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LIS

INTEGRATED MATERIEL MANAGEMENT (INVENTORY MANAGEMENT)



USER GUIDE

REVISED : MAY 1, 1998

PREFACE

This User Guide is intended for the use of Federal Aviation Administration (FAA) personnel who have authorized access to the Logistics and Inventory System (LIS). It provides procedural information on LIS INTEGRATED MATERIEL MANAGEMENT (Inventory Management).

TABLE OF CONTENT

1.0 OVERVIEW	1
2.0 LOGGING ON THE LIS SYSTEM	8
3.0 INVENTORY MANAGEMENT MAIN MENU	10
4.0 FILE MAINTENANCE MAIN MENU	28
5.0 FIELD DEFINITION FEATURE	35
6.0 OTHER IMM PROCESSES	36
7.0 REPORT OF DISCREPANCY	57
8.0 BACKORDER VALIDATION	58
9.0 DELETION OF A NSN	58
10.0 BILLING PROCESS	59
11.0 MAINTAINING IMM PREPAID RECORD FILES	60
12.0 INTEGRATED MATERIAL MANAGEMENT PREPAID MENU	64
13.0 SUSPENDED PREPAID NSN REQUISITIONS	76
14.0 PROCESSING OS&D DISCREPANCIES FOR DOD CUSTOMERS	83
APPENDIX 1 : MILSTRIP FORMAT	96

1.0 OVERVIEW

1.1 GENERAL DESCRIPTION

Integrated Materiel Management (IMM) is defined as consolidated logistical supply support for jointly procured systems and equipment common to the FAA, Department of Defense (DoD), and or other government agencies. A memorandum of agreement was signed December 14, 1988 by both FAA and DoD to have an effective tool for joint procurement of new systems used for navigation, communications and air traffic control. The FAA has accepted responsibility for IMM and developed an automated subsystem to accommodate:

- Utilization of Logistics Support Analysis (LSA) data.

- Enhanced catalog function to allow government-wide visibility of items and materiel.

- Compatible requisitioning procedures between the FAA, DoD, and other government agencies.

- Interactive FAA Logistics Center (FAALC)/Defense Logistics Services Center (DLSC) Inventory Management control and update.

- Billing interfaces between the Office of Financial Services and the Departmental Accounting and Financial Information System (DAFIS) interface, and other government financial centers.

The IMM function uses automatic data process (ADP) to accept and convert data from DoD and other government agencies to the Logistics and Inventory System (LIS) formats. IMM will also use LSA and LIS data to convert cataloging and Military Standard Requisitioning and Issue Procedures (MILSTRIP) formats for electronic processing and transmitting to the DLSC, DoD, and other government agencies.

The IMM subsystem within LIS incorporates security levels to limit access to some menu options. Users will access these options based on their needs and requirements. Security levels for section supervisors, provisioners, catalogers, inventory managers, and accounting technicians have been identified.

1.2 PICA/SICA RECORDATION

For items that identify the FAA as a Primary Inventory Control Activity (PICA), IMM uses ADP processes to accept LSA data on items that the provisioning function has identified for cataloging action. The IMM process will move the LSA data for these items into the Federal Logistics Information System (FLIS) fields and segments for transmittal to the Defense Logistics Services Center (DLSC). The FAALC Master Inventory Record is mechanically established when DLSC assigns the NSN and updates the DLSC TIR that allows government-wide visibility of items and materials.

1.3 INVENTORY MANAGEMENT

The IMM subsystem uses compatible requisitioning between the FAA, DoD, and other government agencies. IMM receives MILSTRIP requisitions from the Defense Data Network (DDN) or LIS On-Line Requisitioning, assigns a transaction tracking number (TTN), builds requisition status, writes priority requisitions to the Trans-Queue for inventory manager review and processing, and processes routine requisitions to the warehouse for shipment. The system capabilities also include processing IMM transactions through the Automated Procurement System (APS). Incoming DoD requisitions from service/agencies through DDN will be processed retaining the DoD document number for cross reference. The system will report supply and ship status to the requisitioner using the same format that the requisition was submitted. IMM will retain the original requisition for a billing reference and provide billing data to the Office of Financial Services (AMZ-1) and DAFIS at the time the requisition is shipped. Within the inventory management function, IMM processes will be interactive in responding to backorders, cancellation requests, insufficient stock, and procurement requests. The system will update the appropriate master inventory record fields. Approximately 15 management reports will be generated to assist users within cataloging, inventory management, accounting (AMZ-1) and DAFIS.

1.4 ADJUSTMENTS AND FILE MAINTENANCE ACTIONS UNDER IMM

Changing data on the master inventory record for items that we manage as a PICA changes the way we manage the item. Some adjustment and file maintenance actions made to the master inventory record require that a similar transaction be transmitted to DLSC so the change can be broadcast throughout the civil and DoD logistics community.

The following data elements shown on the master inventory record must be coordinated with the FAALC cataloging activity to effect change to the DLSC total item record (TIR).

- A. Standard unit price change.
- B. Unit of issue change.
- C. Change of Federal Supply Class (FSC).
- D. Quantity unit pack code.
- E. Quantity unit pack type.
- F. Description change.
- G. Supportable, maintainable & repairable (SM&R) code.
- H. Shelf life, especially Type II (extendible).
- I. Category/account code.
- J. Substitutability and Interchangeability (S&I).
- K. Depot Source of Repair code (DSOR).
- L. PICA Indicator.

1.5 OFFICE OF FINANCIAL SERVICES AND DAFIS INTERFACE

The IMM subsystem will generate bills and credits for materiel shipped and returned. The accounting technician, through special security, will have access to the original requisitions and all supply/shipment information. IMM subsystem will pass charges and credit actions to DAFIS. The system will produce monthly accounting reports for billed transactions. The accounting technician will be able to set a fixed amount for computing the packing, crating, and handling charges. The IMM subsystem will transmit bills electronically to the requisitioner or designated "bill to" address.

1.6 SECURITY LEVELS FOR INTEGRATED MATERIEL MANAGEMENT

The IMM function requires security levels to maintain the integrity of the process. Unauthorized users attempting this function will receive an error message, INVALID OPTION FOR YOUR SECURITY LEVEL, which will be displayed in the upper left corner of the screen. The required security levels and their definitions are:

LEVEL 3 - AML-600 ITEM MANAGERS AND EQUIPMENT SPECIALISTS

Inquiry capability into the LIS databases and tables, as well as IMM data files. This security level allows access with update capability to Issues, Adjustments, File Maintenance (except Warehouse Location File Maintenance), Fedstrip /Milstrip, Dues-In, Procurement and Queue Management. AML-600 Provisioners will additionally have access to the complete provisioning function.

This security level does not have access to receipts. This security level allows for approval of purchase requests (PRs) subject to approval authority.

LEVEL 4 - AML-600 MANAGEMENT

Inquiry capability into the LIS databases and tables, as well as IMM data files. This security level allows access with update capability to Issues, Adjustments, File Maintenance (except Warehouse Location File Maintenance), Fedstrip /Milstrip, Dues-In, Procurement and Queue Management; limited update capability into Procurement Tables. This security level does not have access to receipts. This security level allows for approval of purchase requests (PRs) subject to approval authority.

LEVEL 5 - AML-610 CONTROL GROUP

Inquiry capability into the LIS databases and tables, as well as IMM data files. This security level allows access with update capability to Issues, Adjustments, File Maintenance (except Warehouse Location File Maintenance), Fedstrip /Milstrip, Dues-In, Procurement and Queue Management; limited update capability into Procurement Tables. This security level does not have access to receipts. This security level allows for approval of purchase requests (PRs) subject to approval authority. It also allows the establishment of funds obligation authority (OA) in the FEDSTRIP/MILSTRIP program.

LEVEL N - AMZ-310 ACCOUNTING TECHNICIANS

Inquiry capability into all LIS databases and tables. This security level allows access to the options to add, modify or delete IMM billing records. It also allows inquiry capability to the IMM suspense and supply status records.

1.7 STANDARD NOTATION FOR INPUT FROM THE KEYBOARD

Throughout the LIS USER GUIDE, the following conventions will be used consistently to indicate user keyboard entry

EXAMPLE:

When the user sees	It represents...	Example...
[] (square brackets)	a specified key that should be pressed.	[ENTER]
< > (greater than & less than)	the data to be input	<99> <01>
ALL CAPITAL LETTERS	a data or field name	TRANSACTION CODE CONTROL NUMBER
BOLD CAPS	information from the actual screen	<99> - TO CANCEL OR RETURN TO LIS MAIN MENU
Press	instructions to depress a key or Keys	Press [ENTER]
Input	instructions to type the specified input	input option NUMBER <2>
NOTE:	important information	NOTE: Set printer for 132 column output
[keyname]-[keyname]	combinations of keys to press together	Hold the first key down, and press the second

2.0 LOGGING ON THE LIS SYSTEM

```

      FFFFFFFF  AAAAAA  AAAAAA  NNN          NNN  EEEEEEEEE  TTTTTTTTTT
      FFFFFFFF  AAAAAAAA  AAAAAAAA  NNNN          NNN  EEEEEEEEE  TTTTTTTTTT
      FFF          AAA  AAA  AAA  AAA  NNNNN          NNN  EEE          TTT
      FFFFFFFF  AAAAAAAA  AAAAAAAA  NNN  NN  NNN  EEEEEEEEE  TTT
      FFFFFFFF  AAAAAAAA  AAAAAAAA  NNN  NN  NNN  EEEEEEEEE  TTT
      FFF          AAA  AAA  AAA  AAA  NNN          NNNNN  EEE          TTT
      FFF          AAA  AAA  AAA  AAA  NNN          NNNN  EEEEEEEEE  TTT
      FFF          AAA  AAA  AAA  AAA  NNN          NNN  EEEEEEEEE  TTT  PX 3.5

WARNING:  UNAUTHORIZED ACCESS IS CONSIDERED A CRIMINAL ACT.
SECTIONS 641 AND 1030 OF TITLE 18 USC.
*****
*                          LEASE ENTER REQUESTED ACCESS INFORMATION.                          *
*  LOGON-ID :LGACXXX  HOST:          P210          DATE :10/16/95          *
*  PASSWORD :*****  TERMINAL-ID :LG03LU64  TIME :07:34:42          *
*  NEW PASSWORD:          TRANSFER:          MODEL :3292-2A          *
*                                          HELP :(405) 954-3000          *
*****
*** PRODUCTION TPX ON SYSTEM P210 ***

FOR HELP DESK DIRECTORY SELECT "HELP DESK" APPLICATION FROM YOUR MENU
PF1 = HELP  PF3 = LOGOFF
    
```

FIGURE 1

Input **USER ID CODE** at the **USER ID** field. [TAB] to **PASSWORD**, and input the assigned **PASSWORD**. Press [ENTER]. Log-on to the LIS is complete. The next screen displayed will be FAA LIS, **MAIN SYSTEM MENU - LIS010**, (Pg. 9).

2.1 LIS MAIN SYSTEM MENU - LIS010

```
10/20/94          FAA LOGISTICS AND INVENTORY SYSTEM          LIS010
                  **MAIN SYSTEM MENU**

                  1 - CATALOGING
                  2 - ONLINE REQUISITIONING
                  3 - INVENTORY MANAGEMENT
                  4 - LIS TABLES/PHONE NUMBERS
                  5 - NAME/ADDRESS CHANGE REQUEST
                  6 - OTHER SYSTEMS
                  7 - PROJECT MATERIEL SHIP/RECEIVE
                  8 - PACKING AND PRESERVATION
                  9 - ENGINEERING DATABASE
                 10 - PROVISIONING
                 88 - LIS BULLETIN BOARD
                 99 - LOGOFF

                  ENTER OPTION : 3
```

FIGURE 2

After logging onto the Logistics and Inventory System (**LIS**), the user will reach the **LIS MAIN SYSTEM MENU - LIS010**. Here the user decides which **LIS** application to access. Each **LIS MAIN MENU** is tailored to fit the application needs of the user; therefore, the number of options available will differ from user to user.

To access **INVENTORY MANAGEMENT**, in the above example, input < **3** > at ENTER OPTION. Press [**ENTER**] and the **LIS/INVENTORY MANAGEMENT MENU - INV001**, (Pg. 10) will be displayed. Individual menus will vary based on security level. The above option is an example only.

3.0 INVENTORY MANAGEMENT MAIN MENU

```
10/20/94                LIS / INVENTORY MANAGEMENT                INV001
                        **MAIN MENU**
                PLEASE REVIEW WORKLOAD IN QUEUE MANAGEMENT

1 - ISSUES MENU                7 - ESTABLISH ADVANCE DUE-IN/DUE-IN MENU
2 - RECEIPTS MENU              8 - AUTOMATED PROCUREMENT MENU
3 - ADJUSTMENTS MENU          9 - WAREHOUSE LOCATOR LABEL
4 - FILE MAINTENANCE MENU     10 - CI COMMUNICATIONS MENU
5 - QUEUE MANAGEMENT MENU     11 - FEDSTRIP MILSTRIP MENU
6 - INQUIRIES MENU            12 - MATERIAL REQMTS PLANNING MENU

                        99 - EXIT TO LIS MAIN MENU

                        ENTER OPTION:  3
                        TRANS-CD/MOD:  __ __
                        NSN/SUFFIX:  _____
                        VOUCHER-NBR:  _____
                        CONTROL-NBR:  _____
```

FIGURE 3

From this menu, the user can access the applicable functions within the authorized security level by selecting the OPTION NUMBER or using FAST-PATH **INV001**, (Pg. 12). To access the Adjustment function, the user will input OPTION **< 3 >**, press **[ENTER]** and the **ADJUSTMENT PROCESSING SELECTION MENU - ADJ001**, (Pg. 11) will be displayed.

3.1 ADJUSTMENT SELECTION MENU - ADJ001

```

10/20/94                LIS / ADJUSTMENT PROCESSING                ADJ001
                        **SELECTION MENU**

    PHYSICAL INVENTORY                SUPPORT INVENTORY
1-CYCLIC DEBIT      (T/C 10)    10-FACILITY DUE-IN DEBIT      (T/C 12)
2-CYCLIC CREDIT    (T/C 25)    11-FACILITY DUE-IN CREDIT    (T/C 27)
3-SPECIAL DEBIT    (T/C 11)    12-INVENTORY IN SHOP DEBIT   (T/C 13)
4-SPECIAL CREDIT   (T/C 26)    13-INVENTORY IN SHOP CREDIT  (T/C 28)
                                14-LOANED DEBIT              (T/C 14)
                                15-LOANED CREDIT            (T/C 29)
    TRANSFER
5-CATEGORY/ACCT    (T/C 18)    16-BORROWED DEBIT            (T/C 15)
6-CONDITION        (T/C 19)    17-BORROWED CREDIT           (T/C 30)
7-NSN              (T/C 19A)   18-BIN INSPECTION DEBIT      (T/C 17)
8-PURGE DIF (FAA) (T/C 82)    19-BIN INSPECTION CREDIT     (T/C 34)
9-PURGE DIF (DoD) (T/C 83)   20-RECYCLE TO VENDOR DEBIT   (T/C 21)
                                21-RECYCLE TO VENDOR CREDIT  (T/C 35)
                                MISCELLANEOUS
                                22-UNIT PRICE CHANGE         (T/C 31)
                                23-UNIT OF ISSUE CHANGE     (T/C 20)

    99-EXIT TO LIS INVENTORY MANAGEMENT MAIN MENU
                                ENTER OPTION:  _____

```

FIGURE 4

The ADJUSTMENT PROCESSING SELECTION MENU - ADJ001, shown here (Figure 4), allows the user to select data entry screens for PURGE DIF (DoD), UNIT PRICE CHANGE, and UNIT OF ISSUE CHANGE.

Each OPTION is identified to a specific TRANSACTION CODE (T/C), input OPTION NUMBER in the option field and press **[ENTER]**. The process screen requested will be displayed. If the user chooses to disregard the data and exit this screen before processing the transaction, this OPTION is available.

OPTION < 99 > EXIT TO LIS INVENTORY MANAGEMENT MAIN MENU - INV001

3.2 INVENTORY MANAGEMENT MAIN MENU - INV001 USING FAST PATH

```
10/20/94                LIS / INVENTORY MANAGEMENT                INV001
                        **MAIN MENU**

                PLEASE REVIEW WORKLOAD IN QUEUE MANAGEMENT

1 - ISSUES MENU                7 - ESTABLISH ADVANCE DUE-IN/DUE-IN
2 - RECEIPTS MENU              8 - AUTOMATED PROCUREMENT MENU
3 - ADJUSTMENTS MENU          9 - WAREHOUSE LOCATOR LABEL
4 - FILE MAINTENANCE MENU     10 - CI COMMUNICATIONS MENU
5 - QUEUE MANAGEMENT MENU     11 - FEDSTRIP MILSTRIP MENU
6 - INQUIRIES MENU            12 - MAT'L REQMTS PLANNING MENU

                        99 - EXIT TO LIS MAIN MENU

                        ENTER OPTION:    ___
                        TRANS-CD/MOD:   31_
                        NSN/SUFFIX:     5825 01 011 6344_
                        VOUCHER-NBR:    _____
                        CONTROL-NBR:    _____
```

FIGURE 5

The user can also select to use the FAST-PATH feature. The FAST-PATH feature is located in the area below the ENTER OPTION field on this menu.

This feature is designed to give direct access to other processing screens or functions without having to exit to a selection menu.

NOTE: The OPTION NUMBER is not required when using the FAST-PATH feature. The TRANSACTION CODE dictates the function to access.

For Adjustment or File Maintenance processing, only the TRANSACTION CODE and MODIFIER, if applicable, are required to access a process screen. Input a TRANSCD/MOD, press **[ENTER]**. The example shown in **INV001** (Pg. 10) will take the user directly to the **UNIT PRICE CHANGE - ADJ031** (Pg. 35).

For further instruction on FAST-PATH variants, see **FAST-PATH FEATURE, ADJ020**, (Pg. 14).

NOTE: The cursor will move to the next data field when all positions are input. When the cursor does not advance to the next data field, the user can move between data fields by pressing [TAB].

NOTE: FIELD DEFINITION is a feature of this function. This feature is useful if the user is unfamiliar with a data field. The user will input a question mark < ? > in the unfamiliar field. Press **[ENTER]** again and the screen will return to continue processing See **FIELD DEFINITION - EXAMPLE - ADJ031** (Pg. 35).

3.3 UNIT OF ISSUE CHANGE - ADJ020

```

10/24/94                LIS / ADJUSTMENT PROCESSING                ADJ020
                        **UNIT OF ISSUE CHANGE**

      T/C:   20                                NSN:  5825 01 011 6344

ACTION CODE MEANING      OLD U/I:  EA                NEW U/I:  BX
  1 = MULTIPLY QUANTITY
  2 = DIVIDE QUANTITY      ACTION:   2                ADJ FAC:  2
  3 = NO QUANTITY CHANGE

                                QUANTITY UNIT PACK CODE:  1
                                QUANTITY UNIT PACK TYPE:   3

EXPLANATION:  CHANGE IN MANUFACTURER PACKAGING TO 2 EA
              PER BX_____
              _____
              _____

                                PRESS ENTER TO PROCESS TRANSACTION OR
                                ENTER OPTION:  ____
  1 - SELECT FAST PATH EXIT
  9 - EXIT TO ADJUSTMENT MAIN MENU
      99 - EXIT TO INVENTORY MANAGEMENT MENU

```

FIGURE 6

The LIS Adjustment screen ADJ020 allows the user to make Unit of Issue changes. Reversals are not permitted for this transaction.

Under the IMM concept, this transaction will generate a unit of issue change to DLSC which, when approved, will update the Master Inventory Record through a CMD update.

Unit of Issue changes made to an item are effective dated transactions to DLSC and do not become effective immediately. The effective date, which is a default value, will be a minimum of 30 days with a maximum of 120 days. The action will be implemented on the 1st of each month.

ACTION CODEs (ACTION), ADJUSTMENT FACTORs (ADJ FAC), QUANTITY UNIT PACK CODE, and QUANTITY UNIT PACK TYPE are required to complete this transaction.

Valid ACTIONS are:

1 = Multiply

2 = Divide

3 = No Change

An ADJ FAC is used to perform the mathematical adjustment of a record. For example, to change a UNIT OF ISSUE from DZ to SE, an ACTION CODE of < 1 > (multiply) and ADJUSTMENT FACTOR of < 6 > convert "1 DZ" to "6 SE" of 2 each.

Valid ADJUSTMENT FACTORs are: A numerical value from 1 through 1000.

UNIT OF ISSUE CHANGE - ADJ020 (CONT'D).

Valid UNIT PACK CODEs are: 0 through 9 and A through Z, except I and O. Refer to the **FAA DoD Customer Assistance Handbook** for a definition of codes.

Valid UNIT PACK TYPE CODEs are:

- 1 = Applicable to procurement only.
- 2 = Applicable to issue only.
- 3 = Applicable to both procurement and issue.
- 4 = Applicable to GSA item with a maximum issue QUP.

All required data must be entered or an error message will appear on the upper left corner of the screen.

The EXPLANATION field allows four lines (50 characters per line) of text for entering a reason or justification for the adjustment. This field wraps text. To avoid the splitting of words, use < F9 > or [TAB] to move to next line.

NOTE: This Adjustment is not required for a Unit Price Change.

NOTE: If the user chooses to disregard the data and exit this screen before processing the transaction, the following options are available. Input OPTION NUMBER and press **[ENTER]**.

OPTION < 1 > SELECT FAST PATH EXIT and proceed to another transaction or function.

OPTION < 9 > EXIT TO **ADJUSTMENT MAIN MENU - ADJ001**, (Pg. 11).

OPTION < 99 > EXIT TO **LIS INVENTORY MANAGEMENT MAIN MENU - INV001**, (Pg. 10).

NOTE: If printer has a narrow carriage, set the printer for compressed print.

After all required data is input, press **[ENTER]**. If no errors are encountered from data entry, the FAST-PATH window appears stating:

TRANSACTION PLACED ON QUEUE PENDING APPROVAL

The **LIS / ADJUSTMENT DOCUMENT - LGJ340**, (Pg. 20), is generated mechanically. If print fails, the user can reprint the **LIS / Adjustment Document** from the Queue Management function. Select OPTION < 12 > from the FAST-PATH window to display the **LIS / QUEUE MANAGEMENT-SUPPLY MANAGEMENT MAIN MENU - QUE001**.

The LIS / Adjustment Document requires management approval. After approval, the user needs to proceed to the Queue Management function for further processing. Refer to the QUEUE MANAGEMENT USER GUIDE.

3.4 FAST-PATH FEATURE - WINDOW

```

10/24/94                LIS / ADJUSTMENT PROCESSING                ADJ020
                        **UNIT OF ISSUE CHANGE**

                        T/C:  20                                NSN:  5825 01 011 6344

ACTION CODE MEANING    OLD U/I:  EA                            NEW U/I:  BX
  1 = MULTIPLY QUANTITY
  2 = DIVIDE QUANTITY    ACTION:  2                            ADJ FAC:  2

TRANSACTION PLACED ON QUEUE PENDING APPROVAL
TRACKING-NBR:  942562506                NEXT TC/MOD:  __ _
VOUCHER-NBR:  42564013                NSN:  _____
                                           VOUCHER:  _____
                                           CONTROL-NBR:  _____
ENTER-1---2---3---4---5---6---7---8---9---10---11---12---13---14---15
      LIS          INV                                          FED
__HELP MAIN QUIT MAIN ISS REC ADJ FIL D/I CAT  INQ  QUE  PRC  MIL  MRP

                        1 - SELECT FAST PATH EXIT
                        9 - EXIT TO ADJUSTMENT MAIN MENU
                       99 - EXIT TO INVENTORY MANAGEMENT MENU
    
```

FIGURE 7

The FAST-PATH feature within the Inventory Management Subsystem, is designed to give direct access to other processing screens or functions without having to exit to a selection menu.

After entering a transaction, the window shown in **ADJ020**, (Pg. 14) is displayed. The message, TRANSACTION PROCESSED, is displayed in the REASON CODE TEXT. To use the FAST-PATH, the new TC/MOD is required. NSN and VOUCHER or CONTROL-NBR, are required for some TRANSACTION CODES.

OR

The user can choose to input an OPTION NUMBER at the ENTER field to access a specific function menu, as allowed by assigned security level. For example, to access the Queue Management Menu, input < **12** > in the ENTER field and press **[ENTER]**.

3.5 UNIT OF ISSUE CHANGE DOCUMENT - LGJ340

After completion of the **ADJ020**, (Pg. 14) data entry screen, press **[ENTER]** and a **LIS/ADJUSTMENT DOCUMENT - LGJ340**, (Pg. 20) will be generated. This document has five parts. The first part is the “header block” showing the DOCUMENT NUMBER, DATE and TIME the document was produced, TYPE of adjustment, INVENTORY MANAGER of the item being adjusted, the mechanically assigned ADJUSTMENT VOUCHER NUMBER, and the TRANSACTION TRACKING NUMBER.

The second part is the “data block” showing the TRANSACTION CODE, NSN and DESCRIPTION of the item being adjusted, NEW UNIT OF ISSUE, ADJUSTMENT FACTOR, QUANTITY UNIT PACK and QUANTITY UNIT PACK TYPE of the transaction being processed.

The third part is the "text block" containing the text of the EXPLANATION or reason for the adjustment.

FEDERAL AVIATION ADMINISTRATION		DOCUMENT NBR: LGJ340				
LIS / ADJUSTMENT DOCUMENT		DATE: 10/21/94				
U/I CHANGE	INV MANAGER: 42	TRANSACTION TRACKING NBR: 942562506				
		ADJUSTMENT VOU - NBR: 42564009				
<u>TC</u>	<u>NSN</u>	<u>NEW</u>	<u>ADJUST</u>	<u>ACTION</u>	<u>QUP</u>	<u>QUP</u>
20	5825-01-011-6344	<u>U/I</u>	<u>FACTOR</u>	<u>CODE</u>	<u>CODE</u>	<u>TYPE</u>
	CIRCUIT CARD ASSY	BX	2	2	1	3
NET ADJUSTMENT:		625.00	(CR)			
EXPLANATION: CHANGE IN MANUFACTURER PACKAGING TO 2 EA PER BX						
CURRENT MASTER INVENTORY RECORD DATA						
TOTAL ON HAND QTY:	199	UNIT OF ISSUE:		EA		
SERVICEABLE QTY:	139	CATEGORY ACCOUNT:		61		
REPARABLE QTY:	44	UNIT PRICE:		625.00		
SURVEY QTY:		TYPE PRICE CODE:		3		
DUE IN FACILITY QTY:	8	MANAGEMENT CODE:		5		
INVENTORY IN SHOPS:	8	CURRENT STATUS:				
COMMERCIAL IN SHOPS:		BORROWED QTY:				
BIN INSPECTION QTY:		LOANED QTY:				
RECYCLE TO VENDOR:						
PREPARED BY: _____		APPROVED BY: _____				
DATE PREPARED: _____		DATE APPROVED: _____				

FIGURE 8

The fourth part is the “CURRENT MASTER INVENTORY RECORD DATA” block. Figure 8 shows the Master Inventory Record Data as it appears before the item is adjusted.

UNIT OF ISSUE CHANGE DOCUMENT - LGJ340 (cont'd)

NOTE: A complete view of Master Inventory Record Data can be obtained online by selecting OPTION < 6 > for the INQUIRIES MENU from the **LIS INV MGT. MAIN MENU - INV001**, (Pg. 10) or selecting the INQ OPTION < 11 > from the FAST-PATH feature.

The fifth part of the **LIS/ADJUSTMENT DOCUMENT - LGJ340**. (Pg. 20) is the “management approval block” for signatures of the user processing the adjustment, and of the approving authority. Approved adjustment transactions must be selected and processed from the Queue Management Screen QUE001.

```
10/21/94                LIS/ADJUSTMENT PROCESSING                ADJ082
                        **DIF TRANSFER/PURGE**
                        (T/C 82 = FAA,  T/C 83 = DoD)

T/C:  83

CONTROL-NBR:  00594024

QUANTITY:  1_____

EXPLANATION:  AN EXPLANATION AS TO THE CIRCUMSTANCES OR REASONS
                FOR PROCESSING OF THIS ADJUSTMENT CAN BE PLACED IN THIS
                AREA.  THE EXPLANATION CAN BE UP TO 4 LINES OR 50
                CHARACTERS PER LINE_____

                PRESS ENTER TO PROCESS TRANSACTION OR
                ENTER OPTION:  ___
                1 - SELECT FAST PATH EXIT
                9 - EXIT TO ADJUSTMENT MAIN MENU
                99 - EXIT TO INVENTORY MANAGEMENT MENU
```

FIGURE 9

3.6 PURGE DIF - ADJ083 - DOD

When the user selects OPTION < 9 > from the **ADJUSTMENT SELECTION MENU - ADJ001**, (Pg. 11), the program displays screen ADJ082 shown here in Figure 9 with TRANSACTION CODE 83 for purging a DUE-IN FACILITY (DoD) record.

For these transactions, only the CONTROL-NBR (voucher number) and QUANTITY are required. Reversals are not permitted for these transactions. All required data must be entered or an error message will appear on the upper left corner of the screen. The EXPLANATION field allows four lines (50 characters per line) of text for entering a reason or justification for the adjustment. This field wraps text. To avoid splitting of words, use < F9 > or [TAB] to move to the next line.

NOTE: If the user chooses to disregard the data and exit this screen before processing the transaction, the following options are available. Input OPTION NUMBER and press **[ENTER]**.

OPTION < 1 > SELECT FAST PATH EXIT and proceed to another transaction or function.

OPTION < 2 > EXIT TO **ADJUSTMENT MAIN MENU - ADJ001** (Pg. 11).

OPTION < 99 > EXIT TO **LIS INVENTORY MANAGEMENT MAIN MENU - INV001** (Pg. 10)

NOTE: If printer has a narrow carriage, set printer for compressed output. After all required data is input, press **[ENTER]**.

If no errors are encountered from data entry, the NSN associated with the CONTROL NUMBER will appear on the screen with the prompt, ENTER 'Y' TO PROCESS, as shown below.

PURGE DIF - ADJ083 - DOD (CONT'D)

10/21/94	LIS / ADJUSTMENT PROCESSING	ADJ082
	DIF TRANSFER/PURGE	
	(T/C 82 = FAA, T/C 83 = DoD)	
	NSN = 5825-01-011-6344	
	ENTER 'Y' TO PROCESS: Y	
T/C: 83	CONTROL-NBR: 42560522	
	QUANTITY: 1_____	
	EXPLANATION: ASSET NOT RETURNED WITHIN THE SPECIFIED	
	TIME OF 180 DAYS AFTER SSUE. _____	

	PRESS ENTER TO PROCESS TRANSACTION OR	
	ENTER OPTION: _____	
	1 - SELECT FAST PATH EXIT	
	9 - EXIT TO ADJUSTMENT MAIN MENU	
	99 - EXIT TO INVENTORY MANAGEMENT MENU	

FIGURE 10

If this is the correct NSN for the specified CONTROL NUMBER, input < Y > and press **[ENTER]**. The FAST-PATH window appears stating: **TRANSACTION PLACED ON QUEUE PENDING APPROVAL.**

The **LIS / ADJUSTMENT DOCUMENT - LGJ345**, (Pg. 26), is generated mechanically. If print fails, the user can reprint the **LIS / Adjustment Document** from the Queue Management function. Select OPTION < 12 > from the FAST-PATH window to display the **LIS / QUEUE MANAGEMENT-SUPPLY MANAGEMENT MAIN MENU - QUE001.**

The LIS / Adjustment Document requires management approval. After approval, the user needs to proceed to the Queue Management function for further processing. Refer to the QUEUE MANAGEMENT USER GUIDE.

3.7 DUE-IN FACILITY PURGE ADJUSTMENT DOCUMENT - LGJ345

After completion of the ADJ082 data entry screen, press **[ENTER]** and a **LIS / ADJUSTMENT DOCUMENT - LGJ345**, (Pg. 26) will be generated. This document has five parts. The first part is the “header block” showing the DOCUMENT NUMBER and DATE the document was produced, TYPE of Adjustment, INVENTORY MANAGER of the item being adjusted, the mechanically assigned ADJUSTMENT VOUCHER NUMBER, and the TRANSACTION TRACKING NUMBER.

The second part is the “data block” showing the TRANSACTION CODE, NSN of the item being adjusted, QUANTITY, SUPPLY SUPPORT CODE (SSC), CONTROL NUMBER, and NET ADJUSTMENT of the transaction being processed.

The third part is the "text block" containing the text of the EXPLANATION or reason for the adjustment.

FEDERAL AVIATION ADMINISTRATION			DOCUMENT NBR:LGJ345		
LIS / ADJUSTMENT DOCUMENT			DATE:10/21/94		
DUE-IN FACILITY PURGE		INV MGR: 42	ADJ VOU NBR: 42564009		
		CONTROL	AGREEMENT		
<u>TC</u>	<u>NSN</u>	<u>QTY</u>	<u>NUMBER</u>	<u>SSC</u>	<u>NUMBER</u>
83	5825-01-011-6344	1	42560522	Y-FB5606-YY	
NET ADJUSTMENT		625.00 (CR)			
EXPLANATION: ACTIVITY FAILED TO RETURN UNSERVICEABLE ASSET					
WITHIN THE 180 DAY GRACE PERIOD. ACTIVITY HAS BEEN					
CHARGED FULL VALUE OF THE ITEM.					
CURRENT MASTER INVENTORY RECORD DATA					
TOTAL ON HAND QTY:		199	UNIT OF ISSUE:		EA
SERVICEABLE QTY:		139	CATEGORY ACCOUNT:		61
REPARABLE QTY:		44	UNIT PRICE:		625.00
SURVEY QTY:			TYPE PRICE CODE:		3
DUE IN FACILITY QTY:		8	MANAGEMENT CODE:		5
INVENTORY IN SHOPS:		8	CURRENT STATUS:		
COMMERCIAL IN SHOPS:			BORROWED QTY:		
BIN INSPECTION QTY:			LOANED QTY:		
RECYCLE TO VENDOR:					
PREPARED BY: _____			APPROVED BY: _____		
DATE PREPARED: _____			DATE APPROVED: _____		

FIGURE 11

The fourth part is the “CURRENT MASTER INVENTORY RECORD DATA” block. Figure 11 shows the Master Inventory Record Data as it appears before the item is adjusted.

NOTE: A complete view of Master Inventory Record Data can be obtained online by selecting OPTION < 6 > for the INQUIRIES MENU from the **LIS INV MGT. MAIN MENU** - INV001 or selecting the INQ OPTION < 11 > from the FAST-PATH feature.

The fifth part of the **LIS / ADJUSTMENT DOCUMENT - LGJ345** (Pg. 26) is the “management approval block” for signatures of the user processing the adjustment, and of the approving authority. Approved adjustment transactions must be selected and processed from the Queue Management Screen QUE001.

Under IMM the T/C 83 purge will also be done when a cancellation notification (Document ID “FTC”) is received through the DDN (MILSTRIP format). The process also interfaces with DAFIS to adjust the credit suspense file. No notification from the inventory manager to the accounting technician will be necessary. In addition to acknowledging the cancellation (FTC), the mechanical process automatically follows up on the due-in-facility. If no receipt is posted (T/C 58) after 60 days past the D/I date, a follow-up (FT6) is sent out over DDN. If no reply and no receipt is received by the next quarterly purge cycle, it will be purged at that time. Caution: No 83R process is allowed. The transaction code for reinstating a DIF is T/C 12.

NOTE: If a reply (FTA/FTM) is received, the flag will be reset based on the adjusted D/I date.

NOTE: The IMM processes do not presently include Non-Federal and International DIF purge processes.

4.0 FILE MAINTENANCE MAIN MENU

10/21/94	LIS / FILE MAINTENANCE		FIL010
MAIN MENU			
1 - CANCEL DUE OUT	(04B)	12 - MODIFY BORROWED	(03P)
2 - RELEASE DUE OUT	(06Y)	13 - MODIFY LOANED	(03M)
3 - MODIFY DUE OUT	(03B)	14 - MODIFY INV DEMAND	(03J)
4 - DEL MASTER INV	(01T)	15 - REQUEST STATUS CARD	(09R)
5 - MOD MASTER INV	(03T)	16 - MOD ADV COM REP D/I	(03C)
6 - MODIFY MGMT FIELDS	(03L)	17 - MOD COM REP D/I	(03G)
7 - MOD WHS. LOCATIONS	(03T/03Q)	18 - MOD BIN INSPECTION	(03I)
8 - MOD ADVANCE DUE IN	(03A)	19 - MOD RECYCLE TO VENDOR	(03H)
9 - MODIFY DUE IN	(03D)		
10 - MODIFY D/I FACILITY	(03F)		
11 - MODIFY IN SHOPS	(03N)	99 - EXIT TO INVENTORY MANAGEMENT MAIN MENU	
ENTER OPTION: _____			
OPTION	1 - 14	NSN: _____	
	1 - 3	VOUCHER-NBR: _____	
	8 - 13	CONTROL-NBR: _____	

FIGURE 12

The LIS FILE MAINTENANCE MAIN MENU FIL010 shown in [Figure 12](#), displays the options available within the File Maintenance function.

IMM requires special considerations when updating the master inventory record using Options 4 and 5.

OPTION 4, Delete Master Inventory (01T), [FIL010](#), (Pg. 28), must not be selected until coordination with other users has been accomplished. If item is approved for deletion, all other criteria applies in deleting a PICA item from the master inventory.

When the user selects OPTION 5, Modify Master Inventory, the master inventory record, other subsidiary files and, under IMM, the DLSC TIR for PICA items, will also be updated as a result of the 03T transaction shown in [FIL035](#), (Pg. 33).

4.1 01T DELETE MASTER INVENTORY - FIL030

```

10/21/94                LIS / FILE MAINTENANCE                FIL030
                        **01T DELETE INVENTORY RECORD**

NSN                    :5825 01 011 6344    TOTAL ONHAND      :199
DESCRIPTION             :CIRCUIT CARD ASSY    SERVICEABLE       :139
APP-TO-CD              :DARC                 REPARABLE         :44
STD-UNIT-PRICE :625.00    D/I FACILITY      :8
UNIT OF ISSUE  :EAIN SHOPS                :8
CAT/ACCT          :61                     SURVEY            :
ITEM MANAGER     :42CDIS                   :
PRE-INVENTORY   : BIN INSP                 :
CURR-STATUS-CD : BORROWED:                 RECYC TO VEND    :
COMMITTED       :      LOANED :             ACR           :
DIR-SHIP-SCH   : D/I - ACQ                 :
APPROVED       :                          DUE-OUT         :136
RESERVED       :                          FIVE-YEAR       :
LAST-DMD-DATE  :941020                     BUDGET-YR       :
LAST-ACT-DATE  :941020                     PICA-IND        :X

                        DO YOU WANT TO DELETE RECORD (Y/N) : _
PRESS ENTER TO PROCESS      1 - SELECT FAST PATH EXIT
OR                          9 - EXIT TO FILE MAINT MAIN MENU
ENTER OPTION:  ___         99 - EXIT TO INVENTORY MGT MAIN MENU

```

FIGURE 13

OPTION < 4 > of the **FILE MAINTENANCE MAIN MENU - FIL010** is to delete a Master Inventory record, Transaction Code 01T.

Access is by security level 3, 4, or 5. The data displayed is the actual view of the Master Inventory Record.

The following criteria must be met to effect a delete action in addition to the coordination actions required for PICA items.

In addition to coordination requirements stated previously, all quantity fields located on the right of the screen shown above, **FIL030** (Pg. 30), **must be zero**.

A CURRENT STATUS CODE < 3 > OR < 4 > can not be present on the record.

Date of LAST ACTION must be greater than 60 days. This includes any action that changes the master inventory record, i.e. file maintenance, adjustment, etc.

The user must input a response to the prompt:

DO YOU WANT TO DELETE RECORD (Y/N): ___

If the record cannot be deleted due to one of the conditions described above, an error message will appear in the upper left corner of the screen:

TOTAL ONHAND QUANTITY MUST = ZERO, PRESS ENTER TO BUILD QUEUE EXCEPTION.

If the user chooses to build the Queue Exception, press **[ENTER]**. The FAST-PATH window shown in **ADJ020** (Pg. 14), will display the message:

ACTION NOT ACCOMPLISHED-SOME OR ALL THE MASTER QTYS ARE NOT ZERO

or a similar message. In addition, the “last action” in file maintaining the master inventory record must be over 60 days old or a delete action will not process.

NOTE: If the user chooses not to build a queue exception, input on of the following OPTION NUMBERS and press **[ENTER]**.

OPTION < 1 > **SELECT FAST PATH EXIT** to proceed to another transaction.

OPTION < 9 > EXIT TO **FILE MAINTENANCE MAIN MENU** - **FIL010** (Pg. 28).

OPTION < 99 > EXIT TO **INVENTORY MANAGEMENT MAIN MENU** - **INV001**
(Pg. 10).

4.2 03T MODIFY MASTER INVENTORY RECORD

10/21/94	LIS / FILE MAINTENANCE		FIL035
03T MODIFY MASTER INVENTORY			
NSN: 5825 01 011 6344	DESC: CIRCUIT CARD ASSY U/I: EA C/A:61		
MGMT-CD : 5	SAFETY-STOCK: _____	APPROVED-QTY :	_____
IM : 42	SS-FRZ-IND : _	MAX-ISS-QTY :	_____
CURR-STATUS : _ _ _ _	QUP-TYPE : 3	MRP-REV-PT :	_____
PSC : G69	QUP-CD : 1	MRP-FRZ-IND :	_
PLT : _____	RGN-ACTION : _	SCHED-REPAIR :	_____
PLT-FRZ-IND : _	S-AND-I : _	SCH-FRZ-IND :	_
RSC : 30	SMR-CD : D	FCSTED-DMD :	_____
RLT : _____	REP-RAT-CD : _	DIR-SHP-SCHD :	_____
RLT-FRZ-IND : _	REP-RAT-DATE: _____	SHELF-LIFE :	_____
TYPE-PRICE : 3	SER-NBR-CNTL: _	FSI-CTL-IND :	1
SPEC-HAND-CD : _	LAT-PROC-PRC: _____	ALT-RSC :	_____
ESSENTIAL-CD : 1	EST-REP-COST: 290.00_		
PRESS ENTER TO PROCESS OR		1 - SELECT FAST PATH EXIT	
		9 - EXIT TO FILE MAINTENANCE MENU	
ENTER OPTION: _		99 - EXIT TO INV MGT MAIN MENU	

FIGURE 14

OPTION < 5 > OF THE **FILE MAINTENANCE MAIN MENU** - **FIL010** (Pg. 28) is to modify the Master Inventory Record, TRANSACTION CODE 03T.

The NSN, DESCRIPTION, UNIT OF ISSUE and CATEGORY ACCOUNT CODE (C/A) are constant and cannot be changed as a file maintenance action. All other fields can be modified, subject to security level.

The screen shown in Figure 14 is tailored for security level, 2, 3, 4 or 5 (Inventory Management personnel and Supervisors).

NOTE: When **03T MODIFY MASTER INVENTORY - FIL035** (Pg. 33) is accessed by other security levels, the fields displayed are limited to those for which update is authorized for their respective security level. These fields are identified in **paragraph 1.6 SECURITY LEVELS FOR INTEGRATED MATERIEL MANAGEMENT, Page 5, 6, 7**. Conversely, Inventory Management personnel cannot update fields excluded from their security level.

5.0 FIELD DEFINITION FEATURE

10/28/94	LIS / ADJUSTMENT PROCESSING	ADJ031
	INVENTORY UNIT PRICE CHANGE	
TC 31		
NSN UNIQUE NUMBER ASSIGNED FOR CONTROL PURPOSES TO IDENTIFY ITEMS. CONSISTS OF THE 4-DIGIT FEDERAL SUPPLY CLASSIFICATION [FSC], 2-DIGIT COUNTRY CODE, AND A 7-DIGIT NON - SIGNIFICANT SERIAL NUMBER.		
PRESS ENTER TO PROCESS TRANSACTION OR ENTER OPTION: ___		
1 - SELECT FAST PATH EXIT		
9 - EXIT TO ADJUSTMENT MAIN MENU		
99 - EXIT TO INVENTORY MANAGEMENT MENU		

FIGURE 15

FIELD DEFINITION is a feature of this function. It allows the user to obtain the definition for a specific data field. It is available on all data entry fields. If a data field is required and the user is not sure what data to input, this feature is beneficial. When a definition is desired, enter a question mark < ? > in the first position of the data field. Press **[ENTER]**. A window will be displayed on the screen with a definition of the data field selected. After viewing the information, press **[ENTER]** and the original screen will return and processing can continue.

6.0 OTHER IMM PROCESSES

- A. INVENTORY MANAGEMENT processes being automated for IMM include receipt of requirements through AUTODIN/DDN, On-Line requisitioning, and through issues. DoD customers will utilize the military standard requisitioning and issue program (MILSTRIP) for new systems support items (NSNs), but will also be ordering items applicable to the older systems through On-Line requisitioning. They will, on occasion, come in by phone or message, requiring the item manager to enter the requirement through the issues process. Items managed by FAA, available to other than FAA facilities, will have a PICA indicator on the master inventory record. This will enable us to reject requisitions for NSNs available from DLA/GSA and other DoD services (i.e. Air Force, Navy, etc.). MIL-STRIP requisitions received will be converted to LIS formats and passed through the various processes, based on restrictions placed on the master inventory record. The original MILSTRIP document number will be retained and included in the MARK FOR block of the issue document. Supply and shipment status will be furnished mechanically as the requisition is processed through the various stages. Other information needed for tracking and billing will be formatted and retained on file for periodic processing as required.
- B. AUTODIN/DDN REQUISITION. The following is an example of a typical MILSTRIP requisition coming in over AUTODIN/DDN. A slash (/) has been used to indicate field separators, a double slash (//) indicates a field left blank. The actual AUTODIN/DDN transaction does not contain these separators.

- C. This requisition outline begins with record position 1 and ends with record position 66. **A0A/G69/S/5840012950671/EA/00001/FB560650020601/R//C/FA/C06/01/09/2C** Further explanation of the data fields can be found in Appendix 1 of this User Guide. Identification of specific elements are also found in the FAA DoD Customer Assistance Handbook (NSN 7610-01-393-1625).
1. Passing/Referral Orders (DIC A3_ and A4_) will occasionally be received from other sources of supply. These will normally be for items that are common in FAA systems, but recorded with the other service/agency as another system. We will have the other source recorded on our master inventory file (procurement source code). The requirement will be processed to the IM's queue for action. A FED/MIL suspense file will be created and acknowledgment made to the requisitioner and forwarding inventory control point.
 2. **An example** would be an item that is common between ASR 9 and NEXRAD. The National Weather Service is the PICA (national inventory control point) and wants to remain such on DLSC total item record (TIR). If an Air Force facility orders the item through MILSTRIP it would go to source G13, even though the requirement is for an ASR 9 site. They (G13) would pass the requirement to FAALC since we are shown as SICA for the NSN. The item manager may or may not have received a phone call from G13 prior to receiving the passing order from AUTODIN/DDN.
- D. ON-LINE REQUISITION from DoD. When the DoD facility orders through On-Line requisitioning, data elements not presently included on the screen, will be available as a pop-up window. See Figure 23, screen **ISS096** (Pg. 50).
-

The customer can add those elements needed for status routing, ship to, and bill to, so outgoing MILSTRIP and MILSBILLS documents will be sent to the proper addressee. When we get the older NSNs updated at DLSC showing FAA as PICA, we will put a block in the On-Line requisitioning process so the DoD customer will have to come in through AUTODIN/DDN, as is the case now with new NSNs.

- E. REQUISITION ENTERED by IM in ISSUES. When the IM receives a request by phone or message for an item, the requirement may be entered into LIS via the ISSUES (Option 1) on the Inventory Management Main Menu. When the requirement is for region "Y", a pop-up screen will appear so the additional required data elements can be entered, and a complete MILSTRIP document can be formatted to send supply status and billing to the proper addressee.

6.1 SCREEN FORMATS

The following screens depict the processes DoD requisitions will flow through. You will note certain items on the pop-up window shown in **ISS096** (Pg. 50) are new, but are necessary to perpetuate information to the F/M Suspense and Supply Status.

6.2 FED/MIL INQUIRY SUSPENSE RECORD

```

11/03/94                LIS / FEDMIL                FED225
                **FEDSTRIP / MILSTRIP MAIN MENU**

1 - STOCK REPLENISHMENT           8 - MGMNT REPORTING BY SYSTEM
2 - ADD SUSPENSE RECORD           9 - OBLIGATION AUTHORIZATION
3 - INQUIRE SUSP RECORD          10 - INSUF FUNDS BAT PROCESS
4 - INQ SUP STAT RECORD           29 - SELECT FAST PATH EXIT
5 - SUSP CANCELLATION REQ         99 - EXIT TO INV MGMT MAIN MENU
6 - INSUFFICIENT FUNDS REQNS
7 - APP-TO BY ITEM MGR SUMMARY

                ENTER OPTION:  3_

OPTION 1-2, 6 (REQ),  3 OPTN'L  ENTER NSN:  _____
OPTION 3-5 (REQ)                DOCUMENT NO:  FB5606 42720101_
                OR TRANSACTION TRACKING NO:  _____
OPTION 7 (REQUIRED)                APP-TO:  _____
                7 (REQUIRED)                IM:  _____
                7 (REQUIRED)                PROCESS DATE:  _____ THROUGH _____

```

FIGURE 16

When the MILSTRIP requisition is accepted from AUTODIN/DDN, one of the first records established is F/M Suspense. The DoD document number, priority code, fund code, and FAA routing identifier have been extracted from the incoming requisition and stored here. When an inquiry is received from the DoD customer, you can verify information on the suspense before researching anywhere else in the various files affected. Use the **DoD document number** on your inquiry.

6.3 FED/MIL SUSPENSE RECORD

```

10/07/94                LIS / FEDMIL                FED228
                **INQUIRE SUSPENSE RECORD**

VOUCHER  TRANS      SUPPLY                NATIONAL
NUMBER   CODE    SUPPORT CODE  PRI   STOCK NUMBER    QUANTITY
4272-0101  72    Y-FB5606-YY   07   5840-01-309-4740  1

      DOC  SUPPL  SIG    FUND  REQD  ADVICE  SUPPLY  OUTSTANDING
UI     ID  ADDRESS CD    CODE  DATE   CODE   STATUS  QUANTITY
EA    A0A                A     6C                BD     1

UNIT-COST  ROUT-ID  JOB NUMBER    CAT/ACCT  DESCRIPTION
493.50      G69                41        KYB, DATA ENTRY

TRANS-TRACKING-NUMBER: 94256-2048      TRANSMIT DATE:
FOLLOW-UP DATE:          BILLING DATE:      CANCEL DATE:
APP-TO CODE: DBRITE     BILLING QTY: 0          USER ID:
TOTAL VALUE: 493.50     BILL AMOUNT:          RETIRE DATE:

DO YOU WANT TO REQUEST FOLLOW-UP TO THE SOURCE OF SUPPLY? (Y/N): _
      PRESS [ENTER] TO CONTINUE OR ENTER OPTION: __
1-INQUIRE SUPPLY STATUS RECORDS          9-FEDSTRIP/MILSTRIP MAIN MENU
20-PRINT SUSP RCD      29-SELECT FAST PATH EXIT    99-INV MGT MAIN MENU

```

FIGURE 17

The IMM processes reformat the DoD requisition into an easy to read format displaying the significant data elements necessary for processing into LIS.

6.4 FED / MIL SUPPLY STATUS

```

10/11/94                LIS / FEDMIL                FED230A
                **INQUIRE SUPPLY STATUS RECORD**

      GSA      VOUCHER  SEQ  DOC  ROUT                UNIT OF  SUPPLY
      ADDRESS  NUMBER   ACT  ID   ID   NSN/ALT NSN   ISSUE  QUANTITY
      FB5606   4272-0101      AE1  G69  5840-01-309-4740  EA        1

      EST AVAIL  STATUS  SHIP      SHIP      QUANTITY
      DATE      CODE    DOC ID    ROUT ID    SHIPPED
      10/17/94  BD

      SHIPMENT  SHIP    GBL    SHIP      TRANSACTION
      HOLD CD   DATE    NUMBER  MODE    POE    TRACKING NUMBER
                        94256-2048

**END**

DO YOU WANT TO REQUEST FOLLOW-UP TO THE SOURCE OF SUPPLY? (Y/N):  _

      PRESS [ENTER] TO CONTINUE OR ENTER OPTION:  __
.1 - PREV RECORD                        8 - INQUIRE SUPPLY STATUS
.9 - EXIT TO FED/MIL MAIN MENU  20 - PRINT SUPPLY STATUS
29 - SELECT FAST PATH EXIT          99 - EXIT TO INV MGMT MAIN MENU

```

FIGURE 18

The Supply Status Record is established up front and an AE_ transaction is sent to AUTODIN/DDN notifying the DoD customer we have received the requisition. Further status will be furnished within 10 days. As follow-on actions are taken on the requirement, this record will be updated and status sent to the customer.

6.5 FED/MIL SUPPLY STATUS - PAGE 2

```

10/11/94                LIS / FEDMIL                FED230B
                **INQUIRE SUPPLY STATUS RECORD - PAGE 2**

      GSA      VOUCHER  SEQ  DOC  ROUT                UNIT OF  SUPPLY
ADDRESS  NUMBER  ACT  ID   ID   NSN/ALT NSN   ISSUE  QUANTITY
FB5606   42750605          AE1   G69  5840-01-309-4740   EA        1

SUPPLY      SHIPMENT  BILLING  BACKORDER  REPLY      INDICATORS
STAT-DT    DATE        DATE    CUTOFF DATE  DUE DATE   FTA  FTM  FTC  FTF
10/04/94   10/05/94                                X    X

DOD SHIP    DOD COND                DOD                FTM
MODE        CODE        DOD GEL NBR  SHIPPED DATE  PROCESS DATE
      B          F          123456789   10/28/94      10/30/94

      FTZ                FT6        BILL CREDIT  EXPECTED  TRANSFORMATION
PROCESS DATE  PROCESS DATE  DATE        CREDIT AMT  COST

                PRESS [ENTER] TO CONTINUE OR ENTER OPTION: ___
1-PREV RECORD   9-EXIT TO FED/MIL MAIN MENU   20-PRINT SUPPLY STATUS
29-SELECT FAST PATH EXIT                99-EXIT TO INV MGMT MAIN MENU

```

FIGURE 19

This record is created to show, not only when we send supply and ship status, but includes information received when the DoD customer reports the return of an unserviceable E&R asset.

On the DoD side, a FTA document (Automatic Return for Credit) is transceived notifying the FAALC that the facility is getting an unserviceable asset ready for shipment. The information is posted on Page 3 of the Supply Status Record.

When the shipment actually leaves the facility, a FTM document is sent to FAALC confirming the shipment. The information is recorded here so a follow-up can be generated after 30 days if the unserviceable asset has not been received.

6.6 REQUISITION STATUS

10/17/95	LIS / ONLINE REQUISITIONING		RQN040B
REQUISITION STATUS DETAIL			

SSC: YW45CMJYY	NSN: 5840 01 295 0671		
ORIG USER ID:	U/I: EA	QUP VALUE: _	PRI: 5 DATE REQ'D:
DESCR: KYB, DATA ENTRY	PART NBR:		
ORIGINATOR:	AGREEMENT NBR: IMM		
TELEPHONE NBR: _____	FAILURE RPT NBR: _____		
DATE ORDERED: 10/07/94			
QTY ORDERED: 1			
QTY SHIPPED:			
STD UNIT PRICE: 1350.00			
VOUCHER NBR:			
JOB ORDER NBR:			
ITEM MGR CODE: 20	NAME: F. BRYCE	PHONE: 405-954-4746	
MARK FOR: W45CMJ 41980525	/	/	/
AS OF: 10/12/94	AT: 08:52:32	TRANS TRAC NBR: 942562050	TAIL NBR:
STATUS: REQUISITION RETURNED TO ITEM MANAGER FOR ACTION.			

OPTION	1 - CLR TXT	4 - DISCARD	29 - REQ STATUS MENU
	2 - SHIP TO	5 - REC'D (ADD DATE MMDDYY)	77 - LOGOFF
	3 - IM TXT	6 - FREIGHT BILL NBR	99 - INQ MAIN MENU

FIGURE 20

The main thing to note on the Requisition Status Record, for a requisition that came in from DoD, is the MILSTRIP document number in the MARK FOR block.

This number must be perpetuated throughout the LIS processes and included on the shipping document. The DoD customer refers to this document number when a follow-up inquiry is made. Note also the **IMM** in the agreement number field. This indicates the requisition came in through AUTODIN/DDN. The IMM process will edit for a point of contact and telephone number on the Name and Address File and, if one is present, that information will also be displayed on the Requisition Status Detail file **RQN040B** (Pg. 44). This will help the inventory manager get back to the facility if additional information is needed. If a Management Code 5 or 6 is on the Master Inventory Record, the information will also be displayed on the TRANS-QUEUE for the IM when the exception is laid out for review before processing.

6.7 ON-LINE REQUISITION INPUT RECORD

```
                THIS NSN IS CODED AS PICA.  ORDER THRU MILSTRIP
10/17/94                LIS / ONLINE REQUISITIONING                RQN010
                        **REQUISITION ENTRY**

-----

                NSN:  5950 00 903 0829
                SSN:  YFB4852YY
                PRIORITY:  5      (BLANK = P-5)
                DATE REQUIRED:  _____ (P-4 ONLY - MMDDYY)

-----

                ENTER - TO PROCESS
                .1 - EXCHANGE E&R
                .2 - INITIAL E&R
                .3 - FAILURE UNDER WARRANTY
                77 - LOGOFF
                OPTION:  __  99 - REQUISITIONING MAIN MENU

-----

                AGREEMENT NBR:  NAT-516_____ (REQUIRED IF REGION= 'Y')
                FAILURE REPORT NBR:  _ _____ (REQUIRED IF OPTION=3)
```

FIGURE 21

This screen can be used by the DoD customer only to requisition items that have no PICA indicator or PSC of GSA/DoD.

Support of older systems items that are in Category 4. & 6. are included in interagency agreements is available at the this time. A follow-on screen, **RQN015B** (Pg. 48) will allow the requisitioner to complete the LIS required entries. A third (pop-up) screen allows for the addition of MILSTRIP data needed to communicate via AUTODIN/DDN. When the requisitioner attempts to order an item that is identified as GSA/DoD source, or has a PICA flag, a message will appear advising that the item is not supported through the On-Line requisition process.

ON-LINE REQUISITION INPUT RECORD (CONT'D)

```

10/17/94                LIS / ONLINE REQUISITIONING                RQN015B
                        **ROUTINE REQUISITION**
----- *** THIS ITEM IS CODED FOR VASI SUPPORT *** -----
NSN: 5950 00 903 0829
SSC: YN65236YY
DESCRIPTION:   XFM PWR MS27134-1
PRICE:        $605.00
U/I: EA      QUP: 1      SUGGESTED SHIP QUANTITY:
-----
IF SUGGESTED SHIP QTY=BLANK OR YOU WISH TO CHANGE, ENTER SHIP QTY: 1
NOTE:  QUP OR A MAXIMUM ISSUE COULD AFFECT SHIP QTY.
-----
ITEM TYPE:  *E&R ITEM.  RETURN REPARABLE ASSET REQUIRED *
PRIORITY CD: 5          DATE REQ'D (P-4 ONLY):
EQPT APPL:  VASI__  ORIGINATOR:  SGT SNORKEL__  PHONE:  305 234 5678
DO NOT SUB:  _ (MARK 'X')      TAIL-NBR:  _____  (AREA + COMM)
MARK FOR:  _____
(MAY BE USED FOR _____  AGREEMENT NBR:  AAC229
REMARKS/ADD INFO) _____
-----
OPTION:  ___  ENTER - TO PROCESS                77 - LOGOFF
          9 - REQN ENTRY SCRN  99 - REQUISITIONING MAIN MENU

```

FIGURE 22

This follow-on screen allows the requisitioner to enter the remainder of the LIS data necessary to accept the requisition, such as originator, quantity, telephone number and agreement number.

IMM processes require the user to enter name and telephone number so the IM will have the information recorded for later reference. When the user selects **[ENTER]** a pop-up screen will appear. See Screen **ISS096** (Pg. 50) following.

6.8 POP-UP SCREEN FOR REGION "Y" ON-LINE REQUISITION

```

10/17/94                LIS / ISSUES                ISS096
                **REQUISITION ENTRY FOR IMM**

-----
DOC ID:      A0A                MEDIA / STATUS CODE:  S
NSN:         5950 00 903 0829    UNIT OF ISSUE:      EA
QUANTITY:    1                    GSA ADDRESS:       N65236
DOD VOUCHER NBR:  42890301        SUPPL ADDR:       _____
SIGNAL CODE:  A                    FUND CODE:        66
DIST CODE:   C                    PROJ CODE:        _____
DOD PRIORITY CODE:  10            UJC / RDD:        _____
ADVICE / STATUS:  ___            REMARKS:          _____

-----

PRESS [ENTER] TO PROCESS OR ENTER OPTION:___

9-REQN ENTRY MENU    77-LOGOFF 99-FIELD PRIORITY MAIN MENU

```

FIGURE 23

This pop-up screen allows the requisitioner to enter additional MILSTRIP data that is required for formatting supply and shipment status, as well as billing, to send to the correct addressee.

Those data elements, not used in the LIS process, include document identifier, media and status code, signal code, fund code, and advice/status code.

The DoD priority code has been converted by doubling the FAA priority code entered in the first screen. The user can modify this according to his Force Activity Designator (FAD), which is the authority to order material at a designated priority. Example, a facility may have authority to order routine supplies on Priority 13. That would be a lower priority than if they had authority to order on Priority 9. Other facilities, authorized to use priority 9, 10, 11, and 12, would get supply support ahead of the Priority 13 when backorders were released, or if two requisitions were received and processed in the same cycle. Although the information shown here is stored in other files, such as F/M suspense, this screen itself can not be inquired for MILSTRIP data depicted here.

6.9 ISSUES FOR REIMBURSABLE REQUIREMENTS

```

10/26/94                LIS / ISSUES                ISS072
                        **OTHER GOV'T AGCY (REIMB)**
-----
NSN:   5999 01 279 6036
SSC:   YFB4852YY          DESCRIPTION:  CIRCUIT CARD ASSY.
QTY:   1_____        PRICE:  $495.00      U/I:   EA          QUP VALUE:  1
VOUCHER NBR: _____  COND CD:  S        PRI CD:  5        DATE RQD:  _____
T/C:   72                MOD:   _          MAX ISSUE:  1

AGREEMENT NBR:  _____
REQUESTOR:   SGT SOMEONE_____  TELEPHONE NBR:  305 456 1850
MARK FOR:   _____ / _____ / _____
APP-TO CD:  DBRITE_____  REQN NBR:  _____  BIN/RTN-VOU-NBR:  _____
PRI REASON:  _____
NOTAM:   Y / N _        IF YES, NBR:  _____
PREF SHP MD: Y/N _    IF YES, HOW:  _____  SPL SHIP TO: Y/N _

-----
OPTION:  __ [ENTER] TO PROCESS  2-FAST PATH  9-ISSUES MAIN MENU
                3-MASTER INV INFO  99-INV MGMT MAIN MENU

```

FIGURE 24

This screen is familiar to most inventory managers. When a DoD customer calls in and you wish to input the requisition in the issues menu, this is the screen that would be selected for an expendable item (OPTION 7).

Limited data is required. In addition to the supply support code, quantity, condition code, and priority, be sure you enter the requester's name and phone number. When you press **[ENTER]** a pop-up screen will appear. See screen ISSO96 below for details.

6.10 POP-UP SCREEN FOR ISSUES TO DOD.

10/26/94	LIS / ISSUES		ISSO96
REQUISITION ENTRY FOR IMM			

DOC ID	: AOA	MEDIA/STATUS CODE:	S
NSN	: 5999-01-279-6036	UNIT OF ISSUE:	EA
QUANTITY	: 1	GSA ADDRESS:	FB4852
DOD VOUCHER NBR	: 43010600	SUPPL ADDR:	_____
SIGNAL CODE	: C	FUND CODE:	FA
DIST CODE	: _____	PROJ CODE	: _____
DOD PRIORITY CODE:	10	UJC/RDD	: _____
ADVICE/STATUS:	__	REMARKS	: _____

PRESS [ENTER] TO PROCESS OR ENTER OPTION: _____			
9-REQUISITION ENTRY MENU 77-LOGOFF 99 - FIELD PRIORITY MAIN MENU			

FIGURE 25

This pop-up screen allows you to enter the additional MILSTRIP data needed to create documents in the IMM processes to transceive information on status, shipment, and billing.

NOTE: The voucher number will be the DoD customer's document number (GSA address and voucher number). All elements of data entered here must be gotten from the requester while you have him on the telephone.

NOTE: If the master inventory record is frozen, you may be "looped" back to the previous "issues" screen. An On-Line message tells you a data field is in error. You may correct the data and attempt to send the requirement to the queue. Do not take OPTION 1 (process). You will continue to loop. If you select OPTION 2 (fast path) the requirement will go to the queue as an exception.

6.11 QUEUE MANAGEMENT, EXCEPTION NOTICES.

```

10/27/94                LIS/QUEUE MANAGEMENT                QUE108
                        ** EXCEPTION NOTICES (ISSUES )**
-----
ACTION
*           NSN          IND  DESCRIPTION          TC/M  PRI    TRACK NBR    DAYS
X 5840012950671      Y   KYB,DATA ENTRY   72    5     942210189    79
RSN: REQUISITION FOR MULTIPLE E&R ITEMS REQUIRES IM REVIEW.
_  5840012950675      N    PEM/ARTS2/3     91    5     942210198    79
RSN: QTY INSUF TO PROCESS TRANSACTION FOR CONDITION CD R OR V.
_  5840012950671      N    KYB,DATA ENTRY   91    5     942210690    44
RSN: TRANS REVERSED DUE TO WHS. REF, RETURNED TO IM FOR ACTION.

* = MARK 'X' FOR DETAIL AND PRESS ENTER TO CONTINUE                **END**
  OR ENTER OPTION:  ___  1-REDISPLAY FROM TOP  99-Q-MGMT MAIN MENU

```

FIGURE 26

The inventory manager reviews the requirements on this screen and selects one for detailed analysis. After analysis is complete, the “indicator” is annotated “Y” showing the IM has determined what action will be taken to satisfy the requirement, e.g., backorder, repair an asset for issue, etc. A pop-up window, appearing on the individual item queue record depicted on the next screen, will allow the IM to enter estimated ship date. IMM processes will then mechanically format a supply status document, reflecting the new availability date, and send to the DoD customer via AUTODIN/DDN.

6.12 POP-UP WINDOW, QUEUE EXCEPTION NOTICES

11/09/94	LIS/QUEUE MANAGEMENT	QUE382
REQUISITIONING ITEM EXCEPTION		
PROCESS DATE: 11/08/94	PROCESS TIME: 15:26:17	
REASON: TC MOD MUST='Y' FOR CAT CD 6 OR F TO PROCESS INPUT TC		
NSN: 5840 01 295 0671	SSC: YN65236YY	TRANS TRK NBR: 942210189
T/C MOD: 72_	QTY: 1_____	U/I: EA
VOUCHER NBR: _____	COND CD: S	APP-TO CD: DBRITE TAIL NBR: _____
PRI CD: 5	DATE REQ'D: _____	REQN NBR: _____
PO NBR: _____	IN SHOPS VOU NBR: _____	BIN/RTV NBR: _____
AGREE NBR: AAC229_	REIMB APPROP NBR: _____	
JOB ORD NBR: _____	ADVICE CD: __	WORK CENTER: ____
ORIGINATOR: VCHICK _____	TELEPHONE NBR: 405 954 5715	
FAILURE RPT: __ _ _ _	WRK ORD NBR: _____	NOTAM: _____
PREF SHP: _____	EST SHP DT: _____	VIEW QUP VAL(Y/N): _
ENTER ESTIMATED SHIP DATE: 01 30 95		
PRESS ENTER TO CONTINUE		
1-PROCESS	6-ROUTE	11-VIEW ROUT MSG/RESP
2-CANCEL	7-COMM. REPAIR	12-PRIORITY MONITOR
3-MARK FOR *	8-CANNIBALIZE	*13-VIEW CLEAR TEXT
4-VIEW SHIP TO	9-SHOP FAB	14-INQ REQ STAT/NSN-SSC
5-VIEW MASTER	10-SEL NEXT RECORD	20-PRINT EXC NOTICE
ENTER OPTION: 10	29-SELECT FAST PATH	
	99-Q-MGMT MAIN MENU	

FIGURE 27

Under IMM we must give status back to the DoD customer as decisions/process actions are taken.

When the IM has completed review of the requirement and has decided what action is to be taken, the **estimated ship date** should be calculated and updated. To do this, you take OPTION <10> and the pop-up screen seen here appears. The new estimated ship date is entered on this screen. The IMM process will detect the update of estimated ship date and will mechanically update requisition status, F/M supply status and format an outgoing (AE_) AUTODIN/DDN document to inform the customer.

7.0 REPORT OF DISCREPANCY

Reports of discrepancy (ROD) are handled by several parts of the Logistics Center, coordination should be made to insure the inventory manager is aware of any problems. Some reports will generate billing credits to the DoD customer, while others may cause stock quarantine. In either case, the IM needs to be in the information loop so appropriate management decisions can be made to insure continuous support capability is not affected. The FAA DoD Customer Assistance Handbook identifies reports we will be receiving and which organization is responsible to take action. Supply and shipment status information is captured in the various LIS/IMM processes and stored in the F/M suspense and supply status records. When an inquiry is received from the DoD customer, you can verify information on the suspense before researching anywhere else in the various files affected.

8.0 BACKORDER VALIDATION

Periodically LIS will run a backorder validation program designed to reconcile DoD customer requisitions in "BB" status. Initially it will run four times a year in January, April, July, and October. Only those requisitions that have aged to the point that the requirement may not be valid will be reconciled. An AN_ document will be formatted and transceived through AUTODIN/DDN. A suspense will be set up pending the customer reply (AP_ DIC). Details of these formats are outlined in DoD 4000.25-1-M (MILSTRIP manual) and the FAA DoD Customer Assistance Hand- book. One thing the item manager will be concerned with is the customer reply. They have an option to cancel partial quantities, cancel the entire requisition, or leave the entire quantity intact. Automated processes will update the ADI/DI/DO.

9.0 DELETION OF A NSN

As a primary inventory control activity (PICA) it would be improper to delete a master inventory record without first coordinating with all users to verify the item is no longer required in support of any equipment. Preliminary actions must be taken by the inventory manager prior to passing the delete action to the cataloger. First, a DLSC total item record (TIR) should be gotten to determine if there are other users. If other users are listed, such as DoD services, a logistics reassignment request should be made to the lead service (the one having the most equipment) requesting that service to become PICA on the NSN.

When the other organization replies, concurring with the reassignment of PICA responsibility, then the inventory manager will initiate delete action and pass the JLC Form 19, along with the 01T transaction to the cataloger. The cataloger will finalize the “withdrawal of interest” and other collaboration necessary to update DLSC records. Transfer of any assets will be accomplished prior to actual deletion of the record. Do not **excess** any material if the NSN is transferred to another service/agency. No delete action (01T) can be done until **more than 60 days** have passed since the last maintenance - or other action - was done.

10.0 BILLING PROCESS

Initial billing for DoD customers will normally be on a monthly cycle. The automated process will follow Standard Form 1080 outline and be sent out over AUTODIN/DDN. It is primarily for the accounting and DAFIS processes, but interfaces with CDS, FED/MIL, Production Control, and Automated Procurement processes in extracting data for billing details. Coordination with inventory managers will be necessary, on occasion, to resolve discrepancies in shipments, bills, or credits. The customer may challenge the amount of a bill or credit that is different from what was anticipated when the order was placed with the Logistics Center. With the addition of contract depot logistics support (CDLS) and other “pre- paid” support processes being initiated, billing must be tailored to fit various methods of support. A special section has been added to this User Guide covering these basic processes.

10.1 PURGE OF DUE-IN FACILITY (DOD) T/C 83

The IMM automated processes will perform mechanical follow-up to ascertain if the DoD customer will return a recoverable unserviceable asset. A document identifier code (DIC) "FT6" is formatted and sent out based on the number of days since shipment was made or after receipt of notice of shipment from the DoD facility. The inventory manager does not have to make contact with the facility unless desired. After notification no asset is available for return, or if a cancellation of the return notification is received, a purge of the DIF file (T/C 83) will be formatted and process (as a quarterly purge cycle) to remove the credit suspense that was established when the shipment was sent to the DoD facility. Since the billing processed at 100% DoD standard unit price, no further action is necessary. The T/C 83 will effect an adjustment of the inventory balance on the master inventory record.

11.0 MAINTAINING IMM PREPAID RECORD FILES

FAA and the DoD have jointly procured a number of National Airspace Systems (NAS) under the Capital Improvement Plan (CIP) whereby the FAA will support DoD users on a "prepaid" basis. This will create special files to accommodate varied support procedures and to provide billing routinely under standard MILSBILLS procedures. The IMM team has developed a series of screens and other automated processes to enable the NAT AID/IMM Section to maintain an overview of the logistics support being furnished DoD customers.

The purpose of the automated processes are to:

Identify valid DoD addresses (DODAACs/GSA Addresses) and NSNs for prepaid systems to LIS.

Identify requisitions with invalid addresses to supply management personnel for further processing or cancellation.

11.1 GENERAL INFORMATION

Files required to effect the logistics support of DoD customers, and insure appropriate billing of prepaid NSNs, will be established and maintained by personnel of the NAT AID/IMM Section, Supply Management Division (AML-600).

If a DoD customer orders a **prepaid** item and the GSA address is not set up by the Interagency Coordinator, the requirement will be referred to an interagency "holding" file. If it, additionally, is not valid on the NAME and ADDRESS FILE, the message "**GSA ADDRESS NOT ON NAME ADDRESS FILE**" will appear. You must insure the address is loaded on the NAME and ADDRESS file before proceeding to process the requirement.

All users of this system (tables) should be aware that the end item nomenclature (APP-TO) the DoD customer uses is sometimes different than what FAA says it is. For example, ASR-7 is called GPN-12 by Air Force. When we procure jointly, we need to be sure the DoD customer is aware that the FAA "used on" (APP-TO) is what is recorded in the prepaid tables.

11.2 IMM AUTOMATED PROCESSING CONSIDERATIONS

Requisitions for “prepaid” NSNs may be received by three different means, as was the case with those mentioned earlier. We will be processing incoming requirements, primarily from the DDN (MILSTRIP format) and through the “issues” screens, however, some will come in through “On-Line Requisitioning” procedures until we have all NSNs, managed by FAALC, loaded in Defense Logistics Services Center (DLSC) files under the IMM concept.

When the requirement is received through “On-Line Requisitioning”, an edit check will validate the supply support code (SSC) and NSN is on the **prepaid table**. When both are valid, the requirement will pass on to the LIS processes. If the SSC is not on the table, an On-Line error message will tell the requisitioner he/she must contact the inter-agency coordinator at (405) 954-5572. No further processing will be accomplished.

If the requirement is received through the DDN (MILSTRIP format), the validation edit will allow the requisition to continue processing, if both NSN and SSC are valid, or it will be referred to the AML-611 “holding” file. Processing is suspended at this point until released (or canceled) by the AML-611 staff. In the event the requirement is input through **Issues**, it is being initiated by the inventory manager, priority desk, or other appropriate technician at FAALC.

New edit criteria, developed especially to handle processing considerations for the prepaid requirements, require referral to the AML-611 “holding” file before reaching the LIS processes.

When the IM enters the requisition, it will pass to LIS “issues” without delay. The requirement will, however, be referred to the AML-611 staff when OS&D or the priority desk processes the requisition through the issues screen. All members of the interagency staff must be familiar with the processes and be alert to the requirement to check the “suspended” requisitions two or three times daily. This action will avoid having a P-1 held up, causing undue delays in processing.

The screens on the following pages depict processes the IMM team has implemented for maintaining IMM prepaid records. Data required to be entered or verified by the technician (IM) will appear in **bold** characters on the screen. Special cautions and instructions are included as NOTES.

12.0 INTEGRATED MATERIAL MANAGEMENT PREPAID MENU

```
08/10/95                IMM / LIS                FED290
      ** INTEGRATED MATERIAL MGT PREPAID NSN MENU **

1-ADD GSA ADDRESS
2-ADD NSNS
3-MODIFY GSA ADDRESS
4-MODIFY NSN
5-MODIFY APP - TO
6-DELETE GSA ADDRESS
7-DELETE NSN
8-DELETE APP - TO
9-INQUIRE GSA ADDRESS
10-INQUIRE NSNS
11-INQUIRE APP - TO
12-PROCESS REQUISITIONS FOR PREPAID NSNS WITH INVALID SSCS
13-PRINT REQUISITIONS FOR PREPAID NSNS WITH INVALID SSCS
14-PROCESS IMM REQUISITIONS WITH INVALID SSC

99 - EXIT TO INV MGMT MAIN MENU
      ENTER OPTION:  1 
OPTION 1-10  (REQ)      APP - TO: DMNIIIB_
OPTION 3,6   (REQ) GSA ADDRESS: _____
OPTION 4,7   (REQ)      NSN: _____
```

FIGURE 28

This main menu is obtained by selecting OPTION 11 on the FEDSTRIP/MIL - STRIP menu.

Several options are available to the technician (IM) for maintaining the files. The above selection (1) is for adding GSA addresses to a specific APP-TO. After selecting the desired option, press **[ENTER]** to proceed to the desired screen for updating.

12.1 ADD GSA ADDRESS RECORDS

```

01 RECORDS PROCESSED, PRESS ENTER TO CONTINUE
07/21/95                LIS / IMM                FED291
                ** ADD GSA ADDRESS RECORDS **
                APP - TO: DMNIIIB

GSA ADDRESS      GSA ADDRESS      GSA ADDRESS      GSA ADDRESS
FB4806           _____           _____           _____
_____           _____           _____           _____
_____           _____           _____           _____

PRESS ENTER TO CONTINUE, OR ENTER OPTION: ___
2-ADD NSNS
9-EXIT TO IMM PREPAID MENU
99-EXIT TO FEDSTRIP/MILSTRIP MENU

```

FIGURE 29

The technician (IM) will use this screen to add any number of GSA addresses (DoD addresses) for a particular APP-TO that is included in the prepaid file. Do not attempt to add an address here unless it is already on the NAME and ADDRESS file.

The above example shows FB4806 has been added to this APP-TO for all NSNs loaded to this APP-TO in the prepaid file. When the requisitioner orders another NSN, not included in the prepaid file, the requisition will process as a reimbursable issue, charging 100% of the DoD standard unit price on the master inventory record. If you attempt to add a GSA address that was previously loaded to this file, a pop-up message will appear "GSA ADDRESS, APP-TO ALREADY ON FILE."

NOTE: The On-Line message counts the number of records added. In this case, only one address was loaded to the table.

12.2 ADD NATIONAL STOCK NUMBER'S (NSN)

```

01 RECORDS PROCESSED, PRESS ENTER TO CONTINUE
07/21/95                LIS / IMM                FED292
                        ** ADD NSN RECORDS **
                        APT - TO: DMNIIIB

      NSN                NSN                NSN
5895 01 364 6861      _____
_____
_____
_____

PRESS ENTER TO CONTINUE, OR ENTER OPTION: ___
      9-EXIT TO IMM PREPAID MENU
      99-EXIT TO FEDSTRIP/MILSTRIP MENU

```

FIGURE 30

This OPTION (2) allows the addition of any number of NSNs that may be applicable to a specific APP-TO that is being supported on a "prepaid" basis. It is used both for initially setting up the table of NSNs or to merely add additional NSNs that require support. The same On-Line message allows you to verify the number of records added. After verifying only one record was entered, press **[ENTER]** to return to the IMM prepaid menu. If you discover a NSN was entered incorrectly, you must select OPTION 4 to modify (correct) the NSN. It is therefore important to check all NSNs and make corrections during your review before you press enter to record added NSNs.

12.3 MODIFY GSA ADDRESSES

```

07/21/95                LIS / IMM                FED290
  **INTEGRATED MATERIAL MANAGEMENT PREPAID MENU**
*****
**                                                                **
**              MODIFY GSA ADDRESS                          **
**                                                                **
**              APT - TO: DMNIIIB                            **
**                                                                **
**              GSA ADDRESS: FB4852                          **
**              NEW GSA ADDRESS: FB4850                      **
**                                                                **
**  PRESS ENTER TO PROCESS, OR ENTER OPTION:  ___          **
**      9 - EXIT TO IMM PREPAID MENU                          **
**                                                                **
*****
                OPTION 4,7  (REQ)  NSN:  ___  ___  ___  ___

```

FIGURE 31

This OPTION (3) allows the user to modify (change) any GSA address that may have been entered wrong. If a facility moves or otherwise changes the GSA address, we will necessarily have to update the file. For example, the "bill to" address was listed instead of Base Supply (or the requisitioner) address.

NOTE: On all MODIFY options, (3), (4), and (5), the screen is overlaid on the main menu screen (FED290) above.

12.4 MODIFY NATIONAL STOCK NUMBER (NSN)

```

07/21/95                LIS / IMM                FED290
  **INTEGRATED MATERIAL MANAGEMENT PREPAID MENU**
*****
**                                                                **
**                MODIFY PREPAID NSN                **
**                APT - TO: DMNIIIB                **
**                                                                **
**                NSN: 5895 01 355 4135            **
**                NEW NSN: 5985 01 355 4135        **
**                                                                **
** PRESS ENTER TO PROCESS, OR ENTER OPTION:  ___ **
**          9 - EXIT TO IMM PREPAID MENU          **
*****
  OPTION 4,7  (REQ)                NSN: 5895 01 355 4135

```

FIGURE 32

This screen allows the user to correct any national stock number (NSN) that has been included in the table but was entered incorrectly. Perhaps there was a transposed number or other possible mistake, such as wrong federal stock class (FSC), which was not detected until a requisition was received and processing attempted. You can select this option (4) and modify (change) the NSN so processing can be done. After the correction has been made and verified, press **[ENTER]** to process.

You may then select OPTION 9 to move on to the next action.

12.5 MODIFY APP-TO

```

07/24/95                LIS / IMM                FED290
**INTEGRATED MATERIAL MANAGEMENT PREPAID MENU**
*****
**                MODIFY APT - TO                **
**                **                               **
**                APT - TO:  DMNIIIB              **
**                NEW APT - TO:  DMNIIIB__        **
**                **                               **
**                THIS OPTION WILL CHANGE ALL RECORDS FOR **
**                DMNIIIB TO THE NEW APT - TO      **
**                **                               **
**                **VERIFY THAT YOU WANT TO MODIFY THIS APT-TO:  Y **
**                **                               **
**                PRESS ENTER TO PROCESS, OR ENTER OPTION:  __ **
**                9 - EXIT TO IMM PREPAID MENU     **
**                **                               **
*****
                OPTION 4,7  (REQ)                NSN:  ____  __  __  ____

```

FIGURE 33

This screen allows the technician (IM) to change all APP-TO records over to the **new** APP-TO listed.

NOTE: If you fail to verify you want to modify this APP-TO: "Y" and just press **[ENTER]** you will go back to the main menu without updating the record.

12.6 DELETE GSA ADDRESS

```

07/24/95                LIS / IMM                FED290
**INTEGRATED MATERIAL MANAGEMENT PREPAID MENU **
*****
**                DELETE GSA ADDRESS                **
**                **                                  **
**                APT - TO: DMNIIIB                **
**                **                                  **
**                GSA ADDRESS: W45CMJ                **
**                **                                  **
**  VERIFY THAT YOU WANT TO DELETE THIS SSC: Y  **
**                **                                  **
**  PRESS ENTER TO PROCESS, OR ENTER OPTION: ___ **
**          9 - EXIT TO IMM PREPAID MENU          **
*****
OPTION 4,7 (REQ)        NSN:  _____

```

FIGURE 34

This screen allows the technician (IM) to delete a GSA address (DODAAC) from the prepaid menu. This action deletes the address for the APP-TO shown only. The DoD customer will still be recorded on all other APP-TOs in the table as necessary. You must verify you want to delete the SSC: "Y" before pressing **[ENTER]** for the transaction to process. Otherwise, you will be returned to the main menu and have to start over.

NOTE: On all DELETE options, (6), (7), and (8), the screen is overlaid on the main menu screen FED290.

12.7 DELETE PREPAID NATIONAL STOCK NUMBER (NSN)

```

07/24/95                LIS / IMM                FED290
**INTEGRATED MATERIAL MANAGEMENT PREPAID MENU**
*****
**                DELETE PREPAID NSN                **
**                APT - TO: DMNIIIB                **
**                **                                **
**                NSN: 5895 01 355 4135            **
**                **                                **
**  VERIFY THAT YOU WANT TO DELETE THIS NSN: Y    **
**  PRESS ENTER TO PROCESS OR ENTER OPTION:  ___  **
**          9 - EXIT TO IMM PREPAID MENU          **
*****
OPTION 4,7  (REQ)                NSN:  ___  ___  ___  ___

```

FIGURE 35

This screen allows the technician (IM) to delete any NSN included in the prepaid table applicable to a particular system. When a NSN becomes obsolete without replacement, it may be necessary to delete from the table.

This could have occurred due to a modification of the equipment. As in the case of modifying, etc. where you must verify you want to process this change, you must indicate "Y" on the screen to be able to process properly.

12.8 DELETE APP-TO

```

07/24/95                LIS / IMM                FED290
  **INTEGRATED MATERIAL MANAGEMENT PREPAID MENU**
*****
**                      DELETE APT - TO          **
**                      APT - TO: DMNIIIB         **
**                                                                **
**                      THIS OPTION WILL DELETE ALL  **
**                      GSA ADDRESSES AND NSNS FOR DMNIIIB  **
**  VERIFY THAT YOU WANT TO DELETE THIS APT - TO: Y  **
**                                                                **
**  PRESS ENTER TO PROCESS, OR ENTER OPTION:  ___  **
**          9 - EXIT TO IMM PREPAID MENU           **
*****
OPTION 4,7   (REQ)                NSN:  _____

```

FIGURE 36

This screen allows the user to delete an APP-TO from the prepaid table. When circumstances change and the contract is terminated whereby FAA changes the repair source from prepaid contractor repair to "in-house" or other means of support, you may delete the APP-TO from the prepaid table and thereby delete all supply support codes (SSC) and national stock numbers (NSN) listed for that APP-TO. Verification of the delete action must be done for the transaction to process. Also, if it is deleted by mistake, all information must be re-entered, such as each NSN, SSC, etc. pertaining to that APP-TO.

12.9 INQUIRE GSA ADDRESS

```

07/25/95                LIS / IMM                FED294
** INQUIRE GSA ADDRESS RECORDS **
      APT - TO: DMNIIIB

GSA ADDRESS      GSA ADDRESS      GSA ADDRESS      GSA ADDRESS
FB4852         FB5600         N65236         W34GMW
W45CMJ         W45C2W         _____      _____
_____          _____          _____          _____
_____          _____          _____          _____
_____          _____          _____          _____

**END**

PRESS ENTER TO CONTINUE, OR ENTER OPTION:  ___
      9 - EXIT TO IMM PREPAID MENU
     20 - PRINT PREPAID NSN RECORDS
     99 - EXIT TO FEDSTRIP/MILSTRIP MENU

```

FIGURE 37

This option (9) allows the user to inquire all GSA addresses that have been loaded to a particular APP-TO (system). Each GSA address listed above is authorized to order any NSN loaded to the table for the APP-TO shown (DMNIIIB). This is a good place to start inquiring when a DoD facility calls in regarding a discrepancy on a requisition submitted for an item thought to be "free" issue, which is a part of a system procured and maintained under the "prepaid" procedures.

NOTE: The GSA addresses have been **bolded** here for informational purposes.

Once it is determined that the GSA address is in the file, the technician can bring up the NSN screen (OPTION 10) to determine whether the item ordered should be added.

Last, but not least, the user can take OPTION 11 from the main menu to determine all APP-TOs that are included in the file. This may be useful to compare the APP-TO on the DoD requisition (from On-Line) with those on the "prepaid" file. Correction and processing can then take place.

13.0 SUSPENDED PREPAID NSN REQUISITIONS

```
08/11/95                LIS / IMM                FED290
** INTEGRATED MATERIAL MGT PREPAID NSN MENU **
1-ADD GSA ADDRESSES
2-ADD NSNS
3-MODIFY GSA ADDRESS
4-MODIFY NSN
5-MODIFY APT - TO
6-DELETE GSA ADDRESS
7-DELETE NSN
8-DELETE APT - TO
9-INQUIRE GSA ADDRESS
10-INQUIRE NSNS
11-INQUIRE APT - TO
*12-PROCESS REQUISITIONS FOR PREPAID
      NSNS WITH INVALID SCS
13-PRINT REQUISITIONS FOR PREPAID NSNS
      WITH INVALID SCS
*14-PROCESS IMM REQUISITIONS WITH INVALID SSC
99-EXIT TO INV MGMT MAIN MENU
      ENTER OPTION: 12
OPTION 1-10 (REQ)      APT - TO      : _____
OPTION 3,6 (REQ)      GSA ADDRESS   : _____
OPTION 4,7 (REQ)      NSN                : _____
```

FIGURE 38

This screen, in addition to allowing the user to set up APP-TO, GSA Address, and NSNs on the prepaid file, includes a feature for reviewing incoming requisitions that erred because the GSA address is not on the “prepaid” file. By taking OPTION 12, you can review suspended prepaid NSN requisitions. When this option shows an asterisk (*) there are a number of requisitions from DoD customers to be reviewed. The requisition must pass normal edits. The next screen **FED298**, (Pg. 78) displays requisitions that have been suspended because they failed the DODAAC edit as a “prepaid” user.

13.1 SUSPENDED PREPAID NSN REQN'S INQUIRY

08/11/95		LIS / IMM					FED298
** SUSPENDED PREPAID NSN REQUISITIONS **							
ACT	GSA ADDRESS	VOUCHER NUMBER	NSN	QTY	PRI	DATE	POINT OF CONTACT PHONE NBR
I	FB5606	5090-2119	5895-01-364-6861	1	10	950810	CHICK MAN 405-654-0001
_	FB5606	5090-2120	5895-01-355-4135	1	10	950810	CHICK MAN 405-654-0001
_							
_							

END

SELECT ACTION FOR PROCESSING, PRESS 'ENTER' TO CONTINUE,
OR ENTER OPTION: ___

C-CANCEL	9-EXIT TO IMM MAIN MENU
P-PROCESS	99-EXIT TO INV MGMT MAIN MENU
I-INQUIRE	

FIGURE 39

This screen displays requisitions that have come in through DDN that have DODAACs on our Name and Address file. You will note the **point of contact and phone number** have been extracted from the file for your convenience in contacting the customer.

You may wish to cancel, process, or just inquire a particular requirement by indicating the proper action code listed above.

You may take multiple actions to **cancel** or **process**, but when inquiring, you may select only **one** record at a time for viewing. Be sure you verify the name and phone number so the file can be updated as necessary, before you try to **process** the requirement.

13.2 SUSPENDED PREPAID REQUISITION RECORD

```

08/14/95                LIS / FEDMIL                FED228
                        ** INQUIRE SUSPENSE RECORD **

VOUCHER   TRANS  SUPPLY                NATIONAL
NUMBER    CODE   SUPPORT CODE  PRI  STOCK NUMBER    QUANTITY
5090-2119          Y-FB5606-YY  10   5895-01-364-6861  1
      DOC   SUPPL  SIG    FUND  REQD  ADVICE    SUPPLY  OUTSTANDING
UI  ID  ADDRESS  CD    CODE  DATE  CODE      STATUS  QUANTITY
EA A0A                A    6F                    1

      UNIT-COST    ROUT-ID    JOB NUMBER    CAT/ACCT  DESCRIPTION
      595.00      G69                61          MODEM

TRANSACTION TRACKING NUMBER:  -          TRANSMIT DATE:
FOLLOW-UP DATE:              BILLING DATE:          CANCEL DATE:
      APP-TO CODE: DMNIIIB  BILLING QTY : 0          USER ID:
TOTAL VALUE: 595.00          BILL AMOUNT:          RETIRE DATE:

DO YOU WANT TO REQUEST FOLLOW-UP TO THE SOURCE OF SUPPLY? (Y/N):  _
      PRESS [ENTER] TO CONTINUE OR ENTER OPTION:  _

1-INQUIRE SUPPLY STATUS RECORDS      9-FEDSTRIP/MILSTRIP MAIN MENU
20-PRINT SUSPENSE      29-SELECT FAST PATH      99-INV MGT MAIN MENU

```

FIGURE 40

This is the individual requisition being inquired. You will note this is similar to the regular FED/MIL Suspense file. This requirement has no **transaction code or tracking number** at this time.

Once you have determined that the elements of the requisition are correct, and that the GSA address should be added to the “prepaid” file, you can exit to the LIS Main Menu to select Name and Address File and add the GSA address. After the address has been added to the Name and Address file, it can then be added to the “prepaid” APP-TO, OPTION 1, **FED290**, (Pg. 76). You can then return to the suspended prepaid requisition menu and continue processing the requirement.

13.3 IMM REQUISITIONS WITH INVALID SSC

08/14/95		LIS / IMM					FEDTWS	
** IMM REQUISITIONS WITH INVALID SSC **								
ACT	GSA ADDRESS	VOUCHER NUMBER	SIGNAL CODE	SUPPLEM ADDR	NSN	QTY	PRI	PROCESS DATE
—	FB5607	50902119	A	5840-01-295-0671		1	10	950810
—	FB5607	50902120	A	5895-01-302-4135		1	10	950810
—								
—								
SELECT ACTION TO PROCESS, PRESS [ENTER] TO CONTINUE, OR ENTER OPTION: ___								
C-CANCEL				9-EXIT TO IMM MAIN MENU				
P-PROCESS				99-EXIT TO INV MGMT MAIN MENU				
I-INQUIRE								

FIGURE 41

Option 14 on the IMM prepaid menu has been added to allow the technician (IM) to review DoD requisitions that pass all incoming edits from DDN, but the address is not recorded in our Name and Address file.

Rather than reject the incoming requisition from an authorized (bona fide) customer, we can review the requirement with the facility and then process as necessary, after adjustments to our files have been made.

NOTE: An asterisk (*) by OPTION 14 will indicate there are requisitions to be reviewed.

The NSN may not be one of the “prepaid” items. They were routed to the FAALC by DAAS because we are the recorded source of supply in the DLSC total item record (TIR). They should be researched and the GSA address added to our file. The point of contact and telephone number should also be included so it will be displayed for the IM if needed. The APP-TO may be different from that recorded in the master inventory record, and the IM will need the information for future support considerations.

14.0 PROCESSING OS&D DISCREPANCIES FOR DOD CUSTOMERS

Changes were made to the OS&D processes to capture certain actions to notify the DoD customer and to format billing processes. These were necessary to communicate effectively with the customer while replacing material received that was defective and quantities that were received incorrectly.

When a DoD facility has received an item from the FAA Logistics Center and finds it is defective and can not be used, they will contact the Over, Short, and Damaged (OS&D) Section, AML-500. OS&D can process a replacement requisition, as well as reverse the original outgoing (LIS) voucher number, utilizing the screens on the following pages.

To begin the process, the technician will select the “Online Requisitioning” option on the LIS main system menu. Continue as prompted (Option 1), RQN005 to enter the requisition and complete the action on the next screen **RQN010**, (Pg. 84). An explanation of entries to be made on each screen is outlined below that screen. Data required has been “**bolded**” for ease of recognition.

14.1 LIS / ONLINE REQUISITIONING REQUISITION ENTRY

```
05/18/95                LIS/ONLINE REQUISITIONING                RQN010
                        **REQUISITION ENTRY**

_____

                        NSN: 5840012950671
                        SSC: YFB5600Y
                        PRIORITY: 2      (BLANK = P-5)
DATE REQUIRED: _____ (P-4 ONLY - MMDDYY FORMAT)

_____

                        ENTER - TO PROCESS
                        1-EXCHANGE E&R
                        2-INITIAL E&R
                        3-FAILURE UNDER WARRANTY

                        77-LOGOFF
OPTION:  __ 99-REQUISITIONING MAIN MENU

_____

AGREEMENT NBR: _____ (REQUIRED IF REGION = Y)
FAILURE REPORT NBR_____ (REQUIRED IF OPTION = 3)
```

FIGURE 42

This screen is not new and is used by all who order parts through the LIS On-Line Requisition method. The OS&D technician enters the **NSN**, **Supply Support Code**, and **Priority** of the replacement requisition, based on the information gotten from the DoD facility.

14.2 LIS/ONLINE REQUISITIONING, HIGH PRIORITY REQUISITION

```

05/18/95                LIS/ONLINE REQUISITIONING                RQN015C
                        **HIGH PRIORITY REQUISITION**
      -----***THIS ITEM IS CODED FOR DBRITE SUPPORT***-----
NSN :   5840 01 295 0671
SSC :   YFB5600YY      PRIORITY CD: 2   DATE REQ'D (P-4 ONLY):
DESCRIPTION : KYB,DATA ENTRY      PRICE: $1350.00   U/I: EA   QUP: 1
ITEM TYPE:  *E&R ITEM.          RETURN REPARABLE ASSET REQUIRED*
SHIP QTY:  1___ NOTE: QUP OR A MAXIMUM ISSUE COULD AFFECT SHIP QTY
EQPT APPL:  DBRITE  ORIGINATOR: AIRMAN JONES___ PHONE: 305 456 7890
PRI REASON:  OS&D
<<SELECT PRIORITY REASON CODE FROM      NOTAM: Y/N _ IF YES, NBR: ___
LIST BELOW OR ENTER OTHER TEXT>>      PREFERRED SHIP MODE: Y/N _
---PRIORITY REASON LIST---            IF YES, HOW: _____
1-IMMINENT FAILURE 7-OUT OF SERVICE  TAIL NBR: __SPCL SHP TO :Y/N N
2-EQUIPMENT INOPERABLE 8-OFF THE AIR  DO NOT SUB: _ (MARK 'X')
3-NO SPARE/BACKUP 9-OUT OF STOCK M/F: _____
4-SUBSTANDARD EQUIP.                    _____
5-WORK STOPPAGE  AGREEMENT NBR: _____
6-AOG (ACFT ON GRND)
-----
OPTION: ___   ENTER-TO PROCESS      77-LOGOFF
           9-REQ ENTRY SCRN        99-REQUISITIONING MAIN MENU

```

FIGURE 43

This screen includes pertinent data for processing the requisition in the LIS system.

The OS&D technician enters the **quantity** required, **equipment application**, **originator's (caller) name**, and **telephone number**.

On the PRIORITY REASON line, you must enter the letters **OS&D** and any other information desired. There is little difference between ordering an E&R item versus an expendable item. The "Item Type" line is blank on this screen when an expendable item is being ordered. The IMM process looks for the OS&D so proper information will be available to communicate with the facility by electronic means (AUTODIN). After all required information is entered, the technician presses **[ENTER]** causing the next screen to appear.

14.3. LIS / ISSUES, REQUISITION ENTRY FOR IMM

```
06/15/95                LIS / ISSUES                ISS096B
                        ** REQUISITION ENTRY FOR IMM **
-----
GSA ADDRESS: FB5600                DOD VOUCHER NBR: 51300100
-----
PRESS 'ENTER' TO PROCESS OR ENTER OPTION:  ___
9-REQUISITION ENTRY MENU    77-LOGOFF    99-FIELD PRIORITY MAIN MENU
```

FIGURE 44

This is a new screen developed by the IMM team. It allows the technician to enter the ORIGINAL DoD voucher number. This information is passed to the FED/MIL supply status record where the billing information needed is stored.

Since the original shipment resulted in the DoD facility receiving a defective item, the process allows for shipment of the replacement item using the original MILSTRIP document.

The combination of GSA Address and Voucher Number makes up a MILSTRIP document number. After you have entered the eight-digit **DoD Voucher Number** (not the FAA outgoing voucher), press **[ENTER]**. This will normally be all that is required to enter the replacement requisition for the DoD customer.

14.4 LIS / ONLINE REQUISITIONING REQUISITION / ACCEPTED

```

05/19/95                LIS / ONLINE REQUISITIONING                RQN015A
                        ** HIGH PRIORITY REQUISITION / ACCEPTED **

-----

NSN                    : 5840 01 295 0671
SSC                    : YFB5600YY           MARK FOR           :
DESCRIPTION            : KYB,DATA ENTRY
PRICE                  : $ 1350.00
U/I                    : EA                   QUP: 1           TAIL NBR       :
SHIP QTY               : 1                   JOB ORD NBR        :
PRIORITY CD           : 2                   NOTAM NBR          :
ORIGINATOR            : AIRMAN JONES        PREF'D SHIP        :
TELEPHONE             : 305-456-7890
SPL SHIP TO           : NO SUB IND: NO      AGREEMENT NBR      :
PRI REASON            : OS&D
ITEM TYPE             : * E&R ITEM. RETURN REPARABLE ASSET REQUIRED *

-----** INITIAL REQUISITION STATUS **-----
TT NBR: 951210017  DATE/TIME: 05/19/95 / 09:13:57 USERID: LGACOQG
STATUS: REQUISITION SHOULD PROCESS FROM FAALC WITHOUT DELAY.

-----
IF ITEM CAN BE BOUGHT FOR LESS, PLEASE CALL COST HOTLINE (405) 954-3678
** INQUIRE REQUISITION STATUS FROM RQN MAIN MENU FOR STATUS UPDATE **
LOCAL PRINT FOR SUSPENSE COPY  OPTION:  __  ENTER - CONTINUE 77-LOGOFF

```

FIGURE 45

This screen shows the requisitioner (OS&D technician) the requirement has been accepted and should process without delay. Again, you see the "Item Type" line only when ordering an E&R item.

14.5 CONFIRMING ISSUE, E&R ROTABLE, OTHER GOV'T

```

05/19/95                LIS / ISSUES                ISS091
                        ** E&R ROTABLE  OTHER GOV'T **
-----
NSN                    : 5840 01 295 0671
SSC                    : YFB5600YY      DESCRIPTION: KYB,DATA ENTRY
QTY                    : 1                PRICE :$ 1350.00          U/I: EA
T/C                    : 91      MOD: C    MAX ISSUE   :          QUP VALUE: 1
VOUCHER NBR           : 513939MA  COND CD: S  PRIORITY CD: 2  DATE REQ'D: ____

AGREEMENT NBR: _____      REIMB APPROP NBR: _____
PO NBR                : _____      IN SHOPS VOUCHER NBR : _____
REQUESTOR             : AIRMAN JONES_____      TELEPHONE NBR   : 305 456 7890
MARK FOR              : _____/_____/_____
APP TO CD             : DBRITE_ REQ NBR : OS&D_ BIN/RTV-VOUCHER-NBR : _____

PRI REASON : RECD DEFECTIVE ITEM ON OS&D # 5051111_____
NOTAM       : Y/N _  IF YES, NBR: _____
PREF SHP MD: Y/N _  IF YES, HOW: _____      SPL SHIP TO: Y/N N_

-----
OPTION:  ___      ENTER - PROCESS      2 - FAST PATH  9 - ISSUES MAIN MENU
                3 - MASTER INV INFO    99 - INV MGMT MAIN MENU

```

FIGURE 46

In the event the OS&D technician ships an item confirming, the information must be entered so the master inventory record, as well as other pertinent records, can be updated to reflect the issue from stock. The technician will select the "Issues" option on the Inventory Management Menu.

On the ISSUES screen, if an E&R item is being shipped, select OPTION 20. When shipping an expendable item, select OPTION 7. This screen will appear, but will show screen number **ISS091** (Pg. 89) for an E&R item and **ISS072**, (Pg. 52) for an expendable item. This screen enables the technician to input the data required. Again, **OS&D** must be entered in the PRIORITY REASON along with whatever other words you wish to include. After all pertinent data has been entered on this screen, press **[ENTER]** to continue.

14.6 LIS / ISSUES REQUISITION ENTRY FOR IMM

```
05/19/95                LIS / ISSUES                ISS096B
                        ** REQUISITION ENTRY FOR IMM **
-----
                        GSA ADDRESS: FB5600 DOD VOUCHER NBR: 51300100
-----
                        PRESS 'ENTER' TO PROCESS OR ENTER OPTION: ___
9-REQUISITION ENTRY MENU      77-LOGOFF      99-FIELD PRIORITY MAIN MENU
```

FIGURE 47

This is the new screen you saw before. Since the original shipment resulted in the DoD facility receiving a defective item, the process allows for shipment of the replacement item against the original MILSTRIP document. After you have entered the eight digit **DoD Voucher Number** (not the FAA outgoing voucher), press **[ENTER]**. This will normally be all that is required to enter the replacement requisition (confirming issue) for the DoD customer. The IMM processes will create additional supply status records reflecting the actions taken and cause billing and credit notifications to DAFIS and the DoD customer.

14.6 LIS / ISSUES REQUISITION FOR IMM (CONTINUED)

```

05/22/95                LIS / ISSUES                ISS096B
                        **REQUISITION ENTRY FOR IMM**

-----

GSA ADDRESS:  FB5600                DOD VOUCHER NBR:  51300100

-----

TRANSACTION PROCESSED                NEXT TC/MOD:  __ _
TRACKING-NBR: 951390040                NSN:  _____
VOUCHER-NBR: 513939MA                VOUCHER:  _____
                                           CONTROL-NBR:  _____

ENTER-1--2---3----4----5---6---7---8---9--10--11---12---13---14---15
      LIS      INV                                FED
__HELP MAIN QUIT MAIN ISS REC ADJ FIL D/I CAT INQ  QUE  PRC  MIL  MRP

3 - MASTER INV INFO                99 - INV MGMT MAIN MENU
    
```

FIGURE 48

This screen shows the pop-up window notifying the technician the transaction has processed. The confirming issue voucher number and the transaction tracking number are displayed so the technician can relay the information to the DoD facility, if needed. The IMM processes will cause notification to be given through the AUTODIN network, whether or not the facility is notified by telephone (by OS&D).

14.7 OS&D REVERSAL ACTION ON ORIGINAL REQN

```

06/05/95                LIS / ISSUES                ISS091
                        ** E&R ROTABLE  OTHER GOV'T **
-----
NSN          : 5840 01 295 0671
SSC          : YFB5600YY          DESCRIPTION: KYB,DATA ENTRY
QTY          : 1_____          PRICE :$ 1350.00          U/I: EA
T/C          : 91  MOD: R          MAX ISSUE : QUP VALUE: 1
VOU NBR: 51350430          COND CD: S  PRIORITY CD: 2  DATE REQ'D: ____
AGREEMENT NBR : _____          REIMB APPROP NBR : _____
PO NBR       : _____          IN SHOPS VOUCHER NBR : _____
REQUESTOR    : AIRMAN JONES___ TELEPHONE NBR      : 305 456 7890
MARK FOR     : _____/_____/_____
APP TO CD    : DBRITE_ REQN NBR : _____ BIN/RTV-VOUCHER-NBR : _____
PRI REASON   : RECD DEFECTIVE ITEM ON OS&D # 5051111_____
NOTAM        : Y/N _  IF YES, NBR: _____
PREF SHP MD  : Y/N _  IF YES, HOW: _____ SPL SHIP TO: Y/N _
-----
OPTION       : ___ ENTER - PROCESS 2 - FAST PATH  9 - ISSUES MAIN MENU
                3 - MASTER INV INFO  99 - INV MGMT MAIN MENU

```

FIGURE 49

Upon receipt of the defective item, the OS&D technician will reverse the original outgoing (**LIS**) voucher number. This screen will be used to input pertinent data to accomplish the reversal action.

Quantity to be reversed, transaction code modifier "**R**", condition code "**S**", priority code **2**, and **OS&D** are essential elements of this screen. Please note the **bold** elements in the screen above. Once you have verified the original voucher number, press **[ENTER]** to continue.

14.8 OS&D REVERSAL ACTION (TRANSACTION PROCESSED)

```

06/05/95                LIS / ISSUES                ISS091
                        ** E&R ROTABLE  OTHER GOV'T **
-----
NSN      : 5840 01 295 0671
SSC      : YFB5600YY                DESCRIPTION: KYB,DATA ENTRY
QTY      : 1_____                PRICE :$ 1350.00                U/I : EA
T/C      : 91  MOD : R                MAX ISSUE :                QUP VALUE : 1

TRANSACTION PROCESSED

TRACKING-NBR: 951430786 NEXT TC/MOD:  _  _
VOUCHER-NBR: 51350430   NSN:  _____
VOUCHER:  _____
CONTROL-NBR:  _____

ENTER-1---2---3---4---5---6---7---8---9---10---11---12---13---14--15
      LIS      INV                                  FED
__HELP MAIN QUIT MAIN ISS REC ADJ FIL D/I CAT INQ  QUE  PRC  MIL  MRP

3 - MASTER INV INFO                99 - INV MGMT MAIN MENU
    
```

FIGURE 50

This screen shows the transaction (issue reversal) is accepted and is routed to the inventory manager (IM) for appropriate action. The IM will request the item be inspected, repaired, and returned to stock. Completion of the reversal action will cause certain IMM automated processes to credit the amount charged to the DoD facility.

APPENDIX 1 : MILSTRIP FORMAT

The understanding of MILSTRIP format is essential to working with DoD customers. MILSTRIP tells us the purpose of a document, who it is from, what and how many they want, how it will be paid, the supply priority and many other bits of data. MILSTRIP is designed to fit into an 80 column format. The 80 columns are divided into blocks, each of which tells us something about the document. The blocks and description of data are outlined below.

A. Document Identifier: This 3-digit code of alphas and numerics identifies the purpose of the transaction. Each of the 3 digits of the document identifier tells us something about the document.

1st position Identifies the basic purpose of the document. Does it concern a requisition? A report of excess? The first position provides this information.

2nd position Modifies the basic purpose of the document. Does it concern a requisition, status on a requisition, or a follow up on a requisition? The second position tells us this.

3rd position This one varies depending on the first two positions. If a requisition, it says whether the customer wants an NSN or a part numbered item, and whether they are CONUS or overseas. If status, it tells to whom it is directed. If it is a report of excess, is the customer telling us they have excess, or are we telling the customer what to do with excess material? The complete list of document identifiers is very large. A review of the FAA DoD Customer Assistance Handbook will identify document identifiers the FAALC will recognize in the IMM processes.

B. Routing Identifier: This 3-digit code identifies the source of supply to which the requisition is being sent. There are several DoD sources of supply we route our requisitions to in the FEDSTRIP/MILSTRIP (outgoing) processes. Under IMM, you will notice the FAALC routing identifier (G69), since we are the source of supply.

C. Media and Status Code: This is a 1-digit code which tells the FAALC what type of status, if any, to provide; where to send it and how to send it. We will limit our acceptance to those M&S codes that designate AUTODIN/DDN as the means of transmitting status to the requisitioner, supplementary address, or to the fund code. There are two types of status we will be sending to our customers.

1. Supply Status. This status provides information as to what is being done with a requisition, i.e., being processed for shipment, backordered, canceled (and why).

2. **Shipment Status.** This status notifies the requisitioner of the date and method of shipment. Transportation control number (TCN) or government bill of lading (GBL) is also furnished, if used. Although status can be requested ONLY THROUGH AUTODIN/DDN, the Defense Automatic Address System (DAAS) can convert to another means if the requisitioner, or ultimate consignee, requires another media for receiving status, such as mail, message, or clear text mailer; however, status will be sent by DDN to all DoD addresses if they have capability of receiving such. We are giving 100% supply and shipment status to the designated recipient.
- D. **National Stock Number:** This field is self-explanatory.
 - E. **Unit of Issue:** A 2-character abbreviation describing the unit of measure in which the item is issued. This should match the UI in the master inventory record. An unlike unit of issue will result in a rejection of the customer requirement.
 - F. **Quantity:** A 5-digit field telling the number of units being requested, up to 99,999.

- G. Document Number: A 14-digit non - duplicated identification number assigned to a requisition. It is used for tracking purposes throughout the requisitioning process; unlike our system of using the transaction tracking number. When communicating with DoD customers, item managers will need to be cognizant of this. The document number has FOUR parts. First, a service designator, 1-digit, identifies the military service, e.g. "F", designates Air Force, whereas "N" tells us the requisitioner is a Navy facility. Second, the remaining digits (5) designate the base or command type requisitioner. Third, a 4-digit code representing the date the requisition was transmitted to the initial supply source. This date, known as Julian Date, represents the last digit of the calendar year and the day of the year (Julian day), i.e. 1 Jan 1994 is 4001, while 31 Dec 1994 is 4365. Lastly, the serial number is a 4-digit number assigned by the requisitioner for control purposes which may not be duplicated by that requisitioner on the same day.
- H. Demand/Suffix Code: A 1-digit field with dual usage. On incoming requisitions it indicates the type of demand and whether the quantity should be included in demand history for computational purposes. In requisition processing it is used by the FAALC to indicate split actions involving partial quantities, and multiple actions on the same requisition, e.g. alternate actions on denials. Use of alphas and numerics is permitted as follows:

A-H,J-M,Q, Suffix codes used by source of supply for actions T-Y & 2-8 involving partial and alternate actions.

N A demand made on a one time basis.

P A demand made on a one time basis to satisfy special program requirements.

R A demand to replenish materiel used on a day to day basis.

S A commissary resale demand. FAALC is not involved and will not receive requisitions with this demand code.

I,O,Z,0,1,

and 9 Not used.

- I. **Supplementary Address:** A 6-digit field with three uses. First, if material is to be shipped to an activity other than the requisitioner or if a billing is to be sent to a special site, a DODAAC may be entered in this block. (Shipment and billing will be determined by the next MILSTRIP field, Signal code, which will be discussed in Paragraph j). Second, if there is no need for a second address, these blocks may be left blank, or data may be entered which is of interest only to the requisitioner. When data other than a second address is entered, the first digit of this field will contain a "Y", then the requisitioner may use the remaining spaces as desired. The FAALC will perpetuate any data the requisitioner has entered in the Supplementary Address field. Finally, in International requisitions, it is broken down as follows:

First digit "D" - Constant (can differ for foreign military services) designates Air Force or air traffic control activities. Second and third digits designate the Freight Forwarder code. The last two digits designate a FMS case or type of assistance code.

- J. **Signal Code:** A 1-position field containing a single code which serves two purposes. It tells where the material is to be shipped and to whom the billing is to be sent. The FAALC recognizes the following signal codes in processing incoming requisitions:

<u>CODE</u>	<u>SHIP TO</u>	<u>BILL TO</u>
A	Requisitioner	Requisitioner
B	Requisitioner	Sup Addressee
C	Requisitioner	Fund Code
D	Requisitioner	Free Issue (Warranty Replacement) Used with Adv Code 2E.
J	Sup Addressee	Requisitioner
K.	Fund Code: A 2-digit code which indicates the funds to be charged for the material. All requisitions received must contain a valid fund code. FAALC will perpetuate any data the requisitioner has entered in this field.	
L.	Distribution Code: A 3-position field with many functions. The first position can be used in conjunction with the service code in RP 30 (requisitioner) to provide status to the military system manager. Most requisitions will come in with this position blank. If a zero is in this position, it is regarded the same as "blank". The remaining two positions are used differently by the military services. The Air Force uses this block to indicate the purpose or ownership account responsible for the material. Normally, a "01" indicates the material is for an operating Air Force base.	

- M. Project Code: An optional 3-position entry used to indicate the requisition is for an approved special project. It will otherwise be blank.
- N. Priority Designator Code: A 2-position entry used to indicate the supply priority of the activity ordering the material. Programmatically LIS will convert FAA priorities (and DoD priorities) to the applicable code. Supply priorities are derived from the Uniform Military Material Issue Priority System (UMMIPS) and range from 01 to 15, with 01 the most urgent and 15 the least urgent. This is the primary tool used in determining the order of release of backorders. FAALC will receive and convert to comparable FAA priorities, 1 through 5. NOTE: UMMIPS priority 01 is not presently authorized for use. It is used when a national emergency has been declared by the President.
- O. Required Delivery Date (RDD): A 3-position code indicating when delivery is required. This block is used in several different ways.
 - 1. When this block is left blank, it means the requisitioner is satisfied with the Standard Delivery Date (SDD). The FAALC performance standard for priorities is less time than that outlined in UMMIPS, which is the DoD performance standard (expressed in days for delivery of material to the consignee).

2. The requisitioner may enter a 3-digit Julian date in this field when delivery is required earlier, or later, than the standard delivery date. This method can be used for RDDs later than the SDD only if the required date is less than one year from the date of the requisition, since a 3-digit RDD cannot indicate anything more than this.
3. A further refinement is provided for those cases where lack of an item is adversely affecting mission capability (MICAP). When a requisitioner has a system or piece of equipment which is non - operational, or Not Mission Capable, Supply (NMCS), they may use this field to so indicate. The requisitioner may also indicate an anticipated NMCS in this field. This occurs when a maintenance activity indicates they anticipate a system or piece of equipment will become non-operational, and the base supply activity has no stock to meet the demand. The following entries may be made in this field:

Entry Meaning

“999” NMCS for US Forces overseas, or alerted for deployment w/n 30 days.

“N__” CONUS NMCS

“E__” Anticipated NMCS

“555” Base Closures Only (Note this is a new one added recently).

P. Advice Code: A 2-position code used for two purposes.

1. First, on incoming requisitions, requisitioner has the option of putting an advice code in this field to provide additional instructions to the FAALC. Advice codes always begin with a number in RP 65 (first position). Examples are: "2B" - do not substitute, or "2C" - do not backorder. Reject any unfilled quantity not available to meet SDD/ RDD. Suitable substitute acceptable. All advice codes used in inter-agency/service requisitioning begin with a "2" or "3".
2. Second, the FAALC returns supply status to the requisitioner in this field when requested. Most status codes begin with an alpha in RP 65. Examples are: "BA" - item being processed for shipment, or "CG" - unable to identify item ordered. Status codes the FAALC will be sending back to facilities begin with "B", "C", and "D". Definitions are found in the FAA DoD Customer Assistance Handbook.

Q. The advice code is the last field of the MILSTRIP which is recognized throughout DoD. The remaining record positions, RP 67-80, are used for various purposes. Most of the actions you take as an IM have no visible reference to MILSTRIP, since screens do not portray MILSTRIP format. You should be able, however, to recognize some entries in order to read products, messages, etc. The following are some of the more common entries in RP 67-80 of MILSTRIP with which you should be familiar.

<u>Record Position</u>	<u>Entry</u>
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67-69	Date received at SICA on "A3_" and "A4_" Dis.
70	Not used in our IMM processing of requisitions.
71	Condition code on many transactions, such as "FTA".
72	Not used in our IMM processing of requisitions.
73	Not used in our IMM processing of requisitions.
74-76	"From RI on "A3_" and "A4_" Dis.
74-80	Unit price of NSN in RP 8-22.

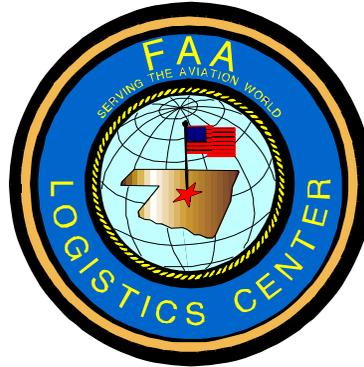
NOTE: These record positions are used for other purposes in shipping (AS_) DIs.

R. Supply Status Information: Supply status is an automated process and the item manager will have very little contact with it. However, it is necessary for you to recognize status entries in order to interpret certain products, messages and queries from requisitioners. Supply status includes status to requisitioners, certain types of follow up queries, cancellation requests, responses to cancellation requests, confirmations of shipment, backorder reconciliation's, and more. MIL- STRIP entries for supply status are generally the same as those for requisitions, but there are some important differences as follows:

1. Routing Identifier: For supply status this is the FAALC which is sending the status.

2. Unit of Issue and Quantity: Changes may have occurred from the original requisition due to correction to UI or partial quantity shipments (splitting of E&R requisitions) or cancellations.
3. Suffix Code: If partial (split requisition) shipments are made against the DoD requisition, which is maintained in the F/M Suspense File, this field will contain an alpha suffix to the document number. We refer to it as a "Sequential Action" code and it appears in the status document going back to the facility.
4. Transaction Date: The date of the status document appears here (RP 62-64). It is a Julian date with no year. It is recorded on our supply status record differently (MM/DD/YY).
5. Status Code: This 2-character code tells what the FAALC is doing with the requisition. The codes used by the Logistics Center in transmitting status are found in the FAA DoD Customer Assistance Hand- book.
6. Estimated Shipping Date (ESD): This is the year and Julian date the FAALC expects to ship the material. The ESD follows the status being sent (RP 67-69) in our outgoing (AE_) document.
7. Unit Price: This is the unit price of the item in dollars and cents, a decimal is understood between RP 78 and 79. Unit price on status documents is taken from the DoD Standard Unit Price field on the master inventory record.

8. Shipment Status Information: It is designed to tell the customer when the item was shipped, by what method it shipped and the shipment control number, if any. MILSTRIP shipment status entries are similar to supply status except as follows:
 - a. Shipping Date: This is the date the material was delivered to the carrier.
 - b. Shipment Control Number: This field varies depending on how the material is being shipped.
 - c. A transportation control number (TCN) is entered for overseas shipments to Ports of Embarkation and for shipments by ordinary parcel post.
 - d. For CONUS shipments by freight or small package carrier, the following structure is normally used. Record positions (RP) 69-76 contain the appropriate number extracted from the CDS process when shipment documentation is recorded in our files.
 - e. Mode of Shipment Code: Record position 77 on the shipment status document. There are 9 one-digit codes FAALC will utilize in passing shipment status to our DoD facilities. Explanation is given in our FAA DoD Customer Assistance Handbook.



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