

APPENDIX E-193 P

KEY ESSENTIAL ITEM STATUS REPORT DOCUMENT

1. PURPOSE

a. This appendix is applicable to chapter 44 and provides procedures for compiling data for and preparation of the Key Essential Item Status (KEIS) Report RCS (DLA(M)166(O)) on an as required basis IAW the requirements of DLAR 4140.28.

b. The KEIS Report provides data on those items most essential in the DLA Supply System and for which the Military Services will place heavy demands during an emergency situation, in event of rapid buildup of forces, or required during survival and recovery operations. Selection of Key Essential Items is made by HQ DLA, Service Commands, and DSC Commander.

2. APPENDICES USED IN THIS PROCESS

a. Appendix B-193, Key Essential Item Status Report Document, DIC CZT.

b. Appendix B-194, Key Essential Item Status Report Trailer Document, DIC CZW.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

a. Item Managers (IM) in the Commodity Branch, Inventory Management Division of the Directorate of Supply Operations (DSO) are responsible for compiling data for each NSN designated as a Key Essential Item.

b. The Materiel Support Branch, Management Support Office (MSO), DSO is responsible for analyzing, editing, evaluating, and assembling KEIS Worksheets.

c. The Office of Data Systems (ODS) will be responsible for providing data entry services, transmitting data to HQ DLA via AUTODIN and preparation of required listings.

4. PROCEDURES/INSTRUCTIONS

a. GENERAL

(1) Sources of Information:

(a) DLAR 4140.28.

(b) Appendix F-167, Standard Supply Control Study (SSCS), (DLA Form 690), chapter 34. Printout for a specific NSN/Family Number may be requested with DIC ZR9, in accordance with appendices B-179 and E-179 P.

(c) Appendices F-145 and F-997, Backorder File (printed listing), for a specific NSN/Family Number may be requested with DIC ZCK and Action Code CN in accordance with appendix B-170 or with DIC ZLH in accordance with appendices B-211 and E-211 P.

(d) Appendix F-184, Due-In File (printed listing). Printout for a specific NSN/Family Number may be requested with DIC ZCJ and Action Code KI, in accordance with appendices B-117 and E-117 P.

(2) Requirements:

(a) Upon request the KEIS Report is furnished to HQ DLA via AUTODIN not later than the tenth workday immediately following the end of the period being reported. It consists of two parts, part I, (Cards 1 and 2) - KEIS Report Documents, appendix B-193, which contain system asset/requirements data, and part II - KEIS Trailer Card, appendix B-194, which contains on-hand asset data at each storage location (i.e., defense depot or DSC with collocated storage facility) where materiel is stored.

(b) In order to prepare appendices B-193 and B-194, it is necessary to compile the data on a local worksheet.

b. SPECIFIC INSTRUCTIONS

(1) Commodity Branches, Inventory Management Division, DSO:

By the second workday of each month IMs will:

(a) Prepare part I, (Documents 1 and 2) - KEIS Report on an Data Entry worksheet for each specific Key Essential NSN as follows:

1. Part I, (Card 1) - KEIS Report Document, appendix B-193.

<u>FIELD POSITIONS</u>	<u>TITLE/INSTRUCTIONS</u>
1-3	DIC - Enter CZT.
4-6	RIC - Enter S9H.
7	Card Code - Enter Code 1, indicating Card 1 of 2.
8-20	NSN - Enter NSN or Family Group from Header Data of SSCS.
21-22	Leave blank.
23-24	UI - Enter UI from Header Data of SSCS.
25-34	Enter Item Name/Identification Header Data of SSCS.
35-41	Average Monthly Demand - Enter AMD. Quantity Forecast Demand in second header line of SSCS may be divided by three.

NOTE: If NSN is also being reported on the Materiel Readiness Study (MRS), this quantity must be the same as current AMD on MRS.

<u>FIELD POSITIONS</u>	<u>TITLE/INSTRUCTIONS</u>
42-49	Quantity On-Hand - Enter system on-hand quantity serviceable - Line 47, column B, section III of SSCS (quantity must agree with on-hand assets reported on MRS if applicable).
50-57	Quantity Due-In - Enter (System) Total: Line 15, column G, section II plus lines 50, 51, and 52, columns B, section III of SSCS.
58-65	Quantity Due Out - Enter Total: Line 15, column G, section II, plus line 41, column B, section III of SSCS.
66	MRS Code - Enter R if NSN being reported on MRS, otherwise, leave blank.
67-69	RIC (From) - Enter RIC of DSC preparing report.
70-72	Number of Trailer Documents - Enter the number of storage sites at which materiel is actually on hand as of report date (if the NSN has zero on hand, there will be no trailer Documents).
73-76	Julian Date - Enter Julian date of effective date of Report (1-digit for year, 3-digits for numeric day) - first day of month in which report is prepared, i.e., date of report prepared in February 1969 will be 9032. NOTE: An entry in each quantity field is mandatory. Place a zero in pos. 41, 49, 57, 65, or 72 if applicable but do not zero fill.
77	Enter Code A - If the essential NSN in pos. 8-20 is also a post attack survival and recovery item; otherwise, leave blank.
78-80	Leave blank.

2. Part I, (Card 2) - KEIS Report Document, appendix B-193.

<u>FIELD POSITIONS</u>	<u>TITLE/INSTRUCTIONS</u>
1-3	Document Identifier Code - Enter CZT.
4-6	Routing Identifier Code - Enter S9H.
7	Card Code - Enter Code 2, indicating Card 2 of 2.
8-20	National Stock Number - Enter NSN or Family Group from Header Data of SSCS.
21-22	Leave blank.

<u>FIELD POSITIONS</u>	<u>TITLE/INSTRUCTIONS</u>
23-30	Protectable Mobilization Reserve Materiel Requirement - Enter total system PMRMR.
31-38	Dues-In from Procurement Instrument Source - Enter total dues-in from signed contracts and/or purchase orders (excludes dues-in from recommended buy actions and purchase requests).
39-46	Dues-In from Procurement Instrument Source within next 30 days - Enter total dues-in from Procurement Instrument Source (i.e., signed contracts and/or purchase orders) that are due-in within the next 30 days.
47-66	Leave blank.
67-69	Routing Identifier Code (From) - Enter RIC of DSC preparing report.
70-72	Leave blank.
73-76	Julian Date - Enter Julian date of report (1-digit for year, 3-digits for numeric day) - First day of month in which report is prepared, i.e., date of report prepared in February 1969 will be 9032.
77-80	Leave blank.

(b) Prepare part II - KEIS Report Trailer Document on a Data Entry worksheet for each storage activity having on-hand serviceable assets for each specific Key Essential NSN as follows:

1. Part II - KEIS Report Trailer Document, appendix B-194.

<u>FIELD POSITIONS</u>	<u>TITLE/INSTRUCTIONS</u>
1-3	Document Identifier Code - Enter CZW.
4-6	Routing Identifier Code - Enter S9H.
7-19	National Stock Number - Enter NSN under which stocks are recorded.
20-22	Routing Identifier Code - Enter S9_ of DSC preparing the report.
23-24	Unit of Issue - Enter Unit of Issue from Header Data of SSCS.
25-34	Item Description - Enter Unit Name/Identification from Header Data of SSCS.

<u>FIELD POSITIONS</u>	<u>TITLE/INSTRUCTIONS</u>
35 B	Essentiality of Substitute - Enter A if NSN is pos. 7-19 is a Catalog substitute for the NSN in pos. 59-71; Enter if a practical substitute; Enter C if an extreme emergency substitute only. Leave blank if it is the standard item.
36-41	Leave blank.
42-49	Quantity On-Hand - Enter quantity from Current On-Hand Stock Status portion of SSCS. Enter total assets in Condition Codes A, B, C, and E - One trailer card entry only per NSN for each storage activity with On-Hand assets. NOTE: Total quantity on all trailer cards must equal quantity in pos. 42-49 of the CZT Document entry for that NSN.
50-58	Physical Storage Location - Leave blank. Reserved for entry of physical location data by Defense Depots or DSCs with collocated storage activity upon receipt of instructions from HQ DLA.
59-71	Enter the preferred NSN.
72	Leave blank.
73-76	Julian Date - Enter Julian date (1-digit for year, 3-digits for day). Enter first day of month in which report prepared, e.g., Date of report prepared in February 1969 will be 9032.
77	Survival - Recovery Item Code - Enter Code A - If the essential item in pos. 7-19 is also a post attack survival and recovery item; otherwise, leave blank.
78-80	Routing Identifier Code - Enter the RIC of the storage activity at which the materiel is located.

(Write END in blank space immediately below last CZW entry.)

(c) Take expedite procurement or other action indicated by asset position.

(d) Forward completed KEIS Report worksheet to Materiel Support Branch.

(2) Materiel Support Branch, DSO, will:

(a) Analyze, edit, evaluate and assemble KEIS Report worksheets received from the Inventory Management Divisions.

(b) Verify abnormal variances in AMD, On-Hand, Due-In, and Due-Out quantities reported as compared to previous reports.

(c) Identify problem areas and recommend corrective action if necessary.

(d) Deliver edited and assembled KEIS Report worksheets to the ODS by the seventh workday of the month.

(3) ODS

(a) Data Entry section will:

1. Key the KEIS Report worksheets into data entry format.
2. Prepare listing of input transactions in as many parts as prescribed by DSC.
3. Return worksheets and a copy of the listing to the Materiel Support Branch.
4. Distribute remaining copies as prescribed by DSC.

(b) Digital Communications Branch will transceive the transactions cards to HQ DLA to arrive no later than the tenth workday immediately following the end of the period being reported. Communications precedence for this transactions is Content indicator is HAAD.

5. FLOWCHART

Flowchart not required.