

APPENDIX E-341 P

MEDICAL ITEMS FOR RETENTION/DELETION DECISION

1. PURPOSE

This procedure is applicable to chapter 50 and describes the processing of the Medical Items for Retention/Deletion Decision listing, appendix F-7. The listing is output from the annual selection process described, and identifies Inactive Item Review Notifications (IIRNs) generated to RIC S9M on DPSC Medical items that contain a Special Item Code of R, K, L, M, or D in the NIR.

2. APPENDICES USED IN THIS PROCESS

- a. Appendix B-46, Inactive Item Review Notification.
- b. Appendix B-179, Standard Supply Control Study Request Transaction.
- c. Appendix E-046 V, Inactive Item Review Notification Violations.
- d. Appendix F-7, Medical Items for Retention/Deletion Decision.
- e. Appendix F-167, Standard Supply Control Study.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

The Item Manager (IM) in the Directorate of Supply Operations (DSO), the Defense Inactive Item Program (DIIP) Monitor in the Management Support Office (MSO), the Catalog Branch, Technical Services Branch and Provisioning Control Office in the Technical Operation Division, and the Defense Medical Standardization Board (DMSB) are responsible for the procedures described in this appendix.

4. PROCEDURES/INSTRUCTIONS

- a. The DIIP Monitor in the MSO will:

(1) Receive and distribute four copies of the appendix F-7. The listing will be accompanied by one preprinted IIRN with RIC S9M for each NSN. The DIIP Monitor will retain the IIRNs and one copy of the listing. The remaining three copies of the listing will be distributed to the appropriate office for action as follows:

(a) For Medical items with Special Item Code R, K, M, or D, forward three copies to the IM in the DSO;

(b) For Medical items with Special Item Code L, forward two copies to the Provisioning Coordination Office (PCO) in the Technical Operation Division.

(2) Receive and retain an IIRN, DIC CZR, for each NSN referred under DIIP. As information is furnished, code the appropriate IIRN with the Retain (RE) or Delete (DL) decision and forward to data entry for processing. All DIC CZRs must be processed to update the Inactive Item Review Suspense File (IIRSF) before the August monthend to preclude automatic deletion of all recorded users.

(3) Receive the annotated appendix F-7 listings or IOMs from the applicable offices and code the IIRN for the applicable NSN to Retain (RE) or Delete (DL) the NSN. Transactions will be edited and validated. Violations will be corrected and reentered as described in appendix E-046 V. The IIRSF and the Supply Control File (SCF) will be updated as described in chapter 50.

b. The IM in the DSO will:

(1) Receive three copies of the appendix F-7 listing inactive items identified with Special Item Code R, K, M, or D. The inactive items identified on this listing will be reviewed for possible deletion by the IM.

(2) Prepare a Request for Supply Control Study, DIC ZR9, in the format of appendix B-179, for all items being recommended for deletion. Upon receipt of the Standard Supply Control Study (SSCS), appendix F-167, extract item name, asset data, demand history and other pertinent information.

(3) On items that are to be retained, prepare an Inter-Office Memo (IOM) stating the applicable reason for recommending retention of the particular item and forward to the DIIP Monitor in the MSO.

(4) On items for which deletion is recommended, prepare an IOM requesting that the applicable items be reviewed for possible deletion and forward to the Technical Services Branch, in the Technical Operation Division. Forward two copies of the appendix F-7, and the SSCS for each item referred for review.

c. The Technical Services Branch in the Technical Operation Division will:

(1) Receive the IOM from the DSO, with the accompanying appendix F-7 identifying inactive items with Special Item Codes K, M, D, or R. SSCSs will be provided for all items being recommended for deletion by the IM.

(2) Review the applicable management data and the SSCS for each NSN referred for review and possible deletion.

(3) If the Technical Services Branch does not agree with the IMs deletion recommendation, prepare an IOM and forward to the DIIP Monitor in the MSO, with an information copy to the IM in DSO, and state the applicable reason for recommending the retention of a particular item.

(4) If the Technical Services Branch agrees with the IMs recommended deletion, the item must be referred to the DMSB. Prepare a letter and forward the applicable SSCS to the DMSB requesting that the applicable items be reviewed for possible deletion.

(5) Upon receipt of a reply from the DMSB, take the appropriate action to retain or delete all user interest.

(a) If the item is to be retained, advise the DIIP Monitor in the MSO. The DIIP Monitor will annotate the applicable IIRN, DIC CZR, and forward to data entry for processing.

(b) If the item is to be deleted, advise the DIIP Monitor in the MSO. Forward a copy of the DMSB Item Review Report, DMSB Form 5, confirming the deletion decision. The DIIP Monitor will annotate the applicable IIRN, DIC CZR, and forward to data entry for processing.

d. The Provisioning Control Office in the Technical Operation Division will:

(1) Receive two copies of appendix F-7 identifying inactive items with Special Item Code L. This listing identifies Medical repair parts items that are being recommended for deletion.

(2) Review all NSNs on the listing for possible deletion.

(a) If deletion is not recommended, annotate the listing with the Retention (RE) decision and advise the DIIP Monitor in the MSO.

(b) If the Supply Status Code (SSC) on the items recommended for retention should be changed, initiate a DPSC Form 3153, Reclassification or Deletion of Repair Parts. Forward DPSC Form 3153 to the Catalog Branch in the Technical Operation Division through the DSO for appropriate action.

(c) If deletion is recommended, annotate the listing with the Deletion (DL) decision and forward to the DIIP Monitor in the MSO. Also, prepare a DPSC Form 3153 and forward to the Catalog Branch in the Technical Operation Division through DSO.

e. The Catalog Branch in the Technical Operation Division will:

(1) Receive the DPSC Form 3153 or DMSB Form 5 on items requiring deletion actions or changes to management data.

(2) For NSNs being deleted with no replacement, initiate action to delete all Medical MOE Rules and add Phrase Code V. Prepare applicable DICs LMD, LDU and LCM and forward to data entry for processing.

(3) For NSNs being deleted that have a substitute NSN and no Civil Agency MOE Rule, initiate appropriate action(s) as follows:

(a) If the NSN is under the DoD/VA Shared Procurement Action, initiate action to add Phrase Code A. Prepare applicable DICs LMD, LKD and LCM and forward to data entry for processing.

(b) If the NSN is not under the DoD/VA Shared Procurement Action, initiate action to add Phrase Code Z. Prepare applicable DICs LMD, LDU and LCM and forward to data entry for processing.

(4) For NSNs with a substitute NSN and Civil Agency MOE Rules, initiate action to delete all Medical MOE Rules and add Phrase Code Z. Prepare applicable DICs LMD, LDU and LCM and forward to data entry for processing.

5. FLOWCHART

Flowchart not required.