

APPENDIX E-092 P

REQUEST FOR PROCUREMENT OF NONMANAGED MATERIEL
FOR ASSEMBLY, ALTERATION, MODIFICATION, CONVERSION, AND GFM

1. PURPOSE

Applicable to chapter 13 and prescribes the method by which components under the cognizance of another DSC, Service or Agency, are purchased for assembly, alteration, modification, conversion or GFM. This procedure contains sections applicable only to DPSC-T and are identified as such. Exportation will occur subsequent to a shakedown period at DPSC-T with additional changes as necessary to accommodate the other DSC's specific problems/operations.

2. APPENDICES USED IN THIS PROCESS

- a. Appendix A-48, Source of Procurement Codes.
- b. Appendix B-4, Requisition Document.
- c. Appendix B-12, Followup Document (Customer Originated).
- d. Appendix B-17, Cancellation Document (Customer Cancellation).
- e. Appendix B-42, Due-In Transaction Document (Other Than Procurement Instrument Source).
- f. Appendix B-92, Request for Procurement of Nonmanaged Materiel for Assembly, Alteration, Modification, Conversion Document.
- g. Appendix B-173, GFMCF File Maintenance Transaction.
- h. Appendix E-092 V, Request for Procurement of Nonmanaged Materiel for Assembly, Alteration, Modification, Conversion Document Violations.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

- a. The Inventory Management Division, DSO, is responsible for preparing and processing requests and related follow-on transactions to obtain the nonmanaged components.
- b. Office of the Comptroller has responsibility for committing and obligating/deobligating funds, and making payment to the applicable DSC/Service/Agency.
- c. ODS is responsible for processing documents as specified in chapter 13.

4. PROCEDURES FOR PREPARATION AND PROCESSING OF REQUEST DOCUMENTS

a. Inventory Management Division, DSO, will:

(1) Assign an Assembly/ACM Directive Number (configured in accordance with chapter 13) to each Project Order/Contract. Maintain a register of the Directive Numbers cross-referenced to the specific Project Order/Contract.

(2) Determine the applicable Source of Procurement, IAW appendix A-48 and:

(a) When the normal source of procurement for processing DSC managed items is Commercial (Source of Procurement Code 1) initials direct delivery action as a manager forced/directed action in accordance with current procedures. Appropriate ARCSF records and direct delivery Due-In Records will be established, controlled mechanically, closed and accounted for as a Wash transaction (e.g., simultaneous receipt (DIC D4S) and issue (DIC D7L or D7H) under normal computer processes.

(b) When the normal source of procurement for a DSC nonmanaged item is another DSC (Source of Procurement Code A), a Service ICP (Source of Procurement Code 4), GSA stock (Source of Procurement Code 3) or GSA - Federal Supply Schedule or National Buying Program (Source of Procurement Codes 7 and 8) prepare a Request for Procurement of Non-managed Materiel for assembly, alteration, modification, conversion (and GFM), DIC ZQQ, in the format of appendix B-92, Special considerations for preparation of this input document include:

FIELD

POSITIONS

ENTRY

30-35	Activity Address Code of processing DSC or DSC GFM Monitor as applicable (see DLAH 4140.1, DoDAAD)
45-50	Activity Address Code of contractor or maintenance facility (see DLAH 4140.1, DoDAAD or if not available contact HQ, DLA, ATTN: DLA-OPS)
57-59	Applicable Project Code to denote reason for procurement of nonmanaged item, e.g.,

CODE

DEFINITION

2G7	GFM for manufacture commercial contractor.
2G8	GFM for Government Manufacturing facilities.
2G9	Non-DSC managed materiel for set assembly, alteration, modification or conversion.

CODE

DEFINITION

2G0	DSC managed materiel for set assembly, alteration, modification or conversion.
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FIELD

POSITIONS

ENTRY

69 Third position of requisition, DIC A0A or A0E, to be issued to another DSC or Agency. To be left blank if MILSTRIP requisition format is not the purchase document.

72-80 At DPSC-T the unit price contained in the applicable reservation section of the GFM Control File (identified by type of reservation code 6).

(c) Forward the Request for Nonmanaged Materiel to the ODS for input for computer processing. Retain a Suspense Copy of the Request for Nonmanaged Materiel, DIC ZQQ until the transaction is no longer listed on the Procurement Funded Report, appendix F-14, DLAM 4715.1. Deletion of the document number and related data from this report indicates that the purchase has been funded.

(d) When the Source of Procurement Code (pos. 67) of the DIC ZQQ input is A or 3, a PR is not mechanically prepared; however, an Active Contract File record is established. In addition to the DIC ZQQ input, a hard copy requisition (DIC AO_, appendix B-4) must be prepared using the same data as the DIC ZQQ input (pos. 7-66) with one exception. When the Source of Procurement Code is A (other DSC) in the DIC ZQQ, leave the Project Code field (pos. 57-59) of the DIC AO_ blank. This is mandatory to preclude erroneous financial accounting at the DSC which is to issue the materiel. As a DSC option, the Office of Comptroller may require a flimsy copy of the requisition against which funds are obligated. When the requisition can be transmitted via AUTODIN (e.g., no exception data) forward the punched requisition for transmission. When the requisition contains exception data (DIC A0E), it is to be mailed to the applicable DSC/GSA.

(e) When the input Source of Procurement Code, pos. 67, is 4, 7, or 8 (Service or GSA (Federal Supply Schedule or National Buying Program)), receive computer prepared PRs produced as outgoing MIPRs or DD Form 1155 and assign MIPR or Contract Numbers (consisting of 13-digits) as follows:

1. MIPR Number -

- a. Applicable DSC AAC, e.g., SC0100 for DPSC (C&T).
- b. Last digit of the fiscal year.
- c. Six digit Serial Number, e.g., 000005 assigned consecutively on a daily basis, beginning with 000001 each day.

2. Control Number -

- a. Six digit code to identify the requesting DSC, e.g., DLA 100 for DPSC (C&T).
- b. Last two digits of the fiscal year.
- c. Letter D to indicate Delivery Order.
- d. Four digit Serial Number.

Mail the MIPR or DD Form 1155 (original and six copies) to the applicable supplying Service or GSA. Retain one copy for record and followup purposes.

(f) Prepare appropriate PR control and award transactions for above documents. IAW DLAM 4140.2, appendix E-523 P, DIC YPB. Forward to ODS for input into the Contracting Subsystem for update of the Due-In File (Direct Delivery Record).

5. FOLLOWUP TRANSACTIONS

Inventory Management Division, DSO, will followup with the supply source when the document becomes delinquent based on cited RDD, shipment status has not been received, or consignee depot/contractor has advised of nonreceipt of the component materiel.

a. Source of Procurement Codes A or 3 - prepare and process Followup Document, DIC AF1, appendix B-12.

b. Source of Procurement Codes 4, 7, or 8 - by letter, TWX, or telephone, furnishing the supply source with all required data (i.e., MIPR/contract number and NSN). (In the case of telephone followup, prepare a Memorandum for Record.)

6. CANCELLATION ACTIONS

Should determination be made that the nonmanaged components are no longer required for the assembly/ACM, the Inventory Management Division, DSO, will:

a. Advise the supply source of the quantity to be canceled by processing:

(1) Cancellation Document, DIC AC1, appendix B-17, for Source of Procurement Codes A and 3.

(2) Modification to MIPR/DD Form 1155 for Source of Procurement Codes 4, 7, and 8. Assign amendment number (consisting of four digits) and enter in appropriate block of the document. Complete the form by entering data applicable to the cancellation. Forward original and six copies of the MIPR/DD Form 1155 to supply source; retain one copy with basic document.

b. Prepare and process to ODS a YPE document, DLAM 4715.1, appendix B-5-6 for partial cancellation, or appendix B-5-5 for total cancellation. These transactions will reduce the Due-In record and deobligate funds.

7. SHIPMENT STATUS AND RECEIPT TRANSACTIONS

a. Inventory Management Division, DSO, will:

(1) On receipt of Shipment Status from the supply source, prepare a Contract Ship Notice, DIC YPM, IAW DLAM 4715.1, appendix B-12. Process the YPM document to ODS.

(2) At DPSC-T a GFMCF File Maintenance Document (DIC ZNR, appendix B-173) should be prepared by the GFM monitor with action code 07 to post the shipping data to the GFM Control File. No GFMCF Financial Adjustment Transaction (DIC ZNS, appendix B-174) is required.

b. ODS will:

(1) Eject to DSO the Shipment Status Documents from another DSC/Service/ Agency, advising of shipment of materiel to consignee depot/contractor.

(2) Post shipment to Due-In records upon receipt of YPM document from DSO, creating a simultaneous receipt (D6T/U or V) to clear the Due-In record and issue transaction (D7L or D7H).

(3) Post the shipment data in the GFMCF File Maintenance Document (DIC ZNR, appendix B-173) to the GFM Control File.

c. Office of Comptroller will make payment on receipt of bill from the supplying DSC/Service/Agency.

8. FLOWCHART

Flowchart not required.