

APPENDIX E-221 P

SUPPLY OPERATIONS REPORT FILE CARD

1. PURPOSE

This procedure is applicable to appendix F-40, chapter 44 and provides instructions for establishment, revision, or deletion of a Report Code Designator for the preparation of the Supply Operations Report as outlined in appendix E-264 P. Normally the requirement for these reports, as well as changes and/or deletions thereto, is based upon a request from HQ DLA in the form of a letter, message, or telephone call; although there may be occasions where local monitoring is required for special priority programs. In any event, a maximum of 187 projects, 12 NMCS/ANMCS Conditions (Military Service), and one cumulative (aggregate) can be monitored.

2. APPENDICES USED IN THIS PROCESS

- a. Appendix B-221, Supply Operations Report File Card, DIC ZME.
- b. Appendix B-222, Supply Operations Report Card, DIC CZS.
- c. Supply Operations Report, DLA Form 919.
- d. Appendix D-188, Supply Operations File Card and Report Processing.
- e. Appendix E-221 V, Processing Supply Operations Report File Card Violations.
- f. Appendix F-40, Supply Operations Report.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

The monitor assigned within the DSO is responsible for accomplishing the actions prescribed by this appendix relative to the Supply Operations Report.

4. PROCEDURES/INSTRUCTIONS

- a. Data for the Supply Operations Report File Card, DIC ZME, will be transcribed to a General Purpose Coding Sheet IAW format outlined in appendix B-221.
- b. Prior to the preparation of the Coding Sheet, ensure that the entry of the new code will not exceed the limitation of 187 Project Code Designators, 12 NMCS/ANMCS Indicator Codes, and one (aggregate) cumulative report; otherwise, the transaction will be rejected. The determination of how many projects are being monitored can be made by reviewing the previous Supply Operations Report. If it is determined that the limitations will be exceeded, ensure that the respective DSC is not monitoring data which is the cause of the problem. If it is discovered that the DSC monitoring data which is the cause of the

problem, prepare a ZME transaction with Action Code PD to delete one of the Reporting Code Designators which the DSC is monitoring, prior to the preparation of the transaction to add the new HQ DLA Reporting Code Designator. If HQ DLA has previously prescribed 60 codes, contact HQ DLA, ATTN: DLA-OSM, to determine the necessary course of action required to either delete an existing code or not to add the new code..

c. Ensure that Y is entered in pos. 27 when HQ DLA requests Supply Operations Report Card, appendix B-222, to be transmitted via AUTODIN.

d. Whenever Report Code Designator AGG is entered in pos. 7-9, the pos. 17-21 Starting Date will be all zeros (00000). An all zero entry ensures that all the accumulated requisition backorder data will be included in the AGG portion of the appendix F-40 listing. Any other BSC and Project Code entry in pos. 7-9 should indicate the earliest pos. 17-21 Starting Date that DSCs' statistics are desired, but not to precede the cutoff date of the last Supply Operations Report, appendix F-40 output.

e. The General Purpose Coding Sheet will be forwarded to ODS, PCAM Branch for keypunching and forwarding to the ADP Branch for computer processing. The computer will validate this transaction and attempt to post to the Emergency Situation File IAW appendix D-188. Any violations resulting from this process will be received and processed IAW appendix E-221 V. Those transactions which pass the validation and posting criteria will add to, change, or delete from the file as appropriate. As a result of these transactions, the Supply Operations Report (appendix F-40) as well as the Supply Operations Report Cards (appendix B-222), will be prepared, when specified.

f. The BSC, as defined in appendix A-161, is a conversion of the Service Assignment Code (appendix A-5) from pos. 30 of requisition type documents and is used to differentiate between seemingly duplicate Project Code assignments by the Services/Agencies.

## 5. FLOWCHART

Flowchart not required.