

APPENDIX E-151 P

MANAGER REVIEW REENTRY DOCUMENTS (OUTPUT/INPUT -
PARTIAL ACTIONS AND SUBSTITUTIONS)

1. INPUT DOCUMENT

Manager Review Reentry Documents (Output/Input - Partial Actions and Substitutions) DIC ZLM, appendix B-151.

2. INPUTS TO PROCEDURE DECISION CHART

None.

3. PURPOSE, CONTENTS, AND RESPONSIBILITIES

This appendix is applicable to chapter 4 and provides instructions to process substitute or split actions on requisitions which were rejected by the computer because they require manager review and directed actions to complete mechanical processing. The documents will reject citing DIC ZLL (appendix B-127) and contain a Manager Notification Information Code in pos. 73 which denotes reason for reject. See appendix A-90 for codes. Manager Review Reentry Documents will be forwarded to the Commodity Branches for review, correction, and directed action as necessary.

4. PROCESSING INSTRUCTIONS

a. When the Inventory Manager elects to direct split actions or substitutions on a requisition, he must manually prepare the Input DIC ZLM (appendix B-151).

b. There are two factors which are required when using DIC ZLM:

(1) Control Quantity in pos. 72-76:

The Control Quantity is equal to the quantity forced on the split action and not the total quantity requested in the original requisition. This quantity is expressed in terms of the original quantity and original NSN requisitioned. If there is a substitution and the substituted item has the same UI, the Control Quantity is represented on a one for one basis by the quantity forced. If there is a UI variance, the Control Quantity is represented by the UI ratio of the substituted quantity forced to the original item requested. Example: Original requisition for 100 each. Partial action taken by substitute item with UI dozen. Three dozen of item is forced. The Control Quantity is not 3 but:

$$\frac{3 \text{ doz.}}{1 \text{ ea}} = \frac{3 \times 12 \text{ ea}}{1 \text{ ea}} \text{ equals } 36.$$

Example: Original requisition for 12 feet. Partial Split Action taken by substitute item for 72 inches. Control Quantity is not 72 but:

$$\frac{72 \text{ inches}}{1 \text{ foot}} = \frac{72 \text{ inches}}{12 \text{ inches}} \text{ equals } 6.$$

(2) Suffix Control in pos. 44 and next available suffix in pos. 65:

The Suffix Code will contain the Suffix Code of the ZLL output. If column is blank, or a Demand Code is entered in pos. 44 in the output form/document, blank out pos. 44 of the reentry form/document and enter A in pos. 65. The appropriate Manager Forced/Directed Action Code in pos. 69-70, (reference appendix A-86). All other entries will be duplicated from the ZLL output.

(3) In those instances when a requisition is received for a quantity of one each, and materiel is not available, but two or three substitute items, when assembled together, equate to requested item; IM will back-order the requisition and prepare a Supply Status Message to applicable recipients. This message will identify the substitute items which have materiel on hand and recommend that if the substitute items are suitable and the receiving activity has the required assembly capability, that they cancel the original requisition, and submit new requisitions for each of the substitute items required to equate to the initial requested item. This message will also contain the Estimated Shipment Date (ESD) that the original requested item will be released in the event the substitute items are not acceptable and/or the assembly requirements cannot be accomplished by the receiving activity.

(4) Use of MFDAC HA against DIC ZLM transactions with a substitute NSN will be rejected from computer processing under MNIC P.

c. There are some special considerations for Defense Supply Center Philadelphia (DSCP)-C&T cloth items:

(1) Control Quantity in pos. 72-76:

The Control Quantity works much the same as described in subparagraph 4.b.(1). The UI for most cloth items will be the same (YD), and the Control Quantity will be the same as the quantity being substituted. Example: Original requisition for 75 yards of cloth. Partial action taken by substitute item with same UI but different width for quantity equivalent to 25 yards of the requisitioned NSN. The Control Quantity is the substitution quantity expressed in terms of the requested NSN, or 25 yards.

(2) Quantity in pos. 25-29:

(a) Conversion Factor must be used in the computation of the substitute quantity when the widths of the requested item and the substitute items are not equal. Example: Original requisition for 75 yards of cloth 45 inches wide. Partial action taken by substitute item that is 42 inches wide.

CDCF of 45 inch width cloth = 1620.
CDCF of 42 inch width cloth = 1512.

(b) The number of square inches equal to the quantity of the NSN for which substitution is being made is equal to the conversion factor of the requested NSN multiplied by that quantity.

1620 X 25 yards = 40,500 square inches.

(c) The result is then divided by the conversion factor of the substitute to determine the quantity needed.

40,500 divided by 1512 = 26.78 yards or 27 yards.

(d) The rounding technique for all DSCP-C&T cloth items is to round any number ending in a decimal to the next highest whole number.

5. REENTRY INSTRUCTIONS

a. Review all data elements contained in the Control/Reentry Document to detect any other invalid data and correct as necessary prior to input.

b. 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 IAW 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.

c. Forward corrected documents to the appropriate office for data entry and reentry to continue computer processing.

6. FLOWCHART

Flowchart is not required.