



## UNITED STATES MARINE CORPS

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StaO 4614.1  
Supply  
**24 SEP 1999**

### STATION ORDER 4614.1

From: Commanding General  
To: Distribution

Subj: UNIFORM MATERIAL MOVEMENT AND ISSUE PRIORITY SYSTEM  
(UMMIPS)

Ref: (a) OPNAVINST 4614.1F

Encl: (1) Criteria for Use of Urgency of Need Designators (UND)

1. Purpose. To implement the instructions contained in reference (a).

2. Scope. The provisions of this instruction are applicable to all station departments and activities authorized to submit requests for material or services, both for supply system stock and local procurement, to Aviation Supply Branch, Logistics Division, Marine Corps Air Station (MCAS ) Miramar.

### 3. Information

a. When requisitioning, moving and issuing material, it is necessary to identify the relative importance of competing demands for logistics systems resources, including communications, material selection, packaging and transportation. The UMMIPS is used in peacetime and in wartime and sets forth the following:

(1) Maximum uniform requisition processing and material movement time standards.

(2) A basis for managing the movement of material throughout the Department of Defense distribution system.

(3) Assurance that the processing of material issue requirements is in accordance with the mission of the requiring activity, urgency of need, and specific material management considerations.

b. Force/Activity Designators (F/ADs) identified by Roman Numerals I-V are applied to a unit, organization or installation performing a function or mission. F/ADs indicate the military importance of the requiring activity and are promulgated in reference (a) as follows:

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(1) F/AD I assignments include units, projects or programs specifically designated by the Secretary of Defense or those approved for top national priority by the President.

(2) F/AD II assignments include Pacific Fleet aviation squadrons deployed to combat. In order to facilitate optimum readiness, an elevation to a higher authorized F/AD may be assumed at a maximum of 60 days prior to scheduled deployment outside the Continental United States (CONUS).

(3) F/AD III assignments include Marine Corps Fleet aviation squadrons. Aircraft Intermediate Maintenance Activities, squadron support and fleet training activities.

(4) F/AD IV assignments include Marine Corps Air Stations.

(5) F/AD V assignments include all other forces and activities or federal agencies not otherwise designated.

c. Urgency of Need Designators (UND) are identified by letters A, B, and C are used to express varying degrees of urgency when operational mission capability is jeopardized due to material non-availability. The assigned F/AD in conjunction with the UND establishes the Issue Priority Groups (IPG) (01-15). Enclosure (1) is to be used in selecting the proper UND.

d. IPGs (01-15) express the relative importance of requisitions and material movement transactions.

e. The following table indicates the appropriate Arabic number priority designator derived from a combination of a roman numeral F/AD with one of the three alphabetic UNDs:

FORCE ACTIVITY	URGENCY OF NEED		
<u>Designator</u>	<u>Designator</u>		
	A	B	C
I	01	04	11
II	02	05	12
III	03	06	13
IV	07	09	14
V	08	10	15

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4. Action

a. Validation procedures for urgency of need designator "A" requisitions are as follows:

(1) Aviation repair parts - validation by squadron commanding officers, organizational level maintenance officers or intermediate level maintenance officers.

(2) All other requirements - validation by squadron commanding officers or station department heads.

b. Station departments not included in F/AD III are assigned F/AD IV, (e.g., Public Works, Operations, Administration, etc.) and would normally use priority 9 except in those instances when the requisition is considered routine when a priority 14 would be assigned to the requisition.

c. Management Control

(1) In the control of priority designator utilization, commanding officers and officers-in-charge of requisitioning activities are required to establish management controls to ensure proper application of F/ADs and UNDs. Reference (a) establishes limitations for the percentage of high priority material demands (priorities 01 through 08) originated by Marine Corps Squadrons as 70% and Marine Corps Air Stations as 60%.

(2) UMMIPS Applicability. It is the responsibility of each command to ensure proper application of the UMMIPS. The proper assignment of priority designators by requisitioning activities cannot be overemphasized. In accordance with reference (a), Aviation Supply will provide each customer department/activity with a UMMIPS Performance Summary monthly, indicating the total number of requisitions received, with percentage breakdown of IPG I (priority designators 01-03) and IPG II (priority designators 04-08) plus the combined total percentage. Additionally, the percentage of IPG III (priority designators 09-14) will be reflected.



T. A. CAUGHLIN  
Chief of Staff

Distribution: A

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## CRITERIA FOR USE OF URGENCY OF NEED DESIGNATORS (UNDs)

<u>UND</u>	<u>DEFINITION</u>
A	<p>(1) Requirement is immediate.</p> <p>(2) Without the material needed the activity is unable to perform its mission.</p> <p>(3) The condition noted in paragraph (2) above has been reported by established Not Operational Ready Supply/Casualty Report Situation Report (NMCS/PMCS/CASREP) identification procedures.</p>
B	<p>(1) Requirement is immediate or it is <u>known</u> that such requirement will occur in the immediate future.</p> <p>(2) The activity's ability to perform its mission will be impaired until the material is received.</p>
	<p>NOTE: It is recognized that requirements of this nature may have an arithmetic effect on the activity's ability to perform its mission. While mission performance is impaired by the failure of one or two specific items, the loss of 12 would cause the activity to be unable to perform its mission. The first few of these items would be ordered using a UND "B", but as the number of failures increased, the UND would properly be upgraded to "A". At the time UND "A" is used, a NMCS/PMCS/CASREP report should be made.</p>
C	<p>(1) Requirement is routine.</p>

ENCLOSURE (1)