

NRFI/Retrograde



Why Is SIT Important?

Properly accounting for and managing NWCF inventory is one of the single most important contributors to readiness.

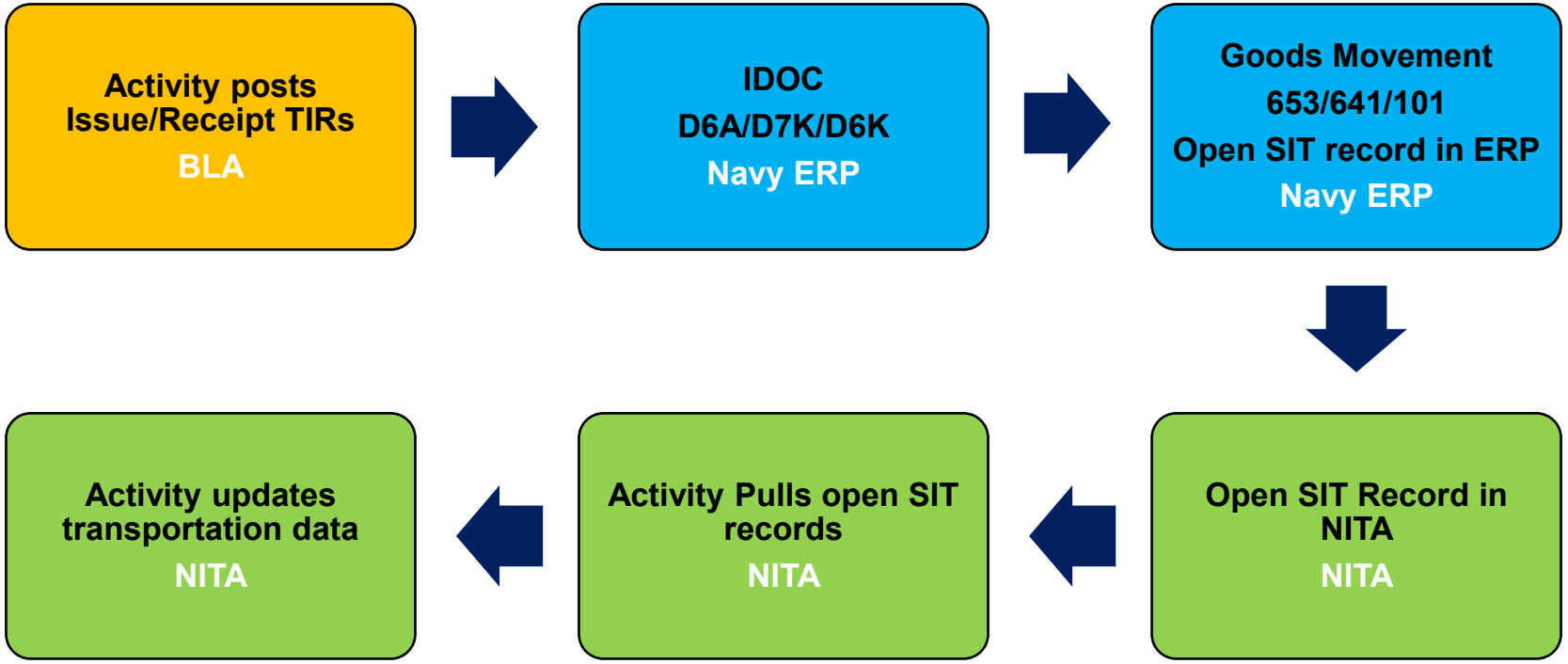
- SIT has a direct impact on the Navy's Buy/Repair plan
- **A plant's inventory = sum of its on-hand inventory + its due-ins (SIT)**
  - When outstanding SIT issues are not properly receipted for, the due-in created by these transactions is not properly reconciled.
  - The resultant potential surpluses and/or shortages of materiel can result in double-counting inventory or transactions being posted twice on the financial ledger and may adversely impact other aspects of the supply chain.

Plant Inventory Example

A plant's inventory = sum of its on-hand inventory + its due-ins

Plant inventory	On hand	Due in (SIT)	Scenario
20	10	10	**Open SIT for qty 10**
20	20	0	**D6/101 posted under same MILs document as issue**
30 (Surplus of 10)	20 (D6K 501 adds 10 on hand)	10 (Due in not closed)	**D6/501 posted under alternate MILs document.**

Interface Flow



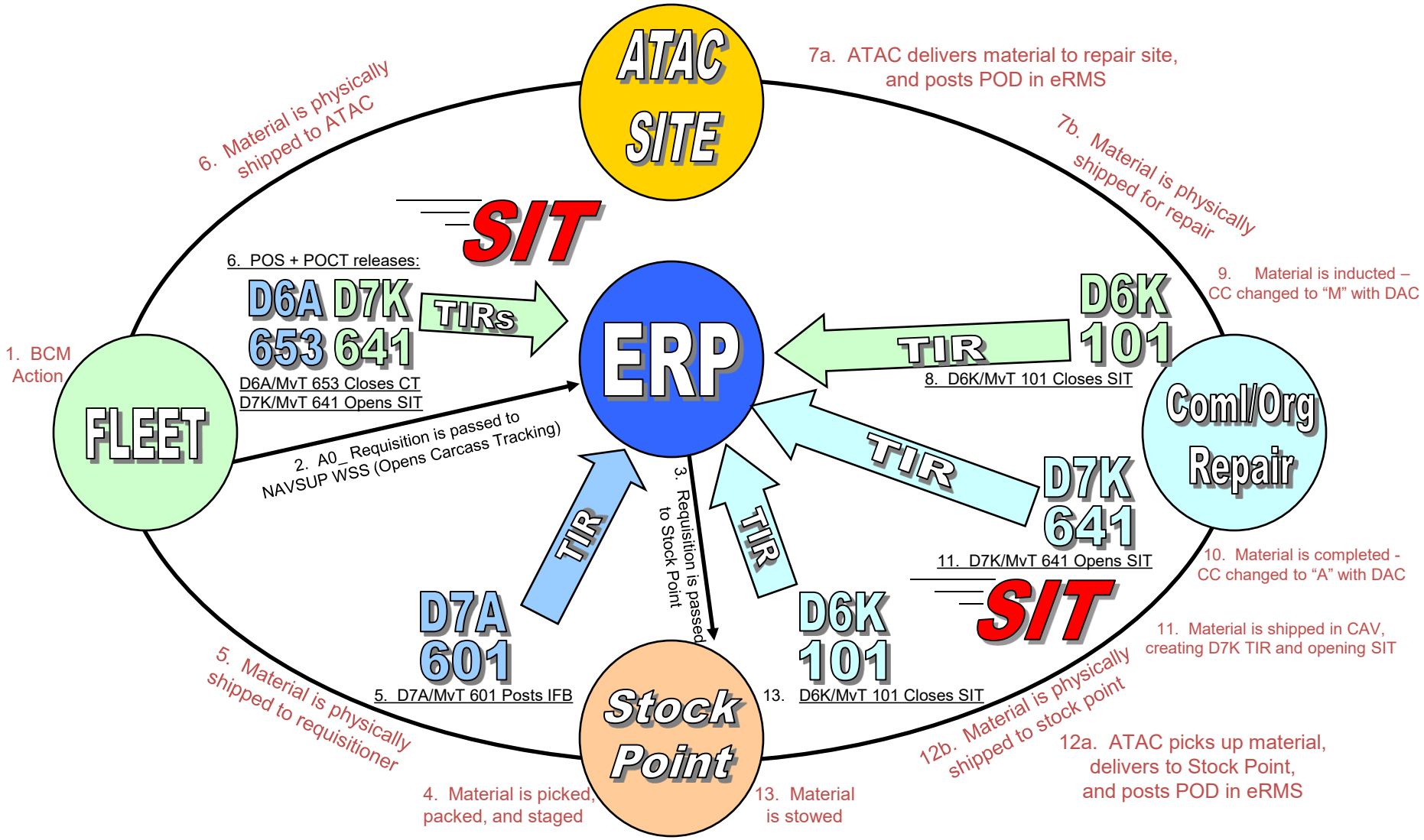
SIT Status – Follow Up Actions

When a SIT issue does not close naturally, NITA follows up to the responsible SIT Stakeholder for next actions. The responsible stakeholder is based on the Follow Up Action (FUA).

There are four FUAs

- **POS – Proof of Shipment**
  - If shipped via ATAC, WSS (ATAC) is responsible for posting POS **WSS ACTION**
  - If shipped outside of ATAC or if the material is an ATAC exception, issuing site to enter POS **PLANT ACTION**
- **POD – Proof of Delivery**
  - POD must be obtained from carrier via automatic processes or NAVSUP WSS manual entry **WSS ACTION**
  - If local delivery, the issuer must enter POD **PLANT ACTION**
- **POR – Proof of Receipt** **PLANT ACTION**
  - The Receiver must post receipt in their BLA system/ERP (D6K 101).
  - The receipt MUST be posted under the correct Document Number in order to close SIT.
- **OHA - On Hand Acknowledgement**
  - OHA is assigned when transportation data reflects that an asset was delivered to a location that is different than the intended receiver on the SIT issue
  - Activity must receipt or enter shipping data to final destination in BLA **PLANT ACTION**

How It Works


ATAC SITE
7a. ATAC delivers material to repair site, and posts POD in eRMS
7b. Material is physically shipped for repair
6. Material is physically shipped to ATAC
SIT
6. POS + POCT releases:
D6A D7K
653 641
TIRs
D6A/MvT 653 Closes CT
D7K/MvT 641 Opens SIT
ERP
D6K
101
TIR
8. D6K/MvT 101 Closes SIT
9. Material is inducted – CC changed to "M" with DAC
1. BCM Action
FLEET
2. A0_ Requisition is passed to NAVSUP WSS (Opens Carcass Tracking)
Coml/Org Repair
TIR
D7K
641
11. D7K/MvT 641 Opens SIT
10. Material is completed - CC changed to "A" with DAC
TIR
3. Requisition is passed to Stock Point
TIR
D7A
601
5. D7A/MvT 601 Posts IFB
D6K
101
13. D6K/MvT 101 Closes SIT
SIT
11. Material is shipped in CAV, creating D7K TIR and opening SIT
5. Material is physically shipped to requisitioner
Stock Point
12b. Material is physically shipped to stock point
12a. ATAC picks up material, delivers to Stock Point, and posts POD in eRMS
4. Material is picked, packed, and staged
13. Material is stowed

Reasons For Open SIT

- **Material is legitimately in transit to final-destination**
- **Non-compliance to established policy/processes/controls**
  - NWCF-SM inventory custodians do not execute the required receipt/acceptance and/or frustrated materiel processes with the required (5) day timeframe
  - NWCF-SM inventory custodians receipt materiel under the incorrect document number, which does not properly reduce open-SIT
  - Shipment discrepancies (misdirected shipments, incomplete shipments, missing/incorrect documentation)
- **System(s) error**
  - An interface error between ERP and the BLA (feeder system) occurs and/or an error internal to ERP occurs that results in SIT remaining open

Reference Slides

Reference Slides

ACRONYMS

- WSS – Weapon Systems Support
- SIT – Stock In Transit
- ERMS – Electronic Retrograde Management System
- TIR – Transaction Item Report
- COG – Cognizance
- DLR – Depot Level Repairable
- POD – Proof of Delivery
- POS – Proof of Shipment
- RFI – Ready For Issue
- NRFI – Not Ready For Issue
- NIIN – National Item Identification Number (Material in ERP)
- NITA – NAVSUPWSS In Transit Accountability
- ATAC - Advanced Traceability and Control
- ERP – Enterprise Resource Planning
- CAV – Commercial Asset Visibility
- DD – Defense Depot
- MvT/MT – Movement Type
- RFM – Reason For Movement
- TYCOM – Type Commander
- SDR – Supply Discrepancy Report
- RDO – Redistribution Order
- CAV RP – CAV Repairables Portal

Reference Slides

USEFUL WEBSITES – Please Note Some Websites Require a SAAR for Access

- eRMS/NITA: https://applications.navsup.navy.mil/erms/Dashboard/Dashboard/Index
- NESD: eRMS/NITA Heat Tickets https://nesd-dwp.onbmc.mil/dwp/app/#/privacy/consent
- DODAAC inquiries: https://home.daas.dla.mil/daashome/homepage.asp
- DSS MRO – Status of issues from a DLA site: https://dssweb.dla.mil/materialtracker/
- Product Data Reporting and Evaluation Program (PDREP) – Search SDRs: https://www.pdrep.csd.disa.mil
- ICONS: https://my.navsup.navy.mil/apps/ops$icons.home
- Cooper Listing: https://mynavsup.nag.navy.mil/apps/ops$ivt.cooper_list_home

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SIT Points of Contact

Jason Bolen (Organic CAV SIT Team Lead) - jason.c.bolen.civ@us.navy.mil

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Bridgette Orr (SIT Supervisor) - bridgette.p.orr.civ@us.navy.mil

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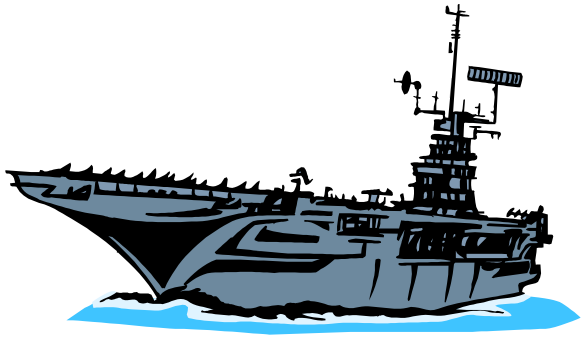
ERMS/NITA SIT Functional Review

Presented by: Stock-In-Transit Team

Agenda

- What is ERMS/NITA?
- How to access ERMS/NITA
- NITA SIT Query
- Document Listing/Document Listing Links
- Parent Child Relationship
- Updating POS/POD



What is ERMS/NITA?

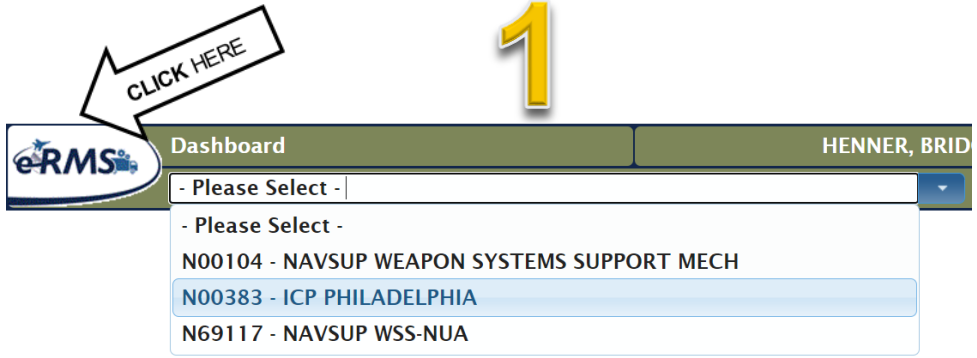
NITA (NAVSUP WSS In-Transit Accountability) is:

- A module within the electronic Retrograde Management System (eRMS)
- A conduit for all SIT stakeholders to access, research, and resolve Stock-in-Transit
- NITA provides:
  - Stock in Transit reports
  - The ability to view and update transportation data
  - The ability to add comments; providing a more efficient tool for communication between stakeholders and NAVSUP WSS

eRMS/NITA Login

https://applications.navsup.navy.mil/erms/Dashboard/Dashboard/Index

1



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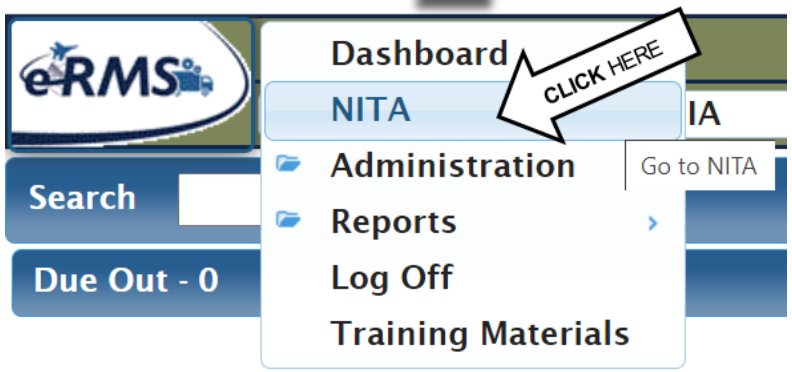

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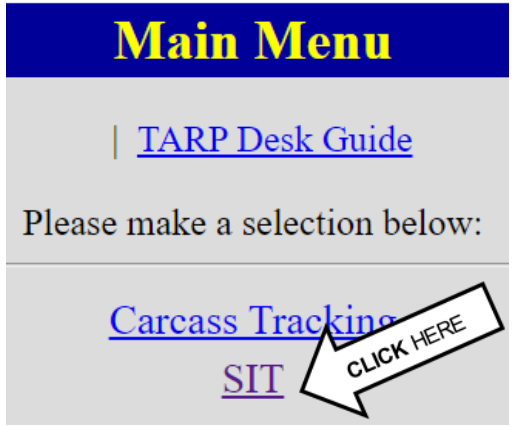

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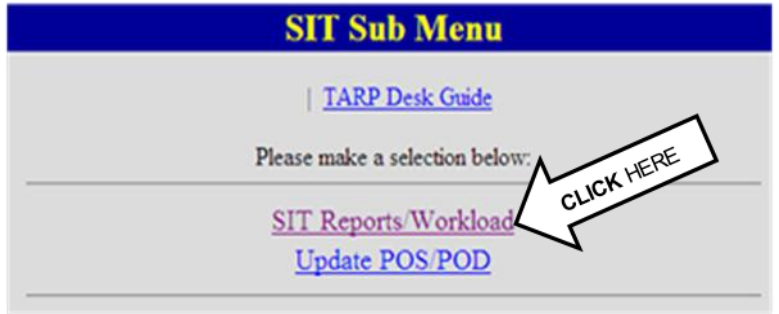

SIT QUERY PULL

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Action UIC SIT Query

eRetrograde Management System

* Unclassified System - FOUO *

Date: 12/14/2020 **Julian:** 20349 Menu Log Off Help
User: BRIDGETTE HENNER **Site:** NAVSUP WSS MECHANICSBURG **UIC:** N00104 **Code:**

SIT Query

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Follow Up Action: Select...
COG: Select...
Cognizant ICP: Select...
Last Action Age: Select...
Value From: $ .00
Writeoff Indicator: Select...
Review Reason: Select...

NIIN:
Issuer UIC:
Issuer Group: Select...
SIT Type: Select...
Condition Code: Select...
Match Type: Select...
Equipment Type: Select...
Value To: $ .00

NITA Seq #:
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Receiver Group: Select...
OR Fleet SIT Type: Select...
Document Age Group: NON-DLA
Document Age: Select...
CIIC Type: Select...
Project Code:
SUPADD:
FollowUp Threshold: Select...

No Selection | Last Action Date | Document Status Date | Closed Date | Writeoff Date

From: Nov 01 2020 To: Nov 30 2020

Submit Reset

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Document Listing

eRetrograde Management System

* Unclassified System - FOUO *

Date: 10/03/2019 **Julian:** 19276 Menu
User: KRISTY ODONNELL **Site:** NAVSUP WSS PHILADELPHIA **UIC:**

Document Listing

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- **Action UIC: N4338A**

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* Unclassified System - FOUO *

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User: KRISTY ODONNELL **Site:** NAVSUP WSS PHILADELPHIA

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CLICK HERE

1

2

Site UIC Information

Site UIC: N4338A
Site RIC: PNZ
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Address: [redacted]

For further information, contact...

Point of Contact:
Email:
DSN:
Commercial:

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Document Listing

eRetrograde Management System

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Date: 10/03/2019 **Julian:** 19276
User: KRISTY ODONNELL **Site:** NAVSUP WSS PHILADELPHIA

By Followup Action Across Age

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Document Listing Drill Down

* Unclassified System - FOUO *

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POR	N0429A	NEN	N4338A	PNZ			N4338A9200000L	5310			1	1	EA	9B	A		4.75		08/05/2019	60	C			799		0001
POR	N00421	PRZ	N4338A	PNZ			N4338A9200027D	4330			1	1	EA	9B	A		80.87	U	08/20/2019	45	C			799		0001
POR	N54077	P32	N4338A	PNZ			N4338A9220005S	5306			1	1	EA	9B	A		0.78	U	09/18/2019	16	C			799		0001
POR	N0429A	NEN	N4338A	PNZ			N4338A9220002Y	5365			1	1	EA	9B	A		183.32	U	09/19/2019	15	C			799		0002
POS	N4338A	PNZ	SW3218	SDX			N4338A9244GM45	5895			1	1	EA	7R	F	A	21,633.28	7	09/26/2019	8	K			770		0001

CLICK HERE

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Document Listing Drill Down

eRetrograde Management System

* Unclassified System - FOUO *

Date: 10/04/2019 Julian: 19277 Menu Log Off Help
User: KRISTY ODONNELL Site: NAVSUP WSS PHILADELPHIA UIC: N00383 Code:

NITA SIT Parent/Child Report

NITA SIT PARENT DATA AS OF 10/04/2019 09:46:01 AM

NITA PARENT RECORD	DOCUMENT NR	TOTAL ISSUE QUANTITY	TOTAL ISSUE VALUE	TOTAL RECEIPT QUANTITY	TOTAL RECEIPT VALUE	STATUS IND
SIT20183501024105479	N001888176DY14	1	$2,818.72	0	$0.00	O

NITA SIT CHILD

	COMMENTS	NITA CHILD RECORD	REASON FOR MATCH	ISSUE UIC	ISSUE RIC	RECEIVER UIC	RECEIVER RIC	RECEIPT REPORTER UIC	RECEIPT REPORTER RIC	SIGNAL CODE	SUPP ADDR	ISSUE FSC	ISSUE NIIN	ISSUE SERIAL NR	RECEIPT FSC	RECEIPT NIIN	RECEIPT SERIAL NR	ISSUE COG	RCPT COG	ISSUE CC	RCPT CC	ISSUE PRPS	RECEIPT PRPS	ISSUE QTY	RCPT QTY	ISSUE VALUE
Edit	Add	0001	ISS	N4338A	PNZ	N40040	NEA			K	N40040	4220	015028656	2913884				7R		F		A		1	0	$2,818.72

Click here to view General Ledger Records... Click here to view Transaction History... Export to Excel
Click here to view MSDR... Click here to view Carcass Tracking...

COMMENTS

DOCUMENT NR	TRACKING SEQ NR/ CHILD SEQ NR	USER	ACTIVITY UIC	ACTIVITY	DATE	COMMENTS	RESPONSE REQUESTED IND	WRITEOFF COMMENT
N001888176DY14	CXC20181771023129274/0001	TUCKER, KAREN	N00104	NAVSUP WSS MECHANICSBURG	10/03/2018 01:36:58 PM	Holly to post POD		

To enter additional comments, click on the Tracking Sequence Number/Tracking Child Sequence Number

Export to Excel

MANUAL REVIEW

TRACKING SEQ NR/ CHILD SEQ NR	PROCESS	USER	WORKLOAD REASON	LOAD DATE	DOCUMENT NR	FSC	NIIN	SITE UIC	UIC FROM	ISSUER RIC	ISSUE QTY	ISSUE DATE	COND CODE	RIC TO	RCPT UIC	RCPT RIC	RCPT QTY	RCPT NIIN	RCPT DATE

Export to Excel

TRANSPORTATION DATA

TRANSPORTATION RECORD	NITA PARENT RECORD	NITA CHILD RECORD	SOURCE	ACTION UIC	DOCUMENT NUMBER	SHIP DATE	SHIP QTY	MODE	SCAC	TRACKING NR	TCN	CC	INCOMPLETE POS	TYPE OFFLOAD	SHIPPER RIC	SHIPPER UIC	VALID POS IND	TRAN PO
POD20182771023846374	CXC20181771023129274	0001	WMPS	N40040	N001888176DY14		1			781888304257	N0018881777826RXX	F						RODD
WMP20182061023340910	CXC20181771023129274	0001	WMPS	N00188	N001888176DY14	07/17/2018	1	J	FEDX	781888304257	N0018881777826RXX	F			PNZ	N00188	Y	KING,

Export to Excel

NITA SIT PARENT/CHILD REPORT

As you scroll all the way to the top right of this screen, you can click into the document number highlighted in blue.

R	FOLLOW UP ACTION	ACTION UIC	CUSTODIAL ACTIVITY	STATUS IND	CLOSED DATE	OPEN TYPE	NIIN MATCH IND	COMP IND	REVIEW REASON	TYPE MATCH CODE	WRITEOFF LETTER NAME	WRITEOFF IND	ERP IND	DOCUMENT NR
	POS	N4338A	N4338A	O									Y	N001888176DY14

CLICK HERE

Document History Screen

General Data

Excel Expor | Print DD1348

Document Number	AE8 Date	RIP Indicator	Quantity	FSC	NIIN/Item	FGC	SMIC
N001888176DY14	06/25/2018	5G	1	4220	015028656		LX

N00188 - NAS NORFOLK

Document Data

Excel Export

Ship From Activity	Ship From RIC	Ship to Activity	Ship To RIC	Project Code	Nomenclature	Contractor Document Number	
N00188		N40040	NEA	770	SEALED LIFE RAFT AS		BC2

Shipment Data

Excel Export

Sent To Shipment Prep	Manifest Created By	Manifest Number	Manifest Date	Manifest Ship To	Manifest Type	Shipment Scheduled Date	S
	DATA, CONVERSION	N0018881777826RXX	06/26/2018	N40040	FINAL DESTINATION		Man

Delivery Data

Excel Export

Proof of Delivery Date	Proof of Delivery Signature	Receiving Activity
07/18/2018	C.MOLLIERE	

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Document Listing

N69117	N00188	POR	[redacted]	[redacted]	N00188	[redacted]				[redacted]	5325	[redacted]		1	1	EA	9B	A	A	28.05	U 11/10/2
N69117	N00188	POS	[redacted]		N49399						4240			4	4	PR	9B	A		10.88	U 12/16/2
N69117	N00188	OHA	[redacted]		R09124						1680			1	1	EA	3B	L	A	2,197.75	U 01/11/2
N00383	N00188	POS	[redacted]		Q90069						1680		5152DB1	1	1	EA	7R	F	A	862.40	U 03/05/2
N00383	N00188	POS	[redacted]		SW3218						1680		77763EK	1	1	EA	7R	F	A	4,692.46	U 03/21/2
N00383	N00188	POR	[redacted]		N00188						1615			1	1	EA	7R	A	A	127,946.98	7 03/23/2
N00383	N00188	POS	[redacted]		Q92228						2840		CYP1582-04	1	1	EA	7R	F	A	55,602.18	7 03/28/2
N00383	N00188	POR	[redacted]		N00188						6615			1	3	EA	7R	A	A	40,286.33	7 12/02/2
N00383	N00188	POS	[redacted]		N00188						6610		4613	1	1	EA	7R	F	A	14,926.61	7 03/23/2
N00383	N00188	POS	[redacted]		SW3117						6150		HY-DC54R	1	2	EA	7R	A	A	5,742.00	05/17/2
N00383	N00188	POS	[redacted]		SW3117						6605		QRL64	1	1	EA	7R	F	A	84,789.00	7 08/05/2
N00383	N00188	POS	[redacted]		N68620						2620		003	1	1	EA	7R	F	A	363.47	U 06/09/2
N00383	N00188	POS	[redacted]		SW3117						6680		137	1	1	EA	7R	F	A	7,655.00	U 08/05/2
N69117	N00188	POS	[redacted]		N00188						1005			4	4	EA	9B	A	A	145.20	N 03/27/2
N00383	N00188	POS	[redacted]		N68620						1680			1	1	EA	7R	F	A	32,547.01	U 01/24/2
N00383	N00188	POS	[redacted]		SW3122						1630		S-MAY08-253	1	1	EA	7R	F	A	10.00	7 04/19/2
N00383	N00188	POR	[redacted]		N00188						1680			1	1	EA	6V	E	A	38,000.00	U 04/05/2
N00383	N00188	POS	[redacted]		W25G1U						2840			1	1	EA	7R	F	A	31,047.15	05/20/2
N00104	N00188	POR	[redacted]		N00188						5845			1	1	EA	7E	F	A	70,016.59	7 06/03/2
N00383	N00188	POS	[redacted]		SW3113						1560		NONE	1	1	EA	7R	F	A	4,099.60	7 06/21/2
N00383	N00188	POS	[redacted]		N68620						6140			1	1	EA	7R	F	N	943.70	7 07/10/2
N00383	N00188	POS	[redacted]		SW3218						1680		0192	1	1	EA	7R	F	A	46,403.94	U 08/16/2
N00383	N00188	POR	[redacted]		N00188						1615			1	1	EA	7R	A	A	1,960.70	U 11/08/2
N69117	N00188	POS	[redacted]		N49399						5331			19	19	EA	9B	A		1.33	U 12/16/2
N00383	N00188	POS	[redacted]		SW3113						2915			1	1	EA	7R	F	A	64,001.97	01/23/2
N00383	N00188	POS	[redacted]		SW3113						2840			3	3	EA	7R	F	A	34,736.16	U 04/11/2
N00383	N00188	POR	[redacted]		N00188						3040			1	1	EA	7R	A	A	8,768.82	U 02/27/2
N69117	N00188	POR	[redacted]		N00188	PN7					2840			1	1	EA	9B	A	A	781.12	U 04/12/2

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Document Listing

SitDocumentList [Read-Only] - Microsoft Excel

A1 | DOCUMENT LIST ISSUES

DOCUMENT LIST ISSUES
FILTERS:

Data View: ALL
Action UIC: N00188

OPEN ISSUES
DATA AS OF 4/25/2012 4:20:17 PM

ICP UIC	ACTION UIC	FOLLOW UP ACTION	ISSUER UIC	ISSUER RIC	RECEIVER UIC	RECEIVER RIC	RECEIPT REPORTER UIC	RECEIPT REPORTER RIC	DOCUMENT NUMBER	FSC	NIIN	SERIAL
N00383	N00188	POS	[redacted]	[redacted]	[redacted]	[redacted]			[redacted]	5895	[redacted]	MFT004
N00383	N00188	POR								1560		
N00383	N00188	POS								5831		EYT015
N00383	N00188	POS								7025		00045
N00383	N00188	POS								5975		QDP00
N00383	N00188	POR								5985		
N00383	N00188	POS								1680		
N00104	N00188	POR								6625		
N69117	N00188	POR								5340		
N00383	N00188	POR								1615		
N00383	N00188	POR								1615		
N69117	N00188	POR								3120		
N69117	N00188	POR								1680		
N00383	N00188	POS								2915		
N69117	N00188	POR								5360		
N69117	N00188	POR								5305		
N69117	N00188	POR								5935		
N69117	N00188	POR								5940		
N00383	N00188	POS								4220		0477
N00383	N00188	POS								5999		
N69117	N00188	POS								5331		
N00383	N00188	POS								1680		1024
N00383	N00188	POS								4820		
N00383	N00188	POR								2840		
N00383	N00188	POS								6625		EDA-6
N00383	N00188	POS								1615		A221-0

Parent/Child Relationship

Parent/child relationship

- Parent record is based on document number
- Individual child records established as needed when data varies
  - Partial quantity issued (split shipment)
  - Partial receipt posted
- Intent is to do as little tracking as necessary
  - E.g., if 7 assets are issued and 6 are received, there may be two child records.
  - Only the record with a quantity of 1 will display as open SIT and require action.

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Updating Proof of Shipment/ Delivery

NITA SIT POS Entry from Document "POS" Link

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eRetrograde Management System

Date: 08/06/2009 **Julian:** 09218 Menu Log Off Help
User: SUZANNE BAKER **Site:** T-USS PELELIU **UIC:** R20748 **Code:** PL

Document Listing

New Search

Record Count: 11

DOCUMENT LIST ISSUES
FILTERS:
- **Data View: ALL**
- **Action UIC: R20748**
- **Followup Action: POS**

OPEN ISSUES

DATA AS OF 8/6/2009 1:47:41 PM

ICP UIC	ACTION UIC	FOLLOW UP ACTION	ISSUER UIC	ISSUER RIC	RECEIVER UIC	RECEIVER RIC	RECEIPT REPORTER UIC	RECEIPT REPORTER RIC	DOCUMENT NUMBER	FSC	NIIN	SERIAL NUMBER	UNMATCH QTY	ORG ISS QTY	UI	COG	CC	PRPS CODE	UNMTCH DOLLAR VALUE	CIIC	TIR DATE
N00383	R20748	POS	R20748	R3V	[redacted]	[redacted]			[redacted]		80		1	1	EA	7R	F		17,956,300.00	U	07/24/2009
N00383	R20748	POS	R20748	R3V							13		1	1	EA	7R	F		2,676,600.00	U	07/24/2009
N00383	R20748	POS	R20748	R3V							70		1	1	EA	7R	F		2,016,100.00	7	07/24/2009
N00383	R20748	POS	0748	R3V							80		1	1	EA	7R	F		17,956,300.00	U	07/24/2009
N69117	R20748	POS									03		2	2	EA	9B	A		7,900.00		07/24/2009
N69117	R20748	POS	R20748								54		2	2	EA	9B	A		146,700.00		07/24/2009
N69117	R20748	POS	R20748	R3V							88		10	10	EA	9B	A		36,210.00		07/24/2009
N69117	R20748	POS	R20748	R3V							69		7	7	EA	9B	A		14,599.97	U	07/24/2009
N00383	R20748	POS	R20748	R3V							11		1	1	EA	7R	F		664,000.00	7	07/24/2009
N69117	R20748	POS	R20748	R3V	SW3218	SDX			R20748B1G528	1650	007604774		3	3	EA	3B	A		342,900.00		07/24/2009

CLICK HERE

NITA SIT POS Entry Child Record "POS" Link

T UE	ISSUE DATE	RCPT DATE	LOAD DATE	SIT TYPE	CIIC	THRES HOLD	ISSUE PROJ CD	ICP POC	CUSTOMER POC	FOLLOW UP ACTION	ACTION UIC	CUSTODIAL ACTIVITY	STATUS IND	CLOSED DATE	OPEN TYPE	NIIN MATCH IND	COMP IND	REVIEW REASO
00	09/12/2008 12:00:00 AM		07/05/2009 09:45:30 AM	FLEET RFI - RFI OFFLOAD	7	A	770	SHUGHART, KELLY	V21247	POS	V21247	V21247	0					

CLICK HERE

Update POS/POD

eRetrograde Management System

Date: 08/06/2009 Julian: 09218 Menu Log Off Help
User: SUZANNE BAKER Site: T-USS PELELIU UIC: R20748 Code: PL

Enter Proof of Shipment Information (Custody Transfer)

Document Number: R2074891910849 NSN: 5850014629270 Serial Number:

Enter Proof of Shipment Information			
* Ship Date:	August 6 2009	* Ship To UIC:	N46433
* GBL/TCN:		* Mode:	
Tracking Number:		* SCAC Code:	
Type Offload:	Inport Turn-In		
* Shipper RIC:		* Shipped Qty:	
Enter Proof of Delivery Information			
Delivery Date:		Delivery Signature:	
Submit Reset			

* Mandatory Data

Update POS/POD

1

eRetrograde Management System

Date: 08/06/2009 Julian: 09218 Menu Log Off
User: SUZANNE BAKER Site: T-USS PELELIU UIC: R20748

Enter Proof of Shipment Information
(Custody Transfer)

Document Number: R2074891910849 NSN: 58500

Enter Proof of Shipment Inform			
* Ship Date:	August 6 2009	* Ship To UIC:	
* GBL/TCN:		Mode:	
Tracking Number:		* SCAC Code:	
Type Offload:	Inport Turn-In		
* Shipper RIC:		* Shipped Qty:	
Enter Proof of Delivery Inform			
Delivery Date:		Delivery Signa	
		Submit	Reset

CLICK HERE

* Mandatory Data

2

Select a Mode of Shipment / SCAC Code - Microsoft Internet Expl...

eRetrograde Management System
Select Mode of Shipment

Mode:	Explanation:
2	Government watercraft, barge/lighter
9	Local delivery by government or commercial truck, includes on base transfers, deliveries between air, water or motor terminals and adjacent activities
B	Motor, less truckload
G	Surface parcel post
H	Air parcel post
J	Air small package carrier
N	LOGAIR
T	Air freight forwarder
Y	Military Intra-Theater Airlift System

Update POS/POD

1

eRetrograde Management System

Date: 08/06/2009 Julian: 09218 Menu Log Off Help
User: SUZANNE BAKER Site: T-USS PELELIU UIC: R20748 Code: PL

Enter Proof of Shipment Information
(Custody Transfer)

Document Number: R2074891910849 NSN: 5850014629270 Ser

Enter Proof of Shipment Information

* Ship Date:	August 6 2009	* Ship To UIC:	N46433
* GBL/TCN:		* Mode:	
Tracking Number:		* SCAC Code:	
Type Offload:	Inport Turn-In		
* Shipper RIC:		* Shipped Qty:	

Enter Proof of Delivery Information

Delivery Date:		Delivery Signature:	

Submit Reset

* Mandatory Data

CLICK HERE

2

Select a Mode of Shipment / SCAC Code - Microsoft Inte...

eRetrograde Management System
Select SCAC Code

SCAC Code:	Carrier Name:
ASAC	DHL AIRWAYS
ATAC	ATAC
CFWY	CONSOLIDATED FREIGHT
DHLC	DHL AIRWAYS INC
DRMO	DISPOSAL
EWCF	EMERY WORLDWIDE
FDE	FEDERAL EXPRESS
LCDL	LOCAL DELIVERY
ODFL	OLD DOMINION FREIGHT
OVNT	OVERNITE TRANSP CO
RPSI	RPS
UPS	UNITED PARCEL SERV
USPS	U.S.POSTAL OFFICE

Update POS/POD

eRetrograde Management System

Date: 07/15/2009 Julian: 09196 Menu Log Off Help
User: SUZANNE BAKER Site: T-USS THEODORE ROOSEVELT UIC: V21247 Code: RS

Update POS / POD

Shipper RIC is required.
Shipped Quantity is required.
GBL/TCN: An alphanumeric, mandatory entry and must be 1 to 26 characters in length.
SCAC Code: Invalid POS data for the entered 'Mode' of shipment. Verify Mode, TCN/GBL, SCAC Code and Carrier Tracking Number entries.

Document Number: R0336391850012 NSN: 5998011910085 Serial Number:

Enter Proof of Shipment Information			
* Ship Date:	July 15 2009	* Ship To UIC:	SW3218
* GBL/TCN:		* Mode:	T
Tracking Number:		* SCAC Code:	FDE
Type Offload:	Inport Turn-In		
* Shipper RIC:		* Shipped Qty:	
Enter Proof of Delivery Information			
Delivery Date:		Delivery Signature:	
Submit Reset			

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Update POS/POD

eRetrograde Management System

* Unclassified System - FOUO *

Date: 05/02/2017 Julian: 17122 Menu Log Off
User: JAMES RILEY Site: NAVSUP WSS PHILADELPHIA UIC: N00383

Enter Proof of Shipment Information (Custody Transfer)

Document Number: N001887055F065 NSN: 7025001683630 Serial Number:

Enter Proof of Shipment Information			
* Ship Date:	March 29 2017	* Ship To UIC:	SW3218
* GBL/TCN:	N001887055F065XXX	* Mode:	J
Tracking Number:	786063849182	* SCAC Code:	FEDX
* Shipper RIC:	PNZ	* Shipped Qty:	1
Enter Proof of Delivery Information			
Delivery Date:	March 30 2017	Delivery Signature:	RICK GRIMES
Submit Reset			

CLICK HERE

* Mandatory Data

Update POS/POD

eRetrograde Management System

Date: 07/15/2009 **Julian:** 09196 Menu Log Off Help
User: SUZANNE BAKER **Site:** T-USS THEODORE ROOSEVELT **UIC:** V21247 **Code:** RS

Update POS / POD

Your SIT POS/POD transaction has completed successfully.

SIT POS Data Guide

SIT POS Data Guide	
For most shipments (other than Local Delivery)	**For Local Delivery**
Date Shipped	Date Shipped
Ship to UIC	Ship to UIC
Transportation Control Number (TCN)	Transportation Control Number (TCN)
Mode of Shipment	Mode of Shipment
Standard Carrier Alpha Code (SCAC)	Standard Carrier Alpha Code (SCAC)
Shipper RIC	Shipper RIC
Quantity Shipped	Quantity Shipped
Tracking Number	Delivery Date
	Signature at Destination

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SIT Points of Contact

Jason Bolen (Organic CAV SIT Team Lead) - jason.c.bolen.civ@us.navy.mil

Sara Grafstrom (Classified SIT Team Lead) - sara.grafstrom.civ@us.navy.mil

Bridgette Orr (SIT Supervisor) - bridgette.p.orr.civ@us.navy.mil

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WEAPON SYSTEMS SUPPORT

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SIT - COMMON CAV SCENARIOS

Presented to: CAV Symposium

Presented by:

N85 - SIT Team

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Agenda

- **Proof of Shipment** – Issues and Solutions
- **Outbound SIT** – Issues and Solutions
- **Inbound SIT** – Issues and Solutions
- **Classified SIT** – Issues and Solutions
- **References**

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Proof of Shipment
SIT Scenarios

Proof of Shipment (POS) – SIT Scenarios

Scenario 1 - Non-ATAC Enabled Vendors

- If you are not using ATAC, you must enter shipping data (POS) in CAV RP.

Scenario 2 - ATAC Enabled Vendors shipping outside of ATAC

- The CAV Reporter is responsible for entering POS in CAV RP

Scenario 3 - Local Delivery

- The CAV Reporter is responsible for entering POS/POD in CAV RP if using Local Delivery methods. This includes all of the usual POS info. as well as the name of the final destination receiver in the tracking number field.

Proof of Shipment (POS) Scenario 1 & 2 Solution

Scenario 1 - Non-ATAC Enabled Vendors and

Scenario 2 - ATAC Enabled Vendors shipping outside of ATAC

SOLUTION:

- The CAV Reporter shall enter the following shipping data (POS) in CAV RP.
  - Transportation Control Number (TCN) of the shipment
  - Freight Carrier Company Name or Standard Carrier Alpha Code (SCAC)
  - Freight Carrier tracking number (referred to as Pro Number or Tracking Number)
  - Date shipped
  - Quantity shipped

- The CAV Reporter shall ship all Navy-owned Depot Level Repairables (DLRs) via traceable means. The definition of “traceable means” is any shipping process that mandates signature for transfer of custody.
- It is recommended that you take a screenshot of any tracking data (POS/POD) as a Key Supporting Document (KSD), since tracking numbers often expire.

Proof of Shipment (POS) Scenario 3 Solution

Scenario 3 - Local Delivery

- Local Delivery (LCDL) – custody transferred directly from issuer to final destination

  If a shipment is delivered by the CAV Reporter directly to final destination (local delivery) without utilizing a freight carrier, the CAV Reporter shall provide POD as follows:

  - Transportation Control Number (TCN) of the shipment
  - Freight Carrier Company Name “Local Delivery”
  - Date shipped
  - Quantity shipped
  - ***Date delivered***
  - ***Signature of the receiver's representative at final destination (reported in CAV POS in the "Tracking Number" field with no imbedded spaces or punctuation)***

*****LCDL without a signature and delivery date is considered incomplete tracking data.*****

SIT POS Data Guide

Local Delivery

- Custody transfers from issuer to final destination.
- Mandatory Data
  - Ship Date
  - Ship To UIC
  - TCN
  - **Mode = 9**
  - **SCAC Code = LCDL**
  - Shipper RIC
  - Shipped Qty.
  - **Delivery Date**
  - **Delivery Signature (from final destination)**

Not Local Delivery

- Custody transfers from issuer to delivery agent.
- Mandatory Data
  - Ship Date
  - Ship To UIC
  - TCN
  - Mode = NEVER 9
  - Tracking Number
  - SCAC Code (which carrier?)
  - Shipper RIC
  - Shipped Qty.

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Outbound SIT Scenarios

Outbound SIT Scenarios

Scenario 1 – Issues to the Fleet Under a Non-Fleet Document Number

- Fleet activities CANNOT receipt for material that is not issued on their own document/requisition number

Scenario 2 – Incorrect Paperwork/Bulk Shipments

- Always make sure to include the DD-1348 on the inside and outside of all shipments

***Per the CAV SOW, "…the Contractor is required to report shipment transactions in CAV 24 HOURS PRIOR to the physical shipment of material."**

Outbound SIT
Scenario 1 Solution

Scenario 1 – Issues to the Fleet Under a Non-Fleet Document Number

SOLUTION:

- For repaired assets going from the Vendor to the Fleet,
  - It is imperative to **use the correct Fleet requisition/document number, fund code, advice code, etc.**
  - WSS Supply Planner should provide the Fleet requisition number to be used as the “Shipment Document Number” in CAV RP.
  - Material should **NEVER** be sent to the Fleet on a RCDN.
  - Material should **NEVER** be sent to the Fleet on a RDO.
  - Fleet activities **CANNOT** receipt for material that is not issued on their own document/requisition number (document number that begins with Fleet UIC).
  - All exceptions should be approved by WSS SIT and/or CAV Analysts.
  - If you are given direction by a WSS Supply Planner or another Agency (ex. NAVAIR) please loop in the SIT Analyst before processing the issue in CAV RP.

Outbound SIT
Scenario 2 Solution

Scenario 2 – Incorrect Paperwork/Bulk Shipments

SOLUTION:

- All issues should include the DD1348 on both the inside and outside of the box.
- Bulk shipments
  - Attach DD1348 with one Document Number (RCDN) to all boxes so all items are received under one Document Number
  - Keep all shipments to a maximum of 10 RCDNs per Ship Document Number
  - **Per the CAV SOW…Bulk Shipment (more than qty 1 of the same NIIN in the same shipping container) –The Contractor will place one copy of the DD Form 1348-1A inside each individual unit container. A second copy of the DD Form 1348-1A will be attached to the outside of the individual unit container within the multi-pack. A third copy of the DD Form 1348-1A will be attached to the outside of the multi-pack container.**
- Do not use a DD-1149 or a DD-250 for outbound SIT issues, only use a DD1348
  - **Per the CAV SOW…DD Form 1348-1A is the only authorized shipment document for CAV Reporting. DD Form 250 and DD 1149 are not permitted to accompany material shipments from CAV reporting contracts. To include forms other than DD Form 1348-1A with a CAV shipment causes confusion for the users at the ship-to facility and contributes to unmatched SIT tracking.**

Inbound SIT Scenarios

Inbound SIT Scenarios

Scenario 1 – Redistribution Orders (RDOs)

- Receipts are incorrectly processed in CAV RP under the WRONG document number.
- SDRs not being completed in 7 day timeframe for missing material (ex. RDO Qty. is for 10 but only 9 assets are received)

Scenario 2 – Misidentified/Misdirected Assets

- Shipment to your site contains one of the following:
  - NIIN you can’t identify
  - NIIN you don’t repair
  - NIIN for which you don’t have an open Contract

Scenario 3 – Receipt Reversals

- Reversal of receipt in CAV RP that reopens SIT

Inbound SIT
Scenario 1 Facts

Scenario 1 - Redistribution Orders (RDOs)

FACTS

- The document number will begin with N00383 (PHIL/AVIATION) or N00104 (MECH/MARITIME).
- Initiated by Supply Planners at WSS Philadelphia and WSS Mechanicsburg.
- Majority of RDO movement is inbound from a Defense Depot (DD)
- RDO documentation will NOT have serial numbers
  - Locating serial numbers is NOT ALWAYS possible
  - When it is possible it is a lengthy process

Inbound SIT
Scenario 1 Issues

Scenario 1 – Redistribution Orders (RDOs)

ISSUES:

- Receipts are incorrectly processed in CAV RP under the WRONG document number.
  - Receipts are posted using 1348s that DO NOT have the Vendor's UIC listed in the "Ship to" field (Block 3 in upper right corner) when the correct DD 1348 was provided
  - Receipts are posted using a No Paperwork document incorrectly
- SDRs are not submitted within 7 days to report missing material (only 9 of 10 assets were received).
- SDRs are processed with an information only code and DLA will not respond
- SIT remains open until receipts are matched
- Negatively impacts Buy/Repair Process and Fleet Readiness
- Incorrectly receipted RDOs result in 2 E&Y Audit Infringements

Inbound SIT
Scenario 1 Solution

Scenario 1 - Redistribution Orders (RDOs)

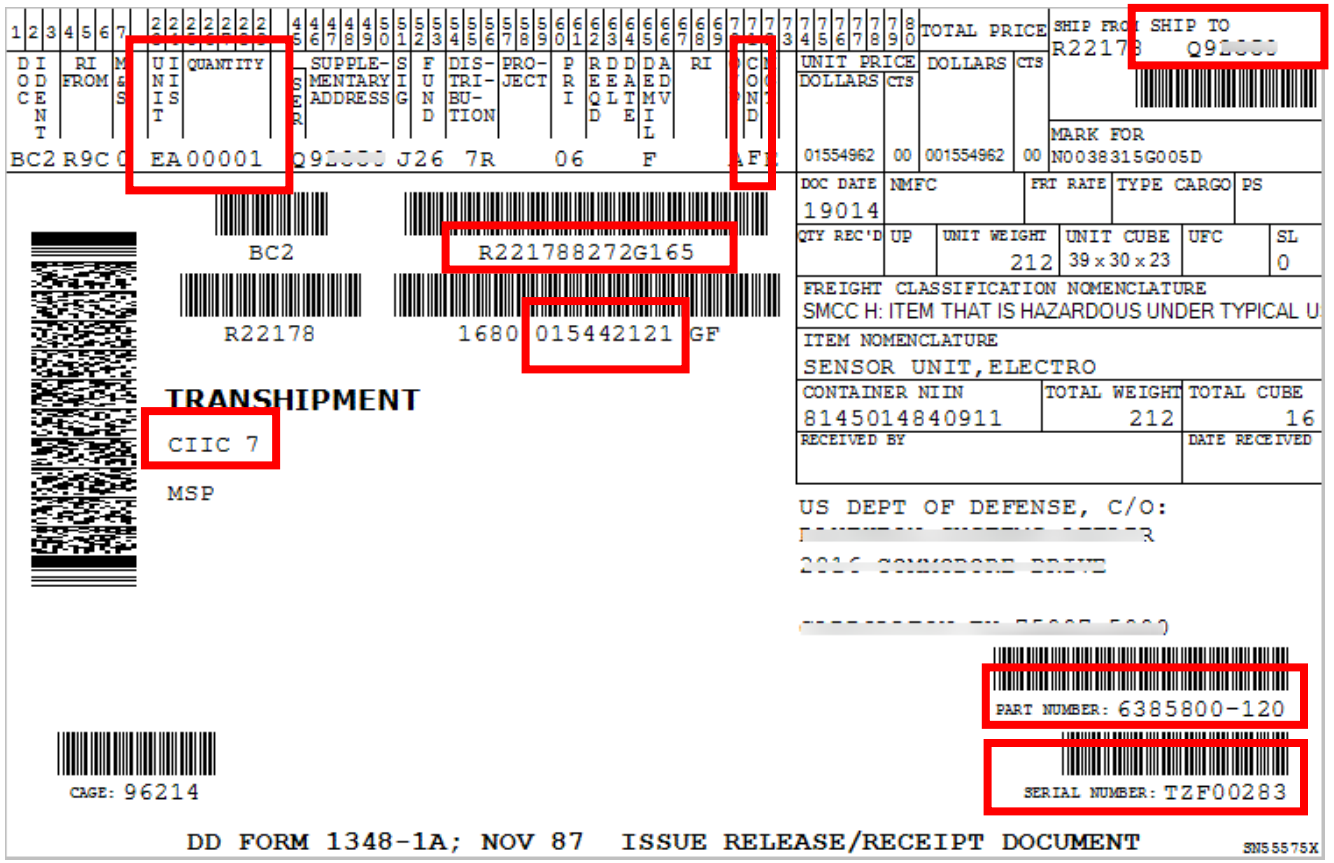
SOLUTION:

Per the CAV SOW…"**Upon receipt of material, the Contractor will compare the quantity of units and the NIIN of the item inside the container to the quantity and NIIN on the DD Form 1348-1A document that accompanies the material. There may be multiple DD Form 1348-1A documents with the material. The appropriate DD Form 1348-1A to compare is the one that reflects material being shipped to the Contractor. Any discrepancies in quantity or NIIN must be reported in accordance with Paragraph IV.C., Supply Discrepancy Report (SDR) Origination and Action Point (Resolution) Requirements (SF-364). If material is received without a DD Form 1348-1A, the Contractor will contact their CAV Analyst for assistance with receipt reporting.**"

- Ensure that all documentation is being delivered to keystroker.
- Check **"Ship to" field on the DD-1348** for your sites' UIC
  - Not your UIC – **STOP** – Contact WSS CAV analyst to obtain proper documentation before posting anything in CAV RP
  - If no response from WSS within 7 days
    - Post receipt under the Fleet Document number on the DD-1348 provided with the shipment
    - If no paperwork with shipment, use a no paperwork document number to post receipt

DD-1348-1A Fig. 1

- The DD-1348-1A includes important information that is vital for proper receipt processing (including the MILS document number, NIIN, SHIP TO, etc.)



Inbound SIT
Scenario 1 Solution Cont'd

Scenario 1 - Redistribution Orders (RDOs)

SOLUTION cont'd:

- If the qty. received differs from the qty. listed on the DD-1348, post a receipt for the material physically delivered and submit an SDR for any missing material within 7 days of receipt.

*****Do not mark the SDR as Information Only*****

*****SDRs do not close SIT*****

- Report issuers who are consistently missing paperwork

Inbound SIT
Scenario 2 Solution

Scenario 2 – Misidentified/Misdirected NIIN

SOLUTION:

- Receive in **J condition**.
- If you can't identify the NIIN shipped to you, receipt for **NIIN MDJ111111** in CAV RP
- Send back to ATAC for rescreening within 7 days.
- File an info-only SDR within 7 days
- ***Exception: Classified NIINs have a different process (later in presentation)***

Inbound SIT
Scenario 3 Solution

Scenario 3 – Receipt Reversals

SOLUTION:

- Receipt reversals in CAV/CAV RP cause reopening of SIT
- Reach out to CAV Analyst before processing any reversals – you will require approval from your CAV Analyst to reverse any receipts in CAV RP that are over 30 days old
- If reposting receipt, make sure to post under original Source Document Number
- If reversal is needed and SIT can't be closed, an LDD (Loss, Damaged, Destroyed) may be required

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Classified SIT Scenarios

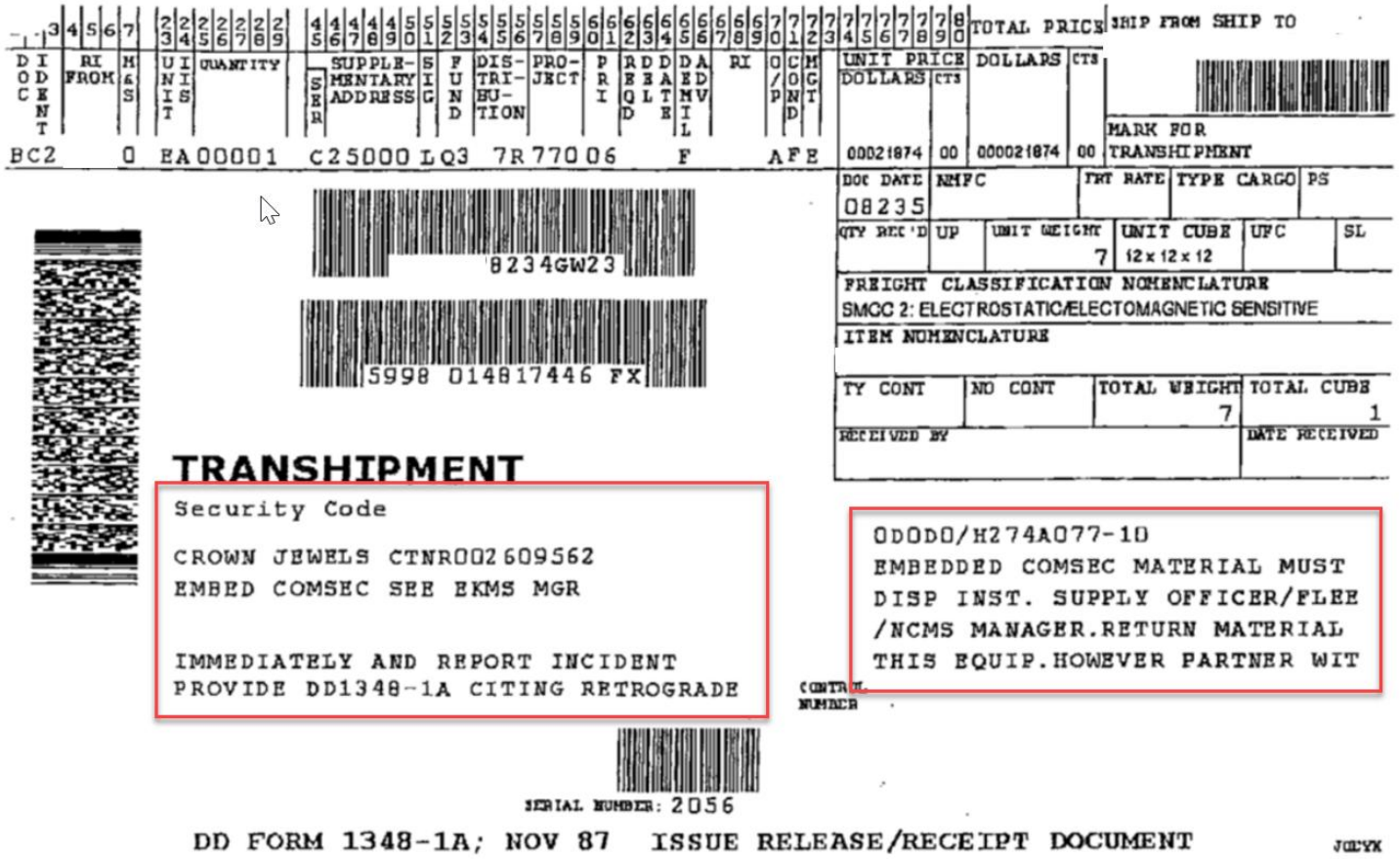
What is Classified SIT?

- Classified SIT or Security Coded SIT is determined by the CIIC Code
- CIIC stands for Controlled Inventory Item Code
- Below are the CIICs that are considered Classified/Security Coded

Controlled Inventory Item Codes (CIICs)	
CIIC	**Definitions**
Confidential and Above (Threshold = Zero)	
A	Confidential - Formerly restricted data
B	Confidential - Restricted data
C	Confidential
D	Confidential - Cryptologic
E	Secret - Cryptologic
F	Top Secret - Cryptologic
G	Secret - Formerly restricted data
H	Secret - Restricted data
K	Top Secret - Formerly restricted data
L	Top Secret - Restricted data
S	Secret
T	Top Secret
5	Highest sensitivity (Category I) - Arms, ammunition & explosives with a security classification of secret
6	Highest sensitivity - Arms, ammunition & explosives with a security classification of confidential
8	High sensitivity - Arms, ammunition & explosives with a security classification of confidential
Sensitive (Threshold = Zero)	
N	Firearms
O	Items with nuclear propulsion info
P	Ammunition and explosives
Q	Drug or substance determined by the DEA
R	Precious metals, drug or other controlled substance
1	Highest sensitivity (Category I) - Arms, ammunition & explosives
2	High sensitivity (Category II) - Arms, ammunition & explosives.
3	Moderate sensitivity (Category III) - Arms, ammunition & explosives
4	Low Sensitivity (Category IV) - Arms, ammunition & explosives
9	Controlled Cryptographic Item

DD-1348 – Classified/Security Coded

- How do I know if the asset I received is Classified/Security Coded?
- Reference the DD-1348 and look for the CIIC Code or for Security Coded Notations



DOC IDENT | RI FROM | M&S | UNIT | QUANTITY | SER | SUPPLEMENTARY ADDRESS | SIG | FUND | DISTRIBUTION | PROJECT | PRI | REQD | DATE | ADVIL | RI | O/P | COND | MGT | TOTAL PRICE | SHIP FROM SHIP TO

BC2 0 EA00001 C25000 LQ3 7R77006 F AFE

UNIT PRICE DOLLARS 00021874 CTS 00 | DOLLARS 000021874 CTS 00

MARK FOR TRANSHIPMENT

DOC DATE 08235 | NMFC | FRT RATE | TYPE CARGO | PS

QTY REC'D | UP | UNIT WEIGHT 7 | UNIT CUBE 12 x 12 x 12 | UFC | SL

FREIGHT CLASSIFICATION NOMENCLATURE
SMCC 2: ELECTROSTATIC/ELECTOMAGNETIC SENSITIVE

ITEM NOMENCLATURE

TY CONT | NO CONT | TOTAL WEIGHT 7 | TOTAL CUBE 1

RECEIVED BY | DATE RECEIVED

8234GW23

5998 014817446 FX

TRANSHIPMENT

Security Code

CROWN JEWELS CTNR002609562
EMBED COMSEC SEE EKMS MGR

IMMEDIATELY AND REPORT INCIDENT
PROVIDE DD1348-1A CITING RETROGRADE

0D0D0/H274A077-10
EMBEDDED COMSEC MATERIAL MUST
DISP INST. SUPPLY OFFICER/FLEE
/NCMS MANAGER.RETURN MATERIAL
THIS EQUIP.HOWEVER PARTNER WIT

CONTROL NUMBER

SERIAL NUMBER: 2056

DD FORM 1348-1A; NOV 87 ISSUE RELEASE/RECEIPT DOCUMENT

Classified SIT Scenarios

Scenario 1 – Classified Shipping Process

- Shipping a classified asset differs from shipping a non-classified asset

Scenario 2 - Local Delivery or USPS shipment of a Classified Asset

- Requires special documentation

Scenario 3 – Misdirected Classified NIINs

- Please contact the CAV and SIT Analyst – do not follow process discussed in previous slides

Classified SIT
Scenario 1 Solution

Scenario 1 – Classified Shipping Process

SOLUTION:

- Do not use ATAC to ship classified assets
- The CAV Reporter shall contact the cognizant DCMA transportation office to arrange shipment of items excluded from ATAC transportation.
- A REPSHIP (Report of Shipment) is required prior to shipment of any classified assets.
- Do not include DD-1348s or classified markings on the outside of any packaging
- If you can’t find the REPSHIP POC in ERMS, contact Alex Sanchez or the SIT Team

Classified SIT
Scenario 1 Solution Cont'd
REPSHIP PROCESS

Step 1

- The Advance REPSHIP asks if the receiver is ready and able to receive the asset
- It is prepared by the originator and sent to the receiver

Step 2

- The Reply to the advance REPSHIP is the Receiver acknowledging the ability to receive the asset
- It is signed by the receiver and returned to the originator
- Do NOT ship assets without receiving a reply to the advance REPSHIP or if you receive a negative reply.
- The advanced REPSHIP and acknowledgement are NOT considered POS or POD.

Classified SIT
Scenario 1 Solution Cont'd
REPSHIP PROCESS

Step 3

- The Tracking REPSHIP is required immediately after the asset ships.
- It is prepared by the originator and sent to the receiver.
- It contains the tracking information, mode of shipment, and estimated date of arrival.
- At this point, both the originator and receiver create a suspense file and should investigate any missing assets 24 hours after the estimated date of arrival.
- If the asset can't be found an investigation is launched.

Step 4

- The Receipt REPSHIP is the most important REPSHIP.
- It is signed by the receiver and sent to the originator.
- It is a signed receipt for this specific asset and valid Proof of Delivery (POD).
- In our Sample (next 2 slides) it is a signature at the bottom of the tracking REPSHIP.

SAMPLE Advance Notification

Step 1 – Originator sends to Final Destination

FROM: ORIGINATOR
TO: FINAL DESTINATION
INFO: TRANSSHIPPING ACTIVITY
SUBJ: ADVANCE NOTIFIICATION OF REPORT OF SHIPMENT (REPSHIP)

Document Number, NSN , CIIC, nomenclature, serial number will be shipped to your facility. REPSHIP message including tracking information will be provide upon signed receipt of this form. ***Asset will not ship*** until confirmation of your ability to receive and store NIIN and S/N by signing and emailing this form back to: **email address:**_____
Advance notification received by: (**TYPE NAME**)
Commercial Phone Number:_____
Printed name:_____

Signature:_____ **Date:**_____

Step 2 – Final destination signs and returns to originator

REPSHIP Message Requirements

Step 3 – Tracking REPSHIP Requirements

FROM: SHIPPING ACTIVITY

TO: DOMESTIC CUSTOMER OR TRANSSHIPPING ACTIVITY CLEARANCE AUTHORITY (OCEAN) OR CUSTOMER SERVICE BRANCH (CSB) (AIR) OR CONUS SEA TERMINAL

INFO: SPONSORING SERVICE ACCOUNTABLE SUPPLY ACTIVITY ULTIMATE CONSIGNEE/FINAL DESTINATION

SUBJ: REPORT OF SHIPMENT (REPSHIP)

- **1. SHIPMENT DATE** WRITTEN AS A THREE-DIGIT DAY OF THE YEAR (JULIAN).
- **2. ETA** WRITTEN AS A THREE-DIGIT DAY OF THE YEAR (JULIAN) (OBSERVE STANDARD TRANSIT TIME (STT) IF CONUS TRUCK SHIPMENT AND NO RDD IDENTIFIED).
- **3. REQUIRED DELIVERY DATE** (RDD) OR DELIVERY DATE (DD) IF SPECIFIED.
- **4. CARRIER and TRACKING NUMBER**
- **5. BILL OF LADING** (BL) NUMBER (NOTES 1, 2, 3, 4).
- **6. MTX-GS SERVICE NUMBER** (NOTES 1, 2, 3).
- **7. AIR RELEASE NUMBER** (NOTES 1, 2, 3) OR FOR SURFACE SHIPMENTS, **ETR NUMBER AND VESSEL NAME AND/OR VOYAGE DOCUMENT NUMBER.**
- **8. SHIPMENT (CARGO) NAME** (EXAMPLE: RECIEVER/TRANSMITTER**,** SERIAL NUMBER ,NIIN, Document number).
- **9.** CONTAINER AND SEAL NUMBER (IF APPLICABLE): a. CONTAINER TCN. b. TOTAL WEIGHT OF CONTENTS c. ROUNDS**,** PIECES, WEIGHT, CUBE, CONDITION CODE, AND LOT NUMBERS (NOTE 4).
- **10. SECURITY RISK CATEGORY** (SRC), (E.G., SECURITY RISK CATEGORY I, II, III, IV, U**,** SECRET, CONFIDENTIAL, NONE).
- **11. CONTROLLED INVENTORY ITEM CODE (CIIC).**
- **12. TOTAL NET EXPLOSIVE WEIGHT** (NEW).
- **13. HAZARD CLASSIFICATION(S).**
- **14. DEPARTMENT OF DEFENSE IDENTIFICATION CODE/NAVY AMMUNITION LOGISTIC CODE (DODIC/NALC).**

SAMPLE
Receipt Acknowledgement

Step 4 – Final destination signs and returns to originator

RECEIPT ACKNOWLEGENT

Document Number, NSN , CIIC, Nomenclature, Serial number

When asset is received at your facility , please confirm receipt of this asset by signing below and emailing this form back to: **email address:**_____

Receipt acknowledgment:

Printed name: _____

Signature: _____ **Date**:_____

Classified SIT
Scenario 2 Solution

Scenario 2 – Local Delivery or USPS shipment of a Classified Asset

SOLUTION:

- Requires the standard REPSHIP and DD-1348, in addition to a signed DD-1907 form.
- The DD-1907 form tracks the physical hand-off of assets from one person to another.
- Make sure to get a signature from the final destination when handing over any material.
- Keep these documents as KSDs.

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DD-1907 FORM

SIGNATURE AND TALLY RECORD
(See DoD 4500.9-R for guidance)
(Use of equivalent carrier-furnished signature and tally record is acceptable.)

OMB No. 0702-0027
OMB approval expires
Jun 30, 2012

The public reporting burden for this collection of information is estimated to average 3 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 1155 Defense Pentagon, Washington, DC 20301-1155 (0702-0027). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM AS DIRECTED IN THE DISTRIBUTION INSTRUCTIONS BELOW.

DISTRIBUTION INSTRUCTIONS

(1) The SHIPPER will print two copies, retain one copy and give one to the Origin Carrier.
(2) The ORIGIN CARRIER will deliver one copy with original signatures to the Destination Carrier.
(3) The DESTINATION CARRIER will attach one copy (reflecting all original signatures) and Standard Form 1113, Public Voucher for Transportation Charges, to the original Commercial Bill of Lading and forward for payment. Reproduced completed copy of DD Form 1907 will be delivered to the Consignee and one will be retained.
(4) The CONSIGNEE will ensure Destination Carrier surrenders a reproduced copy of completed form with all signatures.

SECTION I - TO BE COMPLETED BY THE SHIPPER

1a. SHIPPER NAME	b. ORIGIN	
2. PROTECTIVE SERVICE REQUESTED	3. COMMERCIAL BILL OF LADING NUMBER	
4a. CONSIGNEE NAME	b. DESTINATION	
5. PERMIT NUMBER *(If any)*	6. TRANSPORTATION CONTROL NUMBER	
7. ROUTING	8. WEIGHT	9. CUBE
10. SPECIAL INSTRUCTIONS		11. DATE SHIPMENT TENDERED TO CARRIER *(YYYYMMDD)*
12. NAME OF CARRIER		13. NUMBER OF PIECES
14. TYPE OF PACKAGE(S) *(For unsealed loads only)* OR CONVEYANCE IDENTIFICATION AND SEAL NUMBERS *(For sealed loads only)*	15. FREIGHT CLASSIFICATION DESCRIPTION	

SECTION II - TO BE COMPLETED BY EACH PERSON ACCEPTING CUSTODY OF CLASSIFIED OR PROTECTED MATERIAL REQUIRING THE USE OF TRANSPORTATION PROTECTIVE SERVICE DURING TRANSIT

16. CUSTODY RECORD

PRINT NAME OF PERSON AND COMPANY REPRESENTED a.	STATION INTERCHANGE POINT DESTINATION b.	SIGNATURE OF PERSON ACCEPTING CUSTODY c.	TIME ACCEPTED d.	DATE ACCEPTED *(YYYYMMDD)* e.

DD FORM 1907, OCT 2010 PREVIOUS EDITION IS OBSOLETE. Adobe Designer 8.0

Figure 205-1. DD Form 1907, Signature and Tally Record

COMSEC SF153 Form

UNCLASSIFIED

COMSEC MATERIAL REPORT

This form is FOR OFFICIAL USE ONLY unless otherwise stamped.

1. [x] TRANSFER [ ] INVENTORY [ ] DESTRUCTION [ ] HAND RECEIPT [ ] OTHER (Specify):

2. FROM: USS JOHN C STENNIS — ACCT NO.
3. DATE OF REPORT: 20190618
4. OUTGOING NUMBER
5. DATE OF TRANSACTION
6. INCOMING NUMBER

7. TO: BAE SYS INFO + ELEC INT I — ACCT NO.

8. ACCOUNTING LEGEND CODES *
1. Accountable by serial number
2. Accountable by quantity
4. Initial receipt required, controlled in accordance with service/agency directives
6. Continuously accountable to COR via EKMS
7. Continuous local accountability within EKMS

9. SHORT TITLE/DESIGNATOR - EDITION	10. QTY	11. ACCTING NUMBERS BEGINNING	ENDING	12.* ALC	13. REMARKS
1 RT 1957 C U SN: 20067	1			1	
//////////////////////////////	NOTHING	FOLLOWS////			

Total Line Items: 1
Total Quantity : 1

Comments: TRANSFER IAW NCMS APPROVAL MESSAGE WITH DTG MAY 19.

PLEASE RETURN SIGNED SF-153 UPON RECEIPT
VIA PRSN, MAIL TO RETURN ADDRESS, OR SCAN
AND EMAIL TO
CONTACT US VIA IF NEEDED.

14. THE MATERIAL HEREON HAS BEEN (X one) [ ] RECEIVED [ ] INVENTORIED [ ] DESTROYED [ ] VOIDED

15. AUTHORIZED RECIPIENT
a. Signature
b. Grade
c. Typed or Stamped Name
d. Service: USN

16. (X one) [x] WITNESS [ ] OTHER
a. Signature
b. Grade
c. Typed or Stamped Name
d. Service: USN

17. FOR DEPARTMENT OR AGENCY USE 227050 2092618 2398

PAGE 1 of 1 PAGES

UNCLASSIFIED//FOR OFFICIAL USE ONLY unless otherwise specified. Standard Form 153

UNCLASSIFIED

Classified SIT
Scenario 3 Solution

Scenario 3 – Misdirected Classified NIINs

SOLUTION:

- Please contact your CAV and SIT Analysts immediately if you receive a Classified/Security Coded NIIN mistakenly.
- To determine if a NIIN is classified refer to the DD-1348 for Classified/COMSEC notations.
- If you are still unsure if this asset is classified, please reach out to the CAV and SIT Analysts for direction.
- Do not use ATAC for any classified/security coded assets **(refer to Slide 22 for CIIC Codes that fall into this group)**
- Classified SIT Team will guide you through how and where to ship the misdirected assets

Classified SIT – Summary

Classified SIT Summary

- Issuer and Receiver must have electronic communication before classified material is shipped.
- If issuer ships material before Advance Notification Reply from receiver, the receiver may reject material delivery.
- If classified material is received without proper paperwork, contact your CAV analyst and Classified SIT POCs for assistance.
  - To determine if a NIIN is Classified/Security Coded refer to the CIIC Code slide in the Reference section and check the DD-1348 for notations.
- Per the CAV SOW, **"The Contractor is required to also respond to inquiries received via phone calls, emails or letters from Navy representatives researching the status of open SIT. The Contractor will respond to these types of inquiries no later than the next working day after receipt of the inquiry."**

Questions?

?

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SIT Points of Contact

Jason Bolen (Organic CAV SIT Team Lead) - jason.c.bolen.civ@us.navy.mil

Sara Grafstrom (Classified SIT Team Lead) - sara.grafstrom.civ@us.navy.mil

Bridgette Orr (SIT Supervisor) - bridgette.p.orr.civ@us.navy.mil