OPNAV INSTRUCTION 4614.1H

From: Chief of Naval Operations

Subj: UNIFORM MATERIEL MOVEMENT AND ISSUE PRIORITY SYSTEM

Ref: (a) CJCSI 4110.01E (NOTAL)
     (b) DLM 4000.25-1, Military Standard Requisitioning and Issue Procedures (MILSTRIP) of 13 June 2012
     (c) DoD Manual 4140.01, DoD Supply Chain Material Management Procedures, 10 February 2014
     (d) OPNAVINST 3000.15A
     (e) NAVSUPINST 4630.22E

Encl: (1) Supplemental Guidance

1. Purpose
   a. To provide Navy policy on the implementation of reference (a) and reference (b) by publishing instructions for use of the Department of Defense (DoD) Uniform Materiel Movement and Issue Priority System (UMMIPS).

   b. Major changes to this revision: provides supplemental guidance on Commander, Naval Supply Systems Command’s (COMNAVSUPSYSCOM) responsibility to monitor each requisitioning unit’s compliance with reference (c) and to validate priority designators’ (PD) assignments. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 4614.1G.

3. Applicability. This instruction applies to all Navy activities using the federal supply system.

4. General. UMMIPS is for establishing movement priorities and methods to allocate materiel and other logistics resources among competing demands. The system enables supply customers to use one of the 15 PDs when requisitioning supply items. The 15 PDs are derived from the two component criteria that rate the relative importance of the item ordered (the urgency of need designator (UND)) and the relative importance of the mission of the unit placing the order. Definitions and policy regarding PDs, force/activity designators (F/AD), and UNDs are described in detail in references (a) and (b).
5. Policy

a. UMMIPS standards apply to all requisitions for items under the management of the Military Services, DoD agencies, and the General Services Administration. The prescribed procedures and time standards are applicable to intra-service supply support operations. The time standards established in reference (c) will be met. Guidance on UMMIPS policy, PDs, F/ADs, and UNDs are provided in reference (b), appendix 2.14.

b. F/ADs define the relative importance of a U.S. force, unit, activity, project, or program to accomplish DoD objectives. The Joint Materiel Priorities and Allocation Board (JMPAB), acting on behalf of the Chairman of the Joint Chiefs of Staff (CJCS), supervises the assignment of F/ADs to U.S. forces, units, activities, projects or programs, as well as to foreign countries, their forces, units, or activities. Reference (a) delegates authority to service chiefs (Chief of Naval Operations (CNO)) for the assignment of F/ADs II through V, and establishes the criteria for F/AD selection. Reference (b), appendix 2.14 provides criteria for determining UND and PD.

c. F/AD assignments will reflect the CNO’s optimized fleet response plan (OFRP) and employment cycle. OFRP provides the operational framework in four phases (basic, integrated, sustainment, and maintenance) and ensures fleet forces, units, activities, and programs are able to respond to combatant commander requirements. Per reference (d), OFRP will deliver an enhanced surge capability, while continuing to provide rotationally deployable forces to fulfill global force management commitments.

6. Responsibilities

a. The Office of the Chief of Naval Operations, Director, Supply, Ordnance and Logistics Operations Division (OPNAV N41) will:

   (1) Serve as the primary office of policy and responsibility for all Navy UMMIPS matters.

   (2) Process requests for assignment of F/AD I to the CJCS’ attention: CJCS Director for Logistics (J4), JMPAB. See enclosure (1), subparagraph 1a.

   (3) Review and assign F/AD II for special operational circumstances after coordination with, and concurrence from, applicable chain of command, Office of Chief of Naval Operations (OPNAV) codes, Navy component commanders, and type commanders. See enclosure (1), subparagraph 1b.

   (4) Conduct annual audits of each F/AD I assignment, and provide audit reports to JMPAB, per reference (a).
Note: Per reference (a), enclosure A, the association of nomenclature of any single unit or program with F/AD I level designator is classified secret. Any compilation of forces, units, activities, projects, or programs associated with F/AD I level designator is classified secret.

b. **COMNAVSUPSYSCOM** will:

   (1) Leverage information technology systems to monitor and validate requisitions using F/AD assignments, and ensure UMMIPS compliance throughout the Navy, per reference (a). This report will be submitted as requested, but at least annually.

   (2) Monitor non-compliance with the established time standards per reference (c) via time definite delivery standards.

c. **Echelon 2 Commands** will:

   (1) Assign F/AD III through V to subordinates including an expiration date for all temporary F/AD assignments.

   (2) Provide, upon request, a record of F/AD I and II assignments for subordinate commands.

   (3) Conduct annual validation reviews of all F/AD II through V assignments and provide a copy of report to OPNAV N41, upon request. Include a review of PDs in command inspections to determine compliance with this instruction.

   (4) Emphasize the necessity of compliance with existing policy for the assignment of PDs to subordinate commands as a command responsibility.

   (5) Investigate reports of UMMIPS abuse and take corrective action where required.

   (6) Upon request, send F/AD assignments to COMNAVSUPSYSCOM, by DoD activity address code (DODAAC), for inclusion in the report referenced in subparagraph 6b(1).

d. **Commanding officers and officers-in-charge of requisitioning activities** will:

   (1) Comply with reference (b), appendix 2.14 and reference (e).

   (2) Validate outstanding requisitions to confirm both the continued requirement for the quantity and the correct PDs assigned.

   (3) Direct that, prior to the use of UND “A” for an off-station or off-ship requisition, supply and maintenance activities jointly ensure their respective staffs have exhausted every
reasonable means to alleviate the operational limitations imposed by the materiel shortage. This includes a thorough search for serviceable and unserviceable assets. Repair, fabrication, interchangeability, etc., must also be considered. Limit requisitions to only the amount necessary to satisfy the urgent requirement. Materiel for stock replenishment will not be requisitioned under UND “A.”

e. COMNAVSUPSYSCOM Weapon Systems Support Philadelphia’s (NAVSUP WEAPON SYSTEMS SUPPORT PHILADELPHIA PA) International Programs will be responsible for reviewing assigned PDs and required delivery dates (RDD) on requisitions received from security assistance program customers, per reference (a).

7. **Action.** All U.S. forces, units, activities, projects, and programs that participate in requisition processing, or are otherwise responsible for compliance with this instruction, will adhere to the UMMIPS requirements to support optimal performance of the system. Supplemental guidance is provided in enclosure (1).

8. **Records Management.** Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.

9. **Review and Effective Date.** Per OPNAVINST 5215.17A, OPNAV N41 will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 5 years, unless revised or cancelled in the interim, and will be reissued by the 5-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the cancellation is known following the guidance in OPNAV Manual 5215.1.

10. **Information Management Control.** Data collections contained within subparagraphs 6a(4), 6b(3) and 6b(5) of this instruction are exempt from information control per SECNAV Manual 5214.1 of December 2005, part IV, subparagraph 7n.

Releasability and distribution:
This instruction is cleared for public release and is available electronic only via Department of the Navy Issuances Web site, [https://doni.documentservices.dla.mil](https://doni.documentservices.dla.mil)
SUPPLEMENTAL GUIDANCE

1. **F/AD.** An F/AD defines the relative importance of a U.S. force, unit, activity, project, or program to accomplishing DoD objectives. The principle purpose of the priority system is to differentiate between the relative importance of competing needs. F/ADs are used in conjunction with UND to establish a hierarchy of priorities used for supply requisitions. In an environment of limited supply resources, an organization’s relative priority within the system is critical to its ability to secure its materiel requirements. As a result, organizations delegated the authority to assign F/AD designators III through V must assign designators appropriately to discriminate between forces, units, activities, projects, or programs. F/AD definitions, criteria, designators, and submission requirements are prescribed in references (a) through (c).

   a. **F/AD I**

      (1) The F/AD I designator is assigned only to programs that are top national priorities (e.g., strategic forces).

      (2) To ensure that the unique impact of F/AD I requisitions on the supply system is preserved, F/AD I assignments are reserved for those forces, units, activities, projects, or programs that are most important militarily in the opinion of the CJCS and that are approved by the Secretary of Defense.

      (3) Accordingly, assignment of lower F/ADs for segments of organizations, phases, programs, projects, or for individual situations will be made where possible.

      (4) Requests for F/AD I are submitted to the JMPAB, under signature of a general or flag officer or senior executive service employee, via OPNAV N41.

      (5) See reference (a), enclosure B, paragraph 2 for the format and requirements for requesting F/AD I assignment.

      (6) The association of nomenclature of any single unit or program with F/AD I level designator is classified secret per reference (a), enclosure A.

      (7) Any compilation of forces, units, activities, projects, or programs associated with F/AD I level designator is classified secret per reference (a), enclosure A.

   b. **F/AD II.** F/AD II will be assigned per reference (a), enclosure A, and appendix B. All forces, units, activities, and programs executing OFRP and employment cycle are authorized F/AD II at commencement of the integrated phase, 30 days prior to deployment, or whichever milestone occurs first. The integrated phase begins upon completion of the basic phase, and F/AD II continues throughout the deployment and ends with the commencement of the post-deployment phase. For other situations not specifically covered by reference (a) (e.g., critical
test and evaluation), F/AD II requests will be submitted via appropriate chain of command to
OPNAV N41 in the same prescribed format required for F/AD I requests, per reference (a).

c. **F/AD III Through V.** F/AD III through V will be assigned per reference (a), enclosure A, appendix B. Authority to assign F/AD III and lower precedence F/ADs within the Navy can be
delegated by echelon 2 commands.

2. **PDs.** The PD assigned to a requisition determines the time frame within which the
requirement normally will be processed by the supply system. The criteria for assignment of an
appropriate PD are included in reference (b), appendix 2.14.

3. **Retrograde Materiel Movements.** Returned materiel is moved without regard to the F/AD of
units involved. The principal determinant of PD in such materiel movements is the importance
of materiel in the overall distribution system as designated by the materiel manager. The Navy’s
master repairable item list is provided to identify Navy-managed mandatory turn-in repairable
items. It also provides shipping instructions for unserviceable repairable items that must be
turned in to a designated repair facility. PDs 03, 06, and 13 are prescribed as found in
subparagraphs 3a through 3c.

   a. PD 03 will be used in the return of critical items and approved intensive management
   items, including serviceable local excesses of such items.

   b. PD 06 will be used in the return of materiel identified by the materiel manager as
   qualified for return to the DoD distribution system.

   c. PD 13 will be used in the routine return of materiel not covered (except surplus and
   scrap), such as the return of local excess stocks to supply sources.

4. **Contractor Utilization of Priority System.** Reference (b), appendix 2.14.7 prescribes the
actions to be taken by a contracting officer whenever a contract is executed, where a commercial
contractor requisitions government-furnished materiel from DoD.

5. **Requisition Processing.** Requisitions with an RDD of “999”, “N--”, or “E--” will be
processed on a 7-day workweek, 24-hour workday basis. All other requirements will be
processed within UMMIPS timeframes, during the normal workweek per reference (c). The
capability should be maintained to process requirements 24 hours a day, 7 days a week to
implement authorized contingency plans.

6. **UMMIPS Abuse and Oversight.** To achieve the objectives of UMMIPS, additional actions
will be taken to ensure that PD assignments appropriately reflect the urgency of the materiel
requirement. Abuse of UMMIPS generally consists of the improper, arbitrary selection of PDs
for the sole purpose of speeding up delivery of the materiel ordered, rather than basing selection
on bona fide mission requirements. Commanding officers, officers-in-charge, type commanders, commanders of systems commands, and equivalent command echelons exercising command are responsible for administering correct PD assignment, and must:

a. Incorporate local training programs that specify the purpose and proper use of UMMIPS. Participants in this training program will include military and civilian personnel who determine urgency of need for requisitioned materiel or who process requisitions.

b. Publicize, through appropriate activity media, the necessity for strict compliance with the provisions of this instruction for assignment of PDs based on the assigned F/AD and the appropriate UND.

c. Issue local guidance on UMMIPS which must relate the unique nature of each activity to the UMMIPS procedures contained in this instruction.

d. Take corrective action (e.g., training) when violations of this regulation are discovered.

e. Ensure use of automated tools available to monitor compliance and conduct corrective action, when required (e.g. training).

7. Expedited Handling of Critically Needed Items (“999”). When critically needed items require the most expeditious handling possible, the numerical code “999” may be entered in the RDD field of the military standard requisitioning and issue procedures requisition when the criteria established within reference (b), appendix 2.14.10.6.1, are met.

8. Transportation

a. The mode of transportation employed and route plan will depend upon the PD, the RDD, cargo dimensions, weight, packaging, cargo transportability configuration, and cargo handling requirements. The selected overall transportation plan will facilitate the safest, most secure, and most cost effective means of transport.

b. The transportation officer for in-country movement and the Airlift Clearance Authority (ACA) for outbound-country movements are responsible for selecting the appropriate method and mode of transportation based on the PD, RDD and other pertinent information (justification and impact statements) when required. Requesting activities normally will not specify a method and mode of transportation.

c. Air transportation will be the normal mode of transportation for materiel with PDs 01 through 03 and all non-mission capable, partial-mission capable, or casualty report (C-3, C-4, and deployed C-2) requisitions. It is also the normal mode of transportation for materiel with
PDs 04 through 08 containing an RDD of “444,” “555,” “777,” “N--,” “E--,” or a Julian date of less than 8 days (continental United States) or 21 days (outside the continental United States) from shipment date. Transportation time standards are contained in reference (c).

d. Shipping activities for in-country movements and the ACA for outbound-country movements will contact requisitioning activities to confirm the urgency of shipments that require premium transportation, per reference (e) for the conditions listed in subparagraphs 8d(1) through 8d(8).

   (1) Outsized dimensions;

   (2) Hazardous cargo;

   (3) Classified cargo;

   (4) Excessive weight, per reference (e);

   (5) Inappropriate commodities, e.g., printed matter, seasonal items out of season, office equipment, construction materiel, and morale, welfare and recreational items;

   (6) Suspected errors in data;

   (7) Requisition date 90 days or more; or

   (8) Transportation cost is $4,000 or greater.

Note: These areas are under the jurisdiction of Services’ ACAs; the ACA will make the final decision.

e. The types of shipments in subparagraphs 8e(1) and 8e(2) are normally exempt from the air challenge process.

   (1) Dated items with short expiration dates (e.g., whole blood and biological specimens);

   and

   (2) Critical items, as specified by CJCS.