

NAVSEA  
STANDARD ITEM

FY-11

ITEM NO: 009-99  
DATE: 24 JUL 2009  
CATEGORY: I

1. SCOPE:

1.1 Title: Ship Departure Report; provide

2. REFERENCES:

2.1 None.

3. REQUIREMENTS:

3.1 Provide the following completion data, which will be used to close all completed 2-Kilos and generate the Ship Departure Report, no later than 30 days after the availability end date for scheduled CNO and scheduled Fleet Maintenance Availabilities and no later than 30 days after completion of the work for unscheduled and emergent Fleet Maintenance Availabilities. Provide this data in the Navy Maintenance Database (NMD), either directly in the application or indirectly via another computer system using a web interface.

3.1.1 Verify that the following fields are correct: Execution Availability, Contractor, Definitized Amount, Contract Number, Availability Start Date, and Availability End Date.

3.1.2 Verify that the following Work Item fields are correct for each Work Item completed in the work package: SPEC and RCC.

3.1.3 For MSMO contracts, provide the following data for each Work Item and Request for Contract Change (RCC) completed in the work package: M/D, LABOR, CFM, subcontractor information, COMPLETION DATE, ACTION TAKEN code (see 4.2), and AS FOUND CONDITION (if required by the Work Item).

3.1.4 For FFP contracts, provide the following data for each Work Item and Request for Contract Change (RCC) completed in the work package: COMPLETION DATE, ACTION TAKEN code (see 4.2), and AS FOUND CONDITION (if required by the Work Item).

3.1.5 ***Return cost data shall be entered separately for each Original Work Item and RCC. The RCC costs are those costs associated with a change in scope from the Original Work Item. The Original Work Item costs plus all associated RCC costs must equal the Estimate At Completion (EAC) for that completed Work Item. If the contractor is unable to segregate charges between Original Work Items and RCCs, it is acceptable to report RCC settled costs***

*(M/D, LABOR, CFM, and subcontractor information) as the return costs for the RCC, and to subtract the settled costs of all RCCs for the Work Item from the total Work Item EAC costs to derive the return costs associated with the Original Work Item.*

3.1.6 The sum of all Work Items, including all RCC costs and new Work Items, shall equal the **EAC of the availability without** fees.

3.2 *At the time of submission, return cost shall be the best prediction of the final costs for that Work Item or RCC. If the Work Item costs are not finalized when the contractor reports return cost data (i.e., there are outstanding invoices), report EAC costs.*

3.3 For MSMO contracts, verify the proration percentages are correct or adjust as necessary. (See 4.3)

3.4 Report completion to the SUPERVISOR.

#### 4. NOTES:

4.1 Departure reports are not accounting documents; however, they will be handled as business sensitive material.

4.2 Definitions for Action Taken codes can be found in NAVSEAINST 4790.8, Paragraph B-2.5.2.

4.3 If the distribution of subcontractor information is known, enter the data in the appropriate fields (SUB-M/D, SUB-LABOR, and SUB-MAT). If only a total cost of subcontracted work is known, enter that cost in the SUB-MAT field and leave SUB-M/D and SUB-LABOR blank.

4.4 For non-alteration Work Items and RCCs, if only GFM was used, enter an ACTION TAKEN Code of 1 (Maintenance Action Completed; Parts Drawn From Supply). If only CFM was used, enter an ACTION TAKEN Code of 2 (Action Complete; Parts Not Drawn From Supply). If no material was required, enter an ACTION TAKEN Code of 3 (Action Complete; No Parts Required). If both GFM and CFM were used, enter an ACTION TAKEN Code of 1 (Maintenance Action Completed; Parts Drawn From Supply).

4.5 Attachment A defines terms used in this Standard Item.

4.6 For activities not using NMD, Attachments B and C are provided as examples of the required format for departure reports.

ATTACHMENT A

GLOSSARY

ACTION TAKEN CODE: Code which describes the final disposition of the Work Item/RCC

AS FOUND CONDITION: Code which describes the necessity of the Work Item/RCC

AVAILABILITY END DATE: Date of actual availability completion (month/day/year)

AVAILABILITY START DATE: Date of actual availability start (month/day/year)

CFM: Contractor-furnished material cost

CONTRACT NUMBER: Identifying number of the contract authorizing the work

CONTRACTOR: Name of contractor

DEFINITIZED AMOUNT: Contract price plus growth pool

EXECUTION AVAILABILITY: Number assigned to the availability, showing contractor, SPP (code to describe the availability type and contract method), and the fiscal year of execution

**EAC: Estimate at Completion - the best prediction of final costs for a Work Item excluding fee**

GFM: Government furnished material cost

JCN: The 5-digit ship UIC plus the 8-character Job Sequence Number

LABOR: Cost for contractor labor

M/D: Man-days; contractor man-hours divided by 8

**ORIGINAL WORK ITEM: A Work Item that existed at definitization/award. It is the original scope of work for that work Item**

RCC: Request for contract change

**SETTLED WORK ITEM: The estimated costs (M/D, LABOR, CFM, and subcontractor information) at the time the RCC is settled**

SPEC: Work Item

SUB-LABOR: Cost for subcontractor labor (if known)

SUB-MAT: Subcontractor-furnished material cost (or total subcontractor cost if SUB-M/D, SUB-LABOR, and SUB-MAT are not known)

SUB-M/D: Subcontractor man-days; subcontractor man-hours divided by 8  
(if known)

TYPE AVAIL: The type of availability. Examples: ROH - Regular Overhaul; COH - Complex Overhaul; SRA - Selected Restricted Availability; DSRA - Docking Selected Restricted Availability; PMA - Phase Maintenance Availability; DPMA - Docking Phase Maintenance Availability; INA - Inactivation; ACT - Activation; CONV - Conversion; CMAV - Continuous Maintenance Availability; PSA - Post Shakedown Availability; PIA - Planned Incremental Availability; DPIA - Docking Planned Incremental Availability; RCOH - Refueling Complex Overhaul

ATTACHMENT B

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## SHIP DEPARTURE REPORT

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# ATTACHMENT C

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## SHIP DEPARTURE REPORT

NAVSEAINST 4790.14 Series

REPORT NO:

ISSUE DATE:

SHIP/HULL  
 SSP NO.  
 UIC  
 FY/TYPE AVAIL.  
 AVAIL.NO.  
 AVAIL. START  
 AVAIL. COMPLETION  
 INDUSTRIAL ACTIVITY  
 CONTRACTOR  
 JOB ORDER NO.

CUSTOMER/ TYPE OF WORK	COAR	M/D RATE	GLM	M/D	MAT'L	COST	APA
TYCOM REPAIRS							

TYCOM ALTERATIONS

NAVSEA ALTERATIONS

NAVSEA ORDALTS

ADMINISTRATIVE SERVICES  
 (DSA FUNDED)

OTHER

TOTALS