

APPENDIX E-030 P

REQUISITION FOLLOWUP, CANCELLATION, AND MODIFIER DOCUMENTS
RECEIVED OFF-LINE AT THE **DSCP** FACTORY

1. PURPOSE

This procedure is applicable to chapters 4 and 43 and prescribes the method of processing customer initiated followups, cancellations, and modifier documents received off-line at the **DSCP** Factory related to requisitions for Special Measurement Clothing, Flags, Guidons, or Streamers being produced in the Factory.

2. APPENDICES USED IN THIS PROCESS

- a. Appendix A-1, Document Identifier Codes.
- b. Appendix A-12, Advice and Status Codes.
- c. Appendix B-4, Requisition **Document** and Document Modifier **Document**.
- d. Appendix B-12, Followup Transaction.
- e. Appendix B-109, Followup **Document** (No Status Received).
- f. Appendix B-155, Requisition Control and Status File and Requisition History File Inquiry **Documents**.
- g. Appendix E-506 P, Amendment Transactions and Status Requests for Stock and/or Direct Delivery Buys.
- h. Appendix F-114, Requisition Control/Status Printout.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

Directorate of Manufacturing, **DSCP**.

4. PROCEDURES/INSTRUCTIONS

a. General:

(1) The **DSCP** Factory will receive customer initiated followup (DICs AF_/AT), cancellation (DIC AC_), and modifier (DIC AM_) documents, by off-line media, which are related to previously submitted MILSTRIP requisitions.

(2) **System processing of these documents is based upon the current status of the parent requisition as recorded in the RCSP.**

(3) Prior to input of the documents for system processing, they will be reviewed to ensure that the required data elements are present and IAW appendices B-12 or B-109 for followups, appendix B-4 for modifiers, and B-17 for cancellations. It is not essential that the RCSP be accessed to determine requisitions status or presence unless the manager so chooses. The RCSP record may be obtained by input of a DIC ZCW IAW appendix B-155. File records are returned IAW appendix F-114. The RCSP record is available (in abbreviated format) from the online SAMMSTEL network. If file inquiries indicate NO RECORD, the customer may be contacted for clarification or the customer document may be input for system processing, in which case, the system will notify the customer of the no record status.

b. Processing Followups (DICs AF_/AT_):

(1) If the DIC is AFC or AT_, input the customer initiated document or prepare input IAW appendix B-12 for DIC AFC and appendix B-109 for DIC AT_.

(2) If the DIC is AF1/2/3, input the customer document or prepare an abbreviated input, as follows, and input to system processing:

(a) DIC: AF1/2/3, pos. 1-3

(b) RIC: S9T, pos. 4-6

(c) DOC. NO.: pos. 30-43

(3) When the followup DIC is AF1/2/3 or AT_, the system will process and furnish to the customer the current status condition of the requisition. Normally, no notice (to the Factory) will be generated as to the system actions. However, input containing invalid elements will be rejected to the Factory (ORC 87) for review, correction, and reinput IAW appendix E-004 V.

(4) Because DIC AFC documents are designed specifically to request an improved ESD, the following system processing is applied:

(a) Processing is applied to requisitions in priority 01-08 only. DIC AFC for requisitions in priorities other than above are dropped from the process.

(b) ***Certain requisition status conditions will cause the generation of an RCSP record (appendix F-114) and a Customer Followup for Better ESD (appendix F-141) routed to the Factory for review and determination of action. In these instances, the customer is furnished interim status and the AFC followup is suspended.***

(5) The Factory will receive the appendix F-114 and appendix F-141 and review to determine if the request for an improved ESD can be granted.

(a) If the status is equal to BD determine the reason for the document being suspended. Status BD normally is applied to requisitions which failed to meet initial edit and validation and was returned to the Factory for correction and reinput. Correction is accomplished by locating the appendix F-122, Controlled Violation Listing, and correcting the error IAW appendix E-066 P. This will release the record and change RCSP record to BV status.

(b) When the status is equal to BZ (PR status), one of the following conditions is indicated:

1. The Factory requisition is still in a Recommended Buy (RB) stage in the Contracting Subsystem and will migrate to BV status in one or two subsequent processing cycles. For this condition, suspend the appendices F-114 and F-141 and interrogate the RCSP when sufficient time has elapsed to allow migration to BV status. If RCSP record reflects BV status on RCSP reply (appendix F-114) to interrogation, process per **sub**paragraph (c) following. If ARCSF interrogation still reflects BZ status, the condition following is indicated.

2. The Factory requisition is still in a RB stage in the Contracting Subsystem and is in a suspended status. The most common reason for the suspension is a lack of funds to either obligate or commit money for the requisition. This condition was present when the Contracting Subsystem started processing the RB, and a report in the format of PF-16-2, Procurement Unfunded Report, Recommended Buys (refer to DLAM 4715.1, Manual of Operating Procedures for the Contracting Subsystem) was output to the Factory for action and coordination with the Financial Subsystem to establish obligation and/or commitment funds for the Factory Contracts (Fund Code TE). This processing approach will be followed when Factory requisitions remain in BZ status for an inordinate period of time.

(c) When the status is equal to BV (On Contract-Direct Delivery), the Factory has the responsibility for granting or denying the request for an improved ESD (i.e., the contract, as reflected in the Active Contract File (ACF) of the Contracting Subsystem, indicates that the Factory is the supplier, **CAGE** 57376).

1. If Factory decision is not to grant the request for an improved ESD, prepare a DIC AF1 abbreviated input (IAW **sub**paragraph 4b(2) of this procedure) and enter into system processes. Customer will be furnished status notification with the current ESD in the notification.

2. When an improved ESD can be applied to the requisition, the ACF record will be updated to reflect the improved ESD (equal to the CDD of the ACF). Input to change the CDD of the ACF is prepared IAW appendix E-506 P (DIC YPE, Amendment Code H). DLA Forms 1128 or 1129 will be used to record the required data.

(d) Before preparing either the DLA Form 1128 or 1129, a current appendix F-114 (RCS Printout) or an appendix F-231 (ACF printout, Report No. PF71-2) must be available for the requisition record represented by the DIC AFC Document Number. The ACF record is available by input of a DIC YPH, File Code A, IAW appendix E-506 P. The ACF record is also available from the online SAMMSTEL CRT network.

(e) Input to change the CDD of the ACF is as follows (for convenience, an abbreviated version of the instructions contained in appendix E-506 P are furnished. Positions not cited are to be left blank):

<u>POS.</u>	<u>ENTER</u>
1-3	YPE (preprinted).
4	H (Amend Code).
5-18	MILSTRIP DOC NO. (this is equal to CONTRACT NO. on the PF71-2 report).
24-27	0001 (CLIN).
30-34	Current Julian Date (YYDDD).
62-66	CDD (new) (YYDDD).
77	N (Consideration Code).
78-80	F5M (Source Code).

(f) Forward the completed input document to the Data Entry Facility. The ACF, ARCSF, and Due-In File will be updated. Customer will be furnished status notification reflecting the new ESD.

(g) DIC YPH and YPE inputs which are rejected by the Contracting Subsystem because of errors will be returned IAW appendix F-227 (Report No. PF-1, Validation Error List). Correction and reinput will be IAW appendix E-506 P and/or this procedure.

c. Processing Modifiers (DIC AM₂):

(1) Modifier documents will contain all of the data elements prescribed for the original requisition. Entries in the DIC AM₂ may differ from that in the original requisition only to reflect a change to the Media and Status and/or Distribution Code in conjunction with modification of a Priority Designator and/or Required Delivery Date (RDD).

(2) The customer document or input prepared IAW appendix B-4 will be entered for system processing. Inputs which violate from system edits/validations will be returned to ORC 87 and will be corrected and reinput IAW appendix E-004 V.

(3) System processing is applied, based upon the requisition status as reflected in the RCSP. In those instances where the RCSP indicates shipped, canceled, rejected, passed, etc. (i.e., other than open), appropriate status notification is provided to the customer.

(4) Requisitions other than status conditions cited in the previous paragraph will be processed as follows:

(a) The Media and Status Code, Distribution Code, Priority Indicator, and RDD fields of the RCSP are compared with the correspond in fields of the AM₂ document. Whenever a difference in data is

detected, the data from the AM_ Document is posted to the appropriate modified field of the RCSP. These fields are contained in the Common Data Section of the RCSP record and are identified as MOD M/S (Modified Media/Status Code); MOD D/D (Modified Distribution Code); MOD PRI (Modified Priority Indicator); and MOD RDD (Modified RDD).

(b) If the MOD PRI and/or the MOD RDD was posted, the system will output an appendix F-114 (ARCSF printout) for review and necessary action.

(5) The Factory will receive the appendix F-114 and review to determine which of the MOD Fields was posted. If the MOD PRI entry indicates change without an associated change to the MOD RDD, then no action is required. If the MOD RDD indicates a change, then action(s), as follows, is required:

(a) If the MOD RDD entry represents a request for acceleration of the delivery date, and the date can be accelerated, prepare input IAW **sub**paragraph 4b(5)(f) of this procedure (same input as required to change the CDD for a customer initiated DIC AFC). If the delivery date cannot be accelerated, no system input is required.

(b) If the MOD RDD entry represents an extension of the RDD, prepare input IAW **sub**paragraph 4b(5)(f) to reflect the extended CDD in the system records.

(c) Both of the above inputs will cause ACF, RCSP, and Due-In File adjustment and generation of status to the customer reflecting the new CDD/RDD.

(6) Factory personnel should be aware that the Contracting Subsystem applies modified processes to contracts reflecting the Factory as the supplier. Specifically, an automatic contract closure routine is applied. When the Contract Delivery Date is equal to current date, then the current date is entered as the ship date (via internal DIC YPM) and the contract, in effect, is closed.

(a) In view of the above, the ESD applied to Factory requisitions should be as factual as possible to preclude premature closing. If, for any reason, the Factory cannot meet a Contract Delivery Date, action must be taken to extend the Contract Delivery Date.

(b) Factory Extension of the Contract Delivery Date requires the same input (DIC YPE, Amend Code H) as prescribed in the previous paragraphs for the DIC AFC or AM_ documents when the CDD is being adjusted in the ACF.

d. Processing Cancellations (DIC AC_):

Because of modified system processes applied to Factory requisitions when customer initiated cancellation requests are being processed, the procedures and instructions for processing cancellation requests are contained in appendix E-032 P, this volume.

5. FLOWCHART

Flowchart not required.