

APPENDIX E-076 P

DUE-IN FILE AND ACTIVE REQUISITION CONTROL  
AND STATUS FILE DISCREPANCY LIST

1. PURPOSE

This appendix is applicable to chapter 19 and describes the method or processing of the Due-In File and Active Requisition Control and Status File Discrepancy List.

2. APPENDIX USED IN THIS PROCESS

a. Appendix D-294, Due-In File Compatibility check with Active Requisition Control and Status File.

b. Appendix F-032, Due-In File and Active Requisition Control and Status File, ARCSF, Discrepancy List.

c. Appendix F-114, Requisition Control/Status Printout.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

a. MSO, DSO is responsible for receiving, reviewing and coordinating internal Directorate actions related to appendix F-032.

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-032 will prepare and input appendix B-155, ARCSF and RHF Inquiry Card (DIC ZCW).

c. Upon receipt of appendix F-114, the OSR will analyze to determine:

(1) If the Due-In Record with no matching ARCSF should be canceled, or retained.

NOTE: When it is determined that the Due-In Record should be canceled, actions should be initiated in accordance with appendix E-506 P to cancel the hard copy PR or Award Document in DP&P.

(2) If the outstanding quantity reflected in the ARCSF with no matching Due-In record should be canceled or supply action continued.

NOTE: It may be necessary to contact the requisitioner for aid in making the decision to cancel or continue supply action.

(3) If the Status Code of BV in the ARCSF should be changed to Status Code ZC to agree with the TDIC in the Due-In File.

d. OSR, after research, will annotate the listing to indicate:

(1) For paragraph 4c(1) above:

(a) Due-In Record should be canceled.

(b) Due-In Record should be retained.

(2) For paragraph 4c(2) above:

(a) ARCSF should be canceled.

(b) ARCSF Record should be retained.

(3) For paragraph 4c(3) above:

(a) Status Code should be changed to ZC.

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

e. MSO, upon receipt of the annotated listing will contact ODS and request adjustment actions be taken as indicated on the listing.

#### 5. FLOW CHART

Flow chart not required.