

APPENDIX E-127 P

MANAGER REVIEW REENTRY DOCUMENTS (OUTPUT/INPUT-TOTAL ACTIONS)

1. PURPOSE

This appendix is applicable to chapters 4 and 18 and provides instructions for the review, research, correction, and reentry of Manager Review Reentry Documents, appendix B-127, DIC ZLL. These have been rejected from computer processing due to specific controls established to enable the manager to review and direct actions on the incoming requisitions in lieu of mechanical processing. The rejected documents will contain the applicable Manager Notification Information Code (appendix A-90) in pos. 73. The Manager Notification Information Codes (MNICs), their meanings, and review and reentry actions pertaining to this procedure are covered in paragraph 4.

2. APPENDICES USED IN THIS PROCESS

- a. Appendix A-8, Signal Codes.
- b. Appendix A-9, Fund Codes.
- c. Appendix A-11, Project Codes.
- d. Appendix A-12, Advice and Status Codes.
- e. Appendix A-15, Purpose Codes.
- f. Appendix A-16, Supply Condition Codes.
- g. Appendix A-86, Manager Forced/Directed Action Codes.
- h. Appendix A-90, Manager Notification Information Codes.
- i. Appendix B-11, Supply Status and Response to Customer Followup or Cancellation.
- j. Appendix B-127, Manager Review Reentry.
- k. Appendix C-75, Format of Letter Regarding Requested Loan.
- l. Appendix E-151 P, Processing Manager Review Reentry (Input/Output - Partial Actions and Substitutions).
- m. Appendix F-109, National Inventory Record (NIR) Printout.
- n. Appendix F-167, Standard Supply Control Study.

o. Appendix F-414, FES History File Listing.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

a. The IMs, within the DSO, are responsible for the procedures discussed in this appendix except for those related to MNICs M and Y.

b. The Classification Section, Materiel Support Branch, MSO, DSO is responsible for processing MNICs M and Y.

4. PROCESSING INSTRUCTIONS

a. MNIC A.

(1) REASON FOR REJECT

MNIC A will be output under one of the following conditions:

(a) The requisition is for an item coded SSC 6 (or FSSC 6) for which no assets are available on the requested item and the requisition does not cite Advice Code 2C, 2J, 22, 31, 32, or 33.

(b) The requisition is for an item coded SSC 6 (or FSSC 6) and contains Advice Code 2B, 24, or 26 with no available assets on hand under requested item and there is a substitute item recorded in the I&S Data Section in the NIR.

(c) The requisition is for an item coded SSC 6 (or FSSC 6) and contains Advice Code 2F or 25 with no available assets on hand against the requested item and there is a substitute item in the I&S Data Section in the NIR.

(d) The requisition containing Advice Code 2B, 24, 26, 34, or 39 was submitted for an NSN containing NIR Key Code of DL or DR.

(2) PROCESSING REQUIRED

(a) When there are dues-in on the SSC 6 (or FSSC 6) requested item which will satisfy the requisition, the document will be placed on backorder under the requested item.

(b) If no dues-in exist, determine if a conditional substitute is available. If so, contact the customer to determine if this conditional substitute may be issued on a one-time basis. If the conditional substitute is accepted, code the reentry document with MFDAC BH in pos. 69-70 and finish preparation of the input IAW procedures outlined in appendix E-151 P.

(c) Check for possible assets in Disposal.

(d) The rejection of requisitions with Status Code CJ for items assigned SSC 6 is applicable only when no assets are available/due-in and no substitutes are acceptable by the customer.

(e) Under the condition cited in subparagraph (1)(b) above, contact the customer to determine if conditional substitute will be acceptable. If acceptable, process IAW appendix E-151 P; otherwise, process for direct delivery.

(f) Under the condition cited in subparagraph (1)(c) above, determine if there is a conditional substitute available. If so, determine if the customer will accept the item. If not, determine if other alternate means of supply are available. If all I&S items are SSC 6 items, process the requisition to direct delivery status against the requested item.

(g) For requisitions submitted with Advice Code 2B, 24, 26, 34, or 39 for an item with NIR Key Code DL or DR, the IM will query the customer to ensure the requested item only will suffice. This query should contain a requirement that the customer must provide specific reason(s) why the replacement item cannot be used to satisfy the requirement. Upon receipt of customer reply, the IM will reenter the requisition for continued DVD procurement and forward a copy of the justification to the Directorate of Technical Operations (DTO) for review. If the DTO determines the requested item is nonprocurable, reject the requisition to the customer with Status Code CU or CY as described in appendix A-12.

b. MNIC B.

(1) REASON FOR REJECT

MNIC B will be output under one of the following conditions:

(a) The requisition is output for review to the IM for a supply decision because there are insufficient assets available on the requested NSN which is recorded in the NIR with a Key Code of DL (delete, superseded by) with a UI that cannot be converted to the UI of the superseding NSN.

(b) Requisition is output for review to the IM for a supply decision because the item requested is coded in the NIR with a Manager Review Code B or D (appendix A-70), which restricts mechanical processing or as the result of processing initial input documents with Manager Forced Action Code D in pos. 77, IAW appendix E-004 P irrespective of the Manager Review Code in the NIR. Some of the reasons items are coded D in the NIR by the manager are:

1. High Dollar Value of item.
2. Control Issues on items in critical supply position.
3. Item reserved for specific end items.
4. Drugs (controlled substances).

(c) The FEDSTRIP - FSC Support Table (appendix F-142) indicates that the FSC requisitioned is not authorized for supply to the FEDSTRIP activity reflected in pos. 30-31.

(d) A FEDSTRIP requisition has been received on a DPSC-C&T item that has a Manager Review Code F (appendix A-70) in the NIR, denoting the NSN is not authorized for a automatic issue to a Federal Civil Agency.

(e) A requisition has been received for an item that is identified as a controlled/regulated item based upon data contained in the Selective Edit Control Table and is not authorized for automatic issue prior to Manager Review.

(f) To advise DSO that a requisition has been reinstated (for directed action).

(g) This code is assigned to requisitions that were rejected from mechanical processing because the system could not mechanically substitute another I&S NSN with stock. The I&S NSN to be substituted has a unit of issue that is different from the NSN ordered and either one or both of the units of issue do not appear in the Definitive Unit of Issue Conversion Table.

(h) Requisitions may be output for review from the Electronic Procurement Program Code (EPPC) review based on dollar criteria, MRQ, vendor code, FMS, Artic Resupply, or support code.

(2) PROCESSING/RESEARCH REQUIRED

(a) When a requisition is output due to insufficient assets on a deleted NSN (NIR KC of DL) that is superseded by an NSN with a different UI, the IM will issue all available assets on the deleted NSN (if any), IAW appendices B-151/E-151 P. The IM will also obtain and review an NIR inquiry on the superseding NSN for the purpose of issuing the remaining or total quantity requested. If the UI Conversion Factor converting the deleted NSN quantity to the superseding NSN quantity is not known, request that DTO provide the UICF. Upon receipt of technical recommendation, reentry action reflecting the superseding NSN and converted quantity will be initiated IAW appendices B-151/ E-151 P.

(b) Upon receipt of the Manager Review Reentry Document, the IM will review the NIR and take necessary action to accomplish supply action, i.e., ship, backorder, procure for direct delivery. Insert the appropriate Directed Action Code from appendix A-86 in pos. 69-70 and forward to PCAM Branch, ODS, for keypunching and continued computer processing.

(c) Upon receipt of the Manager Review Reentry Document, ascertain that the FEDSTRIP - FSC Support Table is correct IAW agreements with the FEDSTRIP activity. If necessary, the IM will contact the DSO, MSO, to verify whether or not the FEDSTRIP activity is authorized to requisition the FSC specified.

1. If the table is in error and requisitioning of the cited FSC is actually permitted IAW agency/activity agreements, request the MSO, DSO, to update the FEDSTRIP - FSC Support Table (appendix F-142) IAW appendix E-201 P. After notification that the table has been updated, prepare a reentry document citing a Manager Forced/Directed Action Code (appendix A-86) which will permit processing.

2. If the table is correct (based on FSC), but the item (i.e., NSN) is authorized for issuance on a continuing basis, or a one-time special arrangement as directed by HQ DLA, prepare a reentry document citing a Manager Forced/Directed Action Code (appendix A-86) which will permit processing.

3. If the FEDSTRIP - FSC Support Table is correct (the FSC/NSN cited in pos. 8-11/8-20 is not authorized for requisitioning by the FEDSTRIP activity), prepare a reentry document with Manager Forced/Directed Action Code CA (appendix A-86) to create a Supply Status, DIC AE, in the format of appendix B-11 citing Status Code CA (appendix A-12).

NOTE: Processing personnel are responsible for preparation of a message to the customer immediately, explaining reason for rejection and obtaining supervisory approval. Messages will be prepared for transmission IAW M&S Code with an information copy to the distribution control point designated by an alpha character in pos. 54, if applicable. Processing personnel will prepare input documentation IAW paragraph 5 to properly update all mechanical records to reflect the CA Rejection Code. The reentry document will be released for computer input simultaneously with supervisory approval of the outgoing message. Processing personnel will establish and maintain a reference file of CA rejection actions by message, for use in answering subsequent followups received.

(d) When the output relates to a DPSC - C&T item recorded in the NIR with a Manager Review Code F, the IM will determine if the FEDSTRIP request should be supported. If positive supply action is to be taken, reenter appropriate Manager Directed Action Code in pos. 69-70 and process as outlined in paragraph 5. If the IM determines the FEDSTRIP requisition will not be supported, reinput DIC ZLL document with Manager Directed Action Code CA in pos. 69-70 to generate CA rejection status to the customer. Forward a message to the FEDSTRIP requisitioner, citing the reason for nonsupport.

(e) When the output relates to a controlled/regulated item based upon data contained in Selective Edit Control Table, the IM will determine if the requisition should be approved for issue. If it is determined the requisition will be supplied, the output document will be reentered with the appropriate Manager Forced/Directed Action Code. When it is determined the requisition will be disapproved, the IM will prepare a reentry document citing a Manager Forced/Directed Action Code, e.g., CA, to inform the customer reason for rejection.

(f) When the output relates to I&S items with different units of issue that cannot be mechanically converted using the Definitive Unit of Issue Conversion Table the IM will review the transaction to determine what quantity should be furnished under the substitute NSN and reenter the ZLM document. If the IM is unable to determine the conversion factor, the IM may submit a Request for Routine Technical Assistance, DLA Form 1200, IAW appendix E-279 P requesting the conversion factor from the DTO. Processing of the Manager Review Reentry Document (ZLM) may have to be delayed until receipt of the DTO reply.

(g) Controlled substances items (NIR contains Special Item Code R) FSC 6505 are output at DPSC-R to ascertain that the Non-DoD customer has submitted DEA Form 222, parts I and II to support the requirement (Coast Guard is considered Military DoDAAC, Z_____).

1. The responsible designated personnel will ascertain forms have been received as indicated above.

2. Requisition is to be canceled when form has not been received. Code the ZLL with status code D8, appendix A-12 and A-8 and reenter to effect cancellation.

3. When the forms have been received review the NIR to determine the appropriate reentry code to reenter from appendix A-86.

4. Form cannot be reproduced except to be maintained as a file copy.

5. Split or partial supply action is not authorized for these type of requisitions. The two copies of the form must accompany the output to its ultimate fill destination.

6. MROs generated as a result of reentry will be output as exception documents and returned to supply. Designated personnel will attach parts 1 and 2 of the form and mail the total package to the shipping depot.

7. Direct delivery actions should be coded to have the PR returned to supply. Designated personnel will attach the forms as stated above to the PR and forwarded to procurement.

(h) When the output relates to EPPC of G, the IM must ascertain the reason of output.

1. If dollar value exceeds the limit of \$25,000 on small purchase, fast pay contracts, the IM must split requisition into two or more orders to go POPS in order to pass procurement checks.

2. If the requisition exceeds 3 x MRQ, validate quantity and process accordingly.

3. For DGSC only: Vendor ID for Savin or Xerox, provide substitute NSN.

4. Requisition for FMS/Artic Resupply, direct materiel from stock, BV for manual PR, or BB as appropriate.

5. Requisition for support code:

a. If Support Code=4, issue condition B or C stock as appropriate.

b. If Support Code=7, issue as appropriate.

c. If Support Code=8 or G, issue or BV as appropriate and change support code to allow for POPS processing.

d. If Support Code=9, process as appropriate.

e. If Support Code=D or E, process as appropriate.

f. If Support Code=F, output is for reason other than EPPC.

c. MNIC C.

(1) REASON FOR REJECT

(a) Requisition quantity exceeds the Maximum Release Quantity (MRQ) in the NIR and the bypass quantity, dollar value or level checks in the Extended MRQ edits.

(b) Requisition contains Advice Code 2N, 2P, 28, 34, or 39 for an item with a Unit of Issue of BF, CF, CD, FT, SF, YD, or SY and the total quantity requisitioned is not available from one location.

(2) PROCESSING REQUIRED

(a) The Item Manager will review the requisitioned quantity in pos. 25-29 of the DIC ZLL and compare this quantity with the quantity and level checks reflected in the MRQ field of the NIR or Extended MRQ edits as described in chapter 32. The IM should be aware that a quantity equal to the MRQ has been mechanically processed for requisitions with Priority Designator (PD) 01 or a NMCS/ANMCS Code E, N, or 9 in pos. 62, and only the quantity in excess of the MRQ is output for manager review.

(b) Funded requisitions containing Project Code 3AA which are output for manager review will be considered valid unless an obvious keypunch error is suspected or, an item manager's knowledge of previous requisitions containing Project Code 3AA submitted from the same Service indicates quantity requested to support PWRMS deficiencies may be excessive.

(c) When requisition has a priority of 01 or an E, N, or 9 in pos. 62, the receiving activity will be contacted and requested to verify the quantity requisitioned and based upon the response, the requisition will be reentered IAW paragraph 5.

(d) In the event the MILSTRIP requisition has a P Demand Code in pos. 44, the IM should verify whether an SPR quantity is recorded in the SPR trailer of the SCF for that item. The DIC ZR7, appendix E-088 P, input by NSN and Action Code CG will generate that NSN's Forecast SPR Record, appendix F-251. Should the MILSTRIP quantity and Service requisitioner reasonably match the quantity and Service requisitioner in the appendix F-251 listing, the IM should furnish the quantity above the MRQ without any further validation with the customer. The SPR quantity previously passed a MAQ check before acceptance as a nonrecurring requirement IAW chapter 58. Accordingly, the MILSTRIP quantity should not normally be further challenged, since this would constitute a double validation of MRQ and MAQ. The IM should be aware that the appendix F-251 may indicate no match because the SPR trailer was purged from the SCF at the end of the support month. For this reason, the IM will research the previous two monthly appendix F-4, SPR Forecasts (Support Date Last Month) versus P Coded Requisitions Listings maintained by the SPR Monitor, DSO to assist in making a SPR match. If no SPR match can reasonably be made and the balance of the materiel due the requisitioner will not adversely impact future supply support of the item in the judgment of the IM, ship the total quantity. Otherwise, ship the NIR MRQ and challenge the balance.

(e) When the UI is BF, CF, FT, CD, YD, SF, or SY and the requisition cites Advice Code 2N, 2P, 28, 34, or 39 and the requisition quantity cannot be filled from a single location, the entire quantity will kickout to the IM with MNIC C. (An NIR, appendix F-109 will accompany this kickout.) The computer program is designed to preclude any mechanical splitting of linear measurements into uneven lots such as 17 feet from one distribution depot and 33 feet from another. It is preferred that the IM direct shipment of the full quantity from one location. When the quantity requested is not considered to be an inordinate amount by the IM, the entire quantity will be supplied. When the total quantity requested appears excessive for the above type UIs, the entire quantity will be validated with the requiring activity and no partial supply action will be taken until a response is received.

(f) When the total quantity does not exceed the MRQ and the requisition cites Advice Code 2N, 2P, 28, 34, or 39 but the total quantity is not available from one location. The IM will reinput the violation for either Direct Delivery Procurement Action or backorder action of the total quantity. No split action will be taken unless the customer agrees to accept partial quantities on the total originally requested quantity.

(g) When the output relates to a requisition containing Advice Code 2L, 21, 22, 23, 26, 27, 28, or 33, or to a requisition for a high usage customer (Special Customer Code M) review the quantity field for apparent errors such as situations wherein one digit may have been misplaced and has caused a request for a quantity in vast excess of normal demand. If errors are identified, correct through contact with the customer. In addition, consider any alternate means of supply when the quantity is not available for issue.

(h) When requisitions/requirements are determined to be truly nonrecurring, the requirement should be moved to Demand Code M. Requisitions received with Project Codes 3AA, 9LL, and 9NN, and Army requisitions with a B in pos. 30, a V in pos. 35, and Project Code NAT or LSQ, are mechanically recorded as Demand Code M. Demand Code M requirements are excluded from forecast procedures. In the event a change in demand code will necessitate the input of a Demand History Maintenance Document, appendix B-185, the recurring demand would have to be deleted and the nonrecurring demand (M or N, as appropriate) added IAW appendix E-185 P procedures. The IM should ensure that the appropriate recurring and nonrecurring demand portions are each correctly entered with the appropriate demand code.

(i) When the output is for Foreign Military Sales (FMS) and requisition cannot be totally supplied from assets above the Reorder Point Level (ROPL), the IM will make a positive supply decision (i.e., BB, BV, and so forth). Under no circumstances will the requisition be reentered with an HA, Manager Forced/Directed Action Code.

(3) MRQ VERIFICATION PROCEDURES

(a) Military Assistance Program (MAP) FMS and Grant Aid requisitions will be verified as follows:

1. Air Force MAP requisitions (identified by a D in pos. 30) will be validated IAW the M&S Code in pos. 7 to the MAP country or its designated representative, with an information copy to the Requisition Control Office (RCO) designated by pos. 54 of the requisition. DoD 5105.38-D, Military Assistance Program Address Directory will be utilized to secure the submitter's address.

2. All other MAP requisitions will be validated with the RCO in pos. 54 of the requisition.

(b) DoD Overseas and CONUS requisitions will be verified as follows:

1. Overseas Priority 1-8 customers will be challenged by priority message. Overseas Priority 9-15 customers will be challenged by priority/routine message.

2. CONUS Priority 1-8 customers will be contacted by phone and Priority 9-15 by routine message.

3. Messages for Overseas and CONUS customers may specify that if a response is not received within 30 days, the quantity will be rejected with CS Status Code.

(c) Upon receipt of reply from customer, insert appropriate directed action code from appendix A-86, and process for reentry as outlined in paragraph 5. In the event the customer requests cancellation of all or part of the suspended quantity, the canceled quantity will be reinput with CS Status Code. (Reentry for split actions will be prepared as outlined in appendix B-151.) If the customer was requested to respond within 30 days, and a reply is not received within this timeframe, reinput the suspended quantity with Status Code CS.

d. MNIC D.

(1) REASON FOR REJECT

An FMS requisition less than 330 days old and containing priority 01, 02, or 03 and an E or N in pos. 62 is output for manual review. FMS/CLSA requisitions are excluded.

(2) PROCESSING REQUIRED

(a) The IM will review the Manager Review Reentry Document, DIC ZLL, to determine if a positive or an alternate supply action can be taken, i.e., ship from assets on hand.

(b) When a decision is to backorder (BB) a high priority requisition, the reentry document will be reentered with MFDAC BB, to establish the requisition on backorder with type backorder Code 5.

e. MNIC F.

(1) REASON FOR REJECT

(a) An Action Decision Code, appendix A-71, is recorded in the NIR of the requested NSN which restricts the search pattern for available assets to the same coast, i.e., East or West Coast, as that of the consignee determined by the Signal Code, pos. 51, and sufficient assets are not available on the same coast, or

(b) A Customer Zone Code, appendix A-128, is not recorded in the DoDAAD File for the consignee AAC.

(2) PROCESSING REQUIRED

(a) An NIR Printout, appendix F-109, will be output with the reentry document. The F-109 could have a record of assets on the same coast, but those assets should be less than the UMMIPS Control Level, the SSD Control Level, in a nonissuable condition, or a system freeze may be in effect.

(b) If none of the conditions referenced in subparagraph (2) (a) above exist, obtain a DoDAAD remote inquiry IAW appendix E-361 P. If a Customer Zone Code is not recorded, contact the DoDAAD Manager and request that the DoDAAD File be updated.

(c) Determine whether or not the restrictive Action Decision Code should be changed. If so, prepare a DIC ZJM Document IAW appendix E-142 P.

(d) Prior to taking any backorder/shipment action, the following items should be considered:

1. Dues-In - When is materiel due and at what locations, and in what quantities?

2. Substitutes - If requested NSN is in an I&S family, are any I&S NSNs available at same coast/geographic area/activity in order to avoid cross-country shipments?

3. Direct Delivery/Diversion - Consideration to direct delivery should be contemplated when cost to ship is significant compared to the value of goods to be shipped, and the procurement leadtimes are acceptable, and the contractor is in proximity of the customer.

4. Evaluation of Transportation Data is encouraged in order to make a valid determination. (Reference DISC-OB Staff Memorandum No. 4500.1 of 15 Oct 1976, subject: Support of Directorate of Supply Operations (DISC-O) by Transportation and Traffic Management Office (DISC-T).)

(e) When a decision is made to backorder a high priority requisition, and materiel is not due within the customers geographic area within a reasonable amount of time, then contact with the requisitioner will be initiated. CONUS customers will be contacted by telephone, if possible, and Overseas customers by message. Communication should include all pertinent data such as estimated availability dates, shipping costs, request for authenticity of priority and urgency of need. A revised supply action should be taken, if warranted, depending upon the data obtained from the customer contact.

(f) Determine supply decision and reenter IAW paragraph 5.

f. MNIC H.

(1) REASON FOR REJECT

(a) The item is not managed by S9M; the item is coded as a shelf-life item or Condition Code B or C materiel is available for issue (Action Decision Codes AE or AF).

(b) A priority 03 requisition with Service Codes A, F, J, N, R, V, or W in pos. 30 has been received for a Potency Dated Item (1 in Resale Restriction/Potency Dated Code in NIRF) and Condition Code C materiel is available for issue.

(2) PROCESSING REQUIRED

The IM will determine whether or not the customer will accept Condition Code B or C materiel through use of the Packaged Petroleum and Chemicals Quality Status Listing (DGSC only) or telephone contact. Based on the decision of the requisitioner, action will be taken to manager force direct a shipment out of the acceptable condition. Failure to use a Manager Directed Action Code will result in reject with MNIC-P.

g. MNIC M.

(1) REASON FOR REJECT

Requisition contains a part number for which multiple NSNs are assigned.

(2) PROCESSING REQUIRED

Processing personnel of the Classification Section, Materiel Support Branch, MSO, DSO, will receive the Control/Reentry Document along with the Non-NSN Interrogation Reply (appendix F-313). The print-out will show two or more NSNs assigned to the requested part number.

(a) If exception data giving nomenclature or other descriptive information was received with the requisition, retrieve from the non-NSN division files and forward with the F-313 printout to the DTO. Request DTO review the NSNs against the exception data to determine which is the required item. Following this determination, the reentry document will be coded with the desired supply action and processed IAW paragraph 5.

(b) If no exception data was received or DTO cannot make a determination, contact the requisitioner to determine the NSN required. Upon receipt of the reply, code the reentry document with the desired supply action and process for reentry as outlined in paragraph 5.

h. MNIC N.

(1) REASON FOR REJECT

FMS requisition is for an item which is assigned SSC 6 or Future SSC 6 (terminal, stocked, not authorized for future procurement) for which issuable assets are below ROP level, the UMMIPS level or insufficient to support the requisition.

(2) PROCESSING REQUIRED

IM will review the request and take one of the following actions:

(a) Ship from assets on hand for the requested item. Substitute if in an I&S family and stock is available, except when the requisition cites Advice Code 2B, 24, or 26 upon which the IM will process the requisition to direct delivery.

(b) Check for possible assets in Disposal.

To assure that assets are available in the quantity required (and to preclude rejection or reinput), obtain printout of NIR by remote inquiry (see appendix E-271 P) for a specific location (depot) or all locations. If assets are available on the requested item, code reentry document with Action Code BA and appropriate Purpose Code and Condition Code based on data reflected in NIR. If the requested NSN is in an I&S family and a substitute is available and acceptable, code reentry document with Action Code BH in pos. 69-70, and return document to the PCAM Branch, ODS, for continued processing. If assets are located in Disposal, take action to recoup materiel IAW provisions of chapter 12, and upon receipt of assets, code the reentry document with appropriate action code (see appendix A-86) and return to PCAM Branch, ODS, for continued processing.

(3) Process for reentry as outlined in paragraph 5.

i. MNIC O.

(1) REASON FOR REJECT

A request for material has been received for a NSN that normally would be backordered (BB or BV) however the FESHF signal indicates that potential assets are available to satisfy the requirement through FES program.

(2) PROCESSING/RESEARCH REQUIRED

(a) Processing of the Manager Review Reentry Document may have to be delayed until receipt of the appendix F-414, FES History File Printout.

(b) Upon receipt of the appendix F-414, the IM will review the NIR and the FESHF and take necessary supply action, i.e., ship from depot stocks, backorder or procure for direct delivery. Insert the appropriate Directed Action Code from appendix A-86 in pos. 69-70 and forward to PCAM Branch, ODS for keypunching and continued computer processing. Additionally, action should be initiated to recoup the DoD excess assets by submission of a DIC ZMX appendices B-274 and E-516 P.

(c) Action can also be initiated to obtain lateral support from DRMS by contacting DRMS to confirm availability of assets and dictation of a MRO DIC A5_. In order to update computer files for this type action the IM must ensure that RIC S9D is recorded in the source preference table. Submit DIC D6J IAW appendix B-21, and edit the Manager Review Reentry documented with the appropriate Directed Action Code from appendix A-86 in pos. 69-70 and RIC S9D and forward to ODS for continued computer action.

j. MNIC Q.

(1) REASON FOR REJECT

A Request for Commingling has been received from a Service/Agency ICP. The Advice Code, pos. 65-66, is 8D. The requisition may be:

- (a) Unfunded with Signal Code M and Project Code 3AA (PWRMS).
- (b) Funded with Signal Code J or L and Project Code 3AA.
- (c) Funded with Signal Code J or L without Project Code 3AA.

(2) PROCESSING REQUIRED

(a) An NIR printout, appendix F-109, accompanies the request. The IM must either use a current SSCS, or obtain an SSCS to compute a Location Rotatable Quantity (LRQ) when the item is coded with a shelf-life or a potency date expressed in months (SLM). An SSCS is not mechanically generated because the request is processed in a distribution daily cycle, and SSCSs are produced during a requirements cycle.

1. Review the request IAW with the provisions of DLAR 4140.48 to determine whether the NSN is eligible, or ineligible for commingling. To be eligible, an NSN must be an item assigned for DLA integrated management which is centrally procured, and coded as depot stocked for issue as an SSC/FSSC A, 1, 4, 7, or 8 NSN. If otherwise, reject the request.

2. The depot indicated by the AAC in pos. 45-50 of the request must be either a PDD, DSSP, or SSD in the DLA Materiel Distribution System. If otherwise, reject the request.

3. When the NSN has an SLM applicable, compute an LRQ for the requested depot. The LRQ is to be compared to the total of DLA and Service-owned materiel assets at the requested depot. When the LRQ is less than the depot assets, reject the request. To compute an LRQ, use the chapter 11 rotatable quantity computation, and then multiply the result by the depot PRDA.

a. When the SLM is less than 24:

$$\text{LRQ} = \text{QFD} - : 3 \times \text{SLM} - : 2 \times \text{Depot PRDA}$$

b. When the SLM is 24 to 30:

$$\text{LRQ} = 4 \times \text{QFD} \times \text{Depot PRDA}$$

c. When the SLM is greater than 30:

$$\text{LRQ} = \text{QFD} - : 3 \times \text{SLM} \times \text{Depot PRDA}$$

(b) If the NSN is ineligible for commingling, apply MFDAC HG to reject the request.

(c) If the NSN is eligible for commingling:

1. DSC materiel held in OPC A and Condition Code A only is to be commingled.

2. Care must be taken to ensure that the depot RIC entered in pos. 78-80 equates to the AAC in the Supplementary Address field, pos. 45-50. The Supplementary Address cannot be changed to commingle at an alternate depot whether reentering a DIC ZLL document or force releasing a depot backordered requisition with a Manager Directed Backorder Release, DIC ZD6 with Action Code JB, appendix B-243. A MNIC 2 rejection will result when the pos. 45-50 entry is changed.

3. If assets are insufficient at the requested depot to meet the requested quantity, a split action can be taken to ship/transfer a partial quantity and backorder/reject the balance.

4. Requests for Commingling which cite Signal Code M cannot be backordered. The requisition quantity must be either accepted, if assets are available at the depot and the NSN is in long supply, or rejected. A split action can be taken to ship/transfer a partial quantity and reject the balance.

(d) When the Request for Commingling contains Signal Code M and Project Code 3AA:

1. Compare the Reimbursable Level (R/L) quantity and the Issuable Assets quantity recorded in the Management Section of the NIR Printout, appendix F-109, which accompanied the DIC ZLL document. When the R/L is greater than the Issuable Asset quantity, the NSN is not in a long supply position, and free issue is not authorized. When the Issuable Asset quantity is greater than the R/L, the difference between the two quantities can be issued free.

2. MFDAC HG to reject total or partial quantity and MFDAC BN to accept total or partial quantity are the only actions that can be taken for unfunded requests. A MNIC P will result when MFDAC other than HG or BN is applied.

(e) When the Request for Commingling is funded with Signal Code J or L and cites Project Code 3AA:

1. Determine the quantity of assets, if any, that can be issued free. Refer to subparagraph (d)1 above.

2. When assets can be issued free, apply MFDAC BN. MFDAC BN for free issue is essential to allow program controls which will preclude billing action by the Office of Comptroller.

3. When assets cannot be issued free, apply MFDAC BA to ship/transfer the total or a partial quantity, if available, at the specified depot. Apply MFDAC HB to establish a depot backorder (BB). The depot backorder will be a Type 2 BB (force manual release only). See appendix B-243 for release procedures using DIC ZD6.

4. A MNIC P will result when a MFDAC other than HG, BN, BA, or HB is applied.

(f) When the Request for Commingling is funded with Signal Code J or L and does not contain Project Code 3AA:

1. A determination for free issue is not to be performed.

2. Apply either MFDAC HG to reject, MFDAC BA to ship/transfer or MFDAC HB to backorder. If an MFDAC other than HG, HB, or BA is applied, an MNIC P rejection will result.

(g) Reentry rejects:

1. If an incorrect OPC or RIC is reentered, an MNIC 4 rejection will result.

2. If an incorrect Condition Code is reentered, an MNIC 5 rejection will result.

3. If assets are not sufficient at the specified depot to meet the quantity directed to be shipped/transferred, an MNIC K rejection will result.

k. MNIC S.

(1) REASON FOR REJECT

FMS requisition has been received for a NSN which has a balance recorded in Purpose Code N.

(2) PROCESSING REQUIRED

Upon receipt of reentry document, Item Manager will review the manual record of Purpose Code N listings on file in the Operations Support Branch. If reentry document matched entry on Purpose Code N listing, code requisition for shipment in pos. 69-70 of the reentry document and forward to PCAM Branch, ODS for continued processing as outlined in paragraph 5.

l. MNIC T.

(1) REASON FOR REJECT

(a) Requisition citing a Free Issue Signal Code (D or M, pos. 51) or Free Issue Advice Code (2E, pos. 65-66) has processed through the mechanical routine as a Direct Delivery Procurement. The requisition did not contain a manager directed action; therefore, it was rejected to the Item Manager for review.

(b) A NSN that only has assets available at OCONUS attrition sites.

(2) PROCESSING REQUIRED

(a) For Requisition citing a Free Issue Signal Code:

Screen Manager Review Reentry Documents, DIC ZLL, to determine whether or not supply on a free issue basis is appropriate. When supply as free issue is not appropriate, reinput with Manager Directed/Forced Action Code (appendix A-86) CM, pos. 69-70, to cause preparation of appropriate reject status. If a positive supply action is to be taken, reenter with appropriate Manager Directed/Forced Action Code from appendix A-86. Reentry action as outlined in paragraph 5 is required to clear suspense records.

(b) For Requisition output as a result of assets at OCONUS sites.

1. Item Manager will review and determine the feasibility of shipping from OCONUS. One of the factors to consider, is the geographical locale of the requisitioner in relation to that theatre. If determination is made to ship from OCONUS or an alternate supply is taken, reenter with the appropriate Manager Directed/Forced Action Code from appendix A-86.

2. FMS Requisitions - Item Manager will initiate a message or phone call to the appropriate CONUS country representative, advising of the situation. Request they furnish further processing instructions, with a requested reply within a specified timeframe. Retain the DIC ZLL in suspense pending receipt of their reply and reenter with appropriate manager directed/forced action code from appendix A-86 when received. Reentry action as outlined in paragraph 5 is required to clear suspense records.

m. MNIC V.

(1) REASON FOR REJECT

Requisition is output for review to the IM for a supply decision because the item requested is unavailable for issue from stock and normally requires GFM.

(2) PROCESSING/RESEARCH REQUIRED

(a) When there are dues-in on the requested item which will satisfy the requisition, the document will be placed on backorder under the requested item.

(b) If no dues-in exist, or if dues-in are insufficient to meet either the quantity or delivery date requested, the IM must decide whether the requested quantity should be acquired on a direct delivery basis, and if so whether GFM is to be supplied.

1. When acquisition is to be made on a direct delivery basis but no GFM is to be supplied, reinput DIC ZLL document with Manager Forced/Directed Action Code BV in pos. 69-70.

2. When acquisition is to be made on a direct delivery basis and GFM is to be supplied, reinput DIC ZLL document with Manager Forced/Directed Action Code HJ in pos. 69-70. This action will establish a direct delivery in the Due-In File and forward the required data (including GFM Indicator Y) to the Contracting Subsystem. The Contracting Subsystem will generate a PF-4 Report (Direct Deliveries Requiring GFM) to the ORC of the Inventory Manager. A GFM Suspense File should then be built in accordance with appendix E-172 P.

n. MNIC W.

(1) REASON FOR REJECT

(a) Requisition has been received with a Project Code in pos. 57-59 which contains an Announcement Date recorded on the Project Code Reference Table. This date signifies the date supply action is to

commence, however, this date has not yet been reached. Under these conditions, the requisition is rejected for manual review to the Inventory Manager citing Code W in pos. 73.

(b) Requisition has been received with Project Code MPS in pos. 57-59, and the NSN has a Shelf-Life Code of A, B, C, D, E, F, G, H, J, K, L, M, N, P, 1, 2, 3, 4, 5, or 6 (less than 36 months). Requisition is rejected for IM reviews because of insufficient shelf-life to support the Maritime Prepositioned Ships (MPS).

(2) PROCESSING REQUIRED

(a) If the requisition is rejected due to a Project Code with an Announcement Date and there is a reason to doubt the validity of the request, the requisitioner should be contacted prior to taking positive supply action.

When the IM decides the course of supply action to take, enter the appropriate Manager Directed Action Code in pos. 69-70 and process as outlined in paragraph 5.

(b) If the Project Code MPS requisition is rejected due to insufficient shelf-life remaining, (less than 24 months), the IM must determine an alternate means of supply action. This may entail filling at another depot, direct vendor delivery, backorder, or contact with the Marine Corps to ascertain if they will accept materiel with less than 24 months of shelf-life remaining or desire cancellation of the requisition.

o. MNIC X.

(1) REASON FOR REJECT

(a) Requisitions received via direct input which cite a project code that has been assigned a loan case.

(b) Original manual input requisition (issue document) was initiated without a Manager Forced Action Code 5 in pos. 77.

(2) PROCESSING REQUIRED

Processing personnel (e.g., IM) will receive the Manager Review Reentry Document, DIC ZLL, and accompany NIR Printout, appendix F-109, and take the following actions:

(a) Review the NIR Printout for stock availability. When materiel is available in system stocks, and not required to meet programmed requirements of the Services, during the loan period, annotate the output document(s) to authorize issue (loan) from a specific location (RIC of depot) and condition code.

(b) When materiel is not available, annotate the output document(s) with reason(s) for disapproval of the loan.

(c) Forward the Manager Review Reentry Document and related NIR Printout to the Inventory and Accounting Branch, Stock Control Division, DSO, for continued action.

(d) The Inventory Accounting Branch, Stock Control Division, DSO, will continue processing for approval or disapproval IAW appendix E-521 P.

p. MNIC Y.

(1) REASON FOR REJECT

To advise DSO that a requisition has been received for an NSN which is not recorded in the NIR, and

(a) Two or more preferred NSNs are recorded as suitable substitutes in the IIF; or

(b) The requisition is DLA originated (i.e., Service Assignment Code S in pos. 30) and DLA is not recorded as the IMRC 1 Activity nor is GSA recorded as the IMRC 6 or 7 Activity.

NOTE: The Classification Section, Materiel Support Branch, MSO, DSO (ORC 93) will receive the Manager Review Reentry Document, DIC ZLL, appendix B-127. The IIF NSN Reply, appendix F-311 will be furnished by the Catalog Subsystem subsequent to the next scheduled daily inquiry process.

(2) PROCESSING REQUIRED

Processing personnel of the Classification Section, Materiel Support Branch, MSO, DSO will:

(a) Receive the output Manager Review Reentry Document, DIC ZLL with MNIC Y, establish control and a completion suspense date, based on priority, compatible with the followup timeframes of the Violation Control File, expressed in chapter 49.

(b) Receive the IIF NSN Replies, appendix F-311, and associate with the suspended Manager Review Reentry Document.

(c) Determine reason for computer to reject i.e., multiple replacement NSNs or DLA originated requisition.

(d) When the IIF NSN Reply, appendix F-311, indicates that there are multiple replacement NSNs, for the item (NSN) requisitioned, processing personnel will determine whether or not there are any issuable assets available under any of the replacement NSNs. This action will be accomplished by Inquiry under the procedures of appendix E-271 P.

1. When only one of the replacement NSNs, as recorded in the IIF, has issuable assets recorded, in sufficient quantity to satisfy the entire demand and the UI is compatible with that of the NSN requested, reentry action will be initiated, under the replacement NSN, as specified in appendix E-151 P.

2. When two or more of the replacement NSNs, as recorded in the IIF, have issuable assets recorded, in sufficient quantity to satisfy the entire demand and the UI is compatible with that of the NSN

requisitioned, the DTO will be requested to determine which NSN should be supplied. On receipt of technical recommendation reentry action, under the replacement NSN, will be initiated IAW appendix E-151 P.

3. When one or more of the replacement NSNs as recorded in the IIF have issuable assets, but the UI is/are not compatible with the UI of the NSN originally requested, and the units of issue are not found in the Definitive Unit of Issue Conversion Table the DTO will be requested to determine the quantity (or develop a conversion factor) of each NSN to be supplied. On receipt of the technical recommendation, reentry action, reflecting the replacement NSN and converted quantities will be initiated under the provisions of appendix E-151 P.

4. When none of the replacement NSNs as recorded in the IIF have issuable assets (and all recorded replacements are active in the NIR) the DTO will be requested to determine which NSN should be supplied by direct delivery procurement action. On receipt of the technical recommendation reentry action, to force a direct delivery backorder and PR, will be initiated IAW appendix E-151 P. In the event any one of the recorded replacement NSNs has been designated as the Head of Family (Requirements or I&S master), the technical evaluation will be bypassed and reentry action will be initiated under the Head of Family (Requirements or I&S master) NSN.

(e) When the IIF NSN Reply, and the Output Manager Review Reentry document, DIC ZLL, indicate that the reason for reject was that the requisition is DLA originated and neither DLA nor GSA is recorded as an integrated manager. In this instance, processing personnel will determine from the IIF NSN Reply, the appropriate Service/Agency ICP recorded as the Service/Agency Manager(s).

1. Processing personnel will query the recorded Service/Agency ICP (Supply Operations function) as to the availability and unit cost of releasable assets. On receipt of replies, indicating that assets are available for release by the Service/Agency ICP, the most cost favorable ICP will be selected as the supply point and the reentry action(s) to cause the generation of passing action(s) will be initiated in accordance with paragraph 5 below.

2. When there are no Service/Agency ICPs recorded as managers, the DTO will be queried to ascertain whether or not there are any unrecorded replacements or substitutes known and/or whether or not the item can be procured under available technical data. When there are unrecorded replacements or substitutes available (even conditional substitutes) for the item requisitioned, these substitutes will be offered to the customer under current procedures. Under no circumstances will an unrecorded replacement or substitute be shipped without customer concurrence of acceptability. When there are no possible replacements/substitutes and the item requested can be processed under available technical data, reentry will be effected in accordance with paragraph 5 below to place the item on direct delivery procurement.

3. When the item requested is not available from a Service/Agency manager, has no unrecorded replacement/substitutes, and is not procurable under existing technical data, the customer will be queried to determine urgency of requirement and whether or not procurement (with an attendant long leadtime) is desired. When the customer indicates

that cancellation is desired, reentry action citing appropriate cancellation status code will be initiated. When the customer indicates that procurement with a long leadtime is required, reentry action will be initiated to force direct delivery procurement. The DTO will be advised that the development of a procurement description is required.

q. MNIC Z.

(1) REASON FOR REJECT

This code has been applied to reject requisitions to the Inventory Manager which contain erroneous data other than as outlined in A through Y above. Also applies to documents reentered with Status Code CV and Effective Date Of Supply (EDOS), pos. 73-76, is invalid.

(2) PROCESSING REQUIRED

(a) Receive Control/Reentry document and review reason for reject. Make necessary corrections to the data and enter an appropriate manager directed action code in pos. 69-70 and process as outlined in subparagraph b(2) above.

(b) The following codes cover rejects resulting from reinput of the control reentry documents and management or typographical errors preventing continued mechanical processing:

1. J - Invalid FSC/NSN cited on a manager directed action coded request.

2. K - Insufficient assets exist on manager directed action request.

3. L - Attempted substitution using wrong Document Identifier Code.

4. P - Invalid rejection code cited in Control/Reentry Document.

Control/Reentry documents will be reviewed and necessary corrections made to the erroneous data and processed for reentry as outlined in paragraph 5 below.

r. MNIC 7.

(1) REASON FOR REJECT

Item manager requests output of a Manager Review Reentry Document, DIC ZLL, for the purpose of initiating alternate supply action as a result of:

(a) canceling a Direct Vendor Delivery procurement

(b) canceling a backordered requisition

(2) PROCESSING REQUIRED

The IM will review the reasons for initiating alternate supply action and will code the reentry document with the appropriate data for the Manager Forced Directed Action Code (appendix A-86) used.

5. REENTRY INSTRUCTIONS

a. Annotate correct data entries and applicable manager directed action code in the review reentry document as cited in appendix B-127.

b. The ORC of the processor must be written in the appropriate spaces on the Document format, DLA Form 874, on all MNIC reentry documents.

EXCEPTION: Annotation of the ORC of the processor is not required when reentry is on a Manager Review Reentry Document, DLA Form 874, when the preprinted ORC is the same as the ORC of the processor.

c. When taking partial, split or substitution actions, new reentry documents must be prepared as outlined in appendix E-151 P. DIC ZLL reentry documents are applicable to total actions only.

d. Make certain that reentry document indicates the NSN being supplied when substitution action is being directed or when NSN has been assigned to a requested Part Number.

e. When action is initiated that will result in a Supply Status Document, DIC AE_, with Status Code CA, the processing personnel are responsible for preparation of a message to the customer immediately, explaining reason for rejection and obtaining supervisory approval. Messages will be prepared for transmission in accordance with the media and status code with an information copy to the distribution control point designated by an alpha character in pos. 54, if applicable. Processing personnel will prepare reentry documentation to properly update all mechanical records with the CA Rejection Code. The reentry document will be released for computer input simultaneously with supervisory approval of the outgoing message. Processing personnel will establish and maintain a reference file of CA rejection actions, by message, for use in answering subsequent followups received.

f. When substituting two items to satisfy the requirement of a single item prepare a DIC ZD7 (appendix B-244) using Action Code LH which will generate a DIC ZLL with MNIC 7. Item Manager will convert the DIC ZLL to a DIC ZLM (appendix B-151) using NSN of either of the items being used for substitution. The DIC ZLM quantity will equal the total quantity of both items being substituted. The control quantity will be 00001. Use Directed Action Code HB (pos. 69-70). After assuring the backorder for the total quantity of both NSNs being used for substitution has been established input a DIC ZD7 with Action Code JC for the second NSN and quantity being substituted. After this action has been completed input a DIC ZD6, (appendix B-243), with Action Code JB for the NSN and quantity remaining on backorder.

g. When it is necessary to enter a RIC in pos. 78-80 of the DIC ZLL transaction, care must be taken to ensure that the RIC will match Source Preference Table AA. If the RIC in pos. 77-80 of the DIC ZLL is not in Source Preference Table AA, the RIC of the prime depot for the DoDAAD

Area Code of the Ship To Address will be assigned automatically. Normally, the RIC assigned the consignee in the DoDAAD should be entered.

h. Forward corrected/new review reentry documents to data entry for necessary reentry for computer processing.

6. FLOWCHART

Flowchart is not required.