

APPENDIX E-521 P
ISSUE DOCUMENT FOR LOAN

1. PURPOSE

This procedure is applicable to chapter 6 and describes the method of processing a loan transaction after the loan has been approved in accordance with (IAW) paragraph 206201, chapter 6, of this manual.

2. APPENDICES USED IN THIS PROCESS

- a. Appendix A-11, Project Codes.
- b. Appendix A-42, Action Codes.
- c. Appendix A-86, Manager Forced/Directed Action Codes.
- d. Appendix A-90, Manager Notification Information Codes.
- e. Appendix A-92, Project Category Codes.
- f. Appendix A-121, Project Action Codes.
- g. Appendix B-7, Materiel Release Order Transaction/MRO Transmittal Data Transaction.
- h. Appendix B-126, Project Code Reference Table Transaction.
- i. Appendix B-127, Manager Review Reentry Document (Output/Input - Total Actions).
- j. Appendix C-75, Format of Letter for Disposition of Loaned Materiel.
- k. Appendix E-004 P, Requisitions Received Through a Medium Other than AUTODIN.
- l. Appendix E-004 V, Requisition Type Document Violations.
- m. Appendix E-126 P, Project Code Reference Table Transaction and Project Code Reference Table Message Transaction.
- n. Appendix E-126 V, Project Code Reference Table Transaction Violations.
- o. Appendix E-127 P, Manager Review Reentry Documents (Output-Input - Total Actions).
- p. Appendix E-127 V, Manager Review Reentry Document Violations.
- q. Appendix E-151 P, Manager Review Reentry Documents (Output/Input - Partial Actions and Substitutions).
- r. Appendix E-330 P, Distribution Exception List.

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

3. RESPONSIBLE ORGANIZATION ELEMENT

The processing of loan requests, maintenance or records, and reporting of loans is a responsibility of the Inventory Accounting Branch, Stock Control Division, DSO. The approval of the loan within the DSC is the responsibility of the Commodity Branch, Inventory Management Division, DSO. The mailing of exception MROs is the responsibility of the Requisition Processing Branch DSO.

4. PROCEDURES/INSTRUCTIONS

a. The Inventory Accounting Branch will:

(1) Receive the loan request with exception type requisition(s) from the Military Service or Executive Agents.

(2) Review the loan request against the requirements stated in subparagraph 206201a(1), chapter 6, of this manual.

(3) Disapprove the loan requests if the requirements of subparagraph 206201a(1) are not satisfied. Return the request to the borrower indicating that additional information is required IAW DLAR 4140.27.

(4) Assign Project Code 2G6 (appendix A-11) to all loan requests received from other than the Services. Assign applicable Project Codes for Service loans in coordination with the applicable Service.

(5) Forward the loan request and all MILSTRIP information to the Commodity Branch(es) having inventory management responsibility for the item to be loaned.

(6) Receive approved loan request from the Commodity Branch(es) with the location, purpose, and condition of the materiel to be loaned.

(7) Initiate action to update the Project Code Reference Table IAW appendix E-126 P (Project Action Code Y (appendix A-121) applies). Issue document will not be processed until the reference table is updated.

(8) Process violations received as a result of updating the Project Code Reference Table IAW appendix E-126 V.

(9) Process the loan requisitions to include the following mandatory information:

<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
1-3	Enter DIC A0A or A0E.
57-59	Enter Project Code for Service perpetuate from original requisition; for than Services, enter 2G6.
70	Enter applicable Purpose Code.

<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
71	Enter Condition Code of materiel.
73	Enter applicable Exception Information Code (appendix A-91).
77	Enter Manager Forced Action Code 5 (appendix A-86).
78-80	Enter RIC of distribution depot to ship loan materiel.

(a) Exception data requisitions will be prepared IAW appendix E-515 P (DLA Form 934), to include applicable control overpunches. Ensure that the exception data includes the remark DO NOT OVERSHIP.

(b) Furnish a copy of DLA Form 934 to the Requisition Processing Branch who will extract the exception data and place it on the exception MRO.

(10) Receive Manager Review Reentry Transaction (ZLL) with Manager Notification Information Code X in pos. 73 (appendix A-90). This document will be processed as follows:

(a) Review the item requested against the loan jacket file to determine if the NSN was included in the original loan request. If the item is authorized and/or the original issue was made without the Manager Forced Action Code 5 in pos. 77, reenter the ZLL document with Manager Forced Action Code BA in pos. 69-70. Process IAW appendix E-127 P. Process any partial or substitute actions IAW appendix E-151 P.

(b) In the event the item requested is not authorized under the original loan request, the Manager Review Reentry Transaction will be returned with MILSTRIP Status Code CA in pos. 69-70. Advise the requisitioner by letter, message, or telephone based on the priority that the requisition has been rejected since the item requested was not contained in the original loan request.

(11) Prepare Loan Jacket File to contain all correspondence relative to an individual Loan Project Code. This file will be maintained in Project Code sequence.

(12) Develop a local Materiel on Loan Register which will indicate as a minimum the following data elements:

- (a) Activity Address Code of Borrower.
- (b) Loan Project Code.
- (c) Loan Period (From-To).
- (d) Document Number.
- (e) National Stock Number.
- (f) Nomenclature.
- (g) Quantity.

- (h) Location.
- (i) Purpose Code.
- (j) Condition Code.
- (k) Unit Price.
- (l) Extended Price.

This register will be used as a ready reference to telephone requests from HQ DLA on such matters as number of loans outstanding at any given time, total dollar value of a single or all loan requests, etc.

(13) Receive and reprocess Manager Review Reentry Transaction, DIC ZLL, with Manager Notification Information Code 1. This transaction indicates that a Materiel Release Denial has been received (DIC A6_) with Management Code 1. This document will be processed as follows:

(a) Forward the ZLL document to the Commodity Branch for secondary source of supply.

(b) Receive from the Commodity Branch the new location of the materiel, the purpose, and condition code.

(c) Annotate the Manager Review Reentry Transaction with the new data in accordance with appendix E-127 P. If a split action is to be taken, prepare a Manager Review Reentry Transaction, DIC ZLM citing the applicable supply management information in accordance with appendix E-151 P.

(14) Receive and process all violations based on the Violation Reason Code which may eject from computer processing during the validation edit. These documents will be processed in accordance with the applicable E appendices based on the input Document Identifier Code.

(15) Create a local manual suspense file for a date 21 days prior to the end of the loan period. This date will signify the start of actions to process the return of the loaned materiel in accordance with appendix E-158 P.

(16) When the loan is disapproved by HQ DLA, advise the borrower in writing of the disapproval along with the reason.

b. The Commodity Branch will:

(1) Receive the request for loan of DLA Materiel from the Inventory Accounting Branch. Document Identifier Code A0_ or ZLL applies.

(2) Disapprove the loan request if peacetime stocks are at or below the reorder point or would reach the reorder point during the period of the loan. In the application of this criteria, consider estimated time between date items would be transferred to Purpose Code L and the beginning of the loan period and the estimated time between the end of the loan period and the date the items would be returned to stock ready for issue.

(3) Advise HQ DLA, ATTN: DLA-OS in the format of appendix C-75 when a loan will be disapproved based on the stock position of the item. The final decision as to the disposition of the loan requests rests with HQ DLA. If loan is disapproved by HQ DLA, advise the Inventory Accounting Branch.

(4) When the loan is approved, annotate the issue document with the location of the stock, the purpose, and condition code.

(5) Indicate the secondary source of supply when advised by the Inventory Accounting Branch that a denial has been received from the distribution depot (DIC ZLL with MNIC 1).

c. The Requisition Processing Branch will:

(1) Receive DLA Form 934 from the Inventory Accounting Branch(s) which will contain the necessary exception data to be placed on the exception MRO.

(2) Receive from Office of Data Systems exception Materiel Release Orders (MROs) DIC A55/A5E, appendix B-7, annotate the exception information IAW appendix E-330 P and mail the MRO to the distribution point cited in the RIC (To) field. Ensure that the exception data includes the remark DO NOT OVERSHIP.

5. FLOWCHART

Flowchart not required.