

APPENDIX E-269 P

MATERIEL RECEIPT PROCESSING BY NON-DLA ACTIVITIES

1. FORM/REPORT USED

Management Data Report Transaction, appendix B-251.

2. REASON/CRITERIA FOR PREPARATION

a. Materiel receipts from non-DLA distribution activities from the first through the last day of each quarter are to be totaled and reported as part of the RCS DLA(M)26(C)MIN, Management Data Report which is due in DLA-OSC 45 calendar days following the quarter being reported.

b. Requirements for this report are prescribed in DLAM 4140.2, Volume I, Part 1, Chapter 3, Processing Receipt Transactions.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

Review and Analysis Branch of the Plans, Programs and Analysis Division in the Office of Planning and Management or organizational unit designated by the DSC.

4. PROCEDURES/INSTRUCTIONS FOR PREPARATION OF FORM/REPORT

a. SOURCE(S) OF INFORMATION

Management Data Report Transactions are partially prepared mechanically at the end of each quarter based on information obtained from MRCs received from non-DLA distribution activities. MRC reversals are subtracted from count totals. The quarterly totals are printed on the appendix F-80, DLA(M)26(C)MIN Report lines, under the heading, MATERIEL RECEIPT PROCESSING BY NON-DLA ACTIVITIES. Monthly totals are printed on the appendix F-51, Materiel Receipt Processing and Analysis, part I. The sum of the appendix F-51 totals for three months of a given quarter should be equal to the appendix F-80 quarterly total.

b. PREPARATION OF FORM/REPORT

(1) Data has been extracted from columns 2, 3, and 4, appendix F-51, part I, for partial preparation of a Management Data Report Transaction, appendix B-251, and identified to a Management Information Systems (MIS) Glossary Data Element Number as defined below.

(a) 511A: Receipts from Contracting for NSC, Norfolk, NN_.

(b) 511B: Receipts from Contracting for NSC, Oakland.

(c) 511C: Receipts from Contracting for SSPs, ND_, NG_, NJ_, NK_, NR_, and NU_.

(d) 512A: Receipts from Returns/Redistribution for Norfolk.

(e) 512B: Receipts from Returns/Redistribution for Oakland.

(f) 512C: Receipts from Returns/Redistribution for SSPs.

(2) Data has been extracted from column 5 (1-4 Days), appendix F-51, part I, for partial preparation of an appendix B-251 transaction and identified to a MIS Data Element defined below (DSCs do not have to compute or report percentage of receipts (line items) processed on time).

(a) 514A: Receipts from Contracting for Norfolk.

(b) 514B: Receipts from Contracting for Oakland.

(c) 514C: Receipts from Contracting for SSPs.

(3) Data has been extracted from column 8 (1-7 Days), appendix F-51, part I, for partial preparation of an appendix B-251 transaction, and identified to a MIS Data Element defined below.

(a) 515A: Receipts from Returns/Redistribution for Norfolk.

(b) 515B: Receipts from Returns/Redistribution for Oakland.

(c) 515C: Receipts from Returns/Redistribution for SSPs.

c. SIGNATURE/APPROVAL REQUIREMENTS

The data entered into the various Management Data Report Transactions will be reviewed by the Supervisory Personnel of the preparing organizational element.

d. DISTRIBUTION OF FORM/REPORT

Forward the Management Data Report Transaction documents to the DSC organizational unit responsible for coordinating the transmittal of the DLA(M)26(C)MIN report to DLA-OSC via AUTODIN.

5. PROCEDURES/INSTRUCTIONS FOR REPORT REVIEW/ANALYSIS

a. Appendix F-51 provides additional aging/late categories for receipts from Central Contracting in age categories of 5-10 days, 11-20 days, and over 20 days. For Returns and Redistributions in this respect, the late categories are 8-20 Days and over 20 Days. This data allows for an analysis of volume of late receipts in specified aging categories and serves as an indicator of areas requiring followup/corrective action.

b. Under the heading of W/O Date on appendix F-51, a count is shown of those materiel receipts which are reported by the distribution activities without an indication of the date that the materiel was received at the depot. Distribution activities need to be contacted by a DSC when omissions of this kind are repeated.

c. A count of Reversals, representing changes relating to receipts previously reported, is included for purposes of reviewing fluctuations and trends in the volume of such changes. Significant fluctuations or increasing trends in this area will reflect possible problem situations which may require corrective action by the DSC.

6. DISPOSITION OF FORM/REPORT AFTER FINAL ACTION

Appendix F-51 and F-80 copies will be retained as prescribed in current records disposition procedures.

7. FLOWCHART

Flowchart not required.