

APPENDIX E-007 P

RAPID ROD INTERROGATION PROGRAM

1. PURPOSE

This appendix is applicable to chapter 3 and describes the Rapid Report of Discrepancy Interrogation Program procedures. The Rapid ROD Interrogation Program (RRIP) expedites the receipt reporting and materiel disposition determination processes for misdirected shipments, contract overages, and administrative type discrepancies. The RRIP is applicable to all Centers and DLA Depots.

2. APPENDICES USED IN THIS PROCESS

- a. Appendix A-13, Management Codes.
- b. Appendix B-20, Materiel Receipt Transaction (Procurement Instrument Source).
- c. Appendix E-020 V, Materiel Receipt Transaction (Procurement Instrument Source) Violations and Materiel Receipt Transaction Followup Reply Violation.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

- a. The Rapid ROD Interrogation Program requires coordination between Depot, Directorate of Contracting and Production, and Directorate of Supply Operations personnel.
- b. The Directorate of Supply Operations is responsible for:
  - (1) Establishing a Center Program Monitor to receive calls, maintain a status log, and coordinate with Directorate of Contracting and Production Contract Specialists.
  - (2) Providing the Directorate of Contracting and Production with recommendations for the disposition of misdirected shipments and contract overages.
  - (3) Receiving and processing receipt violations related to the RRIP.
- c. The Directorate of Contracting and Production is responsible for:
  - (1) Making the necessary decisions on the disposition of misdirected shipments and contract overages.

(2) Updating SAMMS files (Active Contract File and Due-In File) to process accepted misdirected shipments and contract overages.

(3) Providing the Inventory Accounting Branch, DSO, with copies of completed worksheets/DLA Form 1128s related to the RRIP.

d. The depot is responsible for reporting receipt of misdirected shipments and contract overages as directed by the DSC.

#### 4. PROCEDURES/INSTRUCTIONS

a. Upon receipt of a suspected misdirected shipment or contract overage or when administrative type information is required, the receiving Depot will:

(1) Place the receipt in a separate, designated area pending direction from the cognizant Center.

(2) Call the managing Center's Program Monitor providing the receipt Contract Number, contractor, NSN, CLIN, quantity received, whether partial or complete, and the reason for the suspected discrepancy.

(3) Enter appropriate information in a Depot log for control purposes.

b. The Center's Program Monitor will maintain a log which contains the current status of all incoming calls. The following information will be recorded: Depot, date, Contract Number, contractor, NSN, CLIN, quantity received, partial or complete, date forwarded to Contract Specialist, date disposition instructions provided to the Depot, date DD Form 250 mailed, and the receipt Management Code required.

c. The Center's Program Monitor will prepare a worksheet/DLA Form 1128 with all of the above pertinent data and then forward the appropriate data (e.g., worksheet/DLA Form 1128) to the responsible Contract Specialist for misdirected shipments or contract overages.

d. The Contract Specialist in conjunction with the Directorate of Supply Operations Branch Chief, Section Chief, or Item Manager will make the necessary decisions on the disposition of the materiel. Actions involving receipts valued at less than \$250.00 do not require DSO authorization. The disposition determination actions may involve negotiations with the contractor, offset action, and contract modifications. This review will be completed within four work days. If circumstances do not permit a timely review, the Depot will be advised by the Program Monitor to report the materiel in Condition Code L so that receipt processing performance timeliness will not be impaired. Also, if it is determined that a contract was not in existence for the vendor, the Depot will be advised by the Program Monitor to report the materiel in Condition Code L with Management Code R.

e. If the decision is made to accept the overage or to accept the misdirected shipment in place, the Depot will be advised by the Program Monitor to report the materiel in Condition Code A. Misdirected shipments will be reported with Management Code S and contract overages with Management Code U. However, if the vendor advises that a contract overage may be retained at no extra charge, the Depot will be instructed by the Program Monitor to submit two receipts: one for the CLIN contract quantity plus authorized variance (without a Management Code) and the second for the overage quantity citing Condition Code A and Management Code U.

f. The Contract Specialist will immediately take the necessary action to update SAMMS files to process the accepted overages or misdirected shipments. For overages, this will normally involve increasing the CLIN contract quantity or variance percentage. For misdirected shipments, this will usually be accomplished by a RIC overlay (YPE Amendment Code S), or by decreasing the CLIN quantity for the original consignee Depot and increasing the quantity or adding a CLIN for the Depot which actually received the materiel. A copy of each completed worksheet/DLA Form 1128 will be forwarded to the Inventory Accounting Branch (IAB), DSO, each day.

g. When the Management Code S or U receipt confirmation is processed by SAMMS, an F-122, Controlled Violation Listing, will be output to the IAB, DSO. The Condition Code A Management Code S receipt will violate with Violation Reason Code (VRC) MY. The Condition Code A Management Code U receipt will violate with VRC AW.

h. The IAB, DSO, will receive the completed worksheets/DLA Form 1128s from the Contract Specialists. These will be maintained in a file for control and information purposes when processing receipt violations.

i. When the receipt violation is received, the IAB personnel will interrogate the Active Contract File/Due-In File to determine if the required file adjustments have been made. When SAMMS files have been updated to accept the receipt the violation will be reentered for posting the materiel in Condition Code A. Management Code U must be deleted prior to violation reentry. Also, if the receipt violation represents an overage to be retained with no charge, the Condition Code should be changed to L and a DIC DAC transaction concurrently prepared to transfer the materiel from L to A with Management Code B.

j. The Center's Program Monitor may also answer administrative type questions when information is available from the hard copy of the contract. Additionally, the Program Monitor may be contacted when the Depot receives origin inspection/acceptance materiel without the required signed DD Form 250, Materiel Inspection and Receiving Report. The Depot will first attempt to contact the inspection office by phone for verification of inspection/ acceptance. If the inspection office cannot be determined or contacted, the Depot will contact the DSC for information regarding the inspection office or for a copy of the signed inspection and/or acceptance document.

(1) If the DSC has a copy of the signed DD Form 250, the Depot will report the materiel in Condition Code A and the Program Monitor will provide a copy of the signed DD Form 250 to the Depot.

(2) If the DSC does not have a copy of the signed DD Form 250 to provide to the Depot, the receipt will be reported in Condition Code L with Management Code R.

k. A Report of Discrepancy (ROD), SF 364, will be submitted only when the materiel receipt is confirmed in Condition Code L.

#### 5. FLOWCHART

Flowchart is not required.