

APPENDIX E-276 P

PROCESSING ESOC REQUEST FOR DATA COLLECTION AND/OR IMPROVED ESD

1. FORM USED

Request for Data Collection and/or Improved ESD, DLA Form 1199, appendix C-157.

2. REASON FOR PREPARATION

The DLA Form 1199 is one means by which ESOC may elect to control and monitor requisitions and to request improved ESDs. See volume II, chapter 4, section X and appendix E-274 P.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

ESOC is responsible for initiating the DLA Form 1199.

4. INSTRUCTIONS FOR PREPARATION OF FORM

a. SOURCE OF INFORMATION:

The DLA Form 1199 is prepared from the High Priority Backorder/Delayed Items (appendix F-269), Customer Supply Assistance Request and from input provided by the Inventory Management Division, the Requisition Processing Branch, DTO, and DP&P.

b. PREPARATION OF FORM:

(1) ESOC will:

(a) Prepare DLA Form 1199 in three copies by completing section I.

(b) Annotate copy of High Priority Notification Listing (appendix F-269) to indicate that ESOC Request for Data Collection and/or Improved ESD. Copy forwarded to IM.

(c) Time period for IMDs and Requisition Processing Branch to complete form normally will be three workdays.

(2) Inventory Management Division will:

(a) Determine the most expeditious method for satisfying the requirements by expediting the requisition/backorders to the extent allowed under volume II, chapter 4, paragraph 204207 or taking alternate supply actions per appendix E-274 P.

(b) Complete DLA Form 1199 for section II as prescribed in appendix E-274 P.

(c) If required, initiate request for improved delivery to Contracting IAW appendix E-506 P.

(d) If required, request ESOC assistance outlined in appendix E-274 P, paragraphs 4d and 4e.

(e) Forward on completed copy to ESOC by assigned suspense date.

(f) Retain one copy for Inventory Management Section File.

c. SIGNATURE/APPROVAL REQUIREMENTS:

Block 10 must be signed by ESOC Branch Chief/Deputy Chief.

5. INSTRUCTION FOR PROCESSING RETURNED FORM

a. Update and maintain the DLA Form 1199 with data obtained from DTO and DP&P and Inventory Management Divisions.

b. Annotate copy of High Priority Backorder/Delayed Items to indicate receipt of completed DLA Form 1199.

c. Determine if requisition should be included in next scheduled briefing.

d. Answer customer request if applicable.

6. DISPOSITION OF FORM AFTER FINAL ACTION

One copy of each completed DLA Form 1199 will be retained in the Item History File as required.