NROTC Unit Supply Binder – Tab 3-15

Date: August 2025

SUBJECT: Material Obligation Validation (MOVs)

1. PURPOSE

To inform NROTC Unit Supply Technicians of the proper process for identifying and responding to Material Obligation Validations (MOVs) in OneTouch and FEDMALL.

2. OVERVIEW

This document provides a basic overview of the process for Material Obligation Validations and the actions required to respond within the supply system. It is highly recommended that the Supply Technician have access to both the OneTouch and FEDMALL systems. Further guidance is located in the NAVSUP P-409 – MILSTRIP / MILSTRAP Desk Guide.

3. REFERENCES

- (a) NAVSUP P-409 MILSTRIP/MILSTRAP Desk Guide

4. ACTION REQUIRED

Process MOVs through OneTouch or FEDMALL using the instructions on the succeeding pages.

5. Material Obligation Validation (MOV) - Detailed Explanation

A Material Obligation Validation (MOV) is a process in which the Supply System requires the requisitioner (us) to validate whether outstanding requisitions, as a whole or in part, are still required. An MOV represents an unfilled quantity of a requisition that is not immediately available for issue to the requisitioner but is recorded as a commitment against existing or prospective stock dues or direct deliveries from vendors.

When an MOV is received, the Supply Technician will need to determine whether requirements for the material still exist and, if so, whether the total quantity requested is still required. If the requisitioner fails to respond to the MOV or fails to respond by the due date, the material obligation holder (the supply activity) will cancel, without further inquiry, the outstanding requisitions.

In such circumstances, the material obligation holder (the supply activity) will provide cancellation notification to the requisitioning activity (Document Identifier (DI) in the AE series) indicating status code BS (canceled - no response to MOV). Further information can be found in the NAVSUP P-409 – MILSTRIP / MILSTRAP Desk Guide.

6. Identifying an MOV via Daily Status Emails from NSTC N4

Daily Status emails are sent out each morning by the NSTC N4 Supply Management Specialists. These emails contain notepad files listed by DODAAC and are most often updates to uniform or IMM orders placed in NETFOCUS/NROTC Supply by the Unit Supply Technician. They can also be updates to MILSTRIPs written in NERP.

A Unit can determine if it has an MOV by checking the daily status. An MOV will be indicated by an "AN1" status in the MILSTRIP. The Unit can then search the requisition number on NAVSUP OTS (OneTouch Support) to review information on the item(s) and determine if the requirement is still valid.

```
   DI    RIC*                    QTY        Requisition        Fund Code  Priority
   │     │                       │          │                  │          │
   ▼     ▼                       ▼          ▼                  ▼          ▼

   AN1SMS 8345006848733  EA00002N6329910210003 N4382AJU3 9BYY915129BB   110 157
   AN1SMS 8415016726525  EA00005N632991034R001 N4382AJLK 9BOP915038BB   110 157
   AN1SMS 8415016726608  EA00012N632991034R002 N4382AJLK 9BOP915036BB   110 157
   AN1SMS 8415016727162  EA00002N632991034R003 N4382AJLK 9BOP915035BB   110 157
   AN1SMS 8415016727167  EA00002N632991034R004 N4382AJLK 9BOP915028BB   110 157
```

Figure 6.1. MOV MILSTRIP Example.

It is the duty of the Unit Supply Technician to search for their DODAAC and review the corresponding file for accuracy and determine if any action is needed. This is especially important during the MOV cycles. The MOV Cycle occurs four times each year.

- **QTR 1:** Opens 20 January, responses due by 5 March.

- **QTR 2:** Opens 20 April, responses due by 5 June.

- **QTR 3:** Opens 20 July, responses due by 5 September.

- **QTR 4:** Opens 20 October, responses due by 5 December.

MOVs must be responded to, either by confirming the requirement is still valid or canceling the items.

7. Responding to MOVs

A Material Obligation Validation (MOV) can be responded to and processed in both OneTouch and FEDMALL. It is highly recommended that Unit Supply Technicians register and have full access to both systems to be fully capable of responding to MOVs each quarter.

8. Registration and Access in OneTouch

1. OneTouch can be accessed via the link:
   https://www.onetouch.navy.mil/static_ots/index.html. You will first select "Register to use NAVSUP OTS". This will first prompt you to register your CAC and PKI Certificate. You MUST use your Flankspeed (.mil) email address for registration in OneTouch. You must have your certificate loaded in your browser and registered in the NAVSUP Master Directory to use your DoD PKI certificate to REGISTER or ACCESS NAVSUP One Touch Support.

Figure 8.1. NAVSUP One Touch Homepage.

2. Register through the web site using the 'Start Registration' link below and then download the resulting form(s). Finish filling out the form(s) using the guidance that follows.

3. EVERY block on the SAAR needs to be completed, with the following EXCEPTIONS:

   o Block 16a is required (for contractors only) - note that you must still check the box in block 14 though.

   o Blocks 18, 18a, 18b.

   o Part IV.

4. Blocks 19-19c should be completed by your command's IAM/ISSM/ISSO before being sent to NAVSUP OTS. Please check with your supervisor to find out who this is if you are uncertain.

5. The system name and location at the top of the SAAR should be NAVSUP OTS (One Touch Support) and the location is Defense Enterprise Computing Center, Mechanicsburg, PA.

6. If you request MILSTRIP Access, you will need to complete all blocks of the NAVSUP OTS Addendum Form.

NOTE: Digital signatures are now required for all forms. Please note that the person signing also needs to complete the 'Date' boxes associated with their signature.

7. Once you have gathered all of the information and the form(s) is/are completely filled out, submit your form(s) to the Forms tab on the View Profile page. Further information will be forthcoming from the NAVSUP OTS Program office.

8. Use "View Profile" to display tab for user's information. Within this tab, you may update SAAR-N information and business functions by choosing the 'update my profile' link.

   o **SAAR-N Download:** This can be chosen to view/download your SAAR-N .pdf form that was created during your most recent NAVSUP OTS Registration Steps. You can choose this link if you need to download your SAAR-N for viewing, editing and routing for signatures.

   o **Addendum Download (as applicable):** If you are a MILSTRIP user this link will be shown for you to view/download your Addendum .pdf form that was created during your most recent NAVSUP OTS Registration Steps. You can choose this link if you need to download your Addendum for viewing, editing and routing for signatures.

9. Once completed you will upload Completed SAAR and Addendums to the One Touch site and the below email. usn.mechanicsburg.navsupbscmech.mbx.ots-saar@us.navy.mil.

NOTE: Processing time for SAAR-N's is 6-8 BUSINESS days. DO NOT resubmit your SAAR unless you receive an email from the Operations Team letting you know that something needs corrected. You will be notified by the Operations Team once your SAAR has been reviewed, letting you know what corrections need made OR that your account has been approved.

If you need additional access, you need to update your OTS profile to request ASQ access on Step 2, and you then need to submit a SAAR-N to this email address.

NAVSUP OTS CONTACT PHONE NUMBERS

- o 1-717-979-5024 Operations Lead

- o 1-717-805-3916 Registrar

9. Processing Material Obligation Validations (MOVs) in OneTouch

1. Once logged into OneTouch, Click "Requisition Functions".
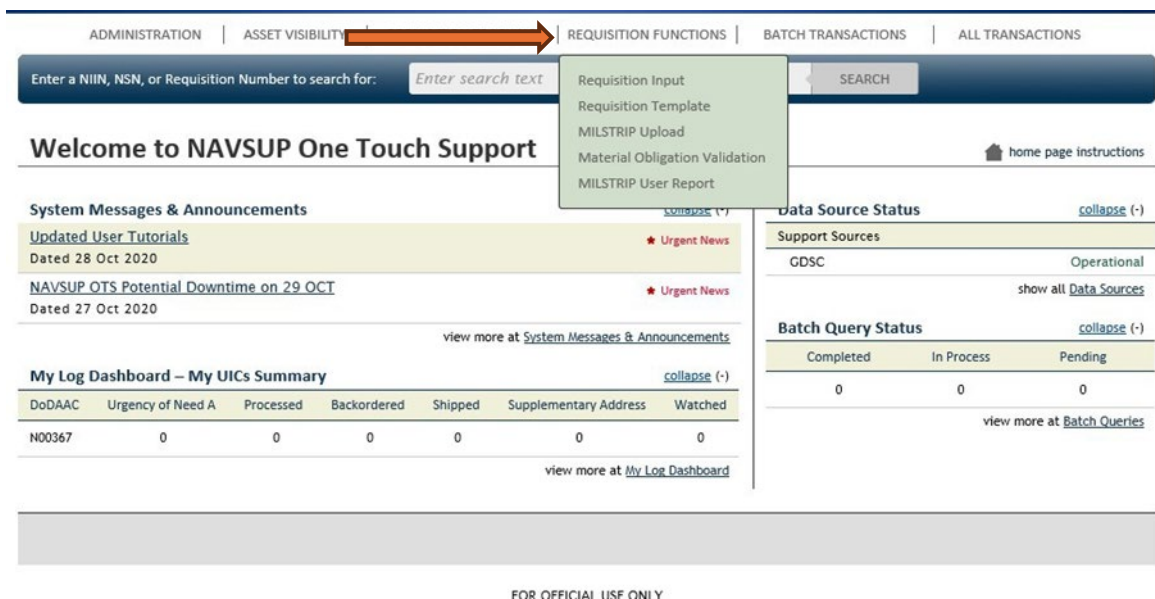
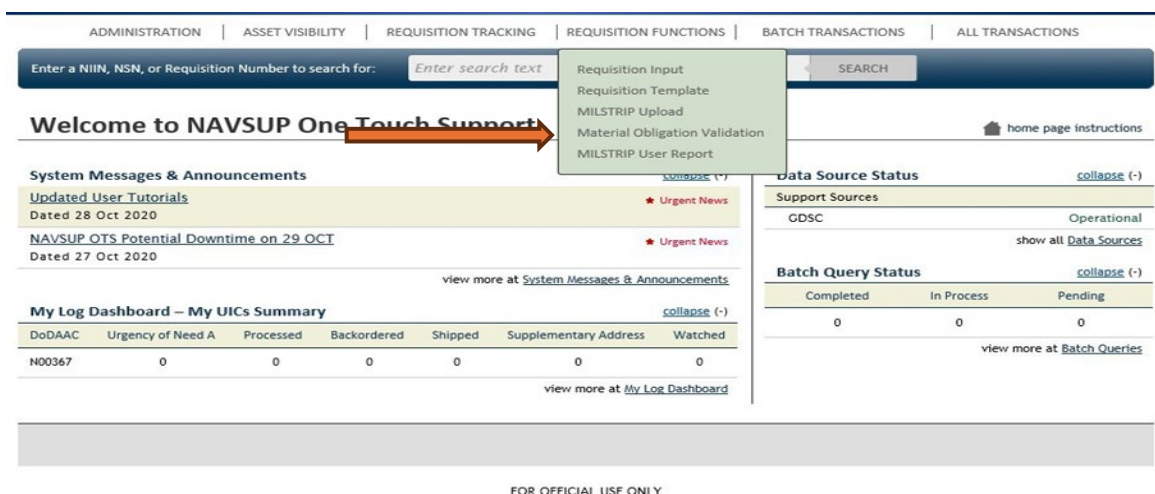*Figure 9.1. NAVSUP One Touch Requisition Functions.*

2. Select "Material Obligation Validation".

Figure 9.2. NAVSUP One Touch Material Obligation Validation.

3. Select the Batch Number (In this example #0101) in order to download the MOV Package of AN1 documents from GSA.

Figure 9.3. NAVSUP One Touch Batch Number.

4. Review each document. For items no longer required or have been received, zero out the "Modified QTY" field or decrease the quantity to the desired amount for partial issues or cancellations. If the item is still required or outstanding, DO NOT touch nor modify the original quantity field.

Figure 9.4. NAVSUP One Touch Modify Quantity.

5. When finished validating this batch, click in the "Mark As Reviewed" box before the requisition number.

Figure 9.5. NAVSUP One Touch Mark as Reviewed.

6. Click on "Submit MOV Package" to generate AP1 to the source of supply or last holding activity (GSA).

Figure 9.6. NAVSUP One Touch Submit MOV Package.

7. Select "Submit", and once done you will receive a notification that the Material Obligation Validation (MOV) package was submitted successfully.

Figure 9.6. NAVSUP One Touch Submit MOV Package Success.

8. Units having difficulties downloading/processing MOV packages are advised to e-mail the OTS Analyst/Trainer (Tito Malig) at tito.c.malig.civ@us.navy.mil or the NAVSUP OTS Program Office at onetouch@navy.mil for assistance.

10. Registration and Access in FEDMALL

1. FEDMALL can be accessed via PIEE. You will need a CAC card to log in and you MUST use your Flankspeed (.mil) email address for registration.

Figure 10.1. PIEE Homepage.

2. If you have not already registered in FEDMALL via PIEE, you will need to go to "My Account" to access your profile.

Figure 10.2. PIEE My Account.

3. One in "My Account", you will select "Add Additional Roles" to add the role to your account.
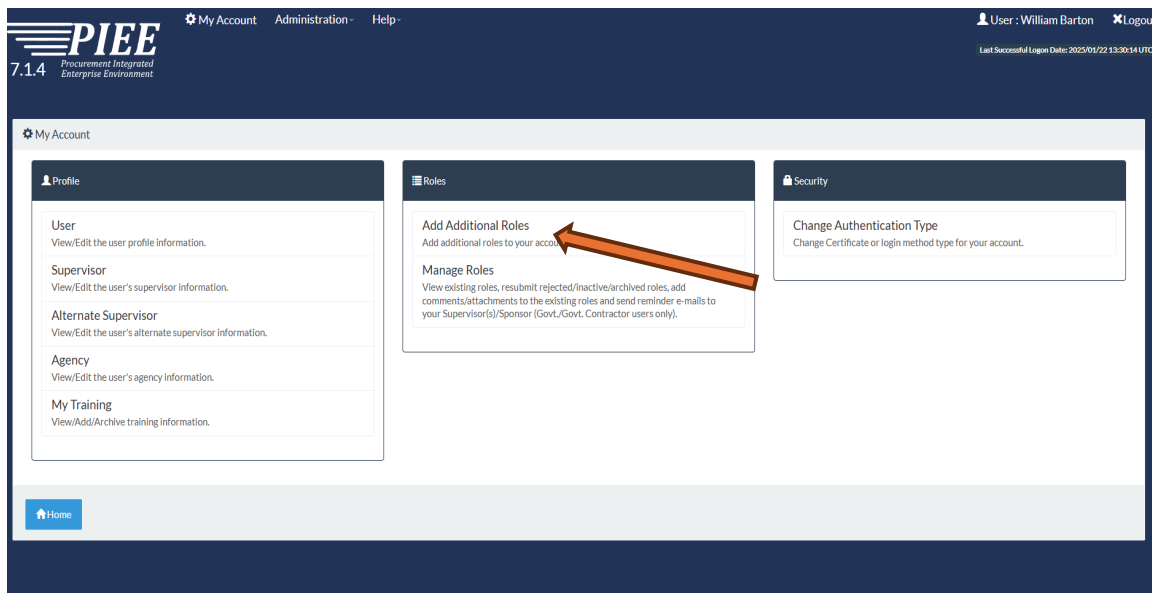
Figure 10.3. PIEE Add Additional Roles.

4. You will be prompted to review your profile information. Once done, you will add the role by selecting "FEDMALL" for the appropriate application, and "FEDMALL Employee" for the role. You will then click "Add Role" and follow the prompts.

Figure 10.4. PIEE Role Selection.

5. Once Complete, you will see the FEDMALL Icon reflected on your PIEE Home Screen and can access the system.

Figure 10.5. Fedmall Icon.

11. Processing Material Obligation Validations (MOVs) in FEDMALL

1. Log into FEDMALL, and select "Tools", then select "Material Order Entry System (MOES) / Create DDE.

Figure 11.1. MOES / Create DDE.

2. Select "AP MOV Response".

Figure 11.2. AP MOV Response.

3. Enter all information with a red asterix. Note: If requested, the suffix code will be "A" (You will get this information from the AN1 Status). Then proceed.

Enter Document	AP: MOV RESPONSES
View Sent Files	
Bulk Upload	Please enter the document number for the requisition in question. Please note that all mandatory fields are marked with an asterisk (*).
Review Queue	
View History	

DODAAC *   JULIAN DATE *   SERIAL NUMBER *   SUFFIX CODE

N63307   4211   R024 |

Proceed   Cancel

Figure 11.3. DODAAC, Julian Date and Serial Number.

4. Ensure that the required quantity is the same, and if no longer required change it to "0". Ensure that you enter the RIC. The Fund code will typically be LK or U3 (located in block 52 & 53. The Priority Code will always be 15 (located in block 60 & 61). Select either "Enter another" if adding more or "Done".

Please fill in the appropriate information to complete the MILSTRIP document. After you have successfully completed this requisition, you may enter another by clicking the "enter another" button. Otherwise simply click the "done" button to submit your form. Please note that all mandatory fields are marked with an asterisk (*).

To view a definitions glossary click here

Field	Value
DIC (1-3) * :	AP1: Response By Requisitioner
RIC (4-6) * :	
MEDIA STATUS (7) * :	S - 100% Supply/Shipment Status to Requisitioner in (rp 30-35) by DMS
NSN or PART NUMBER (8-22) * :	8415016726520
UNIT OF ISSUE (23-24) * :	EA
QTY (25-29) * :	1
DODAAC (30-35) * :	N63307
JULIAN DATE (36-39) * :	4211
SERIAL NUMBER (40-43) * :	R024
SUFFIX CODE (44) :	
SUPPLEMENTAL ADDRESS (45-50) * :	N68727
SIGNAL CODE (51) * :	J - Ship to Supplementary Address. Bill to Requisitioner (rp 30-35)
FUND (52-53) * :	LK
DISTRIBUTION (54-56) :	9B
PROJECT (57-59) :	OP9
PRIORITY (60-61) * :	15 - Activity Designator 'V', Urgency-of-need 'C'
TRANSACTION DATE (71-73) :	022

Figure 11.4. Enter Appropriate Information.

5. One "Done" is selected, review your queue and select "Send Queue".

REVIEW QUEUE

To send these documents to DLA Transaction Services, click "Send Queue." To modify a document before sending, use the "Edit" button. To remove a document from the queue, use the "Delete" button.

Note: Please limit the queue size to 300 Milstrip Rows.

[Cancel] [Send Queue]

DIC	RIC	M/S	NSN	UI	QTY	DODAAC	JUL DATE	SER NUM	SFX CODE	SUP ADD	SIGCODE	FUND CODE	DIST/MON	PROJ CODE	PRIORITY	TRANSACTION DATE
AP1	SMS	S	8415016726520	EA	1	N63307	4211	R024		N68727	J	LK	9B	OP9	15	022

[Edit] [Delete]

Figure 11.5. Review and Send.

12. MILSTRIP Quick Reference Guide

In conclusion, this document has provided NROTC Unit Supply Technicians with the necessary guidance to effectively identify, validate, and respond to Material Obligation Validations (MOVs) within the OneTouch and FEDMALL systems. By

diligently following these procedures, technicians can ensure accurate inventory management, prevent unnecessary cancellations, and maintain efficient supply chain operations in accordance with established NAVSUP regulations. Prompt and accurate MOV processing is crucial for the NROTC unit's mission readiness and resource accountability.

13. Points of Contact

William Barton
NROTC Supply Management Specialist
GAM
Coordinator
847-688-4141 ext. 176
william.g.barton.civ@us.navy.mil

John Bass
ELMS APO / ALT GAM
ALT GPC Level IV Agency Program
847-688-4141 ext. 143
john.l.bass.civ@us.navy.mil

Jason Sheets
NROTC Supply Management Specialist
847-688-4509 ext. 330
jason.d.sheets.civ@us.navy.mil

Sidney Coleman
GPC Level IV Agency Program Coordinator
847-688-4141 ext. 187
sidney.e.coleman.civ@us.navy.mil

LaTonya Langston
NROTC Supply Management Specialist
847-688-4509 ext. 439
latonya.l.langston.civ@us.navy.mil

Jerry Long
N4 Logistics Director
847-688-4509 ext. 388
jerry.e.long.civ@us.navy.mil

Eurice Cotton
NROTC Supply Management Specialist
847-688-5454 ext. 184
eurice.cotton.civ@us.navy.mil