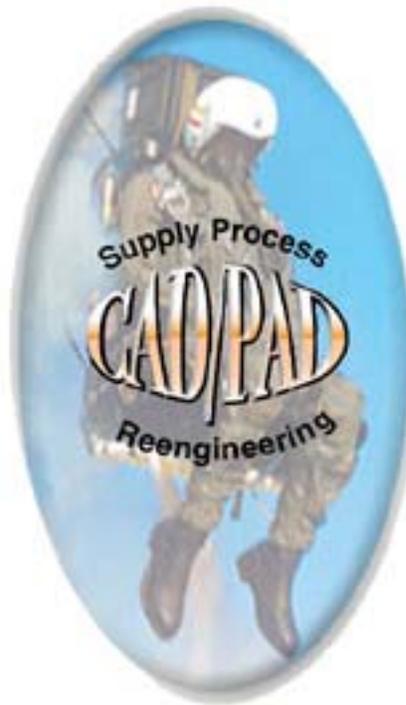


**INSTALLED CAD/PAD RESUPPLY**

**PROCESS GUIDE**



**15 July 2001**



# INSTALLED CAD/PAD RESUPPLY PROCESS GUIDE

15 July 2001

This plan is approved for implementation by the  
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## 1.0 INTRODUCTION

The CAD/PAD Resupply Process Guide provides instructions for ordering and receiving installed Cartridge Actuated Devices and Propellant Actuated Devices (CAD/PADs). The procedures set forth herein apply to shore activities within the Continental United States (CONUS), outside the Continental United States (OCONUS), and Ships that deploy with fixed- and/or rotary-wing aircraft. This document supercedes the CONUS - Ship Implementation Plan released 01 June 2000 and the OCONUS Prototype Plan, released 19 June 2000.

This guide is a result of the CAD/PAD Re-supply Reengineering Initiative, performed under the Naval Air Systems Command (NAVAIR) Affordable Readiness Program. The reengineering project was undertaken in FY98-FY00, during which the Reengineering Team analyzed the historical process, proposed new procedures, prototyped the reengineered concept, and phased-in full-scale implementation. The CONUS Process was implemented in the 1<sup>st</sup> Quarter FY00. The Ship Process was fully implemented in the 3<sup>rd</sup> Quarter FY00. The OCONUS process was prototyped beginning in the 4<sup>th</sup> Quarter FY00 and is fully implemented with the release of this Process Guide.

Web Ordering, implemented in OCT 2001, is the preferred method to order CAD/PADs. Web Requisitioners can requisition CAD/PAD 24/7, using reported SEATS/ICAPS/VFS TRACE data. The system also enables automatic load plan generation based upon information provided by the Requisitioner.

*Warfighting CADs as identified in the NAVAIR 11-100-1.1 are not included in the processes contained in this document. These items are procured for expenditure like USN/MC ordnance and ammunition and are to be managed with the related weapons/equipment in accordance with NAVSUP P724.*

## **2.0 REGISTERING AS AN AUTHORIZED REQUISITIONER**

### **2.1 Registration in Virtual Fleet Support (VFS)**

Normally installed CAD/PADs are ordered on the Internet at <https://cadpad.ih.navy.mil> for all Commands/units with Internet access. Prior to placing an order for installed CAD/PADs, the Requisitioner must register under the VFS registration procedure. Registration is accomplished by following the guidance established for the CAD/PAD VFS system. The VFS web site includes specialized training on the registration process under the program Training button on the opening page.

### **2.2 Registration by Fax or Mail**

For Commands/units without Internet access, orders must be placed by phone, fax, or email as delineated herein. Non-Internet Requisitioners must register by fax to DSN 354-6699/COM (301) 744-6699, or mail to Department of the Navy, Commander (Code 5310N), Naval Surface Warfare Center, Indian Head Division, 101 Strauss Avenue, Indian Head, MD 20640-5035. Registration forms are obtained by calling NSWC IHD at 1-877-4CADPAD or DSN 354-6155. Faxed and mailed registrations will normally be input within one workday of receipt, but may be delayed up to 5 workdays. New phone Requisitioners will obtain their user identification and password by calling 1-877-4CADPAD or DSN 354-6155. As soon as the registration is established in the ordering system, the order taker (individual answering the call) will be able to provide this information.

## **3.0 PLACING AN ORDER**

### **3.1 Web Ordering**

The preferred method for placing a CAD/PAD order is through the Web Ordering Module of the VFS system at <https://cadpad.ih.navy.mil>. All Commands/units with Internet access shall use the Web Ordering method. After logging into VFS, the Requisitioner selects the Module Menu,

then Web Ordering. Help is available under the Help button. For additional assistance call DSN 430-3813, COM (717) 605-4813, or DSN 354-2242, COM (301) 744-2242. At the end of the ordering process, the customer receives an Order Number to be used for tracking purposes.

### **3.2 Phone, Fax, or Email**

If Internet access is unavailable, orders may be placed via telephone by calling the Stock Point, NSWC IHD (1-877-422-3723 or DSN 354-6155). The phones are staffed between 0830 – 1700 Eastern Standard Time (EST), Monday – Friday, except holidays. If a call is made outside of staffing hours, or all Order Processors are busy, the caller may leave a voice mail message with their phone number. The next available Order Processor will return the Requisitioners' call and take the order. At the end of the order, the Order Processor provides an Order Number for tracking purposes. Alternatively, Requisitioners may submit orders by fax: DSN 354-4696 / COM (301) 744-4696, or e-mail: [18774cadpad@ih.navy.mil](mailto:18774cadpad@ih.navy.mil).

### **3.3 General Information**

Fleet activities have received Training CDs which contain instructions and sample forms for placing a CAD/PAD order should the web be non-available. When placing an order, much of the information required to be provided is dependent on the type of order, and is addressed in Section 5 of this Guide. When placing an order, Requisitioner shall be prepared to provide:

- Authorization information (name and authorization code)
- Contact information (e-mail, phone and fax)
- Unit information (short name and six (6) character alpha-numeric UIC)
- Ship-to information (name and UIC of base where items are to be shipped)

## **4.0 WHEN TO ORDER**

### **4.1 CONUS Shore Activities**

All activities within CONUS shall order fourteen (14) calendar days prior to need.

## 4.2 Ships at a CONUS Ports

CONUS ships shall order twenty-one (21) days prior to requiring the material dockside for on-load.

## 4.3 OCONUS Shore Activities and Ships at OCONUS Ports

OCONUS shore-based activities, as well as ships docked at OCONUS ports, shall order in accordance with the lead-time identified with their geographic location, as indicated in Table 4-1.

Deployed ships that require assets while afloat shall follow the procedures set forth in Section 5.3.2.

**Table 4-1. Lead-Times**

<b>THEATER</b>	<b>ACTIVITY</b>	<b>LEAD-TIME</b>
SHIPS	REGIONAL LEAD-TIME (BELOW) + 7 DAYS	TIME + 7
CONUS	ALL SHORE ACTIVITIES	14 DAYS
SOUTHCOM	NAVSTA/AFWTF ROOSEVELT ROADS PR	21 DAYS
EASTPAC	MCAS KANEOHE BAY HI	14 DAYS
WESTPAC	NAF ATSUGI JA	30 DAYS
	NAF MASAWA JA	30 DAYS
	MCAS IWAKUNI JA	30 DAYS
	CFA OKINAWA (MCAS FUTEMA) JA	30 DAYS
EUCOM	NAVSTA ROTA SP	30 DAYS
	NAS KEFLAVIK IC	30 DAYS
	SEMBACH AIR BASE GE	30 DAYS
	NAS SIGONELLA IT	30 DAYS
CENTCOM	BAHRAIN	45 DAYS
	INCIRLICK TURKEY	45 DAYS

## 5.0 TYPES OF ORDERS

### 5.1 Orders for Routine Maintenance

#### 5.1.1 Organizational Level Aircraft Maintenance

Squadron and contractor maintenance activities shall order CAD/PADs fourteen (14) days prior to the scheduled maintenance date (or in accordance with the OCONUS lead-times provided in Table 4-1). For aircraft with scheduled inspections, maintenance activities shall order CAD/PADs in accordance with the calendar-based inspection cycles (e.g. 224-day, 448-day, 728-

day). For aircraft (including helicopters) without calendar-based inspection cycles, maintenance activities shall order for change-out, once per year, any items due to expire within 365 days. When placing the order, the Requisitioner provides the aircraft bureau number (BUNO) and planned date for maintenance. The Order Processing System (whether accessed directly via VFS or used by the Order Processor during a phone, fax or e-mail order) uses the CAD/PAD tracking data for that BUNO to recommend DODIC(s) to be ordered for replacement. Items that are due to expire prior to the next scheduled maintenance date (or 365-day period) will be recommended for order. Any deviation from recommended items will require the Requisitioner to provide an explanation.

### **5.1.2 Standard Depot Level Maintenance (SDLM)**

Naval Aviation Depot (NADEPs), contractor depot maintenance facilities, and Integrated Maintenance Concept (IMC) contractors shall order CAD/PADs fourteen (14) days prior to the day required for aircraft installation (or in accordance with the OCONUS lead-times provided in Table 4-1). During aircraft rework, CADs are installed at various intervals depending on their location in the aircraft. Thus, CAD/PADs shall be ordered lead-time in advance of their expected installation date.

### **5.1.3 Aircrew Survival / Test Equipment**

Paralofts, Aircraft Intermediate Maintenance Depots (AIMDs), test sites, MALS shall order CADs required for change-out in aircrew survival (e.g. life vests) and test equipment fourteen (14) days prior to the required delivery date (RDD) (or in accordance with the OCONUS lead-times in Table 4-1). Activities shall determine the RDD as the date on which they will have a 30-day supply remaining. Orders shall be placed to meet the subsequent 90-day requirement. When placing the order, the Requisitioner provides the RDD, the number of assets on-hand as of the RDD, DODIC(s) and quantity.

#### **5.1.4 Target Operations**

CADs required for target applications (AQM-37, BQM-34, BQM-74, and TDU-32-34) shall be ordered fourteen (14) days prior to RDD (or in accordance with the OCONUS lead-times in Table 4-1). Activities shall determine the RDD as the date on which they will have a 30-day supply remaining. Orders shall be placed to meet the subsequent 90-day requirement. When placing the order, the Requisitioner provides the RDD, the number of assets on-hand as of the RDD, DODIC(s) and quantity. (Order CAD/PADs for full scale targets, such as the QF-4N, in accordance with the procedures for O-Level Aircraft Maintenance, Section 5.1.1.).

### **5.2 Emergency Stock**

#### **5.2.1 Air Stations**

All bases with permanently assigned aircraft and related equipment shall be allocated Emergency Stock with which to support local maintenance activities for Emergency Orders due to inadvertent damage or discharge. The composition of the Emergency Stock shall be based on the Emergency Stock Rules outlined in Table 5-2, as applied to the aircraft platforms routinely supported at that base. Assets issued from Emergency Stock for Emergency Orders are automatically replenished by the Stock Point at NSWC Indian Head Division, in accordance with the procedures outlined in Section 6. At any time, an Authorized Requisitioner from Station Weapons / Station Ordnance may obtain their Emergency Stock list through the Order Processing System. Serviceable assets in excess of the Emergency Stock allocation shall be immediately returned to NSWC Indian Head Division for re-issue. Assets contained on the Emergency Stock List that are not on-hand (and are not in the process of replenishment) may be ordered at any time. Finally, if the mix of aircraft platforms supported on a base changes, Station Weapons / Station Ordnance shall adjust their profile in the Order Processing System to generate an updated Emergency Stock list.

### 5.2.2 Forward Stock Points

NAF Atsugi, MCAS Iwakuni, CFA Okinawa, and NAF Sigonella are designated as Forward Stock Points for CAD/PAD. In this role, these bases are allocated additional quantities of Emergency Stock, in accordance with the rules outlined in Table 5-2, to permit support for Emergency Orders by Ships and shore activities in theater. All other Emergency Stock procedures that apply to Air Stations (Section 5.2.1) apply to Forward Stock Points as well.

**Table 5-2. Emergency Stock Rules**

<b>CONUS AIR STATIONS</b>	<b>Quantity Authorized<sup>1</sup></b>
CADs With No Damage History/Inadvertent Actuation	= 0
Rocket Motors (PADs)	= 0
Items with Damage History:	
- Expendable items	= 1 QPA <sup>2</sup>
- Independently damaged items	= 1
Survival Equipment Items – Ejection-seat-equipped Aircraft only FW98 / FW14	= 2 / 4
Sets	= 0
<b>OCONUS AIR STATIONS</b>	
CADs With No Damage History/Inadvertent Actuation	= 0
Rocket Motors (PADs)	= 1
Items with Damage History:	
- Expendable items	= 1 QPA
- Independently damaged items	= 1
Survival Equipment Items – Ejection-seat-equipped Aircraft only FW98 / FW14	= 4 / 8
Sets	= 0
<b>Forward Stock Points</b>	
CADs With No Damage History/Inadvertent Actuation	= 1 QPA
Rocket Motors (PADs)	= 1 QPA
Items with Damage History:	
- Expendable items	= 2 QPA
- Independently damaged items	= 1 QPA
Survival Equipment Items – Ejection-seat-equipped Aircraft only FW98 / FW14	= 24 / 48
Sets	= 0
<b>CARRIERS (CV/CVN)</b>	
CADs With No Damage History/Inadvertent Actuation	= 0
Rocket Motors (PADs)	= 1
Items with Damage History:	
- Expendable items	= 2 QPA
- Independently damaged items	= 1

Survival Equipment Items (FW98/FW14)	= 24 / 250
<b>GATOR (LHA/LHD)</b>	
No Damage History/Inadvertent Actuation	= 1
Rocket Motors (AEPS/PADs)	= 1
Items with Damage History:	
- Expendable items	= 2 QPA
- Independently damaged items	= 1 QPA
Landing Gear Cartridges (MT85)	= 6
Stores CADs used for emergency jettison [(CH-53 (M190)]	= 2 X Quantity for each embarked BUNO (rolled-up to unit-pack)
Survival Equipment Items (FW98/FW14)	= 10 / 20
Sets	= 0
<b>SURFACE COMBATANT (CG/DDG/FFG/AO/AOE)</b>	
CADs With No Damage History/Inadvertent Actuation	= 1
Items with Damage History:	
- Expendable items	= 1 QPA
- Independently damaged items	= 1
Survival Equipment Items (FW98/FW14)	= 0
Sets	= 0

Note 1. Excludes items assigned to depot level maintenance.

2. QPA = Quantity Per Assembly. The number of CAD/PADs installed in a single aircraft.

### 5.2.3 Deploying Ships

Ships that embark with fixed or rotary-wing aircraft, shall order Emergency Stock prior to deployment. Ship Emergency Stock is used to fill Squadron Emergency Orders for items inadvertently damaged or discharged while at sea. Ships deploying from a CONUS port shall order CAD/PADs required for their Emergency Stock twenty-one (21) days prior to the “dockside date” (date material is required at the pier for on-load). The dockside date shall be set by the Ship and coordinated with the supporting Station Weapons Department to ensure adequate support for material receipt and transfer functions at time of delivery. The Ship Ordnance Handling Officer (OHO) or designated Ammo Accountant (on CV/CVN), the Air Gunner (LHA/LHD), or the Authorized Requisitioner aboard a Surface Combatant shall place the order by providing the general information identified in Section 3, including the dockside date and the short-names of the Squadrons that will

deploy with the Ship. The Order Processing System uses aircraft configuration and CAD/PAD technical data to generate a recommended Load Plan in accordance with the Emergency Stock Rules identified in Table 5-2. MILSTRIPs are automatically generated by the Stock Point at NSWC Indian Head Division, and preparation of the material for shipment begins. Items are bundled and delivered to the designated base for transfer to the ship by the dockside date.

When items required are out of stock at the stock point, cross-decking shall be considered on a case-by-case basis as directed by the TYCOM depending on projected asset availability, minimum service life requirements, and Service Life Extension (SLE) possibilities. A Confirmation Report identifying the items issued, mode of transportation and anticipated date of arrival is e-mailed to the Weapons Officer at the supporting base, and to the OHO, CAG Gunner, and CAGMO aboard Carriers, and the Ship, and Wing aboard Gators and Surface Combatant ships.

#### NOTE

Ships under COMNAVAIRLANT, COMNAVSURFLANT, COMNAVAIRPAC, and COMNAVSURFPAC have an additional internal requirement in the pre-deployment planning process that Indian Head is prepared to support. The Ordnance Handling Officer / Weapons Officer may obtain their Emergency Stock List 180 days before the deployment (or anytime necessary) to be used for planning the ship's emergency stock load. Twenty-one days before needing the assets for on-load the Ship initiates the actual order with the Stock Point.

#### NOTE

For LANTFLT Ships, the above process will accommodate procedures set forth in COMNAVSURFLANTINST 3500.4H/COMNAVAIRLANTINST 3500.51J/CMFL ORDER 3500.2J. At Day 141, order installed CAD/PAD Emergency Stock for on-load at Day 120. At Day 120, load-out installed CAD/PAD Emergency Stock. At Day 30, any outstanding Emergency Stock requirements must be identified.

#### **5.2.3.1 AIRWING Maintenance Stock**

CAD/PADs required for maintenance during deployment are the responsibility of the deploying squadrons and AIMDs. Prior to deployment all aircraft and survival equipment

shall be evaluated for CAD/PADs. Items due to expire during the deployment period shall be ordered for change-out in accordance with TYCOM policy. Maintenance assets shall be ordered in accordance with the O-Level Aircraft Maintenance procedures identified in Paragraph 5.1.1. If maintenance assets are to be replaced prior to deployment, the maintenance activity shall place an order fourteen (14) days before planned maintenance for delivery to, and changeout at, the home base.

If items must be replaced during the cruise, the maintenance activity shall place the order with instructions to deliver to the Ship. In this case, on-load date and location shall be coordinated between the Air Wing and the Ship's OHO/Air Gunner, and shall be provided as the "Ship To" information at the time of order. Maintenance items are bundled by BUNO / ordering unit, shipped to the designated base, and marked for the aircraft or paraloft as appropriate. Order Confirmation Reports are provided to the ordering activity, CAG Gunner, CAGMO, the Ship's OHO, the AMO, the Air Gunner and Weapons Officer at the supporting base, as appropriate. The OHO/Air Gunner manages the assets onboard until required by the maintenance activity for change-out.

Thirty days prior to departure, the Air Wing will certify to the Ship's OHO/Air Gunner that all aircraft needs are met. Items that must be ordered 30 days or less prior to departure shall be coordinated with and ordered by the Ship. Any orders less than 14 days prior to departure cannot be delivered to a CONUS location for on-load prior to the cruise.

### **5.2.3.2 Forward-Deployed Ships**

Forward-deployed ships hold emergency stock aboard at all times to sustain mission readiness. Prior to scheduled deployments, Authorized Requisitioners with VFS access shall log onto the Web Ordering system within the published lead-time for that location (Table 4-2) and enter

the data required. The Web Ordering system will generate a recommended load plan in accordance with the Emergency Stock rules identified in Table 5-2. The Requisitioner identifies the squadrons to embark and the stock on hand. When the Requisitioner approves the load plan, the system requisitions all the items required to fill the ship's emergency stock. The assets will be bundled and shipped to the location designated for ammunition on-load. Authorized Requisitioners without VFS access can contact the stock point as specified in paragraph 3.2 to have the load plan developed for approval. Upon approval, the stockpoint process will generate the requisitions automatically for processing and shipment.

### **5.3 Emergency Orders for Items Damaged, Inadvertently Actuated, Fired or Suspect**

#### **5.3.1 CONUS Activities**

Replacements for items damaged, inadvertently actuated, fired, or otherwise suspect may be available in the local Weapons Department or Station Ordnance emergency stock. First, the maintenance activity shall check with the local Weapons Department or Station Ordnance to determine item availability on-station. Then the maintenance activity shall place the order, selecting the option for Emergency Orders, and shall indicate whether the assets are available locally. If item is available, the Order Processing System provides the Requisitioner with an Order Number and a Document Number to give to the Weapons Department / Station Ordnance to issue the item out of local stock. A replacement order is then processed routinely (within fourteen days) by NSWC Indian Head Division Stock Point to replenish the Weapons Department / Station Ordnance emergency stock.

If the item is not available for issue locally, NSWC Indian Head Division Stock Point issues the order within one workday (the same day if received by 1000 EST). The order is shipped via the most expeditious mode of transportation available for that type of item (FedEx for CAD or expedited truck shipment for PAD). When ordering to replace items damaged or inadvertently discharged, the Order Processor asks the caller to submit the required deficiency report. The order information is supplied to the Engineering Investigation (EI) team at Indian Head for tracking. If the required deficiency report

is not received, the EI team will follow up with the caller and if necessary, up the chain-of-command.

### **5.3.2 OCONUS Shore Activities and Ships**

All deployed ships and Air Stations carry emergency stock for CAD/PADs with damage history. Additionally, the CAD/PAD Program stocks assets at strategic locations (Forward Stock Points) to provide replacements for all items employed in aircraft operating in-theater. Maintenance activities with an emergency need for a CAD or PAD check with the local Weapons Department / Station Ordnance to determine if the item is available for issue. When the asset is available locally, the Weapons Department / Station Ordnance creates a local MILSTRIP number to issue the asset for installation. The maintenance activity then places an order via the Order Processing System / phone / e-mail or fax following procedures for an Emergency Order, providing information that the asset was obtained from local emergency stock. The Stock Point directs the replenishment to the designated Weapons Department / Station Weapons for restocking using the lead-time for re-supplying the ordering location (as indicated in Table 5-2).

In-theater issues from Forward Stock Points are under the direction of AMMOMED or COMLOG WESPAC. When the asset is unavailable locally, the maintenance activity submits a MILSTRIP to AMMOMED or COMLOG WESTPAC as appropriate. MILSTRIP data can either be submitted via email (preferred) or naval message, providing a copy to the supporting Weapons Department / MALS. AMMOMED / COMLOG WESTPAC inputs the document to CAIMS, sourcing the asset from the closest Forward Stock Point. The Forward Stock Point issues the asset, then reorders using the procedures for replenishing local emergency stock. The NSWC Indian Head Division CAD /PAD Stock Point ships the replenishment as required.

If assets are unavailable in-theater or if other assistance is needed, email the CAD/PAD Process Manager, [RebinskiHL@nalc.navy.mil](mailto:RebinskiHL@nalc.navy.mil), and the CAD/PAD Stock Point [18774cadpad@ih.navy.mil](mailto:18774cadpad@ih.navy.mil) for further assistance.

## **6.0 ORDER PROCESSING**

Following placement of an order with the Stock Point, NSWC Indian Head Division shall generate all MILSTRIP data required and input into ROLMS for transfer to CAIMS. Neither the ordering activity nor the local ATR reporter are required to input requisitions into ROLMS. Once orders are processed in ROLMS and lot select is performed, orders are passed from Ammunition Distribution & Control (AD&C) at Indian Head to the pick-pack-and-ship operation for material preparation and shipment.

### **6.1 Order Confirmation**

When an order is shipped from the Stock Point at Indian Head, a Confirmation Report is forwarded via e-mail / fax to the ordering activity and the cognizant Station Weapons Department / Station Ordnance Department / MALS Ordnance. Confirmation Reports reference the Order Number provided when the order was placed, Requisitioner contact information, ship-to address, key MILSTRIP data elements for items ordered / shipped, and any backorder or SLE information that applies. Additionally, Confirmation Reports provide the date and mode of shipment, carrier tracking number, anticipated date of arrival, and a telephone number or Internet address for the carrier (if available) to permit order tracking while en route.

### **6.2 Service Life Extensions**

When assets are unavailable, or when they are expiring close to the next scheduled maintenance date, a Service Life Extension (SLE) is requested on the Requisitioner's behalf. NSWC IHD will work to authorize extension to the next maintenance date, providing the item's performance data supports extension. Notifications of the SLE request will be indicated in the Confirmation Report sent when the order is shipped. Activities registered to receive extensions through VFS SLE will receive an automated email when the extension is processed. All others must follow up to determine the status of the approval request.

Requisitioners can determine the extension approval status 5 working days after receipt of the confirmation report by checking the VFS SLE module at <https://cadpad.ih.navy.mil>, by emailing [cadpadsle@ih.navy.mil](mailto:cadpadsle@ih.navy.mil), by naval message to NAVSURFWARCENDIV INDIAN HEAD MD //5320Q/5110//, or by calling the SLE Manager, DSN 354-2233 or (301) 744-2233. SEATS/ICAPS users must post the approved extensions in the logbook records as required by OPNAVINST 4790.2. NSWC IHD will post the extensions to the automated logbook for VFS TRACE users.

### **6.3 Backorders**

When an item ordered is unavailable for issue from the Stock Point at NSWC Indian Head Division, a backorder is automatically generated within the Order Processing System and CAIMS. Additionally, a SLE request is initiated in accordance with Section 6.2. Notification of the backorder and SLE request is provided on the Confirmation Report. If an aircraft is transferred, the originator shall provide this notification to the NSWC Indian Head Division Stock Point to change the destination for the shipment. When replenishment stock becomes available, backorders are filled as directed by the IM.

### **6.4 Material Bundling**

The reengineered CAD/PAD supply process allows for requisitioning multiple DODIC/NSNS in a single order. During the pick-pack-and-ship process, items are bundled by Order Number, packages as the compatibility permits. All items ordered for a maintenance action are consolidated, processed, and shipped concurrently to assure receipt of all CAD/PAD required to support planned maintenance actions.

### **6.5 Shipping**

#### **6.5.1 CONUS**

Most orders for CADs with a packed weight of 150 lbs. or less are shipped via Federal

Express (FedEx) overnight delivery service. Orders for CADs with a packed weight in excess of 150 lbs., and orders that include one or more PADs are shipped via commercial truck as required by transportation and security regulations. All shipments, regardless of mode of transport, are directed to the cognizant ordnance activity / ATR reporter at the designated base, for transfer to the maintenance / ordering activity. Shipments sent to Naval Air Stations are directed to the Station Weapons Department. Shipments to Marine Corps Air Stations are directed to the MALS Ordnance activity.

## **6.5.2 OCONUS**

CAD orders destined for CONUS locations, Hawaii, Puerto Rico, and Canada may be shipped via FedEx. PAD shipments to these locations require ground transportation or Air Mobility Command (AMC) channel flights. CAD/PAD shipments to all other OCONUS locations are transported via the AMC channel. Shipments destined for WESTPAC are transported from Travis AFB to Yokota AB or Kadena Air Base. Shipments to EUCOM and CENTCOM depart from the Norfolk Air Terminal and are flown through Rota SP or Sigonella IT. Orders in support of special operations (e.g. Operation Northern Watch, Operation Southern Watch) must specify the applicable Project Code when placing the order, as this may enable Diplomatic Clearance requirements to be waived. All shipments through the AMC Channel may be tracked by Document Number (designated as the Transport Control Number [TCN]) via the Global Tracking Network (GTN).

## **7.0 RECEIPT PROCESS**

### **7.1 Shore Activities**

All CAD/PADs are shipped directly to the Weapons Department at Naval Air Stations or MALS at Marine Corps Air Stations. Information required to receipt the items in the ROLMS is included on paperwork attached to the outside of the package. The Weapons Department / MALS

reports the receipt in ROLMS for upload to CAIMS. As long as the 'traceable seal' has not been damaged, the Weapons Department / MALS need not open the box(es) for inspection. All items are bundled by BUNO/Requisitioner. Therefore, no segregation is necessary.

If the package shows no visual evidence of damage, the Weapons Department / MALS contact the activity designated in the "Ship To" segment of the invoice and deliver it within one workday. If the activity is unable to receive the order, the Weapons Department / MALS holds the package in the station magazine until delivery can be made. Upon delivery, the Weapons Department / MALS reports the issue in ROLMS using "issue-to-install" transactions. (NALC is developing a process to enable MILSTRIP data to be uploaded electronically, so receipt and issue-to-install transactions can be accomplished by uploading the data from a file rather than re-keying it.)

If the external package is visibly damaged, the Weapons Department / MALS shall inspect the shipment in accordance with TWO10-AA-ORD-010. All CAD inner containers, and all PADs that do not show visible evidence of packaging damage, shall be deemed acceptable for issue. No further action required. Any CAD in an inner container showing evidence of rough handling (e.g. dents), or any PAD received in a damaged container, shall not be used. Segregate and submit a Report of Discrepancy (ROD) under NAVSUPINST 4440, or a Supply Discrepancy Report (SDR) SF-364 (form available electronically) in accordance with NAVSUP Publication P723. If the shipment or any individual item is damaged, immediately notify the maintenance activity in the "Deliver To" segment of the invoice, identifying the reject items by DODIC, NSN, and Quantity. The maintenance activity shall submit an emergency order as specified in the procedure for Emergency Orders in Section 5.3.

## **7.2 Ships**

Shipments for Ship Emergency Stock or Air Wing Maintenance Items ordered for change-out during deployment are directed to the Ship at the base designated for material on-load. Assets are receipted for further transfer (FFT) by the base and transferred to the Ship. The Ship Weapons Department shall record the receipt transactions in ROLMS and stow in the magazines. Aboard ship all CAD/PADs are managed by the Ship Weapons Department until called for by the Squadron for installation.

## **8.0 Ship Offloads**

Thirty days prior to the dockside date, ships will contact NAVAMMOLOGCEN by email or Naval Message, identifying all CAD/PADs on-board by DODIC, stock number, lot number, quantity, and condition code. NAVAMMOLOGCEN's Inventory Managers will review the ship's message and provide disposition instructions to the AMMOs. The AMMOs will generate a Naval Message, identifying the destinations for disposition of the CAD/PAD load. The ship will prepare material for offload, forwarding to its assigned destination as directed by the AMMO's message.

## **9.0 POINTS OF CONTACT**

Questions, comments or issues may be brought to the attention of the following POCs responsible for the managing the CAD/PAD Supply Process:

- Henry Rebinski - Process Manager      Phone: 717-605-3813 or DSN 430-3813  
E-mail: [rebinskihl@nalc.navy.mil](mailto:rebinskihl@nalc.navy.mil)
  
- Jeri Taylor – Project Manager      Phone: 301-744-2242 or DSN 354-2242  
E-mail: [taylorgf@ih.navy.mil](mailto:taylorgf@ih.navy.mil)

## ACRONYM GLOSSARY

AEPS	Aircrew Escape Propulsion System (a type of PAD)
AIMD	Aircraft Intermediate Maintenance Department
AME	Aircraft Structure Mechanic, Egress and Environmental
AO	Aviation Ordnanceman
BUNO	Bureau Number
CAD	Cartridge Actuated Device
CAIMS	Conventional Ammunition Integrated Management System
CAG	Carrier Air Group
CAGMO	Carrier Air Group Maintenance Officer
CATS	CAD/AEPS Tracking System
CFM	Commercial Freight Management
CNE	CINCUSNAVEUR
CODR	Conventional Ordnance Deficiency Report
CLWP	COMLOGWESTPAC
CONOPS	Concept of Operations
CONUS	Continental United States
CROSS-DECKING	Assets Transferred from an Inbound Ship to an Outbound Ship
DODIC	Department of Defense Identification Code
DIP	Diplomatic
EXCOM	Executive Committee
EI	Engineering Investigation
FedEx	Federal Express
GTN	Global Transportation Network
GBL	Government Bill of Lading
IHDIV, NSWC	Indian Head Division, Naval Surface Warfare Center
IM	Inventory Manager
IMC	Integrated Maintenance Concept
MALS	Marine Aviation Logistics Squadron
MCAS	Marine Corps Air Station
MILSTD	Military Standard
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MTMC	Military Traffic Management Command
NADEP	Naval Aviation Depot
NALC	Naval Ammunitions Logistics Command
NALCOMIS	Naval Aviation Logistics Command Management Information System
NAS	Naval Air Station
NAVAIR	Naval Air Systems Command
NAWC	Naval Air Warfare Center
NIIN	National Item Identification Number
NOACT	Navy Overseas Air Cargo Terminal
OCONUS	Outside Continental United States
OHO	Ordnance Handling Officer
OMS	Ordnance Management System
PAD	Propellant Actuated Device
PMA-201	Program Manager for Conventional Strike Weapons
POP	Performance Oriented Packaging
PR	Parachute Rigger

QA	Quality Assurance
QPA	Quantity Per Assembly
RDD	Required Delivery Date
ROLMS	Retail Ordnance Logistics Management System
RSS&I	Receipt, Segregation, Storage and Issue
SEATS/ICAPS	Survival Equipment Asset Tracking System/Increased Capabilities
SLE	Service Life Extension
SWT	Service-Wide Transportation
TYCOM	Type Commander
VFS	Virtual Fleet Support
VFS SLE	Virtual Fleet Support Service Life Extension
VFS TRACE	Virtual Fleet Support CAD/PAD Tracking System
WD	Weapons Department
WESTPAC	Western Pacific Theater

## **PPENDIX A**

### **AUTHORIZATION OF NON-VFS PERSONNEL TO ORDER CAD/PADS**

Attached form is to request the authorization of named individuals to order CAD/PADS **ONLY** if they have no access to the World Wide Web.

A-2 NON-VIRTUAL FLEET SUPPORT (VFS) ACTIVITIES FORM

A-4 PASSWORD CHANGE FORM



# AUTHORIZATION FORM FOR PERSONNEL TO ORDER CAD/PADS

Non-Virtual Fleet Support (VFS) Activities

**This Form must be Faxed - DSN 354-6699 or 301-744-6699**

- YES  NO - I am a United States Citizen.  
 YES  NO - This is a NEW Request  
 YES  NO - This is a Request to DELETE Authorized Personnel  
 YES  NO - This is a Request to UPDATE / CHANGE Orderer information

UNIT / ACTIVITY NAME: \_\_\_\_\_

LOCATION (Military Station / Ship): \_\_\_\_\_ UIC: \_\_\_\_\_ Org. Code: \_\_\_\_\_

ADDRESS (Contractors or non-Station/Ship locations):

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Code: \_\_\_\_\_

E-mail: \_\_\_\_\_ DSN: \_\_\_\_\_ COM: ( ) \_\_\_\_\_

**NOTES:**

- **New Submission / Deletions / Updates/Changes** require submission of this form by FAX.
  - This form must be submitted to request authorization of a person to replace a previously Authorized Orderer who has transferred. Concurrently, a separate form must be submitted to delete the transferring individual. All individuals that transfer must submit a new form and be re-authorized by their new activity.
  - This form is to be used to update/change any information originally submitted.
- User IDs and Passwords are valid for 180 days. ALL Registered Authorized Personnel without VFS access MUST request a PASSWORD CHANGE EVERY 180 DAYS to stay registered to order CAD/PADS.
- Call: (1-877-4CADPAD / DSN 354-6155); E-mail: ([18774CADPAD@ih.navy.mil](mailto:18774CADPAD@ih.navy.mil)); or FAX (1-301-744-6699, DSN 354-6699). A Password will be a combination of eight Alpha/Numeric characters.

It is requested that the following individuals be authorized to order CAD/PADs for this Unit. These names are submitted prior to placement of an order with the understanding that each individual will be given their PASSWORD at the time of placement of their first order.

**Number Of Personnel To Be Authorized:** \_\_\_\_\_

Important: If individual e-mail address is unavailable, please provide an e-mail address within unit where an Order Confirmation Report can be received.

NAME	RANK	SSN#	CONTACT	E-MAIL ADDRESS
			DSN: COM: DSN FAX: COM FAX:	
			DSN: COM: DSN FAX: COM FAX:	
			DSN: COM: DSN FAX: COM FAX:	

## “SHIP TO” ACTIVITY INFORMATION

Provide Normal/Default shipping location. Orderer may change location at time of placing order as required.

### SUPPORTING STATION INFORMATION – (Required)

Station Weapons/Ordnance Office: \_\_\_\_\_ UIC: \_\_\_\_\_

Station Weapons/Ordnance POC: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

### MCAS UNITS ONLY

MALS Name: \_\_\_\_\_ UIC: \_\_\_\_\_

Shipping Address (PO BOX #'s not permitted): \_\_\_\_\_  
(Station/Street include building info if necessary)

\_\_\_\_\_  
City, State, Zip

MALS-Ordnance POC: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

- Requesting a User ID and Password constitutes consent to auditing and monitoring and agreement to comply with all applicable regulations and directives.
- Please direct questions to Code 5310P at 301-744-2241 or DSN 354-2241

### Send Additional Order Confirmation Reports To (Optional):

NAME	TITLE	E-MAIL ADDRESS

(Please print Name and Title, of Maintenance Officer/Division Officer or Other Individual with Off-Station Correspondence Signature Authority)

Printed Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PASSWORD CHANGE FORM

- Passwords are valid for 180 days
- All registered authorized Personnel without VFS access MUST request a PASSWORD CHANGE EVERY 180 DAYS
- Call: 1-877-4CADPAD or DSN 354-6155; E-mail: 18774cadpad@ih.navy.mil; or FAX 1-301-744-6699 or DSN 354-6699
- A Password is a combination of eight Alpha/Numeric characters

NAME: \_\_\_\_\_

OLD PASSWORD: \_\_\_\_\_

NEW PASSWORD: \_\_\_\_\_

## **APPENDIX B**

### **CHECK LISTS**

Attached are Check Lists for gathering information required to complete an order for CAD/PADs.

**CHECK LISTS INCLUDED ARE:**

<b><u>PAGE</u></b>	<b><u>CHECKLIST</u></b>
<b>B-2</b>	<b>CHECK LIST I - ROUTINE SYSTEM MAINTENANCE</b>
<b>B-3</b>	<b>CHECK LIST II - STANDARD DEPOT LEVEL MAINTENANCE (SDLM)</b>
<b>B-4</b>	<b>CHECK LIST III - SURVIVAL /TEST EQUIPMENT</b>
<b>B-5</b>	<b>CHECK LIST IV - TARGET CADS</b>
<b>B-6</b>	<b>CHECK LIST V - ITEMS DAMAGED, FIRED, OR SUSPECT</b>
<b>B-7</b>	<b>CHECK LIST VI - AIR STATION – EMERGENCY STOCK</b>
<b>B-8</b>	<b>CHECK LIST VII - OCONUS AIR STATION DEPLOYMENT</b>
<b>B-9</b>	<b>CHECK LIST VIII - SHIPS – EMERGENCY STOCK</b>
<b>B-10</b>	<b>CHECK LIST IX - SHIPS – AIR WING MAINTENANCE STOCK</b>

# CHECK LIST - I

## ORDERING FOR ROUTINE SYSTEM MAINTENANCE

Order in accordance with the resupply lead-times provided in Table 4-1 of the CAD/PAD RESUPPLY PROCESS GUIDE

- For Units with SEATS/ICAPS, print a copy of the expired parts forecast for individual aircraft scheduled for maintenance
- For Units without SEATS/ICAPS, obtain a copy of the logbook or history card identifying installed CADS and validate the expiration dates using the service life from NAVAIR 11-100-1.1. Prepare a list of data for items requiring replacement. Include:

<u>DODIC</u>	<u>LOT NO.</u>	<u>SERIAL NO.</u>	<u>OPEN DATE</u>	<u>EXP DATE</u>	<u>QUANTITY</u>
--------------	----------------	-------------------	------------------	-----------------	-----------------

### NOTE

For aircraft with scheduled system maintenance (e.g. 224/448/728-day, etc.), order all items that expire before the next 224/448/728-day inspection, regardless of location in the aircraft. Refer to OPNAVINST 4790 and NAVAIR 11-100-1.1 for latest CAD/PAD replacement policies.

- Gather the information to complete a ROUTINE SYSTEM MAINTENANCE order as follows:

	<u>EXAMPLE</u>
• Orderer Name	AME1 Sean T. Moore
• Authorization Code	ABCD1234
• Unit Name	VFA-27
• Unit UIC	R65185
• Telephone Number	DSN 264-1717, COM (209) 998-1717
• Location	NAF Atsugi
• Location UIC (Weapons Dept)	N62507
• Reason for Order (Select One):	(e.g. Scheduled Maintenance)
• Scheduled Maintenance	-
• Off Cycle Maintenance	-
• Deployment	-
• BUNO	164008
• Scheduled Maintenance Date	10/30/99
• Aircraft TMS	FA-18C
• Maintenance Cycle (e.g. 224/448/728-day, etc.) if applicable	448-Day
• "Ship To" Activity	
(If other than home Air Station Wpns Dept; e.g. Deployment Location, Ship Load-Out Location, or MALS-Ordnance Activity at MCAS)	
• Station Name	
• Station UIC (Weapons Dept.)	

- Contact NAVSEA IHD via phone, fax or e-mail at the numbers/addresses provided in Section 3.0 of this PROCESS GUIDE.
- Sample Fax and E-mail Order Forms are provided in Appendix C.

# CHECK LIST - II

## ORDERING FOR STANDARD DEPOT LEVEL MAINTENANCE (SDLM)

Submit orders using the authorized lead-time in Table 4-1. The Authorized Requisitioner shall determine items to order. The RDD for SDLM CAD/PADs is the day the items are scheduled to be installed in the aircraft.

### NOTE

For CADs assigned to depot level, replace all items that expire before the next scheduled SDLM. Order Cads/Pads only for the Depot Phase of Maintenance that is currently being worked.

### NOTE

For aircraft with a scheduled system maintenance cycle (e.g. 224/448/728-day, etc.), order all items that expire before the next 224/448/728-day inspection after the planned date for returning the aircraft to the squadron. Refer to OPNAVINST 4790 and NAVAIR 11-100-1.1 for latest CAD/PAD replacement policies.

### NOTE

For aircraft without a scheduled maintenance cycle (e.g. 224/448/728-day, etc.), order all items coming due within 12 months after the planned date for returning the aircraft to the squadron. Refer to OPNAVINST 4790 and NAVAIR 11-100-1.1 for latest CAD/PAD replacement policies.

- Using local procedures prepare a list of items required for installation. Include: DODIC and QUANTITY
- Gather the information to complete a STANDARD DEPOT LEVEL MAINTENANCE (SDLM) order as follows:

#### EXAMPLE

- |   |                    |
|---|--------------------|
| • Orderer Name  | Mr. Byron Hill     |
| • Authorization Code (As received at placement of first order by phone)   | WXYZ4321           |
| • Depot Name  | NADEP Jacksonville |
| • Depot UIC   | N65886             |
| • Telephone Number(s)   | DSN 942-1349       |
| • Location  | NAS Jacksonville   |
| • Location UIC (Weapons Dept)   | N00207             |
| • Reason for Order:<br>Depot Maintenance  | Depot Maintenance  |
| • BUNO  | 164221             |
| • RDD (Scheduled Installation Date)   | 9/30/99            |
| • Aircraft TMS  | F-14A              |
| • Maintenance Cycle (e.g. 224/448/728-day, etc.) if applicable  | 210-day            |
| • SDLM cycle (e.g., 56 months for F-14)   | 58 Months          |
| • "Ship To" Activity (If other than depot)<br>(e.g. Air Station where depot maintenance is being conducted on-site) |                    |
| • Station Name  | (e.g. NAS Oceana)  |
| • Station UIC (Weapons Dept)  | (e.g. N76543)      |

- Contact NAVSEA IHD via phone, fax or e-mail at the numbers/addresses provided in Section 3.0 of this PROCESS GUIDE.
- Otherwise, complete applicable form provided in Appendix C, and E-mail or Fax the order.

# CHECK LIST - III

## ORDERING FOR SURVIVAL/TEST EQUIPMENT

### NOTE

Refer to NAVAIR 11-100-1.1 for list of ALSS CADS

Order when you are a lead time away from a thirty day supply in accordance with the resupply lead-times provided in Table 4-1 of this Process Guide.

- Download the expiring parts forecast from SEATS, or
- Obtain a copy of the history card identifying installed CADS, and
- Using the service life from NAVAIR 11-100-1.1, validate the expiration dates for installed CADS

### NOTE

For ALSS equipment, order all items that expire before the next scheduled inspection. Refer to OPNAVINST 4790 and NAVAIR 11-100-1.1 for latest CAD/PAD replacement policies.

### NOTE

Order CADs when local stocks are down to not more than the level required to support the lead-time for the your site (See Table 4-1 in the Process Guide). Order for the next 90-day period.

- Prepare a list of items requiring replacement to be ordered for the next 90-day period. Include:

<u>DODIC</u>	<u>QUANTITY ON HAND</u>	<u>QUANTITY REQUIRED</u>
--------------	-------------------------	--------------------------

- Gather the information to complete a PARALOFT order as follows:

- Orderer Name
- Authorization Code
- Unit Name
- Unit UIC
- Telephone Number(s)
- Location
- Location UIC (Weapons Dept)
- Reason for Order (Select One):

- Scheduled Maintenance
- Deployment
- "Ship To" Activity

(If other than home Air Station Wpns Dept; e.g. Depot Location, Ship Load-Out Location, or MALS-Ordnance Activity at MCAS)

- Name
- UIC (Weapons Dept)

### EXAMPLE

PR1 Martin C. Day  
LMNO2468  
AIMD Atsugi  
N62507  
DSN 264-1349  
NAF Atsugi, JA  
NXXXXX

Scheduled Maintenance

-

- Contact NAVSEA IHD via phone, fax or e-mail at the numbers/addresses provided in Section 3.0 of this PROCESS GUIDE.
- Sample Fax and E-mail Order Forms are provided in Appendix C.

# CHECK LIST - IV

## ORDERING FOR TARGET CADS

### NOTE

Refer to NAVAIR 11-100-1.1 for list of target expendable CADs.

Order in accordance with the resupply lead-times provided in Table 4-1. The Authorized Requisitioner shall determine items to order. Target CADs are ordered when down to not more than a 30-day supply and the number required to support the lead-time for the site, or the dockside date if delivery is to a ship. The dockside date is the date the item must be available for on-load. This date is provided by the ship's OHO.

### NOTE

Order CADs a lead time before local stocks are down to a 30-day supply. Order for the next 90-day period.

- Based on planned target flights at your Command, prepare a list of items required for installation during the next 90-day period. Include:

**DODIC**      **QUANTITY ON-HAND**      **QUANTITY REQUIRED**

- Gather the information to complete a TARGET CAD order as follows:

- Orderer Name
- Authorization Code (As received at placement of first order by phone)
- Unit Name
- Unit UIC
- Telephone Number
- Location
- Location UIC (Weapons Dept.)
- Reason for Order (Select One):
  - Local Expenditure
  - Deployment
- Target Type
- "Ship To" Activity  
(If other than home Air Station Wpns Dept; e.g. Deployment Location, Ship Load-Out Location, or MALS-Ordnance Activity at MCAS)
  - Activity Name
  - UIC

### **EXAMPLE**

Mr. Robert Goode  
HIJK1357  
NAVWPNTSTRON  
N39788  
DSN 351-5316/COM (805) 989-9800  
NAS Point Mugu  
N63126  
  
Local Expenditure  
-  
BQM-74E

- Contact NAVSEA IHD via phone, fax or e-mail at the numbers/addresses provided in Section 3.0 of this Process guide.
- Otherwise, complete applicable form provided in Appendix C, and E-mail or Fax the order.

# CHECK LIST - V

## ORDERING FOR ITEMS DAMAGED, FIRED, OR SUSPECT

Replacements for items damaged, inadvertently actuated, fired, or otherwise suspect may be available in the local Weapons Department's emergency stock. If not available, these orders will be processed as emergencies.

- Call local Weapons Department or MALS-Ordnance (at MCAS) who check with Station Ordnance, and provide DODIC and quantity required to determine availability. Note availability of items required. Include:

**DODIC      QUANTITY      LOCALLY AVAILABLE (Yes/No)**

- For OCONUS or Shipboard emergencies, you can use a local document number to handle the immediate requirement. Then place a routine order (citing the local document number used ) to replenish the emergency stock that was issued. As an alternative, everyone can use the following procedures.
- Gather the information to complete the ITEMS DAMAGED, FIRED, OR SUSPECT order form as follows:

	<b><u>EXAMPLE</u></b>
• Orderer Name	AME1 Sean T. Moore
• Authorization Code	ABCD1234
• Unit Name	VFA-27
• Unit UIC	R65185
• Telephone Number	DSN 264-9876; COM (019) 537-9876
• Location	NAF Atsugi
• Location UIC (Weapons Dept)	N62507
• Reason for Order	Damage/Discharge
• Damage/Discharge	-
• Aircraft TMS (or Equipment Type)	FA-18C
• BUNO (or Equipment SerNo)	160080
• "Ship To" Activity	
(If other than home Air Station Wpns Dept; e.g. Deployment Location, Ship Load-Out Location, or MALS-Ordnance Activity at MCAS)	
• Name	
• UIC	
• Items to be Ordered	

<b><u>DODIC</u></b>	<b><u>QUANTITY</u></b>	<b><u>LOCALLY AVAILABLE</u></b>
MF74	1	Yes

- Contact NAVSEA IHD via phone, fax or e-mail at the numbers/address provided in Section 3.0 of this Process Guide.
- Sample Fax and E-mail Order Forms are provided in Appendix C.
- After placing an order, call the local Weapons Department/MALS-Ordnance, providing order confirmation/document number obtained from Indian Head. Provide DODICs and quantity required for items that were determined to be available locally. Replacement document numbers will be generated automatically and the assets will be pushed to replenish the Weapons Department emergency stock.
- Items not available locally will be expedited from NAVSEA IHD or within theatre as directed by the IM.
- Prepare deficiency reports for items damaged, inadvertently fired, or otherwise suspect as required by OPNAVINST 5102.

# CHECK LIST - VI

## ORDERING FOR AIR STATION – EMERGENCY STOCK

Emergency stock issued to support permanently assigned aircraft is replenished automatically under the ORDERING FOR ITEMS DAMAGED, FIRED, OR SUSPECT process. Emergency stock for newly assigned aircraft, and to replace assets going overage on the shelf, shall be ordered in accordance with the resupply lead-times provided in Table 4-1.

- Gather the information to complete an AIR STATION – EMERGENCY STOCK order as follows:

	<b><u>EXAMPLE</u></b>
• Orderer Name	AOC Ron Wilkinson
• Authorization Code (As received at placement of first order by phone)	QWTR1029
• Activity	Weapons Department
• Location	NAS New Orleans
• UIC	N00206
• Telephone Number	DSN 678-3225
• Reason for Order:	Air Station Emergency Stock
• Air Station Emergency Stock	-

### For Emergency Stock Needed to Support Newly Assigned Aircraft

- TMS Requiring Support: F-14A

(Indian Head and the IM will determine new Emergency Stock Items needed and will process the order automatically.)

### For Emergency Stock Needed to Replace Assets Going Overage

- |                     |              |
|---------------------|--------------|
| • DODIC             | MF74         |
| • Lot Number        | ESD87F013001 |
| • Quantity Required | 3            |

- Call 1-877-4CADPAD (DSN 354-6155)
- Otherwise, complete applicable form provided in Appendix C, and E-mail or Fax the order.

## CHECK LIST - VII

### ORDERING FOR DEPLOYMENT TO OCONUS AIR STATION

When planning for deployment to OCONUS sites, assets can be ordered for replacement before deployment, or for delivery to the deployment site for replacement during deployment. The Requisitioner completes the appropriate checklist from those listed below, and provides the destination and Weapons Department or MALS UIC where the CAD/PADs are to be delivered for installation.

- Using the resupply lead-times provided in Table 4-1, plan for replacements during deployment in accordance with established policy .
- Items planned for replacement before deployment shall be ordered 14 days before the scheduled installation date
- Gather the information to complete the appropriate checklist:

#### ORDERING FOR ROUTINE SYSTEM MAINTENANCE USING SEATS/ICAPS

#### ORDERING FOR SURVIVAL/TEST EQUIPMENT

#### ORDERING FOR TARGETS

- Items planned for replacement during deployment shall be ordered using the resupply lead-times provided in Table 4-1 for the deployment site to assure the assets are available when you arrive.
- Gather the information to complete the appropriate checklist:

#### ORDERING FOR ROUTINE SYSTEM MAINTENANCE USING SEATS/ICAPS

#### ORDERING FOR SURVIVAL/TEST EQUIPMENT

#### ORDERING FOR TARGETS

- Contact NAVSEA IHD via phone, fax or e-mail at the numbers/addresses provided in Section 3.0 of this Process Guide.

# CHECK LIST - VII

## ORDERING FOR SHIPS – EMERGENCY STOCK

Emergency stock for ships is delivered before the first work-up. The Ship's Authorized Requisitioner calls for emergency stock in accordance with the resupply lead-time identified in Table 4-1. The RDD for this material is the date the material is required dockside for receipt and on-load. (This date should be coordinated with the supporting Station Weapons Department). Requests for the emergency stock list shall be submitted 7 days before the site's re-supply time in Table 4-1. After the cruise, the Ship contacts the IM for offload instructions for unused serviceable (and repairable) CAD/PADs. Surface Combatants (CG's, DDG's & FFG's) are authorized to keep their emergency stocks unless entering the shipyard for an extended period of time.

- Gather the information to complete a SHIP DEPLOYMENT – SHIP EMERGENCY STOCK order as follows:

	<b>EXAMPLE</b>
• Orderer Name	AOI Lawrence Wright
• Authorization Code	POIU3847
• Ship Name	USS KITTY HAWK
• Ship UIC	R03363
• Telephone Number	DSN 264-1212
• E-mail Address	wright@kittyhawk.navy.mil
• Reason for Order:	Ship Emergency Stock
• Ship Emergency Stock	-
• CAGMO Name	Lt. George Trimble
• E-mail Address	
• CAG Gunner Name	Lt. Rod Durt
• E-mail Address	<a href="mailto:durtr@atsugi.navy.mil">durtr@atsugi.navy.mil</a>
• Squadrons and TMS Embarking (Ship obtains from CAG)	VFA-27 FA-18C VF-154 F-14A VS-21 S-3B 08/30/00
• RDD (date material is required dockside)	
• "Ship To" Information:	-
• Activity Name (CFA)	Commander Fleet Activity Yokosuka
• Activity UIC	N81215
• Building Number	P-16
• Address	Ordnance Road NAF Atsugi JA
• POC	CDR Hollack
• Email Address (preferred) or Fax Number	<a href="mailto:hollack@yokosuka.navy.mil">hollack@yokosuka.navy.mil</a>
• Others to be notified (Copied on Load Plan / Confirmation Report):	
• POC	CDR Richardson
• E-mail Address (preferred) or Fax Number	<a href="mailto:richardson@cnap.navy.mil">richardson@cnap.navy.mil</a>

- Contact NAVSEA IHD via phone, fax or e-mail at the numbers/addresses provided in Section 3.0 of this guide.
- Indian Head will E-mail a proposed load plan to the Requisitioner (Ship), CAGMO, and CAG Gunner within two work days.
- Ship and CAG provide concurrence within two workdays.
- The Stock Point processes upon approval.

## **CHECK LIST – IX**

### **ORDERING FOR SHIPS - AIR WING/SQUADRON MAINTENANCE STOCK**

Maintenance stock for air wings/squadrons is delivered to the ship before they embark on the cruise. This stock is ordered using the resupply lead-time identified in Table 4-1. The RDD for this material is the dockside date (the day the material must be available for on-load) provided by OHO or Weapons Officer. The “Ship to Location” is the Station Name and Weapons Department UIC at the base where the assets will be delivered for on-load to the Ship. After the cruise, the Ship contacts the IM for offload instructions for ALL unused maintenance stock (serviceable and repairable).

- The CAGMO or CAG Gunner notifies deploying squadrons and supporting AIMDs to order required maintenance assets to support the cruise.
- Authorized Requisitioner gathers the information and completes the appropriate checklist for the type of CAD/PAD order required:

#### **ORDERING FOR ROUTINE SYSTEM MAINTENANCE USING SEATS/ICAPS**

#### **ORDERING FOR SURVIVAL/TEST EQUIPMENT**

#### **ORDERING FOR TARGETS**

- Contact NAVSEA IHD via phone, fax or e-mail at the numbers/addresses provided in Section 3.0 of the OCONUS PROTOTYPE PLAN.

# APPENDIX C

## FAX ORDER FORMS & SAMPLE E-MAIL FORMATS

### **I ROUTINE SYSTEM MAINTENANCE USING SEATS/ICAPS OR LOGBOOK DATA**

- C-3 FAX ORDER FORM
- C-4 FAX ORDER EXAMPLE
- C-5 E-MAIL ORDER FORMAT
- C-6 E-MAIL ORDER EXAMPLE

### **II STANDARD DEPOT LEVEL MAINTENANCE (SDLM)**

- C-7 FAX ORDER FORM
- C-8 FAX ORDER EXAMPLE
- C-9 E-MAIL ORDER FORMAT
- C-10 E-MAIL ORDER EXAMPLE

### **III SURVIVAL/TEST EQUIPMENT**

- C-11 FAX ORDER FORM
- C-12 FAX ORDER EXAMPLE
- C-13 E-MAIL ORDER FORMAT
- C-14 E-MAIL ORDER EXAMPLE

### **IV TARGET CADS**

- C-15 FAX ORDER FORM
- C-16 FAX ORDER EXAMPLE
- C-17 E-MAIL ORDER FORMAT
- C-18 E-MAIL ORDER EXAMPLE

### **V ITEMS DAMAGED, FIRED, DISCHARGED OR SUSPECT**

- C-19 FAX ORDER FORM
- C-20 FAX ORDER EXAMPLE
- C-21 E-MAIL ORDER FORMAT
- C-22 E-MAIL ORDER EXAMPLE

**VI AIR STATION – EMERGENCY STOCK**

C-23 FAX ORDER FORM

C-24 FAX ORDER EXAMPLE

C-25 E-MAIL ORDER FORMAT

C-26 E-MAIL ORDER EXAMPLE

**VII OCONUS AIR STATION DEPLOYMENT**

SEE APPENDIX B & CHECK LIST I, III, OR IV

**VIII SHIPS – EMERGENCY STOCK**

C-27 FAX ORDER FORM

C-28 FAX ORDER EXAMPLE

C-29 E-MAIL ORDER FORMAT

C-30 E-MAIL ORDER EXAMPLE

**IX SHIPS – AIR WING/SQUADRON MAINTENANCE STOCK**

SEE APPENDIX B & CHECK LIST I, III, OR IV

# FAX ORDER FORM – I

## ROUTINE SYSTEM MAINTENANCE

FAX TO: DSN 354-4696 / COM (301) 744-4696

**AUTHORIZED ORDERER NAME:** \_\_\_\_\_

**AUTHORIZATION CODE:** \_\_\_\_\_

**TELEPHONE NUMBER:**      **DSN:** \_\_\_\_\_      **COM:** \_\_\_\_\_

**UNIT NAME:** \_\_\_\_\_      **UNIT UIC:** \_\_\_\_\_

**LOCATION NAME:** \_\_\_\_\_      **LOCATION UIC:** \_\_\_\_\_

	<b>REASON FOR ORDER</b>	<b>BUNO</b>	<b>MAINTENANCE DATE</b>	<b>AIRCRAFT TMS</b>	<b>MAINTENANCE CYCLE</b>
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____

**“SHIP TO” ACTIVITY** (If other than home Air Station; e.g. Deployment Location, Ship Load-out Location; or MALS-Ordnance Activity at MCAS):

**Activity Name:**

**UIC:**

\_\_\_\_\_

**ADDITIONAL COMMENTS/REMARKS:**

\_\_\_\_\_  
\_\_\_\_\_

- FOR UNITS WITH SEATS/ICAPS, ATTACH SEATS/ICAPS EXPIRED PARTS FORECAST WITH CAD/PADS CIRCLED THAT NEED TO BE ORDERED
- FOR UNITS WITHOUT SEATS/ICAPS ATTACH A LIST OF CAD/PADS REQUIRING REPLACEMENT, INCLUDING: DODIC, LOT NO., SERIAL NO., OPEN DATE, EXPIRATION DATE, AND QUANTITY (PROVIDE SEPARATE LIST FOR EACH BUNO)

DATE: \_\_\_\_\_



# E-MAIL ORDER FORMAT – I ROUTINE SYSTEM MAINTENANCE

**From:** [your E-mail address@xxxxx.xxxx.mil](mailto:your E-mail address@xxxxx.xxxx.mil)

**To:** 18774cadpad@ih.navy.mil

**Copy:** (Others as required)

**Subject:** ORDER FOR ROUTINE SYSTEM MAINTENANCE

**AUTHORIZED ORDERER:** \_\_\_\_\_  
**AUTHORIZATION CODE:** \_\_\_\_\_  
**UNIT NAME:**

**UNIT UIC:**  
**TELEPHONE NUMBER (DSN and Commercial)**

**LOCATION NAME:**  
**LOCATION UIC (Weapons Dept):**

**COMPLETE THE FOLLOWING INFORMATION FOR EACH BUNO REQUIRING CAD/PADS:**

**ORDER #1**

**REASON FOR ORDER:**  
**BUNO:**  
**MAINTENANCE DATE:**  
**TMS:**  
**MAINTENANCE CYCLE:**

**LIST OF ITEMS REQUIRING REPLACEMENT:**

<b>DODIC</b>	<b>LOT NO.</b>	<b>SERIAL NO.</b>	<b>OPEN DATE</b>	<b>EXP DATE</b>	<b>QUANTITY</b>
1)					
2)					
3)					
etc...					

**ORDER #2**

**REASON FOR ORDER:**  
**BUNO:**  
**MAINTENANCE DATE:**  
**TMS:**  
**MAINTENANCE CYCLE:**

**LIST OF ITEMS REQUIRING REPLACEMENT:**

<b>DODIC</b>	<b>LOT NO.</b>	<b>SERIAL NO.</b>	<b>OPEN DATE</b>	<b>EXP DATE</b>	<b>QUANTITY</b>
1)					
2)					
3)					
etc...					

**ORDER # 3 (etc.)**

**E-MAIL ORDER FORMAT – I (EXAMPLE)  
ROUTINE SYSTEM MAINTENANCE**

**From:** [your E-mail address@xxxxx.xxxx.mil](mailto:your E-mail address@xxxxx.xxxx.mil)

**To:** 18774cadpad@ih.navy.mil

**Copy:** (Others as required)

**Subject:** ORDER FOR ROUTINE SYSTEM MAINTENANCE

**AUTHORIZED ORDERER:** AME1 Sean T. Moore

**AUTHORIZATION CODE:** ABCD1234

**UNIT NAME:** VFA-27

**UNIT UIC:** R65185

**TELEPHONE:** DSN 264-1717; COM (209) 998-1717

**LOCATION NAME:** NAF Atsugi

**LOCATION UIC:** N62507

**COMPLETE THE FOLLOWING INFORMATION FOR EACH BUNO REQUIRING CAD/PADS:**

**ORDER #1**

**REASON FOR ORDER:** SCHEDULED MAINTENANCE

**BUNO:** 164008

**MAINTENANCE DATE:** 10/30/99

**TMS:** FA-18C

**MAINTENANCE CYCLE:** 448-DAY

**LIST OF ITEMS REQUIRING REPLACEMENT:**

<b>DODIC</b>	<b>LOT NO.</b>	<b>SERIAL NO.</b>	<b>OPEN DATE</b>	<b>EXP DATE</b>	<b>QUANTITY</b>
AWAT	SET DODIC	---	11/30/90	11/30/99	1
M719	IH91H004001A	356	6/30/96	11/30/99	1
MF72	OEA89J006113	12520	9/30/93	3/31/2000	1

**ORDER #2**

**REASON FOR ORDER:** OFF-CYCLE MAINTENANCE

**BUNO:** 164865

**MAINTENANCE DATE:** 10/30/99

**TMS:** FA-18C

**MAINTENANCE CYCLE:** 728-DAY

**LIST OF ITEMS REQUIRING REPLACEMENT:**

<b>DODIC</b>	<b>LOT NO.</b>	<b>SERIAL NO.</b>	<b>OPEN DATE</b>	<b>EXP DATE</b>	<b>QUANTITY</b>
MC50	IH95G012001	0614	4/30/97	10/30/99	1
MC50	IH95G012001	0605	4/30/97	10/30/99	1

**FAX ORDER FORM - II**  
**STANDARD DEPOT LEVEL MAINTENANCE (SDLM)**

FAX TO: DSN 354-4696 / COM (301) 744-4696

**AUTHORIZED ORDERER NAME:** \_\_\_\_\_

**AUTHORIZATION CODE:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_ **SN:** \_\_\_\_\_ **COM:** \_\_\_\_\_

**UNIT NAME:** \_\_\_\_\_ **UNIT UIC:** \_\_\_\_\_

**LOCATION NAME:** \_\_\_\_\_ **LOCATION UIC:** \_\_\_\_\_

	<b>REASON FOR ORDER</b>	<b>BUNO</b>	<b>CAD/PAD INSTALLATION DATE</b>	<b>AIRCRAFT TMS</b>	<b>MAINTENANCE CYCLE</b>	<b>SDLM CYCLE</b>
1.	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____	_____

**“SHIP TO” LOCATION** (If other than depot; e.g. Air Station where depot maintenance is being conducted on-site):

**Activity Name:** \_\_\_\_\_ **UIC:** \_\_\_\_\_

**ADDITIONAL COMMENTS/REMARKS:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- ATTACH LIST OF CAD/PADS REQUIRED FOR INSTALLATION INCLUDING DODIC AND QUANTITY FOR EACH BUNO.

**DATE:** \_\_\_\_\_



**E-MAIL ORDER FORMAT - II**  
**STANDARD DEPOT LEVEL MAINTENANCE (SDLM)**

**From:** [your E-mail address@xxxxx.xxxx.mil](mailto:your_E-mail_address@xxxxx.xxxx.mil)

**To:** 18774cadpad@ih.navy.mil

**Copy:** (Others as required)

**Subject:** ORDER FOR STANDARD DEPOT LEVEL MAINTENANCE

**AUTHORIZED ORDERER:** \_\_\_\_\_

**AUTHORIZATION CODE:** \_\_\_\_\_

**UNIT NAME:**

**UNIT UIC:**

**TELEPHONE NUMBER (DSN and Commercial)**

**LOCATION NAME:**

**LOCATION UIC (Weapons Dept):**

**COMPLETE THE FOLLOWING INFORMATION FOR EACH BUNO REQUIRING CAD/PADS:**

**ORDER #1**

**REASON FOR ORDER:**

**BUNO:**

**CAD/PAD INSTALLATION DATE:**

**TMS:**

**MAINTENANCE CYCLE:**

**SDLM CYCLE:**

**LIST OF ITEMS REQUIRING REPLACEMENT:**

DODIC	QUANTITY
-------	----------

- 1)
- 2)
- 3)
- etc...

**ORDER #2**

**REASON FOR ORDER:**

**BUNO:**

**MAINTENANCE DATE:**

**TMS:**

**MAINTENANCE CYCLE:**

**LIST OF ITEMS REQUIRING REPLACEMENT:**

DODIC	QUANTITY
-------	----------

- 1)
- 2)
- 3)
- etc...

**ORDER # 3 (etc.)**

**E-MAIL ORDER FORMAT – II (EXAMPLE)  
STANDARD DEPOT LEVEL MAINTENANCE (SDLM)**

**From:** [your E-mail address@xxxxx.xxxx.mil](mailto:your E-mail address@xxxxx.xxxx.mil)

**To:** 18774cadpad@ih.navy.mil

**Copy:** (Others as required)

**Subject:** ORDER FOR STANDARD DEPOT LEVEL MAINTENANCE

**AUTHORIZED ORDERER:** MR. BYRON HILL

**AUTHORIZATION CODE:** WXYZ4321

**UNIT NAME:** NADEP JACKSONVILLE

**UNIT UIC:** N65886

**TELEPHONE:** DSN 942-1349; COM (904) 843-1349

**LOCATION NAME:** NAS JACKSONVILLE

**LOCATION UIC:** N00207

**COMPLETE THE FOLLOWING INFORMATION FOR EACH BUNO REQUIRING CAD/PADS:**

**ORDER #1**

**REASON FOR ORDER:** DEPOT MAINTENANCE

**BUNO:** 164221

**CAD/PAD INSTALLATION DATE:** 10/14/99

**TMS:** F-14A

**MAINTENANCE CYCLE:** 210-DAY

**SDLM CYCLE:** 58 Mos.

**LIST OF ITEMS REQUIRING REPLACEMENT:**

<b>DODIC</b>	<b>QUANTITY</b>
--------------	-----------------

M571	2
------	---

M507	2
------	---

M520	2
------	---

**ORDER #2**

**REASON FOR ORDER:** DEPOT MAINTENANCE

**BUNO:** 163895

**CAD/PAD INSTALLATION DATE:** 10/14/99

**TMS:** F-14D

**MAINTENANCE CYCLE:** 728-DAY

**SDLM CYCLE:** 58 MOS

**LIST OF ITEMS REQUIRING REPLACEMENT:**

<b>DODIC</b>	<b>QUANTITY</b>
--------------	-----------------

MT16	4
------	---

MU60	1
------	---

MW74	1
------	---

MF72	4
------	---

**FAX ORDER FORM - III**  
**SURVIVAL/TEST EQUIPMENT**  
 FAX TO: DSN 354-4696 / COM (301) 744-4696

**AUTHORIZED ORDERER NAME:** \_\_\_\_\_

**AUTHORIZATION CODE:** \_\_\_\_\_

**TELEPHONE NUMBER:**      **DSN:** \_\_\_\_\_      **COM:** \_\_\_\_\_

**UNIT NAME:** \_\_\_\_\_      **UNIT UIC:** \_\_\_\_\_

**LOCATION NAME:** \_\_\_\_\_      **LOCATION UIC:** \_\_\_\_\_

• **ITEMS REQUIRED:**

	<u>REASON FOR ORDER</u>	<u>DODIC</u>	<u>QUANTITY TO ORDER</u> (Next 90 Days or Deployment Period)	<u>QUANTITY ON-HAND</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

**“SHIP TO” ACTIVITY** (If other than home Air Station; e.g. Ship load-out location, or MALS-Ordnance Activity at MCAS):

**Activity Name:** \_\_\_\_\_      **UIC:** \_\_\_\_\_

**ADDITIONAL COMMENTS/REMARKS:**  
 \_\_\_\_\_  
 \_\_\_\_\_

**DATE:** \_\_\_\_\_

**FAX ORDER FORM – III (EXAMPLE)**

**SURVIVAL/TEST EQUIPMENT**

FAX TO: DSN 354-4696 / COM (301) 744-4696

**AUTHORIZED ORDERER NAME:** PR1 Martin C. Day

**AUTHORIZATION CODE:** LMNO2468

**TELEPHONE NUMBER:** **DSN:** 264-1349

**COM:** (252) 466-1349

**UNIT NAME:** AIMD Atsugi

**UNIT UIC:** N62507

**LOCATION NAME:** JA

**LOCATION UIC:** NXXXXX

• **ITEMS REQUIRED:**

<u>REASON FOR ORDER</u>	<u>DODIC</u>	<u>QUANTITY TO ORDER</u> (Next 90 Days or Deployment Period)	<u>QUANTITY ON-HAND</u>
1. <u>Scheduled Maintenance</u>	<u>MF78</u>	<u>15</u>	<u>5</u>
2. <u>Scheduled Maintenance</u>	<u>FW98</u>	<u>30</u>	<u>10</u>
3. <u>Scheduled Maintenance</u>	<u>FW14</u>	<u>60</u>	<u>20</u>
4. _____	_____	_____	_____
5. _____	_____	_____	_____

**“SHIP TO” ACTIVITY** (If other than home Air Station; e.g. Ship load-out location, or MALS-Ordnance Activity at MCAS):

**Activity Name:**

**UIC:**

XXXXX

XXXXX

**ADDITIONAL COMMENTS/REMARKS:**

\_\_\_\_\_  
\_\_\_\_\_

**DATE:** \_\_\_\_\_

**E-MAIL ORDER FORMAT - III  
SURVIVAL/TEST EQUIPMENT**

**From:** [your E-mail address@xxxxx.xxxx.mil](mailto:your E-mail address@xxxxx.xxxx.mil)

**To:** 18774cadpad@ih.navy.mil

**Copy:** (Others as required)

**Subject:** ORDER FOR PARALOFT

**AUTHORIZED ORDERER:** \_\_\_\_\_  
**AUTHORIZATION CODE:** \_\_\_\_\_

**UNIT NAME:**  
**UNIT UIC:**  
**TELEPHONE (DSN and COM):**

**LOCATION NAME:**  
**LOCATION UIC:**

**REASON FOR ORDER:**

**ITEMS REQUIRED:**

<b>DODIC</b>	<b>QUANTITY TO ORDER</b> <i>(Next 90 Days or Deployment Period)</i>	<b>QUANTITY ON-HAND</b>
1)		
2)		
3)		
etc...		

**“SHIP TO” ACTIVITY** (If other than home Air Station; e.g. Ship load-out location, or MALS-Ordnance Activity at MCAS):

**ACTIVITY NAME:**

**UIC:**

**E-MAIL ORDER FORMAT – III (EXAMPLE)  
SURVIVAL/TEST EQUIPMENT**

**From:** [your E-mail address@xxxxx.xxxx.mil](mailto:your E-mail address@xxxxx.xxxx.mil)

**To:** 18774cadpad@ih.navy.mil

**Copy:** (Others as required)

**Subject:** ORDER FOR PARALOFT

**AUTHORIZED ORDERER:** PR1 MARTIN C. DAY

**AUTHORIZATION CODE:** LNMO2468

**UNIT NAME:** AIMD Atsugi

**UNIT UIC:** NXXXXXX

**TELEPHONE:** DSN 2641349; COM (252) 466-1349

**LOCATION NAME:** NAF Atsugi

**LOCATION UIC:** NXXXXXX

**REASON FOR ORDER:** ROUTINE MAINTENANCE

**ITEMS REQUIRED:**

<b>DODIC</b>	<b>QUANTITY TO ORDER</b> <i>(Next 90 Days or Deployment Period)</i>	<b>QUANTITY ON-HAND</b>
MF78	15	5
FW98	30	10
FW14	60	20

**“SHIP TO” ACTIVITY** (If other than home Air Station; e.g. Ship load-out location, or MALS-Ordnance Activity at MCAS):

**ACTIVITY NAME:** XXXXXXXXXXXXX

**UIC (Weapons Dept):** XXXXXX

**FAX ORDER FORM - IV**  
**TARGET CADS**

FAX TO: DSN 354-4696 / COM (301) 744-4696

**AUTHORIZED ORDERER NAME:** \_\_\_\_\_

**AUTHORIZATION CODE:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_ **DSN:** \_\_\_\_\_ **COM:** \_\_\_\_\_

**UNIT NAME:** \_\_\_\_\_ **UNIT UIC:** \_\_\_\_\_

**LOCATION NAME:** \_\_\_\_\_ **LOCATION UIC:** \_\_\_\_\_

• **TARGET TYPE:** \_\_\_\_\_

• **ITEMS REQUIRED:**

<u>REASON FOR ORDER</u>	<u>DODIC</u>	<u>QUANTITY TO ORDER</u> (Next 90 Days or Deployment Period)	<u>QUANTITY ON-HAND</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

**“SHIP TO” ACTIVITY** (If other than home Air Station; e.g. Ship load-out location, or MALS-Ordnance Activity at MCAS):

**Activity Name:**

**UIC:**

\_\_\_\_\_

**ADDITIONAL COMMENTS/REMARKS:**

\_\_\_\_\_  
\_\_\_\_\_

**DATE:** \_\_\_\_\_

**FAX ORDER FORM – IV (EXAMPLE)**

**TARGET CADS**

FAX TO: DSN 354-4696 / COM (301) 744-4696

**AUTHORIZED ORDERER NAME:** Mr. Robert Goode

**AUTHORIZATION CODE:** HIJK1357

**TELEPHONE NUMBER:** **DSN:** 351-5316

**COM:** (805) 989-9800

**UNIT NAME:** NAVWPNTSTRON

**UNIT UIC:** N39788

**LOCATION NAME:** NAS Point Mugu

**LOCATION UIC:** N63126

• **TARGET TYPE:** BQM-74E

• **ITEMS REQUIRED:**

<u>REASON FOR ORDER</u>	<u>DODIC</u>	<u>QUANTITY TO ORDER</u> (Next 90 Days or Deployment Period)	<u>QUANTITY ON-HAND</u>
1. <u>Local Expenditure</u>	<u>XW76</u>	<u>30</u>	<u>10</u>
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

**“SHIP TO” ACTIVITY** (If other than home Air Station; e.g. Ship load-out location; or MALS-Ordnance Activity at MCAS):

**Activity Name:**

**UIC:**

\_\_\_\_\_

**ADDITIONAL COMMENTS/REMARKS:**

\_\_\_\_\_  
\_\_\_\_\_

**DATE:** \_\_\_\_\_

**E-MAIL ORDER FORMAT - IV  
TARGET CADS**

**From:** [your E-mail address@xxxxx.xxxx.mil](mailto:your E-mail address@xxxxx.xxxx.mil)

**To:** 18774cadpad@ih.navy.mil

**Copy:** (Others as required)

**Subject:** ORDER FOR TARGETS

**AUTHORIZED ORDERER:** \_\_\_\_\_

**AUTHORIZATION CODE:** \_\_\_\_\_

**UNIT NAME:**

**UNIT UIC:**

**TELEPHONE (DSN and COM):**

**LOCATION NAME:**

**LOCATION UIC:**

**REASON FOR ORDER:**

**TARGET TYPE:**

**ITEMS REQUIRED:**

**DODIC**

**QUANTITY TO ORDER**

**QUANTITY ON-HAND**

*(Next 90 Days or Deployment Period)*

1)

2)

3)

etc...

**“SHIP TO” ACTIVITY** (If other than home Air Station; e.g. Ship load-out location, or MALS-Ordnance Activity at MCAS):

**ACTIVITY NAME:**

**UIC:**

**E-MAIL ORDER FORMAT - IV (EXAMPLE)**  
**TARGET CADS**

**From:** [your\\_E-mail\\_address@xxxxx.xxxx.mil](mailto:your_E-mail_address@xxxxx.xxxx.mil)

**To:** 18774cadpad@ih.navy.mil

**Copy:** (Others as required)

**Subject:** ORDER FOR TARGETS

**AUTHORIZED ORDERER:** MR ROBERT GOODE

**AUTHORIZATION CODE:** HIJK1357

**UNIT NAME:** NAVWPNTESTRON

**UNIT UIC:** N39788

**TELEPHONE:** DSN 351-5316; COM (805) 989-9800

**LOCATION NAME:** NAS POINT MUGU

**LOCATION UIC:** N63126

**TARGET TYPE:** BQM-74E

**REASON FOR ORDER:** ROUTINE MAINTENANCE

**ITEMS REQUIRED:**

<b>DODIC</b>	<b>QUANTITY TO ORDER</b> <i>(Next 90 Days or Deployment Period)</i>	<b>QUANTITY ON-HAND</b>
XW76	45	15

**“SHIP TO” ACTIVITY** (If other than home Air Station; e.g. Ship load-out location, or MALS-Ordnance Activity at MCAS):

**ACTIVITY NAME:**

**UIC:**

**FAX ORDER FORM - V**  
**ITEMS DAMAGED, FIRED, OR SUSPECT**

FAX TO: DSN 354-4696 / COM (301) 744-4696

**AUTHORIZED ORDERER NAME:** \_\_\_\_\_

**AUTHORIZATION CODE:** \_\_\_\_\_

**TELEPHONE NUMBER:**       **DSN:** \_\_\_\_\_                               **COM:** \_\_\_\_\_

**UNIT NAME:** \_\_\_\_\_   **UNIT UIC:** \_\_\_\_\_

**LOCATION NAME:** \_\_\_\_\_   **LOCATION UIC:** \_\_\_\_\_

**REASON FOR ORDER:** Damaged/Discharged

*EXPLAIN:* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**AIRCRAFT TMS** (or Equipment Type): \_\_\_\_\_

**BUNO** (or SerNo): \_\_\_\_\_

	<b>DODIC</b>	<b>QUANTITY</b>	<b>AVAILABLE LOCALLY?</b>
1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____

**“SHIP TO” ACTIVITY** (If other than home Air Station; e.g. Deployment Site, Ship Load-out Location;  
or MALS-Ordnance Activity at MCAS):

**Activity Name:** \_\_\_\_\_   **UIC:** \_\_\_\_\_

**ADDITIONAL COMMENTS/REMARKS:**  
\_\_\_\_\_  
\_\_\_\_\_

**DATE:** \_\_\_\_\_

**FAX ORDER FORM – V (EXAMPLE)**  
**ITEMS DAMAGED, FIRED, OR SUSPECT**  
 DSN 354-4696 / COM (301) 744-4696

**AUTHORIZED ORDERER NAME:** AME1 Sean T. Moore

**AUTHORIZATION CODE:** ABCD1234

**TELEPHONE NUMBER:** **DSN:** 264-9876 **COM:** (019) 537-9876

**UNIT NAME:** VFA-27 **UNIT UIC:** R65185

**LOCATION NAME:** NAF Atsugi JA **LOCATION UIC:** N62507

**REASON FOR ORDER:** Damaged/Discharged

*EXPLAIN:* Inadvertently actuated fire bottle cartridge during seat check.

**AIRCRAFT TMS (or Equipment Type):** FA-18C

**BUNO (or SerNo):** 164008

	<b>DODIC</b>	<b>QUANTITY</b>	<b>AVAILABLE LOCALLY?</b>
1)	<u>MF74</u>	<u>1</u>	<u>Yes</u>
2)	<u>          </u>	<u>          </u>	<u>          </u>
3)	<u>          </u>	<u>          </u>	<u>          </u>

**“SHIP TO” ACTIVITY** (If other than home Air Station; e.g. Deployment Site, Ship Load-out Location; or MALS-Ordnance Activity at MCAS):

**Activity Name:** XXXXXXXXXX **UIC:** XXXXXX

**ADDITIONAL COMMENTS/REMARKS:**  
 \_\_\_\_\_  
 \_\_\_\_\_

**DATE:** \_\_\_\_\_

**E-MAIL ORDER FORMAT - V  
ITEMS DAMAGED, FIRED, OR SUSPECT**

**From:** [your E-mail address@xxxxx.xxxx.mil](mailto:your E-mail address@xxxxx.xxxx.mil)

**To:** 18774cadpad@ih.navy.mil

**Copy:** (Others as required)

**Subject:** ORDER FOR ITEMS DAMAGED, FIRED, OR SUSPECT

**AUTHORIZED ORDERER:** \_\_\_\_\_  
**AUTHORIZATION CODE:** \_\_\_\_\_

**UNIT NAME:**  
**UNIT UIC:**  
**TELEPHONE (DSN and COM):**

**LOCATION NAME:**  
**LOCATION UIC:**

**REASON FOR ORDER:** Damaged/Discharged  
**EXPLANATION:**

**AIRCRAFT TMS (or Equipment Type):**

**BUNO (or SerNo):**

	<b>DODIC</b>	<b>QUANTITY</b>	<b>AVAILABLE LOCALLY (YES/NO)</b>
1)			
2)			
3)			

**“SHIP TO” ACTIVITY** (If other than home Air Station; e.g. Deployment Site, Ship Load-out Location; or MALS-Ordnance Activity at MCAS):

**ACTIVITY NAME:**

**UIC:**

**E-MAIL ORDER FORMAT – V (EXAMPLE)  
ITEMS DAMAGED, FIRED, OR SUSPECT**

**From:** [your E-mail address@xxxxx.xxxx.mil](mailto:your_E-mail_address@xxxxx.xxxx.mil)

**To:** 18774cadpad@ih.navy.mil

**Copy:** (Others as required)

**Subject:** ORDER FOR ITEMS DAMAGED, FIRED, OR SUSPECT

**AUTHORIZED ORDERER:** AME1 Sean T. Moore

**AUTHORIZATION CODE:** ABCD1234

**UNIT NAME:** VFA-27

**UNIT UIC:** R65185

**TELEPHONE:** DSN 264-1717; COM (019) 537-1717

**LOCATION NAME:** NFA Atsugi

**LOCATION UIC:** N62507

**REASON FOR ORDER:** DISCHARGED

**EXPLANATION:** INADVERTANTLY ACTUATED FIRE BOTTLE CARTRIDGE DURING SEAT CHECK.

**AIRCRAFT TMS (or Equipment Type):** FA-18C

**BUNO (or SerNo):** 164008

<b>DODIC</b>	<b>QUANTITY</b>	<b>AVAILABLE</b>
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MF74	1	YES
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**“SHIP TO” ACTIVITY** (If other than home Air Station; e.g. Deployment Site, Ship Load-out Location; or MALS-Ordnance Activity at MCAS):

**t**

**ACTIVITY NAME:** XXXXXXXXXXXX

**UIC:** XXXXX

**FAX ORDER FORM - VI**  
**AIR STATION – EMERGENCY STOCK**

FAX TO: DSN 354-4696 / COM (301) 744-4696

**AUTHORIZED ORDERER NAME:** \_\_\_\_\_

**AUTHORIZATION CODE:** \_\_\_\_\_

**TELEPHONE NUMBER:D      DSN:** \_\_\_\_\_ **COM:** \_\_\_\_\_

**ACTIVITY:** \_\_\_\_\_ **UIC:** \_\_\_\_\_

**LOCATION NAME:** \_\_\_\_\_ **LOCATION UIC:** \_\_\_\_\_

**REASON FOR ORDER:**    \_\_\_ New A/C Assigned    \_\_\_ Replace Overage Asset(s)    \_\_\_ Replace Issued Asset(s)

- If replacing issued assets, provide requisition numbers used to issue to Squadrons.

**FOR NEWLY ASSIGNED AIRCRAFT:** (Indian Head/IM will determine new Emergency Stock Items needed and will process the order automatically.)

**AIRCRAFT TMS:** \_\_\_\_\_

**TO REPLACE ASSET(S) GOING OVERAGE:** (Attach List If Additional Space Is Required)

DODIC	LOT NUMBER	QUANTITY
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**ADDITIONAL COMMENTS/REMARKS:**

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**DATE:** \_\_\_\_\_





**E-MAIL ORDER FORMAT - VI  
AIR STATION – EMERGENCY STOCK**

**From:** [your E-mail address@xxxxx.xxxx.mil](#)

**To:** 18774cadpad@ih.navy.mil

**Copy:** (Others as required)

**Subject:** ORDER FOR AIR STATION EMERGENCY STOCK

**AUTHORIZED ORDERER:** \_\_\_\_\_

**AUTHORIZATION CODE:** \_\_\_\_\_

**ACTIVITY:**

**UIC:**

**TELEPHONE (DSN and COM):**

**LOCATION NAME:**

**LOCATION UIC:**

**REASON FOR ORDER:**   \_\_\_New A/C Assigned       \_\_\_Replace Overage Asset(s)       \_\_\_Replace Issued Asset(s)

**FOR NEWLY ASSIGNED AIRCRAFT:** (Indian Head/IM will determine new Emergency Stock Items needed and will process the order automatically.)

**AIRCRAFT TMS:**

**TO REPLACE ASSET(S) GOING OVERAGE:**

DODIC	LOT NUMBER	QUANTITY
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**E-MAIL ORDER FORMAT - VI (EXAMPLE)**  
**AIR STATION – EMERGENCY STOCK**

**From:** [your E-mail address@xxxxx.xxxx.mil](mailto:your E-mail address@xxxxx.xxxx.mil)

**To:** 18774cadpad@ih.navy.mil

**Copy:** (Others as required)

**Subject:** ORDER FOR AIR STATION EMERGENCY STOCK

**AUTHORIZED ORDERER:** AOC RON WILKINSON

**AUTHORIZATION CODE:** QWTR1029

**ACTIVITY:** WEAPONS DEPT

**UNIT UIC:** N00206

**TELEPHONE:** DSN 678-3225; COM (504) 678-3225

**LOCATION NAME:** NAS NEW ORLEANS

**LOCATION UIC:** N00206

**REASON FOR ORDER:**             Replace Overage Asset(s)

<b>DODIC</b>	<b>LOT NUMBER</b>	<b>QUANTITY</b>
MF74	ESD87F013001	3

**FAX ORDER FORM - VIII**  
**SHIPS – EMERGENCY STOCK**  
FAX TO: DSN 354-4696 / COM (301) 744-4696

**AUTHORIZED ORDERER NAME:** \_\_\_\_\_

**AUTHORIZATION CODE:** \_\_\_\_\_

**TELEPHONE NUMBER:**      **DSN:** \_\_\_\_\_      **COM:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_      **FAX:** \_\_\_\_\_

**SHIP NAME:** \_\_\_\_\_      **UIC:** \_\_\_\_\_

- **RDD:** \_\_\_\_\_
- **CAGMO Name:** \_\_\_\_\_      **E-mail:** \_\_\_\_\_
- **CAG Gunner Name:** \_\_\_\_\_      **E-mail:** \_\_\_\_\_
- **UNITS DEPLOYING ABOARD SHIP (Attach List If Additional Space Is Required):**

SQUADRON	TMS	SQUADRON	TMS
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**“SHIP TO” INFORMATION**

**ACTIVITY NAME:** \_\_\_\_\_      **ACTIVITY UIC:** \_\_\_\_\_

**ADDRESS: BLDG #:** \_\_\_\_\_      **STREET:** \_\_\_\_\_

**CITY/STATE/ZIP:** \_\_\_\_\_

**POC:** \_\_\_\_\_      **E-MAIL:** \_\_\_\_\_

**OTHERS TO BE NOTIFIED**

**NAME:** \_\_\_\_\_      **E-MAIL:** \_\_\_\_\_

**ADDITIONAL COMMENTS/REMARKS:** \_\_\_\_\_  
\_\_\_\_\_

**DATE:** \_\_\_\_\_

**FAX ORDER FORM (EXAMPLE) - VIII**  
**SHIPS - EMERGENCY STOCK**

FAX TO: DSN 354-4696 / COM (301) 744-4696

**AUTHORIZED ORDERER NAME:** AO1 Lawrence Wright

**AUTHORIZATION CODE:** POIU3847

**TELEPHONE NUMBER:** **DSN:** 264-1212 **COM:** \_\_\_\_\_

**E-MAIL:** wright@kittyhawk.navy.mil **FAX:** \_\_\_\_\_

**SHIP NAME:** USS Kitty Hawk **UIC:** R21847

**RDD:** 11/30/99

- **CAGMO Name:** LT George Trimble **E-mail:** trimbleg@cv9.navy.mil
- **G Gunner Name:** LT Rod Durt **E-mail:** durtr@cv9.navy.mil

- **UNITS DEPLOYING ABOARD SHIP** (Attach List If Additional Space Is Required):

<b>SQUADRON</b>	<b>TMS</b>	<b>SQUADRON</b>	<b>TMS</b>
<u>VFA-211</u>	<u>FA-18C</u>	_____	_____
<u>VAQ-311</u>	<u>FA-18B</u>	_____	_____
<u>VF-41</u>	<u>F-14A</u>	_____	_____
<u>VFA-213</u>	<u>FA-18A</u>	_____	_____
_____	_____	_____	_____

**“SHIP TO” INFORMATION FOR SUPPORTING STATION WEAPONS DEPARTMENT**

**ACTIVITY NAME:** STATION WEAPONS **ACTIVITY UIC:** N62507

**ADDRESS:** **BLDG #:** P-16 **STREET:** Ordnance Road

**CITY/STATE/ZIP:** NAD Atsugi, JA

**POC:** CDR Hollack **E-MAIL:** [hollack@yokosuka.navy.mil](mailto:hollack@yokosuka.navy.mil)

**OTHERS TO BE NOTIFIED** (Optional):

**NAME:** CDR Richardson **E-MAIL:** richardson@cnap.navy.mil

**ADDITIONAL COMMENTS/REMARKS:** \_\_\_\_\_  
\_\_\_\_\_

**DATE:** \_\_\_\_\_

**E-MAIL ORDER FORMAT - VIII**  
**SHIPS – EMERGENCY STOCK**

**From:** [your E-mail address@xxxxx.xxxx.mil](mailto:your E-mail address@xxxxx.xxxx.mil)

**To:** 18774cadpad@ih.navy.mil

**Copy:** CAGMO

CAG GUNNER

SUPPORTING STATION WEAPONS DEPARTMENT POC

(Others as required)

**Subject:** ORDER FOR SHIP DEPLOYMENT - EMERGENCY STOCK

**AUTHORIZED ORDERER:** \_\_\_\_\_

**AUTHORIZATION CODE:** \_\_\_\_\_

**SHIP NAME:**

**UIC:**

**TELEPHONE (DSN and COM):**

**LOCATION NAME:**

**LOCATION UIC:**

**REASON FOR ORDER:** Ship Deployment - Emergency Stock

**RDD:**

**CAGMO NAME/E-MAIL:**

**CAG GUNNER NAME/E-MAIL:**

**UNITS DEPLOYING ABOARD SHIP:**

**SQUADRON**

**TMS**

1)

2)

3)

4)

etc...

**“SHIP TO” INFORMATION**

**ACTIVITY:**

**ACTIVITY UIC:**

**ADDRESS:**

**POC (NAME/E-MAIL)**

**OTHERS TO BE NOTIFIED (Optional):**

**NAME/E-MAIL:**

**E-MAIL ORDER FORMAT (EXAMPLE) - VIII  
SHIPS – EMERGENCY STOCK**

**From:** [your E-mail address@xxxxx.xxxx.mil](mailto:your E-mail address@xxxxx.xxxx.mil)

**To:** 18774cadpad@ih.navy.mil

**Copy:** CAGMO  
CAG GUNNER  
SUPPORTING STATION WEAPONS DEPARTMENT POC  
(Others as required)

**Subject:** ORDER FOR SHIP DEPLOYMENT - EMERGENCY STOCK

**AUTHORIZED ORDERER:** AO1 LAWRENCE WRIGHT  
**AUTHORIZATION CODE:** POIU3847

**SHIP NAME:** USS KITTY HAWK  
**UIC:** R03363  
**TELEPHONE:** DSN 264-1212

**LOCATION NAME:** - YOKOSUKA  
**LOCATION UIC:** - N61581

**REASON FOR ORDER:** Ship Deployment – Emergency Stock

**RDD:** 11/30/99

**CAGMO NAME/E-MAIL:** LT GEORGE TRIMBLE / [trimbleg@cv9.navy.mil](mailto:trimbleg@cv9.navy.mil)

**CAG GUNNER NAME/E-MAIL:** LT ROD DURT / [durtr@cv9.navy.mil](mailto:durtr@cv9.navy.mil)

**UNITS DEPLOYING ABOARD SHIP:**  
**SQUADRON**                      **TMS**

VFA-211	FA-18C
VAQ-311	FA-18B
VF-41	F-14A
VFA-213	FA-18A

**“SHIP TO” INFORMATION**

**ACTIVITY:** NAS YOKOSUKA  
**ACTIVITY UIC:** **N61581**  
**ADDRESS:** BLDG P-16, ORDNANCE RD., NAS YOKOSUKA, JA  
**POC (NAME/E-MAIL)** CDR Hollack / [hollack@yokosuka.navy.mil](mailto:hollack@yokosuka.navy.mil)

**OTHERS TO BE NOTIFIED (Optional):**

**NAME/E-MAIL:** CDR RICHARDSON / [richardson@cnap.navy.mil](mailto:richardson@cnap.navy.mil)