

## **PART I**

### **INTRODUCTION**

#### **1.1 PURPOSE**

The Inventory Manager's Reference Guide (IMRG) represents a distillation of various directives applicable to the inventory management of NAVSEA 2F, 2J and 2S cognizance end items. It has been developed to assist inventory managers of NAVSEA material, their supervisors and Headquarters logistics personnel by providing a single, easy to use, procedural reference document.

#### **1.2 SCOPE**

The IMRG provides a broad overview of material management and inventory control procedures from a unique NAVSEA prospective. In addition, the impact of military transportation regulations and the Department of Defense budget cycle on item managers, of NAVSEA material is also addressed. Specific guidance is available in sections dealing with requisitioning; issuing; transaction reporting; requirements determination; material acquisition, repair and distribution; reutilization and disposal; and stock coordination reviews. Moreover, appendices and illustrative figures relating to required reports, frequently used forms and computer file retrieval programs are also included.

The Deputy Commander for Nuclear Propulsion, NAVSEA 08 is responsible for all matters pertaining to the nuclear propulsion of U.S. Navy ships, including all aspects of the inventory management of 2S cognizance, Special Material Identification Code "X1" items. Nothing in this reference guide detracts in any way from those responsibilities.

#### **1.3 REFERENCE GUIDE FORMAT**

The IMRG is formatted in eight chapters and seven appendices outlining the logistics background related to NAVSEA end item inventory management and detailing associated inventory manager functional responsibilities. It is available for download from the Internet at the Naval Sea Logistics Center's home page (<http://www.nslc.fmsso.navy.mil/>) under the Technical Logistics Support Services heading and within the Policy and Procedures section.