

APPENDIX E-279 P

REQUESTS FOR ROUTINE TECHNICAL ASSISTANCE

1. PURPOSE

This procedure describes the policy, purpose, and use of the Request for Routine Technical Assistance, DLA Form 1200, by DSO and DTO.

2. APPENDICES, FILES AND MANUAL RECORDS USED IN THIS PROCEDURE

a. DSO

(1) Request for Routine Technical Assistance, DLA Form 1200.

(2) Appendix E-171 P, Procedures for Establishment, Change or Deletion of Stock Management Families.

(3) Appendix E-215 P, Procedures for Preparation of Conditional Substitute Change Transaction.

(4) Appendix F-19, First Time on Backorder Notification Listing.

(5) Appendix F-107, Complete Family Listing.

(6) Appendix F-109, National Inventory Record Reply.

(7) Appendix F-167, Standard Supply Control Study.

b. DTO

(1) Manual Item Standardization Records.

(2) Appendix F-311, NIIN/PSCN Interrogation Search Replies.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

a. DSO, IM Division, initiates DLA Form 1200, IAW policy and procedures contained in paragraphs 4 and 5 of this appendix.

b. DTO, Technical Services Division or Standardization Division, reviews the DLA Form 1200 IAW DLAM 4130.3, Volume II, Part 7, Appendix E-751 P.

4. POLICIES AND GUIDANCE

a. The following policies are applicable to DSO:

(1) Determine need for routine technical assistance.

(2) Prepare the DLA Form 1200.

(3) Process the DLA Form 1200.

b. When initiating and processing a routine request for technical assistance, the following applies:

(1) DSO will submit routine requests when the following conditions exist.

(a) An item's stock position is critically low (less than one month's demand on-hand).

(b) An item has a significant volume of backorders and no materiel dues-in within the next 60 days.

(c) An item is the new family head (preferred item) and the prior family head was completely interchangeable with a member item.

(d) An NSN recorded as a requirements family head in the NIR is different from the NSN reflected as the I&S master or no NSN is shown under the I&S master field in the NIR.

(e) The item is in an excess position with the dollar value of excess over \$10,000. A lower dollar level can be established in a DSC by the DSO, DTO, and the OP&M.

(f) A conversion factor is required to allow for the substitution of one NSN with another NSN and the unit of issue(s) is/are not found in the Definitive Unit of Issue Conversion Table.

(g) Other conditions exist which require technical assistance. These requests will be submitted on a as required basis for active items. An example of such a request is acquiring procurement identification data, extended nomenclature, or end item application. In many instances this information is contained in the Contracting Technical Data File (CTDF) of the Contracting Subsystem. Interrogation of the CTDF (appendix B-145) will be made before submittal of DLA Form 1200 to the DTO. The CTDF Printout will be attached to the DLA Form 1200 to indicate the need for CTDF update if requested data is developed. Paragraph 4b(2)(f) applies to all miscellaneous requests for technical assistance.

(2) The following additional criteria will be used to determine validity of conditions listed in subparagraph b.

(a) Items stock position is critically low (less than one month demand on hand). For bachelor or preferred items, the following conditions must apply:

1. It is a replenishment item.
2. There are no materiel dues-in within 60 days.
3. Annual demand quantity exceeds 100.
4. Annual demand dollars exceed \$2500.
5. Potential replacements from nonpreferred family members must have assets sufficient to satisfy six months demand on the preferred item.

(b) The item is on backorder with a significant volume of backorders and no materiel dues-in within 60 days. The same criteria in subparagraph (a) above applies.

(c) The item is a new family head (preferred item) and the prior family was completely interchangeable with a member item. This condition is applicable only to preferred items. Requests for reverse coordination with the prior family head (i.e., will the prior family head be accepted as a substitute for the new family head) will be made only when assets for the prior family head exceed six months demand for both items.

(d) Requirements and I&S families are established as a result of technical determinations. Whenever a requirements family exists which differs from the I&S family; the requirements family head and I&S master NSNs are different; or a requirements family is present but the NIR does not reflect an I&S relationship, the requirements family should be forwarded to the DTO Standardization Division for their review under the procedures outlined under the I&S program.

(e) The item is in an excess position with the dollar value of Condition Code A excess over \$10,000.00, or a lower figure agreed to by the DSO and the DTO. The extended dollar value of Condition Code A excess is to be recorded in part III of the DLA Form 1200.

1. All items will be submitted to the DTO for review; if possible, the IM should submit request for family items (preferred and nonpreferred) first followed by bachelor items.

2. Requests will be submitted on a daily basis.

3. A record will be maintained to ensure a request has been submitted for each item.

4. Only one request for each item will be submitted in a six month period.

(f) Other conditions. Request for other conditions will have Branch level approval.

(3) If a new NSN is required based on criteria expressed in appendix E-171 P, DLA Form 1200 will be prepared as follows:

(a) Indicate in red letters at the top of the form the phrase NEW NSN REQUIRED.

(b) In part II of the DLA Form 1200, check the Other block and enter the remarks NEW NSN REQUIRED FOR P/N \_\_\_\_\_ (ENTER APPLICABLE P/N).

(c) In part III of the DLA Form 1200, check the Other block and enter the following:

1. New NSN Required.

2. Acquisition Advice Code \_\_\_\_\_ (enter applicable AAC).

3. Supply Status Code \_\_\_\_\_ (enter applicable SSC).

4. New Unit Price \_\_\_\_\_. The new unit price will be entered by the Office of the Comptroller.

(d) The completed DLA Form 1200 will be forwarded to the Office of the Comptroller, where the new unit price will be entered. The Comptroller will enter the phrase NEW UNIT PRICE APPROVED BY OFFICE OF THE COMPTROLLER in part V. After this is accomplished, the DLA Form 1200 will be forwarded to DTO for assignment of a new NSN.

c. DTO will accept the DLA Form 1200 requesting assistance for the above condition under the policy outlined in DLAM 4130.3, Volume II, Part 7, Appendix E-751 P.

d. Request for Routine Technical Assistance will:

(1) Contain all available relevant data prior to transmittal.

(2) Be used to request data on stock numbered items only.

(3) Not be transmitted until properly approved.

(4) Contain sufficient remarks to ensure adequate communication of desire and intent.

(5) Be limited to data on a single item of supply.

e. In processing the DLA Form 1200, the following policies apply to the personnel in the Directorate of Supply Operation who will:

(1) Upon return of the DLA Form 1200 verify that an appropriate answer was provided together with sufficient amplifying data.

(2) When conditional substitute, I&S or Requirements family relationships are reported, the IM will process transactions into the NIR and SCF in accordance with appendices E-171 P, E-215 P or E-413 P. Temporary agreements will not be recorded in the NIR and SCF.

(3) When DTO indicates on the DLA Form 1200 that a new NSN has been established, the following actions will be accomplished:

(a) Mechanically, a ZRY will be generated to establish the new NSN in the SCF and in the NIR.

(b) On stocked items, the automatic ZRY will produce an SSCS to ORC ZZ and Reason for Study Code NN. The SSCS will be accompanied by a DIC ZR3. The SSCS will indicate that the item is an ICC 2 and has an NSO quantity of 0. It can be assumed that the new member item's assets are below the ROP. Accordingly, immediately merge the new member of the family with the head of the family item indicated in the returned DLA Form 1200 with the input of a DIC ZJS in accordance with procedure outlined in appendix E-171 P. If the assets are above the ROP, a DIC ZR2 will be input to update the SCR with the head of the family NIIN. When the assets fall below the ROP, an SSCS, Reason for Study Code MR/RP, will be generated and processed in accordance with appendix E-307 P.

(c) If the item is either stocked or nonstocked and the assets are zero or will be zero (i.e., anticipated future issue) in 60 days, process a request to the DTO to delete the nonpreferred item IAW appendix E-413 P.

(d) If the item is nonstocked, a DIC ZJR will be input by the IM to update the NIR with the head of the family NIIN.

## 5. PROCEDURES AND INSTRUCTIONS

a. When preparing the DLA Form 1200, DSO will fill out parts 1 through 3 in all cases, and parts 4 and 5 as applicable. Prepare in triplicate, forward original and second copy, carbon included, to DTO. Remove the third copy and file. The following procedures and instructions apply for all parts:

### (1) Part 1: Item Identification.

Identifies the NSN for which technical assistance is being requested and its status in relation to other items.

### (2) Part 2: Type of Action Requested.

(a) Identifies the DSO data requirement. Provides for five different requests which, together with part 3, identify the reason for the request and the type of response requested.

#### (b) Explanation of type of actions requested.

1. Find suitable substitute for issue. This request is initiated when an item has no known substitutes or when an item has I&S relationships but insufficient assets to resolve supply problem.

2. Determine/Expand I&S relationship with following: Action is requested when an item has established I&S relationships and assets are sufficient to warrant expansion of these relationships.

3. Excess Item - Review for use as possible substitute and/or new uses. This action is requested for bachelor or preferred items in long supply with excess over \$10,000 or a lower figure mutually agreed upon by DSO and DTO. The exact dollar value of the Condition Code A excess is to be recorded in part III of the DLA Form 1200.

4. Other. This block will be used when one of the standard requests do not apply. When used, request must be explained in detail.

### (3) Part 3: Reason for Action Requested.

Identifies reason for the requested action. Six reasons are reflected on the DLA Form 1200. Reasons are self-explanatory.

### (4) Part 4: Relationships Known to the DSO.

(a) Reflects all known coordinated relationships.

(b) When preparing the DLA Form 1200, the DSO will provide data for the following data elements:

1. NSN A - Either the preferred or nonpreferred NSN.

2. P/M - Identifies the item listed under column NSN A as either the preferred/head of the family item (P) or the nonpreferred/member item (M).

3. NSN B - Either the preferred or nonpreferred NSN.

4. PP/M - Identifies the item listed under column NSN B as either the preferred item (P) or the nonpreferred item (M).

5. Relationships - Column identifies the coordinated relationships between the item listed in the NSN A column and the item listed in NSN B columns. For example, if the item listed in NSN A column was an acceptable substitute for the item listed in NSN B column, the relationship A for B would be circled (A for B). If the items were completely interchangeable for issue purposes, both relationships (A for B and B for A) would be circled.

6. AAC - Asset Applicability Code. This code identifies the relationship between the item listed in NSN A column and the item listed in NSN B column. If the items are completely interchangeable for issue purposes, the AAC will be 1. If the items are one way interchangeable for issue purposes, the AAC will be 2.

NOTE: This column has a direct tie-in with the Relationship column in that if only one relationship is circled (A for B), the AAC will be 2. If both relationships are circled (A for B and B for A), the AAC will be 1.

7. SARC/Concurrence - Leave blank.

(5) Part 5: Remarks.

This block will be used whenever additional data or explanation is necessary. Temporary Service Agreements will be identified in this block.

b. In preparing the DLA Form 1200, the DTO will provide the following information for the NSN reflected after the phrase TECHNICAL REPLY ON NSN \_\_\_\_\_.

(1) When no additional relationships can be found check block 1, NO ADDITIONAL SUBSTITUTES/RELATIONSHIPS/USES COULD BE FOUND.

(2) When a substitute relationship was found and completely coordinated check block 3, THE REVISED/NEW FAMILY INTERCHANGEABILITY AND SUBSTITUTABILITY RELATIONSHIP. In addition the complete family substitution relationship will be reflected on the DLA Form 1200. Reference paragraph 5a(4)(b) of this appendix for an explanation of the data elements.

(3) When other data is furnished or additional explanation is required the REMARKS block will be used.

6. FLOW CHART

Flow chart not required.