

APPENDIX E-315 P

PROVISIONING SUPPLY SUPPORT REQUEST (SSR)

1. PURPOSE

This appendix is applicable to chapter 39 and prescribes the procedures for the manual processing of Provisioning SSRs, as prescribed by DLAR 4140.35. This procedure is only applicable for DPSC-Medical and will require the approval of DLA-OS before being used.

2. APPENDICES USED IN THE PROCESS

- a. Appendix A-50, Supply Status Codes.
- b. Appendix A-78, Acquisition Advice Codes.
- c. Appendix A-136, Action Taken Codes.
- d. Appendix B-213, Provisioning Program Data and Advice Transaction, DIC CWA.
- e. Appendix B-214, Provisioning Supply Support Request and Advice Transaction, DICs CXA, CXB, CXC, CXF, CXG, CXK, CX1, CX2, CX3, and CX4.
- f. Appendix E-413 P, Procedures for Adding, Changing, Reinstating, or Deleting an Entire Segment H.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

- a. Materiel Support Branch, MSO, is the office of primary responsibility.
- b. Cataloging Branch, Technical and Quality Assurance Division, is responsible for all communications with DLSC.
- c. Technical Services Branch, Technical and Quality Assurance Division, is responsible for reviewing all Service submitted requests for NSN assignment to determine validity of CAGE/Part Number, alternate items, and so on.

4. PROCEDURES/INSTRUCTIONS

- a. The Materiel Support Branch will:
 - (1) Receive SSRs from Services and maintain a log of these receipts by date received, Activity Code (ACF) (From), PCC, DOR, and ISN.
 - (2) Establish a Provisioning History File Envelope (PHFE) for each PCC received.

NOTE: All Program Data SSRs (PDSSR) should be date stamped with date received and retained in MSO for future reference by ACF (From), PCC and DOR.

(3) Review all SSR packages for edit and validation errors IAW appendices B-213 and B-214. When violations occur, refer to appendix A-136 for applicable ATC to be forwarded to submitting activity via appendix B-214, using DIC CX1.

(4) Establish a Provisioning Item History Envelope (PIHE) for each Line Item SSR (LISSR) received. Each PIHE must contain the original LISSR, all technical data received from submitting activity, and an Item History Control Form. Technical data should be annotated with ACF (From), PCC, DOR, and ISN.

(5) Determine recommended AAC for each ISN as follows:

(a) If pos. 25-29 and pos. 32-36 are 0 quantities, and pos. 31 contains an AAC J/SSC 3; assign AAC J (SSC 3).

(b) If pos. 32-36 contains quantities of 00001-00011, assign AAC Z (SSC A).

(c) If pos. 32-36 contains quantities of 00012 or more, assign AAC D (SSC 1).

(6) Annotate PIHE to indicate recommended AAC and end item references. Forward all PIHEs to the Cataloging Branch.

(7) Annotate PHFE with 20-calendar day suspense date and hold in suspense. Initiate followup action after 20 days if replies have not been received from Cataloging and/or Technical Services Branch.

b. The Cataloging Branch will:

(1) Upon receipt of PIHEs from the Materiel Support Branch, interrogate the DLSC TIR.

(2) NSN interrogation results will be processed as follows:

(a) If DSC is presently managing NSN for the submitting activity, return PIHE to the Materiel Support Branch with ATC YB, if item is currently managed as AAC L; ATC YD will be used if item is currently managed as AAC J; ATC YE applies if item is currently managed as AAC D/Z.

(b) If DSC is presently managing the NSN but not for the submitting activity, generate Add User action, if appropriate, to add submitting activity and concurrently forward PIHE to the Materiel Support Branch with ATC YB, YD, or YE and message, ADOPT ACTION GENERATED, IF APPROPRIATE.

(c) If NSN is within this DSC's cognizance, but is not currently managed by this DSC or another DoD manager:

1. Review LISSR for validation of data elements required for Condition 2 SSRs. If data elements are missing or invalid, return PIHE to the Materiel Support Branch with applicable ATC.

2. If LISSR data elements are valid, generate adopt action to add the DSC and submitting activity. Concurrently forward PIHE to the Materiel Support Branch with ATC YE and message, ADOPT ACTION GENERATED (CONDITION 2 SSR).

(d) Screen remaining PIHEs against appendix A-136 to determine applicable ATC and return PIHE with ATC to the Materiel Support Branch.

(3) CAGE/Part Number Interrogation Results will be processed as follows:

(a) If item is a possible duplicate of NSN in DLSC records and the LISSR contains an NSN Justification Code, forward to the Materiel Support Branch one copy of Item Entry Control Record indicating that the PIHE has been submitted to the Technical Services Branch.

(b) If the item matches more than one NSN and the LISSR contains an NSN Justification Code, initiate necessary cataloging action to identify the item of supply.

(c) Screen remaining CAGE/Part Numbers against appendix A-136 for applicable ATC and return to the Materiel Support Branch with the PIHE. If no ATC applies, forward PIHE to Technical Services Branch, and forward to the Materiel Support Branch, one copy of the Item Entry Control Record indicating that PIHE has been submitted to the Technical Services Branch.

c. Technical Services Branch will, upon receipt of PIHEs from the Cataloging Branch:

(1) If PIHE indicates that the CAGE/Part Number did not match an NSN:

(a) Review item to ensure that the CAGE/Part Number (and technical data, if submitted) are valid. If item meets the criteria for rejection (see appendix A-136, numeric codes), return PIHE to the Materiel Support Branch with applicable ATC; forward a copy of the Item Entry Control Form with the ATC to the Cataloging Branch.

NOTE: DIC CXB, submitted with DIC CXB, which is invalid, will be cause for rejection of ISN, i.e., Date Tech data to be supplied invalid.

(b) Review item for substitute or alternate items. If a substitute or alternate item is found, forward PIHE to the Materiel Support Branch with ATC YL (NSN offer), or YQ (CAGE/Part Number offer) and a DD Form 546 and any technical data available; forward a copy of the Item Entry Control Record to the Cataloging Branch.

(2) If PIHE indicates item is a possible duplicate of an NSN in the DLSC records, review the NSN Justification Code for validity. If Invalid, return PIHE to the Materiel Support Branch with ATC; forward one copy of the Item Entry Control Record to the Cataloging Branch.

(3) If CAGE/Part Number (and technical data, if submitted) are valid and if the NSN Justification Code is valid, and no substitute/alternate item is found, annotate the Item Entry Control Record, TECH DATA VALID; NSN ASSIGNMENT REQUIRED. Forward one copy of Item Entry Control Record to the Materiel Support Branch; return entire PIHE to Cataloging Branch.

d. The Cataloging Branch will:

(1) Generate a request for an NSN assignment to DLSC.

NOTE: Request must include NSN Justification Code from LISSR, when applicable, and recommended AAC.

(2) Upon notification of a new NSN assignment by DLSC:

Forward PIHE with NSN and ATC YA to the Materiel Support Branch.

(3) Process notification of exact matches and possible duplicate matches IAW subparagraph b(3) above.

e. The Materiel Support Branch will hold all PIHE replies in suspense until an initial reply is received for each PIHE in the PHFE. Process the PHFE package as follows:

(1) Generate DIC LAM (appendix E-413 P) for LISSRs returned with ATC YE, and message, ADOPT ACTION GENERATED (CONDITION 2 SSR).

(2) Generate 25-day advice to the submitting activity as follows:

(a) Review ATCs.

1. ATCs will be applied when reported by responsible branch.

2. If the message TECH DATA VALID; NSN ASSIGNMENT REQUIRED is received, assign ATC as follows:

a. Multiply PLT (pos. 72-73) x 30, add 90; this total will be added to DOR (formula $PLT \times 30 + 90 + DOR$).

b. If total is equal to or less than the Date Repair Parts Required (pos. 25-28 of PDSSR), assign ATC YE.

c. If total is greater than the Date Repair Parts Required (pos. 25-28 of PDSSR), assign ATC YX (pos. 65-66) and date the item will be supported (pos. 77-80).

(b) Prepare Line Item Advice Transactions, IAW appendix B-214 (DIC CX1) and forward transactions to submitting activity.

(c) Ensure all technical data applicable to an ISN (i.e., rejects and YL/YQ offers) are forwarded to the submitting activity with Advice Transactions.

(3) Continue processing PIHEs assigned ATC YL or YQ as follows:

(a) Establish a 60-day suspense file.

(b) Generate 30-day/45-day followup notifications to submitting activity.

(c) If DIC CX2 reply document is not received within 60 days, assign ATC 08. Prepare LIAC IAW appendix B-214 and forward transaction to the submitting activity.

(4) Continue processing items awaiting NSN assignment as follows:

(a) Establish 30-day suspense file. Followup with Cataloging Branch as required.

(b) Upon receipt of NSN assignment:

1. Prepare LIAC, ATC YA, and mail to submitting Service.

2. Generate DIC LAM (appendix E-413 P).

3. Forward requirements (Retail Quantity, pos. 25-29, and Replenishment Quantity, pos. 32-36, of LISSR and recommended SSC with ACF (From), PCC, DOR, and ISN) to the applicable IM within DSO.

4. Upon receipt of the F-84, IMC Edit Error/CRC List indicating CRC RF:

a. Remove the technical data from PIHE, return to the Technical Services Branch with one copy of Item Entry Control Form.

b. File one copy of the F-84 report in PIHE.

(c) If item is rejected, prepare LIAC with ATC received from responsible branch.

f. DIC CX2 Reply Transactions received from submitting activity will be processed as follows:

(1) Materiel Support Branch will:

(a) Review YL/YQ suspense file to ensure ISN has not been rejected with ATC 08.

1. If ATC 08 has been assigned, no further action is required.

2. If 60-day suspense date has not been reached, complete steps in subparagraphs a and b below:

a. Enter Reply Transactions in Provisioning SSR log.

b. Remove applicable PIHE from suspense and forward with reply transactions to the Cataloging Branch.

(2) The Cataloging Branch will:

(a) If ATC is YM (substitute NSN offer accepted) and:

1. The accepted substitute item is currently managed for the submitting Service, return PIHE to the Materiel Support Branch with the message, SUBMITTING SERVICE CURRENTLY REGISTERED.

2. The accepted substitute item is not currently managed for the submitting Service:

a. Generate Adopt action.

b. Return PIHE to Materiel Support Branch with the message, ADOPT ACTION GENERATED.

(b) If ATC is YV (substitute CAGE/Part Number acceptable):

1. Submit substitute CAGE/Part Number for NSN assignment to DLSC.

2. Upon notification of new NSN assignment by DLSC:

Return PIHE to Materiel Support Branch with NSN.

(c) If ATC is YN (substitute offer not acceptable; original CAGE/Part Number required):

1. Submit original CAGE/Part Number to DLSC for NSN assignment.

2. Notify Materiel Support Branch of NSN assignment as described in subparagraph f(2)(b) 2 above.

(d) If Advice Code is YP (substitute offer not acceptable; requested NSN required), process requested NSN IAW subparagraph f(2)(a) above.

(3) Materiel Support Branch will:

(a) If PIHE indicates new NSN assignment, process IAW subparagraph e(4)(b) above.

(b) If PIHE indicates ADOPT ACTION GENERATED, no further action is required.

(c) If PIHE indicates SUBMITTING SERVICE CURRENTLY REGISTERED, no further action is required.

g. Technical Service Branch will:

(1) Receive a copy of Item Entry Control Form and Technical Data from the Materiel Support Branch.

(2) Process DIC ZR2, Supply Management Data Change Transaction, appendix B-149, to enter PGC in the SCF.

(3) Process DPSC-Medical PGC Coding Form, and DPSC-Medical YQF-ORC Input Form to enter required data in the PGC Technical Data File.

(4) Establish Item Folder.