

APPENDIX E-508 P

ISSUE DOCUMENTS FOR GOVERNMENT FURNISHED MATERIEL (GFM)/ASSEMBLY/
DISASSEMBLY, ALTERATION, CONVERSION, AND MODIFICATION PROCEDURES

1. PURPOSE

This appendix is applicable to chapter 13. Chapter 13 describes preparation and processing of issue documents for Defense Stock Fund owned GFM and GLP. This procedure contains sections applicable only to DPSC-T and are identified as such. Exportation of the GFM Control File will occur subsequent to a shakedown period at DPSC-T with additional changes as necessary to accommodate the other DSCs specific problems/operations. DLAM 4140.2, Volume I, Part 1, Chapter 15, prescribes responsibilities and pro-cedures governing Assembly/Disassembly and ACM Actions directed by DSCs.

2. APPENDICES USED IN THIS PROCESS

- a. Appendix A-11, Project Codes.
- b. Appendix A-12, Advice and Status Codes.
- c. Appendix A-86. Manager Forced/Directed Action Codes.
- d. Appendix A-121, Project Action Codes.
- e. Appendix B-112, Cancellation Transaction (DSC Cancellation).
- f. Appendix B-126, Project Code Reference Table Transaction.
- g. Appendix B-169, GFMCF Inquiry Transaction.
- h. Appendix B-173, GFMCF Adjustment Transaction.
- i. Appendix E-004 V, Requisition Type Document Violations.
- j. Appendix E-092 P, Request for Procurement of Nonmanaged Materiel for Assembly, Alteration, Modification Conversion and GFM.
- k. Appendix E-126 P, Project Code Reference Table Transaction and Project Code Reference Table Message Transaction.
- l. Appendix E-155 P, Requisition Control and Status File and Requisition History File Inquiry Documents.
- m. Appendix E-169 P, GFMCF Inquiry Transaction.
- n. Appendix E-173 P, GFMCF Adjustment Transaction.
- o. Appendix E-330 P, Distribution Exception List.
- p. Appendix E-461 P, GFM Control File Printout.

q. Appendix E-515 P, Exception Data Requisition Type Documents and Exception Data.

r. Appendix F-50, Distribution Exception List.

s. Appendix F-95, Project Code Reference Table Printout.

t. Appendix F-114, Requisition Control/Status Printout.

u. Appendix F-461, GFM Control File (GFMCF) Printout.

3. RESPONSIBLE ORGANIZATIONAL ELEMENTS

a. The Inventory Management, Directorate of Supply Operations is responsible for initial preparation of issue documents for;

(1) GFM under Nonbailment System - In sufficient time to assure receipt by contractor to manufacture/alter/modify/convert the end item and meet contract delivery dates.

(2) GFM under C&T Bailment System - On receipt of advice from contractor specifying required quantity and date.

(3) Issues for GLP under the Nonbailment System.

(4) Assembly/Disassembly and ACM Actions to satisfy demands as a result of the receipt of customer requisitions.

b. The Requisition Processing Branch, Stock Control Division, Directorate of Supply Operations is responsible for the recording and retrieval of Exception Data to be affixed to outgoing MROs.

c. The Contracting Directorate is required to assign a Manufacturing Directive Number to each contract. This number will be provided to the Inventory Management Division for use in this issue of GFM and GLP.

4. PROCEDURES/INSTRUMENTS

a. The Inventory Management Division, Directorate of Supply Operations will:

(1) Maintain a register of Manufacturing Directive Numbers cross-referenced to applicable/specific contract numbers. Copies of contracts will be provided by the Directorate of Procurement and Production.

(2) Maintain a register of Build Directive and Disassembly, Directive Numbers for Assembly/Disassembly and ACM Actions.

(3) Assure that the following Project Codes and appropriate Project Action Codes, described in appendices A-11 and A-121, are recorded in the Project Code Reference Table. A printout of the Project Code Reference Table, appendix F-95, may be obtained as indicated in appendix E-126 P. The Project Code Reference Table is updated (by the DSO) as indicated in appendices B-126 and E-126 P.

PROJECT CODE

- 2G7 - GFM for manufacturer by commercial contractor (Project Action Code Z).
- 2G8 - GFM for manufacture by Government Manufacturing Facilities (Project Action Code Z).
- 2G0 - Issue of DSC managed items for the alteration, conversion or modification of a set, kit or assembly to other than a DLA maintenance facility (Project Action Code X).
- 2GB - Assembly, Alteration, Conversion, Modification, or Disassembly by a DLA Maintenance Facility (Project Action Code W).
- 3G5 - GFM for Alteration, Conversion, or Modification (ACM); e.g., service type contracts, by other than a DLA Maintenance Facility (Project Action Code 0).
- 3G8 - GLP for Manufacture, Alteration, Conversion, or Modification by commercial contractor (Project Action Code 7).

b. Instructions for preparation of GFM/GLP transactions:

(1) Transfer materiel from Purpose Code A (General Issue) to Purpose Code H (Reserved for GFM) by processing a Materiel Adjustment Document (DD Form 1487) IAW chapter 5 of this manual. At DPSC-T a Purpose Code transfer is generated mechanically at the time the reservation is made as a result of the processing of an approved GFM Requirement Transaction, DIC ZSG appendix B-269. Shoe last, shoe patterns, and shaping blocks are exempt from this transfer.

(2) At DPSC-T the GFM Control File, appendix F-461, should be reviewed prior to preparation of a requisition. A matching GFM Reservation Data section must exist (matched on NSN, MDN, Condition, and Location; Quantity must be less than or equal to reservation Quantity) to preclude violation of the issue transaction when processing against the GFM Control File.

(3) Prepare and forward for mechanical processing a Requisition, DIC A0_, to reflect the following specific and/or peculiar entries:

<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
1-3	Enter DIC A0A or A0E.
7	Enter M&S Code 0.
30-35	Enter DSC AAC, (SPO in pos. 30-32 for GFM when project codes are 2G7/2G8).
40-41	Enter GM mandatory for GFM when project codes are 2G7/2G8.
44	Enter Demand Code N for other than Service Type contracts (i.e., dyeing, finishing, and so on). Enter Demand Code 0 (alpha) for Service Type Contracts.

<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
45	Enter DLA Service Code U. (S if DLA-owned factory).
46-50	Enter contractor AAC to receive GFM or GLP.
51	Enter Signal Code M.
54-56	Enter appropriate Manufacturing Directive Number from contract.
57-59	Enter Project Code (refer to subparagraph 4a(3) above).
62-64	Enter RDD (computed IAW, chapter 13).
65-66	Enter Advice Code 8A or 8B for Bailment (appendix A-12); otherwise, leave blank.
70	Enter Purpose Code A or H (appendix A-15) as applicable.
71	Enter Condition Code A, B, or C (appendix A-16) as applicable.
72	Enter Management Code Z as applicable.
74-76	Enter RIC of distribution activity to which materiel is to be returned (applicable to GLP only).
77	Enter Manager Forced Action Code 5 or 7 (appendix A-86) as applicable, 11 zone punch in pos. 1 must be entered.
78-80	Enter RIC of distribution activity to ship GFM or GLP.

(4) The Single Line Item Requisition System Document, DD Form 1348, will be used for initiation of requisitions DIC A0A. When DIC A0E is used, prepare the transcript IAW appendix E-515 P on DLA Form 934. Ensure that the exception data include the remark - DO NOT OVERSHIP.

(5) Distribution of handscribed requisitions for GFM and GLP is as follows:

(a) Original - ODS, via data entry services, for computer processing.

(b) First Copy - Commodity Branch (IM), Inventory Management Division, DSO, for retention in the Item Jacket File of the NSN(s) involved, as a source document for use in processing violation notices and/or secondary supply action.

(c) Second Copy - When applicable, Requisition Processing Branch, Stock Control Division, DSO, for recording and retrieval of Exception Data and forwarding of Exception Data MROs, DIC A5E, to distribution activity IAW appendices E-330 P and E-514 P.

(6) For GLP items not assigned an NSN, shipments will be made by preparation of DD Form 1348-1. Manual records will be adjusted by the quantity shipped. The DD Form 1348-1 will be forwarded to the activity storing the items for subsequent shipment to the Contractor.

(7) At DPSC-T the MRO will be recorded in the GFM Control File. The quantity field of the matching reservation data section will be decreased by the quantity of issue. The quantity and dollar value issued will be posted as applicable to the GFMCF. Subsequently, materiel confirmation transaction (DICs AR0, ARA and ARB) will be recorded in the GFMCF with adjustments as applicable.

(8) When notified by telephone that an MRO has been denied (complete or partial) by the depot, take necessary secondary supply action. Instruct the depot to confirm the denial using DIC A6_.

(9) Receive Materiel Release Denials/Cancellation Transaction Listing (appendix F-113) of Distribution Depot Denials/Cancellation Confirmations/Review to determine if the denial had been previously reported by telephone. If not, institute secondary supply action immediately. At DPSC-T secondary supply action should include a GFMCF Adjustment Transaction, appendix B-173, if necessary. This transaction is prepared by the GFM monitor to preclude the violation of an issue document resulting from such action when no GFM Item Record reservation currently exists. Action Code 05 should be used to build a corresponding reservation data section prior to processing of the issue transaction. Denial/Cancellations will be recorded in GFM Control File. The quantity field of the matching reservation data section will be increased by the denied/canceled quantity. The quantity and dollar value denied/canceled will be posted as applicable to the GFMCF.

(10) Direct emergency shipments by telephone furnishing all data required for preparation of DD Form 1348-1 by the distribution activity. Prepare a Supply Directive (Post-Post) and enter a numeric 7 in pos. 77; forward to ODS. If item is or will go under inventory, provide the depot with the correct management code.

(11) Under the C&T Bailment method, advise contractor as follows (by telephone for emergency shipments):

(a) When GFM will be picked up by the contractor, cite the availability date and location.

(b) When GFM will be shipped by CBL, state that the Transportation Office at the shipping depot will advise contractor's carrier of the availability.

(12) When cancellation is to be effected for any quantity cited in the original request:

(a) Advise applicable storage location by telephone of the quantity to be cancelled, citing document number.

(b) Process Cancellation Transaction, DIC AC6 (appendix B-122). Forward original to ODS. At DPSC-T cancellations will be mechanically posted to the applicable reservation section in the GFM Control File.

(13) As required, initiate inquiries to the ARCSF, DIC ZCW (appendix E-155 P), to obtain printout (appendix F-114).

(14) At DPSC-T as required, initiate inquiries to the GFM Control File, DIC ZNK (appendix E-169 P), to obtain printout (appendix F-461).

(15) For expendable shoe patterns, prepare a DD Form 1348-1 and mail to DDMP for subsequent shipment to the contractor.

(16) Where GLP is to be transferred from one contract to another, with or without physical movement, Adjustment of Due-In Records for GLP will be prepared and processed IAW appendix E-205 P.

(17) At DPSC-T, when issues are made of assets not managed by DPSC, they are made by the managing activity on a direct delivery basis. A Request for Procurement of Nonmanaged Materiel for Assembly, Alteration, Modification, or Conversion Transaction, DIC ZQQ (appendix B-92) will be prepared by the GFM monitor IAW appendix E-092 P, citing the unit price (pos. 72-80) contained in the applicable reservation data section of the GFM Control File. Upon receipt of shipment status from the supply source, input a Contract Ship Notice, DIC YPM prepared IAW E-506 P. In addition, a GFMCF Adjustment Transaction, DIC ZNR will be prepared by the GFM monitor IAW appendix E-173 P citing Action Code 07. This transaction will post the shipping data to the GFM Control File.

c. Requisition Processing Branch, Stock Control Division, DSO, will:

(1) Receive copy of DLA Form 934 containing exception data from original requisition from Inventory Management Division.

(2) Receive exception MRO from ODS. Annotate exception information and mail to distribution depot IAW appendix E-330 P. Ensure that the exception data include the remark - DO NOT OVERSHIP.

d. DTO will prepare and process DD Form 1348-1 to Storage Division, DPSC, to effect shipment of inspection gages to contractor.

e. DP&P will:

(1) Assign a Manufacturing Directive Number to each Contract Number.

(2) Provide a copy of each contract to the Inventory Management Division.

f. Instructions for preparation of Assembly/Disassembly and ACM transactions:

(1) Prepare and forward for mechanical processing a requisition DIC A0_, to reflect the following specific and/or peculiar entries:

<u>FIELD POSITIONS</u>	<u>INSTRUCTIONS</u>
1-3	Enter DIC A0A or A0E.
7	Enter M&S Code 0.
30-35	Enter DSC AAC.
44	Enter Demand Code R. To preclude recordation of demands for disassembly actions citing Project Code 3GB the Demand Code O should be manually entered in pos. 44 of the requisition.
45-50	Enter SHIP TO AAC.
51	Enter Signal Code J, K, or M as applicable.
54-56	Enter appropriate Assembly/Disassembly or ACM Directive Number (pos. 54 must be numeric 7 or 8).
(54)	Enter 7 or 8.
(55-56)	Enter any alphanumeric configuration.
57-59 above).	Enter Project Code (refer to subparagraph 4a(3)
62-64	Enter RDD.
65-66	Enter Advice Code 2G (Issue newest stock only) (appendix A-12).
70	Enter Purpose Code A (appendix A-15).
71	Enter Condition Code A (appendix A-16).
73	Enter Exception Information Code A (appendix A-91).
77	Enter Manager Forced Directed Action Code 5 or 7 (appendix A-86), 11 zone punch in pos. 1 must be entered.
78-80	Enter RIC of distribution activity to ship materiel.

(2) The Single Line Item Requisition System Document, DD Form 1348, will be used for initiation of requisitions DIC AOA. When DIC A0E is used, prepare the transcript IAW appendix E-515 P on DLA Form 934. Ensure that the exception data include the remarks - DO NOT OVERSHIP.

(3) Prepare and forward assembly/disassembly directives in letter format to Activities designated to perform these functions.

(4) Assembly/Disassembly directives will cite the directive number, Service identification number for major assemblages, NSN, quantity, marking, shipping, or other applicable data, instructions for the preparation of the packing list and appropriate completion and shipping dates.

(5) A Project Order authorizing the expenditure of funds necessary to perform the assembly/disassembly action will also be forwarded with directive to the assembly point.

(6) Due-In for the end item will be established using DIC DFL and Purpose Code F in pos. 70. The automatic generated Prepositioned Materiel Receipt Card (PMRC), DIC DWL, will contain Purpose Code F in pos. 70 and will be transceived to the distribution depot to receive the end item materiel.

(7) Receive and review the Materiel Release Denials/Cancellation Transaction listing (appendix F-113) to determine if the denials pertain to set assembly builds. Look for project codes that pertain to assembly actions. If the denials have not been previously reported by telephone, prepare secondary supply action.

(8) Upon notification of completion of assembly action, (DIC D6L containing F in pos. 70), the depot will also forward the cost of labor and materiel and manhours expended in building the assembly.

(9) Release end item requisition from backorder using DIC ZD6 with Action Code JB and Purpose Code F.

5. FLOWCHART

Flowchart not required.