

APPENDIX E-360 P

MISSING RECEIPTS/LOST SHIPMENTS

1. PURPOSE

This appendix provides instructions for processing notifications of missing receipts or lost shipments. These receipts will be listed on appendix F-242, Missing Receipt/Lost Shipment Notice.

2. RESPONSIBLE ORGANIZATIONAL ELEMENTS

The Accountable Officer, Stock Central Division, DSO, is responsible for reviewing the listing for missing receipts and lost shipments. Based on this review, the Accountable Officer has the responsibility for initiating any required actions.

3. APPENDICES USED IN THIS PROCESS

- a. Appendix B-20.
- b. Appendix B-21.
- c. Appendix B-22.
- d. Appendix F-242.

4. PROCEDURES/INSTRUCTIONS

a. The appendix F-242 will list D4_ and D6_ receipt documents that were received with Management Code L, K, or Y in pos. 72. Management Code L (for non-DSS sites) and Management Code Y (for DSS sites) indicate that materiel has been received at the depot but lost during processing. Management Code K indicates materiel lost in transit and tracer action has not been successful. The DSC has evidence of shipment, but the depot has no evidence of receipt. These documents will post the NIR on-hand balance, Due-In File, and the THF. Also, a DIC D9A (Loss from Physical Inventory) will reduce the NIR OH by the amount of the receipt quantity.

b. The Accountable Officer will review each missing receipt document to determine if further action is warranted. This determination will be based on the following criteria:

(1) Reports of Survey will be initiated for missing receipts involving sensitive, drug abuse, classified, pilferable, narcotics, precious metals, nonperishable subsistence items, and items with long PLTs. A one year appendix F-110, Transaction History File (THF), will be output if the DIC D9A NSN is either an Inventory Category Code (ICC) E or U item or the DIC D9A NSN is other than an ICC E or U, and the dollar value is \$800.00 or greater.

(2) Action on other items is dependent upon the Accountable Officer's judgment. There is no low dollar limit for initiating requests for Reports of Survey or Request for Investigation. If management is satisfied that no culpability exists, then the Accountable Officer should consider the cost of the investigative actions and the value of the materiel involved.

c. The Accountable Officer will use appendix F-242 to maintain an audit trail for each missing receipt until the materiel is found or until all investigative actions are completed and the case is closed.

d. When the depot reports that materiel, previously reported as missing, has been found, the Accountable Officer will input a D9A reversal document in the amount of the receipt quantity.

e. If any MRC reversals with Management Code L or Management Code Y are inadvertently input, they will not process. Rather, they will be listed on appendix F-242. The Accountable Officer will research to determine the source and cause of the input. If the input was made because of the location of previously missing receipt, then a D9A reversal will be input, if not already done.

f. A copy of each F-242 output applicable to Management Code K will be forwarded to the Production Division of the Directorate of Contracting and Production for their use in identification of contractor performance.

5. FLOWCHART

Flowchart not required.