

## **RP0303 - Develop a Command Religious Program Budget**

### **TERMINAL LEARNING OBJECTIVE**

1. Given references, develop CRP budget, per the student handout. (RP00.03.10)

### **ENABLING LEARNING OBJECTIVES**

1. Without the aid of references, given a list, identify a National Stock Number (NSN), per the student handout. (RP00.03.10a)
2. Without the aid of references, given a list, understand what the Defense Logistics Agency does, per the student handout. (RP00.03.10b)
3. Without the aid of references, given a list, understand material classification, per the student handout. (RP00.03.10c)
4. Without the aid of references, given a list, identify where to find Command Religious Program Materials, per the student handout. (RP00.03.10d)
5. Without the aid of references, given a list, identify General Service Administration (GSA), per the student handout. (RP00.03.10e)
6. Without the aid of references, given a list, identify the proper ordering procedures, per the student handout. (RP00.03.10f)
7. Without the aid of references, given a list, track order progress, per the student handout. (RP00.03.10g)
8. Without the aid of references, given a list, develop a supply tracking system, per the student handout. (RP00.03.10h)

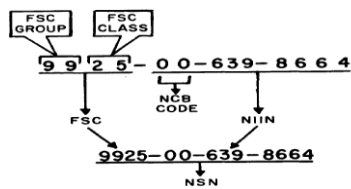
### **Background**

The primary mission of the Navy supply system is to support the material needs of the Navy. The system itself is composed of a group of activities which furnish most of the materials required to meet the supply needs of ships and ashore installations. To achieve its objective of meeting the supply needs of the Navy, the system is responsible for the procurement, distribution, inventory control, and stowing of materials.

It is important for Religious Program Specialists (RPs) to become familiar with the Navy's supply system in order to enable them to meet the requirements of this system for obtaining the necessary support for the Command Religious Program (CRP).

### **NATIONAL STOCK NUMBER**

The RP must become familiar with and understand certain terms in order to properly use the Navy's supply system. The National Stock Number (NSN) is one such term. An NSN is a 13-digit stock number assigned by the Defense Logistics Services Center (DLSC), Battle Creek, Michigan, to identify an item of material in the supply distribution system of the United States. It consists of a 4-digit Federal Supply Classification (FSC) number, and a 9-digit National Item Identification Number (NIIN). The FSC consists of a 2-digit FSC Group followed by a 2-digit FSC Class, and the NIIN consists of a 2-digit National Codification Bureau (NCB) Code number and 7 digits which, in conjunction with the NCB Code, uniquely identify each NSN item in the Federal Supply Distribution System. For example, the NSN, 9925-00-639-8664, for a "Candle lighter and Snuffer" is illustrated below:



FSC	9925-
FSC GROUP	99
FSC CLASS	25
NCB CODE	-00
NIIN	00-639-8664
NSN	9925-00-639-8664

In the next few sections, the FSC, FSC Group, FSC Class, NCB Code, NIIN, and related NSN information will be explained in detail.

## Federal Cataloging System

The Defense Logistics Agency (DLA), under the general direction of the Assistant Secretary of Defense (Installations and Logistics), administers the Federal Catalog System which encompasses the naming, describing, classifying, and numbering of all items carried under centralized inventory control by the Department of Defense (DOD) and the civil agencies of the Federal Government. Only one identification may be used for each item for all supply functions. The Federal Catalog System is also used by the North Atlantic Treaty Organization (NATO) countries.

## Material Classification

The Federal Supply Classification (FSC) System has been designed to permit the classification of all items of supply used by the Federal Government. It provides a common language so that one service or agency can use available materials held in stock by another component. This common language serves as an economy measure for both DOD members and the civil agencies. Instead of the Army, Air Force, Navy, and civil agencies each purchasing and maintaining large stocks of material, all of these agencies make use of centralized stocks.

**FSC GROUP.**—The FSC System divides all materials into numbered groups consisting of 2 digits.

**FSC CLASS.**—Stock groups cover rather broad categories of material. Therefore, they are divided into classes to differentiate types of material within a stock group. These classes consist of a 2-digit number.

# FEDERAL SUPPLY CLASSIFICATION (FSC) GROUPS

10-Weapons  
 11-Nuclear Ordnance  
 12-Fire Control Equipment  
 13-Ammunition and Explosives  
 14-Guided Missiles  
 15-Aircraft and Airframe Structural Components  
 16-Aircraft Components and Accessories  
 17-Aircraft Launching, Landing, and Ground Handling Equipment  
 18-Space Vehicles  
 19-Ships, Small Craft, Pontoons, and Floating Docks  
 20-Ship and Marine Equipment  
 21-Unassigned  
 22-Railway Equipment  
 23-Ground Effect Vehicles, Motor Vehicles, Trailers, and Cycles  
 24-Tractors  
 25-Vehicular Equipment Components  
 26-Tires and Tubes  
 27-Unassigned  
 28-Engines, Turbines, and Components  
 29-Engine Accessories  
 30-Mechanical Power Transmission Equipment  
 31-Bearings  
 32-Woodworking Machinery and Equipment  
 33-Deleted  
 34-Metalworking Machinery  
 35-Service and Trade Equipment  
 36-Special Industry Machinery  
 37-Agricultural Machinery and Equipment  
 38-Construction, Mining, Excavating, and Highway Maintenance Equipment  
 39-Materials Handling Equipment  
 40-Rope, Cable, Chain, and Fittings  
 41-Refrigeration, Air Conditioning, and Air Circulating Equipment  
 42-Fire Fighting, Rescue, and Safety Equipment  
 43-Pumps and Compressors  
 44-Furnace, Steam Plant, and Drying Equipment; and Nuclear Reactors  
 45-Plumbing, Heating, and Sanitation Equipment  
 46-Water Purification and Sewage Treatment Equipment  
 47-Pipe, Tubing, Hose, and Fittings  
 48-Valves  
 49-Maintenance and Repair Shop Equipment  
 50-Unassigned  
 51-Hand Tools  
 52-Measuring Tools  
 53-Hardware and Abrasives  
 54-Prefabricated Structures and Scaffolding  
 55-Lumber, Millwork, Plywood, and Veneer  
 56-Construction and Building Materials  
 57-Unassigned

58-Communication, Detection, and Coherent Radiation Equipment  
 59-Electrical and Electronic Equipment Components  
 60-Unassigned  
 61-Electric Wire, and Power and Distribution Equipment  
 62-Lighting Fixtures and Lamps  
 63-Alarm and Signal Systems  
 64-Unassigned  
 65-Medical, Dental, and Veterinary Equipment and Supplies  
 66-Instruments and Laboratory Equipment  
 67-Photographic Equipment  
 68-Chemicals and Chemical Products  
 69-Training Aids and Devices  
 70-General Purpose Automatic Data Processing Equipment, Software, Supplies and Support Equipment  
 71-Furniture  
 72-Household and Commercial Furnishings and Appliances  
 73-Food Preparation and Serving Equipment  
 74-Office Machines and Visible Record Equipment  
 75-Office Supplies and Devices  
 76-Books, Maps, and Other Publications  
 77-Musical Instruments, Phonographs, and Home-Type Radios  
 78-Recreational and Athletic Equipment  
 79-Cleaning Equipment and Supplies  
 80-Brushes, Paints, Sealers, and Adhesives  
 81-Containers, Packaging, and Packing Supplies  
 82-Unassigned  
 83-Textiles, Leather, Furs, Apparel and Shoe Findings, Tents and Flags  
 84-Clothing, Individual Equipment, and Insignia  
 85-Toiletries  
 86-Unassigned  
 87-Agricultural Supplies  
 88-Live Animals  
 89-Subsistence  
 90-Unassigned  
 91-Fuels, Lubricants, Oils, and Waxes  
 92-Unassigned  
 93-Nonmetallic Fabricated Materials  
 94-Nonmetallic Crude Materials  
 95-Metal Bars, Sheets, and Shapes  
 96-Ores, Minerals, and Their Primary Products  
 97-Unassigned  
 98-Unassigned  
 99-Miscellaneous

NOTE: Ecclesiastical equipment, furnishings, and supplies come under FSC Group 99. This group is of primary concern to the RP.

GROUP 99	
Miscellaneous	
9905	Signs, Advertising Displays, and Identification Plates Includes Electric Signs; Sign Boards; Display Stands; Mannequins and other display forms; Printed Signs; General Purpose Identification Tags and Blanks, Non-personal; Plates and Tags for specific applications.
9910	Jewelry Includes Jewelers' Findings; Precious Stones, Cut; Costume Jewellery; Natural Gems and Ornamental Stones, Cut. Excludes Watches; Clocks; Tableware; Scientific Instruments; Toilet Articles; Smokers' Articles.
9915	Collectors' Items Includes Stamps; Rare Books; Works of Art; Coins; Antiques.
9920	Smokers' Articles and Matches Includes Cigarette Lighters; Lighter Fluid; Pipe Reamers; Ash Trays; Tobacco Humidors; Packaged Cigarette Paper. Excludes Ash receivers and lighters specifically designed for installation in or on equipment.
9925	Ecclesiastical Equipment, Furnishings and Supplies Includes Vestments; Altars; Communion Sets; Ecclesiastical Candelabra; Chalices; Patens; Altar Cloths; Ecclesiastical Statuary; Sacramental Wine.
9930	Memorials; Cemeterial and Mortuary Equipment and Supplies Includes Grave Markers; Burial Vaults; Burial Urns; Caskets; Burial Boxes; Mortician's Supplies; Monuments; Casket Shipping Cases. Excludes Hearses; Mortuary Refrigerators.
9999	Miscellaneous Items Includes only those items which cannot conceivably be classified in any existing classes.

### National Codification Bureau Code

A National Codification Bureau (NCB) Code is a 2-digit code which is included as the fifth and sixth digits of a National Stock Number or NATO Stock Number. It identifies the country that assigned the stock number or it indicates that the stock number is used by two or more countries.

### National Item Identification Number

As stated previously, the National Item Identification Number (NIIN) is a 9-digit number which identifies each item in the Federal Supply Distribution System. The NIIN is especially important when ecclesiastical supplies are ordered. The FSC (9925) is the same, but the NIIN is quite different indicating that the items are unique with respect to each other. To place an order, the RP would need to know exactly what type of votive candle was needed.

NSN	ITEM DESCRIPTION
9925-00-2024416	CANDLE, VOTIVE: FIIG A23900: GENERAL CHARACTERISTICS ITEM DESCRIPTION 51 PCT BEESWAX: 15 HRS MIN BURNING TIME: PKG PER 36 BX: SPEC/STD CONTROLLING DATA, MANUFACTURERS CODE 81349, NON-DEFINITIVE GOVERNMENT SPEC/STD REFERENCE MILC40638, MANUFACTURERS CODE 81349, NON-DEFINITIVE GOVERNMENT SPEC/STD REFERENCE TYPE2CLASS1SIZE2
9925-00-202-4417	CANDLE, VOTIVE: FIIG A23900: GENERAL CHARACTERISTICS ITEM DESCRIPTION CONSISTS OF ENTIRELY OF WAX: 10 HRS MIN BURNING TIME: PACKAGE DATA: 36, UNIT QTY, BOX: SPEC/STD CONTROLLING DATA, MANUFACTURERS CODE 81349, NON-DEFINITIVE GOVERNMENT SPEC/STD REFERENCE MILC40638
9925-00-292-9857	CANDLE, VOTIVE: FIIG A23900: GENERAL CHARACTERISTICS ITEM DESCRIPTION CONSISTS OF ENTIRELY OF WAX, 7 DAY MIN BURNING TIME: FURNISHED IN GLASS CUP: PACKAGE DATA: 12, UNIT QTY, BOX: SPEC/STD CONTROLLING DATA, MANUFAC- TURERS CODE 81349, NON-DEFINITIVE GOVERNMENT SPEC/STD REFERENCE MILC40638

## Command Religious Program Material

Besides office supplies listed under FSC Group 75, the command chaplain and RP are primarily concerned with the FSC groups and specific classes shown in figure below. Most of the supplies that are used in support of the Command Religious Program are ordered under FSC 9925. Items under FSCS 7195, 7710, and 8345 are also used on a regular basis in the CRP. The personnel in the supply department should be consulted when an order is placed for any supplies. They maintain the most up-to-date publications and microfiche documents which provide current prices as well as other pertinent ordering information.

GROUP 71	
Furniture	
7195	Miscellaneous Furniture and Fixtures Includes Stone, Clay, and Concrete Furniture; Auditorium and Theater Furniture; Library Furniture; Cashier Stands. <u>NOTE:</u> Chapel bulletin boards are ordered under this FSC.
GROUP 77	
Musical Instruments, Phonographs, and Home-Type Radios	
7710	Musical Instruments <u>NOTE:</u> Organs are ordered under this FSC.
GROUP 83	
Textiles, Leather, Furs, Apparel and Shoe Findings, Tents, and Flags	
8345	Flags and Pennants Includes Signaling Flags; Flagstuffs; Signal Shapes; Flagpoles; Flagstaff Trucks; Speed Cones; Flagstaff Belts; Semaphore Flags. <u>NOTE:</u> Church pennants are ordered under this FSC.
GROUP 99	
Miscellaneous	
9925	Ecclesiastical Equipment, Furnishings and Supplies Includes Vestments; Altars; Communion Sets; Ecclesiastical Candelabra; Chalices; Patens; Altar Cloths; Ecclesiastical Statuary; Sacramental Wine. <u>NOTE:</u> The majority of the supplies in support of the Command Religious Program (CRP) are ordered under this FSC.

## General Services Administration (GSA) Catalog

The General Services Administration (GSA). is responsible for cataloging nonmilitary items in general use by both military and civil agencies of the United States. This administration publishes the GSA Supply Catalog which is a handy reference used in identifying numerous supply items. This catalog is designed to be used and unrelated items in stock; the GSA *Supply Catalog* is published in five volumes which are listed below:

GSA Supply Catalog Guide

GSA Furniture Catalog

GSA Industrial Products Catalog

GSA Office Products Catalog

GSA Tools Catalog

The *GSA Supply Catalog Guide* serves as a master reference for the four commodity oriented volumes. These volumes are maintained in the supply department and are used when an item cannot be found in the previously mentioned IL or when additional information is required on a specific item. Also, the GSA Guide provides information on the regional offices and their individual areas of responsibility. Remember, this segment of the supply system is designed primarily for use by the civil agencies. The RP should use normal Navy supply channels if at all possible.

### **Proper Ordering Procedures**

Ordering procedures are essentially the same throughout the Marine Corps although the ordering forms may vary slightly from command to command.

The handouts you are going to receive show's you FMSS supply ordering procedure, to include, SERVMART, GSA, and open purchases.

### **Supply Order Tracker/Tracking System**

Now you can use whatever program you want, I would recommend Excel or Word. First column should indicate the item that was order. Second column is the date you submitted the request. Third column is for when your request has been approved by XO or supply officer. Forth column not ordered/pending supply purchase. Finally, the fifth column order purchased and received.

