

APPENDIX E-074 P

BACKORDER FILE COMPATIBILITY WITH REQUISITION STATUS FILE LIST

1. PURPOSE

This appendix is applicable to chapter 19 and describes the method for processing of the Backorder File Compatibility with Requisition Status File List.

2. APPENDICES USED IN THIS PROCESS

Appendix F-291, Backorder File Compatibility with Requisition Status File.

3. RESPONSIBLE ORGANIZATION ELEMENT

a. MSO, DSO is responsible for receiving, reviewing and coordinating internal Directorate actions related to appendix F-291.

b. The Requisition Processing Branch, DSO is responsible for research and review actions.

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 the Requisition Processing Branch.

b. The Requisition Processing Branch, upon receipt of appendix F-291, will review the Backorder Records to determine if the Backorder File should be mechanically adjusted to agree with the Active Requisition Control and Status File and annotate one of the following messages on the listing:

(1) Backorder File should be adjusted to equal the Active Requisition Control and Status File.

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

c. MSO, upon receipt of the annotated listing will contact ODS and request the Backorder File be adjusted as indicated on the annotated listing.

5. FLOWCHART

Flowchart not required.