



DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
(RESEARCH, DEVELOPMENT AND ACQUISITION)
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WASHINGTON DC 20350-1000

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MEMORANDUM FOR DISTRIBUTION

SUBJECT: Department of the Navy (DON) in Transit Inventory Shipment Controls

Reference: (a) Naval Audit Service Audit Report "DON In-transit Shipment Controls,"
N2009-0053 dated 30 Sep 2009

The reference recommends that the DON establish and issue Navy-wide policy that contracts written for repairs include a requirement that all commercial activities submit Transaction Item Reports (TIR) for shipment and receipt of Government-owned assets.

Accordingly, all contracts and basic ordering agreements for repair and/or manufacture of parts owned by the Naval Supply System within DON inventory will include a requirement to use WEBCAV in the contract's Statement of Work requiring electronic TIRs for shipment and receipt of Government-owned assets. Detailed information regarding WEBCAV can be found at web link: https://www.navsup.navy.mil/navsup/tools_apps. Vendors contracted via purchase orders using simplified acquisition procedures may be excluded from this requirement unless they are already being required to provide electronic TIRs under a separate contract requirement. For those contractors that are not required to provide electronic TIRs, the DON activity issuing the contract will develop a process by which material sent to and/or received from these vendors will be tracked. A statement outlining that process will be included in those purchase orders.

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