

APPENDIX E-506 P

AMENDMENT TRANSACTIONS AND STATUS REQUESTS
FOR STOCK AND/OR DIRECT DELIVERY BUYS

1. PURPOSE

This appendix is applicable to chapter 3 and describes the procedures to be followed in processing amendments, cancellations, diversions, and changes to Recommended Buys, PRs, Purchase Orders, and Contracts. Procedures for processing requests for followup on status of PRs, contracts/purchase orders, and acceleration of delivery are also outlined herein.

2. APPENDICES USED IN THIS PROCESS

- a. Appendix B-145, System Interrogation Transaction, DIC YPH.
- b. Appendix F-1, Validation Error List (Contracting Subsystem Manual DLAM 4715.1), format of which is contained in DLAM 4140.2, Volume II, Part 3, Appendix F-227.
- c. Appendix F-2, Update Reject Listing (Contracting Subsystem Manual DLAM 4715.1), format of which is contained in DLAM 4140.2, Volume II, Part 3, Appendix F-228.
- d. Appendix F-57, Active Contracts with Expiring Options - NSN (Contracting Subsystem Manual DLAM 4715.1), format of which is contained in DLAM 4140.2, Volume II, Part 3, Appendix F-246.
- e. Appendix F-70, Interrogation Reply Recommended Buy/Purchase Request (Contracting Subsystem Manual DLAM 4715.1), format of which is contained in DLAM 4140.2, Volume II, Part 3, Appendix F-230.
- f. Appendix F-71, Interrogation Reply Active Contract File (Contracting Subsystem Manual 4715.1), format of which is contained in DLAM 4140.2, Volume II, Part 3, Appendix F-231.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

a. DSO is responsible for:

(1) Preparing and submitting direct to ODS, changes to Approved Recommended Buys.

(2) Preparing and submitting requests to DP&P for changes to PRs, Purchase Orders and Contracts and followup on status of PRs and Purchase Orders/Contracts for items purchased by DP&P. To facilitate handling of special emphasis and high priority items on contracts administered by DCAS, DSC may establish local procedures which permit DSO personnel to request acceleration/status directly from DCAS activities. DSCs utilizing this technique shall develop local procedures IAW paragraph 201406 of chapter 1 of this manual.

(3) Assuring that requests forwarded to DP&P for followup on status of PRs or Contracts/Purchase Orders are processed IAW the timeframes established at each DSC. Optimum timeframes for the forwarding of status requests to DP&P are provided below. Actual timeframes will be established at each DSC based on experience and coordinated effort between DP&P and DSO. Deviations to the procedures outlined in subparagraphs (a) through (i) below should be identified IAW paragraph 201406 of chapter 1 of this manual.

(a) PRs in support of requisitions requiring intensified management IAW DLAM 4140.2, Volume II, Part 1, Chapter 4, Section 10, (priorities 1-3, JCS Project Code, NMCS/ANMCS, Code 999 in pos. 62-64, other projects designated/ identified by HQ DLA/Service with priorities 1-3): Followup can be made no sooner than 15 days after PR has been in DP&P except when a customer followup is received stressing urgent mission requirement, in which case PR must have been in DP&P for at least 2 days.

(b) PRs for intensified management and other high priority requisitions (priorities 4-8): Followup on status will be initiated only upon receipt of a specific request from the requisitioning activity as deemed appropriate by DSO; or if priority is 4-8 and PR is over 60 days old.

(c) PRs for requisitions not requiring intensified management: Upon receipt of a specific request from the requisitioning activity as deemed necessary by DSO; or the priority is 9-15 and PR is over 75 days old.

(d) PRs for stock: Followup to determine award date will be held to a minimum and only initiated if the item will be out of stock (based on current demands) within 60 days or if purchased is in support of requisitions requiring intensified management. When status is required for purposes other than above, the PR must have been in DP&P for at least 75 days.

(e) Contracts/Purchase Orders for intensified management requisitions (priorities 1-3, JCS Project Code, NMCS/ANMCS, Code 999 in pos. 62-64, other projects designated/identified by HQ DLA/Service with priorities 1-3): Followup will be initiated upon receipt of a specific request from the requisitioning activity as deemed appropriate by DSO; or followup can be initiated when the award document is delinquent by more than 15 days. If the Followup Date Field of the ACF contains a revised delivery date, contract delinquency will be based upon the use of the Followup Date.

(f) Contract/Purchase Orders for intensified management and other high priority requisitions (priorities 4-8): Followup on status will be initiated only upon receipt of a specific request from the requisitioning activity as deemed appropriate by DSO; or followup can be initiated if priority is 4-8 and award document is delinquent by more than 30 days. If the Followup Date Field of the ACF contains a revised delivery date, contract delinquency will be based upon the use of the Followup Date.

(g) Contracts/Purchase Orders for requisitions not requiring intensified management: Requests for status or acceleration of delivery will not be initiated unless the contractual delivery date is delinquent

by more than 45 days. Response to customer request will be based on most current information available from interrogation of SAMMS files.

(h) Contracts/Purchase Orders for stock: When intensified management requisitions are being held on backorder against stock due-in, criteria outlined in subparagraphs (e) and (f) above will apply. Followup for other than intensified management requisitions should not be made unless an SCS was generated with Reason Code WS (see subparagraph (i) below). Followups on materiel receipts, based on posting of shipment data, will be processed IAW appendix E-060 P.

(i) Contracts/Purchase Orders for stock with or without intensified management backorders for which an SCS was generated with Reason Codes WS:

The Advance Warning Table (table 002, appendix B-70) is maintained to provide the monthly capability to select both those Weapon System (WS) items with no stock on-hand and those non-WS items approaching zero issuable assets that have either contracts past due or no contracts due-in within the specified period of time. The output of these studies is a determining factor in the followup to the DP&P for status and acceleration of delivery. Therefore, the criteria established in the Advance Warning Table should be coordinated with the DP&P. As circumstances warrant, the criteria entered in the table may be reviewed to increase or decrease the number of studies output.

NOTE: Followups for acceleration based on the receipt of a DIC AFC transaction from the customer will be made mechanically by the Distribution Subsystem. Criteria checks made before a request for acceleration is initiated are outlined in appendix E-349 P. The criteria to be used before following up on a request for acceleration of delivery are also outlined in appendix E-349 P.

(4) Preparing and submitting changes/cancellations to PRs, purchase orders and contracts for items purchased by another Service/Agency and PRs/contracts returned to DSO by DP&P, for cancellation, due to the item no longer being obtainable or inability of vendor to meet the PDD/RDD for requisitions citing Advice Code 2T, 21 or 32.

(5) Ensuring that no changes to PRs and award documents for items purchased by DP&P are input to the system by the IM or ESOC personnel.

(6) Ensuring that no requests for changes to purchase documents or followup on status for items assigned NSNs as initiated by anyone other than the IM and that ESOC and/or other designated personnel process such actions on non-NSNs only.

(7) Ensuring that requests for changes and/or followup on status to purchase documents for intensified management requisitions are processed within 3 days after receipt of requests from ESOC.

(8) Ensuring that a copy of DLA Form 1128/1129 returned by DP&P reflecting action taken on intensified management requisitions is furnished ESOC along with corresponding DLA Form 1199 (appendix C-157) which requested the action.

b. DP&P is responsible for:

(1) Ensuring that requests from DSO for changes to PRs, Purchase Orders, and Contracts, or followup on status of PRs and awards for items purchased by DP&P are processed IAW the timeframes established at each DSC. Optimum timeframes for the response to status requests are provided below. Actual timeframes will be established at each DSC based on experience and coordinated effort between DP&P and DSO with regard to the definition of Status Code B5 (appendix A-12) which has been furnished the customer when the followup was received and the appendix F-141, Followup for Better ESD, was output to DSO. Status Code B5 indicates that further status will be provided within seven calendar days.

(a) Requests for followup on status in support of requisitions requiring intensified management (priorities 1-3, JCS Project Code, NMCS/ANMCS, Code 999) will be processed and returned to DSO within three workdays with signature at Branch Level and that status for intensified management and other high priority requisitions (priorities 4-8) will be processed and returned within five workdays with signature of Buyer or Contract Administrator. This includes status on stock buys in support of the aforementioned projects/priorities for requisitions being held on backorder.

(b) Requests for followup on status of requisitions not requiring intensified management and/or PRs, Contracts/Purchase Orders for stock will be processed and returned to DSO within six working days with signature of Buyer or Contract Administrator.

(c) Requests for modifications or changes to PRs, Purchase Orders, and Contracts will be processed and returned to DSO within 15 workdays with signature of Buyer or Contract Administrator.

(2) Annotating the DLA Forms 1128 and 1129 to indicate that the requested action was accomplished or a brief explanation of why the action was not accomplished and returning same to DSO.

(3) Input DLA Forms 1128 and 1129 for changes to PRs and awards initiated by DSO when the action can be accomplished. When status on delinquent awards or acceleration of delivery has been requested by Supply and estimated or revised delivery dates have been furnished by the Contractor, such dates will be entered on DLA Form 1128 prior to input.

(4) Preparation/completion and input of DLA Form 1128, Amendment Code H, with new delivery date when the contract delivery date is changed by an official modification to the contract. The input of this transaction will update both the Estimated Delivery Date (EDD) and the Estimated Issuable Date (EID) in the Due-In File.

(5) Preparing the cancellation transaction, DIC YPE, using Cancellation Reason Code RB when a contract/contract line item must be canceled and rebuy action taken as a result of notification that a contractor cannot supply the item and furnishing notification to DSO of action taken.

(6) Processing authorized increases to direct delivery purchases at the time of award only; amendment transactions cannot currently be used for this purpose. Increases to direct delivery purchases are only authorized to meet vendor's requirement of minimum quantity/dollar value per

order or destination, minimum pack or minimum production. However all increases on stock type items must be coordinated and approved by the IM prior to processing the increase. In most cases, the IM should disapprove the increase, cancel the purchase document, and place the items on backorder. For increases on stock type items due to minimum production, the increased quantity will be diverted to stock whereas increases due to minimum pack or destination will be shipped to the requisitioner.

(7) Preparation and input of DLA Form 1128, Amendment Code D, with Cancellation Reason Code C8 when vendor will not accept order for a quantity less than quantity reflected in pos. 67-71 of the YPE document (Direct Delivery requirement).

(8) Preparation and input of DLA Form 1128, Amendment Code C, with Cancellation Reason Code ZJ to cancel a part numbered direct delivery purchase request when the part number has been identified to a valid NSN managed by the processing DSC or another DSC. (This can be a DSC option and prepared by either Supply or Contracting.)

(9) Furnishing supporting documentation to Supply, along with the returned PR, when the vendor advises that a partial/total contract line item quantity is not available off-the-shelf and/or cannot be supplied due to obsolescence/ replacement; or when the vendor advises that the PDD/RDD (direct delivery) cannot be met for requisitions citing Advice Code 2T, 21, or 32. This is necessary in order for the IM to prepare an amendment transaction with the proper cancellation code and to advise the customer accordingly, when applicable.

4. PREREQUISITES FOR AMENDMENT PREPARATION

a. The authority to initiate an Amendment, Cancellation, or Diversion to an approved Recommended Buy, PR, Purchase Order, or Contract is vested within DSO, except for specific actions covered in paragraph 3b above. Cancellation, Amendment, or Diversion or followup on status of PRs and awards may be required as a result of any one of the reasons outlined below. However, timeframes and/or criteria for requesting status are delineated in subparagraph 3a above.

(1) Customer Cancellation.

(2) Reduction in Requirements.

(3) Reduction in Budget Authorization.

(4) Inability to purchase; Inability to purchase at a reasonable cost; Inability to procure without an excessive Destination Charge; Inability to procure within the PDD/RDD reflected on requisitions citing Advice Code 2T, 21, or 32 (see appendix A-12).

(5) Receipt of Materiel from Customer Return (including Lateral Redistribution) or GFM.

(6) Receipt of an Emergency Requirement/Requisition and stock position is not sufficient to cover the requirement.

(7) Increase in demand rate on a newly established provisioning item or an item which was logistically gained.

(8) Increased requirements with outstanding PR and no contract due-in.

(9) Stock position is approaching the critical stage and acceleration of delivery is required.

(10) Delivery date is past and no revised schedule has been furnished by the Contractor.

(11) Receipt of appendix F-269, High Priority Backorder/Delayed Items; appendix F-21; Direct Delivery Recommendation; or a customer request for status on requisitions requiring intensified management IAW chapter 4, section X.

b. Requisitions for items which have been determined to be non-supportable (Recommended Buy Return Code (R/C) in the PTDF is Y) will be returned to the Item Manager. These requisitions will not be rejected until requiring activities have been given at least 30 days to define a supportable requirement and/or alternative method of support. Such requisitions will be returned via PF-70-3 (appendix F-230), Recommended Buy Interrogation and F-72-2, PTDF Interrogation Reply - Technical Data. If the needed additional information is not provided and the thirty days elapse, the requisition will be rejected Status Code D3.

c. Request for followup on status of PRs, Contracts/Purchase Orders, and acceleration of delivery will be accomplished by preparation of DLA Form 1128, Amendment Data Transcript Sheet (DIC YPE), with applicable amendment code; no other form is authorized for requesting this information. When a Contract/Purchase Order is delinquent and status is required, Amendment Code H will be used and a check will be placed in the block entitled Status of Delinquent Award in the bottom portion of the form. In addition, the NSN should be entered and the Yes or No block must be checked to indicate whether or not the action is in support of requisitions requiring intensified management. When the award document is not delinquent and acceleration of delivery is required, Amendment Code H will be used and the Acceleration of Delivery block in the bottom portion of the form must be checked along with Yes or No block to indicate whether or not intensified management applies. When status of a PR or nondelinquent award is required, no amendment code is necessary inasmuch as there will be no update to data contained in the Active PR/Contract File. However, the document number and PRLI or CLIN must be entered in pos. 5-29 of the form and the block entitled Status of PR or Status of Award as applicable, must be checked.

NOTE: When requesting acceleration of delivery (Amendment Code H) pos. 62-64 will be left blank and the desired delivery date(s) will be entered in the space provided at the bottom of the form directly under the Acceleration of Delivery block. In addition, when requesting status on delinquent awards using Amendment Code H pos. 65-69 will be left blank. Dates will be entered in the applicable blocks for these amendment codes by DP&P. At the option of the DSC, the DSO may prepare TWX or letter inquiries to contract administration activities requesting status or accelerated delivery on contracts or purchase orders. All such inquiries will be passed through DP&P prior to transmittal. The DSO retains the responsibility for preparing the DIC YPE transaction when information received indicates the need for amendment data. DCAS activities will apply intensified effort to requests for acceleration or

expedited action when the TWX or letter inquiry plainly indicates the item involved is a readiness item. For DSO purposes the statement readiness item can be entered whenever the item has an outstanding priority 01 requisition, priority 01-03 requisition containing N or E in pos. 62 or requisition containing 999 in pos. 62-64 on backorder (Stock Buys). Also the statement can be used if the requisition on direct delivery is a priority 01, priority 01-03 containing N or E in pos. 62 or contains 999 in pos. 62-64.

d. Amendment Data Transcript Sheet, DLA Forms 1128 (DIC YPE) and 1129 (DIC YPE/YPF), will be used to accomplish all changes to Recommendation Buys, PRs, Purchase Orders, and Contracts; no other form is authorized. The exception to this is maintenance and updating to incremental CLINs. Normal processing is through SAMMSTEL, see appendix E-234 P. Manual processing is only to be utilized when the SAMMSTEL terminals are non-operational. DIC YPE is used to maintain various file elements, increase/decrease/divert quantities, change the money priority, cancel the entire document, cancel line items of a document, add line items, and cancel contracts provided that it has previously been determined that the action can be accomplished. However, DIC YPF is required with DIC YPE when adding or diverting a contract line item. In addition, DIC YPE will be used to update the estimated issuable date in the Due-In File on delinquent contracts/purchase orders when no official change to the delivery date will be made; and the delivery date in the Active Contract File as a result of accelerated delivery which is covered by an official modification to the award document.

(1) DLA Form 1128, DIC YPE will be used to accomplish all changes other than adding or diverting a contract line item. This form will also be used when requesting accelerated delivery or status of purchase requests or contracts/purchase orders. This form will be prepared IAW instructions outlined in this procedure.

(2) DLA Form 1129, DICs YPE/YPF will be used in all instances when adding or diverting a contract line item. This form will not be used for any other changes and will be prepared IAW instructions outlined in this procedure.

e. When an amendment, cancellation, or change is required, an interrogation must be prepared and processed to obtain a printout of the applicable Contracting Subsystem Files or the Due-In File printout from the Distribution Subsystem as applicable, in order that the originator, or Contracting Personnel can ascertain if the desired action can be accomplished. Interrogation to the Recommended Buy File is left to the discretion of the individual processing the action. For DPSC Medical bulk storage purchases, Storage Mission Codes AW through AZ, interrogation of the Contract File is not required. It is assumed that the contract quantity due in and retained at the contractor's plant (S2_) is valid and that a diversion to effect a partial or total quantity of a CLIN to a new location (DLA depot) can be initiated. The printouts required to accompany the amendment transaction (DLA Forms 1128 and 1129) that is forwarded to DP&P is contingent upon the action requested and/or the items involved. At the discretion of the DSC Teleprocessing printouts may be authorized to accompany the amendment request when the urgency of the required action so dictates and where the volume of data required would not monopolize the equipment usage. Additionally, consideration must be given to the adequacy of the data provided by the

SAMMSTEL printouts in conjunction with the action required by DP&P. Printouts (SAMMS or SAMMSTEL) required for the various actions/items are outlined below:

(1) Cancellation of non-NSNs in PR/Contract Stage - Appendix F-184, Due-In File Printout.

(2) Cancellation/Increase/Decrease of NSNs in Contract Stage - appendix F-184, Due-In File Printout. (Originator must obtain.)

(3) All actions for NSNs in PR stage - Appendix F-230, Active Purchase Request File Interrogation.

(4) Add/divert line items to/from Contract - Appendix F-231 Active Contract File Interrogation.

(5) Accelerated delivery/followup on awards - Appendix F-231 Active Contract File Interrogation.

f. Interrogation to all Contracting Subsystem files will be made by processing DLA Form 741, DIC YPH, appendix B-145. The file code entered in pos. 76 indicates the file being interrogated and the type of interrogation printout that will be received. Normally, only Codes A, D, and K will be used by DSO. However, other codes have been listed for information in obtaining other interrogations, if required. The interrogation will be prepared as follows:

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
DIC	1-3	Enter YPH.
File Control	4-22	Variable - Dependent Upon File Code in pos. 76:
	(4-22)	Enter PIIN to query Active Contract File by PIIN (A in pos. 76).
	(4-8)	Enter CAGE to query Active Contract File by CAGE (B in pos. 76).
	(4-16)	Enter NSN to query PID/SDT by NSN (C in pos. 76).
	(4-17)	Enter PR/MIPR No. to query Active PR File by PR No. (D in pos. 76).
	(4-8)	Enter DoDAAC to query APRF/ACF by Activity Address (E in pos. 76).
	(4-16)	Enter Buyer/Branch Code to query APRF by Code (G in pos. 76).

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
	(4-8)	Enter DLVF Control No. to query DSC Local Vendor Code (H in pos. 76).
	(4-8)	Enter AA and Administering Location Code to query DSC Local Vendor File by Administering Location (H in pos. 76).
	(4-8)	Enter AAA and Payment Office Code to query DSC Local Vendor File by Payment Office (H in pos. 76).
	(4-5)	Enter Provision Des. to query Purchase Order Clause File for one Prov. Des. (J in pos. 76).
	(4-5)	Enter 00 to query Purchase Order Clause File for all Prov. Des. (J in pos. 76).
	(5-17)	Enter Recommended Buy No. to query Active Recommended Buy File (K in pos. 76).
	(4-9)	Enter CAGE in pos. 4-8 and Type Vendor in pos. 9 to query CAGE Vendor File by CAGE (M in pos. 76).
	(4-8)	Enter CAGE to query Vendor Data Master File by Vendor (N in pos. 76).
	(4-16)	Enter NSN to query NSN/CAGE File by NSN (P in pos. 76).
	(4-16)	Enter PR Number to query the RFQ Suspense File by PR Number (R in pos. 76).
Blank	23	Leave blank.
Inquiry Status Code	24	Enter ISC as appropriate for type of interrogation printout desired. ISC applicable only when File Code B is entered in pos. 76. U - Print all open CLINs. V - Print all open CLINs, not yet due; suppress CLINs with zero balance.

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
		W - Print all CLINs with status code 1, 2, 3, or 4.* X - Print all CLINs with status code 2, 3, or 4.* Y - Print all CLINs with status code 3 or 4.* Z - Print all CLINs with Status Code 4.*
		*Status Code:
		1 1-29 days overdue 2 30-59 days overdue 3 60-89 days overdue 4 90 or more days overdue
Blank	25-75	Leave blank.
File Code	76	Enter A, D, or K when processing amendment transactions. When File Code A is issued, appendix F-71 will be produced. When File Codes D and K are used, appendix F-70 will be produced. See DLAM 4140.2, Volume II, Part 3, Appendix F-231 (F-71) or Appendix F-230 (F-70).
Blank	77	Leave blank.
Source	78-80	Enter the DSC symbol for DSO in pos. 78, e.g., O for Supply and the ORC of originator in pos. 79-80. For DPSC only: Enter H (C&T), I (Subs) or O (Med) in pos. 78 and the ORC of originator in pos. 79-80.

g. Codes:

(1) Amendment Codes - An amendment code entered in pos. 4 of the DIC YPE transaction defines the purpose for which a particular transaction has been submitted and defines the elements to be entered in the variable fields (pos. 56-77) of the transaction. Following are 15 amendment codes that are used with DLA Forms 1128 and 1129, Amendment Data Transcript Sheets:

AMENDMENT
CODE

PURPOSE

A Recommended Buy total cancellation Money Priority Change (Promotion) and maintenance.

B Recommended Buy, Line Item Cancellation, or maintenance. Includes changes to quantity, price, fund class code, and delivery date.

C PR total cancellation and maintenance.

D PR Line Item (PRLI) cancellation, or maintenance. Includes changes to quantity, price, fund class code, and delivery date.

E Addition of a PRLI to an existing PR for stock destinations only.

F Diversion of a partial or total quantity or a PRLI to a new location (destination) for stock replenishment only.

G Contracting Instrument (contract) total cancellation or CLIN cancellation. Not used for maintenance.

H CLIN maintenance. Includes changes to quantity, price, funds classification code, contract delivery date, quantity variance, FOB point, VE and Packaging Code, type pack code, other cost code, and request for acceleration of delivery. This code also used by DP&P to establish a desired followup date, Contract Delivery Date Revision Agent, and Reason for Contract Delivery Date Revision for contract delinquency purposes.

J Addition of a CLIN to an existing contract.

K Diversion of a partial or total quantity of a CLIN to a new location (destination).

M Cancellation of an incomplete or suspended contract or contract money priority change.

N Bulk fund decrease to contract, i.e., \$100 consideration for delivery extension.

P Cancellation of a proposed contract amendment which has been suspended for lack of funds.

Q Cancellation of a proposed PR amendment which has been suspended for lack of funds.

S To change Location Code (RIC) in ACF and DIF for misdirected shipments when contractor ships materiel to the wrong location.

AMENDMENT
CODE

PURPOSE

Z Add, delete an incremental CLIN, increase/decrease an incremental quantity, change an incremental CDD or post a followup date.

(2) Cancellation Reason Codes - A two-position code which indicates why cancellation action is being taken. Codes with an asterisk are mandatory for use by all DSCs. These mandatory codes represent the MILSTRIP status code furnished the customer when canceling a direct delivery Recommended Buy/PR/contract line item with the exception of Codes ZB and ZJ.

(a) Cancellation Reason Code CA is normally used when DP&P notifies DSO that a DDP for an item not located in NIR cannot be purchased due to the vendor advising DP&P that the PDD/RDD cannot be met for requisitions citing Advice Code 2T, 21, or 32. In addition, Cancellation Reason Code CA is normally used when DDPs are returned by DP&P to DSO due to inability to procure, or when vendor advises DP&P that only a partial quantity can be supplied. When Cancellation Reason Code CA is used, the feedback from Contracting Subsystem to Distribution Subsystem will cause generation of SSC, DIC AE_, with Status Code CA. However, the IM, requisition/ESOC processing personnel, as applicable, is responsible for preparation of a message to the customer (based on information/documentation received from Contracting) explaining reason for cancellation and obtaining supervisory approval or requesting a new requisition for the substitute/replacement NSN, when appropriate.

(b) When a Supply Source receives a requisition which contains insufficient information to allow processing actions to be completed the requisition may be rejected using the appropriate status code in appendix B-16 or inquiry may be made to obtain the additional information necessary to continue processing. The activity(ies) designated by the Media and Status Code in the requisition as status recipients will be the action addressee(s) on all requests for additional information. Other activities identified in the requisition which are not designated as status recipients will be the information addressee(s) on requests for additional information. When such an inquiry for additional information is made, a DIC AE_ Supply Status transaction with Status Code BD will be forwarded to all designated status recipients. Further action on a requisition for which additional information has been requested will be suspended until such time as a response is received or until 30 days have elapsed from the date that the inquiry was made, whichever occurs first. Upon receipt of the requested additional information, processing will continue normally. If the needed additional information is not provided and the 30 days elapse, the requisition will be rejected with Status Code D3.

(c) Stock Replenishment Recommended Buys will also be mechanically canceled when the Recommended Buy Return Code of the PTDF is Y. Cancellation Reason Code CY will apply. A Summary of Recommended Buys Unable to Purchase, F-442A and a Total Number Recommended Buys Unable to Purchase, F-442B, will also be generated.

(d) DSC will have the responsibility of providing supply support for all commodities requisitioned against it under FSCs/NSNs managed by that DSC or directly unidentifiable to the management of another DSC, intraservice ICP or WIMM. This responsibility will apply to decentralized NSNs and noncataloged or part numbered (non-NSNs).

1. Exceptions will be noncataloged/part numbered requisitions which during the initial edit are identified to be the responsibility of another DSC, intraservice ICP, or WIMM based on exception data which specifically distinguish the type item/commodity desired, e.g., shoes, medical item and so on. Such a transaction will be referred (DIC A4_) to the appropriate supply source for supply support. However, if during the Contracting cycle such information is uncovered but does not cross the requested item/commodity to a specific NSN, the requested item will remain the purchase responsibility of the processing DSC.

2. Referrals under subparagraph 1 above, will require the approval of the DSO or Deputy DSO.

3. The DSC will provide supply support for decentralized NSNs (SSC 2).

a. If Advice Code is 2A, 25, or 3B except Navy overseas requisitions. Navy overseas requisitions containing Advice Code 2A, 25 or 3B will be procured only if referred (DIC A4_) from NSC, Norfolk or NSC, Oakland. All other Navy overseas requisitions will be referred to NSC, Norfolk or NSC, Oakland based upon Customer Zone Code (appendix A-128).

b. If requisition is Army or Air Force overseas activity without Advice Code 2A, 25, or 3B.

c. If requisition is CONUS and Project Code JZO, JZC, or JZM and DoDAAD contains special Customer Code J (appendix A-148) for activity in pos. 30-35.

d. All other requisitions will be rejected. If SSC is 2, requisition will be rejected with Advice Code CP; if FSSC is 2, requisition will be rejected with Advice Code CW.

4. The DSC will provide supply support for noncataloged or part numbered (non-NSN) items.

a. If requisition is Army CONUS and Project Action Code (appendix A-121) is E.

b. If requisition is Army or Air Force overseas.

c. If pos. 45-46 contains HE.

d. Navy CONUS requisitions will be referred to NSC, Norfolk or NSC, Oakland based upon Customer Zone Code (appendix A-128).

e. All other requisitions will be rejected with Advice Code CH.

(e) Cancellation Reason Code ZB allows the Item Manager to cancel a Direct Vendor Delivery Purchase Request or Contract for the purposes of directing an alternate supply action on the requisition submitted for

an item recorded in the NIR. When the Contracting Amendment transaction, DIC YPE, with Cancellation Reason Code ZB is processed in the contracting subsystem, the applicable contracting document will be canceled. An internally generated Direct Delivery Confirmation Document, DIC ZCM, when processed in the Distribution Subsystem, will cause a Manager Review/Reentry Document, DIC ZLL, to be output to the IM with a Manager Notification Information Code (MNIC) 7 except as noted below:

1. If the Geographic Area Code in the DoDAAD is suspended, the use of Cancellation Reason Code ZB will generate the output of DIC ZLL with a MNIC 5 in lieu of MNIC 7. This VRC is processed in accordance with appendix E-127 V.

2. If the NSN is not in the NIR, the use of Cancellation Reason Code ZB will generate output of the requisition with Violation Reason Code PN on appendix F-122. This VRC is processed in accordance with instructions contained in appendix E-004 V.

3. If the NIR Key Code is D_, the use of Cancellation Reason Code ZB will generate the output of the internally generated DIC ZCM with VRC MC on appendix F-117. This VRC is processed in accordance with the instructions contained in appendix E-055 V. The requisition will be automatically canceled with Status Code CA and must be accompanied by a message to the customer.

4. If Cancellation Reason Code ZB was input because DP&P notifies DSO that the vendor cannot meet the PDD/RDD specified in a requisition containing Advice Code 2T, 21 or 32, the DIC ZLL with MNIC 7 should be reinput with Status Code CB.

(f) Cancellation Reason Code ZJ is used for the cancellation of a PR or recommended buy for an NSN replaced by another NSN, a part numbered requisition which has been identified to an NSN or cancellation of an NSN with S/P Code 9 with reedit of requisition under applicable NSN. This rejection code causes the overlaying of the NSN to the ARCSF, the conversion of the third position of the original DIC and the requisition is automatically recycled for processing in the multidaily process for supply action against the cited NSN. When replaced by NSN or NSN assigned to part number is not in NIR, input transaction will violate on appendix F-122, with VRC PN. When Code ZJ is used to convert the third position of the DIC without changing the part number to an NSN, e.g., an NSN was originally cited rather than a part number, processing personnel will ensure that DP&P, DTO, or DLA has obtained authority to do so from the requisitioning activity.

(g) Cancellation Reason Code RB is used for cancellations, after award, required when a contractor cannot supply an item and rebuy action may be applicable. This type of cancellation action is accomplished by DP&P and in the case of direct deliveries, a new PR will be mechanically generated for all line items when the entire contract is canceled or for the individual line item canceled, as applicable. In these instances, the Contract Management/Post Awards Branch should advise the Purchasing Branch responsible for the procurement action, through use of DLA Form 1416, that a termination for convenience/default has been initiated. The following procedures apply to the processing of termination for convenience/default actions against stock buy replenishments:

1. When cancellation (termination) of a purchase order/contract for stock is contemplated, the Contract Specialist (DP&P) will forward three copies of DLA Form 1416 to the IM prior to processing any cancellation action. At the time the DLA Form 1416 is received, the IM will request an SSCS to determine whether the materiel is still required.

2. If the materiel is no longer required, the IM will prepare DLA Form 1128 to initiate cancellation action and complete the bottom portion of the DLA Form 1416. The two completed forms will be forwarded to DP&P for accomplishment of cancellation action. One copy of each form will be retained by the IM.

3. If the materiel is still required, appropriate action will be initiated to accomplish a rebuy ensuring that the repurchase PR is returned to DSO. In addition the IM will prepare an Item Characteristic Change Transaction, DIC ZR4, with Standard Supply Control Study Code Y in pos. 56 to prevent any replenishment or NSO item buy from being automatically forwarded to DP&P. The IM will complete the bottom portion of DLA Form 1416 indicating the repurchase PR number. The IM will attach a copy of the completed form to the repurchase PR and forward the entire package to DP&P. DP&P will prepare the DLA Form 1128 to effect cancellation of the previous contract. The IM will retain one copy of the completed DLA Form 1416. When the repurchase PR is reflected in the Due-In File, the IM will delete the Standard Supply Control Study Code Y.

(h) Cancellation Reason Code ZF is used to cancel a Recommended Buy (RB) or Purchase Request (PR) and output the requisition as a Controlled Violation on appendix F-122 with Violation Reason Code (VRC) PN to permit Requisition Processing Branch/IM to direct an alternate supply action when the requisition is for an NNSN or NSN. Inappropriate application of Cancellation Reason Code ZF will cause input transaction to violate a DLAM 4715.1, Volume I, Part 2, Appendix F-2, with the message INVALID CANCEL CODE. Processing instructions applicable to VRC PN are outlined in appendix E-004 V.

(i) Cancellation Reason Code CJ is used for the cancellation of a PR when Technical/Procurement advises the item is unprocurable and the Requisition Advice Code is blank or contains Advice Code 2F or 25.

(j) Cancellation Reason Code CK is used for cancellation when Technical/Procurement advises the item is returned and is to be supplied by local issue of next higher assembly, component or kit, or submit requisition for next higher assembly.

(k) Cancellation Reason Codes applicable to Direct Delivery Contractings cannot be used to cancel stock buys and vice versa. If the proper code is not used, the input transaction will violate on appendix F-2 with the message Invalid Cancel Reason. Acceptable codes, by type requirement/purchase document/Amendment Code(s), are outlined below:

1. Recommended Buy (Amend Codes A and B)

Direct Del'y: Codes BQ, BR, BS, B8, CA, CG, CH, CJ, CK, D3, ZB, ZF, ZJ
Stock: Codes other than BQ, C, CG, CJ, D3, RB, ZB, ZJ

2. Purchase Request (Amend Codes C and D)

Direct Del'y: Codes BQ, BR, BS, B8, CA, CG, CH, CJ, CK, CP, C8, D3, ZB, ZF (Note: C8, Amend Code D only)

Direct Del'y: Code ZJ with Amend Code C only

Stock: Codes other than BQ, CA, CG, CH, CJ, CK, CP, C8, D3, RB, ZB, ZJ

3. Contract (Amend Code G and H)

Direct Del'y: Codes BQ, BR, BS, B4, B8, CA, CG, CH, D3, RB, ZB

Stock: Codes other than BQ, CA, CG, CH, D3, ZB, ZJ

<u>CODE</u>	<u>PURPOSE</u>
BJ	Contract closeout with a quantity less than quantity ordered for direct delivery but the quantity is within the contract variance quantity.
BQ	Canceled as a result of requisitioner or manager request.
BR	MOV Cancellation as a result of customer request.
BS	MOV Cancellation as a result of customer failure to respond.
B4	Canceled as a result of requisitioner or manager request and termination. Charges will be incurred.
B8	Unable to affect cancellation.
CA	Unable to procure (will also be used when cancellation is the result of inability to meet the PDD/RDD for requisitions citing Advice Code 2T (see appendix A-12). When a decision to utilize Code CA has been made, prepare a message to the customer immediately.
CB	Stocks released from holding accounts/excess returns.
CD	Change in demand rate/revised ROP.
CF	Reduction in budget (funds) authorization.
CG	Requested item cannot be procured due to insufficient technical data.
CH	Item is not compatible with items managed by this DSC.
CJ	Canceled, unable to procure.
CK	To be supplied by local issue of next higher assembly, component or kit, or submit RQN for next higher assembly.
CM	Minimum Buy/Production Run.
CP	Canceled, local purchase authorized.
CQ	Stock under Inventory.
CR	Replaced by/Stocked with/Reclassified.
CS	Logistical Loss/All users withdrawn.
CW	Consolidated/Manual PR initiated.
CY	Item obsolete/Item no longer procurable/inadequate buy data.
C8	Vendor will not accept order for quantity less than quantity reflected in pos. 67-71.
D3	Canceled Activity did not respond to supply source request for additional information. Use of this code must be authorized by D/SO and is restricted to DICs YPF A and C.
RB	When contractor cannot supply the item and the award is canceled and Rebuy is generated for direct delivery. (Applies to awards only).

<u>CODE</u>	<u>PURPOSE</u>
ZB	Cancellation of the Contracting instrument <u>only</u> with an alternate supply action to be taken on the MILSTRIP Requisition (ZLL with MNIC 7 will be output for the purpose of taking the ultimate action). This code applies to NSNs for which an NIR exists and can be identified by a blank Stock/Part Code in the Procurement Subsystem Files.
ZF	Cancellation of DVD RB or PR to direct alternate supply action on a requisition submitted for an NNSN or NSN. (Requisition will be output to RPB as Controlled Violation on appendix F-122 with VRC PN.)
ZJ	Cancellation of the purchase request, or Recommended Buy for an NSN, non-NSN/NSN with S/P 9 which has been identified to an NSN/replacement NSN with reedit of the requisition under applicable NSN.

(3) Contracting Document Code - A one digit code used in pos. 61 of DIC YPE to indicate a change in the type of Contracting document. Codes are as follows:

<u>CODE</u>	<u>EXPLANATION</u>
1	Computer generated PR
2	Outgoing MIPR
3	School supplies
4	Incoming MIPR
5	Local Purchase
6	Lumber Contracting
7	SPUR
8	Walk-Thru PR
9	Fund Only Transactions

(4) Contract Delivery Date Revision Agent -

The kind of organization which causes an item to be undeliverable within the contractual time schedule.

<u>CODE</u>	<u>EXPLANATION</u>
G	Government is responsible for delay
K	Contractor is responsible for delay
U	Unknown

(5) Reason for Contract Delivery Date Revision -

The expression of why delivery of an item will not be made within the contractual time standards.

<u>CODE</u>	<u>EXPLANATION</u>
A0	Design or engineering problems
A1	Design and engineering problem, ECP/VECP action pending
A2	Design and engineering problem, part number feasibility being studied
A3	Design and engineering problem, method interchangeability being studied
A4	Design and engineering problem, software development
A5	Design and engineering problem, software integration
A6	Design and engineering problem, hardware integration
A7	Design and engineering problem, software redesign required
A8	Design and engineering problem, mechanical redesign required
A9	Design and engineering problem, electrical redesign required
B1	Specifications, drawings, or technical data submitted or approved late
B2	Specifications, drawings, or technical data inadequate or defective
B3	Specifications changed
B4	Specifications, drawings or technical data, defective
B5	Specifications, drawings, or technical data change request for deviation
B6	Specifications, drawings or technical data, change request for waiver
B7	Specifications not received by contractor
B8	Drawings not received by contractor
B9	Obsolete/incorrect drawings or specifications
C1	Inadequate production facilities
C2	Inadequate equipment/equipment capacity
C3	Safety, health violations
C4	Environmental failure to meet regulatory standards

<u>CODE</u>	<u>EXPLANATION</u>
C5	Production facility, health violation
D1	Special tooling and test equipment requested, procured or supplied late
D2	Special tooling and test equipment inadequate or defective
D3	Special tooling or test equipment manufactured in-house late
D4	Special tooling or test equipment contractor provided, inadequate
D5	Special tooling or test equipment contractor provided, defective
D6	Special tooling or test equipment contractor provided, not available
E1	Production - tooling or machinery breakdown
E2	Production - poor quality, rejected, or rework required
E3	Production - process not refined
E4	Production - scheduling deficiencies
E5	Production - shop overload
E6	Production scheduling deficiencies
E7	Production - shop overload
E8	Production - items scrapped/remanufacture required
F1	Manpower - insufficient/inexperienced skilled personnel
F2	Manpower - production line understaffed
F3	Manpower problem, loss of key management personnel
F4	Manpower problem, production unit understaffed
G1	Planning - unrealistic delivery schedule
G2	Planning - untimely or inadequate purchasing practices
G3	Planning - vendor control/followup inadequate
G4	Production plan inadequate or not followed
G5	Planning, vendor followup inadequate
G6	Planning, submitted items to packagers late
G7	Production plan inadequate

<u>CODE</u>	<u>EXPLANATION</u>
G8	Production plan not followed
H1	GFM or GFP requested/supplied late
H2	GFM or GFP inadequate or defective
H3	GFM/GFP inadequate
H4	GFM/GFP defective
H5	GFM/GFP uneconomically repairable
H6	Government installation site unavailable
J1	First article, prototype, lot sample or test data submitted or approved late
J2	First article, prototype, lot sample, or test data rejected by Government
J3	First article, prototype, lot sample, or test data rejected by the Government
J4	First article prototype, lot sample, or test data awaiting Government disposition
K1	Financial problems filed
K2	Withdrawal of financial backing
K3	Other financial problems
K4	Financial problem, vendor(s) not paid
L1	Vendor/subcontractor - Shop overload
L2	Vendor/subcontractor - unacceptable material furnished
L3	Vendor/subcontractor - Basic material shortage
L4	Vendor/subcontractor - Production, tooling, or equipment breakdown
L5	Vendor/subcontractor problem, equipment breakdown
L6	Vendor/subcontractor problem, scheduling deficiencies
MO	Contract amendments
M1	Contract modification/amendments, in process
M2	Contract modification/amendments, not received by contractor
M3	Contract modification/amendments, contractual requirements not definitized

<u>CODE</u>	<u>EXPLANATION</u>
M4	Contract modification/amendments, requested by contractor
M5	Termination/cancellation pending
M6	Contractual delivery date not in conformance with bid proposal
M7	Contractual misinterpreted contract requirements
M8	Contractual clarification required DD Form 1716 pending
NO	Priority
N1	Priority problem, prior receipt of DX rated contract at contractor
N2	Priority problem, prior receipt of DX rated purchase order/subcontract at vendor/subcontractor
N3	Priority problem, prior receipt of DO rated contract at contractor
N4	Priority problem, prior receipt of DO rated purchase order/subcontract at vendor/subcontractor
N5	Priority problem, accomplished production out of schedule sequence of readiness/acceleration request
P1	Fire
P2	Flood
P3	Extreme weather
P4	Earthquake
P5	Other natural disasters
Q0	Strike
Q1	Strike, prime contractor
Q2	Strike, subcontractor
Q3	Strike, supplier
Q4	Strike, carrier
Q5	Strike, other
T1	Transportation - Late receipt of GBL
T2	Transportation - Carrier deficiencies
T3	Transportation problem, GBL received late

<u>CODE</u>	<u>EXPLANATION</u>
T4	Transportation problem, carrier deficiencies.
T5	Transportation problem, shipping instructions not requested.
T6	Transportation problem, shipping instructions requested late.
T7	Transportation problem, shipping instructions not received.
T8	Transportation problem, TCN not requested.
T9	Transportation problem, TCN received/requested late.
U0	Unknown - not identified.
V1	Energy Shortage - Natural gas.
V2	Energy Shortage - Electricity.
V3	Energy Shortage - Coal.
V4	Energy Shortage - Gasoline.
V5	Energy Shortage - Fuel oils (all types).
V6	Energy Shortage - Liquified gas (all types).
V7	Energy Shortage - Other kinds.
W1	Delivery documentation, shipped without source inspection or acceptance.
W2	Delivery documentation, shipped without DD Form 250.
W3	Delivery documentation, DD Form 250 prepared incorrectly.
W4	Delivery documentation, unsigned DD Form 250 for destination acceptance items not sent to CAO.

(6) Contract Administration Office Recommendations Regarding Delayed Deliveries - The Contract Administration Officers recommendation to the Procuring Contracting Officer for action which should be taken in relation to delayed deliveries from contractors.

<u>CODE</u>	<u>EXPLANATION</u>
A	No action, minor delay only.
B	Taking action within authorized delegation.
C	Extend delivery schedule without consideration.
D	Extend delivery schedule with consideration in favor of the Government.

<u>CODE</u>	<u>EXPLANATION</u>
E	Terminate contract.
F	None.
G	Shipped and held as Government furnished property. Shipment has been accepted.
H	Shipped or performed as indicated. No special circumstances.

(7) Processing Advance Agreement Recommended Buys - Recommended Buys identified as having advance agreement coverage will be screened against parameters established in the Advance Agreement Master File (AAMF) as follows:

(a) R/B Location(s) against AAMF Location(s).

(b) R/B Quantity against AAMF Quantity.

1. Minimum quantity per location
2. Minimum quantity per order
3. Maximum quantity per order
4. Maximum quantity per NSN per ___ day period
5. Maximum contract quantity (cumulative contract quantity)

c. Estimated Total Order Price (Quantity x Acquisition Unit Cost) is less than or exceeds the total price in the AAMF.

When a stocked RB suspends for any of the above reasons, an appendix F-677B, Advance Agreement Master File Report will be output to the IM. The IM will either make the appropriate adjustments to the quantity or location via DIC YPE-B so that the buy will pass the parameters review or enter an N in pos. 60 of DIC YPE-A. An RM coded with an N will again be screened against the AAMF parameters; however, if it falls to pass a second time, it will exit the Advance Agreement process and a regular Purchase Request (PR) will result.

5. PROCEDURES/INSTRUCTIONS FOR PREPARATION AND PROCESSING OF AMENDMENT REQUEST

a. Changes to Approved Recommended Buys that are suspended in the Recommended Buy File of the Contracting Subsystem will be processed by DSO without going through DP&P. In addition, changes to PRs, Purchase Orders, and Contracts on purchase made by other Services/Agencies for Source of Contracting Code 2, 4, 5, and 9 items will not be routed through DP&P. When it has been determined from the purchasing activity that the desired change can be made and an official amendment/modification has been prepared and released to the purchasing activity, amendment transaction will be reentered and released directly to ODS. Changes to all other procurement instruments must be routed to DP&P in order that they may determine if desired change can be accomplished. In

order to expedite the request, a copy of the required interrogation reply to applicable Contracting file and/or the Due-In File Printout, as applicable, must accompany the amendment request (reference paragraph 4d). All changes will be prepared on DLA Form 1128 or 1129, as applicable. Changes routed through DP&P require preparation of an original and three copies; the original and two will be attached to the appropriate inter-rogation reply/Due-In File Printout and forwarded as a package to DP&P while one copy is retained in suspense by DSO pending receipt of reply. Changes that are not routed through DP&P require preparation of only an original and one copy; the original will be forwarded to KSP Unit and the copy will be retained in suspense until action has been accomplished. Requests for status require preparation of the DLA Form 1128 in original and one copy; the original will be forwarded to DP&P for action and the copy will be retained in suspense. When DLA Form 1128/ 1129 is initiated as a result of action requested by ESOC per DLA Form 1199 (appendix C-157), a copy of the annotated DLA Forms 1128 and 1129 received from DP&P will be forwarded to ESOC along with appendix C-157 that requested the action.

(1) When preparing amendment transactions, extreme care must be exercised in entering the document and line item numbers as they must be the exact duplicate of those contained in the interrogation writeouts with the exception of due-in printouts for contract line items. When using the F-184, Due-In File Printouts, for modifications to a contract line item and the fifth and sixth positions of the line item number is 00 in the Due-In File Printout, only the first four positions will be entered on the input transaction. When adding a line item or a new location by diversion, the next unused line item (based on the interrogation printout) will be used, i.e., if the contract printout reflects line items 0001 through 0009, the next line item will be 0010. In processing diversions (Amendment Code K), the delivery date must be taken from the contract printout. If an earlier delivery is required, enter the desired date and a note in the bottom portion of the YPE section of DLA Form 1129.

(2) When entering NSNs and/or part numbers on amendment transactions, these numbers must be constructed in exactly the same manner as they appear in the interrogation printout. All NSNs are constructed as an NATO number, i.e., 4720-00-123-5567 and must be entered accordingly.

(3) When preparing status request, amendments, or cancellation requests against incremental deliveries, the 1128 being forwarded to DP&P must cite the summary CLIN, A, last pos. of CLIN. Incremental deliveries schedules can be identified on the F-184, Due-In File, by the presence of a Y pos. 21, under the caption INCRE. (examples, F-184, CLIN = 0001DB, the corresponding summary CLIN in the ACF = 0001D_A).

b. Processing Customer Request for Cancellation:

(1) When a customer request for cancellation is received by the Distribution Subsystem and the requisition is in BZ/BV status, appendix F-230A, Purchase Request Interrogation or appendix F-231A, Contract Inter-rogation (Direct Delivery Cancellation Request) is generated to DP&P, based on the criteria outlined below for preparation of an amendment transaction to cancel or divert the requisitioned quantity.

(a) When the requisition is in BZ status (Recommended Buy or Purchase Request) regardless of dollar value of the request for cancellation.

(b) When the requisition is in BV status (on Contract for Direct Delivery), and the dollar value of the cancellation is \$200.00 or more. When the dollar value is under \$200.00, the customer will be automatically furnished B8 status (Quantity Requested for Cancellation not accomplished). Exception to this rule will be made when the requisition is for Special Measurement Clothing, Flags, Guidons, or Streamers (DPSC Factory, MF/DAC 8 in ARCSF). Cancellation will be considered, regardless of the dollar value. An appendix F-231A will be output to the factory for input of the amendment transaction (DIC YPE, Amendment Code G) IAW appendix E-032 P.

(2) When an appendix F-230A or appendix F-231A is received as a result of a customer request for cancellation and the materiel is required for stock, diversion from direct delivery to stock can be accomplished by preparing an amendment, transaction DIC YPE, Amendment Code F, or DIC YPE/YPF, Amendment Code K. Not authorized for incremental delivery schedules. However diversion must be based on receipt of appendix F-230A/F-231A since the feedback (DIC ZCM), from the Contracting Subsystem to update the RCSF, keys on the cancellation indicator code (RCSF) in canceling the requisition and furnishing BQ or B4 status.

(a) When only a partial quantity of an item is required for stock, but the customer has requested total cancellation, two amendment transactions are required: One to divert a partial quantity to stock, and the other to cancel the remaining quantity that is not required for stock. To avoid cancellation of the entire quantity (due to reject of diversion transaction), the diversion transaction should be processed first and the cancellation transaction processed in a later cycle.

(b) When the customer has requested partial cancellation and the materiel is not required for stock, cancellation of the partial quantity will be accomplished by processing DIC YPE, Amendment Code D (PR), or DIC YPE Amendment Code H with the appropriate Cancellation Reason Code.

(c) Partial cancellations processed against incremental deliveries will normally be processed through SAMMSTEL, see appendix E-233 P. When the SAMMSTEL terminals are nonoperational, processing will be accomplished by preparing amendment transaction, DIC YPE, Amendment Code Z.

c. Limitations on Additions/Diversions/Quantity Changes for Direct Delivery Destinations - Diversion of materiel from stock to a direct delivery destination cannot be accomplished unless there is a direct delivery PR of record inasmuch as there is no way to update the RCSF by the Distribution Subsystem. Therefore, Amendment codes E and F cannot be used to add or divert a PR line item to satisfy a customer requisition. These codes will be used for stock replenishment changes only. There are several courses of action that can be taken to satisfy a customer's requisition against an outstanding contract; however, in each instance, an open direct delivery PR must be of record.

(1) When a need exists for satisfying a requisition from stock due in on contract/purchase order and if the requisition is in Status Code BB in the RCSF, it will be necessary to change the Status Code from BB to BV and create a direct delivery PR, mechanical or manual Walk-Thru.

This can be accomplished by preparing a DIC ZD7 with Exception Information Code 6 in pos. 73 and Action Code HL in pos. 79-80 for a mechanical PR. For a Walk-Thru PR, prepare a DIC ZD7 and enter Action Code JL in pos. 79-80. Appendix B-244 covers instructions on preparation of DIC ZD7. These transactions will change the Status Code from BB to BV and mechanically generate a PR, or record the manual Walk-Thru PR in RCSF. In addition, appendix F-189, Notice of Backorder Status Change BB to BV will be output indicating the action processed or was not processed and the applicable VRC. When DIC ZD7 is input with Action Code JL for a Walk-Thru PR, the PR number will be mechanically assigned and output on appendix F-189. However, if the input transaction violates, the PR number will not be assigned and the transaction will be output with the message NOT PROCESSED and applicable VRC. The Walk-Thru PR cannot be completely prepared until the PR number appears on appendix F-189 (reference DLAM 4140.2, Volume II, Part 3, Appendix E-266 P). The mechanical generated PR will be routed to the IM for the purpose of diversion. The PR, computer generated or Walk-Thru, must be forwarded along with the amendment transaction to DP&P; however, prior to accomplishing this type action, it should have been predetermined that diversion action can be taken. If the DIC ZD7 was input for the purpose of generating a PR for purchase action rather than diversion from an existing contract, do not enter Exception Information Code 6 in pos. 73; leave this field blank and the PR will be routed directly to DP&P. As a matter of information, when a high priority requisition is placed on backorder (BB) against stock due-in based on criteria in Direct Delivery Table, appendix F-19, Backorder Notification/DVD Recommendation and appendix F-184, Due-In File Printout, are generated for review to determine if diversion action is desirable.

(2) If the requisition is in Status Code BV and a PR has been forwarded to DP&P and it is desired to divert from stock or add as a new line item to an existing contract, this can be accomplished by preparing the amendment transactions DICs YPE and YPF.

(3) If the requisition is received by mail or telephone and has been input into SAMMS and diversion from stock due-in is desired, it will be necessary to prepare DLA Form 934, Exception Requisition Document, with an 11-zone punch in pos. 1 and a directed Action Code of V or W in pos. 77 in accordance with appendix E-004 P. This will record the requisition in the Requisition Control Status File in Status Code BV. In addition, a PR will be generated and output to the IM when Action Code W is used. When Action Code V is used, this indicates a manual Walk-Thru PR is to be prepared and records the PR Number in the requisition status/due-in and PR File. The mechanically assigned Walk-Thru PR Number will be output on appendix F-189 when Action Code V is used. The PR, Walk-Thru, or computer generated, must accompany the diversion request, DLA Form 1129.

(4) Amendment transactions to increase quantities of a PR/Contract line item for direct delivery destinations cannot be input by Supply Operations for items purchased by DP&P. Such increases are only authorized to meet vendor's requirement of minimum quantity/dollar value per order or destination; minimum pack or minimum production; and all transactions covering these types of increases will be input by DP&P at the time of award. However, all increases for direct delivery excluding requisitions for part numbers, will be coordinated and approved by the IM prior to input of the award transactions by DP&P.

(a) Stock Type Items - Normally, the Contracting document should be canceled using Cancellation Reason Code ZB, and the requisition placed on backorder, unless it is in support of an urgent requirement since MILSTRIP only authorizes an adjustment for unit pack which is accomplished at the time the requisition is edited by the Distribution Subsystem. However, when the requirement is such that the requisition cannot be placed on backorder, and the increase for stock type items is due to minimum production or minimum buy, the increase quantity will be diverted to stock. If the increase is due to minimum pack or destination, the increased quantity will be shipped to the customer.

(b) Nonstocked Items (SSC 3) - When DP&P advises that the increase is due to a minimum buy or production run, the increased quantity should be brought into stock and a Manager Review Code input into the NIR to intercept all incoming requisitions to preclude the mechanical generation of additional PRs. Future requisitions should be placed on backorder if quantity being procured for stock is sufficient to cover the requisition quantity. When the increase is due to minimum quantity/dollar value per destination or minimum pack, the DSO must make a decision to either place the requisition on backorder and bring the quantity into stock or authorize the increase and continue purchase. However, if there is a significant increase in dollars, the requisitioner should be contacted prior to authorizing the increase. If the quantity is brought into stock, a manager review code to intercept future requisitions, must be input to the NIR. Further, consideration should be given to changing these types of items to stock.

NOTE: At the discretion of each center, when an increase is due to minimum buy or production run, DP&P may be authorized to bring the increased quantity into the nearest stock location, for stock items, without approval of Supply Operations. This should be established as Center policy.

(c) Nonstock Items (SSC 2) - The DSO must determine whether to ship the increased quantity to the requisitioner or to follow the above procedures for SSC 3 items. However, if decision is made to bring the item into stock, an emergency price change must be processed to input a price into the NIR. When decision is made to ship the increased quantity to the requisitioner, and the dollar value is significant, contact must be made with the requisitioner prior to authorizing the increase.

d. Cancellation of a Direct Delivery Purchase Document for the Purpose of Taking and Alternate Supply Action on the MILSTRIP Requisition

(1) Cancellation Reason Code ZB. When a requisition is in BZ/BV status and an alternate Supply Action is required on an NSN for which an NIR record exists, the Purchase (Recommended Buy, PR, or Purchase Order/Contract) will be canceled by use of Cancellation Reason Code ZB. This Cancellation Reason Code when processed by the Distribution Subsystem will place the requisition in a ZB status and output DIC ZLL with MNIC 7 for the purpose of taking an alternate supply action. When the total purchase document is canceled, DIC ZLL will be output for all lines contained in the purchase document. This code should normally be used to cover the following conditions:

(a) To supply from stock on hand received subsequent to placing the requisition on Direct Delivery.

(b) To supply from stock on hand of a substitute NSN.

(c) To place the requisition on backorder against stock due-in, due to a minimum buy or production run quantity, excessive cost for direct delivery or improved delivery date on stock due-in.

(2) Cancellation Reason Code ZF. When a requisition is in BZ status and an alternate supply action is required for a requisition submitted for an NNSN or NSN not in the NIR, the procurement instrument (RB or PR) will be canceled by inputting an amendment transaction, DIC YPE, with Cancellation Reason Code ZF. Processing of Cancellation Reason Code ZF by the Distribution Subsystem will place the requisition in Status Code BD and output a Controlled Violation Listing, appendix F-122, with VRC PN. Processing and reentry instructions for VRC PN are outlined in appendix E-004 V.

e. Changes to Recommended Buys - Two Amendment Codes, A and B have been provided for changing Recommended Buys that are suspended in the Contracting Subsystem for lack of funds and/or technical data or Advance Agreement Buys which fail to pass the Parameter Review process. Amendment Code A applies when changing data elements applicable to the total document or canceling the document. Amendment Code B is used to accomplish line item changes.

(1) Amendment Code A - This code is used to change an ORC, Backorder Code, Weapon System Code, Contracting Document Code, Required Delivery Date, Money Priority Change, or to cancel the Approved Recommended Buy or to cause a Buy suspended by the Advance Agreements Parameter Review to convert to a regular Purchase Request (PR). Prepare DIC YPE with an Amendment Code A as follows:

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
DIC*	1-3	Always YPE.
Amendment Code*	4	Enter A.
Document Code*	5-23	Enter Recommended Buy in pos. 5-18, leave pos. 19-23 blank. Construction of Recommended Buy No. as follows: 1st Position - Identifies a Walk-Thru PR and will be left blank. 2nd Position R - Requirement Subsystem Recommended Buy; D - Dist Subsystem Recommended Buy. 3rd Position - Center Designator, e.g., G for General. 4th-5th Positions - Last two positions of calendar year.

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
DIC*	1-3	Always YPE.
Amendment Code*	4	Enter A.
Not Used	5	Leave blank.
Document Code*	6-23	<p>Enter the RB number to which the transaction applies in pos. 6-18 and leave pos. 19-23 blank.</p> <p>1st Position - Identifies a Walk-Thru PR and will be left blank.</p> <p>2nd Position R - Requirement Subsystem Recommended Buy; D - Dist Subsystem Recommended Buy.</p> <p>3rd Position - Center Designator, e.g., G for General.</p> <p>4th-5th Positions - Last two positions of calendar year.</p> <p>6th-8th Positions - Julian date.</p> <p>9th-14th Positions - Serial Number.</p>
Not Used	24-27	Leave blank.
Part Number	28-42	Enter the Part Number. Entry of the CAGE and part number in pos. 28-42 is a mandatory entry when processed with applicable Cancellation Reason Code in pos. 72-73; otherwise, leave blank.
Stock Number	30-42	Enter the stock number. Entry of stock number in pos. 30-42 is a mandatory entry when processed with applicable Cancellation Reason Code in pos. 72-73; otherwise, leave blank.
Requisition Document Identifier Code	43	Enter the third position of the requisition DIC. This is a mandatory entry only when pos. 72-73 equals ZJ Code, when entered must be A, E, 1 or 5; otherwise, leave blank.

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Acquisition Unit Cost	44-50	Enter the Acquisition Unit Cost. Entry of the unit cost is a mandatory entry when processed with applicable Cancellation Reason Code in pos. 72-73; otherwise, leave blank.
Not Used	51-55	Leave blank.
ORC	56-57	If change is desired, enter new code; otherwise, leave blank.
Backorder Code	58	If change is desired, enter new code; otherwise, leave blank. A - Backorder(s) existed at generation time. PR has RDD 999. B - Backorder(s) did not exist at generation time. PR has RDD 999. Y - Backorder(s) existed at generation time. PR does not contain RDD 999. N - Backorder(s) did not exist at generation time. PR does not contain RDD 999.
Weapon System Code	59	Y - Item supports a weapon system. N - Item does not support a weapon system.
Advance Agreement Code	60	Enter N or leave blank. If an RB fails to pass the Parameters Review process a second time, the RB will exit into Tech Data review and convert to a regular PR, (reference appendix F-F-677B). Otherwise, leave blank if the suspended RB is not involved in the Advance Agreements Program.
Not Used	61	Leave blank.
Required Delivery Date	62-66	If RDD for all Recommended Buy line items is to be changed, enter new RDD; otherwise, leave blank.

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Not Used	67-71	Leave blank.
Cancellation Reason Code	72-73	If total cancellation of Recommended Buy is desired, enter applicable code; otherwise, leave blank. See subparagraph 4f(2)(f) for codes.
Money Priority Requesting Activity	74	If promotion of Recommended Buy for money review is desired, enter: O - Supply Operation Request C - Comptroller Request Notification is furnished by DLAM 4715.1, Volume I, Part 2, Appendix F-16, (format in DLAM 4140.2, Volume II, Part 3, Appendix F-244) when a Recommended Buy is suspended for lack of funds.
Not Used	75-77	Leave blank.
Source Code*	78-80	Enter the DSC symbol for DSO in pos. 78 and ORC of originator in pos. 79-80. For DPSC only: Enter H (C&T), I (Subs), or O (Med) in pos. 78 and the ORC of originator in pos. 79-80.

*Elements marked with an asterisk must be filled. The remaining fields will be filled or left blank, depending upon change being made.

(2) Amendment Code B: This code is used to change Acquisition Unit Cost, funds classification, quantity, required delivery date, and cancellation of a line item. When the total quantity of a line item is to be canceled, pos. 48 and pos. 49-55 will be left blank and applicable Cancellation Reason Code will be entered in pos. 72-73. However, when the line item is being decreased and there is a remaining balance on the line item, pos. 48 and pos. 49-55 will be completed and pos. 72-73 will be left blank. This transaction will be used to adjust location or quantity upon receipt by the IM of an F-677B Listing indicating that an Advance Agreement RB has failed to pass the Parameter Review process. Prepare the YPE transaction as follows:

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
DIC*	1-3	Always YPE.
Amendment Code*	4	Enter B.
Document Number*	5-23	Construction same as Amendment Code A.
Line Item Number*	24-29	Enter four character Rec Buy Line Item number in pos. 24-27; enter 00 in pos. 28-29.
Not Used	30-34	Leave blank.
Acquisition Unit Cost	35-44	Enter new Acquisition Unit Cost if a change is desired. Positions 43-44 are cents. Precede significant fields with zero. Leave blank if no change is required.
Fund Classification Code (FCC)	45-47	If change is desired, enter new FCC. Enter applicable DSC Designator in pos. 45, i.e., C for Construction and two-digit FCC from appendix A-60 in pos. 46-47; otherwise, leave blank.
Stock Quantity Plus or Minus	48	If an increase or decrease to the line item quantity is desired, enter as applicable: P - Quantity in pos. 49-55 is an increase. M - Quantity in pos. 49-55 is a decrease, and there is a remaining balance on the line item. If total quantity of the line item is being canceled, leave pos. 48 and 49-55 blank and enter Cancellation Reason Code in pos. 72-73.
Stock Quantity Change	49-55	Enter quantity in stock unit of issue by which the line item is to be increased or decreased. Precede significant fields with zero.
Not Used	56-61	Leave blank.

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Required Delivery Date	62-66	If a change to the RDD, enter new date; otherwise, leave blank.
Not Used	67-71	Leave blank.
Cancellation Reason Code	72-73	If cancellation of the total quantity of line item is desired, enter applicable Cancellation Reason Code; otherwise, leave blank.
Not Used	74-77	Leave blank.
Source Code*	78-80	Enter the DSC symbol for DSO in pos. 78 and ORC of originator in pos. 79-80. For DPSC only: Enter H (C&T), I (SUBS) or O (Med) in pos. 78 and the ORC of originator in pos. 79-80.

*Elements marked with an asterisk must be filled. Other elements will be filled or left blank, depending on change being made.

f. Changes to Purchase Requests. Five Amendment Codes - C, D, E, F, and Q have been provided for changing, amending, or canceling a PR. Code C applies to the total PR and is used to change Backorder Code, Output Routing Code, Contracting Document Code, Weapon System Code, and to cancel the total PR. Code D is used to change data elements applicable to PR Line Item, such as Delivery Date, Funds Classification Code, Unit Cost, and to increase or decrease a PR Line Item Quantity. Code E is used to add a new line item and increase the total PR quantity. Code F is used to divert a quantity from an existing line item to a new location or distribution depot not on the original PR. Amendment Code Q is used to cancel an unfunded amendment.

(1) Amendment Code C. This code will be used to change the Backorder Code, ORC, Weapon System Code, Contracting Document Code, and to cancel the total PR including direct delivery PRs for part numbered requisitions which have been identified to an NSN. You may change only one, or any two or any three or all four variable elements on one transaction. In any case, the constant data fields identified with an asterisk (*) must be filled. For example, if entire PR is to be canceled, fill only the asterisk fields and pos. 72-73. Transaction DIC YPE, Amendment Code C, changing elements applicable to total PR is prepared as follows:

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
DIC*	1-3	YPE.
Amendment Code*	4	C.
Document Number*	5-23	Enter the PR number in pos. 5-18; leave pos. 19-23 blank.
Blank	24-27	Leave blank.
Part Number	28-42	Enter the part number. Entry of a part number in pos. 28-42 or a stock number in pos. 30-42 is a mandatory entry when pro- cessed with a Cancellation Rea- son Code in pos. 72-73.
Stock Number	30-42	Enter the stock number. Entry of a stock number in pos. 30-42 or a part number in pos. 28-42 is a mandatory entry when pro- cessed with a Cancellation Code in pos. 72-73. When Cancellat- ion Reason Code ZJ, enter reply NSN.
DIC*	43	Enter third position of the revised DIC, i.e., 1, 5, A, or E when using Cancellation Rea- son Code ZJ; otherwise, leave blank. Do not input third position of original DIC.
Acquisition Unit Cost	44-50	Enter the Acquisition Unit Cost. Entry of the Acquisition Unit Cost is a mandatory entry when processed with applicable Cancellation Reason Code in pos. 72-73; otherwise, leave blank.
Blank	51-55	Leave blank.
Output Routing Code	56-57	Enter new code if change is desired or leave blank.
Backorder Code	58	Enter new code if change is desired or leave blank: A - Backorder(s) existed at generation time. PR has RDD 999. B - Backorder(s) did not exist at generation time. PR has RDD 999.

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
		Y - Backorder(s) existed at generation time. PR does not contain RDD 999.
Weapon System Code	59	Enter new code if change is desired Y or N (only Y or N may be entered) or leave blank.
Blank	60	Leave blank.
Contracting Document Code	61	Enter new code if change is desired or leave blank. See subparagraph 4f for codes. When PR has a PDC or 4, 5, or 6 recorded in the PR file, if an attempt is made to change any of these codes to 1, 2, 3, 7, 8, or 9, the transaction will reject on appendix F-2 with the message UNEQUAL TO PRLI.
Blank	62-66	Leave blank.
Minimum Buy Quantity	67-71	Enter minimum buy quantity that the vendor will accept on an order for shipment. This is a mandatory entry when pos. 72-73 contains C8.
Cancellation Reason Code	72-73	If total cancellation of PR is desired, enter code from paragraph 3 or leave blank.
Blank	74-77	Leave blank.
Source Code*	78-80	Leave blank when form is being forwarded to DP&P. When amendment is to be released to ODS, enter the DSC symbol for DSO in pos. 78 and ORC of originator in pos. 79-80. For DPSC only: Enter H (C&T), I (Subs) or O (Med) in pos. 78 and the ORC of originator in pos. 79-80.

*Elements marked with an asterisk must be filled. Variable elements may be changed individually or in any combination.

(2) Amendment Code D: This code is used to change Acquisition Unit Cost, FCC, RDD, and to increase, decrease, or cancel a PR Line Item Quantity. Quantity changes are accomplished by entering the amount by which the line item is being increased or decreased. You may change all data elements or any combination of data elements on one transaction.

When the total quantity of a line item is to be canceled, pos. 48 and pos. 49-55 will be left blank and applicable Cancellation Reason Code will be entered in pos. 72-73. However, when the line item is being decreased and there is a remaining balance on the line item, pos. 48 and pos. 49-55 will be completed and pos. 72-73 will be left blank. Prepare DIC YPE with Amendment Code D as follows:

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
DIC*	1-3	YPE.
Amendment Code*	4	D.
Document Code*	5-23	Enter the PR number in pos. 5-18; leave pos. 19-23 blank.
Line Item Number*	24-29	Enter applicable four digit PR Line Item Number in pos. 24-29. Enter 00 in pos. 28-29 or other numeric as indicated on the PR.
Not Used	30-34	Leave blank.
Acquisition Unit Cost	35-44	If a change to Acquisition Unit Cost is desired, enter new unit cost. Positions 43-44 are cents. Precede significant fields with zeros. Leave blank if no change is required.
Fund Classification Code (FCC)	45-47	If change is desired, enter DSC designator in pos. 45 and FCC from appendix A-60 in pos. 46-47; otherwise, leave blank.
Stock Quantity Plus or Minus	48	If an increase or decrease to the line item quantity is desired, enter as applicable: P - Quantity in pos. 49-55 is an increase. M - Quantity in pos. 49-55 is a decrease and there is a remaining balance on the line item. If total quantity of the line item is being canceled, leave pos. 48 and pos. 49-55 blank and enter Cancellation Reason Code in pos. 72-73.
Stock Quantity Change	49-55	Enter the quantity by which the line item is being increased or decreased. Leave blank if no change.

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Not Used	56-61	Leave blank.
Required Delivery Date	62-66	If a change is desired, enter new date in pencil, e.g., 78001 (1 Jan 78) or leave blank.
Not Used	67-71	Leave blank.
Cancellation Reason Code	72-73	If cancellation of the total quantity of the line item is desired, enter applicable Cancellation Reason Code when the cancellation relates to a reduction (partial cancellation) of a direct delivery. PR line item quantity, Cancellation Reason Codes CA or BQ must be used (no code or use of another code will cause rejection of the DIC YPE document).
Not Used	74-77	Leave blank.
Source Code*	78-80	Leave blank when form is being forwarded to DP&P. When amendment is to be released to ODS, enter the DSC symbol for DSO in pos. 78 and ORC of originator in pos. 79-80. For DPSC only: Enter H (C&T), I (Subs) or O (Med) in pos. 78 and ORC of originator in pos. 79-80.

*An asterisk indicates mandatory data elements.

(3) Amendment Code E: This code is used when adding a new line item (Location) thereby increasing the total PR quantity. For stock buys, this action should only be accomplished to avoid cross country hauling as a result of a rapid increase in demands at a preferred storage location which had little or no demand at the time the PR was prepared. This amendment code cannot be used to add a line item to cover a MIL-STRIP requisition. However, this does not preclude adding a line item for a stock destination to a direct delivery purchase request. This type action should be taken only in rare instances to cover minimum buy quantities, and so on. When adding a line item for stock to a direct delivery PR, by an amendment transaction, there is no restriction on consolidation of priorities, i.e., a stock buy can be consolidated with any priority. Transaction DIC YPE, Amendment Code E, adding a line item to a PR will be prepared as follows:

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
DIC*	1-3	YPE.
Amendment Code*	4	E.
Document Number*	5-23	Enter the PR Number in pos. 5-18; leave pos. 19-23 blank.
Line Item Number*	24-29	Enter new four digit PR line item number in pos. 24-27, and enter 00 pos. 28-29.
Required Delivery Date*	30-34	Enter RDD for item being added, e.g., 79002.
Acquisition Unit Cost*	35-44	Enter Acquisition Unit Cost for item being added. Field pos. 43-44 are cents. Zero fill any blank pos., e.g., 0000000111 (\$1.11).
Fund Classification Code (FCC)*	45-47	Enter applicable DSC Designator in pos. 45 and FCC from appendix A-60 in pos. 46-47. Second position must be A, C, or D or transaction will reject on appendix F-1.
Stock Quantity Plus or Minus	48	Enter as applicable: P - Unit of Issue not changed. A - Unit of Issue was changed.
Stock Quantity Added*	49-55	Enter quantity of line item added.
Stock/Part Number*	56-70	Enter the stock number starting in pos. 56; leave unused spaces blank. Part number will never be entered since a line item cannot be added to cover a MIL-STRIP requisition and stock buys are not initiated for part numbers.
Stock/Part Number Code*	71	Leave blank. This indicates the entry in pos. 56-70 is an NSN. Any entry other than blank (for Amendment Code E) will reject on appendix F-1.

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Location Code*	72-74	Enter RIC of the storage location for line item being added. If blank, transaction will reject on appendix F-1.
Not Used	75-77	Leave blank.
Source Code*	78-80	Leave blank when form is being forwarded to DP&P. When amendment is to be released to ODS, enter the DSC symbol for DSO in pos. 78 and ORC of IM in pos. 79-80. For DPSC only: Enter H (C&T), I (Subs) or O (Med) in pos. 78 and the ORC of originator in pos. 79-80.

*An asterisk indicates mandatory data elements.

(4) Amendment Code F: This code is used to divert materiel from one location and establish it at a new location not on original PR; the total PR quantity is not changed. This amendment code can be used for stock replenishment diversions only. Diversions for the purpose of satisfying a MILSTRIP requisition are not authorized against a purchase request. Diversion to satisfy a MILSTRIP requisition is restricted to contracts (Amendment Code K), further the MILSTRIP requisition must be covered by an open PR. However, diversion from direct delivery to stock can be made as a result of receipt of customer request for cancellation (appendix F-17). Diversions for stock should be held to an absolute minimum. They should be made only as a result of change in stockage pattern. Transaction DIC YPE, Amendment Code F, diverting a quantity from an existing PR Line Item to a new location will be prepared as follows:

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
DIC*	1-3	YPE.
Amendment Code*	4	F.
Document*	5-23	Enter the PR Number in pos. 5-18; leave pos. 19-23 blank.
Line Item Number	24-29	Enter in pos. 24-27 the 4-digit Line Item Number from which materiel is being diverted and enter 00 in pos. 28-29 or other numeric as indicated on the PR. This line item number must have a blank stock/part number code in the PR File; otherwise, the transaction will reject on appendix F-2 with message NO ADD INCORRECT NSN.

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Acquisition Unit Cost	35-44	Blank if Acquisition Unit Cost is not changed. If unit cost is changed, enter new cost - pos. 43-44 are cents. Zero fill any blank spaces, e. g., 0000000111 (\$1.11).
Fund Classification Code (FCC)*	45-47	Enter applicable DSC Designator in pos. 45 and correct FCC from appendix A-60 in pos. 46-47 for the new CLIN. Second position must be A, C, or D or transaction will reject on appendix F-1.
Stock Quantity Plus or Minus	48	Enter as applicable: P - UI not changed. A - UI changed.
Stock Quantity	49-55	Enter quantity being diverted.
New Line Item	56-61	Enter four digit new line item number in pos. 56-59 and enter 00 in pos. 60-61.
Delivery Date	62-66	Enter delivery date applicable to the new PR line item, e.g., 78005 (5 Jan 78).
Not Used	67-71	Leave blank.
Location Code*	72-74	Enter RIC of storage location of the new PRLI. If blank, transaction will reject on appendix F-1.
Not Used	75-77	Leave blank.
Source Code*	78-80	Leave blank when form is being forwarded to DP&P. When amendment is to be released to ODS, enter the DSC symbol for DSO in pos. 78 and ORC of IM in pos. 79-80. For DPSC only: Enter H (C&T), I (Subs) or O (Med) in pos. 78 and the ORC of originator in pos. 79-80.

*An asterisk indicates mandatory data elements.

(5) Amendment Code Q. This code is used when funds are not available to cover increased quantities as a result of processing Amendment Codes D and E. When a shortage of funds exists and a substantial increase is required, the increase must be cleared with the MSO prior to processing the amendment request. However, when a PR is suspended and appears on the Unfunded Contracting Report, appendix F-15 (DLAM 4715.1), and when funds will not be available to cover the amendment, the amendment will be canceled by processing the DIC YPE transaction as follows:

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
DIC	1-3	YPE.
Amendment Code	4	Q.
Document Number	5-23	Enter PR Number in pos. 5-18; leave pos. 19-23 blank.
Line Item Number	24-29	Enter the PR Line Item to which the proposed amendment applies in pos. 24-27 and enter 00 in pos. 28-29.
Not Used	30-77	Leave blank.
Source Code	78-80	Leave blank when form is being forwarded to DP&P. When amend- ment is to be released to ODS, enter the DSC symbol for DSO in pos. 78 and ORC of originator in pos. 79-80. For DPSC only: Enter H (C&T), I (Subs) or O (Med) in pos. 78 and the ORC of originator in pos. 79-80.

g. Amendments/Cancellations and Changes to Awards. The Amendment Codes for changing, amending, or canceling awards do not apply to DSO. Therefore, only the codes for transactions that will be initiated by DSO will be covered. When a particular code applies to both Contracting and Supply, the procedure will cover the entire preparation of the transaction.

(1) Amendment Code G: This code is used to cancel an entire contract or cancellation of CLIN. CLIN Cancellation actions on incremental delivery contracts must be processed against summary CLINs, which will cancel all applicable incremental CLINs. Prepare DIC YPE, Amendment Code G as follows:

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Document Identifier*	1-3	Always YPE.
Amendment Code*	4	Enter Code G.
Document Number*	5-23	Enter the Contracting Instrument Identification Number for which cancellation action is desired. Format of number is: Pos. 5-10 Buying Activity Code. Pos. 11-12 Fiscal Year. Pos. 13 Type of Contracting Instrument Code. Pos. 14-17 Serial Number. Pos. 18-23 Enter call/order modification number if PIIN type (pos. 13) equals A, D, G, or numeric; otherwise, leave blank.
Contract Line/Subline Item Number (Summary CLIN, For Incremental Del. Schedule A, pos. 29).	24-29	Enter CLIN which is being canceled. Leave blank if cancellation applies to the entire contract. For cancellation of CLIN, enter applicable CLIN as recorded in the ACF.
Modification Date*	30-34	Leave blank when form is being forwarded to DPP. When amendment is to be released to ODS, enter a five position effective Julian date of the cancellation. This date is recorded in the ACF Cancellation Date Field. The cycle processing date of the DIC YPE-G will be recorded in the ACF Date Closed Field.
Blank	35-48	Leave blank.
Quantity	49-55	Leave blank when form is being forwarded to DP&P. Enter quantity when pos. 72-73 is B8.
NGOC/DLVC*	56-60	Insert five digit Contractor Code. Leave blank if cancellation applies to a fund only transaction.

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Blank	61-71	Leave blank.
Cancellation Reason Code*	72-73	Enter applicable code from paragraph 4f.
Blank	74-76	Leave blank.
Amendment Action Code*	77	Enter applicable code: 1 - This is a total PIIN cancellation. 2 - Cancellation of CLIN contained in pos. 24-29.
Source Code*	78-80	Leave blank when form is being forwarded to DPP. When amendment is to be released to ODS, enter the DSC symbol for DSO in pos. 78 and ORC of originator in pos. 79-80. For DPSC only: Enter H (C&T), I (Subs) or O (Med) in pos. 78 and the ORC of originator in pos. 79-80.

NOTE: F5M will be used by the DPSC Factory in lieu of instructions at right.

(2) Amendment Code H: This code is used to make many changes to a contract line item, including those items procured through reimbursable DMUP, from other Services/Agencies or a Military Manufacturing Facility. It is also used on followup for status of delinquent NSN award, and followup for acceleration of delivery. Some of the changes that can be made are: Increase/decrease in price or quantity; contract delivery date (extended or shortened); change to the FCC, Quantity Variance Code, Packaging Code, and other cost codes (see note). In addition, this code can be used to change data elements for all contract line item numbers with the exception of a change to Unit Price or Quantity. However, the data element being changed must be the same for all line items, e.g., if there are five CLINs requiring a change in delivery date from 73275 to 73335, this can be accomplished with one transaction by entering zeros in the Line Item Number field, pos. 24-29, and completing the remaining transaction columns in the normal manner. When it is desired to change more than one data element for all contract line item numbers, e.g., Delivery Date and Quantity Variance Code, both data elements can be changed with one transaction providing they are the same for all CLINs, as explained above. This transaction will be prepared by both DSO and DP&P. Supply will use it when requesting increase/decrease of a CLIN, change in funds classification/price or acceleration of delivery. When the line item is being decreased and there is a remaining balance on the line item, pos. 48 and 49-55 will be completed. Due to the many changes that can be made by both Contracting and Supply personnel, procedures

for preparation of the YPE transaction are being varied somewhat from previous instructions in an effort to simplify them. Positions 1-34 and 78-80 are mandatory entries for all types of Code H changes. The positions which apply to particular types of changes are outlined following the list of mandatory elements.

NOTE: Changes to CDD, followup and quantity for incremental delivery schedules must be accomplished through Due-In File at incremental CLIN level, see Contracting Subsystem Manual, DLAM 4715.1, Appendix E-110P.

MANDATORY ELEMENTS

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Document Identifier*	1-3	Always YPE.
Amendment Code*	4	Enter Code H.
Document Number*	5-23	Enter the Procurement Instrument Identification Number to which transaction applies. Format of number is: Pos. 5-10 Buying Activity Code. Pos. 11-12 Fiscal Year. Pos. 13 Type of Procurement Instrument Code. Pos. 14-17 Serial Number. Pos. 18-23 Enter call/order modification number if PIIN type (pos. 13) equals A, D, G, or numeric; otherwise, leave blank.
Line Item Number* Summary CLIN (Incremental Del. Schedules)	24-29	Enter the Contract Line Item Number (CLIN) which is being changed, and so on. Start in pos. 24 and leave unused spaces blank. When it is desired to change a data element (other than unit price or quantity) for more than one line item number, (must be same for each CLIN) enter zeros in pos. 24-29. (Incremental Delivery Schedules must cite summary CLIN A, sixth pos. of CLIN).
Modification Date*	30-34	Leave blank when form is being forwarded to DPP. When amendment is to be released to ODS,

FIELD
LEGEND

FIELD
POSITIONS

EXPLANATION/INSTRUCTIONS

Source Code*

78-80

enter a five position Julian date representing the Obligation or Deobligation effective date.

Leave blank when form is being forwarded to DP&P. When amendment is to be released to ODS enter the DSC symbol for DSO and ORC or originator in pos. 79-80. For DPSC only: Enter H (C&T), I (Subs) or O (Med) in pos. 78 and the ORC of originator in pos. 79-80.