

APPENDIX E-364 P

DELINQUENT RECOMMENDED BUY/REPAIR ACTION REPORT

1. PURPOSE

This appendix is applicable to chapter 3 and provides instructions for conducting followup with Item Managers on those Buy/Repair actions that are delinquent by 5 or more days by means of the Delinquent Recommended Buy/Repair Action Report, appendix F-49.

2. APPENDICES USED IN THIS PROCESS

- a. Appendix B-139, Recommended Buy Transaction.
- b. Appendix B-140, Recommended Buy/Repair Batch Control Transaction.
- c. Appendix B-141, Recommended Repair Transaction.
- d. Appendix E-139 P, Procedures for Processing Recommended Buy/Repair Actions.
- e. Appendix E-139 V, Procedures for Processing Recommended Buy/Repair Transaction Violations.
- f. Appendix F-43, Recommended Buy/Repair Discrepancy.
- g. Appendix F-49, Delinquent Recommended Buy/Repair Action Report.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

The individual Item Managers within the Commodity Branches of the Directorate of Supply Operations are responsible for the actions described in this procedure.

4. PROCEDURES/INSTRUCTIONS

a. The Delinquent Recommended Buy/Repair Action Report, appendix F-49, is a listing output daily when there are Recommended Buy/Repair actions that are five or more days old suspended in the Supply Control Record awaiting Item Manager approval, disapproval or revision.

b. The Item Manager will determine the reason why the computer recommendation has not been worked within the allocated five day timeframe. Action will be initiated as follows depending upon reason for delinquency:

(1) If DIC ZHS/ZSJ/ZGS transactions have been prepared, but transactions violated (appendix F-43), processing will be continued based on procedures contained in appendix E-139 V. Appendix E-139 V covers processing of all violations for Batch/Buy/Repair transactions that are printed on appendix F-43.

(2) If the Supply Control Study and Recommended Batch/Buy/Repair transaction have not been processed, action will be initiated immediately to input the transaction in order to release the Recommended Buy to the Procurement Subsystem for preparation of the Purchase Request. Appendix E-139 P covers preparation of transactions for reentry.

(3) If transactions have been prepared and released and have not appeared as a violation on appendix F-43, a check should be made to determine if a data entry backlog exists. If so, action should be taken to expedite data entry and release of the Recommended Buy to Procurement Subsystem.

(4) If transactions have been prepared and released subsequent to the date of printing of appendix F-49, no further action is required.

5. FLOWCHART

Flowchart not required.