

APPENDIX E-278 P

MATERIEL RETURNS OF SENSITIVE/CONTROLLED ITEMS

1. PURPOSE

This procedure is applicable to chapter 40 and describes procedures for following up on nonreceipt of projected returned sensitive/controlled substances (Inventory Category Code U items).

2. APPENDICES USED IN THIS PROCESS

- a. Appendix B-178, MRP Notice of Shipment.
- b. Appendix F-413, MRP CRCF Purge/Notice of Shipment.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

a. The ODS will be responsible for the preparation of the F-413 report.

b. The DSO Accountability Officer will be responsible for:

(1) Initiating followup action on nonreceipt of returned sensitive/controlled items.

(2) Controlling and monitoring all followup lines until all applicable actions are completed.

(3) Initiating timely followup action to the customer for processing of tracer action, as required.

(4) Advising applicable defense depot S&T authorized personnel of findings, as required.

4. BACKGROUND

a. Failure to respond to initial followup (DIC FT6) will result in the CRCF record being purged to the CRHF. Additionally, those CRCF records reflecting shipment data but materiel had not been received within established timeframe will be purged from the CRCF to the CRHF.

b. Concurrent with the posting of DIC FTM shipment data to the CRCF, the MRP will generate an alert notice, DIC CFM, to the DS&T and establish a purge date based on the DIC FTM ship date. An alert notice, DIC CFM, will also be generated when the DIC FTM matches the CRHF and the record does not reflect receipt data.

c. The CRCF will be mechanically reviewed to produce the F-413, part A, report for those CRCF Inventory Category Code U records meeting the following purge criteria:

- (1) No response to DIC FT6.

(2) Nonreceipt of materiel (FTR Reply Section quantity minus any canceled quantity) within timeframe established based on DIC FTM ship date.

d. During the initial DIC FTM edit/validation process, the F-413, part B followup will be generated when:

(1) The DIC FTM matches the CRHF, the record reflects receipt of some materiel and the processing DIC FTM does not duplicate previously posted shipment data.

(2) The DIC FTM failed to match the CRCF and CRHF.

## 5. PROCEDURES

a. Appendix F-413, part A, CRCF Records Purged.

(1) For those lines which indicate that the customer failed to respond to the mechanical DIC FT6, contact the customer to determine if the materiel was in fact shipped.

(a) If materiel was not shipped, annotate the listing accordingly. No further action required.

(b) If the materiel had been shipped, request submission of DIC FTM. Annotate the F-413, part A report with data furnished by customer.

(2) For those lines reflecting posted DIC FTM shipment data, screen against outstanding materiel receipt violations.

(a) If violation is found, annotate data on the F-413, part A report. No further action required.

(b) For those lines remaining, interrogate the CRCF and contact the customer to determine status of shipment.

1. If materiel was not shipped, annotate the listing. No further action required.

2. If the materiel had been shipped, ensure that a receipt is not in process at the depot prior to requesting customer to initiate tracer action. Annotate listing with findings.

3. In the event the customer cannot be reached, contact the next level of their command to ascertain status of shipment.

b. Appendix F-413, part B, Notice of Shipment.

(1) For those lines reflecting additional shipment data subsequent to receipt posting:

(a) Interrogate the CRCF.

(b) Contact the customer for clarification of revised shipment data. If it is determined that additional shipment has been made, notify DS&T of the revised shipment data.

(2) For those lines indicating that the DIC failed to match the CRCF and CRHF, contact the customer to determine if materiel was in fact shipped:

(a) If materiel was not shipped, annotate the listing. No further action required.

(b) If materiel was shipped, request customer submit DIC FTE. Suspend DIC FTM five days. After the CRCF record has been reestablished, resubmit DIC FTM data.