

UNITED STATES MARINE CORPS
SUPPLY SCHOOL
MARINE CORPS COMBAT SERVICE SUPPORT SCHOOLS
TRAINING COMMAND
PSC BOX 20041
CAMP LEJEUNE, NORTH CAROLINA 28542-0041

STUDENT OUTLINE

GSOC 0302

REQUISITIONING ADDITIONAL DEMANDS

M03C0G1

REVISED 2004/04/08

APPROVED BY _____ DATE _____

3. **LEARNING OBJECTIVES.**

a. **TERMINAL LEARNING OBJECTIVES.**

(1) Given an additional demand, requirements to repair/replace components of end items, maintenance order, maintenance part request, SL-3/4 as applicable, access to an automated system with applicable software, and the references, manage processing of additional demands, per MCO P4400.150_, UM 4400-120, UM 4400-124, UM 4790-5 (3002.02.01)

(2) Given the requisition management reports, access to an automated system with applicable software and internet connectivity, and the references, analyze the requisition management reports, per UM 4400-120 and UM 4400-124. (3002.02.07)

(3) Given an MOV/BOV, Document Control file, MOV/BOV reconciliation schedule, access to an automated system with applicable software and internet connectivity, and the references, manage the reconciliation of the Material Obligation Validation/Backorder Validation, per MCO P4400.150_, UM 4400-123, UM 4400-124, UM 4400-15. (3002.02.05)

b. **ENABLING LEARNING OBJECTIVES.**

(1) Without the aid of references, and given a written situation regarding an additional demand, describe in writing the process to place that requisition on order, per the references. (3002.02.01b)

(2) With the aid of references, identify in writing the different types of SASSY requisitioning transactions, per the references. (3002.02.01g)

(3) With the aid of references, and given a list of transactions, select the transactions that would be submitted to requisition items that do not have NSNs, per the references. (3002.02.01f)

(4) Without the aid of references, state in writing the report that list transactions that passed the edit/unmatched process in SASSY, per the references (3002.02.07g)

(5) Given a Document Control File, a list of sources of supply, and with the aid of references, select the correct source of supply for follow-up action, per the references. (3002.02.07a)

(6) Given a Document Control File, and with the aid of references, select the appropriate document identifier for follow-up action, per the references. (3002.02.07c)

(7) Given a Document Control File, and with the aid of references identify in writing the appropriate follow-up action per the references. (3002.02.07b)

(8) Given a scenario concerning the Due-and-Status File, and with the aid of references identify in writing the correct transaction to release the back-order, per the references. (3002.02.01e)

(9) With the aid of references, select from a list the purpose of the MOV, in accordance with UM4400-124. (3002.02.05a)

(10) Without the aid of references, select from a list the timeframe that the Material Obligation Validation (MOV) is conducted, in accordance with UM4400-124. (3002.02.05c)

(11) With the aid of references, select from a list the Document Identifier Code that is sent in response to an MOV, per the reference. (3002.02.05b)

1. **REQUIREMENT DETERMINATION.**

a. **Background Information.**

(1) **General.** Requisitions are the supply lifeline for Marine Corps units and their readiness. Requisitions must be prepared, submitted, and an accurate audit trail of receipts and issue documents kept in order to maintain continuous supply support within a unit.

(2) **Supply Officer.** The Supply Officer is responsible for the supply operations management within the unit. These responsibilities include, preparing, submitting, inducting, and maintaining the requisitions; monitoring and maintaining good status; and receiving and issuing the supplies and material.

(3) **Additional Demand.** Additional demands are supply requirements that cannot be satisfied from assets on hand and must be passed to the next higher support element (i.e. Supply Management Unit (SMU), Defense Logistics Agency (DLA), or General Supply Administration (GSA)).

b. **Requests for Allowance Items.** When requisitioning items that appear on the Mechanized Allowance Report (MAR), the supply clerk must ensure that the items have an authorized allowance established and that the on hand and due in quantities do not exceed the authorized allowance. Ensure that all requisitions for MAR assets are requisitioned using Purpose Code "C".

c. **Methods of Transmission.** Under exceptional circumstances, when other methods of transmission are not available (induction through ATLASS), additional demands maybe submitted offline by telephone or message. The following forms may be used:

(1) **NAVMC 10694.** This General Purpose Transaction Document is the most commonly used form when submitting a requisition to the SMU/source of supply. The unit will submit its request using the NAVMC 10694 or locally produced forms and will ensure maximum information is provided.

(2) **DD Form 1348.** The Request System Document (manual) may also be used to submit a request.

2. SUBMITTING ADDITIONAL DEMANDS.

a. Review Requisition.

(1) General. When a request is received, the Supply Chief will review it for proper format and correct data, and then will pass the request to the Technical Research Clerk for verification.

(2) Process the request

(a) Preparation. When requesting materiel, the using unit will complete the applicable portions of the additional demand, Document Identifier Code (DIC) Z0_.

(b) Technical Research (T&R) Clerk. The Technical Research clerk (T&R) checks for errors such as omission of data and ensures the item cannot be obtained from self-service. The NSN is then verified to ensure it is resident on the current Master Header Information File (MHIF). When this is completed, the T&R clerk will enter in the remarks block the unit price of the item and the Store Account Code (SAC) to assist the fiscal clerk. After this is completed, the requisition will be passed to the Additional Demands clerk.

(c) Additional Demands List (ADL) Clerk. The Additional Demands clerk will check the Retail C file to ensure there is a valid deficiency for the item, if the item is deficient, the ADL Clerk will complete the appropriate transaction and induct it into ATLASS.

(3) Transaction Z0A. The Z0A transaction is used for domestic shipments ordered with a National Stock Number (NSN). The format is provided below with the entries required in each Card Column (CC):

(a) CC 1-3: Z0A/Z01

(b) CC 4-6: Routing Identifier Code of the Supporting SMU (MLI).

(c) CC 7: Media & Status Code (S).

(d) CC 8-20: NSN

(e) CC 23-24: Unit of Issue (U/I)

(f) CC 25-29: Quantity

(g) CC 30-43: Document Number (MMS122*0230001)

(h) CC 44: Demand Code (i.e. "R" recurring, "N" non-recurring)

(I) CC 45-50: Locally assigned Responsible Unit Code (YMT, Y00 etc...)

(j) CC 51: Signal Code (A).

(k) CC 60-61 Priority: **(NOTE: Supply personnel should scrutinize closely to prevent abuse of priority assignments).**

(l) CC 62-64: Required Delivery Date (RDD). **(NOTE: Mandatory for units in CONUS assigning priorities 01-08 requiring expedition. If left blank, the requisition will be processed as a routine demand within the transportation chain).**

(m) CC 65-66: SASSY Advice Code when appropriate (4A).

(n) CC-68: Purpose Code (C).

(o) CC 69-80: Cost Code (COSTCODEHERE)

(4) Distribution. Forward requisition via ATLASS to the Source of Supply (SOS) after review. Once inducted, the following distribution applies:

(a) Courier Diskette and a printout of the batch file to SMU.

(b) Original or copy to the Pending Additional Demands (PAD) File which is a file created to keep pending additional demands in until it posts to the DASF/DCF. It is kept in document number sequence.

(c) Copy to Fiscal Section.

(d) Copy to Customer.

b. **Transaction Z01**. The Z01 transaction is used for overseas shipments ordered with National Stock Numbers. The format listed above also applies to this DIC.

c. **Transaction Z0E/Z05**. This is also used to induct requisitions or additional demands. It is used to order items that do not have the NSN loaded to the MHIF. **You can find an example of this transaction in UM 4400-120 page 3-111.**

d. **Transaction ZNS**. Anytime you submit a Z0E/Z05 you will also submit information for three (3) ZNS transactions. These transactions provide specific information about the item so that it can build a record in the supply system. ZNS transactions are used to provide an item description and other management data when a part numbered item is requisitioned. **You can find an example of the ZNS transactions in UM 4400-120 starting on page 3-122.**

3. **DOCUMENT CONTROL FILE (DCF).**

a. **Background.** SASSY is still the “boss” supply system with all its reports (DASF included), and for this reason the using unit will appoint a **DASF/DCF Clerk**, whose primary job is to manage the supply account’s pending requisitions. ATLASS, however, is the immediate system (tool if you will) by which the unit’s requisitions are submitted and tracked through receipt of items. In ATLASS this report is called the **Document Control File (DCF)**; **therefore, it will be referred to as the DCF for the remainder of this lesson.**

b. **Purpose.** The DCF is a computerized record of all pending requisitions, which provides the using unit with the most current status for each requisition.

c. **Management.** The DCF is an important management tool which provides information on items that are available in the supply system or has a suitable substitute and were requisitioned. In addition, it advises the unit when the price or unit of issue has changed, or when it may be necessary to procure an item locally. Constant review and maintenance of the DCF will ensure pending requisitions are valid. This will help the unit determine which Source of Supply (SOS) is managing which requisition/s.

d. **Sequence.** The DCF is available in Document Number or National Stock Number (NSN) sequence. The DASF Clerk will normally use the Document Number DCF for daily operations. The NSN DCF is printed to assist the warehouse in processing receipts with respect to their priority.

e. **Format.** The format for the Document Control File (DCF) is identical to the format of the Due and Status File (DASF).

Total Document Control File List

DOC NUMBER RECORD NSN PRIME NSN TAM/ERO PC BOQTY DUEIN RECD PRI RDD PRICE SAC SIG ADV														
SUPAD														

DATE DATE														
DIC	RUC	SF	QTY	UI	STAT	LKH	STAT	SHIP	NSN	MODE	DOC NR	XREF	TCN	

M28180*	0240024		7430010432284		7420010432284	B5684			C	1	1	0	13	\$234.00 1 A YHS
AE1	S9E		1	EA	BB		*027	-----	7430010432284					
Z0A	S9E		1	EA			*024	-----	7430010432284					
M21810*	0247005		3120010328322		3120010328322	AAA03			A	2	2	0	06	\$ 9.10 1 A 2A YMT
AE1	MS1		2	EA	BA		*027	-----	3120010328322					
Z0A	MS1		2	EA			*024	-----	3120010328322					
M21810*	0340007		6230001631856		6230001631856	K4345			C	20	20	0	13	\$ 2.40 1 A 2L YMAL
AE1	MS1		20	EA	BA		*038	-----	6230001631856					

f. **Reading Trailer Records**. Trailer records are printed in a single column below the Document Header Record. The trailers are read from the bottom up with the latest status at the top of the trailers.

4. **REPORTS**.

a. **Daily History**.

(1) **Description**. Provides a listing in NSN /AC sequence of those transactions that have passed the edit/unmatched process and are now ready to process in SASSY inventory updates. THIS DOES NOT MEAN THEY PROCESSED. After transactions post to the Daily History, they will continue on to process into the update system (LUBF/DASF exceptions, frozen NSN listings, etc). Only after the transactions have completed the update system, will the transaction “process”.

(2) The Daily History is generated each day and should be printed and reviewed by the Supply Officer/Supply Chief or representative.

b. **Due and Status File (DASF)**

(1) **Purpose**. The DASF contains a record of all materiel due-in documents. This file also contains status transactions, which has been received for specific documents. The maximum number of trailers that a document can contain is 40. A warning will appear when 35 trailers are posted.

(a) **Sequence**. The DASF is produced in NSN or document number sequence. The report most often used is the DASF in document number sequence. The file consists of three basic segments as follows:

1 Heading & File Layout (Schematic): This includes the Activity Address Code (AAC), the name of the listing, and the page number for the report.

2 Document Header Records: This is the first line of information and consists of pertinent information required to manage the demand. The information in the header record is extracted from the original demand (requisition).

a Document Number: Document number that was assigned to the original requisition.

b PNSN: Prime NSN of the item requisitioned. (Prime equals preferred or most desirable.)

c RU/ERO: Responsible Unit or the Equipment Repair Order Number. All demands should reflect either a RU or ERO number. This assists in deciphering which supported section or commodity will receive the material.

d PC: Purpose code of the material. Demands are routinely submitted for either Purpose Code "A", operating stocks/repair parts or Purpose Code "C", allowance items. The code reflected is derived from the original additional demand (CC 68).

e U/I: Unit of Issue for the NSN ordered.

f BO QTY: Backordered quantity. This is the quantity requested by the RU submitting the requisition.

g DUE-IN: This is the quantity being processed by the source of supply. The Due-In and Back-Order Quantity should always match.

h REC-D: Quantity received. This field reflects all receipts posted for the demand. This field will reflect a quantity only if a partial quantity is received compared to the original quantity requisitioned.

i PRI: Priority of the requisition.

j U/P: Unit price of the item requisitioned.

k SAC: Stores Account Code of the NSN ordered as recorded on the MHIF.

l SIGNAL: Depending on the code utilized for this field, the system is able to distinguish which address is to be billed and which address is to receive the materiel. The most common entry in this field is "A". This particular entry indicates that the requisitioner is ordering, paying for, and receiving the materiel. These can be found on pages 4-4-144 through 146 in UM 4400-124.

m ADV: Advice Code. Advice codes are used to advise the SOS of certain conditions or situations that may exist concerning demands, such as requisitioning an excessive quantity or indicating why an allowance item is being requisitioned. These can be found on pages 4-4-10 through 14 in UM 4400-124.

n Record NSN: The record NSN is the NSN actually ordered or being shipped.

3 Document Trailer Records: A trailer record is an action that has occurred for the document. This includes action taken by the SOS and the requisitioner. Additionally, management action for each demand will depend on the information in the most current trailer record. Trailer records are printed into columns immediately below the header information. Multiple trailer records under one document are read from left to right, top to bottom. A DASF record can accommodate 40 DASF trailers.

-----HEADER RECORD-----

1ST TRAILER RECORD
3RD TRAILER RECORD
5TH TRAILER RECORD

2ND TRAILER RECORD
4TH TRAILER RECORD

a DIC. Document Identifier Code of the transaction (i.e., Z0A, AE1, ZM1).

b RIC. Routing Identifier Code of the source of supply/Last Known Holder (LKH).

c SUF. Suffix Code. If the action taken pertains to only a partial quantity of the demand, that portion of the quantity will be referred to by a (1) digit suffix code. These can be found on page 4-4-157 in UM 4400-124.

d U/I. Unit of Issue for the item.

e STAT. Status Code. If the DIC is 'AE1' (MILSTRIP status transaction), then a status code will appear in the trailer. The code indicates what action the SOS supply has initiated for the requisition. These can be found on pages 4-4-147 through 154 in UM 4400-124.

f DT STAT. This is the date that the status was assigned by the SOS.

g DT SHIP. Depending on the type of status received, this field can mean more than just the date an item was shipped. BA from the SMU reflects the date that the materiel will be available for pickup from the issue point. BA status received from the Integrated Materiel Manager (IMM) reflects an estimated shipping date and tells the customer that a DIC AS1 will post to records on the date reflected. BB, BC, BV, BZ, or B3 status represents that an estimated shipping date is provided. BD status indicates that the source of supply is reviewing the requisition and the anticipated completion date is reflected.

h DOC/TCN/FSN: This field will reflect one of the following elements depending on the document identifier code:

(1) DIC "AS1" (shipment notification). This field will contain a Transportation Control Number (TCN).

(2) DIC "AB1" (Direct Delivery Procurement). This field should contain a Procurement Instrument Identification Number (PIIN). If a Source of Supply doesn't have a particular item, he may contract with another vendor to get the part. When the vendor provides the contract number to the Source of Supply, the Source of Supply sends an "AB1" to the requisitioner with the contract number so that it can be linked to the document on the Due and Status File.

(3) For all other DICs, this field will normally reflect the NSN.

i MODE. Mode of Shipment Code. This one digit code indicates the method used to ship the materiel. (Pertains to DIC AS1.) These can be found on pages 4-4-105 through 106 in UM 4400-124.

j TCN DT. This is the date the TCN was assigned.

5. DASF MANAGEMENT.

a. **Management:** The DASF/DCF is a management tool with countless ways it can be used to help manage and track pending requisitions for the using unit. The most significant information it provides is listed below:

(1) A record of all requisitions from a SOS with a customer backorder, a due-in, or both.

(2) The current status on all pending requisitions.

(3) Used to record and track maintenance to all outstanding requisitions. By maintenance we mean the actions taken by the DCF clerk to manage that requisition such as; changing the priority; requesting updated status from the SOS; canceling the requisition, etc.

b. **Annotating the DCF.** To ensure accurate information is reflected on the DASF/DCF, annotations detailing pending actions should be annotated on the current copy of the DASF/DCF. The annotations should be clear and legible and should answer three questions, "What type of transaction was submitted," "When was the transaction submitted" and "What is the quantity of the transaction."

(1) EXAMPLE: (Cancellation request)

<u>What</u>	<u>When</u>	<u>How Many</u>
ZC1/D	1125	(2)

6. MILITARY STANDARD REQUISITION AND ISSUE PROCEDURES (MILSTRIP).

a. **Passing Orders.** Priority 01-08 requisitions, which cannot be filled by the SASSY/Supply Management Unit (SMU), or routine priority 09-13 requisitions (not carried by the SMU), will be converted into a DIC A0A transaction and passed out-of-house to the appropriate SOS. The transaction is referred to as a "passing order" and is routed through the Automated Digital Network (AUTODIN).

b. **MILSTRIP**. These are the procedures used by the SOS to inform the requisitioner of the most current status. The status, when transmitted through AUTODIN, is captured by the SMU during the SASSY update cycle. The DIC/AE_ (status transaction) will reflect a status code in card columns (CC) 65-66. When the SMU is the SOS, the status transactions are generated by the General Account and do not pass through AUTODIN.

7. **RECEIVING STATUS**.

a. The SOS will inform the requisitioner of the most current status of their requisitions by transmitting the following Document Identifier Codes (DIC):

(1) **DIC/AE1 format**. The format for the AE1 status transaction can be found on page 4-2-20 of the UM 4400-124. Interpretation of the status is paramount to determine any pending action or to determine, if additional action is required by either the SOS or the using unit. Status codes and their explanation are listed on page 4-4-147 of the UM 4400-124.

(2) **DIC/AS1 format**. The format for the AS1 transaction can be found on page 4-2-39. When a shipment of material is initiated, the SOS will generate a DIC/AS1 transaction and route it via AUTODIN to inform the using unit of the shipment (i.e. how is it going to get there and when will you get it.). Card columns 62-76 are particularly important, since they contain the Transportation Control Number (TCN), Government Bill of Lading (GBL) or the Shipment Unit Number (SUN). This information helps both the SOS and the using unit to monitor the shipment. Some of the pertinent information contained in this transaction follows:

(a) DTSHIP - Date Shipped. This is the date that the materiel will be shipped by the SOS.

(b) DOC/TCN/FSN - The TCN will post when the AS1 status is received. This entry becomes important if a shipment is either lost or damaged. Details concerning these conditions can be found in section 3, part 5 of UM 4400-124.

(c) MODE - Mode of Shipment: Identifies how the item is being shipped. An explanation of each code can be found on page 4-4-105 of UM 4400-124.

(d) TCN DT - Date the Transportation Control Number was assigned.

NOTE: Discrepant shipments (aged) are identified by comparing the date and mode of shipment to the current date.

8. AUDITING THE DCF.

a. Reconciling the File. Each time an updated DCF is received, it should reflect all pending action, which was annotated on the old DCF. Causative research should be conducted to ascertain why any (still pending) actions did not process. Once the error or reason is found, then the transaction is corrected, re-submitted, and the new DCF is annotated accordingly.

b. Auditing the Document Control File. Once reconciliation is complete, the DCF must be screened for conditions which may warrant additional management action.

c. Follow-Ups. On occasion, additional demands that have processed fail to post to the appropriate files, or may post but status is not provided. Various follow-up transactions may be submitted depending on the situation. Some follow-up transactions appear the same, but the choice depends on whether the unit is a loaded or non-loaded unit. When follow-ups are inducted, copies will be filed in the Additional Demands File.

(1) AT Transaction. A non-loaded unit uses this transaction when no status has been received. This transaction is also used by loaded Using Units when no status has been received from Sources of Supply other than the SMU.

(a) Aged "BM" status. "BM" status indicates the requisition has been passed to another SOS. When this passing action has aged and updated status is not received, a DIC ATA (follow-up on a supply request with no status received) should be submitted to the new SOS. The format for the DIC ATA can be found on page 4-2-43 of the UM 4400-124. The following time frames are recommended when considering the submission of follow-ups:

- 1 Priority 02/03: 5 days
- 2 Priority 05/06: 10 days
- 3 Priority 12/13: 30 days

(2) AF Transaction. This transaction is used to get updated status on a supply requisition, based on last status date and priority.

(a) BA status from the Integrated Material Manager (IMM), but no subsequent AS1 status.

1 When release-for-shipment status (BA) has been received with no subsequent DIC/AS1 shipment status, an AF1 follow-up should be submitted to the SOS. The following time frames are examples to consider when submitting follow-ups:

- a Priority 02/03: 7-10 days
- b Priority 05/06: 10-15 days

c Priority 12/13: 15-20 days

2 Once the AS1 is received, the status will contain pertinent information associated with the shipment (i.e., Mode of Shipment, GBL#, TCN and Port of Embarkation (POE) for overseas). This information is essential in determining the necessary management action required if the shipment is not received within prescribed time frames.

3 Aged AS1 status from the IMM. When it has been determined that an aged AS1 status exists, the required action will depend on the Mode of Shipment and the time frame.

(b) Aged “BD” status from the IMM.

1 The reflection of “BD” status indicates that the SOS is conducting a review for the requisition. The reasons for a review vary (i.e. item is not in stock, SOS anticipates replenishment etc...). When reviewing DCF trailers with “BD” status, the date reflected in the DTSHIP field is referred to as the Estimated Review Date (ERD). The ERD is when the SOS should complete the review and furnish updated status. When the ERD has lapsed and updated status is not received, a DIC AF1 should be submitted to the SOS. The following time frames should be used as a guide when an ERD has lapsed:

a Priority 02/03: 5 days

b Priority 05/06: 10 days

c Priority 12/13: 30 days

(3) AFC Transaction. This transaction is used to initiate action, which will improve estimated availability dates provided in supply status transactions.

(a) “BD” status from the IMM.

1 If the ERD is not acceptable, an attempt to improve the date will be required; however, the action taken will depend on the priority of the requisition. The following procedures apply:

a Priority 01-08: Submit a DIC AFC (request to improve the ESD) transaction. If the SOS approves this request, an updated ERD will be furnished. The format for the DIC AFC can be found on page 4-2-29A of the UM 4400-124.

b Priority 09-15: Submit a DIC ZM_ (requisition modifier) to upgrade the priority of the demand. This will force the IMM to respond to the higher priority and provide an improved ERD. The format for the DIC ZM_ can be found on page 4-2-133 of the UM 4400-124.

(4) Modifiers. When it becomes necessary to modify a previously submitted additional demand, an additional demand modifier document (DIC ZM1) may be submitted to the SMU via ATLASS.

(a) Occasion. FAD’s are upgraded or downgraded, or Required Delivery Dates

(RDD) for previously requested materiel have changed. Additional guidance is found in the UM4400-124, p 3-4-11.

(b) Format. The format for the ZM_ (requisition modifier) can be found on page 4-2-133 of the UM 4400-124.

(c) The only other required entries are for those fields that are to be modified. In order to make the desired modification, enter the new information and process the transaction. The updated data will overlay the old information and the system will automatically generate the necessary transactions that will inform the SOS of the modification (AM_).

(5) When an additional demand does not appear on the unit's daily history within two updates, or the additional demand appears on the DASF but no status is received, follow local SMU SOP.

(6) The following statuses also require follow-up action to the local SMU. The follow-up action is driven by local SOP.

(a) Aged BA, M8, BH OR UH status from the General Account: If the status of one of these materiel release transactions posted to the DCF and the materiel has not been received within locally established time frames, the status is considered to be aged. The following are timeframes for this condition:

- 1 Priority 02/03: 3-5 Working days
- 2 Priority 05/06: 5-7 Working days
- 3 Priority 12/13: 7-10 Working days

(b) "Lonesome" Demands. Once submitted, a requisition should receive status within two SASSY updates. The following action should be considered, if status is not received within two updates:

1 Review all error, exception and recycle listings to ensure the transaction processed properly. Corrective action is required if the requisition is resident on one of these listings.

2 When a review of the listings produces negative results, follow local SMU SOP to determine how to follow-up on lonesome demands.

d. **'BP', 'BV' OR 'BZ' Status from the IMM.**

(1) These status codes indicate that the SOS will satisfy the requirement by processing the requisition as open market procurement for direct delivery to the using unit. When this method is used, the contracted vendor will complete all shipping procedures. Additionally, the SOS will not provide an AS1 shipping notification. At this point, the using unit should obtain a copy of the contract from the vendor in order to monitor the requisition.

(2) The contract will reference the document number of the requesting unit and the Procurement Instrument Identification Number (PIIN), which is assigned by the SOS to establish agreement between SOS and vender. Once a copy of the Order for Supplies and/or Services is received, pertinent information is extracted and a DIC AB_ (Direct Delivery from Procurement Supply Status) should be processed. The DIC AB_ serves as a cross-reference between the document number and the PIIN. The format for a DIC AB_ can be found on page 4-2-12 of the UM 4400-124. The SOS will transmit the DIC AB_.

(3) When an open market status has aged 30 days and a copy of the contract or an ESD has not been received, a DIC AF_ (Follow-up to a requisition in receipt of status) should be submitted to the SOS. The format for the DIC AF_ can be found on page 4-2-25 of the UM 4400-124.

(4) If an "AS_" (Supply Shipment Status) is received from the IMM, the mode of shipment and the date shipped will dictate the necessary action.

(5) When a copy of the vender's contract is received, the following delivery formulas are used to determine if a shipment is lost:

NOTE: FOB stands for "Free on Board", which will be discussed during the purchasing phase.

(a) "FOB destination, deliver by date" – the material should be received by the delivery by date indicated. Delivery By Date: 10 Jan **: Material should be received by this date.

(b) "FOB destination, ship by date" - the material should be received within 30 days after the "ship by" date indicated. Ship By Date: 1 Jan **: Material should be received by 31 Jan **.

(c) "FOB origin, deliver by date" - the material should be received within 30 days after the delivery by date indicated. Delivery By Date: 1 Jan **: Material should be received by 31 Jan **.

(d) "FOB origin, ship by date" - the material should be received within 45 days after the ship by date indicated. Ship By Date: 1 Jan **: Material should be received by 14 Feb **.

(e) When the time frames are exceeded, corrective action may become necessary.

e. **'M5' Status from the General Account, but no "BB" status afterwards.**

(1) 'M5' status is a stock denial from the SMU. After receiving a release for shipment status from the SMU (i.e. BA, M8, BH or UH), the SMU storage facility discovered the required quantity was not on hand. As a result, when the SMU processes the necessary transactions to correct their files the 'M5' will post to the using unit DASF. In conjunction with processing the 'M5' status, the SMU must also establish a backorder between the SMU and the using unit.

(2) A DIC AE_ with 'BB' status should post to the DCF immediately following the 'M5' status to indicate that the SMU has re-established the backorder. If the 'BB' is not received, contact the customer service section at the SMU and request that corrective action be initiated.

f. **Backorder Status with an ESD or no ESD Provided.**

(1) Estimated Shipping Dates (ESD). Whenever the SOS/IMM places a requisition on backorder a DIC AE_ is provided with a BB status code. The ESD should be validated to ensure it meets the customer's required delivery date (RDD). The ESD can be found in CC 70-73 of the DIC AE_ transaction or in the DTSHIP field for the last DIC AE_, which posted to the DASF.

(2) Improving ESDs. There are two ways to improve a posted ESD. The method used will depend on the priority of the requisition. The following guideline is provided:

(a) Priority 01-08: Submit a DIC AFC to the SOS. This transaction is used only on high priority documents. If the SOS cannot upgrade the ESD, the requisitioner may be given authority to procure the item from another source (i.e., local market.)

(b) Priority 09-15: The only way to improve the ESD on a routine requisition is to modify the priority of the demand by processing a DIC ZM_. However, the customer (RU/commodity) assigns the priority to each requisition and it cannot be changed/modified without proper authorization. If an improved ESD is not received after the priority has been modified, the procedures prescribed in the preceding paragraph will apply.

(3) If the ESD is expired, submit DIC AF_ follow up for updated status.

(4) If no ESD is provided, submit DIC AFC for follow up requesting an improved ESD.

g. **ZOI (INQUIRY TRANSACTION)**. To extract specified information from the various SASSY files. Examples of various SASSY files are listed in UM4400-124, PG 4-2-138.

h. **Rejected/canceled requisitions.**

(1) Rejected requisitions. Once the SOS rejects a demand, the due-in is no longer valid. Additionally, the appropriate adjustment will have to be posted to the DASF. Careful examination of DASF exceptions will detail all demands rejected by the SOS. If the requisition is valid, identify the reason for the reject status, take corrective action and resubmit the requisition.

NOTE: The most common reject status codes begin with the letter “C” (i.e. CA, CH, CP and CS); however, “BR”, “BS” or “BF” status will also reduce the due-in quantity.

i. **Cancellations.** When an item on order is no longer needed, a cancellation request may be submitted. Additional guidance is found in the UM4400-124, p 3-4-10.

(1) Cancellation of prior fiscal year additional demands should be avoided.

(2) A format for cancellations can be found in the UM4400-124, part IV, section 2.

(a) **Canceled Requisitions.** To cancel a requisition, submit a DIC ZC1 (Cancellation Request). Once this transaction has been submitted, the SOS will respond by transmitting an AE_ supply status transaction with one (1) of the following status codes:

1 BQ - Requisition canceled, no bill will be submitted.

2 B4 - Requisition canceled; however, a bill will still be submitted for payment.

3 B8 - Cancellation cannot be accomplished.

4 B9 - Cancellation being attempted, will advise on status with subsequent transactions.

j. **AK Transaction.** This transaction is used when confirmation on a cancellation has not been received.

(1) If a response is not received from the SOS within the recommended following time frames, research your DASF Exceptions to ensure it was not overlooked. If results are negative, submit a DIC AK_ (Follow-up to a Cancellation Request). The format for this transaction can be found on page 4-2-30 of UM 4400-124.

(a) Priority 02/03: 5 days

(b) Priority 05/06: 10 days

(c) Priority 12/13: 15 days

9. **RECEIPTING PROCEDURES.**

a. **Issue Point.**

(1) **Responsibilities.** The Issue Point is normally assigned an NCO, whose responsibilities include, processing the receipt and issuing all equipment to the supported commodities.

(2) **General.** Upon receipt of equipment, and after general information is checked (i.e. address, qty, NSN, condition code, etc...), the issue point will properly receipt for the equipment. A sample DD Form 1348 with the required entries can be found in the UM 4400-124, p 3-5-26.

b. **Additional Demands Clerk.** When the equipment is receipted for, the receipt is passed to the ADL Clerk for further processing. The ADL Clerk will accomplish the following at a minimum:

(1) Screen each invoice against the DASF to determine valid customer backorders and ensure higher priority documents are filled first.

(2) Annotate the DASF with the transaction to be submitted. The different receipt or backorder release transactions can be found in the UM 4400-124, part IV, section 2.

(a) **D6T (Receipt from a source).** This transaction reduces the “due” field on the DASF. The quantity inducted will post to the on hand “AA” column of the LUBF.

(b) **D6T/1 (Receipt from a source).** This transaction reduces the “due” and the “backorder” fields on the DASF. The difference is a “1” placed in CC 70 (Backorder Release Indicator).

(c) **D6A (Receipt not from a source).** This transaction is used to receipt for equipment, which is not on the DASF.

(d) **ZZZ (Manual backorder release).** This transaction is normally used in conjunction with “D6T” and D6A” to manually release a backorder after posting to the unit Loaded Unit Balance File (LUBF).

(3) Annotate the receipt with the transaction, which is to be submitted.

(4) If backorder is released to an RU other than indicated in the supplementary address of the DD Form 1348-1, annotate, on the receipt, the RU who actually received the backorder.

c. **Backorder With No Due In.** This condition implies that there is a backorder still promised to the customer, and the SOS is no longer processing the requisition. Two common reasons which cause this condition, and the corrective action are listed below.

(1) A receipt, processed without a backorder release indicator. This is caused when a DIC D6T (Materiel Receipt Transaction) is keypunched and posts as a trailer on the DCF. If this is a result of a keypunch error, a DIC ZZZ (Back-Order Release Transaction) should be submitted, in order to manually release the backorder.

(2) If the material received was used to fill a requisition with a higher priority, annotate the DCF accordingly and no further action is required.

(3) If the condition is a result of cancellation/reject status, corrective action is to submit DIC ZC1/_ to reduce the backorder.

11. **MATERIAL OBLIGATION VALIDATION (MOV).**

a. **Purpose.** The purpose of the MOV is to validate pending requisitions being held by the SOS.

b. **Source of Supply Action.** The source of supply initiates the MOV by sending DIC AN_ (Backorder Validation Request) transactions for those requisitions assigned a status code of BB, BC, BD, BP or BV. These requests will be transmitted via AUTODIN (to the SMU) or by mail (to the requisitioner).

c. **Frequency.** The MOV is conducted once every three months (quarterly) on the 20th day of January, April, July and October.

SLIDE (U/U ACTION)

d. **Using Unit Action.** Any DIC AN_ received at the using unit will be immediately forwarded to the SMU (Operations Section). This section is responsible for controlling all input/output related to the MOV for all loaded activities. The necessary response is a DIC AP_ (Reply to Backorder Validation) transaction. These transactions are processed and transmitted to the appropriate SOS. This process can be found on page 3-4-3 of UM 4400-123 Vol I.

REFERENCES:

MCO P4400.150_

UM4400-124

UM4400-123 Vol 1 & 2

UM4400-120