CHAPTER 9

REQUISITIONING

Section 9A—REQUISITIONING PROCEDURES.

9.1. Chapter Summary.

9.1.1. Purpose. This chapter identifies and describes the duties, responsibilities, and procedures Stock Control and Requisitioning use to supply, monitor, and manage account items through requisitions. Specifically, the chapter explains how requisitions are produced, processed and tracked through the Standard Base Supply System (SBSS).

9.1.2. Requisitioning. Either program control or Requisitioning can generate a requisition for a supply item.

9.1.2.1. Automatic requisitioning. Normally, SBSS requisition programs respond to most issue requests automatically. Under routine conditions, if the SBSS does not have an item to meet a customer's requirement, program control establishes a due-out, creates a receipt due-in (REC), and outputs a requisition to be sent to a supply source outside the base supply. The program also interfaces with Accounting and Finance (A&F) programs to update financial records. Stock Control personnel use the general procedures contained in **Section 9A** to process routine requisitions. Standard data elements for requisitions appear in **Section 9C**.

9.1.2.2. Exception or Offline Requisitioning. Program control cannot requisition all items in the SBSS. Some items, for example, have been coded to prevent the computer from automatically generating a requisition. For these items, the computer can output a reject notice, a management notice, or a fund requirement input. Stock Control personnel must then act on the output. For other items, such as local purchase requirements, items for special projects, and items manufactured by Base Civil Engineering, Requisitioning must follow special instructions to generate and process the requisitions. **Section 9A** also presents general procedures for handling special cases and **Section 9B** presents specific instructions for processing requisitions for items not requested on a routine basis, such as calendars, compressed gases, and readiness spares program.

9.1.3. Monitoring Requisitions. Once a requisition is generated, either online or offline, Requisitioning is responsible for monitoring its progress through the system. For example, program control provides status for each requisition which personnel must act on (see **Section 9D**). To guarantee that customers receive their requirements efficiently and promptly, Requisitioning also handles due-in/due-out updates (see **Section 9G**), inline followups (see **Section 9F**), and Report of Discrepancy/Supply Discrepancy Reports (see **Section 9P**).

9.1.4. Managing Supply Items. To help the Chief of Supply manage all items in the accounts, Requisitioning handles the Priority Monitor Report (see **Section 9E**), followups for local purchase items (see **Section 9I**), shipment followups (see the MILSTAMP tracer reconciliation in **Section 9L**), and materiel obligation validations (see **Section 9M**).

9.2. Overview. This section explains the general procedures Stock Control and Requisitioning use to prepare and process requisitions to supply customers with the items they need and to manage stock levels. Along with information about funding limitations, fund requirement inputs (FRC), and telephone requisitions, this section explains how to prepare the following kinds of requisitions: due-out, lateral, local pur-

chase, special, sole source/brand name, and those for items from the DRMO. Finally, this section explains how requisitions are downgraded, modified, or canceled.

9.3. Requisition Format.

9.3.1. Normal Supply Source Items. Requisitions for items obtained from HQ AFMC, the Defense Logistics Agency (DLA), the General Services Administration (GSA), and other services are produced in the format outlined in Requisition (A0A-E/A01-5) (**Attachment 9A-1**). (See **Section 9C**, for detailed information about specific data elements and their purpose in the requisitioning procedure.)

9.3.2. Local Purchase Items. Requisition procedures and formats for local purchase items are described in this section. Local purchase items will be procured by the customer using the Government-Wide Purchase Card (GPC) card for items under the current dollar threshold.

9.4. Requisition Date Change.

9.4.1. Procedures. Requisitions must show the current Julian date. So that requisitions are always current, Computer Operations changes the date as follows:

9.4.1.1. Inline changes. Computer Operations will either change the date when the beginning-of-day (BOD) input is processed, or if a processing period includes more than one day before going end-of-day (EOD), they will change it at 0001 hours.

9.4.1.2. Offline changes. Computer Operations will change the date at 0001 hours each day.

9.4.2. Effect of Date Change on the Requisition Serial Number. When Computer Operations processes a DAY input specifying a date change, the requisition serial number assigned by the computer is reset to 0001. (See part 4, for the format, use, and control of the DAY input.)

9.5. Use of GSA Customer Service Centers for Supplies. The normal supply sources in the Standard Base Supply System (SBSS) are HQ AFMC, the General Services Administration (GSA), and the Defense Logistics Agency (DLA). SBSS organizations do not use the GSA Customer Service Centers. Normally, SBSS organizations use the Base Service Store (BSS) for supplies, but they may use GSA self-service stores. (See chapter 23, section 23D for exceptions and the procedures which allow personnel to use GSA self-service stores and for information about controlling shopping plates.)

9.6. Materiel Acquisition Control Records (MACR) and Stock Management.

9.6.1. Purpose. With the GSD SMAG materiel acquisition control record (MACR), the funds manager can suppress requisitions by using one or all of the data elements. Because it includes the number of orders authorized and the number of orders placed, the MACR allows personnel to manage inventories in the SMAG and to control spending. **Attachment 9A-2** explains when to update the orders-placed field of the MACR. If the Chief of Supply believes that requisitions for stock replenishment or due-outs should be restricted, he will brief the financial working group about the extent and time of the restrictions. This information will warn organizations that all of their issue requests may not be filled from off-the-shelf stock and that receipt of items for due-outs may be delayed.

9.6.2. Items Controlled by MACRs. The funds manager establishes materiel acquisition control records for all SMAG and budget code Z items. An MACR must be established for each numeric budget code (1 and 9) and budget code Z within a system designator.

9.6.3. MACR Edits. Following are the data elements which must pass MACR edits:

9.6.3.1. Urgency of need funding flag (UNFF). This flag applies to due-out requisitions. (See chapter 3, for specific codes and their uses.)

9.6.3.2. Stockage priority code (SPC). This code applies to stock replenishment requisitions. (Chapter 19, section 19A explains the assignment and use of the SPC.) (See **Attachment 9A-3** for a flow chart that shows how program control uses the SPC or SPC subgroup to suppress requisitioning.)

9.6.3.3. Maximum automatic obligation authority. This code applies to due-out and stock replenishment requisitions.

9.6.3.4. Annual orders authorized. This element applies to due-out and stock replenishment requisitions.

9.6.3.5. Budget code 9 MACR. The following additional edits apply:

9.6.3.5.1. Actual obligations and commitments equal a specified percent of planned obligations for the Operating and Replenishment, WRM, and Inventory Augmentation Programs.

9.6.3.5.2. Actual obligations and commitments equal a specified percent of the total financial authority (TFA) for the Operating and Replenishment, WRM, and Inventory Augmentation Programs.

9.6.3.5.3. Actual operating obligations are equal to a specified percent of planned obligations.

9.6.3.5.4. Actual obligations for WRM and Inventory Augmentation Programs are 100 percent of planned obligations.

9.6.4. Requisitions that Pass the MACR Edits.

9.6.4.1. Requisitions for stock replenishment items. If the following conditions exist, the computer produces SMAG requisitions for stock replenishment items:

9.6.4.1.1. Automatic obligation authority. The extended cost of the requisition is equal to or less than the stock replenishment automatic obligation authority loaded on the MACR.

9.6.4.1.2. Annual orders authorized. The extended cost of the requisition is equal to or less than the annual orders authorized on the MACR.

9.6.4.1.3. Stockage priority code. The item record stockage priority code (SPC) is not 5 or E and is equal to or numerically smaller than the SPC loaded on the MACR.

9.6.4.2. Requisitions for due-outs. Requisitions for due-outs are produced when the following conditions exist:

9.6.4.2.1. Annual orders authorized. The extended cost of the requisition does not cause the annual orders authorized to be exceeded.

9.6.4.2.2. Automatic obligation authority. The extended cost is equal to or less than the due-out maximum automatic obligation authority.

9.6.4.2.3. Urgency of need. The due-out urgency of need (UND) is equal to or higher than the urgency of need funding flag (UNFF) loaded on the MACR.

NOTE: A is the highest urgency of need and E is the lowest.

9.6.5. Bypassing MACR Restrictions. If stockage priority codes J through M or / (slash) through U are assigned, the computer will automatically requisition the due-out or stock requirement without checking the following MACR restrictions:

9.6.5.1. Urgency of need funding flag (UNFF).

9.6.5.2. Stockage priority code (SPC).

9.6.5.3. Maximum automatic obligation authority, due-out, and stock replenishment.

9.6.6. Effects of MACR Edits. If an order passes the MACR edits, the program will automatically requisition the item. For requisitions that do not pass the edits, the program does the following:

9.6.6.1. Fund requirement outputs (FRC). If the requisition is suppressed by the urgency of need funding flag (UNFF), stockage priority code (SPC), SPC subgroup, or maximum automatic obligation authority, the computer will produce a fund requirement output (FRC) for external review. (See **Attachment 9A-4** for the format of the FRC.)

9.6.6.2. Suppress requisition flag. During processing, if requisitions exceed either the cumulative number or the annual maximum orders authorized field on the General Support Division (GSD) MACR, the computer will output management notice A977 and set the suppress requisition flag on the MACR. (See DFAS-DE 7077.10-Mfor details on MACR.)

NOTE: The program will output only one A977 management notice for each processing day. This notice will be output for the first requisition that exceeded the maximum orders authorized field. MICAP requirements and post-post inputs are exceptions. The program will automatically output requisitions for these items.

9.6.6.3. Additional management notices. Under the following conditions additional management notices will be produced and indicators set on the MACR during processing.

9.6.6.3.1. Actual commitments plus actual obligations for Operating and Replenishment Program reach a specified or default percent of the TFA.

9.6.6.3.2. Actual obligations for each individual category reach a specified or default percent of planned obligations.

9.6.6.3.3. Actual obligations plus actual commitments for the Operating and Replenishment Program reach a specified or default percent of planned obligations.

NOTE: MICAP requirements and post-post inputs are exceptions. Requisitions will be generated for these transactions.

9.6.6.3.4. Accounting and Finance programs will output only one management notice for each processing day.

9.6.6.3.5. Once the suppress requisition flag or management notice indicator has been set, the computer will produce fund requirement outputs (FRC) until the additional funds are loaded.

9.6.6.3.6. During end-of-day (EOD) processing, suppress requisitioning and management notice indicators will be cleared. However, if additional funds have not been loaded to the MACR, the first transaction on the following day will set the indicator again.

9.6.7. FRC Coding to Explain Requisition Suppression. Position 72 of the FRC will contain one of the following codes to tell you why the requisition was suppressed.

9.6.7.1. A, B, C, or E -- these codes show the urgency of need funding flag assigned to the MACR. If one of these codes appears in position 72 of the fund requirement output (FRC), then the requirement exceeded the authorized urgency of need.

9.6.7.2. F -- line 2 of the due-out detail has a D in position 10 and an F in position 11.

9.6.7.3. G -- initial WRM obligations equal or exceed the targeted percentage.

9.6.7.4. H -- operating obligations (other and local purchase) equal or exceed the targeted percentage.

9.6.7.5. I -- inventory augmentation obligations exceed 100 percent of the planned obligations.

9.6.7.6. J -- inventory augmentation obligations equal or exceed the targeted percentage.

9.6.7.7. K -- operating obligations plus commitments equal or exceed the total financial authority (TFA).

9.6.7.8. L -- the FRC is produced because the item record contains an SPC code of 5, and the requisitioning objective is for a special level quantity.

9.6.7.9. M -- the total cost of the requirement exceeds the MACR maximum automatic obligation authority.

9.6.7.10. N -- initial WRM obligations and commitments equal or exceed the WRM TFA percentage.

9.6.7.11. P -- inventory augmentation obligations and commitments equal or exceed the inventory augmentation (IA) TFA percentage.

9.6.7.12. R -- operating obligations plus commitments equal or exceed the TFA percentage.

9.6.7.13. S -- the FRC is prepared as a result of the FRC (020) bit being loaded to the MACR.

9.6.7.14. T -- actual operating obligations, non-local purchase, have exceeded the planned operating authority for non-local purchase.

9.6.7.15. U -- local purchase actual commitments have exceeded planned commitments.

9.6.7.16. V -- local purchase obligations have exceeded planned local purchase obligations.

9.6.7.17. W -- initial WRM obligations exceed 100 percent of the planned obligations.

9.6.7.18. 8 -- the FRC is for a budget code 9 equipment due-out with TEX code 8.

9.6.7.19. BLANK -- the FRC is produced by program R04/NGV857.

9.6.8. Fund Requirement File.

9.6.8.1. Contents. Stock Control maintains the fund requirement file which consists of the following FRC:

9.6.8.1.1. Due-outs: Those with urgency of need designators (UND) A and B and the most current due-outs with UND C (TEX code T).

9.6.8.1.2. Stock replenishments: Only the most current.

9.6.8.2. FRC file sequence. Maintain the fund requirement file in stock number and system designator sequence. Separate due-outs from stock replenishments. Major commands may also direct Stock Control to use a different filing order.

9.6.8.3. FRC file and available funds. Although funds are generally available in the SMAG, there is a requirement to operate within an approved SMAG PROGRAM. Therefore, part of the total value of the FRC in the file is likely to represent pending orders which would cause an imbalanced program. For this reason, it is wise to have a system of selective ordering.

9.6.9. FRC File Updating. At least once each 30 days, Stock Control will update the entire FRC file by processing Program R04/NGV857, FRC Update/Analysis. Use either Option 3 or 4 of the R04 to make sure a complete FRC file is created. (See chapter 6, attachment 6B-4, for specific functions of the update program.)

9.6.9.1. Processing preparation. To begin processing, prepare a program select input (RPTR04) (see chapter 6, attachment 6B-4).

9.6.9.2. Effects of processing R04 on due-outs. When the FRC for a due-out is processed, the following occurs: If the program locates a due-out detail record with no matching due-in detail record, then the computer prepares a new FRC. If the program cannot find a due-out detail-record, it does not prepare an FRC.

9.6.9.3. Effects of processing R04 on stock replenishments. When the FRC for a stock replenishment is processed, the following occurs:

9.6.9.3.1. The item record is releveled.

9.6.9.3.2. If a requirement exists, the program produces an updated FRC; otherwise, it processes the next input.

9.6.10. Input Restrictions on FRC. Process fund requirement outputs through the RPS or input them from terminals in Stock Control.

9.6.11. FRC Consolidation.

9.6.11.1. Purpose. To reduce the number of requisitions, Stock Control may consolidate fund requirement outputs (FRC) to include due-out and stock replenishment requirements. Whenever possible, consolidate due-out and stock replenishment requirements for local purchase items.

NOTE: You can consolidate FRC for Defense Logistics Agency (DLA) and nonregulated Army Supply Management Activity Group (SMAG) items only if all of the FRCs have the same priority. To consolidate due-out and stock replenishment requirements, use the following instructions:

9.6.11.1.1. Combine the total quantity required (due-out plus stock) into a single FRC.

9.6.11.1.2. Destroy the old stock replenishment FRC.

9.6.11.1.3. Enter transaction exception code 7 (do not requisition) in position 51 of each due-out FRC.

9.6.11.1.4. Input the due-out FRC followed by the consolidated stock replenishment. The computer will locate the due-out detail records and change the memo due-out designator to zero (firm due-out) and produce a requisition for the quantity in the stock replenishment FRC. Requisitions are not produced for the specific due-out.

9.6.11.2. Items managed by GSA/DSCP (S9T). Except for the requisitions listed below, Air Force policy requires Stock Control to consolidate requisitions to GSA/S9T. Consolidate due-outs with urgency of need designators (UND) B and C and stock replenishment requirements into a single requisition. To create the single requisition, establish a firm due-out and set the relevel-

ing flag on the item record. The computer will then produce a single requisition during requirements computations or when the stock replenishment FRC is reinput. The Uniform Materiel Movement and Issue Priority System (UMMIPS) priority will be based on the force/activity designator (FAD) used for stock replenishment and the highest UND (B or C) due-out. Following are the exceptions to this policy.

9.6.11.2.1. Post-post special requisitions (SPR).

9.6.11.2.2. UND A, B, or C inputs that have a project code.

9.6.11.2.3. Activity codes E, W, or U.

9.6.11.2.4. ERRCD of XD, XF, or ND.

9.6.11.2.5. Type organization code A or TEX code of 8 or X.

9.6.11.2.6. Materiel acquisition control record (MACR) edits for stock replenishments that are not met.

9.6.12. Effects of TEX Codes on FRC Processing. The TEX code (position 51) assigned to an FRC will affect processing as follows:

9.6.12.1. For FRC with no TEX code and RIC that is not GSA or S9T (positions 43 and 51 are blank), the computer produces a requisition for the quantity required for stock.

9.6.12.2. For FRC with no TEX code and RIC of GSA or S9T, the computer produces a requisition for the quantity required for stock plus the quantity required for all unrequisitioned due-outs with urgency of need (UND) B or C.

9.6.12.3. For FRC with TEX code T, the computer produces a requisition for the quantity required to fill the UND C due-outs. However, the requisition quantity will exceed the input quantity only under the following conditions:

9.6.12.3.1. If the RIC is GSA or S9T and there are other firm UND B and C due-outs that will adjust the requisition quantity to include all firm unrequisitioned UND B and C due-outs.

9.6.12.3.2. If quantity unit pack applies so that the requisition quantity will be adjusted to the next unit pack.

9.6.12.4. For FRC with TEX code S (position 43 for the RIC is blank), the computer produces a requisition for the entire quantity required for stock.

NOTE: UND C due-out requirements are included in this requisition quantity.

9.6.12.5. For FRC type stock record account code B items with TEX code R, the computer produces a requisition for the input quantity. However, if the unit pack applies, the input quantity is adjusted to the nearest unit pack.

NOTE: Be very careful when you process these requirements. The computer does not recompute requirements. Thus, the program could establish excess due-ins.

9.6.12.6. For FRC with TEX code 7, (do not requisition), Stock Control enters the TEX code 7 for due-out requirements if consolidation is necessary. The computer changes the due-out detail record memo designator to a zero (firm) but does not produce a requisition.

9.6.12.7. For FRC with due-out document number (positions 30-43) and no TEX code, the computer produces a requisition for the quantity due-out.

9.6.12.7.1. If the input quantity is less than the due-out detail quantity, the program outputs a 266 reject notice.

9.6.12.7.2. If the type stock record account code is B, and the input quantity is greater than the due-out detail quantity, the program requisitions the due-out detail quantity.

9.6.12.7.3. If the type stock record account code is E, and the input quantity is greater than the due-out quantities, the program outputs a 350 reject notice.

9.6.12.7.4. If quantity unit pack applies, and the input advice code (positions 62-63) is not 2D or blank, the program adjusts the requisition to the next unit pack.

9.6.12.8. For stock replenishment FRC with no TEX code, the computer automatically recomputes requirements. The computer then requisitions the input quantity or the new quantity required for stock, whichever is the smallest, plus all unrequisitioned UND B due-outs.

9.6.12.9. For FRC budget code 9 equipment due-outs, if the routing identifier code (RIC) is not JBR, Jnn, or Dxx, the program blanks the TEX on the due-out detail record. If there is a serviceable balance, the program outputs an I028 management notice. If serviceable on-hand balances are to be bypassed, use the procedures for special requisition (SPR).

9.6.12.10. For FRC non-EAID equipment items with a TEX code, the program will relevel the item record. If the requisitioned quantity will create an excess condition, the program will reject the FRC.

9.6.12.11. For FRC requirements identified as a potential problem, the program enters an asterisk (*) in position 51 of the stock replenishment FRC. (See chapter 19, for more information about requirements identified as potential problems.)

9.6.13. Internal Processing and Edits Affecting FRC Inputs.

9.6.13.1. Record Updates. When an FRC is input, the computer produces a requisition, establishes a due-in detail record, and, if necessary, updates the routing identifier record. If the FRC is for a due-out, the program changes the due-out detail record memo designator to zero (firm due-out).

9.6.13.2. Standard Edits. The program performs standard edits on the input stock number, system designator, quantity, etc. Rejects occur if the data is incorrect or if the program cannot locate required records. Process rejects according to the instructions in chapter 7.

9.6.13.3. Reject Conditions for Due-Outs. The program will reject an FRC for a due-out for the following reasons:

9.6.13.3.1. If the program cannot locate a due-out detail record for a due-out FRC.

9.6.13.3.2. If the due-out detail record memo designator is zero (firm due-out).

9.6.13.3.3. If the quantity in the FRC is less than the due-out quantity. To requisition less than the due-out quantity, process a special requisition for the quantity. Cancel the remaining quantity on the due-out or assign a REX code 4 to prevent program control from requisitioning the remaining quantity through releveling.

9.6.13.3.4. If the due-out contains activity codes B, M, or S.

9.7. Funding Limitations on Requisitions Submitted to The Defense Logistics Agency (DLA) and AFMC.

9.7.1. Authorization to Exceed Funding Limitation. Unless an Air Force item manager receives a statement saying that funds are limited in a specific account, he or she is authorized to exceed the $2,500 cost per line, plus 10 percent without first getting the approval of the requesting activity.

9.7.2. Establishment of a Funding Limitation. If a requisitioning activity wants to set a funding limitation for items that cost over $2,500 or for budget code Z items, Requisitioning will manually prepare a requisition with document identifier code (DIC) A05/A0E. In the lower right-hand corner of the requisition, write the statement MAXIMUM FUNDS AUTHORIZED $XXXX.00. If the maximum funds cited are too low to procure the item, the inventory control point (ICP) will cancel the requisition. Before submitting the requisition, the requisitioning activity should research records to find the former cost of the same or a substitute item so the requisition is not canceled unnecessarily.

NOTE: Continental United States (CONUS) activities will not include a funds limitation statement on a requisition to DLA.

9.7.3. Overseas Requisitions. DLA Centers will accept and process Air Force overseas requisitions with fund authorization statements for non-NSN items and those with an acquisition advice code (AAC) of F (fabricate or assemble) or L (local purchase). The Defense Supply Centers will automatically cancel all other requisitions that have a funds limitations statement. However, for other requisitions, the Defense Supply Center will contact the customer, rather than cancel the requisition, if one of the following conditions exists:

9.7.3.1. The total cost exceeds the fund authorization amount.

9.7.3.2. The item is either non-NSN or has an AAC of F or L.

9.7.3.3. Procuring the item costs more than $3,000.

9.8. Requisitions Under Minimize. Under MINIMIZE, only top priority national defense messages may be sent by DDN. Unless the MINIMIZE message specifically states that DDN will not carry logistics data, the Defense Automatic Addressing System (DAAS) will use DDN to send all data about procuring, distributing, maintaining, and replacing materiel and personnel. (See part 4, to submit logistics data with the DAAS.)

9.9. Telephone Requisitions for Special Requirements.

9.9.1. General Policy for Telephone Requisitions. Only extremely urgent requisitions that meet the requirements below may be telephoned directly to the supply source.

9.9.1.1. Priority designator 01-03 requirements generated by the Federal Aviation Administration (FAA) to AFMC/ALC.

9.9.1.2. Priority 01-08 requirements used for the following purposes:

9.9.1.2.1. To arrange pilot pickup of priority 01-08 requisitions from an AFMC source of supply (the pilot pickup applies only to items managed by AFMC). The pilot must pick up the items within 24 hours of the requisition's submission. If the items are not picked up as scheduled, then the item manager will cancel the requisition and return the materiel to depot stock.

9.9.1.2.2. To provide a base with priority 01-08 items necessary for its overall capability; for example, fuel system components, mission critical communication systems, and runway barri-

ers. Only the major command Logistics Readiness Center (LRC) or similar function at MAJCOM level can make these calls.

9.9.1.3. Items for special projects outside the normal logistics system. Certain special projects largely managed outside the normal logistics system may be requisitioned by telephone. See volume 1, part 1, chapter 24, attachment A-6, for a list of qualifying projects.

9.9.1.4. Requirements for specified aircraft and highly sensitive missions. Requisitions by telephone for specified operations involving limited numbers of aircraft and highly sensitive missions are also authorized. Currently, this category is limited to all organizations and/or projects assigned a force activity designator (FAD) 1 to 89 MAWG, NIGHT WATCH, and SPECKLED TROUT. HQ USAF/ILSP must approve any additions.

9.9.1.5. Requirements for contractors performing under Air Force contracts who do not have access to DDN, Advanced Record System (ARS), message, or similar capability.

9.9.1.6. Requirements for certain MICAP conditions. When the MICAP requirements enumerated below meet the conditions listed, then the items may be requisitioned by telephone:

9.9.1.6.1. MICAP (priority 01-03) requisitions when the base communication centers are closed.

9.9.1.6.2. MICAP requirements for aircraft in a ferry status (for example, the ACC Air Delivery Group operations).

9.9.1.6.3. MICAP requirements that the USAF Air Demonstration Squadron (Thunderbirds) needs to complete a mission.

9.9.2. Policy Applicability. The above policy applies to all Air Force and contractor activities. It applies as well to items managed by the Defense Logistics Agency (DLA) and the General Services Administration (GSA). This policy does not apply to international logistics requests or requests for the Serialized Control and Reporting System (SCARS) produced from the SCARS daily reporting. (See volume 1, part 1, chapter 13, for information about SCARS reporting.)

9.10. Due-Out Requisitions.

9.10.1. Requisition Priority. For due-outs, the computer will assign a requisition priority based on one of the following: 1) the urgency of need designator (UND) and the force activity designator (FAD) of the requesting organization, or 2) the input FAD of the issue request.

9.10.2. Processing TEX M Issue Requests. When a TEX M issue request is input, the computer will output either a requisition or a funds requirement (FRC) depending on the following input:

9.10.2.1. ERRCD of XD/XF. If the request has an ERRCD of XD/ XF, the program will output a requisition.

9.10.2.2. EOQ of UND A or B. If the request has an economic order quantity (EOQ) with urgency of need (UND) A or B, and consolidation is not required for the UND B item, the program will output a requisition.

9.10.2.3. Extended cost. If the extended cost is less than or equal to the due-out maximum automatic obligation on the MACR due-out, and the urgency of need is equal to or higher than the UNF on the MACR, then the program will output a requisition.

9.10.3. Processing TEX D Due-out Requests. Check input of an issue request with TEX D with the Funds Management prior to processing. When establishing due-outs for budget code 8 items, and TEX code D is used, the computer will establish a free issue due-out.

9.10.4. Standard Program Processing of UND C Due-Outs and Stock Replenishment. For most UND C items, the program keeps track of due-outs and due-ins so that it can order the correct number of items to replenish the stock when the stock level reaches the reorder point. The program first subtracts the quantity due-out from the quantity due-in. If the resulting number is equal to or less than the reorder level, the computer will requisition the total quantity needed to meet the stock level and to fill the due-outs.

NOTE: The program does not output individual requisitions for these due-outs. The following example explains this computer operation in detail.

9.10.4.1. Assumptions. For this example, assume that the program will figure the requisition quantity based on the following information:

A = computed stock level = 100

B = computed reorder point = 20

C = total due-ins = 90

D = total due-outs = 80

E = total requirement = 180

9.10.4.2. Figuring due-ins for stock. The program first subtracts the due-out quantity (D) from the quantity due-in (C) to find the number of items due-in that can help meet the required stock level. In this problem, the number of due-ins for stock is 10:

C = due-ins = 90

D = due-outs = -80

Due-ins for stock = 10

9.10.4.3. Determining if the due-in quantity is greater than the reorder point. The program next compares the due-ins for stock to the computed reorder point (B). In the example, the reorder point is 20. Thus the due-ins for stock (10) are less than the reorder point (20) and the program must requisition extra items to meet the required stock level.

9.10.4.4. Figuring the total requirement. Next the program figure the total requirement (E) by adding the computed stock level (A) to the total due-outs (D). The total requirement here is 180:

A = computed stock level = 100

D = total due-outs = +80

E = total requirements = 180

9.10.4.5. Figuring the requisition quantity. Finally the program figures the number of items to requisition by subtracting the total due-ins (C) from the total requirement (E). In this example, the requisition quantity is 90:

E = total requirement = 180

C = total due-ins = -90

Total requisition quantity = 90

9.10.4.6. Determining final stock status. The final stock status of the UND C item in this example problem is as follows:

A = computed level = 100

B = computed reorder point = 20

C = total due-ins = 180

D = total due-outs = 80

E = total requirement (A+D) = 180

F = total assets (C) = 180

9.10.4.7. Assigning the UMMIPS priority designator. For these automatic stock replenishment requisitions, the program assigns the Uniform Materiel Movement and Issue Priority System (UMMIPS) priority designator based on the due-out with the highest urgency of need designator (UND C only) and the highest force activity designator (FAD) authorized on the base. (See **Attachment 9C-4**, for more information about the UMMIPS priority designator.)

9.10.5. Processing of Exception UND C Items. Under the following conditions, either requisition or input an FRC for items with an urgency of need C:

9.10.5.1. Input TEX is 8 or X.

9.10.5.2. Input activity code is either W (WRM) or U (MRSP).

9.10.5.3. Input type organization code is A or B (BCE).

9.10.5.4. Input project code is valid.

9.11. Local Purchase Requisitions.

9.11.1. Definition. Local purchase requisitions are those assigned routing identifier codes JBB, JBF, JBG, and JBH. The current JBB routing identifier record is supplemented with five additional routing identifier records: JB1, JB3, JB4, JB5, and JB6. Local purchase items will be procured by the customer using GPC card for items under the current dollar threshold. The item record routing identifier field will contain JBB. The 101-TYPE-PROCUREMENT-CODE on the item record will determine the appropriate routing identifier record to be updated when processing requisitions, status, or cancellations, as follows:

Table 9.1. Local Purchase Requisitions.

FLAG	RID	DESCRIPTION
1	JB1	Purchase Order
3	JB3	Delivery Order
4	JB4	Blanket Purchase Agreement
5	JB5	Contract
6	JB6	Automatic Purchase Order
Blank	JBB	All Others

9.11.1.1. See **Section 9J**, for SPS (Formerly BCAS) items. **Section 9J** also presents detailed processing instructions and procedures for the Supply representative located in the Base Contracting Office.

9.11.1.2. For items with RIC other than JBx, see volume 1, part 1, chapter 8, for instructions to purchase the items locally.

9.11.2. Requisition Format. Requisitions for local purchase items must be in MILSTRIP format.

9.11.3. Assignment of Data Elements for Items with REX code 2. The following information explains how data elements are assigned to requisitions for items that have no local purchase or local manufacture source available (REX code 2). (See **Attachment 9C-6**, for more information about REX codes.)

9.11.3.1. Routing identifier code.

9.11.3.1.1. If the REX code on the item record equals 2, the requisition programs will create requisitions to the General Services Administration (GSA), Defense Logistics Agency (DLA), or the applicable Air Force item manager (IM). The program uses the contents of the federal supply code (FSC) and materiel management code (MMC) records to determine the correct routing identifier code.

9.11.3.1.2. When an REX code 2 is assigned and the item record routing identifier is JBH (federal schedule), the requisitioning program will automatically assign routing identifier code GSA to the requisition.

9.11.3.2. Advice code and fund code. For items assigned a REX code 2, the program assigns advice code 2A and fund code of 6C (GSD) to the requisition. When you prepare special requisitions (SPR) for these items, you must use advice code 2A and fund code 6C. The source of supply will cancel a special requisition with an incorrect fund code (cancellation code CM applies).

9.11.3.3. Requisition numbers. If the computer will automatically prepare the requisition, the requisition number on the special requisition (SPR) input (positions 30-43) should be blank. If the requisition was prepared offline, enter the requisition number in positions 30-43.

9.11.4. Processing Local Purchase Requisitions.

9.11.4.1. Loading the item record. When the computer assigns REX 2 to any item record, bases should load a JB2 routing identifier record. (See the note in **Attachment 9C-1** and chapter 27, section 27S, for instructions for loading the routing identifier record.) The requisition and receipt programs for REX 2 items with a supply source Fxx, Gxx, or Sxx will update the record with the requisition order and shipping time data.

9.11.4.2. Checking BUSH projects for overseas bases. If the base is overseas and the RIC is JBH but the REX is not 2, the Base Contracting Office must process the requisition to determine if project BUSH applies. If it does, the Base Contracting Office will notify Supply to change the RIC to JBG. If it does not, Supply will assign REX 2 to the item record and cancel the requisition. The program will then produce a new requisition with the RIC for the GSA, DLA, or correct AF item manager.

9.11.5. Mandatory Requirements for Local Purchase of Centrally Managed Items. Policies for local purchase requisitioning of centrally managed items are contained in volume 1, part 1, chapter 8. Ensure all of these conditions are met prior to requisitioning.

9.11.6. Base Supply Control. All necessary requests to purchase a centrally procured item locally must be channeled through Base Supply. Base Supply will record the appropriate demand and consumption data for stock leveling purposes and control due-ins from maintenance (DIFM) for repair cycle items.

9.11.7. Determining the Source of Supply. Although Supply may suggest a local contractor parts store as a supply source, the Base Contracting officer makes the final decision on vendor.

9.11.8. Processing the Local Purchase of CP Items. Requisitioning will process the local purchase of centrally managed items authorized by volume 1, part 1, chapter 8, section 8A, as follows:

9.11.8.1. Due-in cancellation. When HQ AFMC notifies you that an item cannot be supplied, cancel the due-in.

9.11.8.2. Investment items. Use the following instructions to process the local purchase of investment items:

9.11.8.2.1. To establish the due-in detail record for investment items (budget code A-H, J-X, or blank), process a special requisition (SPR) input with routing identifier code JBB, signal code D, and a blank fund code.

9.11.8.2.2. To procure the item, prepare a DD Form 1348-1A. Enter the obligation authority and funds citation in block 3 (ship to) of the DD Form 1348-1A.

9.11.8.2.3. For funding purposes on SPS (formerly BCAS/CIAPS) supported bases only, prepare an offline A0x demand input. Enter the fund code (taken from the funds citation) on the A0x demand input. Enter the obligation authority and funds citation in block 3 (ship to) of the DD Form 1348-1A.

NOTE: Do not use local funds to procure investment items.

9.11.8.3. Material Support Division (MSD) items. To establish the due-in detail record and create a requisition for MSD items (budget code 8), process a special requisition (SPR) input with routing identifier code JBB. The Base Contracting Office (BCO) will cite Material Support Division SMAG money on the requisition.

9.11.9. Processing GSD Items for Emergency Situations. General Support Division (GSD) items (budget code 9) with an S9x routing identifier code (DLA) that have been purchased locally for an emergency will be processed according to the following instructions. (See volume 1, part 1, chapter 8, section 8A for more information about GSD items for emergency situations.)

9.11.9.1. Requisitioning will process a special requisition (SPR) input to establish the due-in detail record and create a requisition. Use the JBB routing identifier code in positions 4-6 and S9x routing identifier code in positions 57-59 (project code). If the computer will output the requisition, leave positions 30-43 blank. If the requisition was prepared offline, enter the requisition number in positions 30-43.

9.11.9.2. Base Contracting will use the special instructions in AFM 70-332, chapter 7 to process these requisitions with S9x routing identifier.

9.11.10. Cancellations. At overseas bases, if the extended price of a local purchase is greater than the assigned commodity limitation, the Base Contracting Office (BCO) will cancel the requisition using ZY status and cancellation justification code. When Stock Control receives the ZY cancellation, prepare an offline requisition to the source of supply assigned responsibility for the commodity.

9.11.11. Complying with the Federal Acquisition Regulation (FAR). For an item decentralized for local purchase and available from GSA store depots, the Federal Acquisition Regulation (FAR) requires that it be ordered from the General Services Administration (GSA) unless the GSA cannot meet the delivery requirements. See the FAR, section 5, part 2. Use the following instructions to comply with this regulation and requisition the item from the GSA store depot:

9.11.11.1. Assigning the RIC. Use JBx as the routing identifier code (RIC).

9.11.11.2. Modifying the item record. If a local purchase item is available from GSA store depots, assign a requisition modifier code to the item record. You can find out if the item is available when you research the item or when the Contracting officer manually cancels the requisition.

9.11.11.3. Overriding stock replenishment and due-out requirements.

9.11.11.3.1. Use the REX modifier to override both stock replenishment and due-out requirements.

9.11.11.3.2. Include the GSA routing identifier code.

9.11.11.3.3. Use advice code 2A to bypass the source of supply edits within the Defense Automatic Addressing System (DAAS).

9.11.11.3.4. Load the REX modifier records for all system designators.

9.11.11.4. Loading the unit price. Use the latest GSA price lists or supplements for the specific region to load the unit price. Periodically, check the loaded prices against billings and revised price lists or supplements you receive.

9.11.12. Meeting Fees for Contractor-Owned Containers. To meet the rental or deposit fee requirement for contractor-owned containers, Base Supply should submit AF Form 9, Request for Purchase, to Base Contracting. Cite host base operations and maintenance (O&M) funds.

9.12. Special Requisitions (SPR).

9.12.1. Purpose. Special requisitions (SPR) are used for two reasons: 1) to update internal records for offline requisitions when the computer is down (for example, during an equipment failure or over a weekend or holiday); and 2) to requisition items that program control does not automatically requisition.

9.12.2. Use Restrictions. Stock Control will not use an SPR to bypass the processing of a valid receipt not due-in. (See chapter 10, for information about researching and processing receipts not due-in.)

9.12.3. Requisition Submission. If the computer is down, Requisitioning will submit requisitions as authorized by post-post procedures (see chapter 32, section 32A).

NOTE: Air Force activities can request items from the supply source by telephone. (See **Section 9F** for telephone followups on requisitions and **Section 9A** for telephoning non-MICAP lateral requisitions to Air Force bases/other services.)

9.12.4. Processing Procedures for Requisitions under Program Control. Stock Control will use the following instructions to process requisitions under program control:

9.12.4.1. Preparing the requisition.

9.12.4.1.1. For MILSTRIP requisitions, use the format for Requisition Input (see **Attachment 9A-1**).

9.12.4.1.2. For non-MILSTRIP requisitions, use the instructions in SPS (formerly BCAS/CIAPS) Local Purchase Request (see **Attachment 9J-1**).

9.12.4.1.3. For offline requisitions for interservice support (items with Army/Navy as their source of supply or routing identifier code), leave the materiel management code (MMC) field of the stock number blank. The MMC is positions 19-20.

9.12.4.2. Preparing the special requisition. Use the instructions for Special Requisition or Due-In Detail Update (see **Attachment 9A-5**) to prepare a special requisition (SPR). For the requisition serial number (document number), you must use only an offline serial number in positions 30-43. (See **Attachment 9C-2** for more information about requisition serial numbers.)

NOTE: IF you DO NOT assign a serial number from the offline series, the computer may produce duplicate requisitions and the WRONG ACTIVITY may receive the property.

9.12.4.2.1. Assigning an offline requisition number. If the SPR is processed because the computer is down, Requisitioning will assign an offline requisition number (according to the directions in **Attachment 9C-2**).

9.12.4.2.2. Assigning the exception code for the issue request. To stop the computer from producing another requisition, enter transaction code 7 in position 51 of the issue request.

9.12.4.3. Processing the SPR. Immediately after you have finished the processing actions listed above, send the SPR and the issue request to Computer Operations for processing.

9.12.4.4. Processing Procedures for Requisitions Not Under Program Control. Program control will not automatically produce requisitions for the following items. Instead, Stock Control must process special requisitions.

9.12.4.4.1. Items assigned stockage priority code (SPC) 5 or E.

9.12.4.4.2. Items assigned a local unit of issue.

9.12.4.4.3. Items assigned REX codes 1, 3, and 4 (do not requisition), or other REX codes assigned exception notice code R.

9.12.4.4.4. AFMC items purchased locally.

9.12.4.4.5. Lateral support items unless a requisition exception override record has been loaded to generate automatic requisitioning from the lateral base.

9.12.4.4.6. Annual resupply items.

9.12.4.4.7. Items for special requisitions submitted to stock sized clothing, FSG 83 and 84 (less FSC 8475) for the first time.

9.12.4.5. Special requirements. These include requirements for special projects and other requirements not identified through program control.

9.12.5. Preparing Special Requisitions for Special Requirements. Stock Control will use the following instructions to requisition items for special projects or other items not identified through program control:

9.12.5.1. Special requirements flag. Position 7 of the SPR must contain the letter R (special requirements flag).

9.12.5.2. Approval and file retention. Requisitions for items for special projects must include a justification letter. (See **Attachment 9A-6** for the approval and file retention requirements for letters justifying requisitions that are assigned a special requirements flag R.) Check the file. If approval is required for SMAG BC9) items, the funds manager must review the requisition to check its possible effect on the GSD SMAG operating program.

9.12.5.3. Program control processing of special requirements flag. Program control will place the special requirements flag on the due-in detail record. When it figures the requisition quantity, the program will apply these due-ins to the requisitioning objective. The program will not consider them as assets when it figures due-in excess.

9.12.5.4. Stock Control verification of special requirements. Once a month, Stock Control will verify these special requirements to be sure they are still valid. For the monthly review, select due-in details with special requirement flag R in the requirements flag (202-RQMTS-COMPUTATION-FLG) field. If the requirement no longer exists, process a due-in update (DIT) to remove the R from the due-in detail record (see **Section 9G**).

9.12.6. Program Control Production of Requisitions. To have program control produce the requisition (A0x) when a special requisition (SPR) is processed, leave the requisition number of the SPR blank. Program control will produce the requisition as follows:

9.12.6.1. Document identifier code (DIC) (positions 1-3). Program control will assign the DIC.

9.12.6.2. Routing identifier code (RIC) (positions 4-6). Except for General Service Administration (GSA) and lateral requisitions, the computer will use the input RIC, if it is available. If this field is blank and no requisition override applies, the program will use the RIC on the item record. For local purchase and local manufacture items that cannot be obtained locally, the computer will use the routing identifier from the federal supply classification (FSC) record. These items are identified by REX code 2.

9.12.6.3. Media and status code (M&S) (position 7). Program control will assign the media and status code.

NOTE: Requirements computation. If position 7 DOES NOT contain the special requirements flag R, and if the document number (positions 30-43) and positions 67-80 are both blank on input, the program will perform a requirements computation on the SPR inputs. If the input quantity exceeds the computed requirement, the program will produce a 305 reject notice (QTY REQD PLUS O/H AND ON ORDER EXCEEDS AUTH). (See **Attachment 9A-6** for more information about the special requirements flag.)

9.12.6.4. Requisition number (positions 40-43). Program control will assign the requisition number.

9.12.6.5. Demand code (position 44). If the input demand code is blank, the program will assign demand code R. (See **Attachment 9C-3** for a list of demand codes.)

9.12.6.6. Other data elements. If the input supplementary address (except for satellite accounts), project code, required delivery date (except for MICAP and lateral requisitions) and advice code are in the input, the program will use them in processing the special requisition. If these fields are blank, the computer will copy this data from the override record, or assign them, as appropriate.

9.12.7. Processing Notes about Specific Items.

9.12.7.1. Items from DRMO. If an SPR is processed to obtain materiel from the local DRMO, then position 40 of the requisition number must contain an alpha character. (See **Attachment 9C-2** for more information about requisition numbers.)

9.12.7.2. Items for equipment due-outs with budget code 9. Special requisitions (SPR) input for budget code 9 equipment due-outs will blank the transaction exception code on the due-out detail record when it is an 8 and the routing identifier code is other than J(nn) or D(xx).

9.12.7.3. Items on the Initial Spares Support Lists (ISSL). Special requisitions (SPR) produced as the result of processing Initial Spares Support Lists (ISSL) inputs will contain the letters ISSL in positions 67-70 and the ISSL serial number in positions 71-78. The requirement code is used to identify all due-in detail records established to support an ISSL requirement (see chapter 19, section 19C).

9.12.7.4. Items in Awaiting Parts (AWP) Status. When the entire stock level of an XD or XF ERRC coded item is under DIFM control in AWP status, and repair parts cannot be obtained to repair at least one asset, Stock Control may elect to requisition another asset from the depot to place in stock to prevent a possible PMCS/NMCS condition. If this option is used, Stock Control will process an SPR with a special requirements flag R, advice code 2C (fill or kill), and a priority 12 for a single asset. If the depot has an available asset on the shelf and is releasing to fill routines, the requisition will be filled; otherwise it will be killed. Do not do this if a MICAP due-out exists for the DIFM item.

9.13. Sole Source/Brand Name Requisitions.

9.13.1. Brand-Name Procurement. For brand-name procurement, a customer must specify that only one manufacturer's part number or item will satisfy a requirement. The customer must also specify in writing what technical requirements force him/her to use a brand-name item, rather than procure the item competitively. The requisition must also include the note DO NOT SUBSTITUTE. Brand-name procurement does not necessarily mean sole-source procurement.

9.13.2. Sole-Source Procurement. If a customer specifies that only one source can supply the item requested or a suitable substitute, then a sole-source procurement exists. The customer must specify in writing why the requirement can only be satisfied from one source. In addition to its normal research, Research will also check available commercial catalogs and federal supply schedules from the GSA. If Research finds other sources for the item, it will write them on the DD Form 1348-6.

9.13.3. Recycled Products. Air Force requires use of products containing recycled materials, when available. Customers are responsible for ordering and using recycled products, except when those products do not meet minimum quality standards for the intended use. When original material procurement is required, customers must include a letter of justification specifying the technical or mission requirements which preclude the use of recycled materials.

9.13.4. Meeting Federal Acquisition Regulations. To comply with Federal Acquisition Regulations, the customer must provide a technical justification to the Base Contracting Office for each sole-source or brand-name requisition. The customer must also prepare any technical requirements of the justification. Supply may change the justification if necessary. The Contracting Office is responsible for validating sources.

9.13.5. Requisition Limit. So that brand-name and sole-source items are not stocked, the Requisition function will process these items only as nonrecurring requests. If a customer needs a brand-name or

sole-source item more than once, and if there is no suitable substitute for the item, then Research will prepare an AF Form 86 to have the item cataloged.

NOTE: Original materiel items will not be stocked in supply and requisitions will only be ordered on a nonrecurring basis.

9.14. Requirements for Items in the Defense Reutilization and Marketing Office (DRMO).

9.14.1. The maximum reutilization of excess property in the DRMO is highly encouraged for authorized military purposes. However, customers will be advised that the DRMO and the Defense Reutilization and Marketing Service (DRMS), as a whole, are considered valid sources of supply. All excess and surplus property required by an organization must be obtained by routing the request through the servicing accountable officer (usually the COS) or his/her designated representative. Therefore, every withdrawal is subject to normal Air Force processing procedures for the commodity or type of item withdrawn. In other words, every withdrawal is posted and accounted for in the Standard Base Supply System (SBSS). The only real difference is that all withdrawals from DRMO/DRMS are processed as free issue.

9.14.2. General Procedures. AFMAN 23-110, volume 6, Excess and Surplus Personal Property, and Department of Defense (DOD) 4160.21-M, Defense Reutilization and Marketing Manual, contain detailed procedures for the Defense Reutilization and Marketing Office. The Materiel Management Officer (MMO) works with the servicing DRMO to establish joint, local procedures that base organizations use to determine what materiel is available at the DRMO and how it is withdrawn. If the procedures reflected in DOD 4160.21-M, and/or volume 6, chapter 5, section B, and/or this chapter satisfy this requirement, then local procedures do not need to be developed. However, the MMO advertises the chosen procedures to the base population on a regular basis.

NOTE: Although the procedures to document DRMO withdrawals specify the section normally assigned responsibility for the specific transactions involved, the COS may realign or centralize these responsibilities to satisfy local requirements.

9.14.2.1. The Chief of Supply, as the accountable officer, provides to the DRMO a letter listing the individuals authorized to authenticate requisitions for direct removal of assets from the DRMO. The letter includes the base's DOD Activity Address Code (DODAAC), long line address, telephone number, and the full name and signature of the individuals authorized to authenticate requisitions for direct removal on behalf of the accountable officer.

9.14.2.2. Non-appropriated fund (NAF) activities with their own DODAAC will submit these appointment letters directly to the servicing DRMO in accordance with volume 6, chapter 5, section B.

9.14.3. Local Area Screening of DRMO Stocks. According to Department of Defense (DOD) policy, only authorized representatives of valid Air Force or DOD activities are allowed to screen or tag excess property at the DRMO. Authorized personnel must clearly identify themselves as representatives of the Base Supply stock record account number (SRAN) for which they are screening. They must present their current identification card issued by a DOD activity, identify the purpose of their visit, and sign the DRMO visitor's register.

9.14.4. Requisitioning (Withdrawing) Materiel from the DRMO. All withdrawals from DRMO (regardless of the condition of the asset) must be for valid, documented requirements. These withdrawals are subject to the same criteria as requests from other DOD sources, i.e., all withdrawals must

be properly accounted for and posted in the SBSS. Authorized withdrawals may be for established customer requirements or for Base Supply stock. If the requested item is an XD2 MSD asset (BC 8), then AFMC item manager (IM) approval must be obtained prior to physical withdrawal of the asset. IM approval is necessary to ensure there is a valid AF requirement for the asset prior to withdrawal.

9.14.4.1. Stock Control maintains an offline special requisition log for all withdrawals from DRMO. At a minimum, the log contains the customer's name, organization, office symbol, phone number, intended use of the property, document number, stock number, nomenclature, quantity, and a suspense date for a copy of the completed paperwork to be returned to Stock Control.

NOTE: If the suspense date has passed, Stock Control contacts the customer for resolution.

9.14.4.2. Withdrawals for organizational activities. Requests must be for assets normally authorized for the requesting organization and for specific customer requirements. For audit purposes, base activities (other than NAF activities) must request all property (regardless of condition) from the DRMO through Base Supply. Base Supply ensures that the requester is an authorized representative of the requesting activity. Authorization may be accomplished using any local approved procedure, for example, authorization letters from the unit commander, alpha rosters, or simply checking for valid identification. With few exceptions, all organizational requests must be established in the SBSS as a valid due-out to the customer (exceptions are noted below). A requisition is generated and a receipt with subsequent due-out release to the customers due-out is processed. These actions create an audit trail for each withdrawal. All requests are processed as free issue, regardless of the supply asset position.

NOTE: Property received by NAF activities from the DRMO must be for administrative and other purposes from which no direct benefits will be realized by individuals (i.e., resale).

9.14.4.2.1. Establishing the due-out. Items must be assigned a valid stock number in order to process the requirement through Base Supply for audit purposes. Load a new item record if necessary. If the DRMO has a locally assigned number (versus an NSN) identifying the item, then process a new item record load (FIL) using a nonlisted L serialized number (see chapter 27, attachment 27A-3). Place the DRMO's local number (from the DRMO screening sheet) and a short description of the item in the nomenclature field of the FIL. Once the item record is loaded, process an issue (ISU) with a TEX code H. This input creates a memo due-out to the customer's organization. The due-out may be established before or after the customer visits the DRMO.

NOTE: Normal DIFM controls and demand data updates still apply. Take special care to use the appropriate demand code on the ISU input (i.e., nonrecurring versus recurring). If an item is ERRCD XD or XF (regardless of serviceability), it is placed under DIFM control unless the item will not be repaired or used for its original purpose. Items that will not be repaired or used for their original purpose may be processed, bypassing DIFM control, by using demand code I, J, K, L, or M, as appropriate (see chapter 11, attachment 11A-11).

9.14.4.2.2. Requisitioning from DRMO to fill the due-out. When property required to fill the due-out is available in DRMO, Stock Control processes a special requisition (SPR) with RIC JBR in positions 4-6, the letter J, K, or L in position 40 (see **Attachment 9C-3**), the supplying activity Department of Defense address activity code (DODAAC) in positions 45-50, and the due-out document number in positions 67-80. The RIC JBR ensures that the property is released free. This SPR causes the computer to output a DD Form 1348-1A requisition (DIC A0x) that will be used to requisition the property. The 1348-1A will be output at input termi-

nal. The COS or his/her designated representative authenticates all DD Form 1348-1A requisitions (A0x) for DRMO withdrawals. The authenticated requisitions are provided to the authorized individuals who in turn use them to withdraw property from the DRMO. The DRMO will not accept requests that were not routed through the Chief of Supply or servicing accountable officer for authentication first.

9.14.4.2.3. Receiving the property. Upon receipt of the property from DRMO, Receiving must process a receipt with TEX code blank, 2, or 6 and the due-out document number in positions 60-73. The receipt input produces a due- out release document that must be signed by the customer. After receipt processing, Receiving provides a copy of the due-out release to Stock Control.

9.14.4.2.3.1. It is not always necessary for the customer to return to Base Supply to receipt for the property. If the customer agrees, the receipt and due-out release may be processed and signed immediately after the requisition is prepared. This precludes a return trip to Base Supply to complete the transaction audit trail. However, if this option is taken, the customer should be advised that his/her signature on the due-out release acknowledges that he/she has assumed responsibility for the withdrawn property. If any problems occur, the customer will return to Base Supply to correct the audit trail.

9.14.4.2.3.2. If there are any questions as to the actual identity of the item being withdrawn, then the customer is directed to physically process the item through Receiving. Under this situation, normal inspection and receiving procedures will apply and the audit trail (ISU, SPR, REC, DOR) is adjusted accordingly.

9.14.4.2.4. To make certain the receipt is processed properly and an audit trail is established, Stock Control develops a suspense system to ensure the transaction audit trail has been completed.

NOTE: The DRMO sends a copy of the signed issue/ release document (requisition) to Base Supply to verify the actual withdrawal. This document may assist Stock Control to ensure that all withdrawals are posted appropriately and in a timely manner.

9.14.4.3. Withdrawals for stock level fills. Stock Control can requisition items from DRMO to fill stock levels. In this case, no due-out is needed and the SPR is processed with positions 67-80 blank. Customers must reimburse the GSD SMAG for items requisitioned and issued to fill stock levels and later issued to a customer.

9.14.5. Exceptions to Normal DRMO Withdrawal Procedures.

9.14.5.1. Withdrawal of accountable equipment. Before EAID accountable equipment items can be requisitioned from DRMO and issued to the customer, ensure a valid authorization exists. This includes unserviceable equipment items which are going to be repaired by the customer or used for their original purpose. If the EAID authorization is not yet established, Equipment Management processes EAID items using the FED procedures detailed in chapter 22, section 22F. If the EAID authorization is already established and a due-out exists, cancel the existing due-out and reestablish it with TEX H. If FED procedures are used, Stock Control prepares a DD Form 1348-1A requisition using an offline requisition document number to withdraw an item from the DRMO. Clearly mark the document DO NOT POST and attach it to the FED document. Non-EAID individual equipment items withdrawn to fill a valid authorization for individual/organizational clothing (ASC 016) are processed through Individual Equipment. Returnable individual

equipment items are accounted for on unit accountable records. Again, this includes items that will be repaired or used for their original purpose. (See chapter 22, section 22K for vehicles being withdrawn from DRMO for use in training.)

9.14.5.2. Equipment items not used for their original purpose. Equipment authorizations (EAID) are not required for unserviceable items withdrawn from DRMO which will not be repaired or used for their original purpose by the customer. In this case, the customer provides Base Supply with a signed statement by the organizational commander or designated representative which certifies that the item will not be repaired or used for the original, intended purpose. This statement is reviewed by Stock Control personnel to ensure that the necessary approval is obtained prior to processing the request. The customer should then retain this approval as authority to retain the unserviceable item without accountability. The statement may be submitted by letter or typed on the DD Form 1348-1A by Stock Control. It will read as follows: I CERTIFY THIS ITEM WILL NOT BE REPAIRED, IS NOT TO FILL A VALID AUTHORIZATION, AND WILL NOT BE USED FOR ITS ORIGINAL, INTENDED PURPOSE. Any equipment which will be repaired by the customer or used for its original purpose will be accounted for as stated above.

9.14.5.2.1. Because these items are being obtained for purposes other than what they were intended to be used for, they must be reidentified for Base Supply processing. Assign a local L serialized number as above, using the original stock number in the nomenclature field, and assign an ERRCD of NF1.

9.14.5.2.2. An example of the applicability of these procedures is a withdrawal of condemned flight suits to perform paint details.

NOTE: Additional instructions for individual equipment items are available in chapter 23, section 23C.

9.14.5.3. Scrap materiel. If the DRMO has the required property identified as scrap, then inline processing is not required. Log the requirement in. Prepare a DD Form 1348-1A using an offline requisition number and the word SCRAP in the stock number field. Mark the document DO NOT POST, and ensure the customer returns a copy of the completed transaction.

9.14.5.4. Material in lots. If the DRMO has the needed item batch-lotted, then it is usually not necessary for the customer to withdraw the complete lot to obtain the needed item. If part of the batch-lot can be withdrawn, then follow the procedures above for each individual item withdrawn. If the customer wants the entire lot, then the requisition must be originally processed as DO NOT POST. Write the lot number in the stock number field of the DD Form 1348-1A rather than identifying individual items by stock number. Return the entire lot to Base Supply Receiving for identification. If an item record is not loaded, process a new item record load for the assets. Follow the normal withdrawal procedures above, with the exception that each A0(x) does not have to be processed through DRMO because the assets have already been withdrawn.

9.14.5.5. Requests for Materiel Managed by Other Accounts. Requests for withdrawal of materials that are normally managed by other accounts, e.g., medical items in FSG 65, will not be processed through the SBSS. Advise the customer to request the item through the appropriate source for submission. Medical items must be withdrawn through Medical Logistics, in accordance with volume 5.

9.14.6. Supply Organizations Geographically Separated from the DRMO. When the supply office and activity/organization are geographically separated from the DRMO, the Chief of Supply may issue controlled DD Form 1348-1A with the stock number and nomenclature blank to the customer

for use in withdrawing assets from the DRMO. This is intended to preclude multiple trips between the DRMO and the supply organization and must be monitored carefully. The requirement to ensure the withdrawal is for valid requirements/authorizations still exists and must be enforced.

9.14.6.1. Supply prepares the DD Form 1348-1A, leaving the stock number and nomenclature blank. The Materiel Management Officer furnishes instructions for the customer on what data are to be added after identifying the item selected.

9.14.6.2. Supply establishes a log to reflect the document numbers of all documents issued, to whom issued, signature of recipient, category of property required, due date for return of unused documents or copy of used documents, and any other pertinent data.

9.14.6.3. The customer must process the property through Base Supply Receiving so that the necessary supply transactions are processed to reflect accountability and to establish an audit trail.

9.14.7. Integrated Disposal Management System Records. The Defense Reutilization and Marketing Service (DRMS) at Battle Creek MI keeps a record of items held at DRMO activities worldwide. This record file is maintained on the Integrated Disposal Management System (IDMS). SBSS activities may check the IDMS to locate the following: l) items for local purchase, 2) items manufactured locally, and 3) items turned in to the local DRMO that would satisfy customer due-outs and requirements necessary to fill demand levels. Stock Control can contact IDMS as follows:

9.14.7.1. Through the computer. Stock Control can check the IDMS by national stock number (NSN).

NOTE: The SBSS will not recognize an IDMS reply, so position 66 (output code) of the JTH should contain a C for reply by listing.

9.14.7.2. By telephone. You may also ask about available items by telephone, message, or fax. The point of contact is DRMS-SOR, Battle Creek MI; Voice: DSN: 932-5937; and fax: DSN 932-5841.

NOTE: Interrogation does not freeze an item at DRMO. The asset continues through the disposal cycle, including sale. If an asset is required, prompt requisitioning action is necessary. To requisition an asset from DRMS, process an SPR with a RID of S9D. This ensures a free issue occurs and a signal code of D or M is assigned. When RID of S9D is processed, an A0x is produced. If the item is requisitioned or shipped to a DOD activity, the DRMO will normally pay the transportation charges (including items for NAF activities, but only if the withdrawal is processed through the SBSS). Once requisitions are submitted, modifiers, cancellations, and followups are accepted.

9.14.8. Screening Local DRMO Items for Due-Outs. Once a week, the DRMO produces DIC XR1 receipt confirmations for items received in the DRMO. DRMO uses DDN to transmit the file to the Defense Reutilization and Marketing Service (DRMS). The Chief of Supply (COS) may negotiate with the servicing DRMO to obtain the XR1 file to screen local DRMO items for customer due-outs. Stock Control should sort the file and use only those receipt confirmations with serviceable condition codes A and B in position 71 and conditions 1 through 6 in position 72. You can then use the selected XR1s to produce inquiries to identify customer due-outs or requirements necessary to fill demand levels.

9.15. Requisitioning for Agile Logistics/Two-Level Maintenance (AL/2LM) Items.

9.15.1. Agile Logistics/Two-Level Maintenance Requisitioning. Automated requisitioning for AL/2LM items programmatically assigns data elements to requisitions that identify the items as AL/2LM

in the wholesale and retail-level systems. Using a repair cycle record update input (FRR), load codes A, B, C, or D to the repair cycle record (102-LEVEL-OF-MAINTENANCE) to identify those items slated for AL/2LM requisitioning (see chapter 27, attachment 27V-1).

9.15.2. Requisitioning Matrix for AL/2LM Items. When requisitioning AL/2LM items, use the matrix in **Attachment 9A-11** to determine requisitioning priority (PRI), project code (PRJ), and required delivery date (RDD).

9.15.3. Normal Requisitioning. Prior to assigning normal requisitioning priority, project code, and required delivery date, the program will edit the repair cycle record for AL/2LM flags A, B, C, or D. If the repair cycle record does not contain an AL/2LM flag, then the following normal requisitioning will apply:

9.15.3.1. If the item is an Air Force critical item (101-AF-RAMPS-REPORT-CODE equals 5 or 7) or an airlift investment item (101-AIRLIFT-INVESTMENT-FLAG is equal to A), a minimum of 06/blank/777 will be assigned to the requisition (A0X).

9.15.3.2. A MICAP requisition will contain either 999 or NXX as an RDD and will take precedence over any other RDD.

9.15.3.3. REX override will take precedence over any computed/matrix data.

9.15.4. Agile Logistics/Two-Level Maintenance Flags. If the repair cycle record contains an AL/2LM flag of A, B, C, or D, then the requisitioning priority, project code, and required delivery date will be compared to that which is normally computed. As a minimum, program control assigns the requisitioning priority and required delivery date from the matrix to the requisition (A0X).

9.15.4.1. If the item is an airlift investment item, the requisition is for a UND A or B due-out, and the AL/2LM flag equals A-D, then the priority assigned will be the highest of either the computed priority or the matrix priority.

9.15.4.2. If the UND equals BT (RSP replenishment) and the AL/2LM flag equals A-D, project code 122 (IRSP) or 123 (MRSP) will override project codes 858 and 879.

9.15.4.3. If the AL/2LM flag equals A-D, then the priority and required delivery date will be used from the matrix. The highest of the computed priority, or the matrix priority, will be assigned to the requisition (A0X).

9.15.4.4. Input of matrix data on an FRC/SPR will be ignored. Matrix data can only be used if the AL/2LM flag equals A-D.

9.15.5. Requisitioning of Assets for Delivery to DSE. The repair cycle LEVEL-OF-MAINTENANCE must be loaded with a B or D and the RID-DODAAC-CONVERSION (013) must be loaded for the FY series SRAN. When the 013 record contains the first three positions of the warehouse location of the item, the supplementary address of the requisition will contain the FY SRAN with applicable signal code, project code, and priority (for example, 013-RID=01A, 013-DODAAC=FY1234).

9.16. Lateral Requisitions.

9.16.1. Purpose. The lateral requisition program allows bases to send either stock replenishment or due-out requisitions (A0x), except for ammunition, and unsupportable war reserve materiel (WRM) requirements to any SBSS activity so that items may be redistributed. Stock Control uses either automated or nonautomated procedures to requisition items laterally.

NOTE: See chapter 15, section 15K, for lateral requisitioning procedures for the Contingency Processing System (CPS).

9.16.2. Automated Procedures for Preparing Lateral Requisitions. Use the following instructions to prepare automatic lateral requisitions:

9.16.2.1. Assign a REX code to each applicable item record with the supporting requisition override record. The requisition override record must contain the D(xx) routing identifier code (RIC) of the computer support base (CSB). If a satellite account is shipping the item, the requisition override record must contain the RIC of the satellite's CSB and the system designator of the satellite.

9.16.2.2. Assign a lateral requisition flag of one.

9.16.2.3. Assign the correct advice code to identify one of the following options for the normal source of supply:

9.16.2.3.1. Fill or pass option. To process the requisition as fill or pass, leave the advice code blank. If the requisition cannot be filled, it is passed to the source indicated by the routing identifier code in positions 78-80. No due-out detail record is established.

9.16.2.3.2. Fill or kill option. To process the requisition as fill or kill, assign advice code 2C.

9.16.2.3.3. Fill or back-order option. To process the requisition as fill or backorder, assign advice code 6X. If the requisition is for an economic order quantity (EOQ) item and the cumulative recurring demands at the lateral base are to be updated, assign advice code 6Y. With the fill or backorder option, the program will bypass the requirements for item availability and ship to zero balance.

9.16.3. Nonautomated Procedures (Telephoning) for Lateral Requisitions. Unless the requisition is for a MICAP requirement, Stock Control can telephone a lateral requisition to Air Force bases and other services for the required item. Use the instructions below to telephone lateral requisitions.

9.16.3.1. Offline requisition number. Provide the support base with an offline requisition number. This number will be used to ship the item. (See **Attachment 9C-2** for more information about offline requisition numbers.)

9.16.3.2. Special requisition (SPR). Prepare an SPR to load the due-in and link the due-out. For the requisition serial number (document number in positions 34-43), use the offline number you gave the lateral support base. Enter the due-out document number in positions 67-80.

9.16.4. Lateral Requisition Output Format. When the lateral requisition flag on the requisition override record is set to one, the requisition produced will contain the following data:

9.16.4.1. Positions 4-6--D(xx) routing identifier code (RIC) from the override record.

9.16.4.2. Positions 62-64--if the requisition is for a due-out, positions 62-64 will contain the requesting organization's force activity designator (FAD) and urgency justification code (UJC). (The due-in detail record will contain the routing identifier code assigned to the item record.)

9.16.4.3. Positions 73-75--the D(xx) RIC of the requisitioner.

9.16.4.4. Positions 78-80--the RIC of the item manager.

9.16.5. Creation of Funding and Due-In Detail Records. Funding and due-in detail records will be established at the base that originates the requisition, using the item record routing identifier code and budget code.

9.16.6. Creation of Due-Outs. If Stock Control uses the option to create due-outs, the program will establish a firm due-out. However, the program will not requisition the item until the next requirements computation. When items are received, these due-outs are released based on the priority of the requirement. The DD Form 1348-1A will be in a due-out release format with A2A as the document identifier code in place of DOR. The program will treat items on hand as a firm base due-out and release them to zero balance.

NOTE: This due-out detail record is considered a requirement in the requirements computation.

9.16.7. Program Processing of Lateral Requisitions at the Lateral Base. When the lateral base receives the requisition, it will input the A0x. Program control will process the inputs against the input system designator only.

9.16.7.1. Availability of items to fill the requisition. Program control will assign available items to fill the requisition based on the priority designator. Requisitions will be filled as follows:

9.16.7.1.1. Priority 01-03 for MICAP requirements -- ship to zero balance.

9.16.7.1.2. Priority 01-15 for non-MICAP requirements -- ship down to the requisition objective.

9.16.7.1.3. FSC 6660 or Materiel Management Code (MMC) ZE requirements -- ship to zero without regard to priority.

9.16.7.2. Status assignment based on signal code. Program control provides supply status on the input stock number only; shipment status is provided for each stock number shipped. If the requisition is passed to the source of supply, program control does not provide supply status.

9.16.7.2.1. D or M input signal code.

9.16.7.2.1.1. Fill or pass option (blank advice code). The program will assign BA status for the quantity available. For the unfilled quantity, the program will pass the requisition to the routing identifier code (RIC) in positions 78-80 of the input. BM status will be provided to the requisitioner.

9.16.7.2.1.2. Fill or kill option (2C advice code). The program will provide BA status for the quantity available and CB status for the quantity killed.

9.16.7.2.1.3. Fill or backorder option (6X or 6Y advice code). The program will provide BA status for the quantity available, and BD status for the quantity not available.

9.16.7.2.2. A or J input signal code.

9.16.7.2.2.1. Fill or pass option (blank advice code). The program will provide BA and BN status for the quantity available. Status will be provided to cancel the remaining quantity. The requisition will not be passed if it can be partially filled.

9.16.7.2.2.2. Fill or kill option (2C advice code). The program will provide BN status for the quantity available and CB status if the total quantity is killed.

9.16.7.2.2.3. Fill or backorder option (6X or 6Y advice code). The program will provide BN status for the input quantity, BA status for the quantity available, and BD status for the quantity not available.

9.16.7.2.3. AMC (FSS) lateral requisition for WRM. Sometimes an AMC (FSS) lateral requisitions quantity cannot be totally filled because a shipment (SHP) constraint does not allow multiple shipments with the same document number. In that case, an AE(X) supply status with a BQ status code will be provided. The requisitioner must submit a new lateral requisition for the quantity canceled.

9.16.7.2.4. Processing an A0(x) from an AMC FSL at an AMC PSP. When an A0(x) is received from an AMC forward supply location (FSL) at the primary supply point (PSP), edits will be performed. If the SRAN in the A0(x) is FB4400, FB4401, FB4402, FB4403, FB4405, FB4406, FB4408, FB4409, FB4411, FB4412, FB4415, FB4454, FB4455, FB4480, FB4490, or FB4491, the RID at the processing PSP is DJN, DBY, DZK, DKY, or DJ5, and the input priority is 01-08, then ship down to zero balance. This includes master and interchangeables, as well as supply points, MSK, and RSP details, in the ISG chain while enforcing one-way interchangeability rules.

9.16.8. I023 Management Notice. The following information explains how to handle the I023 management notice generated by an A0x input.

9.16.8.1. Conditions for output of I023. Under the following conditions, the A0x input will generate an I023 management notice. (See chapter 11, attachment 11A-13, for the output format of the I023 management notice.)

9.16.8.1.1. For firm DIFM/supply point balances, if the input advice code is blank (fill or pass). If a firm DIFM supply point balance exists for the input system designator, but there are not enough items to fill the request, the program will generate an I023 management notice. When this notice is output, Stock Control must determine if the request is to be satisfied from the DIFM/supply point assets, or whether the request should be passed or killed.

9.16.8.1.2. For war reserve materiel (WRM) items. If the advice code is 6X/6Y (fill or back order) or 2C (fill or kill), the program will output an I023 notice. The I023 management notice is necessary because only management can release WRM items.

9.16.8.2. Stock Control processing of I023 notice. Use the following instructions to process the I023 notice.

9.16.8.2.1. Fill option from DIFM supply point. If Stock Control chooses to fill the request with the available items from the DIFM/supply point, reinput the transaction using advice code 6X or 6Y as appropriate.

9.16.8.2.2. Pass option. Use this option only after management has decided not to use available items to fill the request. To use the pass option, reinput the original document (first line of print from the I023 management notice) with a character X in position 54. The X stops the program from outputting another I023 management notice and provides appropriate status to the requisitioner.

9.16.8.2.3. Kill option. If Stock Control chooses to kill the requisition, reinput I023 management notice with advice code 2C.

9.16.9. Program Control Shipment Edits for Approved Requisitions. After program control has determined that items are available for shipment, it will check the data elements listed below to see if the items should be shipped. If the data elements pass the edits and the item is shipped, program control will change the A0x input to a redistribution order and ship the items. (See chapter 15 for redistribution order formats and procedures.)

9.16.9.1. Shipment exception code (SEX). If the item record does not have a SEX code loaded, then the program will ship the items. If the item record does have a SEX code loaded, the program will continue the edits.

9.16.9.2. Reinput status. If position 76 of the input equals the item record SEX code, then this input is a reinput of a previously rejected input. The program will process the input for shipment. If position 76 does not equal the item record SEX code, then the program will continue the edits.

9.16.9.3. Exception notice code. If the exception notice code on the SEX exception phrase record is an R, then the program will output a 289 reject notice. If the exception notice code is not an R, then the program will ship the items.

9.17. Vehicle Tire Management.

9.17.1. Tire Management. At base-level tire management is an important task that requires cooperation and frequent communications between base supply and the vehicle maintenance shop. Since the vehicle fleet is constantly changing and some vehicles are more important than others, it is essential that a semiannual review of the range (which NSNs) and depth (how many) of vehicle tires be conducted. This review should consider demand levels, historical consumption, and DIFM repair cycle time to ensure adequate levels and the optimal source of supply are used. Although not mandatory, it is highly recommended that a supply point, with minimum and/or maximum stock levels be established in order to support the vehicle fleet.

9.17.2. Special Levels. In some cases, special levels (AF Form 1996) may be required to ensure the levels are adequate to meet mission requirements and reduce unnecessary back-orders, that is, do not rely solely on the SBSS to compute your tire levels--in some cases you may have too many or not have enough.

9.17.3. COPARS. Vehicle maintenance is currently authorized to use COPARS for vehicle tire support only to satisfy emergency (VDP) conditions. The tire must first be ordered through base supply, and the issue request must result in a Kill notice - notification that the tire is not in stock. Vehicle maintenance can then backorder the tire VDP through base supply or may exercise their option to order the tire from COPARS, provided this option is within the terms of the local COPARS contract.

9.17.4. Procedures. When tires are ordered from COPARS, DIFM control is not established, supply demand data is not updated, and procedures for recapping tires cannot be followed without creating funding problems. Use the following procedures when tire requirements are satisfied by COPARS purchase:

9.17.4.1. DIFM Detail. Since DIFM details are not established for tires purchased via COPARS, vehicle maintenance, in conjunction with supply, must process a turn-in for the tire(s) with a TEX of H and a credit code of N. This transaction will bypass the DIFM detail edit since there is not a DIFM detail, prevent the release due-outs, and prevent granting credit for the tire.

9.17.4.2. Process. Immediately following the turn-in of the tire, process an issue to vehicle maintenance with a TEX code of D and retrieve the output issue document for vehicle maintenance

signature. The issue with a TEX of D will prevent charging the customer for the tire, establish DIFM details, and record supply demand data.

9.17.4.3. Procedures. The Chief of Supply, in conjunction with Chief of Transportation, will locally establish a processing point and procedures for turn-in and issue of COPARS purchased tires. A few facts and management hints about vehicle tires are as follows:

9.17.4.3.1. DIFM tires count as base assets against the SBSS requisition objective for stock replenishment. If an item is in the repair cycle, a replacement will not be ordered until the DIFM is turned in.

SOLUTION: Streamline the repair cycle time and turn in the DIFM tires ASAP. This action will allow your stock replenishment requisitions to be generated, if necessary.

9.17.4.3.2. If a supply point is established, accurate inventories and prompt processing of issue and turn-in of paperwork is essential for good inventory control.

9.17.4.3.3. Daily review of the D04, D18, and D23 management listings are also critical to good management of the base vehicle tire program.

9.18. Base Investment Items. Program control will not requisition base investment items, those with budget code Z. After Equipment Management has processed the request, the due-out program will identify the requirement and produce a 350 management notice. The following information explains how 350 management notices are processed.

9.18.1. Funding Status. EMS will send the 350 management notice to the funds manager to check the availability of funds. If Air National Guard (ANG) or 3080 investment funds are involved, EMS will send the 350 management notice to the requester's funds manager.

9.18.1.1. If funds are available to requisition the item immediately, the due-out will be processed.

9.18.1.2. If no funds are immediately available, the due-out will remain memo. As long as the requirement remains a memo, the funds manager will file the 350 management notice in suspense. Keep the suspense file in document number sequence. A locally determined sequence may be used if this sequence is not desired.

9.18.2. Creation of Priority List for Base Investment Requisitions. The funds manager will use the 350 management notices or a local computer listing or file to manage and to sort all budget code Z requests according to their buy priority. This priority depends on the customer's urgency of need and the impact statement on the equipment request. Both A&F and the Financial Management Board (FMB) will help make up the priority list. The funds manager will send the priority list of budget code Z requirements to the MAJCOM to get funding approval. MAJCOMs may require the base A&F budget office instead of the SMAG manager to submit the requirements list.

9.18.3. Annotation of Approved Requests for Base Investment Items. After receiving MAJCOM approval for base investment items, the funds manager will pull the approved 350 management notices from the suspense file. The funds manager will then annotate and send the 350 management notices back to Stock Control, Requisitioning, for further processing.

9.18.4. Stock Control Preparation of the Special Requisition (SPR). After Requisitioning personnel receive the approved 350 management notices from the funds manager, they will prepare an SPR and a requisition (A0x) and send along with the approved 350 management notices to the funds manager. Use the following instructions to prepare the SPR.

9.18.4.1. Budget code Z items--fund code assignments. Assign the fund code for a budget code Z item based on the appropriation that has financed the purchase:

9.18.4.1.1. Appropriation 57*3080--assign fund code 17.

9.18.4.1.2. Appropriation 57*3600--assign fund code 29.

9.18.4.1.3. Appropriation 97*0300 4802--assign fund code 8C.

9.18.4.2. Budget code Z items for Defense Business Operations Fund (DBOF) activities. When you requisition investment equipment for industrial activities, prepare the SPR (as formatted in **Attachment 9A-5** with the following unique data).

9.18.4.2.1. Position 51--the appropriate fiscal year code.

9.18.4.2.2. Positions 52-53--the applicable DBOF code.

9.18.4.3. AFMC, GSA items, or items supplied by other services.

9.18.4.3.1. Requisition preparation. Use the requisition input (see **Attachment 9A-1**). Use TRIC Code (A0E/A05). A certification that funds are available for the fund code cited will be entered on the manual requisition form or an attached sheet/letter signed by the approving A&F individual. For overseas bases, you must enter a funds limitation statement, MAXIMUM FUNDS AUTHORIZED $XXXXX.00, in the lower right-hand corner of the requisition. Use the item record price to figure the authorized amount. If the maximum amount you have listed is too low to procure the item, the supply source will cancel the requisition. If the supply source cancels the requisition, Record Maintenance will figure a new standard price (including incidental charges if there are any included. Records Maintenance will process a price change (FCU). Then Requisitioning will submit a new requisition.

9.18.4.3.2. SPR preparation. Use the special requisition format (see **Section 9A** this chapter). In position 51, use the fiscal year code rather than the signal code to have the investment funds obligated to the correct activity. For overseas bases only, assign the fund code.

9.18.4.4. Defense Logistics Agency (DLA) and local purchase items. For DLA and local purchase items, prepare the requisition in the format described in **Attachment 9J-1**. Use TRIC Code (A0A/A01). Assign the fund code.

9.18.5. Completed Requisition Processing by the Funds Manager. When the funds manager receives the completed requisition and approved 350 management notice, he or she will mark a copy of the 350 management notice with the date it was sent to A&F, and then file the notice in a sequence local management has set up. Then the funds manager will send the completed requisition to A&F.

9.18.6. A&F or Requester's Processing. When the A&F or requester's accounting station receives the completed requisition, it will do the following:

9.18.6.1. Certify that funds are available.

9.18.6.2. For fund code 17 requisitions, use the applicable budget program or program line number.

9.18.6.3. Keep a copy of the requisition and any other supporting documentation as the file copy of the commitment or obligation.

9.18.6.4. If required, load funds (annual budget authorization (ABA) and allotment) to the BC Z MACR. This step does not apply to ANG investment funds.

9.18.6.5. Notify the funds manager that the requirement was funded and return the SPR and requisition to the funds manager.

9.18.7. Final Processing by the Funds Manager. After receiving the funded requisition from Accounting and Finance, the funds manager will pull and destroy the suspense copy of the approved 350 management notice. The funds manager will then send the SPR and requisition to Stock Control for processing to establish a due-in detail record and update the Materiel Acquisition Control Record (MACR).

9.19. Requisition Downgrading.

9.19.1. Priority 01-10 Requisitions. If a due-in detail record exists with a due-out document number, but the due-out detail record cannot be located, then program control will check a requisition with priority 01-10 for downgrading.

9.19.2. Economic Order Quantity (EOQ) and Equipment Items. Program control will downgrade requisitions for EOQ and equipment items. Priorities 11-15 will be assigned, depending on the stock replenishment priority loaded in the base constants-1 record.

9.19.3. Repair Cycle Items. To be downgraded, a repair cycle item must first meet the conditions in paragraph above. Next, it must meet all of the conditions in paragraphs below. If the repair cycle item meets all of these conditions, it will be downgraded to priority 09. However, if all of the conditions are not met, program control will assign priority 11-15, depending on the stock replenishment priority loaded in the base constants-1 record.

9.19.3.1. Number of demands. The item must have six or more demands recorded on the item record. (Or the total of six or more demands for the items loaded in an ISG).

9.19.3.2. Base repair capability. The repair cycle record must show zero percent base repair capability.

9.19.3.3. Serviceable balance. The item/group must show a zero serviceable balance.

9.20. Requisition Modifier Documents (DIC AMx).

9.20.1. Purpose of DIC AMx. Requisition modifier documents are used for the following reasons:

9.20.1.1. To increase or decrease priority designators.

9.20.1.2. To change required delivery dates in previously submitted requisitions.

9.20.1.3. To identify requisitions already in processing which must be further processed during a mass cancellation. Modifier (AMx) documents for these requisitions will be submitted at the earliest possible date and will contain an expedited handling signal 555 in the required delivery date (RDD) field, positions 62-64. (See chapter 21, section 21I Base Closure Actions, and DOD 4000.25-1-M, chapter 8.)

9.20.2. Requisition Quantity Changes. Do not submit requisition modifier documents to change requisition quantities. Instead, cancel the requisition and submit a new one.

9.20.3. Computer Preparation of AMx. Normally, the requisition modifier document is automatically produced by the due-in/due-out update program under the following conditions. (See **Section 9G** for information about the due-in /due-out update program.)

9.20.3.1. Any change to the priority designator and/or required delivery date (RDD) due to unplanned or unforeseen national or local emergencies. When the emergency situation no longer exists, requisition priorities will be downgraded and the RDD extended.

9.20.3.2. Any change to the due-in supplementary address or advice code.

9.20.3.3. Any change to the force activity designator and/or urgency justification code that changes the priority designator on the corresponding due-in detail record.

9.20.4. Manual Preparation of AMx. Due-in update programs automatically produce requisition modifier documents (DIC AMx) that contain the due-in detail record routing identifier code (RIC). However, when the last known source of supply is not equal to the due-in detail record RIC (that is, it has a status code of BL or BM), Stock Control must manually prepare and process a requisition modifier document (see **Attachment 9A-7** for format) using these instructions:

9.20.4.1. In general, to prepare the DIC AMx, use the information from the original requisition. Change the document identifier code, routing identifier code, priority designator, and/or required delivery date as required.

9.20.4.2. Send the DIC AMx to the last known source of supply.

9.20.4.3. Prepare and process a DIT input to update the applicable fields on the due-in/due-out detail record. The DIT input must contain an X in position 65 so that a requisition modifier document is not automatically produced.

9.20.5. Processing of Update AMx. The following table identifies the action Stock Control should take to process an updated requisition modifier:

Table 9.2. Stock Control AMx Action.

OVERSEAS DIC	CONUS DIC	CONDITION
AM1	AMA	Requisition upgrade/downgrade with an NSN
AM2	AMB	Requisition upgrade/downgrade with a part number
AM4	AMD	Requisition upgrade/downgrade with other than an NSN or part number
AM5	AME	Requisition upgrade/downgrade with exception data

9.20.6. Receipt of an AMx. After receiving the AMx, the source of supply will modify the requisition as necessary, provided the requested changes are authorized. (Unauthorized changes will be ignored). If an AMx is received but the document's complete14-position requisition number is not on file at the depot, processing will be the same as for an ATx document. The requisition will be reinstated as a result of this processing.

9.21. Cancellation of Requisitions.

9.21.1. Purpose. When a requirement no longer exists for a due-in, Stock Control will process a due-in cancellation request (see **Attachment 9A-8**). If the due-in detail record contains suppress cancellation flag S, the computer will not update the record.

9.21.2. Reject Conditions for Cancellation Requests. The computer will reject cancellation requests under the following conditions:

9.21.2.1. If the due-in has already been received or the due-in detail otherwise deleted.

9.21.2.2. If a shipped status detail is on file at CONUS activities.

9.21.2.3. If the line item dollar value is less than $200 at overseas activities and one of the following applies:

9.21.2.3.1. Materiel was shipped parcel post.

9.21.2.3.2. Materiel was shipped more than ten days by air.

9.21.2.3.3. Materiel was shipped more than 45 days by surface.

9.21.2.4. If a due-out exists, process either a DOC or DIT.

9.21.2.4.1. The DOC will cancel the due-out, create a MILSTRIP detail with ZC status code, and output an AC1 image requesting cancellation.

9.21.2.4.2. A DIT will de-link the due-in and due-out. This will allow the REC with TEX E to process.

9.21.3. Processing. Processing a cancellation request will not change the due-in detail records or free up SMAG obligation authority until the supplying agency confirms the cancellation. Program control will update the status detail record or create a detail record to show that it has processed a cancellation request.

9.21.4. Format of the cancellation Request. Stock Control will use the following instructions to prepare cancellation requests.

9.21.4.1. Standard format. Prepare the cancellation request in the standard MILSTRIP format (see **Attachment 9A-9**).

9.21.5. Cancellation of Special Requirements. Whenever the due-in detail record contains a special requirements flag, the computer will print an F405 management notice. Send a copy of this notice to the section responsible for establishing the special requirement.

9.21.6. Cancellation Request Output. If a pushed receipt is received during DOR processing and a due-in detail has FH status, then a due-in cancellation request will be output through the appropriate device:

9.21.6.1. If a satellite is involved and the satellite can procure items, the cancellation will be output to the satellite terminal.

9.21.6.2. If due-in applies to the base account, the cancellation will be sent to the RPS.

9.21.6.3. If the item is base-procured at a non-CIAPS activity, the cancellation request will be output to the contracting terminal or the RPS. If the request is output to the RPS, the following actions take place:

9.21.6.3.1. Notification of buyer. Stock Control will send the cancellation requests to the Supply representative in Base Contracting. Base Contracting will remove one copy of each request before sending it to the buyer for action.

9.21.6.3.2. Maintenance of suspense file. Stock Control will maintain a suspense file of all cancellation requests. Every 5 days, contact the buyer to see if he or she has received the cancellation request.

9.21.6.3.3. Preparation of monthly listing. Monthly, as of the last workday, Computer Operations will prepare a listing/file of all cancellation requests still being processed. The listing/file will be prepared with a SURGE program and will include headings for easy reading. Selection for the list/file will be based on status details (type detail S) with ZC or ZD in origi-

nal status or previous status. The Supply representative in Base Contracting will mark the status of each cancellation request on the listing/file.

9.21.6.3.3.1. Stock Control may destroy suspense copies received before the monthly listing/file was prepared.

9.21.6.3.3.2. Stock Control may destroy the SURGE listing/file after it receives the new monthly listing/file. In those instances where the listing/file shows entries that do not have a DD Form 1348-1A, the Supply representative in Base Contracting will manually prepare a cancellation request (DD Form 1348-1A) and send it to the appropriate buyer.

9.21.7. Mass Cancellations. Events such as base closures, the termination of special projects or exercises, etc., can require mass cancellation of multiple requisitions. Only HQ USAF or the MAJCOM can initiate requests for mass cancellations. Chapter 21, section 21I contains procedures for the mass cancellations of requisitions during base closure. DOD 4000.25-1-M, chapter 8 (MILSTRIP), contains other procedures for mass cancellation.

9.22. Offers of Substitutes and/or Equal Items by the Source of Supply. When notified by the source of supply that a substitute item or an item of equal qualifications is available to satisfy the requisition, the following actions will be taken by Stock Control:

9.22.1. If the extended cost of the requisition is more than $499.99 or is an equipment item with an ERRCD of ND(x), contact the requested activity to determine if the offered item is acceptable.

9.22.2. If the source of supply has requested a reply by a specific date, a response will be submitted by this date, or an extension to this date must be requested.

9.22.3. If no suspense date is established, a response should be submitted within 7 workdays.

9.23. Storing Data Images for SIFS Processing. The capability now exists to store data images to the Queue 2 area for later processing by SIFS (see **Attachment 9A-10**). SIFS will make distribution of the TRIC based on its disposition code loaded to the SIFS TRIC table.

9.24. Response to Airlift Challenge Program.

9.24.1. Air Force requisitions qualify for airlift transportation as follows:

9.24.1.1. Priority designators 01 through 03 and all RDDs to include a blank RDD.

9.24.1.2. Priority designators 04 through 15 with an RDD of 444, 555, 777, or an RDD equal to a Julian date that is within 8 days of the Julian date the requisition is received or associated shipment is being processed indicates handling to meet that date of delivery.

9.24.2. Although a requisition qualifies for airlift, some requisitions from overseas activities are subject to challenge from the Air Force Airlift Clearance Authority (ACA) due to weight/cube criteria (see website at: http://www.afmc-mil.wpafb.af.mil/, click on Air Clearance/SAAM, then select Airlift Eligibility and Challenge Procedures).

9.24.3. Shipments exempt from the Challenge Program. The majority of shipments are exempt from the challenge program. For example: NMCS/999, aircraft engines, classified/courier shipments, humanitarian shipments, dated items with short expirations dates, Foreign Military Sales, and project codes waived by HQ USAF/ILSP and AFMC LSO/LOT are all exempt. There are some that are not exempt based on type commodity. For a list of those, visit the website at: http://www.afmc-

mil.wpafb.af.mil click on Air Clearance/SAAM, then select Airlift Eligibility and Challenge Procedures.

9.24.4. A challenged Air Force requisition. Once an Air Force requisition is challenged, the ACA sends an airlift challenge message to the requisitioning activity with suspense of 2 calendar days. The requisitioning activity is responsible for justifying shipments for airlift. Shipments not justified within the prescribed suspense are automatically diverted to surface transportation. If the release date falls on a weekend or holiday, the shipper will hold the shipment until the next business day. Questions regarding the Airlift Challenge Program should be addressed to either your MAJCOM or to AFMC LSO/LOTC. Cargo movement, transportation priority and mode eligibility, and clearance of Air Force cargo are included in AFI 24-201.

Section 9B—REQUISITIONING PROCEDURES FOR SPECIAL REQUIREMENTS.

9.25. Overview. This section explains the requisitioning procedures that Stock Control and other Air Force organizations must use when they requisition special requirements.

9.26. Audiovisual Software and Commercial Production Films. The Base Audiovisual Services processes all requests for audiovisual software, that is, commercially produced films or video cassettes. (See AFR 95-2, volume 1, for more information.) These items will not be procured through SBSS channels. However, FL library accounts are exempt from the above restrictions. Mission-essential and general or recreational films and video cassettes may be requisitioned through library central procurement channels or Base Contracting. (See AFI 34-270 for more information.)

9.27. Automotive Tires. For procedures to locally procure automotive tires, see Guidance for Using COPARS, in AFM 77-310, volume 2, attachment 6.

9.28. Base Closure.

9.28.1. Standard Zero Requisition Objective. Under base closure (101-BASE-CLOSURE will equal 1), even though demand data for an item may justify a demand level, requisitioning programs will not normally produce requisitions. Instead, releveling programs will compute a demand level, but will automatically set the requisitioning objective to zero.

9.28.2. Exceptions. The requisition programs for adjusted stock levels, due-out detail records, and special requisitions (SPR) do not automatically set the requisition objective to zero under base closure. (See **Section 9A** for special requisitions, and chapter 19, section 19A and chapter 21, section 21I for requisitioning instructions for these exceptions.)

9.29. Books, Periodicals (Magazines and Newspapers), and Other Printed Materials (FSC 76).

9.29.1. General Procedures. See volume 1, part 2, chapter 2, attachment A-1, for general requisitioning procedures.

9.29.1.1. Special rates. In all cases, customers should take advantage of special introductory offers and reduced rates if they are available. The customer should send printed offers for reduced rates with the request to the library. The library will then send the request to Base Contracting.

9.29.1.2. Multi-year subscriptions. If the following conditions are true, a customer should request a multi-year subscription:

9.29.1.2.1. The customer will need the printed material for more than one year.

9.29.1.2.2. The cost per unit is lower.

9.29.1.2.3. Funds are available.

9.29.1.3. Printed forms with numbering controls. Base Supply will not requisition printed forms, publications, charts, and decals, and other similar items which are subject to central administrative or numbering controls. These are items with form numbers or AFR 0-series indexed items, or items numbered by technical order (see volume 1, part 1, chapter 7).

9.29.2. Requisitions by the FL Library Account. The FL library account will requisition all FSC 7610 nonstock listed or non-cataloged books and pamphlets and all FSC 7630 newspapers and periodicals. The FL library account also requisitions general or recreational commercial publications such as books for rent or lease, recreational fiction and nonfiction books, magazines, audiovisual materials, etc., and all publications and materials used by the public (see AFI 34-270).

9.29.2.1. Request format. All organizational or office requests must contain a mission essentiality statement signed by the organization commander or his designated representative.

9.29.2.2. Funding. The FL library account will support all commercial publications necessary to support the mission with appropriated funds.

9.29.3. Exceptions to Normal FL Requisitions.

9.29.3.1. FSC 7610. Base Supply or publication distribution offices will requisition FSC 7610 stock listed items, such as dictionaries, thesauruses, etc., that are required for office use.

9.29.3.2. FSC 7640. The base function designated to order, stock, and issue Defense Mapping Agency products will requisition FSC 7640 cataloged maps, atlases, charts, and globes. The base will also requisition other maps, charts, flight information publication (FLIPS), air target materiel, point positioning data, and geodetic products (see AFI 14-205).

9.29.3.2.1. The following options may be used to order GI&S products from DLA:

9.29.3.2.1.1. Customers may order on an individual, as needed basis through Standard Base Supply System (SBSS). Customers must have an account with supply and should only use this option for ordering specific National Stock Numbered (NSN) items listed in FEDLOG. Orders may be placed directly over a supply terminal, or by calling the customer service section of base supply. Orders processed through base supply will be received, processed, and delivered or picked up from base supply. Series all requests and subscription requests will not be supported by the SBSS.

9.29.3.2.1.2. Customers may also order directly from DLA using their existing “JM” Department of Defense Activity Code (DODAAC) accounts. They may also use the Defense Automated Addressing System Center (DAASC), Automated Message Exchange Service (DAMES) or DAASC Integrated Email Logistics (DIELOG). DAMES is a desktop computer application that uses a modem to communicate with the DAASC. DAASC passes orders to DLA and returns status back to the requester from DLA using standard transactions. DIELOG provides the capability to send and receive MILSTIP transactions via the electronic mail system. Orders processed through DAMES and DIELOG are

delivered directly to the address listed for the ordering "JM" DODAAC. DAMES and DIELOG may be used to order single NSN requests, or for series requests using NIMA stock numbers. To use DAMES and DIELOG, customers must establish an account with DAASC and have a valid DODAAC. Air Force supported units may contact the DODAAC monitor to establish a DODAAC or visit the website at http://www.afmc.wpafb.af.mil/hq-afmc/lg/lso/lot/. Information about obtaining DAMES software and establishing an account may be downloaded over the internet at http://www.daas.dla.mil/daashome/html/dames.htm.

9.29.3.2.1.3. The following MILSTRIP transactions must be used to process orders to DLA. The transaction format will depend on location (CONUS vs OCONUS). Type of material being ordered (NSN vs Non-NSN). Types of transactions are as follows:

Table 9.3. MILSTRIP Transactions.

DIC	PURPOSE
A0A	REQUISITION FOR CONUS SHIPMENT WITH NSN
A0D	REQUISITION FOR CONUS SHIPMENT WITH NIMA PART NUMBER
A01	REQUISITION FOR OVERSEAS SHIPMENT WITH NSN
A04	REQUISITION FOR OVERSEAS SHIPMENT WITH NIMA PART NUMBER
AC1	CANCELLATION BY THE REQUISITIONER
AF1	FOLLOW-UP REQUEST FOR LATEST STATUS
AFA	FOLLOW-UP TO A0A, PROCESS AS ORIGINAL IF NO RECORD
ATD	FOLLOW-UP TO A0D, PROCESS AS ORIGINAL IF NO RECORD
AT1	FOLLOW-UP TO A01, PROCESS AS ORIGINAL IF NO RECORD
AT4	FOLLOW-UP TO A04, PROCESS AS ORIGINAL IF NO RECORD

NOTE: Use of SF 344 is no longer the preferred method for ordering GI&S products. The format for the above transactions can be found in the NIMA/DLA GI&S hardcopy catalog.

9.29.3.2.1.4. The process for receiving GI&S products by subscription, including Flight Information Publications (FLIPS) will not change. To establish and receive automatic updates, to include FLIPS by subscription, submit a letter to DLA in the same format as is accomplished today. Mail the letter to: Defense Supply Center Richmond-JN, 8000 Jefferson-Davis Highway, Richmond, VA 23297-6545.

9.29.3.2.1.5. During contingencies, customers may use any of the above options, but must establish new accounts with base supply and/or DLA from the deployed locations to ensure required products are received without unnecessary delays.

9.29.3.2.1.6. If during the receipt process a 356 reject is received, do not process using receipt not due-in flag J in position 52. Instead process using the offline SPR process using a new offline document number.

9.29.3.3. FSC 7650. Base Supply will requisition FSC 7650 cataloged and noncataloged drawings, specifications, operation and repair manuals, etc., furnished with equipment or available only from the equipment manufacturer.

9.29.3.4. FSC 7660. Base Supply will requisition FSC 7660 cataloged and noncataloged sheet and book music with one exception: the organization responsible for Air Force bands will requisition sheet and book music directly from Base Contracting (see AFI 64-109).

9.29.3.5. FSC 7670. Base Supply will requisition cataloged and noncataloged processed microforms required for nonlibrary use.

9.29.3.6. FSC 7690. Normally, FSC 7690 cataloged and noncataloged miscellaneous printed labels and decals are requisitioned by Base Supply. However, if any of the following exceptions apply, the requesting organization must requisition the materials through the Information Management (IM) activity in accordance with AFSUPDODD 5330-3 .

9.29.3.6.1. Noncataloged decals.

9.29.3.6.2. Labels or markings required for equipment items which are not listed in technical orders.

9.29.3.6.3. Any nonstandard markings.

9.29.3.6.4. Items having only a local application or use by only a single MAJCOM.

9.29.3.7. Legal books and periodicals. Use the Law Book Procurement Office of the Office of the Judge Advocate General to requisition legal books and periodicals, including WAPS study materials (AFI 51-105, Automated Legal Information Services and Library Systems, previously AFI 37-162 Air Force Law Library).

9.29.3.8. Medical books and periodicals. The FM medical account will requisition medical books and periodicals for medical facilities and medical education (see volume 5).

9.29.3.9. Training aids, instructor's manuals, practice books, and multiple copies of textbooks. The requesting organization will requisition training aids, instructor's manuals, practice books, multiple copies of textbooks, etc., for use in military and civilian education programs and religious activities directly from Base Contracting. (See AFI 36-2306, previously AFI 36-2306, Operation and Administration of the Air Force Education Services Program; and AFI 52-101, previously AFR 265-2, Religious Facilities, Funds, and Materiel, Chaplain Program.)

9.29.3.10. Items for self-sustaining units. The organization responsible for self-sustaining activities, such as the Air National Guard (ANG) and Air Force Reserve (AFRES) units, will requisition items directly from Base Contracting (see AFI 65-601V1, volume 1, chapter 18).

9.29.3.11. Promotion fitness examination (PFE) and specialty knowledge test (SKT) guides. Publication distribution offices will requisition PFE and SKT guides. (See AFI 36-2605, previously AFR 30-17, Safeguarding Controlled Item, Test Material, Information; AFI 36-2605, previously AFR 35-8, Air Force Military Personnel Testing System; and AFI 36-2306, previously AFI 36-2306 (See your WAPS monitor for information formerly in AFR 39-8.)

9.30. Calendars. Use the following procedures to establish and requisition calendars for the new year.

9.30.1. Notification Requirement. Once Base Supply receives the GSA Bulletin about calendars, either Stock Control or the Retail Outlet will use any method feasible to identify the base calendar requirements. An option is to notify all supported organizations by letter or base bulletin providing the stock number, description, size of each calendar, and the date by which they must submit their requirements to Base Supply. If Base Supply determines the current years requirements based upon the previous years buy, take into consideration mission changes and adjust accordingly.

9.30.2. Item Record Establishment Requirements. Process an item record load with requisition exception code (REX) 4 (see **Attachment 9C-6**) or load a stockage priority code (SPC) E (see chapter 19, section 19A) to prevent stock replenishment requisitioning.

9.30.3. Requisition Requirements. When requirements are received from the organizations, use one of the following methods to requisition, due-out release, or issue the calendars.

9.30.3.1. Method 1.

9.30.3.1.1. Establish individual due-outs for each type calendar by organization. Do this through the Base Service Store or Demand Processing using activity code R and demand code N.

9.30.3.1.2. Process a special requisition (SPR) for the combined due-out quantity plus any additional quantity desired for backup stock after all due-outs are established. If the total quantity to be requisitioned is greater than the combined due-out quantity, a special requirements flag R is used to prevent due-out cancellation of the additional quantity.

9.30.3.1.3. Notify the customers when the property is received. The due-outs are automatically released.

9.30.3.2. Method 2.

9.30.3.2.1. Consolidate total base requirements by each type calendar and process a special requisition (SPR) for the total base quantity plus any additional quantity for stock. Use special requirements flag R to prevent cancellation of the requisitions. Individual customer due-outs are not established.

9.30.3.2.2. Notify all base organizations by base bulletin or letter that calendars are in stock for issue. When the property is received, it will release to stock. Customer requirements are then satisfied using normal Base Service Store walk-in issue procedures.

9.30.3.2.3. Repeat this method as required to satisfy additional requirements.

9.31. Compressed Gases.

9.31.1. Local Purchase of Compressed Gases. To reduce costs for cylinder handling and transportation, purchase industrial grade compressed gases locally whenever possible. The GSA federal supply schedule contains a list of vendors approved for local purchase of compressed gases.

9.31.2. Requisitions Under Limited Supply. If there are not enough cylinders available, submit the initial or increased requirements for compressed gases to the Defense Supply Center Richmond (DSCR) in the following manner:

9.31.2.1. For overseas activities submit a requisition for the NSN assigned to the filled cylinder if the acquisition advice code (AAC) is a K and the FSC is 6830. Process receipts according to chapter 10.

9.31.2.2. For CONUS activities submit a requisition for the NSN assigned to the empty cylinder if the AAC is D and the FSC is 8120, according to volume 4, part 1, chapter 15. Normally the Defense Supply Center Richmond (DSCR) will supply the empty cylinder and then it is filled through local purchase. However, to fill a CONUS requisition, the DSCR item manager (IM) may work with the customer to substitute filled cylinders for empty ones. The DSCR can take

this action only if stock levels permit, and there are unusual circumstances to justify the substitution, or the customer urgently needs the filled cylinder.

9.31.3. Requisitioning Gases. CONUS or overseas activities will not use the DSCR to requisition any NSN assigned to gases only (AAC L, FSC 6830). These NSNs are for local purchase only. If local purchase sources are disrupted or unavailable, or if local purchase cannot meet the customer's needs quickly enough, the DSCR will help as necessary. In any circumstance, requisitions to DSCR must include either the NSN assigned to the empty cylinder (AAC D), or the filled cylinder (AAC K), not the gas itself (AAC L).

9.32. Field Manufactured Items (JBD, JBT, and JBE).

9.32.1. Routing Identifier Code (RIC) for Local Manufacture Items. Industrial funded activities must make certain that items manufactured locally are identified with routing identifier code JBI rather than JBD, JBE, or JBT. The JBI routing identifier code will guarantee that MACR records are updated and proper billing action is taken so industrial funded activities are reimbursed as required. If the item record does not have an RIC of JBI, the local manufacture item is processed as follows:

9.32.1.1. Stock Control prepares a due-in cancellation using the AE1 format outlined in **Section 9D**.

9.32.1.2. Records Maintenance prepares an FIC to change the item record routing identifier code to JBI.

9.32.1.3. Stock Control then prepares an SPR to requisition the item again. (See **Section 9A** for preparing special requisitions.)

9.32.2. Local Manufacture by Field Maintenance. (See chapter 17 for instructions to requisition local manufactured items required to meet a MICAP condition and **Attachment 9B-1** to requisition other local manufactured items.)

9.32.3. Local Manufacture by Base Civil Engineering. For items manufactured by BCE, Stock Control produces and processes the requisitions according to the instructions above. However, if BCE has coded an item local manufacture, then the requisition is processed (according to the instructions in **Attachment 9B-2**).

9.32.4. Processing of Requisitions Returned to Stock Control. If the maintenance activity cannot manufacture the requested items, it returns the requisition to Stock Control. Stock Control then prepares and processes a due-in cancellation using the AE1 format outlined in **Attachment 9D-4**. If the requirement is still valid, assign REX 2 to the item record and process a MILSTRIP requisition to the responsible inventory manager. If the requirement no longer exists, then process only the due-in cancellation (AE1).

NOTE: The assignment of REX 2 directs subsequent requisitions to the applicable FSC or MMC item manager as listed in the contents of the FSC and MMC records. Do not use REX 2 if the FSC or MMC item manager is listed as a GSA or DLA source of supply and the needed item is coded local manufacture in a valid AF technical order (TO). In this case, assign requisition advice code 2A and requisition the item directly to AFMC source with management responsibility for the TO.

9.33. Items Assigned a Local Unit of Issue.

9.33.1. Identification. Items are assigned a local unit of issue (as outlined in chapter 27, attachment 27A-3 Stock Number Structures). These items contain a dash one (-1) in positions 14 and 15 of the stock number.

9.33.2. Assignment. Management of dash one (-1) stock numbers requires additional manual processing actions; therefore, the use of this type of accounting method should be kept to a minimum. The majority of the items assigned a dash one (-1) number will be stocked in the Base Service Store.

9.33.3. Stockage Levels. Demands for the dash one (-1) number are recorded on the dash one (-1) item record. Since this record is considered an adjunct record, a separate demand level is computed for the dash one (-1) record and the basic item record. When requirements computation processing computes a requisition quantity for the dash one (-1) number, requisitioning action is suppressed under program control and a 350 management notice is produced for manual action.

9.33.4. Taking action on 350 Management Notices. The 350 management notice for dash one (-1) stock numbers is produced to advise Stock Control that a requirement exists for the item. Stock Control must review the record of the basic stock number and do the following:

9.33.4.1. If there is enough serviceable balance on the basic stock number to fill all or part of the dash one (-1) requirement, request Inspection process an FCH (Identity Change Document) to convert the on-hand balance from the basic number to the dash one (-1) number.

9.33.4.2. Since the FCH process does not record demand data on the stock number, Stock Control must process an FCL input to record a demand on the basic stock number for the quantity converted to the dash one (-1) number. This is necessary to keep an adequate demand level for the basic stock number. Do this by increasing the 101-CMLTV-RECURRING-DEMANDS on the basic stock number by the quantity converted, and increase the 101-NBR-OF-DMDS-CURRENT by a quantity of one (1). The 101-DATE-OF-LAST-DEMAND should also be changed to the current date. Do this each time an FCH is processed to convert on-hand balances to the dash one (-1) number. Once the demand data has been updated on the basic record, the item record is flagged for releveling and a requisition for the basic stock number should be generated.

9.33.4.3. If there is not enough balance on the basic number to fill any of the dash one (-1) requirement, special requisitioning (SPR) action for the basic stock number may be necessary. Until the requirement for the dash one (-1) item is filled, the requirements computation process will continue to produce the 350 management notice to advise Stock Control of manual actions required.

9.33.4.4. Special requisitioning (SPR) action should not be accomplished on the dash one (-1) number. Depot cancellation action will occur if a dash one (-1) number is requisitioned. The dash one (-1) requirement can only be filled from the on-hand balance of the basic number using the FCH input.

9.33.4.5. Do not reduce the demand data on the dash one (-1) item record unless a lower demand level is desired. The demand data must be retained to ensure a demand level is computed. As with all item records, the demand data will be adjusted automatically when the S01 program is processed.

9.34. Items Managed by Other Stock Record Accounts (Medical, Commissary, Clothing, and Base Fuels). According to Air Force Policy, only one division of a SMAG at any location can manage any item in the Air Force SMAG. For this reason, FB/FE accounts will not normally maintain item record balances

of medical, commissary, clothing, or base fuels items. However, HQ USAF/ILSP may grant exceptions to this policy. HQ USAF/ILSP has authorized the management of both ear plugs and surgical gloves in both the FB and FM base accounts. Any other deviations to this policy must be approved in writing by HQ USAF/ILSP (see chapter 11, section 11B and chapter 27, section 27C).

9.35. Items Under Integrated Management.

9.35.1. Reservations for Special Program Requirements. For special program requirements for items under integrated management, Stock Control will prepare and process reservations as specified in volume 1, part 1, chapter 11, section W. Handle the reservations offline until the supplying agency says to requisition the materiel.

9.35.2. Requisition Processing. Stock Control will requisition an item under integrated management as follows:

9.35.2.1. Prepare an A05/A0E document offline according to the directions in volume 1, part 1, chapter 11, section W.

9.35.2.2. Process a special requisition (SPR) to load the due-in. If you enter demand code P on the SPR/due-in detail update, it will also appear on the due-in detail record. These procedures do not affect the issue procedures or issue demand coding procedures outlined in chapter 11.

9.35.2.3. Either establish a due-out or be sure the special requirement flag R appears on the due-in detail record to stop the computer from automatically canceling the due-ins for these items.

9.36. Lumber and Other Wood Products.

9.36.1. General Policy and Procedures. To requisition wood products for normal stock replenishment and due-outs, see volume 1, part 1, chapter 10, section D, for policy and procedures.

9.36.2. Local Purchase of Wood Products.

9.36.2.1. Spending limits. There is no set dollar limit on wood products coded for local purchase. Items coded for requisitioning from the Defense Supply Center Columbus (DSCC) may be locally purchased if the line item value of the requisition is $2,500 or less or if an emergency requirement exists. For emergency DSCC requirements that cost more than $2,500, Stock Control must process a post-post special requisition (SPR) to establish the due-in.

9.37. Marginally Punched Continuous Forms.

9.37.1. Stocklisted Forms. If a marginally punched continuous form is stocklisted and GSA is the source of supply, then Stock Control will process requisitions using standard MILSTRIP procedures.

9.37.2. Nonstocklisted Forms. If a marginally punched continuous form is not stocklisted, tell the customer to submit the requirement directly to the servicing Base Reprographics Office.

9.37.3. Urgent Requests. If normal Uniform Materiel Movement and Issue Priority System (UMMIPS) schedules cannot meet the organization's urgency of need, tell the customer to submit the requirement directly to the servicing Base Reprographics Office.

9.38. Military Working Dogs (MWD). Procedures for establishing requirements for MWD are contained in chapter 22. Approved requirements will be submitted in MILSTRIP format by letter or message to the DOD Dog Center. Address letters to DOD Dog Center, Lackland AFB TX 78236. Address mes-

sages to DOD DOG CENTER LACKLAND AFB TX//DSKL//. (See **Attachment 9A-1** for the proper MILSTRIP requisition format.)

9.39. Part Number Items.

9.39.1. Due-In Details. The due-in detail will contain the item record stock number.

9.39.2. GSA/DLA Part Number Items. DLA will not accept part numbered or noncataloged requisitions from CONUS bases except for food services equipment items supported by the Defense Supply Center Richmond (DSCR). When part numbered requisitions are authorized, use the following instructions to assign the document identifier code and process requisitions from the General Services Administration (GSA) and the Defense Logistics Agency (DLA).

9.39.2.1. Assigning document identifier code A0E/A05.

9.39.2.1.1. Assigning the document identifier code (DIC). When one of the following conditions exists, then assign DIC A0E/ A05 to the requisition.

9.39.2.1.1.1. The GSA is the supply source.

9.39.2.1.1.2. The manufacturer's part number exceeds ten digits (locally assigned P numbers).

9.39.2.1.1.3. The CAGE on the item record is ZZZZZ.

9.39.2.1.2. Processing the requisition. Reformat the requisition by entering the required data in the MILSTRIP portion of the DD Form 1348-6. Leave positions 8-22 blank. Enter the entire CAGE and part number (except for the federal supply code (FSC)) in block one of the identification data. After you have completed the DD Form 1348-6, send the requisition to the source of supply using MILSTRIP part number requisitioning procedures (see volume 1, part 4, chapter 2, section B, and attachment B-27).

9.39.2.1.3. Special instructions for overseas bases only. If the source of supply is GSA, overseas bases should process the requisition using the above referenced MILSTRIP part number requisitioning procedures, with the following exceptions: MILSTRIP part number/non-NSN message requisitions will be sent to HQ CASC/CCH, 74 N. Washington Ave., Battle Creek, MI. 49017-3094. The Cataloging and Standardization Center (CASC) will perform the necessary part number research required in order for GSA to process the requisition. CASC will return abbreviated MILSTRIP message supply status (see volume 1, part 4, chapter 2, section B, and attachment B-25). Status will be BD with an estimated release date 30 days greater than the requisition date. This message should be used as a source to input supply status via Screen 115. It is important these inputs are processed in a timely manner in order to delay followup to GSA and possible BF cancellations.

9.39.2.2. Assigning DIC A0B/A02. If DLA is the supply source and the following conditions exist, then assign document identifier code A0B/A02:

9.39.2.2.1. The manufacturer's part number is ten digits or less.

9.39.2.2.2. The item record does not contain ZZZZZ for the CAGE.

9.39.2.3. Processing DIC A0B/A02. Positions 8 through 12 will contain the manufacturer's identity code, and positions 13 through 23 will contain the part number.

9.39.3. AFMC Part Number Items. Process AFMC part number items as follows:

9.39.3.1. Document identifier codes.

9.39.3.1.1. DIC A0B/A02. If the following conditions exist, assign DIC A0B/A02 to these requisitions:

9.39.3.1.1.1. The CAGE identity code IS NOT ZZZZZ (positions 8-12).

9.39.3.1.1.2. The manufacturer's part number is ten digits or less (positions 13-22).

9.39.3.1.1.3. The technical order identification number (positions 67-80) is loaded in the nomenclature field (for example, TO 1C-130E-507).

9.39.3.1.2. DIC A0E/A05. If the manufacturer's part number is more than ten digits long or if the technical order (TO) identification number is not loaded, then follow the instructions above and assign document identifier code A0E/ A05.

9.39.3.2. Fill or kill requisitions. Do not send fill or kill requisitions (those with advice code 2C) to HQ AFMC.

9.39.3.3. Defense Automatic Addressing System (DAAS) edits. For requisitions sent to Air Force sources other than F(x)Z/FPD/ FPK, enter advice code 2A to bypass DAAS edits.

NOTE: Be sure the routing identifier code (RIC) is correct before you enter the advice code.

9.39.4. Reserved for Future Use.

9.39.5. Air Force Broadcasting Service Items (AFBS). Process AFBS items as follows:

9.39.5.1. Submission requirements. Submit requisitions for part-numbered AFBS items (project code 3AR) to the Television-Audiovisual Support Activity (T-ASA), Sacramento Army Depot CA, RID BS7.

9.39.5.2. Submission format. Submit requisitions for AFBS part-numbered items in message format using DIC A0E/A05 (see volume 1, part 4, chapter 2, and attachment B-27). Include all information from the DD Form 1348-6, Non-NSN Requisition (Manual), in the message. In addition, enter the T-ASA management control number (MCN), if known, in the remarks block of the message. Media status code T will be entered in block 7 for all requisitions. This will ensure 100 percent manual supply and shipping status is furnished by T-ASA. After the message is prepared and released, enter the requisition data into the computer. After the requisition is entered, immediately process a manual supply status input with status code BD and with an EDD of 45 days from the date of the requisition number.

NOTE: Do not use A0B/A02 procedures to requisition AFBS items.

9.40. Readiness Spares Program.

9.40.1. General Policies. For policies governing the issue of items against military service readiness spares program (RSP) requirements, see DSAR 4140.43.

9.40.2. Requisition Submittal. Air Force units are authorized to submit only funded requisitions under this program.

9.40.3. Coding for PWRS Requisitions. Requisitions (A0X) for initial and increased PWRS requisitions must contain the following codes:

9.40.3.1. Project codes for initial and increased PWRS requisitions. Project code 3AA will be used for all routing identifier codes.

9.40.3.2. Demand codes. The computer will automatically assign demand code O to the requisition.

9.40.3.3. Status code. If a free issue is made against a funded requisition, then status code BN will indicate that the quantity is being supplied free issue.

9.40.3.4. Project codes for WRM requisitions. Program control will assign the project code for WRM requisitions using the table listed below. If the 024-PROJECT-CODE on the MRSP/IRSP Serial Number Record contains a project code, it will be used for MRSP and IRSP requisitions instead of those listed below:

INITIAL REQUEST	**MRSP**	**IRSP**	**WCDO/Special Spares**
Due-in/requisition	3AA	3AA	DCP
REPLENISHMENT			
Due-in/requisition	123	122	BB2

9.40.4. HPMSK/WRM Replenishment Requisitions. Air Force policy allows for issue of assets from WRM (MRSP and IRSP only) and HPMSK to satisfy urgency of need A and B requirements. When assets are issued to satisfy urgency of need A or B requirements, HPMSK/WRM replenishment requisitions will be submitted during requirements computation to satisfy the HPMSK/ WRM shortage for nonrecoverable assets only.

9.40.4.1. The priority designator for all RSP replenishment requisitions (DIC = A0x) shall be computed based on the FAD and urgency of need designator (UND) “B” (UJC = BT). Additionally, these requisitions shall have a required delivery date (RDD) of 777, and project code 122/123 assigned. After the priority, RDD, and project code is assigned, the results are an RSP replenishment requisition assigned to priority group two (2). Any priority group one (1) RSP replenishment requisitions with project code 122/123 assigned will be rejected by the Defense Automatic Addressing System (DAAS) back to the originating base. DAAS will use narrative file to route the rejected transactions back to the base. The rejected transaction will have the phrase “Priority is not authorized by the Air Force”. The originating base shall correct the priority (based on FAD and UND B— (UJC = BT) for RSP replenishments) and resubmit the requisition.

9.40.4.1.1. Additionally, any RSP replenishment requisition (with project code 122/123) upgrades (DIC = AMx) or followups (ATx) to priority group one (1), will be rejected back to the originating base by DAAS (as mentioned above).

9.40.4.2. When HPMSK/WRM requisitions are received and the urgency of need A or B due-outs are on file, the urgency of need A or B requirements will be satisfied with the HPMSK/WRM receipt. (This may be only a part of the HPMSK/WRM requirement. If so, the item record is flagged for requirements computation.)

9.40.4.3. During requirements computation the program will check for any HPMSK/WRM due-outs that are not linked to DIFM details and have no matching due-ins. When such a due-out is located by the program, it will produce a HPMSK/WRM replenishment requisition to correspond to the due-out, unless this requisition would create an excess due-in quantity. If the requisition would create an excess due-in quantity, the program will reduce the requisition quantity to balance the total requirements with the total assets.

9.40.4.4. When the requisition does not create excess, the program will flag the item record requirements indicator again. The process in the preceding paragraph will continue each day until

all HPMSK/WRM and peacetime operating stock requirements are requisitioned to balance requirements with assets.

9.41. Support from the Contractor Operated Parts Depot (COPAD).

9.41.1. COPAD Explained. The Contractor Operated Parts Depot is an extension of the Defense Supply Center Columbus (DSCC) of the Defense Logistics Agency (DLA) in Columbus, Ohio. The COPAD is responsible for providing supplies and repair parts for commercial vehicles to military activities within the United States and overseas. Bases may use the COPAD as an alternate source of supply to obtain parts not available from local procurement. Support for both national stock numbered (NSN) and non-NSN items is provided. All requisitions submitted to the COPAD must have a project code assigned to identify the requirement to the specific type of equipment supported. The project codes are:

9.41.1.1. JZO: Administrative vehicles such as general purpose trucks and automobiles.

9.41.1.2. JZC: Commercial construction equipment such as special purpose vehicles.

9.41.1.3. JZM: Materials handling equipment such as forklifts.

9.41.2. How COPAD Works.

9.41.2.1. Base-Level Actions. Bases submit requisitions directly to DSCC (S9C) with the correct JZ(x) project code. When the requisition is received, S9C will provide BZ supply status to indicate that the requisition has been forwarded to the COPAD for action. If the required item is not included on the COPAD contract, the requisition will be canceled. Items which are excluded from COPAD are:

9.41.2.1.1. Non-price listed items.

9.41.2.1.2. Tires.

9.41.2.1.3. Hazardous materials such as batteries, flammables, etc.

9.41.2.1.4. Requisitions with an extended cost which exceed $10,000.

9.41.2.1.5. 463L pallets and associated equipment. Stock Control will send requisitions for 463L items with stock numbers to the applicable item manager and requisitions for part-numbered items to the technical order end item manager.

9.41.2.2. COPAD Actions. Once the requisition is accepted by the COPAD, supply status BM with routing identifier S9J is provided to the base to advise that the requisition is being supported through COPAD. Supply status BV is then provided to advise that the item is being shipped directly from a contractor.

9.41.3. Supply Status Codes Used. The following status codes are used by S9C to advise the bases of actions taken by the COPAD.

9.41.3.1. BZ: All requisitions handled by COPAD initially receive this status plus 20 days. This status indicates that the requisition is being processed for direct delivery procurement. When the necessary procurement action is completed, updated status will be provided. The estimated shipping date is entered in positions 70-73 of the status input.

9.41.3.2. BM: This status used with the routing identifier code S9J in positions 67-69 of the status input means that the requisition has been forwarded to the COPAD for procurement. Fol-

lowup actions submitted through DDN to S9J will be routed to S9C for action. Message followups should be submitted to DLA DSCC MECHANICSBURG PA//DSCC-PSD//.

9.41.3.3. BV: For most COPAD requisitions, BZ status is followed within 10 days by BV status. This indicates that the requisition will be shipped directly to the base by the COPAD contractor.

9.41.3.4. BG: If COPAD changes the part number for the item being furnished, this status will be provided to indicate that a commercially acceptable substitute has been approved for shipment by DSCC (S9C).

9.41.3.5. CA: When A05/A0E requisitions cannot be identified, this cancellation code will be provided. It is also used to indicate that the requisitioned item is not included on the COPAD contract.

9.41.3.6. CG: This cancellation status is provided when the part number submitted cannot be identified. If the item is still required, submit an A05/A0E requisition to S9C.

9.41.4. Local Purchase of Spare Parts. If an activity has a vehicle deadlined for parts (VDP), it may purchase the part locally if the item is available. The request (ISU) will be processed with TEX code 7. Stock Control will prepare a post-post special requisition (SPR) with the correct RIC in positions 4-6.

9.41.5. Processing Spare Parts Unavailable Locally. Use the following instructions to process spare parts that are not locally available.

9.41.5.1. Loading routing identifier records. Load routing identifier records for commercial administrative vehicles (project code JZO), commercial construction equipment (project code JZC), and materiel handling equipment (project code JZM). Requisitions to and receipts from the Defense Supply Center Columbus (DSCC) for these items will appear on these routing identifier records.

9.41.5.2. Assigning requisition exception codes. For items that are not locally available, assign one of the requisition exception codes (REX) listed below. Demand Processing may load the correct REX at the time of the FIL action (new item record load).

9.41.5.2.1. Commercial administrative vehicles: REX code 9. For REX code 9, the exception phrase record must contain the phrase SUPPORT COMM ADMIN VEHICLE. When REX code 9 is assigned to the item record, program control will produce a requisition with project code JZ0 and routing identifier code S9C. Requisitions prepared offline must contain the correct project code and routing identifier S9C.

9.41.5.2.2. Commercial construction equipment: REX W. For REX code W, an exception phrase record for requisition override must be loaded. The requisition override phrase must contain project code JZC and routing identifier code (RIC) S9C.

9.41.5.2.3. Materiel handling equipment: REX X. For REX code X, an exception phrase record for a requisition override must be loaded. The requisition override phrase must contain project code JZM and routing identifier code (RIC) S9C.

9.41.5.3. Advice code for requisitions with due-out requirements. If the extended dollar value of an item is less than $250, and if there is a due-out requirement with an A or B urgency of need (UND), then the advice code will be blank on requisitions with REX code 9, W, and X.

9.42. Special Awards (Trophies, Plaques).

9.42.1. Special awards (trophies, plaques, etc.) as defined in AFI 36-2805 that are not available in Base Supply, may be requested using AF Form 9, Request for Purchase. Certification on AF Form 9 that special award items are not available in supply will be determined locally by the COS.

9.42.2. Blanket Coordination. When Base Supply has made a decision to not stock special awards, blanket coordination of AF Form 9 requests may be used. The blanket coordination, provided in writing to Base Contracting by the Materiel Management Officer/Superintendent, states that special awards are not stocked by Base Supply and satisfies the requirement of certifying each AF Form 9. When this option is used, AF Form 9 requests may be submitted directly to Base Contracting by the customer. The blanket coordination will be validated annually by the Materiel Management Officer/Superintendent.

9.43. Special Purpose Recoverables Authorized Maintenance (SPRAM) Requirements. For all SPRAM (activity code D) requisitions and due-in detail records, project code 428 will be assigned.

9.44. Requisitioning Chemical Warfare Defense Equipment (CWDE). When you requisition CWDE items you must manually enter the following information into the requisition:

9.44.1. If the source of supply is the Defense Supply Center Philadelphia (DSCP), routing identifier S9T, the priority in positions 60-61 must be 05, the required delivery date in positions 62-64 must be S24, and the advice code in positions 65-66 must be 2L.

9.44.2. If the requisition is submitted to WR-ALC, routing identifier FLZ, the requisition must contain the applicable 6 series advice code for equipment items.

9.45. Requisitioning Nonlisted (ND) and Noncataloged (NC) Items. A part number detail must be loaded before any automatic requisitioning action is accomplished.

9.46. Requisitioning Flags, Flagstaffs, Guidons, Streamers, Patches, and Decals. Procedures for submitting requisitions for flags, flagstaffs, guidons, streamers, patches, and decals are contained in chapter 22 and AFR 900-3.

9.47. Requisitioning Organizational-Type Special Measurement Clothing/Footwear and Orthopedic Footwear. Special measurement clothing/footwear and orthopedic footwear, including replacements, are requisitioned according to volume 1, part 1, chapter 25, and AFI (I) 23-211. Special measurement clothing is requested from the Defense Personnel Support Center using routing identifier code S9T. Special measurement footwear and orthopedic footwear is requisitioned from Defense Orthopedic Footwear Clinic (DOFC) using routing identifier code S1T. The DOFC, as an element of DSCP, is directly responsible for procurement of special measurement and orthopedic footwear for both civilians and military personnel.

Section 9C—REQUISITION DATA ELEMENTS.

9.48. Overview. This section explains procedures for assigning and processing data elements for requisitions.

9.49. Document Identifier Codes and Reasonable Quantity and Cost Edits (Positions 1-3).

9.49.1. Internal Edits for Supply Items. For most Supply items, when program control produces a requisition for a Supply item, it also checks to see if the quantity and cost are reasonable. Program control will not do a reasonable quantity check for the following Supply items: those with a blank budget code (AFMC investment items) or those with budget codes A-H, J-U, or W-X.

9.49.2. Requisition Preparation for Supply Items. For the following items and conditions, program control changes the document identifier code (DIC) to A0E for CONUS bases or to A05 for overseas bases. It next enters the letters QTY in positions 68-70 of the requisition. The DIC is changed for the following items:

9.49.2.1. For cost category I items, when the quantity is greater than 9.

9.49.2.2. For cost category II items, when the quantity is greater than 99.

9.49.2.3. For cost category III items, when the quantity is greater than 999.

9.49.3. Internal Edits for Equipment Items. Normally, when program control produces a requisition for an equipment item, it also checks to see if the quantity is reasonable. Program control will not do a reasonable quantity check for the following Supply items: those with a blank budget code (AFMC investment items) or those with budget codes A-H, J-U, or W-X.

9.49.4. Requisition Preparation for Equipment Items. If an equipment item (one with a non-expendable ERRCD code) costs more than $999.99, the program changes the DIC to A0E for CONUS bases or to A05 for overseas bases. It then enters three dollar signs ($$$) in positions 68-70 of the requisition.

9.49.5. Processing Cost and Quantity Edit Checks. After the requisitions are sorted as outlined in part 4, Requisitioning will check to make certain the quantity and price are correct. Before submitting the requisition to the supply source, do the following:

9.49.5.1. Blank positions 68-70 and change the document identifier code (DIC) to show the correct DIC when applicable, for example, A01, A0A, etc.

9.49.5.2. If QTY appears in positions 68-70, be sure the quantity is valid, and then enter advice code 2L in positions 65-66 to stop the DLA maximum release quantity (MRQ) program from incorrectly canceling (CS) requisitions with a valid quantity.

9.50. Routing Identifier Codes (Positions 4-6). For routing identifier codes (RIC), their corresponding supply source, and the output terminal number for each code see the Requisition Directory (**Attachment 9C-1**).

9.51. Media and Status Codes (Position 7).

9.51.1. Assignment of Media and Status Code (M&S). Every requisition must have a correct media and status code, which is determined by the requisition priority. M&S code S will be used for all priority 01-08 requisitions, and M&S code K will be used for priority 09-15 requisitions. MAJCOMS may specify changes to M&S code assignments (see volume 1, part 4, chapter 1).

9.51.2. Loading of M&S Code. The media and status code is loaded in the base constant-1 record for the computer support base (CSB) as outlined in volume 2, part 4. For satellites, the M&S code is loaded in the satellite organization cost center record 041-069 (see chapter 27, section 27Q).

9.52. Quantity Unit Pack Codes (Positions 25-29).

9.52.1. Definition of Quantity Unit Pack (QUP). The number of units of issue bound or packaged in one pack or shipping container is the quantity unit pack.

9.52.2. Automatic Use of QUP Codes. Except for special requisitions (SPR), or REX override records with advice code 2D, 2N, or 34 requisitioning programs, use unit pack codes as explained below.

9.52.2.1. For due-out requirements with budget code 9.

9.52.2.1.1. Advice code other than 2D, 2N, and 34. If the due-out detail record does not have a 2D, 2N or 34 advice code and is not blank, the quantity unit pack (QUP) will be applied to due-out requirements with budget code 9 (UND A and B). The program will increase the requisition quantity to a quantity equally divisible by the unit pack quantity.

9.52.2.1.2. Blank or 2D advice code. If the due-out contains advice code 2D or is blank, or if the quantity is not equally divisible by the item record unit pack, then the program requisitions the due-out quantity and assigns advice code 2D to the requisition.

9.52.2.1.3. Advice codes 2N and 34. If the due-out contains advice codes 2N or 34, the program requisitions the due-out quantity and the due-out advice codes is assigned to the requisition.

9.52.2.2. For stock requisitions. For stock requisitions (including due-out requirements with UND C whose total level is not zero), the program adjusts the requisition quantity to the quantity equally divisible by the item record unit pack quantity. If the requisition quantity is less than 50 percent of the quantity unit pack, the actual requirement is requisitioned. If the requisition quantity is greater than 50 percent of the quantity unit pack but less than one pack, the requisition quantity is adjusted to one unit pack. The remainder, if any, is adjusted to the nearest unit pack, unless one of the following conditions exist:

9.52.2.2.1. The remainder is less than 50 percent of one unit pack.

9.52.2.2.2. The requisition objective is the result of a minimum level being on file.

9.52.2.2.3. The adjustment exceeds one year's stock requirement. The following table shows how program control uses the quantity unit pack:

Table 9.4. Quantity Unit Pack.

REQUIREMENT	ITEM RECORD UNIT PACK QUANTITY	ADJUSTED REQUIREMENT QUANTITY
30	36	36
38	36	36
56	36	72
1	100	1

9.52.2.3. UND C requirements. For UND C requirements whose requisition objective is either zero or greater than the product of the (DDR) times 365, program control will not use the quantity unit pack.

9.52.3. Output when QUP Is Not Used. If the quantity unit pack is not applied, the output requisition(s)(A0x) and fund requirement (FRC) output will contain 1) the required quantity (not adjusted by unit pack) and 2) advice code 2D.

9.52.4. Policy for Slow-Moving Items. Whenever possible, the Air Force uses unit pack quantities. Thus, under normal conditions, the requisitioning programs will adjust requisition quantities. However, for some slow-moving items, this adjustment could produce requisitions that exceed normal requirements. If you find an item whose quantity should not be adjusted to the nearest QUP, assign a locally determined REX code to the item record and load a requisition exception phrase record (override) with advice code 2D and exception notice code P. These actions will stop the program from changing the quantity to the unit pack quantity.

9.53. Requisition Serial Numbers (Positions 40-43). Requisition Serial Numbers (**Attachment 9C-2**) explains how serial numbers are assigned.

9.54. Requisition Demand Codes (Position 44).

9.54.1. Purpose. The requisition demand code indicates how often an item will be requisitioned. There are three major demand codes:

9.54.1.1. N (nonrecurring demand). A requirement that will be needed for one time only.

9.54.1.2. P (nonrecurring demand for special program requirements). A one-time requirement for a special program.

9.54.1.3. R (recurring demand). A requirement that will be needed more than one time.

9.54.2. Assignment. For the requisition demand codes assigned to specific input TRIC codes and due-out demand codes see Requisition Demand Code (position 44) (**Attachment 9C-3**).

9.55. Supplementary Address (Positions 45-50).

9.55.1. Purpose. The supplementary address field (positions 45-50) may list two kinds of information:

9.55.1.1. Data for receiving materiel or documentation.

9.55.1.2. Data important only to the originator of the requisition.

9.55.2. Due-In Detail Records. If a due-in detail record contains transaction exception code (TEX) X, the program will place the first six positions of the organization title from the organization cost center record (ship-to) in the supplementary address of both the due-in detail record and the requisition. For satellite accounts, see chapter 27, section 27Q for the procedures to enter a supplementary address (EY or FY number) and load organization cost center records.

9.55.3. Due-Out Detail Records with Blank Supplementary Address.

9.55.3.1. RIC in the F Series. If the supplementary address on a due-in detail is blank and the routing identifier code is in the F series, the program will store 1) Y and UJC in positions 45-47, and 2) depending on the type org used, the SRD or the org code of the input issue will be stored in positions 48-50 of the requisition. The supplementary address field of the due-in detail record will also include these data. AFMC will use these data to estimate the transportation cost to the second destination.

NOTE: These data are not required to process post-post requisitions.

9.55.3.2. RIC not in the F series. If the supplementary address on a due-out detail record is blank, and the TEX code is not X and the routing identifier code (RIC) is not in the F series, the

program will create the supplementary address using the following data from the supplementary address field of the due-in detail record:

9.55.3.2.1. Position 45 -- a Y.

9.55.3.2.2. Positions 46-47 -- the UJC from the due-out.

9.55.3.2.3. Positions 48-50 -- the organization code of the due-out of the requisitions.

9.55.4. Stock Replenishment Requisitions. For stock replenishment requisitions and their due-in details, the supplementary address will be blank.

9.56. Requisition Priority Designator (Positions 60-61).

9.56.1. Assignment. Program control assigns requisition priorities based on the Uniform Materiel Movement and Issue Priority System (UMMIPS). See **Attachment 9C-4** for an overall picture of the factors used to determine the correct requisition priority, the order and ship time standards, and the processing standards for all elements of the distribution system.

9.56.2. Priority Assignment for Due-Out Requirements. The priority assigned to requisitions for due-out requirements depends on two elements: the UND and the FAD. The UND is the first position of the UJC (position 62). The FAD is taken from one of the following: 1) the issue request, or 2) if the FAD is blank on the issue request, the OCCR. When an issue request contains a required delivery date (RDD), the computer automatically enters it in position 62-64 of the requisition.

9.56.3. Priorities for Stock Replenishment Requisitions. Stock replenishment requisitions are assigned priorities 11 through 15 based on the FAD loaded in the base constants-1 record (see volume 2, part 4, chapter 6, attachment 6A-1). If a stock replenishment requisition is required, the program fills the priority field as follows:

9.56.3.1. First position (position 60). The program places a constant 1 in the first position.

9.56.3.2. Last position (position 61). The program reads the FAD code from the base constants-1 record and places it in the last position of the priority field of the requisition. For example, if the base FAD code is 2, the stock replenishment priority placed in positions 60-61 will be 12.

9.56.4. Priority Assignment for Deferred Requirements. Requisitions for deferred requirements (project stocks, prepositioned stock, reserve stock, economic retention stock) will contain priority designator 99.

9.56.5. Priority Stock Replenishment. Program control will assign priority designators for stock replenishment requisition as follows:

9.56.5.1. Priority 05. Program control assigns priority 05 to IRSP Off-Set Quantity requisition. Priority 05. Program control assigns priority 05 to requisitions when there is a type level C LJC F assigned to the item record.

9.56.5.2. Priority 06. Program control assigns priority 06 for the following situations:

9.56.5.2.1. If the shelf life code is A-F and the computed priority is 7-15.

9.56.5.2.2. If all of the following conditions are true:

9.56.5.2.3. Stock replenishment due-ins for airlift investment items.

9.56.5.2.3.1. The number of items is less than the reorder point.

9.56.5.2.3.2. The number of items on hand is less than the safety level.

9.56.5.3. Priority 09. Program control assigns priority 09 if all of the following conditions are true:

9.56.5.3.1. The item does not have a requisition override.

9.56.5.3.2. The item is AFMC-managed repair cycle (ERRCD XD2, XF2, or XF3).

9.56.5.3.3. The repair cycle record shows a zero percent of base repair.

9.56.5.3.4. The item/group has a zero serviceable balance.

9.56.5.3.5. The item/group has six or more demands.

9.57. Required Delivery Date (RDD) (Positions 62-64).

9.57.1. Purpose of RDD. The required delivery date (RDD) (positions 62-64) serves several purposes:

9.57.1.1. It specifies the RDD when the RDD is incompatible with the standard delivery date (SDD).

9.57.1.2. It replaces the actual required date of an item that is not compatible with the SDD of the priority group.

9.57.1.3. It identifies MICAP requirements.

9.57.1.4. It identifies requisitions submitted after the effective date of a mass cancellation action.

9.57.1.5. It identifies requisitions other than MICAP requirements, which require priority transportation.

9.57.2. MICAP Procedures. When the RDD identifies MICAP requirements (RDD has 999 or N(x)(x), use the procedures (see chapter 17, attachment 17A-27).

9.57.3. RDD for Lateral Requisitions. For lateral requisitions for a due-out (positions 4-6 = Dxx), the RDD field will consist of the FAD and UJC from the due-out detail record.

9.57.4. RDD for Requisitions with Incompatible Actual Required Dates. When the actual required date does not agree with the standard delivery date (SDD) of the priority group, the required delivery date may be used on requisitions. If the RDD is shorter than the SDD, then the actual required date indicated on the issue request will be entered on the requisition.

9.57.5. Items with Long Lead Times. Some items, such as those for future use or for special projects and programs, for example, may require long lead times. That is, an activity may not immediately need the item for the project. A CONUS activity may requisition an item with a 30-day lead time; an overseas activity can request items with a 60-day lead time. In each case, requisitions for items with long lead times must contain the following information:

9.57.5.1. Priority designator 99 (assigned by program control).

9.57.5.2. Extended RDD. The RDD will consist of an X in the first position and numbers in the remaining positions to show the number of months required for the lead time. For example, if the delivery time is required 24 months from the month identified in the document number field, the RDD will contain X24. (The RDD will always depict the last day of the month indicated.)

NOTE: The RDD on initial support of weapon systems or equipment must contain X03 for ISSL, MSSL, and NASSL requisitions (see volume 1, part 1, chapter 12).

9.57.5.3. Specific shipment release. When a requisitioner desires specific shipments be held until 50 days prior to the RDD, the RDD will consist of an S in the first position and numbers in the remaining positions to indicate the estimate shipment date. This date will be interpreted as the last day of the month indicated in the RDD field. For example, S02 will indicate the materiel is required two months from the requisition date.

9.57.6. Requisitions Submitted after a Mass Cancellation Action. Expedite handling signal 555 in the RDD field will identify requisitions submitted after the effective date of a mass cancellation action. Mass cancellations are normally used when a base closes, or when special projects or agreements end (see DOD 4000.25-1-M & chapter 21, section I for base closure actions).

9.57.7. RDD for XD2 Stock Replenishment. If the base SRAN is FB3101 and the requisition is for XD2 stock replenishment, the required delivery date field will contain X12.

9.57.8. RDD for ISSL, MSSL, and NASSL Requisitions. Requisitions for ISSL, MSSL, and NASSL requirements must contain a required delivery date of X03.

9.57.9. RDD 777 Requisitions. RDD 777 is used to identify requisitions which are authorized expedited transportation handling once the materiel is shipped from the source of supply. This RDD is assigned to requisitions by program control when any of the conditions listed below are met. Programs will automatically blank the RDD if an attempt is made to manually assign RDD 777 by using an SPR or a DIT to requisitions which do not meet this criteria.

9.57.9.1. Due-Out Requisitions for UJC AF, AR, AO, AU, and BT, except WCDO requirements.

9.57.9.2. All priority requisitions (01-08) that have a controlled item code I, N, or P or a shelf life code other than 0 (zero).

9.57.9.3. All stock-replenishment requisitions for ERRCD XD items which are identified as airlift investment items.

9.57.9.4. All stock-replenishment requisitions that have a type level C LJC F assigned.

9.57.9.5. Project codes 137, 145, 188, 196, 205, 251, 299, 480, 497, 808, 823, 875, 876-899 (approved by HQ USAF/ILSP), and 9xx (Joint Chief of Staff) are authorized use of 777 (see volume 1, part 4, Chap 1, attachment 1A-17).

9.57.9.6. Due-out requisition for UJC AE and SRAN 3101.

9.57.10. RDD 777 will be assigned to the requisition (A0x) under program control when items are identified as Agile Logistics/Two-Level Maintenance (AL/2LM). These items can be identified when the repair cycle record contains an AL/2LM flag of A, B, C, or D in the 102-LEVEL-OF-MAINTENANCE field. The RDD will be blanked if any attempt is made to enter RDD 777 on the FRC/SPR input.

9.57.11. RDD 777 and Project Code 880 will be assigned to the requisition (A0X) under program control when ERRCD is XD, Budget Code 8, O, S, T, U, W or X items do not meet any other edit criteria for assignment of RDD of 777.

9.57.11.1. RDD 777 and Project Code 880 will be assigned to the backorder requisition (A0X) under program control when ERRCD is XF3, Budget Code 8 or 9 and 101-Hazardous-Materiel-Code is blank.

9.57.11.2. RDD 777 and Project Code 880 will be assigned to the OCONUS MICAP backorders requisition (A0X) under program control when ERRCD is XB3, Budget Code 8 or 9 and 101-Hazardous-Materiel-Code is blank.

9.57.11.3. RDD 777 and Project Code 880 will be assigned to the OCONUS AWP backorders requisition (A0X) under program control when ERRCD is XB3, Budget Code 8 or 9 and 101-Hazardous-Materiel-Code is blank.

9.57.11.4. RDD 777 and Project code 880 will be assigned to Lateral Support MICAP requisitions (A0X) under program control when Budget Code is 8 or 9.

9.57.12. RDD 777 and Project Code 780 will be assigned to stock replenishment requisitions (A0X) under program control when the 101-FAST-TRANS-DENIAL-CODE position is blank, ERRCD is XB or XF, Budget Code is 8 or 9, and one of the following statements is true: (1) the Annual Cost is less than or equal to zero; (2) the One Time Inventory Savings divided by the Annual Cost is greater than or equal to 5.

9.57.12.1. RDD 777 and Project Code 780 will be assigned to stock replenishment requisitions (A0X) under program control when ERRCD IS XF3, Budget Code 8 or 9 and 101-Hazardous-Materiel-Code is blank.

NOTE: Annual Cost equals Transportation Cost minus holding cost. Transportation cost is stored in the DLA RDD Constant field (001-DLA-RATE) and holding cost is constant .15. One Time Inventory Savings equals Unit Price times difference between the Slow and Fast Calculated Safety Level Quantities. See chapter 19, attachment 19A-2 for Safety Level, Annual Cost and One Time Inventory Savings formulas.

9.58. Advice Codes (Positions 65-66).

9.58.1. Purpose. An advice code on an issue request or a requisition tells the source of supply a specific condition exists that is essential to the desired supply action.

9.58.2. Assignment of Advice Code. Requisition Advice Codes, **Attachment 9C-5** lists the advice codes assigned to issue requests and requisitions and explains the actions the supply source must take.

9.59. Requisition Exception Codes (REX) (POSITION 71).

9.59.1. Purpose. Requisition exception codes (REX) identify items which are either requisitioned under special procedures or suppressed under automatic requisitioning. Alpha requisition exception codes may also be used to modify requisitions. (See **Attachment 9C-6** for a complete list of REX codes.)

9.59.2. Control of REX Code 1. When the source of supply cancels a requisition, REX code 1 is assigned. REX code 1 will stop any further requisitions until Stock Control corrects the situation that produced the cancellation. Obviously, REX code 1 can hurt a mission's support; thus, Stock Control must set up controls to check for REX code 1 and to correct situations that create cancellations as soon as possible. To monitor REX code 1, Stock Control may use any effective means, such as management notices or inquiries.

9.59.3. Processing. Program control processes REX codes as follows:

9.59.3.1. REX code 1. No requisition action is taken.

9.59.3.2. REX code 1 for a due-out requirement. Program control will print a 350 management notice on the third line of the due-out notice.

9.59.3.3. REX code not 1.

9.59.3.3.1. Exception notice code R. If the exception notice code in the phrase record is R, program control will not requisition the item.

9.59.3.3.2. Exception notice code P. If the exception notice code is P, program control will produce a requisition or fund requirement. The REX will be in position 71 of the requisition. Stock Control must delete the code before submitting the requisition.

NOTE: If the exception phrase contains override information, the REX code will not be entered in the requisition.

9.59.3.4. Numeric parts preference code 2 or 5. Program control will suppress stock replenishment requisitions for non-published/disposal items. Requisitions for due-outs will assign advice code 2F under program control. A 350 management notice will be produced for items in a group. An SPR must be processed to ensure the correct item in the group is requisitioned.

9.59.4. Assignment of REX Codes 4 and 5 to Decrease Workload. Because REX codes generally create additional workloads within Stock Control, you should use them only when absolutely necessary. However, assigning REX code 4 or 5 can actually help cut some of the extra paperwork in the following situations:

9.59.4.1. If a source cancels an item and says to suppress requisitioning permanently, then you can assign REX code 4 or 5 to help reduce the work. In these cases, REX 4 or 5 will stop a cancellation which creates more paperwork. Also, customer support is not delayed. Prior to assigning REX code 4, Stock Control personnel must conduct an external review of the NSN and take the following action if appropriate:

9.59.4.1.1. Establish an ISG relationship between the old NSN and the replacing NSN (see chapter 27).

9.59.4.1.2. Transfer the demand data from the old NSN to the replacing NSN to prevent MICAP cause code K. (See chapter 19 for managing numeric parts preference codes.)

9.59.4.1.3. Submit an AF Form 86 to the IM to justify retaining the assets in the Air Force inventory, or transfer assets to DRMO (see chapter 19).

9.59.4.2. If special offline requisitioning is required, use REX code 4 or 5 to flag item records that you cannot obtain by inline requisitioning.

9.59.5. Review and Deletion of REX Codes. Item records which are assigned a REX code will be reviewed and validated at least once every 6 months. REX codes should be deleted if either of the following conditions occur:

9.59.5.1. If the stock number changes to an active cataloged NSN.

9.59.5.2. If the routing identifier code (RIC) changes to a source that will support requirements through the inline MILSTRIP requisition format.

9.60. Exception Phrase Records (Requisition Override Records).

9.60.1. Normal Use of Exception Phrase Records. Normally, program control uses exception phrase records in two ways: 1) to change a requisition before it is output, and 2) to notify Stock Control (through a management notice) that the requisition must be changed before sending it to the source of supply.

9.60.2. Exception Phrase Records as Requisition Override Records. When normal requisitioning procedures do not satisfy local requirements, Stock Control may also use exception phrase records as requisition override records to override the system designator, project code, routing identifier code (RIC), supplementary address, priority designator, and advice code on a requisition. For example, you may use an exception phrase record on requisitions for an off-base activity when a specified supplementary address is required, or for requisitions when a special RIC is required, such as in the case of chaplain's equipment.

9.60.3. Establishment of Requisition Override Records. To establish exception phrase records to override requisition records, follow the instructions in chapter 27, section 27R.

9.60.3.1. Importance of correct format. If you establish and use requisition override records properly, you will help local requisitioning procedures and reduce the need for offline special requisitions. However, if you do not properly establish the requisition override record, program control will generate incorrect requisitions and incorrect internal records. These incorrect records in turn will increase the workloads and reduce the effectiveness of the system.

9.60.3.2. Format. Data on the requisition override records must conform to MILSTRIP requirements outlined in volume 1, part 1.

9.60.3.2.1. Supplementary address and advice code. Be very careful when you load the supplementary address and advice code. Incorrect data in these fields will cause improper billing, cancellation, or misrouting of a shipment.

9.60.3.2.2. Exception notice code. You must use exception notice code P when you create the requisition override record. DO NOT use exception notice code R because program control will reject the input and stop processing.

9.60.4. Establishment of Exception Code Output (ECC). For each requisition override record, establish an ECC. (See chapter 27, section 27Y for instructions about maintaining ECC.) Carefully check any additions, deletions, and all REX codes assigned to requisition override records.

9.60.5. Effect of Override Record Data on Requisitions. If a requisition override record exists for an item record being processed, program control will use the data from the override record no matter what data appear on the item record. The computer does not perform edits to check the accuracy of the override data. Data are used as follows:

9.60.5.1. If a stock replenishment flag, an asterisk (*), appears in the 003-STOCK-REPLENISHMENT FLG field of the exception phrase record, the program will change stock replenishment requisitions.

9.60.5.2. If a due-out flag, an asterisk (*), appears in the 003-DUO-REPLENISHMENT-FLG field of the exception phrase record, the program will modify requisitions established for all due-outs ordered as replenishment (FAD/UND of 05/CZ).

9.60.5.3. If the exception phrase record is not blank, the program will do the following:

9.60.5.3.1. A project code is assigned to the requisition and due-in detail record.

9.60.5.3.2. A system designator is assigned to the requisition. For stock requisitions, the program uses the item record system designator to determine supply priority. If the exception phrase record contains a priority designator, program control changes the assigned priority designator.

9.60.5.3.3. A routing identifier (RIC) is assigned to the requisition and due-in detail record. Program control uses the RIC on the requisition exception phrase record to determine where and how to transcieve the requisition.

9.60.5.3.4. A priority designator is assigned to the requisition and due-in detail records if the priority designator is not blank in the exception phrase record. If it is blank, the computer will determine the correct priority designator.

9.60.5.3.5. An advice code is assigned to the requisition and due-in detail record (see **Attachment 9C-5** for advice codes).

9.60.5.3.6. If the MICAP or UNDA source of supply override is a Y, then the routing identifier from the item record will be used. If either override field is equal to an N, the routing identifier information from the REX override record will be used.

9.61. Shelf Life Codes.

9.61.1. Purpose. Shelf life codes are loaded on the item record to show the number of months a new item can remain unused in storage before it must be reconditioned or condemned. The requirements routine uses the shelf life code to compute the maximum quantity of an item to be on hand and due-in at any one time. This code cannot identify the shelf life remaining on any particular unit(s) of stock on hand (see volume 1, part 4).

9.61.2. Stock Replenishment Quantity and Shelf Life Codes. Program control uses shelf life codes to figure how many items to requisition automatically to replenish stock. To determine the number, program control divides the number of shelf life days by two and then multiplies the resulting number by the daily demand rate. For items with a shelf life of less than 30 months, program control figures the stock replenishment quantity as follows:

9.61.2.1. Quantity less than requisitioning objective. If the computed stock replenishment quantity is less than the computed requisitioning objective, then program control subtracts the standard computed reorder level from the stock replenishment quantity it has already figured. The difference is the number of items it will requisition to replenish stock.

9.61.2.2. Quantity greater than requisitioning objective. If the computed stock replenishment quantity is greater than the requisitioning objective, then program control subtracts the standard computed reorder level from the computed requisitioning objective. The difference is the number of items it will requisition to replenish stock.

9.61.3. Specific Cases.

9.61.3.1. Priority 06 assignment. If a requisition has computed priority 07-15 with shelf life codes A through F and 1 or 2, program control will assign priority 06 to the requisition.

9.61.3.2. Full stockage authorization. Full stockage is authorized for items in FSGs 75, 79, and 85 with IEX 3. The requirement program will not requisition a quantity based on the shelf life code.

Section 9D—REQUISITION STATUS.

9.62. Overview. This section explains the different types of requisition status. Status refers to information provided to bases by the source of supply regarding action being taken on the requisitioned item.

9.63. Status Formats.

9.63.1. For processing MILSTRIP requisitions, status, and offline follow-up actions Stock Control will use the instructions in this chapter and volume 1, part 1, chapter 25. **Attachment 9D-1** through**Attachment 9D-3** provide the necessary codes and input formats. The types of status data are:

9.63.2. Exception Supply Status. Exception status is requested by use of media and status codes 2, 3, 4, 5, K, M, or N in the requisition (A0x), followup (AFx), modifier (AMx), or reinstatement (ATx) documents. When this type status is requested, bases will be provided updated status in the form of an AEx document when the following conditions occur, either alone or in combination.

9.63.2.1. Requisition is placed on backorder.

9.63.2.2. Requisition is being processed for procurement and direct delivery from a vendor or contractor.

9.63.2.3. A partial release or issue is processed or any other partial actions occur.

9.63.2.4. A substitute item is being provided.

9.63.2.5. The unit of issue is changed on the requisitioned item.

9.63.2.6. The requisition is canceled.

9.63.2.7. Cancellation acknowledgments.

9.63.2.8. The requisition is passed to another source of supply, or any referral actions have been taken.

9.63.2.9. Any other circumstance which indicates that release of the required material may not be made within the time frame established for the assigned priority designator.

9.63.3. 100 Percent Status. One hundred percent status is requested by use of media and status codes B, D, E, F, S, U, or V. When this type status is requested, bases will be provided updated status to record all actions taken by the source of supply on a requisition.

9.63.4. Rejection Status. This status is provided to advise bases that a requisition has been either rejected, passed to another source of supply, or redistribution or referral actions has been taken. This status is provided regardless of the media and status code used in the requisition.

9.63.5. Shipment Status. This status provides information on actual shipping dates. It also provides the necessary transportation information used to trace shipment of the material. This status is provided in the form of an ASx or AUx document for all requisitions which contain a media and status code F, K, M, N, S, U, or V. The information in positions 62-80 of the shipment status document is used to updated the status detail as follows:

9.63.5.1. If there is data in these positions, it contains the transportation control number (TCN) or the government or commercial bill of lading (GBL/CBL) number assigned to control movement

of the shipment through transportation channels. When this data is available it indicates that the material, has been delivered to the carrier.

9.63.5.2. If the shipment status document is received with blanks in these positions, it means that no specific transportation data is available at this time. To ensure that automatic followup actions are continued on the requisition until complete shipment status is provided, the shipment status document is changed under program control to an AE1 document with status code BA. This allows followup on these details when the estimated shipping date has passed.

9.63.6. Acknowledgment Status. This status can be used to provide either supply or shipment status and informs bases of the results of supply source processing actions. This type status is provided as a response to:

9.63.6.1. Material obligation validation (MOV) responses in document identifier APx.

9.63.6.2. Cancellation requests, document identifier ACx or AKx.

9.63.6.3. Requisition modifiers, document identifier AMx.

9.63.6.4. Followup request for status or to improve the estimated shipping dates, document identifiers AFx, ATx, or AFC.

9.64. Status Assignment.

9.64.1. Effect of Media and Status Code on Status Processing. The type and amount of status produced and received on a requisition is determined by the media and status (M&S) code used. The M&S code is used to tell the source of supply what type status to provide and when to provided it.

9.64.2. Restrictions on use of 100 Percent Status. Use of media and status codes which request 100 percent status will be restricted to priority 01-08 requisitions. Complete explanation of media and status codes and requesting status is contained in volume 1, part 4, and volume 1, part 1, chapter 25.

9.64.3. Use of 100 Percent Status. This type status should be requested for all priority 01-08 requisitions to ensure that up to date information is available for the customer's requirement. When used, bases are advised of any changes in status or actions taken by the source of supply. Program control will create and send followups on the requisitions before the standard delivery date (SDD) has passed. This reduces most of the manual work load and provides a more efficient method of requesting status.

9.64.4. Restricted Use and Limitations of Exception Status. Exception status should be used for, but limited to, priority 09-15 requisitions since its use reduces the effectiveness of the computer's automatic followup process. When exception status is requested, updated status will only be provided when the conditions occur. Exception status prevents the computer from following up on requisition until the (SDD) has passed. See **Section 9F** for information about submitting followups.

9.64.5. Problem of Missing Status. The status processing programs store the majority of the data collected on the routing identifier record which is used to produce the Routing Identifier listing (Q05/NGV871). If status processed is delayed, or status documents are lost, the report will be incomplete and its' effectiveness as a management tool is reduced.

9.65. Types of Status.

9.65.1. Either the wholesale source of supply or program control will provide status for each requisition. There are four different types of wholesale MILSTRIP status generated at the source of supply: positive supply status, cancellation status, intransit or shipped status, and exception or other status.

The computer generates two status types: cancellation request and followup. Following are brief explanations of each status type. (See **Attachment 9D-1** for a complete list of status and cancellation justification codes and phrases.)

9.65.2. Positive Supply Action. Positive status indicates that items off the shelf can fill the requisition.

9.65.3. Cancellation/Rejection Status. Cancellation status has the worst effect on an account because it means that the customer will not receive the required items. A requisition may be canceled for various reasons; for example, it may not meet system requirements, or a logistical situation may stop the order from being filled.

9.65.3.1. System requirement cancellations. Rejection codes for these cancellations include CR, CH, and CG. System requirement cancellations usually occur when the requisition contains incorrect information. For example, the indicative data could be incorrect, or the quantity ordered may not be authorized. To prevent future rejects and to see if personnel need more training in processing requisitions, local management should check the rejection codes for system requirement cancellations carefully.

9.65.3.2. Logistical cancellations. Rejection codes for these cancellations include CB, CS, C6, FC, and FJ. Logistical cancellations usually occur because of budget restrictions or fill or kill requirements. Sometimes the supply source cannot supply the item.

9.65.3.3. Other cancellations. Specific conditions may also create the following cancellations:

9.65.3.3.1. Lost or misplaced requisitions (BF status code).

9.65.3.3.2. Response failure during reconciliation (BS and BR status codes).

9.65.3.3.3. Additional data required (CA status code).

9.65.3.3.4. Others not meeting the requirements for a system requirement cancellation or a logistical cancellation.

9.65.4. Intransit/Shipped Status. When an item reaches the transportation stage, it reaches intransit/shipped status. Usually, once the item is in Transportation, the wholesale source considers the requisition completed, closes all active records, and places it in the history file. According to MILSTRIP directives, the source of supply must maintain these history files in the computer for 180 days. Once the computer has the requisition recorded, Stock Control should delete the base computer record only by processing the receipt. If the requisition is not processed within the time requirements, the program will automatically trace the progress of the item through the system. See **Section 9L** for time requirements.

9.65.5. Exception Status. Exception status (any negative status) results from out-of-stock conditions, new requirements, and other conditions that stop the supply source from filling the requisition exactly as it was requested. Following are the categories of exception status:

9.65.5.1. Back orders -- BB status code.

9.65.5.2. Procurement for direct delivery -- BV status code.

9.65.5.3. Partial issues and partial other actions.

9.65.5.4. Substitution (substitute NSN with status codes).

9.65.5.5. Changes in unit of issue.

9.65.5.6. Requisitions returned for specific causes.

9.65.5.7. Passing actions.

9.65.5.8. Referral orders.

9.65.5.9. Problems with time frames. In this case, circumstances indicate that action cannot be taken within established schedules for the priority or specified required delivery date (RDD).

9.65.6. Cancellation Requests. Cancellation requests are status records to control excess stockage. If offline action generated the cancellation request, the status code will be ZC. If releveling programs automatically generated the cancellation request, the status code will be ZD. (See **Section 9A** for specific procedures for cancellations.)

9.65.7. Followup. Followup status records are created when followup inputs (FLP) are processed or the automated followup program is processed. (See **Section 9F** for specific procedures.)

9.66. General Information for Processing Status.

9.66.1. Processing Sequence. If at all possible, Computer Operations will process status in the order received. Under normal operating conditions, then, do not sort status according to priority before processing. Sorting status may only back up work in the computer and create peak workload conditions. Computer Operations will break out of high priority status only when a backlog of other inputs will delay the processing of status. Computer Operations must be sure to process all outstanding status requests before running followup scan programs.

9.66.2. Status Processing Deadlines. Stock Control must process all status immediately, no matter how it is received. If you do not process status immediately, you create more work because of unnecessary followups, receipt rejects, and incorrect cancellations and billings.

9.66.3. Suspense Files for Management Notices about Status.

9.66.3.1. Purpose of management notices. Program control produces management notices to tell Supply personnel about specific logistic support situations. For example, MICAP status produces an F402 management notice that the MICAP manager uses to control actions related to MICAP requirements.

9.66.3.2. Managing suspense files. In some cases, Stock Control must also establish suspense files for these notices. Personnel responsible for followup actions must then perform their required tasks promptly. Unlike rejects, management notices are not suspended internally; instead, Supply personnel must act on each notice to correct a problem. Periodically, personnel should review these notice files and exception coded records to make certain records affected by management notices are properly changed.

9.67. Processing Cancellations.

9.67.1. Stock Control will process cancellations according to the instructions below.

9.67.2. Cancellation Code BF (No Record of Your Requisition). If program control cannot locate a record of a customer's requisition, it will generate a 421 reject. This reject means the input must be coded with TEX 9, P or R and then be reprocessed. For cancellation code BF, you must analyze the problem offline to determine how to correct it. Generally, this code means there is an error in the system, either from the base or the supply source. It is very important to keep the number of BF cancellations to a minimum; thus, you must check the input data carefully. If there are too many BF

cancellations, get help from the major command to solve the problem. Use the following instructions to process BF cancellations:

9.67.2.1. If the due-in and due-out should be canceled, enter TEX 9 in position 51 and reinput.

9.67.2.2. If the canceled quantity should be requisitioned again, enter TEX R in position 51 and reinput.

9.67.2.3. If the cancellation should be processed to delete or decrease only due-in status details, enter TEX P in position 51 and reinput.

9.67.2.4. If no further action is necessary, do not reinput. Take this action when a status detail (other than a followup detail) is on file and you want the supply source to receive another followup to confirm that the supply source does not have a record of the requisition.

9.67.3. Cancellation Codes B4, BQ, BS, C6, CB, CD, FB, FC, FJ, and Z7. Program control will process cancellation codes B4, BQ, BS, C6, CB, CD, FB, FC, FJ and Z7 as follows:

9.67.3.1. If the due-out is not on file, the due-in will be deleted and the item record flagged for releveling.

9.67.3.2. If the due-out is on file, the current date and the input status code will be stored in the due-in document number field of the due-out detail. The 205-MEMO-DUO-DESIGNATOR will be changed to memo. When the CB status is processed, an F407 management notice will be provided for off-line action. When the FJ status is processed, an F428 management notice will be output.

9.67.3.3. If status codes BQ, B4, B6, B8, or B9 are processed against a due-in when no request for cancellation has been processed, an F481 management notice will be output.

9.67.4. Cancellation Code CA. The source of supply will first notify Stock Control of a CA cancellation by using a message format that explains the reason for the rejection.

9.67.4.1. When Stock Control receives the message, personnel will prepare and input an AEx status with CA status which assigns an REX code 1.

9.67.4.2. If Stock Control does not receive the CA cancellation message, or process it, and program control sends a followup to the supply source, the supply source will not send another message. Instead, the supply source will send an AEx status with status CA. When processed, the input will assign REX code 1 to the item record, update the routing identifier record, and output an F436 management notice.

9.67.5. Cancellation Code CD. If CD status is processed and neither the customer nor releveling programs have requested a cancellation for the order (that is, if no ZC/ZD status details exist), the computer will automatically prepare a special requisition (SPR). If either the customer or a releveling program has already tried to cancel the requisition, the computer will output a cancellation (AC1).

9.67.6. Cancellation Code CS:

9.67.6.1. SPR generation. The computer will generate an SPR with advice code 2L when:

9.67.6.1.1. The due-in is marked for a due-out, and the quantity rejected is for a partial quantity.

9.67.6.1.2. The due-in is for stock replenishment, and the quantity rejected equals the due-in quantity or is greater than the demand level.

9.67.6.2. Management notice generation. If the CS quantity equals the due-in quantity or is greater than the demand level, the computer will generate a F409 management notice.

9.67.7. Cancellation Code CW (One-Time Local Procurement). Program control will also generate a 421 reject (input must be coded with TEX 9, P or R, and reprocessed) for cancellation code CW. Use the following instructions to process CW cancellations:

9.67.7.1. If the canceled quantity will be locally procured to meet the requirement, prepare a DD Form 1348-6 according to the instructions in chapter 27, section 27B. Attach a copy of the 421 reject to copy 2 (and 3 if required) and send to the Base Contracting Office (BCO). The reject notice tells the BCO that this DD Form 1348-6 has been generated because of a CW status and that Stock Control will submit an A0A/A01 requisition.

9.67.7.2. If a DD Form 1348-6 has been previously submitted on this item, and management decides to procure it locally, simply reinput the CW status with a TEX code R in position 51. DO NOT send the DD Form 1348-6 and the 421 reject notice to the Base Contracting Office.

9.67.7.3. If the due-in and due-out on the item should be canceled, enter TEX code 9 in position 51 and reinput.

9.67.7.4. If the item cannot be locally procured, enter TEX code P in position 51 and reinput to delete or decrease the due-in and status details. Submit the requisition again with advice code 2A, which is used only for base funded requisitions.

9.67.7.5. If the cancellation is for a local purchase due-in, only TEX codes 9 or R apply.

9.67.8. Cancellation Codes ZG and ZH. For cancellation codes ZG (item permanently not available from Base Contracting) and ZH (item temporarily not available from Base Contracting), the program will assign REX code 1 to the item record. Review the requirements for these items with the user to find an acceptable substitute.

9.67.8.1. If there is a substitute, requisition the item again through local purchase.

9.67.8.2. If a substitute cannot be found, assign a REX code 2 to the item record. This action will allow requisitioning again from the source as determined by the federal supply code/materiel management code (FSC/MMC) table (see management notice I964.)

9.67.9. Cancellation Code ZR. Status ZR means that the extended dollar value of the item is greater than the maximum limit of a federal supply schedule. Input status ZR will process as follows:

9.67.9.1. If Base Supply is supported by an automated base contracting system, such as SPS (FORMERLY BCAS), the SBSS will internally generate a special requisition (SPR) to the correct GSA regional source.

9.67.9.2. If a nonautomated contracting system is used, a 433 reject is produced.

9.67.9.3. If a local purchase status detail is on file for the item, a 433 reject is produced.

9.67.10. Due-Ins with Transportation Status. Program control will not cancel a due-in if transportation status is on file. The computer will disregard the input.

9.67.11. All Other Cancellations. Program control will process all other cancellations as follows:

9.67.11.1. Due-in and status detail. The computer will delete the due-in and status details.

9.67.11.2. Due-out detail. If a due-out exists, the computer will:

9.67.11.2.1. Change the due-out to memo.

9.67.11.2.2. Blank the due-in document number.

9.67.11.2.3. Store the cancellation code in the last two positions of the due-in document number field of the due-out.

9.67.11.2.4. Write a type transaction phrase code (TTPC) 2B transaction history to tell the organization of the cancellation.

9.67.11.3. REX code assignment. For cancellation codes CA, CE, CG, CH, CJ, CK, CP, CR, CS, CV, CY, D3, FF, FG, FL, FM, FN, FO, FP, FU, FX, ZG, or ZH, the computer will assign REX code 1 to the item record.

9.67.11.3.1. Reassigning exception conditions. If a status program assigns REX code 1 to the item record, the computer will also print the previous code. Use the previous code to indicate which exception conditions must be reassigned to the item record when the REX 1 is cleared.

9.67.11.3.2. Removing the REX code from due-outs with SPR/ FRC action. If a due-out exists and SPR/FRC action is taken, the program will automatically remove the REX code from the item record; otherwise, you must use an FCD (stock control data change) to remove the REX code before you requisition the item again.

9.67.11.4. F4xx management notice. The computer will output a F4xx management notice that explains what action to take on the status code. (See chapter 7 for detailed instructions for the F4xx notice.)

9.67.11.5. Special requirement flag processing. If a special requirement flag is on the due-in detail, the computer will add a third line of print specifying the flag.

9.67.11.6. TEX code P assignment. When the program has completed all of the above actions, it will automatically insert TEX code P.

9.67.12. Partial Cancellations. All partial cancellations will store the suffix code in the partial cancellation flag field of the due-in detail. Later cancellations must have a greater suffix code to process. Refer to DoD 4000.25-1-m Demand code/Suffix Code appendix for requisition suffix codes.

9.68. Supply Status. For positive, shipped, and exception status, the processing is as follows:

9.68.1. Partial Transactions. Process partial transactions as follows:

9.68.1.1. With valid suffix code. Partial supply status should always show a valid suffix code in position 44 of the input. Specific program procedures are as follows:

9.68.1.1.1. If the input suffix code equals an existing status detail, the program uses the input data to update the detail and then follows the procedures below.

9.68.1.1.2. If no matching detail is on file, the program adds a status detail with the input data and then follows the procedures below.

9.68.1.1.3. After processing, if the total quantity on the status details is greater than the total quantity on the due-in detail, the computer deletes the excess. The program deletes the excess in order, starting with exception status and continuing through shipped status until the total quantity on the status details equals the quantity on the due-in detail. The detail for the input will not be adjusted during this process.

9.68.1.2. Without valid suffix code. Partial status without a valid suffix code should be received only when a base initiates a cancellation request. Following are the only types of status in this category:

9.68.1.2.1. Status codes B8 and B9 (action has been denied or is pending).

9.68.1.2.2. Shipped status showing transportation data.

9.68.1.2.3. Other positive status indicating that the due-in cannot be canceled.

9.68.2. Total Transactions. If the input quantity equals the quantity on the due-in detail, the program will create only one status detail. If split (partial) status already exists, the program will update each status detail to show the input status code in the current status field and update other data accordingly.

9.68.3. Transaction Histories. For any status directly affecting the due-in detail, the computer will create a transaction history; that is, the program automatically creates a transaction history when the quantity, signal code, or other record data change.

9.68.4. Interchangeable and Substitute Linkage. The computer will automatically link interchangeable and substitute items so that the status stock number is linked correctly. If the units of issue are different, the program will link the two numbers as substitutes.

9.68.5. Estimated Shipping Date. Positions 70-73 of the input contain the estimated shipping date (ESD) for the status detail. If the ESD is not provided, one will be computed by adding the Standard Delivery Date (SSD) requirements (see chapter 19, attachment 19A-16) to the input source transaction date. If the result is less than the current Julian date, one (1) will be subtracted from the year, and the result will be stored as the ESD. If the result is greater than the current Julian date and greater than 365, 365 will be subtracted from the result, and one (1) will be added to the year and the result stored as the MILSTRIP status ESD. If the ESD is provided and is greater than 300 and the Julian date is less than 31, the year posted to the ESD will be the year preceding the current year.

9.68.6. Record Processing and Updating. Use the instructions for processing and updating records:

9.68.6.1. Materiel acquisition control records. If the quantity requisitioned is changed, or if funding implications for items on order change, then the computer will update materiel acquisition control records.

9.68.6.2. Routing identifier records. The program will update routing identifier records (see chapter 27, section 27S).

9.68.6.3. Item records. If the computer receives a status with a stock number not already on file, then the program will automatically load an item record. Except for the unit price, unit of issue, and routing identifier code which are taken from input status, the program will use the indicative data of the requisitioned item record to create the new item record.

9.68.6.4. Record merges. The computer will merge records under the following conditions:

9.68.6.4.1. If a good NSN replaces a P, NC, or ND numbered requisition.

9.68.6.4.2. If an ND number replaces a P number.

9.68.6.4.3. If an NC number replaces an ND number.

9.68.7. Numbered Management Notices. The Stock Control terminal will receive only numbered management notices for priority group 1 requisitions. Priority groups 2 and 3 output will be sent to the RPS. Other numbered management notices will be output to the appropriate terminal.

9.68.8. Receipt Trigger Image. Receipt images with a partial flag (suffix code) will be output when partial positive or shipped status is processed. When due-in quantity or stock number changes occur, a replacement receipt image will be produced.

9.69. Special Status Processing.

9.69.1. BN Status (Free Issue). To process BN status for RIC F (numeric) (numeric) only, the computer will do the following:

9.69.1.1. BN status for total due-in quantity. When the system receives a BN status for the total quantity on the due-in, the program will do the following:

9.69.1.1.1. Change the signal code to D and advice code to 2E in the due-in detail to show free issue.

9.69.1.1.2. If the budget code is Z, then update the materiel acquisition control record.

9.69.1.1.3. Create or change a status detail.

9.69.1.1.4. If the routing identifier code is different, change it on the due-in detail to the RIC on the input.

9.69.1.2. BN status for partial quantity with routing identifier codes (RIC) JLS, or D(xx). For these RIC, the program will do the following:

9.69.1.2.1. Change the signal code and advice code on the due-in detail to show free issue.

9.69.1.2.2. Decrease the requisition to show the free issue quantity.

9.69.1.2.3. If budget code is Z, then update the materiel acquisition control record (MACR) for the quantity originally requisitioned.

9.69.1.2.4. If the routing identifier code (RIC) is different, then change it on the due-in detail to match the RIC on the input.

9.69.1.3. BN Status for partial quantities for other RIC. For RIC other than JLS, and Dxx, when the program receives a BN status for partial quantities, it will output a 379 reject (see chapter 7).

9.69.1.4. Receipt. When the item is received, the receipt program will treat the requisition as nonfunded.

9.69.2. AE1/BJ-FS Status. A quantity adjustment (multiple issue quantity) generates AE1/BJ-FS status. If there is no difference in the unit of issue, these documents show that the supply source will ship the amount shown in positions 25-29. This amount is usually half adjusted. For example, for REQN 13, input status will be 10; for REQN 17, input will equal 20. In either case, the due-in will be changed to the amount on the input. The source transaction date in positions 62-64 must be more current than the DOLT on the due-in or the input will be ignored. The transaction will do the following:

9.69.2.1. Automatically adjust the due-in to the input status quantity.

9.69.2.2. Update the MACR for decreased or increased amount.

9.69.2.3. Produce a replacement receipt.

9.69.3. Response to AC1 Cancellation Requests. Process responses to AC1 cancellation requests as follows:

9.69.3.1. Response with B9 advice code. If the advice code in the response is B9, the program will store it as the current status and shift ZC/ZD to prior status positions.

9.69.3.2. Response with advice code not B9. If the advice code is not B9 and is more current than the present detail, the program will store it in the prior status field and ZC/ZD will remain as current.

9.69.3.3. Response equal to AU1. If the response is an AU1 (a reply to cancellation with shipped status data), the program will shift the ZC/ZD to the previous status field and place the mode code in the current field.

9.69.3.4. Response equal to AE1/B8 or AU1 shipped. If the reply was AE1/B8 or AU1 shipped, item records will be flagged for releveling to review other due-in details for cancellation attempts. The due-in detail for the AE1/B8 will be flagged with an S in the suppress cancellation flag field to suppress further cancellation requests for the requisition.

9.69.4. FQ Status. If the supply source is not compatible with the requisition fund and signal code, the Defense Automatic Addressing System (DAAS) will assign the correct codes. The correct codes will then route the requisition to the correct supply source.. DAAS notifies the requisitioning base through AE9/FQ status documents. When processed, these documents will do the following:

9.69.4.1. Modify the due-in to show the new fund code, signal code, and routing identifier (RIC).

9.69.4.2. Change the item record to show the new RIC and budget code.

9.69.4.3. Write a decrease and increase transaction history with corresponding MACR updates.

9.69.5. Part-Numbered Requisitions (A02)/A0B). The Defense Automatic Addressing System (DAAS) will send part-numbered requisitions it receives to the Defense Integrated Data System (DIDS) to see if the part number can be converted to an NSN.

9.69.5.1. Part number not converted. If the part-number requisition cannot be converted to an NSN, then DAAS will process it as a part-numbered requisition and pass it to the routing identifier code (RIC) in positions 4-6.

9.69.5.2. Processing time limit exceeded. If DIDS cannot process the part-number requisition in six hours, then DAAS will process it as a part-numbered requisition and pass it to the routing identifier code (RIC) in positions 4-6.

9.69.5.3. Part-number conversion. When an A02/A0B requisition is converted to a valid NSN, DAAS will change the requisition document identifier code (DIC) to A01/A0A and use normal DAAS routing/pass rules. The requisitioning base will receive AE9/BG status which will produce the following results when it is input:

9.69.5.3.1. FIL action. If the input stock number is not loaded, the program will automatically load an item record for the new NSN.

9.69.5.3.2. Record merge. If possible, the program will merge part-numbered records to the NSN records. If the merge FIC input produces a reject 137, Research will prepare an FIC to change the part-numbered item record to be compatible with the NSN record and then reprocess the AE9/BG document.

9.69.6. Supply Status for AWP Due-Ins. An S in the requirements computation flag field of the due-in detail identifies an awaiting parts (AWP) due-in. When the computer receives supply status for an AWP due-in, program control will do the following:

9.69.6.1. Status details. If status is being recorded and no status details exist, the new status will be recorded.

9.69.6.2. Estimated shipped date. If the estimated shipped date (positions 70-73) for the first supply status is greater than 45 days CONUS or 60 days overseas from the requisition date (positions 36-39), an X is stored in the 208-AWP-ACTION field of the status detail.

9.69.7. BV Status. Program control will process BV status as follows:

9.69.7.1. RIC equal to JBx. If BV status is received and the item record RIC equals JBx, the program will update the status. The unit price on updated based on the unit price in the item record will be positions 74-80 of the status input. This unit price is the last purchase price and may not be the actual price of the item supplied. If the BV status contains invalid data, or if the unit price equals the item record, no update action will be taken.

9.69.7.2. RIC not equal to JBx. If the RIC does not equal JBx, the unit price on the item record will not be updated.

9.69.8. Missing Information for Processing. If a requisition does not include enough information to complete the processing, the supply source must get the additional information from the requisitioner using the following:

9.69.8.1. Status request. The supply source will provide the requisitioner with an AEx with BD status code.

9.69.8.2. Suspended action. Until the requested information is received or until 30 days have passed, the supply source will stop any further action on the requisition.

9.69.8.3. Cancellation. If the supply source does not receive the additional information within 30 days, the requisition will be canceled using status code D3.

9.70. NAEW E-3A Component Supply Status.

9.70.1. General Processing. Processing supply status on the NATO Airborne Early Warning (NAEW) E-3A Component follows the procedures in this section with the exceptions listed below.

9.70.2. Generation of ABx Status Input. If a supply source within Europe can provide the item, the NATO Maintenance and Supply Agency (NAMSA) will generate an ABx status. Processing the ABx will produce the following results. (See **Attachment 9D-6** for supply status input format.)

9.70.2.1. Creation of MILSTRIP status detail. Processing an ABx status will create a MILSTRIP status detail with a status code of BV, an N in the E-3A flag field, and a purchase order number in the work order field. This detail will remain on file to keep a record of the purchase order number.

9.70.2.2. Output of DD Form 1348-1A. Whenever an ABx status is processed, the program will output a DD Form 1348-1A, Receiving Document. To maintain and process this output document, use the procedures for local purchase receiving outlined in chapter 10. (See **Attachment 9D-7** for the format of the DD Form 1348-1A.)

Section 9E—MONITORING PRIORITY REQUISITIONS.

9.71. Overview. This section details what is to be included in each of the six parts of the Priority Monitor Report. First, it provides a checklist for the Requisitioning Unit in their review of the report. Next, it

explains an alternative to the priority Monitor Report, the Priority Requirements Action List. Then it outlines procedures to be taken if Uniform Materiel Movement and Issue Priority System (UMMIPS) abuses are suspected. Finally, it details procedures for processing the Priority Monitor Report for engines.

9.72. The Priority Monitor Report (D18).

9.72.1. The Priority Monitor Report (D18) provides both base supply and supply customers with current management information about the status of priority requirements. This report also satisfies the DOD 4410.6 (UMMIPS) requirement, as outlined in volume 1, part 1, chapter 24, to review the assignment of priority designators. Finally, use this report to determine whether additional management actions are required to improve status and expedite delivery of the materiel. The Priority Monitor Report (D18) is normally processed daily. However, the Chief of Supply may determine the frequency if daily processing is not desired. It is composed of the following six parts:

9.72.2. Part One (Organization Codes V, G, or I). Part 1 consists of due-outs applicable to one of the following organization codes: V (vehicle maintenance), G (maintenance activities operating under AFI 21-114/21-101), or I (organizations reporting base usage for Initial Spares Support List (ISSL) update).

9.72.3. Part 2 (Precision Measurement Equipment Laboratories). Part two consists of due-outs applicable to Precision Measurement Equipment Laboratories, which are designated by the urgency justification codes (UJC) AO, BO, and CO.

9.72.4. Part 3 (Exceptions). Part 3 consists of due-outs not applicable to parts 1, 2, 4, 5, or 6.

9.72.5. Part 4 (TCTO). Part 4 consists of due-outs for TCTO and time change requirements, and UJC AU and BU.

9.72.6. Part 5). Part 5 consists of due-outs for CAMS/TICARRS/AMCMMIS tracked requirements.

9.72.7. Part 6 (DD of SAM). Part 6 consists of due-outs with a delivery destination (DD) of Special Asset Management (SAM).

9.73. Priority Monitor Report Checklist. The Requisitioning Unit should use the following checklist to review the Priority Monitor Report (D18):

9.73.1. Due-Outs without Due-Ins. Do all due-out details have corresponding due-ins? If not, discover the reason for each unpaired due-out and then load the due-in.

9.73.2. Due-Ins Without Valid Release Dates. Do all due-in details have a valid estimated release date status under inline followup schedules (see **Section 9F**). If not, contact Computer Operations for inline followup processing data and correct the status for all invalid due-ins.

9.73.3. Inappropriate Due-Outs. Do the classes of property listed in the Priority Monitor Report seem appropriate for each requesting organization and its associated priority requirement? For example, does the avionics shop have a 5510 (lumber) due-out? If any request seems inappropriate, contact the organization to confirm their requirement for that item.

9.74. Priority Requirements Action List (R01). Stock Control may process the R01 whenever personnel wish to identify priority requirements which need additional action. This report provides an alternative to the D18, D03, and D19 report because it reviews priority requirements in a different way. When Stock Control personnel process and review the R01, they need not review the D18, D03, and D19. See

chapter 6, attachment 6B-1 for R01 processing instructions and an explanation of what the available options and uses are.

9.75. Priority Monitor Report for Engines. The Priority Monitor Report for those engines in federal supply codes (FSC) 2810, 2835, 2840, and 2845 which are under control of the engine manager will be processed according to TO 00-20A-1, and AFI 21-104. Maintenance will furnish awaiting parts (AWP) cancellation requests to Base Supply.

9.76. Identifying Potential Problem Items.

9.76.1. Computer Review of Potential Problem Items. Good supply support requires the continuous screening and review of items necessary for base missions such as training personnel and flying aircraft. Item screening and review are done mostly by the computer, as follows:

9.76.1.1. Identifying potential problem items. The problem item flag is set during requirements computation when all of the following conditions are met:

9.76.1.1.1. The item is EOQ with an SPC of 1, 2, or 3, or has an ERRCD XFx or XDx.

9.76.1.1.2. On-hand serviceable balance is less than the computed safety level quantity.

9.76.1.1.3. The EDD of stock replenishment status minus the current date x the DDR minus the serviceable balance is greater than 0. If there are multiple stock replenishment status details, the best EDD is used.

EXAMPLE:

0148	stock replenishment EDD
- 0120	current date
= 28	
x.0025	DDR
= .07	
- 0	serviceable balance
0	<- result must be greater than 0

9.76.1.2. The problem item flag is also set when the stock replenishment due-in is older than 10 days with no status detail and the on-hand serviceable balance is less than the computed safety level quantity.

NOTE: When a stock number is flagged as a problem item, the 101-PROBLEM-ITEM will be set to a 1.

9.76.1.3. If the conditions listed are not met and the item is already flagged, the flag is blanked.

9.76.2. Problem Items in an ISG. The base master item will be the only item flagged when any of the items in the group (M and I relationships) are determined to be a potential problem.

9.76.3. Management Review of problem Items. Stock Control will establish a problem item analysis program to review item records identified with the problem item flag. Bases will use the R29, Problem Item List, or a locally developed computer program to select flagged records. They will then take necessary corrective actions to solve the problem. Guidance for Supply personnel to review problem

items is outlined below. These actions are in addition to the requirements listed in chapter 17, section 17A.

9.76.3.1. If potential problem items are stocked, determine the following:

9.76.3.1.1. Are the items to be replenished on order?

9.76.3.1.2. How does the amount of stock on hand affect the mission of your base?

9.76.3.1.3. Are there old due-ins with a shipped status which should have been received?

9.76.3.1.4. Are DIFM items moving through the repair cycle based on the assigned MPC?

9.76.3.1.5. Are AWP bit and piece requirements on order?

9.76.3.1.6. Are HQ AFMC critical and base-intensive items going through the repair cycle as quickly as possible?

9.76.3.2. If potential problem items are not stocked and have a MICAP condition (cause code A-D), take the following actions:

9.76.3.2.1. Verify that enough research has been conducted to make sure that the requirement has not been submitted on a part number, or on an unlinked interchangeable or substitute stock number for which items are on hand.

9.76.3.2.2. Review cause code B, EOQ items, together with the responsible materiel control and maintenance specialist, to determine whether 1) future demands can be anticipated; and 2) establishment of bench stock levels is appropriate.

9.76.3.2.3. Review cause code C to determine the external decision to restrict stocking the item at base level. Submit requests to increase the stock level to AFMC/IM/SM as necessary. If necessary, question item manager about the possibility of stocking the item again.

9.76.3.2.4. Review cause code D to determine the validity of the decision to stop stocking the item.

Section 9F—REQUISITION INLINE FOLLOWUP.

9.77. Overview.

9.77.1. Section Summary. This section describes the actions of the inline followup program. It lists the schedules for the output of followups to ensure that supplying activities are responding to requisitions and excess report details. The section also describes how offline followup action may be performed by telephone, DDN, and the supply assistance request message.

9.77.2. Details Monitored by the Program. The following details are checked by the inline followup program and have schedules listed in this section:

9.77.2.1. Due-in details, except the following:

9.77.2.1.1. Project Code 175 due-ins, indicating MAJCOM authorization (the use of this project code must provide followup procedures).

9.77.2.1.2. Nonautomated contracting local purchase due-ins.

9.77.2.1.3. Shipment status due-ins (see **Section 9L**). Followup will create a Status Followup MILSTRIP Detail (208) for due-ins that have Shipment status details due to partial receipt processed so that the remaining quantity can be followup.

9.77.2.2. Excess reported details.

9.77.2.3. Shipped-not-credited (SNC) details.

9.77.2.4. Shipment suspense details.

9.78. The Inline Followup Program.

9.78.1. The inline followup program should be run daily to ensure that there is equalization of output for the source of supply and Base Contracting. The followup program logic will only followup on the due-in, excess, shipment suspense, shipped-not-credited, unserviceable due-in from maintenance (DIFM), and DIFM details that exceed the age criteria. The followup age criteria are specified in this chapter, based on type detail.

9.78.2. RPS Operator Actions. The RPS operator can run the program independent of the releveling and file status programs. To run the program, the RPS operator will perform the following actions:

9.78.2.1. To begin the followup, prepare and process a DAY input with RF in positions 5-6. The program will then locate the next database key available in the special control record.

9.78.2.2. To end the follow-up, for any reason, prepare and process a DAY input with SF in positions 5-6. The followup action will be suppressed until another DAY input with RF in positions 5-6 is processed.

9.78.3. Program Control Actions. When follow up is completed, an F030 management notice is provided to show the date and time of completion.

9.79. Followup for Services Managed Due-Ins Without Status.

9.79.1. This paragraph concerns followups for due-in details without supply status which are for the following items: 1) AFMC, DLA, GSA, and other services managed items; and 2) items requisitioned from D series routing identifiers. These due-ins are categorized as follows:

9.79.2. Due-Ins with NSN or REX Code 5. For due-ins without source of supply status which have a national stock number (NSN) or a requisition exception code (REX) of 5, a followup will be created under program control. The followup will be based on the media and status (M&S) code and the priority group loaded for each type account code and system designator. The initial and subsequent followups are listed in the table below.

NOTES:

Before it is forwarded to the source of supply, an AT5/ATE must be captured and completed with the original requisition (A05/A0E) exception data.

Table 9.5. Followup Identifiers.

OVERSEAS	CONUS	CONDITION
AT1	ATA	NSN
AT2	ATB	Manufacturer's part number

OVERSEAS	CONUS	CONDITION
AT5	ATE	Nonstock number or part number and exceptions
AT7		DOD-dependent schools

The schedules for the followups will be based on the following supply status:

9.79.2.1. 100 percent status. The M&S codes which designate 100 percent status are as follows: B, C, D, E, F, G, S, T, U, V, W, and X. If 100 percent status is required, followups will be created under program control as follows:

9.79.2.1.1. Priorities 01-08 -- 4 days after the date requisitioned.

9.79.2.1.2. Priorities 09-15 -- 8 days after the date requisitioned.

9.79.2.2. Exception status. The M&S codes which designate exception supply status are as follows: 2, 3, 4, 5, 6, 7, K, L, M, N, R, and P. For exception supply status, followups are created under program control according to the following schedule:

9.79.2.2.1. Priorities 01-03 -- 7 days after the requisition date.

9.79.2.2.2. Priorities 04-08 -- 9 days after the requisition date.

9.79.2.2.3. Priorities 09-15 -- 22 days after the requisition date.

9.79.3. Due-Ins with non-NSN and REX Code 5. If the fifth position of a due-in stock number is alpha, then the number is not a national stock number (NSN). Initial followups for items with non-NSN stock numbers and with REX code 5 are created under the following schedules:

9.79.3.1. Priority 01-03 -- 10 days after the requisition date.

9.79.3.2. Priority 04-08 -- 15 days after the requisition date.

9.79.3.3. Priority 09-15 -- 20 days after the requisition date.

9.80. Followup for Services Managed Due-Ins Without Cancellation Request Status.

9.80.1. This paragraph concerns the followups for services managed and D series RIC due-ins with a supply status which is not a cancellation request. A request for cancellation is designated by a status of B9, ZC, and ZD. The followups are as follows:

9.80.2. Initial Followups. Followups (AF1) will be created under program control under the following schedules:

9.80.2.1. Priorities 01-08 -- 3 days after the estimated delivery date.

9.80.2.2. Priorities 09-15 -- 6 days after the estimated delivery date.

9.80.3. Subsequent Followups. Subsequent followup (AF1) program actions will be based on the status detail's date of last transaction (DOLT) as follows:

9.80.3.1. Priorities 01-03 -- TRIC ARC will be produced every 5 days until offline action is taken.

9.80.3.2. Priorities 04-08 -- The second followup (AF1) will be produced 5 days after the first followup. Later followup actions will be in the ARC format. These outputs will be produced every 5 days until offline action is taken.

9.80.3.3. Priorities 09-15 -- The second and third followups will be created 10 days after the previous followup. If no reply is received from the first, second, or third followups, and no due-outs or ISSL/NASSL/MSSL exist, the due-in will be deleted under program control (status code Z7) and the item record will be flagged for releveling action.

NOTE: If AE1 status is processed, the program followup counter will be shifted to the previous status field and the followup will be restarted based on the revised estimated delivery date (EDD).

9.81. Followup for Services Managed Due-Ins with Cancellation Request Status.

9.81.1. This paragraph concerns the followups for services managed and D series RIC due-ins with cancellation request supply status, designated by B9, ZC, and ZD. The followups are created and deleted under program control as follows:

9.81.2. Creation. If a response is not received to a cancellation request (AC1), a followup for the cancellation will be created when the DOLT of the detail is 10 days old. A second followup will be created 10 days after the first followup.

9.81.3. Deletion. If no reply is received to the second followup request, the due-in will be deleted (status code Z7).

9.82. Automatic Cancellation Actions for Services Managed Due-Ins. If automatic cancellation action is taken for a services managed or D series RIC due-in, the program will create a MILSTRIP status output (AE1) with status code Z7. The program will interface with program NGV592 to delete the due-in and all status details. If a billed-not-received BNR status detail exists and is in the computer, then the program will create a claims receivable detail if either of the following conditions exist:

9.82.1. OSSF/DLA Items. A BNR detail is in the computer for an operating system stock fund (OSSF)/Defense Logistics Agency (DLA) item which has a value greater than $100.

9.82.2. GSA Items. A BNR detail is in the computer for a General Services Administration (GSA) item which has a value greater than $25.

9.83. ARC Output for Services Managed Due-Ins.

9.83.1. Creation. An ARC output with an ATx (followup reinstatement code) in positions 71-72 is for an Air Force Materiel Command (AFMC), DLA, GSA, or other services managed requirement. The inline followup program will produce an ATx for nonautomated contracting items. (See **Attachment 9F-2** for the output format.) The program will produce an ARC if either of the following conditions exists:

9.83.1.1. A priority group I item has a second or subsequent followup and its status detail is in the computer.

9.83.1.2. A priority group II item has a third or subsequent followup and its status detail is in the computer.

9.83.2. Processing. Stock Control personnel must process an ARC status update within 5 days or another ARC will be output. They will perform the following actions on ARC outputs:

9.83.2.1. To change the DIC. If the due-in is still valid, enter blanks in positions 71-72 and enter the appropriate document identifier code (DIC) as shown in the table below:

Table 9.6. Document Identifier Code (DIC).

OVERSEAS	CONUS	CONDITION
AT1	ATA	NSN
AT2	ATB	Manufacturer's part number
AT4	ATD	NC/ND or K stock number
AT5	ATE	Remarks 1348-1 or In-Use

9.83.2.2. To reinstate a requisition. If the document date for a requisition is less than 120 days old, submit an ATx to cause the source of supply to reinstate the requisition (see volume 3, part 3, chapter 6). Before submitting it, however, keep in mind that the ATx could result in duplicate shipments and billings.

9.83.2.3. To cancel a requisition. If a requirement no longer exists, submit a due-in cancellation request input (AC1) to the source of supply.

9.84. Followup for Lateral Support Due-Ins. Lateral support due-ins are designated by the routing identifier code (RIC) JLS. The programs will create initial followups on lateral support due-ins according to the following schedules:

9.84.1. Priority 01-08 -- 25 days after the requisition date.

9.84.2. Priority 09-15 -- 35 days after the requisition date. Later followup action will be taken.

9.85. Followup for Local Purchase Due-Ins. Followups for local purchase due-in details which are not from the Standard Procurement System (SPS, Formerly BCAS) will be generated with program NGV584. The followup for local purchase details from SPS (Formerly CIAPS/BCAS) will use the format (see **Attachment 9F-1**). The followups for local purchase SPS (Formerly CIAPS/BCAS) due-ins will be as follows:

9.85.1. For Due-Ins without Status. The program will create initial followups as shown in the following table. If a due-in for an NSN or other REX code 5 item has no source of supply status, the program will output a followup ATx (1, 2, 5, 7, A, B, or E). The date of the followup will be based on the priority group, requisition date (RD), and DOLT.

PRIORITY GROUP	1ST ATx	2ND ATx	ARC
I	RD + 5	DOLT + 4	DOLT + 4
II	RD + 10	DOLT + 4	DOLT + 4
III	RD + 10	DOLT + 7	DOLT + 7

9.85.2. For Due-Ins with Status. The program will create first and subsequent followups for due-ins with supply status other than B9, ZC, and ZD as shown in the table below. The date of the followup will be based on the priority group, estimated delivery date (EDD), and DOLT. The DOLT/date of last followup will be used for all subsequent followups.

PRIORITY GROUP	1ST AF1	2ND AF1	ARC
I	EDD + 4	DOLT + 4	DOLT + 4

II	EDD + 4 DOLT + 4 DOLT + 4
III	EDD + 7 DOLT + 7 DOLT + 7

9.85.3. For Due-Ins with Cancellation Request Status. Cancellation request supply status for due-ins is designated by B9, ZC, and ZD. The first followup (AK1) and each subsequent followup (ARC) for cancellation request due-ins in the computer will be created on DOLT + 10, regardless of their priority group.

9.86. ARC Output for Local Purchase Due-Ins.

9.86.1. ARC Output. TRIC ARC are created on the third followup for local purchase SPS (Formerly CIAPS/BCAS) items. Position 71 will be blank and positions 72-76 will contain the purchase order number. If Base Contracting has not replied to followups by the computer within the schedules, then the ARC will be output by the computer and forwarded to Stock Control. SPS (Formerly CIAPS/BCAS) does not accept the DIC ARC.

9.86.2. ARC Processing. ARC outputs for SPS (Formerly CIAPS/BCAS) requirements are processed as follows:

9.86.2.1. Stock Control actions. Stock Control personnel will contact Base Contracting to obtain status for the ARC outputs or Stock Control will process a TRIC LCC input to cancel the due-in. (See **Attachment 9J-6** for the LCC.) Establish local procedures between Stock Control and Base Contracting to ensure prompt replies to SBSS followup requests.

9.86.2.2. Program actions. Once an ARC has been output, no followup (AF1) action will be taken on the requisition. An ARC output is created every 10 days until an updated status is processed or the requisition is canceled.

9.87. Followup for Local Manufacture Due-Ins. Local manufacture due-in details are designated by JBD, JBL, JBT, and JBE. If followup action is required, management notice F458 will be output. The program will create followups if any of the following conditions exist:

9.87.1. Without Status. If the local manufacture due-in has no status detail, a followup will be created 10 days after the requisition date.

9.87.2. With Status. If the due-in does have supply status, a followup will be created 10 days after expiration of the estimated delivery date (EDD).

9.87.3. No First Followup Reply. If no reply has been received within 10 days of the first followup, a second followup will be created.

9.87.4. No Second Followup Reply. If no reply is received within the 10 days following the second followup, automatic cancellation action will be taken and management notice F458 will be output.

9.88. Reserved for Future Use.

9.89. Followup for Excess Reported Details.

9.89.1. Followup for excess reported assets will be reflected on two different type details. Followup will be accomplished by type detail.

9.89.2. Serviceable Assets. Serviceable excess assets will be reflected on the Excess Report Detail (206). The program will create a followup (FTF) for those excess details when the excess report is

greater than 30 days old (002-JULIAN-DATE minus the 206-DATE-OF-LAST-TRANSACTION). If disposition is not received within 15 days (002-JULIAN-DATE minus 206-FOLLOWUP-DATE), the excess detail is flagged for deletion (X in 206-FLP-FLG). If disposition is not received within 15 days after the followup (002-JULIAN-DATE minus 206-FOLLOWUP-DATE) and the excess has been identified for deletion, the detail will be deleted and the item record will be flagged to be re-reported.

9.89.3. Unserviceable Assets. Unserviceable excess assets will be reflected on the DIFM Unserviceable Detail (204). The program will create an AFRAMPS transaction history (TTPC 4G DOCID FUP) when the DIFM Unserviceable Detail record (204) contains a D in the unserviceable status code, and the disposition has not been received in 15 days (002-JULIAN-DATE minus the 204-DISPO-ADR-DATE). This will result in the item being reported through the Daily AFRAMPS Report (D28).

9.90. Followup for Shipment Suspense Details.

9.90.1. A shipment suspense input (SSC) is processed to update the date shipped and transportation control number (TCN) fields of a shipment suspense detail (see chapter 18, section 18E). If the SSC has been input, the program will use the following schedule:

9.90.2. CONUS Shipments. Suspense details for CONUS shipments will be deleted 60 days after the date shipped.

9.90.3. Overseas Shipments. Suspense details for overseas shipments will be deleted 120 days after the date shipped.

9.90.4. DRMO Shipments. Suspense details for serviceable property shipments which have been transferred to the DRMO will be deleted 120 days after the date shipped.

9.90.5. CMOS Shipments. If the base or satellite is operating under Cargo Movement Operations System (CMOS) procedures (see chapter 8).

9.91. Followup for Shipped-Not-Credited Details.

9.91.1. Shipped-not-credited (SNC) details are designated by type detail and type SNC flag of C blank. If an SNC detail is shipped under the materiel returns program, an FTT will be created (see **Attachment 9F-4** for the format). An FTT is a followup for an inventory control point/item manager (ICP/IM) materiel receipt status. (When an FTR with status code TU has been processed, followup will output an I042 MGT instead of the FTT.)

9.91.2. Creation. The program will create an FTT or I042 Management Notice under the following conditions:

9.91.2.1. First followup. The first followup will be created when the date shipped is more than 70 days (CONUS) or 130 days (overseas) old.

9.91.2.2. Second through fourth followups. The second, third, and fourth followups will be created when the FLP date is more than 30 days old.

9.91.2.3. Subsequent followups. After the fourth followup has been created, subsequent followups will be created when the FLP date is more than 60 days old.

9.91.3. Deletion. The program will delete a shipped-not-credited detail when the date shipped is more than 360 days old.

9.91.4. CMOS Procedures. If the base or satellite is operating under Cargo Movement Operations System (CMOS) procedures (see chapter 8).

9.92. Material Support Division (MSD) (Budget Code 8) XD2 DIFM Assets. MSD XD2 assets will be reflected on Due-In From Maintenance Detail Record (203). These assets will be reviewed during inline followup to determine if they have been in a maintenance activity in excess of 60 days. The 60-day criteria is computed based on the following:

- The current 002-JULIAN-DATE,
- Minus the 203-ISSUE-DUO-RELEASE date,
- Minus the 203-AWP-DAYS,
- Minus the 203-DELAYED-OTHER-DAYS,
- DIFM status code other than MWI, PDM, CTR, AWP, DWP, TCG, TOC, or (NN)P.

If these conditions are met, there will be a transaction history (TTPC 7Y DOCID 1PU) created which will result in the customer being charged the 022-Markup-price and the DIFM Status Flag will be changed to a 4. At time of turn-in, the following credit will be granted: If the condition is serviceable, the 101-STANDARD-PRICE will be used. If the item is unserviceable, the 022-Filler-1 will be used.

9.93. Followup on Special Level Details for AFMC Managed XD(x) Assets.

9.93.1. Action Determination. The followup program will scan the 216-SPECIAL-LEVEL-DETAILS. If the 216-CONFIRMED-FLAG is equal to a Y, then no action will be taken. If 216-CONFIRMED-FLAG is equal to an N, the program will determine if followup action is required.

9.93.2. 216-CONFIRMED-FLAG is equal to an N. If the 216-CONFIRMED-FLAG is equal to an N and the 216-DOCUMENT-NBR-DATE is older than 7 days, the 216-DATE-OF-LAST-FOLLOWUP will be checked. If 216- DATE-OF-LAST-FOLLOWUP is blank, an XE4 image will be created and the 216-FOLLOWUP-FLAG will be set to 1. The current ordinal date will be stored in the 216-DATE-OF-LAST-FOLLOWUP. If the 216-DATE-OF-LAST-FOLLOWUP is not blank, it will be compared to determine if it is greater than 30 days old. A compare will be made against the 216-FOLLOWUP-FLAG; if it is equal to a 3, an F495 management notice will be created for off-line followup action. If the 216-FOLLOWUP-FLAG is not equal to a 3, an XE4 followup will be created and the 216-FOLLOWUP-FLAG will increase by 1 and the current ordinal date will be stored in the 216- DATE-OF-LAST-FOLLOWUP.

9.93.3. If the 216-TYPE-LEVEL-FLAG equals F and the 216-DATE-OF-APPROVAL is greater than 120 days, an XCC will be generated and the 216-RECONCILATION-FLAG will be updated with an A. The computer will generate a F152 management notice instead of an XCC when an ISG source code 9 is loaded against an item record in the ISG. Offline followup will be required by manually generating an XCC to AFMC. If the 216-TYPE-LEVEL-FLAG is equal to an F and the 216-DATE-OF-APPROVAL is greater than 180 days, an XCC will be generated and the 216-RECONCILATION-FLAG will be updated with a B. If a source code 9 is loaded against an item in the ISG, the F152 management notice will be produced as stated above and offline followup will be required. If the 216-TYPE-LEVEL-FLAG equals an F and the 216-DATE-OF-APPROVAL is greater than 210 days, an XCC with 99999 in the quantity field and a T in position 42 will be generated and the 216 detail will be deleted.

9.94. Requesting Improved Status With the AFC.

9.94.1. Use of the AFC. When priority 01-08 requisitions have an unsatisfactory estimated availability date (EAD) or estimated shipment date (ESD), an AFC may be submitted to the item manager to request the status be improved. When an AFC is received by the source of supply, a management notice is produced and forwarded to the item manager for manual review and processing action in order to improve the supply status of the requisition.

9.94.2. Invalid use of the AFC.

9.94.2.1. Because the AFC is a manual process for the item manager, bases will not implement any local procedures which may overload the depot system and item manager. Also, bases will not develop any local program which indiscriminately generates AFC followups. The AFC should only be used after management personnel have reviewed and certified the status as having an unsatisfactory EAD/ESD.

9.94.2.2. Local manufacture due-ins. Do not use the AFC for local manufacture due-ins which have a routing identifier of JBD, JBE, or JBT. The computer will not update the due-in record for local manufacture requirements or produce any AFC output.

9.94.3. AFC Processing. Stock Control personnel will perform the following actions:

9.94.3.1. Input the AFC using the format outlined in **Attachment 9F-1.**

9.94.4. Program Results. The requisition inline program will do the following:

9.94.4.1. Create status details. Status details established as a result of processing an AFC input will have a C placed in the reconciliation flag field of the detail. No internal action will be taken or output produced if the AFC is processed against a billed-not-received (BNR) detail or if a ship status is in the computer.

9.94.4.2. Output AFC followups. If external follow-up to the item manager was performed (via phone, message, e-mail etc) and need only update the status detail record to identify follow-up was sent then do not put AFC in positions 78-80 of the input AFC.

9.95. Telephone Offline Followup. This paragraph concerns all AF and contractor activities. It applies equally to Defense Logistics Agency (DLA) and General Services Administration (GSA) managed items. It does not apply to international logistics requests or Serialized Control and Reporting System (SCARS) requests which generate as a result of SCARS daily reporting (see volume 1, part 1, chapter 13). The priority monitor will prepare a status input to record status data received from the supply activity by telephone. Requests for status and followup actions by telephone are authorized only under the following conditions:

9.95.1. Special Projects. Certain special projects managed largely outside the normal logistics system will be authorized for telephone followup. See volume 1, part 1, chapter 24, attachment A-5 for qualifying projects.

9.95.2. Sensitive Mission Operations. Certain specified operations involving limited numbers of aircraft and highly sensitive missions will be authorized for telephone followup. Currently, this category is limited to all organizations and projects assigned a force activity designator (FAD) I, to the 89 MAW, Night Watch and Speckled Trout. Any additions must be specifically approved by HQ USAF/ILSP.

9.95.3. High Priority Materiel Requirements. Priority 01-08 requirements for materiel needed to maintain total base operation capability will be authorized for telephone followup. Examples include fuel system components, mission critical communications systems, and runway barriers. These calls will be made only by major command Logistics Readiness Centers (LRCs) or by similar activities at the MAJCOM level.

9.95.4. Aircraft MICAP. Mission Capability (MICAP) requirements for aircraft in a ferry status will be authorized for telephone followup. One example is the ACC Air Delivery Group operations.

9.95.5. AF Contractors. Contractors performing under AF contracts who do not have access to DDN, advanced record system (ARS), message, or similar capability will be authorized for telephone followup.

9.95.6. MICAP with Unreceived Status. All priority 01-03 MICAP requirements for which status has not been received after 48 hours will be authorized for telephone followup.

9.95.7. MICAP with Unreceived Shipping Data. All priority designator 01-03 MICAP requirements which have not received the date and mode of shipment within 24 hours after receiving supply status BA, BH, or BL will be authorized for telephone followup.

9.95.8. LRC Followups. Major command Logistics Readiness Center (LRC) followups will be authorized for telephone followup if status information is essential to scheduling decisions involving missions of national importance.

9.96. Supply Assistance Request Message Offline Followup. For the Supply Assistance Request Message, see volume 1, part 1, chapter 1, section E, for background detail. Prior to submitting supply assistance requests for items in the Air Force Critical Item program, access the WSMIS-SAV database or other similar web based tools to review the latest information contained in the approved AFMC get-well plan (AFMC Form 74). Under normal circumstances, this data is available 24-hours per day, 7-days per week, since get-well plans are comprehensive in nature and are approved by senior management. This may preclude originating supply assistance correspondence. However, if the get-well date slips or the plan does not come to fruition, prepare and submit the supply assistance message and indicate specific concern(s) with the existing plan. (See **Attachment 9F-5** for the MILSTRIP message format.)

9.97. Consolidated Followup. If the maximum number of status details (18) are in the computer, or if a followup is desired for the total due-in quantity, Stock Control personnel may process an FLP input with an asterisk (*) in position 54 and AF1 in positions 78-80. (See **Attachment 9F-1** for input format.) The program will perform the following actions:

9.97.1. Delete Status Details. The program will delete all status detail records except billed-not-received (BNR) and local purchase details. It will match the requisition number in positions 30-43 of the input FLP.

9.97.2. Create a Followup. Once the details are deleted, the program will create a followup detail (99) to record the followup action.

Section 9G—DUE-IN/DUE-OUT UPDATE (DIT).

9.98. Overview. This section describes the due-in/due-out update (DIT) program. Stock Control uses the DIT to change the data fields of due-in and due-out detail records. This section details the DIT input and output formats. It also describes the effects of DIT processing.

9.99. DIT Input.

9.99.1. Due-in/due-out update (DIT) inputs will be prepared (see **Attachment 9G-1**), and may be processed through the RPS or through terminals.

9.99.2. Due-In Field Changes. DIT inputs can be used to change any or all of the following fields on due-in detail records:

9.99.2.1. Project code.

9.99.2.2. Priority designator.

9.99.2.3. Required delivery date.

9.99.2.4. Special requirements flag.

9.99.2.5. Due-out document number.

9.99.2.6. Advice code.

9.99.2.7. Supplementary address.

9.99.3. Due-Out Field Changes. DIT inputs can be used to change any or all of the following fields on due-out detail records:

9.99.3.1. Transaction exception code.

9.99.3.2. Authority for issue flag

9.99.3.3. Force activity designator

9.99.3.4. Supplementary address

9.99.3.5. Due-in document number

9.99.3.6. Urgency justification code

9.99.3.7. Mark-for

9.100. DIT Output.

9.100.1. Print-Out. If the DIT input is processed through the RPS, then only reject messages will be output. If the input is processed through a terminal, then either reject messages or management notice I006 (INPUT ACCEPTED) will be printed back to the input terminal.

9.100.2. Requisition Modifier Documents. The program produces a requisition modifier document if the DIT input is processed to change any of the following: force activity designator, urgency justification code, due-in supplementary address, advice code, priority designator, or required delivery date. (See **Section 9A** for a list of document identifier codes.) Special DIT inputs will be necessary if the following conditions apply:

9.100.2.1. The RIC has changed. The requisition modifier document will contain a due-in detail routing identifier code (RIC). If the last known source of supply RIC is not the same as the due-in RIC, then follow the procedures in **Section 9A**.

9.100.2.2. Exception data are required. If exception data are to be included on the requisition modifier document, then process the DIT input with an E in position 65. The output document will be AME/5 and will be forwarded to Stock Control from the RPS/main system.

9.101. DIT Processing Effects On Due-Ins and Due-Outs.

9.101.1. Effects to Due-Ins Without Due-Outs. If the DIT input is to change a due-in detail which has no corresponding due-out, then the input must contain a requisition number in positions 36-43. The due-in detail will be changed to the data in the DIT input.

9.101.2. Effects to Corresponding Due-Ins and Due-Outs. If DIT processing changes a due-in/due-out detail, it will also automatically update the corresponding due-out/due-in. For example, if the due-out urgency justification code (UJC) is changed, the corresponding due-in priority designator will be updated as well.

9.101.3. Changes to Linked and Unlinked Due-Ins and Due-Outs. If the DIT input contains both a due-out document number and a requisition number, the due-in and due-out details will be linked. To unlink details, process a DIT input with an asterisk (*) in position 36 or 67. This will also change the due-out detail to memo. When the DIT input is processed (thus changing an existing due-out from a non-AWP UJC to UJC AR or BR), a B9(x) AWP reporting start transaction will be produced. When changing an existing due-out from UJC AR or BR to a non-AWP UJC, a B9(x) AWP reporting stop transaction will be produced (see chapter 17, attachments 17B-7 and 17B-8).

9.101.4. Priority Changes to Due-Ins. If the DIT input is to add a due-out document number to a due-in detail, or if the DIT input is to change a due-in with a due-out document number, then the program may also change the priority. Regardless of the input, DIT processing will automatically convert the due-out detail urgency justification code (UJC) and force activity designator (FAD) to a requisition priority. The DIT will use this requisition priority to update the due-in detail. Therefore, the possibility exists that DIT processing may change the due-in priority, even though no change was made to the due-out detail UJC or FAD.

9.102. Additional DIT Processing Effects.

9.102.1. Transaction Histories. The DIT will write a change-to and a change-from transaction history for priority 1-10 requisitions which have at least one of the following fields changed after processing: due-in project code, due-in priority, due-out document number, required delivery date, UJC, and FAD. The DIT will automatically update the due-in date of last transaction (DOLT) to that of the transaction history; it will not change the due-out and item record DOLTs. If the due-out has no due-in, 9s will fill the due-in fields of the transaction history.

9.102.2. Item Record Priority Upgrade. If DIT processing results in the upgrade of a due-out detail UJC, it will also automatically upgrade the related item record stockage priority code, if applicable. DIT processing will never result in the downgrading of an item record stockage priority code.

9.102.3. Serial-DOD Set Change. A due-out detail is in a serial-Department of Defense (DOD) set if it contains a serial number in its mark-for field (see chapter 11, attachment 11A-4 for background). If DIT processing changes the serial number and/or standard reporting designator (SRD) of a serial-DOD set due-out, and that due-out is compatible with the edits for serial number records, then the following occurs: The due-out detail will be removed from the old-serial DOD set and added to the new set. If no other due-outs exist for the old SRD/serial number, the DIT will automatically delete the serial number record.

9.103. Updating Lateral Support Details.

9.103.1. The Effects of Updating a Lateral Requisition Detail. When a lateral requisition due-in is updated, an AMx is output and sent to the lateral base. At the lateral base, the AMx is input and internally converted to a DIT and processed. DIT processing checks for a matching lateral requisition due-out or a shipment suspense detail. If a matching lateral requisition due-out is found, the program compares the record data to the DIT input for possible changes. If no lateral requisition due-out exists but a matching shipment suspense detail with TCN shipment data is found, the program outputs an AS1. If the shipment suspense record is found but lacks TCN shipment data, an AE1 with BA status is output. The AS1 or AE1 is sent to the originating base.

9.103.2. AMx Input Routing Identifier Logic. The input routing identifier is used to find the lateral detail regardless of the input system designator. The base constants record is searched for the routing identifier and the corresponding system designator is used to locate the lateral detail. If the routing identifier is not located on the base constants record, an AE1 is output with BF status and sent to the originating base.

Section 9H—ASSIGNMENT OF AIR FORCE CONTINGENCY AND JCS PROJECT CODES TO STOCK AND KIT REPLENISHMENT REQUISITIONS.

9.104. Overview.

9.104.1. Section Summary. This section describes the rules and actions performed to determine whether an Air Force contingency project code (7xx) or JCS project code (9xx) is authorized for assignment to stock and kit replenishment requisitions.

9.104.2. Assigning Contingency and JCS Project Flags and Project Codes.

9.104.2.1. Policy/Authorized Use/Approval of JCS project flags. In order to make better repair and distribution decisions given scarce resources, the Air Force has authorized the use of a contingency/JCS project flags and codes under various circumstances. The contingency/JCS project flag identifies the portion (100 percent, 50 percent, or a quantity of 1) of the kit authorized quantity or peacetime level (100 percent or a quantity of 1) quantity that is eligible for the assignment of the JCS project code. Assigning the JCS project code to requisitions ensures they receive priority treatment when making repair and distribution decisions by the wholesale inventory control point.

9.104.2.2. Use of contingency/JCS project flag to tasked kit segments or peacetime levels. To help enforce the new JCS policy, MAJCOMs, Regionalized Supply Squadrons (RSS), along with the War Readiness Sections, must ensure the JCS project flag is only assigned to tasked kit segments or POS levels. Inappropriate assignment of a JCS project flag to non-tasked kit segments and POS levels dilutes the value of the JCS project flag and adds little value to the redistribution decisions by the Inventory Control Point (ICP) for JCS project coded requisitions.

9.104.2.2.1. Project flag A. Authorized for use by units engaged in combat or where combat is imminent. During re-supply requisitioning for the RSP or POS, 100 percent of the authorized quantity for a tasked inventory segment (i.e. peacetime operating stock or readiness spares kit authorization) is authorized a JCS project code. The ’A’ flag is authorized at the stock number and readiness spares package (RSP) authorization levels. Air Expeditionary Forces (AEF) and other steady state operations are not authorized the assignment of the ‘A’ flag. HQ USAF/ILGP is the approval authority for assignment of the ‘A’ flag.

9.104.2.2.2. Project flag B. Authorized for use by units not actively engaged, but preparing to engage in air operations. During re-supply requisitioning for the RSP, use of a JCS project code is authorized when the on-hand and due-in quantities with JCS project code is 50 percent or less of the authorized quantity. The 'B' flag is only authorized at the RSP authorization levels (airborne and non-airborne mobility readiness spares packages, in-place readiness spares packages, and high-priority mission support kits). It is not authorized for assignment at the stock number level. HQ USAF/ILGP is the approval authority for assignment of the 'B' flag.

NOTE: Air Force Special Operations Command (AFSOC) units except for 193 SOS are authorized the assignment of the 'B' flag for steady state operations.

9.104.2.2.3. JCS project flag C. Authorized for use by units not actively engaged, but enforcing a no-fly zone with an established re-supply pipeline. During re-supply requisitioning for the RSP or POS (or both), use of a JCS project code is only authorized for a single due-in. The 'C' flag is authorized at the stock number and readiness spares package (RSP) authorization levels. Assignment of the 'C' flag is authorized, up to but not earlier than 30 days before the scheduled deployment. There are no exceptions to this 30-day rule assignment. The approval level for the 'C' flag is at the base or local discretion (Stock Control, Regionalized Supply Squadron (RSS), etc).

9.104.3. Procedures for assigning project flags and codes. Supply personnel are authorized to load the project flags A and C, to stock numbers or A, B, and C, to MRSP/IRSP control records using the methods listed below.

9.104.3.1. Assignment of JCS Project Flags to Stock number and MRSP/IRSP Control Records. The Stock Control Requisitioning Section or the War Readiness Section, in coordination with the supported MAJCOM, will determine the range of items to assign the project flags. For RSP authorizations, the project flags and project codes will be assigned consistent with Air Force policy to specific RSP segments (see chapter 26 for specific procedures for assigning project flags and project codes to IRSP/MRSP/HPMSK segments).

9.104.3.2. Assigning project flags to stock numbers. Use TRIC CPF (screen 400) to load, change, or delete a JCS project flag and JCS project code to a stock number. You must assign both a JCS project flag and JCS project code to the stock number, otherwise, the CPF transaction will reject. If the stock number is part of an Interchangeable & Substitute Group, the system will automatically assign the JCS project flag and JCS project code to all M and I coded stock numbers in the I&SG. However, for bachelor stock numbers and S coded (substitute) items, the system will assign the JCS project flag and JCS project code only to the input stock number.

9.104.4. Rules for assignment of contingency/JCS project code to RSP and stock replenishment requisitions during inline processing. During the requisitioning process (for POS or RSP replenishment), the SBSS performs a JCS authorized quantity calculation and determines if the total asset position is equal to less than the total authorized JCS level. In order for the SBSS to determine if the replenishment requisition quantity is authorized the use of JCS project code, it calculates the following—Authorized JCS Level, Total Assets, and Total Requirements. The authorized JCS level is the sum of the A, B, and C flagged authorized and POS level quantity. It is compared to the sum of the assets and JCS due-in quantities; when the sum of the assets and JCS due-in quantities is less than the computed JCS authorized level, a JCS project code is assigned to the replenishment requisitions. The

remaining quantity (the quantity above the JCS authorize level) will be requisitioned but with the other appropriate project code, if applicable.

9.104.4.1. Determining Authorized JCS Level. The authorized JCS level represents the total (by stock number) quantity for the stock number (POS level) and kit authorizations that have a JCS project flag assigned. One authorized JCS level is computed for all M&I coded stock numbers assigned to an I&SG.

9.104.4.2. SBSS Logic Used to Determine When to Assign a JCS Project Code to Due-Ins and Requisitions. The SBSS assigns a JCS project code (9xx or 7xx) to due-ins and requisitions when: [the on-hand balance (item record serviceable balance, supply points, mission support kits, in-place readiness spares package, non-airborne and airborne mobility spare packages, high-priority mission support kits, special spares details, and firm DIFM + deployed quantities + JCS/contingency project coded due-in quantities is less than the [requisition objective + sum of the A-flagged kit authorized quantities + sum [Truncate(B-flagged authorizations/2 for each B-flagged kit + .999)] + 1 per item in C-flagged kit] for a bachelor or substitute item stock number or M- and I-coded items in an I&S group. Note that SBSS re-leveling and requisitioning programs use the RSP and HPMSK due-outs to determine the appropriate project code to assign. Since the JCS authorized level is computed in aggregate, when the RSPs or HPMSKs have less than the authorized quantity on-hand but no due-out exists, the SBSS will assign the project code assigned to the item record for the stock number being replenished.

EXAMPLE: See the table below for an illustration of how to determine the authorized JCS level and how it is used to calculate the requisition quantity. The example below shows a bachelor stock number that has JCS project flags A, B, and C applied to the RSP and A assigned to the item record. The heading "RSP Authorized JCS Level" represents the authorized JCS level with the percentage applied by JCS project flag.

Table 9.7. Determining the Authorized JCS Level for an Item and Assigning the JCS Project Code.

STOCK NUMBER	ITEM RECORD PROJECT FLAG	POS LEVEL	RSP JCS PROJECT FLAG	RSP AUTH QTY	AUTHORIZED JCS LEVEL
5995001112222	A	4	A	5	9
	N/A	N/A	B	3	2
	N/A	N/A	C	3	1
					Total JCS Authorized Level = 12

Table 9.8. Determing when to USE JCS Project code for Requisitioning.

STOCK NUMBER	AUTHORIZED JCS LEVEL	TOTAL ASSETS	TOTAL REQUIREMENTS	JCS REQUISITION QTY
5995001112222	12	10	12	**2**
		DIFM = 5 Due-In JCS Coded = 5 No other assets.		

STOCK NUMBER	AUTHORIZED JCS LEVEL	TOTAL ASSETS	TOTAL REQUIREMENTS	JCS REQUISITION QTY

9.104.4.3. Additional Rules for applying JCS Project Code to requisitions. The information below additional rules applied when creating JCS project coded requisitions.

9.104.4.3.1. Replenishment Actions - Above the JCS Authorized Level: The SBSS requisitioning programs create XD2 stock replenishment requisitions for a quantity of one regardless of JCS level. Stock replenishment requisitions for quantities above the JCS authorized level for XD2 items will not have a JCS project code assigned. For XB/XF items, the SBSS does not split the requisition quantity and assigns the JCS project code, even when the requisition quantity is above the authorized JCS level.

9.104.4.3.2. POS Level Replenishment: The SBSS will assign the project code assigned to the item record.

9.104.4.3.3. Replenishment Actions Supporting the RSP. If a readiness spares package or high-priority mission support kit is replenished, the SBSS requisitioning programs assign the JCS project code that is assigned to the MRSP/IRSP serial number and control records applicable to the authorization being replenished. The SBSS requisitioning programs create a requisition with the corresponding MRSP/IRSP/HPMSK JCS project code for a quantity equal to the number required to bring the on-hand quantity up to the authorized JCS level and create a another due-in and requisition for the remaining replenishment quantity with project code 122, 123, or 3AA, as appropriate. (**NOTE:** For XD the quantity is always one even if the kit due-out is for a quantity greater than one.)

9.104.5. Batch Update of JCS Project Code to Requisitions. In the event project flags and codes are changed as a result of 1) HQ USAF/ILGP has approving the assignment of an A or B flag, 2) a local decision to assign C flags, 3) HQ USAF/ILGP directing the removal of A or B flags, or 4) a local decision to remove C flags, a batch program must be processed to change existing project codes on requisitions. The R76 (NGV775) is the process to used to modify the project codes on requisitions. The R76 is an “as-required” program that reviews existing stock and RSP replenishment due-ins to determine if any should be upgraded to a JCS project code or downgraded from the JCS project code. The R76 program will format due-in updates (DIT transactions) that will upgrade/downgrade due-ins/requisitions. The Stock Control section or the WRM section must notify the supply computer room to schedule and process the R76. See chapter 6 for specific instructions for processing the R76.

Section 9I—LOCAL PURCHASE (LP) AND MILSTRIP RESEARCH AND FOLLOWUP LISTS-PROGRAM M37/NGV997.

9.105. Overview.

9.105.1. Section Summary. This section describes the actions performed by Supply based on the monthly lists output by program M37/NGV997. Details on program logic and its uses by A&F may be found in DFAS-DE 7077.10-M.

9.105.2. Uses of M37/NGV997 Output. Supply is required to perform the actions listed in this section once each month. Although the program outputs six parts, Supply uses only the following three

parts of the output: 1) MILSTRIP Research List, RNB Followup Due-In 30 Days, and 2) Local Purchase Open Item List. Funds Management performs all Supply actions for the MILSTRIP lists. Receiving, Stock Control, and Funds Management use the local purchase (LP) list to reconcile orders with Contracting.

9.106. MILSTRIP Research List, RNB Followup Due-In 30 Days. Funds Management personnel will receive two copies of the MILSTRIP Research List, RNB Followup Due In 30 Days. They will then complete the following actions within ten workdays:

9.106.1. RNB Details Created by Receipts Not Due-In. RNB details may be created erroneously by processing receipts not due-in (RNDI), also called J receipts, without transaction exception code (TEX) I. Therefore, make certain that all such RNB details on the list, designated by a remarks entry of RNDI, are screened and researched. RNB details without the RNDI do not need screening or research.

9.106.1.1. Screen RNB Details Against Document Files. Screen the selected details against the document file. Make sure each detail matches its receipt document for document number, quantity, stock number, and routing identifier. Then begin action with the appropriate section to correct any errors.

9.106.1.2. Research RNB Details. Research of the selected details may be done by either referring to the transaction history research by Stock Control during the processing of the J receipt or perform your own research. Then begin action with the appropriate section to correct any errors.

9.106.2. Send the Annotated List. Annotate the list with all action taken and forward one copy to A&F. Maintain the second copy for one month, to avoid duplicate research on the next list.

9.107. Local Purchase Open Item List.

9.107.1. Bases which are supported by the SPS (Formerly BCAS) may eliminate the manual Local Purchase Order File in Receiving. SPS (Formerly BCAS) supported bases are not required to complete the actions in subparagraphs listed below. However, all other actions are required. The Chief of supply may elect to assign Stock Control and Funds Management responsibilities listed below as deemed necessary to most effectively accomplish the task.

9.107.2. Initial Funds Management Actions. Funds Management will receive three copies of the Local Purchase Open Item List. They will send one copy to Receiving and one copy to Stock Control.

9.107.3. Receiving Actions. Within 10 workdays of receiving the list from Funds Management, Receiving will complete the following actions:

9.107.3.1. Monitoring DD Forms 1155 and 1348-1. Receiving personnel will use their copy of the list to screen the local purchase file for discrepancies. They will ensure all DD Forms 1155 and 1348-1 are on file for all open purchase orders. They will either annotate the listing for Stock Control, or they will contact Contracting directly to obtain missing DD Forms 1155 and 1348-1.

9.107.3.2. Identifying unlisted purchase orders. Receiving personnel will identify purchase orders which are not found on the list but which have a file at Receiving. They will also identify open requisitions for which receipts have been processed.

9.107.3.3. Sending the annotated list. Receiving will annotate the list with all action taken and forward it to Stock Control.

9.107.4. Stock Control Actions. Within ten workdays of receiving the annotated list from Receiving, Stock Control will complete the following actions:

9.107.4.1. Obtaining missing DD Forms 1155 and 1348-1. If Receiving annotated the LP Open Item List to indicate missing DD Forms 1155 and 1348-1, Stock Control will get the forms from Contracting and send them to Receiving.

9.107.4.2. Determining status of unlisted purchase orders. Stock Control will contact Contracting in order to determine the status of purchase orders not on the list but which are filed at Receiving. If a purchase order was canceled, Stock Control personnel will advise Receiving to close its file; otherwise, they will update its due-in and status details.

9.107.4.3. Screening BNR details for processing irregularities. Stock Control will ensure BNR details are screened against document files and transaction records. Reconcile any corresponding due-outs with the customer. Initiate action with the appropriate section to correct any errors. Annotate the list with all actions taken and return to Funds Management.

9.107.4.4. Sending the annotated list. Stock Control will annotate the list with all action taken and return one copy to Funds Management. Stock Control will maintain one copy to avoid duplicate research on next month's list.

9.107.5. Additional Funds Management Actions. After receiving the annotated list from stock Control, Funds Management will perform the following actions:

9.107.5.1. Checking BNR details with A&F invoices. Funds Management personnel will identify BNR details which A&F provided with a signed invoice and will initiate action to ensure that a receipt and 1GP are processed. They will use the invoice as backup documentation.

9.107.5.2. Checking BNR details for proof of delivery. Funds Management personnel will contact Accounting and Finance (A&F) for proof of delivery for each billed-not-received (BNR) detail. They will then provide the proofs to Receiving for receipt action and TRIC 1GP processing. Also identify which BNR details reflect TRIC RVP in the purchase order number columns and determine why the receipts were not reprocessed.

9.107.5.3. Sending the annotated list. After all the receipts for BNR details with A&F signed invoices have been processed, Funds Management will forward the paperwork to Inventory. They will forward one copy of the annotated list to A&F; they will maintain one copy to avoid duplicate research.

NOTE: No Supply personnel will perform actions on the section of the LP Open Item List marked RNB Details 60 Days or Older.

Section 9J—LOCAL PURCHASE REQUISITION PROCEDURES FOR STANDARD PROCUREMENT SYSTEM (SPS) {Formerly BASE CONTRACTING AUTOMATED SYSTEM (BCAS).}

9.108. Overview. This section explains procedures for requisitioning local purchase items under the Standard Procurement System (SPS) (Formerly Base Automated Contracting System (BCAS)). The SPS operates as an online system with scheduled interfaces with the SBSS.

9.109. General Processing Procedures.

9.109.1. Processing Time Standards. MILSTRIP processing time standards do not apply to local purchase requisitions. (See **Section 9F** for local purchase schedules.)

9.110. Formats for Local Purchase Documents.

9.110.1. Format. The following documents are generated using MILSTRIP formats for local purchase requirements:

9.110.1.1. Requisitions (DIC A0x), see **Attachment 9J-1** and **Attachment 9J-2**.

9.110.1.2. Followups (DIC AFC/ARC), see **Attachment 9A-6** and **Attachment 9F-2**.

9.110.1.3. Requests for cancellation (DIC AC1/AK1), see **Attachment 9A-9**.

9.110.1.4. Local Purchase Status (DIC LPS, EDD, LPA, LCC, 1LP and 1LH), see **Attachment 9J-3** through**Attachment 9J-8** respectively.

9.110.1.5. Receipt acknowledgments (1RA), see **Attachment 9J-9**.

9.110.2. Routing Identifier Codes. A requisition for a local purchase item must contain one of the local purchase routing identifier codes listed in **Attachment 9C-1**.

9.110.3. Budget Code Z Requisition. Contracting cannot exceed the committed dollar amount on budget code Z requisitions unless the Budget Office approves the increased expense. Funds for budget code Z are not maintained in the SBSS. Therefore, all funding action (LPS) must be maintained offline.

9.110.4. Materiel Acquisition Control Record (MACR). See **Section 9A** for the effects of MACR Edits.

9.111. Local Purchase Item Records.

9.111.1. Preparation of DD Form 1348-6, DOD Single Line Item Requisition System Document. DD Forms 1348-6 will be completely filled out by the customer according to part 13 and chapter 27 and loaded into the Air Force Contracting Information Systems' (AFCIS) 1IL, Long-Item Description website located at https://afcis.ssg.gunter.af.mil/. The item description must be completely loaded in the 1IL interface and successfully passed to the Contracting Standard Procurement System (SPS) prior to supply personnel processing the due-out in the SBSS. Failure to follow this sequence will result in a reject during due-out processing from the SBSS to the SPS. A copy of the DD Form 1348-6 does not need to be forwarded to Base Contracting. Base Contracting will contact Base Supply if additional information is required to purchase the item.

NOTE: The description for typewriters will be generic in nature and worded as follows: Typewriter, electric; make/model number, and description provided by requester on DD Form 1348-6 to Base Supply. A requisition exception code will be assigned to all typewriters to ensure Stock Control personnel look for a DD Form 1348-6 every time a typewriter is requisitioned.

9.111.2. Processing the DD Form 1348-6. Stock Control will correct the item description as necessary in the 1IL (AFCIS) database for contracting to process the requisition. If a sole source or brand name justification exists, Stock Control must get a copy of it. Stock Control will forward all supporting documentation to the Base Contracting Office. **EXCEPTION**: If a CW status produces a 421 reject notice, and management decides to purchase the item locally.

9.111.3. Local Purchase Stock Number Changes.

9.111.3.1. A TRIC 1IC will be generated by the SBSS and passed to SPS (Formerly BCAS) when the item record contains a JBx routing identifier code and does not contain requisition exception code (REX) 2. 1IC images will include the following information:

9.111.3.1.1. Positions 8-22 -- the FROM stock number.

9.111.3.1.2. Positions 33-47 -- the TO stock number.

9.111.3.1.3. Positions 75-80 -- the stock record account number.

9.112. Processing Emergency Requisitions.

9.112.1. Special Handling Restrictions. Emergency requirements need special processing. Customers will walk-through their requisitions only when absolutely necessary since the process requires manual handling. The Chief of Supply may modify these procedures to take advantage of local conditions.

9.112.2. Document Preparation. The following documents will be prepared for an emergency requirement:

9.112.2.1. Demand Processing will load the stock number in the SBSS and the item description in SPS (Formerly BCAS) and process an issue request.

9.112.2.2. Requisitioning will process an SPR to establish the due-in if not generated automatically by the issue program.

9.112.2.3. Stock Control will prepare a post-post due-out release (DOR) document for the due-out established and send it to Receiving, where it will be filed in requisition number sequence in a folder marked EMERGENCY WALK-THROUGH. The DOR document will be formatted to show the minimum essential data required for post-post documents as outlined in chapter 11, attachment 11A-5. When preparing a DOR document on a DD Form 1348-1/1A, ensure the following additional data are included:

9.112.2.3.1. Organization title.

9.112.2.3.2. The words EMERGENCY LP REQUISITION.

9.112.2.3.3. Requisition number.

9.112.2.3.4. Individual's name and phone number.

9.112.2.4. A copy of the requisition and all other required documentation (sole source justification, copy of the DD Form 1348-6, etc.) will be hand-carried by the customer to Contracting for their action. If Contracting approves the purchase, they will then decide if the item is available locally for customer pickup. If the item is not available for immediate pickup, Contracting will notify Receiving when the item will be available. Receiving will write the estimated delivery date (EDD) on the post-post DOR.

9.112.2.5. When the customer gets the emergency requirement either by picking it up or having the vendor deliver it, Receiving will pull out the post-post DOR. The organization will then sign for the property.

9.112.2.6. If Receiving does not receive an emergency requirement within 72 hours of the date provided by Contracting, Receiving personnel will request that the local purchase monitor in Stock Control do a followup with the Contracting Office.

9.112.2.7. Receiving will keep one copy of the DOR with the vendor invoice and use the DOR to make inquiries about the due-in detail for LPS status. When status is loaded, the post-post receipt and DOR will be processed.

9.112.2.8. Receiving personnel will check the DORs in the EMERGENCY WALK-THROUGH folder every day. If a customer receives property and does not clear the receipt through Receiving within one duty day, Receiving personnel will contact the person whose name appears on the DOR to find out what happened. The customer will have 24 hours to clear the document. If it is not cleared, the Chief of Supply or the COS representative will contact the customer's commander.

9.113. Procurement Status Adjustments.

9.113.1. Status Assignment. Base Contracting will assign status to local purchase requisitions for input to the SBSS during normal inline processing, via scheduled SBSS/SPS (Formerly BCAS) interfaces.

9.113.2. Processing Estimated Delivery Date (EDD) Inputs. EDD inputs will be provided by the Contracting Office to update the EDD, contract, purchase order number, and the BPA call number on the local purchase status detail record and create a transaction history record.

9.113.3. Status Code RW. EDD inputs will be used to assign status code RW by Inspection personnel if there is a problem with a local purchase receipt in Receiving, and processing has been delayed. See chapter 10 for an explanation.

9.113.4. Status Code PD. EDD will be used by contracting to assign status code PD (pier delivery) for items that have been delivered to a port of embarkation.

9.114. Local Purchase Requisition Adjustments.

9.114.1. Preparation. Local Purchase Adjustments (LPA) will be produced by the Contracting Office and forwarded to Base Supply via SPS (Formerly BCAS), if the purchase price or procurement quantity is changed for budget codes 1, 6, 9, and Z items.

9.114.2. Corrections. To correct administrative errors discovered at the time of payment, Accounting and Finance may manually prepare the LPA and update Supply and Accounting and Finance records (see DFAS-DE 7077.10-M).

9.114.3. Processing. LPA will be input during inline processing; it will update the following records:

9.114.3.1. Adjust the due-in detail record quantity and unit price.

9.114.3.2. Adjust the local purchase status detail quantity, extended cost, foreign currency identifiers, and purchase variance codes.

9.114.3.3. Adjust the due-out detail quantity for quantity variation code P or Q.

9.114.3.4. Adjust the extended price in the received not billed (RNB) detail (LPA will not change the quantity on the RNB).

9.114.3.5. Adjust the item record unit price.

9.114.3.6. Adjust the MACR according to **Section 9A**.

9.115. Unsatisfactory Estimated Availability Dates.

9.115.1. Followup Requirements. When status has been received and conditions require that the customer receive the materiel before the estimated availability date (EAD), Stock Control may request an earlier EAD by submitting a followup. Use document identifier code (DIC) AFC for the followup.

9.115.2. AFC Followups. Enter AFC in positions 78-80 of an AFC transaction to automatically update SBSS records and produce a followup to SPS (formerly BCAS) (see **Attachment 9F-2**).

9.115.3. ARC Followups. Use TRIC ARC to obtain status for followups which Base Contracting has not responded to.

9.116. Bulk Delivery Items.

9.116.1. Purpose. The Base Civil Engineer uses bulk delivery items to maintain base property. Sand, gravel, premixed concrete, asphalt, salt, rock, soil base, bark mulch material, crushed sea shells, swimming pool chemicals, and coal are common bulk delivery items.

9.116.2. Procurement of Bulk Delivery Items. Bulk delivery items may be obtained by one of the following methods:

9.116.2.1. The Civil Engineering Materiel Management System (CEMAS) may directly procure bulk delivery items according to the procedures in chapter 31 and AFM 171-202, volume IX. Base Supply will not be involved in these purchases except as provided in chapter 32.

9.116.2.2. If a CEMAS contract does not authorize bulk delivery items, or CEMAS is prohibited from ordering the items by regulation and large recurring quantities are needed, the Base Civil Engineer will send Stock Control a letter ordering the total quantity.

9.116.2.2.1. Stock Control will send the Contracting Office an offline requisition on a DD Form 1348-1A, with a copy of the organization's letter. It will also load the due-in using special requirements flag R.

9.116.2.2.2. The Contracting Office will establish a decentralized indefinite delivery type contract or prepriced blanket purchase agreement, and provide LPS status to Base Supply.

9.116.2.2.3. The Base Civil Engineer will schedule deliveries with the contractor and provide a copy of the receiving report (delivery ticket) to Supply Receiving. (Local management will determine the period of the contract and the schedule for providing reports to Receiving.)

9.116.2.2.4. Supply Receiving will input LPA status for any required adjustment, get signatures on post-post issue documents for the quantity on the receiving reports, and process receipts followed by post-post issues.

9.116.2.3. If CEMAS is not used, or large and recurring quantities are not needed, normal Base Supply issue, requisition, receipt, and due-out release procedures apply.

9.116.2.4. At the option of the MAJCOM, alternate procedures may be developed and used by bases which prevent the GSD SMAG Operating Program and O&M funding from being obligated for the entire cost of the delivery contract. For example, procedures could require the entire delivery quantity to be placed on a contract, with separate due-outs, requisitions, and receipts processed through Base Supply as the materiel is delivered. MAJCOMS may also develop or allow bases to develop procedures which establish obligated due-outs for the total quantity of materiel on the delivery contract.

9.116.3. Storage Priority Code for Bulk Delivery Items. Item records for bulk delivery items will be assigned a stockage priority code (SPC) of E. The SPC E prevents requisitions from being created under program control.

9.117. Local Purchase Requisition Cancellation.

9.117.1. Cancellation (AC1) Preparation. Either inline releveling or the processing of a due-in cancellation request will prepare a local purchase requisition cancellation. The cancellation will use MILSTRIP DIC AC1.

9.117.2. AC1 Followup. If the Base Contracting Office does not reply to the first AC1 within 10 days, a followup will automatically be produced to check on the first cancellation request. The followup will use MILSTRIP DIC AK1.

9.117.3. AC1 and AK1 Processing. The Contracting Office will process both the AC1 and the AK1 the SBSS produces and reply through SPS (formerly BCAS) with LCC, LPS, or DIC AE1/B9, either to cancel or acknowledge the purchase.

9.118. Local Purchase SPS (Formerly BCAS) Reconciliation (1LP).

9.118.1. Scope of SPS (formerly BCAS) Reconciliation. Stock Control will process the Local Purchase SPS (formerly BCAS) Reconciliation Program (NGV583) to perform a complete reconciliation between the SPS (formerly BCAS) and the SBSS. All local purchase due-in detail records (based on the 002-JULIAN-DATE), except those with status codes Z2 and Z3, will be reconciled quarterly. If there are too many records that do not match, local management may schedule the reconciliation more often. (See AFM 70-333, attachment 9 for corresponding SPS (formerly BCAS) reconciliation procedures.)

9.118.2. Coordination with Computer Operations. Stock Control must contact the Base Contracting Office to obtain the contracting installation numbers that will be used for the reconciliation. Stock Control will submit an AF Form 2011 to Computer Operations to schedule program NGV583. (See chapter 6, attachment 6A-21 for NGV583 input requirements.)

9.118.3. Production of 1LP Reconciliation Output. A 1LP due-in reconciliation image will be output for all due-ins that require reconciliation. If status is loaded in the SBSS, the 1LP will supply the status to SPS (formerly BCAS). The SBSS will also provide a due-in reconciliation header 1LH to notify SPS (formerly BCAS) which SRANs are being reconciled.

9.118.4. SPS (formerly BCAS) Processing Reconciliation. SPS (formerly BCAS) processes the 1LH to build a table of the SRANs that are being reconciled. SPS (formerly BCAS) will then process the reconciliation as follows:

9.118.4.1. If the 1LP record matches the SPS (formerly BCAS) file exactly, no response will be provided to the SBSS. The requisition will be printed on the Reconciliation Matched Listing.

9.118.4.2. If the 1LP matches SPS (formerly BCAS), but the estimated delivery date differs, SPS (formerly BCAS) sends SBSS an EDD adjustment. The requisition will print on the Reconciliation Matched Listing.

9.118.4.3. If the 1LP matches SPS (formerly BCAS), but the status is different, SPS/BCAS will create an LPS or LPA status for SBSS action. The requisition will print on the Reconciliation Matched Listing.

9.118.4.4. If the 1LP matches SPS (formerly BCAS), but SPS/BCAS shows that the requisition was canceled at one time, SPS/BCAS will generate a new cancellation (LCC). The requisition will print on the Reconciliation Matched Listing.

9.118.4.5. If the 1LP does not match SPS (formerly BCAS) and the 1LP does not contain BD status, then SPS/BCAS will generate an AE1-BF status (no record) for the SBSS. The requisition will print on the Reconciliation Unmatched Listing.

9.118.4.6. If the 1LP does not match SPS (formerly BCAS) and the 1LP indicates the contract was awarded, then an AE1-B5 status will be provided. The requisition will be printed on the Reconciliation Action Listing - Contracting.

9.118.4.7. If the 1LP does not match SPS (formerly BCAS) awarded contracts file but has been received by SPS/BCAS, an AE1 with Z3 status requesting additional item description will be sent to the SBSS. The requisition will be printed on the Reconciliation Matched Listing.

9.118.4.8. If the 1LP shows it has been assigned to contract personnel in SPS (formerly BCAS) but has been awarded or suspended for further information an AE1-BD status will be provided to the SBSS. The requisition will print on the Reconciliation Matched Listing.

9.118.4.9. If the 1LP and SPS (formerly BCAS) indicate BD status, SPS/BCAS will print this item on the Reconciliation Action Listing - Contracting, indicating off-line research is required.

9.118.4.10. If a SRAN is listed in the 1LH header and no 1LP is received for records contained in SPS (Formerly BCAS) a listing of all the records that SPS/BCAS has for that account will be printed on the Reconciliation Action Listing - Customers (SBSS) list for off-line research.

9.118.5. Investigation of Mismatched Records - Supply. Upon receipt of the Reconciliation Unmatched Listing and Reconciliation Action Listing - Customer (SBSS), Supply will take the following actions:

9.118.5.1. Requisitioning personnel will verify the due-in. If it is a valid requirement, Supply will process a SPR to load the requisition and all necessary status inputs to correct Supply's records.

9.118.5.2. If the requisition was received process a 1RA and notify the Contracting Office.

9.118.5.3. If the requisition was canceled, process an AC1 and notify the Contracting Office.

9.118.6. Investigation of Mismatched Records - Contracting. The Contracting Office will review the Reconciliation Action Listing - Contracting, to determine the cause for mismatched records. Contracting personnel may request Supply's assistance in correcting their records. Some of the more common requests will be for 1IC, stock number change transactions, and research of supply records to correct SPS (formerly BCAS) discrepancies.

9.118.7. Identifying the Problem. Stock Control personnel will review the Reconciliation Action Listing - Customer (SBSS) and check all mismatched records found during the reconciliation to find out what caused the problem and take all necessary actions.

9.118.8. Documenting Reconciliation Listings. A suspense will be established to assure that the reconciliation is completed not more than 10 days after receipt. After completion of actions by both the Contracting Office and Base Supply, a meeting between contracting and supply will be held to assure all required system inputs are completed and that the reconciliation listings are properly documented.

9.118.9. Verifying and Maintaining Reconciliation Listings. To assure management personnel are aware of SBSS/SPS (formerly BCAS) interface problems and resolutions, the results of the reconciliation process will be reviewed, dated, and signed by the Supply Materiel Management Officer and the

Chief, Management Analysis Flight in the Base Contracting Office. Once the listing is signed it will be filed and previous listings may be destroyed.

9.119. SPS (Formerly BCAS) Management Listings and Notices.

9.119.1. Holdover Listing (SJ053-R5L). Each day, SPS/BCAS produces the holdover listing (SJ053-R5L). Supply is interested in items with status NEW ITEM, NEW PRI, and NEW WP. These statements mean that the item record and descriptive data have not been loaded in the SPS/BCAS system. Supply will load the description into 1IL (AFCIS).

9.119.2. SPS (formerly BCAS) Item Listing. The SPS/BCAS Item Listing is printed whenever it is required and lists all item records loaded in the SPS/BCAS. The listing is printed in stock number, part number, and nomenclature sequence. Demand Processing and Stock Control use the listing to research part numbers for local purchase when SPS/BCAS is not available.

9.119.3. SPS (formerly BCAS) Error Notices. SPS/BCAS error notices are produced when an error condition is detected during processing. Error notices resulting from Supply inputs are normally sent to Supply for correction. Supply will correct the error and then send the notice to the BCO for reprocessing. (See AFM 70-332, attachment 7, for an explanation of Supply error notices.)

9.119.4. Procurement Notices. If input transactions do not meet established limits or if various limits have been exceeded, SPS (formerly BCAS) creates the Procurement Notice Listing. SPS/BCAS prints some procurement notices for contracting information purposes; for others, Supply may need to correct the problem. AFM 70-333, attachment 8, explains procurement notices and actions required to correct them.

9.120. Materiel Accounts Payable System (MAPS) Billed Not Received (BNR) Followup To Supply for Receiving Report.

9.120.1. Purpose. The MAPS/BNR Followup To Supply For Receiving Report identifies items that have a vendor bill presented for payment, but the receipt has not processed by Supply. The listing is used to reconcile the bills with Supply records. The items appear on the list 10 days after the vendor bill is received and processed in MAPS. Subsequent followup occurs 7 days later and each 7 days there after until the record is updated.

9.120.2. Supply Action. Stock Control will process document number inquiries on all items.

9.120.2.1. If the due-in is on file, annotate the listing with the status and estimated delivery date.

9.120.2.2. If a received-not-billed (RNB) detail is on file, annotate the listing with RNB and the DOLT from the detail.

9.120.2.3. If no detail exists for the document number, do a transaction history research through the date in the document number. If the due-in was canceled, annotate the list with canceled and the date it was canceled. If the item was received, annotate with received and the date received. If no record is found during the transaction history research, annotate with no record of due-in.

Section 9K—PREPOSITIONED MATERIEL RECEIPTS (PPMR).

9.121. Overview.

9.121.1. Section Summary. This section describes the purpose of PPMR, defines prepositioned materiel, and offers two examples of PPMR. It also details processing procedures for PPMR, including edits, rejects, push due-in details, and cancellations.

9.121.2. Definition of Prepositioned Materiel. Materiel which needs to be shipped to a different base is defined as prepositioned. One such example would be a broken item at a satellite base which requires repair at AMC primary supply point.

9.121.3. Purpose of PPMR. PPMR are used to establish due-in details, item records, and receipt due-in inputs to record the receipt and disposition of prepositioned materiel. They are sent between shipping and receiving SBSS accounts through the defense data network (DDN).

9.121.4. Examples. Two common types of PPMR are listed below:

9.121.4.1. TRIC DWA (PPMR) are used for unserviceable property which is not reparable at the shipping activity. They are sent from shipping to repairing activities. (See **Attachment 9K-2** for background detail and the DWA format.)

NOTE: SDP Prepositioned Materiel Receipt DW(x) or DU(x). See chapter 29, section 29G for background detail and formats.

9.121.4.2. TRIC 99S (PPMR) are sent from shipping to receiving bases (see **Attachment 9K-1**). They are used to establish serviceable due-in details for the following:

9.121.4.2.1. AFEMS (C001) Redistribution Program. Shipment output from the Air Force Equipment Management System (C001).

9.121.4.2.2. EAID/SPRAM Transfer. Base-to-base equipment transfer (see chapter 22, section 22H).

9.122. Processing Procedures for PPMR.

9.122.1. Edits and Rejects. Computer Operations personnel will process all PPMR immediately. PPMR are edited by the program and rejected when processing cannot be accomplished. Corrections for rejected PPMR will normally require contact with the shipping base.

9.122.2. Push Due-In Details. Push due-in details will be created under program control and linked to due-out details by the processing of PPMR. They will be designated by a demand code of Z; details for unserviceable property PPMR will be further designated by supply condition the advice code fields. Each push due-in detail will contain the stock record account number (SRAN) of the shipping activity in its supplementary address.

9.122.3. Cancellations. PPMR with a high order in position 25 indicate that the materiel shipment has been canceled by the shipping activity. These inputs will be internally reformatted into MILSTRIP cancellations AE1/ZA and processed through status programs.

Section 9L—MILSTAMP TRACER RECONCILIATION.

9.123. Overview.

9.123.1. Purpose. The Military Standard Transportation and Movement Procedures (MILSTAMP) tracer reconciliation program is used to identify shipments that have been delayed or misplaced between the shipping and receiving activities. The Traffic Management Office (TMO) and the Chief of Supply must then work together to research and trace the shipments to find out what happened to

them. Receiving uses the TCN inquiry (program NGV597C) to review assets in consolidated shipments. The procedures in this section define the responsibilities of the Chief of Supply. The TMO's responsibilities are defined in AFI 24-201.

9.123.2. Importance of Prompt Scheduling. Managers must be sure that all required actions are completed on schedule. If the required actions are not completed before the next processing of the MILSTAMP tracer reconciliation program (NGV597), the next listing will contain repeat entries. If the next listing is run before Stock Control completes their actions on the old listing, they must line off any duplicate entries on the new listing. Stock Control then completes their actions on the old list and forwards the new listing in accordance with the attachments.

NOTE: Shipments that have been delayed or misplaced between the shipping and receiving activities are still considered as assets in the leveling process until action is taken to resolve the situation. Therefore, to ensure continuous customer support, it is imperative that each entry is promptly and accurately worked to final resolution.

9.124. Program Logic.

9.124.1. Processing Schedule. To identify shipments that must be traced, Computer Operations will run the MILSTAMP tracer reconciliation (program NGV597) at least twice a month, on the first and third weekend. For more information about program NGV597 (see chapter 6, attachment 6A-25).

9.124.2. Tracing Requirements. Stock Control traces shipments that meet the following requirements:

9.124.2.1. Positive notification. The SBSS has positive notification (AS(x), AN(x) ship status) that the shipping activity has released the shipment to a carrier to ship to the consignee.

9.124.2.2. Expired transit time. Normal transit time has expired and undue delay has occurred. Transit time for various shipments expires as indicated below.

9.124.2.2.1. Priority 1-8 requisition assigned a required delivery date (RDD) of 999,N--, or E--, followup between 7 and 14 days on CONUS shipments and between 14 and 21 days for overseas shipments.

9.124.2.2.2. Priority 1-8 requisition assigned a RDD of 555 or 777, and priority 1-15 requisition with an assigned RDD of 444, followup between 20 and 30 days on CONUS shipments and 30 and 40 days for overseas shipments.

9.124.2.2.3. Priority 1-15 requisition with a blank RDD field, followup between 30 and 60 days on CONUS shipments and between 60 and 90 days for overseas shipments.

9.124.3. Program NGV597 Output. Processing the MILSTAMP tracer reconciliation program will provide listings and transportation action required (TAR) inputs based on the transportation tracer flag (TTF) in the TRANSPORTATION TRACER FLG field of the shipped status detail. (See attachments 9L-1 through 9L-10 for the various listings, formats, purposes, and actions associated with the MILSTAMP tracer reconciliation program.)

9.125. Chief of Supply Option. At the option of the Chief of Supply, Stock Control personnel can process all tracer action required (TAR) documentation (CTH, receipts, proper statements on DD Form 1348-1A (receipts), and freeze the item record (1GP)) prior to forwarding the documentation to Inventory for special inventory processing.

9.126. TAR Inputs and the M16/NGV856.

9.126.1. TAR Short-Shipped Receipts. Processing of a TAR short-shipped receipt will delete the due-in, but the shipment status detail will remain. The shipment status supplementary address field is changed to TARREC to reflect the TAR processing. These status details are used for subsequent receipts processing and the M16 (Shipment Loss Analysis) report.

9.126.2. Receipts Processing. During receipt processing, if the due-in is not on file but a shipment status detail is on file with TARREC, the receipt will process without a 356 reject, Due-in Detail Not Loaded. The shipment status will be deleted if the total quantity has been received, or updated if only a partial quantity is received.

9.126.3. Shipment Loss Analysis (M16/NGV854). The M16 report (see chapter 5, attachment 5C-16) lists shipment status details created during TAR processing and provides statistical data by source of supply and mode code. The listing is divided into three parts:

9.126.3.1. Part 1 (Potential Losses) lists records with a TAR processing date of 120 days or less from the current system date, and the items have not been received.

9.126.3.2. Part 2 (Actual Losses) lists all items that were not received within 120 days of the TAR processing date. The STATUS-SHIP-DETAIL record will be deleted.

9.126.3.3. Part 3 (Recovered Shipments) lists all details received within the 120-day window after TAR processing.

9.126.4. M16/NGV854 Review. The M16/NGV854 program should be reviewed periodically to determine if items deleted are being received within the variable transit time allowed by NGV597. If a significant number of items are being received within the variable days allowed, consideration should be given to applying the Variable Transit Time Standard option in the NGV597 (see chapter 6, attachment 6A-25).

Section 9M—VALIDATION OF MATERIEL OBLIGATION.

9.127. Overview. This section explains how Stock Control and Computer Operations handle materiel obligation validation (MOV) requests. The Department of Defense (DOD) and other Air Force Supply sources send MOV reconciliation requests to each Air Force SRAN to see if they still need the supply items they have requisitioned.

9.128. Scope of Materiel Obligation Validation.

9.128.1. Included Items. ANx transactions for MOV reconciliation will be sent to the requisitioning SRAN for each requisition that is waiting to be filled. The requisition cutoff date will be set 75 days prior to the source of supply cutoff date. MOV includes items with UMMIPS priorities 01 through 08 that have been on backorder for at least 30 days and UMMIPS priorities 09-15 on backorder for at least 75 days. See **Table 9.6.**. for cutoff dates.

9.128.2. Excluded Items. Requisitioning bases will not receive MOV (ANx) for Military Assistance Program (MAP).

9.129. Time Schedules for Materiel Obligation Requests.

9.129.1. Source of Supply (SOS) Schedules. On the cutoff dates listed below, the source of supply (SOS) will send the MOV requests (ANx) along with MOV request control (AN9) (see **Attachment 9M-3** for format) images to the requisitioning SRAN within 5 calendar days of preparing them.

Table 9.9. Source of Supply (SOS) Schedules.

MOV CYCLE NBR	SOS ANx CUT-OFF	BSS APx RETURN CUTOFF	MOV CYCLE Q12 CUT-OFF	Q12 PROC DATE
1	20 Jan	15 Feb	X310	19 Feb
2	20 Apr	15 May	Y035	20 May
3	20 Jul	15 Aug	Y126	19 Aug
4	20 Oct	15 Nov	Y218	19 Nov

X = Enter Prior Year - example (For X310, enter 6310 if processed in 1997)

Y = Enter Current Year - example (For Y035, enter 7035 if processed in 1997)

Enter Julian date in Q12 select image.

9.129.2. Requisitioning Base Schedule. Within 5 working days of receiving ANx images, requisitioning bases must respond to the MOV request control (AN9) and due-in validations (AN1). See **Attachment 9M-1** for format.

9.130. Requisitioning Base Preparation for the Quarterly Validation.

9.130.1. Validating Due-Out Requirements. Before each quarterly validation date, Stock Control will confirm its due-out requirements (see chapter 12). For each canceled firm due-out, the base will immediately request a cancellation of the corresponding due-in.

9.130.2. Handling Priority Due-Ins. The priority monitor will make sure that Stock Control has canceled priority due-ins for canceled due-outs and has down- graded due-ins for those with a reduced urgency of need.

9.131. Acknowledgment of Receipt of MOV Requests.

9.131.1. Close coordination between Stock Control and Computer Operations is required to effectively monitor all MOV actions. Take the following steps to ensure MOV is processed correctly and on time:

9.131.2. SIFS Processing. SIFS Monitor will ensure TRICs AN1, AN2, AN9, and ANZ are set up in the SIFS inbound tables to load to pseudo for immediate processing inline and checking positions 32 through 35 for valid base SRAN. If not a valid SRAN, send to residue. TRICs AP1, AP2 (see **Attachment 9M-2** for format), and AP9 (see **Attachment 9M-4** for format) will be loaded in the SIFS outbound control tables to be sent directly to the Defense Automated Addressing System (DAAS) for response back to the source of supply. No external handling or review of these images should be done as it only slows down the process.

EXCEPTION: AN(x)s that have been misdirected will be sent to residue. These inputs should be bundled together, based on SRAN, with a corresponding AN9 (for format, see **Attachment 9M-3**, this chapter) for each bundle and sent back to DAAS. The above action is required for each system designator that is loaded on the computer support base.

9.131.3. Processing of AN9/ANZ. MOV request control images (AN9/ ANZ) will be processed under program control.

9.132. SBSS MOV Reconciliation Computer Processing Logic.

9.132.1. Upon receipt, all AN1/2s will load to pseudo for inline processing. The program will do the following:

9.132.2. Search. The program will first try to find the due-in detail for each request. If the due-in is not loaded, the program will output a reconciliation response (APx) with zero quantity.

9.132.3. Match. If the MOV request matches a loaded due-in, the program will output an APx with the quantity shown on the due-in.

9.132.3.1. If the program validates only part of the quantity, then the SOS is authorized to cancel the remainder of the back order.

9.132.3.2. For quantities not validated, the supplier will send cancellation notices with status code BS.

9.132.4. Status Detail Matching. When the reconciliation is input, the program will try to find a MILSTRIP status or followup detail.

NOTE: ZC and ZD status details are memorandum requests for a cancellation; they are not MILSTRIP status details. These status details will not be deducted from the quantity due in until MILSTRIP status codes B8, BQ, or shipping information is received from the supply source.

9.132.4.1. If the program finds a MILSTRIP status or followup detail, it will enter a reconciliation flag R in the due-in reconciliation flag field. This code means that a reconciliation for this item has been received and processed during the current cycle.

9.132.4.2. MILSTRIP status or followup not found. If the program cannot find a MILSTRIP status or followup detail, it will build a status detail from data in the ANx and enter the R in the reconciliation flag field.

9.132.5. Stock Control will submit an AF Form 2011 to Computer Operations to schedule a Q12/ NGV598, Reconciliation Followup, on the dates indicated in paragraph above. This program is designed to produce AE(x)/AT(x) on all due-ins that require reconciliation for which an AN1/2 has not been received and a subsequent AP1/2 has not been returned. The program must be run 30 days after the SOS cut-off date for each reconciliation cycle. (See chapter 5, attachment 5D-11 for Q12 logic and parameter formats.)

9.133. Materiel Obligation Reinstatement. Requisitioning activities in receipt of confirmed cancellations (status code BS) as a result of the MOV program may request reinstatement of canceled requisitions for a period not to exceed 60 days following the transaction date, positions 62-64, in the AE1 BS cancellation. When an AE1 BS is processed in the SBSS and a due-in is loaded, the program will create an APR transaction to the source of supply reflected in positions 67-69 of the BS status. If these positions are blank, positions 4-6 will be used. (See **Attachment 9M-5** for APR format.)

Section 9N—EXCHANGE OF AIR FORCE PROPERTY WITH COMMERCIAL SOURCES.

9.134. Overview. This section explains the procedures that Stock Control and other sections follow when Air Force property is exchanged with a commercial source to fill a requisition.

9.135. Exchange Requirements.

9.135.1. Exchange Restrictions. Whenever economically possible and efficient, the Air Force will exchange property with commercial sources to fill a requisition. The property being exchanged must meet the following requirements:

9.135.1.1. The exchange item and the procured item are similar.

9.135.1.2. The exchange item is required for approved authorization.

9.135.1.3. The procured item replaces and performs substantially all of the functions of the exchange item.

9.135.1.4. If required, the exchange property has been made safe or harmless, or has been demilitarized.

9.135.1.5. The exchange item and the procured item are eligible see **Attachment 9N-1** and are not listed in **Attachment 9N-2**.

9.135.2. Requests to Waiver Exchange Requirements. To request a waiver of the exchange requirements listed above, a customer must submit a fully justified request to HQ USAF/ILSP. HQ USAF/ILSP will send the waiver request to GSA.

9.136. Recording of the Exchange. The item being procured will be recorded and issued at the acquisition cost.

9.137. Exchange Requests.

9.137.1. Submissions. Customers will submit a letter requesting an exchange of any item not specifically excluded from the program. The letter will contain the following statement:

THIS PROPERTY IS OFFERED AS EXCHANGE OR TRADE-IN UNDER THE EXCHANGE PROVISIONS OF THE FEDERAL PROPERTY AND ADMINISTRATIVE SERVICES ACT OF 1949, AS AMENDED, DOD MATERIEL MANAGEMENT REGULATION (DOD 4140.1-R), JANUARY 1993, CATEGORY APPLIES. (Enter the numeric category from **Attachment 9N-1**.)

9.137.2. Verification. Personnel from Equipment Management (EAID accountable) or from Demand Processing (non-EAID accountable) will verify that the item is eligible for exchange and process the inputs to establish a due-out according to chapter 11.

9.138. Processing.

9.138.1. Following are the actions that various sections, including Stock Control, must take to process an item eligible for exchange:

9.138.2. Demand Processing or Equipment Management Actions. Demand Processing or Equipment Management will send Stock Control three copies of the letter and a copy of the management notice showing the due-out and requisition document numbers.

9.138.3. Stock Control Actions.

9.138.3.1. Processing copies. Stock Control personnel will write the requisition and due-out numbers on all copies of the letter. They will send one copy to the Base Contracting Office and file one copy in Stock Control in order according to requisition number.

9.138.3.2. Working with the Base Contracting Office (BCO). Stock Control will work with BCO to do the following:

9.138.3.2.1. Be sure that BCO received the exchange request.

9.138.3.2.2. Verify that the item will be offered for exchange.

9.138.3.2.3. Get the acquisition cost of the new item and the credit to be received for the exchange. Write the cost information on the Stock Control copy of the letter.

9.138.3.3. Notifying Receiving. Stock Control will send Receiving a copy of the letter (with cost information). The letter will also include a note telling Receiving to process receipt.

9.138.3.4. Verifying receipt or cancellation. Stock Control will keep the letter for one year. Before destroying it, first verify that the customer has received the property or the due-out has been canceled. If the item has not been received and is still due-out, contact the Contracting Office to get the status of the outstanding exchange item. Write the date of the review on the letter and file it for another year.

9.139. Processing Local Purchase Requisitions. Stock Control will process local purchase requisitions according to **Section 9J**. Base Contracting will provide a procurement status that contains a quantity purchased variance code T in the local purchase status (LPS) or local purchase adjustments (LPA) input. When Stock Control inputs the LPS/LPA with the variance code for the quantity purchased, the computer will update the price on the status detail; however, it will not change the unit price on the item record.

9.140. Receiving and Issuing Procedures.

9.140.1. Receiving will use the following receipt and due-out release procedures to receive and issue the new item.

9.140.2. Price Verification. Receiving will review the price contained on the status detail to ensure it matches the acquisition cost on the letter from Stock Control. Ensure the due-out document number matches the due-out on the letter. Any errors detected will be identified to Stock Control for correction.

9.140.3. Coordination with Records Maintenance. Receiving will work with Records Maintenance to decide which section will prepare two FCU inputs.

9.140.3.1. The first FCU changes the unit price on the item record to equal the acquisition cost plus an 8.6 percent surcharge per individual element. For example, if the extended cost on the status detail is $200 for 2 (the status quantity), the FCU should contain $108.60 ($100 X 1.086 = $108.60) as the unit price.

9.140.3.2. The second FCU changes the unit price back to the original price.

9.140.4. Creation of Receipt/Due-Out Release (DOR) Input. Receiving will create the receipt/DOR input using a format to force a DOR; that is TEX 2, 6, or Y in position 51 and the due-out document number in positions 60-73.

9.140.5. Processing of Inputs. Receiving will process inputs in the following order and clear any rejects before the next input:

9.140.5.1. FCU to change item record unit cost to individual unit acquisition cost.

9.140.5.2. REC/DOR.

9.140.5.3. FCU to change item record back to original unit price.

9.141. Turn-In Procedures.

9.141.1. Customer Turn-In. When the new item arrives, the customer will turn in the item to be exchanged to the Chief of Supply (COS).

9.141.2. Vendor Inspection. If the contractor or vendor wants to inspect the exchange item, refer the request to the Base Contracting Office (BCO).

9.141.3. Processing the Turn-In. Stock Control will process turn-ins and shipments for exchanged items as follows:

9.141.3.1. Process the turn-in according to the instructions in chapter 13 with TEX code 8, or 1, and activity code E, P, or R, whichever is correct.

9.141.3.2. Process the shipment according to chapter 15 with EY0999 in the supplementary address field. Write the ship-to address on the output shipping document.

9.141.3.3. If the COS directs, load a shipping destination record with the following phrase in the address field: EXCHANGE/TRADE-IN ASSET. If a shipping destination record is not loaded, this phrase must be written on the output shipping document.

9.142. Shipment Processing.

9.142.1. For an exchange item, the Base Contracting Office will give Stock Control the name and address of the contractor or vendor and the shipment date. Stock Control personnel will notify the customer and prepare inputs to ship the item. An exchange item may be shipped to the contractor or vendor in several ways. No matter what method is used; however, the shipping document must be signed before it is sent to Document Control. Process the item according to the shipment method as follows:

9.142.2. Shipment through Transportation Channels. If the item will be shipped through transportation channels, process it according to chapter 15.

9.142.3. Contractor Pickup or Vicinity Delivery. If the contractor will pick up the item, or if vicinity delivery is authorized, local procedures will be developed and coordinated with the Chief of Transportation and the Base Contracting Office.

Section 9O— RESERVED.

9.143. Reserved for Future Use.

Section 9P—REPORT OF DISCREPANCY/SUPPLY DISCREPANCY REPORT (ROD/SDR) - (MANUAL SF 364).

9.144. Overview.

9.144.1. Section Summary. This section describes the procedures for submitting and replying to a Report of Discrepancy/Supply Discrepancy Report (ROD/SDR). It also outlines the responsibilities of Stock Control and Receiving to prepare, submit, and followup ROD/SDRs for the listing of claims payable and claims receivable details produced by program NGV587.

9.144.2. Purpose of ROD/SDR. The Report of Discrepancy/Supply Discrepancy Report (ROD/SDR), SF 364, is filed by receiving activities to record item or packaging discrepancies attributable to the shipping activity (see AFJMAN 23-215, Reporting of Item and Packaging Discrepancies, and volume 1, part 1, section D, chapter 5). The ROD/SDR serves two purposes:

9.144.2.1. Notifies shipping organization. The ROD/SDR notifies the responsible shipping activity, such as a contractor, manufacturer, or vendor, that a discrepancy exists. The ROD/SDR aids in analyzing and correcting discrepancies, as well as in preventing recurrences.

9.144.2.2. Aids inventory accounting. The ROD/SDR is used as a supporting document for inventory accounting and financial adjustments. A copy of the completed report is used to support adjustments to the reporting and shipping organizations' accountable inventory and financial accounting records.

9.145. Reporting Activity ROD/SDR Submission Actions.

9.145.1. The reporting activity will perform the following actions:

9.145.2. Submit the ROD/SDR. Submit an ROD/SDR for all item or packaging discrepancies, even for non-SMAG items, which meet at least one of the conditions specified in AFJMAN 23-215. The $100 figure set for overages, shortages, and damaged materiel in AFJMAN 23-215 applies only to the value of the discrepant portion of the shipment and not necessarily to the total extended dollar value or the unit of issue. If the item is classified, submit an ROD/SDR regardless of cost. Any unsatisfactory condition resulting from improper packaging which causes or renders the item, shipment, or package to be vulnerable to any loss, delay, or damage when the estimated or actual cost of correction exceeds $100. (**EXCEPTION:** When the value of the item, shipment, or package is $2,500 or over, an SF 364 will be submitted regardless of the estimated or actual cost to correct the packaging discrepancy.)

9.145.2.1. An SDR should not be submitted for nonreceipt of shipments made by traceable means, e.g., Government Bill of Lading (GBL), unless nonreceipt is for other than a transportation discrepancy, or for damaged items shipped via modes other than U.S. Postal Service (USPS). Such non-receipts or damages are reportable as transportation discrepancies under the DoD 4500.9-r, Defense Transportation Regulation, Part II, Cargo Movement. An SDR should not be submitted for nonreceipt of shipments made by traceable USPS registered, insured, certified mail.

9.145.2.2. U.S. Government activities returning material are cautioned that the returning activity may be held responsible for costs incurred by the receiving activity when discrepancies are reported and validated IAW MILSTRIP, chapter 9. This includes returns made in violation of prescribed material returns procedures, returns exhibiting packaging discrepancies, and returns of repairable items unaccompanied by required technical data. Recoupment action by the ICP against the initiator may include all cost reimbursable actions performed by the receiving activity such as repackaging, marking, and disposal.

9.145.3. Maintain an ROD/SDR Suspense File. Receiving and Inspection will forward suspense copies of all ROD/SDRs to Stock Control after ROD/SDRs have been submitted. Stock Control will maintain a consolidated suspense file for each ROD/SDR submitted by Base Supply until one of the following applies.

NOTE: The Chief of Supply may elect to have another office maintain the suspense file. However, the office responsible for maintaining this file will also accomplish all followup and processing actions

required by this section of the manual. Local purchase Report of Discrepancy/Supply Discrepancy Reports may be initiated and monitored separately in accordance with chapter 10, section 10D.

9.145.3.1. If a reply is received, then destroy the suspense copy of the ROD/SDR.

9.145.3.2. If no reply is received within 45 days from submission of the second followup, then close out the suspense on the ROD/SDR and follow the instructions for unresolved ROD/SDRs.

9.145.3.3. Part 3 of the M16, Shipment Loss Analysis Report, lists all shipments which were previously considered lost but have since been received. This part of the report can be used to remove ROD/SDRs from the file since they are no longer valid and should be canceled.

9.146. Shipping Activity ROD/SDR Reply Actions.

9.146.1. Required Replies. Action activities are required to reply to every ROD/SDR submitted within the time limits specified in AFJMAN 23-215. ROD/SDRs not submitted within the time limits are rejected.

9.146.2. ROD/SDR Reply Actions. Shipping activity personnel will perform the following actions:

9.146.2.1. Complete the information on the reverse side of the SF 364.

9.146.2.2. Indicate whether a billing adjustment will be issued.

9.146.2.3. Forward the reply to the receiving activity.

9.147. Claims Receivable Details. Claims receivable detail records are used to produce informational ROD/SDRs and to request billing credit. They are created and deleted as follows:

9.147.1. Creation. A claims receivable detail is created if one of the following conditions exists and the dollar value involved is greater than $100 for non-DOD activities and greater than $250 for DOD activities:

9.147.1.1. Receipt shortage. If a shortage of a funded receipt is processed which is greater than the dollar value limit, then a claims receivable detail will be created under program control along with a received not billed detail. The quantity-received field will reflect the total quantity due in, not the quantity received.

9.147.1.2. Soon-to-be-canceled due-in. During followup processing, if a due-in detail is subject to valid cancellation, and its (BNR) detail is in the computer, then a claims receivable detail will be created and the (BNR detail will be deleted under program control.

9.147.2. Deletion. A claims receivable detail is deleted under program control if the credit billing is received and processed, if the credit billing is denied by the source of supply, or if Accounting and Finance (A&F) deletes it.

9.148. Claims Payable Details. Claims payable detail records are used to request billing credit. They are created and deleted as follows:

9.148.1. Creation. A claims payable detail is created under program control if an overage of a funded shipment is processed and the overage is greater than $100 for non-DOD activities and $250 for DOD activities.

9.148.2. Deletion. A claims payable detail is deleted under program control when the proper billing adjustment input has been processed.

9.149. Report of Discrepancy/Supply Discrepancy Report (ROD/SDR) Listings.

9.149.1. Program NGV587 produces listings of all claims payable and all claims receivable details. The listings are used by Stock Control personnel to ensure proper billing credit actions are taken.

9.149.2. Items on the Stock Control Listing. This listing shows each claims receivable detail which requires an ROD/SDR submission and which is a reclassified (BNR) detail. These claims receivable details have a B in the source-flag field. The listing and TAR inputs for all listed items will be produced for Stock Control (see **Attachment 9P-1**).

9.149.3. Items on the Receiving Listing. This listing shows each item which requires a ROD/SDR submission for its claims payable detail, claims payable receipt overages, and short receipt claims receivable detail. Receipt overage claims details will have a P (213 CLAIMS-PAYABLE-FLG) in the source-flag field (type stock record account P items will reflect an F which indicates refueling by non-AF activities, i.e., DOD, contractor, or commercial) Short receipt claims receivable detail will have an S in the source-flag field. The listing and TAR inputs for all listed items will be produced for Stock Control actions. (See **Attachment 9P-1** for the TAR format. See DFAS-DE 7077.10-M, claims receivable and received not billed record layouts for source-flag indicators).

9.149.4. Followup Listing. This listing shows all claims receivable and claims payable details which do not have followup ROD/SDRs submitted for them. The followup schedule is determined by subtracting the 213-Billing-Request- Date or 221-FAE-Date on the detail from the Julian date of the ROD/SDR listings as follows:

9.149.4.1. First followup. Details requiring first followup action are those which appear on the list 55 days after the initial submission of the ROD/SDRs. Once a first followup has been submitted, a detail will not appear on the list again until 45 days after the initial ROD/SDR submission.

9.149.4.2. Second followup. Details requiring second followup action are those which appear on the list 100 days after the initial submission of the ROD/SDRs. Once a second followup has been submitted, a detail will not appear on the list again and the ROD/SDR will be considered unresolved.

9.150. Stock Control Initial ROD/SDR Actions. Stock Control will review the Receiving listing and identify all claims receivable details created through the TAR processing of a shipped short receipt. For all such details on the listing, and for all details on the Stock Control ROD/SDR listing, they will perform the following actions:

9.150.1. Process ROD/SDRs. Prepare an ROD/SDR for each detail exceeding $100 per line item, according to AFJMAN 23-215. Enter a C in position 7 and process the TAR input to update the detail 213-Billing-Request-Date or 221-FAE-Date and to show that an ROD/SDR has been submitted for it (see **Attachment 9P-1**).

9.150.2. Designate Details for Deletion. Identify shipments between Department of Defense (DOD) and non-DOD activities which are less than $100 per line item. A&F will then automatically delete the corresponding claims receivable or payable detail records. Annotate the ROD/SDR listings with the deletion actions taken.

9.151. Stock Control Followup ROD/SDR Actions. Stock Control personnel will perform the following actions:

9.151.1. Select Followups. Although details will appear on the listing 55-109 days after the initial submission of the ROD/SDR, select only details for a first followup which are at least 55 days old. Details for second followup may be selected45 days after the first followup.

9.151.2. Designate Details For Deletion (Stock Control Action Only). Identify all non-classified item details appearing on the followup listing for DOD shipments valued at less than $100. A&F will then automatically delete the corresponding claims receivable/payable detail records. All classified items, regardless of cost, will require followup action.

9.151.3. Process Followups. Prepare and process a followup for the initial ROD/SDR, as specified in AFJMAN 23-215. Enter an F in position 7 and process the TAR input to update the followup fields on the 213/221 records to show that the followup has been performed (see **Attachment 9P-1**).

9.152. Stock Control ROD/SDR Reply Actions.

9.152.1. Stock Control personnel will perform the following actions after receiving a reply to an ROD/SDR:

9.152.2. Process Replies. Enter an R in position 7 and process a TAR input to update the detail DOLT after receiving a reply to an ROD/SDR. The detail will no longer appear on the ROD/SDR listings, but it will remain in the computer until the proper billing adjustment input is processed by A&F personnel.

9.152.3. Forward Copies to A&F. Forward copies of all ROD/SDR replies to A&F.

9.153. Stock Control Unresolved ROD/SDR Actions. An ROD/SDR is defined as unresolved if its reply has not been received 146days after submission of the second followup. For CONUS bases, this means that an ROD/SDR will not be considered unresolved until the 146th day if the second followup was sent on the 101st day. Allow additional mailing time for overseas bases. For items other than those which must be resolved with a local contracting activity, Stock Control will perform the following actions:

9.153.1. Forward ROD/SDRs to MAJCOM. Forward all unresolved ROD/SDRs to the MAJCOM for assistance. If MAJCOM personnel do not reach a resolution for the ROD/SDR, they will request assistance from the Air Force ROD/SDR focal point at AFMC/LGSD.

9.153.2. Provide Information to the Management and Systems Flight. Provide information on the number and source of supply to Management and Systems Flight. M&S comments about the effectiveness of the ROD/SDR program will include this information.

9.154. ROD/SDR TAR Processing Effects. Processing a TAR input with a C, F, or R in position 7 will update the followup fields on the 213 received-but-not-billed detail record or the 22l claims receivable detail record.

Section 9Q—REPORT OF DISCREPANCY -(WINDOWS BASED).

9.155. Section Summary. The Report of Discrepancy (ROD) is a windows-based microcomputer system that replaces the DOS version. The ROD system operation is divided into six areas. The first area is the initial loading of ROD/SDRs. The second area involves making necessary changes to or updating ROD/SDRs. The third area is deleting Open ROD/SDRs from the database. The fourth area is deleting Closed ROD/SDRs (those actions that are closed out and require no further followup action) from the

database. The fifth area is simply deleting ROD/SDRs from the database (Open or Closed) that have exceed their disposition requirements. The last area is the printing of ROD/SDRs and ROD/SDR reports.

9.156. Purpose. The Report of Discrepancy (ROD) program provides an automated capability to input, update and track ROD/SDRs at base-level. You will be able to reduce the number of man-hours required to manage the program and to improve the accuracy, reliability and maintainability of Report of Discrepancy/Supply Discrepancy Reports information.

9.157. References.

9.157.1. Part 2, chapter 9, **Section 9P**.

9.158. Security. Physical hardware security will be the responsibility of the user while ROD is in operation. Security guidelines are identified in chapter 2, section 2C.

9.159. Hardware and Software Requirements.

9.159.1. Physical attributes of the PC are at the discretion of the user. The following is the minimum hardware/software specification for ROD.

9.159.1.1. 486 Central Processing Unit

9.159.1.2. 100 Megahertz Processor.

9.159.1.3. 32 Megabyte of Random Access Memory.

9.159.1.4. Windows 3.1 or higher.

9.159.1.5. Super video graphics array for color display.

9.159.1.6. Windows 95/NT.

9.159.1.7. ORACLE Developer 2000.

9.159.1.8. ORACLE.

9.160. Data Elements.

9.160.1. The following data elements represent the information utilized in the Report of Discrepancy Program. There are no sensitive data in the ROD system. All references in this section refer to Volume 2, Part 2. (The data elements are in the order as encountered in the operation of ROD).

9.160.1.1. Report Number. (9 digit A/N/Blank) – Used as the unique key for all ROD/SDRs and to identity a certain ROD/SDR. Report Number and ROD/SDR Number are synonymous. Remember, this system utilizes an exact lookup method for locating and comparing data.

EXAMPLE: If the Report Number 9207C061 is used to add a ROD/SDR to the system, the Report Number 9207c061 will not locate it. Note the "C" is capitalized in one instance and not in the other. In order to find the report number initially loaded, the capital "C" must be used.

9.160.1.2. Depot Name & Address. (30 digit A/N/Blank) – Used to identify the shipping organization responsible for the initial infraction. The agency responsible for responding to the ROD/SDR.

9.160.1.3. Ship Name & Ship Add. (28 digit A/N/Blank) – Used to identify the agency initiating the ROD/SDR.

9.160.1.4. Requisition Number. (15 digit – only the first two digits are alpha, all others are numeric) – Used to identify the ordering supply code and order number.

9.160.1.5. Routing Identifier. (3 digit A/N/Blank) – Used to identify the service, facility, and internal address or storage location for routing documentation and materiel.

9.160.1.6. NSN/Part Number**.** (15 digit A/N/Blank) – Used to identify the national stock number and part number of the item ordered.

9.160.1.7. Nomenclature. (20 digit A/N/Blank) – A brief description of the item.

9.160.1.8. Unit of Issue (UI). (2 digit A/N/Blank) – This identifies the unit of issue by which the item is shipped.

9.160.1.9. Qty Ship. (5 digit N/Blank) – This is the quantity originally shipped.

9.160.1.10. Qty Rcvd. (5 digit N/Blank) – This is the quantity actually received.

9.160.1.11. Disp Qty. (5 digit N/Blank) – Used to identify the quantity difference between quantity shipped and quantity received.

9.160.1.12. Unit Cost. (7 digit N/Blank) – This identifies the cost of each item.

9.160.1.13. Total Cost. (7 digit N/Blank) – This identifies the cost of each item times the number of items received.

9.160.1.14. Discrepancy Code. (digit 1 A/digit 2 N) – Used to identify what type of discrepancy existed. (i.e., packaging, shipping, wrong quantity).

9.160.1.15. Action Code. (digit 1 N/digit 2 A) – Used to indicate what corrective action was taken to notify the shipper of the discrepancy.

9.160.1.16. Due Followup 1. (8 digit date field) – Used to indicate the date the first followup action is required. (Must be in month/day/year format – Example: 01/20/90).

9.160.1.17. Due Followup 2. (8 digit date field) – Used to indicate the date the second followup action is required. (Must be in month/day/year format – Example: 01/20/90).

9.160.1.18. Credit Rcvd. (2 digit A/Blank) – Used to indicate whether or not the government received credit for the infraction. (Y (Yes) or N (No) response required).

9.160.1.19. Date Comp. (8 digit A/Blank) – Used to indicate when all ROD/SDR actions, to include followup actions, were completed.

9.160.1.20. Remark1 through Remark6. (32 characters/6 lines) – This is a memo field for noting any information you deem necessary. (i.e., names of a point of contact, amount of credit, etc.).

9.160.1.21. Name/Rank/Off Sym. (50 A/N/Blank) – This is the information of the ROD/SDR monitor or his/her alternate.

9.160.1.22. Distribution 1 – 3. Allows user to enter those agencies which received a copy of the Report of Discrepancy/Supply Discrepancy Report.

9.160.1.23. Followup 1 – 2. (Date { / / }) – This space is automatically filled in by the system when a followup action is completed. The date the followup was printed is inserted into the appropriate space.

9.160.1.24. Transportation Document Number. (15 digit A/N/Blank) – Enter the type of transportation document, GBL, CBL, manifest, waybill, insured/certified parcel post number, or transportation control and movement document and the identifying number assigned. Mandatory when shipment received via traceable means.

9.160.1.25. Shipper's Number. (12 digit A/N/Blank) – Enter shipment number (when more than one shipment is made under a contract or requisition and contract/document number (e.g., contract, purchase order).

9.160.1.26. Number and Date of Invoice. (17 digit A/N/Blank) – Enter number and date of vendor's invoice of shipper's bill number. Attach copy of invoice to SF 364. (Not applicable to packaging discrepancies).

9.161. Basic ROD Operating Instructions.

9.161.1. For the most part, the ROD program is self-explanatory. It is a computer program for base-level supply organizations Report of Discrepancy/Supply Discrepancy Report monitors. The program is a tracking system for fast and accurate input of ROD/SDR data, and reduces the number of man-hours required to track and manage the program. The program is menu driven, meaning you choose from a list options. Listed are a few of the options that are unique to ROD.

9.161.1.1. Key Usage. For ease in entering data keep the following in mind:

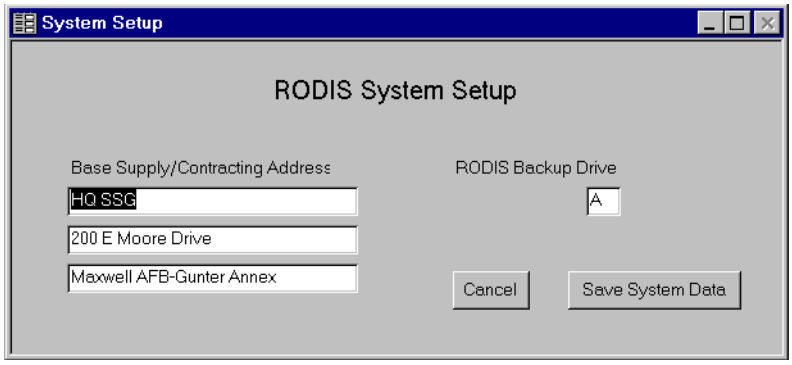
9.161.1.1.1. Anytime a data is input in the ROD program, it must be entered in MONTH/DAY/YEAR format. The slash marks are automatically input for the user. You must also place a zero or space in front of single day and month notations. (03/18/98 or 3/ 18/98)

9.161.1.2. Each ROD/SDR is tracked using its report number. This field will accept a nine digit alphanumeric field which will be utilized to track and locate records for action.

9.161.1.3. The ROD system utilizes one database file. ROD.LMA contains your active ROD/SDRs, which require periodic followup and inactive or completed ROD/SDRs.

9.161.1.4. The Modify RODIS Setup option displays fields for the local Base Supply/Contracting address and the Backup Drive.

Figure 9.1. RODIS System Setup Screen.



9.161.1.5. ROD has a built-in backup system. Each time you exit the system, the program will automatically backup to the drive specified in the RODIS System Setup. Ensure a formatted disk is inserted in the specified drive (using your hard drive as your backup drive is not recommended). This is for your protection and will prevent the loss of valuable information if your system should malfunction. You will be able to recover data lost by selecting the "Recover from Backup" option of the menu. This option is explained later in this guide. It is recommended that you label and date this disk and put it in a safe place. This disk can be used repeatedly for daily backup.

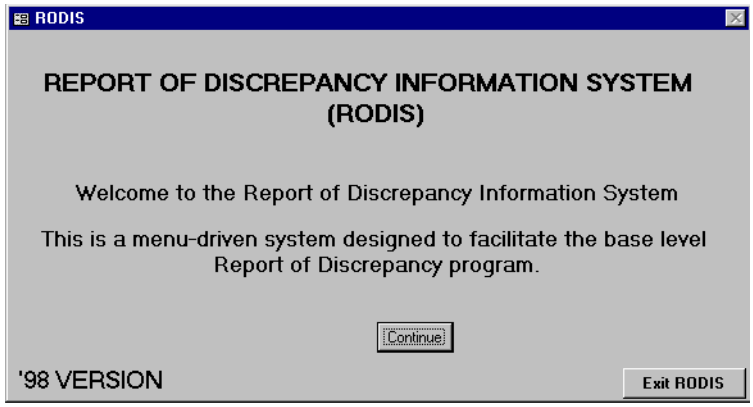
NOTE: If you are editing or adding data and the power or the computer fails, you may lose the record you were adding or any changes made to the record being updated. All record changes are saved at the completion of each record edit. This limits the amount of data lost under unusual circumstances.

9.162. Add New ROD.

9.162.1. ROD is a menu-driven, user-friendly program. The first step is to get all open ROD/SDRs loaded into the system. This is accomplished using the instructions below.

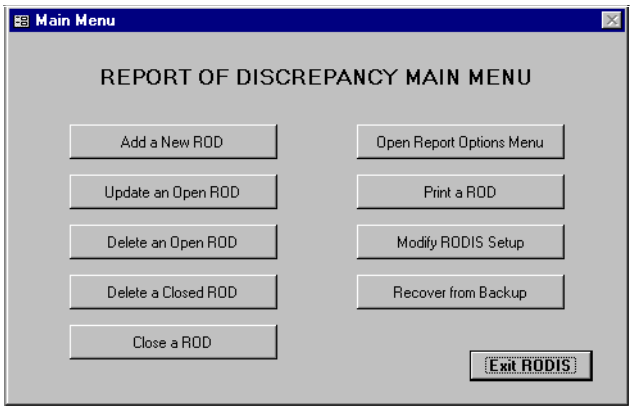
9.162.1.1. From the Taskbar click on Start, select Programs, then select Report of Discrepancy (ROD) for Windows V1.0. Next, click on ROD for Windows V1.0. This brings up the ROD Introductory screen.

Figure 9.2. RODIS Screen.



9.162.2. By clicking continue, the next step is invoked. The REPORT OF DISCREPANCY MAIN MENU is displayed.

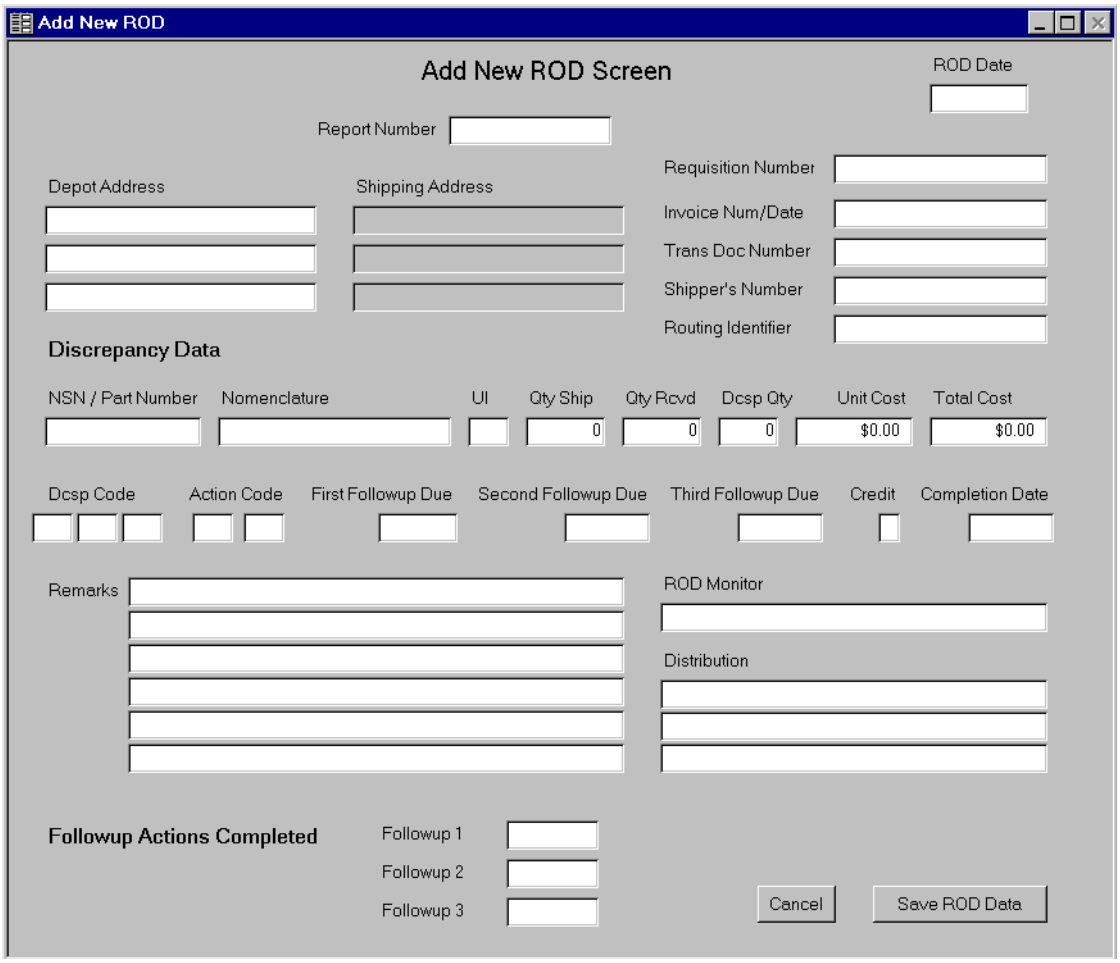
Figure 9.3. ROD Main Menu.



NOTE: If there is no data loaded, the Add a New ROD option should be chosen.

9.162.3. When the Add a New ROD option is selected, an input screen will appear. The screen below gives you an example. It is used throughout the program. Become familiar with it.

Figure 9.4. Add New Rod Screen.



9.162.4. Data required for the screen input is self-explanatory to those familiar with the ROD/SDR programs as it is today. There are certain fields on the input screen for which the information is automatically entered. You must enter the quantity shipped and received, and the unit cost. The system automatically calculates the discrepant quantity and the total cost. It also calculates the followup dates based on the system date or the date you input the ROD/SDR and are based on the 75-day, 110-day, and 149-day followup criteria established by AFJMAN 23-215.

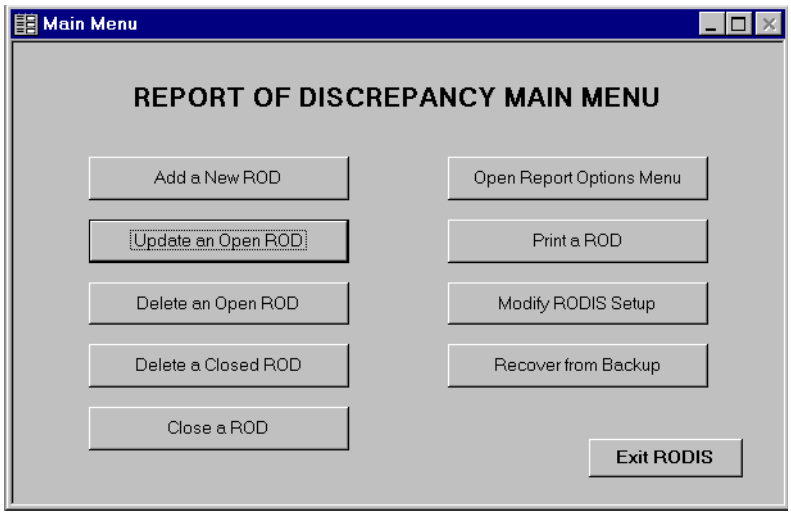
9.162.5. Before clicking the Save ROD Data button, check the accuracy of the information loaded. Clicking the Save ROD Date button saves the data you input. Clicking cancel (if no other ROD/SDRs need to be loaded) returns you to the Main Menu.

NOTE: ROD does not allow duplicate report numbers to be entered into the system.

9.163. Updating an Open ROD.

9.163.1. When the Update an Open ROD option is chosen from the Main Menu, the ROD system goes into an edit mode. After subsequent followup actions have been completed or an update in status has occurred, this segment of ROD allows the user to make changes to the existing ROD/SDR information. The steps below will help you complete your updates. **NOTE:** This system does not allow editing or changing the REPORT NUMBER. The ROD/SDR with an incorrect Report Number must be deleted from both the active and inactive files and re-entered with the correct Report Number).

Figure 9.5. ROD Main Menu Screen.



9.163.1.1. After selecting the Update an Open ROD option from the Main Menu, the Update ROD Screen is displayed with data of the first ROD/SDR loaded in the system. Select the report number from the drop-down menu of the Enter Report Number field, or type the report number of the ROD/SDR you would like to update. The system will automatically search for that ROD/SDR number.

Figure 9.6. Update ROD Screen.

Update ROD

Update ROD Screen

Report Number: 987654321

ROD Date: 3/18/98

Enter Report Number: 987654321, 987654322, 987654323

Depot Address: Army Tank Automotive Command; Bldg 450; Warren MI

Shipping Address: HQ SSG; 200 E Moore Drive; Maxwell AFB-Gunter Annex

Requisition Number: FB330080777345

Invoice Num/Date:

Trans Doc Number:

Shipper's Number:

Routing Identifier: S9T

Discrepancy Data

NSN / Part Number	Nomenclature	UI	Qty Ship	Qty Rcvd	Dcsp Qty	Unit Cost	Total Cost
2110009829734	Tires, Pneumatic	EA	50	40	10	$15,885.30	$158,853.00

Dcsp Code	Action Code	First Followup Due	Second Followup Due	Third Followup Due	Credit	Completion Date
S1	1D	6/1/98	7/6/98	8/14/98		

Remarks

ROD Monitor: Rosa/ILSPM

Distribution

Followup Actions Completed

Followup 1

Followup 2

Followup 3

Cancel

Save ROD Data

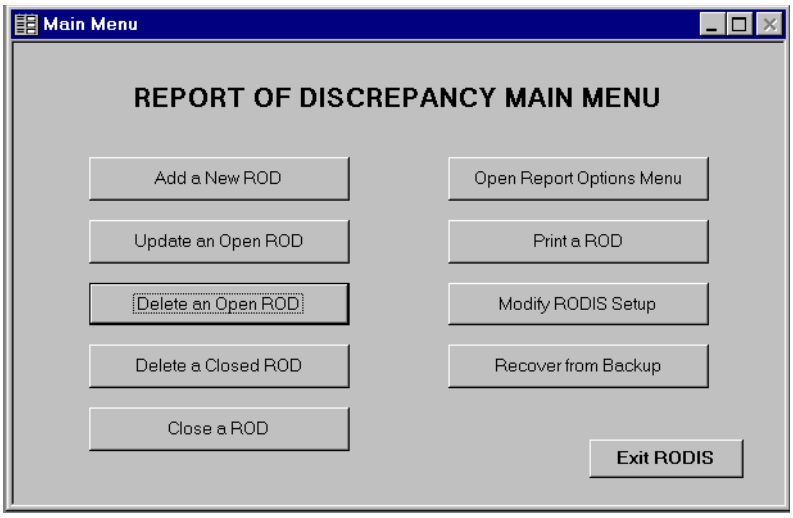
9.163.1.1.1. When found, the ROD/SDR will be displayed on the screen. The ROD/SDR monitor will be allowed to make the necessary changes. After all changes have been made, click the Save ROD Data, to save your data.

9.163.1.1.2. If the ROD/SDR is not found, the following message is displayed: "The text you entered isn't an item in the list. Solution: Select an item from the list or enter text that matches one of the listed items". The system allows you to re-input the ROD/SDR number. It is recommend that you check your ROD/SDR number to ensure it is correct. Remember, if you used CAPITAL LETTERS to input the ROD/SDR number you must use CAPITAL LETTERS to locate that number.

9.163.1.2. After updating the ROD/SDR the current information will be saved and the system will return to the Main Menu.

9.164. Deleting Open RODs.

Figure 9.7. Deleting an Open ROD Option.



9.164.1. Select Delete an Open ROD option from the Main Menu. The Delete Open ROD Screen is displayed with data of the first ROD/SDR loaded in the system. Select the report number of the ROD/SDR you would like to delete from the drop-down menu of the Enter Report Number field. The system will automatically search for that ROD/SDR number.

NOTE: Only open ROD/SDRs will be displayed on the drop-down menu.

9.164.2. Once found, all information on the ROD/SDR will be displayed on the screen. Click the Delete Loaded ROD button to delete the ROD/SDR. The following message is displayed: "You are about to delete 1 record(s). Solution. Click Yes to permanently delete these record(s). You won't be able to Undo this change." The ROD/SDR monitor is asked to confirm the ROD/SDR Number to be deleted by clicking Yes or No.

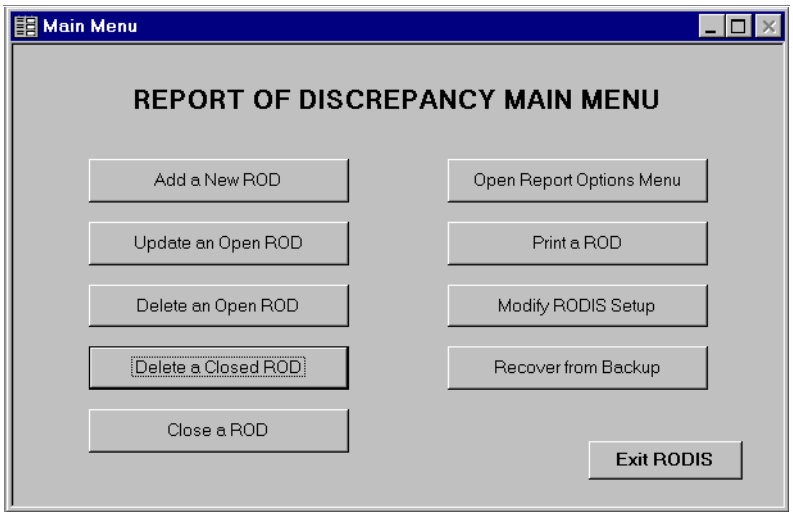
9.164.3. Upon clicking "Yes" the message "The specified ROD has been deleted" is displayed. Click "OK" and the system automatically returns to a blank screen allowing you to enter next ROD/SDR to be deleted.

9.164.4. After all deletions have been made, click the cancel button to return to the Main Menu.

9.165. Deleting Closed RODs.

9.165.1. This delete function deletes ROD/SDRs for which all followup actions have been completed and the ROD/SDR is no longer needed or the ROD/SDR was input in error.

Figure 9.8. Delete a Closed ROD Option.



9.165.1.1. Select Delete a Closed ROD option from the Main Menu. The Delete Closed ROD Screen is displayed with data of the first ROD/SDR loaded in the system. Select the report number of the ROD/SDR you would like to delete from the drop-down menu of the Enter Report Number field. The system will automatically search for that ROD/SDR number.

NOTE: Only closed ROD/SDRs will be displayed on the drop-down menu.

9.165.1.2. Once found, all information on the ROD/SDR will be displayed on the screen. Click the Delete Closed ROD button to delete the ROD/SDR. The following message is displayed: "You are about to delete 1 record(s). Solution. Click Yes to permanently delete these record(s). You won't be able to Undo this change" The ROD/SDR monitor is asked to confirm the ROD/SDR Number to be deleted by clicking Yes or No.

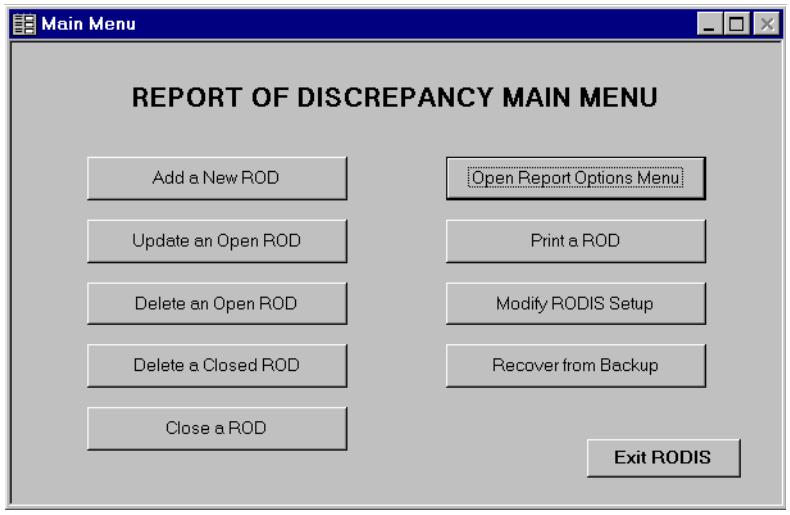
9.165.1.3. Upon clicking "Yes" the message "The specified ROD has been deleted" is displayed. Click "OK" and the system automatically returns to a blank screen allowing you to enter next ROD/SDR to be deleted.

9.165.2. After all deletions have been made, click the cancel button to return to the Main Menu.

9.166. Reports Options.

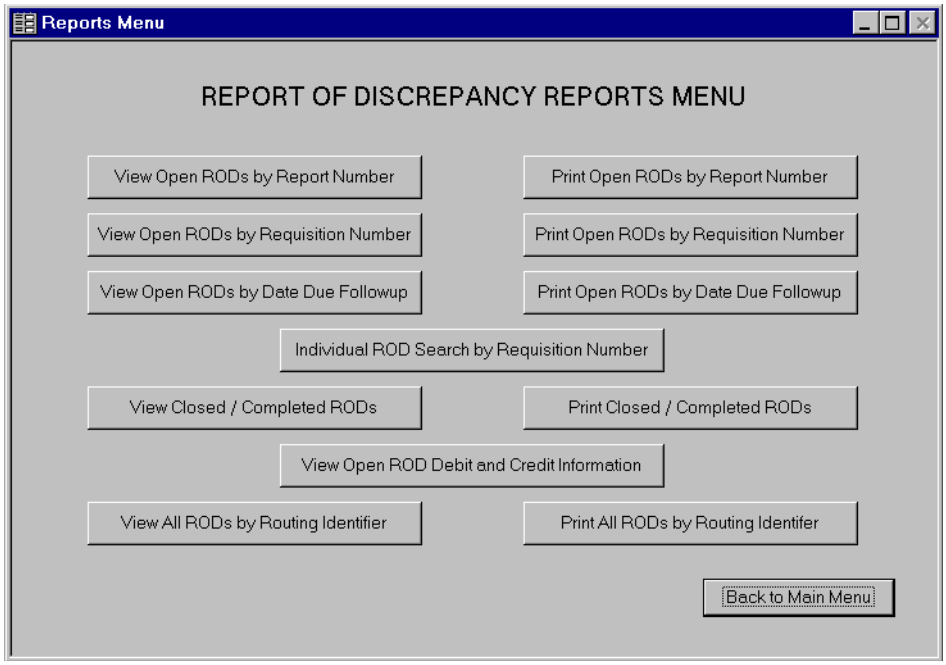
9.166.1. When the user selects Option 5 of the Main Menu, the Reports Option is selected. This option brings up another menu, which allows the user to select from different report options.

Figure 9.9. Open Reports Option.



9.166.2. The Open Report Options Menu allows various reports to be displayed on the screen. These reports give the user the capability of analyzing which agencies have recurring discrepancies and the user can easily discuss the situation with the agencies involved. ROD also allows you to display the total record count and dollar value associated with those records.

Figure 9.10. Reports Menu.



9.166.2.1. View Open RODs by Report Number, View Open RODs by Requisition Number and View Closed/Completed RODs options of the Open Report Options Menu allows the user to review various ROD/SDR reports in the indicated numerical sequence. After selecting an option, the system sorts the ROD/SDRs by the sequence indicated. The screens listed below are samples of the report listings.

9.166.2.2. View Open RODs by Date Due Follow-up is a three-part report. It prints a list for each followup category (ordered by first followup due date, ordered by second followup due date and ordered by third followup due date), listing the rod date, report number, requisition number, NSN/part number, discrepant quantity, total cost and routing identifier.

NOTE: The above options also give you the option to print the data.

9.166.2.3. Individual ROD Search by Requisition Number allows the user to input a ROD/SDR Requisition Number to locate a ROD/SDR. When this option is selected, a screen with a drop-down menu to input the requisition number is displayed. Select the requisition number, select view or print, and ROD will search for it. When found, the ROD/SDR Date, ROD/SDR Number, Requisition Number, NSN/Part Number, Disparage Quantity, Total Cost and Routing Identifier, are displayed on the screen or printed for your review.

Figure 9.11. ROD Master List (by Report Number).

sort_by_report_num_Q

Report of Discrepancy Master List
(Ordered by Report Number)

ROD Date	Report Number	Requisition Number	NSN / Part Number	Discrepancy Quantity	Total Cost	Routing Identifier
3/18/98	987654321	FB330080777345	2110009829734	10	158853	S9T
3/18/98	987654322	FB330080777345A	2110009829734	5	79426.5	S9T
3/18/98	987654323	FB330080778415	2110009829734	10	158853	S9T

Page: 1

Figure 9.12. ROD Master List (by Requisition Number).

sort_by_req_num_Q

Report of Discrepancy Master List
(Ordered by Requisition Number)

ROD Date	Report Number	Requisition Number	NSN / Part Number	Discrepancy Quantity	Total Cost	Routing Identifier
3/18/98	987654321	FB330080777345	2110009829734	10	158853	S9T
3/18/98	987654322	FB330080777345	2110009829734	5	79426.5	S9T
3/18/98	987654323	FB330080778415	2110009829734	10	158853	S9T

Page: 1

Figure 9.13. ROD Master Closed/Completed List (by Report Number).

closed_rods_Q

Report of Discrepancy Master Closed/Completed List

(Ordered by Report Number)

Report Numbe	Requisition Number	NSN / Part Numbe	Discrepanc Quantity	Total Cost	Routing Identifie	Credit Rcvd	Completio Date
98765432	FB3300807773	2110009829734	10	158853	S9T		6/1/98

Page: 1

Figure 9.14. ROD Master List (by First Followup Due Date).

sort_by_first_followup_Q

Report of Discrepancy Master List
(Ordered by First Followup Due Date)

Due First Followup	Report Number	Requisition Number	Discrepancy Quantity	Total Cost	Routing Identifier
6/1/98	987654323	FB330080778415	10	158853	S9T
6/1/98	987654322	FB330080777345A	5	79426.5	S9T
6/1/98	987654321	FB330080777345	10	158853	S9T

Page: 1

Figure 9.15. Report of Discrepancy Screen.

find_req_num_report

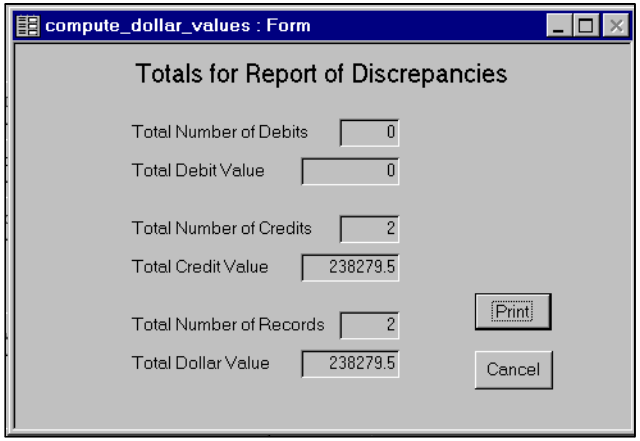
Report of Discrepancy

ROD Date	Report Number	Requisition Number	NSN / Part Numbe	Disparage Quantity	Total Cost	Routing Identifier
3/18/98	987654323	FB330080778415	2110009829734	10	158853	S9T

Page: 1

9.166.2.4. View Open ROD Debit and Credit Information. This option involves the dollars associated with the ROD/SDRs in the system and allows the user to produce a report that shows the number of debits and credits, and the total dollars reflected for each area. ROD/SDRs that do not involve money are not counted in the debits/credits but are counted in the total number of ROD/SDRs. In this case, the number of credit/debits may not add up to the total number of ROD/SDRs.

Figure 9.16. ROD Totals Screen.



9.166.2.5. View All RODs by Routing Identifier. This option shows some trend analysis data. The list is a consolidation of all ROD/SDRs in the database and is sorted by routing identifier and discrepancy code. The list allows the ROD/SDR monitor to spot which agencies have the most discrepancies and can be used to report the trend to the responsible agency and possibly clear up the problem. Therefore, the database should be maintained for a predetermined amount of time (monthly/quarterly) and cleaned out after the report is printed.

NOTE: This option also gives you the option to print the data.

Figure 9.17. ROD Master List (by Routing Identifier).

ROD Master List

Report of Discrepancy Master List

(Ordered by Routing Identifier)

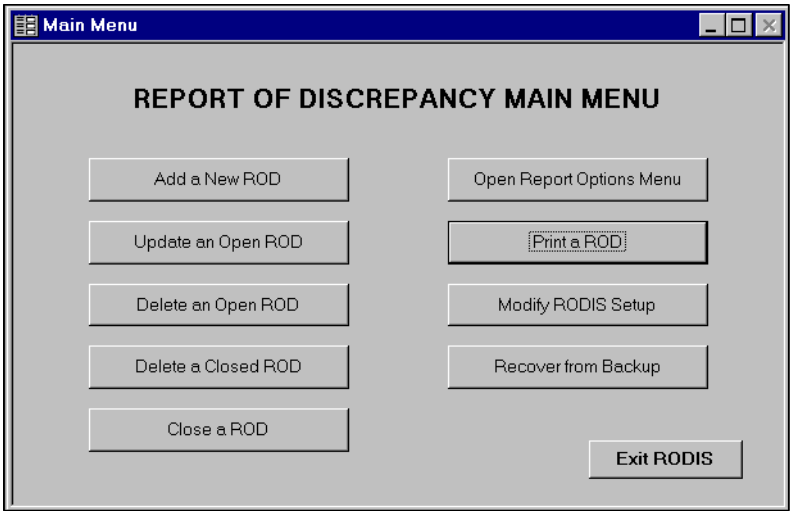
Report Number	Req Number	NSN / Part Num	Dscp Quantity	Total Cost	Routing Ident	Dscp Code
987654323	FB3300807784	2110009829734	10	158853	S9T	S1
987654322	FB3300807773	2110009829734	5	79426.5	S9T	S1
987654321	FB3300807773	2110009829734	10	158853	S9T	S1

Page: 1

9.167. Print ROD.

9.167.1. When the Print a ROD option is selected, the user has the capability of actually printing the ROD/SDR itself. This can be accomplished either on a Standard Form 364 or a record copy on plain bond paper.

Figure 9.18. Printing a ROD.



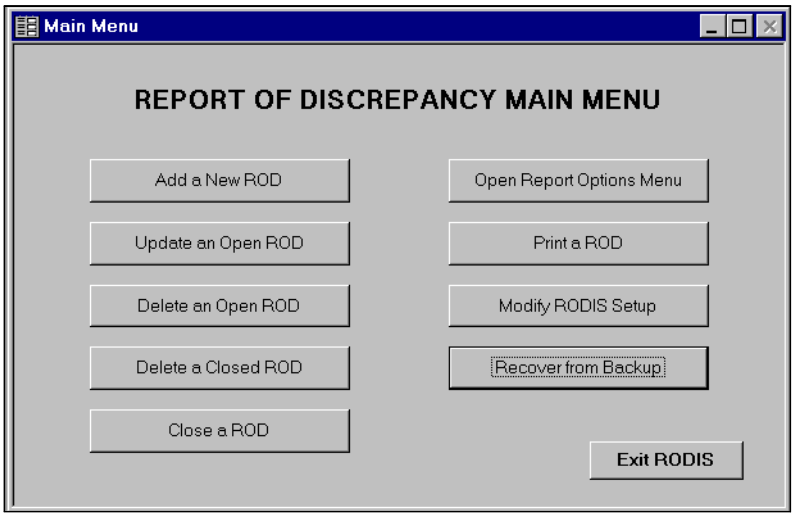
9.167.2. After selecting the Print a ROD option on the Main Menu, the Print ROD Screen is displayed with data of the first ROD/SDR loaded in the system. Select the report number of the ROD/SDR you would like to print from the drop-down menu of the Enter Report Number field. The system will automatically search for that ROD/SDR number.

9.167.3. Once found, all information on the ROD/SDR will be displayed on the screen. Click the Print Current ROD button.

9.168. Recover from Backup.

9.168.1. The Recover from Backup option is only needed if your system fails, you lose your database files and you need to recover through the use of your backup data disk. Hopefully, you will not need this option. In any case, making backup copies of your system is very important.

Figure 9.19. Recover From Backup Option.

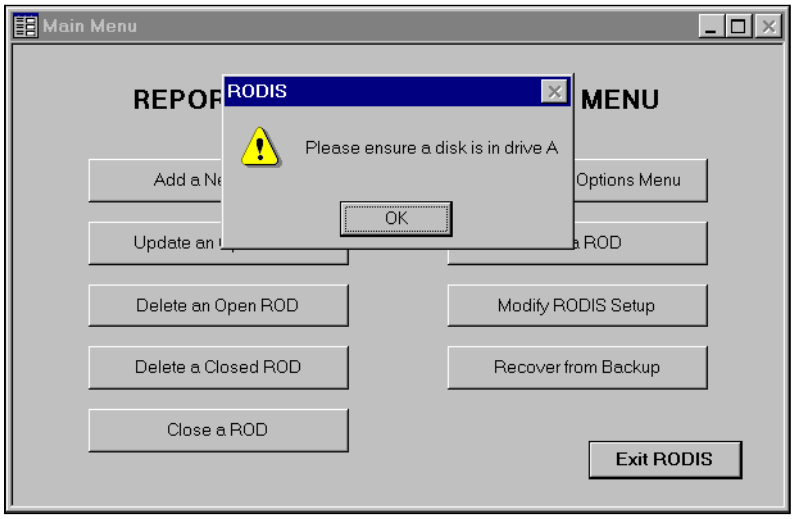


9.168.2. This will help you recover data from your latest backup disk when only the database file has been lost. Place your backup disk in drive A and click Recover from Backup. ROD will recover the data and return you to the Main Menu.

9.169. Exit.

9.169.1. The Exit function involves a more than just quitting and leaving the ROD system.

Figure 9.20. Exit Function.



9.169.2. At this point you have entered information into the database. The initial input can be time consuming and the loss of data could cost you more than just time. Therefore, the system has a built-in backup procedure that is automatically invoked when you click the Exit RODIS button to exit the system. However, these procedures are very simple to complete. All the user has to do is ensure a formatted disk is at hand, place it in drive specified, and date and label the disk after backup is complete. The ROD program will copy all necessary files required to rebuild your database if needed. If

required, more than one backup disk can be made. After completing backup, the program will automatically exit.

Section 9R—MANAGEMENT EVALUATION - REPORTING SUPPLY DISCREPANCIES.

9.170. This paragraph implements paragraph E, Management Evaluation, of the Joint Service DLA publication Reporting Supply Discrepancies (AFJMAN 23-215, SECNAVINST 4355.18A, and DLAI 4140.55). **NOTE:** This does not address Security Assistance (SA) SDRS. Action on SA SDRS will be as prescribed by SAF/IAXM. (See enclosure 7 to AFJMAN 23-215 (Security Assistance guidance).

9.170.1. Paragraph E, AFJMAN 23-215, states the purpose of the SDR program is to promote evaluation, correction, and improve logistics operations. To do this, the components must institute SDR quality programs; report the results on a semi-annual basis. The data reported must permit evaluation of trends, establish volume and dollar values of SDRs, identify problems with shipping activities, and assist in preventing recurrences.

9.170.2. The preponderance of Air Force SDR activity pertains to "outgoing" SDRs i.e., those sent to DLA, GSA, or commercial vendors from bases that receive stock in response to requisitions submitted.

9.170.2.1. Air Force bases will have little activity pertaining to "incoming" SDRs resulting from shipments from our bases because they are primarily receiving rather than shipping activities except for shipments made primarily to on base customers, which is their primary mission.

9.170.2.2. DLA and GSA will be the main activities responding to Air Force and other Service in-coming SDRs. Air Force ICPs and IMMs are located at one of the three Air Force Air Logistics Centers; however, DLA, not the Air Force, will be acting on the majority of SDRs received from Air Force bases located world-wide that have submitted SDRs because of incorrect receipts applicable to requisitions submitted. Conversely, IMMs or ICPs will become involved if SDRs result from Service directed shipments. In these cases, they will comply with the provisions of paragraph E, "Procedures", especially paragraphs 4, 5, 6, and 7 of AFJMAN 23-215.

9.170.3. MAJCOM/LGS, AFMC/LGS, USAFA/LGS, AFRC/LGS, and ANGRC/LGS will provide HQ USAF/ILSP a semi-annual summary of SDR information from their commands. The fiscal year reporting periods are 1 October to 31 March and 1 April to 30 September. The first report is due as of the end of the quarter following the date of this publication.

9.170.4. To accomplish this:

9.170.4.1. Base shipping activities, including IMMs and ICPs, for Service directed shipments, must maintain detailed information showing:

9.170.4.1.1. The number of SDRs received, dollar value of incorrect shipments and the type of SDRs. These will be used to measure compliance with timeframes.

9.170.4.1.2. The dollar value of credits authorized or materiel reshipped against the SDRs.

9.170.4.1.3. Compliance with processing timeframes and the age of ongoing investigations over 60, 90, and 120 days old. Main reasons for delays will also be indicated.

9.170.4.2. Base receiving activities generally are located in base supply; however, there may be other supply activities located on base. All these supply accounts will maintain details on:

9.170.4.2.1. The number of SDRs processed by type and the shipping activity involved. This will be used to measure SDR submission and follow-up times.

9.170.4.2.2. Dollar values of credits received from shippers or the value of reshipped materiel.

9.170.5. The paragraph above addresses the information that must be gathered by bases and uses to which it will be put, such as identifying trends.

9.170.5.1. MAJCOMs will prescribe what information will be provided by their bases to the MAJCOM headquarters. This is necessary so that the MAJCOMs can evaluate the quality of their base SDR programs.

9.170.5.2. While bases will maintain detailed SDR data that the bases will use to analyze their programs, only selected portions will be forwarded to their MAJCOMs for analysis and subsequent forwarding to HQ USAF/ILSP. HQ USAF requires overall types of information which indicate trends, problems that cannot be resolved at MAJCOM and base levels. MAJCOM totals of the following data will be provided to HQ USAF/ILSP:

9.170.5.2.1. Out-going SDRs - Total number of SDRs forwarded to a source of supply against base receipts.

9.170.5.2.1.1. DLA -- Number of receipts from DLA.

Number of SDRs sent to DLA.

Dollar value of SDRs.

Top two types of discrepancies.

Dollar value recovered by credit or reshipment of materiel resulting from SDRs.

9.170.5.2.1.2. GSA -- Same information.

9.170.5.2.1.3. Other Major Sources of Supply -- Same information.

9.170.5.2.1.4. Identifiable trends.

9.170.5.2.1.5. Problems beyond the capability of the MAJCOM to resolve.

9.170.5.2.2. Incoming SDRs -- Total number of SDRs processed by Air Force base receiving activities that received erroneous shipments from Air Force bases. In most cases these shipments are the result of Redistribution Orders (RDOs).

9.170.5.2.2.1. Number of off-base shipments.

9.170.5.2.2.2. Number of SDRs received.

9.170.5.2.2.3. Top two types of discrepancies.

9.170.5.2.2.4. Number of SDRs processed with-in authorized time frames.

9.170.5.2.2.4.1. Age of investigations by numbers of days.

9.170.5.2.2.4.2. (over 60, 90, or 120 days) and the main reasons for delays.

9.170.5.2.2.5. Identifiable trends.

9.170.5.2.2.6. Problems beyond the capability of the MAJCOM to resolve.

9.170.5.2.3. This summarizes ICP or IMM data applicable to HQ AFMC/LGS.

9.170.5.2.3.1. Detailed information listed in paragraph F.2. AFJMAN 23-215, will be maintained by AFMC ICPs or IMMs.

9.170.5.2.3.2. Summary information for AFMC ICPs or IMMs will be forwarded to HQ USAF/ILSP as follows:

9.170.5.2.3.2.1. Number of Service directed shipments from ICPs broken out by ICP.

9.170.5.2.3.2.2. Number of SDRs received, broken out by ICP and dollar value.

9.170.5.2.3.2.3. Number of SDRs approved broken out by ICP and the dollar value of credits or authorized reshipments.

9.170.5.2.3.2.4. Top two types of discrepancies.

9.170.5.2.3.2.5. Age of investigations by number of days (60, 90, or 120) and major reasons for the delays.

9.170.5.2.3.2.6. Identifiable trends.

9.170.5.2.3.2.7. Problems beyond the ability of HQ AFMC to resolve.

9.170.5.2.4. SDR information from other AFMC bases will be maintained and processed as applicable to other Air Force bases and as indicated above.

ATTACHMENT 9A-1

REQUISITION OUTPUT (A0A-E/A01-5)

9A1.1. Purpose. To requisition an item from an authorized source of supply.

9A1.2. Output Destination. RPS/main system or satellite terminal.

9A1.3. Input. None.

9A1.4. Output Format . See table below.

Table 9A1.1. Output Format.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Document Identifier Code (DIC)	(A0A-E/A01-5)
4-6	3	Routing Identifier Code (RIC)	
7	1	Media and Status Code	
8-22	15	Stock Number	
23-24	2	Unit of Issue	
25-29	5	Quantity	
30-43	14	Document Number	
30		Service Code	
31-35		Requisitioner	
36-39		Date	
40-43		Serial Number	
44	1	Demand Code	Note 1
45-50	6	Supplementary Address	
45		Service	
46-50		Stock Record Account Number (SRAN)	
51	1	Signal Code	
52-53	2	Fund Code	
54	1	Blank	
55-56	2	Distribution	
57-59	3	Project Code	Note 2
60-61	2	Priority Designator	
62-64	3	Required Delivery Date (RDD) Urgency Justification Code (UJC)	Notes 3, 4
65-66	2	Advice Code	
67	1	Blank	Note 5
68-70	3	Blank	Notes 6, 8
71	1	Requisition Exception Code (REX)	Notes 7, 8
72	1	Blank	
73-80	8	Blank	Notes 5, 9, 10

NOTES:

1. Demand Code (position 44). This field must contain demand code N,P, O, or R (see **Attachment 9C-3**).
2. Project Code (positions 57-59).
   a. If the requisition was the result of repair and return (RAR) input, positions 57-58 will be blank and position 59 will contain $.
   b. If the input RIC was JBB and the item record is unequal to JBB, the project code field will contain the item record RIC, and the due-in detail record will be unchanged.
   c. If the base SRAN is 3101 and the requisition is for XD2 stock replenishment, positions 57-59 will contain project code 188.
3. Required Delivery Date (positions 62-64.) This is a multi-purpose field. If the RDD is incompatible with the standard delivery date (SDD), then this field specifies the RDD.
4. Urgency Justification Code (positions 63-64).
   a. If the requisition is for MICAP items, see chapter 17, attachment 17A-27 for required entries.
   b. If the requisition is for DIFM only, this field will contain NAR.
   c. If a lateral requisition is for a due-out, this field will contain the FAD and UJC from the due-out detail record.
   d. If the requisition is AMC FSS, this field will contain the FAD and priority of release code.
   e. If the requisitions are ISSL, MSSL, or NSSL, this field will contain an RDD of X03.
   f. If the requisition requires priority transportation, this field will contain 777.
5. Position 67, positions 73-80.
   a. If the requisition is for a part number requisition (but not with REX code 9, W, and X) and the technical order number appears in the nomenclature field, then the technical order number will be in positions 67-80.
   b. If the REX code is 9, W, or X, position 70 will contain C, and positions 71-80 will contain the first 10 positions of the nomenclature field.
6. Positions 68-70. Normally, these positions are blank. However, if they are not, you must blank these positions before you submit the requisition.
   a. If a quantity shown in positions 25-29 exceeds the reasonable quantity check, then this field will contain the letters QTY.
   b. If the extended cost is greater than $999.99 for equipment, this field will contain three special characters ($$$).
7. Requisition Exception Code (position 71). Blank this field before submitting the requisition. This field will contain the REX from the item record when applicable. When this condition occurs, the DIC will always be A05/A0E. Be sure the DIC is changed to show the correct DIC (for example, A01/A0A, etc.) when applicable.
8. Positions 70-80. If the DAAS converts a requisition with a part number (A02/A0B) to an NSN (A01/A0A), the DAAS will blank positions 70-80 before passing the requisition to the source of supply.

9. Positions 73-80. Lateral requisitions will show the requisitioner's routing identifier code in positions 73-75 and the item manager's (IM)routing identifier code in positions 78-80. (See part 4 for authorized routing identifier codes.)
10. Position 76. To stop the computer from outputting a 289 reject notice when Stock Control reinputs a lateral requisition, enter the SEX from the item record in position 76. Do this only after you have decided that the items can be shipped; that is, buildup or other special actions have been completed.

ATTACHMENT 9A-2

FUND/SIGNAL CODE ASSIGNMENT, MACR ADJUSTMENT FOR REQUISITIONING

9A2.1. Purpose. To explain how program control 1) assigns fund, signal, and routing identifier codes to detail records, 2) adjusts the materiel acquisition control record (MACR) for requisitioning, 3) provides status for local purchase requisitions, and 4) creates (RNB) detail records. Then the requisition and related detail records will show the following data.

Table 9A2.1. Fund/Signal Code Assignment.

BUDGET CODE	SOURCE OF SUPPLY	FUND CODE	RID	SIGNAL CODE	Requisition Updates (Obligations/ Commitments)	Local Purchase Status Required	RNB Detail Required
6	DLA (DFSC)	61	S9F	A or B (Note 1)	Yes	No	Yes
6	Other Capitalized Accounts	61	JLS/Dxx	D	Yes	No	No
6	Local Purchase	61	JBP	A or B (Note 1)	Yes	Yes (MACR ADJ)	Yes (BK1)
6	OSSF	61	ARM/NAV	A or J (Note 1)	Yes	Yes	Yes
8	AFMC Depot	64	F-Z	D or M	No	No	No
8	Other Capitalized Accts (AF bases)	64	JLS, Dxx	D	Yes	No	No
8	Local Purchase	64	JBx	A or J (Note 1)	Yes	Yes	Yes (BK1)
8	Local Manufacturer	64	JBD/JBE	D or M	No	No	No
8	DRMO	64	JBR	D or M	No	No	No
9	DLA	6C	S9x	A or J (Note 1)	Yes	No	Yes
9	GSA	6C	Gxx	A or J (Note 1)	Yes	No	Yes
9	Other Services	6C	As applicable	A or J (Note 1)	Yes	No	Yes
9	Local Purchase	6C	JBB/F/G/H	A or J (Note 1)	Yes	Yes (MACR ADJ)	Yes (BK1)
9	Other Capitalized Accts (AF bases)	6C	JLS/Dxx	D	No	No	No
9	Local Manufacturer	6C	JBD/JBE	D or M	No	No	No
9	DRMO	6C	JBR	D or M	No	No	No
9	AFMC	6C	Fxx	D or M	Yes	No	No

BUDGET CODE	SOURCE OF SUPPLY	FUND CODE	RID	SIGNAL CODE	Requisition Updates (Obligations/ Commitments)	Local Purchase Status Required	RNB Detail Required
Z	DLA/GSA/Other Services	Note 3	S9x,Gxx, Service RID	A, B, J, Note 3	Yes (Note 2)	No	Yes
Z	Local Purchase	Note 3	JBx	A or J	Yes	Yes	Yes (BK1)
Z	Local Manufacturer	Note 3	JBD/JBE	D or M	No	No	No
Z	Other Capitalized Accts (AF Bases)	Note 3	JLS/Dxx	D	No	No	No
Z	DRMO	Note 3	JBR	D or M	No	No	No
A-G, J-T, V, W, X Blank	AFMC	Blank	FxZ	D or M	No	No	No
I	AFMC	Blank	FPK	D or M	No	No	No
I	Local Purchase	Blank	JBx	D or M	No	No	No
$	AFMC	Blank	Fxx	D or M	No	No	No
All	All	30/55 Note 3	All	D or M	No	No	No

NOTES:

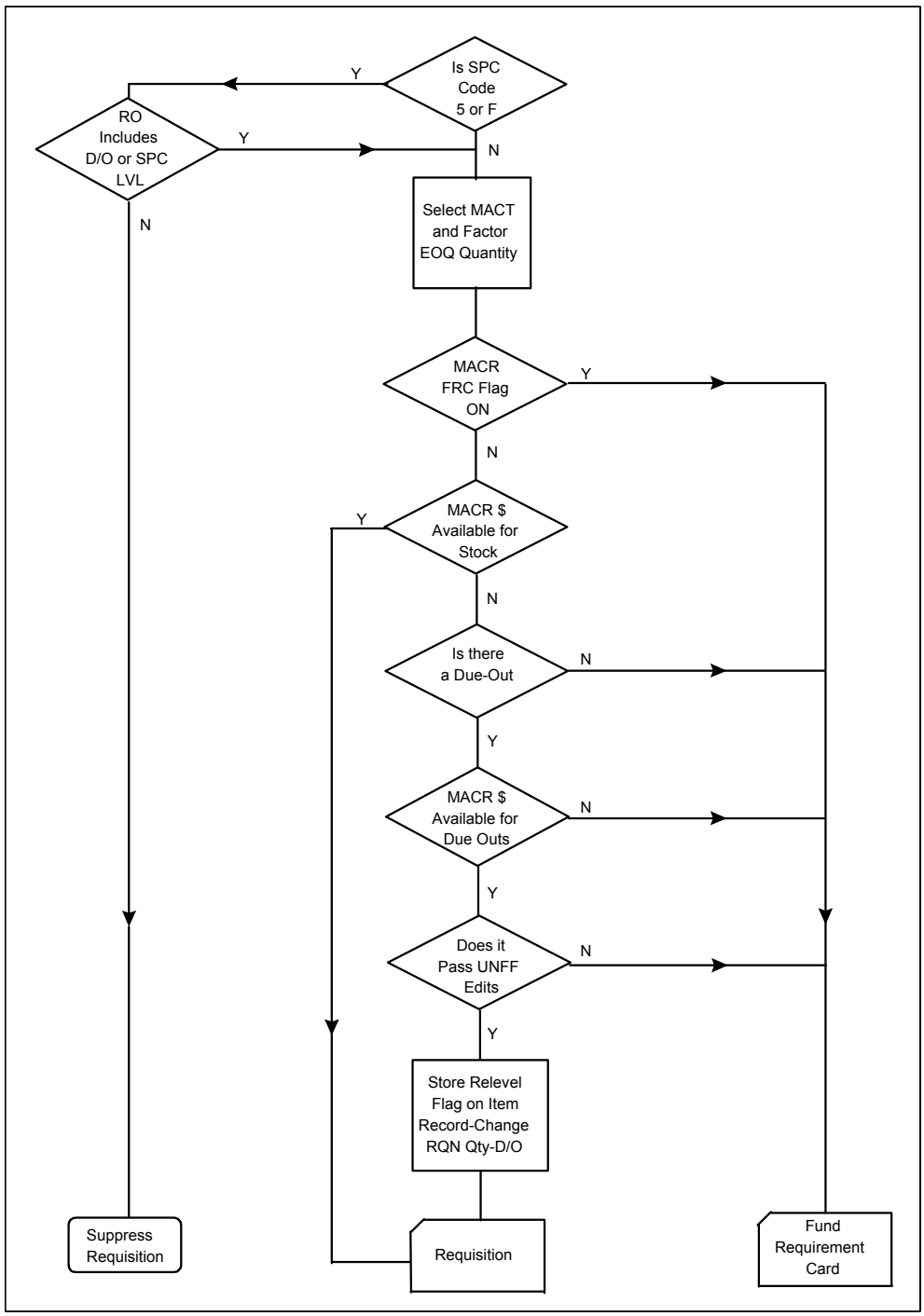
1. Signal Code. If the advice code is 2E, assign signal code D or M and do not build RNB detail records.
2. Budget Code. For budget code Z transactions assigned signal codes A, B, or J, program control will automatically update the allotment accounting field in the appropriate budget code XX MACR.
3. Fund Code.
   a. If the item is funded through a major other procurement appropriation (57*3080), then the fund code is 17.
   b. If the item is funded through a major Research, Development, Test, and Evaluation appropriation (57*3600), then the fund code is 29.
   c. If the item is funded through the Defense Mapping Agency major appropriation 97*0300.4802, then the fund code is 8C.
   d. Fund codes 30 and 55 shall be used only with specific approval of the Chief of Staff, United States Air Force.

ATTACHMENT 9A-3

REQUISITIONING LOGIC FOR STOCKAGE PRIORITY CODES AND STOCKAGE PRIORITY SUBGROUPS

9A3.1. Flowchart.

Figure 9A3.1. Flowchart.



ATTACHMENT 9A-4

FUND REQUIREMENT INPUT/OUTPUT (FRC)

9A4.1. Purpose. To notify Stock Control that program control has suppressed requisitioning for a SMAG item because the maximum automatic obligation authority is exceeded, or because the urgency of need funding flag or stockage priority code has suppressed requisitioning. The FRC may also be output during releveling or the processing of R04/NGV857, Fund Requirement Update/Analysis.

NOTE: The FRC is both an input and an output.

9A4.1.1. Memo Due-Outs. Except for ERRCD XB with an urgency justification code (UJC) of C, program control produces a separate FRC for each memorandum due-out. These are consolidated into one due-out FRC.

9A4.1.2. Due-outs with Urgency of Need (UND) C. The releveling program or program R04/NGV857 will generate FRC. A T in position 51 identifies requirements with urgency of need C requirements.

9A4.1.3. Stock Replenishment Requirements. The releveling program or program R04/NGV857 will generate FRC for stock replenishment requirements.

9A4.2. Input Restrictions. Program control.

9A4.3. Output Destination. RPS/main system.

9A4.4. Input Format and Entry Requirements/Output Format. Screens FRC/108 and FRCDO/114.

Table 9A4.1. Input Format and Entry Requirements/Output Format.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Transaction Identification Code	FRC
4-6	3	Routing Identifier Code (RIC)	
7	1	ISSL Requirement Flag	
8-22	15	Stock Number	
23-24	2	Unit of Issue	
25-29	5	Quantity	
30-43	14	Date/Due-Out Document Number	Notes 1, 2
44	1	Demand Code	
45-50	6	Supplementary Address	Note 1
51	1	Transaction Exception Code (TEX)	
52	1	Budget Code	
53-54	2	Application Code	
55-56	2	System Designator	
57-59	3	Project Code	Note 3
60-61	2	Priority Designator	Note 4
62-64	3	Required Delivery Date (RDD)/Requisition Advice Code	Notes 3, 5

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
65-66	2	Urgency Justification Code (UJC)	Note 6
67	1	Stockage Priority Code (SPC)	Note 7
68	1	SPC Subgroup	Note 8
69	1	Type Stock Record Account Code	
70	1	Type Organization Code	
71	1	Requisition Exception Code (REX)	
72	1	Fund Requirement Identification	Notes 2, 9
73-80	8	Extended Cost	Note 10

NOTES:

1. Date/Due-Out Document Number (positions 30-43) and Supplementary Address (positions 45-50). The FRC for stock replenishment may contain the following information in these fields:

   POS
   30-33Julian date
   34-36Number of days on hand
   37-39Number of days due-in
   40-42Number of days short
   43Blank
   45Y
   46-49Date of last demand (DOLD)
   50Blank
2. Date/Due-Out Document Number (positions 30-43) and Fund Requirement Identification (position 72). For stock replenishment FRC output by program R04/NGV857, Fund Requirement Card Update/Analysis, this field will be blank. An I in position 30 indicates that the ISSL program has produced the FRC.
3. Project Code (positions 57-59) and Required Delivery Date or Requisition Advice Code (positions 62-63). If the R04 memo due-out scan produces FRC, this field will be blank. Processing the R04 update will not change this field.
4. Priority Designator (positions 60-61). If the FRC output by program R04/NGV587 contains asterisks (*) in this field, then the system designator is invalid. If positions 30-43 contain a due-out document number, the priority designator will be computed using the due-out UJC and FAD.
5. Requisition Advice Code (positions 62-63). This field will contain the requisition advice code when applicable.
6. Urgency Justification Code (positions 65-66). On the output stock replenishment FRC, this field will contain the O&ST in whole days.
7. Stockage Priority Code (position 67). For repair cycle items this field will be blank.
8. Stockage Priority Code Subgroup (position 68). Program control will assign the highest code (A=highest; D=lowest) as follows:

   A - Item record bench stock flag ON (contains a one bit).
   B - Item record issue exception code 6 or E.

C - Item record issue exception code 3 or K or Federal Supply Class 51 or 52.
D - None of the above.

9. Fund Requirement Identification (position 72). This field may contain a numeric or alpha character to identify the reason for the FRC card.
10. Extended cost field will be rounded to the nearest dollar.

ATTACHMENT 9A-5

SPECIAL REQUISITION/DUE-IN DETAIL RECORD UPDATE (SPR)

9A5.1. Purpose. To create due-in detail records, and update the routing identifier record and (MACR). This input is prepared when requisitions are made offline as outlined in **Section 9A**. See **Section 9B** for special procedures.

9A5.2. Input Restrictions. None.

9A5.3. Output. See Requisition (A0A-E/A01-5) (**Attachment 9A-1**) for format. See MILSTRIP Followup Output (ATA-E/AT1-5) (**Attachment 9F-2**), this chapter for format.

9A5.4. Input Format and Entry Requirements. Screens SPR/113 and SPRAUTO/109.

Table 9A5.1. Input Format and Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Transaction Identification Code	SPR
4-6	3	Routing Identifier Code (RIC)	Note 1
7	1	Special Requirements Flag	Notes 2, 3
8-22	15	Stock Number	Note 4
23-24	2	Unit of Issue	Note 4
25-29	5	Quantity	Note 4
30-43	14	Document Number	Note 5
44	1	Demand Code	Note 6
45-50	6	Supplementary Address	Note 7
51	1	Fiscal Year Code/Command Unique Cause Code	Notes 8, 9
52-53	2	Blank/Fund Code/Urgency Justification Code (UJC)	Notes 3, 9, 10, 11
54	1	Blank/Hour Code	Note 12
55-56	2	System Designator	Note 4
57-59	3	Project Code	Notes 13, 14
60-61	2	Priority Designator	Notes 4, 15, 16
62-64	3	Required Delivery Date (RDD)	Note 17
65-66	2	Advice Code	Note 9
67-80	14	Due-Out Document Number	Notes 3, 18

NOTES:

1. Routing Identifier Code (positions 4-6).
   a. If the SPR is for a lateral support transfer with a non-SMAG activity, then use routing identifier JLS.
   b. If the SPR is for SMAG to SMAG activities, use the appropriate D (XX) routing identifier.

c. If item record requisition exception code is a 2 and the source of supply (SOS) is JB (X), leave blank. This causes the RID to be taken from the FSC/MMC Table.

2. Special Requirements Flag (position 7). For requisitions for a special requirement that exceeds the requisitioning objective (total base level), enter special requirements flag R in position 7. When the special requirements flag is used, positions 67-80 must be blank.
3. Special Requirements Flag (position 7).
   a. Memo Due-Out Upgrade. To upgrade a memo due-out to MICAP, enter 1 in position 7, the MICAP UJC in positions 52-53, and the due-out document number in positions 67-80.
   b. Due-In Cancellation. If a due-out requirement exists and the due-in is canceled because it is for a minimum buy item, take the following actions:
      (1) Prepare an (A0X) with offline document number & transceive.
      (2) Prepare an SPR with R in position 7 and process.
      (3) Process a DIT to link due-in to due-out.
      (4) Capture AMA from the computer and destroy.
   c. ISSL Update. To update an ISSL, enter ISSL in due-in positions 67-70 and the ISSL serial number in positions 71-78.
4. Stock Number (positions 8-22), Unit of Issue (positions 23-24), Quantity (positions 25-29), and System Designator (positions 55-56). If the document number is blank, program control assigns the requisition number and creates the requisition (A0x). These are the only fields required when program control prepares the requisition.
5. Document Number (positions 30-43). Enter the 14-character off-line requisition number assigned for the special requisition. If positions 4-6 are left blank for SOS JB (X) and REX 2, the document number must be blank or a 352 reject notice will occur.
6. Demand Code (position 44). Enter the appropriate demand code (see **Attachment 9C-3**). If positions 67-70 contains ISSL/MSSL/NASSL, this entry must contain demand code N only.
7. Supplementary Address (positions 45-50). If the input routing identifier code is JLS, the supplementary address field cannot be blank. Enter the SRAN from which the item is/was being supplied.
8. Fiscal Year Code/Command Unique Cause Code (position 51).
   a. If the SPR is for base-funded investment equipment only (BC Z), enter the FY code of the appropriation symbol (third character in symbol) which is to finance the requisition.
   b. If the SPR is for a MICAP requirement and the item record contains REX code 6, it must contain command unique cause codes 1-6 or P.
   c. If the SPR is for other requisitions, this field may be blank.
9. Fiscal Year Code/Command Unique Cause Code (position 51) and Fund Code/Urgency Justification Code (positions 52-53), Advice Code (positions 65-66).
   a. If the SPR is for base investment equipment (budget code Z) for industrial fund activities, then see Base Investment Items funded before you prepare the SPR.
   b. If the SPR is for ANG investment equipment (budget code Z), enter advice code 2E.
   c. If the SPR is for CEERS L and P equipment brochure items obtained laterally, enter advice code 2E.

10. The following information applies:
    a. If the SPR is for base investment equipment (budget code Z), enter the fund code of the funded appropriation financing the purchase; that is, FC 17 for appropriation 57*3080, FC 29 for 57*3600 or 8C for 97*0300.4802 (DMA only). If appropriation is 57*3080 and involves Air National Guard (ANG) investment funds, enter fund code XP.
    b. If the SPR is for a stock requisition, this field will be blank unless fund code 30/58 is used. (See chapter 26, section 26C for policy and procedures.)
11. If the input is a WRM requirement for a deployed unit, this field must contain UJC 1T (MRSP) or 1Z (HPMSK) and positions 67-80 must contain the due-out document number of the appropriate MRSP/HPMSK detail record.
12. If the input is post-post and contains a due-out document number in positions 67-80 for a MICAP condition, enter the correct hour code in this field.
13. If the input is for an emergency local purchase of an item normally managed by DLA, enter the S9(x) routing identifier code in this field.
14. If the input is an SPR for WRM due-out requirements, this field should contain the appropriate project code (see volume 1, part 1, chapter 9, attachment 31).
15. If the requisition is marked for a due-out (positions 67-80) and the SPR is pre-post (positions 30-43 are blank), this field may be blank. The program will compute and assign the priority (due-out FAD and UJC).
16. The following information applies:
    a. If this field contains 01-10, positions 67-80 must due-out document number or the input will be rejected (REJ 292).
    b. If the input is post-post (positions 30-43 contain a requisition number) and 01-10 appear in this field and positions 67-80 do not contain a due-out document number, use a pseudo due-out document to establish the due-in detail record so the SPR can be downgraded or canceled.
17. Required Delivery Date (positions 62-64).
18. Due-Out Document Number (positions 67-80). When the requisition applies to ISSL/MSSL/NASSL adjusted stock levels, positions 67-70 must contain ISSL, MSSL, or NSSL, and positions 71-78 must contain a corresponding serial number.

ATTACHMENT 9A-6

APPROVAL AND FILE RETENTION REQUIREMENTS FOR REQUISITIONS WITH SPECIAL REQUIREMENTS FLAG R

9A6.1. Purpose. To provide the following information about requisitions with special requirements flag R: the special requisitions that require a justification, the officer required to approve the justification, the activity that must maintain the justification file, and the length of time the file must be maintained.

9A6.1.1. Type Stock Record Accounts That Require Justification and a File.

Table 9A6.1. Type Stock Record Accounts.

TYPE STOCK RECORD ACCOUNT	JUSTIFICATION WILL BE APPROVED BY	JUSTIFICATION FILE WILL BE MAINTAINED BY
B/E	Stock Control Officer	Stock Control

9A6.1.2. Items That Do Not Require Approval and Justification. Approval and justification are not required for items requisitioned for the following categories.

9A6.1.2.1. Type Stock Record Account Code B/E.

9A6.1.2.1.1. Stock replenishment requisitions for items with -1 stock numbers when the demand data to support the stock replenishment requisitions for the basic stock number is recorded on the item record with type -1 stock number.

9A6.1.2.1.2. Vendor user items such as ready mixed concrete, fuel oil, coal, etc., for which due-outs are not established due to variance in quantity.

9A6.1.2.1.3. MRSP/IRSP requirements. Nonsupportable war readiness spares kits (MRSP) or base level self-sufficiency spares (IRSP).

9A6.1.2.1.4. Calendar requisitions with a requisition quantity greater than the combined due-out quantity.

9A6.1.2.1.5. Requisitions for a minimum buy quantity which exceeds the due-out quantity or the computed requirement for stock.

9A6.1.2.2. File Retention. Approved letters of justification will be retained on file for monthly validation and may be destroyed after the requisitioned items have been received or the requisition has been canceled.

ATTACHMENT 9A-7

REQUISITION MODIFIER (AMX)

9A7.1. Purpose. To change the priority and/or required delivery date on a requisition. This input is transceived to any authorized supply source when changes to existing fields are needed to expedite processing of the requisition.

9A7.2. Output Destination. RPS/main system.

9A7.3. Input. The AMx is only used as an SBSS input when lateral requisition due-outs are modified. Input format is the same as the output format.

9A7.4. Output Format.

Table 9A7.1. Output Format.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Document Identifier Code (DIC)	AM(x)/Note 1
4-6	3	Routing Identifier Code (RIC)	
7	1	Media and Status Code	
8-22	15	Stock Number	
23-24	2	Unit of Issue	
25-29	5	Quantity	
30-43	14	Document Number	
44	1	Demand Code	
45-50	6	Stock Record Account Number (SRAN)	
51	1	Signal Code	
52-53	2	Fund Code	
54-56	3	Distribution Code	
57-59	3	Project Code	
60-61	2	Priority Designator	
62-64	3	Required Delivery Date (RDD)	Note 2
65-66	3	Advice Code	
67	1	Blank	
68-70	3	Blank	
71-72	2	Blank	
73-80	8	Extended Cost	

NOTES:

1. Document Identifier Code (positions 1-3). AME/5 will be mailed.
2. Required Delivery Date (positions 62-64). This field will contain expedited handling signal 555 to identify those requisitions already in processing which require continued document and/or shipment processing during mass cancellation. (See chapter 17, attachment 17A-27; chapter 21,

section 21I; and DOD 4000.25-1-M, chapter 8 for more information about requisitions that require special processing during mass cancellations.)

ATTACHMENT 9A-8

DUE-IN CANCELLATION REQUEST (RECCANC)

9A8.1. Input Restrictions. None.

9A8.2. Output. See Cancellation Request (DIC AC1 or AK1) (**Attachment 9A-9**).

9A8.3. Input Format and Entry Requirements. Screen RECCANC/110.

Table 9A8.1. Input Format and Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Transaction Identification Code	REC
4-7	4	Blank	
8-22	15	Stock Number	Note 1
23-24	2	Unit of Issue	Note 1
25-29	5	Quantity Due-In	Note 1
30-43	14	Document Number	Note 1
44	1	Suffix Code	
45-50	6	Supplementary Address	
51	1	Transaction Exception Code (TEX)	Notes 1, 2
52-53	2	Fund Code	Note 1
54	1	Blank	Note 3
55-56	2	System Designator	Note 1
57-59	3	Project Code or Total Box/Hold Bay	
60-73	14	Blank	Notes 1, 4
74-80	7	Unit Price	

NOTES:

1. Mandatory for due-in cancellation request.
2. Transaction Exception Code (position 51). Due-in cancellations will contain E in position 51.
3. Position 54. If position 54 contains an R, then the receipt due-in (REC) is a replacement for the one in file.
4. Positions 60-73. For a due-in cancellation request, enter the quantity to be canceled in positions 60-64 and the cancellation justification code ZC in positions 66-67.

ATTACHMENT 9A-9

CANCELLATION REQUEST (AC1/AK1)

9A9.1. Purpose. To cancel requisitions at the source of supply. This input is for MILSTRIP requisition only. The cancellation request is sent to the source of supply. When it receives the request, the source of supply will confirm the cancellation or furnish shipment status. This request is prepared during inline releveling and inline followup, or as the result of processing a due-in cancellation request (REC) with TEX code E.

9A9.2. Output Destination. RPS/main system.

9A9.3. Input. See Due-In Cancellation Request (REC) (**Attachment 9A-8**).

9A9.4. Output Format.

Table 9A9.1. Output Format.

POS	NO POS	FIELD DESIGNATION	NOTES
1-3	3	Document Identifier Code	AC1, AK1/Note 1
4-6	3	Routing Identifier Code (RIC)	
7	1	Media and Status Code	
8-22	15	Stock Number	
23-24	2	Unit of Issue	
25-29	5	Quantity	
30-43	14	Document Number	
44	1	Demand/Suffix Code	
45-50	6	Supplementary Address	
51	1	Signal Code	
52-53	2	Fund Code	
54-56	3	Distribution Code	
57-59	3	Project Code	
60-61	2	Priority Designator	
62-64	3	Date of Cancellation, Request (Current Julian Date)	
65-66	2	Advice/Status	
67-69	3	Routing Identifier Code Responsible for Action	
70	1	Blank	
71	1	Excess Cause Identification Code	Note 2
72-73	2	Blank	
74-80	7	Unit Price	

NOTES:

1. Document Identifier Code (positions 1-3). AC1 is for the initial request for a cancellation and DIC AK1 is for a followup on a request for cancellation.
2. Excess Cause Identification Code (position 71).
   a. If requirements computation generated the output, 1-9 or A-I will be assigned.
   b. If a receipt generated the output, 0 is assigned.

ATTACHMENT 9A-10

STORE 2-HR CARD RECORD (2HQ)

9A10.1. Purpose. To provide the user with the capability to store 160-position images on the 2-HR-CARD record using TRIC 2HQ, screen number 133. This is used mainly for storing data to transceive later to SIFS. SIFS makes disposition based upon the disposition code for the TRIC in positions 1-3 of the image stored.

9A10.2. Output Destination. SIFS.

9A10.3. Input Restrictions. None.

9A10.4. Input Format and Entry Requirements.

Table 9A10.1. Input Format and Entry Requirements.

POS	NO POS	FIELD DESIGNATION	NOTES
1-3	3	Transaction Identification Code	Note
4-160	157	User Supplied Data	Note

NOTE: Positions 1-3 of user data must be a valid output SBSS TRIC. Positions 4-157 must contain valid data IAW the corresponding chapter/volume of AFMAN 23-110.

ATTACHMENT 9A-11

AGILE LOGISTICS/TWO-LEVEL MAINTENANCE (2LM) PROCESSING

9A11.1. Purpose. To provide rules and metrics used for Agile Logistics and 2LM processing as follows:

9A11.1.1. JCS assigned project coded requisitions and MICAP requisitions take first and second processing priority (respectively) over all other processing.

9A11.1.2. An assets normal SBSS processing priority will not be downgraded, though it can be upgraded.

9A11.1.3. An assets normal SBSS processing RDD will not be downgraded, though it can be upgraded.

9A11.1.4. REX/SEX overrides can upgrade the normal processing priority and/or RDD.

9A11.1.5. If normal automated SBSS processing assigns a specific project code to a requisition other than those listed below, automated processing will not reassign the project code to match the below-listed project codes.

9A11.1.6. External processing can change the normal processing project code.

9A11.1.7. The below-listed priorities and RDDs are the MINIMUM priorities and MINIMUM RDDs for these requisitions. Also, reference b and c above.

AL/2LM FLAG	REQUISITION MIN PRI/PC/RDD/	RETROGRADE MIN PRI/PC/RDD/
A AL w/TMO processing	06 / 879 / 777 / FB	03 / 879 / 777 /
B AL w/DSE processing*	06 / 879 / 777 / FY	03 / 879 / 777 /
C 2LM w/TMO processing	06 / 858 / 777 / FB	03 / 858 / 777 /
D 2LM w/DSE processing*	06 / 858 / 777 / FY	03 / 858 / 777 /
E Not AL or 2LM w/TMO processing	---------	03 / / 777 /

- Retrograde only

NOTES:

1. Decentralized support element (DSE) processing applies to AL/2LM reparable shipments, bypassing TMO.

SPECIAL NOTE: All of the above assets will be moved by express carrier.

OTHER ASSETS (not AL or 2LM)	**REQUISITION MIN PRI/PC/RDD/**
- Airlift Investment:	06 / / 777 /
- Stock Replenishment	06 / / 777 /
- UND A or B	Priority based on FAD
- Critical Item	06 / / 777 /
- NOT AL or 2LM	

- NOT Airlift Investment
- RSP Replenishment 02 / 122 / 777 /
  02 / 123 / 777 /
- Stock Replenishments for Budget Codes One (1) and Nine (9) 08 / 780 / 777 /

2. A minimum priority of 08 is assigned to Budget Code 9 requisitions that provide an economic benefit by moving an item using premium transportation for stock requisitions.

ATTACHMENT 9B-1

DOCUMENT FLOW FOR REQUISITIONS FOR LOCAL MANUFACTURE ITEMS

9B1.1. Stock Control.

9B1.1.1. Prepare Requisition Form. Prepare requisitions for local manufactured items on DD Form 1348-1A. The DD Form 1348-1A replaces other work order forms (such as AF Form 48) and serves as both the requisition and receipt document. All manually prepared forms must contain the statement PRICE MUST BE PROVIDED BY FABRICATING ACTIVITY in blocks B through D.

9B1.1.2. Submit Required Drawings and Form. Forward all four copies of the DD Form 1348-1A requisition to the Field Maintenance activity responsible for manufacturing the item. Any drawings, samples, etc., provided by the requesting activity will be forwarded with the requisition. When drawings, samples, etc., are not provided, first verify that the manufacturing activity has the necessary information to manufacture the item and then forward the requisition to Field Maintenance.

9B1.1.2.1. If the first two positions of the nomenclature for the requested item contain SA (sample available) or if the AF Form 2005 contains a statement that the manufacturing activity currently has all the necessary information, then no additional documentation needs to accompany the requisition.

9B1.1.2.2. If the first two positions of the nomenclature for the requested items contain SR (sample required) or the AF Form 2005 does not contain the statement mentioned above, inform the requesting activity that descriptive information is required before the requisition can be forwarded to Maintenance.

9B1.2. Field Maintenance.

9B1.2.1. Process Internal Maintenance Requirement. If the item is needed to satisfy an internal maintenance requirement, the Deputy Commander of Maintenance (DCM) may authorize manufacture of the item without processing the request through Base Supply. The maintenance activity must have the capability and resources to manufacture the needed item. When this option is used, paperwork does not have to be processed through Base Supply.

9B1.2.2. Process Copy 4 of DD Form 1348-1. After receiving and processing the requisition, enter the work order number in block V and the estimated delivery date (EDD) in block DD of copy 4 of the DD Form 1348-1 requisition. Send copy 4 to Stock Control.

9B1.2.3. Distribute Other Copies. Return copies 1 and 2 to Receiving along with the manufactured item for receipt processing. (See chapter 10 for further guidance on local manufacture receipt documents.) Keep copy 3 for control purpose during the manufacturing of the item.

9B1.3. Stock Control.

9B1.3.1. Process MILSTRIP Status Input. After receiving copy 4 of DD Form 1348-1, process a MILSTRIP status input (AE1) (see **Attachment 9D-4**), to record the status provided by Maintenance and then work with Records Maintenance to load SA to the item record.

9B1.3.2. Change Nomenclature. Request Records Maintenance change the first two positions of the nomenclature, if necessary, to SA. This change will indicate that Maintenance has the necessary samples for future requirements.

NOTE: Requisitions for local manufactured items required to satisfy a MICAP condition will be accomplished (see chapter 17, section 17A).

ATTACHMENT 9B-2

DOCUMENT FLOW FOR REQUISITIONS FOR LOCAL MANUFACTURE BY BASE CIVIL ENGINEERING (BCE)

9B2.1. Stock Control.

9B2.1.1. Preparation of AF Form 332, Work Order Request. BCE local manufacture items all require an AF Form 332, Work Order Request.

9B2.1.1.1. If the customer requisitions the item for stock, then prepare the AF Form 332.

9B2.1.1.2. If the customer wants the item for other uses, notify the customer to prepare the AF Form 332 and have the requesting organization commander sign and send it to Stock Control.

9B2.1.2. Entry of Base Supply Endorsement. In the REMARKS block of the AF Form 332, type the Base Supply endorsement below. Also include the name and office symbol of the Base Supply person endorsing the form in the REMARKS block.

ITEM NOT AVAILABLE THROUGH SUPPLY SYSTEM. RECEIPT AND ISSUE THROUGH BASE SUPPLY RECORDS ARE REQUIRED. IF YOU NEED MORE INFORMATION TO PROCESS THE RECEIPT OR ISSUE, CALL EXTENSION

.

9B2.1.3. Forwarding of AF Form 332. Send the AF Form 332, along with the DD Form 1348-1A requisition to BCE.

9B2.2. Base Civil Engineering.

9B2.2.1. Assignment of Request Number. When you receive the DD Form 1348-1A and AF Form 332, assign a work request number to the requisition (block 4 of the AF Form 332). Return copy 2 of the AF Form 332 to Stock Control.

9B2.2.2. Assignment of Job Work Order. After the work request has been approved, assign a job work order number and the estimated date work is to begin to the work request. (The date usually includes the year and month.) Send copy 3 of the AF Form 332 to Stock Control.

9B2.2.3. Processing of DD Form 1348-1A. Return the DD Form 1348-1A to Receiving along with the manufactured item for receipt processing.

9B2.3. Stock Control.

9B2.3.1. Processing of Copy 2 of AF Form 332. When you receive copy 2 of the AF Form 332, prepare and process a MILSTRIP status transaction (AE1) (see **Attachment 9D-5**.)

9B2.3.2. Processing of Copy 3 of AF Form 332. For copy 3 of AF Form 332, prepare and process a MILSTRIP status transaction (AE1) (see **Attachment 9D-5**).

ATTACHMENT 9C-1

REQUISITION DIRECTORY (ROUTING IDENTIFIER CODES)

9C1.1. Purpose. To list routing identifier codes (RIC) that identify which activity receives requisitions and other Supply products, such as followups, redistribution order denials, etc. These codes are in volume 1, part 4, chapter 1.

Table 9C1.1. Routing Identifier Codes.

RIC	SUPPLY SOURCE	OUTPUT TERMINAL	NOTE
D(x)(x)	Other Air Force Bases	RPS	
FLL	AFEMS (C001) Redistribution (Robins AFB)	RPS	
FNL	AFEMS (C001) Redistribution (WPAFB AFB)	RPS	
JBB	Commercial	056	
JBC	Clothing Sales Store	061 or 076, 062, 077, 078, 079	
JBD	Local Manufacture (Field Maintenance)	061 or 076, 062, 077, 078, 079	Note 2
JBE	Local Manufacture (Civil Engineering)	061 or 076, 062, 077, 078, 079	Note 2
JBF	Federal Prison Industries	056	
JBG	Project BUSH	056	
JBH	Federal Supply Schedule (GSA/DLA)	056	
JBI	Local Manufacture at Industrial Funded Activity	061 or 076, 062, 077, 078, 079	
JBM	Medical Supply Officer	061 or 076, 062, 077, 078, 079	
JBP	Fuels (Requisitioned through Base Contracting)	061 or 076, 062, 077, 078, 079	
JBR	Defense Reutilization and Marketing Office (DRMO)	061-062	
JBS	Commissary Officer	061 or 076, 062, 077, 078, 079	
JBT	Training Aid Fabrication Shop	061 or 076, 062, 077, 078, 079	
JBW	Receipt or Post-Post Shipments to Other Government Agencies (Not On Item Record)	RPS	
JBZ	All Other	061 or 076, 062, 077, 078, 079	
JB1	Commercial	None	Note 1
JB2	Defense Logistics Agencies (DLA), General Services Administration (GSA), or AFMC	None	Note 1
JB3	Commercial	None	Note 1
JB4	Commercial	None	Note 1
JB5	Commercial	None	Note 1

RIC	SUPPLY SOURCE	OUTPUT TERMINAL	NOTE
JB6	Commercial	None	Note 1
JB9	Defense Supply Center Columbus (S9C)	None	Note 1
JCC	Command Channel Requisitions	RPS	
JLS	Lateral Support (Due-In and Shipment Established; No Requisition Produced)	None	
JZC	Defense Supply Center Columbus (S9C)	None	Note 1
JZM	Defense Supply Center Columbus (S9C)	None	Note 1
S9(x)	Defense Logistics Agencies	RPS	
GSA	General Services Administration (GSA)	RPS	
	SMAG , Other Services	RPS	
	(See volume 1, part 1)		
	AFMC Item Manager (IM)	RPS	
	(See volume 1, part 1)		
	AFMCCP (F-9)	061 or 076, 062, 077, 078, 079	

NOTES:

1. JB2, JB9, JZC, and JZM are only used to accumulate order and ship time. Output requisition and receipt due-in (REC) are based on the RIC assigned to the requisition. JB1, JB3, JB4, JB5, and JB6 are used only to accumulate local purchase order and ship time; all requisitions and receipts for local purchase items will use RIC JBB.
2. JBD and JBE requisitions will be output on the input terminal for MILSTRIP priority 01-08.

ATTACHMENT 9C-2

REQUISITION SERIAL NUMBERS

9C2.1. Purpose. To list the series of requisition serial numbers assigned to requisitions and the section responsible for assigning the series, and to explain how the serial numbers are assigned.

9C2.1.1. General Requisition Serial Numbers.

Table 9C2.1. General Requisition Serial Numbers.

NUMBER/SERIES	ASSIGNMENT/USE
0001 through 7999	Automatically assigned in sequence to inline requisitions
8000 through 8999	Reserved for the Combat Supply System (CSS).
9000 through 9899	Manually assigned by the Requisition function of Stock Control to offline requisitions.. Activities participating in the AUTOSONDE must use 9400 through 9499. See volume 1, part 1, chapter 11. Restrictions are not imposed on other numbers. Stock Control will use an offline register to record and control the assignment of requisition numbers.
9900 through 9999	Used on receipts not due-in (see chapter 10).

9C2.1.2. Special Requisition Serial Numbers. An alpha character in the first position of the serial number field (position 40) will identify special requisitions. These alpha characters are as follows:

Table 9C2.2. Special Requisition Alpha Characters.

CODE	EXPLANATION
A	Identifies redistribution generated by the AFEMS (C001) equipment excess redistribution program.
J	Identifies requisitions resulting from interrogations of the Interrogation Requirements Information System (reference DOD 4160.21-M).
K	Identifies requisitions submitted to the Defense Reutilization Marketing Service (DRMS), the Defense Reutilization and Marketing Office (DRMO), and the General Services Administration (GSA) for excess property located at DRMO that is requested as a result of reviewing manual screening lists (for example, Excess Personnel Property Lists (EPPL), GSA Regional Catalog listings).
L	Identifies requisitions submitted at DRMO which result from physical screening of property at the DRMO. This type of screening is referred to as local screening no matter how far the screened traveled.
R	Identifies requisitions submitted to DRMS/DRMO from inventory control points or integrated materiel managers based on a final-asset screening notice of surplus personal property.
S	Identifies requisitions submitted to DRMS/DRMO from inventory control points or integrated materiel managers based on a front-end screening notice of excess personal property.
T-Z	Identifies redistribution generated by the AFEMS (C001) equipment excess redistribution program.

ATTACHMENT 9C-3

REQUISITION DEMAND CODE (POSITION 44)

9C3.1. Purpose. To explain demand codes assigned to SBSS output requisitions and provide guidelines for assigning requisition demand codes to special requisitions input and offline requisitions.

9C3.1.1. Demand Codes Assigned to SBSS Output Restrictions. The demand code will always be one of the following alpha characters:

Table 9C3.1. Demand Codes Assigned to SBSS Output Restrictions.

CODE	EXPLANATION
N	Nonrecurring Demand. A request for an item that will be needed only one time. For example, the request may be for a modification work order (MWO) kit for application or the initial request for stockage. Program control will code requisitions nonrecurring when the demand should not be considered in requisitioning objective (RO) computations.
O	Nonrecurring Demand. A request to identify initial sized clothing and war reserve materiel (WRM) requirements to the wholesaler. Applies to FSG 83 and 84 (but not to FSC 8475).
P	Nonrecurring Demand for Special Program Requirements. A request for items for special programs or special requirements that an inventory control point has already stocked. A requisition indicator enters the P demand code.
R	Recurring Demand. A request made periodically or one an authorized requisitioner expects to make periodically. The requested items will be for consumption, use, or stock replenishment. Most demands are recurring; therefore, if there is any doubt about a request's demand code, R will be assigned.

9C3.1.2. Demand Code Assignment for Special Requisitions. The Requisition Unit must be very careful to assign the correct demand code to each special requisition (SPR) input and offline prepared requisitions. Following are specific guidelines for assigning the correct code based on the input transaction identification code (TRIC):

Table 9C3.2. Demand Code Assignment for Special Requisitions.

INPUT TRIC	INPUT/DUE-OUT DEMAND CODE	REQUISITION/SPR DEMAND CODE
ISU	C,I,J,K,L,M,N,U	N
ISU	R,T	R
ISU (WRM)	N	R
SPR (NOTE)	P	P
LVL (Stock Replenishment)	R	

NOTE: Demand code 0 should be used only on the first requirement for sized clothing (position 44 of input).

ATTACHMENT 9C-4

UNIFORM MATERIEL MOVEMENT AND ISSUE PRIORITY SYSTEM (UMMIPS)

9C4.1. Force Activity Designators for Air Force and Military Assistance Program (MAP) activities and projects are determined by the precedence ratings assigned by HQ USAF/PR and published in the current Program Documents.

Figure 9C4.1. UMMIPS/FAD and UND Charts.

UNIFORM MATERIEL MOVEMENT AND ISSUE PRIORITY SYSTEM (UMMIPS)

Force Activity Designators for Air Force and Military Assistance Program (MAP) activities and projects are determined by the precedence ratings assigned by HQ USAF/PR and published in the current Program Documents.

PRECEDENCE RATING	FORCE ACTIVITY DESIGNATOR CODE	ASSIGNMENT AUTHORITY
1-1 THRU 1-20	I *	JCS
2-1 THRU 7-20	II	HQ USAF
8-1 THRU 13-20	III	HQ USAF
14-1 THRU 19-20	IV	HQ USAF
20-1 THRU 25-20	V	HQ USAF

* Not used in peactime unless programs are approved by the President, declared emergencies, or when projects or programs are specifically designated by the JCS.

FORCE ACTIVITY DESIGNATORS (FAD) CODES

I	II	III	IV	V
COMBAT	COMBAT READINESS	DEPLOY READINESS	ACTIVE & RESERVE	OTHER

URGENCY OF NEED (UND) DESIGNATORS

A	B	C
CANNOT PERFORM MISSION	MISSION CAPABILITY IMPAIRED	FIRM FUTURE RQMT & STOCK REPLENISHMENT

URGENCY OF NEED DESIGNATOR

FAD	A	B	C
I	1	4	11
II	2	5	12
III	3	6	13
IV	7	9	14
V	8	10	15

(-------- PRIORITY---------)

Figure 9C4.2. UMMIPS/01-03 NMCS and 999 REQ/SHP.

USAF UMMIPS STANDARDS FOR AIR FORCE PRIORITY DESIGNATORS
01-03 NMCS AND 999 REQUISITIONS AND SHIPMENTS

		HOURLY TIME STANDARDS				
SEGMENT		CONUS	AREA 1	AREA 2	AREA 3	AREA 4
A. REQUISITION SUBMISSION		18	18	18	18	18
B. ICP AVAILABILITY DETERMINATION		12	12	12	12	12
C. DEPOT/STORAGE SITE PROCESSING		14	14	14	14	14
D. TRANSPORTATION HOLD & CONUS INTRANSIT		36	36	36	36	36
E. PORT OF EMBARKATION PROCESSING		–	24	24	24	48
F. INTRANSIT		–	24	24	48	72
G. PORT OF DEBARKATION PROCESSING		–	24	24	24	24
H. INTRA-THEATER INTRANSIT		–	24	24	24	24
I. RECEIPT TAKE-UP TIME		4	4	4	4	4
TOTAL TIME	HOURS	84	180	180	204	252
	DAYS	3.5	7.5	7.5	8.5	10.5

NOTE: The description of each area is the same as in the DOD UMMIPS Standard listed in attachment C-4A.

Table 9C4.1. UMMIPS/Time Standards (DOD 4410.6).

UMMIPS TIME STANDARDS TIME STANDARD IN CALENDAR DAYS															
Priority Designator Edit Requirement	(PD 01-08)					(PD 01-08) (PD 01-15 for 444)					(PD 09-15)				
PIPELINE TIME SEGMENT (Note 1)	RDD of 999, N_, E__					RDD of 444, 555, 777					Blank RDD				
A. Requisition Submission	1					1					2				
B. Passing Submission	.5					1					1				
C. ICP Availability Determination	1					1					1 (Note 2)				
D. Depot Storage Site and/or Base Processing and Packaging	1					1					5				
E. Transportation Hold and CONUS Intransit	1					4					10 (Note 3)				
Area 2	**CON US**	**1**	**2**	**3**	**4**	**CON US**	**1**	**2**	**3**	**4**	**CON US**	**1**	**2**	**3**	**4**
F. POE and/or CCP processing and intransit to carrier	N/A	1	1	1	3	N/A	1	1	1	3	N/A	10	10	10	21 Note 3
G. Intransit Overseas	N/A	1	1	2	3	N/A	1	1	2	3	N/A	10	15	25	30
H. POD Processing	N/A	1	1	1	3	N/A	1	1	1	2	N/A	3	3	3	5
I. Intra-theater Intransit	N/A	1	1	1	1	N/A	1	1	1	1	N/A	5	5	5	5
J. Receipt take-up by Requisitioner	.5	.5	.5	.5	1	1	1	1	1	1	3	3	3	3	3
K. Total Order-Ship Time	5	9	9	10	13	9	13	13	14	18	22	50	55	65	83
N/A = Not Applicable															
1. Pipeline standards for material delivery exclude weekends and holidays except for segments D and E for requirements with RDD's 999, R, or E. Storage activity and transportation managers may combine the times for segments D and E as long as the combined time is not exceeded. The pipeline time standards are service level targets, they shall be met or improved upon whenever physically or economically feasible.															
2. Areas;															
	1. To Alaska (Elmendorf only), Hawaii, N. Atlantic, Caribbean, or Central America.														
	2. To U. K. and Northern Europe.														
	3. Japan (Yokota only), Okinawa, Korea (Osan only), Philippines, Guam, and Western Mediterranean.														

UMMIPS TIME STANDARDS TIME STANDARD IN CALENDAR DAYS	
	4. Hard lift areas – all other destinations not included in 1-3 (e.g. S. America, Eastern Mediterranean, Africa, Diego Garcia, etc.) as determined by USTRANSCOM.

NOTES:

1. Individual segment standards should not be considered inviolate when subsequent savings in time and improved service can be achieved.
2. For manual submitted requisition or requisition requiring manual review – 1 day for PDs 01-08 and 3 days for PDs 09-15.
3. Combine segments E and F as a single when a SEAVAN is loaded at source or when cargo is moved breakbulk to POD.
4. Measurement of Intra/Inter-service lateral support or redistribution begins at C or D (installation level).

REQUIRED DELIVERY DATES

999 – Indicates expedited handling requirement for NMCS overseas customers deploying overseas within 30 days.
N__ – Indicates expedited handling due to Non-Mission capable supply (NMCS) requirement CONUS customer.
E__ – Indicates expedited handling due to anticipated NMCS requirement CONUS customer.
555 – Indicates exception to mass requisition cancellation requirement CONUS customer.
777 – Indicates expedited handling required for other than above reasons.
444 – Indicates handling service for customers co-located with the storage activity, or for locally negotiated arrangements specific date indicates handling to meet that date of delivery.
Blank RDD indicates routine handling.

ATTACHMENT 9C-5

REQUISITION ADVICE CODE

9C5.1. Purpose. To identify the advice codes which can appear on issue requests and requisitions. Each advice code gives the source of supply specific instructions for processing the requisition correctly. (See chapters 9, 11, 19, 24, and 27 for more information about the use of advice codes.)

9C5.1.1. Intra-AF Equipment. Every requisition for intra-Air Force equipment (ERRCD ND/NF) must have the correct advice code (see volume 1, part 4).

9C5.1.2. DIT Input. To change an advice code, use a due-in/due-out update (DIT) input. See Due-In/Due-Out Update (DIT) (**Attachment 9G-1**).

Table 9C5.1. Requisition Advice Code.

CODE	DESCRIPTION
2A	The item cannot be obtained locally through manufacture, fabrication, or procurement. If the item record contains requisition exception code 2, program control assigns 2A to the requisition.
2B	ONLY the requested item will do. Do not substitute or interchange. This instruction also applies to obsolete items which were rejected with status code CJ. If the ISU input contains a TEX code T, program control assigns 2B.
2C	Do not back order. Reject the unfilled quantity that is not available by the delivery date. Fill or kill.
2D	Furnish the exact quantity requested. Do not adjust to unit pack quantity.
2E	Free issue. Stock lists and other publications offer this materiel without reimbursement.
2F	The item has been coded obsolete, but it is still required for immediate use. A service coordinated or approved substitute is acceptable. If the supply source cannot procure the item, reject the requisition with status code CJ.
2G	Multiple use:
	(1) Ship new stocks or stocks having new appearance.
	(2) Strategic mission requires newest and latest model and configuration (electron tubes).
	(3) Strategic mission requires newest stock only (photographic materiel).
	(4) Anticipated use requires latest expiration dates only (biologicals).
2H	Multiple use:
	(1) Special textile requirements for use in airborne operations.
	(2) Commissary resale item.
2J	Do not substitute or back order. Fill or kill.
2K	The item is being requisitioned from CONUS according to the balance of payments program. Only an overseas requisitioner can use this code.
2L	The quantity shown in the quantity field exceeds normal demands; however, this is a confirmed requirement.
2M	This requisition is submitted on a fill or kill basis for items located in the DRMO and advertised by the Defense Reutilization and Marketing Supply Service (DRMS). Items in equal or better condition than the code in positions 21-22 are acceptable. However, if the requisitioner and DRMO have agreed about the condition of materiel acceptable to the requisitioner, the two-position condition code will not be required.
2N	The item is required in one continuous length (positions 25-29) and unit of issue (positions 23-24). Other arrangements and/or multiples of the unit pack are not acceptable.

CODE	DESCRIPTION
2P	The item is required in one continuous length (positions 25-29) and the unit of issue (positions 23-24). If the requirement exceeds the unit pack length, multiples of the unit pack are acceptable.
2T	Deliver the item to the ultimate consignee by the preferred delivery date (PDD) or the required delivery date (RDD) listed on the requisition, or cancel the requisition.
3A	This requisition is for items located in the Defense Reutilization Marketing Office (DRMO) as advertised by DRMS. The customer wants to inspect the materiel before it is shipped. Fill or Kill. This code can be used only with requisitions that have J, K, L, R, or S in the first position the serial number (position 40).
3B	The item being requisitioned has been designated as a commercial item. However, the requisitioner cannot get the item from a commercial source. The customer requests the requisitioned quantity be supplied against the FMS case shown in positions 48-50.
3C	Issue newest materiel but with no less than 75 percent of shelf life remaining. Applies to DSCP- Medical items for PWRR, MSPR, and other requirements whose activities have received approval form their Service/Agency to use this.
3D	Combination of advice code 2L and 3C
3E	Combination of advice code 2B and 3C
3F	Combination of advice code 2D and 3C
3G	Combination of advice code 2J and 3C
3H	Combination of advice code 2C and 3C
3J	Combination of advice code 2T and 3C
3Q	Only the requested item will suffice. Do not substitute or interchange. The requisitioner will accept condition code E stock in a usable condition (ammunition stock only).
3V	Deliver to the final consignee by the standard delivery date or cancel the requirement. The requisitioner will accept condition code E stock in a usable condition (ammunition stock only).
3W	Furnish the exact quantity requested. Do not adjust to unit pack quantity. The requisitioner will accept condition code E stock in a usable condition (ammunition stock only).
3X	The requisitioner will accept condition code E stock (ammunition stock only).
3Y	Do not substitute or back order any unfilled quantities. The requisitioner will accept condition code E stock in a usable condition (ammunition stock only).
3Z	The quantity reflected in the quantity field exceeds normal demand. However, this is a confirmed, valid requirement. The requisitioner will accept condition code E stock in a usable condition (ammunition stock only).
*6A	Request shipment of reparable material. Fill or kill.
*6B	Request shipment of TOC materiel. Fill or kill.
*6C	If the supply source cannot guarantee the item will be available before the priority or required delivery date has expired, reject the requisition and provide a supply source that will have the item available for the requisitioner to buy. Requisitioner's funds will purchase the item.
*6D	Request for shipment of incomplete (INC) materiel (fill or kill).
*6E	The item is required to replace an item lost to the equipment, that is, inventory adjustment document (IAD), and other relief of accountability documents.
*6F	The item is required for issue to a non-EAID reporting function or agency; that is, CE real property, bench mockup, training device, or other governmental agencies, NASA, Army, Navy, etc., and contractors. This code applies only to P activity code requests.

CODE	DESCRIPTION
*6G	The item is required to replace a TA authorization (EAID). This code is used only if the equipment item in-use is turned in and is no longer reported to the C008 system as in-use. If the replacement item which is being ordered must be received before the in-use item can be turned in, use advice codes 6R or 6S instead. Use this code only with demand code R.
*6H	The item is required to fill a shortage that resulted from an increase in authorization in the allowance standard (AS). Use this code only with demand code I.
*6J	The item is required to fill an authorization which has been added new to the allowance standard (AS). Use this code only with demand code I.
*6K	The item is required for an awaiting part (AWP) end item.
*6L	The item is required for AWP end item (not to be killed).
*6P	Requested item is not available from the normal source of supply. Previous requisition for this requirement was canceled by the item manager (IM) with status CP or CW. Source of supply for this requirement is now LP. (Applies to local purchase requisitions.)
*6Q	The item is required for calibration, repair, and return. See chapter 21, section 21R.
*6R	A complete overhaul of an ND2 item is required to check the item's performance, safety, and efficiency. Before the item can be released for the overhaul, the replacement item must be available.
*6S	Repair costs for an NF2 item exceed economic repair requirements. Because of operational requirements, the item in use cannot be condemned before the replacement is received.
*6X	If the lateral support base cannot provide the item, it back-orders the item from the source of supply. The Standard Base Supply System (SBSS) uses this advice code for lateral requisitioning only (see paragraph 15, this chapter, for information about lateral requisitions).
*6Y	Fill or backorder the requested quantity and update cumulative recurring demands (EOQ items only). (See paragraph 15, this chapter, for information about lateral requisitions.)
*6Z	This item is required to replace a routed repair item. Fill or kill (for RAMPS only).
21	Combination of advice codes 2L and 2T
22	Combination of advice codes 2C and 2L
23	Combination of advice codes 2L and 2G
24	Combination of advice codes 2B and 2G
25	Combination of advice codes 2A and 2F
26	Combination of advice codes 2B and 2L
27	Combination of advice codes 2D and 2L
28	Combination of advice codes 2N and 2L
29	Combination of advice codes 2D and 2G
31	Combination of advice codes 2J and 2G
32	Combination of advice codes 2C and 2T
33	Combination of advice codes 2L and 2J
34	Only the requested items will suffice. Do not substitute/interchange. Item required in one continuous length as expressed in positions 25-29 and unit of issue in positions 23-24. No other configuration is accepted and/or multiples of the unit pack are not acceptable. (combination of advice codes 2B and 2N)
39	Only the requested items will suffice. Do not substitute/interchange. Item required in one continuous length as expressed in positions 25-29 and unit of issue in positions 23-24. If requirement exceeds the unit pack length, multiples of the unit pack are acceptable. (combination of advice codes 2B and 2P)
62	Materiel requisitioned is for replacing installed equipment in next higher assembly.

CODE	DESCRIPTION
*63	The item is required to replace a time change asset that was issued to satisfy a local requirement. (This applies to type account code K items only.)
*64	Used on deployed Contingency Processing System (CPS) requisitions submitted to the supporting base. Requisitions are processed by the supporting base as a fill or pass, and releases to a zero balance. Assigned by the CPS under program control.

NOTE: These codes may be assigned for intra-Air Force transaction use only. Other services will not recognize these codes. It is mandatory to use the correct code on requisitions for equipment items (ERRC S and U). In some situations, the requisition advice code may not give the item manager (IM) enough information to fill the request, thus delaying the item's shipment. Before submitting the requisition in such cases, the requisitioner may telephone the IM and provide more information.

ATTACHMENT 9C-6

REQUISITION EXCEPTION CODE (REX)

9C6.1. Purpose. To list requisition exception codes (REX), a one-digit, alphanumeric code assigned to item records for the reasons listed below. Requisition exception codes and phrase records are loaded and assigned as outlined in chapter 27. The function responsible for monitoring the REX must prepare and maintain an exception control record (ECC).

9C6.1.1. To suppress automatic requisitioning action. REX codes 1, 3, and 4 will suppress requisitions regardless of the assigned exception notice code (ENC). If ENC R is assigned, requisitions are suppressed for all other REX codes.

9C6.1.2. To identify requisitions which require external review before submission. Assignment of ENC P to the REX phrase record will cause the computer to enter the REX code in position 71 of the requisition. Before submitting the requisition to the supply source, Stock Control must blank position 71 (except on local purchase requisitions printed on DD Form 1348-1A).

9C6.1.3. To force the computer to override certain requisition data shown on the exception phrase record. Requisition exception phrase records loaded for this purpose are identified as requisition override records. Any alpha requisition exception code may be used for requisition override records.

NOTES:

When ENC P is assigned to requisition override records, the REX code will not be entered in the requisition.

Table 9C6.1. Requisition Exception Code (REX).

REX CODE	EXCEPTION NOTICE CODE	EXCEPTION PHRASE	ECC REQUIRED	MONITOR
0	P	SATELLITE PROCUREMENT See Note 5	No	Stock Control
1	R	DO NOT REQUISITION Assigned under program control as a result of processing MILSTRIP status (see **Section 9D**).	Note 1	Stock Control
2	P	NO LP-LM SOURCE AVAILABLE; ASSIGN ADVICE CODE 2A IN REQUISITION	No	Stock Control
3	R	DO NOT REQUISITION Assigned under program control as a result of processing SNUD (see chapter 27, section 27H).	Note 2	File Maintenance
4	R	DO NOT REQUISITION Assigned externally to restrict automatic requisitioning.	Note 3	Stock Control
5	P/R	ADDITIONAL REMARKS REQUIRED	Notes 3,6	Stock Control

REX CODE	EXCEPTION NOTICE CODE	EXCEPTION PHRASE	ECC REQUIRED	MONITOR
6	R	WARRANTED TOOLS Assigned to all item records in FSC 5120 with PWT in positions 5-7 of the stock number (see chapter 23, section 23F).	No	Base Service Store
7	P	ANNUAL RESUPPLY	No	Stock Control
9	P	SUPPORT COMMERCIAL VEHICLES Assigned to spare parts required to support commercial vehicles. (Project code JZ0)	No	Stock Control
A-V		Assigned as required by major commands and/or base	Notes 4, 5	
W	P	Spares for commercial construction equipment (Project code (JZC)	No	Stock Control
X	P	Spares for materiel handling equipment. (Project code JZM)	No	Stock Control
Y		Reserved for HQ Standard Systems Center		
Z	P	Command Repair Facility	No	Stock Control

NOTES:

1. Exception control records (ECC) are not required when program control assigns REX code 1 as a result of processing MILSTRIP status. REX code 1 must be controlled. If a requisition must be permanently suppressed, process a stock control data change notice (FCD) to change the REX code to 4.
2. ECCs are not required when program control assigns REX code 3 as a result of processing stock list changes received through SNUD. Retain a copy of the 036, 037, 045 reject notice, or the F470 management notice in stock number sequence until action is taken to delete the item from the system. If the item is not deleted, change to REX code 4.
3. ECCs are not required under the following conditions:
   a. When REX code 4 is assigned to identify the following items:
      (1) Items assigned budget code V.
      (2) Mechanized Materiel Handling Systems (MMHS).
      (3) Bench mock-up/sets.
      (4) Conventional ammunition items loaded on the FK account.
      (5) Gas Cylinders.
      (6) Constant Shelter Materiel.
      (7) Calendars.
   b. When complete processing instructions are loaded in the nomenclature field (for example, order repair kit).

4. When alpha codes are used for purposes other than requisition override, local management or the major command will decide how to manage and use ECC.
5. The satellite procurement capability flag is in the satellite OCCR (000-099). This code (REX code 0) means that the OCCR contains an exception (opposite) to the code. See the below Table 9C6.2. Satellite Procurement.
6. ECCs are required to be maintained for each individual item assigned REX code 5 except when complete processing instructions are loaded in the nomenclature field (for example, order bit and pieces).

Table 9C6.2. Satellite Procurement.

SATELLITE PROCURE-MENT FLAG IS:	SATELLITE RECEIVING CAPABILITY	ITEM RECORD REX CODE of 0(zero)	LOCAL PURCHASE REQUISITION TO
Blank	No	No	CSB Contracting Office Terminal (Load if SPS/BCAS)
Blank	No	Yes	Satellite Terminal (DD Form 1348-1A)
1	No	No	Satellite Terminal (DD Form 1348-1A)
1	No	Yes	CSB Contracting Office Terminal (Load if SPS/BCAS)
2	No	No	CSB RPS (SPS/BCAS)
2	No	No	CSB Contracting Office Terminal (Load if SPS/BCAS)
3	Yes	No	CSB Contracting Office Terminal (Load if SPS/BCAS)
3	Yes	Yes	Satellite Terminal (DD Form 1348-1)
4	Yes	No	Satellite Terminal (DD Form 1348-1)
4	Yes	Yes	CSB Contracting Office Terminal (Load if SPS/BCAS)
5	Yes	No	CSB RPS (SPS/BCAS)
5	Yes	Yes	CSB Contracting Office Terminal (Load if SPS/BCAS)

ATTACHMENT 9D-1

STATUS/CANCELLATION JUSTIFICATION CODE/PHRASE

9D1.1. Purpose. To identify the two-position, alpha/numeric status codes which appear on management notices and provide the phrases which explain the meaning of the codes. General MILSTRIP status codes, as well as codes used only for intra-Air Force services and SBSS intra-base transactions, are listed below.

9D1.2. General MILSTRIP Status Codes.

Table 9D1.1. General MILSTRIP Status Codes.

CODE	PHRASE/EXPLANATION
B1	Assets not currently available. Requisition will be retained by DRMS for 60 days from date of receipt awaiting possible arrival of assets. (DRMS use only.)
B2	Your requisition modifier document (DIC AMx) has been received; however, current Supply or Procurement action prevents requested changes from being made. Processing: If the using activity still needs the requisition, check current MILSTRIP supply status. If the supply source has not provided positive status, send a followup transaction to the source of supply. See management notice F421.
B4	Canceled. The supply source has received a cancellation request from the requisitioner, consignee, manager, or other authorized activity. Processing: Do not deobligate funds. Billing for materiel on contract termination changes will be made.
B5	The activity identified by the code in positions 4-6 received your followup request. Processing: The activity will try to determine the current status of the requisition and/or improve the estimated shipment date (ESD) and furnish status again within 7 calendar days. (This code is used only when the previous status code has been BA, BB, BD, or BV.)
B6	The requisition was canceled and the materiel was shipped to another activity.
B7	Unit price change. Positions 74-80 contain the latest unit price for the item identified by the stock or part number in positions 8-22. NAEW E-3A component bases use this status code.
B8	Quantity requested for cancellation cannot be canceled.
B9	The activity identified by the code in positions 4-6 received your cancellation request. Processing: The activity will either cancel the demand or ship the materiel to another customer. Do not deobligate funds or delete due-in. Later status reports will tell you about the final action.
BA	The item is being processed for release and shipment.
BB	The item has been backordered against a due-in to stock. Positions 70-73 contain the estimated shipping date (ESD) that the materiel will be released to the customer. (BB may be used for local manufacture requisitions.)
BC	The item on the original requisition containing this document number has been backordered. There will be a long delay and the ESD is in positions 70-73. However, an item which is not an automatic/coordinate substitute is available. (The item is identified in either the stock number or the remarks field.) The price for the substitute item appears in positions 74-80. Processing: If the customer wants the substitute, submit a cancellation for the original requisition and submit a new requisition, using a new document number with the current Julian date. See MGT F437.

CODE	PHRASE/EXPLANATION
BD	a. Action on the requisition is delayed because the supply source needs more information on requirements, such as authorized application, item identification, technical data, etc. However, manual supply action will continue. This code is used on priority 09-15 requisitions when the depot item record is frozen. The estimated release date, if known, will be in positions 70-73 of the status response. When the review is complete, additional status information will appear. b. BD may also be used to indicate that a local manufacture item cannot be manufactured because of a lack of part, drawing, etc.
BE	The depot/storage activity has a record of the materiel release order (MRO), but it has no supporting transaction/record of the action taken. (BE status occurs because the depot or storage activity is responding to an ICP request about the MRO status for DIC AE6 only.)
BF	No record of your document for which your DIC AF followup or cancellation request was submitted. a. Processing for a Cancellation Request. If this status code was received because of a cancellation request, the supply source will return later requisitions (A0x) or other documents (AMx, ATx) that it receives with BF status. Deobligate funds and, if the customer still needs the item, submit a requisition using a new document number. b. Processing for a followup request. If this status code was received because of a followup (AFx) request, the supply source will continue to process later documents it receives (A0x, AMx, ATx) under regular MILSTRIP procedures. **NOTE:** If you requisition the item with a new document number, submit a cancellation request before you deobligate funds. This action will prevent a duplicate shipment.
BG	One or more of the following fields have been changed: a. Stock number (as the result of a formal catalog change). (1) The requisitioned NSN has been replaced by or consolidated with NSN in stock number field. (2) The NSN is assigned to the part number that was requisitioned. (3) The FSC has changed, but the NIIN remains the same as originally requisitioned. Processing: Review NSN (FSC and NIIN) to make certain the requisition being processed is for desired item. If the NSN is not for the desired item, submit a cancellation request to the source of supply. b. Unit of issue was changed because of a formal catalog change. c. The requisitioned part number has been identified to or replaced by the part number shown in the stock number field. Processing: Check the quantity and unit price as a result of this part number change. Revise appropriate records accordingly. The supply source will provide additional status to indicate further action on this requisition.
BH	The customer will receive a service coordinated, approved substitute, interchangeable item identified in the stock number field. Processing: Check the unit of issue, quantity, and unit price fields for possible changes. If data have changed, revise appropriate records accordingly. Additional status will be provided. See MGT F400 or F401.
BI	Not used.
BJ	Program control has changed the quantity to conform to quantity unit pack and adjusted the due-in record accordingly. The unit of issue is not changed. If the due-in quantity is increased, the program assigns a suppress cancellation flag of S.
BK	The source of supply has received a requisition modifier document (AMx), and requested changes have been made. Also used by DAASC on DIC AE9 to advise that the requisition contained an invalid/expired OSD/CJCS Catagory D project code. The project code has been blanked out and the requisition forwarded for processing.

CODE	PHRASE/EXPLANATION
BL	On the date in positions 70-73, notice of availability was sent to the country representative of freight forwarder.
BM	Your document was sent to the activity indicated in positions 67-69. Processing: Send all future transactions to that activity.
BN	The requisition is being processed as a free issue. Signal and fund code fields have been corrected as noted. Processing: Adjust local fund obligation records.
BO	Not used.
BP	Requisition has been deferred per customer instructions. ESD is in position 70-73. (Currently SBSS converts Status Code "BP" to "BZ," Requisition is being processed for direct delivery procurement). Correct "BP" status definition and logic will be incorporated into future SBSS modernization efforts IAW MILSTRIP regulations.
BQ	Canceled. This status is the result of receiving a cancellation request from the requisitioner, consignee, manager, or other authorized activity. For AMC (FSS) lateral requisitions, submit a new lateral requisition to fill the quantity that was canceled because multiple SHPs could be processed.
BR	Canceled. Requisitioning activity authorized cancellation in response to materiel obligation validation request furnished by the processing point. **NOTE:** BR status will be accepted by the SBSS but no SBSS records will be updated (reference DOD 4000.25-1-M).
BS	Canceled. The requisitioning activity failed to respond to a backorder reconciliation request from the processing point.
BU	The item is being supplied against your foreign military sales (FMS) case designator shown in positions 48-50 or against your Grant Aid program and record control number (RCN) shown in positions 46-50. This document is a duplicate of the requisition prepared by the US Military Service source. See MGT F438.
BV	Item has been procured and is on contract for direct shipment to consignee. Positions70-73 contain the contract shipping date. If the requisitioner cancels the requisition, they may be billed for contract termination and transportation costs.
BW	The International Logistics Control Office (ILCO) has received your foreign military sales (FMS) or Grant Aid requisition containing this document number and submitted it to the supply system. A current estimated shipping date (ESD) is not available, but a later status report will provide it. The ILCO may use this status code to acknowledge the receipt of a requisition or to reply to a followup when an ESD is not available.
BX	Not used.
BY	Depot/storage has previously denied the materiel release order (MRO) by document identifier code A6x. (BE status occurs because the depot or storage activity is responding to an ICP request about the MRO status for DIC AE6 only.)
BZ	The requisition is being processed for direct delivery procurement. When necessary procurement action is finished, additional status will be provided to indicate the action taken. The estimated shipping date is in positions 70-73. The SBSS currently consolidates Status Code "BP" (Requisition has been deferred per customer instructions. ESD is in position 70-73) into "BZ" status. Correct "BP" status definition and logic IAW MILSTRIP regulations will be incorporated into future SBSS modernization efforts.
C1	Use status code CA if ever required.
C2	Not used.
C3	Rejected. Applies to subsistence only. Vendor cannot make delivery during shipping period.
C4	Rejected. Applies to subsistence only. Item is seasonal and not available for delivery during current shipping period.

CODE	PHRASE/EXPLANATION
C5	Rejected. When the requisitioner inspected the required materiel located in the Defense Reutilization and Marketing Office (DRMO), he or she rejected it for one of the following reasons: its condition was unsuitable, it was an unacceptable substitute, or it was incorrectly identified. The DRMO generated this status and sent it to the appropriate status recipients.
C6	Rejected. The requisition is for a commercial item which the Foreign Military Sales program does not authorize for supply. Processing: If the using activity cannot get the required item from a commercial source, submit a new requisition, using a new document number with a current Julian date, and advice code 3B.
C7	Rejected. The document identifier code indicates this is a remarks/exception data document. The supply source has no record of receipt of remarks/exception data. Processing: If the item is still required, submit a new requisition, using a new document number with a current Julian date. See MGT F441.
C8	Rejected. The vendor will not accept an order for a quantity less than the one in positions 76-80. REX code 1 assigned. Processing: If the requirement still exists, submit a new requisition for a quantity that is equal to or greater than the one in positions 76-80. Use a new document number with a current Julian date.
C9	Rejected. Applies only to subsistence. The quantity in positions 25-29 has been canceled because the materiel is not available during the shipping period. Processing: If the materiel is required in a later shipping period, submit a new requisition, using a new document number with a current Julian date.
CA	Rejected a. Initial provision of this status will be by narrative message. The message will state the reason or rejection. Processing: When you receive the message, prepare and process an AE(x) image with status code CA. REX code 1 assigned. b. If the status is a response to a followup, it will be transceived. No reason for rejection will be included. REX code 1 has been assigned. See MGT F436.
CB	Rejected. The initial requisition said to reject the quantity not available for immediate release or not by the shipping delivery date (SDD) or required delivery date (RDD). The quantity field indicates the quantity has not been filled. See MGT F407.
CC	Rejected. Nonconsumable item. Your service is not a registered user. Submit your requisition to your Service ICP for registration action. (Rex Code 1 assigned.) See MGT F482.
CD	Rejected. The supply source cannot process the requisition or request document because of errors in the quantity, date, or serial number fields. a. Processing for a requisition: If the status responds to a requisition and the materiel is still required, submit a new requisition, using a new document number with a Julian date, with correct data field entries. b. Processing for a cancellation request. If the status responds to a cancellation request and materiel is not required, submit a new cancellation request with a valid quantity entry.
CE	Rejected. The unit of issue in the original requisition positions 23-24 of this document) does not agree with the inventory control point (ICP) unit of issue and cannot be converted. Processing: If the requirement still exists, submit a new requisition, using a new document number with a current Julian date, and the correct unit of issue and quantity. (REX code 1 assigned.) See MGT F439.
CF	Not Used.

CODE	PHRASE/EXPLANATION
CG	Rejected. Cannot identify the requested item. Processing: Submit a new requisition, using a new document number with a current Julian date, and supply a correct NSN or part number. If the correct NSN or part number is unit known, or if the part number is correct, submit a new requisition, using a new document with a current Julian date. Use a DD Form 1348-6 and supply as much data as is available. Authorized activities may submit SF 344. See MGT F415.
CH	Rejected. The requisition was submitted to an incorrect single manager, technical service, or distribution depot. The correct source cannot be determined. **NOTE:** DAAS processes requisitions from AF activities to be sure that any rerouting to a source of supply is compatible with the fund code the requisition. Funded are not rerouted to another division of the SMAG. Rejected requisitions from DAAS will contain the following data: a. Positions 1-3: document identifier code AE9 b. Positions 65-66: code CH c. Positions 67-69: the correct source of supply Processing: Check the correct source and submit a new requisition, using a new document number with a current Julian date. (REX code 1 assigned). Bases should resubmit the requisition to the activity indicated by DAAS (positions 67-69) and cite the appropriate fund code. See MGT F414.
CI	Not used.
CJ	Rejected. The item coded (or being coded) is obsolete or inactivated. If the item in the stock number field is different from the item requisitioned, then it is available as a substitute. Positions 74-80 contain the unit price of the substitute item. a. Processing for the substitute. If the customer wants the substitute, submit a new requisition, using a new document number with a current Julian date, with the substitute item stock number. b. Processing for the original item. If the customer wants only the original item, submit a new requisition, using a new document number with a current Julian date. Use DD Form 1348-6. (Authorized activities may submit SF 344.) Use advice code 2B. Supply technical data, such as end item usage, component, make, model, series, serial number, drawing, piece and/or part number, manual reference, applicable publication. (REX code 1 assigned.) See MGT F416.
CK	Rejected. Unable to procure. No substitute or interchangeable item is available. Returned for supply by local issue of next higher assembly, kit, or components. Suggest fabrication or cannibalization. Processing: If not available, submit a new requisition using a new document number with a current Julian date, next higher assembly, kit, or components. (REX code 1 assigned.) (See MGT F417 in chapter 7.)
CL	Use status code CK.
CM	Rejected. Fund obligation was not used and/or the item is not, or is no longer, free issue. Submit a new requisition, using a new document number with a current Julian date. See MGT F408.
CN	Rejected. Nonconsumable item. Your service does not receive requisition support on this item, or your requirement is a nonrecurring demand which cannot be satisfied. Support be provided upon submission of an MIPR by your service ICJP. (REX code 1 assigned.) (See MGT F482 in chapter 7.)
CO	Not used.
CP	Rejected. The source of supply is local manufacture, fabrication, or procurement. If it is not available locally or the activity lacks procurement authority, submit a new requisition with advice code 2A. See MGT F440.
CQ	The item requested is command or service regulated or controlled. Processing: Submit a new requisition through appropriate channels using a new document number and the current Julian date. (REX code 5 is assigned.) See MGT F449 in chapter 7.

CODE	PHRASE/EXPLANATION
CR	Rejected. The requisition is for government-furnished materiel (GFM) and the following conditions apply: a. The item is not authorized by terms of the contract. b. The contractor is not authorized to requisition GFM. c. The contract identified in the requisition is not registered at the management control activity (MCA). See MGT F490.
CS	Rejected. The requisitioned quantity is either incorrect or excessive. The maximum release quantity (MRQ) program generates most of these cancellations. The MRQ is based on past worldwide demands predicted on the annual dollar value of issues. A partial quantity is being supplied. The quantity field in this transaction shows the quantity that was rejected. Processing: If the requirement still exists, submit a new requisition for the required quantity using advice code 2L. See MGT F409.
CT	Rejected. Unable to procure the requested item. The item is no longer produced by any known source and attempts to obtain it have failed. The item indicated in the stock number field can be provided as a substitute. The unit price of the substitute item is in positions 74-80. Processing: If the substitute item is desired, submit a new requisition with the substitute item stock number.
CU	Rejected. The requested item cannot be procured because it is no longer produced by any known source and attempts to obtain the item have failed. The item in the stock number field can be furnished as a substitute. The unit price of the substitute item is in positions 74-80. Processing: If the offered substitute is desired, submit a new requisition with the substitute item stock number.
CV	Rejected. The item has been requisitioned prematurely. Positions 70-73 contain the effective date for requisitioning the item. (REX code 1 assigned.) See MGT F442.
CW	Rejected. The item is either unavailable or nonmailable because transportation costs are too high. Local is authorized for this requisition only. Processing: If the item cannot be locally procured, resubmit a new document number with a current Julian date and advice code 2A. (This code is used for base funded requisitions only.)
CX	Rejected. Unable to identify the bill-to and or ship-to address as designated by the signal code or the signal code is invalid. Processing: If the requirement still exists, submit a new requisition, valid data field entries. See MGT F423.
CY	Rejected. The requested item cannot be procured because the item is no longer produced by any known source and attempts to obtain it have failed. (REX code 1 assigned.) See F434. Processing: If the requirement still exists, contact the appropriate service/agency technical organization assistance. If a substitute item is known, requisition that item. (Used only in response to a requisition containing advice code 2B.)
CZ	Rejected. Subsistence item not available for resale. Reserved for troop issue only. See MGT F443.
D1	Canceled. Requisition was retained for 60 days. Requested asset did not become available. Quantity field indicates quantity not filled. (DRMS use only.)
D3	Rejected. Requisitioner did not respond to supply request for information. REX code 1 has been assigned. See MGT F422.

CODE	PHRASE/EXPLANATION
D5	Rejected. The item requested is nuclear reactor plant materiel authorized for issue only to nuclear reactor activities and support facilities. The same or a similar item may be available under a different NSN. Processing: If you cannot identify the nonnuclear substitute, submit a new requisition for the nonstandard item specifying NONNUCLEAR APPLICATION in the remarks block.
D7	Your requisition modifier document (AMx) is rejected because of errors in one or more data elements. See MGT F460.
D8	Rejected. The requisition is for a controlled substance/item, and the ship-to address is not an authorized recipient as designated by the parent service or agency headquarters. (REX code 5 assigned.) See MGT F418.
DA	Rejected. The source of supply is direct ordering from the Federal Supply Schedule identified by the number in positions 76-80 (positions 76-77 = group, positions 78-79 = part, and position 80 = section). Processing: If the activity lacks procurement authority, submit a new requisition with advice code 2A.
DK	Rejected. APR transaction received requesting reinstatement was received over 60 days after AE_ transaction containing status code BS. If requirement still exists, submit a requisition. See MGT F483.
DL	Rejected. APR transaction requesting reinstatement was received, however, there is no record of an AE_ transaction containing BS status. See MGT F483.
DM	Rejected. DM status has been received indicating the source of supply received your reinstatement request containing a quantity exceeding the quantity reflected in the BDS status. If the requirement still exists, submit a new requisition.
DS	DS status has been received indicating the Air Force is not a registered user for the item requisitioned. The requisition was accepted but requires submission of an AF Form 86 to be listed as a registered user. No additional requisition action is required for DS status. See MGT F484.

9D1.3. Intra-Air Force Status Codes. The following codes have been assigned for intra-Air Force use only and will not be used or recognized by other services. These codes supplement the above MILSTRIP status codes and are not authorized to duplicate other intra-service status codes.

Table 9D1.2. Intra-Air Force Status Codes.

CODE	PHRASE/EXPLANATION
F1	Not used.
F2	Rejected. Uncommitted Military Assistance Program (MAP) value is not large enough to meet the requirement. See MGT F424.
F3	Rejected. MAP line cutoff or suspended status. See MGT F425.
F4	Rejected. Requisition submitted against an AFMC MAP Data Center controlled program line. See MGT F426.
F5	Rejected. MAP requisition was submitted to the wrong supply source. Requirement is an Army, Navy, or GSA item. Processing: Check the correct source of supply and submit a new requisition to the appropriate service logistical control office or procure the materiel locally. See MGT F446.
F6	Rejected. Foreign Military Sales (FMS) cooperative logistics or open and requisition type case criteria do not authorize the requisitioning of this item. **NOTE:** Applies to equipment items assigned ERRC code S or U. See MGT F447.
F7	MAP record control number (RCN) or program year, or both, have been changed. The requisition has been sent to the activity indicated in positions 67-69. Processing: Change the supply source in positions 67-69 on your requisition.

CODE	PHRASE/EXPLANATION
F8	Reject. A SMAG item requisitioned against reparable return line (generic code A9R) and uncommitted program availability in generic code A9C is insufficient to process requisition. See MGT F448.
F9	Not used.
FA	HQ AFMC will give the base money to buy the item locally even though HQ AFMC has the responsibility to buy the item for the base. Does not apply to requisitions from overseas activities, to requisitions with advice code 2A, or to other requisitions unless the requisitioning activity has agreed to accept responsibility for local purchase (see part 1, chapter 8). See MGT F411.
FB	The backorder has been canceled. Report of serviceable excess received for item currently on backorder.
FC	The followup on materiel release order (MRO) or redistribution order (RDO) has not confirmed or denied shipment. Processing: If the requirement still exists, submit a new requisition. See MGT F412.
FD	Not used.
FE	Not used.
FF	Rejected. The item is stock listed as nonpublished and not authorized for requisition, stockage, or issue. Processing: If the customer needs the specific item only, manually requisition it again. Include a full justification for reactivating the item and complete information about how the item will be used. (REX code 1 assigned.) See MGT F429.
FG	Rejected. No published or computer disseminated stock number list authorizes Air Force activities to requisition this item. Processing: Check for keypunch or transmission errors. If the stock number is correct and the requirement exists, manually requisition the item again. Provide data about the source of the stock number and complete information about how the item will be used. (REX code 1 assigned.) See MGT F406.
FH	Not used.
FI	Not used.
FJ	Supply action was denied when the materiel release order (MRO) or redistribution order (RDO) was first processed. MRO/RDO denial information was previously furnished. Processing: Review your records before reinstating supply action. See MGT F428.
FK	Canceled. The requisitioning activity failed to reply to a request and subsequent followup for additional information necessary for processing the requisition. See MGT F430.
FL	Rejected. Item requisitioned is an insurance item not authorized for stock at base level. This status will only be provided when priority 09-15 requisitions are received the source of supply without complete written justification. If the item is still required, submit a manual requisition by either message or letter with complete justification on why the item is needed for stock. (REX code 1 assigned.) See MGT F431. **NOTE:** Priority 01-08 requisitions will not be rejected with use of this code because they are needed immediate requirements.
FM	Rejected. Depot overhaul item. Processing: If the item is required, requisition it again, giving a complete justification for its use. (REX code 1 assigned.) See MGT F432.
FN	Rejected. Replacement type item. Processing: Review for appropriate authorization. If an EAID requirement exists, requisition the item again using the correct advice code. (REX code 1 assigned.) See MGT F433.

CODE	PHRASE/EXPLANATION
FO	Rejected. Incomplete or invalid TO reference. Processing: If the TO reference is correct, resubmit on DD Form 1348-6, using the complete reference, end item identification, etc. **NOTE:** If the TO reference in the nomenclature is not according to chapter 24, change and requisition with document identifier code A0B/A02, if applicable. (REX code 1 assigned.) See MGT F451.
FP	Rejected. Major command has agreed to provide spares support for the requested item. Processing: Resubmit on DD Form 1348-6 to the major command, and include what the item will be used for. (REX code 1 assigned.) See MGT F454.
FQ	Change in fund and/or signal code. The requisition has been routed as necessary to the correct source of supply. The records have been changed as followed: a. Document identifier code (DIC). If DAAS corrected and rerouted the requisition, the DIC will be AE9. If an ALC passed status, the document identifier will be AE1, AE2. b. NSN. If an ALC has changed the fund code and passed the requisition, an NSN has been found on which the Air Force is not a recorded user. The NSN found has been screened to see that it meets technical requirements for AF use and can replace the part number originally submitted. Action is being initiated to record the Air Force as a user on the NSN. Appropriate changes have been made in positions 51, 52-53, and 67-69. Processing: Update all records accordingly; this status code applies to fund code 6C only. This code will delete all status details, if any, for this specific requisition. This process will not create any new status details.
FR	Canceled. Invalid MICAP requirement. See MGT F413.
FS	Canceled. The quantity released has been adjusted to the unit pack quantity. Processing: If additional materiel is required, requisition unit pack quantities again or request the exact quantity using advice code 2D as necessary.
FT	Suffix code changed. The status quantity previously assigned to suffix code in position 44 has been deleted and reduced by the quantity in positions 25-29. Additional status and suffix codes will be assigned if necessary.
FU	Rejected. The item has not been procured for stock (items with provisioning source code U, X, X1, X1D, 2X2, or X2D). Processing: If the item assigned provisioning source code (PSC) entered in positions 67-69 is believed to be incorrect, resubmit the requisition (DD Form 1348-6) with a justification to change the PSC code. If the PSC is correct, requisition the next higher assembly, if not available. **NOTE:** Definitions and actions for provisioning source codes are in chapter 27, attachment 27P-2 Section B.) (REX code 1 assigned.) See MGT F452.
FW	Rejected. The item must be reported as work stoppage according to volume 3, part 1, chapter 3, appendix B. **NOTE:** This code applies to AFMC contractors only.
FX	Rejected. Item has been assigned provisioning source code A. Parts required to make the assembly are listed in TO. Processing: If component parts are not available, requisition the required parts. **NOTE:** Item record should be deleted. (REX code 1 assigned.) See MGT F453.
FY	Rejected. The part number requisitioned is not the preferred item and has been related to another part number with an assigned NSN which is not Air Force used. AFMC IM has initiated adopt action, taken action to update CRL, and revised the DAAS routing identifier. Processing: If the NSN is not available, submit another requisition using the NSN shown in positions 8-22 to the routing identifier in positions 67-69.

CODE	PHRASE/EXPLANATION
FZ	Rejected. The back order has been canceled mechanically. This status is assigned to cancel a priority 11-15 backorder for investment items that changed from non-marginal analysis to marginal analysis. See MGT F455.
JA	Canceled. The COMSEC item requisitioned was held in BB status for 30 days waiting for the USAF Equipment Data Bank (C008) to be updated with an authorization for the item. The requisition was canceled because the C008 system did not receive the authorization from your base. If the item is still required, submit a new requisition with a new document number. Ensure that the D16 report was submitted with the authorization update. See MGT F410.

9D1.4. Intra-Base Status Codes. The following status codes will be used for SBSS intra-base transactions only and will not be used in off-base MILSTRIP documents.

Table 9D1.3. Intra-Base Status Codes.

CODE	PHRASE/EXPLANATION
PD	Base Contracting uses this code to indicate that items have been delivered to the pier (port of embarkation). Processing: If waybill number is required, contact the Base Contracting Office.
RW	Inspection uses this code to identify a local purchase receipt in Receiving on which processing is being delayed, that is, a discrepancy exists. See chapter 10.
Z1	Cancellation of CE BEAMS due-out.
Z2	Applies to overseas SPS (formerly BCAS) activities only. Foreign service procurement determination (FSPD). To have procurement action completed, the requesting organization must provide a justification. See MGT F467.
Z3	Procurement action cannot be taken until a valid description is provided to contracting. See MGT F468.
Z4	Procurement action cannot be taken until additional data description is provided. See MGT F469.
Z5	Reserved for HQ Standard Systems Group use.
Z6	A cancellation has been generated offline to correct a due-in or due-out detail for receipt or due-out release processing. See MGT F456.
Z7	The due-in was canceled as the result of three followups with no response. The due-in is deleted on the fourth followup. Also used for cancellation of due-in without source of supply status confirmation.
Z8	Reserved for program control. Assigned to claims receivable detail to identify shipment apparently lost in parcel post shipment. Assigned by A&F programs.
Z9	Reserved for program control. Assigned to claims receivable detail to identify shipment apparently lost in transportation channels. Assigned by A&F programs.
ZA	This code applies to PPMR reversal action by initiating source. These PPMR inputs will be internally reformatted into MILSTRIP cancellations AE1/ZA and processed through status programs.
ZB	The due-out has been canceled for lack of funds. Program generated.
ZC	The customer has initiated a due-out cancellation request (AC1) to the source of supply through a REC TEX E input. Due-out canceled.
ZD	Releveling programs have generated a requisition cancellation request to the source of supply.
ZE	Contracting cannot buy the item because the description of the item is incomplete. See management notice I963.
ZF	Supply has canceled the request before procurement.
ZG	Item permanently not available from Base Contracting. (REX code 1 assigned.) An REX code 2 will automatically be assigned at overseas bases, except bases in Alaska. See management notice I964.

CODE	PHRASE/EXPLANATION
ZH	The item is temporarily not available from Base Contracting. (REX code 1 assigned.) See management notice I964.
ZJ	Contract canceled by mutual agreement at the Air Force's request.
ZK	Contract unilaterally canceled by the Air Force.
ZL	Contract canceled by mutual agreement at the vendor's request.
ZM	Contract unilaterally canceled by vendor due to failure to perform.
ZN	Cancellation of a repair and return due-in because the repair activity was not able to repair the item. See management notice F450.
ZO	Due-out cancellation of an obligated due-out.
ZP	The quantity in positions 25-29 has been canceled.
ZQ	The due-out was canceled through the S04 bench stock semiannual review.
ZR	Canceled. The extended dollar value is greater than the maximum limit of a federal supply schedule. Requisition from appropriate GSA region.
ZS	The due-out has been canceled through the daily or weekly review of due-outs (required by chapter 12). Externally initiated.
ZW	The due-out has been canceled through the monthly or quarterly validation of due-outs (required by chapter 12). Externally initiated.
ZU	The due-out has been canceled through the aircraft records validation required by AFM 66-1, volume 2, chapter 2. Externally initiated.
ZX	The AWP due-out has been canceled because an end item has been turned with maintenance action taken code 4 (bench checked not reparable this station (NRTS) lack of parts). Externally initiated.
ZY	Canceled. This requisition's dollar value exceeds the limitation for commodity assignment that overseas bases can purchase. Prepare an offline requisition to the source of supply assigned responsibility for the commodity (GSA, DLA, or the applicable AF item manager).
ZZ	Local Purchase Items Only. Requisition held in suspense awaiting additional obligation authority. See SMAG Manager.
99	Assigned under program control to record followup action. This code will be decreased by one each time another followup is sent. For example, 96 would represent four followup actions.

ATTACHMENT 9D-2

SUPPLY STATUS INPUT (AEX)

9D2.1. Purpose. To allow the source of supply to identify the action taken or being taken on a requisition using the status codes listed in **Attachment 9D-1**. The media and status code (position 7) on the original requisition indicates what status information and type of data are required.

9D2.2. Input Restrictions. RPS/main system.

9D2.3. Output. For some supply status input, processing will generate management notices. See Status/Cancellation Justification Code/Phrase (**Attachment 9D-1**).

9D2.4. Input Format and Entry Requirements. Screen #AE/#115.

Table 9D2.1. Input Format and Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Document Identifier Code	AEx
4-6	3	Routing Identifier Code of Source of Supply Furnishing the Supply Status	
7	1	Media and Status Code	
8-22	15	Stock or Part Number	
23-24	2	Unit of Issue	
25-29	5	Quantity	
30-43	14	Document Number	
44	1	Suffix Code	Note 1
45-50	6	Supplementary Address	
51	1	Signal Code	Note 2
52-53	2	Fund Code	
54-56	3	Distribution Code	
57-59	3	Project Code	
60-61	2	Priority Designator	
62-64	3	Transaction Date	Note 3
65-66	2	Status Code	Note 4
67-69	3	Routing Identifier Code	Note 5
70-73	4	Estimated Shipping Date	Note 6
74-80	7	Unit Price	

NOTES:

1. Suffix Code (position 44).
   a. If the requisition quantity is divided into separate actions, assign the suffix code that applies to the quantity in positions 25-29.
   b. If the requisition quantity is not divided, this field will be blank.

2. Signal Code (position 51). This field is used to load alpha signal codes.
3. Transaction Date (positions 62-64). Use the Julian date that corresponds to the date of this reply. Other uses of this field are as follows:
   a. If input TRIC is AE6 with BD status, then this field will contain the ordinal date that the 220 detail record was created.
4. See **Attachment 9D-1** (this chapter) for authorized status codes.
5. Routing Identifier Code (positions 67-69). The last known source to which an authorized follow-up will be directed.
6. Estimated Shipping Date (positions 70-73). When designated by the status code, enter the estimated Julian date the materiel will be shipped.

ATTACHMENT 9D-3

SHIPMENT STATUS INPUT (ASX/AUX)

9D3.1. Purpose. To notify the requisitioner about the estimated shipping date (ESD) or the actual shipping date of their requisitioned items. The ESD indicates that the items are waiting to be released for shipment; the actual shipping date indicates the day the items will be released to a carrier. Shipment status also provides data for interface with Transportation and for shipment tracing by consignee, as provided in MILSTAMP. See **Section 9L**, for information about shipment tracing actions.

9D3.2. Input Restrictions. RPS/main system.

9D3.3. Output. Some shipment status inputs will generate a management notice when processed.

9D3.4. Input Format and Entry Requirements. Screens #AS/#117 and #AU/#118.

Table 9D3.1. Input Format and Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Document Identifier Code	ASx, AUx
4-6	3	Routing Identifier Code	
7	1	Media and Status Code	
8-22	15	Stock or Part Number	
23-24	2	Unit of Issue	
25-29	5	Quantity	
30-43	14	Document Number	
44	1	Suffix Code	Note 1
45-50	6	Supplementary Address	
51	1	Hold Code	
52-53	2	Fund Code	
54	1	Distribution Code	
55-56	2	System Designator	
57-59	3	Date Shipped	Note 2
60-76	17	Shipment Control Number	
77	1	Mode of Shipment Code	
78-80	3	Day Available for shipment or POE	

NOTES:

1. Suffix Code (position 44).
   a. If the requisition quantity is divided into separate actions, assign the suffix code that applies to the quantity in positions 25-29.
   b. If the requisition quantity is not divided, this field will be blank.
2. Estimated Shipping Day or Shipped (positions 57-59). If the TRIC is AS1, the date shipped must be less than the current day.

ATTACHMENT 9D-4

LOCAL MANUFACTURE STATUS INPUT BY FIELD MAINTENANCE OR TRAINING AID FABRICATION SHOP (AE1)

9D4.1. Purpose. To allow the field maintenance or the training aid fabrication shop to notify Supply of the action taken or being taken on a requisition using the status codes listed in attachment D-1. The media and status code (position 7) on the original requisition indicate what status information and type of data are required.

9D4.2. Input Restrictions. RPS/main system.

9D4.3. Output. Some shipment status will generate a management notice when processed.

9D4.4. Input Format and Entry Requirements. Screen #AE/#115.

Table 9D4.1. Input Format and Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS
1-3	3	Document Identifier Code	AE1
4-6	3	Routing Identifier Code	JBD/JBT
7	1	Media and Status Code	
8-22	15	Stock or Part Number	
23-24	2	Unit of Issue	
25-29	5	Quantity	
30-43	14	Document Number	
44	1	Suffix Code	
45	1	Y	
46-50	5	Work Order Number	
51	1	Signal Code	
52-53	2	Fund Code	
54-56	3	Distribution Code	
57-59	3	Project Code	
60-61	2	Priority Designator	
62-64	3	Transaction Date	Note 1
65-66	2	Status Code	BB/BD
67-69	3	Routing Identifier Code	Note 2
70-73	4	Estimated Delivery Date	
74-80	7	Unit Price	

NOTES:

1. Transaction Date (positions 62-64). Use the Julian date that corresponds to the date of this reply.
2. Routing Identifier Code (positions 67-69). Use the last known source to which authorized followup will be directed.

ATTACHMENT 9D-5

LOCAL MANUFACTURE STATUS INPUT BY BCE (AE1)

9D5.1. Purpose. To allow Base Civil Engineer (BCE) to notify Supply of the action taken or being taken on a requisition using the status codes listed in **Attachment 9D-1**. The media and status code (position 7) on the original requisition indicates what status information and type of data are required.

9D5.2. Input Restrictions. RPS/main system.

9D5.3. Output. Some shipment status input will generate a management notice when processed.

9D5.4. Input Format and Entry Requirements. Screen #AE/#115.

Table 9D5.1. Input Format and Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Document Identifier Code	AE1
4-6	3	Routing Identifier Code	JBE
7	1	Media and Status Code	
8-22	15	Stock or Part Number	
23-24	2	Unit of Issue	
25-29	5	Quantity	
30-43	14	Document Number	
44	1	Suffix Code	
45	1	Y	
46-50	5	Job/Work Order Number	
51	1	Signal Code	
52-53	2	Fund Code	
54-56	3	Distribution Code	
57-59	3	Project Code	
60-61	2	Priority Designator	
62-64	3	Transaction Date	Note 1
65-66	2	Status Code	BB/BD
67-69	3	Routing Identifier Code	Note 2
70-73	4	Estimated Delivery Date	Note 3
74-80	7	Unit Price	

NOTES:

1. Transaction Date (positions 62-64). Use the Julian date that corresponds to the date of this reply.
2. Routing Identifier Code (positions 67-69). Use the last known source to which authorized followup will be directed.
3. Estimated Delivery Date (positions 70-73).

a. If the status code is BD, the date will be 30 days from the date copy 2 of the AF Form 332 is received from the BCE.

b. If the status code is BB, the date will be the last day of the estimated work begin date.

ATTACHMENT 9D-6

SUPPLY STATUS INPUT (ABX) (DIRECT DELIVERY FROM PROCUREMENT)

9D6.1. Purpose. To process supply status when the source of supply within Europe can provide the requested item. The NAEW-E-3A Component Maintenance and Supply Agency (NAMSA) produces this input as a result of procurement action within Europe. NAMSA sends the inputs to the Main Operating Base (MOB).

9D6.2. Input Restrictions. RPS/main system.

9D6.3. Output. See NAEW E-3A In-Country Receiving Document (**Attachment 9D-7**). Some shipment status inputs will also generate a management notice when processed.

9D6.4. Input Format and Entry Requirements.

Table 9D6.1. Input Format and Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Document Identifier Code	ABx
4-6	3	Routing Identifier Code	UDW
7	1	Media and Status Code	Note
8-22	15	Stock Number	
23-24	2	Unit of Issue	
25-29	5	Quantity	
30-43	14	Requisition Number	
44	1	Suffix	
45-50	6	Supplementary Address	Note
51	1	Signal Code	Note
52-59	8	Unit Price	
60-71	12	Purchase Order Number	
72-76	5	Blank	
77-80	4	Estimated Shipping Date	

NOTE: Use the data from the original requisition.

ATTACHMENT 9D-7

NAEW E-3A IN-COUNTRY RECEIVING DOCUMENT (DD 1348-1A)

9D7.1. Purpose. To provide the format for the receiving document (DD Form 1348-1A) that is output when ABx status is processed (see **Attachment 9D-6** for ABx format).

9D7.2. Output Destination. RPS main system or NAEW E-3A terminal.

9D7.3. Input. See Supply Status Input (ABx) (Direct Delivery from Procurement) (**Attachment 9D-6**).

9D7.4. Output Format.

Table 9D7.1. Output Format.

PRINT LINE	POS	FIELD DESIGNATION	SOURCE
1	1-3	Document Identifier (REC)	Program
	4-6	Due-In RIC	Input
	7	Media and Status Code	Input
	8-22	Stock Number	Item Record
	23-24	Unit of Issue	Item Record
	25-29	Quantity	Input
	30-43	Document Number	Input
	44	Suffix Code	Input
	45-50	Supplementary Address	Input
	51	Signal Code	Input
	52-53	Fund Code	Due-In
	54	Blank	
	55-56	System Designator	Due-In
	57-59	Project Code	Due-In
	60-61	Priority Designator	Due-In
	62-65	Estimated Ship Date	Input
	66-67	Advice Code	Due-In
	68-72	Blank	
	73-80	Unit Price	Item Record
2	1-24	Nomenclature	Item Record
	25-28	Blank	
	29	Shelf Life Code or Blank	Item Record
	30-43	Due-Out Document Number or Blank	Program
	44-60	Blank	
	61-72	Purchase Order Number	Input
	73-80	Extended Cost	Program

ATTACHMENT 9D-8

NAEW E-3A IN-COUNTRY RECEIVING DOCUMENT

9D8.1. Purpose. To provide the due-in file with a receiving document for NATO in-country receipts. It is produced as a result of ABx status when a source of supply in Europe can provide the requested item.

9D8.2. Output Destination. RPS/main system or NAEW E-3A terminal.

9D8.3. Input. See ABx input (**Attachment 9D-6**).

9D8.4. Output Format. This format is produced if 001-TYPE-FORM-FLG is equal to A or B or 001-TYPE-DEVICE is equal to 037 (DD Form 1348-1A, Supply Accounting Document).

Table 9D8.1. Output Format.

PRINT LINE	PRINT POS	TYPE ENTRY	TEXT/DESCRIPTION	REMARKS/ NOTES
2	7-13	Heading	REC-PRI	
	15-16	Data	Priority Designator	
	18-58	Heading	IN-COUNTRY RECEIPT FOR REQ-UISITION NUMBER	
	60-73	Data	Requisition Number	
4	1-8	Heading	STK NBR:	
	10-24	Data	Stock Number	
	54-61	Heading	REC QTY:	
	63-72	Data	Quantity Due-In	
	74-75	Data	Unit of Issue	
5	1-5	Heading	NOUN:	
	7-25	Data	Item Nomenclature	
	54-65	Heading	SUFFIX CODE:	
	67-67	Data	Suffix Code	
6	1-10	Heading	UNIT COST:	
	12-24	Data Unit	Cost	
	54-62	Heading	EXT COST:	
	64-75	Data	Extended Cost	
7	1-11	Heading	DUE/IN RIC:	
	13-15	Data	Routing Identifier Code	
	54-66	Heading	PROJECT CODE:	
	68-70	Data	Project Code	
8	1-19	Heading	PURCHASE ORDER NBR:	
	21-32	Data	Purchase Order Number	
	54-71	Heading	SUPPLEMENTARY ADR:	
	73-78	Data	Supplementary Address	

PRINT LINE	PRINT POS	TYPE ENTRY	TEXT/DESCRIPTION	REMARKS/ NOTES
10	1-16	Constant	RECEIVED BY/DATE	
	50-52	Constant	QTY	
12	1-52	Constant	_____ _____	
16	1-18	Constant	INSPECTED BY/DATE:	
17	1-80	Constant	_____(Underscore Line)	
18	1-16	Constant	ADDITIONAL DATA:	
19	1-14	Heading	EST SHIP DATE:	
	16-19	Data	Estimated Ship Date	
20	1-12	Heading	SIGNAL CODE:	
	14-14	Data	Signal Code	
	17-26	Heading	FUND CODE:	
	28-29	Data	Fund Code	
	32-43	Heading	ADVICE CODE:	
	45-46	Data	Advice Code	
21	1-16	Heading	SHELF LIFE CODE:	Note
	18-18	Data	Shelf Life Code	
22	1-16	Heading	DUE-OUT DOC NBR:	Note
	18-31	Data	Due-Out Document Number	
26	1-80	Constant	_____(Underscore Line)	
30	1-20	Heading	DATE/TIME PROCESSED:	
	22-26	Data	Date Processed	
	27-27	Heading	/	
	28-31	Data	Time Processed (HHMM)	
31	1-3	Heading	SD:	
	5-6	Data	System Designator	
	11-33	Phrase	ORIGINAL/DUPLICATE COPY xx OF xx will be Printed if the Output Device is a Laser Printer	
	38-50	Heading	INPUT DEVICE:	
	52-54	Data	Function Nbr of Input Device	
	68-75	Heading	SEND TO:	
	77-79	Data	Function Nbr of Output Device	

NOTE: This heading is printed only if the corresponding data is printed also.

ATTACHMENT 9E-1

RESERVED

9E1.1. Reserved for Future Use.

ATTACHMENT 9F-1

MILSTRIP FOLLOWUP INPUT (AFC AND FLP)

9F1.1. Purpose.

9F1.1.1. (AFC) To create an AFC followup which will be used for priority 01-08 requisitions which request an improved estimated availability date or estimated shipment date.

9F1.1.2. (FLP) To record followup action begun offline by Supply personnel.

9F1.2. Input Restrictions. RPS/main system.

9F1.3. Output. See MILSTRIP Followup Output (**Attachment 9F-2**).

9F1.4. Input Format and Entry Restrictions. Screen #FLPMAN/#123 (no AF1 output); Screen #FLPAUTO/#120 (automatic AF1 output); Screen #AFCMAN/#122 (no AFC output); Screen #AFCAUTO/#121 (automatic AFC output).

Table 9F1.1. Input Format and Entry Restrictions.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Document Identifier Code	AFC or FLP/Notes 1, 2
4-6	3	Routing Identifier Code	
7	1	Media and Status Code	
8-22	15	Stock Number	
23-24	2	Unit of Issue	
25-29	5	Quantity	
30	1	Service Code	
31-35	5	Requisitioner	Base Stock Record Account Number (SRAN)
36-39	4	Julian Date	
40-43	4	Serial Number	
44	1	Demand Code/Suffix Code	
45-50	6	Supplemental Address	
51	1	Signal Code	
52-53	2	Fund Code	
54	1	Distribution Code	Note 3
55-56	2	System Designator	
57-59	3	Project Code	
60-61	2	Priority Designator	
62-64	3	Required Delivery Date	
65-66	2	Advice Status Code of Due-In/Status Detail	
67-69	3	Routing Identifier Code Followup Point	
70	1	Blank	
71-73	3	Blank or ATx	Note 4

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
74-80	7	Blank	Notes 4, 5

NOTES:

1. Document identifier code (positions 1-3) will be AF1, AF2, ARC, or AFC on output and FLP or AFC for input.
2. Document Identifier Code (positions 1-3). If an FLP/AFC input is made against a BNR detail or a status detail with data in the shipment identification field, no internal action will be taken on that detail, and no output will be generated.
3. Distribution Code (position 54). TRIC FLP with an asterisk (*) in this field will delete all status details except (BNR) or local purchase and will create a followup status detail for the quantity in positions 25-29 not to exceed the due-in quantity. AF1 must be in positions 78-80 if this option is used.
4. Blank or ATx (positions 71-73). For Standard Procurement System (SPS) (Formerly the Customer Integrated Automated Purchasing System (CIAPS)) requisitions, the following fields are not required to be input, but will be generated in the output AFC: position 71 will be blank, positions 72-76 will contain the purchase order number, position 77 will contain a zero, and positions 78-80 will contain the budget program activity (BPA) number due-in.
5. Blank (positions 74-80). If FLP input and automatic output of AF1 are required, enter AF1 in positions 78-80; otherwise, leave this field blank. If AFC input and automatic output of AFC are required, enter AFC in positions 78-80; otherwise, leave these positions blank.

ATTACHMENT 9F-2

MILSTRIP FOLLOWUP OUTPUT. (AF1-2, AFC, ARC, ATX)

9F2.1. Purpose.

9F2.1.1. (AF1-2) To be used for MILSTRIP-format transceiver processing. It is output during SBSS inline followup processing.

9F2.1.2. (AFC) To be used as a followup for priority 01-08 requisitions which request an improved estimated availability date or estimated shipment date.

9F2.1.3. (ARC) To be used by Stock Control to obtain status for followups which the source of supply or Base Contracting has not responded to.

9F2.1.4. (ATx) To be used for MILSTRIP-format transceiver processing. It is output during SBSS inline followup processing of a due-in without status. It is also used when an offline Requisition (SPR) is loaded in the SBSS and the source of supply is other than Dxx or JLS.

9F2.2. Output Destination. RPS/main system.

9F2.3. Input. See MILSTRIP Followup Input (**Attachment 9F-1**).

9F2.4. Output Format.

Table 9F2.1. Output Format.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Document Identifier Code	AF1, AF2, ARC, or ATx/Note 1
4-6	3	Routing Identifier Code	Note 2
7	1	Media and Status Code	
8-22	15	Stock Number	Note 3
23-24	2	Unit of Issue	
25-29	5	Quantity	
30	1	Service Code	
31-35	5	Requisitioner	Base Stock Record Account Number (SRAN)
36-39	4	Julian Date	
40-43	4	Serial Number	
44	1	Demand Code/Suffix Code	
45-50	6	Supplemental Address	
51	1	Signal Code	
52-53	2	Fund Code	
54	1	Distribution Code	
55-56	2	System Designator	Note 4
57-59	3	Project Code	Note 4
60-61	2	Priority Designator	
62-64	3	Required Delivery Date	

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
65-66	2	Advice Status Code of Due-In/Status Detail	
67-69	3	Routing Identifier Code Followup Point	Note 4
70	1	Blank	
71-73	3	Blank or ATx	Notes 5, 6
74-80	7	Blank	Note 6

NOTES:

1. The document identifier code (positions 1-3) will be AF1, AF2, ARC, or AFC on output.
2. Routing Identifier Code (positions 4-6). If DIC AFx/ATx and a due-in with status is in the computer, this routing identifier code (RIC) identifies the last known source of supply indicated in positions 67-69 of the supply status output. If ATx and a due-in without status is in the computer, positions 4-80 will contain duplicate entries from the original requisition.
3. Stock Number (positions 8-22). AT2/ATB for part-numbered items must have the manufacturer's code in positions 8-12 before submission.
4. System Designator (positions 55-56), Project Code (positions 57-59), and Routing Identifier Code Followup Point (positions 67-69). If the due-in is a (SPS (formerly CIAPS) requisition, these fields will be blank on AF1 output.
5. Blank or ATx (positions 71-73). Stock Control should review ARC outputs, including status and RIC. If the item is still required, reproduce the output and change the DIC to whatever is in positions 71-73, blank positions 71-73, except AT4, AT5, ATD, and ATE, which must be sent via DD Form 1348-6.
6. Blank or ATx (positions 71-73) and Blank (positions 74-80). If the item is a SPS (formerly CIAPS) requisition, the following fields are not required to be input, but will be generated in the output AFC: position 71 will be blank, positions 72-76 will contain the purchase order number, position 77 will contain a zero, and positions 78-80 will contain the budget program activity (BPA) number due-in.

ATTACHMENT 9F-3

EXCESS FOLLOWUP OUTPUT. (FTF)

9F3.1. Purpose. To show those items declared excess by the inline followup program at least 45 days previously.

9F3.2. Output Destination. RPS/main system.

9F3.3. Input. None.

9F3.4. Output Format.

Table 9F3.1. Output Format.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Document Identifier Code	FTF
4-6	3	Routing Identifier Code	
7	1	Media and Status	
8-22	15	Stock Number	
23-24	2	Unit of Issue	
25-29	5	Quantity	
30-43	14	Document Number	
44	1	Blank	
45-50	6	Supplementary Address	
51	1	Signal Code	
52-53	2	Fund Code	
54	1	Blank	
55-56	2	Blank	
57-59	3	Project Code/Blank	
60-66	7	Blank	
67-69	3	Routing Identifier Code	Note
70	1	Blank	
71	1	Supply Condition Code	
72-80	9	Blank	

NOTE: Routing Identifier Code (positions 67-69). If an activity was assigned to prepare the document, enter its routing identifier code. Otherwise, leave this field blank.

ATTACHMENT 9F-4

ICP/IM MATERIEL RECEIPT STATUS FOLLOWUP OUTPUT (FTT)

9F4.1. Purpose. To record followup action created on shipped-not-credited (SNC) details shipped under the materiel returns program.

9F4.2. Output Restrictions. RPS/main system.

9F4.3. Input. None.

9F4.4. Output Format.

Table 9F4.1. Output Format.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Document Identifier Code	FTT
4-6	3	Routing Identifier Code of ICP/IM	
7	1	Media and Status Code	
8-22	15	Stock Number	
23-24	2	Unit of Issue	
25-29	5	Quantity	
30-43	14	Document Number	
44	1	Suffix Code	
45-50	6	Supplementary Address	
51	1	Signal Code	
52-53	2	Fund Code	
54-56	3	Ship-To Routing Identifier Code	
57-59	3	Release Date	
60-61	2	Priority Designator	
62-76	15	TCN, GBL, or other Shipment Control Number	
77	1	Mode	
78-80	3	Blank	

NOTE: Positions 4-80 will contain the same information as the original FTM document.

ATTACHMENT 9F-5

MILSTRIP SUPPLY ASSISTANCE REQUEST FORMAT

9F5.1. Purpose.

FROM: (APPROPRIATE INDICATOR OF SENDER)

TO: (INSERT ADDRESSEE(S))

INFO: (INSERT ADDRESSEE(S))

SUBJECT: MILSTRIP SUPPLY ASSISTANCE REQUEST

This command is experiencing serious problems due to the lack of the item(s) listed below. We request aggressive action to improve the estimated shipment date (ESD).

DOC NO. WITH SUFFIX NATIONAL STOCK NUMBER (NSN)

FB2300/4152/0111/B 8305-01-123-4567

9F5.2. Substitutes. List all known and acceptable substitute NSNs or part numbers. If there are none, write "none."

9F5.3. Next Higher Assembly. If there are none, write "none."

9F5.4. Lateral Support. List any activities contacted in an attempt to obtain the item through lateral support and/or known activities using the same end item or weapon system. If there are none, write "none."

9F5.5. Known Source. List any known sources of the item. Include the name, mailing address, and telephone number (if known). If there are none, write "none."

9F5.6. Mission Impact Statement. List the end item description and the weapon system application. If such information is nonclassified, indicate how the mission is impaired by the lack of the item(s). Otherwise, write "A classified non-mission capability supply condition exists due to the lack of required assets."

9F5.7. Remarks.

9F5.7.1. Additional Information. List any additional pertinent data not covered above.

9F5.7.2. Request for Assistance. A request for assistance may be accomplished by electronic mail (computer--DDN), message, letter, or telephone to the appropriate supply source.

ATTACHMENT 9G-1

DUE-IN/DUE-OUT UPDATE INPUT (DIT)

9G1.1. Purpose. To update multiple fields on due-in and/or due-out detail records.

9G1.2. Input Restrictions. None.

9G1.3. Output. Management notice I006.

9G1.4. Input Format and Entry Requirements.

Table 9G1.1. Input Format and Entry Requirements: DITDI/Screen 053 and DITDO/Screen 055.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Document Identifier Code	DIT
4-6	3	Delivery Destination	Notes 1, 2
7	1	Transaction Exception Code	Notes 1, 2, 3
8-10	3	Project Code (Due-In Detail)	Notes 1, 4, 5, 6
11-12	2	Blank	
13	1	Authority For Issue Flag	Notes 1, 2, 7
14	1	Force Activity Designator	Notes 1, 2
15-17	3	Blank	
18-19	2	System Designator	Note 17
20-21	2	System Designator (Mark-For DIFM Detail)	Note 18
22-27	6	Supplementary Address (Due-In Detail)	Notes 1, 4, 5, 8
28-29	2	Advice Code	Notes 1, 9
30-35	6	Supplementary Address (Due-Out Detail)	Notes 1, 2, 5, 10
36-43	8	Requisition Number	Notes 1, 5
44-57	14	Due-Out Document Number	Notes 1, 5, 11
58-59	2	Urgency Justification Code	Notes 1, 2, 12
60-61	2	Priority Designator	Notes 1, 4, 13
62-64	3	Required Delivery Date	Notes 1, 4, 5, 12
65	1	Exception Data Code	Notes 1, 4, 14
66	1	Special Requirements Flag	Notes 1, 4, 5
67-80	14	Mark-For (Due-Out Detail)	Notes 1, 2, 5, 9, 12, 15, 16
81	1	By-Pass End Item Flag	Note 19

NOTES:

1. If no change is required, leave this field blank.
2. If the DIT input or due-in detail does not contain a due-out document number, this field will be ignored.
3. Transaction Exception Code (position 7).

a. If the due-out is for an equipment item (budget code 9), the base is not under 100 percent due-out obligation, and the due-out is memo only, transaction exception code (TEX) 8 may be added or deleted from a due-out detail. Enter asterisk (*) in this column to remove TEX code 8 from the due-out detail.

b. If a change is desired to an awaiting parts (AWP) due-out detail, use the TEX code compatibility tables (see **Attachment 9G-2**). Enter TEX code E to bypass the end item document number edit.

c. If conditions a and b do not apply, any other entry in this field will be ignored.

4. If the DIT input or due-out detail does not contain a requisition number, the program will ignore this field.

5. To blank the corresponding field of the applicable detail record, enter an asterisk (*) in the first position of this field. Fields cannot be blanked under the following conditions:

a. If the due-in is not for an unsupportable mobility readiness spares package (MRSP)/in-place readiness spares package (IRSP) item, and the due-in source of supply is AFMC, the required delivery date cannot be blanked.

b. If the due-out has been obligated, the due-in requisition number on the due-out detail cannot be blanked.

c. If the type organization code is 7, 8, 9, A, B, G, I, or V, and the activity code is not S, M, U, or W, the mark-for field of due-out cannot be blanked.

d. If the signal code on the due-in detail is other than A, C, or D, then the due-in supplementary address will not be blanked.

6. Project Code (positions 8-10). The due-out detail will be designated with a TEX 0 if the following conditions apply: 1) the input project code is 9xx (Joint Chiefs of Staff/Office of the Secretary of Defense requirement), and 2) the current due-out TEX code is not a 1, 8, H, U, or X. If the due-in project code is deleted or changed from a 9xx project code, the TEX code 0 will be blanked.

7. Authority for Issue Flag (position 13). Activity code P designates non-equipment authorization inventory data (EAID). To update the authority for issue (AI) flag on an activity code P equipment due-out, enter the new AI flag in this field (see chapter 11, attachment 11B-4 for other AI flags).

8. Supplementary Address (Due-In Detail) (positions 22-27). This field is used only to update the supplementary address on the due-in detail. If you blank the supplementary address, make sure the signal code is A, C, or D.

9. When changing the equipment ID on due-outs, enter the new equipment ID in positions 67-73.

10. Supplementary Address (Due-Out Detail) (positions 30-35).

a. If a change is desired and the due-out detail is for an activity assigned type organization code A or B (Civil Engineer), this field must contain a valid Civil Engineer work order number.

b. If a change is desired and the due-out detail is for a Vehicle Maintenance organization operating under the S100/60 Vehicle Integrated Management System (VIMS), this field must contain a valid Vehicle Maintenance work order number and change code.

11. Enter a valid due-out document number (positions 44-57) to change a memo due-out. If positions 36-43 contain a requisition number, the due-out document number will be stored in the due-in

detail, the requisition number will be stored in the due-out detail, and the due-in priority will be modified to correspond to the due-out detail UJC and the FAD.

12. Urgency Justification Code (positions 58-59) and Required Delivery Date (positions 62-64).
    a. If the due-out detail contains a Mission Capability (MICAP) UJC, which is designated by a first position 1, J, or / (excluding 1T and 1Z), changes to the detail mark-for, UJC, or due-in fields must be made with a TRIC NOR (see chapter 17,attachment 17A-1 for NOR formats).
    b. If the due-out is to be upgraded to MICAP, process a TRIC NOR input (see chapter 17, attachment 17A-1 for NOR formats).
    c. If the UJC is being changed to 1T or 1Z, the detail must be for a deployed MRSP (deployed flag or MRSP detail flag is turned on).
    d. If the current UJC is 1T, the UJC may be changed regardless of the state of the flags.
13. Priority Designator (positions 60-61).
    a. If the DIT input or due-in detail contains a due-out document number, this field must be blank and priority changes must be made to the due-out detail UJC and/or (FAD). The program will convert these to a requisition priority.
    b. If the DIT input and due-in detail do not contain a due-out document number, this field must contain priority 11-15, 99, or blanks.
    c. If a requisition override applies, this field may contain any priority that is equal to or greater than the override priority.
14. Exception Data Code (position 65).
    a. If exception data are required on the output requisition modifier (AMx), enter an E in this field.
    b. If no output requisition modifier is desired, enter an X. Any other entry in this field will be ignored.
15. Mark-For Data (positions 67-80).
    a. If a change is desired to mark-for data, enter the new data in positions 67-80 in the same configuration (see chapter 11, attachment 11A-4).
    b. If the SRD and work unit code is changed on a due-out, this data will also be automatically changed on corresponding DIFM details.
16. System Designator (positions 18-19). Enter the system designator of the due-in or due-out detail being updated.
17. Mark-For System Designator (positions 20-21). Enter the system designator of the DIFM detail when the system designators of the due-out detail and corresponding DIFM detail are different.
18. Enter Y in position 81 to bypass the edit for the end item document number. Only authorized for use after receipt of a 260 reject and the AWP end item is no longer loaded.

ATTACHMENT 9G-2

AWAITING PARTS (AWP) UJC/TEX/MARK-FOR TABLE

9G2.1. Purpose. This table shows the effect DIT input has on awaiting parts (AWP) due-out details for the (UJC), transaction exception code (TEX), and the mark-for data fields. (For background on the mark-for fields standard and DIFM document number, see chapter 11, attachment 11A-4.)

9G2.2. How to Read the Table. Find the Current Detail Data rows which correspond to the actual detail to be changed. Within these rows, find the one row which has the Desired Detail Data values that correspond to what the due-out is to be changed to. The DIT Input Data for that row will show what DIT input will change the Current Detail Data to the Desired Detail Data. For example, the first row shows how to change a detail with a UJC of AR, a blank TEX code, and DIFM document number mark-for into a detail with a UJC of AR, a blank TEX code, and a new DIFM document number. Simply enter the DIT input of a blank UJC, a TEX code of 5, and the new DIFM document number.

Table 9G2.1. Awaiting Parts (AWP) UJC/TEX/Mark-For Table.

CURRENT DETAIL DATA (BEFORE PROCESSING)			DESIRED DETAIL DATA (AFTER PROCESSING)			DIT Input DATA		
UJC	**TEX**	**MARK-FOR**	**UJC**	**TEX**	**MARK-FOR**	**UJC**	**TEX**	**MARK-FOR**
AR		DIFM Doc No.	AR		New DIFM Doc No.	Blank	5	New DIFM Doc No.
AR		DIFM Doc No.	AR	E	Standard	Blank	E	Standard
AR		DIFM Doc No.	BR	E	Standard	BR	E	Standard
AR		DIFM Doc No.	AR	Y	Standard	Blank	Y	Standard
AR		DIFM Doc No.	BR	Y	Standard	BR	Y	Standard
AR	Y	Blank	AR	7	DIFM Doc No.	Blank	5	DIFM Doc No.
AR	Y	Blank	AR	Y	Standard	Blank	Y	Standard
AR	Y	Blank	BR	7	DIFM Doc No.	BR	5	DIFM Doc No.
AR	Y	Blank	BR	Y	Standard	BR	Y	Standard
AR		DIFM Doc No.	BR		New DIFM Doc No.	BR	5	New DIFM Doc No.
AR		DIFM Doc No.	Not AR		Standard	Not AR		Standard
AR	E	Blank	AR		DIFM Doc No.	Blank	5	DIFM Doc No.
AR	E	Blank	AR	E	Standard	Blank	E	Standard
AR	E	Blank	BR		DIFM Doc No.	BR	5	DIFM Doc No
AR	E	Blank	BR	E	Standard	BR	E	Standard
AR	E	Blank	Not AR		Standard	Not AR		Standard
AR	E	Standard	AR		DIFM Doc No.	Blank	5	DIFM Doc No.
AR	E	Standard	AR	E	New Standard	Blank	E	New Standard
AR	E	Standard	BR	E	Standard	BR	E	Standard
AR	E	Standard	BR		DIFM Doc No.	BR	5	DIFM Doc No.
AR	E	Standard	BR	E	New Standard	BR	E	New Standard
AR	E	Standard	Not AR		Standard	Not AR		Blank or Standard

CURRENT DETAIL DATA (BEFORE PROCESSING)			DESIRED DETAIL DATA (AFTER PROCESSING)			DIT Input DATA		
UJC	**TEX**	**MARK-FOR**	**UJC**	**TEX**	**MARK-FOR**	**UJC**	**TEX**	**MARK-FOR**
AR	Y	Blank	Not AR	7	Standard	Not AR		Standard
AR	Y	Standard	AR	7	DIFM Doc No.	Blank	5	DIFM Doc No.
AR	Y	Standard	AR	Y	New Standard	Blank	Y	New Standard
AR	Y	Standard	BR	Y	Standard	BR	Y	Standard
AR	Y	Standard	BR	7	DIFM Doc No.	BR	5	DIFM Doc No.
AR	Y	Standard	BR	Y	New Standard	BR	Y	New Standard
AR	Y	Standard	Not AR	7	Standard	Not AR		Blank or Standard
BR		DIFM Doc No.	AR		New DIFM Doc No.	AR	5	New DIFM Doc No.
BR		DIFM Doc No.	BR		New DIFM Doc No.	Blank	5	New DIFM Doc No.
BR		DIFM Doc No.	Not BR		Standard	Not BR		Standard
BR		DIFM Doc No.	BR	E	Standard	Blank	E	Standard
BR		DIFM Doc No.	AR	E	Standard	AR	E	Standard
BR	E	Blank	AR		DIFM Doc No.	AR	5	DIFM Doc No.
BR	E	Blank	AR	E	Standard	AR	E	Standard
BR	E	Blank	BR		DIFM Doc No.	Blank	5	DIFM Doc No.
BR	E	Blank	BR	E	Standard	Blank	E	Standard
BR		DIFM Doc No.	BR	Y	Standard	Blank	Y	Standard
BR		DIFM Doc No.	AR	Y	Standard	AR	Y	Standard
BR	Y	Blank	AR	7	DIFM Doc No.	AR	5	DIFM Doc No.
BR	Y	Blank	AR	Y	Standard	AR	Y	Standard
BR	Y	Blank	BR	7	DIFM Doc No.	Blank	5	DIFM Doc No.
BR	Y	Blank	BR	Y	Standard	Blank	Y	Standard
BR	E	Blank	Not		Standard BR	Not		Standard BR
BR	E	Standard	AR		DIFM Doc No.	AR	5	DIFM Doc No.
BR	E	Standard	AR	E	Standard	AR	E	Standard
BR	E	Standard	AR	E	New Standard	AR	E	New Standard
BR	E	Standard	BR		DIFM Doc No.	Blank	5	DIFM Doc No.
BR	E	Standard	BR	E	New Standard	Blank	E	New Standard
BR	E	Standard	Not BR		Standard	Not BR		Blank or Standard
Not AR/BR		Standard	AR/BR	E	Standard	AR/BR	E	Standard
BR	Y	Blank	Not BR	7	Standard	Not BR		Standard
BR	Y	Standard	AR	7	DIFM Doc No.	AR	5	DIFM Doc No.
BR	Y	Standard	AR	Y	Standard	AR	Y	Standard
BR	Y	Standard	AR	Y	New Standard	AR	Y	New Standard
BR	Y	Standard	BR	7	DIFM Doc No.	Blank	5	DIFM Doc No.
BR	Y	Standard	BR	Y	New Standard	Blank	Y	New Standard

CURRENT DETAIL DATA (BEFORE PROCESSING)			DESIRED DETAIL DATA (AFTER PROCESSING)			DIT Input DATA		
UJC	**TEX**	**MARK-FOR**	**UJC**	**TEX**	**MARK-FOR**	**UJC**	**TEX**	**MARK-FOR**
BR	Y	Standard	Not BR	7	Standard	Not BR		Blank or Standard
Not AR/BR		Standard	AR/BR	Y	Standard	AR/BR	Y	Standard
Not AR/BR		Standard	AR/BR		DIFM Doc No.	AR/BR	5	DIFM Doc No.
Not AR/BR		Standard, Org Code Not = to 7, 8, 9, G, I, V, A, or B	AZ/BZ		Blank	AZ/BZ		* in position 67
Not AR/BR		Standard	Not AR/BR		New Standard	Blank		New Standard

ATTACHMENT 9H-1

CONTINGENCY PROJECT FLAG/CODE LOAD/CHANGE/DELETE

9H1.1. Purpose. To assign contingency a contingency project flag and code to a stock number item record.

9H1.2. Input Restrictions. None.

9H1.3. Output. I006 Management Notice.

9H1.4. Input Format and Entry Restrictions. Use TRIC CPF (screen 400) to load, change, or delete a JCS project flag and JCS project code to a stock number. You must assign both a JCS project flag and JCS project code to the stock number, otherwise, the CPF transaction will reject. If the stock number is part of an Interchangeable & Substitute Group, the system will automatically assign the JCS project flag and JCS project code to all M and I coded stock numbers in the I&SG. However, for bachelor stock numbers and S coded (substitute) items, the system will assign the JCS project flag and JCS project code only to the input stock number.

Table 9H1.1. Input Format and Entry Restrictions.

	NO		
POS	**POS**	**FIELD DESIGNATION**	**REMARKS/NOTES**
1-3	3	TRIC	CPF
4-18	15	Stock Number	
19-20	2	System Designator	01, A1-A9
21	1	JCS project flag	A, C, (*) Note
22-24	3	Contingency Project Code	700 through 720, 7(a)(a), 7(a)(n) or 9(x)(x) for ERRC XF/XB 7(x)(x) and 9(x)(x) for ERRC XD

NOTE: The asterisk (*) deletes both JCS project flag and Project Code on the item record.

ATTACHMENT 9I-1

RESERVED

9I1.1. Reserved for Future Use.

ATTACHMENT 9J-1

LOCAL PURCHASE REQUEST

9J1.1. Purpose. To requisition an item from Base Contracting Office.

9J1.2. Output Destination. RPS/main system.

9J1.3. Input. Requirements computation, fund requirement (FRC), or program control.

9J1.4. Output Format.

Table 9J1.1. Output Format.

POS	NO POS	FIELD DESIGNATION	NOTES
1-3	3	Document Identifier Code	
4-6	3	Routing Identifier Code	
7	1	Media and Status Code	
8-22	15	Stock Number	
23-24	2	Unit of Issue	
25-29	5	Quantity	
30-43	14	Document Number	
30		Service Code	
31-35		Requisitioner	
36-39		Julian Date	
40-43		Serial Number	
44	1	Demand Code	
45-50	6	Supplementary Address	
45		Service	
46-50		Address	
51	1	Signal Code	
52-53	2	Fund Code	
54	1	Blank	
55-56	2	Distribution Code	
57-59	3	Project Code	
60-61	2	Priority Designator	
62-64	3	Required Delivery Date	Note 1
65-66	2	Advice Code	
67	1	Blank	
68-70	3	Blank	Note 2
71-80	10	Estimated Unit Price	
71-76		Estimated Dollars	
77-78		Estimated Cents	

POS	NO POS	FIELD DESIGNATION	NOTES
79-80		Estimated Mills	

NOTES:

1. Required Delivery Date (positions 62-64).
2. Positions 68-70. Before you submit the requisition, blank these positions s. When this field is blank, the DIC will always be A05/A0E. Be sure the DIC is changed to show the correct DIC (e.g., A01/A0A, etc.) when necessary.
   a. If the quantity shown in positions 25-29 exceeds the reasonable quantity check, this field will contain the letters QTY.
   b. If the extended cost is greater than $999.99 for equipment requisitions, this field will contain three dollar signs ($$$).

ATTACHMENT 9J-2

LOCAL PURCHASE CODES

9J2.1. Purpose. To list the various codes that may appear on documents for local purchases.

9J2.2. Blanket Purchase Agreement (BPA) Call Number. Base Contracting assigns this three-position numeric code 001-999 for calls made against established blanket purchase agreements (BPA).

9J2.3. Identification of Purchasing Office. This five-position numeric code identifies the activity preparing request. See appendix N, FAR, section XX, for a list of purchasing office codes.

9J2.4. Quantity Purchased Variation.

Table 9J2.1. Quantity Purchased Variation.

CODE	DESCRIPTION
P	The standard unit of packaging is different from the quantity requisitioned. The standard package nearest the requested quantity is being purchased.
Q	No one vendor can supply the full quantity requisitioned. Part of the request will be purchased from the vendor who has the largest quantity available. Processing. If the customer still needs the unpurchased quantity, contact the Base Contracting Office for details and then submit new requisition(s).
T	This code stops the program from automatically decreasing the unit price on the item record for purchases that involve unusual, extra discounts, etc.
V	Authorized variation in quantity according to FAR 1-325. For some commodities, Contracting may vary the quantity, but it cannot go 10 percent above or below the requisitioned quantity.

9J2.5. Status/Cancellation Justification Codes.

Table 9J2.2. Status/Cancellation Justification Codes.

CODE	DESCRIPTION
PD	Base Contracting uses this code to show that items have been delivered to the pier (port of embarkation). If the waybill number is required, contact the Base Contracting Office.
ZA	N/A
ZE	Item description inadequate.
ZF	Canceled before purchase by Supply's request.
ZG	Item permanently not available from local purchase sources.
ZH	Item temporarily not available from local purchase sources by the delivery date shown on the requisition. Contact the Base Contracting Office for possible delivery date.
ZJ	Contract canceled by mutual agreement between vendor and Air Force at request of AF.
ZK	Contract unilaterally canceled by AF.
ZL	Contract canceled by mutual agreement between vendor and Air Force at request of the vendor.
ZM	Contract not filled because the vendor refused to accept the order.
ZY	Extended price exceeds the commodity assignment limitation for local purchase by overseas bases.

9J2.6. Serial Number of Procurement Instrument. This four-position alphanumeric code is assigned according to part 2, section XX.

9J2.7. Type Cancellation Code.

Table 9J2.3. Type Cancellation Code.

CODE	DESCRIPTION
1	Complete cancellation
3	Partial cancellation of quantity on order

9J2.8. Type Contracting Codes. The contracting code is used with SPS (formerly CIAPS/BCAS) and base procurement management system (J012) to identify the type of contract the Base Contracting Office has set up to procure the item.

Table 9J2.4. Type Contracting Codes.

CODE	DESCRIPTION
A	Contract
C	Call against blanket purchase agreement (BPA)--priced
D	Call against blanket purchase agreements (BPA)--unpriced
J	Automatic Purchase Order
L	Call against blanket distribution order (BDO)
N	Purchase Order
P	Imprest fund
R	Delivery Order

9J2.9. Type of Procurement Instrument Code (Air Force Only).

Table 9J2.5. Type of Procurement Instrument Code (Air Force Only).

CODE	DESCRIPTION
C	Contracts
M	Purchase orders and delivery orders
W	Imprest fund

9J2.10. Vendor Code. A three-digit alphanumeric code that identifies the person, partnership, corporation, or other agency which sells property to the Air Force. A vendor may be a Supply contractor. The first and second positions of the code are numeric; the third position, and alpha character, will always be the first letter of the vendor's main name. The alpha characters will be assigned in sequence.

NOTE: The letters I and O will not be used in vendor codes.

00 through 99	6A through 6Z
0A through 0Z	7A through 7Z
1A through 1Z	8A through 8Z
2A through 2Z	9A through 9Z

3A through 3Z	AA through AZ
4A through 4Z	BA through BZ etc.
5A through 5Z	ZA through ZZ

ATTACHMENT 9J-3

LOCAL PURCHASE STATUS INPUT (LPS)

9J3.1. Purpose. To allow Supply to input data from the Base Contracting Office. This input will create local purchase status and obligate funds.

9J3.2. Input Restrictions. Pseudo or any terminal based on system designator and user-ID/password.

9J3.3. Output. None.

9J3.4. Input Format and Entry Requirements. Screen #LPS/#124.

Table 9J3.1. Input Format and Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Transaction Identification Code	LPS/Note 1
4-8	5	Foreign Currency Exchange Rate or Blank	First Five Characters
9-13	5	Purchase Order or Contract Number	Note 1
14-16	3	Blanket Purchase Agreement (BPA) Call Number	Note 1
17-19	3	Purchase Order Date	Note 1
20-22	3	Expected Delivery Date	Note 1
23-26	4	Foreign Currency Exchange Rate or Blank	Last Four Characters
27	1	Foreign Currency Code Identifier or Blank	
28	1	Type Procurement Code	Notes 1 and 2
29	1	Blank	
30-35	6	Type Stock Record Account Number	
36-43	8	Requisition Number	
44	1	Blank	
45	1	Quantity Variation Code	Notes 1 and 2
46	1	Authorized Percent Variance	Note 3
47	1	Calendar Year of EDD	
48-52	5	Quantity	Note 1
53	1	Blank	
54-55	2	Unit of Issue	
56	1	Blank	
57-71	15	Stock Number	
72-79	8	Extended Cost	Note 1
80	1	Blank	

NOTES:

1. Contracting supplies the data in this field.

2. Type Procurement Code (position 28) and quantity Variation Code (position 45). (See **Attachment 9J-2** for explanations of these codes.) This note is specifically applicable to the Supply representative at nonmechanized procurement activities.
3. Authorized Percent Variance (position 46). The percent variance is shown as an alpha character: A = 10%; B = 1%; C = 2%;D = 3%; E = 4%; F = 5%; G = 6%; H = 7%; I = 8%; J = 9%.

ATTACHMENT 9J-4

LOCAL PURCHASE STATUS CHANGE (EDD)

9J4.1. Purpose. To change the estimated delivery date, contract or purchase order number, and blanket purchase agreement (BPA) call number in the local purchase (LP) status detail.

9J4.2. Input Restrictions. Pseudo or any terminal based on system designator and user-ID/password.

9J4.3. Output. Appropriate reject and management notices. See chapter 7 for information about management notices.

9J4.4. Input Format and Entry Requirements. Screen #EDD/#128.

Table 9J4.1. Input Format and Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Transactions Identification code	EDD
4-8	5	New Estimated Delivery Date (YYDDD)	Note 1
9-19	11	Blank	
20-24	5	New Purchase Order/Contract Number	Note 2
25	1	Blank	
26-28	3	New Blanket Purchase Agreement (BPA) Call Number	Note 2
29	1	Blank	
30-43	14	Requisition Number	
44-64	21	Blank	
65-66	2	Status Code	Note 3
67-80	14	Blank	

NOTES:

1. New Estimated Delivery Date (positions 4-8).
   a. If the field is unchanged and the status code (positions 65-66) is not warehouse receipt (RW), leave this field blank.
   b. If the status code is RW, enter today's date or date of receipt in this field.
2. New Purchase Order/Contract Number (positions 20-24), New Blanket Purchase Agreement (BPA) Call Number (positions 26-28). If the field is unchanged, then leave it blank. If the new purchase order/contract number field contains ROPEN, the local purchase status detail will be deleted until a new contract is awarded and another LPS is furnished by SPS (formerly BCAS).
3. Status Code (positions 65-66). If there is a problem with a local purchase receipt in Receiving, and processing has been delayed, the Inspector will use code RW in this field. See chapter 10 for receipt processing. Program control will automatically update the local purchase status detail supply status field based on status codes of RW or PD (prior delivery) in positions 65-66.

ATTACHMENT 9J-5

LOCAL PURCHASE STATUS ADJUSTMENT (LPA)

9J5.1. Purpose. To request an adjustment of local purchase funds. LPA may also be input to adjust the requisition quantity when the quantity of purchase is different from the quantity requested on DD Form 1348-1A.

9J5.2. Input Restrictions. Pseudo or any terminal based on system designator and user ID/password.

9J5.3. Output. Appropriate reject and management notices. See chapter 7 for more information about management notices.

9J5.4. Input Format and Entry Requirements. Screen #LPA/#125.

Table 9J5.1. Input Format and Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Transaction Identification Code	LPA
4-6	3	Blank	
7	1	Blank	
8-22	15	Stock Number	
23	1	Blank or TEX Code	Note 1
24	1	Blank	
25-29	5	Total Quantity	Note 2
30-43	14	Requisition Number	
44-51	8	Extended Price	Note 3
52-64	13	Blank	
65	1	Quantity Purchase Variation Code	
66	1	Authorized Percent Variance	Note 4
67	1	Blank	
68	1	Foreign Currency Identifier Code or Blank	
69-77	9	Foreign Currency Exchange Rate or Blank	
78-80	3	Blank	

NOTES:

1. TEX Code (position 23). For an LPA reinput, use TEX code K in position 23 for amount approved.
2. Total Quantity (position 25-29). Be sure this field contains the total adjusted quantity actually purchased against this document number.
3. Extended Price (position 44-51). Be sure this field contains the revised extended price (new quantity times purchase price) for the total adjusted quantity.
4. Authorized Percent Variance (position 66). Percent variance is expressed as an alpha character: A = 10%; B = 1%; C = 2%; D = 3%; E = 4%; F = 5%; G = 6%; H = 7%; I = 8%; J = 9%.

ATTACHMENT 9J-6

SPS (FORMERLY CIAPS/BCAS) LOCAL PURCHASE STATUS CANCELLATION (LCC)

9J6.1. Purpose. To cancel or decrease due-in and related status detail records which contain RIC JB(x).

9J6.2. Input Restrictions. Pseudo or any terminal based on system designator and user-ID/password.

9J6.3. Output. Appropriate reject and management notices. See chapter 7 for more information about management notices.

9J6.4. Input Format and Entry Requirements. Screen #LCCCIAPS/#127.

Table 9J6.1. Input Format and Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Transaction Identification Code	LCC/Note
4-6	3	Blank	Note
7	1	Type Procurement Code	Note
8-22	15	Stock Number	Note
23-24	2	Unit of Issue	
25-29	5	Quantity Canceled	Note
30-43	14	Requisition Number	
44-51	8	Extended Price of Cancellation	Note
52-53	2	Blank	
54-58	5	Purchase Order Number or Contract Number	Note
59-61	3	Blanket Purchase Agreement (BPA) Call Number	Note
62	1	Blank	
63	1	Type Cancellation Code	Note
64-65	2	Reason for Cancellation Code	Note
66-68	3	Blank	
69-73	5	Contracting Office Number	
74-80	7	Blank	

NOTE: The Base Contracting Office supplies the data in this field. (For a brief description of the code, see **Attachment 9J-2**.)

ATTACHMENT 9J-7

SPS (FORMERLY CIAPS/BCAS) LOCAL PURCHASE RECONCILIATION (1LP)

9J7.1. Purpose. To reconcile local purchase due-in detail records in the SBSS with SPS (formerly BCAS) records. The records will be reconciled at least once every quarter.

9J7.2. Output Destination. Automatically outputs through SIFS to ADRSS. (see Part 4).

9J7.3. Input. Contracting installation numbers supplied by the Base Contracting Office and Local Purchase SPS (formerly CIAPS/BCAS) Reconciliation program (NGV583).

9J7.4. Output Format.

Table 9J7.1. Output Format.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Document Identifier	1LP
4-6	3	Routing Identifier Code	
7	1	Blank	
8-22	15	Stock Number	
23-36	14	Requisition Number	
37-38	2	Blank	
39-43	5	Quantity	
44	1	Blank	
45-49	5	Purchasing Instrument Identification Number (PIIN)	
50	1	Blank	
51	1	Signal Code	
52-53	2	Fund Code	
54	1	Blank	
55-56	2	System Designator	
57-59	3	Project Code	
60-61	2	Priority Designator	
62-64	3	Required Delivery Date	
65-66	2	Status Code	
67-70	4	Estimated Delivery Date	
71	1	Blank	
72-76	5	Purchase Order Number	
77	1	Constant 0	Note
78-80	3	Blanket Purchase Agreement (BPA) Call Number	

NOTE: Use the constant 0 only when the ILP contains a BPA number.

ATTACHMENT 9J-8

SPS (FORMERLY CIAPS/BCAS) LOCAL PURCHASE RECONCILIATION HEADER (1LH)

9J8.1. Purpose. To notify SPS/BCAS which stock record account number (SRAN) will be reconciled in the quarterly reconciliation of due-ins with status code Z4 in the SBSS.

9J8.2. Output Destination. Automatically outputs through SIFS to ADRSS. (See part 4.)

9J8.3. Input. Contracting installation numbers supplied by the Base Contracting Office and Local Purchase SPS (Formerly CIAPS/BCAS) Reconciliation program (NGV583).

9J8.4. Output Format.

Table 9J8.1. Output Format.

POS	NO POS	FIELD DESIGNATION	REMARKS
1-3	3	Document Identifier	
4-8	5	Procurement Installation Number	
9-13	5	As of Data (Ordinal Date)	
14	1	Type Stock Record Account Code	
15-18	4	Stock Record Account Number (SRAN)	
19	1	Positions 19-73 same format as positions 14-18	
20-23	4		
24	1		
25-28	4		
29	1		
30-33	4		
34	1		
35-38	4		
39	1		
40-43	4		
44	1		
45-48	4		
49	1		
50-53	4		
54	1		
55-58	4		
59	1		
60-63	4		
64	1		
65-68	4		
69	1		

POS	NO POS	FIELD DESIGNATION	REMARKS
70-73	4		
74	1	Blank	
75-78	4	Blank	
79	1	Blank	
80	1	Dash (-) or Blank	Note

NOTE: Position 80. A dash (-) indicates carryover for purchasing instrument identification number (PIIN). If all of the SRANs do not fit on one header, program NGV583 will output the first header with a dash (-) in position 80 and then output a second header. The character in position 80 tells the SPS (formerly CIAPS/BCAS) computer that another header will be processed.

ATTACHMENT 9J-9

SPS (FORMERLY CIAPS/BCAS) RECEIPT ACKNOWLEDGMENT OUTPUT (1RA)

9J9.1. Purpose. To update the purchase order records of the SPS (formerly CIAPS/BCAS) automated data system. When Receiving receipts for a local purchase item, program control outputs a receipt acknowledgment and sends it to Contracting.

9J9.2. Output Destination. RPS/main system.

9J9.3. Input. SPS (Formerly CIAPS/BCAS).

9J9.4. Output Format.

Table 9J9.1. Output Format.

POS	NO POS	FIELD DESIGNATION	REMARKS
1-3	3	Transaction Identification Code	1RA
4-7	4	Blank	
8-22	15	Stock Number	
23	1	Receipt Flag	D = ROD Action F = Final P = Partial R = Reverse-Post
24	1	Blank	
25-29	5	Quantity	
30-43	14	Requisition Number	
44	1	Blank	
45-51	7	Contract or Purchase Order Number	
52-67	16	Blank	
68-69	2	Unit of Issue	
70-73	4	Date Received	
74-80	7	Blank	

ATTACHMENT 9J-10

LOCAL PURCHASE EXTRA TRANSACTION - (LPX)

9J10.1. Purpose.

9J10.1.1. The LPX is a CEMAS unique transaction which provides the SBSS with a complete PIIN and contract year from the AWDPR file.

9J10.1.2. The LPX is also available for SBSS personnel to manually process transactions to update Local Purchase Details.

9J10.2. Input Restrictions. Pseudo or any terminal based on system designator and user-ID/password.

9J10.3. Output. Appropriate reject and management notices. See chapter 7 for more information about management notices.

9J10.4. Input Format and Entry Requirements. Screen #LPX/#184.

Table 9J10.1. Input Format and Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Transaction Identification Code	LPX
4-6	3	Blank	
7-17	11	Award Number	
18-29	12	Blank	
30-43	14	Document Number	
44-56	13	Blank	
57-71	15	Stock Number	
72-80	9	Blank	

ATTACHMENT 9K-1

PREPOSITIONED MATERIEL RECEIPTS - INPUT/OUTPUT (99S)

9K1.1. Purpose.

9K1.1.1. AFEMS (C001) -- To establish an Air Force Equipment Management System (AFEMS) (C001) due-in detail.

9K1.1.1.1. -- To establish a communication-computer systems project materiel due-in detail. Reference chapter 35, attachment 35A-1 for input format.

9K1.1.2. EAID/SPRAM Transfer -- To establish a transfer asset due-in.

9K1.1.3. Automated Mission Change/Base Closure -- To transfer due-outs and to establish a due-in and a credit DIFM detail. Reference chapter 21, attachment 21I-1 for 1TO format.

9K1.2. Input Restrictions. RPS/main system.

9K1.3. Output. None.

9K1.4. Input Format and Entry Requirements. Screen 99S/397:

Table 9K1.1. Input Format and Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Document Identifier Code	99S
4-6	3	Routing Identifier Code	Source of supply
7	1	Media and Status Code	Constant T
8-22	15	Stock Number	
23-24	2	Unit of Issue	
25-29	5	Quantity	
30-43	14	Document Number	Note 1
44	1	Suffix	
45-50	6	Supplementary Address	Receiving SRAN
51	1	Signal Code	
52-53	2	Priority Designator	Same as A0x: Note 4
54	1	Due-Out Force Activity Flag	Note 4
55-56	2	System Designator	System designator of receiving base
57-70	14	Due-Out Document	Notes 2, 3, 4
71-73	3	Routing Identifier Code	Receiving base
74	1	Ownership Code	Constant A
75	1	Supply Condition Code	Note 4
76-80	5	Mission Change/Base Closure	Note 4

NOTES:

1. The document number (positions 30-43) is the same as the A0x document number. The AFEMS (C001) redistribution program will assign the document number for base funded items. All other document numbers will be assigned by the shipping base.
2. The due-out number is provided in the AFEMS (C001) requisition.
3. Due-out document number field for equipment transfer is formatted as follows:

   Positions 57-59 = FED
   Position 60 = Activity code (E = Equipment/D = SPRAM)
   Positions 61-63 = Gaining organization code
   Positions 64-65 = Gaining shop code or blank
   Positions 66-70 = Blank

4. The following pertains to the Automated Mission Change/Base Closure:

   Positions 52-53 = Due-in priority
   Position 54 = Due-out force activity flag from losing base
   Position 55-56 = Fiscal Year obligation
   Positions 57-70 = Due-out document from losing base
   Position 75 = A
   Positions 76-77 = Due-out urgency justification from losing base
   Positions 78-80 = 1TO

ATTACHMENT 9K-2

PREPOSITIONED MATERIEL RECEIPT (DWA)

9K2.1. Purpose. To provide the push due-in receipt created when one of three conditions are met: 1) an unserviceable pre-post shipment (SHP) is made to an Air Force intermediate repair activity (FB SRAN); 2) serviceable/unserviceable shipments are made to a depot level repair activity (first position of SRAN equal to F); 3) serviceable/unserviceable shipments are made to a contractor repair activity (first two positions of SRAN equal to EZ). In addition, the prepositioned materiel receipt (PPMR) flag must be set to one (1) on the shipping destination record; otherwise no DWA will be generated. This receipt will be transceived to the receiving activity and used there as an input to establish the push due-in detail. Input must be made through the RPS/main system.

9K2.2. Output Destination. RPS/main system.

9K2.3. Input. See Nondirected Shipment (chapter 15, attachment 15C-1).

9K2.4. Output Format.

Table 9K2.1. Output Format.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Document Identifier Code	DWA
4-6	3	Routing Identifier Code (FROM)	
7	1	Media and Status Code	Blank
8-22	15	Stock Number	
23-24	2	Unit of Issue	
25-29	5	Quantity	Note 1
30-43	14	Document Number	
44	1	Suffix	
45-50	6	Supplementary Address	
51	1	Signal Code	
52-53	2	Fund Code	
54	1	Distribution Code	
55-56	2	System Designator	Note 2
57-59	3	Project Code	
60-61	2	Priority Designator	
62-64	3	Standard Reporting Designator (SRD)	
65-66	2	Blank	
67-69	3	Routing Identifier Code (TO)	Note 3
70	1	Ownership/Purpose Code	
71	1	Condition Code	
72	1	Management Code	Blank
73-80	8	Blank	

NOTES:

1. Quantity (positions 25-29). If reverse-post action is required, change position 25 as indicated below and then reinput. (See **Table 9K2.2.** Position 25)
2. Must correspond to the stock record account number entered in positions 47-50.
3. Routing Identifier Code (TO) (positions 67-69). This field will be program assigned using the RIC from the shipping destination record. The DWA is not output if no RIC is available.

Table 9K2.2. Position 25.

IF POSITION 25 EQUALS	CHANGE TO
0	!
1	J
2	K
3	L
4	M
5	N
6	O
7	P
8	Q
9	R

ATTACHMENT 9L-1

DOCUMENT FLOW FOR PROCESSING TRANSPORTATION TRACER LIST (TTF-T), TRANSPORTATION ACTION REQUIRED (TAR) FOR CONUS AND OVERSEAS BASES, AND SHIPMENT TRACER ACTION (TM1) FOR OVERSEAS BASES

9L1.1. Purpose. The MILSTAMP tracer reconciliation program creates the Transportation Tracer List and TAR images for CONUS and overseas bases. TM1 images are also created for overseas bases. Stock Control uses this list to decide if it should begin tracing a shipment or if a problem exists in Transportation or Supply.

NOTE: The differences between CONUS and overseas base processing will be identified by special notes added to the text.

9L1.2. Stock Control Initial Action.

9L1.2.1. Review the List for Repeat Entries. Before any other processing action is taken, compare the new list to the previous list. If all actions from the previous list have not been completed, then the new listing will contain repeat entries. Line off any repeat entries on the new list and complete the required actions on the previous list. Set up controls to ensure timely processing of the listings and completion of required action before the next list is run.

9L1.2.2. Delete Items. Unclassified and pilferable items with a dollar value of less than $100 should be immediately deleted by processing a TAR image with an asterisk (*) in position 7. Classified or protected items will be reported on SF 364 regardless of dollar value. Follow procedures outlined in AFJMAN 23-215 for SF 364 processing.

NOTE: Processing NGV597 (see chapter 6, attachment 6A-25) with the delete option will automatically delete items with a dollar value of less than $100.

9L1.2.2.1. Processing output. Processing the TAR will produce a DD Form 1348-1A short-shipped receipt document (I306 management notice) and/or I198, I116, and F080 management notice(s). Process the output as follows:

9L1.2.2.1.1. Send the short-shipped receipt (I306) to Document Control for filing.

9L1.2.2.1.2. Write the following message on the front of the F080 management notice: DOES NOT MEET DOLLAR REPORTING CRITERIA. PLEASE DELETE CLAIMS RECEIVABLE DETAIL. Send the notice to Accounting and Finance for their action.

9L1.2.2.1.3. Route the I198 and/or I116 management notices to the appropriate work center for processing see chapter 7.

9L1.2.2.2. Marking the list. After processing the TAR and any output, cross off the item.

9L1.2.3. Distribute the List. Send copies 1 and 2 of the list to Document Control for screening.

9L1.3. Document Control Action. Check each entry on the list against the Document Control receipt suspense file and the completed file to see if the customer has received the shipment. Verify the complete document number, paying close attention to the suffix code. Mark items that have been received with RECEIVED or IN FILE (DATE). Return the listing to Stock Control within 3 workdays of receiving the listing.

9L1.4. Stock Control Action Following Document Control Review.

9L1.4.1. Processing Actions for Items Marked Received or In File (Date) by Document Control. It is not necessary for the Traffic Management Agency (TMO) to research items that Document Control has marked as received or in file (date). Therefore, before forwarding the list to the Transportation Management Office for processing, take immediate action to clear these items. Line through the entry or coordinate with the TMO to ensure they understand that no TMO action is needed on these items. If Stock Control chooses to take action on these items, take extreme care not to delay TMO processing of the list.

9L1.4.2. Forwarding of the List to the TMO. Immediately forward the list to TMO for their actions.

9L1.5. Transportation Management Office (TMO) Actions (See AFI 24-201).

9L1.5.1. Screening the Files. Screen the files to see if any of the items on the list have been received or if they need to be traced.

9L1.5.2. Annotating the List. Mark each item on the list with one of the following statements:

9L1.5.2.1. Received or in file (date). This note means that the TMO received the shipment and sent it to Supply for their action.

9L1.5.2.2. TMO tracing. This note means that tracer action has been started according to AFI 24-201.

9L1.5.2.3. Updated shipment status. This note means that the TMO has received updated transportation data. Circle the old data and write the new transportation data above the old information.

9L1.5.2.4. SF 361/message attached. This note means that the shipment was lost in the transportation channel.

9L1.5.2.5. Previously researched by TMO--Records Maintenance action required. This statement means that the TMO has already researched and provided status for most of the entries on the tracer listing, but Supply has not yet completed its processing.

9L1.5.2.6. TM1 action required (o*verseas bases only*). This note means a TM1 followup is required to get transportation data from the Air Force Shipper Service Control Office (SSCO).

9L1.5.3. Returning the List. Return the marked list to Stock Control within 5 workdays of receipt. (If required, TMO may keep copy 2.)

9L1.6. Stock Control Action Following TMO Review.

9L1.6.1. Screening the TMO's Statements. After receiving the marked Transportation Tracer List from the TMO, check to see if only the statements listed above are annotated on it. If the list includes other statements, return it to the TMO for action as described in AFI 24-201.

9L1.6.2. Processing Actions for TMO Statements. Complete action must be taken before the next scheduled tracer list is processed. If processing is not complete, the tracer listing will contain repeat entries and the TMO will return it. Complete the following actions based on the TMO statements annotated:

9L1.6.2.1. Received or in file (date). First check the transaction register to see if shipped status processed after a partial receipt. If the transaction register shows a partial receipt processed (with

the same suffix code as the TAR detail) before the status processed, then process a TAR with a D in position 7 to delete the status detail. If this situation occurs frequently, work with RPS personnel to make sure status is processed in a timely manner. If the TAR detail is not the result of the above condition, then process the TAR with an A in position 7. This input sets the transportation tracer flag (TTF) on the ship status detail to an A and, unless actions are completed before the next run of program NGV597, it will appear on the Receipt Acknowledged Error List. After processing a TAR/A, take the following actions:

9L1.6.2.1.1. See if the receipt was processed correctly. If it was processed incorrectly, rejected, reverse-posted, or did not process, take action to correctly process the receipt.

9L1.6.2.1.2. If the receipt cannot be located, prepare a DD Form 1348-1A (receipt) and process it as follows:

9L1.6.2.1.2.1. If it can be determined that the customer actually received the item, then briefly explain on the front of the DD Form 1348-1A how this decision was made. Then have the Stock Control supervisor or Materiel Management Officer certify the statement. Ensure the receipt is processed and the customer signs the DOR acknowledging actual possession of the item. Stock Control annotates the list with action taken and sends the documents to Document Control for filing.

9L1.6.2.1.2.2. If the customer has not received the item, send the receipt, along with a copy of the transaction history research, to Inventory for special inventory processing. If the special inventory shows there is a shortage, Inventory must process an IRC with a TEX code T. Inventory returns the receipt, a copy of the transaction history research, and any output from the inventory to Stock Control. Stock Control annotates the list with action taken and sends the documents to Document Control for filing.

9L1.6.2.2. TMO tracing. Process the TAR with a B in position 7 to show that the ship status detail is being traced through transportation channels. The TMO monitors all items being traced to ensure the tracing is complete before items appear 30 days later on the Exception Action Listing.

9L1.6.2.3. Updated shipment status. Process a shipment status input (AS1) with the updated date ship/mode code/transportation control number (TCN) or government bill of lading (GBL), as noted by the TMO. (See attachment D-3 for correct format.)

9L1.6.2.4. SF 361/message attached. Process a TAR with an asterisk (*) in position 7. The TAR will interface with the receipts program to produce a short-shipped receipt (I306 management notice), which will delete the due-in and change the SUP requisitioner field of status details to TARREC to reflect TAR processing. If the shortage meets the dollar value requirements specified in DFAS-DE 7077.10-M, then program control will also produce a claims receivable detail and an F080 management notice.

9L1.6.2.4.1. If an F080 management notice is produced, send a copy of the SF 361 from TMO to Accounting and Finance for their action. Process a TAR with a C in position 7 to stop the item from appearing on the Report of Item Discrepancy Listing. The TAR/C input must be processed using screen #198. NOTE: The TAR/* (asterisk) must be processed first, or a 112 reject notice will be produced.

9L1.6.2.4.2. If an F080 management notice is not produced, attach a copy of the SF 361 from the TMO to the DD Form 1348-1A (short-shipped receipt (I306 management notice)) and

send the form to Document Control for filing. Then process a TAR with a C in position 7 to stop the item from appearing on the Report of Item Discrepancy Listing.

9L1.6.2.5. Previously researched by TMO--Records Maintenance Action Required. Check the previous Transportation Tracer List to see why processing was not completed before the current list was prepared. Line off any duplicate entries on the new listing and return it to TMO for processing. Immediately complete all processing actions from the previous listing and set up controls to prevent the condition from happening again.

9L1.6.2.6. TM1 action required (overseas bases only). Process shipments marked TM1 Action Required as follows:

9L1.6.2.6.1. Processing the TAR. To show that the ship status detail is being traced through TM1 followup action, process the TAR with a B in position 7.

9L1.6.2.6.2. Getting updated information from the SSCO. TRIC TM1 images are loaded to the DAAS record file to be picked up by SIFS processing and sent to the Air Force SSCO (HQ AFMC/LGTA) for processing. When SSCO processes the TM1, they will send updated transportation information by means of a TMA (tracer action reply) or a message containing TMA data.

9L1.6.2.6.3. Processing the updated information from SSCO. Upon receipt, process TMAs into the SBSS. When a message is received, prepare and process a TMA using the format in **Attachment 9L-9**. TMA processing updates the ship status detail with the updated transportation information (day shipped/mode/TCN/GBL). Replies (TMAs) not received or processed within 30 days appear on the Exception Action Listing.

9L1.6.3. File the Completed Listing. Keep the current listing on file with the last listing until the next scheduled Transportation Tracer Listing is completed.

ATTACHMENT 9L-2

DOCUMENT FLOW FOR PROCESSING PARCEL POST TRACER LIST AND TAR (TTF-P)

9L2.1. Purpose. The Parcel Post Tracer List and TAR output are created to followup with Document Control and/or Receiving on shipments sent by parcel post (mode of shipment code G or H), military ordinary mail (mode of shipment code 6), or express mail (mode of shipment code 7) that exceed the age requirements. If processing is not completed, overdue shipments will appear on subsequent listings.

9L2.2. Stock Control Action.

9L2.2.1. Review the Parcel Post Tracer Listing and take the following actions:

9L2.2.2. Deleting Items. Unclassified and pilferable items with a dollar value of less than $100 should be immediately deleted by processing a TAR image with an asterisk (*) in position 7. Classified or protected items will be reported on SF 364 regardless of dollar value. Follow procedures outlined in AFJMAN 23-215 for SF 364 processing. **NOTE:** Processing NGV597 with the delete option will automatically delete items with a dollar value of less than $100 (see chapter 6, attachment 6A-25).

9L2.2.3. Processing Output. Processing the TAR produces a DD Form 1348-1A short-shipped receipt document (I306 management notice) and/or I198, I116, and F080 management notice(s). Process the output as follows:

9L2.2.3.1. Send the short-shipped receipt (I306) to Document Control for filing.

9L2.2.3.2. Write the following message on the front of the F080 management notice: DOES NOT MEET DOLLAR REPORTING CRITERIA. PLEASE DELETE CLAIMS RECEIVABLE DETAIL. Send the notice to Accounting and Finance for their action.

9L2.2.3.3. Route the I198 and/or I116 management notices to the appropriate work center for processing see chapter 7.

9L2.2.4. Marking the List. After processing the TAR and any output, cross off the item.

9L2.2.5. Identifying Controlled and Uncontrolled Shipments. Parcel post shipments are divided into two large categories: controlled and uncontrolled. To determine if a shipment is controlled or uncontrolled, check position 7 of the TCN/GBL field of the Parcel Post Tracer List. Controlled shipments are identified by the following characters: C (Certified), I (Insured), or R (Registered). If position 7 does not contain one of these characters, then the item is an uncontrolled parcel post shipment.

9L2.2.6. Distributing the Listing. Distribute the listing according to the following instructions:

9L2.2.6.1. Followups for controlled shipments. For followups on controlled shipments (identified by a C, I, or R in position 7 of the TCN/GBL), send the Parcel Post Tracer List to Document Control and/or Receiving, depending on local requirements.

9L2.2.6.2. Followups for uncontrolled shipments. For followups on uncontrolled shipments, send the listing to Document Control.

9L2.3. Document Control/Receiving Actions. Check each entry on the list against the Document Control receipt suspense file and the completed receipt file to see if the customer has received the controlled/uncontrolled shipment. Verify the complete document number, paying close attention to the suffix code.

Mark items that have been received with RECEIVED or IN FILE (DATE). If the item has not been received, mark the item with the statement, NO RECORD. Return the list to Stock Control within five workdays of receiving the listing.

9L2.4. Stock Control Processing of Annotated Parcel Post Tracer List.

9L2.4.1. Processing Shipments that have been RECEIVED or are in file (date). First check the transaction register to see if shipped status processed after a partial receipt, because this sometimes happens. If the transaction register shows a partial receipt processed (with the same suffix code as the TAR detail) before the status processed, then process a TAR with a D in position 7 to delete the status detail. If this situation occurs frequently, work with the RPS personnel to make sure they process status in a timely manner. If the TAR detail is not the result of the above condition, then process the TAR input with an A in position 7. This input sets the transportation tracer flag (TTF) on the ship status detail to an A and, unless actions are completed before the next run of program NGV597, it will appear on the Receipt Acknowledged Error List. After processing a TAR/A, take the following actions:

9L2.4.1.1. See if the receipt was processed correctly. If it was processed incorrectly, rejected, reverse-posted, or did not process, take action to correctly process the receipt.

9L2.4.1.2. If the receipt cannot be located, prepare a DD Form 1348-1A (receipt) and process it as follows:

9L2.4.1.2.1. If it can be determined that the customer actually received the item, then briefly explain on the front of the DD Form 1348-1A how this decision was made. Then have the Stock Control supervisor or Materiel Management Officer certify the statement. Ensure the receipt is processed and the customer signs the DOR acknowledging actual possession of the item. Stock Control annotates the list with action taken and sends the documents to Document Control for filing.

9L2.4.1.2.2. If the customer has not received the item, send the receipt, along with a copy of the transaction history research, to Inventory for special inventory processing. If the special inventory shows there is a shortage, Inventory must process an IRC with a TEX code T. Inventory returns the receipt, a copy of the transaction history research, and any output from the inventory to Stock Control. Stock Control annotates the list with action taken and sends the documents to Document Control for filing.

9L2.4.2. Processing Controlled Shipments That Have Not Been Received. If Document Control or Receiving marks the shipment with NO RECORD, take the following actions:

9L2.4.2.1. Create a request for shipment tracing (AFT). To create an AFT, process a TAR with a T in position 7. This action also flags the shipment status detail (TTF-Q) to show that an AFT has been sent.

9L2.4.2.2. Get tracer action started. Transceive the output AFT to the correct source of supply. The source of supply will begin tracer action with the U.S. Postal Service. Once the source of supply knows what happened to the shipment, it will send an offline message to the base activity with the results. If no response is received within 15 days, inline followup will send another AFT.

9L2.4.2.3. Handle lost or destroyed shipments. If the post office says that the shipment was lost, destroyed or proof of delivery could not be furnished, take the following actions:

9L2.4.2.3.1. Process a TAR with an asterisk (*) in position 7. This internally builds a shipped-short receipt, deletes the due-in detail, changes SUP requisitioner field of status ship detail to TARREC to reflect TAR processing, and produces a DD Form 1348-1A receipt document (I306 management notice). The TAR builds a 1DB to delete the billed-not-received BNR through Accounting and Finance program NGV960.

9L2.4.2.3.2. Parcel post shipments with special dollar value requirements. If the shortage meets the dollar value requirements specified in DFAS-DE 7077.10-M, then a claims receivable detail and an F080 management notice is produced. Upon receipt of the F080 management notice, prepare and forward an SF 364 to the shipping activity. If the extended cost is more than $250 for DOD shipment or more than $100 for non-DOD shipments, request reverse billing or credit action on the SF 364.

9L2.4.2.3.3. Process a TAR with a C in position 7 to indicate that an SF 364 was prepared and will stop the item from appearing on the Report of Item Discrepancy Listing. The TAR/C input must be processed using screen #198.

NOTE: The TAR/* (asterisk) must be processed first or a 112 reject notice will be produced.

9L2.4.2.3.4. Distribute copies of the SF 364. Attach a copy of the SF 364 to the DD Form 1348-1A (receipt) and send it to Document Control for filing.

9L2.4.2.3.4.1. If a reverse-billing or credit action is not requested because of the item's dollar value, send a copy of the SF 364 to Accounting and Finance requesting that the detail be deleted.

9L2.4.2.3.4.2. If a reverse billing or credit action is requested because of the item's dollar value, keep a copy of the SF 364 in a suspense file until receipt of a reply. When a response is received that either grants or refuses credit, send the SF 364 to A&F for required action.

9L2.4.2.4. Handle delivered shipments. If the post office says that it has proof of delivery, take the following actions:

9L2.4.2.4.1. Process the TAR with an A in position 7.

9L2.4.2.4.2. Locate and process the receipt.

9L2.4.2.4.3. Prepare a DD Form 1348-1A (receipt) if the receipt cannot be located. Then process it as follows:

9L2.4.2.4.3.1. If it can be determined that the customer actually received the item, briefly explain on the front of the DD Form 1348-1A how this decision was made. Then have the Stock Control supervisor or Materiel Management Officer certify the statement. Ensure the receipt is processed and the customer signs the DOR acknowledging actual possession of the item. Stock Control annotates the list with action taken and sends the documents to Document Control for filing.

9L2.4.2.4.3.2. If the customer has not received the item, send the receipt, along with a copy of the transaction history research, to Inventory for special inventory processing. If the special inventory shows there is a shortage, Inventory must process an IRC with a TEX code T. Inventory returns the receipt, a copy of the transaction history research, and any output from the inventory to Stock Control. Stock Control annotates the list with action taken and sends the documents to Document Control for filing.

9L2.4.3. Processing Uncontrolled Shipments That Have Not Been Received. If Document Control indicates that the shipment was not received (the uncontrolled shipment is marked with NO RECORD), follow the action listed above.

ATTACHMENT 9L-3

RECEIPT ACKNOWLEDGED ERROR LIST (TTF-A)

9L3.1. Purpose. To explain Stock Control processing of the Receipt Acknowledged Error List. This list includes the due-ins remaining in the computer that have been received but whose receipts have not yet been completely cleared. The list also identifies those shipments that were shipped by pilot/consignee pickup.

9L3.2. Stock Control Processing.

9L3.2.1. For Overdue Receipts. Check previous Transportation or Parcel Post Tracer Action listings to see what action was started to clear the overdue receipt. Immediately resume action to clear these receipts.

9L3.2.2. For Pilot/Consignee Shipments. If the TCN/GBL field contains Pilot/ Consignee, then transportation channels were not used for this shipment.

9L3.2.2.1. Find out how the item was picked up and delivered. Locate and process the receipt.

9L3.2.2.2. Prepare a DD Form 1348-1A (receipt) if the receipt cannot be located. Process it as follows:

9L3.2.2.2.1. If it can be determined that the customer actually received the item, briefly explain on the front of the DD Form 1348-1A how this decision was made. Then have the Stock Control supervisor or Materiel Management Officer certify the statement. Ensure the receipt is processed and the customer signs the DOR acknowledging actual possession of the item. Stock Control annotates the list with action taken and sends the documents to Document Control for filing.

9L3.2.2.2.2. If the customer has not received the item, send the receipt, along with a copy of the transaction history research, to Inventory for special inventory processing. If the special inventory shows there is a shortage, Inventory must process an IRC with a TEX code T. Inventory returns the receipt, a copy of the transaction history research, and any output from the inventory to Stock Control. Stock Control annotates the list with action taken and sends the documents to Document Control for filing.

ATTACHMENT 9L-4

DOCUMENT FLOW FOR CONSOLIDATED SHIPMENT ERROR LIST (TTF-L).

9L4.1. Purpose. To trace consolidated shipments that exceed age requirements and have no due-in detail. Consolidated shipments are identified by a lead transportation control number (TCN) which serves as the shipment control number from the point of shipment to the shipment's destination. Like other TCNs, the lead TCN is a 17-digit alphanumeric number that Transportation has created from the requisition number. It represents the requisition number within the consolidated shipment that has either the earliest required delivery date (RDD), if listed, or the oldest document date if no RDD is available.

9L4.2. Stock Control Action.

9L4.2.1. Deleting Items. Unclassified and pilferable items with a dollar value of less than $100 should be immediately deleted by processing a TAR image with an (*) in position 7. Classified or protected items will be reported on SF 364 regardless of dollar value. Follow procedures outlined in AFJMAN 23-215 for SF 364 processing.

9L4.2.2. Processing Output. Processing the TAR will produce a DD Form 1348-1A short-shipped receipt document (I306 management notice) and/or I198, I116, and F080 management notice(s). Process the output as follows:

9L4.2.2.1. Send the short-shipped receipt (I306) to Document Control for filing.

9L4.2.2.2. Write the following message on the front of the F080 management notice: DOES NOT MEET DOLLAR REPORTING CRITERIA. PLEASE DELETE CLAIMS RECEIVABLE DETAIL. Send the notice to A&F for their action.

9L4.2.2.3. Route the I198 and/or I116 management notices to the appropriate work center for processing according to chapter 7.

9L4.2.3. Marking the List. After processing the TAR and any output, cross off the item.

9L4.2.4. Distributing the List. Send the listing to Document Control for their action.

9L4.3. Document Control Action. Screen the lead TCN and the document number against the completed receipt suspense files to see if the shipment has been received. Verify the complete document number, paying close attention to the suffix code. Mark received items with RECEIVED or INFILE (DATE). Mark unreceived items not with NO RECORD. Return the marked listing to Stock Control within 5 workdays.

9L4.4. Stock Control Action.

9L4.4.1. Supplemental Due-Ins That Have Been Received. If Document Control marks a supplemental due-in (document numbers) as RECEIVED or IN FILE (DATE), process the item as follows:

9L4.4.1.1. See if the receipt was processed correctly. If it was processed incorrectly, rejected, reverse-posted, or did not process, then correctly process the receipt.

9L4.4.1.2. Prepare a DD Form 1348-1A (receipt) if you cannot find the receipt. Process it as follows:

9L4.4.1.2.1. If it can be determined that the customer actually received the item, briefly explain on the front of the DD Form 1348-1A how this decision was made. Then have the Stock Control supervisor or Materiel Management Officer certify the statement. Ensure the receipt is processed and the customer signs the DOR acknowledging actual possession of the item. Stock Control annotates the list with action taken and sends the documents to Document Control for filing.

9L4.4.1.2.2. If the customer has not received the item, send the receipt, along with a copy of the transaction history research, to Inventory for special inventory processing. If the special inventory shows there is a shortage, Inventory must process an IRC with a TEX code T. Inventory returns the receipt, a copy of the transaction history research, and any output from the inventory to Stock Control. Stock Control annotates the list with action taken and sends the documents to Document Control for filing.

9L4.4.2. Supplemental Due-Ins That Have Not Been Received. If Document Control marks the lead TCN and supplemental due-ins NO RECORD, then research the lead TCN to see if the due-in was accidentally canceled. Since the listing does not include the NSN for the lead TCN, you must research the transaction register for the TCN document date to get the NSN. After identifying the NSN, do a transaction history search to see if the due-in detail was deleted and process the item as follows:

9L4.4.2.1. If the due-in was canceled, reload the due-in. Prepare and process an AS1 using the latest shipment data available on the supplemental due-ins.

9L4.4.2.2. If the research shows that a receipt was processed, prepare a receipt document for Document Control files.

9L4.4.2.3. If you cannot identify the status because of the age of the lead TCN, process a TAR D against the status. Then cancel any supplemental due-ins using status or cancellation code Z7. If the items are received at a later date, process the receipt as a receipt not due-in.

ATTACHMENT 9L-5

CONSOLIDATED SHIPMENT INQUIRY AND INQUIRY OUTPUT (1CS)

9L5.1. Purpose.

9L5.1.1. To provide Receiving with information to identify consolidated shipment due-ins. (Receiving uses this inquiry to verify that all items in the consolidated shipment are received.)

9L5.1.2. To provide an output document of a 1CS inquiry with the SHIP-STATUS-HEADER (owner) and the attached STATUS-SHIP-DETAILs (members).

9L5.2. Input Restrictions. May be input at any terminal based upon the user-ID/password.

9L5.3. Output. See **Attachment 9L-5**.

9L5.4. Input Format and Entry Requirement. Screen #1CS/471, as follows:

Table 9L5.1. Input Format and Entry Requirement.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Transaction Identification Code	1CS
4-20	17	Transportation Control Number (TCN) or Government Bill of Lading (GBL)	
21-23	3	Print Option	Note
24-80	57	Blank	

NOTE: Leave blank to view on screen, or enter a three-position output function number to print the output.

9L5.5. Output Destination. The output terminal can be as specified (see note above).

9L5.6. Output Format. The printed output will have clear text headings above each data element, as illustrated in sample output provided below:

Figure 9L5.1. Sample Output.

SHIP-STATUS-HEADER:

TCN	SD	EST DATE SHIPPED	TRANSP TRACER	REQ DEL DATE	PRIORITY
FB420841000010XXX	01	94105	A	N99	04

SHIP-STATUS-DETAIL:

DOCUMENT NUMBER	STOCK NUMBER	UNIT OF ISSUE	QUANTITY	CONTROL ITEM CODE
41000010	5930002969805	EA	00001	U
41000011	5930002969806	EA	00001	U

41000012 5930002969834 EA 00001 U

*** END OF INQUIRY ***

ATTACHMENT 9L-6

DOCUMENT FLOW FOR EXCEPTION ACTION LISTING (TTF-F)

9L6.1. Purpose. To process shipments that the Traffic Management Office (TMO) marked as TMO TRACING on a previous Transportation Tracer Listing. For overseas activities, the listing also identifies shipments for which a TM1 followup has been started, but for which no TMA followup reply has been received.

9L6.2. Stock Control Initial Action. Send the listing to the Traffic Management Office (TMO) for their action.

9L6.3. TMO Action. Within 5 workdays of receipt, research and mark the items on the Exception Action List with one of the following statements. Then return it to Stock Control.

9L6.3.1. Received or In File (Date). This note means the TMO received the shipment and sent it to Supply for their action.

9L6.3.2. SF 361/Message Attached. This note means the shipment was lost in the transportation channel.

9L6.3.3. Updated Shipment Status. This note means the TMO received updated transportation data. Circle the old data and write the new transportation data above the old information.

9L6.4. Stock Control Action Following TMO Review. After receiving the marked Exception Action List from TMO, check to see if it contains any statements other than those listed above. If the listing includes other statements, return it to the TMO for their action, as stated in AFI 24-201. If the list contains only valid statements, complete the following processing actions based on the TMO statements annotated:

9L6.4.1. Received or In File (Date). Process the TAR with an A in position 7.

9L6.4.1.1. See if the receipt was processed correctly. If it was processed incorrectly, rejected, reverse-posted, or did not process, take action to correctly process the receipt.

9L6.4.1.2. If the receipt cannot be located, prepare a DD Form 1348-1A (receipt) and process it as follows:

9L6.4.1.2.1. If it can be determined that the customer actually received the item, briefly explain on the front of the DD Form 1348-1A how this decision was made. Then have the Stock Control supervisor or Materiel Management Officer certify the statement. Ensure the receipt is processed and the customer signs the DOR acknowledging actual possession of the item. Stock Control annotates the list with action taken and sends the documents to Document Control for filing.

9L6.4.1.2.2. If the customer has not received the item, send the receipt, along with a copy of the transaction history research, to Inventory for special inventory processing. If the special inventory shows there is a shortage, Inventory must process an IRC with a TEX code T. Inventory returns the receipt, a copy of the transaction history research, and any output from the inventory to Stock Control. Stock Control annotates the list with action taken and sends the documents to Document Control for filing.

9L6.4.2. SF 361 Attached. Process a TAR with an asterisk (*) in position 7. The TAR will interface with the receipts program to produce a short-shipped receipt (I306 management notice), which program control will process to delete the due-in and change the SUP requisitioner field of the status ship detail to TARREC to reflect TAR processing. If the shortage meets the dollar value requirements specified in DFAS-DE 7077.10-M, program control will produce a claims receivable detail and an F080 management notice.

9L6.4.2.1. If an F080 management notice is produced, send a copy of the SF 361 from TMO to Accounting and Finance for their action. Then process a TAR with a C in position 7 to stop the item from appearing on the Report of Item Discrepancy Listing. The TAR/C input must be processed using screen #198.

NOTE: The TAR/* (asterisk) must be processed first, or you will receive a 112 reject notice.

9L6.4.2.2. If an F080 management notice is not produced, attach a copy of the SF 361 from the TMO to the DD Form 1348-1A short-shipped receipt (I306 management notice). Send the form to Document Control for filing. Then process a TAR with a C in position 7 to stop the item from appearing on the Report of Item Discrepancy Listing.

9L6.4.3. Updated Shipment Status. Process a shipment status (AS1) with the updated date ship/mode code/transportation control number (TCN) or government bill of lading (GBL), as noted by the TMO (see **Attachment 9D-3** for the correct format).

ATTACHMENT 9L-7

MILSTAMP TRANSPORTATION ACTION REQUIRED (TAR) INPUT

9L7.1. Purpose. To trace, delete, identify ship status details, and set transportation tracer flags as determined by action code.

9L7.2. Input Restrictions. Pseudo or any terminal based on user-ID.

9L7.3. Output. Determined by action code.

9L7.4. Input Format and Entry Requirements. Screens TAR/198, TAR1/504, and TAR2/505.

Table 9L7.1. Input Format and Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Document Identifier Code	TAR
4-6	3	Routing Identifier Code	Mandatory
7	1	Action Code A, B, C, D, F, R, T, or *	Note 1
8-22	15	Stock Number	Mandatory
23	1	Mode of Shipment	Note 2
24	1	Blank	
25-29	5	Quantity	Note 3
30-35	6	Blank	
36-43	8	Document Number	Mandatory
44	1	Suffix Code or Blank	
45-54	10	Blank	
55-56	2	System Designator	Mandatory
57-59	3	Blank	
60	1	Pay Receipt Flag/Blank	Note 4
61-77	17	Transportation Control Number (TCN) or Government Bill of Lading (GBL)	Note 2
78-79	2	Blank/Type TAR Code	Note 5
80	1	Blank/Screen ID Code	Note 6

NOTES:

1. Action codes are explained as follows:
   a. A - Sets the transportation tracer flag (TTF) on the shipment status detail to an A. When program NGV597 is processed again, details which remain on file with a TTF of A will appear on the Receipt Acknowledged Error List. These items have been received but additional processing actions are required.

      OUTPUT: None.

b. B - Indicates that TMO is tracing the lost shipment. The program will move an M to the transportation tracer flag on the status ship detail. Program NGV597 will change the M to an F when NGV597 is processed 30 days later. This will cause the shipment status detail to appear on the Exception Action List.

OUTPUT: For overseas bases, a TM1 followup is produced. Route this output via SIFS.

c. C - Prevents a detail from appearing on the Report of Discrepancy Program (NGV587). This is used to update a claims receivable and billed-not-received detail to indicate that an ROD/SDR was prepared and submitted. The TAR/C input must be processed using screen #198. NOTE: The TAR/* (asterisk) must be processed first or you will receive a 112 reject notice.

OUTPUT: None.

d. D - Deletes erroneous shipment status details. For example, status that has been processed after partial receipt of materiel.

OUTPUT: None.

e. F. - Used to manually update ROD/SDR followup processing in accordance with **Section 9O**.

OUTPUT: None

f. R - Used to manually update ROD/SDR reply processing in accordance with **Section 9O**.

OUTPUT: None

g. T - Produces a request for shipment tracing for controlled parcel post shipments marked NO RECORD on the Parcel Post Tracer List. See **Attachment 9M-2** for processing instructions.

OUTPUT: Request for shipment tracing (AFT) document. Route this output via SIFS.

h. * - Deletes due-in detail and changes SUP requisitioner field of status detail to TARREC to reflect TAR processing. If the 211-DT-AV-SHPT equals an REC, the detail cannot be deleted (reject notice 001 applies).

OUTPUT: Creates a short-shipped receipt (I306 management notice). An F080 MGMT notice will also be produced when the dollar criteria in DFAS-DE 7077.10-M are met. (For processing instructions for the short-shipped receipt and F080 MGMT notice, see **Attachment 9L-1**, 9L-2, and**Attachment 9L-6**.)

2. Required when action code is T.
3. Required when action code is “C, F, R, T or asterisk (*)”.
4. Pay receipt flag is used to tell program 596 if this is a claims payable detail exists or a claims receivable detail exists. Enter P for claims payable and a blank for claims receivable.
5. Type TAR code is used only on the TAR1 screen (NOT USED ON REGULAR TAR INPUTS).
6. Screen ID code is used only on the TAR1 and TAR2 screens (NOT USED ON REGULAR TAR INPUTS).

ATTACHMENT 9L-8

SHIPMENT TRACER ACTION (TM1) FOLLOWUP (OVERSEAS BASES ONLY)

9L8.1. Purpose. To identify the ship status details for overseas shipments that are being traced. The Traffic Management Office will mark these items on the Transportation Tracer List.

9L8.2. Output Destination. Output-SIFS control record should reflect TM1 for SBSS-DAAS.

9L8.3. Input. Transaction Action Required (TAR) with a B in position 7 (see **Attachment 9L-7** for format).

9L8.4. Output Format.

Table 9L8.1. Output Format.

POS	NO POS	FIELD DESIGNATION	REMARKS
1-3	3	Document Identifier Code	TM1
4-9	6	Consignor DODAAC	
10-12	3	Day Shipped	
13-16	4	Blank	
17-19	3	POE	
20-23	4	Blank	
24-29	6	Tracing Activity DODAAC	
30-46	17	Transportation Control Number	
47-51	5	Flight or Voyage Number	
52-54	3	Blank	
55-57	3	POD	
58-71	14	Blank	
72-77	6	Address of Consignee	
78-80	3	Blank	

ATTACHMENT 9L-9

TRACER ACTION REPLY (TMA)

9L9.1. Purpose. To update the ship status detail of an overseas shipment with the updated transportation information (day shipped/received/mode) supplied through SSCO processing of a shipment tracer action (TM1) followup. (See **Attachment 9L-8** for TM1 format.)

9L9.2. Input Restrictions. Pseudo or any terminal based on user-ID.

9L9.3. Output. None.

9L9.4. Input Format and Entry Requirements.

Table 9L9.1. Input Format and Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Document Identifier Code	TMA
4-9	6	Consignor DODAAC	
10-12	3	Day Shipped	Notes 5, 6
13	1	Blank	
14-16	3	Day Received	Notes 1, 5, 7
17-19	3	POE	Note 2
20-22	3	Day Lift	Note 2
23	1	Mode Code	Note 5
24-29	6	Tracing Activity DODAAC	
30-46	17	Transportation Control Number	
47-51	5	Flight or Voyage Number	
52-54	3	Day Received	
55-57	3	POD	
58-60	3	Day Forwarded	Note 3
61	1	Mode	
62-67	6	BBP DODAAC	Note 4
68-71	4	Blank	
72-77	6	Consignee	
78-80	3	Blank	

NOTES:

1. Day Received (positions 14-16). This field will contain the day shipment was received, ETA, or XXX when no record of shipment is on file.
2. Port of Embarkation (positions 17-19) and Day Lift (positions 20-22). These fields will contain either the day lifted or scheduled to be lifted.
3. Day Forwarded (positions 58-60). This field will contain either day forwarded or scheduled to be lifted.

4. BBP DODAAC (positions 62-67). This field will contain BBP or other intermediate point if applicable; otherwise, it will be blank.
5. These fields can be updated and changed on the ship status detail (211).
6. This field updates the estimated date received field.
7. This field updates the date available for shipment field.

ATTACHMENT 9L-10

REQUEST FOR SHIPMENT TRACING REGISTERED, INSURED, AND CERTIFIED PARCEL POST (AFT)

9L10.1. Purpose. To request a source of supply to start tracing a shipment sent by parcel post (mode of shipment code G or H), military ordinary mail (mode of shipment code 6), or express mail (mode of shipment code 7) because it exceeds the age requirements.

9L10.2. Output Destination. Output-SIFS control record should reflect AFT for SBSS-DAAS.

9L10.3. Input. Transportation action required (TAR) with a T in position 7 (see **Attachment 9L-7** for format).

9L10.4. Output Format.

Table 9L10.1. Output Format.

POS	NO POS	FIELD DESIGNATION	REMARKS
1-3	3	Document Identifier Code	AFT
4-6	3	Routing Identifier (TO)	
7	1	Media and Status Code	
8-22	15	Stock Number	
23-24	2	Unit of Issue	
25-29	5	Quantity	
30-43	14	Document Number	
44	1	Suffix Code	
45-50	6	Supplementary Address	
51	1	Blank	
52-53	2	Fund Code	
54	1	Blank	
55-56	2	System Designator	
57-59	3	ESD or Day Shipped	
60-76	17	Shipment Control Number	
77	1	Mode of Shipment Code	

ATTACHMENT 9M-1

SUPPLY SOURCE MATERIEL OBLIGATION VALIDATION (MOV) REQUEST (ANX)

9M1.1. Purpose. To allow a requisitioning activity to confirm that it still needs the materiel it has requisitioned or backordered. The supply source sends the MOV request quarterly in January, April, July and October.

9M1.2. Input Restrictions. SIFS. Inbound-control record should reflect AN1-AN2 for pseudo processing.

9M1.3. Output. Not applicable.

9M1.4. Input Format and Entry Requirements.

Table 9M1.1. Input Format and Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS
1-3	3	Document Identifier Code	ANx
4-6	3	Routing Identifier Code	
7	1	Media and Status Code	
8-22	15	Stock Number	
23-24	2	Unit of Issue	
25-29	5	Quantity	
30-43	14	Document Number	
44	1	Suffix Code	
45-50	6	Supplementary Address	
51	1	Signal Code	
52-53	2	Fund Code	
54-56	3	Distribution Code	
57-59	3	Project Code	
60-61	2	Priority Designator	
62-64	3	Estimated Shipment Date	Note
65-66	2	Status/Advice Code	
67-70	4	Blank	
71-73	3	Cutoff Date	
74	1	Blank	
75-77	3	Reply Due Date	
78-80	3	Blank	

NOTE: When an AN1 transaction is received and the estimated shipment date (ESD) is blank, the current ordinal date will be assigned as the ESD.

ATTACHMENT 9M-2

MATERIEL OBLIGATION VALIDATION RESPONSE (APX)

9M2.1. Purpose. To respond to a materiel obligation validation (MOV) request (AN1) from the supply source. Computer Operations will ensure AP1 and AP2 are set for automatic transmission to the source of supply through DAAS.

9M2.2. Input Restrictions. Not applicable.

9M2.3. Output Restrictions. Output-SIFS control record should reflect AP1/AP2 for SBSS-DAAS.

9M2.4. Output Format.

Table 9M2.1. Output Format.

POS	NO POS	FIELD DESIGNATION	REMARKS
1-3	3	Document Identifier Code	APx
4-6	3	Routing Identifier Code	
7	1	Blank	
8-22	15	Stock Number	
23-24	2	Unit of Issue	
25-29	5	Quantity	
30-43	14	Document Number	
44	1	Suffix Code	
45-50	6	Supplementary Address	
51	1	Signal Code	
52-53	2	Fund Code	
54-56	3	Distribution Code	
57-59	3	Project Code	
60-61	2	Priority Designator	
62-64	3	Blank	
65-66	2	Blank	
67-70	4	Blank	
71-73	3	Transaction Day	
74-80	7	Blank	

ATTACHMENT 9M-3

MATERIEL OBLIGATION VALIDATION REQUEST CONTROL EXTERNAL (AN9/Z)

9M3.1. Purpose. To provide a header record used when forwarding MOV requests to the requester. Quarterly, AN9 are sent to requisitioning activities along with materiel obligation validation (MOV) requests (ANx). Requisitioning bases must return the AN9/Z within 5 working days of receiving the MOV requests.

9M3.2. Input Restrictions. SIFS. Inbound-control record should reflect AN9/ANZ for pseudo processing.

9M3.3. Output Restrictions. Not applicable.

9M3.4. Output Format.

Table 9M3.1. Output Format.

POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	Document Identifier Code	Note 1
4-6	Routing Identifier Code	Note 2
7-10	Batch Control Number	Note 3
11-13	Number of ANx in Batch	Note 4
14-29	Blank	
30-35	Address (TO)	Stock Record Account Number (SRAN)
36-39	Cutoff Date	Note 5
40	Blank	
41-44	Receipt Acknowledgment Date	Note 6
45	Blank	
46-49	Response Due Date	Note 7
50-53	Blank	
54-56	Distribution Code	Note 8
57-80	Blank	

NOTES:

1. Document Identifier Code (positions 1-3).
   a. If the document is a request for a materiel obligation validation, this field contains AN9 obligation.
   b. If the document is a followup, this field contains ANZ.
2. Routing Identifier Code of source of supply.
3. Batch Control Number (positions 7-10). This field contains a control number assigned to each batch of ANx sent to a single activity for validation. Positions 7-8 will contain the batch number, and positions 9-10 will contain the total number of batches being sent. For example, if two

batches are sent, the first AN9 would contain 01 in positions 7-8 and 02 in positions 9-10 (that is, 1 of 2). The second AN9 would contain 02 in positions 7-8 and 02 in positions 9-10.

4. Number of ANx in Batch (positions 11-13). This field contains the actual number of ANx in this batch from 001 to 497 maximum (under control number in positions 7-10).
5. Cutoff Date (positions 36-39). Required cutoff date of the validation cycle. (Use position 36 for the last digit of the calendar year, and positions 37-39 for the Julian day.)
6. Receipt Acknowledgment Date. To be filled by the requisitioning activity.
7. Response Due Date. This field contains the year and Julian date the APx is due at the supply source. (Use position 46 for the last digit of the calendar year and positions 47-49 for the Julian day.)
8. Distribution Code. This is a reserved field and will be left blank.

ATTACHMENT 9M-4

RECEIPT CONFIRMATION FOR MATERIEL OBLIGATION VALIDATION REQUEST (AP9)

9M4.1. Purpose. To notify the source of supply that a requisitioning activity has received the materiel obligation validation (MOV) requests (ANx) for its quarterly reconciliation. The AP9 will be formatted and transmitted to the supply source through DAAS within 5 days of receipt.

9M4.2. Input Restrictions. Not applicable.

9M4.3. Output Restrictions. Output-SIFS control record should reflect AP9 for SBSS-DAAS.

9M4.4. Output Format.

Table 9M4.1. Output Format.

POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	Document Identifier Code	AP9
4-40	Duplicate from MOV request control (AN9/ANZ)	
41-44	Receipt Acknowledgment	Note
45-80	Data	Duplicate from AN9/ANZ received.

NOTE: Receipt Acknowledgment (positions 41-44). Enter the date that the validating activity received the requests. (Use position 41 for the last digit of the calendar year and positions 42-44 for the Julian date of receipt).

ATTACHMENT 9M-5

MATERIEL OBLIGATION VALIDATION REINSTATEMENT REQUESTS

9M5.1. Purpose. To allow a requisitioning activity the capability to request reinstatement of a requisition that was canceled with a BS status input.

9M5.2. Input Restrictions. Not applicable.

9M5.3. Output Restrictions. Output-SIFS control record should reflect APR for SBSS-DAAS.

9M5.4. Output Format.

Table 9M5.1. Output Format.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Doc ID	APR
4-6	3	Routing Identifier Code	Note 2
7	1	Media and Status Code	Note 1
8-22	15	Stock Number	Note 1
23-24	2	Unit of Issue	Note 1
25-29	5	Quantity	Note 1
30-43	14	Requisition Number	Note 1
44	1	Suffix Code	Note 1
45-50	6	Supplementary Address	Note 1
51	1	Signal Code	Note 1
52-53	2	Fund Code	Note 1
54	1	Blank	Note 1
55-56	2	System Designator	Note 1
57-59	3	Project Code	Note 1
60-61	2	Priority	Note 1
62-64	3	Required Delivery Date	Note 1
65-66	2	Advice Code	Note 3
67-70	4	Blank	
71-73	3	Date	Note 4
74-80	7	Blank	

NOTES:

1. The data elements for these fields will come from supply transactions (AE1) with status code BS.
2. Routing identifier will be the last known source.
3. Due-in detail advice code.
4. The day the AE1, status code BS, was created.

ATTACHMENT 9N-1

PROPERTY ELIGIBLE FOR EXCHANGE

9N1.1. Purpose. To list categories of property that the Air Force may exchange with commercial sources to fill a requisition. Specific items may be exchanged only if both the item to be acquired and the item to be replaced are in the same numbered category. The Air Force may also exchange other categories of property but only if **Attachment 9N-2** does not specifically prohibit the exchange and both items are designed and constructed for the same purpose.

9N1.2. Categories.

1. Agriculture products, processed foods, and forage
2. Ammunition and ammunition components
3. Animals and animal products
4. Batteries, storage
5. Cards, tabulating
6. Ditching machines
7. Dozer blades
8. Drill presses
9. Drugs, biologicals, and official reagents
10. Earth augers
11. Graders, self-powered and towed
12. Lathes
13. Machines, adding and calculating
14. Machines, addressing and mailing
15. Machines, dictating and transcribing
16. Machines, duplicating
17. Machines, punched card, bookkeeping, tabulating, and accounting
18. Milling machines
19. Mixers, concrete, portable or truck mounted
20. Pile drivers
21. Plows, snow, motor
22. Road rollers, wheeled and sheep's foot
23. Saws, circular or band
24. Scrapers, earth moving, self-powered
25. Scrapers, earth moving, towed

26. Sedans, station wagons, coupes, limousines

27. Shovels, power

28. Spreaders, aggregate and lime

29. Tractors, warehouse

30. Tractors, wheeled or crawler, with or without special attachments, up to 65 h.p.

31. Tractors, wheeled or crawler, with or without special attachments, 65 h.p. and up

32. Trailers, general purpose, multiple axle

33. Trailers, general purpose, single axle

34. Trailers, tank mounted

35. Trucks, forklift

36. Trucks, general purpose, cargo and construction, 12,500 GVW and up (including truck tractors, dump, and multiple drive)

37. Trucks, general purpose and utility, up to 12,500 GVW (including Suburbans, carryalls, and sedan deliveries)

38. Trucks, straddle

39. Trucks, tank (special purpose truck on which the tank is an integral part of the construction)

40. Trucks, warehouse, platform, electric and gasoline powered

41. Typewriters, manual and electric

00. All others not listed above

ATTACHMENT 9N-2

PROPERTY INELIGIBLE FOR EXCHANGE

9N2.1. Purpose. To list national stock groups (NSG) that include items the Air Force cannot exchange with commercial sources without approval from the GSA.

Table 9N2.1. National Stock Groups (NSG).

NSG	ITEMS	NOTE
10	Weapons	
11	Nuclear ordnance	
12	Fire control equipment	
14	Guided missiles	
15	Aircraft, and airframe structural components	Note
16	Aircraft components and accessories	Note
17	Aircraft launching, landing, and ground handling equipment	
20	Ship and marine equipment	
22	Railway equipment	
31	Bearings	
32	Woodworking machinery and equipment, except lathes, milling machines, and saws, circular or band	
34	Metalworking machinery, except drill presses, lathes, milling machines, and saws, circular or band	
40	Rope, cable, chain, and fittings	
41	Refrigeration and air conditioning equipment	Note 2
42	Fire fighting, rescue, and safety equipment	
44	Furnace, steam plant, and drying equipment; nuclear reactors	
45	Plumbing, heating, and sanitation equipment	
46	Water purification and sewage treatment equipment	
47	Pipes, tubing, hoses, and fitting	
48	Valves	
51	Hand Tools	
53	Hardware and abrasives	
54	Prefabricated structures and scaffolding	
55	Lumber, millwork, plywood, and veneer	
56	Construction and building materials	
68	Chemicals and chemical products, except medicinal chemicals	
71	Furniture	
75	Office supplies and devices, except cards, tabulating	
83	Textiles, leather, and furs	
84	Clothing and individual equipment	

NOTES:

1. If the military departments have a contract with a manufacturer for full spare parts support for commercial type aircraft, then the Air Force can exchange these items directly.
2. The following information applies:
   a. The following are not eligible for exchange without approval of the General Services Administration (GSA) refrigeration equipment (FSC 4110)and air conditioning equipment (FSC 4120). If exchange is desired, a memorandum requesting a waiver to this policy, with full justification, must be submitted to the Under Secretary of Defense (Acquisition and Technology), Attention: L/MDM for referrals to GSA, as appropriate.
   b. The following may be exchanged without GSA or OSD approval-refrigeration and air conditioning components. This includes heat exchanger equipment, refrigerant, strainers, refrigeration compressors, operating components of refrigeration and air conditioning equipment, plants and systems classified in FSCs 4110 and 4120.
   c. Note 2b excludes refrigeration and air conditioning plants (see classes 4110 and 4120 addressed in Cataloging Handbook H2-1, Federal Supply Classification, Part 1, Groups and Classes). This exclusion includes collections of refrigeration components "packaged" as a unit refrigeration compressor, condenser, evaporator, etc., specifically designed and tailored for applications such as individual prefabricated walk-in type refrigerators. Individual components of the "packaged" unit will be classified in FSC 4130, or as otherwise specifically prescribed by the indexes and structure of the FSC. The complete "packaged" unit will be classified in FSC 4110.

ATTACHMENT 9O-1

RESERVED

9O1.1. Reserved for Future Use.

ATTACHMENT 9P-1

REPORT OF DISCREPANCY/SUPPLY DISCREPANCY REPORT INPUT (TAR)

9P1.1. Purpose. To update 213-BILLING-REQUEST-DATE, 221-FAE-DATE, or DOLT to show that a Report of Discrepancy/Supply Discrepancy Report (ROD/SDR) has been processed.

9P1.2. Input Restrictions. RPS/main system.

9P1.3. Output. None.

9P1.4. Input Format and Entry Requirements.

Table 9P1.1. Input Format and Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Document Identifier Code	TAR
4-6	3	Routing Identifier Code	
7	1	Control Flag	C, F, or R/Note 1
8-22	15	Stock Number	
23-24	2	Blank	
25-29	5	Quantity	Note 2
30-35	6	Blank	
36-43	8	Document Number	Note 2
44	1	Suffix Code	Note 2
45-54	10	Blank	
55-56	2	System Designator	
57-59	3	Blank	
60	1	SF 361/364 Flag	P or Blank/Note 3
61-80	20	Blank	

NOTES:

1. Control Flag (position 7). This field must contain a C for the initial submission of an ROD/SDR, an F for an ROD/SDR followup, or an R for the receipt of an ROD/SDR reply. Input an N when you want to skip the current screen without updating.
2. Quantity (positions 25-29), Document Number (positions 36-43), and Suffix Code (position 44). If these fields do not match the detail record data, then an error will result, indicated by a 112 reject notice.
3. SF 361/364 Flag (position 60). If the SF 361/364 flag is to be assigned to a claims payable detail, enter a P. If it is to be assigned to a claims receivable detail, leave it blank.

ATTACHMENT 9Q-1

BASE SUPPLY DISCREPANCY CODES

9Q1.1. Purpose. The table below provides a list of discrepancy codes.

Table 9Q1.1. Base Supply Discrepancy Codes.

CODE	TITLE
CONDITION OF MATERIAL	
C1	In condition other than that indicated on release receipt document
C2	Expired shelf life
C3	Damage parcel post shipment
SUPPLY DOCUMENTATION	
D1	Not received
D2	Illegible or mutilated
D3	Incomplete improper or without authority (Only when receipt cannot be properly processed.
MISDIRECTED MATERIAL	
M1	Addressed to wrong activity
OVERAGE/DUPLICATE SHIPMENTS	
O1	Quantity in excess of that on receipt document
O2	Quantity in excess of that requested (other than unit of issue pack)
O3	Quantity duplicates shipment
PACKING DISCREPANCY	
P1	Improper preservation
P2	Improper packing
P3	Improper marking
P4	Improper unitize
PRODUCT QUALITY DEFICIENCIES	
Q1	Deficient material (Applicable to Grant Aid and FMS shipments only)
SHORTAGE OF MATERIAL	
S1	Quantity less than that on receipt document
S2	Quantity less than that requested (Other than unit of issue pack)
S3	Non-receipt of parcel post shipments
ITEM TECHNICAL DATA MARKINGS (i.e., Name Plates, Log Books, Operation Handbooks, Special Instructions, etc.)	
T1	Missing
T2	Illegible or mutilated
T3	precautionary operational markings missing

CODE	TITLE
CONDITION OF MATERIAL	
T4	Inspection data missing or incomplete
T5	Serviceable operating data missing or incomplete
T6	Warranty data missing
WRONG ITEM (Identify requested item as a separate copy in Item 9 in Discrepancy Data block of ROD/ SDR form).	
W1	Incorrect item received
W2	Unacceptable substitute
OTHER DISCREPANCIES	
Z1	See remarks

ATTACHMENT 9Q-2

BASE SUPPLY ACTION CODES

9Q2.1. Purpose. The table below provides a list of base supply action codes.

Table 9Q2.1. Base Supply Action Codes.

CODE	TITLE
1A	Disposition instructions requested (Reply on reverse)
1B	Material being retained (See remarks)
1C	Supporting supply documentation requested
1D	Material still required expedite shipment (Not applicable to FMS)
1E	Local purchase material to be returned at supplier's expense unless disposition instructions to the contrary are received within 15 days (Reply on reverse) (Not applicable to FMS)
1F	Replacement shipment requested (Not applicable to FMS)
1G	Reshipment not required. Item to be re-requisitioned
1H	No action required. Information only
1Z	Other action requested. (See remarks)