

APPENDIX E-155 P

REQUISITION CONTROL AND STATUS FILE AND
REQUISITION HISTORY FILE INQUIRY DOCUMENTS

1. FORM USED

Requisition Control and Status File (RCSF) and Requisition History File (RHF) Inquiry Documents, DICs ZCW and ZCX, appendix B-155, are prepared on the Transcript for Requisition Status File and Requisition History File Inquiry (DLA Form 866).

2. CRITERIA FOR PREPARATION

a. As prescribed by chapter 4, the RCSF, RHF, or RQHC may be interrogated in order to reply to inquiries from the Services or other Government agencies or to provide the IM with required information upon which to base decisions.

b. The RCSF records all transactions against a specific requisition type document number and which affect the control quantity. The control quantity is used to ensure that the total quantity requisitioned is accounted for by supply or nonsupply. Requisitions will remain open on the RCSF until the total quantity is satisfied. Forty-five days after the closed date is posted to the record, the record will pass from the Active RCSF to the Inactive RCSF where it will remain for one year in an abbreviated form in order to answer followups and check for duplicate transactions.

c. The capability exists to interrogate the ARCSF on a realtime basis when there is an urgent requirement for the information. Appendix E-270 P prescribes the procedure for obtaining SAMMSTEL ARCSF Inquiry by CRT. When the reply to a SAMMSTEL Inquiry is the Error Message, NO ARCS DATA ON FILE FOR ABOVE DOCUMENT NUMBER, prepare a DIC ZCW inquiry with Action Code BK to interrogate the IRCSF to determine whether or not the document has migrated from the ARCSF to the IRCSF.

d. Input inquiries, DIC ZCW, to the ARCSF which find a match during the multidaily process will cause a printout to be prepared in the format of appendix F-114. When a match is not made in the ARCSF, the inquiry will be screened against the IRCSF during the next distribution daily process. When a match is made in the IRCSF, the reply will be output in the format of appendix F-114A (see page 8, appendix F-114). When a match is not made in the IRCSF, the reply will be output in the format of appendix F-114 with the message: ZCW INQUIRY NOT PROCESSED BECAUSE NO ARCSF OR IRCSF FOUND FOR DOCUMENT NUMBER.

e. The RHF is established concurrently with the ARCSF. It contains a detailed image of all transactions input or generated against a requisition type document. The RHF is an active off-line file which is maintained in three sections as follows:

(1) Open Requisition History File (ORHF). The ORHF is divided into two files. The RQHC and the Open Requisition/History File (ORQH).

(a) The RQHC is a sequential tape file in document number sequence which consists of the latest status for each suffix or Materiel Release Order (MRO). This file is used basically for reporting progress. In addition to a header record which contains control information and counters for statistical reporting, a maximum number of 60 detailed actions is possible per requisition. In the monthend process, the closed records will be retired from the RQHC and these closed records will be processed against the ORQH and the billing collection history to create a purged RHF.

(b) The ORQH is a sequential tape file in document number and suffix code sequence which contains an image of all requisition transactions processed. There is no limit to the number of transactions recorded for a specific document number.

(2) Closed Requisition History File (CRHF).

The CRHF is composed of 12 generations (monthly increments) of completed, both supply and financial billing, requisition history data/activity. There are 24 generations (monthly increments) of completed MAP/FMS requisition history data. The generation concept allows the oldest generation to be dropped from the record and the new or current generation is then added to the CRHF. Each generation is sequenced by document number within the generation.

f. Inquiry to the RHF is on a scheduled every-other-workday basis.

g. Operating personnel have the capability of designating the level of inquiry action (or data) required in the File Option Codes, entered in pos. 76 of mass inquiry cards specify the section(s) of the RHF from which data is to be extracted as follows:

(1) File Option Code 1 - Extract data from ORHF only. The data selected will reflect records representing incomplete supply actions, and those completed supply actions that have not migrated to the CRHF.

(2) File Option Code 2 - Extract data from ORHF and the latest three generations (months) of the CRHF.

(3) File Option Code 3 - Extract data from ORHF and the latest 12 generations (months) of the CRHF.

h. The use of a File Option Code does not apply a program control to search only the ORHF, or the ORHF plus three generations of CRHF; rather, a File Option Code is only an indication of the level of inquiry desired/required. The actual control/level of inquiry is governed by the IOM request to ODS when either the VRC OG is coded with Reentry Code ER, or the Working Data Set Build method is employed as described in subparagraph 3b below. The IOM must clearly specify which RHF level is to be inquired by ODS processing personnel.

(1) When File Option Code 1 is used, the IOM should state, PLACE ORHF TAPES ONLY ON LINE FOR THIS INQUIRY.

(2) When File Option Code 2 is used, the IOM should state, PLACE ORHF AND CRHF TAPES ON LINE FOR THIS INQUIRY.

(3) When File Option Code 3 is used, the IOM should state, PLACE ORHF AND CRHF TAPES ON LINE FOR THIS INQUIRY. (Option Code 3 applies to Action Code BM only).

NOTE: Those DSCs utilizing an non-UADPS program to purge records from the CRHF to microfiche (or some form of printout) may have only one month of records within the CRHF. If so, and a full three months of CRHF is necessary, the IOM must further specify that ODS place the latest two months of Purged CRHF tapes in addition to the current one month of CRHF tapes on line. Otherwise, only one month of CRHF will appear on a File Option Code 2 inquiry.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

a. Inquiries to files may be made by processing personnel of the Inventory Management Division, Stock Control Division, and the MSO of the DSO.

b. DIC ZCX with Action Codes BA, BB, BC, BL, BN, BP, BQ, and BX are inquiries capable of producing large masses of paper and tying up considerable computer time. When processed routinely, these inquiries will result in VRC OG which is directed to the Chief, MSO/OG Monitor. At the time of preparation of inquiry document, originator must also prepare justification type IOM (division level signature only) to Chief, MSO. If the request for mass inquiry is approved by MSO, the OG violation will be reinput with Reentry Code ER. Mass inquiries arising from emergency circumstances requiring immediate action for support and/or expedite of requisitions within a given AAC, project, so identified to the DSC by DLA (ESOC) will be forwarded to ODS by IOM (through MSO for approval) for immediate processing utilizing a Data Systems Working Data Set Build technique with action to bypass the Entry processes and the OG violation processes. Refer to paragraph 2h above for IOM data concerning the use of File Option Code 1, 2, or 3.

c. Invalid or blank Action Codes for DIC ZCX will also result in VRC OG.

4. PROCEDURES FOR PREPARATION OF FORM

a. SOURCES OF INFORMATION.

The RCSF, RHF, or RQHC may be interrogated as a result of requests for information from Services and other Government Agencies which may be received by telephone, teletype, or letter.

b. PREPARATION OF FORM

(1) The RCSF may be interrogated by document number only. Replies will be output daily in the format of appendix F-114 or F-114A, Requisition Control/Status Printout. The DLA Form 866 will be prepared in the format of appendix B-155 with special attention to the following entries: DIC ZCW in pos. 1-3, the Document Number in pos. 8-21 and the Action Code field, pos. 79-80 will contain Action Code BJ or BK, as appropriate.

(2) The RHF may be interrogated by Document Number, Activity Address Code, Supplementary Address, Build Directive/Project Assembly Number, Project Code, MAP Country Code, Requisition Consignee, Supplementary Address Code Consignee or Service/Country/FMS Case Number. Replies will be output in the format of appendix F-45, Requisition History File Printout or appendix F-60, Requisition History Control File Printout.

(a) Inquiries by Document Number (Action Code BM) are limited to the extent that no more than five inquiries for a single document number may be processed in any one cycle; and only one inquiry for a specific document number and Output Routing Code will be processed in any one cycle. Document Number of less than 14 characters may be entered. The RHF Interrogation will process since transactions with less than 14 characters may be posted to the file.

(b) Mass inquiries by Requisition Consignee (Action Code BA), Supplementary Address Code Consignee (Action Code BB), Service/Country/FMS Case Number (Action Code BC), Activity Address Code (Action Code BL), Build Directive/Project Assembly Number (Action Code BN), Project Code (Action Code BP), MAP Country Code (Action Code BQ), or Supplementary Address Code (Action Code BX) are limited as follows:

<u>ACTION</u>	<u>CODE LIMIT</u>
BA	50 per cycle.
BB	50 per cycle.
BC	50 per cycle.
BL	No more than one per AAC.
BN	No more than one per cycle.
BP	10 in one cycle and no more than one per Project Code.
BQ	Two in any one cycle and no more than one per MAP Country Code.
BX	10 in any one cycle and no more than one per Supplementary Address Code.

(3) The DLA Form 866 will be prepared in the format of appendix B-155.

<u>POSITION</u>	<u>DEFINITION</u>
1-3	DIC ZCX
8-21	Inquiry Key (data element being queried).
76	File Option Code - to indicate the level of inquiry or data desired.
77-78	Output Routing Code of requester.
79-80	Action Code, based on inquiry key, as follows:

- (a) Document Number, pos. 8-21, use Action Code BM in pos. 79-80.
- (b) Activity Address Code, pos. 8-13, use Action Code BL in pos. 79-80.
- (c) Build Directive/Project Assembly Number, pos. 8-10, use Action Code BN in pos. 79-80.
- (d) Project Code, pos. 8-10, use Action Code BP in pos. 79-80.
- (e) MAP Country Code, pos. 8-9, use Action Code BQ in pos. 79-80.
- (f) Supplementary Address Code, pos. 8-13, use Action Code BX in pos. 79-80.

(4) Operating personnel ascertain the exact level of data required for the action/problem necessitating the Mass RHF inquiry and select only those sections of the RHF from which data are required, in order to hold interrogation run time to an absolute minimum and to preclude production of masses of paper which will not be used.

(5) Inquiry to the RHF will provide the most current status, shipment or supply, for a requisition by Suffix Code. Selected data will be printed on appendix F-60. A DIC ZCX, appendix B-155, input is not restricted to a single data element. Multiple inquiry keys can be used with Action Code BA, BB, or BC.

(a) Action Code BA will produce data for a specific AAC, pos. 30-35, with Signal Code of A, B, C, or D. This is a program constant to identify the AAC as the consignee of materiel. Associated inquiry keys are the Prepared Date, Project Code, and Issue Priority Group (IPG) Indicator.

1. Prepared Data - Requisition will be selected according to pos. 36-39 entry, that was prepared on, or prior to the date entered in the DIC ZCX input. If blank, all requisitions for the AAC will be selected.

2. Project Code - All requisitions with the specified Project Code in pos. 57-59 will be selected. When a Prepared Date has been indicated, all AAC consignee requisitions with a prepared date in pos. 36-39 equal to or less than the DIC ZCX input date that cite the specified Project Code will be selected.

3. IPG - If blank, all requisitions, by Action Code and associated inquiry key, will be selected, i.e., Priority 01-15. If IPG Code 1 is applied, Priority 01-08 requisitions will be selected. If IPG Code 2, Priority 09-15 requisitions will be selected.

(b) Action Code BB will produce data for a specific Supplementary Address, pos. 45-50, with a Signal Code of J, K, L, or M. This is a program constant. Associated inquiry keys are the same as for Action Code BA inquiries.

(c) Action Code BC is for MAP/FMS requisitions only. The Service Assignment Code, pos. 30, and Country Code, pos. 31-32, are mandatory entries. Data can be selected by:

1. Service and Country Code, pos. 30-32.

2. Service and Country Code and Record Control Number (RCN), pos. 46-50. The RCN is composed of a Program Year Numeric Code, pos. 46, and a Program Line Item Number, pos. 47-50, which is alpha/numeric.

3. Service and Country Code, and FMS Case Number, pos. 48-50.

(d) After applying the mandatory Action Code, the associated inquiry keys can be applied singularly, in multiples, or not at all. When not used, the inquiry (other than Action Code BC) will produce data for all requisitions by AAC or Supplementary Address. An example of maximum inquiry capability is listed below.

1. DIC - ZCX, pos. 1-3 of input.

2. AAC - activity required, pos. 30-35 of requisition, pos. 8-13 of input.

3. Requisition Prepared Date - pos. 36-39 of requisition, pos. 15-18 of input.

4. Project Code - pos. 57-59 of requisition, pos. 19-21 of input.

5. Transmit Indicator Code - blank, 1, 2, or 3. Refer to subparagraph (e) below.

6. Action Code - pos. 79-80 of input.

(e) The use of a Transmit Indicator Code (TIC) must be controlled to the maximum extent possible. The IOM to ODS approving/requesting the inquiry should be supported by a valid request from HQ DLA (TIC 1 or 2) for transmittal of the resultant DIC CE1/CS1 cards. Inquiries citing TIC 3 should also be supported by an explanation of DSC intended usage. For example, if the DSC intends to use the CE1 cards to modify the Priority of a group of requisitions, the DSO, or other inquiring Directorate, could request that the ODS separate the CE1 cards from the CS1 cards, gang punch a DIC AM_ to overlay the DIC CE1, and gang punch the upgraded IPD in pos. 60-61 of the CE1 cards prior to forwarding to DSO. DSO could request this ODS action after receipt of the F-60 and CE1/CS1 cards.

c. SIGNATURE/APPROVAL REQUIREMENTS.

Inquiries to the RHF by other than document number must be approved by the Division Chief of the Branch in DSO requesting the inquiry, or his designated alternate.

d. DISTRIBUTION OF REPORT.

One copy of the resulting printout (appendix F-45, F-60 or F-114/F-114A) will be distributed by the Production Control Branch, ODS to the ORC indicated in pos. 71-72 of the input document.

5. INSTRUCTIONS FOR PROCESSING RETURNED REPORT

Printouts will be reviewed by requester in order to extract the information required by the situation which caused the inquiry to be initiated. The Reason for Inquiry (pos. 24-44) may be used to show the inquiry reason on the output print.

6. DISPOSITION OF REPORT AFTER FINAL ACTION

The printout may be destroyed after the action for which it was required has been completed.

7. FLOWCHART

Flowchart not required.