

APPENDIX E-393 P

INACTIVE ITEM REVIEW STATUS REPORTS

1. PURPOSE

This procedure is applicable to the Defense Inactive Item Program (DIIP) described in chapter 50 and describes the preparation of the DoD Inactive Item Progress Report, RCS DD-A&L(A)1545.

2. APPENDICES USED IN THIS PROCESS

- a. Appendix B-46, Inactive Item Review Notification.
- b. Appendix F-150, Suspense Report on Inactive Item Review.
- c. Appendix F-150A, Inactive Item Report of CZRs/CZFs.
- d. Appendix F-159, Inactive Item Review Statistical Report.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

The DSC designated DIIP Monitor in the Directorate of Supply Operations (DSO) is responsible for executing the procedures described in this appendix.

4. PROCEDURES/INSTRUCTIONS

a. The DSC designated DIIP Monitor in the DSO will review and analyze the data reflected in the output from appendices F-150, F-150A, and F-159 at various times throughout the annual inactive item review process.

b. Significant data that denotes trends or identifies problem areas will be extracted from these reports and utilized to measure the effectiveness of DIIP. Examples of conditions that should be noted include the following:

(1) Data errors on DIC CZR/CZF replies submitted by the Reviewing Activity.

(2) Untimely submission of DIC CZR/CZF replies by the Reviewing Activity.

(3) Evidence of inadequate review by the Reviewing Activity, such as all replies in a transmission being coded with the same advice code.

c. Data relevant to the status of the annual DIIP process will be maintained for ready reference to permit timely replies to inquiries occurring during the annual review process.

d. The DSC designated DIIP Monitor in the DSO will prepare the DoD Inactive Item Program Report, DD Form 2228, RCS DD-A&L(A)1545. The report is prepared three times a year during the following specified times:

(1) After the annual process in October that generates Inactive Item Review Notifications, DIC CZRs.

(2) After the monthend process in May that generates Inactive Item Review Notifications, DIC CZFs.

(3) After the monthend process in August that generates automatic deletions of Service/Agency MOE Rules due to nonresponse.

e. Review and validate the appendix F-159 statistics provided during the periods specified above. Extract and transfer the applicable data from this report to the appropriate block on DD Form 2228, DoD Inactive Item Program Progress Report, as follows:

(1) Cite RCS DD-A&L(A)1545 in the Report Control Symbol block.

(2) Enter Headquarters DLA, Attention: DLA-OSR in block 1.

(3) Enter the DSC organization and office symbol of the organization preparing the report in block 2.

(4) Enter the year, month and day applicable to the reporting period being addressed in block 3.

(5) Enter the applicable counts by category for each DIIP participant in the appropriate blocks 4 through 9.

(6) Enter additional comments or remarks as deemed appropriate in block 10.

(7) Enter the name and title of the individual responsible for preparation of this report in blocks 11 and 12, respectively.

(8) The individual should sign and enter the year, month and day the report was prepared in blocks 13 and 14, respectively.

f. Forward the report and one copy of appendix F-159 by cover letter to HQ DLA, ATTN: DLA-OSR, citing the applicable reporting period and RCS DD-A&L(A)1545.

5. FLOWCHART

Flowchart not required.