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the original and one copy for each subject of controlled equipment in the custody of each departure head. Department heads, at their sole discretion, may prepare additional duplicate custody records for any signature item such as binoculars, watches and so on, when they wish to assign custody liability for the same item to more than one individual. MAINTENANCE OF NAVSUP FORM 306 Originals of FORM 306 are maintained in a space designated by the supply officer as the most cosy and, when not in use, must be kept in a locked file. Entries in respect of receipts, expenses and inventories are disclosed on NAVSUP form 306 according to the afloat supply procedures, NAVSUP P-485, paragraph 6092. When a new NAVSUP form 306 is required, the data from the old card is duplicated and after the balance is forwarded to the new NAVSUP 306, the old NAV-SUP form 306 must be kept 36 months from the date of the last inventory entry that appears in the inventory records section. Where items are marked as controlled equipment by the commander or TYCOM according to NAVSUP P485, paragraph 6091-3, the item marked as the CO MARK or item marked tycom, as appropriate, must be entered in the upper or lower margin of NAVSUP form 306. PHYSICAL INVENTORY OF CONTROLLED EQUIPMENT All controlled fittings must be in-ventoried annually for the period from 15 February to 15 March. Other inventories, which must be completed within 30 days after the start date, are listed as follows: 1. On the commissioning, inactivation or reactivation of ship 2. To the relief of the head of the department, for those cases in the custody department in question 3. The change of command, according to the discharge commander's decision, when, during the six-month period preceding the 15th PUBLICATION, the technical library for the supply department was established within the Supply Support Centre (SSC). Since AK has assigned management responsibility for the technical research unit, you must designate the technical manuals and publications necessary to support the organisation and maintain the control of receipt and distribu-tion. You must also be responsible for including changes and revisions to keep publications up-to-date and engaging. Once established, most manuals and publications are automatically distributed to your activity. There are many general use manuals, publica-tions and directives used by aviation supply personnel to determine standard operational supply procedures and to obtain management data in relation to material identification, the necessary material equipment and processing of repairable components. Manuals and which should be held in the technical library is covered by the following paragraphs. NAVY COMPTROLLER MANUAL The Navy Comptroller (NAVCOMPT) Man-ual provides policy, regulation and procedures in the area of primary support and technical leadership of the Comptroller of the Navy. There are 10 volumes of NAVCOMPT manual. Volumes 2 and 3 are of primary concern for the technical library. Accounting classification, volume 2. This volume is a reference book containing the classification required to report receipts and expenditures of public funds in each of the three stages of the naval accounting system. It also includes appropriation, costs and accounting of assets. Unit identification codes (UIC) for all activities, ships, air units and other Organizational Components of the Navy. This section is issued as a separate volume. Appropriation, cost and property account- ing, volume 3. This volume provides for accounting procedures relating to appropriations, costs and assets accounting for on-the-spot activities. As a manual of the naval accounting system, this 1-12 original and one copy for each subject of controlled equipping in the custody of each head to leave. Department heads, at their sole discretion, may prepare additional duplicate custody records for any signature item such as binoculars, watches and so on, when they wish to assign custody liability for the same item to more than one individual. MAINTENANCE OF NAVSUP FORM 306 Originals of FORM 306 are maintained in a space designated by the supply officer as the most cosy and, when not in use, must be kept in a locked file. Entries in respect of receipts, expenses and inventories are disclosed on NAVSUP form 306 according to the afloat supply procedures, NAVSUP P-485, paragraph 6092. 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