

APPENDIX E-266 P

WALK-THRU (MANUAL) PURCHASE REQUEST (STANDARD FORM 36)

1. PURPOSE

This appendix is applicable to chapter 3 and describes the procedures for preparation and processing of a manual Walk-Thru PR.

2. REASON FOR PREPARATION

a. A Walk-Thru PR, SF 36, will be prepared when directed by DSO or his designated representatives for the following purposes:

(1) Satisfying emergency requirements when time required for input and receipt of mechanically generated PR will seriously delay supply support.

(2) When the requisition involved requires intensified management IAW DLAM 4140.2, Volume II, Part 1, Chapter 4, Section 10.

(3) When the requirement cannot be supported by an Amendment transaction to an existing PR/contract IAW procedures outlined in appendix E-506 P.

(4) At the request of DP&P, to establish a PR record in the APRF when duplicate shipments occur against stock replenishment buys under the SAMMS Automated Small Purchase System (SASPS).

(5) When an Overseas Air Force activity submits an exception type requisition for a non-NSN or decentralized item citing maximum fund authorization.

b. Walk-Thru PRs will be held to a minimum and prepared only when there is no other means by which the emergency requirement can be satisfied.

3. APPENDICES USED IN THIS PROCESS

- a. Appendix B-4, Requisition Transaction.
- b. Appendix B-127, Manager Review Reentry Transaction (Total Action).
- c. Appendix B-139, Recommended Buy Transaction.
- d. Appendix B-140, Recommended Buy/Repair Batch Control Transaction.
- e. Appendix B-151, Manager Review Reentry Transaction (Partial Action).
- f. Appendix B-244, Manager Directed Backorder Alternate Action.
- g. Appendix F-189, Notice of Backorder Status, Change BB to BV.

h. Appendix C-22, Manual Walk-Thru Purchase Request, SF 36.

i. Appendix F-269, High Priority Backorder/Delayed Items.

4. RESPONSIBLE ORGANIZATIONAL ELEMENT

a. The IM in the applicable Commodity Branch or the Supply Management Representative of ESOC within DSO is responsible for the preparation of all manual Walk-Thru PRs (stock replenishment or direct delivery) as well as the requisition directed actions for direct delivery PRs and Recommended Buy/Batch Control transactions for stock replenishment PRs to update and/or establish computer records.

(1) The IM will prepare the Walk-Thru PR and process all related actions for stock replenishment and direct delivery buys on items with NSNs assigned.

(2) The ESOC Supply Management Representative will prepare the Walk-Thru PR and process all related actions for direct delivery buys on items without NSNs (non-NSNs).

(3) If the requisition cites maximum funds authorization, for non-NSN or decentralized item received from Air Force with a unit price greater than \$1,000, on the face of the manually prepared SF 36 (PR), insert the following statement prior to submitting to DP&P, MAXIMUM FUNDS AUTHORIZED \$X,XXX.XX.

(4) When the DSO is advised by the DP&P that an award will exceed fund limitation cited on the PR, the IM or the Supply Management Representative of ESOC shall notify the requisitioner of a funding requirement in excess of those cited on the original requisition in order to obtain additional funds or initiate cancellation action.

b. DTO is responsible for furnishing complete technical data necessary to effect contracting. This includes, but is not limited to, item description, preservation, and packaging data, Quality Control clauses, and Negotiation Justification Statement if Sole Source and the PR dollar value is over \$2,500.

c. The Office of Comptroller is responsible for:

(1) Certifying that funds are available to cover stock replenishment procurements.

(2) Recording commitments on a blotter record and holding in suspense until the commitment is reflected on the Daily Transaction Journal.

d. DP&P is responsible for effecting contracting action, notifying DSO when award will exceed fund limitation statement cited on PR and processing resulting award input data.

5. PROCEDURES/INSTRUCTIONS FOR PREPARATION OF FORM

a. SOURCES OF INFORMATION

(1) The SF 36 will be prepared from information contained in the MILSTRIP requisition or SCS as applicable.

(2) For direct delivery PRs, the Walk-Thru PR number will be obtained from appendix F-189, or by obtaining a SAMMSTEL ARCSF Inquiry, Verb SARC, for the requisition involved if the requirement is of such urgency that time will not permit waiting for receipt of the F-189. When received, the F-189 will be attached to the PR. For stock replenishment the PR serial number will be obtained from the register maintained in the applicable Branch or Division within the DSO.

(3) The Walk-Thru PR number will be mechanically assigned for manager directed actions (DIC A0_/ZLL/ZLM) with Action Codes V, HV, and JL. The directed action input transaction with the mechanically assigned PR number will be output on appendix F-189; therefore, the hard copy Walk-Thru PR will not be released until PR number appears on appendix F-189, or is obtained from an ARCSF Inquiry Printout. If input transaction violates, PR number will not be assigned and the transaction will be output on appendix F-189 with the message NOT PROCESSED and applicable VRC.

b. PREPARATION OF FORM

The IM/ESOC Supply Management Representative will prepare SF 36 (original mat and tissue copy) as outlined below. SF 36 must be typed in the format outlined in appendix C-22. Stock replenishment and direct delivery requirements cannot be consolidated on the same PR due to the manner in which the PR number is constructed. There is no way to establish computer records if this action is attempted. Further, only one requisition can be entered on a direct delivery Walk-Thru PR since the input document to update the computer records does not provide for a line item and the computer would assign line item 000100 to all requisitions. As a matter of information, duplicate Walk-Thru PRs for stock replenishment will reject on the Chronological Processing Pot (CPP) listing with the message DUPLICATE PR.

(1) PR number (stock replenishment only) constructed as outlined below. Direct delivery PR number will be obtained from appendix F-189, or an ARCSF Inquiry Printout.

(a) First Position - A to denote a manual Walk-Thru purchase request.

(b) Second Position - R for Requirements Subsystem (for stock replenishment PRs).

(c) Third Position - DSC Code, i.e., C-DCSC, E-DESC, G-DGSC, I-DISC, or M-DPSC (Medical), T-DPSC (Clothing), or S-DPSC (Subsistence).

(d) Fourth and fifth Positions - Last two digits of calendar year.

(e) Sixth through Eighth Positions - Julian day that SF 36 is typed (stock replenishment only).

(f) Ninth through 14th Positions - Applicable serial number assigned to the individual stock replenishment PR. Serial numbers will start with 000001 each day and/or the first number in the series assigned to the applicable Branch or Division where register for recording is maintained.

(2) National Stock Number/Part Number - NSN for which purchase request is being prepared. The NSN must be constructed as a NATO number in all cases, e.g., 4730-00-112-4036. Part number will be used only when no NSN has been assigned.

(3) Standard Price - Unit price as contained in the Supply Control/NIR Record. Leave blank for SSC 2 items or Part Numbers.

(4) Item Description - Enter complete description necessary to effect contracting. This data may be entered by the originator or obtained from the Directorate of Technical Operations (and included as an attachment to the PR) at the discretion of each Center. If data is to be attached, sufficient space should be left to permit typing of data on SF 36 by the Directorate of Contracting and Production.

(5) Purchase Request Line Item Number - The six digit line item number assigned by the originator. A separate line item number will be assigned for each location having a different delivery date and Funds Classification Code (FCC) for stock replenishment PRs; direct delivery PRs will only have one line item number since only one requisition can be entered on the PR. The last two digits will always be zero and significant fields will be preceded by zeros, e.g., line item 1 will be 000100. The PRLI number will be entered on the SF 36 as outlined in appendix C-22.

(6) Preservation and Packaging - This data will be obtained from the Directorate of Technical Operations and entered for each line item. In addition, a packaging sheet, if applicable, will be obtained and attached to the purchase request.

(7) Funds Classification Code - Construct as follows and ensure that the second digit represents the type of contracting (stock replenishment, direct delivery, Mobilization Reserve or provisioning) and the third digit matches the Demand Value Code or VIP Code contained in the Supply Control Study or NIR Writeout (Demand Value Code which represents the last digit of the FCC).

(a) First Position - DSC Code, e.g., C for Construction.

(b) Second and third Positions - FCC as outlined in appendix A-60.

(8) Location Code - Routing Identifier Code of storage location for stock replenishment PRs only. Leave blank for direct delivery PRs.

(9) Quantity - The quantity to be procured for applicable line item as determined by the IM for stock replenishment PRs and/or quantity contained in MILSTRIP requisition for direct delivery PRs. Adjust to QUP.

(10) Unit of Issue - UI recorded in the Supply Control/NIR Record.

(11) Ship To - Enter Activity Code and ship to address (from the DoDAAD) of storage location or direct delivery point, as applicable, for each line item.

(12) Delivery Date - Delivery date for applicable line item(s) as determined by the IM for stock replenishment PRs and/or RDD/PDD for direct delivery PRs based on MILSTRIP requisition. Date will consist of last two digits of calendar year, month, and two digit day, i.e., 82 May 05.

(13) Mark for - Direct Delivery PRs: Enter DIC, Requisition Number, Signal Code, Supplementary Address, Issue Priority Designator, Distributing Code, Project Code, Advice Code, and Funds Code. In addition, any special message that may be applicable must be entered.

(14) Total Item Quantity - Total quantity of NSN/Part Number being procured on the PR.

(a) Data elements subparagraph (1) through (7) and (9) through (14) will be completed for direct delivery PRs and subparagraphs (1) through (12) and (14) for stock replenishment PRs.

(b) Each Walk-Thru PR must be accompanied by DIC YPW, Purchase Request Control Transaction, as provided for in appendix B-146. A minimum of three transactions is required with the maximum number to be determined by each DSC.

(15) Funds Limitation Statement - On the face of the Walk-Thru PR prepared for non-NSN or decentralized item requisitions received from Air Force with a unit price greater than \$1,000.00, the following statement will be inserted, MAXIMUM FUNDS AUTHORIZED \$X,XXX.XX.

c. DISTRIBUTION OF FORM

(1) Each Walk-Thru PR initiated for stock replenishment will be recorded in a register in the applicable Branch or Division within DSO.

(2) The IM/ESOC Supply Management Representative will obtain the necessary signature approval, as established by each DSC after the SF 36 has been prepared and prior to release. However, the signature will not be placed on the SF 36; it may be entered on the SCF or appendix F-189, or the ARCSF Inquiry Printout, as applicable. Whenever a stock procurement is initiated for a nonstocked item (SSC 2, 3, or 9), the Action Code DT will be entered on the DIC ZSJ/ZHS transactions.

(3) All Walk-Thru PRs with a dollar value over \$2,500 will be handcarried to DTO for review to determine if Quality Control clauses are applicable or for preparation of Negotiation Justification Statement and Sole Source Review if the NSN is coded Sole Source.

(4) The PR will be handcarried by operating personnel (designated by each DSC) to:

(a) DTO.

1. Technical Services Division, applicable Commodity Branch, for technical data necessary to effect contracting, when applicable; Sole Source Review and preparation of Negotiation Justification Statement if dollar value of purchase request is over \$2,500 and NSN is coded Sole Source; or review of other data, when required.

2. Quality Assurance Division, Contracting Support Branch, for Quality Control clauses when the dollar value of the PR is over \$2,500.

(b) Office of Comptroller, Accounting and Finance Clerk, for certification of funds on stock replenishment PRs only. As a matter of information, the Comptroller will record the commitment on a blotter record and hold in suspense until the commitment is reflected on the Daily Transaction Journal.

(c) Directorate of Contracting and Production for procurement action.

6. PROCEDURES/INSTRUCTIONS FOR PREPARATION AND SUBMISSION OF REQUIRED COMPUTER INPUT

The necessity for immediate preparation and input of Recommended Buy/ Batch Control Transactions (DIC ZHS/ZSJ) and requisition directed actions (DIC A0_/ZLL/ZLM/ZD7) by the IM/ESOC Supply Management Representative cannot be overemphasized. Input of Recommended Buy/Batch Control Transactions (stock replenishment) must be accomplished at the time the purchase is released. Requisition directed actions will be input without delay in as much as the PR for direct delivery buys cannot be completely prepared and released until the mechanically assigned PR number is output on appendix F-189, or obtained from an ARCSF Inquiry Printout. The PR will be released immediately after receipt of the F-189 and completion of the PR. These actions are necessary in order to: Establish and/or update the Requisition Status File; record the due-in in the Due-In File; establish the PR in the Active PR File; and to effect the mechanical commitment of funds for stock replenishment PRs. In addition, the Reorder Point Comparison Quantity will be updated in the NIR (stock replenishment PRs) to preclude generation of mechanical Recommended Buys.

a. The required input transactions to update the computer records for stock replenishment PRs are as follows:

(1) One Recommended Buy/Repair Batch Control Transaction, DIC ZSJ (appendix B-140) with Action Code DJ in pos. 79-80 for each PR.

(2) One Recommended Buy Transaction, DIC ZHS (appendix B-139) with Action Code DJ in pos. 79-80 for each line item (location having a different delivery date and Funds Classification Code, e.g., SCC for 100 each, RDD of 70250, FCC AA; SCC for 100 each, RDD of 70280, FCC AA; and SCC for 100 each, RDD of 70325, FCC CA). The Item Manager must ensure that the correct line item number and FCC is contained in the Recommended Buy Transaction and agrees with the line item number and FCC reflected on the SF 36. Detailed instructions for preparation of the DIC ZSJ/ZHS transactions are contained in appendix E-139 P.

b. Input transactions required to update computer records for direct delivery PRs resulting from original requisitions received by a medium other than AUTODIN will be prepared IAW appendix E-004 P or E-515 P, as applicable, using DLA Form 934. Special emphasis will be given the following field positions on DLA Form 934:

(1) Pos. 1 - Enter an 11-zone punch to indicate directed action.

(2) Pos. 3 - When the DIC is an A_5 or A_E, an overpunch is required to indicate the type of entry in pos. 8-22. An 8 overpunch will be entered if pos. 8-22 is an NSN; a 9 overpunch will be entered if pos. 8-22 is a part number. An entry in this column also requires an entry in pos. 73.

(3) Pos. 70-71 - Enter ORC of the originator.

(4) Pos. 73 - Entry in this field position is mandatory for DIC A_5 or A_E. Enter applicable code from appendix A-91.

(5) Pos. 77 - Enter Directed Action Code V to indicate Direct Delivery Walk-Thru PR (see appendix A-86).

(6) Pos. 78-80 - Leave blank; PR number will be mechanically assigned and output on appendix F-189.

c. Input transactions required to update computer records for Direct Delivery PRs resulting from a reentry document, DIC ZLL/ZLM, will be prepared in the format of appendix B-127 IAW appendix E-127 P when the PR is for the total quantity (DIC ZLL), or in the format of appendix B-151 IAW appendix E-151 P when the PR is for a partial quantity (DIC ZLM). Special emphasis will be given to the following transaction columns:

(1) Pos. 69-70 (DIC ZLL/ZLM) - Enter Directed Action Code HV to indicate Direct Delivery Walk-Thru PR (see appendix A-86).

(2) Pos. 72-73 (DIC ZLL) and 67-68 (DIC ZLM) - Enter ORC of the originator.

(3) Pos. 78-80 (DIC ZLL/ZLM) - Leave blank; PR number will be mechanically assigned and output on appendix F-189.

d. Input transactions required to update computer records for Direct Delivery PRs resulting from DIC ZD7 with Action Code JL will be prepared IAW B-244. Special emphasis should be given to the following field positions:

(1) Pos. 70-71 - Leave blank.

(2) Pos. 74-76 - Leave blank; PR number will be mechanically assigned and output on appendix F-189.

(3) Pos. 79-80 - Enter Action Code JL.

e. The PR/MIPR Control Transaction, DIC YPW, will not be input to the system prior to the establishment of the PR to the record.

f. Forward the input transactions (DIC ZSJ, ZHS, A0_, ZLL, ZLM, ZD7) through Data Entry facilities to Office of Telecommunications and Information Services (OTIS).

7. DISPOSITION OF FORM AFTER FINAL ACTION

One completed copy of the Walk-Thru purchase request SF 36 (hand-scribed, tissue or reproduced copy, at the discretion of each Center) will be filed in the Item Jacket Folder and retained until the document is destroyed IAW current records disposition procedures.

8. FLOWCHART

Flowchart not required.