



DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
(RESEARCH, DEVELOPMENT AND ACQUISITION)
1000 NAVY PENTAGON
WASHINGTON DC 20350-1000

JUN 30 2010

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Accountability and Control of Operating Materials and Supplies (OM&S)

Reference: (a) SECNAVINST 4440.33 Sponsor-Owned Material, Government-Owned Material and Plant and Project Stock Management

Enclosure: (1) Owing Activity Certification Memorandum
(2) Material Held for Use Template
(3) Material Held for Future Use Template
(4) Material Held for Repair Template
(5) Material Excess, Unserviceable and Obsolete

This memorandum supersedes SECNAVINST 4440.33 reporting requirements and periods as delineated in reference (a) for Sponsor-Owned Material (SOM) and Government-Owned Material (GOM). Revised reporting requirement periodicities are annual and semi-annual. These periodicity changes will decrease the administrative burden on reporting activities while improving data integrity.

The revised requirements are based on a May 2010 OM&S Accountability and Control (SOM/GOM) meeting between DASN(A&LM) SOM/GOM stakeholders involving representatives from the hardware systems commands (HSC), OPNAV N41, HQMC I&L and program executive offices (PEO).

Revised reporting period requirements:

Annual – The report is due 30 April for period ending 30 March. The annual report will require submittal of enclosures (1) through (5) and disposition metrics. The certification memo from the originating PEO or HSC will reflect that a complete and accurate report is provided. Disposition metrics will be included in the certification memo and will consist of the category (e.g., DRMO, Fleet filled, etc.), total number of line items, total quantity and total dollar value of all items struck from the system of record.

Semi Annual – The report is due 30 October for the 6 month period ending 30 September. The semi-annual report may be completed by 1) submitting the templates provided in enclosures (1) through (4); or 2) each HSC and/or PEO may grant appropriate system access to agents of DASN(A&LM) to conduct spot checks for accuracy and status.

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Revised submission procedures:

To properly review and analyze data submitted, enclosures (1) through (4) will be submitted in Microsoft Excel format. Reporting will be accomplished in one of two ways: 1) posting the enclosures in the Assistant Secretary of the Navy Tasker system; or 2) as an attachment to an e-mail to a DASN(A&LM) representative. A Tasker requirement will be generated by DASN(A&LM) during the reporting cycle. The file name will be in the following format {(Owner Name ___ Program Annual or Semiannual.xls) whichever applies}. The certification memo may be submitted in PDF format. When multiple programs are submitted within a single file, they should be inserted on a separate worksheet (Tab) within Excel, with each sheet clearly identifying the program.

The effective management of material (SOM/GOM) impacts a program's execution success. To encourage procedures and processes to effectively manage material, the next revision to the Independent Logistics Assessment Handbook will include Material - Accountability and Control (SOM/GOM) assessment criteria.

These changes will be reflected in the next revision to SECNAVINST 4440.33.

Please address questions regarding this memorandum to Ms. Rose DiGeronimo at (703) 614-4287, rose.digeronimo@navy.mil or Mr. Frederick J. Beata at (703) 614-9638, frederick.beata.ctr@navy.mil.



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RDML, SC, USN
DASN(A&LM)

Attachments: As stated

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