



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON DC 20350-2000

OPNAVINST 10126.5
N4
20 Dec 2019

OPNAV INSTRUCTION 10126.5

From: Chief of Naval Operations

Subj: MANAGEMENT AND CONTROL OF THE SURFACE WARFARE
OFFICER LEATHER JACKET

Ref: (a) NAVPERS 15665I
(b) COMNAVSURFPAC/COMNAVSURFLANTINST 1412.1A
(c) MILPERSMAN 1070-320
(d) NAVSUP P-485
(e) SECNAVINST 5200.44

Encl: (1) Sample Request for the SWO Leather Jacket Letter
(2) Sample Page 13 Entry

1. Purpose. To establish inventory policy, management policy, and procedures for the control and accounting of the surface warfare officer (SWO) leather jacket.
2. Applicability. This instruction is applicable to Navy personnel responsible for resourcing, procurement, inventory policy, management policy, and procedures for the control and accounting of the SWO leather jacket.
3. Background. The SWO leather jacket is organizational clothing with exclusive designation for SWO community members of the U.S. Navy. Strict procurement controls, proper distribution oversight, and management of on-hand stock, issues, and disposition must be implemented and maintained.
4. Policy. SWO leather jackets are authorized for issue to and wear by only those parties listed in subparagraphs 4a through 4d, per reference (a).
 - a. President of the United States upon inauguration. Request must be provided by Commander, Naval Surface Forces (COMNAVSURFOR).
 - b. Active, reserve, and full time support SWOs with designators 1110, 1115, and 1117 who have earned the surface warfare qualification per reference (b). SWOs with designator 1115 must be actively on orders or in a drilling status to have a jacket issued to them.
 - c. Retired SWOs will not be issued jackets; however, officers with the designator 1113 are authorized to wear a SWO leather jacket if issued while on active duty or during reserve support.

d. Officers who earn a surface warfare qualification per reference (b) and are issued a SWO leather jacket while serving in designators 1110, 1115, and 1117 and who transfer to other designators are authorized to continue wearing the SWO leather jacket. Officers who transferred from designators 1110, 1115, and 1117 prior to the date of this instruction will not be issued a SWO leather jacket.

5. Procedures. Issue, wear, disposition, and re-utilization of the SWO leather jacket must be conducted as stated in subparagraphs 5a through 5c.

a. Issue and Wear. SWO leather jackets are authorized for wear upon issue and are to be worn with a name patch only. Standard leather name patches are permitted.

(1) SWO Leather Jacket Initial Issue. SWO leather jacket initial issue will commence once sufficient jacket stocks are available. COMNAVSURFOR will publish initial issue instructions, including a prioritized list that will dictate the order of initial issue.

(a) When directed by COMNAVSURFOR, commands will submit a request for the SWO leather jackets via a letter, utilizing the format in enclosure (1), and a completed DD 1348-6 Department of Defense (DoD) Single Line Item Requisition System Document. During initial issue, an activity may submit multiple officers' requests and names via one letter (enclosure (1)).

(b) Naval Supply Systems Command (NAVSUPSYSCOM) Fleet Logistics Center (FLC) Jacksonville Site Pensacola will issue SWO leather jackets per COMNAVSURFOR direction and upon receipt of requests from activity commands and commanding officers (CO). During the issue process, NAVSUPSYSCOM FLC Jacksonville Site Pensacola will issue SWO leather jackets to recipient's DoD identification number in the gear issuing facility SWO leather jacket database for tracking.

(c) NAVSUPSYSCOM FLC Jacksonville Site Pensacola will ship SWO leather jackets to the requesting command's unit identification code via traceable means utilizing a transportation account code supplied by COMNAVSURFOR.

(d) After the recipient's command receives the SWO leather jacket, the CO will ensure issuing of the SWO leather jacket is documented on a permanent NAVPERS 1070/613 Administrative Remarks (Page 13) entry in the officer's personnel file using the sample in enclosure (2), per reference (c).

(2) SWO Leather Jacket Steady State Issue

(a) Upon completion of initial issue to eligible, qualified SWOs, steady state issue will commence as prospective SWOs earn their surface warfare qualification.

(b) Once a prospective SWO earns their surface warfare qualification per reference (b), their CO will submit a request letter (enclosure (1)) and a completed DD 1348-6, to NAVSUPSYSCOM FLC Jacksonville Site Pensacola.

(c) NAVSUPSYSCOM FLC Jacksonville Site Pensacola, gear issuing facility, will serve as a single point of entry for all requisitions. Upon receipt of the request letter (enclosure (1)) and DD Form 1348-6 from the requesting CO, the SWO leather jacket will be issued to the recipient's DoD identification number in the gear issuing facility SWO leather jacket database for tracking. NAVSUPSYSCOM FLC Jacksonville Site Pensacola will ship the SWO leather jacket to the requesting command's unit identification code via traceable means utilizing a transportation account code supplied by COMNAVSURFOR.

(d) After the requesting command receives the SWO leather jacket, the CO will ensure the SWO leather jacket issue is documented in a permanent NAVPERS 1070/613 (Page 13) entry in the officer's personnel file at the time of receipt using the sample verbiage provided in enclosure (2), per reference (c).

(3) Replacement Issue. Replacement of SWO leather jackets deemed unserviceable, lost, or unavailable must be conducted per subparagraphs 5a(3)(a) through 5a(3)(d).

(a) For a replacement issue, the SWO leather jacket previously issued by the gear issuing facility will be shipped via traceable means to:

NAVSUP FLC Jacksonville Site Pensacola
Gear Issue Facility
NAS Jacksonville, Bldg 3581
690 San Carlos Road
Pensacola, FL 32508-5014

(b) Use the DD 1348-6 when free issue jackets are not available to be reutilized. Complete the DD 1348-6 requisition per reference (d), volume 1. The requisition must be manually submitted. Electronically submitted requisitions via DoD-approved requisition routing information technology systems must be rejected.

(c) For a replacement issue, a command letter must be signed by the CO or immediate superior in command. Enclosure (1) is an example of a properly prepared command letter.

Note: By direction signatures are unacceptable and will be rejected.

(d) If the jacket is lost or unavailable, submit a completed DD 200 Financial Liability Investigation of Property Loss Report with a request letter (enclosure (1)). Complete DD 200 per reference (d), volume 1.

b. Disposition. Final disposition of the jackets will be conducted per subparagraphs 5b(1) and 5b(2).

(1) Personnel qualified to wear the SWO leather jacket may retain their jacket when separating or retiring from the Naval Service under honorable conditions. However, they are not authorized any subsequent issues or replacement issues after retirement or separation. A disposition letter must be prepared documenting the retirement or separation, noting the name, rank, and DoD identification number of the individual retaining the jacket. The individual receiving the SWO leather jacket and the activity submitting the request will each retain a copy of the disposition letter. The original disposition letter, personally signed by the activity CO, must be forwarded via traceable means to:

NAVSUP FLC Jacksonville Site Pensacola
Gear Issue Facility
NAS Jacksonville, Bldg 3581
690 San Carlos Road
Pensacola, FL 32508-5014

(2) Personnel not meeting the requirements of subparagraph 5b(1) must turn in their SWO leather jacket to their activity prior to leaving the Naval Service. With each returned jacket, include a DD 1149 Requisition and Invoice/Shipping Document (with two copies) annotated with the name, rank and DoD identification number of the individual returning the jacket. If, for any reason, personnel have their SWO qualification removed, they are required to return their jacket. The returned jacket must be forwarded via traceable means to:

NAVSUP FLC Jacksonville Site Pensacola,
Gear Issue Facility
NAS Jacksonville, Bldg 3581
690 San Carlos Road
Pensacola, FL 32508-5014

c. Reutilization

(1) Serviceable jackets returned or turned in to NAVSUPSYSCOM FLC Jacksonville Site Pensacola will be available for reutilization or free issue exchanges with authorized recipients to the maximum extent possible.

(2) When a jacket is available for "free issue" exchange or reutilization, the DD 1348-6 is not required, but the command letter procedure remains a requirement. Personnel not able to exchange jackets in person at the gear issuing facility must return jackets for exchange utilizing DD Form 1149 to document shipment per subparagraph 5a(3) of this instruction. Instructions to

fill out the DD 1149 can be found in paragraph 3031 of reference (d). Additionally, requesting units must include the transportation account code on the DD 1149 to cover return shipping charges.

6. Responsibilities

a. Office of the Chief of Naval Operations (OPNAV)

(1) Director, Military Personnel Plans and Policy Division (OPNAV 13). Prescribe and maintain the SWO leather jacket manner and occasion for wear policies promulgated in reference (a).

(2) Director, Supply, Ordnance, and Logistics Operations Division (OPNAV 41). Maintain this instruction.

(3) Director, Surface Warfare Division (OPNAV N96). Resource SWO leather jackets.

b. NAVSUPSYSCOM

(1) Update appropriate supply publications to align with established inventory policy, management policy, and procedures for the control and accounting of the SWO leather jacket.

(2) Per reference (e), ensure audit requirements of operating material and supplies inventory are met.

c. COMNAVSURFOR

(1) Manage the SWO leather jacket program. Responsibilities include interfacing with Deputy Chief of Naval Operations, Manpower, Personnel, Training and Education (CNO N1) for annual personnel changes, NAVSUPSYSCOM for uniform technical specifications and distribution, Defense Logistics Agency (DLA) for uniform procurement, OPNAV N41 for updates to this instruction, and other activities as appropriate.

(2) Fund SWO leather jacket programmatic costs to include the following in subparagraphs 6c(2)(a) through 6c(2)(c).

(a) Stand up and enduring management costs associated with jacket procurement and issuance.

(b) Stand up and enduring procurement costs for appropriate inventory levels to meet forecasted requirements.

(c) Stand up and enduring transportation costs associated with forecasted requirements.

(3) Per reference (e), ensure audit requirements of operating material and supplies inventory are met.

(4) Develop and execute a memorandum of agreement between COMNAVSURFOR and NAVSUPSYSCOM FLC Jacksonville to manage the guidelines for issue, returns, and other actions as appropriate.

d. NAVSUPSYSCOM FLC Jacksonville

(1) Develop and execute a memorandum of agreement between NAVSUPSYSCOM FLC Jacksonville and COMNAVSURFOR to manage the guidelines for issue, returns, and other actions as appropriate.

(2) Partner with DLA to maintain adequate inventories of the SWO leather jacket that support U.S. Navy requirements on an annual basis.

(3) Institute procedures with DLA so all requisitions for the SWO leather jacket originating from anywhere other than NAVSUPSYSCOM FLC Jacksonville Site Pensacola are rejected.

(4) Monitor the gear issuing facility inventory management, policy, and operations to ensure compliance with this instruction and interface with the COMNAVSURFOR SWO jacket manager.

(5) Arrange for security to prevent theft when shipping SWO leather jackets, to include shipment of jackets by traceable means.

(6) Ensure proper supply and security discipline relative to SWO leather jacket management is exercised at the gear issuing facility, including setting stock levels, establishing screening and disposition procedures, and developing strict requisition, receipt, and issue controls.

(7) Ensure removal of the inside flap of the jacket on which "USN" (for "U.S. Navy") or any other Government markings are stenciled, prior to turn-in to DLA for disposal.

(8) Ensure the controlled inventory item code assigned to the SWO leather jackets is "V."

(9) Maintain the SWO leather jacket database to maintain accountability.

e. Navy Exchange Service Command. Provide engineering and sustainment support for the SWO leather jacket.

f. Activity Commanders and COs

(1) Ensure all requisitions for the SWO leather jacket are for qualified personnel and the request letter (enclosure (1)) with applicable documents are submitted, and the letter is signed by the CO.

(2) Ensure a permanent NAVPERS 1070/613 (Page 13) entry is made in the individual's service record to document receipt of the jacket using the sample in enclosure (2) per reference (c). A DD 200 document number must also be entered when a replacement issue is made as a result of a survey.

(3) Provide NAVSUPSYSCOM FLC Jacksonville Site Pensacola, gear issuing facility, a personally signed copy of the disposition letter for personnel separating or retiring from the Service under honorable conditions and retaining their SWO leather jacket per subparagraph 5b(1).

(4) Follow the disposition procedures in section 5b(2) for jackets returned by officers no longer meeting the requirements to retain the jacket.

(5) For replacement issue requisitions, ensure the old jacket (or in lieu of, a copy of the DD 200 personally signed by the CO, or a copy of the DD 1131 Cash Collection Voucher for voluntary reimbursement) is delivered with the request letter (enclosure (1)) (personally signed by the CO) and DD 1348-6 requisition.

(6) Upon discovery of a loss, immediately determine if evidence of negligence, willful misconduct, or deliberate unauthorized use exists. The activity must prepare a DD 200. The DD 200 (approved and personally signed by the CO) must be forwarded to NAVSUPSYSCOM FLC Jacksonville Site Pensacola, gear issuing facility. If the responsible individual voluntarily consents to reimburse the U.S. Government, a DD 1131 for the amount of the jacket must be prepared on behalf of the U.S. Government. A copy of the DD 1131 must be submitted to NAVSUPSYSCOM FLC Jacksonville Site Pensacola, gear issuing facility with a copy of the approved DD 200 in order to support adjustment of their records. If utilizing a DD 1131, subparagraph 6f(6)(a) contains the line of accounting number that must be used.

(a) AA 17X1804 7B1B 260 D3824 BLANK 056521 2D R53824 00YYYYFCZZNC

(b) Where:

1. X = Fiscal Year,

2. YYYY = Julian Date, and

3. ZZ = Serial Number.

7. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Directorate for Administration, Logistics, and Operations, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the Department of the Navy Directorate for Administration, Logistics, and Operations, Directives and Records Management Division program office.

8. Review and Effective Date. Per OPNAVINST 5215.17A, Deputy Chief of Naval Operations for Fleet Readiness and Logistics (CNO N4) will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, DoD, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

9. Forms

a. The forms in the below subparagraphs 9a(1) through 9a(4) are available for download from the DoD Forms Web site, <https://www.esd.whs.mil/Directives/forms/>.

(1) DD 200 Financial Liability Investigation of Property Loss Report

(2) DD 1348-6 DoD Single Line Item Requisition System Document

(3) DD 1149 Requisition and Invoice/Shipping Document

(4) DD 1131 Cash Collection Voucher

b. NAVPERS 1070/613 Administrative Remarks (Page 13) is available for download from Naval Forms OnLine, <https://forms.documentservices.dla.mil/order/>.



R. L. WILLIAMSON
Deputy Chief of Naval Operations
(Fleet Readiness and Logistics)

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, <https://www.secnav.navy.mil/doni/default.aspx>.

SAMPLE REQUEST FOR THE SWO LEATHER JACKET LETTER

Command Letterhead
(For Official Use Only, when filled in)

From: Commanding Officer, (Command Name)
To: Commanding Officer, NAVSUP Fleet Logistics Center Jacksonville

Subj: REQUISITION FOR SURFACE WARFARE OFFICER LEATHER JACKET IN
CONCERN OF {INSERT NAME}

Ref: (a) OPNAVINST 10126.5
(b) COMNAVSURFPAC/COMNAVSURFLANTINST 1412.1A

Encl: (1) DD Form 1348-6 DoD Single Line Item Requisition System Document
(2) Copy, DD 200 Missing, Lost, Stolen or Recovered Report (if applicable)
(3) Copy, DD 1131 Cash Collection Voucher (if applicable)

1. Per reference (a), [an initial, routine, or replacement issue] SWO leather jacket is requested for {INSERT NAME, RANK, DESIGNATOR, BRANCH OF SERVICE, DOD ID NUMBER, SWO LEATHER JACKET SIZE}, who have/are qualified as a surface warfare officer per reference (b).
2. Enclosures (1) through (3) are submitted for your records and use.

J. P. JONES
("BY DIRECTION" is not authorized.)

Copy to:
(If applicable)

SAMPLE PAGE 13 ENTRY

ADMINISTRATIVE REMARKS NAVPERS 1070/613 (REV. 08-2012) PREVIOUS EDITIONS ARE OBSOLETE SUPPORTING DIRECTIVE MILPERSMAN 1070-320			
SHIP OR STATION:			
SUBJECT:		<input checked="" type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY	
SURFACE WARFARE OFFICER (SWO) JACKET ACCOUNTABILITY		AUTHORITY (IF PERMANENT): OPNAVINST XXXXX.XX	
<p>I acknowledge that I have been issued a SWO Leather Jacket in accordance with OPNAVINST XX.XX.XX. I am personally accountable for this jacket. If there are any questions regarding the accountability of this jacket, I will refer to OPNAVINST XXXX.XX.</p> <p>_____</p> <p>Member Signature</p>			
ENTERED AND VERIFIED ELECTRONIC SERVICE RECORD:			
VERIFYING OFFICIAL RANK OR GRADE/TITLE:	DATE:	SIGNATURE OF VERIFYING OFFICIAL:	
NAME (LAST, FIRST, MIDDLE):		SOCIAL SECURITY NUMBER:	BRANCH AND CLASS:

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