

APPENDIX E-041 P

DUE-IN TRANSACTION DOCUMENT (PROCUREMENT INSTRUMENT SOURCE)

1. PURPOSE

This procedure is applicable to chapters 3 and 17 and describes the method for manual preparation of a Due-In Transaction DIC DD\_, appendix B-41. This document is manually prepared to cancel Due-In records, containing type of Due-In Code ZD\_, that are considered no longer valid and to establish Due-In records for materiel being repaired by commercial facility.

2. APPENDICES USED IN THIS PROCESS

- a. Appendix A-107, Types of Due-In Codes.
- b. Appendix B-18, Prepositioned Materiel Receipt Document (PMRC) (Procurement Instrument Source).
- c. Appendix B-41, Due-In Transaction Document (Procurement Instrument Source).
- d. Appendix E-505 P, Issue Documents for Repair.

3. RESPONSIBLE ORGANIZATIONAL ELEMENTS

Item Managers, Inventory Management Division, Directorate of Supply Operations (DSO).

4. PROCEDURES/INSTRUMENTS

- a. Cancellation of Due-In records containing type of Due-In code (DIC) ZDS, U, V, and Z:

Processing personnel will prepare a Due-In reversal transaction (X over punch in pos. 25) in accordance with appendix B-41 of this manual when it is determined the ZD\_ Due-In record is no longer valid.

- b. Establishment of Due-In record for commercial repair.

When the Directorate of Contracting and Production furnishes DSO a copy of the award document for commercial repair, the processing personnel will prepare a document for commercial repair, the processing personnel will prepare a DDM Due-In transaction document in accordance with appendix B-41, utilizing data from the award document.

c. Forward the completed Due-In transaction documents to the Administration Service Branch for data entry and forwarding to Office of Data Systems for processing for Due-In reversal processing and for commercial Due-In processing.

d. The valid Due-In transaction document will update the Due-In File and produce Prepositioned Materiel Receipt document output in the format of appendix B-18 for forwarding to the applicable distribution activity.

#### 5. FLOWCHART

Flowchart not required.