

COMSCINST <b>4400.6</b>	COG CODE <b>N4</b>	DATE <b>25 AUG 1997</b>
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**DEPARTMENT OF THE NAVY**  
COMMANDER MILITARY SEALIFT COMMAND  
WASHINGTON NAVY YARD BLDG 210  
901 M STREET SE  
WASHINGTON DC 20398-5540

COMSCINST 4400.6  
N4  
25 August 1997

## COMSC INSTRUCTION 4400.6

Subj: MSC MINI-MART SHOPPING PROCEDURES

1. Purpose. To define procedures for shopping in the Military Sealift Command (MSC) Mini-Mart.

2. Hours of Operation. The Mini-Mart will be open during the following hours:

**Monday: 0900-1100**  
**Tuesday: 0900-1100**  
**Wednesday: 1300-1500**  
**Thursday: 0900-1100**  
**Friday: 0900-1100**

3. Appointment of Representatives. Program Managers/Functional Directors/Special Assistants will:

a. Appoint a primary and alternate individual who will be responsible for shopping and obtaining supplies from the Mini-Mart for use within their code.

b. Ensure that only the appointed representatives shop in the Mini-Mart. Requests submitted by unauthorized personnel will not be accepted. The establishment of a central requisitioning control point will result in the elimination of duplicate orders and more efficient operation.

c. Appoint a primary and secondary individual who will be authorized to sign and approve Mini-Mart shopping list (NAVSUP 1314) submitted within their code.

d. The names of these appointed representatives and alternates will be forwarded to the Leading Mini-Mart Storekeeper (N432). Changes in designation are to be reported promptly.

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4. Responsibilities

a. Mini-Mart Representatives will:

(1) Prepare a Mini-Mart shopping list (NAVSUP 1314) and submit it to the appointed authority for signature approval. A shopping list is required to shop in the Mini-Mart. It is to be filled out accurately and completely indicating the items requested, quantity, date of order, authorized approval signature and phone number.

(2) Submit the Mini-Mart shopping list (NAVSUP 1314) to the Mini-Mart Storekeeper or his assistant who will then draw the items from the Mini-Mart. Only items on the list can be acquired.

(3) Representatives are not permitted access to the Mini-Mart area.

b. Mini-Mart Storekeepers will:

(1) Process the Mini-Mart shopping list (NAVSUP 1314) and draw the requested supplies for the appointed representatives.

(2) Ensure that the representative signs for receipt of supplies and is advised of unavailable or backordered items.

(3) Restrict unauthorized personnel from entering the storeroom spaces.

c. For urgent requirements, if the Mini-Mart is not open, please use the following chain of command in Building 210:

<b>Leading Storekeeper</b>	<b>Room 170-3</b>	<b>685-5408</b>
<b>Assistant Storekeeper</b>	<b>Room 170-3</b>	<b>685-5408</b>
<b>Chief Storekeeper</b>	<b>Room 125e</b>	<b>685-5041</b>
<b>Division Officer</b>	<b>Room 125f</b>	<b>685-5046</b>

5. Forms. Copies of NAVSUP 1314 (Mini-Mart Shopping List) are available from N432.

Distribution:

COMSCINST 5000.19

List I (Case A, B, C)