

THE DEFENCE LOGISTICS SUPPORT CHAIN MANUAL

JSP 886

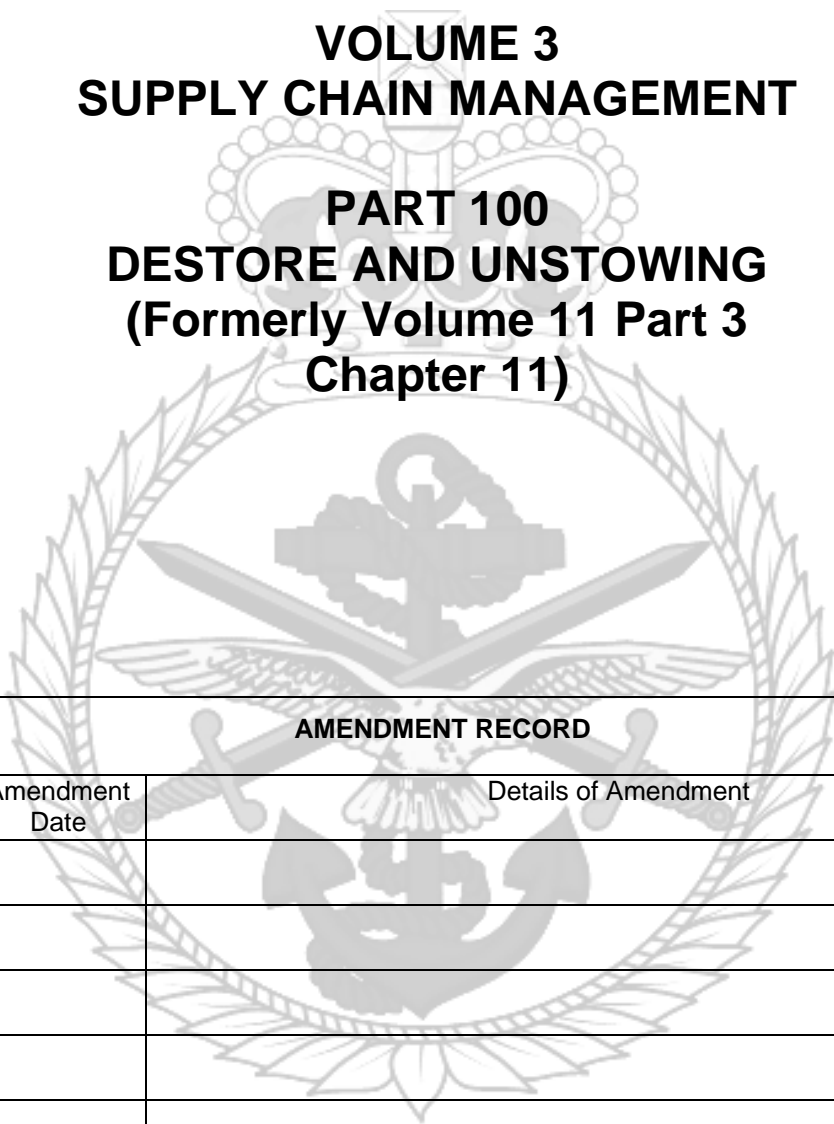
VOLUME 3

SUPPLY CHAIN MANAGEMENT

PART 100

DESTORE AND UNSTOWING

(Formerly Volume 11 Part 3
Chapter 11)



AMENDMENT RECORD		
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SECTION 1 - GENERAL

1101 INTRODUCTION

1. The majority of vessels will unstow for upkeep, the exception being submarines entering a long upkeep programme which will be destored along with ships and submarines being withdrawn from service unless they are subject to a sale agreement which includes the onboard spares as part of the sale.
2. PIO NSKS will appoint a (Senior) Inspecting Officer ((S)IO) to manage, the unstow and reassessment. The reassessment letter will define the (S)IO and Logistic Officers responsibilities.
3. All Vessels entering either a Destore or Unstow period must have **completed** a CRISP Price/IDR, no longer than 6 weeks prior to planned production date for CRISP D2663 returns routing documents.

1102 UNSTOW AND RESTOW

1. All Naval Store Accounts (NSA) will be unstowed for reassessment at the Upkeep Yard. When the upkeep is undertaken in a Commercial Port (other than Devonport or Rosyth) the NSA will be unstowed for reassessment at the Base Port. Items required by ships staff for transit or the refit period will be retained on Permanent Loan by the appropriate custodians. Arrangements with the local representatives (NBC) are to be made well in advance of the unstow start date.
2. The following items are not to be unstowed but returned outright via the local returns facility: Security Classified, Hazardous (Flammables, Acids, Gases and Chemicals), Radio Active, Explosive, Nerve Agents, Bedding, Clothing and items subject to deterioration
3. NBC will provide the required secure stowage in a building with appropriate racking, adjustable storage cabinets and suitable office space with power supply etc. All aspects of safety rest with NBC and include maintenance/repair, Health and Safety, Fire Precautions and Fire Fighting Equipment.
4. The unstowed NSA will be subjected to a Dynamic CAL Methodology reassessment
5. The reassessment task will be managed by a (S)IO appointed by PIO NSKS. NSKS will provide industrial staff where the ship's company has been reduced during the refit period and they will undertake the reassessment task and the reconfiguration of the ASC drawers using High Density Packaging where appropriate. The appointed (S)IO will have direct charge for day to day activities. The ship's Logistic Officer will maintain the responsibility for the NSA including Checks and Controls throughout the reassessment.
6. **Restow.** The NSA outfit will be embarked by the Vessels ship's company towards the end of the refit assisted by staff of NSKS, which where possible will be before the planned move on board date.

1103 ADVANCE PREPARATION AND ACTION REQUIRED ON DESTORE

1. When Vessels are required too partially or completely destore. PIO NSKS will issue Instructions to the authorities concerned in the form of a destore letter, which will define the responsibilities of (S)IO, Logistic Officer and Support Authorities.
2. The Logistic Officer is to initiate a destore programme with NSKS at the destore Base and with other returns authorities whose ranges are not returned to the destore Base. The programme should include details of:
 - a. Ranges and approximate numbers of items to be destored.
 - b. Secure lay-apart stowage - all possible precautions are to be taken during destore to prevent losses of items by theft.
 - c. Surveying requirements.
 - d. Transport requirements.
 - e. Crane facilities.
 - f. Handling aid requirements.
 - g. Service personnel available including a working party.
 - h. Timetable of landings and anticipated completion date.
3. **Action:**
 - a. Cancel outstanding demands.
 - b. Restrict new demands to a minimum, and then only to cover essential immediate requirements.
 - c. The majority of items are to be returned through local Naval Base returns organisation.
 - d. Advise departments to return surplus Non-accountable items and any Accountable (PLR) items for which there is no anticipated or planned future requirement.

1104 FACILITIES AVAILABLE AT THE DESTORE BASE

1. A (S)IO will be appointed by PIO NSKS to manage the destore and closure of accounts task of all Vessels. Assistance can be provided to other Units on request to PIO NSKS.
2. All Naval Store Accounts (NSA) will be unstowed into a shore facility at the Destore Base to facilitate a controlled return to WSA stocks.

3. On request, NBC of the destore Base will provide.
 - a. Industrial staff to assist in the consignment of items.
 - b. Advice and supervisory assistance as necessary for specialised packaging requirements and in the packing of items generally and, particularly, those of an awkward or fragile nature.

1105 ORDER OF RETURN

1. Generally, monitor, valuable and/or attractive items, flammable and dangerous items should be returned first. Security regulations, detailed elsewhere in this publication and JSP440, are to be observed when returning security classified items listed in the NAVCAT (CD-ROM). Prior arrangements should be made with the NBC or other appropriate source of return, apart from the notification produced by the CRISP returns routing document Form D2663.

1106 DESTORE FOR LONG REFIT

1. Vessels destored for long refit, will return all storeroom stock items and PLR items not required for use during refit.

1107 SEA STORE DEPOSIT

1. Items which are special to the Vessel e.g. special furniture, watch bells, special stores, carpets and rugs of special shapes (for cleaning) are not to be returned outright but are to be placed in the custody of the Support Authority "Sea Store Deposit".
2. Items placed on Sea Store Deposit are to be transferred from the NSA to the Harbour Charge List (see Article 1110), all copies of which are to be annotated accordingly. The receipted copies of Forms S331 are to be attached to Copy 1 of the Harbour Charge List retained with the NSA. Copies 1 and 2 of return vouchers are to be retained by Support Authority, to whom a receipt on Copy 2 is to be given when the items are returned to the Vessel.
3. Separate Forms S331 are to be used and endorsed "Sea Store Deposit". Sea Store Deposit is not applicable to Vessels, which are destored for commercial disposal (see Article 1113).

1108 SURVEY IN SITU

1. Where the space is available, items can be surveyed onsite by the Surveyor of Stores; this is normally limited to mattresses, furniture, paints, flammables, oxygen candles and chemicals.

1109 ACCOUNTING ACTION REQUIRED

1. **Posting of the NSA.** All vouchers for permanent and limited items are to be posted in the NSA. Consumable remains are removed from the closed NSA by WSA D Bus Dev BCM (S).

2. The NSA is to be maintained by the Logistic Officer during the, destore period until it is closed and offered to DIA for audit. (See Articles 1111). The (S)IO will arrange for the safe custody of the account pending audit.
3. When a Vessel destores, it is not necessary for Forms S1091 to be raised for items returned to the Logistic Officer from PLR, items are to returned to the NSA using Form D2663 and then using the same voucher to post the return from the NSA.
4. **Deficiencies.** Any deficiencies revealed on return of a PLR to the Logistic Officer are to be dealt with on Form C126 as described in Part 3 Chapter 8.
5. Any storeroom stock discrepancies revealed during destore are to be actioned using S147/S148 by the Logistic Officer.

1110 HARBOUR CHARGE LISTS (FORM S1099CS)

1. The (S)IO will prepare an Harbour Charge List (HCL) (Form S1099CS) of the permanent items retained onboard, e.g. fire fighting equipment, or landed on Sea Store Deposit when destore is completed. Four copies are to be prepared (each copy being placed inside a cover, S1099F). The certificate Form S1099A is to be completed by the person(s) assuming custody of stores and by the Logistic Officer. All four copies of the HCL are to be signed.

- a. Copy 1 of the HCL is to be retained with the NSA.
- b. Copy 2 by the person assuming custody of the items.
- c. Copy 3 of the HCL should be forwarded to WSA SC504, Foxhill, Bath.
- d. Copy 4 of the HCL should be forwarded to PIO NSKS.

When, however, the Ship is destore prior to disposal, the third copy is to be placed in the Ship's Main Box (container for Ship's documentation and administrative material, e.g. keys).

2. Harbour Charge Lists are to be mustered at the required frequency as detailed in Part 3 Art 0422.2. Under the guidance of the person(s) responsible for the NSA, these musters are to be carried out by the Officer, Senior Rating or civilian of Officer/Senior Rating status who has signed as custodian of the HCL.

1111 CLOSING AND DISPOSAL OF STORE ACCOUNTS PRIOR TO REFIT

1. The closure of the Vessels NSA will be completed by the (S)IO, ensuring that all internal and external accounting vouchers for Permanent and Limited stocks have been actioned.
2. When Tenders are paid off, the Tender Account (see Part 2 Chap 2) is to be closed and retained with the parent Units NSA pending examination of the accounts by DIA.

1112 PARTIAL DESTORE

1. The procedures described in this Chapter are also applicable for Vessels being partially destored for Government to Government sale.

1113 VESSELS PAYING OFF

1. Vessels paying off which are not likely to re-commission, are to be treated the same as a destore, except that:

- a. Items special to the Unit are to be returned outright and not placed on Sea Store Deposit.
- b. When the services of a (S) IO from PIO NSKS and a DIA auditor cannot be provided at the time of destore, the closed NSA with supporting vouchers are to be forwarded to the nominated BSIO pending audit of the account, and DIA notified.

1114 REDUCTION TO RESERVE

1. Vessels entering reserve are normally destored. The detailed instructions governing reduction to reserve, preservation of equipment are contained in Disposal & Reserve Ships' Memoranda, Volume 1, a copy of which will be supplied by the Disposal & Reserve Ships Organisation to all Ships ordered to enter reserve.

1115 CONTAINERS

1. All requirements for lockable containers in the MINICON, CHACON and ISO ranges are to be addressed to the nearest supply point.

2. Applications should be on Form S145 or by MATDEM signal stating:

- a. Name and UIN of demanding unit.
- b. Date and place required.
- c. Number required.
- d. Brief explanation of requirement and estimated duration.

3. These containers are intended primarily as a convenient aid for the short-term movement of stores between HM Ships/HM Shore Establishments. They can also be used to provide HM Ships and RFA's with "lay apart" storage where NB Partners are tasked to provide such a facility and spare permanent storage is not available.

4. Minicons, Chacons and Isocontainers (20ft & 10 ft) are **NOT** to be used as an alternative for permanent storage (on land or in RFA's) and are not intended for long term loan.

5. Upon issue, a container (which has a unique serial number) is to be considered to be on temporary loan and Logistic Officers are to ensure that on board accounting is adequate to enable an audit trail to be maintained.

6. Upon completion containers should be returned to the supplying authority, using Form S331 including the following information.

- a. Serial number(s) of the container(s).
- b. Date and place returned.
- c. Current test dates.

SECTION 2 - RETURNS PROCEDURE

1121 WSA MANAGED COMMODITIES

1. WSA D Bus Dev BCM(S) will initiate the production of CRISP Form D2663's for all WSA managed commodities accounted for on a stores database. D2663's will be produced for items held in storeroom stock and on PLR, the D2663 will contain returns routing instructions for serviceable and unserviceable items.
2. NSKS staff in the destore facility will segregate and process items in accordance with the instructions on the Form D2663.
3. Hazardous data sheets and QA documents must accompany all designated items.
4. Items of a specialist nature must be returned iaw the local Naval Base Returns Directive.
5. All PLR items must have a completed MOD Form 731 conditioning label attached by the PLR custodian prior to return.
6. All serviceable departmental consumable items should be returned on Forms S331.
7. Any equipment's removed for return to WSA stocks must be brought on charge and returned through the account on Forms S331.

1122 AIR STORES

1. The number of line items to be returned will determine the method, scope and destination of returns, as outlined in Part 2 Art 0965.
2. The conditioning of returns must be dealt with iaw Part 2 Art 0955 before items are despatched to stockholding Units.
3. Consumable departmental returns of unbroached packages must be conditioned and returned to stockholding Units on Form S331.

1123 CLOTHING

1. All serviceable stocks should be reported to PO Box 2, SCOC, Bicester, OX6 0LP on Forms AFG 8621 (request for backloading instructions), who will then forward returns routing instructions.
2. Stocks of used serviceable items should be offered for transfer to the local waterfront facility at the destore Base.
3. Unserviceable items should be surveyed onboard and disposed of locally.

1124 DISPOSAL OF KEYS TO SAFES AND SECURITY CONTAINERS RETAINED ON BOARD

1. When Ships undergoing refit empty their money chests and security containers but retain them on board, the keys are to be placed in the custody of the Officer-in-Charge remaining on board. In the event of no Officer being available, the keys are to be deposited with the NBC representative and the Harbour Charge List is to be endorsed accordingly.
2. Security containers, whether accounted for as portable fittings or as Sea Stores are to be returned to DLOGS/RNSD. For Ships on the Disposal List (Sale), however, Money Chests and Security Containers are to remain on board, the exception being that Mk 4 Manifold Locks are to be removed for return and replaced by Mk 3 Manifold Locks. Care should be taken to ensure that the instructions contained in JSP440 are followed.

1125 DISPOSAL OF CHURCH FITTINGS

1. On closure of an Establishment, or destore of a Ship, Church fittings held on the Permanent Loan Record Account and which are not included in the Trophy Account (see Part 2 Chap 4) are to be returned on Forms S331 to the nearest Naval Base. When necessary, Ships undergoing refit should land church fittings on Sea Store Deposit (see 3 Art 1107).

1126 PLOTTING TABLES

1. When plotting tables are not likely to be used for some time, e.g. during refits and modernisation, the lenses of plotting tables are to be removed and stowed in the Logistic Officer's 'valuables' cupboard or, where the Ship's storerooms are destored, placed on Sea Store Deposit or placed in lay-apart stowage ashore as for items unstowed (see Part 3 Art 1102).

1127 AZIMUTH CIRCLES

1. For Ships being placed on the Disposal List (Scrap), Azimuth circles, classified as portable fittings, are to be returned..

1128 BELLS, WATCH

1. Watch bells in HM Ships destored prior to being taken in hand for long refit are to be landed on Sea Store Deposit (see Part 3 Art 1107).
2. Watch bells of Units paying off are to be returned promptly to 29 Store, FSL Portsmouth HM Naval Base Portsmouth Hants. Under **NO** circumstances are they to be lent or offered to "towns of adoption" etc. All applications must now be from the intended recipient of the bell, and letters received from Units on their behalf are **NOT** acceptable. The administration of the gifting task of ships bells transfers from WSA FC4b S1 Elm 1 MOD Abbey Wood, Bristol, to which all applications should be addressed.

1129 FURNITURE AND FURNISHINGS

1. All Furnishings and Portable Furniture on the Stores Account should be surveyed on board and returned / disposed via Naval bases. All Fitted Furniture maintained on the Stores Account, unless otherwise stated should be entered in the Harbour Charge List.

1130 SHORT RANGE PORTABLE RADIO EQUIPMENT

1. ICOMs COUGAR and CLANSMAN should be returned on Form S549IV to the local RN Command User Pool.

1131 TOOL KITS

1. Tool Kits made up on board and Rationalised Tool Kits (RATs) are to be landed into the Ship's lock-up store or placed on Sea Store deposit after muster, deficiency statements completed and dormant demands raised.

2. RATs being returned from vessels undergoing destore for disposal should be mustered and returned with deficiency statements to the nearest WSA Return Store facility for survey and disposal.

1132 DEFUELLING OF HM SHIPS BEING REFITTED AT COMMERCIAL SHIPYARDS

1. Should it be necessary for a HM Ship to defuel during a refit at a commercial shipyard, prior authority must be obtained. Ground Fuels, Defence Fuels Group, West Moors, will take appropriate action with the Customs and Excise department to obtain a directive on holding the fuel in a bonded store.

1133-1145 (NOT TAKEN UP)

SECTIONS 3 AND 4 (NOT ALLOCATED)

SECTION 5 - ANCILLARY SUPPORT EQUIPMENT (ASE)

1146 ASE

1. Ships Undergoing Refit:

- a. Items accounted for in the Main Store Account are to be landed, where practicable, into the Ship's Lay-apart store for subsequent re-embarkation on completion of refit. All Accountable items are to be transferred to the Harbour Charge List (Part 3 Art 1110).

2. Ships on the Disposal List:

- a. Specific instructions covering the disposal of ASE will be given in the destore letter.

1147-1154 (NOT TAKEN UP)

SECTIONS 6 AND 7 (NOT ALLOCATED)

SECTION 8 - ACCOMMODATION STORES

1155 CLOSURE OF ESTABLISHMENTS

1. In the event of the closure of an establishment which demands Defence Accommodation Stores (DAS) direct on the contractors. A manuscript list of DAS is to be forwarded to the Administration Authority, who will disseminate the information to all other Commands.

1156-1164 (NOT TAKEN UP)

SECTION 9 (NOT ALLOCATED)

SECTION 10 - BOOKS, FORMS AND PUBLICATIONS

1165 GENERAL

1. The Unit should advise DSDC Llangennech well in advance of the programme for destore either on refit, modernisation or paying off to disposal.
2. DSDC will forward the Unit a letter instructing to which Royal Navy Distribution Authority (RNDA) the publications, etc, are to be returned. Two copies of a computer print-out of the Ship's holdings of publications other than CBs and cryptographic material will be forwarded with the letter, together with details of which publications are to be disposed of locally, e.g. obsolete or surplus to requirement publications.
3. Units holding Commercial Publications should apply to the sponsor for disposal instructions. No Commercial Publications should be destroyed or transferred without the prior approval of the sponsor.

1166 BRS, APS, JSPS

1. A copy of the printout received from DSDC Llangennech is to be used to accompany the publications returned. The print-out which lists all publications, other than those treated in CBs and cryptographic material is to show against those publications not being returned details of those:
 - a. being retained on board, e.g. for use during refit or modernisation programme.
 - b. destroyed either on DSDC Llangennech instructions or because they were worn-out, etc. Forms S331 should be used to support the write-off (Part 3 Art 0720) and to support the account.
2. The duplicate copy of the printout, annotated as at paragraph 1a. and b. above, is to be retained together with Forms S331 supporting survey on board action with the BR Account.

1167-1170 (NOT TAKEN UP)

SECTION 11 - OFFICE MACHINERY, STATIONERY AND OFFICE REQUISITES

1171 OFFICE MACHINERY

1. Details of the make, type and serial number of each item of office machinery should be forwarded to FWS 3B4, FWS IPT, DLO Abbey Wood, ABW/# 192 F3b as early as possible before the destore date.
2. On receipt of the details of office machinery held, FWS 3B4 will forward disposal instructions to the Unit. Forms S549IV should then be raised to cover the return in the normal manner.

1172 STATIONERY AND OFFICE REQUISITES

See Part 3 Chap 7.

1173-1174 (NOT TAKEN UP)

SECTION 12 - PRINTED FORMS

1175 GENERAL

1. Where forms cannot be offered to other Units and disposed of by this means, stocks of forms of current prints should be listed on Form S331, showing the revision and print date, and Copy 1 forwarded to DSDC(2b), DSDC Llangennech, Llanelli, requesting disposal instructions.
2. DSDC Llangennech will forward two copies of the Form S331 indicating the forms, which may be returned or disposed of locally. The Ship's copy of Form S331 should be annotated accordingly.
3. Forms which are required to be returned to DSDC Llangennech, should be forwarded together with the two copies of Form S331 received.

1176-1199 (NOT TAKEN UP)