

APPENDIX E-372 P

BACKORDER VALIDATION REPORT

1. FORM/REPORT USED

Report on MILSTRIP Backorder Validation Actions Calendar Year 1969.  
Authority: DLAM 4140.2, Volume I (I&L(Q)1064).

2. REASON/CRITERIA FOR PREPARATION

Prepared IAW chapter 42, to provide HQ DLA staff elements with information on the review of DSC backorder records against customer Due-In records. Validation reviews give the DSCs the ability to ascertain the continuing need for materiel by customer.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

The MSO, DSO will prepare and submit report on MILSTRIP Backorder Validation Requisitions to arrive at HQ DLA, ATTN: DLA-OSCO, no later than the last day of the month following the applicable validation cycle reply due date. ODS is responsible for producing the Backorder Validation Listing (appendix F-71).

4. PROCEDURES/INSTRUCTIONS FOR PREPARATION OF FORM/REPORT

a. SOURCE OF INFORMATION

Backorder Validation Listing (appendix F-71).

b. PREPARATION OF FORM/REPORT

Prepare and/or complete Backorder Validation Report for each item as follows:

TITLE/INSTRUCTIONS

(1) Heading - Enter title of report and RCS number.

(2) Prepared by - Enter name of DSC.

(3) Report for Cycle No. - Enter number for validation cycle.

(4) Requisitions referred for Validation - Enter the total number of requisitioned lines and dollar value which were identified as overage and referred in this validation cycle. Data appear in column identified as: NUMBER RECOND REQ FWD and DOLLAR VALUE.

NOTE: For cycles 2 and 4, include MAP GRANT Aid lines.

(5) Requisitions requested to be canceled by the requisitioner - Enter the total number of cancellation requests and their dollar value, which were received whether or not cancellation actions could be effected. Data appear in column identified as: CUST CANC REQ and DOLLAR VALUE.

(6) Requisitions canceled on basis of requisitioner request - Enter the total number of lines and their dollar value, for cancellations which were actually canceled as a result of actions by requisitioners in response to validation requests. Data appear in column identified as: CUST CANC REQ ACCOMP and DOLLAR VALUE.

NOTE: For cycles 2 and 4 include MAP GRANT Aid lines.

(7) Requisitions canceled by supply source due to nonresponse - Enter the total number of lines and their dollar value, for cancellations which were canceled due to nonreceipt of response to backorder validation requests. Data appear in column identified as: DSC CANC and DOLLAR VALUE.

(8) REMARKS - Any explanatory notes considered necessary will be furnished on a separate page/sheet.

(9) SIGNATURE - Backorder Validation Report will be staffed for signature of the Directorate, DSO.

c. DISTRIBUTION OF FORM/REPORT

Completed Backorder Validation Reports will be distributed as follows:

- (1) Original and one copy - to HQ DLA, ATTN: DLA-OSCO.
- (2) One copy - to Plans and Programs Branch, Management Support Office, DSO.
- (3) One copy - to Requisition Processing Branch, Stock Control Division, DSO.
- (4) One copy - to Administrative Branch, Management Support Office, DSO.

5. DISPOSITION OF FORM/REPORT AFTER FINAL ACTION

Completed Backorder Validation Reports in File Number 912.20 will be retained in accordance with current files maintenance and disposition procedures.

6. FLOW CHART

Flow chart not required.