

CHAPTER 21

ACQUISITION, RECEIPT, ISSUE AND ACCOUNTING
FOR MULTIPLE-MANAGED ITEMS

SECTION I - GENERAL

221101 - PURPOSE

This chapter prescribes the policies, responsibilities, and procedures governing the requisitioning, control, and issue of multiple-managed items by DSCs.

221102 - SCOPE

a. This chapter is applicable to all DSCs requiring a multiple-managed item (component) for inclusion in an end item for which the DSC has management responsibility. A multiple-managed item is one which is accounted for by a DSC with the management responsibility vested in another DSC, Service, or Agency.

b. The following procedures are covered:

(1) Establishing, changing, or deleting a skeleton record in the NIRF to record multiple-managed items.

(2) Establishing dues-in.

(3) Requisitioning of the component item.

(4) Recording receipts and issues of component items.

(5) Processing adjustments to records.

(6) Funding and payment of the multiple-managed items.

(7) Disposition of component items as a result of disassembly.

(8) Loading assembly locations in the Source Preference Table and the DoDAAD.

(9) Special Inventories.

(10) Direct Delivery of component items.

221103 - POLICY

a. Component items under the management of another DSC/Service/Agency will be requisitioned by the requiring DSC from the applicable activity.

b. Assembly/Disassembly, Alteration, Conversion, Modification (ACM/Manufacturing Directive Number - assigned and cross-referenced to a specific Project Order/Contract. The number will be inserted and perpetuated in pos. 54-56 of all requisitions, issues, and receipts, relating to multiple-managed items.

c. Shipments of multiple-managed items will be made directly to the activity performing the end item operation.

d. Due-in and on-hand assets may be recorded in the NIRF and recorded against an internal DLA RIC. Request for these codes will be submitted to HQ DLA. These codes will be published in DoD 4000.25-1-M, Supplement No. 1. All multiple-managed items will be assigned NIR Key Code MM (appendix A-94).

e. Reconciliation of DSC balances will be accomplished by special inventories.

f. Mail will be the method for processing transactions between DSCs and depots. Transceiver facilities will not be used.

g. The Reorder Review Level in the NIR will be adjusted for multiple-managed items (Key Code MM) through input of a DIC ZRG, appendix B-95, which will generate an appendix F-109 when assets are equal to or less than the ROP Level field in the NIR as depicted in chapter 32, paragraph 232202.

221104 - RESPONSIBILITIES

a. DSCs, as the requisitioning activity, are responsible for:

(1) Assuring funds are committed and obligated for purchases.

(2) Processing applicable requisitions, dues-in, receipts, issues, and adjustments IAW these instructions, to maintain the NIRF in a current condition.

(3) Providing appropriate instructions to operating activity (Government or commercial contractor) concerning disposition of component items.

(4) Taking appropriate action to obtain items from commercial source, when applicable.

(5) Conducting annual inventories.

b. The supply activity is responsible for:

(1) Providing component items requisitioned.

(2) Furnishing supply and shipment status.

(3) Providing copies of contracts to requesting activities when procuring from commercial source (i.e., out-of-stock).

(4) Billing the requisitioner.

SECTION II - PROCEDURES (DIRECT DELIVERY)

221201 - REQUISITION PROCESSING

a. Inventory Management Division, DSO, will:

(1) Assign an Assembly/ACM/Manufacturing Directive Number to each Project Order/Contract.

(2) Prepare a Request for Purchase of Multiple-Managed Items, IAW appendices B-92 (DIC ZQQ), and E-092 P, and forward to ODS. Retain a copy in the item jacket file.

(3) Prepare a requisition (DIC A0E) IAW appendices B-4 and E-216 P, for the component item required. Do not mail the requisition to the applicable supply source until the DIC ZQQ document no longer appears on the Procurement Unfunded Report (DLAM 4715.1, Volume I, Part 1, Appendix F-16), notification that funds have been committed obligated.

(4) Where components are available only from commercial sources, prepare a Request for Purchase of Multiple-Managed Items, IAW appendices B-92 (DIC ZQQ) and E-216 P, and forward to ODS. Retain copy in item jacket file.

SECTION III - PROCEDURES (STOCK)

221301 - REQUISITION DUE-IN, RECEIPT, ISSUE, AND ADJUSTMENT

a. Inventory Management Division, DSO, will:

(1) Assign an Assembly/ACM/Manufacturing Directive Number to each Project Order/Contract.

(2) Load the component item into the NIRF, if not already reflected with DIC ZMK (appendix B-216) IAW appendix E-216 P.

(3) Assign a RIC and AAC to the activity performing the assembly IAW appendix E-216 P.

(4) Prepare due-in transaction (DIC DFT, DFU, or DFV) IAW appendices B-42 and E-216 P. This transaction will cause the commitment and obligation of funds to cover the requisition. In addition, this process will assign the document number to be utilized on the outgoing requisition.

(5) Furnish depot performing assembly operation Status Cards DIC AE_ indicating the quantity by item due-in to the assembly point.

(6) Receive DD Form 1348-1, DD Form 250, or DD Form 1155, Order for Supplies or Services, and process IAW appendix E-216 P to post the asset to the NIRF under the RIC ASSIGNED TO THE ASSEMBLY LOCATION.

(7) In the event the source of supply rejects all or part of the requisitioned quantity, the due-in must be canceled or reduced and funds deobligated accordingly. This process will be IAW appendix E-216 P.

(8) Prepare a Manager Directed Action to drop the item from the NIRF IAW appendices E-004 P and E-216 P. This process will cause an exception MRO which will be mailed to the assembly location.

(9) Receive copy of DD Form 1348-1, indicating that the assets have been physically moved to the assembly point. When assets are not available either, partially or totally, an adjustment document, DIC A6_, will be prepared IAW appendix B-8. In the case of where quantities were moved, the DD Form 1348-1 will be used to manually prepare a MRO confirmation, DIC ARO.

(10) Delete multiple-managed item from the NIRF with DIC ZMK (appendix B-216)IAW appendix E-216 P.

221302 - INVENTORY

Inventory Management Division, DSO, will:

(1) On an annual basis, create a request for special inventory by preparing a single card input, DIC ZMN, IAW appendices B-258 and E-216 P, which will create a DIC ZJA Physical Inventory Request Card for each NSN coded with NIR Key Code MM for a specific location. The DIC DJA cards will be ejected from the exit system and forwarded to DSO for mailing to the Inventory Office at the assembly location.

(2) Receive DIC DKA documents by mail from the assembly point.

221303 - REPORTING OF EXCESS FROM DISASSEMBLY ACTIONS

Inventory Management Division, DSO, will:

a. Receive DD Forms 1348-1 from the disassembly point for processing IAW appendix E-216 P.

b. When determination is made that assets will be reported as excess for disposition, manual FTE documents will be prepared and FTR documents processed IAW appendix E-216 P.

c. Assign Project Code 3G9 to the Manager Directed Action when a credit will be granted IAW the advice code in the FTR document. When no credit will be forthcoming, Project Code 3G00 will appear in the manager directed action. A D7P transaction will be posted to the THF for these assets dropped from inventory.