



COMDTINST 4491.1A

May 26, 2017

COMMANDANT INSTRUCTION 4491.1A

Subject: INVENTORY CONTROL POINT REMOTE STOCK LOCATION PARTS AND MATERIAL REQUEST FORMS 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, CG-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 Asset 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, and civilian directors must comply with the provisions of this Instruction. Internet release is authorized.
3. DIRECTIVES AFFECTED. Parts and Material Request Forms, COMDTINST 4491.1 is hereby cancelled.
4. DISCUSSION. In an effort to improve supply chain efficiency and accuracy, the Parts & Material Request/Use Form, CG-4491, must be used to document the request and approval of parts as well as specifying and documenting the asset receiving the parts. The use of the Parts & Material Request/Use Form, CG-4491 is documented in the ICP process and procedure guides to provide guidance to the 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, i.e., Sectors, Air Stations, and Bases. The Parts & Material Request/Use Form, CG-4491 is also intended to document and provide evidential support that parts and materials are being used for an authorized purpose as well as to support the related financial transaction.

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NON-STANDARD DISTRIBUTION:

5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose any legally-binding requirements on any party outside the Coast Guard.
6. MAJOR CHANGES. This updated Instruction makes minor technical changes to system of record nomenclature, adds civilian directors to the action paragraph, replaces the discussion paragraph with a new discussion paragraph, and strengthens language surrounding internal control over operations periodic testing oversight performed by the Director of Operational Logistics (DOL).
7. IMPACT ASSEMENT. Impacts to resources are expected to be minimal as the proper execution of the Parts & Material Request/Use Form, CG-4491 is a pre-existing requirement. Commands already train personnel on how to properly complete the form. The additional testing and training set forth in paragraph 10 will require minimal resources to implement and is anticipated to be needed for only a small number of units that fail periodic testing. Additional periodic testing will occur should personnel show continued inconsistent or inaccurate use of the Parts & Material Request/Use Form, CG-4491.
8. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
  - a. The development of this Instruction and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, and are categorically excluded (CE) under current USCG CE # 33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series).
  - b. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.
9. DISTRIBUTION. No Paper Distribution will be made of this Instruction. An electronic version will be located on the following Commandant (CG-612) web sites. Internet: <https://www.uscg.mil/directives/>, and CGPortal: <https://cgportal2.uscg.mil/library/directives/SitePages/Home.aspx>
10. PROCEDURE. Units, the DOL, and ICPs must comply with the following:
  - a. Parts & Material Request/Use Form, CG-4491 shall be completed when field unit personnel at remote stock locations request and issue parts and materials under ICP control.
  - b. 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.
  - c. Deputy of Operational Logistics (DOL) shall periodically test field unit activities to ensure compliance with this policy.
    - (1) If periodic testing (by DOL, ICPs, and/or Commandants (CG-4) and (CG-8)) shows

inconsistent or inaccurate use of Parts & Material Request/Use Form, CG-4491 the non-compliant unit will be subject to additional periodic testing.

- (2) If the additional periodic testing shows continued inconsistent or inaccurate use of the Parts & Material Request/Use Form, CG-4491, additional training of the non-compliant individual(s) will be required.
  - d. ICPs shall maintain process and procedure guides for specific guidance on the use of the form and the information required in each field.
  - e. Destroy the forms after the expiration period of the retention period authorized by Reference (a), Section II, Chapter 4, Logistics Records, SSIC 4700, Item No. 5c.
  - f. The use of the Parts & Material Request/Use Form CG-4491 is not required for surface units utilizing Fleet Logistics System – Mobile Asset Manager (FLS-MAM).
11. RECORDS MANAGEMENT CONSIDERATIONS. This Instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., National Archives & Records Administration requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does create significant or substantial change to existing records management requirements.
  12. FORMS/REPORTS. The form(s) referenced in this Instruction is available in USCG Electronic Forms on the Standard Workstation or on the Internet: <http://www.uscg.mil/forms/>; and CGPortal at <https://cgportal2.uscg.mil/Pages/main.aspx>.
  13. REQUEST FOR CHANGES. Recommendations for changes and improvements to this Instruction shall be submitted via the chain of command to the Logistics Program Management Division, Commandant (CG-441).

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U.S. Coast Guard  
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Logistics