

APPENDIX E-410 P

DUPLICATE MATERIEL RELEASE ORDER CONFIRMATIONS

1. PURPOSE

This procedure is applicable to chapter 4 and describes the method to be used in processing the Duplicate MRO In-Process Report, DLAM 4140.2, Volume III, Appendix F-68. This report is furnished by distribution depots whenever duplicate shipments were effected.

2. APPENDICES USED IN THIS PROCESS

Appendix F-68 of DLAM 4140.2, Volume III.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

The Inventory Accounting Branch within the Directorate of Supply Operations in conjunction with the Requisition Processing Branch are the responsible elements for processing the Duplicate MRO In-Process Report.

4. INSTRUCTIONS

When the DSC creates a duplicate shipment through manual error or computer malfunction and receives confirmation of shipment, action will be taken as prescribed in subparagraph 4c below to adjust/correct inventory balance records and initiate billing.

a. Distribution depots will furnish the DSC notification of duplicate shipments, which the distribution depot was unable to catch; such notifications will be either by letter or in the format of DLAM 4140.2, Volume III, Appendix F-68. At a minimum, the notification will reflect the NSN, Quantity erroneously shipped, Unit of Issue, Document Number, and Suffix, if applicable, and RIC of shipping depot from initiating MRO, plus the date shipped, mode of shipment, bill of lading number/TCN, and any other shipment data pertinent to the duplicate shipment. If DLAM 4140.2, Volume III, Appendix F-68, is furnished as notification, the DSC will disregard the SU (SHIPMENT UNIT) NO. LINE data which are only significant to the distribution depot. The top line of DLAM 4140.2, Volume III, Appendix F-68, will indicate the duplicate MRO data elements and the pertinent shipping data will be annotated.

b. The data elements of the DLAM 4140.2, Volume III, Appendix F-68, received from distribution depots are as follows:

(1) Header Line:

(a) Report Number (F-68).

(b) Version Number.

(c) Report Title.

- (d) Cycle Number.
- (e) Date - Month, day, and year and Julian day.
- (f) Page Number.

(2) Line 1:

- (a) DIC - Document Identifier Code.
- (b) RIC - TO - Routing Identifier Code - To.
- (c) M&S - Media and Status Code.
- (d) NSN - National Stock Number.
- (e) TYP PK - Type Pack Code.
- (f) UI - Unit of Issue.
- (g) QTY - Quantity.
- (h) DOC NO. - Document Number.
- (i) SFX - Suffix Code.
- (j) SUPPL ADDR - Supplementary Address.
- (k) SIG - Signal Code.
- (l) FND - Fund Code.
- (m) DIS - Distribution Code.
- (n) PRJ - Project Code.
- (o) PRI - Priority Code.
- (p) RDD - Required Delivery Date.
- (q) ADV - Advice Code.
- (r) RIC - FM - Routing Identifier Code - From.
- (s) MGT - Management Code.
- (t) U/P - Unit Price.

(3) Line 2:

- (a) S.U. NO. - Shipment Unit Number to which duplicate MRO has been assigned.
- (b) LINE ITEM - Shipment Unit Line Item Number representing duplicate MRO.
- (c) RECVD - Date MRO being canceled was received.

- (d) DRD - Document Release Date for duplicate MRO.
- (e) PDT - Planned Date to Transportation for duplicate MRO.
- (f) MDT - Mandatory Date to Transportation for duplicate MRO.
- (g) D/MTD - Deadline or Mandatory Transfer Date for duplicate MRO.
- (h) DTT - Date offered to Transportation.
- (i) OPEN - Quantity Open.
- (j) OFFRD - Quantity offered.
- (k) SHIPD - Quantity shipped.
- (l) DENID - Quantity denied.
- (m) CANCL - Quantity canceled.
- (n) ACTN CODE - Second position of ZBM Action Code.
- (o) TCN - Transportation Control Number assigned to original MRO.
- (p) TCN PTL - TCN Partial Indication.
- (q) HOLD CODE - Hold Code applicable to original MRO.
- (r) PRIME WHSE LOCATION - Same as Prime Warehouse Location of original MRO.

c. The DSC will take action to adjust/correct the inventory balance records plus initiate billing action for the duplicate shipment by converting the data in the duplicate shipment notification to a new request for materiel. The new document will be created by using DIC A4_, pos. 1-3, and the next available suffix code in pos. 44 with all other requisition data equal to that contained in the original requisition and the new requisition will be input with Manager Forced/Directed Action Code 9, in pos. 77, as a post-post transaction (do not computer generate a MRO). Thereafter, the next available requisition processing cycle, a MRO confirmation document will be mechanically generated in the format of appendix B-14 utilizing the shipment data, i.e., date shipped, mode, and bill of lading/TCN, furnished by the distribution depot.

d. If the duplicate shipment action prescribed in paragraph 4c above results in an extended dollar value of \$1,000.00 or more, the customer will be immediately notified by letter that a duplicate shipment and billing has been inadvertently made. Further, if the materiel is not desired, it will be suggested that the customer submit a customer request for materiel billing adjustment and materiel disposition in accordance with the provisions of DoD 4000.25-7-M; whereas, billing credit will be granted and materiel disposition instructions furnished.

5. FLOW CHART

Flow chart not required.