



BASE PORTSVA INST 4451.4A
4 April 2016

BASE PORTSMOUTH INSTRUCTION 4451.4A

Subj: WAREHOUSE PROCEDURES

1. PURPOSE. To promulgate policies and procedures for warehouse access, receiving, shipping, delivery of materials, and the use of warehouse space for Base Portsmouth and tenant commands.
2. ACTION. Commanding Officers and Officers in Charge of tenant commands and Base departments shall comply with the provisions of this Instruction. Contact the Logistics Branch Chief for any questions concerning these procedures.
3. DIRECTIVES AFFECTED. Integrated Support Command Portsmouth Instruction 4451.4 is cancelled.
4. DISCUSSION.
 - a. The Base Portsmouth Material Handling Section is responsible for providing centralized shipping and receiving for tenant commands at the Base. The procedures below have been developed to ensure that materials are promptly and properly processed to avoid unnecessary delays and meet operational commitments.
 - b. The high value of the supplies warehoused by the Base requires that adequate security precautions are taken to ensure the integrity of the warehouse. The Base warehouse is an access controlled area, and admittance is limited to authorized personnel.
 - c. Limited indoor storage space at the Base requires strict storage standards and procedures to ensure maximum use of available space. Paragraph 7.h. of this instruction contains guidelines for requesting indoor storage.
5. DISCLAIMER. This guidance is not a substitute for applicable requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
6. ENVIRONMENTAL ASPECTS AND IMPACT CONSIDERATIONS.
 - a. The development of this directive and the general policies contained within it have been thoroughly reviewed by the originating office and are categorically excluded under current USCG categorical exclusion (CE) #33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M 16175.1 (series).

b. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 CFR Parts 1500- 1508, OHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.

7. PROCEDURES.

- a. Base Portsmouth Warehouse operations tracking is automated with a Smart Track System. This system allows the warehouse staff to electronically document the receipt and delivery of all items entering and leaving the warehouse using barcode scanning technology. This system provides accurate accounting for all warehouse inventory while providing close control and accountability of shipments and deliveries. In addition to improved accountability and control, the system increases efficiency by saving both employee and warehouse customer time.
- b. The automated shipping and receiving process involves three steps resulting in increased control and accountability: Validation, Receiving, and Delivery.
- (1) **Validation:** This first step in the process involves receipt and validation of items from a delivery company. As items are unloaded from the delivery vehicle, vendor bar codes are scanned with the Smart Track Personal Data Assistant recording the number of items received. The system tracks each item received and allows for quick validation of the delivery company's shipping invoice.
 - (2) **Receiving:** This step links the item received to the unit where it will be delivered. A bar code label is produced and placed on each item to identify the final receiving unit. The label includes a tracking number, carrier's name, and date and time received. This information is entered into the Smart Track System, and the item is placed in a unit's bin for delivery or pick-up.
 - (3) **Delivery:** The Material Handling Section does not deliver shipments to Base Portsmouth tenants or to nearby units. Delivery is available via forklift or truck for unusual or heavy items that exceed receiving unit capability. Personnel receiving shipments are required to acknowledge receipt by signature. The member's signature, along with the delivery date and item description is stored in the Smart Track System for future reference. No shipments will be returned to the warehouse without proper labeling for return to vendor or documentation assigning the material to another tenant command or Base division.
- c. Receipt of Materials. Excluding material for the Coast Guard Exchange System (CGES), only personnel assigned to the Base Logistics Branch and the Base's Officer of the Day (OOD) are authorized to receive materials for the Base or tenant commands. The following procedures will apply:

- (1) From Monday through Friday, except holidays, materials shall be received between the regular working hours of 0700-1530. If materials must be received after regular working hours, the Base Logistics Branch Chief will arrange to have someone available to receive the material or the Base OOD will accept the shipment and store it in the warehouse. No other personnel are authorized access to the Base Shipping & Receiving spaces. All items received shall be inputted into the Smart Track System and affixed with an ID bar code prior to being parceled out into unit bins or storage areas. Items that have not been processed through the Smart Track System and receipted for by digital signature will not be released to end-users except under special circumstances explained later in this instruction and approved by the Base Logistics Branch Chief.
 - (2) All deliveries to tenant commands and Base departments shall be acknowledged by the receiver's electronic signature input through a portable Personal Data Assistant integrated with the Smart Track System.
- d. Pick up or Delivery of Materials. The Base Material Handling Section will provide pickup and delivery service via forklift to tenant commands and Base departments as follows:
- (1) All material received at the Base warehouse will be available daily between 0700 and 1530 Monday through Friday, except holidays. Pick up of material after hours or on weekends must be coordinated with the warehouse supervisor.
 - (2) When a vessel is underway, materials received will be stored in the Base warehouse until the vessel returns. Upon return, the vessel should contact the warehouse to arrange for pick up and acceptance of materials. Delivery of material needed while on deployment can be requested via message and shipped at unit expense.
 - (3) Material received for reserve units will be held until the unit drills. If a reserve unit is scheduled to drill after normal Base working hours, the Base OOD will be notified by the Base Logistics Branch Chief of what material will be picked up and the material's location.
 - (4) All received material will be picked up by units unless a written request for storage of material is on file with the Base Logistics Branch. Specific requests for temporary storage of material must be made to ensure effective management of the limited storage space in the warehouse.
 - (5) To ensure the security and safety of valuable stored items, admittance to the Base warehouse is restricted to personnel assigned to the Base Logistics Branch and the Base's OOD.
- e. Unidentified Packages. When the receiving unit is not readily identified, the Material Handling Section will make every effort to determine the correct tenant command or department as follows:

(1) The unidentified package will be scanned into the Smart Track System and affixed with an ID bar code and placed into the holding storage area.

(2) The package will be recorded on the Unidentified Items spreadsheet on the Coast Guard Portal for further investigation and tracking.

(3) The shipping label and vendor information will be forwarded to the Procurement and Contracting Department representative for receiving unit determination.

(4) As a last resort, the package may be opened by the Warehouse Supervisor to determine the contents and search for further documentation such as packing slip or invoice to determine the receiving unit.

(5) If the Warehouse Supervisor does not find further useful documentation the package will be re-sealed. All available information will be entered into the Unidentified Items Spreadsheet and tenant commands and Base department representatives will be notified via email.

(6) If ordering unit is determined the package may be picked up in accordance with paragraph (d) above. If ownership is not determined within 10 working days of notification to tenant commands and department representatives the package will be processed for return to sender.

f. Shipping of Materials. The Base Logistics Branch shall assist in shipping materials when requested by tenant commands. The following procedures shall apply:

(1) All material and equipment to be shipped shall be properly packaged for shipment upon delivery to the warehouse shipping/receiving dock.

(2) The Base Industrial Division is capable of fabricating special packing or crating for outgoing materials. Requests for special crating/packaging service shall be submitted using the normal Industrial Service Order (ISO) procedure as soon as requirements are known. The Base Industrial Division will advise the requesting unit when to deliver the outgoing material for packing.

(3) All shipments will be accompanied by a signed Requisition and Invoice/Shipping Document (DD-1149) showing the consignee, consignor, mode of shipment with applicable date for transportation charges, and required delivery date. Special shipping instructions shall also be included.

g. Base Portsmouth Warehouse Access.

(1) Access to the Base warehouse during normal working hours shall be restricted to the main entrance at the north end of the warehouse building or through the passageway leading from the Comptroller office space to the warehouse. All other entrances

shall be secured except when authorized by the Base Logistics Branch Chief or the warehouse supervisor.

- (2) No person shall be allowed to enter or receive packages for units if they are not on the authorized receiver list. The list of authorized receivers of supplies must be submitted by each tenant command or department to the Base Logistics Branch Chief and must be updated when personnel change. Personnel who attempt to enter the warehouse or seek to remove items from the warehouse without authorization will be instructed to leave. All personnel receiving items must have a valid ID card in their possession to verify their identity. NO ONE may enter the warehouse to browse through unit supply baskets or check on items if they are not on the authorized list of receivers. Unit authorized personnel may call to check on the receipt of items when necessary.
- (3) All personnel desiring access to the warehouse after working hours shall be admitted only with the permission of the Base OOD. The Base OOD shall contact the Base Logistics Branch Chief or the warehouse supervisor prior to authorizing access to the warehouse.
- (4) The Base OOD will accompany all persons who enter the warehouse after hours and will stay with the individual while they pick up authorized items. Procedures established for documenting the receipt of items shall be followed to ensure that all items are accounted for. The Base OOD will verify the identity of the personnel and document the delivery of the item.
- (5) After-hours access to Asset Material Manager cage or PATFORSWA spaces must be coordinated with those units.

h. Base Portsmouth Warehouse Storage.

- (1) All requests for storage or staging of material will be submitted in writing to the Base Portsmouth Comptroller. No material will be accepted and stored without prior approval.
- (2) Hazardous and highly flammable material must be identified and must be stored separately at the HAZMAT Pharmacy.
- (3) Request for storage must include the following:
 - i. Approximate square footage required,
 - ii. Itemized list of material to be stored or staged,
 - iii. Estimated/actual release date,
 - iv. A POC at the requesting unit to be contacted concerning the material.

- (4) When material is being stored or staged for specific projects, it shall have a project code or project name shown on the container or shipping document.
 - (5) When possible, material to be stored or staged will be boxed or crated in sealed containers with an inventory of enclosed material attached to the outside of the container. If the material is larger than pallet size, crates will be mounted on 2" x 4" or 4" x 4" planks to enable ready use of forklifts in moving. All containers will be clearly marked with the name and address of the owner.
 - (6) Except in the case of an emergency, material will only be accepted or released between the hours of 0700 and 1530, Monday through Friday, excepting holidays.
8. RECORDS MANAGEMENT CONSIDERATIONS. This instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., NARA requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.
9. FORMS/REPORTS. Coast Guard Form (CG-3103) is available at: http://www.uscg.mil/forms/cg/CG_3103.pdf and the Requisition and Invoice/Shipping Document (DD-1149) is available at: <http://www.dtic.mil/whs/directives/forms/eforms/dd1149.pdf>

B.K. KERR /s/

Dist: List I, II, III