

APPENDIX E-517 P

PROJECT ORDERS FOR STOCK REPLENISHMENT/DIRECT DELIVERY PROCUREMENT

1. PURPOSE

The purpose of this appendix is to provide procedures for preparation of Project Orders for items obtained through fabrication from a military manufacturing plant as outlined in chapter 3.

2. FORMS AND REPORTS USED

- a. Project Order (DLA Form 531).
- b. Purchase Request (SF 36), appendix F-21, F-22 and F-23 of DLAM 4715.1.
- c. Award Data Input Master (DLA Form 725), appendices B-111, B-116.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

The DSO, Commodity Branches, are responsible for the preparation of DLA Form 531 to obtain items by fabricating from a military manufacturing plant.

4. PROCEDURES/INSTRUCTIONS

a. When an approved purchase recommendation is passed to the Contracting Subsystem for Source of Procurement Code 5 items, the Contracting Subsystem will commit funds and prepare an SF36, Purchase Request, and charge to the DSO for purchase action. Data will be extracted from the SF36 and placed on a Project Order, DLA Form 531, in order to have the item manufactured. Additional technical data, as required, will be obtained from the DTO.

b. Preparation of Form. The IM (Commodity Branch) will prepare the DLA Form 531 in original and seven copies as follows:

<u>BLOCK NUMBER</u>	<u>TITLE/INSTRUCTIONS</u>
1	Fixed Price/Cost Reimbursement. Enter X in applicable box.
2	Date - Enter date of preparation.
3a	Name - Enter applicable DSC.
3b	Address - Enter address of DSC.
4	Project Order Number - Enter a 13-position Project Order Number constructed as follows:

BLOCK  
NUMBER

TITLE/INSTRUCTIONS

The requiring DSC Activity Address Code as prescribed in the DoD Activity Address Directory, i.e., SC0300, for DPSC, SC0400 for DGSC.

The last digit of the fiscal year, i.e., 4 for 1974, 5 for 1975.

The six character serial number of the particular Project Orders, i.e., 0J0001, 0J0002. Assign consecutively for each Project Order prepared throughout the fiscal year. Sequence of serial numbers shall be 0J0001 through 0J9999, then 0K0001 through 0K9999, and so on. The first character of the serial number always shall be 0, the second character shall be either alpha J, K, X, or Z and the third through sixth characters shall be numeric.

- 5 Enter the two digit amendment number if applicable. The amendment number will be assigned consecutively for each amendment to the basic Project Order Number, beginning with 01.
- 6a Name - Enter name of military manufacturing plant.
- 6b Address - Enter address of military manufacturing plant.
- 6c Station Number - Enter station number of performing establishment.
- 7a Enter activity address of Storage Location where materiel is to be shipped. When materiel is to be shipped to more than one location, enter SEE BLOCK 8 OR CONTINUATION SHEET, as applicable.
- 7b Enter date materiel is required.
- 7c Leave blank.
- 8 Enter NSN and complete description/specification numbers and drawing numbers, as applicable. In addition, enter quantity required. When quantity is to be shipped to more than one location, enter line item number, location, and quantity for each location. Complete shipping instructions as required for each location. It may be necessary to prepare a separate attachment for this purpose.
- 9a Self-explanatory.
- 9b, 9c Enter IM responsible for the item being ordered.
- 10a, 10b Enter accounting classification and total dollar value of the order.
- 11a Leave month and year blank. Line out the last sentence inasmuch as funds will be obligated.

BLOCK  
NUMBER

TITLE/INSTRUCTIONS

- |                  |  |
|------------------|--|
| 11b, 11c         | Enter the name, title, and signature of individual having authority to sign the order based on dollar value of procurement. Signature authority should be established and published in a DSC regulation. |
| 12a, 12b,<br>12c | To be completed by the facility performing the fabrication.  |

5. PROCEDURES FOR PROCESSING FORM AFTER COMPLETION

The IM will process the completed Project Orders as follows:

- a. Prepare and input award transactions, YPA and YPB, in accordance with appendices B-111, B-116, and E-523 P.
- b. The Project Order will not be transmitted until the award transactions are funded and appear on the Procurement Funded Report, DLAM 4715.1, appendix F-14.
- c. When the item appears on the Procurement Funded Report, then the Project Order has been obligated. Mail the original and six copies of the Project Order to the military manufacturing facility.
- d. When the above actions are completed, the item is recorded in the Due-In File as a due-in from contract SDU or DDU as applicable. In addition, a transaction is passed to the Financial Subsystem for update of the Transaction History file.
- e. A copy of the Project Order attached to the Purchase Request will be filed in the Item Jacket Folder.

6. FLOW CHART

Flow chart not required.