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ATTACHMENT J-1001000-01
DEFINITIONS AND ACRONYMS

DEFINITION/ACRONYM	DESCRIPTION
Accident	Any unplanned or unexpected event causing material loss or damage or causing personnel injury or death.
Classified Information	Information withheld from circulation for reasons of national security. Categories of information that are restricted to only those personnel who possess the required clearance.
Customs and Border Protection/Border Clearance Authority	An officer of the United States or Foreign Country Government that has authority to examine, approve, or disapprove the entry/exit of passengers and cargo to their countries' respective territories.
Customs Clearance	Department of Defense action taken to comply with national customs laws including the entry and admissibility of merchandise, its classification and valuation, the payment of duties, taxes, or other charges assessed or collected on merchandise by reason of its importation, and the refund, rebate, or drawback of those duties, taxes, or other charges. Also includes the preparation, and activities relating to the preparation, of documents in any format and the electronic transmission of documents and parts of documents intended to be filed with Customs and Border Protection in furtherance of any other customs business activity, whether or not signed or filed by the preparer.
DLA (Defense Logistics Agency)	The Defense Logistics Agency is the Department of Defense's largest logistics combat support agency, providing worldwide logistics support to the military services. The DLA- Disposal Service has replaced DRMO.
Hazardous Material (HM)	Hazardous Material is defined as any material that is capable of posing an unreasonable risk to health, safety, or the environment if improperly handled, stored, issued, transported, labeled, or disposed because it displays a characteristic as referenced in DoD 4715.05-G and 49 CFR 172 and 173.
Hazardous Waste (HW)	Any discarded solid waste (liquid, semi-solid, solid, or gaseous) that meets the definition of a hazardous waste by USEPA, state authorities, or the Navy. Per RCRA, a solid waste is a listed hazardous waste if it is specifically listed, or it is a characteristic hazardous waste if it exhibits the characteristics of ignitability, corrosivity, reactivity, or toxicity.
Inspection	An examination by an authorized party of a person, place, or thing for the purpose of ensuring compliance with existing laws, rules, regulations, instructions, and policy.
In-Transit Visibility (ITV)	The ability to track the identity, status, and location of DoD unit and non-unit cargo (excluding bulk petroleum, oils, and lubricants) and passengers, medical patients, and personal property from origin to consignee or destination established by the combatant or theater commanders, military services, or DoD agencies during peace, contingencies, and war.
Master Stock Item Record (MSIR)	A variable length, randomly stored record containing stock status data for each item carried in stock at the activity. Data elements relevant to identification, control, and storage of the item, e.g., federal stock number (FSN), unit price, unit of issue, storage location, management control code, on-hand quantity, are contained in a basic MSIR which is established for each item carried.
Material	An item, other than equipment, that is consumed and is required to produce an end product or incorporated into or attached to an end (prime) item.
Material Handling Equipment (MHE)	Self-propelled and conveyor equipment used in storage and materials handling operations in and around warehouses, shipyards, industrial plants, airfields, magazines, depots, docks, terminals, and on-board ships. Included are warehouse tractors, forklift trucks, rough terrain forklift trucks, platform trucks, pallet trucks, conveyors and conveyor systems, and straddle carrying trucks.
Material Obligation Validation (MOV)	A system used to verify the unfilled quantity of a requisition that is not immediately available for issue to the requisitioned, but is recorded as a commitment against existing or prospective stock dues or direct deliveries from vendors.

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DEFINITIONS AND ACRONYMS

Material Turned Into Stores (MTIS)	Material returned to supply for re-entry into the supply system or for transfer to DRMO.
SDDC	new name is Military Surface Deployment and Distribution Command
NAVCOMPT	Comptroller of the Navy
NAVSUP	Naval Supply Systems Command
NRFI	Not Ready for Issue
Purchase Order	A document signed by a contracting officer and addressed to a supplier requesting future delivery of supplies or the future performance of non-personal services, per the terms of the purchase order and in exchange for a promise by the Government to pay the price stated in the purchase order in the event of such delivery or performance.
Ready for Issue (RFI)	Material ready for issue with no restrictions.
Salvage	Property which, because of its worn, damaged, deteriorated, or specialized nature, has no reasonable prospect of sale or use as serviceable property without major repairs or alterations, but which has some value in excess of its scrap value.
SDR	Supply Discrepancy Report
Shelf-Life Item	Item possessing deteriorative or unstable characteristics to the degree that a maximum storage time period must be assigned to assure that once issued it will perform satisfactorily.
SOPs	Standard Operating Procedures
Supply	Materials, repair parts, equipment, and equipage.
Uniform Material Movement and Issue Priority System (UMMIPS)	A system utilizing priority standards to determine the relative importance of material requisitioned through the supply system. DoD Instruction 4500.32, Military Standard Transportation and Movement Procedures, is the primary reference for the UMMIPS procedures.

**ATTACHMENT J-1001000-02
REQUIRED CERTIFICATIONS, TRAINING, AND LICENSES**

CERTIFICATION	DESCRIPTION	REQUIREMENTS	APPLICABLE REFERENCE
Hazardous Materials Handling Certification for DOT 49 CFR Transportation Regulations	Training for employees who select or pack hazardous materials packages, label containers, fill out shipping papers, load or unload vehicles, move hazardous materials, or operate transportation vehicles. Emphasis should also include proper identification of containers with hazardous materials, preparation of labels, shipping papers, placards, and shipping names.	Training must be completed within 90 days of employee or change in position. Refresher training or recertification training required a minimum of once every two years.	Department of Transportation Docket HM-126F (49 CFR 172.700) 49 CFR dockets HM-181 (E) (G), HM-126, HM-215B and HM207D.
International Carriage of Dangerous Goods by Road and Rail in Europe (ADR) Certification	Training for employees who select or pack hazardous materials packages, label containers, fill out shipping papers, load or unload vehicles, move hazardous materials, or operate transportation vehicles. Emphasis should also include proper identification of containers with hazardous materials, preparation of labels, shipping papers, placards, and shipping names.	Training must be completed within 90 days of employee or change in position. Refresher training or recertification training required a minimum of once every two years.	European Agreement concerning the International Carriage of Dangerous Goods by Road (ADR)
TRAINING REQUIRED	DESCRIPTION	MINIMUM REQUIREMENTS	APPLICABLE REFERENCE
Powered Industrial Truck (PIT) Operator Training	Formal classroom and practical training, including specific topics, Required to drive and safely operate forklifts up to 15,000 pounds. Classroom and Hands-On training, covering safety, rules, technique, load handling, inspection, proper operation, etc.	Required of all MHE operators. Classroom and practical training, including specified topics, as identified in OSHA, Regulation 49 CFR 1910.178 (I) (3). Training specific to the type of MHE used and the environments in which used. Evaluation and physical required every 2 years.	DOD 4145.19-R OSHA Reg 1910.178 29 CFR 1910.178
Personal Protective Equipment (PPE)	Training to provide proper use, adjustment, wear, storage, care, maintenance of PPE, when it is required, limitations of PPE.	Initial training and annual refresher training thereafter	OPNAVINST 5100.23

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REQUIRED CERTIFICATIONS, TRAINING, AND LICENSES

Hazardous Communication	Classroom training on various chemicals used in workplace, how to use, warnings, health risks involved, clean-up, use of secondary containers, container labeling, Material Safety Data Sheets.	Annual training requirement. Also required for new personnel for awareness of hazardous chemicals used on the job, health risks, where to find MSDS, container labeling, handling.	* Region Environmental Department- Hazardous Management Plan * 29 CFR 1910
Customer Service	Required for Contractor employees who work in positions with direct customer interaction.	Employees shall have completed customer service training equivalent to the Navy's Customer Service Correspondence Course within 30 days of assignment and attend refresher training annually thereafter.	
LICENSE	DESCRIPTION	REQUIREMENTS	APPLICABLE REFERENCE
Motor Vehicle Operator License	All motor vehicle operating either Government or Contractor vehicles shall have a valid Driver's License.	Applicable State Department of Motor Vehicle requirements.	
Commercial Driver's License (CDL)	All vehicle operators operating vehicles larger than pick-up trucks shall have and maintain a license appropriate to the class and size of vehicle operated.	Type of vehicle being driven must be authorized on CDL. HAZMAT endorsement on CDL required for operators transporting hazardous materials.	NAVSEA OP-2239

ATTACHMENT J-1001000-03
REFERENCES, INSTRUCTIONS, AND DIRECTIVES

Reference	Title
DOD 4140.01-M	DoD Supply Chain Materiel Management Procedures, Volume 1 thru 12
DoD 4140.1-R	DoD Supply Chain Materiel Management Regulation
DOD 4140.27-M	Shelf-Life Management Manual
DOD 4140.65-M	Issue, Use, and Disposal of Wood Packaging Material
DOD 4145.19-R	Storage and Materials Handling
DoD 4160.21-M	Defense Disposal Manual
DoD 4500.9-R, Part II	Defense Transportation Regulation, Cargo Movement
DoD 4500.9-R, Part III	Defense Transportation Regulation, Mobility
DoD 4500.9-R, Part IV	Defense Transportation Regulation, Personal Property
DoD 4500.9-R, Part V	Defense Transportation Regulation, Customs
DoD 4500.9-R, Part VI	Defense Transportation Regulation, Intermodal
DoD 4500.9-R, Part VII	Defense Transportation Regulation, Human Remains
MIL STD 129	Marking and Labeling Requirements for Department of Defense (DoD) Shipments
NAVSUP P-437	Operating Procedure Manual for Military Standard Requisition and Issue Procedures
NAVSUP P-485 Volume III	Naval Supply Procedures – Ashore Supply
NAVSUP P-490	Transportation of Personal Property
NAVSUP P-505	Preparing Hazardous Materials for Military Air Shipments
NAVSUP P-529	Warehouse Modernization and Planning Guide
NAVSUP P-573	Storage and Handling of Hazardous Materials
NAVSUP P-700	Common Naval Packaging
NAVSUP P-723	Navy Inventory Integrity Procedures
NAVSUPINST 4030.28	Packaging of Materiel
NAVSUPINST 4030.55	Packaging of Hazardous Material
NAVSUPINST 4440.115	Physical Inventory Program
NAVSUPINST 4600.70	Defense Traffic Management Regulation
NAVSUPINST 4600.86	Transportation of Material
NAVSUPINST 4600.7	Storage and Handling of Hazardous Material
NAVSUPINST 4630.22E	Airlift of Navy-Funded / Sponsored Material
OPNAVINST 4600.24	Management of Navy Transportation
OPNAVINST 4614.1	Uniform Material Movement and Issue Priority System (UMMIPS) Standard
OPNAVINST 5090.1	Navy Environmental And Natural Resources Program Manual
OPNAVINST 5100.23	Navy Occupational Safety and Health Program Manual
USEUCOM MANUAL ECM 4504.01	Transportation Management within the USEUCOM Area of Responsibility
USEUCOM INST ECI 4002.01	Customs Border Clearance Agency Programs
AFMAN 24-204	Preparing Hazardous Materials for Military Air Shipments (NAVSUP PUB 505)