

APPENDIX E-004 P

REQUISITIONS RECEIVED THROUGH A MEDIUM OTHER THAN AUTODIN

1. PURPOSE

a. This procedure is applicable to chapter 4 and provides instructions for the preparation and input of requisitions received at the DSC by a medium of communication other than AUTODIN (i.e., mail, telephone, teletype or courier) that do not contain exception data. Requisitions, passing orders or referral orders without exception data that do not require manager directed action may be prepared and input for processing through SAMMSTEL by utilizing the Online Requisition Process as outlined in appendix E-362 P. Requisitions containing exception data are prepared for processing and input as outlined in appendix E-035 P or E-515 P.

b. As a general rule, requisitions received by a medium other than AUTODIN should be prepared for input to the computer without recourse to the many manager directed actions outlined in this procedure. 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 manner.

c. Exception Ship To/Bill To requisitions submitted by HQ DLA ESOC, to be supplied off-line, will be entered IAW the procedures outlined in appendix E-515 P, subparagraph 4b.

d. Requisitions received for issue of materiel on a nonreimbursable basis other than Project Code 3AA must contain a Project Code that is entered on the Project Code Reference Table with Project Action Code A. The requisition must also contain Signal Code D or M and should contain a blank Fund Code. SAMMS will process these requisitions for issue down to appropriate UMMIPS level on a nonreimbursable basis. Some requisitions may be placed on BB (backorder), based on the UMMIPS level; however, a DIC ZLL, MNIC T would be output before the requisition would be placed on direct delivery.

e. CONUS requisitions received with part number/decentralized items reflecting Project Codes JZO, JZC or JZM, Special Customer Code J must be recorded in the SCAF, for the DoDAAC reflected in pos. 30-35 of the requisition. When the SCAF does not contain Special Customer Code J, the requisition will be mechanically rejected with status code CH for Part Number requisitions or CP for decentralized item requisitions.

2. APPENDICES USED IN THIS PROCESS

- a. Appendix A-1, Document Identifier Codes (Pos. 1, 2, and 3).
- b. Appendix A-11, Project Codes.

- c. Appendix A-14, Ownership Codes.
- d. Appendix A-15, Purpose Codes.
- e. Appendix A-16, Supply Condition Codes.
- f. Appendix A-86, Manager Forced/Directed Action Codes.
- g. Appendix A-121, Project Action Codes.
- h. Appendix A-149, Special Customer Codes.
- i. Appendix B-4, Requisition and Document Modifier.
- j. Appendix B-6, Passing Order.
- k. Appendix B-9, Referral Order.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

The Requisition Processing Branch and the IM in the applicable Commodity Branch within the DSO.

4. PROCEDURES/INSTRUCTIONS

a. Minimum Processing Requirements:

(1) Review the data for accuracy.

(2) Prepare DLA Form 934 in the format of the B appendix indicated by the DIC of the requisition for all requisitions received in other than a Data Entry format (i.e., AO_, appendix B-4).

(3) Indicate on DLA Form 934 the Input Origin Code. These codes are keyed as an 11-zone punch and indicate the medium by which the document was received as follows:

(a) Field pos. 25 for requisitions received by mail.

(b) Field pos. 26 for requisitions received by telephone.

(c) Field pos. 27 for requisitions received by teletype.

(d) Field pos. 28 for requisitions received by courier.

(4) The date actually received, i.e., the date stamped by the mail room, the date stamped by the message center, will be inserted in pos. 67-69. This date will be recorded as the date received in the records.

b. Contingent upon extenuating circumstances, it may become necessary to specifically direct the action of selected requisitions as outlined in appendix A-86. Under these circumstances, the following additional actions must be taken on DLA Form 934.

(1) Enter Manual Review Code, an 11-zone punch, in pos. 1. This code will alert the computer that action is to be taken based on the entry in pos. 77.

(2) When a delayed action is required, enter D in pos. 77. The computer will validate the requisition and output a Manager Review Reentry Transaction, DIC ZLL with Manager Notification Information Code B.

(3) When normal computer processing, except for Manager Review and Maximum Release Quantity Checks, is desired, enter 3 in pos. 77.

(4) When Direct Delivery Mechanical PR is to be routed to DP&P, enter:

(a) 4 in pos. 77.

(b) Type of Pack in pos. 21, if applicable.

(5) When a Direct Delivery Mechanical PR will require GFM for manufacture, enter:

(a) G in pos. 77.

(b) Type of pack in pos. 21, if applicable.

In this case, a recommended buy will be established in the Due-In File and the required data (including GFM Indicator Y) will be forwarded to the Contracting Subsystem. The Contracting Subsystem will generate a PF-4 report (Direct Deliveries Requiring GFM) to the ORC of the Inventory Manager. A GFM Suspense File should then be built in accordance with appendix E-172 P.

(6) When a backorder is desired, enter:

(a) Type of Pack in pos. 21, if applicable.

(b) Ownership/Purpose Code in pos. 70.

(c) Condition Code in pos. 71.

(d) RIC of the prime depot normally servicing the ship to address in pos. 78-80.

(e) 2 in pos. 77 when the backorder is to be subsequently released by computer action. In this case, the NSN must have Key Code C_, CC, or PN in the NIR or the input transaction will violate with VRC Z2.

(f) C in pos. 77 when the backorder is to be subsequently released by computer action against Condition A or B stocks only. In this case, the NSN must have Key Code C_, CC, or PN in the NIR or the input transaction will violate with VRC Z2.

(g) B in pos. 77 when the backorder is to be subsequently released by a Manager Directed Action.

(7) When an MRO has been provided directly to a distribution depot by an IM, enter:

(a) 7 in pos. 77.

(b) Type of Pack in pos. 21, if applicable.

(c) Ownership/Purpose Code in pos. 70.

(d) Condition Code in pos. 71.

(e) Routing Identifier Code of the distribution depot in pos. 78-80.

In this case, the computer will not output a Materiel Release Order. This type of manager forced directed action should be limited to Priority 01 and Pilot/Truck pickup requisitions where a mandatory audit trail is required and it is essential that the location or processing status of the MRO or materiel can be determined at all times.

(8) When a shipment is specifically directed, enter:

(a) 5 in pos. 77.

(b) Type of Pack in pos. 21, if applicable.

(c) Ownership/Purpose Code in pos. 70.

(d) Condition Code in pos. 71.

(e) Routing Identifier Code of the distribution depot in pos. 78-80.

(9) When a direct delivery mechanical Purchase Request is to be output to DSO for the purpose of effecting diversion from stock due-in or other action, enter:

(a) W in pos. 77.

(b) Type of pack in pos. 21, if applicable.

The computer will establish a direct delivery in the Due-In File and Requisition Status File and record the due-in against Location, Ownership/Purpose, Condition Code, and Type Pack indicated in the input.

(10) When a direct delivery manual Walk-Thru Purchase Request is desired by DSO for the purpose of procuring emergency requirements and/or effecting diversion from stock due-in, enter:

(a) V in pos. 77.

(b) Type of Pack in pos. 21, if applicable.

(c) ORC of the originator in pos. 70-71.

The computer will mechanically assign the Walk-Thru Purchase Request (PR) Number and establish same in the Due-In File and Requisition Status File. The due-in will be recorded under Condition Code A and Ownership/Purpose Code A against the prime location for DoDAAD Code in pos. 30-35 of the input. In addition, the directed action input transaction with the mechanically assigned PR Number will be output on appendix F-189, Notice of Backorder Status Change BB to BV. However, if the input transaction violates, the Walk-Thru PR Number will not be assigned and the transaction will be output on appendix F-189 with the message NOT PROCESSED and an applicable Violation Reason Code.

NOTE: Preparation and processing of the manual Walk-Thru PR and amendment transactions to effect diversion from stock due-in will be in accordance with appendices E-266 P and E-506 P, respectively.

(11) When the requisition is to be canceled or rejected, enter:

(a) 6 in pos. 77.

(b) BQ, BR, BS or any valid C_ or D_ series MILSTRIP Status Code in pos. 70-71.

(c) Entry of CV Status Code must be accompanied by an EDOS in pos. 73-76.

(12) To pass a requisition to another source of supply, enter M in pos. 77. Pass to RIC will be entered in pos. 78-80. A passing order, DIC A3_, will be output to the RIC in pos. 78-80 and a Supply Status, DIC AE_, with Supply Status Code BM will be output to the requisitioner.

(13) To direct off-line lateral support of a requisition, enter K in pos. 77 and the RIC of the ICP agreeing to provide lateral support in pos. 78-80. A Supply Status, DIC AE_, with Supply Status Code BM will be output to the requisitioner but no passing order, DIC A3_, will be output to the ICP effecting lateral support. Off-line support supplied through the Lateral Redistribution Assets Program must have a DIC CFE prepared to update to CRCF. Processing instructions are contained in appendix E-195 P.

(14) To direct a requisition to a Total Asset Visibility (TAV) holding activity, enter J in pos. 77. The TAV holding activity identified with assets will be specified in pos. 78-80. The ARCS will be updated to indicate Status Code ZV/BA. A Lateral Redistribution Order, DIC A4_, will be generated to the holding activity in the ownership/purpose and condition code specified.

(15) When the Requisition Processing Branch/ESOC receives a requisition off-line, TWX, telephone or mail, and the customer advises that the item is related to a weapon system, the Requisition Processing Branch/ESOC will advise the MSO. The MSO will ascertain if the NSN has been nominated by the Military Service Weapon System Manager for inclusion in the Weapon System Support Program. In the event the item is not in the program, the MSO will advise the project manager and recommend the item be included in the Weapon System Support Package and request submission be forwarded, if applicable, through the established procedures.

c. When action is initiated that will result in a Supply Status Document, DIC (AE_) with Status Code CA, the Project Officer, e.g., either IM, requisition processing personnel or ESOC personnel, as applicable, is responsible for preparation of a message to the customer immediately, explaining reason for rejection and obtaining supervisory approval. Messages will be prepared for transmission in accordance with the media and status code with an information copy to the distribution control point designated by a significant entry in pos. 54, if applicable. The project officer will prepare input documentation to the applicable subsystem (Contracting or Distribution) to properly update all mechanical records to reflect the CA rejection code. The input documentation will be released for computer input simultaneously with supervisory approval of the outgoing message. The project officer will establish and maintain a reference file of CA rejection actions, by message, for use in answering subsequent followups received.

d. When an exception type requisition requires a Manager Forced Directed Action Code (appendix A-86), the Requisition Processing Branch, will contact the Manager of the NSN for the applicable directed action code.

5. FLOWCHART

Flowchart not required.