

APPENDIX E-520 P

EXCEPTION TYPE REQUISITIONS FOR LIMITED SHELF-LIFE ITEMS

1. PURPOSE

This appendix is applicable to chapter 11 and sets forth the procedures for processing exception type requisitions for shipment of items with one year or more shelf-life remaining. All other requisitions for items which have shelf-life application will be processed in accordance with procedures outlined in chapter 4.

2. APPENDICES USED IN THIS PROCESS

- a. Appendix A-12, Advice and Status Codes.
- b. Appendix A-13, Management Codes.
- c. Appendix A-16, Supply Condition Codes.
- d. Appendix A-42, Action Codes.
- e. Appendix A-86, Manager Forced/Directed Action Codes.
- f. Appendix B-117, Due-In File Inquiry Transaction.
- g. Appendix B-143, National Inventory Record (NIR) Inquiry Transaction.
- h. Appendix B-243, Manager Directed Backorder Release.
- i. Appendix E-117 P, Due-In File Inquiry Transaction.
- j. Appendix E-143 P, National Inventory Record (NIR) Inquiry.
- k. Appendix E-272 P, Due-In File Inquiry by CRT Remote (Verb SZCJ).
- l. Appendix E-382 P, Materiel Release Denial/Cancellation Transaction Listing.
- m. Appendix E-515 P, Exception Data Requisition Type Documents and Exception Data.
- n. Appendix F-109, National Inventory Record (NIR) Printout.
- o. Appendix F-113, Materiel Release Denial/Cancellation Transaction Listing.
- p. Appendix F-184, Due-In File Printout Inquiry List.

3. RESPONSIBLE ORGANIZATIONAL ELEMENTS

- a. Administrative Services Branch, Management Support Office (MSO), Directorate of Supply Operations.
- b. Commodity Branches (Item Managers), Inventory Management Division, Directorate of Supply Operations.

c. Requisition Processing Branch, Stock Control Division, Directorate of Supply Operations.

#### 4. PROCEDURES/INSTRUCTIONS

a. Administrative Services Branch, MSO will:

(1) Receive the following incoming and outgoing documents:

(a) Exception data documents on DD Forms 1348, letters, and teletypes.

(b) Data entry Transcript Transactions or Forms for data entry and input to computer.

(c) Materiel Release Denial/Cancellation Listing, appendix F-113, resulting from Materiel Release Denial/Adjustment Transaction, DIC A6\_, with Management Code 3.

(d) Supply Status Transaction, DIC AE\_, which must be mailed.

(e) MROs, DIC A5\_, which contain exception information, to be mailed.

(2) Forward incoming Transactions/Listing/Letters/Teletypes to responsible organizational element normally Requisition Processing Branch, Stock Control Division, for processing.

(3) Receive corrected transaction, listings, and data entry transcripts from Requisition Processing Branch or Commodity Branches and key corrected information for input to next computer cycle.

(4) Mail Exception Data transaction, listings and/or letters as appropriate, in accordance with applicable E appendices.

b. Requisition Processing Branch, Stock Control Division, will receive exception data documents, listing, teletypes/letters, and take the following actions:

(1) Process Exception Data requisitions which do not contain shelf-life considerations in accordance with appendix E-515 P.

(2) Process Exception Data requisitions which contain shelf-life considerations as follows:

(a) Record Exception Data in Exception Data File, in accordance with appendix E-515 P.

(b) If request is routine (priority 9 through 15), prepare an NIR Inquiry as outlined in appendix B-143 and Action Code BR to obtain appendix F-109, NIR printout.

(c) If the requirement is priority 1 through 8, prepare NIR SMMSTEL Inquiry using Verb SNIR as described in DLAH 4745.2, Volume I, Part 1, DLA Remote Users Handbook.

(3) Receive NIR Printout, appendix F-109, or NIR SMMSTEL Inquiry Printout.

(4) Associate the NIR Printout, appendix F-109, or SMMSTEL Inquiry Printout, with the incoming exception data requisition and forward to the applicable Commodity Branch (Item Manager), Inventory Management Division, for review.

c. Commodity Branch (Item Manager), Inventory Management Division will receive the Exception Data requisitions and NIR data (appendix F-109), and:

(1) Review to determine if sufficient stock is available from any location to satisfy the quantity requisitioned.

(2) When it is determined that sufficient stock is available to satisfy the quantity requisitioned, prepare a force shipment action using DLA Form 934, in accordance with appendix E-515 P. Manager Directed Action Code 7 (appendix A-86) will be placed in pos. 77; Management Code G (appendix A-13) will be placed in pos. 72, and the Routing Identifier Code of the distribution activity from which shipment is to be directed will be placed in pos. 67-69. This document, when input for computer processing, will cause appropriate status to be furnished the customer but will not generate an MRO. In addition, prepare a MRO, DIC A5\_, using the format of appendix B-7 and using a DD Form 1348 as the data entry transcript. Management Code G will be placed in pos. 72 to advise the distribution activity to ship stocks with one year shelf-life remaining. Both data entry transcripts and the original exception data requisition will be returned to the Requisition Processing Branch, Stock Control Division.

(3) If a review of the NIR Printout, appendix F-109, reveals insufficient Condition A (appendix A-16) stock to satisfy the demand, the Item Manager may elect to take one of the following actions:

(a) On routine, requisitions, (priority 9 through 15), prepare a Due-In Inquiry, DIC ZCJ, as outlined in appendix B-117 with Manager Code KE in pos. 79-80, prepared in accordance with appendix E-117 P. On priority 1 through 8 requisitions, prepare a DIF Remote Inquiry in accordance with appendix E-272 P.

(b) Upon receipt of Due-In File Printout, appendix F-184, or DIF Remote Inquiry Printout, the Item Manager will analyze the stock position and determine if sufficient stock is due-in to satisfy the demand, if the requirement should be placed on backorder or if the items should be procured to satisfy the demand.

(c) When it is decided that sufficient stock is due-in to satisfy the demand.

1. Prepare DLA Form 934 in format of appendix B-4 to establish a backorder. Refer to appendix E-515 P for instructions. Manager Forced/Directed Action Code B (appendix A-86) will be inserted in pos. 77 and the Routing Identifier Code of the applicable distribution activity will be placed in pos. 67-69. This action code will cause the requisition to be placed on backorder against the location indicated in the input document and will generate status to the customer.

2. Establish a manual suspense file to interrogate the NIR, as the forced backorder will not be mechanically released upon receipt of stock.

3. When sufficient stock becomes available to release the backorder, prepare a Manager Directed Backorder Release, DIC ZD6 with Action Code JA in the format outlined in appendix B-243.

4. The backorder release action, when input to the computer, will be mechanically processed, and an MRO, DIC A5E will be returned to the Requisition Processing Branch for annotation of Exception Data in accordance with appendix E-515 P. Management Code G will be punched in pos. 72 of the MRO returned for annotation along with any additional exception data required.

(d) When review of the due-in records reveals that sufficient stock is not due-in to satisfy the demand, take the following action:

1. Prepare Forced Direct Delivery document using a DLA Form 934 and the format outlined in appendix B-4 in accordance with appendix E-515 P. Manager Forced/Directed Action Code W (appendix A-86) will be inserted in pos. 77 to create a forced direct delivery.

2. Forward DLA Form 934 to data entry for input to next computer cycle.

3. Receive skeleton Purchase Request from Administrative Services Branch which resulted from the input of forced direct delivery document. Annotate appropriate information including Exception Data and return to Administrative Services Branch for forwarding to Directorate of Contracting and Production.

(4) Data entry documents and/or the original exception data requisition will be returned to the Requisition Processing Branch Stock Control Division, for action on output Exception Data MROs in accordance with appendix E-515 P.

(5) Warehouse Denials, DIC A6\_ with Management Code 3 in pos. 72 will indicate that stock is on hand in the condition requested in the MRO, but no stock is on hand to meet the specified expiration period requested. This denial resulted from a forced shipment executed by the Item Manager which resulted in an MRO being forwarded to the distribution activity with Management Code G in pos. 72 requesting shipment of stock with one year or more shelf-life remaining. This denial will be processed as follows:

(a) The denial, DIC A6\_, will mechanically process in the computer. The Management Code 3 in pos. 72 will cause a reversal for the quantity denied which will post to the on-hand balances in the NIR and the Transaction History File.

(b) A Supply Status Transaction, DIC AE\_, with Status Code CB (appendix A-12) will be prepared in the format of appendix B-11 and will be forwarded to the customer.

(c) A Materiel Release Denial/Cancellation Listing, appendix F-113, will be prepared for processing indicated in appendix E-382 P.

## 5. FLOWCHART

Flowchart not required.