

APPENDIX E-226 P

PHYSICAL INVENTORY REQUEST DOCUMENTS (OUTPUT)

1. PURPOSE

This appendix is applicable to chapter 7 and provides instructions for processing Physical Inventory Request Documents, DIC ZJA, appendix B-26, which are mechanically generated without an inventory cutoff date during Locator Reconciliation processing and forwarded to Directorate of Supply Operations (DSO) as described in appendix D-27 and chapter 7, paragraph 207301. Instructions herein will apply only to Location Reconciliation between DSCs and Nonaccountable Storage Activities.

2. BACKGROUND

Physical Inventory Request Documents (appendix B-26) are generated when the Locator Reconciliation indicates that stock is in the warehouse but no stock is reflected as on hand in the National Inventory Record (NIR). Further, if backorders exist against the National Stock Number (NSN) involved, an inventory cutoff date is mechanically assigned and the request documents are transceived to the storage activity; however, when no backorders exist, the request document is mechanically generated, interpreted and forwarded to DSO in format of B-26 without a mechanically assigned inventory cutoff date. These request documents are included in the Locator Reconciliation Error Analysis, appendix F-24C, which is output to DSO in accordance with appendix D-27; however, no further computer record is maintained until the reentry document (DIC ZJA) is processed.

3. APPENDICES USED IN THIS PROCESS

- a. Appendix B-26, Physical Inventory Request Document.
- b. Appendix F-24C, Location Reconciliation Error Analysis.
- c. Appendix F-211A, Preinventory Item List.

4. RESPONSIBLE ORGANIZATIONAL ELEMENT

The Inventory Accounting Branch within DSO is responsible for processing these actions.

5. PROCEDURES/INSTRUCTIONS

a. Upon receipt of interpreted Inventory Request Documents, DIC ZJA, without an inventory cutoff date, processing personnel will screen these documents against current appendix F-211A listing. NSNs that match are not forwarded to the storage activity for special inventory, but instead are destroyed. DIC ZJA documents with unmatched NSNs are assigned an inventory cutoff date which is at least ten calendar days subsequent to the date of reentry. The assignment of this cutoff date is coordinated by telephone with the applicable storage activity for workload purposes when the volume of Inventory Requests involved exceeds 20.

b. After determining the cutoff date, enter this date in pos. 62-64 (pen or heavy pencil). Annotate appendix F-24 for control purposes, and release documents for processing in accordance with appendix D-28, Physical Inventory Request processing.

6. FLOWCHART

Flowchart not required.