

APPENDIX E-073 P

DUE-IN FILE COMPATIBILITY WITH ACF, APRF, RBF, AND CRCF LIST

1. PURPOSE

This appendix is applicable to chapter 19 and describes the method for processing of the Due-In File Compatibility with ACF, APRF, RBF, and CRCF List.

2. APPENDICES USED IN THIS PROCESS

Appendix F-290, Due-In File Compatibility with ACF, APRF, RBF, and CRCF.

3. RESPONSIBLE ORGANIZATION ELEMENT

a. MSO, DSO, is responsible for receiving, reviewing and coordinating internal Directorate actions related to appendix F-290.

b. IAB, DSO is responsible for research and review actions for Stock Replenishment and Customer Return Due-In Records.

c. The Requisition Processing Branch, DSO is responsible for research and review actions for Direct Delivery Due-In Records.

4. PROCEDURES/INSTRUCTIONS

a. MSO will receive and analyze the listing to determine the number of items involved and set up controls for processing the listing through IAB and the Requisition Processing Branch.

b. IAB, upon receipt of appendix F-290, will review Stock Replenishment and Customer Return Due-In Records, reflected in parts 1, 2, and 3 of the listing to determine if the Due-In File should be mechanically adjusted and annotate one of the following messages:

(1) Due-In File should be adjusted to equal the Procurement Files/ Customer Returns Control File.

(2) No adjustment action should be taken at this time.

c. The Requisition Processing Branch, upon receipt of appendix F-290, will review Direct Delivery Due-In Records reflected on parts A, B, and C of the listing to determine if the Due-In File should be mechanically adjusted to agree with the Procurement Files and annotate the report as stated in subparagraphs 4b(1) and (2) above.

d. MSO, upon receipt of the annotated listing will contact IPC and request the Due-In File be mechanically adjusted as indicated on the annotated listing.

5. FLOWCHART

Flowchart not required.