



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
2601A PAUL JONES ST
GREAT LAKES, ILLINOIS 60088-6000

NTCGLAKESINST 4430.1A
N22

27 Oct 98

NTC GREAT LAKES INSTRUCTION 4430.1A

From: Commander, Naval Training Center, Great Lakes

Subj: RECEIPT OF MATERIAL

Ref: (a) NAVSUP P437

1. Purpose. To establish procedures for performing the receipt function for all material received for Naval Training Center (NTC) Simplex codes and organizations.
2. Cancellation. NTCGLAKESINST 4430.1. This instruction has been substantially revised and should be reviewed in its entirety.
3. Discussion. NTC Supply and Logistics Operations is responsible for performing the receiving function for the NTC Simplex departments, special assistants and components that order material utilizing UIC 00210. To comply with reference (a) this function must, under most circumstances, be performed at a centralized location. Exceptions to this policy are delineated in paragraph 3.c below. The receiving/receipt inspection must be performed on all standard stock (DD-1348, NAVSUP 1250-1) and open purchase (NAVCOMP 2276) requisitions.
4. Action
 - a. To ensure all material is properly receipted for and inspected, NAVCOMP Form 2276 requisitions must indicate the following "Ship To" address:

Receiving Officer
Naval Training Center
Building 3502, Code N22
Great Lakes, IL 60088-5127
 - b. Material will be received, inspected for overage, shortage, and damage, redistributed to the requisitioner and certified and processed for payment.
 - c. One exception to this procedure is that bulk items may be delivered directly to the requiring building. Bulk material is material usually ordered in large quantities or generally cumbersome to load and unload. Some examples are: building material,

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concrete, glass, bread, milk, frozen meats, etc. Requisitions for bulk items must indicate they are bulk items and the "ship to" address must indicate the requiring building.

d. Another exception is materials purchased on an IMPAC credit card. These materials should be delivered directly to the end user. It is the credit card holder's responsibility to ensure the company has the correct delivery address."

e. To ensure prompt payment compliance, upon receipt of bulk material, all receipt documentation must be expedited to Receipt Control, Building 3502, with any discrepancies in the shipment annotated.

5. Procedure. The Customer Service Branch located at Building 3200 will automatically reject requisitions that do not conform to the above guidelines.

C. B. MARTIN
Chief of Staff, Operations

Distribution:
NTCGLAKESINST 5216.5M
Lists I, II (Case A)