

**3027 PREPARATION OF THE NAVSUP FORM 1250-2**

1. GENERAL. The NAVSUP Form 1250-2 is used by afloat activities to requisition NON-NSN/part numbered items from Navy supply sources. The form is a combination of the DD Form 1348-6 and the NAVSUP Form 1250-1. Unlike the DD Form 1348-6, which is a DOD form, the NAVSUP Form 1250-2 may only be used by afloat activities and only at Navy supply activities. It is not approved for use outside the Navy Supply System.

2. DATA ENTRIES.

a. DATA BLOCKS A - W. Data blocks A - V of the NAVSUP Form 1250-2 are identical to data blocks 1-17 and A - E of the NAVSUP 1250-1 and will be completed in accordance with par. 3025-3. For Data Block W (SC), enter the Supply Source Code (alpha) to indicate the basis or means of material availability at the time the item is requested; or the maintenance source code (numeric) to indicate the source from which a non-issued maintenance item was obtained (see Glossary).

b. CARD COLUMNS 1-80. Card columns 1-80 consist of MILSTRIP data and will be completed in accordance with par 3023 and the following:

(1) CARD COLUMNS 1-3 (DOCUMENT IDENTIFIER). Enter A05 or A0E as appropriate.

(2) CARD COLUMNS 8-22 (ITEM IDENTIFICATION). Enter the Commercial and Government Entity Code (CAGE) and the part number, if known. If the CAGE and part number exceed 15 positions, enter the CAGE and entire part number in data block 1 of the "Identification Data" section. If only the CAGE or part number is known, leave card columns 8-22 blank and enter the CAGE or part number in data block 1 of the "Identification data" section.

(3) CARD COLUMNS 74-80. "EST U/P" and the estimated unit price will be entered above card columns 74-80; "NTE" (not to exceed) and the total estimated price will be entered in card columns 74-80.

c. DATA BLOCK AA (MANUFACTURER'S CODE AND PART NO.). Enter the CAGE and part number of the item requested when both the CAGE and complete part number cannot be included in card columns 8-22. When only the CAGE is known, line out "Part No" from the data block caption and enter the CAGE; when only the part number is known, line out "CAGE" from the data block caption and enter the part number. When any entry is included in data block 1, leave card columns 8-22 blank.

d. DATA BLOCK BB (MANUFACTURER'S NAME, ADDRESS AND POINT OF CONTACT). Enter the name of the manufacturer of the item requested, mailing address, and point of contact.

e. DATA BLOCK CC (SHIP'S POC). Enter the name, rate, division and phone number of the individual to be contacted for further information on the requested item.

f. DATA BLOCK DD (TECHNICAL MANUAL NUMBER/BLUEPRINT NO). Enter the applicable technical manual number or blueprint number in which the requested item may be defined.

g. DATA BLOCK EE (END ITEM APPLICATION). Enter the noun/name of the component/equipment (preferably the component) in which the requested item is used, and the name of the manufacturer of the component/equipment.

h. DATA BLOCKS FF-GG (MANUFACTURER'S CATALOG IDENTIFICATION AND DATE). Enter the title, edition, and page number of the manufacturers' catalog in which the requested item is described. Enter the calendar date of the publication (YYMMDD) in block GG.

i. DATA BLOCK HH (TECHNICAL ORDER NUMBER). Enter the applicable technical order number in which the requested item may be defined.

j. DATA BLOCK II (NAME OF ITEM REQUESTED/CIRCUIT SYMBOL NUMBER). Enter the appropriate name of the item requested and the circuit symbol number if applicable.

k. DATA BLOCK JJ (DESCRIPTION OF ITEM REQUESTED/COMPLETE NAMEPLATE DATA FROM EXISTING UNIT). Enter a detailed description of the requested item including complete nameplate data, make, model no., series, serial no., color, and size.

l. DATA BLOCK KK (SOURCE OF SUPPLY). Enter the source of supply including point of contact and phone number if available.

m. DATA BLOCK LL (ACCOUNTING DATA). Enter complete line of accounting data (see par. 9102).

n. DATA BLOCK MM (REQUISITIONER). Enter the requisitioners' clear text name and address including zip code.

o. DATA BLOCK NN (APPROVED BY). Enter the name, rank and signature of the Supply Officer, Contracting Officer, or Ordering Officer as appropriate.

3. DISTRIBUTION OF NAVSUP FORM 1250-2. The NAVSUP Form 1250-2 will be distributed as follows:

<u>Copy</u>	<u>Distribution</u>
Original	To ashore supply activity.
Green Copy	To OPTAR record keeper for filing. For SUADPS-RT/RSUPPLY activities: attach to original request and file in Stock Control History File after SUADPS-RT/RSUPPLY processing
Pink Copy	To outstanding requisition file.
Yellow Copy	To ashore supply activity (with original).
1st White Copy	To be returned to the requesting department with the departmental budget report (optional).
2nd White Copy	To be filed in the historical demand file (HDF), or discard if an HDF is not maintained.

NAVSUP P-485 Volume I - Afloat Supply

3027

Material Procurement

SAMPLE NAVSUP FORM 1250-2

U.S. Government Printing Office: 1986-608-230

NON-NSN REQUISITION (4491)																																												
A. REQ. DATE <b>5220</b>					B. DEPT NO <b>1142</b>					C. URGY <b>B</b>					D. RDD <b>5227</b>					E. LOCATION					F. <input type="checkbox"/> SIM <input checked="" type="checkbox"/> NON-SIM					G. ISSUE DATE					H. REQN QTY <b>00001</b>					I. REQN NO <b>5220-A985</b>				
J. NOUN NAME OR REF SYM <b>VALVE, FUELS</b>										K. FPR					L. APL/AEL/CID <b>881200007</b>										M. INV QTY					N. <input type="checkbox"/> NIS <input checked="" type="checkbox"/> NC					O. OBL AM T <b>160.50</b>					P. POSTED S/R (REQN O/S)				
JOB CONTROL NUMBER Q. UIC										R. WC					S. JSN					T. EIC					U. EQUIP COSAL SUPPT'D <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO					V. URG <input type="checkbox"/> MART <input type="checkbox"/>					OPTAR LOG <input checked="" type="checkbox"/>					S/R (ISSUE)				
DOCUMENT IDENTIFIER		ROUTING IDENTIFIER		M & S		NAVY ITEM CONTROL NUMBER (NICN) OR P-NICN															UNIT OF ISSUE		QUANTITY		DOCUMENT NUMBER REQUISITIONER   DATE   SERIAL   SC																			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	W	
A0E		NDZT																			EA		00001		R 05504   5220   A985										J									
DEPARTMENT		SUPPLEMENTARY ADDRESS		SIGNATURE		FUND CODE		DISTRIBUTION CODE		PROJECT CODE		PRIORITY		REQUIRED DELIVERY DATE		ADVISE		BLANK		EST U/P 160.50										REJECT CODE (FOR USE BY SUPPLY SOURCE ONLY)														
44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	65	66						
RYNEB01		ANR						EK5		06		227						NTE 160.50																										
IDENTIFICATION DATA																																												
AA. MANUFACTURER'S CODE AND PART NO. <b>CAGE 12421 P/N 12281-818487</b>																				CC. SHIP'S POC <b>D. CERWONKA</b>																								
BB. MANUFACTURER'S NAME, ADDRESS AND POINT OF CONTACT (POC) <b>BABCOCK &amp; WILCOX INC. 1221 QUEEN BLVD NEW YORK, NY 10606</b>																				NAME <b>D. CERWONKA</b> RATE <b>BTCS</b> DIVISION <b>EB01</b> PHONE <b>619 235-7246</b>																								
DD. TECH MANUAL NO./BLUEPRINT NO. <b>TMIN 0967-LP-096-1612</b>																				FF. MANUFACTURER'S CATALOG IDENTIFICATION <b>MARINE SUPPLIES #23R15</b>																								
EE. END ITEM APPLICATION <b>BOILER, STEAM, MAIN 600 PSI, 6800 CUBIC FT</b>																				GG. CATALOG DATE <b>JUN 94</b>										HH. TECHNICAL ORDER NO.														
II. NAME OF ITEM REQUESTED / CIRCUIT SYMBOL NO. <b>VALVE, FUELING, BRONZE</b>																																												
JJ. DESCRIPTION OF ITEM REQUESTED / COMPLETE NAMEPLATE DATA FROM EXISTING UNIT <b>VALVE, FUELING BRONZE, STANDARD THREADS, COMPLETE WITH BRONZE BUSHING. THIS IS A FUEL OIL SUPPLY VALVE FOR BOILER SUPER HEATER ATOMIZER</b>																				MAKE <b>BABCOCK &amp; WILSON</b>					MODEL NO. <b>B241</b>					SERIES <b>CE</b>					SERIAL NO. <b>11947</b>									
																				COLOR <b>BRONZE</b>					SIZE <b>4" X 3 1/2" X 2"</b>																			
KK. SOURCE OF SUPPLY (Incl phone and POC if avail) <b>MARINE SUPPLIES INC., 824 THUNDER RD, NATIONAL CITY CA</b>																																												
LL. ACCOUNTING DATA <b>1751804.702D/000/53824/0/060957/2D/R05504/0/005220A985NR</b>																																												
MM. REQUISITIONER (Clear text name and address) <b>SUPPLY OFFICER USS DUARTE (DD-901) FPO AE 96601</b>																				NN. APPROVED BY: (Supply/Contracting/Ordering Officer) NAME <b>W. B. ELLIS</b> RANK <b>LT</b> SIGNATURE <b>W. B. Ellis</b>																								