



COMDTINST 4491.1

JULY 6, 2011

COMMANDANT INSTRUCTION 4491.1

Subj: INVENTORY CONTROL POINT REMOTE STOCK LOCATION PARTS AND MATERIAL
REQUEST FORM POLICY

Ref: (a) Information and Life Cycle Management Manual, COMDTINST M5212.12 (series)

1. PURPOSE. This Instruction mandates the use of the Parts & Material Request/Use Form Coast Guard (CG) Form 4491, to be completed when personnel at remote stock locations request and issue parts and materials under Inventory Control Points (ICP) control. Parts and materials under ICP control are those that are currently accounted for in the Aviation Logistics Management Information System (ALMIS) or the Naval and Electronics Supply Support System (NESSS).
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements shall comply with the provisions of this Instruction. Internet release is authorized.
3. DIRECTIVES AFFECTED. None.
4. BACKGROUND. As the CG continues to modernize, standard processes are being developed to improve response time to customers and supply chain efficiency. In order to improve efficiency and comply with audit standards, we will now use a standard form as a means to request parts. Currently we are in the process of standardizing business processes followed by our ICPs. Our desired end state is to automate the collection of the required information. Until we reach our desired end state, we are requiring ICPs to include the use of a standard form in their process and procedure guides for remote stock locations. Remote stock locations are those that are geographically located outside of the primary ICP warehouse but accountable and electronically integrated in the ICP stock record system i.e., Sectors, Air Stations, Bases. This form is intended to provide evidential support that parts and materials are being used for an authorized purpose and to support related financial transactions.

DISTRIBUTION – SDL No. 159

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A																										
B		I																								
C							I																			
D												I														
E			I																							
F																										
G																										
H																										

NON-STANDARD DISTRIBUTION:

5. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATION. Environmental considerations under the National Environmental Policy Act (NEPA) were examined in the development of this Instruction. This Instruction includes preparation of guidance documents that implement, without substantive change, the applicable Commandant Instruction or other Federal agency regulations, procedures, manuals, and other guidance documents. It is categorically excluded from further NEPA analysis and documentation requirements under Categorical Exclusion (33) as published in COMDTINST M16475.1D, Figure 2-1. An Environmental Checklist and Categorical Exclusion Determination (CED) are not required.
6. POLICY.
 - a. Parts & Material Request/Use Form, CG Form 4491 shall be completed when field unit personnel at remote stock locations request and issue parts and materials under ICP control.
 - b. Deputy of Operational Logistics shall periodically test field unit activities to ensure compliance with this policy.
 - c. Inventory Control Points shall maintain process and procedure guides for specific guidance on the use of the form and the information required in each field.
 - d. Destroy the forms after the expiration period of the retention period authorized by reference (a), Chapter 4, Logistics Records, SSIC 4700, Item No. 5c.
 - e. All blocks in the form must be completed by the requesting activity with the exception of “Tech Data and AMM/AMO Comment” fields. The ICPs shall determine what is required for these fields.
7. FORMS/REPORTS. The form referenced in this Instruction is available in USCG Electronic Forms on the Standard Workstation or on the internet: <http://www.uscg.mil/forms/>; CG Portal <https://cgportal.uscg.mil/delivery/Satellite/CG611/FORMS> and Intranet at <http://cgweb.comdt.uscg.mil/CGForms>.

R. J. RÁBAGO /s/
Rear Admiral, U. S. Coast Guard
Assistant Commandant for Engineering and Logistics