

APPENDIX E-515 P

EXCEPTION DATA REQUISITION TYPE DOCUMENTS AND EXCEPTION DATA

1. PURPOSE

a. This procedure is applicable to chapter 4 and describes the method for processing and entry of requisitions received at the DSC which contain exception type information. This information may include instructions relative to procurement or special Ship-To/Bill-To information and may be identified by the third position of the DIC which will be a 5 or an E. This procedure also describes the method to add or delete data in the Requisition Exception Data File.

b. Exception requisitions for Special Measurement Clothing, Flags, Guidons and Streamers for manufacturing by the DPSC Factory (Directorate of Manufacturing) will be processed IAW appendix E-035 P.

2. APPENDICES USED IN THE PROCESS

- a. Appendix A-1, Document Identifier Codes (pos. 1, 2 and 3).
- b. Appendix A-86, Manager Forced/Directed Action Codes.
- c. Appendix A-91, Exception Information Codes.
- d. Appendix B-4, Requisition Transaction and Document Modifier Transaction.
- e. Appendix B-6, Passing Order Transaction.
- f. Appendix B-7, Materiel Release Order Transaction/MRO Transmittal Data Transaction.
- g. Appendix B-9, Referral Order Transaction.
- h. Appendix B-237, Requisition Technical Exception Data Transaction.
- i. Appendix E-004 P, Requisitions Received Through a Medium Other Than AUTODIN.
- j. Appendix E-155 P, Requisition Control and Status File and Requisition History File Inquiry Documents.
- k. Appendix E-344 P, Violation Reentry Reject List.
- l. Appendix F-50, Distribution Exception List.
- m. Appendix F-75, Suspect Narrative AUTODIN Message.
- n. Appendix F-252, Closed Exception Requisitions.
- o. Appendix F-255, Requisition Exception Data Error Listing.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

Requisition Processing Branch, DSO. Note: Commanders will approve, or delegate in writing to specific personnel to approve, the submission of exception data requisitions.

4. PROCEDURES/INSTRUCTIONS

a. SOURCE OF INFORMATION

These requisitions may be received by telephone, teletype, courier, mail or over AUTODIN as narrative messages. The third position of the DIC will always contain a 5 or an E. Requisitions received via AUTODIN as narrative messages will be output to the Requisition Processing Branch, DSO, for review. These notices will be in the format of appendix F-75 and will be captioned SUSPECT NARRATIVE. Refer to appendix F-75.

b. Exception Ship-To/Bill-To requisitions submitted by HQ DLA to be supplied off-line, will be entered to the computer in the same manner as any other exception requisition with the following variances:

(1) The DSC must insure that HQ DLAs ESOCs Activity Address Code (pos. 30-35) is loaded in the DoDAAD and a valid area code is loaded against the address.

(2) The quantity actually shipped off-line must be entered in pos. 25-29.

(3) The Signal Code must be a B (pos. 51).

(4) The Ownership/Purpose and Condition Codes are to be entered in pos. 70-71.

(5) Exception Information Code X is to be entered in pos. 73.

(6) Manager Forced Directed Action Code (MFDAC) 7 is to be entered in pos. 77.

(7) The location which has shipped the materiel off-line is to be entered in pos. 78-80.

These actions will cause the applicable files to be updated; however, a Materiel Release Order, DIC A5_, will not be output.

c. GENERAL

All documents received at DSC which contain exception data must be routed through Requisition Processing Branch, DSO, prior to computer processing. These may be received by any of the media described above in format of appendix B-4, B-6, B-9, or B-109. Upon receipt of these requests, Requisition Processing Branch personnel will review data for accuracy and relevance of the exception data. In addition, when the exception type requisition is for Wood Products (FSG 55), verify the existence of a SCAF DoDAAD record for the activity indicated in pos. 30-35 of requisition by preparing and processing a DIC ZBX SCAF DoDAAD Inquiry Transaction (appendix B-135) prior to preparing DLA Form 934. If no SCAF DoDAAD record is indicated, request DoDAAD Monitor to update

SCAF DoDAAD record to include activity in pos. 30-35 as expeditiously as possible. Suspend supply action pending confirmation from the Monitor that requested SCAF DoDAAD update has been accomplished. Followup with the Monitor should be on a continuous daily basis until requested update has been effected to preclude excessive delay in processing the requisition.

NOTE 1: Exception Type Requisitions, does not include controlled substances items which do not contain any exception data, will be input with Rejection Status Code C7 in pos. 70-71 of the DLA Form 934.

NOTE 2: Exception type requisitions received from non-DoD customers for controlled substances items at DPSC which have no supporting Form DEA 222 will be canceled with Status Code D8.

(1) The repetitive use of the same exception Ship-To Address is resource intensive and uneconomical. A separate DoDAAC assignment for this type of Ship-To Address should be made or the Type of Address Code (TAC) 2 address of the involved activity should be changed and the resulting DoDAAC(s) used on applicable requisitions. Activities having multiple locations should assign a separate DoDAAC to each receiving location. The requisitioner will need to work with its respective Service focal point for DoDAAC and/or TAC assignment.

(2) Authorized conditions for use of exception Ship-To Addresses are listed below. Requisitions containing exception Ship-To Addresses other than those listed will be rejected with Status Code D6.

(a) Sales/Donations/Loans/Issues of materiel to qualifying Federal, State, or Civil Organizations or individuals approved by the Service Secretaries.

(b) Issues of nuclear assets as directed by the Defense Nuclear Agency (DNA) to Department of Energy (DOE) contractors.

(c) Issue of materiel in Condition Code L to contractors.

(d) Issues required by a national emergency or natural disaster.

1. JCS/Service approved medical projects associated with emergency conditions.

2. IPG I medical materiel requisitions associated with medical emergencies of a life saving nature.

3. In those instances where commercial air transportation is cited as a requirement and shipments are destined outside of CONUS, the requisition must also indicate transportation fund data available. In this regard, items requisitioned for LIFE and DEATH requirements will be shipped via mode indicated on the requisition or fastest means possible whether or not transportation fund data is cited by the customer.

NOTE 1: Priority Designator 1, 2, or 3 Materiel Release Orders (MROs) with relevant exception data will be electronically transmitted by narrative message, when the shipping activity is not collocated, to ensure that the UMMIPS processing timeframes are met. Priority Designator 4 through 8 MROs with relevant exception data may also be electronically transmitted by narrative message when it is not possible

to meet the UMMIPS processing time via other means of transmission. Controlled substances MROs which require the attachment of DEA Form 222 will be mailed to the appropriate depot. INCLUDE POINT OF CONTACT (NAME AND TELEPHONE NUMBER) ON ALL OUTGOING NARRATIVE MROs.

NOTE 2: No partial action is authorized for controlled substances requisitions, the DEA Form 222 must accompany the output MRO, PR, etc. to the shipping depot or procurement.

(e) Shipments of ammunition requiring special controls.

(f) Shipments to contractors for special testing.

(3) Exception data will normally be limited the conditions listed below. Requisitions containing exception data other than those listed will be rejected with Status Code D6.

(a) Non-NSN requirements which exceed the stock or part number field and/or require additional information.

(b) Non-NSN products and commodities identified and ordered by description only.

(c) Authorization/identification for items when such requirement is imposed by the ICP or the parent Service of the requisitioning activity.

(d) Wood and lumber product NSN items in FSCs 5510, 5520, and 5530 requiring specification data, such as species, and/or grade.

(e) NSN requirements for additional identifying information such as requisitions initially rejected with Status Code CG or CJ.

(f) Requisitions for the Navy's LEVEL I/SUBSAFE program and Nuclear Reactor Plant materials.

(g) NSN items for chemicals for boiler water and feedwater analysis.

(h) Requisitions which require the citation of appropriation accounting data.

NOTE: Requisitions citing funds limitation statement MAXIMUM FUNDS AUTHORIZED \$X,XXX.XX.: This fund limitation statement is restricted for use by overseas Air Force activities requesting non-NSN and decentralized items with a unit price greater than \$3,000.00. Non-NSN requisitions citing restricted fund authority should be processed using the Exception Data File (DIC YRZ, part B of DLA Form 934) to convey the Funds Limitation Statement and dollar amount. NSN requisitions citing restricted funds authority should be processed as exception requisitions and the limitation statement manually entered on the applicable purchase request. Exception-type requisitions citing a fund limitation not meeting the above criteria should be rejected with Status Code D6. Requisitions meeting the above criteria for items costing more than the funds authorized will be held pending contact with the customer by mail, message, or telephone, as appropriate.

(i) Requisitions used to establish a registered user with the ICP in a PICA/SICA situation.

(j) Requisitions for Marine Corps Prepositioned War Reserve or Marine Corps Prepositioning Ships Program.

(4) Requisitions, passing orders or referral orders containing irrelevant exception data may be prepared and input for processing either to SAMMS through data entry facilities as outlined in appendix E-004 P or to the Realtime Requisition Process through the SMMSTEL Online Requisition Process by converting the third position of the DIC to A or 1. Requests for a specific mode of shipment will not be considered as relevant exception data, as will DEA Form 222 received for controlled substances requisitions from non-DoD customers at DPSC.

(5) If exception information is applicable, process as outlined below.

d. PREPARATION OF DLA FORM 934

The Exception Requisition Document Data Input will be prepared in one copy which will be forwarded for data entry.

(1) PART A.

(a) All data entries on the source documentation (pos. 1-69) will be transcribed as well as the following additional elements:

(b) Input Origin Code. The punch defines the medium by which the document was received. Enter an 11 zone punch in:

1. Field pos. 25 for requisitions received by mail.
2. Field pos. 26 for requisitions received by telephone.
3. Field pos. 27 for requisitions received by teletype.
4. Field pos. 28 for requisitions received by courier.

(c) Exception Information Code. Enter the appropriate Exception Information Code in pos. 73. Refer to appendix A-91 for applicable codes. This code defines the areas to which exception information is applicable. An Exception Information Code B will be entered in parts A and B, Part Number Technical Exception input will be prepared whenever:

1. The CAGE and part number is greater than pos. 8-22 of part A. The five-digit CAGE is coded in pos. 8-12 part A and as much of part number as can be coded in pos. 13-22 of part A. Example: CAGE 18873 and P/N 33P1560793215XYZ are coded in part A, pos. 8-22 as follows: 1887333P1560793. Part B is coded with the complete P/N. The CAGE is never coded on part B. The entry in pos. 44 will be a Z, to preclude the possibility of the computer assigning an erroneous NSN to the partial part number appearing in pos. 8-22 of part A. The Z in pos. 44 causes the bypass of Automatic Interrogation to the TIR, and causes the recommended Purchase Request to be reviewed by the DTO for a possible match to a NSN.

2. The incoming document/message from the requisitioner is pure descriptive data not relatable to an CAGE and P/N. Enter the constant CAGE associated with that DSC in pos. 8-12 of part A. The constant CAGES for the DSCs found in Handbook H4-1, section C, are DCSC 16236, DISC 14153, DESC 14933, DGSC 13873, and DPSC 07779 (Clothing and Textile) or DPSC 89875 (Medical). This entry will preclude a P/N to NSN cross-reference check.

NOTE: If requisition contains no descriptive data and the CAGE and P/N do not exceed pos. 8-22 on part A, then part B is not coded.

(d) To define the applicability of the NSN/Part Number Field, pos. 8-22, enter the following:

1. 8 overpunch in pos. 3 denotes NSN.
2. 9 overpunch in pos. 3 denotes part number or pure descriptive data.
3. 0 (numeric) overpunch in pos. 3 denotes NATO stock number.
4. Q overpunch in pos. 3 denotes other than the above (for Subsistence, C&T, and Medical use only).

(e) In the event a specific directed action is dictated, refer to appendix E-004 P for additional entries on DLA Form 934 and for explanation of Manager Forced/Directed Action Codes (MFDAC) as applicable.

(f) The date of receipt inserted in pos. 67-69 will be the date the document was actually received at DSC and not the date that the document was prepared by the Requisition Processing Branch and ESOC, for processing to computer. This field may also reflect the date due-in when requisition/issue document is for testing and Project Code is 3G3 and materiel is to be returned (see appendix E-507 P).

(g) At DPSC-M (Medical) exception requisitions received for non-standard X-Ray and Capital Equipment (FSCs 6515, 6520, 6525, and 6530) will include the following additional entries on DLA Form 934:

1. Pos. 1 - 11 Zone overpunch.
2. Pos. 3 - 9 overpunch.
3. Pos. 73 - A (Exception Information Code).
4. Pos. 77 - L (Manager Directed Action Code).

Entry of the above data will result in assignment of Funds Classification Code MHE to provide funding visibility of X-Ray/Capital Equipment dollars.

(h) Exception type requisitions received for Wood Products (FSC 5510, 5520, or 5530) by any DSC other than DCSC will result in the requisition being forwarded off-line to DCSC for action:

(i) DCSC, upon receipt of an exception type requisition for a Wood Production item, will take the following action:

1. If the exception requisition contains a valid NSN, the DLA Form 934 will be annotated with an overpunch in pos. 1 and MFDAC Z. This will result in a Skeletal PR to be output to DSO for annotation of the exception data and the PR will be automatically assigned FCC CH_.

2. If the exception requisition contains only descriptive data, the DLA Form 934 will be annotated with an overpunch in pos. 1, 55NA entered in pos. 8-11, pos. 12-22 will be blank and annotate MFDAC L in pos. 77. This will result in the output of a PR to DP&P, who in turn will access the Requisition Exception Data File whenever a PR is generated with 55NA in pos. 8-11 of the requisition. Therefore, DSO will input a Requisition Exception Data File Transaction, DIC YRZ, with the applicable data for posting to the PR, this permits the assignment of the applicable Exception Information Code into pos. 73 of the requisition. The PR will be assigned FCC CH_.

3. Exception Part Number requisitions which are clearly identified to a Wood Product item will be input as described above. All other part number requisitions that contain a valid part number will be processed under the normal Special Purchase Routine (SPUR).

(j) On FMS exception requisitions containing XW in pos. 46-47, in-the-clear shipping instructions are to be contained in the remarks and will be perpetuated. These instructions will be annotated in the Remarks block of DLA Form 934 and a proper entry will be made in pos. 73. A copy of the form will be retained in the Requisition Exception Data File. Upon completion of that action, enter requisition via SAMMTEL Verb SODE.

(k) On exception requisitions for Special Measurement Clothing, Flags, Guidons and Streamers to be manufactured at commercial facilities Form DLA 934, or SAMMSTEL Verb SODE input will include the following:

1. Position 62-64 - Required Delivery Date (Optional).
2. Position 67-72 - Retail Price for Item.
3. Position 73 - Exception Information Code of 7 or 8.
4. Position 77 - Manager Forced/Directed Action Code T.

Entry of the aforementioned information will result in a Purchase Request being generated and routed to Supply Operations. Normal Direct Vendor Delivery processing as depicted in chapter 4 applies. A Due-In record will be established for the DVD. The Due-In File record will contain the Retail Price for the item and will be used in customer billing. A DD Form 1348-1 (Shipping Label) will be mechanically generated to ORC 87 for forwarding to the Contracting Subsystem and subsequently to the commercial manufacturing facility.

(2) PART B.

(a) Part B, DIC YRZ, Line Counter 01 entry always requires a document number entry in pos. 6-19 which is obtained from pos. 30-43 of the MILSTRIP document (part A).

(b) The technical exception data required for procurement purposes are entered in pos. 21-80 beginning with the Line Counter 01 and continuing until all the applicable exception data are included. There are 609 spaces available and one pos. 80 space available for an End of Data asterisk (*) entry.

(c) The End of Data asterisk is to be placed in pos. 80 of whichever Line Counter 01-10 is designated as the last data line.

(d) Whenever the Commercial and Government Entity (CAGE) and part number exceed 15 spaces (referring to pos. 8-22, part A), the complete part number is coded on part B in Line Counter 01 beginning with pos. 21. The CAGE is never coded on part B; it is coded in pos. 8-12 of part A only. If descriptive data are also received, it is coded on Line Counter 02 using additional counter lines as necessary.

(e) In the rare instances when existing data in the Requisition Exception Data File are to be deleted, a Line Counter 01 entry with the document number in pos. 6-19 and the Purge Code A entry in pos. 60 will purge the data.

(f) Whenever pure descriptive data are involved and there is no CAGE and part number, descriptive data are coded in Line Counter 01 beginning with pos. 21.

(g) If the CAGE and part number do not exceed 15 spaces (referring to pos. 8-22 in part A) and descriptive data are received, Line Counter 01 is not coded with the part number; the descriptive data are entered, beginning with pos. 20, in Line Counter 01 using additional counter lines as necessary.

e. CONTROL OF REQUISITIONS WITH EXCEPTION DATA

(1) A central file will be established in document number sequence within Requisition Processing Branch of all source documents for which computer output has not been received. (Normally referred to as the Active Suspense File.) An Inactive Suspense File will also be established when the exception data has been transferred to the supply document (MRO or PR). The source document will be annotated with the date the supply document was forwarded to the shipping activity/other directorates and then filed in document number sequence. Weekly, a review of the active file will be made and Requisition Status File Printouts (DIC ZCW) obtained for all documents over two days old. Upon receipt of the printouts, the following actions will be taken:

(a) File source documents in Inactive Suspense File for requisitions that reflect a C_ series Reject Code.

(b) Reconstruct an MRO with appropriate data and forward to shipping activity by TWX and/or messenger if requisitions reflect Status Code BA and MRO was not received.

(c) Refile source document in the Active Suspense File for subsequent followup, if writeouts indicate item is in Status Code BB, BC, or BD.

(d) If item is in Status Code BV, locate PR, annotate applicable exception data, and file source document in Inactive Suspense File.

(e) Reconstruct DLA Form 934 and forward to data entry facility for input if Requisition Status File Printout indicates a NO RECORD and refile source document in Active Suspense File.

(2) All MROs, DIC A5E/A55, generated by IPC which contain exception information will be output on appendix F-50 and routed to the Requisition Processing Branch, DSO, so that operating personnel may enter the exception information for subsequent transmission to appropriate depot.

(3) When the requisition is recorded in Status Code BA under ten days, the normal mechanical followup or cancellation DIC AF6/AC6 will be output for mailing to the appropriate depot.

(4) To define the applicability of the NSN/Part Number Field, pos. 8-22, enter the following:

(a) 8 overpunch in pos. 3 denotes NSN.

(b) 9 overpunch in pos. 3 denotes part number.

(c) 0 (numeric) overpunch in pos. 3 denotes NATO Stock Number.

(d) Q overpunch in pos. 3 denotes other than the above.

(5) If the exception data applies to Billing, Procurement Data, or Procurement for Non-NSN A05 requisition PRs, IPC will route the PR to the Requisition Processing Branch, DSO, for matching with exception information and forwarding to DP&P.

(6) Exception Type Requisitions with a B, D, K, P, or T in pos. 30 cannot contain a DoDAAD Address, pos. 45-50, or a DoDAAD Address in the remarks block of the A05/A0E. When they do, the requisition will be rejected back to ILCO designated in pos. 54 of the request with Status Code CX. Those Exception Type Requisitions which have a Signal Code of B, J, K, L, or M with a valid entry in pos. 30, other than B, D, K, P, or T cannot contain a B, D, K, P, or T in pos. 45 or a MAP address in the remarks block of the A05/A0E. When they do, the requisition will be rejected back to the requisitioner with Status Code CX.

(7) Exception Requisitions which are assigned Exception Information Code Y, Z, 3, or 5, appendix A-91, must contain an Area Code entry in pos.70-71, when applicable on input document.

(8) Passing Orders, DIC A3E/A35, containing exception data will be output on appendix F-50 and routed to the Requisition Processing Branch. Responsible individual will retrieve the exception data and forward the document to the appropriate activity.

f. DISPOSITION OF FORMS/FILES

(1) Source documents containing exception data will be retained until supply action is completed. Monthly, a Closed Exception Requisition List (appendix F-252) will be produced in document number sequence and forwarded to Requisition Processing Branch. The matching

source document for each requisition number reflected on the list will then be destroyed. The source document and related exception data will be retained until requisition is no longer recorded in the Active Requisition Status File.

(2) Monthly, the Requisition Exception Data File is automatically reviewed and all records over six months old are purged from the file.