

Preliminary - For Review Only

NAVSEA
STANDARD ITEM

FY-06

ITEM NO: 009-99
DATE: 29 JUL 2004
CATEGORY: I

1. SCOPE:

1.1 Title: Ship Departure Report; provide

2. REFERENCES:

2.1 None.

3. REQUIREMENTS:

3.1 Submit one legible completed copy, in electronic format, of the Ship Departure Report to the SUPERVISOR showing actual distribution of final contract price among the Work Items accomplished no later than 30 days after the availability end date. The report shall be in an electronic format (spreadsheet), via 3.5-inch diskette or compact disk, in accordance with Attachments A and B.

3.1.1 The sum of all Work Items, including all growth costs and new work items, shall equal the final cost of the contract minus any award fees.

3.1.2 Costs provided should be accurate at the time of submission. However, when final costs are not available within the 30 day reporting timetable, submit a preliminary electronic copy of the Ship Departure Report to the SUPERVISOR showing any final costs for work items as well as predictions/estimates for any unsettled work items. Once all costs have been settled, submit a completed electronic copy of the Ship Departure Report to the SUPERVISOR.

3.1.3 After award, an electronic copy of Attachments A and B will be provided to the Contractor.

3.1.3.1 Attachment A will be provided with columns labeled SPEC, W/C, JSN, COAR, %, SUMMARY, CLASS "C" ESTIMATES information, GLM and APA, filled in (reflecting the awarded SSP Work Package). The Contractor will then complete the remainder of the information (columns labeled RCC, M/D, LABOR, CFM, SUBCONTRACTOR information, and TOTAL, to include all the information as applicable for new work items). Upon receipt, the SUPERVISOR will complete any additional GLM and APA information.

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3.1.3.2 Attachment B, which represents a summary of the information required by Attachment A, shall be completed by the Contractor except for columns GLM and APA. Upon receipt, the SUPERVISOR will complete those columns.

4. NOTES:

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

4.2 Attachment C defines terms used in Attachments A and B.

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ATTACHMENT B

FOUO. FOR OFFICIAL USE ONLY. THIS REPORT CONTAINS BUSINESS SENSITIVE INFORMATION.

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
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TYCOM REPAIRS

TYCOM ALTERATIONS

NAVSEA ALTERATIONS

NAVSEA ORDALTS

ADMINISTRATIVE SERVICES
(DSA FUNDED)

OTHER

TOTALS

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ATTACHMENT C

GLOSSARY

ACTUAL EXPENSES:

M/D Contractor manhours divided by **8**
LABOR Cost Dollar amount for mandays
CFM Contractor dollar cost for material
SUBCONTRACTOR M/D Subcontractor manhours divided by **8**
SUBCONTRACTOR MATL Subcontractor dollar cost for material
SUBCONTRACTOR TOT\$ Subcontractor cost for labor & material
Total Dollar cost for Contractor Labor, CFM & Subcontractor cost
GLM Dollar cost for government furnished labor and material

APA: Dollar amount for Appropriation Purchase Account (APA) material utilized in connection with the Customer Order (not chargeable to the Job Order)

AVAIL COMPLETION: Date of actual availability completion (month/day/year)

AVAIL. NO.: A **3**-digit number assigned by the SUPSHIP

AVAIL. START: Date of availability start (month/day/year)

CLASS "C" ESTIMATES:

M/D Government estimated manhours divided by **8**
MATL Government estimate for dollar cost of contractor furnished material
SUB/REP Government estimate for dollar cost for Subcontractor or other contractor provided representative
Total Government estimate in dollars for M/D + CFM + SUB/REP

COAR: Code indicating cost category (First 2 digits for customer and last **3** for availability number)

CONTRACTOR: Name of contractor

FY: Fiscal year

Industrial Activity: Cognizant Supervisor of Shipbuilding administering the contract.

Issue Date: Date of Report (month/day/year)

JCN: The **4**-character identifier for the Work Center followed by the Job Sequence Number for that Work Center.

JOB ORDER NO: Number assigned to the contract at award

JSN: Job Sequence Number (part of Job Control Number)

M/D RATE: Government approved rate representing the cost of one manday of labor for the named contractor

RCC: Number assigned for each request for contract change

Report No.: A sequential number assigned to report

Spec: Work Item Number

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Summary: The Work Specification Title, or brief of growth/new work

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; RAV - Restricted Availability; TAV - Technical Availability; PSA - Post Shakedown Availability

UIC: Ship's Unit Identification Code from NAVCOMPT Manual, Volume 2, Chapter 5

W/C: Work Center (part of Job Control Number which is the **4**-character identifier for the WC followed by the JSN for that WC.)

% Prorated portion where more than one JCN is part of a Work Specification Number