

APPENDIX E-204 P

MASS/UNIVERSAL REQUISITION CANCELLATION DOCUMENT

1. PURPOSE

Applicable to chapter 4 and describes the processing requests for mass/universal requisition cancellation and preparation of Mass/Universal Requisition Cancellation Documents.

2. REASON/CRITERIA FOR PREPARATION

a. Events such as base closure, termination of special projects, termination of agreements, termination of vessel outfitting or construction can necessitate the requirement for mass/universal cancellation of multiple lines. Normally requests for cancellation of requisitions will be initiated by a Service Headquarters or a Service National ICP and will be transmitted to the DSC by message. The following Service Headquarters or authorized command elements are authorized to issue requests for mass/universal cancellation:

Army

Commander
U.S. Army Logistics Control Activity
Presidio of San Francisco, CA 94129

Commander
U.S. Army International Logistics Center
New Cumberland Army Depot
New Cumberland, PA 17070

Navy

Commander
Naval Supply Systems Command
Department of the Navy
ATTN: SUP 0451
Washington, DC 20390

Air Force

Air Force Logistics Center
ATTN: MMOS
Wright-Patterson AFB,
OH 45433

Marine Corps

Commandant of the Marine Corps
HQs., U.S. Marine Corps
Code: LM
Washington, DC 20380

Coast Guard

Ship Parts Inventory Control Center
(SICP), U.S. Coast Guard Yard,
Curtis Bay, Baltimore, MD 21226

Inventory Control Point (ICP)
U.S. Coast Guard Supply Center
Brooklyn, NY 11232

Aviation Inventory Control Point (AICP)
U.S. Coast Guard Aircraft Repair and Supply Center
Elizabeth City, NC 27909

Defense Nuclear Agency

Commander
Field Command Defense Nuclear Agency
ATTN: FCSC-F
Kirkland AFB, New Mexico 87115

b. Requests for mass/universal requisition cancellations must contain a cancellation element, and may also contain qualifying data elements and/or exception data elements. The cancellation element is one of the following:

(1) Basic Service Code and Project Code (must be accompanied by a qualifier). Mass cancellations by Project Code are not required to be on the Project Code Reference Table.

(2) Ship To address (Requisitioner or Supplementary Address).

(3) MAP Service and Country/Activity Code.

(4) Requisitioner.

c. Provisions are also available for qualifying mass/universal requisitions by other criteria. The following qualifying elements may be used:

(1) Federal Supply Class, Federal Supply Group, National Stock Number, or Manufacturer's Code and Part Number.

(2) IPG, i.e., all requisitions regardless of IPG, requisitions in IPG II and III only, or requisitions in IPG III only.

(3) Cancellation Date, i.e., all requisitions dated prior to a specified date.

(4) Basic Service/Project Code (when not used as a cancellation element).

d. It is recognized that a need may exist to continue processing certain requisitions and shipments during mass cancellations. In these instances, the mass cancellation request will specify one of the following exceptions:

(1) Basic Service/Project Code (when not used as a cancellation or qualifier element).

(2) NMCS/ANMCS RDD (pos. 62 is E, N or 9).

(3) Federal Supply Group, Class, National Stock Number, or Part Number.

(4) Specific requisition document number(s).

(5) Specific Issue Priority Designator.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

The Requisition Processing Branch, Stock Control Division, DSO is responsible for receiving requests for mass/universal requisition cancellation and preparation and input of the Mass Requisition Cancellation Documents, DIC ZLZ, appendix B-204.

4. PROCEDURES/INSTRUCTIONS FOR PREPARATION OF DOCUMENT

a. Processing personnel, on receipt of a request for mass/universal requisition cancellation, will prepare input documents in the format of appendix B-204, for data entry and input into computer processing routines.

b. The mass/universal cancellation document is the DIC ZLZ. This document allows entry of any one of four cancellation elements. The cancellation elements are Ship to address, Basic Service/Project Code, MAP Country/Activity Code or Requisitioner. A cancellation element may be qualified by one of seven qualifying elements. The qualifying elements are Basic Service/Project Code, FSG, FSC, NSN, Part Number, Cancellation Date and IPG.

c. The cancellation element and the qualifying element (if present) identify a cancellation package. All ZLZ documents containing the same cancellation and qualifying elements are treated as a package and may contain exception elements. Any ZLZ document without exception elements is a single document package.

<u>TO CANCEL BY:</u>	<u>REQUIRED QUALIFIER</u>	<u>POSSIBLE QUALIFIERS</u>
Ship To Address	None Required	Basic Service/Project Code FSG FSC NSN Part Number Cancellation Date IPG
MAP Country/ Activity Code	None Required	Basic Service/Project Code FSG FSC NSN Part Number Cancellation Date IPG

<u>TO CANCEL BY:</u>	<u>REQUIRED QUALIFIER</u>	<u>POSSIBLE QUALIFIERS</u>
Project Code	FSG FSC NSN Part Number Cancellation Date IPG	
Requisitioner	None Required	Basic Service/Project Code FSG FSC NSN Part Number Cancellation Date IPG

d. An exception to a cancellation can be input using the DIC ZLZ. The document allows exception to the cancellation by one of the following elements:

Basic Service/Project Code
FSC
FSG
NSN
Part Number
Requisition Number
Required Delivery Date
Priority

e. Requisitions currently recorded with 555 in the RDD field are exclude from mass cancellation. All mass cancellation exclusions will be appended with 555 in the RDD field, irrespective of the priority of the requisitions. DIC AM_ transactions with 555 in pos. 62-64 (RDD field) will be generated on all excluded requisitions in mass cancellation inputs.

f. Provisions are available for deleting a Mass Requisition Cancellation Package from the system. To remove a package from the system, duplicate the first document of the package and enter D in pos. 73.

g. Requisitions currently recorded with 555 in the RDD field or modified to contain 555 in the RDD field are included in universal cancellation under extreme conditions, a mass cancellation may be superseded by a universal cancellation.

5. SUPERVISORY APPROVAL

a. Mass/universal requisition cancellations, if improperly used or accidentally (typographical error) used, are capable of jeopardizing supply of urgently required materiel and/or causing embarrassment to the DSC. Consequently, a safeguard procedure must be followed when inputting ZLZs. The ZLZ documents, whether manually input or system generated because of DoDAAD deletions, will be validated daily.

Packages with errors will be output on Part I of the F-3 Report and removed from the system. Valid packages will be listed on Part III of the F-3 Report and retained in the system. The F-3 Report is cumulative and will reflect all unprocessed packages in the system. The ODS should be notified to schedule the actual cancellation process when the cancellation packages have been reviewed and approved. The Report will be output to ORC 94, MSO, DSO. The original transcript of the ZLZ documents should be retained until appendix F-3 is output in order to identify any documents not successfully processed.

b. If all of the documents are correct, the ODS should then be notified to activate Phase II of the program, which will release the package(s) for actual cancellation.

6. FLOW CHART

Flow chart not required.