

APPENDIX E-237 P

REQUISITION EXCEPTION DATA TRANSACTION

1. FORM/REPORT USED

- a. Requisition Exception Data Transaction, DIC YRZ, appendix B-237.
- b. Part Number Technical Exception Data Form, DLA Form 934.

2. REASON/CRITERIA FOR PREPARATION

This input is used to add or delete data in the Requisition Exception Data File.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

- a. The Requisition Processing Branch within the Directorate of Supply Operations (DSO) is responsible for preparing the Part Number Technical Exception Data input.
- b. The DPSC-Factory will prepare this input when processing requisitions for Special Measurement Clothing, Flags, Guidons, and Streamers when such items are to be manufactured by the Factory. This DPSC-Factory input will be prepared IAW appendix E-035 P in lieu of instructions contained herein.
- c. The appendix F-255, Requisition Exception Data Error Listing will be reviewed by the Requisition Processing Branch within DSO to correct and reinput the Part Number Technical Exception Data input.

4. PROCEDURES/INSTRUCTIONS FOR PREPARATION OF FORM/REPORT

a. SOURCE(S) OF INFORMATION.

The DLA Form 934 is prepared from incoming DIC A_5 and A_E MILSTRIP requisitions having technical exception data required for procurement purposes.

b. PREPARATION OF FORM/REPORT.

(1) The DLA Form 934, DIC YRZ, Line Counter 01 entry always requires a Document Number entry in pos. 6-19 which is obtained from pos. 30-43 of the MILSTRIP document.

(2) The technical exception data required for procurement purposes are entered in pos. 21-80 beginning with the Line Counter 01 line and continuing until all the applicable exception data are included. There are 1199 spaces available and one pos. 80 space available for an End of Data asterisk (*) entry.

(3) The End of Data asterisk is to be placed in pos. 80 of whichever Line Counter 01-20 is designated as the last data line.

(4) Whenever the Commercial and Government Entity (CAGE) and Part Number exceed 15 spaces (referring to pos. 8-22 of DLA Form 934), the complete Part Number is coded on DLA Form 1239 in Line Counter 01 beginning with pos. 21. The CAGE is never coded on DLA Form 1239; it is coded in pos. 8-12 of DLA Form 934 only. If descriptive data are also received, it is coded on Line Counter 02 using additional counter lines as necessary.

(5) In the rare instances when the existing data in the Exception Data File are to be deleted, a Line Counter 01 entry with the Document Number is pos. 6-19 and the Purge Code A entry in pos. 60 will purge the data.

(6) Whenever pure descriptive data are involved and there is no CAGE and Part Number, descriptive data are coded in Line Counter 01 beginning with pos. 21.

(7) If the CAGE and Part Number do not exceed 15 spaces (referring to pos. 8-22 of DLA Form 934) and descriptive data are received, Line Counter 01 is not coded with the part number; the descriptive data are entered, beginning with pos. 21 in Line Counter 01 using additional counter lines as necessary.

c. SIGNATURE/APPROVAL REQUIREMENT.

The processing Requisition Processing Branch personnel and Chief will initial or sign the Prepared By and Approved By columns.

d. DISTRIBUTION OF FORM/REPORT.

(1) The incoming message will be retained in accordance with instructions contained in appendix E-515 P.

(2) The DLA Form 934 will be forwarded to the Data Entry Facility for input into computer processes.

e. Monthly, this file is automatically reviewed and all records over six months old are purged from the file.

f. The external use of this file by the Military Services is explained in chapter 52 and appendix F-191.

5. DISPOSITION OF FORM/REPORT AFTER FINAL ACTION

The Requisition Exception Data input document may be destroyed after serving its input purpose.