

APPENDIX E-260 P

DEFENSE INACTIVE ITEM REVIEW REFERRAL TRANSACTIONS  
FOR ACTIVITY CODE U5/U9

1. PURPOSE

This appendix is applicable to chapter 50 and provides instructions for processing Inactive Item Review Notifications (IIRN) referred to Activity Codes U5 (DISC) or U9 (DCSC). These transactions are output during the annual selection process or during the May monthend process.

2. APPENDICES USED IN THIS PROCESS

- a. Appendix B-46.
- b. Appendix E-046.

3. RESPONSIBLE ORGANIZATION ELEMENTS

a. The Designated Special Function Activity (DSFA) located at DISC is responsible for accomplishing the inactive item review of DLA items in the Base Supply inventories. These items are recorded in DLSC with Activity Code U5 reflected as a SICA.

b. DCSC is responsible for accomplishing the review of inactive items for DLA-owned/used materiel handling equipment. These items are recorded in DLSC with Activity Code U9 reflected as an authorized data receiver/collaborator and Activity Code U5 reflected as a SICA.

c. The DIIP Monitor at DISC is responsible for receiving the IIRNs on items with Activity Codes U5/U9 and disseminating the appropriate transactions to DCSC-SP as prescribed in this appendix.

4. PROCEDURES/INSTRUCTIONS

a. The DIIP Monitor in the Directorate of Supply Operations at DISC will receive IIRNs output during the annual process and the IIRN followups generated in the May monthend process.

b. The IIRNs will be separated into two batches for processing based upon the Activity Code(s) as follows:

(1) IIRNs containing Activity Code U5 only will be processed for deletion. Annotate DIC CZR/CZF with Advice Code DL in pos. 65-66 and the reply date in pos. 69-73 as described in appendix B-046. Forward completed transactions to data entry for processing.

(2) IIRNs containing Activity Code U5 and Activity Code U9 will be separated for processing based upon the Activity Code. All IIRNs with Activity Code U9 will be mailed to DCSC-SP for review. DISC will prepare a letter to indicate the date the replies are required and the corresponding fields of the IIRN that must be coded. The corresponding IIRNs with Activity Code U5 will be held in suspense pending receipt of the IIRNs from DCSC.

c. DCSC-SP will receive the applicable IIRNs and will review the item in accordance with the procedures contained in DLAR 4100.9 and DoD 4140.32-M. After completion of review, annotate the corresponding IIRN with the appropriate advice code to either retain (RE) or delete (DL) the item and enter a reply date. Forward the completed IIRNs to DISC.

d. Upon receipt of the IIRNs from DCSC (Activity Code U9) locate the corresponding IIRN which has been held in suspense. Annotate the corresponding IIRN for Activity Code U5 with the same data reflected on the IIRN received from DCSC. Forward both IIRNs to data entry for processing.

e. Violations resulting from processing these transactions will be processed in accordance with appendix E-046 V.

#### 5. FLOWCHART

Flowchart not required.