

CHAPTER 4

REQUISITION/ISSUE TRANSACTIONS

SECTION I - GENERAL

204101 - PURPOSE

This chapter prescribes the general criteria, responsibilities, and procedures governing the receipt and processing of MILSTRIP requisitions and related documents for supplies and equipment stored and issued by DLA.

204102 - SCOPE

This chapter is applicable to each Directorate/Office within a DSC charged with the preparation, control and processing of requisitions or other type related documents. The procedures contained in this chapter are based on the SAMMS Distribution Subsystem and are concerned primarily with normal/routine type requisitions. Requisition processing procedures peculiar to MAP/FMS, Loan, GFM, Repair/Assembly, and Commingled Stock are depicted in various other chapters/appendices within this manual. Requisitions identified to COPAD, (Contractor Operated Parts Depot) are processed as delineated in chapter 43.

204103 - REFERENCE

- a. DoD 4000.25-1-M, Military Standard Requisitioning and Issue Procedures (MILSTRIP).
- b. DLAR 4410.1, Uniform Materiel Movement and Issue Priority System (UMMIPS).
- c. DLAR 4140.66, Elimination of Duplication in the Management and Logistics Support of Interchangeable and Substitutable Items.

204104 - RESPONSIBILITIES

- a. The Directorate of Planning and Management, at each DSC, will:
  - (1) Review and coordinate internal operating procedures and ensure policy content as established herein is being complied with.
  - (2) Submit recommended changes or program improvements when applicable under the provisions of chapter 1.
- b. DSO will:

(1) Process requisition and other related documents, i.e., followups, cancellation and MROs, when manual handling is required.

(2) Implement procedures internally as required, within the guidance provided by chapter 1.

(3) Make every effort to meet the time standards established by UMMIPS.

(4) Implement adequate internal controls to ensure that all documentation is accurate, complete, and in alignment with the formats established in this manual; and in this context, establish quality control standards and processes as required by chapter 10.

c. The Office of Comptroller, DTO, DP&P and IPC will take necessary actions as required, to support supply operations.

#### 204105 - PROCESSING STANDARDS

##### a. Requisitions:

(1) DSC processing, supply performance and evaluations will be based on the time cycle segments established for each Priority Designator in DLAR 4410.1.

(2) All requisitions will be processed on a calendar day basis (0001-2400 hours). Processing time will be computed in days from date of receipt of requisition on a consecutive calendar day basis to include Saturdays, Sundays and Holidays. Priority Designator 1-3 and 4-8 requisitions will be processed on a seven-day week, 24-hour workday basis.

(3) Processing time for Priority Designator 9-15 will vary on the basis of the time remaining within the total authorized supply source.

##### b. Supply Status:

Supply sources will transmit status documents as transactions occur without awaiting expiration of any specified time periods. Transmission of supply status will be accomplished as follows:

(1) Priority Designators 1-3 and 4-8 - within two days from the date of receipt of requisitions or followups.

(2) Priority Designators 9-15 within five days from the date of receipt of requisitions or followups.

##### c. Followup:

(1) Priority Designators 1-8 Followup. Dispatched within two days after receipt of source document.

(2) Priority Designators 9-15 Followup. Dispatched within five days after receipt of source document.

## SECTION II - DEFENSE SUPPLY CENTER REQUISITION PROCESSING PROCEDURES

### 204201 - GENERAL

#### a. Type of Supply Documents Received:

(1) There are two categories of supply documents authorized to be received by DSCs within the scope of issue processing. These categories cover those documents which pertain to the issue or release of materiel, and documents which are informative and not primarily intended to release materiel.

(2) MILSTRIP types of supply documents are identified by the DIC which is contained in Block 1 of the DD Form 1348, DoD Single Line Item Requisition System Document (Manual), and SF 344, DoD Multiuse Standard Requisitioning/Issue System Document (Manual), or in pos. 1-3 of the DD Form 1348m, DoD Single Line Item Requisition System Document (Mechanical). DSCs receiving requisitions, passing actions, referral orders, document modifiers, followups, and cancellations irrespective of form or method of transmission, will process such transactions IAW the provisions of this manual. The following type of supply documents for issue or release of materiel are authorized to be received/originated and processed by DSCs:

(a) Requisitions, DIC A0\_, received from requisitioners will be processed mechanically. Receipt of these documents will not be confirmed. GFM Requisitions will be processed under the provisions of chapter 13. (See appendix B-4 for format and identification.)

(b) Document Modifiers, DIC AM\_, received from requisitioners, supplementary addresses or activities designated by a significant entry in pos. 54 (on block 18 of the manual forms) to revise the data elements described in paragraph 204403 below. GFM modifiers will be processed under the provisions of chapter 13.

(c) Redistribution Orders, DIC A2\_, created by IMs (see appendix B-5 for format and identification) are mechanically processed IAW chapter 41.

(d) Passing Orders, DIC A3\_, received from another source of supply will be processed. GFM Passing Orders will be processed under the provisions of chapter 13. (See appendix B-6 for format and identification.)

(e) Materiel Release Denial/Adjustment, DIC A6\_, received from distribution depots for the purpose of reinstating or adjusting a request to issue materiel. The quantity reflected in the quantity field will represent the adjustment portion of the requirement. (See appendix B-8 for format and identification.)

(f) Manager Review Reentry, DIC ZLL, mechanically prepared and output during requisition edit process for those items designated as Manager Review or requiring Manual Review. (See appendix B-127.) DIC ZLM is also authorized reentry in this process. (See appendix B-151.)

(g) Reentry from Violation Control Processes includes requisitions rejected during initial validation and edit checks which were suspended on the Violation Control File. Violation Control File procedures are contained in chapter 49.

(h) MOV Reinstatement Request, DIC APR, is a request submitted by the requisitioner to reinstate a requisition previously canceled due to the requisitioner's nonresponse to a MOV request. This transaction will be processed as described in chapter 42.

(i) Other types of supply documents which may be authorized by DoD. Requisitions may be received from non-DoD activities, authorized to requisition by the DLA (by mail, electrical message or telephone) and in a format peculiar to that requisitioning Agency. DSCs receiving requisitions by telephone will transcribe (record) the data on DD Form 1348 or 1348m. See subparagraph 204203c for detailed procedures.

b. Related Type Documents. The following types of informative supply documents are authorized to be received and processed as input by the DSCs:

(1) Cancellation, DIC AC\_, received from requisitioners, supplementary addresses, pos. 54 (block 18 of manual forms) or from ICP as depicted in RIC (From) entry in pos. 67-69 will be processed. GFM Cancellations will be processed under the provisions of chapter 13. (See appendix B-17 for format and identification.)

(2) Followup, DIC AF\_ or AT\_, received from requisitioners, supplementary addresses, or activities depicted by a significant entry in pos. 54 (or block 18 of manual forms) are processed. GFM Followups will be processed under the provisions of chapter 13. (See appendices B-12 and B-109 for format and identification.)

(3) Reply to DSC initiated MRO/DRO/LRO Followup, DIC AF6/AFJ, will be received as Supply Status, DIC AE6/AEJ in the format of appendix B-94.

(4) MRO/DRO Confirmations, DICs ARO, AR9, ARA, ARB, ARJ, ARK, ARL and CRO received from shipping activities are processed. The quantity reflected in the quantity field will represent the quantity actually shipped. (See appendix B-14 for format and identification.)

(5) Materiel Receipt Acknowledgments (MRAs), DIC DRA and DIC DRB, received from the reporting activity to acknowledge receipt of materiel at the retail level, will be matched to the processing DSCs ARCS records. DIC DRA or DRB that matches the ARCS record will post to the ARCSF, update the SAMMS Asset Management Statistics (SAMS) and Requisition History File. DIC DRA or DRB that do not match will update the SAMMS and the Requisition History File. (See appendix B-316 for format and identification. MRAs are processed as described in 2041204.)

(6) Reply to DSC request for MRO/DRO/LRO cancellation (DIC AC6/ACJ) will be received under the following DICs and processed as described in paragraph 204402.

(a) Shipment Status - Reply to Cancellation Request, MRO/RDO Confirmation DICs AUO, AUA and AUB when shipment has been made. (See appendix B-249 for format and identification.)

(b) Supply Status - Response to MRO/DRO Cancellation, DICs AG6 and AGJ when cancellation accomplished. (See appendix B-236 for format and identification.)

(c) Supply Status - DIC AE6 or Disposal Supply Status, DIC AEJ, (see appendix B-94 for format and identification).

(7) Shipment Status, DIC AS6, appendix B-89, will be generated by a holding activity to provide the DSC with confirmation of shipment of a backorder referred through the Total Asset Visibility (TAV) process.

NOTE: All MILSTRIP supply and related documents routed to COPAD, (RIC S9J), DSCC, Columbus, Ohio will first process through SAMMS. The exceptions to this are DIC ARO(s) with RIC S9J; these documents will process directly into COPAD.

#### 204202 - DISTRIBUTION SUBSYSTEM MANAGEMENT POLICY TABLES

Management Policy Tables are designed to record and utilize variable criteria as a fixed portion of the computer programs. There are seven primary tables within the Distribution Subsystem. The use of these tables in the requisition processing routines are outlined in the following subparagraphs.

a. DSC Control Table.

The DSC Control Table is utilized within the requisition processes for the automatic assignment of a document number (pos. 30-43) to input Redistribution Orders, DIC A2\_ or a Disposal Directive, DIC ZLC (DRO, DIC A5J). Establishment and maintenance of this table are outlined in chapter 33, paragraph 233303.

b. FSC/RIC Table.

The FSC/RIC Table is utilized to pass misrouted documents other than DIC A01/A, A31/A or A41/A, to the proper DSC within the DLA distribution complex. The exception cited DICs above are forwarded to DAAS for iden-

tification of the proper Source of Supply (SOS), and the DAAS responses are processed IAW appendix E-248 P. Establishment and maintenance of this table are outlined in chapter 33, paragraph 233301.

c. Service/Agency-Owned Assets Reporting Table.

This Table contains the Service/Agency Activity Address to which ADP transaction reporting, asset reporting and financial billing/credit transactions are to be forwarded. The table has application to the processing of transactions for commingled stocks. Establishment and maintenance of the Service/Agency Owned Assets Reporting Table are outlined in chapter 33, paragraph 233224.

d. Project Code Reference Table.

(1) The Project Code Reference Table is a random access Policy Table. It contains all the DLA assigned Project Codes, all MILSTRIP Category B and C Codes and all Project Codes required in the Distribution processes (e.g., 3AA by Basic Service Code) assigned IAW appendix A-11 and/or MILSTRIP Manual 4000.25-1-M, Appendix B-13.

(2) It is used to mechanically update special instructions by Project Codes on direct delivery PRs. Project Codes representing Commercial Construction Equipments (CCE) will be entered in this table with an in-the-clear cross-reference to the end-item contract number for use in research actions on mechanically generated PRs (direct delivery) for parts and with Project Action Code E (see appendix A-121). CCE Project Codes relate only to non-NSN requisitions. This table is also used to assign GACs (Edit Search Sequence Patterns) for requisitions containing a Project Code designating a Materiel Assembly Point.

(3) These tables are established and maintained under the instructions outlined in chapter 33, paragraph 233223.

e. Source Preference Table.

A Source Preference Table will be established by the DSC for each designated supply support area. The table will contain every valid storage location within the DLA supply complex and will be utilized in requisition processing (availability edit) to establish the storage location precedence from which assets will be shipped to a specific support area. Establishment and maintenance of this table are outlined in chapter 33, paragraph 233205.

f. Direct Delivery Table.

The Direct Delivery Table is used in requisition processing, after a mechanical determination that there are no assets on hand for issue. This table furnishes criteria, in terms of days, for a decision as to whether a requisition is to be placed on backorder against replenishable stocks due-in (Status Code BB) or placed on Direct Vendor Delivery procurement (Status Code BV/BZ). Establishment and maintenance of this table are outlined in chapter 33, paragraph 233203.

g. ORC Table.

(1) The ORC Table controls the output of computer rejects and determines the type of violation output, i.e., Violation Control Reentry Form, Controlled Listing (appendix F-122), Uncontrolled Listing (appendix F-117) or Manager Review Reentry Form. This table identifies the computer prepared output to the personnel or organization responsible for processing. Routing of output is based on the ORC assigned to the DIC, Document Number, Stock Number or VRC.

(2) Establishment and maintenance of the ORC Table are outlined in chapter 33, paragraphs 233303 and 233304.

h. FEDSTRIP - FSC Support Table.

The FEDSTRIP - FSC Support Table is utilized to confirm authorization for a specific FSC/PN for a FEDSTRIP Activity IAW agency/activity agreements. Establishment and maintenance of the table are prescribed in appendix E-201 P and outlined in chapter 33, paragraph 233230.

i. Selective Edit Control Table.

(1) This table is used in requisition processing routines to control/regulate automatic issue of selected NSNs/PGCs as agreements with Service/Civil Agencies are consummated or as deemed appropriate by the DSC.

(2) Requisitions and related documents subjected to the Selective Edit routine and the resultant directed action will be based upon Activity Data contained in the Selective Edit Control Table, appendix F-406.

(3) Only transactions input to the Selective Edit Control Table by NSN will generate an internal transaction to place a Y in the Command Controlled Regulated (CR) field in the NIR, appendix F-109. Requisitions submitted for items input to Selective Edit Control Table by PGC will match PGC in NIR to PGC in Selective Edit Control Table.

(4) This table is established and maintained by input of Selective Edit Control Table Transaction, DIC ZNC as outlined in appendix E-289 P. Instructions for correction and reentry of Selective Edit Control Table Violations are contained in appendix E-289 V.

j. Controlled Substances Table.

(1) This table is used in conjunction with NIR Special Item Codes R and K, and with DoDAAD Special Customer Code N, to record the nomenclature of controlled substance items for printout on the Listing of Requisitions for Controlled Substances Items, appendix F-293.

(2) This table is established and maintained IAW appendix E-285 P and as outlined in chapter 33, paragraph 233236.

k. Electronic Procurement Program Initiative (EPPI).

(1) The EPPI (non-511 EDI) process is part of the requisition processing edit routine. If it is determined the requisition is eligible to be filled by EPPI, the award is made to a long term contract and the requisition is processed for electronic transmission of the order to a vendor for direct vendor delivery.

(a) Items identified for EPPI processing are coded in the NIR, appendix F-109, with an Electronic Procurement Program Code (EPPC), appendix A-104. The EPPC may be established or updated in the NIR by the input of an Item Management Data Change Transaction (DIC ZJM), appendix B-142.

(b) EPPI Decision Support Codes, appendix A-140, specify the editing criteria to be used in determining the eligibility of a customer requisition for an item identified for EPPI support.

(c) FMS (CLSSA and non-CLSSA), deferred requisitions (extended RDD), and free issue requisitions are excluded from this process. Requisitions mechanically released from Backorder and requisitions coded for Manager Review are also excluded from this process.

(d) Requisitions supported through the EPPI process will be assigned Demand Code M. Vendor responses after the award is made are handled by the Contracting Subsystem. Vendor invoices are handled by the Financial Subsystem.

(2) The EPPI 511 EDI process, for part number requisitions only, is initiated by receipt of requisitions in 511 EDI format, by the Contracting Subsystem. The requisition and contract data is passed to the Asset Management Subsystem where the requisition is edited and processed to fill the requisition, the award is made to a long term contract, and the electronic transmission of the order to a vendor for direct vendor delivery occurs.

(a) The requisitions are in multiple packages consisting of single or multiple order lines within an individual package order. The process is fill or kill, if one order line in a package fails to process, all order lines in the package fail to process, and the package is rejected.

(b) The following are excluded from the EPPI 511 process: FMS (CLSSA and non-CLSSA), Grant Aid, GFM, NSNs, NMCS, and ANMCS, Expedite codes, extended RDD, and free issue. Although exclusion tables such as DoDAAC, Project Code, and Advice code may be associated with the contracts used, these exclusions are not utilized.

(c) Requisitions supported through the EPPI 511 process will be assigned Demand Code M. Vendor responses after the award is made are handled by the Contracting Subsystem. Vendor invoices are handled by the Financial Subsystem.

1. SAMMS Asset Management Configuration File.

(1) Each DSC will be able to configure selected asset management processes through the SAMMS Asset Management Configuration menu as described in SMMSTEL User Handbook, DLAH 4745.2, Volume I, Part 1, Verb SDCF. At the present time only the Maximum Release Quantity (MRQ), Extended Edit and Total Asset Visibility options are available.

(2) The MRQ option permits the authorized personnel to query or update the DSCs Basic or Extended MRQ Bypass policy or obtain MRQ Configuration Statistics. The use of the MRQ in requisition processing is described in chapter 32.

(3) The Extended Edit provides the user the capability for establishing directed action criteria for an NSN, FSC, PGC or globally for all NSNs. This process is described in more detail in paragraph 204204 below.

(4) The Total Asset Visibility (TAV) option permits the DSC to establish and maintain exclusion, source preference and contingency tables to control the referral of backordered requisitions to participating Service/Agency holding activities. The manager can utilize the DVD Inclusion Table to specify categories of nonstocked or obsolete NSNs that are eligible for TAV referral. An individual will also be able to query the TAV asset or history data as well as view online statistics.

204203 - DOCUMENT INPUT

a. Requisitions and related type supply documents can be transmitted by electrical communications, mail, telephone or courier. Mode of transmission will be determined by the message originator based upon such considerations as priority of document, need to convey exception data or availability of transmission facilities.

b. Mechanical:

(1) IPG III Requisitions and related type supply documents received via AUTODIN will process directly into the SAMM System. Requisitions submitted through DLANET and IPG I or II requisitions received by AUTODIN will be processed into the Online Requisition Process.

(2) Within the mechanical processes described in chapter 30, input requisitions/related type documents are edited for identification and only those documents containing an authorized DIC and RIC of processing DSC are released to the SAMMS Distribution Subsystem. Processing of the rejected documents is contained in chapter 30.

(3) Documents containing Suspected Narrative Message will be printed out in the format of appendix F-75 and forwarded to the DSO for processing IAW appendix E-334 P.

c. Manual:

(1) All requisitions/related type supply documents received by mail, telephone, teletype, or courier will be directed to the DSO for review and documentation for input IAW:

(a) Appendix E-004 P which describes the coding and preparation requirements for documents containing other than exception type DICs (5/E in pos. 3 of DIC).

(b) Appendix E-035 P describes the method of processing and entry of exception data requisitions for the DPSC Factory (Directorate of Manufacturing). This appendix also lists limits on use of exception data.

(c) Appendix E-515 P describes the method for control and processing of documents containing exception data. This appendix also lists limits on the use of exception data.

(d) Appendix E-251 P describes the method of preparation and input of Materiel Receipt Acknowledgements (MRA) for reporting activities who cannot transmit electronically.

(2) Interactive processes provide the capability for entering requisitions and related documents into SAMMS. These interactive processes, provided through the SAMMS Teleprocessing (SAMMSTEL) network, are described in detail in the DLAH 4745.2, Volume I, Part 1, DLA Remote Users Handbook.

(a) The Online Requisition Process, Verb SOLR, permits the entry of requisitions, DIC A0A/A01, passing orders, DIC A3A/A31, and referrals, DIC A4A/A41 submitted for National Stock Numbers (NSNs). This process does not permit entry of exception data or directed actions.

(b) The Online Data Entry Interactive process, Verb SODE, permits the entry of requisitions, DIC A0\_, passing orders, DIC A3\_, referrals, DIC A4\_, cancellations, DIC AC\_, followups, DIC AT\_, modifiers, DIC AM\_, and Materiel Receipt Acknowledgments, DRA/B. This option permits entry of transactions previously accomplished through Four-Phase data entry including part numbers, exception data or directed actions.

(3) To assure adequate requisition controls, it is essential that manual requisitions be reviewed and documented for input within a minimal timeframe. For this purpose, a maximum of three hours processing time will be established by the DSCs. The essential requirement is that the requisition be established on the ARCSF and RHF as soon as possible.

(4) Requisitions (including transactions treated as requisitions) directly entered into the SAMMS requisition processing at the ICPs (i.e. SAMMSTEL Verb SODE, DESEX) bypass DAASC. A memorandum document, DIC CHA (Image of Off-Line Requisition Data to DAAS-CONUS) or DIC CH1 (Image of Off-Line Requisition Data to DAAS-OCONUS), will be created for each of

these requisitions and transmitted to DAASC to update the Logistics Information Processing System (LIPS) Data Base.

(5) As required, if the IM elects to take a specific supply action against a manual document, the appropriate Manager Forced/Directed Action Code, appendix A-86, will be entered in pos. 77 of the prepared input. When the system is unable to perform directed actions, the input will be rejected under the provisions of chapter 49. Processing of these rejections by DSO will be IAW appendix E-004 V.

#### 204204 - MANAGER REVIEW OUTPUT-INPUT

a. Within the SAMMS mechanical processes, the system will reject requisitions because they require IM review and/or directed actions to complete processing. The manager review process will be mechanically accomplished prior to the MRQ check. The documents will reject citing DIC ZLL (appendix B-127) and contain a Manager Notification Information Code (MNIC) (appendix A-90) in pos. 73 which denotes reason for reject.

(1) The number of NSNs with Manager Review Codes (MRCs) assigned will be maintained at branch level or above, along with justification for each.

(2) Establishment of a Manager Review Code for any reason will be substantiated in writing to the respective chief or assistant chief.

b. Requisitions that are subjected to IM review that contain a NIR MRC B or D, will be mechanically screened and processed utilizing the SAMMS Asset Management Extended Edit Process.

(1) The SAMMSTEL online Extended Edit Process, Verb SDCF, provides for the establishment and maintenance of records which contain processing instructions to be used to screen and process requisitions on items identified for manager review. The process has manager defined Table Controls, Rules and Actions for NSNs, Procurement Group Codes (PGCs), and Federal Supply Class (FSC).

(2) The IM will determine the sequential processing steps within each Rule and corresponding Action for the associated NSN, PGC, FSC, or all NSNs. The mechanical processing will begin with processing step one and proceed sequentially until the entire requisition quantity is processed or until the last processing step is executed for the item.

(3) The specific Action for a given processing step will only be executed if the item meets all of the associated qualifications established. The valid Extended Edit Action Codes are BA, BB, BH, BM, BV, CJ, CK, CP, CQ, CU, CW, C8, HA, HB, HC, HD, HJ, and NP.

(4) When a new record is added to the Asset Management Extended Edit File and the NIR MRC is not B or D, the MRC is changed to D.

(5) If all steps are executed and the entire requisition quantity has not been mechanically processed, the entire requisition will be output for IM review (MNIC B).

(6) The Extended Edit process provides a daily online MNIC-B Configuration Statistics report. The report provides a summary count of all the requisitions that have mechanically processed with the Extended

Edit and the number of times a specific action is processed. It also provides the number of MNIC B requisitions with MRC B or D and no corresponding Extended Edit record. Thirteen months of data is available for online interrogations.

(7) All requisitions processed via the Extended Edit process will have an indicator of X on the appendix F-45, Requisition History Interrogation.

(8) Two as required reports provide hard copies of the total Asset Management Extended Edit File.

(a) Appendix F-74, Asset Management Extended Edit Listing (Total Inquiry - Extended Edit Data - By NSN/PGC/FSC/ORC) provides a list of all records loaded in the Asset Management Extended Edit File by the major sort sequences.

(b) Appendix F-74A, Asset Management Extended Edit Incompatibility Report (NSNS With No Extended Edit Data) provides a copy of all NSNs with a NIR MRC B or D and no corresponding Asset Management Extended Edit record.

c. Documents rejected for IM review will be suspended on the ARCSF and the Violation Control File for control and followup within the normal requisition processing timeframe. Followups are generated daily on Priority 1-8 requirements and every four days on Priority 9-15 requirements except as noted. When MNIC C applies, the first and subsequent followups are generated at 10-day intervals. (See appendix C-82.)

d. Review of the DIC ZLL document by the IM will be as contained in appendix E-127 P. When the manager elects to direct total action on the DIC ZLL document, the appropriate Manager Forced/Directed Action Code (appendix A-86) will be entered in pos. 69-70 of the reentry document. All other entries will be duplicated from the DIC ZLL output.

e. If a partial cancellation is received while the requisition is delayed, the cancellation will be effected mechanically. The ARCS will be updated to show suffix B in Status Code BQ for the quantity cancelled and the quantity remaining open will be reflected with an A

suffix in Status Code ZB. If the DIC ZLL is reentered and the quantity input is greater than the quantity open, the input quantity will be mechanically reduced to equal the open quantity. If the DIC ZLL is reentered and the quantity input is less than the quantity open, the DIC ZLL will reject with MNIC 3. The rejected DIC ZLL will be corrected and reentered as described in appendix E-127V.

f. If the IM decides to split the action or initiate a substitute for the requisition output for review, the IM should prepare a DIC ZLM for input, based upon the guidance contained in appendix E-151 P. Two essential factors required when inputting a DIC ZLM include control quantity in pos. 72-76 and suffix code in pos. 44 with next available

suffix in pos. 65. If a partial cancellation is received, the cancellation will be effected and the ARCS will be updated as described above.

Further, if the input quantity is greater than the open quantity, the DIC ZLM will reject with MNIC 3.

g. Valid manager review reentry documents will clear or reduce the original requisition quantity as suspended in the ARCSF. Invalid documents will reject to the IM with the reason for rejection in pos. 66 of DIC ZLM or pos. 73 of DIC ZLL (appendix A-90). In the event a manager directed input would process into a credit (negative) balance, a quantity equal to the negative quantity will be picked up (Inventory Gain, DIC D8A) mechanically. This inventory transaction, when posted to the THF, will reflect Management Code R (see appendix A-13). All other data will be the same as the input document. Review, correctness and reentry of rejection is contained in appendix E-127 V.

h. Requisitions for major unit configurations will be coded for manager review.

(1) The IM will breakdown these type of requisitions into individual requests for the component parts. These component parts are sent to a consolidation unit for assembly of the major unit.

(2) The consolidation unit will notify the IM when assembly of the major unit is completed. The IM will post-post the requisition for shipment. The consolidation unit will ship the major unit under a single TCN regardless of the number of TCNs involved. The consolidation unit will use only the TCN when sending the Materiel Release Confirmation to the DSC.

(3) When not all components are available, and the major unit is shipped not completely intact.

(a) Available Components -

Apply the procedure in subparagraph (2) to the shipped portion.

(b) Nonavailable Components -

1. Backorder or direct ship under individual shipping orders using a DSC document number.

2. Indicate, as exception data, on the shipping order that the materiel is marked for the initial requisition number for the major unit.

3. Advise the requisitioner/receiving activity, by separate correspondence, of the shipping order and other actions being taken.

i. Requests for commingled stock (Advice Code 8D) will be output for manager review and processing IAW appendix E-127 P (MNIC Q).

j. Requisitions citing a NSN which has an I&S relationship will be output for review on the first encounter of a Manager Review Code (MRC) on an item within the group.

(1) In the event the requisition has been partially satisfied by a different NSN in the group prior to engaging the first MRC, the remaining open quantity will be output for review.

(2) IM(s) will have to review the ARCSF and all items in the I&S group prior to processing the manager review reentry transaction.

NOTE: To preclude unnecessary processing interruptions, managers should remove all MRCs on items that are in a current or future I&S relationship when the code is assigned because the item is currently or is a future SSC 06 (AAC V or Y).

#### 204205 - METHOD OF PROCESSING

a. As outlined above, to the fullest extent, the original documents, formats and alignments received by the DSC will be used as direct input to the Distribution Subsystem.

b. As a general rule, requisitions received by a medium of communication other than AUTODIN should be prepared for input to the computer for processing without recourse to manager directed actions. By adopting this rule as a policy each DSC will ensure that all customers, regardless of the medium from which a requisition is received, are treated in a uniform matter. Requisitions, passing orders or referral orders received by other than AUTODIN may be prepared for processing through SAMMS as described above in paragraph 204203.

c. The response time in which MROs will be generated to distribution depots for requisitions input to the SAMMSTEL Online Requisition Process should eliminate the need for most manually prepared and directed off-line/post-post actions. Requisitions which may require off-line/post-post actions should be limited to requisitions that cannot be processed through the Online Requisition Process and, as a result, may seriously impair the customer's mission. Definitive criteria as to when requisitions/related supply type documents should be handled by post-post action do not exist and must be determined by the senior military/civilian personnel on an exception case-by-case basis. The presence of project codes, NMCS/ANMCS codes, or RDDs implies a processing precedence applicable to supply actions and should not be construed as a processing precedence for communications purposes.

d. While this chapter concerns itself primarily with normal/routine type documents, processing peculiarities of MAP, Loan, GFM, Repair/Assembly and Commingled Stock are contained in the respective chapter within this manual.

e. Documents which fail to pass the prescribed validation or edit checks will be rejected by assigning a VRC and processed to the violation control process for output under the provisions of chapter 49. The review, correctness and reentry of these documents are prescribed in appendix E-004 V.

f. During ADPE outages or other emergencies which deny normal requisition processing, the following procedures will be effected:

(1) Generation of the F-22 Report, Emergency Item Listing. This listing will be the printout of the Opening/Closing Balance File, (DLAM 4745.2, Volume I, Part 2, Chapter 3), with the required data elements

printed in-the-clear. Distribution depots are using this tape for determination of balance for transit account auditing.

(2) Production of the F-22 listing will be accomplished by other DoD or commercial facilities. Programming is not required, only the requirement of tape density compatibility is necessary, in which case a template is required for selection and identification of required data. However, if full ADPE compatibility exists, a non-UADPS program has been developed and can be used to printout the listing in a format which does not require use of a template.

(3) The listing will be used in day-to-day processing of requisitions in priority sequence. All assets, in all conditions, at all locations will be provided.

(4) Each DSC will establish a focal point in the DSO and IPC for control of this procedure. DSO will initiate the request for the report through IPC.

#### 204206 - CORRECTNESS OF ROUTING AND VALIDITY OF CODING EDIT

Requisitions are edited to assure that all essential data contained therein are complete and corrected to the extent possible to allow the document to process. When data cannot be completed or corrected, requisitions will be rejected and the requisitioner notified of action by means of a Supply Status document citing the appropriate Status Code and accompanied by correspondence when necessary.

a. Routing Edit. Documents which are not the responsibility of the receiving DSC will result in one of the following actions:

(1) When the proper SOS can be determined:

(a) Preparation of a Passing Order, DIC A3\_, in the format and alignment contained in appendix B-6.

(b) Preparation of a Supply Status Document, DIC AE\_, citing Status Code BM and RIC of the SOS to which the requisition is being passed (appendix B-11).

(2) When the proper SOS cannot be determined, the following alternate processes are available in SAMMS:

(a) Those requisitions received with DIC A0A, A01, A3A, A31, A4A, or A41 for NSNs not recorded in the NIR are forwarded to DAAS for FSC and/or SOS correction and appendix E-248 P depicts the processing actions required upon receipt of the DAAS response.

(b) Those requisitions received with DIC A0A, A01, A3A, A31, A4A, or A41 for NSNs recorded in the NIR with an NIR Key Code of DX or DZ are forwarded to DAAS for FSC and/or SOS correction and appendix E-248 P depicts the processing actions required upon receipt of the DAAS response.

(c) Those requisitions received with DIC A05 or AOE for NSNs not recorded in the NIR.

1. The requisition is recorded in the ARCSF with Status Code BD and a Supply Status Code BD is furnished the applicable recipient.

2. A DIC YA2 will be mechanically generated and forwarded to the Catalog Subsystem for reformatting into DLSC acceptable input, DIC LTI. A suspense record will be established and followup twice at four-day intervals if a reply is not received. If a reply is not received within 12 days, a NO MATCHING RECORD will be furnished to the Distribution Subsystem.

3. Replies from DLSC will be reformatted into DIC ZMA and processed to the ARCSF. If the Advice Code is D (no match to the submitted NSN) or J (canceled NSN), the requisition will be canceled with Status Code CG. If the Advice Code is A (matched to NSN), compare CAC in transaction with the CAC/RIC table. When the match is made and the RIC is other than the processing DSC, convert the requisition to a passing order (DIC A3\_). When the match indicates the processing DSC, the requisition will be processed as a Direct Vendor Delivery. If there is no match, the requisition will be output for Manager Review with Manager Notification Information Code 9. If the Advice Code is H (NSN matched to single preferred NSN) and the requisition has an Advice Code of 2B, 24, 26, 34, or 39, cancel the requisition with Status Code CJ. If the Advice Code is I (matched to multiple NSNs), requisition will be output as a Manager Review with Manager Notification Information Code Y. If the Advice Code is E (FEDSTRIP requisition - DLA or GSA not manager of NSN), cancel the requisition with Status Code CH. If the Advice Code is F (matched NSN with Standardization Code 3 or E but no CAC) or G (matched NSN, not Standardization Code 3 and no CAC), process as a Direct Vendor Delivery if the requisition has Advice Code 2F or 25 or is from an Army or Air Force Overseas Activity or contains an I in pos. 44. When the requisition contains a Service Assignment Code S, T, or U in pos. 30, output a Manager Review with Manager Notification Information Code Y. When the requisition is from a Navy Overseas Activity and the original requisition contains an RIC From in pos. 74-76, the requisition will be passed to activity. If there is no RIC From, scan the DoDAAF for the East/West Coast indicator. Based on the geographic position, the requisition will be passed to either Norfolk or Oakland.

(3) The technique used in SAMMS to accomplish the routing edit for requisitions with a DIC other than A0A, A01, A3A, A31, A4A or A41 (i.e., A02, A0B), is as follows:

(a) The requisition is recorded in the ARCSF with Status Code BD and a Supply Status Code BD is furnished the applicable recipient.

(b) A DIC YAV will be mechanically generated and forwarded to the Catalog Subsystem for reformatting into DLSC acceptable input DIC LSR. A suspense record will be established and followup twice at four-day intervals if a reply is not received. If a reply is not received within 12 days, a NO MATCH RECORD will be furnished to the Distribution Subsystem.

(c) Replies from DLSC will be reformatted into DIC ZMB and processed to the ARCSF. If the Advice Code is D (no match to submitted CAGE/Part Number) and the Advice Code field of the requisition is 2C, 2J, 22, 31, 32 or 33 the requisition will be canceled. If the Signal

Code is D or M, the system will generate a VRC AU. If the Service Assignment Code indicates Army or Air Force and the original DIC has a

numeric third position (overseas), the requisition will be processed as a Direct Delivery. Army CONUS requisitions with a Project Code will also go Direct Vendor delivery. Lack of a Project Code will result in the cancellation of the requisition with Status Code CH. All other requisitions will be canceled with Status Code CH. If the Advice Code is B (single NSN matches CAGE/Part Number), the third position of the document identifier will be changed to indicate that an NSN is being processed and Supply Status BG will be provided the applicable recipient. If the Advice Code is C (multiple NSNs for submitted CAGE/Part Number), the system will generate a DIC ZLL with Manager Notification Information Code M.

b. M&S. When the M&S Code is blank or incorrect, a 0 is assigned and supply action continued.

c. NSN. The NSN appearing on the requisition will be compared to the NIR or TIR, to ensure that the item can be identified for processing.

(1) If the item cannot be identified, a supply status document with appropriate C\_ or D\_ Series Status Code (appendix A-12) will be forwarded as indicated in pos. 7 and/or 54.

(2) If research of data files reveals that the NSN has been changed, the NSN (pos. 8-20) on the requisition will be updated for continued processing. The customer will be furnished Supply Status+ Code BG.

(3) When the NSN requested is coded SSC 6 for which there are no assets available on the requested item or if the NSN requisitioned is in an I&S family and all items including the master NSN are coded as SSC/ FSSC 6 with no assets available and the requisition does not contain Advice Code 2C, 2J, 22, 31, 32, or 33, a MNIC A will be output for manual review. Where Advice Code 2B, 24, 26, 34, or 39 is cited and the Service has loaded I&S 00U in the NIR, a MNIC A will be output for manual review and action. Where Advice Code 2F or 25 is cited with no available assets on-hand against the requested item or other I&S item(s), a MNIC A will be output. See appendix E-127 P for processing procedures for MNIC A.

(4) Requisitions, except FMS, containing Advice Code 2B, 24, 26, 34, or 39, submitted for an NSN containing NIR Key Code DL or DR, will be output on a Manager Review Reentry document, DIC ZLL, with a Manager Notification Information Code A for processing in accordance with appendix E-127 P. FMS requisitions, identified by B, D, K, P, or T in pos. 30 and 45, will be forwarded for Direct Vendor Delivery for requested item.

(5) When a NATO Stock Number appears on the requisition with the Code 00 between the FSC and NIIN, it will be recognized and processed as an NSN.

(6) Nonsupportable Items:

(a) Items under DSC management which are nonsupportable due to the item being nonprocurable and/or not having an acceptable substitute,

will be thoroughly analyzed by the cognizant DSC to ensure that every possible effort is made to provide an alternate solution to meet the requirement. At a minimum this will include:

1. Technical review and search of all data sources in-house.
2. Contact with appropriate ICPs and requisitioning activities to obtain data and/or definition of requirements.
3. Contact with appropriate Service/Agency end item or system managers for joint determination of most feasible methods to satisfy requirements, e.g., item modification, disassembly, reclamation, cannibalization, local manufacture and other alternatives.

(b) Requisitions for items that are determined to be nonsupportable for which requirements can or cannot be satisfied under the provisions of subparagraph (6)(a)3 above, (N. B. Requisitions for non-supportable items are not to be rejected until requiring activities have been given at least 30 days to define a supportable requirement and/or alternative method of support), will be rejected under Status Code CA regardless of Advice Code, citing the reason for nonsupport and/or how requirements are to be satisfied.

(7) Military Service Restricted Items (DPSC-C&T use only).

(a) DPSC-C&T manages items that, due to their distinctive and/or critical nature are restricted to Military Service use only. These items are not authorized for automatic issue to Federal Civil Agencies, except under manager directed action.

(b) The DSO, DPSC-C&T will identify these restricted items and enter a Manager Review Code F, appendix A-70, in the NIR for each item IAW appendix B-142.

(c) The Manager Review Code F will cause a FEDSTRIP requisition on a restricted item to be output on a Manager Review Reentry Document, DIC ZLL, MNIC B to the responsible IM for review.

(d) If the IM determines after reviewing the Manager Review Reentry Document, DIC ZLL, MNIC B that the item is restricted from use by the FEDSTRIP requisitioner, the IM will reject the request using Status Code CA, regardless of Advice Code, citing the reason for nonsupport.

(e) If the IM determines after reviewing the Manager Review Reentry Document, DIC ZLL, MNIC B that the FEDSTRIP requisition should be supported, the IM will take appropriate supply action IAW appendix E-127 P.

(f) DPSC-R - Non-DoD customers requesting Schedule II controlled substance items FSC 6505 (NIR contains Special Item Code R) are also output as MNIC B. Responsible personnel are to ensure Drug Enforcement Agency (DEA) Form 222 has been received for requested item. Complete processing instructions are found in appendix E-127 P.

d. UI. When the quantity of the requisition can be converted to correspond with the UI cited in the NIR, whereby the customer will receive an amount comparable to the amount requisitioned, the UI and quantity

will be mechanically corrected for continued processing. The customer will be furnished Status Code BJ. In the event the requisition is

rejected for an invalid UI, the customer will be furnished Status Code CE. For DIC AE\_ transactions containing rejection Status Code CE in pos. 65-66, supply source will enter the correct unit of issue in pos. 79-80.

e. The quantity reflected in pos. 25-29 is validated to ensure the field positions contains numerics. Documents containing data other than numerics in pos. 25-29 will reject with Status Code CD. Redistribution documents (A2\_) containing invalid data in pos. 25-29 will reject under VRC AS.

f. Requisitioner and Supplementary Address:

(1) The system will verify, as indicated by the Signal Code, that the requisitioner and/or the supplementary addressee is contained in the DoDAAD File. When the requisitioner and/or the supplementary addressee is not in the DoDAAD File, and the document is not accompanied by an in-the-clear address, the document will reject under VRC ET. When the supplementary addressee contains the letter Y in the first position, the number is significant only to the requisitioner and therefore need not be verified by the supplier.

(2) When the requisitioner and/or supplementary address are in DoDAAD, but is coded as an invalid Ship-To address, the document will be rejected with Status Code CX.

g. Date and Serial Number:

(1) Date in pos. 36-39 must be numeric between 001 and 366.

(2) Serial Number, pos. 40-43, must be alpha/numeric.

(3) Requisitions with blank/invalid date/serial number will be output as an uncontrolled violation with Violation Reason Code AI.

h. Project Codes. Each document containing a Project Code in pos. 57-59 is screened against the Project Code Reference Table to determine specialized supply processing.

i. Priority Designator (PD). When the Priority Designator in pos. 60-61 of the requisition is invalid or blank, the following will occur:

(1) If the requisition contains an expedite handling signal 999 in pos. 62-64 and the Priority Designator is other than 01-03, a priority 03 will be assigned.

(2) If the requisition contains an ODS/JCS Project Code in pos. 57-59 and the Priority Designator is other than 01-15, a priority 03 will be assigned.

(3) If the requisition contains either a NMCS/ANMCS Indicator N or E in pos. 62 and the Priority Designator is other than 01-15, a priority 08 will be assigned.

(4) If the requisition contains either an Expedited Transportation Signal 555 or 777 in pos. 62-64 and the PD is other than 01-15, a PD 08 will be assigned.

(5) If the requisition contains an A, S, or X in pos. 62, and the PD is other than 01-15, a priority 15 will be assigned.

(6) For all other conditions, if the priority is other than 01-15, a priority 15 will be assigned.

j. Advice Code. The requisitioner will enter the appropriate two-position alphanumeric code, as described in appendix A-12, to provide instructions to the applicable supply source when such data are considered essential to supply action and entry in narrative form is not feasible.

k. Required Delivery Date. The Uniform Materiel Movement and Issue Priority System (UMMIPS) establishes time standards for processing each PD from submission through Supply Source Processing and Materiel Movement. Based upon these standards, a Standard Delivery Date (SDD), the date by which materiel is calculated to reach the requisitioner, is computed based upon the PD and the date of the requisition. When the computed SDD is not satisfactory, the requisitioner may enter a Required Delivery Date (RDD) in pos. 62-64 of the requisition to specify the day of desired delivery.

(1) When RDDs are extended beyond the PD time standards, they will be expressed in terms of months. An alpha A or X will be entered in pos. 62. The entry in pos. 63-64 will indicate the number of months from the requisition date that the materiel is required. This RDD indicates the latest acceptable delivery date and will not preclude earlier delivery of materiel if available.

(2) When requisitions contain an A, S, or X in pos. 62 and pos. 63-64 are either not numeric or not 01-99, a blank RDD will be assigned. When requisitions contain an F or R in pos. 62 (Intra-Service), the RDD data is ignored.

(3) When requisitions contain an RDD not equal to 001-366 (other than those conditions described in paragraph k), a blank RDD will be assigned.

(4) NMCS/ANMCS requisitions will be prepared with special coding in pos. 62-64 to provide identification of mission critical items if the condition warrants it.

(5) Expedite Handling Signal 999 may be entered in the RDD of a Priority 01-03 requisition to indicate a critical condition and to require expedited handling. This expedite handling signal does not apply to FMS/Map Grant-Aid requisitions.

(6) When FMS/Map Grant-Aid requisitions contain a 999 in pos. 62-64, a blank RDD will be assigned.

(7) When requisitions contain an Expedite Handling Signal 777 in pos. 62-64, and the PD is 09-15, a blank RDD will be assigned.

(8) For NMCS conditions other than 999 and all ANMCS conditions, requisitions must contain PD 01-08 and pos. 62 will contain an N or E. Short RDDs expressed in days may be entered in pos. 63-64.

(9) When NMCS/ANMCS requisitions contain an N or E in pos. 62, and the PD is 09-15, a blank RDD will be assigned.

(10) When a requisitioner desires that specific materiel shipments not be released prior to 50 days before expiration of the extended RDD, an S will be entered in pos. 62. The entry in pos. 63-64 will indicate the number of months from the requisition date that the materiel is required. If the extended RDD is not within 50 days of the processing date, the requisition will be placed on backorder and the requisitioner will be furnished Status Code BP with an ESD in pos. 70-73. Status Code BP will be furnished as applicable until 50 days prior to expiration of the extended RDD. The requisition on backorder will be released mechanically when within 50 days of the processing date.

1. Standard Delivery Date (SDD). The SDD as prescribed by UMMIPS time standards are the maximum ending calendar date by which requisition processing and shipping in the logistics system will permit receipt and recording of the materiel by the consignee. The following SDD time periods are used for UMMIPS sequencing.

(1) Three days for IPG 1 requisitions.

(2) Seven days for IPG 2, and NMCS/AMCS with pos. 63-64 not numeric or not 01-99, or Expedite Handling Signal Codes 555 or 777.

(3) Seven days for IPG 3 and Expedite Handling Signal Codes 555.

(4) Sixteen days for other IPG 2 and IPG 3 requisitions.

m. The Required Delivery Date (RDD) is computed as follows in the UMMIPS sequencing process.

(1) For requisitions with an RDD equal to 001-366, the RDD is used to overlay the Document Number Date days field, pos. 37-39. If the numeric RDD is less than the Document Number Date days field, one year will be added to the computed RDD.

(2) For NMCS/AMNCS requisitions with either N or E in pos. 62 and 01-99 in pos. 63-64, the value in pos. 63-64 will be added as days to the Document Number Date.

(3) For requisitions with an A, S, or X in pos. 62 and 01-99 in pos. 63-64, the value in pos. 63-64 will be computed as 30 day months and added as days to the Document Number Date.

(4) For requisitions with PD 01-03, not listed in subparagraphs (1) through (3) above, three days are added to the Document Number Date.

(5) For requisitions with PD 04-08, not listed in subparagraphs (1) through (3) above; and NMCS/AMCS with pos. 63-64 not numeric or not 01-

99, or Expedited Handling Signal Codes 555 or 777; seven days are added to the Document Number Date.

(6) For requisitions with PD 09-15, not listed in subparagraphs (1) through (3) above; and Expedited Handling Signal Code 555, seven days are added to the Document Number Date.

(7) For requisitions with PD 04-15, not listed in subparagraphs (1) through (3) above; and not NMCS/AMCS or Expedited Handling Signal Codes 555 or 777; sixteen days are added to the Document Number Date.

#### 204207 - PROCESS UMMIPS SEQUENCE

Requisitions will be processed according to the UMMIPS sequence as detailed below.

- (1) Priority Designator (PD) in pos. 60-61.
- (2) OSD/JCS (9-Series) Project Codes, when entered in pos. 57-59.
- (3) Expedited Handling Signal 999 in pos. 62-64, with PD 01-03.
- (4) NMCS with N in pos. 62, and PD 01-08.
- (5) AMCS with E in pos. 62 and PD 01-08.
- (6) Expedited Handling Signal 555 in pos. 62-64, and PD 01-08.
- (7) Expedited Transportation Signal 777 in pos. 62-64 and PD 01-08.
- (8) Requisition Document Number Date, pos. 36-39.

(9) Requisitions with computed RDD as depicted in subparagraph 204027(m).

#### 204208 - DETERMINE SUPPLY ACTION FOR STOCKED ITEMS

a. After all appropriate requisition edits and validations, a review of an item's characteristics will be made to determine the type of action required to supply the requisition. Supply action for a stocked item includes a review of Direct Vendor Delivery (DVD) policy; rejecting the requisition; generating passing/referral actions; generating output to the Item Manager (IM); placing the requisition on backorder; or searching availability of assets to determine if an item can be shipped from stock.

(1) Requisitions to be supplied by DVD are determined as a result of a review of the DVD Policy File and the Due-In File to determine if assets are due-in within the timeframes established in the policy table. A detailed description of DVD processes is contained in chapter 43.

(2) Rejects to the customer are based upon a combination of NIR data and/or elements cited by the customer in the requisitions. The reason for the reject is conveyed to the customer by means of the Status Code from appendix A-12 as reflected in pos. 65-66 of the DIC AE\_.

(3) Documents received by an incorrect Source of Supply (SOS) are passed/referred as described in paragraph 204206 above.

(4) Outputs to the IM, based upon coding in the item or mechanical editing, will be as DIC ZLL with the reason identified by the Manager Notification Information Code (MNIC) in pos. 73 as described in paragraph 204204 above.

(5) Requisitions placed on backorder are maintained as described in chapter 42. Placement of an item on backorder may generate a recommendation for DVD on appendix F-19.

b. When the determination is made to supply an item from stock based upon an items Supply Status Code (SSC)/Acquisitions Advice Code (AAC), an asset search is conducted to determine if a Materiel Release Order (MRO) can be generated to the applicable depot as described in paragraph 204208 below. The asset search is preceded by an examination of the requisition Priority Designator to establish a release sequence. The asset search includes examination of Action Decision Code and other NIR data; and a check of applicable policy files, substitutability, management levels and asset balances.

c. An examination of requisition data will establish a priority release sequence for new requisitions and qualified backorder items. A release sequence will cycle requisitions and any backorder releases in Priority Designator (PD) sequence with documents having the same PD sequenced as described above in 204207 (Process UMMIPS Sequence).

d. The requisitioned quantity will be checked against management levels of the requested item to determine whether an asset balance check is required and to make adjustment to the requisitioned quantity, as appropriate. Management levels checked include the Reimbursement Level, Maximum Release Quantity (MRQ), Minimum Order Quantity (MOQ), Uniform Materiel Issue Priority System (UMIPS), Reorder Point (ROP) Comparison Quantity and Specialized Support Point (SSP) levels.

(1) The Reimbursement Level is developed for all stocked items in the Supply Control File (SCF) and is used during requisition processing to determine if a Military Assistance Program (MAP) or Prepositioned War Reserve (PWR) requisition will be issued free to the customer. The Reimbursement Level is established and maintained as described in chapter 32.

(a) The PD 01-03 funded Project Code 3AA requisitions will be processed as free-issue down to the Reimbursement Level. Any residual quantity will be processed as reimbursable from any available assets or backordered with a Type of Backorder Code 1.

(b) The PD 04-08 funded Project Code 3AA requisitions will be processed as free-issue down to the Reimbursement Level. If the requisition is less than 330 days old from the date of receipt, any residual quantity will be processed as reimbursable against assets above the Reorder Point Level (ROPL) plus 1. When the requisition is less than 330 days old and there are no assets available above the ROPL + 1, the requisition will be backordered with Type of Backorder Code 6. These requisitions will remain on backorder as Type 6 until assets are received above the ROPL + 1.

(c) Unfunded Project Code 3AA requisitions will be processed as free-issue down to the Reimbursement Level and any residual quantity will be rejected with Status Code CB.

(d) All PD 04-15 Project Code 3AA requisitions not shipped will be backordered as Type of Backorder 6. Under no circumstances will they revert to Type of Backorder Code 1.

(2) The MRQ is used in requisition processing to identify requisitions containing an excessive quantity requirement. The MRQ is a threshold to signify the largest amount of assets to issue for a requisition without manual review. The MRQ is computed for Numeric Stockage Objective (NSO) and replenishment items as described in chapter 32.

(3) A MRQ bypass quantity and dollar value can be established and maintained through the SAMMS Asset Management Configuration File, Verb SDCF, as described in SAMMSTEL User Handbook, DLAH 4745.2, Volume I. In addition, this process allows the Defense Supply Center (DSC) to establish the Extended MRQ Bypass which compares the requisitioned quantity to a quantity equal to the factor of the QFD or ROPL as exhibited in the SAMMS Asset Management Configuration File. The use of the MRQ bypass criteria in requisition processing is described in chapter 32.

(4) Minimum Order Quantity (MOQ), if it applies to an item, will be checked if the Action Decision Code in the NIR is AB. Requisitions with PDs 01-08 will first search for stock on-hand. If stock on-hand is not sufficient to cover the total quantity or the requisition PD is 09-15, the requisition will be placed on DVD. If a DSC uses the DISC Control Level, the MOQ field in the NIR will reflect the Average Requisition Size and the requisition will be processed as Action Decision Code AA.

(5) The UMIPS level is developed for each replenishment demand item as described in chapter 32. The UMIPS level signifies the threshold quantity of on-hand issuable assets reserved for PD 01-08 requisitions.

(6) Global UMIPS Control Level is established by the entry of the Global UMIPS Control Factor in the Global UMIPS Control Table as described in chapter 32 and allows the DSC to control issues by PD.

(7) ROP Comparison Quantity (ROPCQ) reflects the net asset position of an item consisting of on-hand assets plus due-in assets less back-orders. Quantities are added to or subtracted from the ROPCQ during requisition processing. A detailed description of the ROPCQ is contained in chapter 32.

(8) Specialized Support Point (SSP) Control Level is established for each replenishment demand item which has a PRDA established for an SSP as described in chapter 32. The SSP Control Level is the threshold quantity of assets reserved for PD 01-08 requisitions from specific Navy locations designated by the DSC to allow for direct customer support.

e. To determine if on-hand issuable assets are available to satisfy the requested quantity, totally or partially, a search of the Asset Balance Section in the NIR for a Storage Location, Ownership/Purpose, and Condition Code will be made. The assets will be searched in a horizontal or vertical pattern as directed by the Action Decision Code reflected in the NIR and described in appendix A-71.

(1) The preferred storage location for shipment of stock is based on the Geographic Area Code (GAC) in the SAMMS Combined Address File (SCAF) which identifies the geographic location of a customer. The GAC of the customer will be matched to the applicable table in the Source Preference Table (SPT) to identify the storage location search pattern.

(a) The storage location from which assets will be searched is based on proximity of the customer to the storage location for PD 01-08 or based on economies in transportation for PD 09-15 in accordance with the High or Low Priority GACs recorded in the DoD Activity Address Directory (DoDAAD) portion of the SCAF. GACs equate to the search sequence patterns established in the SPT.

(b) In addition, when the total weight of materiel for PD 09-15 requisition is 66 pounds or less, Parcel Post delivery will be anticipated and the High Priority GAC sequence will be used. This will provide the lowest transportation cost for shipment of this materiel.

(c) For requisitions having Project Codes designating Materiel Assembly Points, the High and Low Priority GACs of the applicable Assembly Point have been added to the Project Code Reference Table. When requisitions having a Project Code with a designated Assembly Point are processed, the applicable High or Low Priority GAC of the Assembly Point will override the GAC previously assigned. This will provide for selection of the edit search pattern from the SPT that will provide for shipment from the storage location nearest the Materiel Assembly Point.

(2) Once a search sequence has been identified, the NIR will be checked for the presence of the Special Item Code 1 or 2, which indicates the item has been reviewed and qualifies for storage at the Premium Service government owned-contractor operated facility identified

with RIC SEP. Stock for these mission critical, high cost items have been positioned here to provide delivery of urgently need materiel on a next flight out basis.

(a) Items with Special Item Code 1 will support all customers, regardless of priority. These items are generally characterized as high dollar, low weight, and high demand, such as \$100.00 unit price, less the 100 pounds weight, and 12 annual demands. These specific variables may vary by Center. Items in this group should be reviewed at least once a year to determine their continued qualification.

(b) Items with Special Item Code 2 will supply IPG I requisitions with OSD/JCS Project Code, or RDD of 555, 777, or 999, or NMCS/ANMCS indicator N or E respectively. Items to be classified as Special Item Code 2 items will be identified through negotiations between the Service and Centers. This process should occur at least once a year.

(c) All other requisitions not satisfied through premium service as described above will be supported through the existing Source Preference Table support logic. For time-sensitive requisitions with priority designators 1-8 and RDDs of 444, 555, 777, or 999 or NMCS/ANMCS indicators N or E respectively, assets will be searched through the support logic starting at the location nearest the customer and continuing until the total quantity is satisfied. Non-time sensitive requisitions will be satisfied first from a depot in the support logic that can satisfy the total requisitioned quantity in one shipment, then from depots that can satisfy a partial quantity, starting with the depot with the largest partial quantity first and continuing until the total quantity is satisfied.

(3) Assets in Ownership and Purpose Code A will be searched unless otherwise directed by special processes consistent with descriptions in appendix A-14 or appendix A-15, respectively. Requisitions for Service-Owned Assets will be processed as described in chapter 14. Segmentation of stock into Ownership and Purpose Codes is described in chapter 2.

(4) The search for materiel to be issued in the Condition Code described in appendix A-16 will be determined as follows:

(a) All requisitions from overseas customers, or requisitions containing Advice Codes 2G, 23, 24, 29, or 31, or requisitions with Advice Code 2H for items managed by DPSC C&T, will be mechanically edited for Condition Code A materiel only.

(b) Requisitions submitted for items with Action Decision Codes AE or AF, or for items managed by DPSC Medical, will be mechanically edited for Condition Code B materiel before Condition Code A.

(c) Requisitions submitted for items in Federal Supply Class 9150 or Federal Supply Group 68, for items managed by DPSC-C&T, for items with shelf life, or for items with Action Decision Code AE or AF, will be output with MNIC H when Condition Code C materiel is available for issue.

(d) Marine Corps Maritime Prepositioned Ships (MPS) requisitions submitted for items having less than 36 months of shelf-life remaining will be output with MNIC W.

(e) Requisitions for items not described above will be supplied through the issue of Condition Code C materiel when available based upon the normal search pattern for the item.

f. Substitution:

(1) When stock is insufficient or not available on the NSN requisitioned, the mechanical processing of substitute/interchangeable items will be IAW the interchangeable and substitutable (I&S) Order of Use (OOU) data established by DLA/Services as reflected in the I&S Data Section in the NIR. Nonparticipating agencies (FAA, USCG, NSA, DNA, GSA, Civil Agencies, etc.) will use the DLA OOU assignment. The entry point in the I&S Data Section will be the NSN requisitioned. Progressive issue consideration will proceed up through the master NSN. Note: Requisitions for NSNs that are in an I&S family and coded in the NIR at DPSC-Medical with Special Item Code K, L, M, or R will be processed using only the DLA OOU. In addition, the criteria establishing the I&S family and the Requirements family group relationships are covered in detail in chapter 27.

(a) When a using S/A submits a requisition, the assets will be issued IAW the user's recorded I&S data.

(b) If a Service submits a requisition for an NSN on which they are recorded as a user but have not submitted OOU data, the DLA OOU will be used in the search for available assets. In this instance, only those NSNs on which the requisitioning Service is recorded will be used in the issue process.

(c) If a Service submits a requisition for an NSN in an I&S family and they are recorded as a user on the item but the ordered NSN is not in the Service's established OOU, the requisitioned NSN will be the entry point in the DLA OOU in the search for available assets as outlined in paragraph 204207 above.

(d) If a Service submits a requisition for an NSN that is in an interchangeable subgroup and there is insufficient stock on the NSN ordered any other item with stock in the same subgroup will be issued before proceeding to the next more preferred subgroup.

(e) If an NSN in the I&S family has a Freeze Code on it, the item will be bypassed and the system will continue the search for available assets on more preferred NSNs.

(f) If a requisition is submitted by a S/A for an NSN on which they are not registered, the DLA OOU will be partially used: If there are insufficient assets on the NSN requested, the head of family NSN will be used to fill the remaining requirement, no other NSNs in the DLA OOU will be used for this type of action. If there are insufficient assets on both NSNs, the requisition will be backordered on the NSN originally requested. Only assets of the originally requisitioned NSN or the head of family NSN may be used to fill this requirement.

(g) Shelf-Life codes will not be used in determining the mechanical issue sequence.

(h) If a requisition cites Advice Code 2F or 25, (Item known to be coded obsolete but still required) and there are no assets on the item

ordered, the asset availability search will give progressive issue consideration through the master NSN IAW the requisitioning Service's recorded OOU or the DLA OOU if the Service has not submitted OOU data.

In this instance, only those NSNs on which the requisitioning Service is recorded as a user will be used in the issue process. If there are no assets available in the family, the requisition will be backordered or procured for direct delivery.

(i) If a requisition cites Advice Code 2C, 22, or 32 (Do Not Backorder) and there are no assets on the NSN requisitioned the asset availability search will give progressive issue consideration through the master NSN IAW the requisitioning Service's recorded OOU or the DLA OOU if the Service has not submitted OOU data. In this instance, only those NSNs on which the requisitioning Service is recorded as a user will be used in the issue process. Any remaining unfilled quantity will be rejected with Status Code CB.

(j) When requisitions are received with the correct unit of issue (U/I) for the NSN ordered but another NSN is issued with a different U/I the Definitive Unit of Issue Conversion Table is used to mechanically convert the requisitioned quantity when both U/Is appear in the table. If the unit of issue for NSN is not found in the table, a DIC ZLL with MNIC B will be output for manual review and conversion.

(2) Conditional Substitutes:

(a) Conditional substitutes are only used with the concurrence of the requisitioner or cognizant Service/Agency (S/A) activity. Should the requisitioner or cognizant S/A activity desire to substantiate the suitability of a conditional substitute offer, the DSC making the offer will provide the necessary supporting technical data. In no case will a message making an offer of conditional substitute contain technical data. Special processing applies to Navy, Foreign Military Sales (FMS), Military Assistance Program (MAP) and Grant Aid (GA) requisitions and are described as follows:

1. For Navy IPG I requisitions, no offer of a conditional substitute will be made directly to the requisitioner. Except for FMS, MAP and GA requisitions, offers of a conditional substitute will be sent by message to the cognizant Navy Inventory Control Point (ICP) as identified in the Total Item Record (TIR) by Secondary Inventory Control Activity (SICA). If the SICA is GH, the message should be sent to Ships Parts Control Center (SPCC), Mechanicsburg, PA. SPCC Code 0542 and/or ASO Code 0513 applies. An information copy should be sent to the requisitioner. For FMS, MAP, or GA requisitions, the offer of conditional substitutes will be sent to the Navy International Logistics Control Office (NAVILCO) with no information copy to the requisitioner.

2. For all other S/A IPG I requisitions, except for MAP, FMS or GA requisitions, the offer of a conditional substitute will be sent by message to the requisitioner. For MAP, FMS, or GA requisitions, the offer of a conditional substitute will be sent to the appropriate S/A ILCO with no information copy to the requisitioner.

3. For all S/A IPG II and III requisitions, normal MILSTRIP procedures will be followed. A Supply Status document, DIC AE\_, with

Status Code BC, or a message, will provide the offer of a conditional substitute.

4. If the requisitioner concurs with the conditional substitute, a new requisition with the substitute NSN should be submitted.

(b) Further, nonacceptance of a conditional substitute will not be cause for rejection of the requisition.

(c) DSC will judiciously challenge rejections of conditional substitution offers by requisitioners or other elements within the Services when such rejections appear to be based on preference and when the economic factors concerned are significant. DSCs will refer DLA/SERVICE user disagreements which cannot be resolved within 30 days to HQ DLA, for consideration. However, negotiations for possible issue of conditional substitute items will not be permitted to delay timely supply action.

g. Assembly/Fabrication. Requisitions containing Advice Code 2A or 25 will be processed to complete supply action, as will Army requisitions citing CCE Project Codes (for SSC 2 - decentralized NSNs, whether or not Advice Code 2A or 25 is cited and for SSC 7 - Stocked for overseas only NSNs based upon Project Action Code E (recorded in the Project Code Reference Table)) received from Army CONUS activities when assets are not available for issue. Otherwise, requisitions for decentralized or deleted items not containing Advice Code 2A or 25 will be rejected to the requisitioner with appropriate Supply Status Code CK, CJ, or CP as directed by the NIR Key Code (appendix A-94).

h. Local Purchase.

(1) It is the intent of DLA policy that the DSC provide customer support for DLA-integrated, centrally procured and commercially available items but the requisitioning activity has the option of requesting or initiating local purchase action when:

(a) The requested item is urgently required to satisfy an emergency condition; or

(b) Local purchase is determined to be the most economical method of supply to satisfy a routine requirement and the total line item value does not exceed \$25.00; or

(c) The requested item is for a wood products item, FSCs 5510, 5520 or 5530, and the total line item value does not exceed \$500.00.

(2) The DSC may return requisitions to customers for local purchase action only with the concurrence of the requisitioning activity if the following additional criteria are met:

(a) When local purchase would be the most economical method of supply as compared to excessive costs at the DSC. Determination of excessive costs at the DSC includes costs associated with procurement, transportation/shipping, and special packaging.

(b) The customer is a CONUS activity.

(c) The customer possesses the necessary procurement capability.

(d) The requisition does not contain Advice Code 2A or 25.

(e) Requisition priority, backorder conditions, procurement, required delivery dates, and/or requisition line item dollar values will not be a basis or consideration for rejecting requisitions for local purchase under the provisions of this policy.

(3) When local purchase authority is to be granted, reject the document with DIC AE8, Supply Status Transaction, and Status Code CW.

(a) Requisitions rejected to the customer with Rejection Status Code CW are initially established on the (NSN) Demand>Returns Trailer of the Supply Control File (SCF).

(b) Mechanical processing of the DIC AE8 will trigger the generation of an internal transaction DIC AC6, Materiel Release Cancellation (from ICP to storage location).

(c) DIC AC6 will process against the previously established demand and reverse it from the SCF.

(4) Local purchase authorizations and emergency purchases received will be included in demand data accumulated for centralized items, upon receipt of a copy of the procurement document indicating local/emergency purchase by the customer. The DSC will manually prepare a Demand History Maintenance Transaction, DIC ZRZ, appendix B-185 to record the demand for use in recurring demand forecasts.

(5) Materiel requests from Navy fleet units and overseas activities for which local purchase has been determined will be passed by message to the Navy Stock Point that referred/passed the requisition for procurement action. If the requisition was received direct at the DSC, the requisition will be passed by message to NSC Norfolk (NN\_) or NSC Oakland (NO\_).

i. Adjustment to Unit Pack Quantity. Requisitions will be edited to determine if the quantity requested required adjustment to the unit pack quantity. Requisitions containing Advice Codes 2N, 2P, 28, or ISSP and MAP requisitions will bypass this edit and will be processed for the quantity requested. The unit pack edit will be made as follows:

(1) When the quantity requested is a multiple of unit pack, the requisition will be processed for the quantity requested.

(2) When the quantity requires adjustment to a unit pack multiple, it will be determined if the amount of the adjustment is greater than 10% of the requisitioned quantity. If so, a check will be made to determine if the NIR Standard Unit Price exceeds \$5.00 or if the total dollar value of the adjustment would exceed \$25.00. In either case, no adjustment will be made.

(3) If the quantity difference equals 10% or less of the total requisitioned quantity, the adjustment will be made as follows:

(a) Quantity difference equals 50% or less of the NIR unit pack quantity - decrease requisition quantity to the nearest unit pack multiple. Furnish BJ status to customer.

(b) Quantity difference is greater than 50% of the NIR unit pack quantity - Increase requisition quantity to the nearest unit pack multiple. Furnish BJ status to customer.

NOTE: If an upward adjustment would cause the requisition quantity to exceed the MRQ, no adjustment will be made.

(4) Whenever Unit Pack Adjustment results in a quantity in excess of 99,999, further downward adjustment will be made to assure that quantity issued/released does not exceed 99,999.

(5) Requisitions citing Advice Code 2D, 27, or 29 will be processed as follows:

(a) When the exact quantity requisitioned does not equal the unit pack quantity, the requisition will be edited to determine if an increase in the requisition quantity is less or more than \$5.00.

(b) When less than, the advice code will be disregarded. When \$5.00 or more, the advice code will be honored and processed for the exact quantity requisitioned.

(c) The adjustment will be an upward adjustment, but the dollar value increase will not be more than \$5.00 over the requisitions extended cost.

(d) The customer will be notified by MILSTRIP Status Code BJ when the above criteria is used.

j. Lateral Redistribution.

Total Asset Visibility (TAV) will provide visibility of Service/ Agency-owned retail level assets of DLA managed items by establishing an interface between SAMMS asset management business area and the respective Service/Agency's asset management business area. Based upon business rules established through a series of online decision support tables, the Defense Supply Center (DSC) will be allowed to fill backordered requisitions or offset procurements from these retail assets. A detailed description of the backorder referral process is contained in chapter 42.

204209 - TYPE AND DISTRIBUTION OF OUTPUT

All documentation generated within the requisition processes will pass to the SAMMS Exit process for continued action.

a. Material Release Orders (MROs):

(1) MROs, DIC A5\_, applicable to other than those with a 5/E in the third position of the DIC will be transmitted directly to the applicable storage activity. Those containing a 5/E will be forwarded to the DSO for the exception information and subsequent forwarding by telephone or teletype. DD Form 1348/1348m will be utilized in preparation of the DIC A5\_. (See appendix B-7.)

(2) DSCs directing release of materiel from distribution depots which are not remote (storage sites located at the same place where the requisition is processed) and organized so that these functions (processing and storage) are under the same immediate commander may utilize any technique adaptable to the capabilities of that command.

(3) All MROs will contain the RIC (To) denoting the location of the shipping depot. Also, inventory management codes may be entered to convey information and instructions to the distribution depots; e.g., Purpose Code, Condition Code, and other required management data.

b. Lateral Redistribution Orders (LROs) are DIC A4\_s forwarded by the DSC to a holding activity identified through the TAV process as having assets available to satisfy a backordered requisition. When the requisition is referred to a holding activity the ARCS will be updated with internal Status Code ZV and MILS Status Code BA. All LROs will be totally or partially confirmed or denied by the holding activity by DIC AE6 or AS6.

c. Passing Orders. Forwarded to the proper initial supply source for the purpose of correcting erroneous routing.

d. Supply Status. See Section III.

e. Followups for Delinquent Materiel Receipt Acknowledgment, DIC DRF, (see appendix B-317) forwarded by the DSC to a reporting activity identified through the MRA process (see Section XII) to follow up when materiel receipt has not been acknowledged on time (see appendix C-5).

f. Internal actions.

(1) Backorders. Requisitions resulting in a backorder decision will be processed under the provisions established in chapter 42.

(2) Direct Vendor Delivery. Based on the computer decision to supply the requests by Direct Delivery, the transaction will be passed to the Procurement Subsystem for processing. Criteria and procedures are contained in chapter 43.

DICs of AB1, 2, 3, and 8 provide notice to eligible status recipients that materiel will be supplied by Direct Vendor Delivery (DVD) from procurement. Direct Delivery Notice documents provide a cross-reference between the requisition document number and the Procurement Instrument Identification Number (PIIN). DICs AB1, 2, 3, and 8 documents are generated when materiel is procured for direct shipment to consignee. DIC AB8 will be furnished to applicable entries in the requisition such as Requisitioner, Supplementary Address, and Distribution Code regardless of M&S Code.

### SECTION III - SUPPLY AND SHIPMENT STATUS TO CUSTOMERS

#### 204301 - MEDIA AND STATUS CODES CRITERIA

a. These codes identify the type of status data to be furnished and in conjunction with other codes designate the authorized recipient of Supply and Shipment Status. Regardless of the M&S Code cited, all

machine sensible (80-position) status documents will be transmitted via the DAAS. The M&S Code, pos. 7, is applicable to the type of status data to be furnished to the proper recipient, i.e., Requisitioner, pos. 30-35, Supplementary Address, pos. 45-50, and/or pos. 54 (Service Distribution Code), and the method of transmission. The appropriate M&S Code in appendix A-3 is a mandatory entry by the originator and will not be altered during processing except as provided in subparagraph 204206b above.

b. Supply sources will transmit Supply or Shipment Status transactions, DIC AE8/AS8, to DAAS for all supply source initiated requisition status. Upon receipt of DIC AE8/AS8, DAAS will convert DIC A\_8 to appropriate AE\_ or AS\_ transaction and make distribution of status IAW M&S Code in pos. 7 and/or a significant entry in pos. 54. Supply source initiated status includes all status generated during supply source processing that is not produced in response to followups or cancellations.

c. Supply sources will transmit Pseudo Shipment Status for Unconfirmed Materiel Release Orders, DIC ASH, (see appendix B-279) to DAAS based upon criteria in Section XII. DAAS will furnish this status to the activity designated by a significant M&S Code in pos. 7, and to the activity designated by a significant alphabetic or numeric entry in pos. 54. In addition, DAAS will furnish this status to the ship-to activity designated by the Signal Code for Service requisitions and to the applicable Service ILCO for security assistance requisitions.

#### 204302 - SUPPLY STATUS

The Distribution Subsystem will provide designated activities with the results of action taken or being taken on certain requisitions. The generic term for the information will be known as Status Data. The specific types of these data are:

a. Supply Status. This is a notification of immediate availability and intent to ship, i.e., MRO has been prepared. Supply status can also portray the aforementioned and/or a combination of the following:

- (1) Backorder.
- (2) Procurement for Direct Delivery.
- (3) Substitution of an item for item requested.
- (4) Change to UI.
- (5) Requisition returned or rejected for specified cause.
- (6) Passing Order.
- (7) Referral Order.
- (8) Cancellation acknowledgement.

(9) Change of stock number.

(10) Reinstatement of a requisition previously canceled through the Materiel Obligation Validation (MOV) process.

(11) Any circumstance which predicts that materiel may not be delivered to the consignee within the timeframes established for the assigned Priority Designator, RDD or Standard Delivery Date.

b. Shipment Status documents provide advice of estimated or actual shipment of materiel. This document may include data such as the transportation control number, mode of shipment, date released to carrier, CONUS air or ocean terminal or DoDAAC of the initial transportation activity.

c. Pseudo Shipment Status for Unconfirmed MROs, DIC ASH, provide the date the DIC ASH is generated as the shipment date to the Materiel Receipt Acknowledgment (MRA) reporting activity. The reporting activity will use this DIC ASH shipped date to determine MRA time limits for reporting purposes. (See appendix C-5.)

d. Rejection Status. All rejections will contain a C\_ or D\_ series Status Code from appendix A-12 in pos. 65-66 which will furnish the appropriate reason for rejection. Rejection Status Codes will be sent to all eligible status recipients, i.e., pos. 30-35, 45-50, and 54, regardless of the M&S Code except when M&S Code is 8, reject status will be sent only to the activity designated in pos. 54. When the entry in pos. 54 is valid, but there is no corresponding DoDAAD address, contact DASSO DSN 78-850-6395 for proper Communications Routing Indicator and forward the status by message.

#### 204303 - CRITERIA AND RESPONSIBILITY FOR PROVIDING STATUS

a. Supply and shipment status may be provided either automatically or in response to a followup. The M&S Code (pos. 7 of the requisition) will indicate:

- (1) What status if any is desired;
- (2) To whom status will be provided;
- (3) By what media of communication.

If status is requested, pos. 7 will indicate the type of status to be furnished.

b. Supply Status. Supply status is provided to the requisitioner or supplementary addressee or the activity designated by distribution code in pos. 54 exclusively when required by the appropriate M&S Code entry. When the M&S Code is blank or invalid, a 0 is automatically assigned during validation as indicated in subparagraph 204206b above. Regardless of entry in pos. 7, pos. 54 will be provided status if any significant code (see appendix A-10) is entered. Supply status may also be furnished the DSC, by the shipping depot, in response to an MRO/DRO cancellation (DIC AG6/AGJ).

c. Status documents indicating rejection with Status Code CA will be prepared in narrative message format and will include the reason for rejection in the same message. Such narrative message Status Code CA will be used only when CA status is initially generated. Subsequent responses to followups on which CA status has previously been provided

will be prepared using normal supply status document format and will be transmitted via AUTODIN. No transmission of the reasons for rejection will be made in response to followups unless the supply source is in receipt of an off-line (mail, message, or telephone) request from an authorized status recipient for the reasons for rejection.

d. When Status Code CA has been received in response to a followup request and no record of the previous receipt of Status Code CA and the reasons for rejection can be located, authorized status recipients may inquire off-line (i.e., via mail, message or telephone) of the supply source to obtain the reasons for rejection.

e. Shipment Status. Shipment status is provided when the M&S Code dictates the need and will be provided under the criteria contained in paragraph 204301 above. The furnishing of automatic shipment status (DIC AS\_) is the responsibility of the shipping depot as prescribed in DLAM 4140.2, Volume III except for TAV LROs. Shipment status will also be furnished, by shipping depots, to the DSC (indicated by the RIC FROM in pos. 67-69 of the MRO/DRO) as a MRO/DRO Confirmation (DIC AR0, ARA, ARB, ARJ, ARK, or ARL), as a reply to a followup (DIC AE6), or as a reply to MRO/DRO Cancellation (DIC AU0, AUA, or AUB).

f. Followup Reply Status to Customers. Supply or shipment status or a combination thereof (partial quantity shipped and partial quantity backordered, procured for direct delivery, and so forth) will be provided in response to a followup. DSCs will honor and process followups containing DICs AF\_ and AT\_ Series, as listed in appendix A-1. Regardless of the original entry in pos. 7 or pos. 54, replies to followups will be to the activity indicated by the third position of the DIC. The exception to this rule applies to DIC AFC and DIC AFY followups. In the case of DIC AFC, status will be furnished recipients designated by pos. 7 and 54. Those followups DIC AF3, for which the ARCSF does not contain significant entry in pos. 54 will be discarded and will not be recorded as received. DAASO will route DIC ASY response to all eligible status recipients. Supply Sources in receipt of followups on requisition referred to a TAV holding activity will provide status.

g. Pseudo Shipment Status on the DIC ASH will be automatically provided to DAAS when a requisition receives DIC AE6 with Status Code BE (Depot/storage activity has a record of the MRO but no supporting transaction record of the action taken) and no MRA received. The DIC ASH will also be generated for requisitions open at least 60 days from the BA open status creation date, that are eligible for current Force Close process, including FMS, and no MRA received.

#### 204304 - STATUS CODES

a. Status codes flow from supply sources to requisitioners, supplementary addressees, activities designated by a significant entry in pos. 54 or to pos. 67-69 only, and are designed to tell recipient the status of requisitions and/or give such recipients information in coded form as a result of followup/cancellations.

b. All supply status furnished (except rejection status), predicts shipments on time as specified by the PDD or the RDD unless specific supply status is furnished advising of an anticipated delay, an

estimated availability date or an amended availability date. Latest available status can be determined by transaction dates entered in pos. 62-64 of status documents. Status codes are contained in appendix A-12 and will be furnished as prescribed in this chapter.

c. All rejection status furnished will contain a C\_ or D\_ series status code from appendix A-12 in pos. 65-66 which will furnish the appropriate reason for reject. Item rejected, if still required, will be requisitioned utilizing new document numbers. The requisitioner will consider the reason for the previous rejection and correct or adequately elaborate in the new requisition in order to preclude similar rejections.

#### SECTION IV - REQUISITION FOLLOWUP, CANCELLATION AND DOCUMENT MODIFIER PROCESSING

##### 204401 - REQUISITION FOLLOWUP

###### a. Criteria:

(1) Replies to followups will be furnished to the activity requesting the information as indicated by pos. 3 of the DIC of the followup request, i.e., AF1 (the requisitioner), AF2 (the supplementary address), or AF3 (the activity represented by a significant entry in pos. 54). Replies to DIC AT\_ followups will be furnished IAW the entry in pos. 7 (M&S Code). Replies to followups will be made to any significant code in pos. 54 in addition to the activity designated by pos. 3 of the DIC AF\_ or pos. 7 of the DIC AT\_ document.

(2) Followups received and responded to off-line will be converted to a DIC AF\_ (appendix B-12) format and input for mechanical processing. The mechanical processing of the customer followup will preclude automatic Force Close of an open MRO.

(3) Time standards for furnishing replies to followups are contained in paragraph 204105 above.

(4) There are instances when an activity or Control Office requests off-line status be provided for multiple requisitions. These followup documents are received off-line within the DSO. In order to provide current status of the requisitions to the requester in a controlled environment, these followups will be processed IAW the procedures outlined in appendix E-255 P.

###### b. Processing:

(1) All followups which are received via media other than AUTODIN are processed for reply IAW appendix E-349 P.

(2) All followups other than DIC AT\_, which are processed IAW paragraph (4) following, are subjected to an initial screening to determine if the document number in the incoming followup document is recorded in the ARCSF. Those followup documents not finding a matching ARCSF record are routed to the DSCs DoDAAD file to check the validity of the Activity

Address Code (AAC) (pos. 30-35 of the document number). Those documents not finding a matching or valid DoDAAD entry are violated on appendix F-117, Uncontrolled Violation Listing, and routed to the DSCs DoDAAD Monitor for research and appropriate action IAW appendix E-004 V.

Followup documents, not matching the ARCSF but which contain a valid DoDAAD address, are processed against the Inactive Requisition Control and Status File (IRCSF) for determination of action. Those followup documents not matching to the IRCSF will create customer status transactions (DIC AE\_, Status Code BF). No customer status nor RHF records are created for those followups which do not match the ARCSF nor the DoDAAD file, i.e., those violated on the appendix F-117.

(3) Followups for improved ESD, DIC AFC, priority 01-08, received via AUTODIN or from actions outlined in appendix E-349 P, will be mechanically processed.

(a) Appendix F-79A, Notification of Attempt to Accelerate, will be generated to DSO upon processing of DIC AFC transaction as a control report. This report will contain an abbreviated AFC format for reinput to clear suspense where applicable.

(b) Appendix F-79B, Contract Information (Request to Attempt to Accelerate) (Supply), will be generated to DSO (at DSCC, DESC and DPSC) when status code is BB and the recomputed ESD does not represent an improvement or fall within the specified timeframes, or a delinquent due-in was used in recomputing ESD. This report will be forwarded to DP&P as the means of requesting an updated delivery date.

(c) Appendix F-79C, Contract Information (Request to Attempt to Accelerate (Contracting)), will be generated to DP&P (except at DISC) when status code is BV and the ESD does not fall within the timeframes specified or was delinquent. DP&P will enter the revised delivery date using the preformatted YPE data on the report.

(d) Appendix F-231B, Contract Interrogation (Request to Attempt to Accelerate) (Supply), will be generated to DSO when status code is BB (at DGSC and DISC) or when status code is BV (at DISC) and contract is administered by DCAS, and the ESD does not meet criteria specified in subparagraphs (b) and (c) above. This report will be forwarded to DP&P as the means of requesting an updated delivery date.

(e) Appendix F-231C, Contract File Interrogation (Request to Attempt to Accelerate) (Contracting), will be generated to DP&P (at DISC) when status code is BV (contract not administered by DCAS) and the ESD does not fall within the timeframes specified or was delinquent. DP&P will enter the revised delivery date using the preformatted YPE data on the report.

(f) Appendix F-231D, Contract Interrogation (followup on delinquent contracts) will be generated to DP&P when the Followup Date (F/U DT) is blank and the Contract Delivery Date (CDD) is not passed. The CDD is passed but not delinquent for 45 days, the CDD is passed and the F/U DT is not passed or the F/U DT is passed but not delinquent for 45 days.

(g) Appendix F-231E, Contracting Interrogation (request to modify) will be generated to DP&P, when either Release Option Code or Freight Forwarder Code based on change to field pos. 46 or 47 respectfully.

(4) DICs AF1, AF2, AF3, and AT\_ series followups will be mechanically processed against the RCSF (ARCSF/IRCSF) (see section VII), to determine the current status of the requisitions for which the followups were submitted. The reply to a followup will be accomplished to contain the most current information available regarding the status of the requisition and will be as follows:

(a) When the item has already been shipped, a Shipment Status document, DIC AS\_, as depicted in appendix B-89, will be provided. This includes replies reflecting data from Force Closed (either DSC closed or depot closed) MRO Data Sections. It does not include replies generated from MRO Data Sections which are in the process of being Force Closed but which have not actually been closed, i.e., MRO Data Section of ARCSF, contains 4, 7, 8, or H in NO RCD CD field but related Supply Section does not contain Status Code SS.

(b) Customer followups which match to an Open (i.e., unconfirmed) MRO Data Section in the ARCSF will cause the following actions:

1. For DICs AF1, AF2, AF3, or AFC - the third position of the DIC will be recorded in the FU field (i.e., originator of followup) of the Activity Data Section, ARCSF.

2. For DIC AT\_ - the second position of the DIC will be recorded in the FU field (i.e., type of followup) of the Activity Data Section, ARCSF.

3. When a partial confirmation of shipment is recorded (Confirmation Section, ARCSF), a Shipment Status Document, DIC AS\_ (appendix B-89) will be prepared reflecting the quantity actually shipped.

4. When the MRO Data Section NO RCD CD field contains H, D, 9, or 2, and the ESD recorded in the ARCSF has not expired, a DIC AE\_ (appendix B-11) with Status Code BA will be furnished to the customer. If the ESD has expired, a DIC AF6/AFJ, appendix B-90, will be sent to the shipping depot and a DIC AE\_ (appendix B-11) with Status Code B5 will be furnished to the customer. (Code H indicates DSC has received DIC AE6/AEJ No Record - Status Code BF, in response to an MRO/DRO Followup, DIC AF6/AFJ and recreated the MRO. Code D indicates DSC has received DIC AE6/AEJ Depot Force Closure - Status Code BE, in response to an MRO/DRO Followup, DIC AF6/AFJ and recreated the MRO. Code 9 indicates DSC has received DIC AE6/AEJ an intent to ship - Status Code BA. Code 2 indicates DSC has received DIC AE6/AEJ Status Code BL - Denoting FMS NOA requisition.)

5. When the MRO Data Section NO RCD CD field contains 4 or 8, a DIC AE\_ (appendix B-11) with Status Code BA will be furnished to the customer. (Code 4 indicates DSC has received DIC AE6/AEJ Depot Force Close - Status Code BE, in response to an MRO/DRO Followup, DIC AF6/AFJ and a duplicate MRO was not recreated. Code 8 indicates receipt of DIC AE6/AEJ Depot NO RECORD - Status Code BF, in response to an MRO/DRO Followup, DIC AF6/AFJ and a duplicate MRO was not recreated. The 8 will only be entered after the code has been H which means a previous

duplicate MRO was created on a previous response of Status Code BF to a previous MRO/DRO Followup.)

6. When the MRO Data Section NO RCD CD field contains 7 or is blank, a DIC AE\_, appendix B-11, with Status Code B5 will be furnished the customer and DIC AF6/AFJ, appendix B-90, will be sent to the shipping depot. (Code 7 indicates DSC has not received a reply to an MRO/DRO Followup output in a previous monthend process. Code of blank indicates no MRO/DRO Followup has been sent. If the NO RCD CD is blank, a code of 6 will be posted.)

7. When the requisition is recorded in BA status under ten days, the normal mechanical followup or cancellation DICs AF6/AC6 will be output for mailing to the appropriate depot.

8. When the MRO Data Section NO RCD CD field contains 6 (i.e., DSC prepared MRO Followup has been output and is pending a response), the customer will be furnished a DIC AE\_, citing Status Code B5. This status will be updated on receipt of the response to the DSC originated MRO Followup.

(c) When other action has been taken, a Supply Status document, DIC AE\_, as depicted in appendix B-11, will be furnished with the appropriate Status Code. Supply status which updates a previous ESD (e.g., initial BB, BV or BZ status) will reflect Status Code BB, BV or BZ with revised ESD in pos. 70-73.

(d) If multiple confirmation exists against an MRO, individual followup replies will be made for each confirmation.

c. All DIC AT\_ followups, regardless of type or priority (except as noted below), which fail to find a matching record on the ARCSF/IRCSF will be processed as an original DIC A0\_ type requisition under the provisions of chapter 4 unless Status Code BF has been previously provided in response to a cancellation request (DIC AC\_, AK\_). An invalid entry in the document will violate as DIC AT\_ and will be processed IAW appendix E-004 V. Unmatched DIC AF\_ followups will be returned to the activity designated by pos. 3 of the DIC AF\_ as No Record (Status Code BF).

d. Followup, DIC AT\_, submitted to the Gaining Inventory Manager (GIM), will be matched to the ARCSF or IRCS. If no matching record is found for the requisition, and the date of the requisition is prior to the Effective Transfer Date (EDT), the requisition, if other than FMS, will be passed to the Losing Inventory Manager (LIM). FMS requisitions not finding a matching ARCS/IRCS will be processed by the GIM as a DIC A0\_ requisition.

e. DICs AFX and AFZ, Disposal Followup Transactions, are generated by the Defense Reutilization and Marketing Service (DRMS) and will be mechanically processed against the ARCS/IRCS to obtain verification of the quantity shipped from the shipping activity. If no record exists, the followup will be dropped from processing. DRMS, DRMO, Depot and ICP processing on intransits are described in chapter 12.

f. DIC AFY, Followup (Request for DoDAAC of Initial Transportation Shipping Activity), will be submitted to the supply source by the

requisitioner when a shipment cannot be located or traced using the information provided in the initial Shipment Status, DIC AS\_.

(1) The document number and suffix code on the DIC AFY will be matched to the Requisition Control and Status File (RCSF). Documents that find matching records in the ARCS or IRCS in Status Code BA or SS will generate a reply in the format of DIC ASY. No error conditions that require manual review will be identified during processing.

(2) Invalid transactions will be rejected to the customer. If the document number and suffix code do not find a matching ARCS/IRCS record in Status Code BA or SS, the document will be rejected and a DIC ASY with Status Code DY will be provided the requisitioner. If the ARCS or IRCS indicates a Status Code BM, the document will be passed to the appropriate activity.

(3) If the document number and suffix code find a matching record in the ARCS/IRCS, the DoDAAC of the shipping activity will be provided the requisitioner. The RIC of the shipping activity will be matched to the SCAF and the matching six position AAC will be provided the requisitioner in the DIC ASY in pos. 75-80. If the RIC does not find a matching record in the SCAF, a DIC ASY with Status Code DY will be furnished the requisitioner.

g. The response to a followup will be transmitted via a medium commensurate with the priority and method of submission. Followups may be transmitted by any method available including:

- (1) Electrical other than transceiver.
- (2) Air Mail or Regular Mail (Correspondence).
- (3) Administrative electrical message.
- (4) Radio or telephone.

#### 204402 - CANCELLATIONS

##### a. Criteria:

Requisitioners (pos. 30-35), the supplementary addresses (pos. 45-50), or distribution activities designated by a significant entry in pos. 54 or a Service/Agency headquarters may initiate requests for cancellation of requisitions. If cancellations are initiated by other than the requisitioner, the responsibility for advising other interested activities of this action is vested in the activity having initiated the cancellation. Cancellation requests can be initiated as a single line transaction, a mass transaction, or universal transaction under specified conditions/criteria.

##### b. Responses:

(1) Response to single line cancellations, whether received individually or generated mechanically as a result of receipt of a mass cancellation request, will be generated under same criteria as prescribed for followup processing in paragraph 204401.

(2) The cancellation acknowledgements will contain the same data as requests for cancellations except for applicable changes in DIC, RIC, Quantity, Suffix Code, and Status Codes. Acknowledgement of cancellation requests will contain DIC AE\_ (supply status) or AU\_ (shipment status) and will be processed within the same timeframes required for followup answers. The cancellation acknowledgement notices will be furnished to significant activities in pos. 30-35, 45-50, and 54 i.e., the requisitioner, supplementary address, distribution activity or pos. 67-69 routing identifier entry, as appropriate. However if M&S code of original transaction is an 8, furnish appropriate status only to the distribution activity, pos. 54.

(3) Cancellation requests processed against a requisition recorded in the ARCSF with Status Code BA, BV, or BZ, will cause the machine to automatically furnish Supply Status DIC AE\_ with B9 status to the applicable recipient.

c. Processing Single Line Cancellation Requests:

Single Line Cancellations, whether received individually or generated mechanically as a result of receipt of a mass cancellation request, will be processed against the RCSF (ARCS/IRCS) (see section VII) to determine the current status of the requisition for which cancellation is requested. Response to the cancellation will be initiated based on the current status of the requisition and will be as follows:

(1) Cancellation requests for which there is no matching document number, pos. 30-43, on the RCSF will be acknowledged by DIC AE\_, with Status Code BF (No Record). An ARCSF record will be opened and closed with Status Code BQ. When BF status has been provided in response to a cancellation request, BF status will also be provided in response to all other documents (DICs A0\_, AM\_, AF\_, AT\_) received which contain the same document number.

(2) Cancellation requests which match on document number to a closed record, i.e., Status Codes BQ, BR, BS, or C\_, or D\_ Series Status Codes, are dropped from further processing if the quantities (DIC AC\_ and ARCSF closed record) are equal. If the quantities are not equal, the cancellation request is subjected to additional system checks to determine status and disposition.

(3) Cancellation requests containing an invalid quantity, pos. 25-29, will be violated under VRC AS for review, corrections, and reentry under the provisions of appendix E-017 V.

(4) A Purchase Request Interrogation/(Direct Delivery Cancellation Request), appendix F-230A, will be furnished to DP&P when the item is coded BZ (PR stage) in the ARCS. EXCEPTION: Partial cancellations for wood product (FSG 55) requisitions with a cancellation extended dollar value less than \$200.00 will be denied with Status Code B8. A Contract File Interrogation (Direct Delivery Cancellation Request), appendix F-231A, will be furnished to DP&P when the item is coded BV (contract stage) in the ARCSF. These printouts will be produced only after the screening is done. The F-230A and the F-231A will printout at the CAO,

Mechanicsburg, PA. when the cancellation request pertains to a COPAD requisition.

(5) When the requisition is in process of editing or has been placed on backorder, cancellation will be effected and the requester will be furnished a cancellation acknowledgement using DIC AE\_, Status Code BQ.

(6) When an MRO has been forwarded to a distribution depot and a MRO Confirmation has been received (or the MRO Data Section has been Force Closed, i.e., Status Code SS placed in the applicable ARCSF Supply Section), the customer will be furnished Shipment Status, DIC AU\_ (appendix B-103), as a notification that shipment could not be stopped. This is applicable to CONUS shipments only. However for overseas shipments, if the date of shipment is less than 10 days for air shipment, value of the requisition is over \$200.00 and the mode of shipment is other than G, H, 5, or 6, action will be taken to divert the stock at the POE.

(7) When an MRO has been forwarded to a distribution depot and an MRO Confirmation or Denial/Adjustment document has not been received (and the MRO Data Section has not been Forced Closed), the customer cancellation will be processed as follows:

(a) When a partial confirmation of shipment within CONUS is recorded (Confirmation Section, ARCSF), Shipment Status, DIC AU\_ (appendix B-103), will be prepared reflecting the quantity actually shipped. Overseas shipments will be handled as outlined in paragraph (7) above.

(b) When the MRO Data Section NO RCD CD field contains H (i.e., DSC has received No Record - Status Code BF, in response to an MRO/DRO Followup, DIC AF6/AFJ and recreated the MRO for positive action), a DSC MRO/DRO Cancellation, DIC AC6/AC7/ACJ (appendix B-112) will be prepared and forwarded to the shipping depot. The Cancellation Pending action will be posted to the ARCSF.

(c) When the MRO Data Section NO RCD CD field contains 4 or 8 (i.e., DSC has received No Record - Status Code BF, or Depot Force Close - Status Code BE indicator, in response to an MRO/DRO Followup, DIC AF6/AFJ and a duplicate MRO was not recreated), the customer will be furnished confirmation of cancellation, i.e., Supply Status DIC AE\_ (appendix B-11), with Status Code BQ. The cancellation will be posted to the Nonsupply Section, ARCSF.

(d) When the MRO Data Section NO RCD CD field is not 4 or 8, a DSC MRO/DRO Cancellation, DIC AC6/AC7/ACJ (appendix B-112), will be prepared and forwarded to the shipping depot or holding activity. The Cancellation Pending Indicator will be posted to the ARCSF.

(e) Cancellation/diversion action will not be attempted beyond the shipping activity against:

1. Partial MRO/Shipment quantities, unless it is known that the partial quantity represents a total shipment unit. This is applicable to CONUS shipments.

2. Assemblies, kits, and sets, whose component parts are shipped via multiple or memorandum MROs.

(8) The following type replies will be received from the shipping depot for processing indicated:

(a) DIC AE6, AEJ, AG6, or AGJ with Status Codes BE, BF, BQ, or CB received against an open requisition in the ARCSF and match a previous cancellation on Document Number and Suffix, Storage Activity RIC, Quantity, and Transaction DIC on the SIHF will violate as a suspected duplicate (VRC WQ).

(b) DIC AE6, AEJ, AG6, or AGJ with Status Codes BE, BF, BQ, or CB received against a closed requisition in the ARCSF and match a previous cancellation on Document Number and Suffix, Storage Activity RIC, Quantity, and Transaction DIC on the SIHF are a possible duplicate. If the Status Code is SS and the DIC AG6 or DIC AGJ, the transaction will violate as a suspected duplicate (VRC WQ). All other possible duplicates will be posted to the Requisition History File as a duplicate.

(c) DIC AE6/AEJ with Status Code BY indicates MRO was previously denied and when processed, will match to the Cancellation Pending Indicator in the ARCSF and cease processing for resupply. In lieu thereof, the customer will be furnished confirmation of cancellation, i.e., Supply Status DIC AE\_ (appendix B-11), with Status Code BQ. This status will also be recorded in the Nonsupply Section, ARCSF.

(d) DICs AU0, AUA, AUB, and AU7 indicate shipment could not be canceled and when processed, will post to the Confirmation Section, ARCSF, and will cause Shipment Status, DIC AU\_ (appendix B-103), to be output to the customer.

(e) DIC AU0 received against an open requisition in the ARCSF will be processed as a MRO confirmation, DIC AR0. If the DIC AU0 matches a previous confirmation on Document Number and Suffix, Quantity, TCN and Date Shipped (if valid), it will violate as a suspected duplicate (VRC WQ).

(f) DIC AG6/AGJ with Code BF in pos. 65-66 indicates NO RECORD of the MRO/DRO cited on the MRO/DRO Cancellation, DIC AC6/AC7/ACJ and when processed will:

1. When the quantity involved is to be canceled and NO RCD CD is not H, cause cancellation of the MRO record and output of a Supply Status, DIC AE\_, with Status Code BQ. This input will also cause creation of a demand reversal record for the quantity canceled and creation of a billing reversal transaction. The quantity canceled will be posted to the Nonsupply Section, ARCSF.

2. When the quantity involved is to be cancelled and the ARCSF MRO Data Section NO RCD CD field is coded that the MRO was recreated (i.e., Indicator Code H indicating No Record - Status Code BF, in response to a DIC AF6/AFJ, and the MRO/DRO was recreated for positive action) a new MRO/DRO Cancellation, DIC AC6/ACJ, will be created and forwarded to the shipping depot as an attempt to cancel the recreated MRO/DRO.

(g) DIC AG6/AGJ with Status Code BQ or CB in pos. 65-66 indicates that cancellation of the MRO/DRO cited on MRO/DRO Cancellation, DIC AC6/ACJ and when processed will:

1. Cause cancellation of that portion of the open MRO/DRO and output of a Supply Status, DIC AE\_, with Status Code BQ. This input will also cause creation of a demand reversal for quantity canceled and creation of a billing reversal transaction. The quantity canceled will be posted to the Nonsupply Section, ARCSF.

2. Cause reversal of Due-In records when the MRO involved applies to a Redistribution Order, DIC A2\_.

3. Cause creation of an issue reversal, DIC D7\_, with an X overpunch in pos. 25, when the MRO involved applies to an issue of Service-Owned Materiel (Ownership Code 1, 4, 5, or 6).

4. If the input NSN is under inventory, cause the D7\_(X) quantity to be added to the Inventory Cutoff Balance whenever the original DIC A5\_ transaction had a Management Code other than U.

5. Generate DIC D9D decrease to purpose code L at same time D7N reversal is generated to pick stock up in purpose code A.

(h) DIC AG6/AGJ with Status Code B9 in pos. 65-66 indicates that the shipping depot has received the MRO/DRO Cancellation, DIC AC6/ACJ, and cancellation attempt is in progress. This document when processed will not post to the ARCSF but will post to the RHF as a record of acknowledgement of the MRO/DRO Cancellation.

(i) DIC AE6 with Status Code B9 in pos. 65-66 indicates that the shipping depot has received the MRO/DRO Cancellation, DIC AC6/ACJ, and will attempt to stop/divert shipments destined for overseas consignee that have been released to a carrier. This document when processed will not post to ARCSF but will post to RHF.

(j) DIC AE6 with Status Code B8 in pos. 65-66 indicates that the shipping depot was unable to cancel or divert quantity requested. This document will post to the ARCSF.

d. A requisition will not be considered canceled until the cancellation acknowledgement is accomplished.

e. Mass/Universal Requisition Cancellation Requests:

(1) Events such as base closures, termination of special projects, termination of agreements, termination of vessel outfitting or construction, can necessitate the requirement for mass cancellation of multiple lines. In some instances, the Service headquarters would be aware of the fact that a total project or total requirement for a single base is no longer required and should be canceled. Thus, the Service headquarters element could initiate requests for mass cancellation of multiple lines. Such requests will be submitted by message to supply sources for cancellation of all open requisitions applicable to specific

project codes, bases (as identified by AACs), and so on. Requests for mass cancellations will contain identification of the activity having submitted the requests and the required codes for identification of one of the following for which cancellation of all applicable requisitions is required:

(a) Project Code and Ship-To address (Requisitioner, pos. 30-35, or Supplementary Address, pos. 45-50).

(b) No Project Code - Ship-To address (Requisitioner, pos. 30-35, or Supplementary Address, pos. 45-50 or MAP Country/Activity Code, pos. 8-10).

(c) One Project Code and various addresses.

(d) No Project Code and one address.

(e) Various Project Code - and one address.

(f) FSG, FSC, NSN, Part Number, Date or IPG when associated with the DoDAAC Ship-To of the original requisition document and/or Project Code, or MAP Country/Activity Code.

(2) It is recognized that a need may exist to continue processing of certain requisitions and shipments during mass cancellations, such as high priority demands to satisfy NMCS/ANMCS conditions (identified by 9, N, or E in pos. 62 of the requisition). In addition, it is recognized that a need may exist to allow continued processing of requisitions for materiel required to effect base closure. In these instances, the mass cancellation request message will specify in the Special Instructions segment, one of the following selective criteria. These mass cancellation exceptions will be input using a DIC ZLZ Document, except as specified in subparagraph (2)(f) below.

(a) Project Code(s) when associated with Ship-To address (pos. 30-35 and pos. 45-50) being canceled.

(b) NMCS/ANMCS RDD entry (pos. 62-64) when associated with the Ship-To address (Requisitioner, pos. 30-35 or Supplementary Address, pos. 45-50) being canceled.

(c) FSC, FSG, NSN or Part Number when associated with Ship-To address (Requisitioner, pos. 30-35 or Supplementary Address, pos. 45-50) being canceled.

(d) Specific requisition document number(s).

(e) Specific Issue Priority Designator when associated with the Ship-To address (Requisitioner, pos. 30-35 or Supplementary Address, pos. 45-50) being canceled.

(f) Requisitions currently recorded with 555 in the RDD field are excluded from mass cancellation. All mass cancellation exclusions will be appended with 555 in the RDD field, irrespective of the priority of the requisitions. DIC AM\_ transactions with 555 in pos. 62-64 (RDD field) will be generated on all excluded requisitions in Mass Cancellation inputs.

(g) Requisitions recorded with 555 in the RDD field or modified to contain 555 in the RDD field are included in universal cancellation.

Under extreme conditions, a mass cancellation may be superseded by a universal cancellation.

(3) Requests for mass cancellation received by the DSC by message will be converted to single line cancellation requests, mechanically, by preparation and input of Mass Requisition Cancellation Document(s), DIC ZLZ, appendix B-204.

(4) Receipts of TA4 DoDAAD deletions from DAASO will cause the applicable AACs to be distinctly coded/marked as deleted on the effective date. Output of an F-103, DoDAAD In-The-Clear Exception Listing, will be routed to the DoDAAD monitor for review and forwarding to MSO, DSO as supporting documentation for system-generated ZLZs on deleted AACs.

(5) In addition to the various combinations of AACs, Project Codes, and NSN, FSG, FSC, and/or Part Numbers reflected above, the Mass Requisition Cancellation Document, DIC ZLZ, also has the ability to select requisitions for a given AAC, Project Code, and so on, date prior to a predetermined cutoff date or assigned a specific IPG, e.g., IPG III only, IPGs II and III only, or all (IPGs I, II, and III).

(6) The Mass/Universal Requisition Cancellation Document(s), DIC ZLZ, when processed will select open requisitions in Status Code BA, BB, BZ, BT, BV, or SS when closed if record remains on ARCSF, and DD status when closed if record remains on ARCSF, and convert these records to single line Cancellation Requests, DIC AC\_, in the format of appendix B-17.

#### 204403 - PROCESSING DOCUMENT MODIFIERS

##### a. General:

(1) Requisitioner, Supplementary Addressees (consignees), or activities designated by a significant entry in pos. 54 may initiate a Requisition Modifier Document to change one or any combination of the following: Media and Status Code (pos. 7), Supplementary Address (pos. 45-50), Signal Code (pos. 51), Fund Code (pos. 52-53), Distribution Code (pos. 54), Project Code (pos. 57-59), Priority Designator (pos. 60-61), Required Delivery Date (pos. 62-64) (except Subsistence Requisitions), and Advice Code (pos. 65-66). For FMS Requisitions, a Modifier Document may also be initiated to change a Country FMS Offer/Release Option Code (pos. 46) and/or Freight Forwarder Code (pos. 47) alone or in addition to the authorized changes previously mentioned.

(2) When the priority or RDD of an item on order changes but the quantity required is different than the quantity originally requested, a new requisition will be submitted by the customer, for the quantity required under the new priority. When the modifier is initiated by a control office, pos. 54, the activity initiating the Document Modifier is responsible for furnishing notification of such action to other interested activities such as the requisitioner and supplementary addressee.

(3) Document Modifiers may be submitted to SSPs when the activities are the initial requisition processing points. When a modifier is received for a requisition which was initially edited for availability

by an SSP, but the total or partial quantity requested was referred or passed to a DSC for continued supply action, the SSP will forward the

modifier to the DSC citing the correct suffix code. The quantity reflected in the modifier forwarded to a DSC will be the same as the quantity of the request passed or referred to the DSC. Document Modifiers will be forwarded using DIC AM\_ and in the same format and alignment as received by the SSP.

(4) More than one modifier may be processed for the requisition, with the ARCSF reflecting the most recent change.

(5) All supply/shipment status applicable to Document Modifiers will be provided as indicated by the M&S Code and pos. 54 (modified based on receipt of a document modifier). When the M&S Code is blank, invalid, 0 or Y and pos. 54 is nonsignificant, status will be provided the activity identified by pos. 30-35 of the Document Modifier.

(6) Modifiers will not be processed against requisitions for which LROs of retail assets have been generated.

b. Processing:

(1) Document Modifiers, DIC AM\_, will be matched against the RCSF (ARCSF/IRCSF) (see section VII) by document number to determine the current status of the original requisition. Document Modifiers which do not match an original requisition on the RCSF will be reinstated and processed as a new requisition, DIC A0\_, unless Status Code BF has been previously provided in response to a previous cancellation request (AC\_, AK\_). If the NSN was logistically transferred and the date of the requisition is prior to the Effective Transfer Date (ETD), the requisition, other than FMS, will be passed to the Losing Inventory Manager (LIM) for processing. FMS requisitions not finding a matching ARCS/IRCS will be processed by the GIM as a DIC A0\_ requisition.

(2) When the modifier document contains invalid entries for the Media and Status Code, pos. 7, Supplementary Address, pos. 45-50, Country FMS Offer/Release Option Code, pos. 46, Freight Forwarder, pos. 47, Signal Code, pos. 51, Fund Code, pos. 52-53, Distribution Code, pos. 54, Project Code, pos. 57-59, Priority Designator Code, pos. 60-61, Required Delivery Date, pos. 62-64, or Advice Code, pos. 65-66, the requisition will be rejected, DIC Code AE\_, with Status Code D7.

(3) When the modification cannot be honored due to status of supply or procurement action, requested modification document will be rejected DIC Code AE\_ with Status Code B2.

(4) When the requested modification has been successfully processed, Supply Status Code BK will be provided.

(5) When a modifier document is received and there is no record of the original requisition, action will be taken to process the requisition modifier as a new requisition.

(6) When a modifier document is received and the Supplementary Address, pos. 45-50, the Project Code, pos. 57-59, the RDD, pos. 62-64, or the Advice Code, pos. 65-66, is blank, these fields of the original

document will be modified accordingly. (Subsistence requisitions are excluded from RDD deletion provisions).

(7) When a modifier document (DIC AMF) is received to change the Supplementary Address and Signal Code field, the Signal Code will be placed in pos. 77.

(8) When a Document Modifier matches a requisition recorded in the ARCSF, the current status of the original requisition will dictate the following action:

(a) When the original requisition is recorded as a backorder for future issue (Status Code BB or BC), the revised Issue Priority Designator, RDD, and/or revised M&S Code/Distribution Codes will be overlaid into the backorder record and the ARCSF. Change of a backorder from IPG III to IPG I or II; or from IPG II to IPG I will cause the backorder to recycle for possible release, and may result in a Direct Delivery procurement. If the backorder cannot be released, an appendix F-114 will be output to the ORC in the NIR. If upgrading the Issue Priority Designator or RDD results in a revised estimated shipment date, supply status to reflect the amended ESD in pos. 70-73 and Status Code BB will be provided to the customer. For Status Code BB, if the RDD is revised or modified to contain an Expedited Handling Signal, 555 in the RDD field, the appendix F-114, ARCSF Printout, will be generated and output to ORC 85 (DSO) or ORC 87 (DPSC Factory).

(b) When the original requisition is recorded as Direct Delivery (Status Codes BV or BZ, appendix A-12), the revised elements, as cited above, will be overlaid into the ARCSF. If the ARCSF record and/or the Document Modifier (DIC AM\_) contains an Expedited Handling Signal, 555 in pos. 62-64, then an appendix F-114, ARCSF Printout, will be generated and output to ORC 85 (DSO) or ORC 87 (DPSC Factory). Additionally, if the ARCSF record is equal to Issue Priority Group (IPG) II or III and the DIC AM\_ is equal to IPG I (upgraded priority), the appendix F-114 will be output as cited previously. Records not meeting at least one of these conditions will not generate an appendix F-114. The appendix F-114, output under the above conditions, will be processed IAW appendix E-030 P or E-408 P.

(c) Document Modifiers received containing Project Code JZ\_ and the requisition is recorded in BV status, will result in the generation of a Document Modifier to Routing Identifier Code SAJ (Mechanicsburg, Contractor Operated Depot (COPAD)) for continued action.

(d) If the modifier is for a requisition which is coded for shipment and completed shipping information has been posted to the ARCSF/IRCSF, Shipment Status, DIC AS\_, with date shipped, TCN and Mode will be provided. Receipt of the Document Modifier will be recorded on the ARCSF. This includes those MRO Data Section records which have been forced closed either by a DSC or defense depot.

(e) When the modifier is for a requisition which has been ordered for shipment, and an MRO (DIC A5\_) or DD Form 1348-1, DoD Single Line Item Release Receipt Document, has been forwarded to a distribution activity but MRO Confirmation/Denial has not been received, (and the MRO Data Section has not been Force Closed, i.e., Status Code SS has not

been recorded in Supply Section) DSCs will record the receipt of the modifier on the ARCSF. A Document Modifier, DIC AM\_, will be forwarded to each applicable distribution depot for continued action. When a Materiel Release Denial/Adjustment is received, the requisition is reinstated for the quantity denied using the revised data elements received on the Document Modifier.

(f) When a modifier is for a requisition which has been coded for shipment but MRO Confirmation/Denial has not been received within prescribed time limits for reply, and an MRO Followup has been submitted to the distribution activity, the Document Modifier will be recorded on the ARCSF and action suspended until receipt of the MRO Followup answer. If the MRO Followup answer indicates shipment has been made, the MRO suspended on the ARCSF will be coded complete and shipment status provided IAW pos. 7 and pos. 54 of the Modifier Document. When the MRO Followup Reply, DIC AE6, with Status Code HD indicates the initial MRO on any quantity thereof was denied, the requisition will be reinstated for the denied quantity, using the revised data submitted on the Document Modifier. If the MRO Followup answer indicates the distribution activity has no record of the MRO, Status Code BF in pos. 65-66, the requisition will be reinstated using data submitted on the Document Modifier and new MRO output to the distribution activity.

(g) When the modifier is for a requisition which has been coded as delayed for IM review/correction of a violation (Status Code BD or ZB) or is being delayed for technical edit pending reply to a Catalog IIF Inquiry (Status Code BT), the modified data elements will be posted to the ARCSF; however, no attempt will be made to intercept the Manager Review/Reentry action or violation output for updating. The actions resulting from the Manager Review Transaction/Violation Reentry Document will be taken using the recorded modified data elements.

#### SECTION V - SHIPMENT STATUS/MATERIEL/DISPOSAL RELEASE ORDER CONFIRMATION AND MATERIEL RELEASE DENIAL/ADJUSTMENT

##### 204501 - GENERAL

a. Shipment Status/Materiel/Disposal Release Order Confirmation is prepared and submitted by the shipping depot as follows:

(1) For each DSC directed MRO/DRO using DICs AR0, AR9, ARA, and ARB, or DICs ARJ, ARK and ARL, appendix B-14 or B-56 respectively. The DIC CRO is submitted only by SSP in confirmation of DIC D7\_ MAP issue transactions. DIC AR9 is submitted by a distribution depot in reply to a Document Modifier (DIC AM\_) when shipment against the original MRO has been accomplished.

(2) In response to a DIC AF6/AFJ followup, using DIC AE6/AEJ, appendix B-94.

(3) In response to an DIC AC6 cancellation request, using DICs AU0, AUA, and AUB, appendix B-249 or DIC ACJ using DIC ARJ, ARK or ARL, appendix B-56.

b. As appropriate, corrected shipment status/confirmation documents will be transmitted by mail from the shipping depot for the purpose of updating mode of shipment, date shipped, or TCN. (Include point of contact (name and telephone number) on all outgoing narrative MROs.) These corrected Materiel Release Confirmations will be input under DIC ZHR, appendix B-121.

c. Confirmation of direct delivery backorders is received from the Financial Subsystem using DIC ZCM, appendix B-55.

d. Materiel Release Denial/Adjustment, DIC A6\_, will be submitted by the shipping depot in the format prescribed in appendix B-8 and will depict the appropriate Management Code (appendix A-13) in pos. 72 to identify the reason for denial. DIC AE6/AEJ, Status Code BY, will be received in response to a DIC AF6/AFJ followup or DIC AC6/ACJ cancellation request in which initial MRO/DRO or any quantity was denied.

e. The Materiel Receipt Acknowledgment (MRA) process provides accountability and monitors customer receipt of shipments of stock which are issued from onhand assets or procured for DVD or filled by lateral referrals. Only those requisitions which are shipments to FEDSTRIP agencies, or DRMOs, or HX1, HX2, HX3, HX4, or confirmed FMS, are excluded from the MRA process. All qualifying requisitions will be processed as described in Section XII in addition to the following.

#### 204502 - PROCESSING SHIPMENT STATUS/MATERIEL/DISPOSAL RELEASE ORDER CONFIRMATIONS

a. Input documents under DICs AR0, AR9, ARA, ARB, ARJ, ARK, ARL, CLS and CR0, are validated for detection of errors in coded data and edited for specific actions. Input documents under DICs AU0, AUA, and AUB, are validated in a similar manner. Input documents which fail to pass prescribed validations and edits are coded for rejection IAW chapter 49. Review of corrections, and reentry of rejected MRO/DRO Confirmations will be IAW appendix E-014 V or E-249 V, as applicable.

b. Input documents which fail to match an ARCSF record will be routed to the proper DSC when the FSC in pos. 8-11 is recorded in the FSC-RIC Cross-Reference Table, appendix F-206 or output with Violation Reason Code OV for review IAW appendix E-014 V or E-249 V.

c. Shipment Confirmation, DIC AR0, may be received and processed against a requisition on Direct Vendor Delivery (DVD). If the Status Code in the ARCS is BZ and the DVD is a Purchase Request or Recommended Buy, the DIC AR0 will process except the ARCS will not be closed. The DIC AR0 will build a confirmation section in the ARCS and generate the output of a Requisition History, appendix F-45, with a Reason for Inquiry SHPMT CONF RCVD to ORC 91. When the appropriate award data are processed, a DIC ZCM will be processed to update the ARCS to Status Code BV. If, in the next monthend scan of the ARCS, the Status Code is BV and the total quantity is confirmed, the ARCS will be closed. If the Status Code BZ is still present, another F-45 will be output.

d. Confirmations, DIC CR0, for which there is no matching ARCSF record are placed in suspense for two days and recycled. Upon reprocessing the suspended confirmation (CR0) and there is still no record of a matching issue transaction, DIC D7\_, in the ARCSF, or if the input quantity does not match a recorded issue quantity, the input record will be output on a Decentralized Confirmation for Quantity Not Equal to Issue Quantity Listing, appendix F-91. This output will be processed as indicated in appendix E-376 P.

e. Input documents are checked to assure that both TCN data and a valid Mode of Shipment Code (see appendix A-17) are available. In the event the Mode of Shipment Code is missing, Mode H (Air Parcel Post) is assigned mechanically. Validation also assures that the input ESD/Date Shipped, pos. 57-59, contains valid numerics between 001 and 366.

f. DIC AR9 (Depot response to a DIC AM\_ when shipment has been accomplished) will be processed in the same manner as a DIC AR0 when the open quantity and Suffix Code are equal. When the quantity is different, a MRO followup (DIC AF6) will be generated and the DIC AR9 will only be posted to the Requisition History File. Also, when the DIC AR9 matches a closed shipment record, the AR9 will only be posted to the Requisition History File.

g. DIC CLS (response to a DIC CDB request for shipment information) will be processed in the same manner as DIC ARO documents, when the open quantity in the ARCSF and the quantity on the CLS are the same. When the quantities are different CLS documents will violate uncontrolled with Violation Reason Code AS to the Requisition Processing Branch in Directorate of Supply Operations, ORC 96.

h. Input documents representing undershipments, DICs ARB, ARL and AUB, will cause the processing of issue transaction reversals (DIC D7\_ (X) and related billing reversals. Input documents representing overshipments, DICs ARA, ARK, and AUA, will cause the processing of issue transactions for billing adjustments. If the on-hand balance is zero or less than the overshipped quantity, an inventory gain, DIC D8A will also be processed and listed on appendix F-13. Input documents representing replies to DSC generated MRO/DRO cancellations, DICs AU0, AUA, and AUB, or DIC ARJ, ARK, or ARL will cause preparation and output of Shipment Status - Replies to Customer Cancellations, DICs AU1, AU2, and/or AU3, appendix B-103, and in addition, will cause the Code A/K (overshipment) or B/L (undershipment) from the third position of the DIC to post to the DENL CD field of the ARCSF record.

i. The system will generate Supply Status Document, DIC AE\_, with Status Code BN when the confirmation is applicable to a Grant Aid, free issue shipment.

j. Confirmations containing a Hold Code in pos. 51 and ESD in pos. 57-59 will be recorded to the ARCSF and will remain open on the ARCSF until total quantity is confirmed/denied/adjusted.

k. Confirmations against a Redistribution Order MRO (DICs A2A, D7K) or a Test/Repair transaction (DIC D7M) will post Quantity and Date

Shipped to the applicable transactions (DIC DFK/DFM) in the Due-In File. Further Materiel Release Confirmations representing undershipments (DIC ARB) will cause the reduction of quantity due-in by processing a Due-In Reversal (DICs DFK, DFM) in the format of appendix B-42.

l. When a Direct Delivery Confirmation, DIC ZCM, is received, a Shipment Status Document, DIC AS\_, (appendix B-89) will be generated for transmission to the applicable activity.

m. Confirmation which completes the open MRO/DRO on the ARCSF will result in coding the transaction complete. Partial confirmations will also be recorded to the ARCSF. The Date Shipped, Date Offered, TCN, and Mode will be recorded to the ARCSF.

n. Partial confirmations against an open ARCSF record that match a previous confirmation from the depot on Document Number and Suffix, Quantity, Date Shipped (if valid), and TCN will violate as a suspected duplicate (VRC WQ). Partial confirmations against a closed ARCSF record that match a previous confirmation from the depot on Document Number and Suffix, Quantity, Date Shipped (if valid), and TCN will be posted to the Requisition History File as a duplicate.

o. Confirmations applicable to open MAP MROs will be passed to the Financial Subsystem after posting to the ARCSF.

p. Confirmations applicable to MROs which have previously been confirmed (Status Code SS) and which meet the duplicate confirmation criteria will result in the overlaying of confirmation data contained in the subsequent transaction (TCN, Mode or Date Shipped).

q. Depot confirmations applicable to Direct Delivery records (trans-shipments through DLA depots) will be posted to the ARCSF. Followup transactions processed against such records will result in generation of Shipment Status (DIC AS\_) from the data contained in the confirmation.

r. Receipt of a corrected Material Release confirmation from the shipping depot will be prepared for input to the system by the DSO as prescribed in appendix E-121 P. Rejected documents will be processed IAW appendix E-121 V. DIC ZHR transactions finding a matched confirmation on the RCSF will result in overlay of Date Shipped, TCN, and Mode with corrected date.

s. MRO Data Sections which have been Force Closed by either the DSC or depot (see section VI below) will not be reopened for processing a Materiel Release Order Confirmation. Those MRO Data Sections which are in the process of being Force Closed in monthend processing, i.e., Code 4, 7, 8, or H in NO RCD CD field, but without the Status Code SS in the related Supply Section, will be treated as open for all necessary processing.

#### 204503 - MATERIEL RELEASE DENIAL/ADJUSTMENTS

a. Input documents, DICs A6\_ and AE6/AEJ with Status Code BY, will be validated. Invalid transactions will be assigned VRC EB and output through the Violation Control process. Invalid transactions will also trigger the output of an ARCSF Printout, appendix F-114, for use in review and correction of invalid documents. Processing of invalid documents will be as prescribed in appendix E-008 V.

b. Denials pertaining to Service-owned stocks, commingled in a DLA storage point, cause the preparation and transmission of appropriate inventory adjustment documents, DICs D7\_ (X) (issue reversal), or D9\_, inventory loss, in the format of appendix B-2 or B-22, as applicable.

c. Denials related to Redistribution Order MROs, DROs, Loans, GFM, assembly or disassembly; and those evidencing shelf-life problems, condition problems and/or problems of identification (Management Codes 2, 3, and 5); and those relating to a shipment of Condition D, F, or G materiel will cause the printout of a Materiel Release Denial/Cancellation Listing, appendix F-113, for review as outlined in appendix E-382 P.

d. The system will provide reinstatement action for the quantity affected by the denial except under the conditions outlined below. In the case of those denials (quantities) not reinstated, the ARCSF nonsupply action will be posted with CA status unless a customer cancellation is involved. When the ARCSF contains a Cancellation Pending Indicator, the quantity denied will be posted to the nonsupply record under BQ status.

(1) When the original transaction was D7H, J, K, L, M, N, P, Q, R, or Z (corresponds to Project Action Codes M, N, P, Q, R, S, W, X, Y, Z, and 0, see appendix A-121).

(2) When the original transaction is flagged with a Cancellation Pending Indicator.

(3) When the original transaction was for Ownership Code 1, 4, 5, or 6 materiel.

(4) When the original transaction was a Manager Forced/Directed Action, with a transaction DIC of D7A, B, C, D, or E. These denials will cause a new Manager Review/Reentry Document, DIC ZLL, with MNIC 1, to be output in the format of appendix B-127. These Manager Review/Reentry Documents will be processed IAW appendix E-127 V.

(5) When the Type File Code of the DoDAAD File is D, the Supply Section of the ARCSF will be posted with Cancellation Status Code BQ. When the Type of File Code of the DoDAAD Record is S, a DIC ZLL with MNIC 5 will be output unless the Management Code, pos. 72, on the DIC A6\_ is 3 or 9. If the Management Code is 3 or 9, the requisition will be placed on backorder, Type 2.

e. When denials reflecting Management Codes 2, 3, or 5 results in the reinstatement of a quantity for resupply, any resulting MRO will not be issued to the storage activity submitting the denial.

f. Materiel Adjustments, DIC D9\_, prepared to offset the issue reversal (DIC D7\_) will be prepared and processed in the format of appendix B-22. This adjustment will be posted to the THF. An IAV, appendix F-13, as prescribed by chapter 5, will be provided DSO, for those adjustments affecting a NIR balance. In addition, for those adjustments which meet the criteria for mandatory research, a THF Printout, appendix F-110, reflecting current months and last 12 months activity, will be output. Appendices F-13 and F-110 will be processed IAW appendix E-302 P. Some of the criteria for Mandatory Research items (appendix F-289) are as follows:

(1) Any adjustment for NSN assigned ICC U (Sensitive and Drug Abuse).

(2) Any adjustment for NSN assigned ICC E (Pilferable) over \$2500.

(3) Any adjustment for NSN other than ICC E or U over \$16,000.

g. Denials relating to previous Redistribution Order MROs (DIC D7K) and/or repair transactions (DIC D7M) will cause preparation and processing of Due-In reversal transactions, DIC DFK/DFM, to update the Due-In File. Denials related to previous loan (DIC D7N) transactions will cause preparation and processing of an adjustment transaction to update the memorandum balance recorded in Purpose Code L.

h. MRO denials (DIC A6\_) reflecting Management Codes 1 and 4 will result in a DIC D7\_ issue reversal for the denied quantity. A DIC D9A will be generated for all balances for the NSN, location and Condition Code. Excluded from the DIC D9A loss are those balances reflecting Purpose Code L or Condition Code L. DRO denials (DIC A6J with Management Codes 1 and 4) will cause the same DIC D7\_ issue reversal however the D9A will be generated for the input quantity only. Denials (DIC AE6/AEJ with Status Code BY) will cause the DIC D7\_ issue reversal and a DIC D9A inventory adjustment of only that quantity input under the NSN, location, and Condition Code. This difference is based on the probability that warehouse denials have already occurred on other MROs/DROs for the same NSN during the period of time between output of the MRO/DRO and receipt and processing of the duplicate warehouse denial.

i. MRO/DRO denials that indicate Management Code 6 will result in a D7\_ issue reversal and generation of a DIC D9B for all balances for the NSN and location reflected in the NIR. Excluded from the DIC D9B loss are those balances reflecting Purpose Code L or Condition Code L. Denials with Management Code 6 against an item with Purpose Code L or Condition Code L will be listed on appendix F-113A, Materiel Release Denial with Litigation Stock, for review and processing as described in that appendix.

j. MRO/DRO denials that indicate Management Code 7 will result in a D7\_ issue reversal and generation of a DIC D9B for all balances for the NSN, location, and Condition Code reflected in the NIR. Excluded from the DIC D9B loss are those balances reflecting Purpose Code L or Condition Code L. Denials with Management Code 7 against an item with Purpose Code L or Condition Code L will be listed on appendix F-113A, Materiel Release Denial with Litigation Stock, for review and processing as described in that appendix.

k. MRO Data Sections which have been Force Closed by either the DSC or depot (see section VI below) will not be reopened for processing a Materiel Release Denial/Adjustment. Those MRO Data Sections which are in the process of being Force Closed in monthend processing, i.e., Codes 4, 7, 8, or H in NO RCD CD field, but without the SS Status Code in the related Supply Section, will be treated as open for all necessary processing.

l. When a denial is received which matches on document number, Suffix Code, and quantity and the DSC record reflects previous confirmation of shipment, the confirmation will be reversed and the denial processed mechanically.

m. MRO denials (DIC A6\_) reflecting Management Code 8 will be created when a MAP/FMS MRO cannot be totally satisfied. A shipment of more or less than the quantity cited on the Narcotic Export Permit and the MRO (DIC A5\_) is in violation of Public Law 91-513. A DIC D7\_ reversal will be generated and the reversed quantity added to the NIRF. A Freeze Code F will be posted for all balances in the NIR for the NSN, location, and Condition Code. A DIC D9A will not be created or posted to the Inventory Control Master File. A special inventory request will be forwarded the denying location and an appendix F-113, Materiel Release Denial/Cancellation List, will be output to DSO. If Management Code 8 is used for a document number other than MAP/FMS, the transaction will violate with VRC EB.

n. Denials DIC A6\_ and AG6 which are received against open requisitions in the ARCSF for which the DoDAAD address is no longer valid, will result in automatic cancellation action for the input quantity and the establishment of a Nonsupply Section in the ARCSF with Status Code BQ.

o. Partial denials, DIC A6\_ and DIC AE6/AEJ with Status Code BY, received against open requisitions in the ARCSF that match a previous denial from the depot on Document Number and Suffix, Storage Activity RIC, Quantity and transaction DIC on the SAMMS Item History File (SIHF) will violate as a suspected duplicate (VRC WQ).

p. Partial denials received against closed requisitions in the ARCSF that match a previous denial from the depot on Document Number and Suffix, Storage Activity RIC, Quantity, and Transaction DIC on the SIHF are a possible duplicate. If the Status is SS and the DIC A6\_ or the Status is SS, the DIC AE6 with Status BY and Management Code A, the transaction will violate as a suspected duplicate (VRC WQ). All other possible duplicates will be posted to the Requisition History File as a duplicate.

## SECTION VI - MATERIEL RELEASE ORDER FOLLOWUP AND DISPOSITION ACTIONS

### 204601 - MATERIEL RELEASE ORDER FOLLOWUP

The Distribution Subsystem will perform an internal monthend review, using the ARCSF Dump Tape, for outstanding MROs, DROs and DIC D7\_ (MAP) transactions for which a Materiel/Disposal Release Confirmation (Shipment Status) has not been received within the prescribed UMMIPS timeframes.

a. MRO/DRO Followups, DIC AF6/AFJ, will be generated in the format of appendix B-90, under the following conditions:

(1) The MRO Data Section represents a Priority 1-8 MRO which is seven or more days old (at the time of monthend processing) and the ARCSF Confirmation Section does contain an ESD which has expired.

(2) The MRO Data Section represents a Priority 9-15 MRO (other than a DRO) which is 15 or more days old (at the time of monthend processing) and the ARCSF Confirmation Section does contain an ESD which has expired.

(3) The MRO Data Section has a related Confirmation Section which reflects an expired ESD (at the time of monthend processing).

(4) The MRO Data Section represents a DRO for which the DTD/MTD has expired (at the time of monthend processing).

(5) When the requisition is recorded in BA status under ten days, the normal mechanical followup or cancellation DICs AF6/AC6 will be output for mailing to the appropriate depot.

NOTE: The preparation and output of an MRO/DRO Followup, DIC AF6/AFJ, during the monthend review will cause a Code 6 (denoting DIC AF6/AFJ) to be placed in the NO RCD CD field of the MRO Data Section if the NO RCD CD is blank.

b. Replies to MRO/DRO Followups, DIC AF6/AFJ, will be received from distribution activities as Supply Status DIC AE6/AEJ.

c. The FMS and MAP Grant Aid Overage MRO List, appendix F-121A, will be generated during the monthend processing for those overage unconfirmed FMS and MAP MROs over \$25 in total dollar value. This listing will be reviewed and processed as indicated in appendix E-384 P.

d. The FMS and MAP Grant Aid Overage MRO List for Depots, appendix F-121B, will be generated during the monthend processing for those unconfirmed MAP MROs/LROs over \$25 in total dollar value if the age on NO-REC Indicator Code criteria is met. This listing will be output for review and processing IAW procedures outlined in appendix E-384 P.

In addition, all A5\_s with a RIC to of NN\_ (Norfolk) or NO\_ (Oakland) are extracted from the F-121B data. DICs HS5 and HS6 are generated from these A5\_s in the format of appendix B-130 and sent to Exit for transmitting via AUTODIN (not DAAS) to Norfolk and Oakland respectively. (HS6s are converted to HS5s by Exit processes.) These transactions will be used to expedite the process of closing out open MAP/FMS MROs.

e. The Unconfirmed Redistribution/Disposal Transactions over 100 days old, appendix F-121C, will be generated during the monthend processing of unconfirmed DRO/Redistribution MROs which are 100 days old and still unconfirmed.

(1) The F-121C will be processed IAW appendix E-167 P.

(2) Redistribution MRO records will be system force closed if unconfirmed and over 180 days old.

f. The Overage MRO/DRO for Condition Code L Assets, appendix F-121D, will be generated during the monthend processing of unconfirmed MROs which meet the following record conditions/criteria:

(1) The original MRO was DIC A5E (exception MRO) and was released to the Distribution Activity as a result of a DIC ZLD input which cited Transaction Code D7P (return materiel to vendor for replacement) (refer to chapter 3, paragraph 203507).

(2) The Distribution Activity has replied to a DSC followup (DIC AF6) with a DIC AE6 status document which cited either Status Code BF (no record) or BE (evidence of MRO receipt but no proof of shipment).

(3) The appendix F-121D will be processed IAW appendix E-167 P. The MRO Data Section of the ARCSF (appendix F-114) will remain open until the overage DIC A5E MRO is resolved by the DSC and/or the Distribution Activity, i.e., no system Force Close action will be accomplished for the Status Code BF (no record). However, the requisition that received Status Code BE will be force closed through the MRA process.

NOTE: The appendix F-121D will also be generated during the cyclic (daily) processing of the DIC AE\_ status documents when the conditions/criteria cited in subparagraphs f(1) and (2) are present.

g. The DLA/NAVILCO Overage MRO Reconciliation Summary, appendix F-121 E, will be generated at least once a year, for those unconfirmed MROs containing a P in pos. 30, (Navy MAP). Due to the lengthy computer running time requirement at NAVILCO, DSCs will coordinate reconciliation date with NAVILCO Project Officer (Code 50). NAVILCO will submit letter to DSCs MAP Coordinator, citing DSIO Job USDJAR85 and the applicable timeframe. Documents will be extracted by age as specified in the requesting letter, e.g., all open BAS with MRO date of September 1979 and prior.

(1) The F-121E will be processed IAW appendix E-384 P.

(2) An abbreviated AF6 citing RIC N65, the document number and suffix will be written to tape and output to ODS for forwarding to NAVILCO. The Information Processing Center (IPC) will inform the DSC MAP Coordinator by IOM that the tape has been sent to NAVILCO.

h. When a NMCS/ANMCS MRO is forwarded to a depot, an internal DIC AF6 document will be suspended on the Violation Control File. The DIC AF6 will be released from suspense and output to the depot in seven days and a new DIC AF6 suspended on the file. This will occur until the MRO is cleared. When the MRO is cleared, the DIC AF6 will be dropped from processing.

i. Appendix F-126A, MROs Shipped In Or Out Of Area, is generated on a daily basis. Each Materiel Release Order (DIC A5\_ - except DIC A5J) is scanned during the multidaily process. The Customer Zone Code (appendix A-128) and the depot's Support Area Code are compared. If the Customer Zone Code is 1 or 3 and the depot's Support Area Zone Code is E (East) or the Customer Zone Code is 2 or 4 and the depot's Support Area Zone

Code is W (West) this is considered to be a match and is counted as an in area shipment. Those MROs whose Customer Zone Code and the depot's Support Area Zone Code do not match are counted as an out of area shipment. All DIC A5Js are excluded from this process.

(1) This report provides a count of the total MROs generated and a subcount of in area shipment and a subcount of out of area shipments. The daily Requisition History process will accumulate the statistics in the Statistical File and produce a daily report (F-126A).

(2) During the monthly Requisition History process, the daily statistics accumulated in the Statistical File are used to produce a monthly summary report (F-126B). Appendix F-126A will be output to the DSO daily. Appendix F-126B will be output monthly to the DSO and DLA-OCS for review and analysis.

#### 204602 - DISPOSITION OF OUTSTANDING MROs

a. Outstanding/unconfirmed MROs for which one MRO Followup, DIC AF6, has been produced (during a monthend process) as evidenced by the Code 6 in the NO RCD CD field of the MRO Data Section, will again be examined in the next succeeding monthend process. The Code 6 will be changed to 7 (denoting that no reply has been received to the MRO Followup, DIC AF6, during the past month).

b. Outstanding/unconfirmed MROs evidenced by the Code 7 in the NO RCD CD field of the MRO Data Section will be reexamined in the next succeeding monthend process.

(1) If this MRO is excluded from MRA and this Open MRO Data Section represents a priority 1-8 MRO that is 60 or more days old; or represents a priority 9-15 MRO that is 90 or more days old, a pseudo Confirmation Document, DIC ARH, will be prepared and processed to the ARCSF record as a Force Close action. This pseudo confirmation document will reflect Mode of Shipment H, a TCN configured from the document number field and a Date to Transportation/Date Shipped equal to the MRO Date plus one day. This Force Close action will create an ARCSF Confirmation Section; will cause the MRO Control quantity to be reduced to zero in the MRO Data Section and will assign Status Code SS (i.e., depot shipment confirmed) to the ARCSF Supply Section. This Forced Closed MRO will be counted as an on-time shipment.

(2) If this MRO is not excluded from MRA and is 60 or more days old, a check is made for the presence of MRA data.

(a) If a DIC DRA or DRB has been received, a fabricated confirmation, DIC AR0, will be prepared and processed to the ARCSF record as a fabricated close action. This fabricated confirmation will be denoted by an S in the transaction data column of the Requisition History. The fabricated close will reflect Mode of Shipment H, a TCN configured from the document number field and a Date to Transportation/Date Shipped equal to the MRO Date plus one day. This fabricated close action will create an ARCSF Confirmation Section; will cause the MRO Control quantity to be reduced to zero in the MRO Data Section and will assign Status Code SS (i.e., depot shipment confirmed) to the ARCSF Supply Section. This fabricated closed MRO will be counted as an on-time shipment.

(b) If there is no MRA data present, a Pseudo Shipment Status, DIC ASH, will be generated to DAAS and the requisition remains open. After the prescribed time frame (see appendix C-5), and no MRA data received, DIC DRF will be generated. If after 30 days from the DIC DRF generation and no MRA received, the MRO will be force closed with DIC ARH and

processed to the ARCSF record. This MRA force close will be denoted by an S in the transaction data column of the Requisition History. The force close will reflect Mode of Shipment H, a TCN configured from the document number field and a Date to Transportation/Date Shipped equal to the MRO Date plus one day. This force close action will create an ARCSF Confirmation Section; will cause the MRO Control quantity to be reduced to zero in the MRO Data Section and will assign Status Code SS (i.e., depot shipment confirmed) to the ARCSF Supply Section. This force closed MRO will be counted as an on-time shipment.

c. Outstanding/unconfirmed MROs, will be updated on receipt of a No Record reply (i.e., DIC AE6, with Status Code BF in pos. 65-66) as follows:

(1) When the NO RCD CD is H the NO RCD CD field of the MRO Data Section will be posted with a Code 8 (derived from the Status Code BF reply).

(2) When the NO RCD CD is not 8 or H a duplicate MRO, DIC A5\_, in the format of appendix B-5, will be output to the shipping depot and the NO RCD CD field of the MRO Data Section will be posted with a Code H (derived from the Status Code BF reply, with an overpunch indicating a duplicate MRO was output).

d. Outstanding/unconfirmed MROs, other than FMS, that are excluded from the MRA process in which the shipping depot has evidence of receipt but cannot prove shipment may be force closed (after appropriate research) by the shipping activity.

e. Outstanding/unconfirmed FMS MROs and non-FMS MROs, not excluded from the MRA process, will be closed by a fabricated confirmation if MRA data is present or by a force close DIC ARH after generating a DIC ASH and DIC DRF and waiting the prescribed time frame with no MRA response received (see appendix C-5).

f. Open MRO(s) for FMS documents will close under the following conditions:

(1) Receipt of a DIC FAE, request for customer billing with Advice Code 035 - Evidence of shipment received, but not billed.

(a) When the open ARCSF and DIC FAE quantity are equal, the ARCSF will close and pass a DIC ARO to Financial.

(b) When the open ARCSF quantity is less than the DIC FAE quantity, the ARCSF will close based on ARCSF quantity.

(c) When the open ARCSF quantity is greater than the DIC FAE quantity, the ARCSF will close for the quantity on the DIC FAE with the balance remaining open.

(2) For Balance of quantity and other FMS Materiel Release Orders (MROs) not excluded from the MRA process, if MRA data is present, the MRO will be closed by a fabricated confirmation or if MRA data not

present, the MRO will be force closed after generating DIC ASH and DIC DRF and waiting the prescribed time frame with no MRA response received.

g. Outstanding/unconfirmed MROs for which the depot has submitted either a No Record reply (i.e., DIC AE6, with BF in pos. 65-66) or a depot force closure reply (i.e., DIC AE6, with BE in pos. 65-66) and which reflect a valid Cancellation Pending Indicator in the ARCS Activity Data Section will be assigned Status Code BQ. In addition Supply Status document with Status Code BQ will be generated to the customer.

h. Outstanding/unconfirmed Redistribution Orders DIC A2\_ are mechanically forced closed or reversed with DIC Z 6\_ and/or pseudo Confirmation and DIC ZHR IAW the above procedures for MROs. The DIC Z6\_ documents which fail to process will be output uncontrolled to IPC for resolution. The DIC Z6\_ documents which process (are internally generated for Force Closing Redistribution Orders, DIC A2\_) appear as the originating document on the appendix F-13 and this pseudo denial causes the DIC D7K reversal, and the DIC D9A transactions for updating the applicable files.

i. Redistribution Orders which are forced closed, but which are recorded as received or for which there is no record in the Due-In File, will not cause the generation of a DIC DFK reversal transaction.

j. Other than DLA Depots: When a backorder is released to a non-DLA depot, the suffix will be advanced to the next available suffix.

#### 204603 - DISPOSITION OF OUTSTANDING DROs

a. Monthly, the ARCS will be scanned to identify outstanding DROs that are overage and reflect Status Code BA. Outstanding DROs are overage if no DRO Receipt Confirmation, DIC ARJ, ARK or ARL, has been received ten days after the DTD or MTD reflected in the originating disposal document, DIC ZLC.

b. The monthend process will generate a DRO Followup, DIC AFJ, to the depot on DROs that are unconfirmed and overage. When the DRO followup is generated, the NO REC CD field in the ARCS will be updated to a 6. If not reply to a previous DRO followup has been received and the overage DRO remains unconfirmed, the NO REC CD in the ARCS will be updated to a 7. If the NO REC CD is blank, 9, D or H, indicating the DRO or recreated DRO is overage, a followup, DIC AF6, will be generated to the depot. An image of overage unconfirmed DROs, as indicated by a NO REC CD 7 or 8, will be output on the Unconfirmed DIC A5J Report, appendix F-247.

c. Depot replies to DRO followups will be received and processed daily. The Disposal Supply Status, DIC AEJ, provided by the depot will cause the NO REC CD field in the ARCS to be updated as follows:

(1) If the depot responds with Status Code BF and no cancellation request is pending, a DRO, DIC A5J, will be recreated and forwarded to the depot and the NO REC CD in the ARCS will be updated to an H. If a customer followup has been received, as indicated by the Delayed Followup Indicator (CFI) in the ARCS, a Supply Status, DIC AE\_, with Status Code BA, will be generated to the customer.

(2) If the depot responds with Status Code BE indicating the depot has lost the DRO, the NO REC CD in the ARCS will be updated to a 4. If a CPI indicates a cancellation, a Supply Status, DIC AE\_, with Status Code BQ will be generated to the customer. If the CFI indicates a followup, a DIC AE\_ with Status Code B5 will be generated. In the next monthend, if the NO REC CD remains a 4, the DRO will be forced closed by internally generating a DIC ARH.

(3) If the depot replies with Status Code BA, the NO REC CD in the ARCS will be updated to a 9. If a CPI is present, a Cancellation Followup, DIC AK6, will be generated to the depot. If a CFI is indicated, a Supply Status, DIC AE\_, with Status Code BA will be generated to the customer.

## SECTION VII - REQUISITION STATUS AND HISTORY REQUESTS/REPORTS

### 204701 - GENERAL

a. Each DSC will establish and maintain data applicable to all materiel requests and all supply actions taken on the materiel request. This data will be utilized to account for the total requisitioned quantity, to provide followup information and to generate reports as required.

b. The applicable data are maintained in a series of files that consist of status files and history files. The status files include the Active Requisition Control Status File (ARCSF) and the Inactive Requisition Control Status File (IRCSF). History Files Include the Requisition History Control File (RHCF), the Open Requisition History File (ORHF), the Purged (Closed) Requisition History File (PRHF) and the MAP/FMS History File.

### 204702 - REQUISITION CONTROL AND STATUS FILES (RCSFs)

a. Requisition status is maintained in two distinct files: the Active Requisition Control and Status File (ARCSF) and the Inactive Requisition Control and Status File (IRCSF).

b. The ARCSF is used to maintain the current status of supply actions on an open requisition during its active life and to respond to customer followups or cancellations. The ARCSF is established when a requisition is processed into the system. Data remains in the ARCSF for a minimum of 45 days after all supply actions are completed and it is purged to the IRCSF in the monthend process.

(1) Data is maintained in the ARCSF in six segments including a Basic Section, Common Data Section, Originating Document Section, Activity Data Section, Materiel Release Order (MRO/LRO) Data Section, and Confirmation Data Section.

(2) The ARCSF maintains the MILSTRIP Status Code and an internal Status Code. The MILSTRIP Status Code is the Status Code furnished a customer on the Supply Status Transaction, DIC AE\_. Internal Status Codes are utilized during processing of requisitions and related

transactions. A comparison and detailed explanation of the internal Status Codes are contained in appendix A-12, part VI.

(3) Data maintained in this file can be queried by preparing a Requisition Control Status File Inquiry transaction, DIC ZCW, with Action Code BJ, in the format described in appendix B-155. Inquiries that match a document number in the ARCSF will generate a Requisition Control/Status Printout in the format described in appendix F-114. If no match to a document number is found in the ARCSF, the inquiry will automatically be processed against the IRCSF in the next daily cycle. If no match is found in either the ARCSF or IRCSF, an error message indicating same will be printed on the appendix F-114.

(4) Online access can be obtained through the SAMMSTEL Active Requisition Control and Status File Inquiry, Verb SARC, as described in the DLA Remote Users Handbook, DLAH 4745.2, Volume I.

c. When all supply actions on a requisition have been completed for a minimum of 45 days, the ARCSF is purged and an abbreviated record of the requisition will be passed to the IRCSF. This abbreviated data is maintained in the IRCSF for one year and maintains data sufficient to answer customer followup documents.

(1) At a minimum, the data maintained in the IRCSF will consist of one Common Data Section and one Activity Supply Section. One or more Confirmation Sections will be maintained if the Status Code DD or SS applies.

(2) Data maintained in this file can be queried by preparing a Requisition Control Status File Inquiry transaction, DIC ZCW, with Action Code BK, in the format described in appendix B-155. Inquiries that match a document number in the IRCSF will generate an Inactive Requisition Control/Status Printout in the format described in appendix F-114A.

(3) If no match had been found for the document number, an error message will be printed on the appendix F-114A indicating same.

#### 204703 - REQUISITION HISTORY FILES

a. The history of all activity relevant to a requisition is maintained in four distinct files: The Requisition History Control File (RHCF), the Open Requisition History File (ORHF), the Purged (Closed) Requisition History File (PRHF), and the MAP/FMS History (FMSH) File.

b. The RHCF is maintained for accumulating statistics utilized in preparation of management reports such as the Supply Operations Report, appendix F-40, and the Supply Availability and Workload Analysis Report, appendix F-67. The RHCF is also used to control mass backorder inquiries and cancellations, the Materiel Obligation Validation (MOV) process and generation of delayed backorder reports. There is no inquiry capability for this file.

c. The ORHF maintains a record of all actions taken on a requisition until all supply action has been completed. Data resides in the ORHF until all supply actions and reporting requirements for a requisition and related transactions are completed. The closed records are purged

from the ORHF monthly and migrate to the PRHF. The following lists some of the detailed transactions that may be recorded in the ORHF:

<u>DOCUMENT</u>	<u>DIC</u>
Requisition, Passing or Referral Orders	A0_, A3_, A4_
Redistribution Order	A2_
Materiel/Disposal Release Orders	A5_
Materiel/Disposal Release Denial	A6_
Cancellation, Followup or Modifier	AC_, AF_, AT_ or AM_
Supply/Shipment Status	AE_, AS_
Supply/Shipment Status - Replies to Materiel/Disposal Release Order Cancellations	AU_, AG_
Materiel/Disposal Release Confirmation	AR_
Materiel Obligation Validation Requests/Responses	AN_ or AP_

d. The records purged from the ORHF are merged with the billing history and are processed to the PRHF. Closed records are maintained in the PRHF in 12 monthly increments. As the current closed records are purged from the ORHF and added to the PRHF, the last or 12th monthly increment of PRHFs are deleted, except for MAP/FMS transactions.

e. MAP and FMS requisitions from the last or 12th monthly increment of PRHF records will be retained in the MAP/FMS History File for an additional one year.

f. Data maintained the RHF can be queried by preparing a Requisition History File Inquiry transaction, DIC ZCX, in the format described in appendix B-155. A detailed explanation of preparation of DIC ZCX is described in appendix E-155 P.

(1) Inquiries to these history files by other than document number will require a File Option Code. This code will specify whether the data is to be extracted from the ORHF, PRHF, or both files. The Inquiry Key specifies data to be extracted by Document Number, Activity Address Code, Supplementary Address Code, Build Directive/Project Assembly Number, Project Code, Country Code, or other variable data.

(2) Inquiries that match the record specified in the input transaction will generate either the Requisition History Interrogation, appendix F-45, or the Reply to Requisition History Control File System Inquiry, appendix F-60. If no matching record is found, a listing with an error message will be output indicating same.

(3) The appendix F-45 is output when the DIC ZCX with Action Codes BL, BM, BN, BP, BQ or BX finds a matching record. The appendix F-45 will reflect all actions taken on a requisition.

(4) The appendix F-60 will be output when the DIC ZCX with Action Codes BA, BB or BC finds a matching record. The appendix F-60 will provide a listing of supply/shipment status data. If the appendix F-60 is to be accompanied by an image of the transaction and transmitted to HQ DLA, a Transmit Indicator Code 1, 2, or 3 is entered in the input DIC ZCX transaction.

#### 204704 - CONTROL OF RHF REQUESTS

a. Inquiries to the RHF will be limited to the ORHF and the months of the PRHF available. DSCs utilizing a program to purge records from the PRHF may have only one month of closed records available online at the time of processing.

b. Inquiries to the RHF which are considered mass inquiries are capable of producing large volumes of paper and tying up considerable computer time. As such, processing of inquiries to the RHF with Action Codes other than BM will generate a Violation Reason Code (VRC) OG to the LPD for approval. The requester is responsible for furnishing the appropriate justification to LPD in accordance with the procedures in appendix E-155 P.

c. The OG Monitor in the LPD is responsible for verifying the mass inquiry to the RHF. When the inquiry is approved, the VRC OG will be corrected and reentered in accordance with the procedures described in appendix E-155 V.

d. The number of inquiries to the RHF's processed in any one cycle is restricted. The limits applicable to each Inquiry Key and Action Code entered in the DIC ZCX are described in detail in appendix E-155 P.

#### 204705 - REPORTS

Update, maintenance and purging of the requisition status and history files as described above will automatically generate reports for management review and action. A detailed explanation of the reports described below can be found in the applicable appendices.

a. Appendix F-33, Disposal Transaction Summary, provides a summary of excess materiel transferred to property disposal activities.

b. Appendix F-39, Overage Requisition Listing, provides a listing of requisitions that are overaged based upon the Status Code.

c. Appendix F-40, Supply Operations Report, provides information on requisitions pertaining to workloads and stock availability.

d. Appendix F-45, Requisition History Interrogation, is mechanically output at monthend for overage delayed requisitions.

e. Appendix F-67, Supply Availability and Workload Analysis Report, provides statistics pertaining to supply availability.

f. Appendix F-126, Materiel Release Orders (MROs) Shipped IM or Out of Area, provides management with statistics relevant to the number of MROs that were processed from a depot to a location which was outside its normal support pattern based upon the requisitioner Customer Zone Code.

g. Appendix F-220, FSC Sequenced Supply Effectiveness Report, provides management with statistics relevant to supply effectiveness in Federal Supply Class (FSC) sequence.

h. Appendix F-224, Summary of Excessive Quantity Rejects, lists data relevant to requisitions canceled with Status Code CS.

i. Appendix F-252, Closed Exception Requisition, provides a list of exception data requisitions that have been closed.

j. Appendix F-293, Requisitions for Controlled Substances Listing, provides a listing of all closed requisitions processed for controlled substances.

k. Appendix F-404, National Stock Number Manager Notification, provides a listing of NSNs for which 10 or more requisitions were output with MNIC B, C, or F.

#### SECTION VIII - PROCESSING OF DECENTRALIZED AND NONCATALOGED (NON-NSN) ITEMS

##### 204801 - CRITERIA

The DSC will have the responsibility of providing supply support for all commodities requisitioned against it or directly unidentifiable to the management of another DSC, intraservice ICP, or WIMM. This responsibility will apply to decentralized NSNs and noncataloged or part numbered (non-NSNs) items. DIC A02, A0B, A32, A3B, A42, or A4B requisitions that contain a NSN managed by the processing DSC in pos. 8-20 will be converted to A01, A0A, A31, A3A, A41, or A4A, and processed as a stock number requisition.

a. Exceptions will be noncataloged/part numbered requisitions which during the initial edit are identified to be the responsibility of another DSC, intraservice ICP, or WIMM based on exception data which specifically distinguish the type item/commodity desired, e.g., shoes, medical item, and so on. Such a transaction will be referred (DIC A4\_) to the appropriate supply source for supply support. However, if during the procurement cycle such information is uncovered, but does not cross the requested item/commodity to a specific NSN, the requested item will remain the procurement responsibility of the processing DSC.

b. Referrals under subparagraph a above will require the approval of the Director of Supply Operations or Deputy Director of Supply Operations.

c. The DSC will provide supply support for decentralized NSN (SSC 2).

(1) If Advice Code is 2A, 25, or 3B except Navy overseas requisitions. Navy overseas requisitions containing Advice Code 2A, 25, or 3B will be procured only if referred (DIC A4\_) from NSC, Norfolk or NSC, Oakland. All other Navy overseas requisitions will be referred to NSC, Norfolk or NSC, Oakland based upon Customer Zone Code (appendix A-128).

(2) If requisition is Army or Air Force overseas activity without Advice Code 2A, 25 or 3B.

(3) If requisition is CONUS and Project Code JZO, JZC or JZM and DoDAAD contains special Customer Code J (appendix A-148) for activity in pos. 30-35.

(4) All other requisitions will be rejected. If SSC is 2, requisition will be rejected with Advice Code CP; if FSSC is 2, requisition will be rejected with Advice Code CW.

d. The DSC will provide supply support for noncataloged or part numbered (non-NSN) items.

(1) If requisition is Army CONUS Passing Order and:

(a) Project Action Code (appendix A-121) is E.

(b) Has Project Code JZ\_, in pos. 57-59 and contains special Customer Code J in DoDAAD for Activity in pos. 30-35.

(2) If requisition is Army or Air Force overseas.

(3) If pos. 45-46 contains HE.

(4) Navy CONUS requisitions will be referred to NSC, Norfolk or NSC, Oakland based upon Customer Zone Code (appendix A-128).

(5) All other requisitions will be rejected with Advice Code CH.

#### 204802 - REQUISITION PROCESSING

a. Every effort will be made by the receiving DSC to provide positive supply support through:

(1) Existing stocks.

(2) Qualified interchangeable or substitute items.

(3) Purchase action based on data submitted by the customer. Rejection will only occur when existing data is too limited to accomplish purchase or all known avenues of purchase prove futile.

b. Requisitions for decentralized and noncataloged items will be forwarded to the DLSC TIR process which will return the requisition to requisition processing.

c. Requisition processing, including edit and validation check plus providing supply/shipment status will be IAW the provisions set forth in this chapter. The DSC will strive to meet the processing timeframes established under UMMIPS, DLAR 4410.1, whenever feasibly possible.

d. Requisition receipts via transceiver will flow through requisition processing whereas all transactions not finding an NSN match on the NIR or cannot be reidentified to valid NSN per interrogation of the provisioning or catalog files will be processed to contracting on a Direct Delivery basis IAW chapter 43. Requisition receipts via other

than transceiver will, whenever possible, be converted to transceiver type receipts. Otherwise, manual editings and validation action will be taken and the transaction will be entered directly for placement on the ARCSF using a Manager Directed/Forced Action Code. See appendix A-86.

e. DP&P will be the OPI and will procure decentralized and noncataloged items in the specific quantity requested on a direct delivery basis.

f. Requisitions, (A0\_, A3\_, A4\_) received, that are 45 days or older will process to the ARCSF. When no record of the requisition is found, the requisition is converted to DIC AT\_ and will process to the IRCSF. When no record is found in the IRCSF, the DIC AT\_ will convert back to the original DIC and continue processing. When a record is found, status in the IRCSF will be generated to the customer.

#### SECTION IX - MISCELLANEOUS SUPPLY ACTIONS

##### 204901 - COMPUTATION OF SUBMISSION TIME

a. DSCs will compute a submission time on each requisition and passing order received. Computation of submission time will be as follows:

(1) Date in input document (pos. 36-39) will be subtracted from date received which was assigned by the Communications Center and perpetuated within the SAMMS Entry Process and the resulting figure will be entered in pos. 21-22:

Receipt Date at the DSC	0208
Requisition Date pos. 36-39	<u>0206</u>
Submission Time	02

Receipt Date at the DSC	0208
Requisition Date pos. 36-39	<u>0108</u>
Submission Time	99

Receipt Date at the DSC	4208
Requisition Date pos. 36-39	<u>4209</u>
Submission Time	00

(2) Submission time will not be computed against any nondemand transaction receive prior to receipt of initial requisition document, DIC AO\_, A3\_, or A4\_.

(3) Regardless of supply actions taken, the computed submission time will be reflected on the F-45 in pos. 21-22 but will be deleted from the MRO (A5\_) by the SAMMS Exit Process prior to transmission to the depot.

(4) On referral orders, the receiving SSP is responsible for entering the date received in pos. 67-69 of input document. However, if this data field is blank or invalid, DSCs will compute the submission time based on date referral is received by the DSC. When pos. 67-69 contains a date on the referral order, this date will be recorded in the

RHF but the submission time will be computed based on the date the referral is received by the DSC. The date of receipt at the DSC, used in computation of the submission time for referral orders, will be the date of receipt of the first DIC A4\_ regardless of whether or not the transaction contains a Suffix Code.

(5) When the computed submission time exceeds 99 days, e.g., requisition date, pos. 36-39, reflects 7010 and date of receipt is 7120, the submission time will be 99 in pos. 21-22. When the requisition date pos. 36-39, e.g., is 7210 and the date of receipt is 7204, the submission time will be 00 in pos. 21-22.

b. When a document modifier, DIC AM\_, is received for a previously submitted requisition, a new submission time will not be computed for the modifier. However, if the DSC has no record of the original requisition, the submission time will be computed for the document modifier when it is reinstated and processed as a new requisition. Every effort will be made to meet the RDD of the document modifier.

c. The output MRO (DIC A5\_) will reflect the Fund Code in pos. 52-53 as received on the original requisition.

#### 204902 - RECORDING OF DEMAND DATA

a. The demand will be recorded against the distribution point authorized for demand recording within the geographic zone and support area designated for support of the DoDAAD code to be the Ship-To activity. Regardless of split actions of supply from various locations, the demand will only be recorded against the initially selected activity.

b. Requisitions containing a blank or invalid demand code will be automatically assigned an R (Recurring Demand Code).

c. Requisitions received from DAAS that are recorded with an I in the demand field, pos. 44, will be treated as Recurring Demand. The I denotes that DAAS records for the item are coded inactivated and that the last known SOS was the activity that receives the above requisition. The ARCSF will record the I in the records.

d. Requisitioning/requiring activities have the option of taking local purchase actions for any DLA integrated managed, centrally procured item provided such actions are limited to immediate use requirements generated by emergency conditions such as a work stoppage. A copy of the procurement document, annotated to the effect that the action was an emergency local purchase for a DLA integrated managed, centrally procured item, will be provided the appropriate DSC for manual preparation of a Demand History Maintenance Transaction, DIC ZRZ, to adjust the quantity and frequency of demand for the applicable previous period in the Demand/Returns Trailer Record of the SCF.

e. Requisitions received with Project Codes 3AA, 9LL, and 9NN, and Army requisitions with a B in pos. 30, a V in pos. 35, and Project Code NAT or LSQ will be recorded with a Demand Code of M on the appendix F-191, Demand/Returns History Listing; however, the appendix F-114, RCSF Printout will be recorded with the original Demand Code cited on the requisition.

#### 204903 - PASSING OF REQUISITION TYPE DOCUMENTS BY DAAS

a. Transactions routed by the DAAS may be transmitted to a recipient other than as indicated in the document by the originator. The originator will be advised each instance when DAAS changes the destination of

a requisition, passing order or referral order. The notification will be in the format of an Automatic Supply Status Document, DIC AE9, appendix B-203.

b. DAAS will route to the appropriate GSA Region in consideration of the Signal Code in the document and of GSA Regional support assignments.

c. When part numbered requisitions are received by DAAS (DIC A02/A0B), they are screened for a possible match to a NSN and the following actions are performed:

(1) When no match is made to an NSN, the entry in pos. 44 is changed to a Z and the requisition is forwarded to the activity in pos. 4-6. When the requisition cites Project Code JZ\_, the request is routed to DSCC and the entry in pos. 4-6 is changed to S9C when applicable.

Upon receipt at the DSC, the Z in pos. 44 is converted to an R; however, the RHF will contain the Z in pos. 44 while the ARCSF will reflect an R and the part numbered requisition will bypass the IIF and DLSC screen and will be mechanically procured for direct delivery.

(2) When the DAAS is able to match the part numbered requisition to a single NSN, the DIC A02/B is changed to DIC A01/A, the NSN is inserted in pos. 8-20, a Z is placed in pos. 44, and the requisition is routed/ passed IAW the current DAAS procedures.

Upon receipt of the NSN requisition at the DSC, the Z entry in pos. 44 is processed in the same manner as for the part numbered requisition and the data in pos. 67-80 is removed and the requisition is processed for supply action against the NSN cited in pos. 8-20.

(3) When the DAAS identifies the part numbered requisition to non-definitive and/or multiple NSNs, the requisition is routed/ passed IAW the current DAAS procedures and no additions or entries are inserted by the DAAS.

(4) When an DIC A02/A0B requisition is converted to an DIC A01/A0A requisition, a Supply Status Document, DIC AE9, with Status Code BG is transmitted IAW the media and status code. The converted DIC A01/A0A requisition is then processed the same as an original DIC A01/A0A requisition.

d. Materiel Obligation Validation (MOV) documents (DIC AN\_) will be routed to DAAS for transmission to the recipient. Those MOV documents which require mailing will be mailed by DAAS. Batch control will be maintained via the DIC AN9/Z transactions sent with each batch.

e. Activities which are unable to acknowledge receipt of the MOV, or to respond to the MOV by the prescribed date, may request DAAS to temporarily provide responses. Activities will forward their requests by message to DAAS citing DIC AP8. This message must be approved by the theater/fleet commander or major command. DAAS, in turn, will provide the appropriate DIC AP\_ responses to the respective supply source.

SECTION X - INTENSIVE MANAGEMENT OF SELECTED HIGH PRIORITY REQUISITIONS  
AND BACKORDERS

2041001 - PURPOSE AND SCOPE

a. The purpose of this section is to delineate the functions and responsibilities of the ESOC, Stock Control Division, for providing intensive management of selected high priority requisitions and backorders.

b. These procedures are applicable to ESOC in coordination with the Requisition Processing Branch and Inventory Management Divisions, DSO, DTO and DP&P.

c. The ESOC Branch is the focal point for performing customer assistance upon request, also for coordination of items which are of Command interest. In this latter capacity, ESOC acts as the operating and trouble shooting arm of the Commander. Additionally, ESOC is responsible for receiving, analyzing, and finalizing special projects requirements approved by HQ DLA to assure expeditious supply support.

d. The ESOC Branch will be staffed or represented 24 hours a day, seven days a week. During other than normal duty hours, the DSC Duty Officer may be designated as the ESOC representative. Further, provisions will be established and a roster maintained to provide for judicious on call staffing to react to an emergency and/or unscheduled volume of priority requisitions and/or supply assistance requests occurring during other than normal duty hours.

2041002 - GENERAL

a. The following high priority requisitions and backorders will be candidates for intensive management. These requisitions may be identified by the High Priority Backorder/Delayed Items Reports - Appendix F-269 (A, B, C, D, E, F) or by off-line customer Supply Assistance Requests received by narrative message, and mail or telephone followups.

(1) All requisitions with Priority Designator 01, 02 and 03. Priorities 04 through 08 with NMCS/ANMCS Indicator N/E or an actual production line stopper with emphasis on those containing:

(a) Priority Designator 1.

(b) JCS Project Code (identified by a numeric 9 in pos. 57).

(c) NMCS - Expedited Handling Code 999 in pos. 62-64.

(d) An item which will not be available to the depot maintenance shop prior to date (10 days plus shipping time) that lack of item would cause an actual production line stopper.

(2) All requisitions related to DLA/DSC Command Interest.

b. Project Code requisitions, other than JCS Project Codes, do not provide nor imply any priority or precedence for requisition processing. Request for special status, expedited handling and so forth, received direct from the Services will be referred to HQ DLA, ATTN: DLA-OSM, for approval and determination of actions to be taken.

c. IAW DLAR 4410.1 and paragraph 204207 of this chapter, Priority 4-15 requisitions and backorders which CONTAIN a JCS Project Code in pos. 57-59 and/or the NMCS Indicator 999 in pos. 62-64 and/or expedite Handling Signal 555 in pos. 62-64 DO NOT QUALIFY for intensive management under these procedures. DSC Commanders or their representatives may establish additional guidelines as to requisitions qualifying for intensive management on a case-by-case basis. Except on an emergency basis, ESOC personnel will issue materiel IAW the processing sequence outlined in DoD 4000.25-1-M (MILSTRIP).

d. When requested by IMDs (NSN) or Requisition Processing Branch (Non-NSN), ESOC will also handle Backorder Notification/DVD Recommendations, F-19, and Notification of Attempt to Accelerate, F-079A and accompanying acceleration request documents, IAW appendix E-274 P. Action on these requests must be coordinated at Division or Branch level with the Chief, Stock Control Division or Chief, ESOC to handle workload on a one-time or temporary basis.

e. Those ARCSF printouts, appendix F-114, assigned ORC 85, identify the receipt of a Modification Document, DIC AM\_, which is upgrading the Priority/RDD of a requisition that is recorded in the ARCSF in direct delivery status. This output product will be processed IAW appendix E-408 P.

#### 2041003 - PROCEDURES

a. Intensive management will be the responsibility of ESOC within DSO in coordination with the Requisition Processing Branch, and Inventory Management Divisions, DP&P and DTO.

b. These procedures are designed to provide the essential management tools and procedural guidance necessary to control the selected requisitions when Status Codes BB, BD, BV, BZ, and ZB apply. ESOC personnel will use SAMMSTEL Verb SARM, reference DLAH 4745.2, Volume I, Part 1 to add or delete the Intensive Management Indicator in the Active Requisition Control and Status File (ARCSF). Verb SARM can also be used to change the Source Routing Code of the initiator when required. Part VII of appendix F-039G reflects all requisitions listed as being intensive managed by ESOC.

c. The issuance of materiel will be as prescribed in DLAR 4410.1 and paragraph 204207 of this chapter, which will not be violated.

d. All open intensively managed requisitions and backorders as defined in subparagraph 2041002a(1) will be printed out on a weekly basis IAW appendix F-269. Procedures to be applied to these requisitions and backorders by ESOC personnel are specified in appendix E-274 P. Those defined in subparagraph 2041002b and c are excluded.

e. ESOC personnel will react promptly to urgent followups, status and/or supply assistance requests received by telephone, message and so forth during normal or other than normal duty hours. Urgent followups, requests for status and/or supply assistance will be considered transactions falling within the priority ranges and types identified in

subparagraph 2041002a. To ensure this capability, DSCs will assure that existing computer and/or information systems are operational and scheduled to provide a daily flow of information and/or status to either ESOC or the customer as applicable.

2041004 - DISTRIBUTION STANDARD SYSTEM (DSS) DIRECT MATERIEL RELEASE  
ORDER (DMRO) ENTRY

a. ESOC personnel may enter emergency off-line post post Materiel Release Orders when the total requisition quantity can be filled from a single DSS storage site, using the DSS directed MRO entry process. This process allows an Inventory Control Point (ICP) user to sign on to a single DSS storage site to input directed MRO data online. The data entered online will be validated and entered into DSS for processing.

b. Upon acceptance of the directed MRO, DSS will generate a post post MRO transaction (DIC C0A, C01, CQA, or CQ1) and route it through DAAS to the applicable DLA ICP.

c. Upon receipt of the DIC C0\_/CQ\_ transaction at the ICP, the transaction will be processed in SAMMS as a directed post post requisition at the identified DSS storage site for the total quantity. The ARCSF Originating Data Section DIC field will cite the originating DIC as A0\_/A4\_, as applicable. The originating document (pos. 67-80) field will cite the Ownership/Purpose Code (pos. 70), Condition Code (pos. 71), Manager Forced/Directed Action Code (MFDAC) 7 (pos. 77), and the DSS storage activity RIC (pos. 78-80). The Activity Data Section will cite MILS Supply Status BA for the quantity identified. No MRO will be generated.

d. The issue will be recorded against the National Inventory Record (NIR) NSN location, Ownership/Purpose Code, and Condition Code, as indicated on the input.

e. The Requisition History Interrogation, appendix F-045, will cite the actual input DIC C0A, C01, CQA, or CQ1.

f. Upon processing the directed MRO, DSS will provide confirmation (DIC AR\_) and/or denial (DIC A6\_) transactions to the ICP, as applicable.

g. DSS Post Post MRO Statistics can be interrogated through the SAMMS Asset Management Statistics Menu as described in the SAMMSTEL Remote Users handbook, DLAH 4745.2, Volume I, Part 1, using Verb SAMS.

2041005 - ITEM HISTORY FILE

a. Intelligence gained from research and lateral supply efforts will be maintained in Item History Files by ESOC. These files will also be used for maintaining records of completed forms/actions.

b. There will only be one file for a NSN/part number.

c. The Item History File will not duplicate catalog data in printed publications and files.

d. Files will be maintained for a minimum of 30 days and will be reviewed at least annually and outdated forms and data no longer current and useful will be destroyed.

## 2041006 - REQUISITION REINSTATEMENT PROCEDURES

a. IMs or mechanical errors can cause erroneous cancellation or rejection of requisitions. This procedure provides the capability to reinstate these requisitions without requiring the customer to submit a new requisition. Reinstatement of a requisition canceled through MOV is described in chapter 42.

b. These procedures pertain only to requisitions erroneously canceled or rejected. It is not to be used for reinstating requisitions canceled or rejected for valid reasons, e.g., invalid/incomplete data elements, unidentifiable items, excessive quantities, etc.

c. Reinstatements must contain the identical document data and the same quantity as the original requisition submission. These actions will be accomplished on a document number plus suffix basis, pos. 30-44. Reinstatement cannot be taken against partial erroneous actions. In those instances where the ARCSF is recorded with multiple actions, and if the remaining partial quantity is still required, a new requisition must be submitted for balance.

d. Prior to reinstating erroneously canceled/rejected requisitions, a narrative message will be sent to the requiring activity with a list of document number(s) (pos. 30-44), requesting advice as to whether the requisition(s) should remain canceled or be reinstated.

e. Reinstatement actions are limited to transactions that match a requisition recorded on the ARCSF, that have a valid Cancellation or Rejection Status Code (appendix A-12) and that are for the total quantity as originally requested.

f. To reinstate requisitions that were erroneously canceled/rejected, submit a DLA Form 934, Exception Requisition Document, with a Manager Forced/Directed Action Code of R in pos. 77.

g. The document number will be matched against the ARCSF. If the document number matches the ARCSF, and a valid Status Code is recorded in the ARCSF against the total quantity originally requested, the requisition will be reinstated and processed.

## SECTION XI - EXCEPTION REQUISITIONS FOR DSCP FACTORY (SPECIAL MEASUREMENT CLOTHING, FLAGS, GUIDONS, AND BATTLE STREAMERS)

### 2041101 - PURPOSE/POLICY

a. The purpose of this section is to delineate the functions and responsibilities of the Directorate of Manufacturing, DPSC, in the receipt and processing of customer requisitions for Special Measurement Clothing, Flags, Guidons, and Streamers.

b. Special Measurement Clothing, Flags, Guidons, and Streamers will be furnished to the Military Services and other authorized customers IAW the policy and procedures provided by DLAR 4235.18 (Special Measurement

Clothing and Footwear, Orthopedic Footwear, Guidons, Streamers, and  
Flags).

2041102 - PROCEDURES

Upon receipt of the customer requisition, DPSC-MC will determine if the requisitioned item is to be produced by the DPSC Factory.

(1) Requisitions for items which will not be produced in the DPSC Factory will be forwarded to DPSC (C&T) Stock Control Branch, Requisition Processing Section for processing IAW appendix E-515 P.

(2) Requisitions for items which will be produced by the DPSC Factory will be processed IAW appendix E-035 P by DPSC-MC personnel.

2041103 - SPECIAL SYSTEM REQUIREMENTS FOR DSCP FACTORY REQUISITIONS

a. Modified system processes and deviations in file and record build criteria are applied to Factory requisitions. The major exceptions are generally described as follows:

(1) The standard MILSTRIP requisition input format (appendix B-4) has been modified to provide for entry of either a National Stock Number (NSN) or other identification data in pos. 8-22 and entry of a Unit Price in pos. 67-72.

(a) Manager Forced Directed Action Code (MFDAC) 8 will be used in pos. 77 to identify and apply the modified system processes to the Factory requisitions. Exception Information Code (EIC) 7 or 8 will be used in pos. 73 to identify the kinds of materiel being requisitioned (refer to appendices A-86 and A-91).

(b) If requisition document number, pos. 30-43, matches an existing ARCSF and Status Code is ZM, the existing ARCSF will be overlaid with data from the input transaction and the current file and record build criteria applicable to factory items will be applied.

(2) An ARCSF and Due-In File record will be established but a NIR File record will not be created nor will the NIR File be accessed.

(3) A Direct Delivery Recommended Buy (RB) will be created and passed to the Contracting Subsystem.

(a) The MILSTRIP Document Number will be perpetuated as the RB number and as the Contract Number of the Active Contract File (ACF) record created by the Contracting Subsystem.

(b) The Required Delivery Date (RDD) from the input will be perpetuated in the RB and assigned as the Contract Delivery Date in the ACF.

(c) The Unit Price from the input will be perpetuated in the RB and assigned as the Contract Unit Price in the ACF.

(4) A special system record will be created and used in combination with the DIC YRZ data (applied to the input record) to produce a Factory MRO document (DD Form 1348-1) (appendix C-11). This document, with

attached Shipping Address Label, will be released to the DPSC Factory concurrently with the establishment of the requisition data in the SAMMS record.

(5) Demand accumulation and history will be applied to Factory requisitions. The Contracting Subsystem will apply demand accumulation criteria IAW existing requirements.

(6) The MILSTRIP Requisition Screen process (DLSC Interrogation) will be bypassed.

(7) The Contracting Subsystem will establish the RB as an ACF record (no PR will be created, no past buy history will be stored, and the CTDF will not be accessed). The following additional actions will be applied:

(a) Commit and obligate funds at the same time.

(b) Assignment of Source Code F5M for use by the DPSC Factory when preparing input to be processed by the Contracting Subsystem.

(c) Application of an automatic contract closure process to Factory requisitions. That is, when performing a cyclic check for contract delinquencies, if a Contract Delivery Date for a Factory requisition is equal to or less than the cycle date, assign the cycle date as the Ship Date and apply existing criteria for closing out the ACF record.

b. Appendix E-035 P provides the procedures and instructions for preparation of the input document (DLA Form 934) for entry of DSCP Factory requisitions and associated DIC YRZ data into SAMMS.

#### 2041104 - CANCELLATION, FOLLOWUP, AND PROCESSING MODIFIER DOCUMENT

a. Generally, processes described in chapters 4 (section IV) and 43 (section III), this volume, are applied to DPSC Factory requisitions upon the receipt of customer initiated followups, cancellations, or modifier transactions. However, certain system processes have been modified to provide exception processing for the Factory requisitions, either because of their unique content and/or to provide the Factory personnel with notifications, reports, etc. outside the normal distribution channels.

b. Cancellation actions for Factory Requisitions will result in the output of an appendix F-231A to DP&P. However, special data element content of the ACF will cause a BLOCK SORT for positive identification. DP&P will forward these type appendix F-231A directly to the DPSC Factory for processing IAW appendix E-032 P.

c. Followup (DIC AF\_/AT\_) and processing Modifier (DIC AM\_) document has been modified for the Factory requisitions when the ARCSF status is equal to BV or BZ (refer to appendix A-12). An appendix F-114 and an appendix F-141 will be output to ORC 87 (DPSC Factory) when DIC AFC documents are processed. Appendix E-030 P provides processing instructions for followups and modifier documents.

2041105 - DEPOT PERFORMANCE/POINT OF EMBARKATION (POE) EFFECTIVENESS

a. Depot Performance/POE Effectiveness is being developed under a Memorandum of Agreement (MOA) between DLA and the Naval Supply Systems Command. Under this MOA, DLA will assist the Navy in tracking DLA's supply support effectiveness. Currently, this project will only involve Naval Supply Center Oakland (NSCO), Defense Depot Ogden Utah (DDOU), Defense Depot Tracy California (DDTC) and selected Western Attrition sites. These three main sites will be the basis for measuring DLA supply support effectiveness in a regional POE effectiveness arrangement.

b. POE effectiveness will be established with a POE customer list. The POE customer list of requisitioner DoDAACs was supplied by NSC Oakland. The effectiveness will consist of the percentage of requisitions from NSCO POE customers for any DLA-managed stocked item (Supply Status Code 1) which are filled from material on hand at NSCO, DDTC or DDOU. Only Navy POE customers are being counted and the first position of the DoDAAC must be an N, R, V, or Z.

c. The POE effectiveness is reported on the F-67 Part 10A with MIS documents going to DLA HQ for collection and coordination as per the instructions and requirements in DLAM 4140.2, Volume, Part 1, Chapter 44. The report will provide monthly and fiscal year supply effectiveness statistics for all DLA-managed items at the three main inventory sites for the selected POE customers.

SECTION XII - MATERIEL RECEIPT ACKNOWLEDGMENTS

2041201 - PURPOSE AND SCOPE

The Materiel Receipt Acknowledgment process is an automated, closed-loop system to provide accountability and monitor receipt of shipments of stock which are issued from onhand assets or procured for DVD or filled by lateral referrals. These procedures interface with MILSTRIP for providing 100 percent shipment status on stock issues, DVDs and lateral referrals.

2041202 - GENERAL

a. Each DSC will:

(1) Have a closed-loop system to monitor materiel receipt on all shipments of wholesale stock to DoD activities.

(2) Establish MRA data in the ARCSF record and the Requisition History. MRA transactions will not be violated.

(3) Keep requisitions until materiel receipt is confirmed, nonreceipt is reported for the quantity shipped, or the prescribed time period has elapsed with failure to acknowledge.

2041203 - EXCLUSIONS

The following is a list of exclusions from the MRA process:

- a. All shipments to Federal Standard Requisitioning and Issue Procedure (FEDSTRIP) agencies. When FEDSTRIP requisitions are closed they will remain on ARCSF for 180 days. After 180 days the record is purged from the ARCSF and added to the IRCSF.
- b. Confirmed FMS requisitions. Confirmed FMS requisitions will remain on ARCSF for 180 days. After 180 days the record is purged from the ARCSF and added to the IRCSF.
- c. Shipments to Defense Reutilization and Marketing which are covered under the MILSTRIP procedures for intransit control of shipments to DRMOs. When DRMO requisitions are closed they will remain on ARCSF for 45 days. After 45 days the record is purged from the ARCSF and added to the IRCSF.
- d. Shipments to Army/Air Force Exchange Service, i.e., DoDAACs whose first three positions are HX1, HX2, HX3, and HX4. When Army/Air Force Exchange Service requisitions are closed they will remain on ARCSF for 180 days. After 180 days the record is purged from the ARCSF and added to the IRCSF.
- e. Redistribution Orders (RDO) (Originating DIC A2\_). When RDO requisitions are closed they will remain on ARCSF for 45 days. After 45 days the record is purged from the ARCSF and added to the IRCSF.

2041204 - PROCESSING MATERIEL RECEIPT ACKNOWLEDGMENTS

- a. Upon receipt of a Materiel Receipt Acknowledgment, DIC DRA or DRB, from the reporting activity, it will be matched to the ARCSF. If there is no match to the ARCSF, the transaction will not be violated but will be written to the Requisition History File.
- b. If the DIC DRA/DRB transaction matches the ARCSF, the MRA will be recorded in the ARCSF. In addition, both the date of receipt of the MRA and the discrepancy code in the transaction will be recorded in the ARCSF. The first Discrepancy Indicator Code that is received will be recorded. Either transaction, DIC DRA or DRB, which matches the ARCSF will constitute receipt of an MRA. The SAMMS Asset Management Statistics, available on SAMMSTEL, verb SAMS, will be updated and the DIC DRA/B will be written to the Requisition History File.
- c. If additional MRAs are received, with subsequent codes, a counter with the values 2 through 9 will be recorded. If more than 9 MRAs are

received with Discrepancy Indicator Codes, the counter will reflect 9. If more than 1 Discrepancy Indicator Code is received, the user will need to request a RHF Report, F-045, to see all the MRAs with Discrepancy Indicator Codes (see appendix A-98). The date of the first MRA received will remain and will not be overlaid.

d. If the DRA/DRB transaction is for a security assistance requisition with the discrepancy code of F, and the total dollar value of the amount not received is \$200 or less, the quantity not received will be denied by an internal AE6/BY transaction to cause the amount not received to be shipped.

#### 2041205 - MATERIEL RECEIPT FOLLOWUPS

a. The Followup for Delinquent MRA, DIC DRF, will only be generated for DVDs in confirmed status when there is no MRA data present. There will be no DRF generated for the DVD in an open status.

b. The DIC DRF will only be generated for stock issues when no MRA has been received. The DIC DRF will be recorded in the ARCSF, along with the date the followup is generated. If an MRA is received after the followup is generated, the ARCSF will be revised with the MRA data.

c. For all requisitions which are in BA status for over 60 days and all requisitions that receive DIC AE6 with Status Code BE, the Pseudo Shipment Status for Unconfirmed Materiel Release Orders, DIC ASH, will be generated. The followup, DIC DRF, will be generated in the following timeframes, based on the creation date of the DIC ASH:

(1) If the requisition is CONUS, the DIC DRF will be generated in 45 days to DAAS.

(2) If the requisition is OCONUS, the DIC DRF will be generated in 105 days to DAAS.

(3) If the requisition is FMS, the DIC DRF will be generated in 135 days to DAAS.

d. For all requisitions with SS or DD status (confirmed) which have not received an MRA, the follow-up, DIC DRF, will be generated in the following timeframes based on the date released to the carrier.

(1) If the requisition is CONUS, the DIC DRF will be generated in 45 days to DAAS.

(2) If the requisition is OCONUS, the DIC DRF will be generated in 105 days to DAAS.

(3) If the requisition is FMS and a confirmation has posted with no MRA received, it is excluded from the follow-up process.

e. All Materiel Receipt Acknowledgment (MRA) followups, DIC DRF, will be sent to the Defense Automatic Addressing System (DAAS), which will route MRA followups for services to the Ship-To activity identified by

the signal code. If DAAS cannot determine the ship-to activity, DAAS will return the document to the ICP for mailing. The DAAS will route

MRA followups for security assistance requisitions to the applicable service ILCO based on the entries in record pos. 30 (Service Code) and record pos. 54 (Distribution Code).

#### 2041206 - PSEUDO SHIPMENT STATUS FOR UNCONFIRMED MROS

Pseudo Shipment Status for Unconfirmed MROS, DIC ASH, will be generated and recorded in the ARCSF along with the date the DIC ASH is generated. The DIC ASH will be sent to the DAAS based on the following criteria:

- a. Requisitions that receive Status Code BE (Depot/storage activity has a record of the MRO/DRO but no supporting transaction record of the action taken) and no MRA received.
- b. All requisitions open from 60 days from the BA open status creation date with an expired estimated ship date, that are eligible for current Force Close process, including FMS, and no MRA received.

#### 2041207 - MATERIEL RECEIPT FORCE CLOSURE PROCEDURE

Subsequent to the generation of a DIC ASH, the MRO record will be held open, pending a MRA response. If a MRA response is received, it will be used to close the MRO. For shipments to security assistance recipients, the presence of MRA data will cause the generation of a fabricated close DIC AR0, that will close the MRO and allow the interface with billing to occur. If the MRA data is not present, after generating a DIC ASH and DIC DRF, and waiting the prescribed time, the MRO can be force closed by DIC ARH to allow the interface with billing to occur. The DIC ARH will not be created if the requisition contains an extended required delivery date, until the extended required delivery date plus 60 days has expired. If a MRA response is not received within the initial and followup timeframes (see appendix C-5), prepare and process to the ARCSF record, a Force Closed Materiel Release Confirmation, DIC ARH, to Force Close the MRO. For shipments to security assistance recipients, this process will ensure proper inventory accounting and billing procedures.

#### 2041208 - CLOSURE AND PURGE OF ACTIVE REQUISITIONS

a. When all supply actions and reporting requirements of a requisition are complete, as described in this section, the ARCSF record is closed. When the MRA Discrepancy Code indicates there will not be a ROD submitted and it has been at least 45 days from the closed date of the record, the record is purged from the ARCSF and added to the Inactive Requisition Control and Status (IRCS) File. When the MRA Discrepancy Code indicates the possibility of the submission of a ROD and it has been at least 180 days from the closed date of the record, the record is purged from the ARCSF and added to the IRCSF.

b. MRA and confirmation received. If the confirmation was for the total open quantity of the supply action, the confirmation would close the supply action. If no other supply actions are open, the record is closed.

c. MRA received but no confirmation received. After the requisition has been open for 60 to 90 days with no confirmation received and the MRA data is present, the supply action will be closed with a fabricated confirmation. If no other supply actions are open, the record would be closed.

d. No MRA received but confirmation received. When the confirmation processed for the entire quantity, the supply action would be closed. If no other supply actions are open, the record is closed. However, at 45 days from record closed date, if no MRA data has been received, the record will not be purged from the ARCSF. The closed record will remain on the ARCSF until the MRA data is received, or at least thirty days past the creation date of the DIC DRF.

e. No MRA and no confirmation received. A DIC ARH would be generated at 30 days from the date of creation of the DRF, unless an extended required delivery date plus 60 days has not expired. When the ARH is processed, supply actions are considered closed. If no other supply actions are open, the record is closed.