

APPENDIX E-277 P

TECHNICAL ASSISTANCE, REQUEST FOR

1. FORM USED

Request for Technical Assistance (DLA Form 1198).

2. REASON FOR PREPARATION

DLA Form 1198 is used to expedite review and to obtain technical information from DTO for use in effecting procurement of requisitioned items or determining possible substitutes. This supports the requirement for intensive management of high priority requisitions outlined in volume II, chapter 4, section X.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

DLA Form 1198 is initiated by ESOC or the Inventory Management Divisions when a direct ship recommended buy action is suspended for missing technical data and/or packaging data or when assistance is required from a technical standpoint for procurement.

4. INSTRUCTIONS FOR PREPARATION OF FORM

a. Sources of Information:

DLA Form 1198 is prepared utilizing data from the customer supply assistance request, Requisition Status File (remote/F-114) Printout, and from the High Priority Backorder/Delayed Items (appendix F-269).

b. ESOC will:

(1) Prepare three copies of the form as follows:

<u>BLOCK NUMBER</u>	<u>FIELD LEGEND</u>	<u>EXPLANATION/INSTRUCTIONS</u>
1	Date	Enter current date.
2	Serial No.	Leave blank.
3	Requisitioner	Leave blank.
3a	Requisition No.	Enter document number indicated in basic source document or RSF Printout.
4	NSN	Enter NSN indicated in basic source document or RSF Printout, if applicable; otherwise, leave blank.

<u>BLOCK NUMBER</u>	<u>FIELD LEGEND</u>	<u>EXPLANATION/INSTRUCTIONS</u>
5	Manufacturer's Code and Part Number	Part number if indicated in basic source document or RSF, if applicable; otherwise, leave blank.
6	Nomenclature/Noun	Enter nomenclature indicated in basic source document; otherwise, leave blank.
7	Type Information Requested	Enter a check in block titled, "Status of Technical Review" and add input of missing data when this form is used in conjunction with processing a request and the item is in BV status with a recommended buy number; otherwise, check the appropriate block.
8	Answer Required By	Enter date equal to one workday from current date.
9	Extent of Research	Leave blank. To be completed by Technical Operations (S).
10	Remarks/Comments	Leave blank. To be completed by Technical Operations (S).
11		Signature of ESOC Project Officer Self-explanatory.
11a	Tel Ext	Self-explanatory.
12	Signature of Technician	Leave blank. To be completed by Technical Operations (S).
13	Tel Ext	Leave blank. To be completed by Technical Operations (S).

(2) Retain one copy of completed form for ESOC file.

(3) Annotate on the High Priority Backorder/Delayed Items Notice - (appendix F-269) the date and time dispatched.

(4) Process as prescribed in appendix E-274 P.

(5) Normally, three workdays will be allowed for return of completed form.

c. DTO will:

(1) Complete forms as follows:

(a) In blocks 9-10, supply the requested information and any other data deemed to be pertinent.

(b) In blocks 12 and 13, list the technician and telephone number.

(2) Forward one copy of completed form to ESOC.

(3) Retain one copy for use as required.

d. Signature Requirements:

(1) ESOC Branch Chief/Deputy Chief/Section Chief will sign in block 11 above ESOC Project Officer's name or the IMD Section Chief will sign in block 11 when this form is used by the IMDs.

(2) The appropriate Section Chief in DTO will sign in block 12 above the Technician's name.

5. INSTRUCTIONS FOR PROCESSING RETURNED FORM

a. If applicable, update related ESOC Request for Data Collection and/or Improved ESD. DLA Form 1199 (appendix C-157) with information furnished by the DLA Form 1198.

b. Annotate High Priority Backorder/Delayed Items to indicate receipt of completed DLA Form 1198.

c. Continue processing under appendix E-274 P.

d. Pertinent information should be passed to IM for future use in resolution of problems.

6. DISPOSITION OF FORM AFTER FINAL ACTION

Completed DLA Form 1198 will be retained in file in NSN/part number sequence.