UNITED STATES MARINE CORPS
MARINE CORPS AIR BASES WESTERN AREA MIRAMAR
PO BOX 452001
SAN DIEGO CA 92145-2001

IN REPLY REFER TO:
4400.2
SUP
NOV 06 1998

STATION ORDER 4400.2

From: Commanding General
To: Distribution List

Subj: ISSUE, RECEIPT, AND SECURITY OF FLIGHT CLOTHING MATERIAL

Ref: (a) FISC San Diego Customer Service Guide
(b) DISC San Diego ABE Overview
(c) Stao 4614.1
(d) SUPDEPTINST 4440.1

1. Purpose. To provide procedures for the issue, receipt, and security of flight clothing in Aviation Supply Department stock.

2. Information. The term "flight clothing" as used in this instruction will refer to those items secured in the Flight Clothing Issue Room located in Building K209. Stock inventory records are updated via the Tandem system through transaction inputs of Customer Service Division per reference (a) and Receipt Processing per reference (b). Requisitioning activities will submit requirements via SUADPS or NAVSUP DD Form 1348, 4- or 6-part, in compliance with the issue priority system guidelines per reference (c). Physical inventory of flight clothing will be conducted annually per reference (d).

3. Action

a. Requisitioning Activities

(1) Submit specimen signature(s) of designated representative(s) authorized to sign and approve requisitions to the Flight Clothing Issue Room via Customer Service Division. Personnel designated to sign requisitions are not authorized to sign receipt of material. Personnel designated to receive material are not authorized to sign and approve requisitions.

(2) Submit specimen signature(s) of designated representative(s) authorized to receive material to the Flight Clothing Issue Room via Customer Service Division.

(3) Walk-thru (priorities 01-06) or drop-off (priorities 06-13) flight clothing requisitions in Customer Service Division, ensuring the applicable authorized signatures for approving/receiving authority.

(4) Ensure accuracy of requisitions to conform with milstrip format.

b. Customer Service Division

(1) Ensure DD form 1348's are reviewed and stamped by Technical Section for accuracy. Process the issue utilizing the transaction guidelines per reference (a).

(2) Assist customers by referring to the nearest available FISC San Diego supply site if requested material is not in stock onboard MCAS Miramar, or conduct referral transaction if material is not available.

(3) Ensure timely submission of flight clothing requisitions to Storage/Flight Clothing Issue Room for breakout.

c. Flight Clothing Custodian

(1) Establish and maintain a logbook of daily seal used in securing flight clothing access door. Match the seal serial number upon opening the storeroom daily. A different serial number installed means an emergency breakout was conducted after working hours. Investigate without delay and ensure access was authorized/justified, otherwise, notify the chain of command.

(2) Upon receipt of requisition printouts from Customer Service Division, make appropriate issue by circling the quantity issued with matching national stock number, and obtaining signature from the authorized representative only. Sign and date all issues performed and maintain a record file of documents issued.

(3) Forward all non-walkthru/off-station requisitions to Shipping Section for routine or expeditious shipment, for further transfer.

Ensure four (4) copies of shipping documents are attached to the material.

(4) Coordinate with FISC San Diego for replenishment action.

(5) When receiving flight clothing for stock, count all material manifested (including the contents of repacked carton) prior to releasing the delivery personnel of liability and accountability. Verify each item and store in appropriate location Submit Material Location Change (ZEL) when necessary to relocate material, to Receipt Processing Section.

(6) Refer all discrepancies to the Storage Foreman and Receiving Supervisor.

(7) Perform annual physical inventory per reference (d).

d. Shipping Section

(1) Ensure all flight clothing material are shipped day-in day-out. Store all pilferable material not shipped within the day in a secured/designated location.

(2) Input "Z98" transaction to complete the issue/shipping process. Maintain file of all documents shipped in Julian date document number sequence.

e. Receiving Section

(1) On receipt of flight clothing, receiving personnel will verify material against paperwork as with other receipts. Material will be moved to a secured area and the Receiving Supervisor notified of the receipt.

(2) Receiving Supervisor will prepare a manifest and notify Flight Clothing Custodian for verification and acceptance of accountability.

(3) Flight Clothing material that cannot be delivered by the end of the day will be placed in a secured location for flight clothing required to be left overnight due to size or quantity.

processing on the next work day. Notify the Cargo Operations Division Officer and the Duty Section Leader of any unsecured

f. Receipt Processing Section

(1) Process receipt transactions utilizing the guidelines per reference (b).

(2) Process ZEL to update/establish material location.

T. A. GAUGHLAN
Chief of Staff

DISTRIBUTION: MCAS: A