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Chapter 1

DESCRIPTION AND RESPONSIBILITIES

1.1. General Concept and Description.

1.1.1. The overall system concept and description is in AFMCM 64-104, Volume I, Chapter 1. Since J041 applies to this appendix and the requirements and contracting functions, the concept is one of document tracking and status reporting as a result of the following:

1.1.1.1. Initiating Purchase Request/Military Interdepartmental Purchase Request (PR/MIPR): The requirements function involvement in J041 begins when PR/MIPR control transactions are input and continues until released to Contracting. As specific events occur in the status of PR/MIPR, input is provided to J041 to update records.

1.1.1.2. Initiating Miscellaneous Actions: The requirements function involvement in J041 begins when the inventory manager (IM), the loan Controlr (LCO), the production management specialist (PMS) and/or the appropriate functional office establishes the requirement to acquire/track items. These items are controlled through the IM, reclamation project, and termination excesses. The LCO controls all agreements and contracts containing items to be loaned to contractors. As specific events occur (such as receipt of a loaned item from a contractor), input is provided to the J041 system to update records.

1.1.2. The system provides periodic summary products identifying quantitative and financial activity as well as frequency and type of delinquencies. These products are used in identifying and correcting problem areas and overall management of the requirements function workload.

1.2. Responsibilities.

1.2.1. PR/MIPR Control Functions:

1.2.1.1. Makes sure duplicate PR/MIPR serial numbers are not assigned.

1.2.1.2. Reviews, controls and processes all PR/MIPRs including amendments.

1.2.1.3. Receives and processes corrections and exceptions to PR/MIPRs.

1.2.1.4. Inputs data into J041 for tracking purposes.

1.2.2. Inventory Management/System Management/ Production Management Specialist Functions (IM/SM/PMS):

1.2.2.1. The product directorate strike monitor provides the code of contractor(s) in strike or potential strike mode, so that the J041 system may supply complete contractor status.

1.2.2.2. Determines system responsibility with regard to correcting data incompatibilities between the Item Management Wholesale Requisition Process (D035A) and J041 systems.

1.2.2.3. IM adjusts the distribution of due-in assets, performs requirements computation by using the J041 Category I and Category II Requirement Data Report, J041 Replacement Item Requirements Data Report, J041/D035A Initial/Amended Shipping Instruction Reconciliation, and AFMC Form 339, **Due-In Assets Status Record**.

1.2.2.4. Provides available records and documents as required by the gaining ALC when item management is transferred from the local ALC.

1.2.2.5. Takes corrective action needed, as indicated for the J041 Overlay Difference Report for D035A/D034A/D062, to allow the proper overlay of due-in assets from the J041 system to the D035A/D034A/D062 systems.

Chapter 2

HOW TO PREPARE PURCHASE REQUESTS (PR) AND MILITARY INTERDEPARTMENTAL PURCHASE REQUESTS (MIPR) AFMC FORM 36 AND DD FORM 448

2.1. Definition of Coordination Transaction Cycle. Thirteen control transaction indicators are used to control the flow of PR/MIPR from the start through the release of the document by the ALC requirements function. These transaction indicators show PR/MIPR number, the pseudo division and designators for each coordination action. The J041 system is so designed that as each control transaction indicator is entered into the system, a required controlled action is recorded and timed. These actions pertain to the established processing cycles within the requirements function which are started and stopped by control transaction indicator input. The control transactions, cycles, and time elements are:

Table 2.1. Control Transactions, Cycles, and Time Elements.

Transaction Cycle	Action	Work Days (Mon. - Fri. including holidays)
A	Starts requirements function processing time and starts signature cycle	3
A1	Stops signature cycle; starts reproduction cycle.	1
B	Stops reproduction cycle; starts PR/MIPR function cycle	2
C	Stops PR/MIPR function cycle; starts coordination cycle.	2
F-M	Stops coordination cycle. When last coordination control transaction is input, states PR/MIPR function cycle	15
R	Stops PR/MIPR processing cycle and starts contracting function processing time.	2
Total Requirements Function Cycle Time		25

2.2. Incoming PR/MIPR. PR/MIPR Control will:

2.2.1. Verify PR/MIPR for ALC responsibility.

2.2.2. Forward PR/MIPR to the responsible activity for acceptance.

2.2.2.1. Category I acceptance will be processed IAW local policy.

2.2.2.2. Category II acceptance. The responsible activity returns initial acceptance information to PR/MIPR Control. If rejected, return to the requesting activity with written justification. Accepted PR/MIPR are processed according to Chapter 3 and local established policies.

2.3. PR/MIPR Coordinating Activities and Control Points. Data element codes identify to the system that the control points (Attachment A1-4) have done the specific required actions.

2.4. Preparing PR/MIPR. AFMCI 23-102 tells how to initiate PRs. The following explains the data and codes required on the documents for system input:

2.4.1. Certain elements of data and codes are common to the entire document for which no designated block is assigned on the AFMC Form 36, Purchase Request, or DD Form 448, Military Interdepartmental Purchase Request. To prepare and input PR/MIPR, insert the symbols for these codes on the forms as follows:

2.4.1.1. In block 7, AFMC Form 36, insert these required symbols in the following order:
IM, MGR DES, TYPE REQ, MMAC, IMC.

2.4.1.2. Priority (PRI) and type PR/MIPR symbols must also be inserted on the MIPR. In block 9, DD Form 448, insert the following required symbols:

IM, MGR DES, PRI, TYPE REQ, TYPE PR/MIPR, MMAC, IMC.

Note: Code incoming PR/MIPR "URGENT", procurement priority code D, when accompanied by an urgent justification.

2.4.2. Page number and number of pages. Consecutively number each AFMC Form 36, or DD Form 448, and continuation sheets (DD Form 448/ SF 36 as appropriate) which make up the actual PR/MIPR document.

2.4.3. Block 1 on PRs, enter the six-digit code that identifies the contracting activity. This data element is required on all PRs and MIPRs.

2.4.4. Block 2 on PRs, block 9 on MIPRs, enter the TYPE PR/MIPR code. This is a two-position code, which identifies PR/MIPR document as incoming with the identity of the originator, or as outgoing with the identity of the destination (Attachment A1-9).

2.4.5. Block 3 on PRs, block 9 on MIPRs, enter the one-position code which identifies the contracting priority (PRI)(AFMCM 64-104, Volume I, Attachment 3).

2.4.6. Block 4 on PRs and MIPRs, enter the calendar date of preparation.

2.4.7. Block 5 on PRs and MIPRs, enter the identifying number. This number will consist of the six-digit requiring agency activity code followed by the last two digits of the fiscal year, followed by a five-digit serial number. Serial numbers on PR and MIPR documents will not be duplicated in the same year at any one installation and will not exceed five digits in program year.

2.4.8. Block 6 on PRs and MIPRs, enter 00 for the basic PR or MIPR.

2.4.9. Block 7 on PRs and block 9 on MIPRs, enter the following codes:

2.4.9.1. IM - Enter the one-position pseudo division code. For incoming MIPRs for which there is no Air Force manager, use code Z.

2.4.9.2. MGR DES - Enter the two-position alphanumeric code for the manager designator which is locally assigned. For incoming MIPRs for which there is no Air Force manager, use code 99.

2.4.9.3. MMAC - Enter the materiel management aggregates code (AFMCR 523-3).

2.4.9.4. TYPE REQ - This is a type requirement code that lets management decide how much money is spent in support of the following requirements. Enter one of the appropriate codes:

Code	Explanation.
2	Non FMS.
3	Foreign Military Sales (FMS).

2.4.9.5. Enter the IMC in Block 7 IAW AFMCI 23-102.

2.4.10. Block 8 on PRs and block 9 on MIPRs.

2.4.10.1. Column a, Item Number, enter the item numbers in sequence beginning with the number 0001 for each document. The item number must be numeric and may not exceed four numeric digits. Sub items may be shown by adding a maximum of two alphabetic characters starting with AA, then AB through AZ, BA through BZ, and so on through ZZ to the item number. They must match NSN on basic line item. Amendments to add stock-numbered "sub-line items" will not be accepted if the basic item is pseudo-coded or if the NSN is not already established on the basic PR.

2.4.10.2. Column b, Description, in addition to requirements cited for this block in AFMCI 23-102, the following information is furnished:

2.4.10.2.1. When stock-numbered items are not being acquired, use the following special federal stock class assignment codes:

Pseudo Code	Explanation
0000	Provisioning
0001	Data
0002	Services (includes contract technical services, research, development, test and evaluation, etc.).
0003	Repair and overhaul
0004	Modification and retrofit
0005	Indefinite quantity contract
0006	Requirements type contract
0007	Catalog type contract
0008	Central Procurement funds for stocklisted items on maintenance contracts reimbursable)
0009	First destination transportation (FDT) charges (e.g. on MIPRs sent to the General Services Administration (GSA) for commercial vehicles)
0010	Technical Orders and Technical Manuals (TOs and Tms)
0011	Warranties

Note 1: Pseudo codes 0005 0006 and 0007 are applicable only on unfunded line items.

Note 2: Funded line items for repair or overhaul and modification items will cite pseudo code 0003 or 0004 as appropriate.

2.4.10.2.2. Determine the above codes according to the following examples: If a data line item is included on a PR/MIPR for material, the line item for material will cite the national stock number (NSN) and the line item for data will cite 0001. If the line item is prepared to

request services, use 0002 code. Identify each line item on the document with the proper code. Cite repair or overhaul pseudo code 0003 and for modification items pseudo code 0004 with the appropriate stock number in the description if PR/MIPR indicates quantity of the item to be repaired and funded. If PR/MIPR is written only to request contractual coverage, cite code 0005 and fully describe the item to be covered in the item description.

2.4.10.2.3. The budget program activity code (BPAC) and material program code (MPC), prefixed by the appropriate fiscal year code (FY) must be shown. Place the applicable FY BPAC and MPC at the end of each PR/MIPR item description unless the same FY, BPAC, and MPC apply to all items on a PR/MIPR. If all PR/MIPR items are applicable to one FY, BPAC, and MPC, the appropriate FY, BPAC, and MPC apply should be shown following the first PR/MIPR item with the explanation that the particular entry is applicable to all items on PR/MIPR. When BPAC/MPC are not available for advance or planning PR/MIPR line items, enter a BPAC of 999999 and MPC of 9999.

2.4.10.2.4. Transaction Code/Card Code. This code is the means of identifying to the J041 system the type of transaction being processed. Attachment A1-4 lists PR/MIPR coordination activities and transaction codes with their meanings. For this paragraph only, the LA or MA transaction code will apply at the line item level for initial preparation of PR/MIPR. Each line item will be identified with two-position transaction code in the description block. Cite an MA transaction code for items non-reportable as due-ins. Cite an LA transaction code for items reportable as due-ins.

2.4.10.2.5. The requirements computation suppression (RCS) code is to be indicated to suppress consideration of line items in the requirements computation system such as unprogrammed requisitions. An S suppression code will be cited on each line item to prevent any type of requirements from overlaying to any computation systems when appropriate.

2.4.10.2.6. Item Manager Quantity (IMQ). PR/MIPR must show the quantity of the item being procured that is due-in to the prime account; that is, SM and SM storage sites or IM and IM Storage Distribution Points (SDPs). PR/MIPR initiator must cite an IM quantity (IMQ) in the description block for each line item when appropriate. If a line item coded for due-in reporting, and the IMQ is zero, indicate IMQ zero (000).

2.4.10.2.7. PR/MIPR Type Line Item. This code identifies, for reporting purposes, the general classification or reason by line item for supplies and/or services being procured. (See Attachment A1-6 for codes)

2.4.10.2.8. Item Description: AFMCI 23-102 has the minimum information to be cited in column b of the PR or in column B of PR/MIPR for items not covered by specifications or standards, or not accompanied by re-procurement data packages.

2.4.10.2.9. Quantity block, insert the quantity which is the number of units to be acquired. All PR/MIPR line item quantities must relate to the D035A stock/store/issue of unit of issue.

2.4.10.2.10. When the stock number is assigned an Acquisition Advice Code W (Generic Stock Number), cite that stock number. Also enter the following statement: "Stock number is for authorization and solicitation purposes only, and is not to be cited on any contract. If award is made to a source cited below, use the applicable stock number. If award is made to a source for which there is no stock number, contact (enter: PR/MIPR Initiator) for assignment of an

NC stock number." Cite approved sources with their federal manufacturer code and applicable stock number.

2.5. Identifying Readiness Spares Package (RSP).

2.5.1. When more than one category of RSP is processed on a single PR/MIPR, set up each category as a separate line item (one line item per stock number/RSP category combination).

2.5.2. RSPs Mobility Readiness Spares Packages/ In-Place Readiness Spares Package (MRSP/IRSP) will be assigned PR/MIPR type line item S, unless it's maintenance; then it would be D, B, or F.

2.5.3. RSP purpose code B/D to P (mobilization requirements beyond MRSP/IRSP) will be assigned PR/MIPR type line T, unless it's maintenance; then it would be C, E, or G.

2.6. PR/MIPR Submission and Review. A standard 25 workdays is established for processing the PR/MIPR through the requirements function. (Table 2.1)

2.6.1. The same day the automated PR is prepared it, overlays the A transaction to J041. For manual PRs, PR/MIPR Control creates the J041 record. This action starts time on the PR and also starts the 3-workday signature cycle.

2.6.2. After all signatures have been affixed, the original and the appropriate number of copies are forwarded to PR/MIPR control. Upon receipt, PR/MIPR control inputs the appropriate control transaction indicators.

2.7. Processing Incoming PR/MIPRs. PR/MIPR Control receives all incoming PR/MIPRs. PR/MIPRs are forwarded to the appropriate functional office who will determine which of the following categories the document will be processed:

2.7.1. Incoming MIPRs:

2.7.1.1. Category I (Reimbursable) will be filled by delivery of AF stock, production in local manufacture or services rendered by an AF activity, whether or not the activity is financed by a working capital fund.

2.7.1.2. If Category I applies, the appropriate functional office forwards the information indicating Category I acceptance, to PR/MIPR Control.

2.7.1.3. Category II (direct citation) includes all orders for supplies, materials, equipment, or services for accomplishment by separate contracts, in behalf of the ordering agencies or by combined contracts with separate- delivery schedules, by items or sub-items, for each ordering agency and citation of their funds relating to each schedule item or sub-item. When Category II acceptance applies, procedures in Paragraph 2.7.2.2 will be followed.

2.7.2. Incoming PRs:

2.7.2.1. When the total requirements of an incoming PR are available from stock, either reimbursable or non-reimbursable, the requiring activity will be advised the PR is being returned and to submit a requisition. When partial requirements are available from stock, the requiring activity will be notified of the quantity available, reimbursable or nonreimbursable, advised to submit a requisition and appropriate PR amendment. Return all PRs in this category to PR/MIPR Control with appropriate information.

2.7.2.2. If the material will be procured by the contracting function, the following applies for PR/MIPRs.

2.7.2.2.1. Make sure PR/MIPR package is complete and up to date, e.g. AFMC Form 761, **Screening Analysis Worksheet**, DD Form 1423, **Contract Data Requirements List for Data Requirements**, and other necessary attachments.

2.7.2.2.2. Make sure the document is correctly prepared and coded for J041 processing.

2.7.2.3. Return the PR/MIPR and Category II acceptance information to PR/MIPR Control.

2.8. Amendments to Change PRs. The policy for processing amendments and changes to PRs is established in AFMCI 23-102.(See DFARS Subpart 208.70)

2.8.1. No control transaction indicators are involved in the processing of amendments against documents in the J041 pre-award.

2.8.2. Blocks 4, 5, 6 of the PR, blocks 1 through 8 of the MIPR plus the additional special IM, MGR DES, and transaction code must be cited. Amendments which change an element of data in the columns under block 8 of the PR or block 9 of the MIPR will cite the line number and the elements of data changed.

2.8.2.1. For supplies, if the amendment changes the stock number, cite the superseded stock number. If change does not affect stock number items, cite the stock number on the basic PR/MIPR.

2.8.2.2. For services, show what type or for what equipment. This will negate extensive research by coordination points and aid in quick determination of action that is required. All other blocks not affected by the change will have NC (no change) inserted.

2.8.3. Transaction codes have been established to identify to the system the type of amendment transaction being processed. Attachment A1-4 lists the transaction codes. Use this guidance in determining the proper transaction code.

2.8.3.1. Amendments before the requirements function releases basic document and/or before the contracting function awards the contract.

2.8.3.1.1. Amendments issued for changes to the basic document with no line item impact . Use transaction code BD for these amendments.

2.8.3.1.2. Code amendments affecting any element of data in an existing line item LD for those line items originally established as LA, and use MD for those line items originally established as MA.

2.8.3.1.3. Code amendments issued to establish new line items LK if they are reported as due-in and MK if not reported as due-in.

2.8.3.2. Amendments After Contract Award of Basic Documents:

2.8.3.2.1. The J041 system controls a PR/MIPR document from date of origin (date of A transaction input) up to and including date of contract award or cancellation. Upon processing notification of contract award, the basic PR/MIPR data and all line item data is purged from the J041 system as of the end of the month in which award notification is processed. No further processing will be accomplished against PR/MIPR document.

2.8.3.2.2. Amendments issued to amend a PR/MIPR document after the contract is awarded require only basic PR/MIPR data (blocks 1 through 7 of the PR, or blocks 1 through 8 of the MIPR) be re-established. **Note:** Outgoing PR/MIPR may require adjustment to total dollars.

2.8.3.2.3. No amendments affecting line item data or adding new line item requirements are processed by the J041 system after contract award.

2.8.3.2.4. Re-establishment of PR/MIPR data after the document has been awarded on contract, will show the BX transaction code. Additional amending actions after re-establishment also require the use of the BX transaction code.

2.9. Amendments to Cancel PRs and MIPRs. When necessary to cancel PR/MIPR that is in the coordination cycle, the initiator notifies PR/MIPR Control, by telephone, to stop action on that PR/MIPR. The initiator immediately prepares an amendment canceling the PR/MIPR. When necessary to cancel a PR/MIPR after it is coordinated and sent to the buying activity, the initiator notifies the buying activity, through established channels by telephone, to stop action on the PR/MIPR. (If the buying activity wants a PR/MIPR canceled, the originator will be so advised; but, the actual decision to cancel rests with the originator). The initiator must prepare and forward a cancellation amendment to PR/MIPR Control within 24 hours after the buyer has been contacted.

2.9.1. PR/MIPRs may be totally canceled or have line items canceled. The cancellation reason codes have been expanded so there will no longer be a category known as "other". These are the codes and their explanation:

Code	Explanation
1	Stock Balance Incorrect
2	Item Already on Order
3	Program Change From Higher Headquarters
4	Substitute Item Available in Stock
5	Wrong Source Selected
6	Change in Consumption Rate
7	Wrong Item Ordered
8	Obsolete Item Ordered
9	Customer Requested Cancellation
L	No Quotation/Bid Received
M	Funds Not Available
N	Known Source Phased Out
O(alpha)	Excessive Price Quotation
P	Item No Longer Manufactured
Q	Item Will be Local/Depot-Manufactured
R	Next Higher Assembly Will Be Procured
S	Item Available From Other Source

2.9.2. For a total cancellation, the first position of the transaction code is “B” and the second position is the code for the reason. To cancel a line item, the first position of the transaction code will be “L” and the second position is the code for the reason.

2.9.3. When a PR/MIPR is being partially or totally canceled, include a complete statement of the reason for cancellation in the remarks portion of the amendment.

2.9.4. After the initiator has prepared the document, it is signed, dated, reproduced and forwarded to PR/MIPR Control.

2.10. Establishing J023 generated PRs in J041. The “A” control transaction indicator is generated by J023, for input to J041. This input will result in setting up a coordination master in J041 and start the J041 cycle. J023 generates the basic “C” transaction detail and line item detail input to J041. All amendments to J023 generated PRs are manually input to J041.

2.11. Contracts/Orders Not Accepted by Contractor. There will be instances where a unilateral contract is rejected. When this occurs, the awarded contract must be canceled, and if the requirement is still valid, repurchase action initiated. The following series of events and procedures govern this situation:

2.11.1. PR Initiator Action:

2.11.1.1. Upon written notification by the buyer that rejection has occurred, the PR initiator determines if the requirement is still valid and if there is any change such as quantity or funding.

2.11.1.2. As soon as possible after determination is made, notify the buyer of the results. The buyer initiates further actions based on this notification.

2.11.1.3. If the requirement is no longer valid, or if the requirement is valid without change, no further action is necessary by the PR initiator.

2.11.1.4. If the requirement is valid, but requires a change, the PR initiator immediately prepares an amendment to the original purchase request or prepares a new PR referencing the original PR and the contractor.

Chapter 3

HOW TO PROCESS AND CONTROL PR/MIPRS

3.1. General. This chapter tells how to process and control PR/MIPR through the coordination cycle to the release of the document to contracting function for acquisition.

3.2. Processing Coordination Control Transaction Indicators. The indicators used to control the document through the coordination cycle must be input to J041 in the following sequence: first, the "A" transaction; second, the A1 transaction; third, the "B" transaction; fourth, the "C" transaction and fifth, the remaining control transactions F-M. The "R" transaction cannot be input until all applicable F-M transactions have been processed.

3.3. Review of PR/MIPR by PR/MIPR Control.

3.3.1. The document is reviewed for completeness and accuracy to make sure appropriate signatures are present and all coding necessary for input to the J041 system is correct. Prepare a file folder. For system input, the data elements on a PR/MIPR are divided into two groups, basic PR/MIPR and line item data. Basic PR/MIPR means any element of data that is common to the entire PR/MIPR document and does not have line item implication. This terminology is used not only to create documents in the system, but also for corrections and amendments. Line item data means any element of data common to a line item on a PR/MIPR document.

3.3.2. A1, "B", and "C" transactions are released in J041 to indicate PR has been received and sent out for coordination. Copies of the PR are distributed to organizations that will need to review or coordinate on the PR. PR/MIPR Control will input on the "C" transaction the alpha designation for all activities that are not required to coordinate on the document. These are called non-applicable (NA) indicators. The "C" transaction takes two days to process when dropped through the J041 system; however, the "C" transaction may be dropped through KeyPlus (J023) and will take only one day to process.

3.4. Basic PR/MIPR Elements and Line Item Data Elements. The following is a list of elements of data for basic and line item input:

3.4.1. Basic Data ("C" Control Transaction):

- Status (always A)
- PR/MIPR Number (See Note)
- "C" Transaction Code
- Pseudo Division Code
- MGR DSG Code
- Priority
- TYPE REQ Code
- MMAC
- Procuring Activity
- Total Dollars

- NA Indicators
- PDIC

3.4.2. Line Item Data (Line Item Data Transaction):

- Status (always A)
- PR/MIPR Number (See Note)
- Line Item Number (and suffix, if applicable)
- Transaction Code
- Stock Number (or pseudo code)
- Program Year
- BPAC
- MPC
- Line Item Quantity
- Line Item Price
- IM Quantity
- RCS Indicator
- PICA/SICA/DLA override code
- Fund Code Indicator
- Type Line Item
- Need Date
- PDIC

Note: When coding Navy MIPRs into the system, ignore the MP which follows the fiscal year segment of the MIPR number.

3.5. Distributing PR/MIPRs. After reviewing the document for accuracy, send copies of document to each activity that must coordinate on PR/MIPR.

3.5.1. Input of the basic detail and line item detail to J041 will stop PR/MIPR control time. Coordination time will start at this time on all affected coordinating activities.

3.5.2. As coordination copies of PR/MIPR are returned with required attachments, release the applicable control transaction indicators. Release of the transaction will stop the cycle time for that particular activity.

3.5.3. As PR/MIPRs are returned from the Accounting Office with funds initiated/committed, PR/MIPR Control releases the corresponding “K” control transaction indicator. If committed, enter a “C” on the fund status.

3.5.4. After coordination is completed, PR/MIPR Control checks the PR/MIPR, attachments, and supporting documents for signatures and verifies the PR/MIPR package is complete. The copies of PR/MIPR to be forwarded and the J041 system will be updated as necessary from the coordination copies. All coordination copies of the document will be kept in PR/MIPR Control file. As the “R” control transaction indicator is released, the system will prompt for a procurement history request

(PHR). If PHR is required, answer yes. If the document is a “request for contract”, a PHR is not required. (To preclude generation of a PHR in KeyPlus, input the code “H” in column 17 of the “R” control transaction.) Distribution of PR/MIPR document is made to the contracting activity after “R” control transaction release has been verified on the Daily PR/MIPR Intransit Report (J041.4JB).

3.6. Distributing PR/MIPR Amendments. When PR/MIPR Control receives the PR amendment, coordination is obtained as required. After coordination, PR/MIPR Control inputs into J041. The amendment is sent to the contracting function after the amendment input has been verified on the Daily PR/MIPR Intransit Report (J041.4JB).

3.6.1. Processing outgoing ALC MIPR amendments differs from the processing of PR amendments. MIPR initiator prepares the amendment and sends to PR/MIPR Control. After receipt of MIPR amendment, coordination is obtained as required. After coordination, PR/MIPR Control prepares outgoing PR/MIPR package, inputs to J041 and forwards the package to the responsible agency.

3.6.2. No coordination control transactions indicators are involved in the processing of amendments.

3.7. Amendment Processing Technique Within the J041 Data System.

3.7.1. Processing amendments prior to release of basic document by the requirements function:

3.7.1.1. Amendments issued for modifications to the basic document are input using “C” transaction format with transaction code BD in columns 15-16.

3.7.1.2. Amendments affecting any elements of data in an existing line item are input using line item detail format. The transaction code in columns 21-22 is LD for those line items originally established as LA, and MD for those originally established as MA. The control field, amendment number, changes to data fields, and Product Directorate Identification Code (PDIC) are the only required fields for amendments.

3.7.1.3. Amendment to establish/add a new line item would have a transaction code of LK to establish a stock numbered item. The line item must be a sub-line item to an existing line item. It could also have a transaction code of MK to establish a pseudo coded item, new line item not sub-line item, according to instructions in preceding paragraph. All fields are required for input to the system.

3.7.1.4. Line item cancellation amendments require a transaction code of LI/9 or LL/S the second position being the reason for cancellation. Columns 1 through 24 of line item detail transaction format are required. Those line items established according to paragraphs 3.7.2.1 and 3.7.2.2. may be canceled in the same manner.

3.7.1.5. Total PR/MIPR cancellation amendments are input in a “C” transaction format using transaction code B1/9 or BL/S, the second position being the cancellation reason. Columns 1-24 are required fields for a total cancel. The cancellation amendment always reflects the next higher number to that currently recorded within the J041 system.

3.7.1.6. No amendment having quantity or dollar change should be processed until the basic “C” transaction and basic line items are set up in the system and the “C” transaction dollar balance is complete. The amendment should not be input until the “R” transaction is input. The basic will not show in J041 if the amendment is input before the “R” transaction on basic.

3.7.1.7. Amendments processed before the basic PR/MIPR is released by the requirements function will cause immediate update of the basic document. Milestone 00 and 01 transactions will contain the highest amendment number processed before release of the R control transaction. For example, a 3 line item PR having amendment 1 processed against line item 1 and amendment 2 against line item 2. Upon R transaction release, the milestone 00 and 01 transactions would contain amendment number 02. The milestone 02 transactions for each line item would contain the last amendment number processed at line item level; that is, LI 1 and 01, LI 2 and 02, and LI 3 and 00.

3.7.2. Amendments after requirements function release of basic document and before contract award:

3.7.2.1. Amendments adding a new stock-numbered line item will be rejected unless the same stock number is already on PR/MIPR. The added line item must be numbered the same as the existing line item with an alphabetic suffix added. For example, original line item 0001 for stock number 1620001234567 will be added as line item 0001AA for stock number 1620001234567. Use transaction code LK. A new PR/MIPR must be prepared if adding a stock number not on basic PR/MIPR.

3.7.2.2. Amendments adding new line items containing a pseudo code, non-stock number, such as data or services, are acceptable. Use transaction code MK with a new line item number, not sub-line item.

3.7.2.3. Amendments increasing or decreasing quantity of an existing line item are acceptable only before contract award of line item. Use transaction code LD or MD.

3.7.2.4. Amendments changing existing line item data are acceptable. Use transaction code LD or MD.

3.7.2.5. Amendments changing the stock number to a valid locally prime stock number are acceptable. Use transaction code LD.

3.7.2.6. Amendments processed after the basic PR/MIPR has been released by requirements function will be edited and rejected for any data element error. Only control data and data elements being changed are required.

3.7.2.7. Amendments will be automatically released to contracting function by the system upon establishment and no coordination transactions are required. However, this does not waive the requirement to coordinate amendments with affected coordination activities.

3.7.2.8. Milestone transactions 00 (internal PRs and incoming MIPRs), 30 (outgoing PRs), or 40 (outgoing MIPRs) are input into J041. This starts the contracting function cycle time.

3.7.2.9. The amendments will not update the basic document until the following actions have taken place:

3.7.2.9.1. Milestone 01 is input for those amendments that have no effect upon any line item quantity associated with the document.

3.7.2.9.2. Milestone 02, 32, 42 are input into the system for those amendments that affect line item quantity, citing buyer disposition of the amendment, or for outgoing PR/MIPRs.

3.7.2.10. If requirements function sets up an amendment and is awaiting contracting disposition, a later amendment initiated by the requirement function will update and consolidate with the

amendment currently awaiting contracting disposition. Only milestone transactions showing the highest amendment number need to be input by contracting to affect disposition.

3.7.2.11. Total cancellation and/or line item cancellation amendments require the contracting function pickup and disposition. The cancellation amendment must always reflect a higher amendment number to either the document, when cancellation is for the total document or the line item for which the cancellation is applicable. A cancellation amendment requires milestone 00, 30, or 40 for pickup of the amendment and milestone 02 (without line item number), 32, or 42 to show disposition unless no portion of an internal or incoming document has progressed beyond milestone 02 to solicitation stage. Outgoing documents require milestone 32 or 42 in all instances. Total cancellation is annotated on PR/MIPR amendment.

3.7.2.12. If contracting rejects an amendment or the requirements function needs to correct an amendment, an 00 correction milestone with a C00 transaction, with a valid rework exception reason must be input before consolidation of the amendment and the basic PR occurs. Upon receipt of the C00 transaction, in the system, the amendment will be purged from the master, and PR/MIPR Control will re-input the amendment, if necessary.

3.7.2.13. The basic document always reflects the highest amendment number processed against the document. The line item shows the highest amendment number processed against the specific line item.

3.7.2.14. Amendments initiated before contract award, but not accepted by the system will appear on the Daily PR/MIPR Error List (J041.4JA).

3.7.2.14.1. Amendments after contract award of basic documents:

3.7.2.14.1.1. These amendments are only administratively tracked in the J041 system. Updates to Procurement History or Contract Administration Masters are not provided. Amendments requiring a contract modification are handled as non-PR modifications by the contracting function.

3.7.2.14.1.2. Amendments are input using the "C" transaction format, with a BX transaction code in columns 15-16. All fields must be complete and valid. An "R" transaction is not needed to release this type transaction. Input applicable milestones 00, 01 and 02 or 30, 31 and 32 or 40, 41 and 42 (Reference AFMCM 64-104, Volume 2, Chapter 3, and Volume 3, Chapter 4). The 00, 30, or 40 input will indicate amendment pickup. System receipt of the 01 will indicate buyer level acceptance of the amendment and cause same to reflect completion of the amendment action within the system. Likewise, system receipt of milestones 32 or 42 will indicate amendment acceptance by the activity on outgoing amendments. Normal return for rework options prevail.

3.8. Incoming PR/MIPR. PR/MIPR Control receives and inputs into J041 according to paragraph 3.2. Prepare a file folder for each PR/MIPR. Prepare acceptance package and forward it to the responsible activity for review. Upon completion of the review by the responsible activity, the package is returned with acceptance information. There are two types of incoming PR/MIPRs; one is for items to be furnished or bought (Category II) by the receiving ALC; the other is for coordination only (Category I).

3.8.1. Incoming PR/MIPR For Acquisition or Category I or II acceptance:

3.8.1.1. If a PR/MIPR has been received from the requirement function with acceptance as Category I, PR/MIPR may be entered into J041 for tracking purposes.

3.8.1.2. Incoming PR/MIPR received for local acquisition, Category II, are processed the same as ALC-generated PR/MIPR.

3.9. Generic Stock Number Processing.

3.9.1. When stock numbers are assigned to items for "solicitation purposes only" (acquisition advice code W), the generic stock number is input into the J041 system at the time of initial PR/MIPR processing.

3.9.2. PR/MIPR Control will input the LC transaction code format for each "stock as", stock number listed under the solicitation purposes only generic stock number (Attachment A2-6). This action must be completed before "R" transaction release.

3.9.3. These LC transactions are validated by the D035A and appear on the Daily PR/MIPR File Maintenance Actions, or in the event of an error, the transaction appears on the Daily PR/MIPR Error Listing. This procedure accomplishes preliminary stock number validation on all "stock as" stock numbers before vendor selection.

3.9.4. At vendor selection time, PR/MIPR Control receives notification from contracting and assures that PR/MIPR generic stock number is replaced with the "stock as" stock number validated through the D035A and informs the IM of the stock number selection.

3.9.5. If there is no existing "stock as" stock number for the contractor selected, the IM takes necessary action to assign an NC stock number as a "stock as" number for PR/MIPR line item. Notification is sent to PR/MIPR Control for input of stock number correction to J041 (LC-transaction code). For all outgoing documents, the IM prepares a PR/MIPR amendment citing the applicable PR/MIPR line item and NC number to be assigned and forward to PR/MIPR Control for appropriate amendment action.

3.9.6. Replacement of generic stock number with a "stock as" stock number is not a reason for PR/MIPR to returned PR/MIPR to the requirements function.

3.9.7. The selected stock number appears on the Daily PR/MIPR File Maintenance Actions as LI CORRECTION OR LI AMEND.

3.10. Return for Rework by PR/MIPR Control to Requirements Function.

3.10.1. Procedures have been set up that require the reason for rework of a PR/MIPR be input to the system for reporting purpose. Attachment A1-5 has the reasons for rework and code for each which has been assigned for system input.

3.10.2. When a coordinating activity, because of an error, does not coordinate and returns the PR/MIPR to PR/MIPR Control, PR/MIPR Control will input a transaction code QS. PR/MIPR Control may also return a PR/MIPR to rework anytime after the "A" transaction has entered the system.

Coding instructions are:

Column	Instructions
1	Status. Always A
2-14	PR/MIPR Number
15	Leave Blank
16-17	Transaction Code QS
18	Rework Reason Code
19-80	Leave Blank

3.10.3. The erroneous PR/MIPR is sent to the originator for correction.

3.10.4. After the errors have been corrected, the originator returns the PR/MIPR to PR/MIPR Control for forwarding to the applicable coordinating activity. PR/MIPR Control inputs a transaction code QW to remove PR/MIPR from rework status.

Column	Instructions
1	Status. Always A
2-14	PR/MIPR Number
15	Leave Blank
16-17	Transaction Code QW
18	Rework Reason Code
19-80	Leave Blank

Note: Column 18 rework reason code must be the same as input on transaction QS.

3.10.5. A document may be in requirements function rework status for a maximum of four reasons. This would require four separate QS transactions and four separate QW transactions. The "rework reason code" is required in the QW release transaction so a match can be made to show the document has been released from that specific rework action.

3.10.6. Upon return of the coordinated PR/MIPR, the corresponding control transaction indicator is input.

3.10.7. The 25 workdays for requirements function standard processing time is not extended for correction of basic PR/MIPR returned for rework by a coordinating activity. (Workdays are considered Monday through Friday.)

3.11. Deleting Incoming PR/MIPR. Occasionally, difficulties are met in getting response from the initiating activity on incoming PR/MIPR. This may result in the document being held unusually long with no action taken. When it is decided the document will be returned to the initiator, take action to delete the document from J041 system.

3.11.1. A delete transaction may be processed if the requirements function has not released PR/MIPR to the contracting function and the document age is at least 45 calendar days or has been in requirements function rework status for at least 33 calendar days. If PR/MIPR has been returned to the

requirements function from the contracting function, the document must have been in contracting function rework status for at least 45 calendar days before the processing of a delete transaction. (A cycle day equals one system processing cycle.)

3.11.2. Input transaction code BC in the “C” control transaction format as follows:

Column	Instructions
1	Status. Always A
2-14	PR/MIPR Number
15-16	Transaction Code BC
17-50	Blank
51	Indicator D
52-80	Blank

3.11.3. Do not use this procedure on outgoing PR/MIPRs or when individual line items or entire PR/MIPRs are canceled. A cancellation amendment from the requesting activity is required and processed according to chapter 2, paragraph 2.10.

3.11.4. Deletion of incoming PR/MIPR "For Coordination Only" when coordination is not to be completed but rather returned to initiating activity without completion of coordination. No delay is necessary and delete action can be done as follows: Input a transaction code BC in the “C” control transaction format.

Column	Instructions
1	Status. Always A
2-14	PR/MIPR Number
15-16	Transaction Code BC
17-50	Blank
51	Deletion Code D
52-80	Blank

Note. Transaction will set PR/MIPR type 5 PRs for deletion on EOM cycle. Action will display on Daily PR/MIPR File Maintenance Actions as "DOC DELETED."

3.12. PR/MIPR Due-In Reporting.

3.12.1. Maintain PR/MIPR due-in status in pre-award and passed to post-award on a weekly basis for consolidation with the due-in output.

3.12.2. For those PR/MIPR line items which should reflect due-in asset reporting, an LC coded correction with proper IM quantity is input to the system.

3.12.3. Items are reported in PR/MIPR due-in status until a contract line item is set up in post-award. At this time the asset is dropped by pre-award and reported as a contractual due-in by post-award.

3.12.4. AFMC Form 339 due-in status records are generated by pre-award and passed to post-award for generation of transactions. This also applies to any change in due-in condition.

3.13. External Delay of PR/MIPR.

3.13.1. Occasionally, PR/MIPR become delinquent within the requirements function for reasons beyond the control of the ALC; such as, having to be sent to another activity for coordination or change.

3.13.2. If the above situation occurs, PR/MIPR Control may input an external delay indicator by inputting BC in the “C” control transaction format as follows:

Column	Instructions
1	Status. Always A
2-13	PR/MIPR Number
15-16	Transaction Code. Always BC
17-50	Blank
51	Indicator. Always X for delay
52-80	Blank

3.13.3. This transaction will not stop the count of processing days, but is displayed on reports showing external delay to explain the delinquency.

3.14. Delinquency and Rework Reporting. The 25 workday cycle allowed from origination of a PR/MIPR in the requirements function to release of the document to the contracting function is broken down into certain phases, and if the document becomes delinquent in any one or more phases, PR/MIPR Control is notified through the Daily PR/MIPR Delinquent and Rework Listing (J041.4JF, Parts I, II, III, and IV). Documents returned for rework are also shown on the listing. The following explains the messages that may appear:

3.14.1. Signature. Shows the document is held up in the signature cycle. Beginning with the submission of the “A” transaction, the number of workdays a document is in the signature cycle (for ALC-originated PR/ MIPRs), is counted until the A1 transaction is submitted. The time standard is 3 workdays.

3.14.2. Reproduction. Shows the document is held up in the reproduction process between submission of A1 transaction and the “B” Transaction. The time standard for reproduction is 3 workdays.

3.14.3. PR/MIPR Control Release. Shows PR/MIPR Control is delinquent in releasing the coordinating copies to the applicable activities; between submission of the “B” transaction and the “C” transaction. The time standard for PR/MIPR Control release is 2 workdays.

3.14.4. Coordination. Shows all applicable activities that must coordinate on PR/MIPR have not yet done so (F-M Transactions). The time standard for obtaining all coordination is 15 workdays.

3.14.5. PR/MIPR Control to Process. Shows PR/MIPR Control has not released the document to procurement, resulting in a delinquency. PR/MIPR Control has 1 workday after all coordination transactions have entered the system to submit the “R” transaction. The time standard is 2 workdays.

3.14.6. The message, "ONE DAY". Shows PR/MIPR will be delinquent in 1 day in cycle. Allow 25 workdays for processing a PR/MIPR from start to release to contracting. This message appears when 16 workdays have elapsed to notify PR/MIPR Control of a potential delinquency .

3.14.7. The message, "DEL IN FM". Shows the document is delinquent in cycle in the requirements function. The time standard for the cycle in the requirements function is 25 workdays.

3.14.8. The message, "FM REWK_____." Shows the document is in rework in the requirements function.

3.14.9. The message, "PK REWK_____." Shows the document has been returned by the contracting function to the requirements function for rework. Asterisks preceding message indicate second or later return.

3.14.10. The message, "EXTERNAL DELAY". Shows the document has become delinquent as a result of being sent to another activity for change or coordination.

3.15. D035A Validation.

3.15.1. Internal PR. D035A validation for all line items (except pseudo code) will occur at initiating site. D035A validates NSN, ERRC, MDC, U/I, AMC/AMSC and budget code. The initiator of the PR must be prime or the PR line item is rejected as an invalid transaction. Exception to the above is Spares Acquisition Integrated with Production (SAIP) PRs for which the acquisition branch of the System Division may initiate PRs for non prime items.

3.15.2. Outgoing PR/MIPR to other than an AFMC field units. D035A validation occurs at initiating site. The initiator of PR/MIPR must be prime or PR/MIPR line item is rejected as an invalid transaction.

3.15.3. Outgoing PRs to AFMC Field Units. The line items will be D035A validated to ensure the recipient ALC has prime responsibility. If the recipient does not have prime responsibility, the PR line item is rejected as an invalid transaction.

3.15.4. Incoming PRs. The line items are D035A validated to ensure the recipient ALC has prime responsibility. If the recipient ALC does not have prime responsibility, the PR line item is rejected as an invalid transaction.

3.15.5. Incoming MIPRs. The line items are forwarded for D035A validation. If the stock number does not pass validation, the line item is still accepted and processed.

3.15.6. Unit of Issue (U/I). The unit of issue is picked up during the D035A validation. In the event an incoming MIPR is accepted without D035A validation the unit of issue is not present in the line item master. So, it may be missing from reports until contract time, when the unit of purchase is entered.

3.15.7. When a stock-numbered line item transaction is submitted to the J041 system on the Stocklist Change (SLC) cycle, normally processed on Thursday night, the D035A forwards a 335 exception reason (user establish) if the J041 system is not currently recorded as a user of that stock number.

3.15.8. When the J041 system requires revalidation of a requested stock number, the PR/MIPR program generates an LC correction transaction with an "X" in column 40 and recycles it to the local D035A. If the D035A returns any exception reason, the transaction appears with a "STOCK NO." error message. The requested stock number must be set up on the D035A master file and a line item

correction must be submitted to the J041 system. If the associated document is in requirements function status, the subject line item carries a data deficiency and an asterisk(*) in the stock number data field. "R" control transaction release is not processed until the deficiency is corrected.

3.16. J023 Mechanized PR Processing.

3.16.1. The "A" coordination transaction data is mechanically generated by the J023 system to J041. This input causes the establishment of a coordination master in J041 and starts the coordination cycle.

3.16.2. The A1, "B", "C" and all non-applicable coordination transactions are released to the J041 system by PR/MIPR Control at the time of PR receipt.

3.16.3. The J023 system mechanically overlays the basic "C" transaction information and line item detail(s) to J041. Once the master and its line items are set up in the J041 system, the applicable "F" through "M" and "R" transactions are released to J041 as coordination is completed.

3.16.4. Corrections to a J023 system initial PR are provided to PR/MIPR Control for inclusion in the J023 final PR request.

3.16.5. Corrections after final J023 PRs have been prepared, and amendments to J023 generated PRs, are input to J041. Amendments except total document cancellation, are not input to the J041 system until after the final PR is prepared by the J023 system to preclude amendment rejection as a result of PR consolidation.

3.17. PR/MIPR Returns for Rework. Returns for rework are handled according to AFMCI 23-102 and established local procedures.

3.18. Contract Default Termination/Purchase Order Rejection. Handle a locally prepared PR/MIPR according to DFARS and local established policy. Reference the old PR/MIPR and contract number on the new PR/MIPR.

Chapter 4

HOW TO PROCESS CORRECTIONS AND EXCEPTIONS TO PR/MIPR

4.1. General. This chapter tells how to correct PR/MIPR data that has been input to the system and how to correct exceptions that appear on the Daily PR/MIPR Error Listing.

4.2. Corrections. Make corrections to the basic or line item information when data elements are rejected by the system. PR/MIPR Control receives a Daily PR/MIPR Error Listing. Attachment 3 shows all error messages and corrective action required. Corrections to basic PR/MIPR document level data use BC transaction code, Attachment A2-2, Basic PR/MIPR “C” transaction. Corrections to PR/MIPR line item level data use either LC (due-in reporting) or MC (not due-in reporting) transaction code, Attachment A2-6.

4.2.1. Any element of data may be corrected while the document is in requirements function status.

4.2.2. For all documents in contracting, the following data may not be corrected on the correction transaction Process:

4.2.2.1. Amendment number.

4.2.2.2. Document dollars.

4.2.2.3. Type PR/MIPR Code.

4.2.3. Additionally for outgoing PR/MIPR documents in contracting, correct the following data elements through the amendment process (Paragraph 3.7.2.):

4.2.3.1. Stock number.

4.2.3.2. Program year.

4.2.3.3. BPAC.

4.2.3.4. Line item quantity.

4.2.3.5. Line item est. price.

4.2.3.6. MPC.

4.3. PR/MIPR Number and Line Item Number Correction. Correction may be made to PR/MIPR number and PR/MIPR line item number when they are incorrect. To process this control change at document or line item level, the document must be in requirements function (before “R” transaction release or returned for rework); otherwise, the transaction is rejected. Input XX code format according to the following instructions:

Column	Data Element
1	Status. Always A
2-14	PR/MIPR. Enter PR/MIPR number as it was previously shown
15-20	PR/MIPR Line Item Number. If line item number is being changed, enter the number as it was previously shown, first four positions must be numeric; otherwise, leave blank
21-22	Transaction code. Enter XX
23-50	Blank
51-63	PR/MIPR number. Enter new PR/MIPR number
64-69	PR/MIPR line item number. Enter line item number if being changed; otherwise, leave blank
70-80	Blank
90	PDIC

(If only the PR/MIPR number is being changed, leave PR/MIPR line item number field blank)

4.4. Amendment Number Correction. The J041 system performs an edit during the establishment of PR/MIPR line items in requirements function so PR/MIPR line item amendment number being set up is not higher than the basic amendment number. This is done to detect the possibility of an error in the amendment field of the previously established PR/MIPR line item, it will not result in an erroneous amendment number being established.

4.4.1. If an amendment number of a basic document is in error and the system shows the wrong amendment number, use this procedure for correction:

4.4.1.1. Before requirements function release, input a correction in "C" control transaction format as follows:

Column	Data Element
1	Status. Always A
2-14	PR/MIPR Number
15-16	Transaction Code. Enter BC
17	Special Indent. Enter A
1-22	Blank
23-24	Amendment Number. Enter Correct Amendment Number
25-80	Blank
90	PDIC

4.4.1.2. If the document is in contracting function, submit a 00 correction milestone with a C00 transaction to return the document to requirements function rework, using exception reason 89 (AFMCM 64-104, Volume 3). After the document is in rework status, process a BC type correc-

tion, explained in preceding Paragraph, with correct amendment number. The document may then be released to contracting function and an “R” control transaction released.

4.4.1.2.1. If an amendment number of a line item detail is input erroneously and the system shows the wrong amendment number, use the following procedure for corrections:

4.4.1.2.1.1. Before requirements function release, input an LC or MC PR/MIPR L/I detail correction according to Attachment A2-6.

4.4.1.2.1.2. If the document is in contracting, return the document for rework by submitting a correction milestone C00 transaction using exception reason code 89 (AFMCM 64-104, Volume 3, Chapter 2). After the document is in rework, submit correction according to the preceding Paragraph; then release “R” control transaction.

4.5. PR/MIPR Funds Data Correction.

4.5.1. Any LC or MC coded PR/MIPR line item correction affecting the BPAC or MPC must contain both elements of data due to compatibility edits necessitated by exception usage of the BPAC data field. When the buyer is authorized (by letter) to make changes to the accounting classification, PR/MIPR Control inputs an LC or MC transaction. Send a copy of the letter to contracting function.

4.5.2. Funds status of a total document may be made. Input BC transaction code according to the following instructions:

Column	Data Element
1	Status. Always A
2-14	PR/MIPR Number
15-16	Transaction Code. Enter BC
17-59	Blank
60	Special identification (Code C to commit funds or Code X to delete commitments.)
61-80	Blank
90	PDIC

Note. Do not include other basic document data on this transaction. Transaction is not accepted before “C” transaction, and should be used only if “K” transaction was not submitted or was submitted in error. Update is displayed on Daily File Maintenance only as "Basic Correct".

4.6. Input of Acquisition Method Code/Acquisition Method Suffix Code (AMC/AMSC). The AMC and the AMSC will be passed from the D035A. If the data is not available in the D035A error message "INPUT AMC/AMSC" is output on the Daily PR/MIPR Error Listing. Input codes as follows:

Column	Instructions
1	Status (Constant A)
2-14	PR/MIPR Number
15-20	Line Item Number (Suffix or PR/MIPR Sub-suffix)
21-22	Transaction Code (Constant LC)
23-39	Blank
40	Identifier (Constant P)
41	Acquisition Method Codeq
42	Acquisition Method Suffix Code
43-80	Blank
90	PDIC

Chapter 5

REQUIREMENTS AND CONTRACTING FUNCTIONS SHIPPING INSTRUCTIONS RECONCILIATION

5.1. General. The following procedures provide a means for the requirements function and contracting function to reconcile differences between J041/ D035A initial and amended shipping instructions for contracts. Each quarter, the D035A Document Control File is compared to the J041 System Diverted Destination File for compatibility. A match is attempted on requisition numbers and if matched, a check is made for compatibility of National Stock Numbers (NSN), quantity, and status. Discrepancies are listed on records that are in the J041 systems only, or in both systems with a variance in NSN, quantity, or status. Requisitions coded for direct shipment from repair and production/local purchase contracts are listed when the Estimated Shipment Date (ESD) is 15 or more days past due. The J041 system provides three output product listings with the data records to be reconciled and a message indicating the reason for reconciliation. The output product J041.5VD, J041/ D035A Initial-Amended Shipping Instruction Reconciliation (Items In J041 and/or D035A), is generated each quarter in two parts. Part I, Complete Reconciliation, is in requisition number sequence by MDC, and is distributed to the responsible IM. Part II, FMS/SVIC, is in requisition number sequence by International Logistics Program (ILP) focal point. Part II consists of requisitions included in Part I for which procurement action was initiated by other than the IM on provisioning contracts under the Single Vendor Integrity Concept (SVIC) for direct shipment to Foreign Military Sales (FMS) customers. It is distributed to the responsible System Manager (SM) or ILP Air Logistics Center (ALC) for corrective action. The output product J041.5VC, J041/D035A Initial-Amended Shipping Instruction Reconciliation (Items in J041 Only), is provided to contracting and has only those items found present in the J041 system.

5.2. IM Responsibilities. Each Product Directorate is responsible for distributing the reconciliation product to the responsible IM and ensuring sufficient effort is made to correct the existing variances between J041 and D035A that reflect their MDC. The IM, upon receipt of the reconciliation product, (part I) will submit data corrections to the appropriate Contracting Function via the AFMC Form 414, Due-In Assets Status Record Correction, for the J041 system and input to the D035A as required, to correct each error condition within 45 workdays from printed day of the report. Corrections can be made using the matrix provided in this chapter. Note that the ALC LOG Option of the Security Assistance Management Information System (SAMIS) allows the IM to review the fifty oldest FMS requisitions in “Shipped-Not Billed” status. Production Management Specialists (PMS) are also responsible for obtaining delivery status of items on repair contracts that are scheduled for direct shipment on requisition numbers. The messages on output product and the related procedures to be followed by the IM are found in the matrix provided in this chapter.

5.3. Processing Before Production of Reports. To minimize differences between J041 and D035A, destination record (PDH) exceptions with a requisition number, should be corrected by appropriate contracting function before generating the reports by J041.

5.4. Report Content: The output product shows.

5.4.1. Items with a requisition number contained in J041 only.

5.4.2. .BV action completed items in D035A and not completed in J041.

5.4.2.1. Items in J041/ D035A not BV coded in D035A.

5.4.2.2. BV coded items (BV action not completed) in D035A with stock number/quantities different from the items in J041.

5.4.3. Items in D035A ONLY. (Selected D035A BV coded items with an "Action Date" in excess of 30 days before the processing date).

5.4.3.1. BV (ISI/ASI) coded items in D035A, not in J041.

5.4.3.2. BV coded (ISI on Local Purchase Contract) items if BV action is not completed, estimated shipping date (ESD) plus 15 days is exceeded and items are not in J041.

5.4.3.3. BV coded (ASI on Repair Contract) items if BV action is not completed, ESD plus 15 days is exceeded and items are not in J041.

5.4.3.4. BV coded (ISI on Provisioning Contract/ASI on Production Contract) items, if BV action is not completed and items are not in J041.

5.4.3.5. BV coded items in D035A that have been terminated J041.

5.4.4. A summary of the items reported (for IM/Contracting analysis).

5.4.4.1. Stock numbers, document number, J041 due-in quantity, ERRC, contract line item identity, J041 type line item, J041 establish date, and remarks pertinent to the items being reported. All active being reported. All active and inactive D035A requisition control data are also reported for BV coded (BV action not completed) items in D035A with stock numbers/quantities different from items in J041; for BV coded (provisioning/ production contract) items in D035A, if BV action is not completed and items are not in J041; and for items in J041/ D035A that are not BV coded in D035A.

5.5. Report Sequence. The J041.5VC report is in contract line item sequence. The J041.5VD Part I report is in requisition document number sequence with a separate report for MDC. The J041.5VD Part II report is in requisition document number sequence by ILP focal point.

5.6. Corrective Actions. Corrective actions may involve both IM and Contracting. Suggest that the IM and the contracting function corrective actions be shown on the reports for reference and analysis. Contracting corrective actions are shown in AFMCM 64-104, Volume 3. IM corrective actions are keyed to the remarks on the report as identified on the matrix, Attachment A5-1.

Chapter 6

ESTABLISHMENT OF DUE-IN RECORDS IN J041

6.1. General. The establishment of miscellaneous due-in records in the J041 system is unique in comparison to the establishment of contractual records. The procedures in this chapter and related attachments in this appendix, explain the steps necessary to establish these records. This chapter is applicable to the requirements functions having responsibilities for establishing bailment/loan items and non contractual type due-ins, (Inter-Service Supply Support Procedures, Reclamation Project, Termination Inventory) and later systems file maintenance of these items.

6.2. IM Responsibilities. The IM, depending on the type line item, provides pertinent information to the appropriate offices regarding the status of the associated item. The IM provides the Loan Control Officer (LCO) with PRs which have potential loaned items. The IM's responsibilities regarding miscellaneous type line items is limited. The major responsibility for input and control of these line items into the J041 system belongs to the LCO. The procedures in the remaining paragraphs describe the method by which the LCO inputs miscellaneous transactions to J041 and when it is necessary to require pertinent information with regard to these transactions from the IM. The J041 system provides the IM with due-in asset status. This due-in status is affected by the input of erroneous receipt transactions. These invalid receipt transactions cause the normal overlay of due-ins to the D035A and D034A systems, by J041, to be suspended. To aid the IM in correcting these erroneous transactions, the J041 system provides an output product titled Overlay Difference Report (PCN J041.5HA). A description of this product plus the type of receipt exceptions are in Attachment 7.

6.3. Bailment/Loan Items, Type Line Item K.

6.3.1. General:

6.3.1.1. Bailment/Loan items are government property issued to a contractor/authorized borrower for use in the performance of a contract. It does not include sale, donation, lease, the furnishing of property to a contractor under facilities contracts, for consumption or for incorporation in such a manner as to lose its identity in an end product delivered to the Government. The property is to be returned, or duly accounted for, when the specific purpose related to the performance of a contract is accomplished.

6.3.1.2. The D035A accounts (by stock number) for bailment/loan items loaned to and returned by each contractor. The J041 system accounts, by contract line item number, for bailment/loan items loaned to and returned by each contractor.

6.3.1.3. The LCO at the IM ALC has the responsibility for controlling all bailment/loan items input (including corrective actions) to the D035A/J041 systems. Copies of agreements and contracts containing items to be loaned to contractors are provided to the LCO at the prime contracting ALC by the procurement distribution and file management section. Copies of agreements for loans are provided to the prime ALC LCO by the initiator for the loan. PR/MIPR Control provides the LCO copies of PRs that have items that may be loaned to the contractors, according to AFM 67-1, Volume III, Part One. The PR is stamped/typed: "GFE Potential Loaned."

6.3.1.4. The LCO at the IM ALC sends PRs with items that may be loaned to contractors, by cover letter, to the IM to decide availability of the items. If available, the LCO inputs transactions

to D035 to transfer assets from general issue to reserved for loan in The D035A. Upon receipt of contracts/agreements with items to be loaned, the LCO inputs transactions to J041 to obligate items in J041. Upon receipt of requisitions from the contractors, transactions are input to the D035A to transfer the items to on loan in the D035A. Upon receipt of shipment to contractor notices from the D035A, the LCO will input transactions to J041 to record due-in from contractor to J041. When the contractors return loaned items to the IM depot, Base Support and Air Force base activities, transactions are input to J041 by the D035A (IM depot), D035K (Base Support), and the LCO (Air Force bases) to decrease the due-in from contractors to J041. J041 then report transactions to the D035A to decrease the on loan to contractors in the D035A.

6.3.1.5. Coding instructions for the transactions referenced herein are shown in Attachment 2 for J041 transactions, and in AFM 67-1, Volume III, Part 3, for D035 transactions.

6.3.2. Procedures for Accounting of Bailment/loan Items in J041/ Item Management Wholesale Process (D035A).

6.3.2.1. The IM:

6.3.2.1.1. Upon request, reviews and completes the availability request (AFMC Form 8) for potential loan and sends the form forward per instructions.

6.3.2.1.2. At the direction of the LCO, moves asset(s) to ownership purpose "K" IAW 6.3.1.4 above.

6.3.2.2. Upon receipt of PR's for Obligation of Bailment/Loan Items in the D035A, LCO:

6.3.2.2.1. Screens PRs to find if PRs have items that may be loaned to contractors. Disposes of PRs not having items for loan.

6.3.2.2.2. Obtains copy of applicability and availability form, contract, and loan agreement for those items that may be loaned from the program office/manager. The available quantity for the item is shown on the form by the IM/SM.

6.3.2.2.3. Coordinates with the IM to ensure that they know the procedures for transferring assets to ownership purpose "K" as directed in local instructions and IAW 6.3.1.4. above. Materiel remains in purpose code "K" until requisitioned by the contractor or returned to purpose code "9" by the LCO.

6.3.2.2.4. If requested, notifies the program office/manager when items for loan have been transferred to ownership purpose "K".

6.3.2.2.5. Files the PRs, availability forms in suspense pending receipt of contracts/agreements that may include bailment/loan items. Follow-up action will be taken to the contracting ALC office when contracts/agreements have not been received in 120 days.

6.3.2.2.6. The J041 Product A-J041.-5EE, Assets Shipped or to be Shipped to Contractor - Possible Loan has been designed and implemented as an information source for use by the LCO. All J041 system PDH and PJJ records with ERRC's of "S", "U", "C", "T", and "L" which have Air Force Contractor Service Assignment Codes EY or EZ in the first two positions of either the requisition document numbers or supplementary address field will be listed. The LCO may use this product to identify shipments/scheduled shipments to contractor activities which are for possible loans. Many of the items with ERRC "C", "T", and "L" may be for

installation as government furnished material, but are shown as information; items with ERRC "S" or "U" may be checked more closely for actual/potential loans.

6.3.3. De-obligation of Bailment/Loan Items in the D035A. Upon receipt of contracts/agreements with bailment/loan items, the LCO:

6.3.3.1. Withdraws the applicable PRs and Statements of Availability from suspense and validates that the item and quantities on the agreements/contracts and PRs are the same.

6.3.3.2. After conferring with the program office/manager, return items that were transferred to ownership purpose "K" that are not in the contract/agreement to the IM ownership purpose code "9".

6.3.3.3. Files contract/agreement and backup data (PR and availability form) in the active contract file.

6.3.3.4. Obligation of Bailment/Loan Items in J041.

6.3.3.4.1. Upon notification of shipment of loan items, the LCO will input the MEA and SCH transactions to J041 for each stock number. The bailment/loan control identification must meet the PIIN SUPP/PIIN configuration as shown in the validation criteria, Attachment 3. The MEA transactions establish bailment/loan items in J041 and provide contractor SRANs and quantities obligated. The SCH transactions establish schedules for return date.

6.3.3.5. Shipment of Bailment/Loan Items to Contractors:

6.3.3.5.1. D034/ D035A Processing. When a DD Form 1348, **DOD Single Line Item Requisition System Document**, or a Military Standard Requisitioning & Issue Procedures (MIL-STRIP) requisition is received from a contractor for bailment/loan items, the requisition is input to or received by the D034A for validation by the Management Control Activity (MCA). After the requisition is validated IAW DODI 4140.48, Control of Access to DOD Material Inventories Required by Defense Contracts, the MCA passes the requisition to the prime ALC Source of Supply (SOS) D035A. The D035A generates a "7L" controlled exception to the LCO for processing and release of material from ownership purpose "K".

6.3.3.5.2. J041 Processing. When a shipment of Account "K" materiel notifications is received by the LCO from D035A, the LCO inputs the MEA as specified in 6.3.3.4.1. above an SCH to J041 for each scheduled shipment. These transactions provide J041 with quantity shipped or to be returned and scheduled date for return. Date for return is normally the expiration date of the contract/agreement, however, cannot exceed five years. Special instructions on multiple Bailment/Loan items, with the same schedule date may be found in Attachment 2.

6.3.3.6. Return of Bailment/Loan Items by Contractor:

6.3.3.6.1. To IM Depot. When an item is received, a D4Z transaction is input to D035K. This transaction converts to an MRT transaction by J041, generates a receipt record in J041 and decreases the due-in from the contractor. The J041 generates a D9B to decrease the on-loan quantity for the D035A.

6.3.3.6.2. An MEA and SCH to J041 to set up the new contractor records.

6.3.3.6.3. To Another Contract for Loan. When a DD Form 1149 or DD Form 1348, marked "Return from Loan", or "Transferred to Another Contract" is received from the contractor, the LCO will input:

6.3.3.6.3.1. An MDT to J041 to delete all existing records (line item, destination, schedule) in J041 for old contracts.

6.3.3.6.3.2. An MEA and SCH to J041 to set up the new contract records in J041.

6.3.3.6.4. To Another Contractor for Repair and Overhaul and Return to Contractor on Record. There are no input transactions required to J041 unless the schedule for return date is not met. In this case An SCH is required.

6.3.3.6.5. The LCO files the shipping documents in the applicable contract/agreement file.

6.3.3.7. Inventory Adjustments and Condemnations of Bailment/Loan Items. When a decrease inventory adjustment or a condemnation notice is received from the contractor, the LCO will input an MRT to J041 for each adjustment or condemnation. The MRT transaction, identified as an inventory adjustment or as a condemnation (INVADJ____* or CNDMNT____* in the shipment number field) will establish a pseudo receipt record in J041 and reduce the due-in from the contractor. When more than one receipt is required, consecutively number the last position (*) with a 1, 2, 3, etc.

6.3.3.8. Bailment/Loan Item Changes in J041. The LCO may change other than shipment or receipt data in J041 by input of an MCA (Attachment A2-10,) or an SCH (Attachment A2-12) to J041. Shipment or receipt data may be changed by input of an MWT (Attachment A2-13,) and a MRT to J041. The MWT transaction deletes the incorrect shipment or receipt data in J041 and the MRT transaction sets up the correct shipment or receipt data in J041.

6.3.3.9. On Loan to Contractor Increases or Decreases in the D035A. J041 generates a D8B (increase) or D9B (decrease) transaction for the D035A whenever the quantity due-in from the contractor is increased or decreased by MWT/MRT transactions (receipts from IM depot and base support activities, shipments to AF bases). Shipments from a contractor to another contractor are not reported to the D035A. The D8B increases the management Code "L" balance, and the D9B decreases the management Code "L" balance in the D035A.

6.3.3.10. Exception Reporting:

6.3.3.10.1. D035 Processing. The 7L Bailment/Loan Requirement Exception is generated to the LCO by the D035A when a requisition is received from a contractor. Upon receipt of these exceptions, the LCO reviews the applicable contracts to find if the contractor requisition is an authorized requirement.

6.3.3.10.1.1. If the requirement is in the contract, and a Purpose Code "K" balance exists for the item, release the asset by processing the 7L controlled exception with a "V1" manager action. If no Purpose Code "K" balance exists for the item in the D035A, find, through IM, if the item is available. If available, have IM or LCO transfer assets from Purpose Code "9" to Purpose Code "K". Process exception with manager action after making sure the Purpose Code "K" balance is established in the D035A. If the item is not available, release the 7L transaction to the IM or SM for necessary action (cancellation of requisition, purchase of items, etc.).

6.3.3.10.1.2. If the requirement is not on contract, determine who the Program Office/ Manager is and inform the manager that the PCO will have to modify the contract to include contractor authorization for the item. Decide, in coordination with the IM, if the requisition should be forced on backorder or held pending contract authorization. Pending the contract modification, a letter from the PCO identifying the item(s), duration of loan, and a statement that the contract will be modified is sufficient to process the requisition for release of the asset. Document and file a copy of the conversation and requested action suspense.

6.3.3.10.1.2.1. The suspense file is reviewed each week and a follow-up is made when a reply has not been received within 15 working days.

6.3.3.10.1.2.2. When a reply has not been received within 30 working days after the original request, cancel the requisition with an AC3 "DB" rejection (No valid contract registered at MCA).

6.3.3.10.1.2.3. When the requisition is validated as authorized, and assets are available, the IM or LCO will transfer the authorized quantity to Purpose Code "K".

6.3.3.10.1.2.4. When verified by the program office/manager or the contractor that the requisition is not a valid or authorized requirement, IM or LCO will cancel with an AC1 "BQ" action. Retain documentation showing invalid requirements.

6.3.3.10.2. J041 Processing. MEA, MCA, SCH, MRT, and MWT transactions input to J041 that are found to be invalid by J041 are suspended by J041 pending correction by the LCO. Exception processing for invalid transactions are shown in Paragraph 6.10.

6.3.3.11. AFMC Forms 339:

6.3.3.11.1. Two AFMC Forms 339 are generated by J041 for each bailment or loan item established, changed, or deleted in J041. A current file is kept in contract number sequence by the LCO, (J041.5FB) and in stock number sequence by the applicable IM (J041.5FA). The following information is in the AFMC Form 339 for bailment/loan items:

6.3.3.11.1.1. The Type Line Item will be "K".

6.3.3.11.1.2. The total quantity obligated to the contractor is shown in the total quantity ordered.

6.3.3.11.1.3. The total quantity due-in from the contractor is shown in the total quantity due-in (total shipped to the contractor minus the total quantity returned).

6.3.3.11.1.4. The contractor Department of Defense Activity Address Directory (DODAAD) code is shown in the contractor identity.

6.3.3.11.1.5. The quantity shipped to the contractor is shown in the delivery schedule quantity.

6.3.3.11.1.6. The date scheduled for return by the contractor is shown in the delivery schedule date.

6.3.3.11.1.7. The date shipped or returned by the contractor is shown in the date shipped or received.

6.3.3.11.1.8. The quantity shipped or returned by the contractor is shown in the quantity shipped or received.

6.3.3.11.1.9. The shipped to or returned to SRAN is shown in the ship to.

6.3.3.11.1.9.1. Further information and description of AFMC Form 339 is in paragraph 6.7 and Attachment 7.

6.3.3.11.2. AFMC Form 339 messages and the criteria for generation of these messages and LCO corrective actions are:

6.3.3.11.2.1. "K" Item DISPO INSTR RQD. Started 30 days before the scheduled date for return by contractor of bailment or loan items. Upon receipt of a AFMC Form 339 the LCO:

6.3.3.11.2.1.1. Contacts the IM for disposition instructions.

6.3.3.11.2.1.2. Provides the disposition instructions to the contractors through the contracting function. A request for a copy of each shipping document (marked Return from Loan) must be provided to the LCO by the contractor. File a copy of the disposition instructions in suspense pending receipt of shipping documents.

6.3.3.11.2.1.3. Input an SCH transaction (Attachment A2-12) to update J041 if schedule date for return is changed as a result of the disposition instructions.

6.3.3.11.3. "K" Items Not Returned. When the quantity shipped to the contractor exceeds the quantity returned 30 days after the scheduled date for return, the LCO receives AFMC Form 339 with the message "K" items not Returned by the Contractor, every 30 days until the total quantity loaned has been returned by the contractor. When the LCO receives the AFMC Form 339 they will:

6.3.3.11.3.1. Follow-up to contracting function requesting status of the bailment or loan items to be returned by the contractor.

6.3.3.11.3.2. File a copy of the follow-up in the applicable active contract file.

6.3.3.11.4. "K" Items Returned Deleted. When the quantity shipped to the contractor is returned, AFMC Form 339 with 30, 60, or 90 days overage "K" item messages is destroyed upon receipt. Place the AFMC Form 339 with "K" Items Returned-Deleted, message in the contract folder. The contract may be destroyed according to AFR 4-20, Volume 2, Table 70-7 when no longer required.

6.3.3.12. J041 and D035A Bailment/Loan Reconciliation. The LCO uses this report, showing any differences between J041 and D035A, for reconciliation. Criteria on the report, AFMC Forms 339 and source document (contract, agreements, PRs, requisitions, system inputs, etc.) is used to determine corrective actions. The applicable transactions is then input to J041/ D035A to reconcile the differences.

Note: Discrepancies on the report may require inventory actions to be performed between the contractor/agency and J041 due-in record.

6.3.3.13. Bailment/Loan Reconciliation Control Report:

6.3.3.13.1. The report shows the items loaned to each contractor and the date scheduled for return or shipment (normally the expiration date of the contract) by the contractor. The LCO uses this semiannual report for reconciliation of contractor/agency and AF records (J041).

6.3.3.13.2. The report started as of the last of each June and December by J041 includes for each contractor the contract line item identification (PIIN, SUPP/PIIN, Line Item Number), the stock number of the item, the return or ship date, and the quantity to be returned or shipped.

6.4. Inter-service Supply Support Procedure (ISSP) Items, Type Line Item Y.

6.4.1. General. The ISSP items give the ALC IM methods for acquiring other service excess, reimbursable, and long supply items. These items are requisitioned as follows:

6.4.1.1. Other services reimbursable, and long supply items may be acquired by the IM via interrogations to service activities using the desired items. The IM then requisition available items in MILSTRIP/MILSTRAP format by phone, FAX, or message. These requisition items are set up in J041 according to paragraph 6.4.1.2 and should include a "J" in the first position of the requisition serial number according to AFM 67-1, Volume III, Part One.

6.4.1.2. Coding instructions for the transactions referenced herein are in Attachment 2.

6.4.2. The IM:

6.4.2.1. Upon notice of availability of DOD excess items by way of the ISSP interrogation, the IM requisitions the assets by phone, message or FAX using MILSTRIP/MILSTRAP format. The IM forwards the ISSP response to the ISSP monitor for input of the appropriate transactions to the J041 system.

6.4.3. The ISSP monitor is responsible for:

6.4.3.1. Establishing items in J041. When an annotated ISSP requisition is received for the IM, the ISSP monitor will input an MEA transaction into J041 for each item requisitioned. These transactions set up these items in J041.

6.4.3.2. Scheduling/Establishing Destination Records. If an item is to be shipped to a destination other than the IM (SRAN) also input an MAB transaction to J041 for each of these destinations to establish destination records in J041. J041 automatically generates a destination record, MAB, (ship to IM) and schedule record, SCH (120 days after establishment) when an MEA transaction is input. MCA quantity changes automatically generate the needed computation to adjust the applicable destination (MAB) record (due-in to prime only) in J041. AN SCH record must also be input to adjust the schedule quantity in J041.

6.4.3.3. Receiving/Shipping Items:

6.4.3.3.1. Receipt transactions for items received by the IM or base support units are input to J041 by D035K to the D035A and D034A. These DD Forms 1486, DOD Materiel Receipt Document, records converted to MRT or MWT (reversal) transactions by J041 will establish, change, or delete receipt records in J041.

6.4.3.3.2. When the appropriate functional office receives a MILSTRIP/MILSTRAP requisition status transaction showing shipment to other than IM or base support units, input a MRT transaction to J041 to establish a shipment record in J041.

6.4.3.3.3. DD Forms 1149 or 1348 for shipments to the IM, or base support unit will be suspended pending inclusion of the receipt notices on AFMC Form 339. Upon inclusion on the AFMC Form 339, the shipment notices will be filed in the item folder. If receipt notices are not posted to AFMC Forms 339 within 30 days after receipt of the shipment notices, determine cause of delay. If receipt notices have been rejected by J041, take corrective action shown in exception processing, paragraph 6.4.3.8. If receipt notices have not been received, advise the IM by form letters of delinquencies.

6.4.3.4. Adjusting Item Records:

6.4.3.4.1. If the AFMC Form 339 shows that the total quantity shipped or received is less than the total quantity ordered and the IM shows that no further shipments or receipts are expected, input MCA and SCH to J041 with minus quantity to reduce the total quantity ordered to agree with the total quantity shipped or received. This deletes the items from J041 paragraph 6.4.3.5.

6.4.3.4.2. If DD Form 1149 or 1348 from the appropriate functional office shows the quantity in the requisition has been reduced (not canceled), input MCA and SCH to J041 with a minus quantity to reduce the total quantity ordered (shown in the AFMC Form 339) to agree with the reduced quantity in the DD Form 1149 or 1348.

6.4.3.4.3. If DD Form 1149 or 1348 from the appropriate functional office shows the requisition has been canceled, input an MDT to J041. This transaction deletes the item from J041 paragraph 6.4.3.4.9.

6.4.3.4.4. Change item data in J041 by input of an MCA and/or an MAB to J041 using the applicable coding instructions in Attachment 2.

6.4.3.4.5. Change the schedule data for miscellaneous due-in items in J041 by input of SCH transaction.

6.4.3.4.6. Input MWT to J041 for deleting a shipment or receipt record in J041.

6.4.3.4.7. Input MWT and an MRT to change a shipment or receipt record in J041. The MWT transaction deletes the current record and the MRT transaction sets up the new record.

6.4.3.4.8. Input MCT transaction to change the document number in J041.

6.4.3.4.9. Input MDT to delete an item from J041. MDT transactions are rejected by J041 if there have been shipments or receipts posted to J041 and the item is not shipped complete.

6.4.3.5. Shipping Complete Items. J041 automatically deletes items shipped complete (quantity ordered same as quantity shipped and received).

6.4.3.6. J041 Dormant ISSP Item Report. This is a listing of ISSP Items not shipped complete 120 days or more after the items were set up in J041. This listing will be generated by J041 at the end of the month.

6.4.3.7. AFMC Forms 339. A record is generated by J041 for each ISSP item set up, changed, or deleted in J041. The records for line items shipped complete will have a message: shipped complete delete.

6.4.3.8. Exception Processing. Transactions input to J041 that are found to be invalid by J041 are rejected and suspended by J041 pending correction by the ISSP monitor.

6.4.3.9. Source Documents. File these documents in the item folder until the item is shipped complete or deleted from J041. Documents will then be inactive and may be destroyed according to AFR 4-20, Volume. II, Table 70-7 when no longer required.

6.5. Termination Items, Type Line Item T.

6.5.1. These are items held by the contractors when they become excess as a result of contract changes, termination, expiration, or completion of AF, Army, Navy, Marine Corps or DLA production contracts.

6.5.1.1. The D067 product listing (A-D067.DI1-WK-8DI) Excess Contractor Inventory Listing are distributed to the Product Directorate IM. The IM requests the required items by annotating the product and returning it to the Excess Contractor Inventory (ECI) monitor.

6.5.2. The IM:

6.5.2.1. Receives D067 listing with transmittal letter from ECI monitor to screen for required excess items by the following procedures:

6.5.2.1.1. Serviceable assets that are required to support an active weapons system/end item (up to world wide gross retention levels) will be "ACCEPTED", for return to stock.

6.5.2.1.2. Unserviceable assets (D041/D200.C) that are required to support an active weapons system/end item (up to worldwide retention levels) will be "ACCEPTED" for return to stock. **Note:** No assets will be accepted simply because they are applicable to an active weapon system, or for anticipated FMS requirements.

6.5.2.1.3. The IM will annotate the AD067.DI1-WK-8DI listing with the full weapons application (i.e.B-52G KC-135R), "ACCEPTED or REJECTED " as appropriate, provide appropriate signature level, telephone extension, and return to ECI monitor.

6.5.2.1.4. Requisitions for the "ACCEPTED" items will be input to Defense Reutilization and Marketing Service (DRMS) CIRS and Due-ins will be established by ECI monitor. All shipping instructions, such as "SHIP TO" and addresses other than IM SRAN, should be annotated in detail.

6.5.3. The ECI monitor is responsible for:

6.5.3.1. Establishing items in J041. When the ECI listing is returned annotated "required", on selected items, the ECI monitor contacts DRMS Battle Creek by phone to requisition the required items. When items are confirmed as available, and document numbers are assigned to the items by the ECI monitor, input MEA transaction to J041 for each line item and SCH transaction for each item schedule.

6.5.3.2. Scheduling/Establishing Destination Records. If an item is to be shipped to a destination other than the IM SRAN, input an MAB for each destination record to J041. The J041 will automatically generate a destination record for items to be shipped to the IM. The scheduled delivery date is input with an SCH transaction.

6.5.3.3. Receiving/Shipping Items:

6.5.3.3.1. Receipt transactions for items received by the IM or base support units from the contractors are input to J041 by D035A., These records converted to MRT, MWT (reversal) transactions by J041 establish, change, or delete receipt records.

6.5.3.3.2. Input shipment transactions for items shipped to other than IM or base support units. Upon receipt of DD Form 1348 indicating shipment has been made input MRT transaction in J041.

6.5.3.4. Adjusting J041 Records:

6.5.3.4.1. If AFMC Form 339 shows the total quantity shipped or received is less than the total quantity ordered and the IM indicates that no further shipments are expected, input MCA and SCH transactions to J041 with a minus quantity to reduce the total quantity ordered to agree with the total quantity shipped or received. This will delete the item from J041 records.

6.5.3.4.2. If the quantity in a requisition has been reduced (not canceled), input MCA and SCH transactions to J041 with a minus quantity to reduce the total quantity ordered (as reflected on AFMC Form 339) with the reduced quantity on the DD Form 1348.

6.5.3.4.3. If DD Form 1149 or 1348 shows the requisition has been canceled, input an MDT transaction to J041. This deletes the item from J041.

6.5.3.4.4. Change schedule data in J041 by input of an MCA or MAB transaction using the appropriate coding as shown in Attachment 2.

6.5.3.4.5. Change schedule data for miscellaneous due-in items in J041 by input of SCH transaction.

6.5.3.4.6. Input an MWT transaction to J041 to delete a shipment or receipt record.

6.5.3.4.7. Input an MWT or MRT transaction to change a shipment or record in J041. The MWT transaction deletes the current records in J041 and the MRT transaction sets up the new record.

6.5.3.4.8. Input an MCT transaction to change the document number in J041.

6.5.3.4.9. Input an MDT transaction to delete an item from J041. MDT transactions will be rejected by J041 if there have been shipments or receipts posted to J041 and the item is not shipped complete.

6.5.3.5. Shipping Complete Items. J041 automatically deletes items shipped complete (total quantity ordered is the same as total quantity shipped and received).

6.5.3.6. J041 Dormant Termination Item Report. This is a listing of termination items not shipped complete 120 days or more after the items were set up in J041. This product is generated by J041 at the end of the month.

6.5.3.7. AFMC Forms 339. A record is generated for each termination item established, changed, or deleted in J041. The records for line items shipped complete will have the message "Shipped Complete-Delete."

6.5.3.8. Exception Processing. Transactions input to J041 that are found to be invalid by J041 are rejected and suspended by J041 pending correction by the ECI monitor. Exception processing for invalid transactions are shown in paragraph 6.9.

6.5.3.9. Source Documents. File these in the item folder until the item is shipped complete or deleted from J041. Documents are then inactive and are destroyed according to AFR 4-20, Volume. II, Table 70-7 when no longer required.

6.6. Reclamation Project, Type Line Item D.

6.6.1. Reclamation is the recovery of parts for further use from end items or assemblies that are excess. Major systems and end item, identified by Mission, Design, and Series (MDS) or Standard System Designators (SSD) rather than National Stock Number (NSN), are authorized and distributed according to force planning documents. When such items are determined to be excess to DOD needs, the System Program Manager (SPM) will request the Air Logistics Center (ALC) Reclamation Program Controlr (RPCO) and HQ AFMC Reclamation Program Manager (RPM) initiate a reclamation project by assigning a Reclamation Project Control Number (RPCN).

6.6.1.1. The HQ AFMC RPM queries the D041 requirements systems by MDS or SSD for D067 reclamation requirements products. The RPCO at each ALC makes a similar inquiry of the D062 EOQ Requirements System using the same reclamation control number to determine if any consumable items are potentially recoverable. The D041 and D062 tapes are overlaid to produce the D067 reclamation requirements products. The scheduled requirements computations of the D041 and D200.C also identify stock numbered recoverable spares and end items that are potentially excess and eligible for reclamation.

6.6.2. The IM:

6.6.2.1. Reviews the D067 Reclamation Requirements Products and identify the items to be reclaimed based on current requirements, which are those within the Approved Force Acquisition Objective (AFAO).

6.6.2.2. Prepares an AFMC Form 110 for programmed reclamation and submit to the Item Management Reclamation Requirements Controlr (IMRRCO) for all current requirements.

6.6.2.3. Researches, as needed, to identify requirements for items not included on the D067 product and prepare, as needed, the AFMC Form 110.

6.6.3. Recording Reclamation Due-Ins:

6.6.3.1. All items to be recovered from programmed reclamation projects, (except mini-save projects with 900 series) especially those for aircraft and aircraft engines, must be recorded in the J041 due-in system. When items are initially requested from programmed reclamation, the IM will record a memorandum due-in on the AFMC Form 318. Do not enter in the J041 until thoroughly reviewing the forms and establishing the formal save list. For reclamation performed at AMARC, use the Reclamation Requirements Status Report, RCS: MTC-LG (M) 8603, as authority to establish the J041 record.

6.6.3.2. The RPCO is the office for primary responsibility (OPR) for establishment and file maintain of the J041 due-ins from reclamation.

6.6.3.3. Scheduling Destination Records. If an item is to be shipped to a destination other than the IM SRAN, input an MAB transaction to J041 for each of these destinations to set up destination records. Input an SCH transaction to set up An SCHEDULE delivery date record in J041. Multiple reclamation project items with the same schedule date may be established.

6.6.3.4. Receiving/Shipping Items:

6.6.3.4.1. Receipt transactions for items received by the IM and base support units are overlaid into J041 by D035K. These DD Forms 1486 records converted to MRT or MWT (reversal) transactions by J041 will establish, change, or delete receipt records in J041.

6.6.3.4.2. Input shipment transactions for items shipped to other than IM or base support units. When DD Forms 1149, 1348, or 250 are received from the reclamation monitor, input an MRT to J041 for each shipment. Each MRT transaction sets up a shipment record in J041.

6.6.3.4.3. Suspend DD Forms 250, 1149, 1348 and AF Form 244, Materiel Request/Turn-In Custody Receipt, for shipments to the IM or base-support unit pending inclusion of the receipts on AFMC Form 339. Then the shipment notices are filed in the reclamation project folders. If receipts are not posted to AFMC Forms 339 within 30 days after receipt of the shipment notices, find the cause of delay. If receipt notices have been rejected by J041, take corrective action as indicated in exception processing. If receipt notices have not been received, advise the IM of the delinquencies.

6.6.4. Adjusting J041 Records:

6.6.4.1. Input MCA and SCH transaction to J041 with a minus quantity to reduce the total quantity ordered to agree with the total quantity shipped, shown in AFMC Form 339, if one of the following conditions is met:

6.6.4.1.1. If the IM shows no further shipments or receipts are expected; or

6.6.4.1.2. If 90 days or more have elapsed since the actual date of completion in the notice of completion of reclamation project.

6.6.4.2. If the Reclamation Requirements Status Report shows the items were condemned or not found, TOT CONDM and T/NOT FOUND column of the report, input a MRT to J041 with the quantity condemned or not found, or transferred to DRMO. The MRT transaction, shown as an inventory adjustment (INVADJ 1, 2, 3, etc. for items not found or CNDMNT 1, 2, 3, etc. for condemned items) in the contractor shipment serial number, sets up a pseudo receipt record in J041 and reduces the due-in quantity from the reclamation project.

6.6.4.3. If the status report shows the requirements quantity for an item on a project has been reduced (not canceled), input MCA and SCH transactions to J041 with a minus quantity to reduce the total quantity ordered to agree with the total quantity shipped or received (shown in AFMC Form 339).

6.6.4.4. Change item data in J041 by inputting MCA and/or MAB transaction to J041 using the applicable coding instruction.

6.6.4.5. Change schedule data for miscellaneous due-in items in J041 by the input of SCH transaction.

6.6.4.6. Input an MWT transaction to J041 to delete a shipment/receipt record.

6.6.4.7. Input an MWT and MRT transaction to change a shipment or receipt record in J041. The MWT transaction deletes the current record posted in J041 and the MRT sets up the new record.

6.6.4.8. Input an MCT transaction to J041 to change the document line item number.

- 6.6.4.9. Input MDT transaction to delete a line item from J041. MDT transactions are rejected by J041 if there have been shipments or receipts posted to J041 and the item is not shipped complete.
- 6.6.5. Shipped Complete Items. J041 automatically deletes items shipped complete (total quantity ordered is the same as total quantity shipped and received).
- 6.6.6. Dormant Reclamation Project Items (J041.5YD). This is a listing of reclamation project items not shipped complete 90 days or more after the due-in schedule date posted in J041. This report is started by J041 at the end of the month.
- 6.6.7. AFMC Forms 339. A record is started by J041 for each reclamation project item established, changed, or deleted in J041. The records for line items shipped complete will have the message, "Shipped Complete-Delete".
- 6.6.8. Exception Processing. Transactions input to J041 that are found to be invalid are rejected and suspended pending correction by the RPCO. Exception processing for invalid transactions are in paragraph 6.9.
- 6.6.9. Source Documents. These documents are filed in the reclamation project item folder until the item is shipped complete or deleted in J041. Documents are then inactive and may be destroyed according to AFR 4-20 when no longer required.

6.7. AFMC Form 339, Due-In Assets Status Record.

6.7.1. These records provide the IM with the due-in asset status for each contractual (provisioning, non-provisioning) or non-contractual item in J041. Non-contractual items include miscellaneous items, see paragraph 6.7.1.2, and PRs or MIPRs. These records may be used by the IM for requirements computation, redistribution of due-in assets through ASIs, and other IM functions.

6.7.1.1. These records provide the due-in status of miscellaneous items (bailment/loan, ISSP, termination, and reclamation project). The records are used for management and control of these items in J041.

6.7.1.2. Also, these records provide the IM with due-in asset information on AFMC funded and purchased equipment items destined for AF inventory. Due-in asset reporting is limited to C001 (Air Force Equipment Management System) only.

6.7.2. AFMC Form 339 Criteria:

6.7.2.1. Generation. These records are started by J041 whenever items are established, changed, or deleted by J041. Additional records for an item are started whenever required (paragraph 6.7.2.4).

6.7.2.2. Content. Each item record, excepting additional records, includes the elements of data and their columnar headings. Additional item records will include data as in paragraph 6.7.2.4.

6.7.2.3. Destination, Shipment or Receipt, and Delivery Schedule Data:

6.7.2.3.1. Destination and shipment or receipt data including the (requisition) document numbers for the items shipped or to be shipped will be in ship to destination sequence. If more than one document number is involved for a specific destination, these will be in document number sequence for that destination.

6.7.2.3.2. Delivery schedule data will be in delivery schedule date sequence.

6.7.2.4. Additional AFMC Form 339. Additional AFMC Forms 339 for an item are generated by J041 when destination, shipment or receipt and/or delivery schedule data exceeds seven line entries. In these instances, the word “continued” is printed in the lower right hand corner of each AFMC Form 339, except on the last form, the word “end” is printed. Also, number these AFMC Forms 339 1, 2, etc.

6.7.2.5. Messages. One, two, or three messages may be shown on an AFMC Form 339. Messages are started as a result of a J041 system action or a Stock Control Data Change Phrase Code. Messages and conditions for generating messages follow. The messages will continue to print until conditions no longer exist or are otherwise shown.

6.7.2.5.1. Messages started by a change in the Phrase Code by Stock List Change Data:

6.7.2.5.1.1. STOCK CONTROL DATA CHANGE generated by Phrase Code BLANK, Change Code “C”.

6.7.2.5.1.2. WHEN EXHAUSTED USE generated by Phrase Code “F” or “9”.

6.7.2.5.1.3. BREAKDOWN INTO generated by Phrase Code “M”.

6.7.2.5.1.4. USE ASSY/ASSORT/KIT generated by Phrase Code “P”.

6.7.2.5.1.5. FABRICATE/ASSEMBLE generated by Phrase Code “Q”.

Note: Stock Control Data Change Phrase Codes are in AFM 67-1, Volume 1, Part One.

6.7.2.5.2. Messages generated by a J041 system action:

6.7.2.5.2.1. SHIPPED COMPLETE DELETE generated when no due-in shown in AFMC Form 339 (Paragraph 6.7.10.).

6.7.2.5.2.2. ERRONEOUS ITEM DELETE generated when a contract line item is deleted with a PBX transaction or when a non-contractual item is deleted by RPCO with a MDT transaction. (Paragraph 6.7.9).

6.7.2.5.2.3. INVALID FUNDS CITE (Paragraph 6.7.7.).

6.7.2.5.2.4. CONTROL IDENTITY CHANGE (Paragraph 6.7.8.).

6.7.2.5.2.5. DELINQUENT DELIVERY generated when a delivery schedule date for the item has not been met.

6.7.2.5.2.6. 30 DAY OVERAGE “K” ITEM (Paragraph 6.3.3.11.2.1.).

6.7.2.5.2.7. TERMINATION ITEM generated when the contracting function inputs a PDF transaction with a “T” in column 57 to end the line item or a PBA transaction with a “T” in column 57 to end the contract.

6.7.2.5.2.8. LABOR STRIKE generated when contracting function inputs a PJA transaction to J041 with a Reason for Contract Delivery Date Revision of a “Y” in column 49.

6.7.2.5.2.9. PRIME LOSS ITEM (Paragraph 6.7.6.).

6.7.2.5.2.10. 60 DAY OVERAGE “K” ITEM (Paragraph 6.3.3.11.2.2.).

6.7.2.5.2.11. 90 DAY OVERAGE “K” ITEM (Paragraph 6.3.3.11.2.3.).

6.7.2.5.2.12. “K” ITEM EXCESS REMOVED (Paragraph 6.3.3.11.2.4.).

- 6.7.2.5.2.13. "K" ITEM DISPO INSTR RQD (Paragraph 6.3.3.11.2.5.2).
- 6.7.2.5.2.14. "K" ITEM NOT RETURNED (Paragraph 6.3.3.11.3).
- 6.7.2.5.2.15. "K" ITEM RETURNED DELETED (Paragraph 6.3.3.11.4).
- 6.7.2.5.2.16. NATURAL DISASTER generated when contracting function inputs a PJA transaction to J041 with a Reason for Contract Delivery Date Revision of an "X" in column 49.
- 6.7.2.5.2.17. STOCK NUMBER CHANGE (Paragraph 6.7.6.).
- 6.7.2.5.2.18. PR CANCELLATION Action input to Pre-Award resulting in an exception reason code of 91 or above being input from Pre-Award to Post-Award.
- 6.7.2.5.2.19. SLC/SN DELETE generated when a stock list change action with a PHRASE CODE BLANK and CHANGE CODE D (showing a NSN deletion by the D035A resulting in an Action Code "9" being input from Pre-Award to Post-Award.
- 6.7.2.5.2.20. RECEIPT QUANTITY OVERRUN generated when the shipment/receipt quantity has exceeded the authorized order quantity.
- 6.7.2.5.2.21. INVALID STOCK NUMBER generated when a P_E transaction, with an "R" in position 76, has been input. This shows a line item has been set up in the J041 master records with a MDC of 333. See chapter 9 for more information.
- 6.7.2.5.2.22. J023 CONSOLIDATION generated by the input of an XX transaction from the J023 system to Pre-Award resulting in the consolidation of multiple PR line items onto an existing PR document number with appropriate line item numbers assigned.
- 6.7.2.5.2.23. OBSOLETE STOCK NR: On PR-generated whenever the PR document stock number is different from the current stock number as recorded in the D143B system (excluding SLC actions). AFMC Form 339 will show the current (D035A) stock number in the "STOCK NUMBER" block and the "MESSAGE" block will show "OBSOLETE STOCK NR ON PR."
Note: The "OLD STOCK NUMBER" block will contain the obsolete stock number requested by the IM on the PR document.

6.7.3. Receipt of AFMC Forms 339. Due-in assets (DIA) status records for miscellaneous items are received each workday. The records are in document line item number sequence for each type line item (Reclamation Project, Bailment/Loan, Termination, and ISSP items-Type Line Items "D", "K", "T", and "Y" respectively). The DIA status records are processed as indicated below.

6.7.4. Active DIA Status Record Files. A separate file of current records are maintained for each type line item. Each file is in document line item number sequence. The Bailment/Loan file is maintained by the LCO as shown in Paragraph 6.3.1.3. When DIA status records are received, file in the applicable files, or destroy as indicated below. Records with the same document line item numbers as the new DIA status records will be replaced or deleted from the active files. The deleted records will be filed into the applicable inactive DIA Status Record Files, or destroyed as shown below.

6.7.5. Inactive DIA Status Record Files. A separate file of inactive records is maintained for each type line item. Each file will be in document line item number sequence. The LCO maintains the bail-

ment/loan file as shown in Paragraph 6.3.1.3. Records deleted from the active files will be placed in the applicable inactive files, or destroyed as shown below.

6.7.6. Stock Number Changes. New DIA status records indicating the new stock number over the old stock number and Stock Number Change message (as a result of stock list changes from D035A, input MCA transaction or a PBE transaction.

6.7.6.1. No change in IM Responsibility. If no Prime Loss Item message on the new record, the IM responsibility is retained. File the new record in the active file and destroy the old record.

6.7.6.2. Loss of IM Responsibility. If a Prime Loss Item message on the new record, file the new record in the inactive file and destroy the old record. Send the documents and the records to the gaining IM ALC.

6.7.7. Invalid Funds Cite. This message identifies those provisioning items, set up in J041, which have an incompatible combination of Long Line Accounting Classification as compared to Budget Code "8" for stock fund items. If Budget Code is "8" and the fund code is other than 64 or if Budget Code is other than "8" and fund code is 64 the message will appear. The IM should review this condition and take action to make sure the budget code is properly coded in the D035A. If the D035A is correct, contact the contracting function to make sure the item is properly coded in J041. If the document is in error, a modification to the contract will be required.

6.7.8. Document Line Item Number Changes. File new DIA status records showing the new document identification over the old document identification and Control Identity Change message (as a result of MCT transactions) in the applicable active files. Annotate the new document identification and the date of change on the old records which are then filed into the inactive files (retained for 90 days and then destroyed).

6.7.9. Erroneous DIA Status Record. New DIA status records showing Erroneous Item-Delete message (as a result of MDT transactions) and the old records in the active files are destroyed.

6.7.10. Shipped Complete Items. File new DIA status records showing Shipped Complete-Delete message (as a result of shipment or receipt quantities equaling the quantities ordered in J041) the item folders. Documents and records in item folders are then processed for retention.

6.7.11. AFMC Form 339 Messages. The messages referenced before and the other messages described in Paragraph 6.7.2.5, shown in the IM status records, are for IM information and action as required.

6.8. Stock Fund Reporting. Two reports are available that furnish stock fund status for each ALC.

6.8.1. On-Order Stock Fund Status Report. This monthly report is produced at the IM ALC for contract and Category I MIPR items with the following criteria:

6.8.1.1. Budget Code is "8".

6.8.1.2. ERRC is "N" or "P".

6.8.1.3. Air Force Items only.

6.8.1.4. Quantity due-in is to a depot or base support account.

6.8.2. On-order Undelivered Stock Fund Balances Report. This quarterly report is also produced at the IM ALC for contract and Category I MIPR items with ERRC codes "N" or "P".

6.9. Exception Processing for Miscellaneous Items.

6.9.1. Items Reported in the J041 Miscellaneous Item Exception Control Report (J041.5EJ):

- 6.9.1.1. Item (Establish) Record, Format Identifier Code (FIC) MEA.
- 6.9.1.2. Item (Change) Record. FIC MCA.
- 6.9.1.3. Destination Record, FIC MAB.
- 6.9.1.4. Schedule Record, FIC SCH.
- 6.9.1.5. Shipment or Receipt Notice, FIC MRT (MWT for reversal).
- 6.9.1.6. Document/Line Item Number Change, FIC MDT.
- 6.9.1.7. Item (Delete) Record, FIC MDT.

6.9.2. Report Content/Format:

6.9.2.1. All data in each transaction reported are verbatim (positions 1-80). FICs, acquisition document number, and line item numbers are columnar-headed. The remaining transaction data is definitized by record positions. All valid and invalid transactions are shown on the report if more than one transaction is involved (item establish, FIC MEA, and accompanying transactions). Data in each transaction (identified by FIC) are definitized in the applicable coding instructions, Attachment 2.

6.9.2.2. Invalid data in each transaction are underlined with asterisks. Unique error codes cross-referenced to abbreviated names of the invalid data, or to the invalid conditions, Attachment 3, are shown under Remarks to the right of the invalid transaction. A maximum of three errors are shown for an invalid transaction; so, transactions indicating three errors should be reviewed for additional errors.

6.9.2.3. The following transactions, if excepted, appear on the J041 miscellaneous exception report but, will not appear on the suspense file or the "MISCELLANEOUS ITEM EXCEPTION CONTROL REPORT."

6.9.2.3.1. All E _ _ transactions.

6.9.2.3.2. MWT transactions that are unmatched to the post-award master file.

6.9.2.3.3. All D4/D6 transactions with a IAA exception (INVALID 1486).

6.9.3. Corrective Actions:

6.9.3.1. Deciding Priority for Processing Exception Reports. The appropriate functional office may use J041 Miscellaneous Item Exception Control Report to decide the priority for processing the exception reports. As a general rule those document numbers with multiple transactions suspended should be processed first. These transactions may be further identified by the suspense date; so process the oldest date first. The report identifies the item reported, the date the item was suspended in J041, and remarks pertinent to the item. It is suggested that upon determination, the priority of processing be shown on the report, or on a separate priority of processing listing. The applicable reports can then be selected from the exception report file for exception processing.

6.9.3.2. Deciding Corrective Actions. Corrective actions for each exception report may be determined by review of the report, source documents, and the validation criteria shown in Attachment 3.

6.9.3.3. Input of Corrective Actions into J041:

6.9.3.3.1. J041 generates an exception (J041.5EI) for each invalid transaction. This is an exact duplicate of the invalid transaction. If a transaction has a quantity imbalance (total quantity does not equal detail line item quantities) and no other data in the transaction is invalid, J041 will not generate an exception. Only manual review can find transactions with invalid quantities. The exception correction will be input into J041.

6.9.3.4. Disposition Reports:

6.9.3.4.1. Corrected J041 exception reports should be checked to make sure all corrective transactions have been taken.

6.9.3.4.2. Exception reports may be destroyed when no longer shown in the Miscellaneous Item Exception Control Report.

6.9.4. Exception Report. Appropriate functional Office should maintain the report files separately. Each file should be maintained in acquisition document number sequence. Reports should be filed upon receipt to keep the files current. File new reports with the same acquisition document number. Replace reports in the file with new reports when FIC, acquisition document number, line item number are the same. These new and follow-up reports are generated when additional records are entered into the system. Follow-up reporting should be minimal if exception processing is done expeditiously.

6.9.4.1. Purging Files. Periodically, the following reports should be destroyed:

6.9.4.1.1. Those reports not destroyed when follow-up reports are filed.

6.9.4.1.2. Those reports for items no longer indicated in the input control report.

6.9.4.2. Selection of Reports. If more than one report with the same acquisition document number is in file, selection of the report to be processed may be done by searching for the report with the acquisition document number and line item number shown in the J041 Miscellaneous Item Exception Control Report.

6.10. J041/D035A Receipt Interface. The (D035A) processes different types of receipt transactions (for example, D4/D6). These receipt transactions are scanned for unique data elements which decide the end recipient of these transactions. The D035A will pass to the J041 system only those receipt transactions with a stock number for which the processing ALC is prime. These transactions are reformatted into MRT or MWT transactions and then processed within the J041 system. The data elements listed below are those scanned by the D035A to ensure J041 as the recipient. Those receipt transactions which may be input erroneously will not be formatted, but will receive an (IAA) exception code and then be reported on the J041 MISCELLANEOUS ITEM EXCEPTION CONTROL REPORT (J041.5EJ) . These erroneous transactions are not delayed.

6.10.1. The Document Identifier (DI) in positions 1-3.

6.10.1.1. Positions 1-2 may contain D4 (materiel, receipt, procurement instrument sources or D6 (materiel receipt other than procurement instrument source).

6.10.1.2. Position 3:

6.10.1.2.1. D4 in position 1-2 and a “Z” in position 3 indicates receipt for on-loan assets in the depot supply activity .

6.10.1.2.2. D6 in position 1-2 may contain an “L”, “U”, “V” or “Z” in position 3. These work with the DI suffix in position 54.

6.10.2. The Document Identifier Suffix in Position 54. (Applicable to the D6 transaction only.)

6.10.2.1. Positions 1-3 equal D6L and position 54 equals “S” indicates off base AF reclamation project activities. This includes receipts from Davis-Monthan AFB.

6.10.2.2. Position 1-3 equal D6Z and position 54 equals “Z” indicates materiel from contractor inventory, completion, or contract termination.

6.10.2.3. Positions 1-3 equal D6Z and position 54 equals “M” indicates materiel from FMS excesses.

6.10.2.4. Positions 1-3 equal D6Z and position 54 equals “G” indicates materiel from other excesses.

6.10.2.5. Positions 1-3 equal D6U and position 54 equals “A” indicates materiel purchased from another DOD agency under the ISSP.

6.10.2.6. Positions 1-3 equal D6U and position 54 equals “B” indicates materiel purchased from another DOD agency not under ISSP. (These transactions are disregarded in the J041 system).

6.10.2.7. Positions 1-3 equal D6V and position 54 equals “A” indicates materiel purchased from a non-DOD federal agency under ISSP.

6.10.2.8. Positions 1-3 equal D6Z and position 54 equals “A” indicates materiel received from another DOD agency non-reimbursable under ISSP.

6.10.2.9. Positions 1-3 equal D6Z and position 54 equals “T” indicates materiel purchased from a non-DOD agency non-reimbursable under ISSP.

6.10.2.9.1. The credit indicator in position 25 (left most position of the quantity field) may contain an alpha character which indicates a reversal transaction.

Chapter 7

PURCHASE HISTORY

7.1. General. The purchase history phase maintains historical data on both internal PR and incoming and outgoing PR/MIPR line items and the corresponding contractual line item for each AF centrally purchased stock-numbered item. Contract line items for services (repair/overhaul and modifications which are identified by a stock number at time of award also are included in the history file.)

7.2. Objective. To provide the buyer with a Purchase History Record (PHR) (J041.6CK), for each stock number on a new PR at time of document release by requirements function. To provide anyone with a need to know, accurate purchase history data, either through use of a manually generated PHR or a Special Purchase History Interrogation. To provide data for the Cost Reduction Program in the Defense Acquisition Regulation, Sup 6, and to provide needed purchase data for J041B and the J023.

7.3. Daily Purchase History Processing.

7.3.1. The processing and initial establishment of data begins with input of PR/MIPR line item data in PR/MIPR phase. Noun, contractor identity, part number, total amount, and contract line item data are input, along with Contract Line Item Number (CLIN) information transactions, no later than milestones 11, 34, and 44 time, during the contracting processing phase. At milestones 11, 34, and 44 time, the contract line items and related PR/MIPR line items are placed in history status.

7.3.2. The submission of the "R" control transaction to PR/MIPR processing phase causes automatic generation of a PHR for each stock number on that PR/MIPR to be output to procurement. The PHR lists up through 15 of the most current buys for that stock number. It also lists the identity of all other documents in process (subsequent to milestone 02) within requirements function or contracting function with identical stock numbers. Additionally, the branch, section, buyer-assigned, and the awaiting milestone will be displayed. The PHR is output as an acquisition PHR or as repair/overhaul/modification PHR according to PR/MIPR type line item code assigned to the basic PR/MIPR. These automatic PHRs are printed in the current PR/MIPR number sequence. The PHRs are attached to the applicable PR/MIPR and the entire package is forwarded to the buyer. PHRs are not automatically produced for outgoing PR/MIPR.

Note: When multiple PR/MIPRs with the same NSN are released with an "R" control transaction the same day, only one PHR will generate.

7.3.3. Purchase Requests identified as "Request for Order to Contract Number" will not have PHR requests generated if so coded when the "R" control transaction is submitted by PR/MIPR Control for PR release.

7.4. Automated Purchase System (J023) Interface. During the weekly PHR processing, the contract award data for ALC, Economic Order Quantity (EOQ) items are fed to the J023. This data includes MDC, stock number, contractor identity, manufacturer's part number, and contract award date.

7.5. Standard Price Review System (J041B) Interface.

7.5.1. During the monthly PHR processing (see AFMCM 64-104, Volume 3, Chapter 14, Paragraph 14.5), the procurement history record for standard pricing is passed to the Standard Price Review Pro-

cess for each stock number based on the following conditions occurring since the last monthly process.

7.5.1.1. A new Cat II line item containing an actual price was established since the last J041 monthly processing cycle: or

7.5.1.2. An existing Cat II line item has a change to its price or quantity due to MOD, MOD/DEFINITIZATION, or manual file maintenance action, since the last J041 monthly processing cycle: or,

7.5.1.3. A new Cat I line item has been established since the last monthly cycle.

7.5.2. Only one record is passed per stock number having action. Cat I data is passed only if no Cat II line items have been established or updated. If Cat I data is selected and multiple Cat I line items have established, the one with the most recent date of origin will prevail. The logic for selecting Cat II data is as follows:

7.5.2.1. In the event more than one line item for a stock number has had action, data will be passed for the line item having the most recent contract award date.

7.5.2.2. If more than one line item for a stock number has had action and the award dates are the same, the following logic will apply:

7.5.2.2.1. Provisioning - the line with the highest dollar value is selected.

7.5.2.2.2. Replenishment Spare Parts - routine purchases having the highest line item dollar value are selected; urgent purchase actions are disregarded.

7.5.2.2.3. Urgent - when all actions are urgent, the action having the highest line item dollar value is selected.

7.5.2.2.4. Both Provisioning and Replenishment Spare Parts - when both provisioning and replenishment awards/definitizations actions for a stock number, provisioning actions are disregarded and replenishment spare part items are processed as stated above.

7.5.2.2.5. Manual Updating Actions - file maintenance actions which affect line item quantity or price are passed only if there were no awards/definitizations during the month for the affected stock number.

7.5.3. Items selected will be identified if replenishment, provisioning, and/or whether GFM/GFE involved.

7.5.4. Modifications/repair line items, pseudo coded line items, and items with NC or ND stock numbers are excluded from J041 reporting.

7.6. D035A Interface.

7.6.1. All stock-numbered transactions entering the J041 system will be checked against the D035A for stock control data as shown in the D035A. This also includes gaining ALC files owing to prime transfer responsibility. Gaining items which fail to match the D035A validation of stock number will not be established in history at the ALC.

7.6.2. During the weekly J041 processing, stock list change interface is made with the D035A for stock control data changes. PHR history records will be automatically updated with the latest stock list change data, including MDC, unit of issue, standard unit price, ERRRC, source of supply, budget code,

and stock number, including NC numbers which will be updated to the initial stock number assignment. The previous stock number will be retained on the PHR. However, the unit of issue of the individual contract line items will not be affected by the update.

7.7. Special Annual Processing. On the first cycle following the October Pre-Award Quarterly, purchase history line items which are more than 3 years old will be purged from the active history master. However, if all line items for a given NSN are older than 3 years, the most recent will be retained. Age will be based on contract award date. The history file showing prepurge status is retained as an archive.

Chapter 8

J041 INTERROGATION CAPABILITY

8.1. General. This chapter gives the J041 interrogation capability for the requirements function. Each interrogation is explained in the following paragraphs.

8.1.1. Interrogation Reply - Strike List.

8.1.2. The post award master file records may be interrogated using an MXA transaction containing a type interrogation code "C". This interrogation will be on as needed basis. See Attachment A2-16 for coding instructions of the MXA transaction. J041.5MB is the output product.

8.1.3. There is a limit of 50 interrogations each cycle, single interrogation codes or combined with other MXA transactions. Interrogations input beyond this limit will be recycled and processed in the next cycle.

8.1.4. If an MXA transaction does not have the correct type interrogation code, the transaction is rejected and portrayed on the Non-Suspended Transaction Exception Report (J041.5GC), with the exception message TYPE INTERR for review and correction.

8.1.5. If an MXA transaction does not match the J041 master file interrogation of a contractor identity that is not in J041, it is shown on the Strike List interrogation report.

8.1.6. If an MXA transaction is in excess of the input limitation (50), it is recycled on the tape file and then automatically processed on the next daily cycle. These transactions also appear on the J041.5GC, but with the message RECYCLED.

8.2. Purchase History Interrogation.

8.2.1. Daily Purchase History Record (PHR) Request:

8.2.1.1. The purchase history master record may be interrogated to produce a Replenishment Spare PHR on a specific stock number. PHR interrogations coding instructions are as follows:

Column	Instructions
1	Status. Always "D"
2-16	Stock Number
17	Transaction Code. Always "D"
18	Routing Code. Enter "M" for Requirements function PHR Interrogation. Enter "P" for contracting function HR interrogation
19	Mod/Repair indicator. Enter "M" if Mod/Repair PHR is desired. Otherwise, leave blank.
20-22	Routing Code. The IM MGR DES/Branch Section Buyer (BSB). If column 18 is M, enter the IM Designator code (MDC). If column 18 is "P", enter the BSB code
90	PDIC

Note. PHR interrogations are printed before the automatic PHRs.

8.2.1.2. Special Purchase History Extraction. See procedures contained in AFMCM 64-104, Volume. 3, Paragraph 15.3.

Chapter 9

CORRECTIONS OF INVALID NSNS IN J041 OR D035A

9.1. General. The procedures in this chapter provide the ALC Provisioning organization or the item management functions with direction to determine which system requires correction for an invalid stock number, the J041 or the D035A.

9.1.1. Source of Data:

9.1.1.1. The ALC Provisioning office or the IM function receives AFMC Forms 339 from the J041 system, with an MDC of 333, with all available line item information, and the message INVALID STOCK NUMBER, AFMC Forms 339 with type line item code "P" (Provisioning are sent to the Provisioning office, and AFMC Forms 339 with type line item code "N" (Non-provisioning) are sent to the IM function.

9.1.1.2. The J041.5DB report is distributed to the ALC Provisioning organization, and other organizations, to assist in review and correction of AFMC Forms 339 generated as a result of the invalid stock numbers. This listing portrays all line items established in J041 which do not have a matching stock number in the D035A as of the date shown on the report.

9.1.1.3. Receipt, of the products referenced above is the result of a SUPPLIES LINE ITEM DATA RECORD (transaction code PAE), having been input directly to the Post-Award portion of the J041 system by the data entry personnel, and being assigned a 333 exception code (INVALID STOCK NUMBER) by the D035A. (Also see AFMCM 64-104, Volume. 3, paragraph 17.5.) This transaction is then suspended by the J041 system and reflected on the output product ALL ERRONEOUS AND SUSPENDED TRANSACTIONS. When this occurs, the data entry personnel must verify the suspended record against the applicable hard copy document. If the stock number is in agreement with the hard copy document the data entry personnel will re-input the entire PAE record to the J041 system, with an "R" in position 76. This action sets up the line item on the J041 master records with a MDC of 333 and generates an AFMC Form 339.

9.2. ALC Provisioning Office Responsibilities. When the ALC provisioning office receives the AFMC Form 339, one of the following actions must be taken:

9.2.1. If the data entry person's stock number is incorrect, get the correct stock number, annotate the AFMC Form 339, and send it to the data entry person for correction of J041 records and contract documents.

9.2.2. If the data entry person's stock number is correct, initiate cataloging action that sets up the new stock number in the D035A, thereby eliminating the J041/ D035A unmatched condition.

9.3. IM Function Responsibilities. When the IM function receives the AFMC Form 339 portraying an MDC of 333, research the documents used to create the line item data in J041. One of the following actions must be taken:

9.3.1. If the Data entry person's stock number is incorrect, get the correct stock number, annotate the AFMC Form 339, and send to the data entry person for correction of J041 records and contract documentation.

9.3.2. If the Data entry person's stock number is correct, initiate cataloging action that sets up the new stock number in the D035A, thereby eliminating the J041/ D035A unmatched condition.

9.4. Effects on Interfacing Systems. The posting of a line item record with an MDC of 333 to the J041 master records nullifies the weekly due-in assets overlay for the associated stock number to the D035A or the D062 systems. However, the posting of a line item record with an MDC of 333 to the J041 master records does not nullify the generation by J041 of Diverted Shipment transactions (ZK/ZQ) to the D035A. These transactions cause exceptions and are rejected by the D035A. Therefore, it is essential that these incompatibilities be resolved as expeditiously as possible.

Chapter 10

STANDARD PRICE REVIEW

10.1. General. THIS CHAPTER HAS NOT BEEN UPDATED TO REFLECT MSD GUIDELINES. THIS CHAPTER WILL BE UPDATED AT A LATER DATE. This chapter establishes policy, provides procedures, and assigns responsibilities for conducting periodic standard price reviews for Air Force-managed, centrally procured items of supply. This applies to the requirements function, contracting function, and cataloging functions at HQ AFMC and the air logistics centers (ALCs). The stock fund price stabilization policy of the Office of the Assistant Secretary of Defense (OASD) requires that standard prices be revised annually. The revised prices are effective the first day of the fiscal year. **Note:** In 1997 the SSD and RSD were absorbed into the newly created Materiel Support Division. When the "N" and "P" ERRC items (consumables) are moved from the D062 system to the D041 computation system, the J041 standard price review will be on a monthly basis in the same manner as the investment items are now. There will probably be one more annual review for consumables before the change to a monthly product. Equipment items will be processed as currently, no change.

10.2. Terms.

10.2.1. Standard Price. The price that reflects the latest acquisition cost plus surcharges for infrastructure costs for warehousing, maintaining, and distributing inventory items.

10.2.2. Exceptional Standard Price Variance. A variance from the present standard price of such significance to warrant mandatory review by the responsible item management specialist (IM).

10.2.3. Cataloging Activity Code. A two-position code that designates the specific activity assigned responsibility for cataloging a supply item.

10.2.4. MDC. This is a three position code used primarily to route computer products to the responsible IM.

10.2.5. Exception/Error Message. A message that provides information data or processing instructions.

10.2.6. File Maintenance (FM) Code. A one position alpha code assigned by the responsible IM to indicate corrective action required on listings of computer generated prices.

10.2.7. Interim Standard Price. The previous fiscal year price plus the surcharge.

10.3. Description. Standard Price Review is a mechanized capability to review or revise standard prices for all active, Air Force managed, centrally procured items of supply in the Air Force inventory except those assigned routing identifiers (source of supply codes) FPD, FPH, FPK, SPF, FND or F92 as identified in AFM 67-1, Volume I, Part Four, which will be rewritten as AFMCM 23-110. The J041 Standard Price Review is processed monthly for Investment/Equipment items and annually for Consumable Stock Fund items.

10.3.1. Phase I: The Acquisition and Due-In System (J041) history file provides the latest acquisition cost. Under Phase I for stock fund items, the latest acquisition cost (rounded off to the nearest cent) is compared to the present standard price received from the Stock Control System, D035A. For non-stock fund items this run adds a surcharge for transportation (if the shipment is FOB source (S); for the shipments that are FOB destination (D), the transportation surcharge is included in the contrac-

tor's negotiated unit price) to the latest acquisition cost. The new tentative standard price is compared to the present D035A standard price. If the prices are not equal, the new price is compared to the table of exceptional variances established in Attachment A4-2 to determine whether or not the degree of variance warrants mandatory IM review. If the new price doesn't exceed the allowable variance, it is output as IM/SM Notification of Standard Price Changes (Attachment A4-5). If the new price exceeds the allowable variance, it is output as an Exceptional Standard Price Variance Report for mandatory IM review (Attachment A4-4). Exceptional price variance reports are distributed to the responsible IM within the various directorates of the ALCs for review. The possible actions an IM can take during this initial review of Phase I products include acceptance, rejection, or change of the new prices. The ALC price review monitor will allot a specific period of time for the review and completion of report evaluations, annotation of decisions, and submission of these decisions for Phase II processing. The new price will be accepted unless the IM changes or rejects it. Change or reject action is accomplished by entering the proper file maintenance code for delete actions and making input to KeyPlus or by entering the proper file maintenance code for change and corrected unit cost and input to KeyPlus. No action is required if the IM accepts the new price. If changes are needed, the IM makes the input to KeyPlus. At the expiration of the period of time allotted for Phase I review, annotated products are returned to the product directorate price monitor for review.

Note: The ALC price review monitor ensures that the IM has adequate time for review of Phase I products before Phase II processing by the Defense Information Systems Agency (DISA).

10.3.2. Phase II: Phase II begins with receipt of output products (Attachment 4) which incorporate the IM file maintenance actions. Phase II products are reviewed for accuracy of Phase I file maintenance actions. Phase II products requiring error corrections are input to KeyPlus within the allotted time for processing by DISA. This series of computer runs output the required Phase III products.

10.3.3. Phase III: Phase III products (Attachments A4-11 and A4-12) provide the ALC price review monitor notification of price revisions and file maintenance action which didn't pass the established Phase II edits. For Consumable Stock Fund items, each ALC is required to mail their annual price file computer tape (J041.BZIJGO), containing all Air Force managed Stock Fund items procured within the past 12 months, to HQ AFMC. The ALC price monitor will ensure the price tape is not mailed to HQ AFMC until adequate time has been provided for IM to review and correct all errors identified during the price review upon coordination with the HQ AFMC pricing monitor. During this time, HQ AFMC/FMRB is responsible for providing the new surcharge and re-pricing factors for use in computing the new fiscal year standard prices to HQ AFMC/LGIA (PR Policy OPR). Separate factors will be applied to items depending upon whether the item was purchased within the last 12 months. Items purchased within the past 12 months will be computed by adding to the new procurement price a surcharge for transportation, inventory losses, inventory maintenance, inventory control point operations, condemnations, and price stabilization. All other AF managed Stock Fund item prices will be computed by adjusting the previous fiscal year standard price by the approved DoD inflation factor. The D043 surcharge processing cycle is accomplished annually by HQ AFMC for consumable stock fund items. A price growth analysis is performed annually by the HQ AFMC price monitor for consumable stock fund items prior to releasing the new standard prices to the Defense Logistics Services Center (DLSC) for stock-list change action. The purpose of this analysis is to detect large scale programming errors resulting in significant fluctuations in new Systems Support Division (SSD) prices. This is accomplished by comparing a sample number of new contract prices from each ALC's J041.BZIJGO tape with procurement history records. Additionally, summary reports (J041 and D035A) reflecting the results of each ALC's annual price update are used in detecting large scale programming errors.

Where significant fluctuations are detected, new SSD prices will be held pending further review. Interim standard prices will be used when the length of time required for the review precludes correction to large scale pricing errors prior to the beginning of the new fiscal year.

10.4. Source Data. The J041 PHR provides the latest definitized acquisition cost for items experiencing acquisition action during the previous month for investment/equipment items and during the annual accounting period (previous 12 months) for consumable stock fund items. The D035A provides present standard price, Expendability, Recoverability, and Reparability Category (ERRC) and other selected item management data pertinent to standard price reviews.

10.5. Output Products.

10.5.1. Printouts: The Price History Error Listings (A-J041-JA1-M1-MJA), SSD: (A-J041.AAA-A1-8AN), RSD: ((A-J041.-EAA-E1-8AR)and for equipment and non-stock fund items: (A-J041-JA1-M1-8JA) are Phase I listings developed primarily to identify items extracted from the J041 system which failed to pass established edits for valid data. It also identifies items extracted from provisioning documents which failed to pass established edits for valid data. See Attachment 4 for processing instructions. The Phase I Processing Count, (A-J041-JA2-M1-MJA), SSD: (A-J041.AAB-A1-8AN), and RSD: (A-J041.EAB-E1-8AR) and for equipment: (A-J041-JA2-M1-8JA). It provides the ALC price review monitor a count of procurement records (read-processed-rejected), D035A master record (read), price history error count, and the manual price review reasons. The Exceptional Standard Price Variance Report (A-J041-JB1-M1-MJB), SSD: (A-J041.ABA-A1-8AN) and RSD: (A-J041-EBA-E1-8AR) and for equipment and non-stock fund items: (A-J041-JB1-M1-8JB) is a Phase I report developed primarily to identify items that have an exceptional standard price variance. This report will also incorporate all other data which require 100 percent review by the IM. See Attachment 4 for processing instructions. The IM/SM Notification of Standard Price Changes (A-J041-JB2-M1-MJB), SSD: (A-J041.-ABB-A1-8AN) and RSD: (A-J041.-EBB-E1-8AR) and for equipment and non-stock fund items: (A-J041-JB2-M1-8JB) are Phase I informational listings of ADPE-computed standard prices. See Attachment 4 for processing instructions. It excludes exceptional price variances and all other items which require 100 percent IM review. The Manual Price Review Report (A-J041-JB3-M1-MJB), SSD: (A-J041-ABC-A1-MJB) and RSD: (A-J041.-EBC-E1-8AR)and for equipment and non-stock fund items: (A-J041-JB3-M1-8JB) is a Phase I report developed primarily to identify items for which D035A data are inadequate for purposes of generating standard prices, or establishes items as not qualifying for price review (e.g. DLA/GSA managed, local purchase). It also identifies items containing government furnished aeronautical equipment/government furnished material/government furnished parts (GFAE/GFM/GFP) and D035A/J041 unit of issue incompatibility. See Attachment A4-6 for processing instructions. Another is the Supplemental Standard Price Variance Report which is provided as a convenience only. It is an optional form to assist in KeyPlus input. The IM Manual Price Changes (A-J041-JD1-M2-MJD), SSD: (A-J041.-ADA-A2-8AN) and RSD: (A-J041.-EDA-E2-8AR) and for equipment and non-stock fund items : (A-J041-JD1-M2-8JD) is a product which provides the ALC price review monitor a summary of all IM price changes and file maintenance actions generated during Phase I. The Initial Price Variance Errors (A-J041-JE1-M2-MJE), SSD: (A-J041.-AEA-A2-8AN) and RSD (A-J041.-EEA-E2-8AR) and for equipment and non-stock fund items: (A-J041-JE1-M2-8JE) is a Phase II product output primarily to identify errors in IM generated changes/additions to system-generated prices prior to normal Phase II processing. It also identifies all prices in excess of \$10 million for validation/re-input or correction prior to normal Phase II processing. (See Attachment A4-10 for

processing instructions.) The Standard Price Variance Error Listing (A-J041-JH1-M3-MJH), SSD: (A-J041.-AHA-A3-8AN) and RSD: (A-J041.-EHA-E3-8AR) and for equipment and non-stock fund items: (A-J041-JH1-M3-8JH) is a Phase III product listing items for which the IM generated changes to the price variance master file did not pass the established edit routines. See Attachment A4-11 for processing instructions. The Standard Price Revision Notification Report (A-J041-JH2-M3-MJH), SSD: (A-J041.-AHB-A3-8AN) and RSD: (A-J041.-EHB-E3-8AR) and for equipment: (A-J041-JH2-M3-8JH) is a Phase III report which notifies the ALC price review monitor of standard price revisions being input directly to data systems. See Attachment A4-12 for processing instructions.

10.5.2. Tapes: Price Change File (J041.BZIAG3) and Annual Price Change File (J041.BZIAG3).

10.6. Policy. Policy for computing standard prices on centrally procured items and conducting periodic review of standard prices are established in AFM 67-1, Volume I, Part One, and Volume I, Part Three. The Standard Price Review will be controlled by the ALC price monitor on a monthly basis for equipment and investment items and annually for consumable stock fund items according to AFM 67-1, Volume I, Part Three. Scope of items reviewed will be limited to stock-listed (national stock number assigned), centrally procured, Air Force managed items except as noted. Prices of specific items will become candidates for mechanized review/revision only when new procurements at definitized acquisition costs have been established or estimated prices on provisioning contracts are definitized. All standard price changes resulting from this review will be subject to IM approval.

10.6.1. Standard price revisions for active, Air Force managed, centrally procured items will be processed through this system with the following exceptions: Standard price revisions in conjunction with unit of issue revisions: modification and repair line items, pseudo-coded line items, line items with estimated prices, line items which are surpluses, NC and ND stock numbers (one time buys), stock numbers with material management aggregation code (MMAC) of CM, line items coded as first article, line items coded as FMS (where the Air Force is a user but the acquisition was made solely for the FMS country), line items with a source of supply code of FPD, FPH, FPK, SPF, FND or F92 and kit numbers. RSD items are reviewed monthly and overlaid to the D041 system. D041 overlays the prices to the Item Pricing System (D200.N) which processes the annual price changes and updates on a monthly basis.

10.6.2. Standard price revisions excluded from processing through this system (as described above) are processed in accordance with normal stock-list change procedures. The value of (at standard prices) are included in the standard price of assemblies, end items, or kits as applicable. Overall surveillance of price review functions established by these procedures must be accomplished by the ALC price review monitor.

10.7. Responsibilities.

10.7.1. Directorate of Financial Management, FM: Exercises surveillance of the Standard Price Review process to ensure timely compliance by all activities concerned, provides a focal point within the ALC for all matters pertaining to such reviews by the appointment of an ALC price review monitor from within FM, requests other ALC components concerned appoint monitors for their respective organizations to provide a single contact point for the ALC price monitor review, develops detailed standard price review schedules to establish optimum calendar dates for monthly and annual standard price reviews, ensures that policies and procedures contained herein are implemented and supple-

mented with necessary detailed procedures, and ensures that responsible personnel are adequately trained in the operational procedures of this system. Additionally, FM develops appropriate form letters of transmittal as required for initial distribution and processing of data systems output products, immediately alerts HQ AFMC/LGIA when potential problems occur during the price review process and ensures the FM ALC price monitors segregate and distribute all printout products received from DISA in accordance with applicable instructions.

10.7.2. IM: The item manager needs to manually add the value of all GFAE/GFE/GFP (standard prices at time of delivery to contractor) and surcharges as appropriate to the J041 contract price for the item to obtain the total price computation of the standard prices. If the tentative standard price computed in this manner differs from the current D035A price, each IM will input routine supplemental price charge for Phase III processing. This is a simple process of taking the cost of an item times the number of assets purchased minus what the government is providing as GFAE/GFE/GFP. The IM will review prices, make corrections, annotate products, input to KeyPlus, and ensure stock-list change action processes.

10.7.3. DISA produces system output products on a monthly/annual basis for scheduled runs.

10.7.4. Each ALC/PK controls and reviews the Price History Error Listings per Attachment A4-3.

10.7.5. HQ AFMC/LGIA serves as OPR for the standard price review.

10.8. Procedures.

10.8.1. Price Review Schedules. The ALC price review monitor develops detailed schedules to provide specific calendar dates for the accomplishment of major operational functions of the price review. The beginning date for a specific monthly price review, as well as all interim dates for major review processes, should be determined by working back from the scheduled date for transmittal of the J041.BZIJGO tape allowing maximum time possible for the IM review of Phase I reports. HQ AFMC/LGIA will coordinate the annual consumable standard price review with each ALC price monitor, HQ AFMC/FMR, MSC/SHC (mailing of the J041.BZIJGO tape), CASC/POM,/LGED/CCH, and DLSC-SBA.

10.8.2. Distribution of Phase I Reports. Not later than the scheduled beginning date, DISA will produce these reports and distribute to the designated recipients (price monitor).

10.8.3. General Processing Procedures for Exceptional Standard Price Variance Report. Each IM will annotate reports received in a clear and precise manner. All changes and deletions to the unit price must be input to KeyPlus. Phase I report for each MDC will include as the last page, a supplemental worksheet. This worksheet is an optional form to use as an aid to KeyPlus input.

10.8.4. IM Generated Changes/Additions. All changes and deletions to the unit price must be annotated on the Phase I products with the appropriate file maintenance code and input to KeyPlus. Annotated Phase I products will be returned to the price monitor. Phase II error outputs are corrected through KeyPlus prior to Phase III DISA processing. Phase II edits applied will be identical to those applied in the generation of the Phase I standard price variance error listings except that an edit will output all prices in excess of \$10 million for validation. Valid changes/additions are retained on tape for normal Phase III processing; invalid data are referred to the ALC price review monitor for resolution as listings titled Initial Price Variance Errors.

10.8.5. File Maintenance of the Price Variance Master File (Tape Record). On receipt of correction resulting from processing of Phase II initial price variance errors, DISA is responsible for producing the price variance master file.

10.8.6. Phase III Output Products. Upon completion of Phase II, DISA will generate revised standard prices and related data, which will result in output of official stock list codes (SLC) in all applicable data systems or overlay to the appropriate systems. . The following Phase III output products are due out from DISA not later than the specific dates established by ALC price review monitor's schedule: Price Change File Tape (J041.BZIJGO), Standard Price Revision Notification Report (Attachment A4-12), Standard Price Variance Error Listing (Attachment A4-11).

10.8.7. Distribution of Phase III Output Products. Distribute to designated recipients.

10.9. ALC Standard Pricing Directives. Supplemental detailed procedures and schedules will be established and distributed by the ALC price review monitor. Procedures and schedules for the accomplishment of the monthly and annual price review and a listing of points of contact by name, organization, and telephone extension should be maintained by the ALC price review monitor.

10.10. Letters of Transmittal. The ALC price review monitor will provide appropriate instructions for use in the initial distribution of data system printout products. These instructions will establish precise identification of the product, action required, and suspense dates for completion of action.

Chapter 11

TRANSFER OF RECORDS

11.1. General Information.

11.1.1. Documents or records are transferred between ALCs when IM responsibilities change. The responsibilities of inventory management changes, records, or documents to be transferred, and special instructions are indicated below.

11.1.2. Records or documents to be transferred when item management changes from the ALCs to DLA/GSA activities or other services (capitalization) will be according to AFM 67-1, Volume I, Part Two. The ALCs will continue to maintain records for these items until shipped complete. Records or documents relative to due-in assets may then be destroyed.

11.1.3. HQ AFMC issues special instructions for mass transfers of records or documents between ALCs to the losing and gaining ALCs.

11.2. Changes in Item Management Responsibilities Between ALCs.

11.2.1. The J041 interface with the D035A, either by indexing or stock list change, produces J041 file maintenance records for all prime loss stock numbers.

11.2.2. Transfer of records or documents:

11.2.2.1. The requirements function Miscellaneous Due-In OPR, PR/MIPR Control, IM and SM at the losing ALC is responsible for accumulating and forwarding all requirement function records or documents required by the gaining ALC. Data to be forwarded by the IM/SM are shown in AFM 67-1, Volume I, Part Two. Data to be forwarded by the requirements function Miscellaneous Due-In OPR and PR/MIPR Control are shown below.

11.2.2.2. The requirements function Miscellaneous Due-In OPRs will forward the following:

11.2.2.2.1. For Bailment/Loan items: Will forward contract or loan agreement, statements of availability, shipment of account "K" material (to contractor) stuffer notifications, return of items by the contractor (DD Forms 250/1348), Inventory adjustments or condemnation notices, letters to contractors and follow-up, replies from contractor, disposition instructions, history and other data (correspondence, etc.).

11.2.2.2.2. For termination and reclamation project items: will forward Requisition (DD Form 1149/1348), shipments (DD Form 250/1149/1348), AFMC Form 339 (history), other data (correspondence, etc.).

11.2.2.2.3. For PR/MIPR items: If acquisition and manufacturing surveillance are to be accomplished by the losing activity, no records will be forwarded. If acquisition and manufacturing surveillance are to be accomplished by the gaining activity, PR/MIPR case file will be forwarded by PR/MIPR Control.

11.2.3. Transfer of computer records: Records required to re-establish items at the gaining ALC are started by the J041 system at the losing ALC. These records are transferred via D143M to the gaining ALC before the effective date of the change.

11.2.4. The J041 Inter ALC Transmittal report identifies the stock numbered items that are being transferred and the ALCs gaining the IM responsibility. The requirements function may use this transmittal to decide the document or records to be transferred. A copy of this product is forwarded to the applicable gaining ALC.

11.3. Packaging and Mailing of Records and Documents.

11.3.1. Records or documents may be assembled and mailed in one package. Each package has a listing of the items. Each listing will also include the names, organization symbols, and telephone numbers of the individuals responsible the accumulation and forwarding of the records and documents to the gaining ALC. The legend, "J041 System Records/Documents - Deliver Unopened" will be placed in a prominent position on the address side of the package.

11.4. Receipt Acknowledgment.

11.4.1. Upon receipt of each package, the individuals responsible for verification of items in the package will check the items in the package with the items on the listing. Show discrepancies and the receipt acknowledgment on the listing. The receipt acknowledgment has the names, organizational symbols, and telephone numbers of the individuals responsible for verifying the items in the listing or package. Mail a copy of the listing to the sender of the package.

11.5. Subsequent Forwarding Of Records Or Documents.

11.5.1. Records or documents received by the losing ALC after initial transfer has been completed are immediately sent to the gaining ALC. Procedures for these transfers are the same as for the initial transfer.

11.6. Corrective Actions.

11.6.1. Upon receipt of the listing showing receipt acknowledgments and discrepancies, the sender of the packages in question takes action to correct the discrepancies, and notifies the questioner accordingly.

THOMAS W. BATTERMAN
Deputy Director of Logistics

Attachment 1

DATA ELEMENT CODES

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Note: Other data element codes are shown in AFMCM 64-104, Volume I, Attachment 3.

A1.1. PR/MIPR Priority Codes.

Number of Characters One
 Type of Code Alphabetic
 Definition Code assigned to PR/MIPR denoting the priority for which the item is to be purchased

Code	Explanation
R	Routine Requirement
E	Need date less than normal production lead time (PLT) plus minimum administrative lead time (ALT)
Urgent requirement	Enter the code applicable to one of the following reasons for urgency:
A	Emergency requirement (including Critical Items) approved by the ALC Command. (See AFM 67-1, Volume III, Part One)
B	MICAP backorder
C	Priority 1-3 backorder
D	Repair/overhaul or service requirement meeting the criteria for public exigency negotiation. Electronic Warfare Quick Reaction Capability (EWQRC) priority

Note. All incoming Urgent PR/MIPRs should be coded with PR/MIPR Priority Code D.

A1.2. PR/MIPR Requirements Computation Suppression Code (RCS).

Number of Characters One
Type of Code Alphabetic
Definition To suppress consideration of the line item in requirements computation system, such as an unprogrammed requisition.

Code	Explanation
S	To prevent any type of requirements from overlaying to computations systems when appropriate
X	Delete previous Code "S" action (Suppression Code)

A1.3. PR/MIPR Cancellation Reason Code.

Number of Characters Two
 Type of Code Alphanumeric
 Definition Two digit code used to cancel PR/MIPR or line item. First position is B (cancel entire PR/MIPR) or L (cancel PR/MIPR line item only). Second position codes are listed below.

Second Position Code	Explanation
1	Stock Balance Incorrect
2	Item Already on Order
3	Program Change From Higher Headquarters
4	Substitute Item Available In stock
5	Wrong Source Selected
6	Change in Consumption Rate
7	Wrong Item Ordered
8	Obsolete Item Ordered
9	Customer Requested Cancellation
L	No Quotation/Bid Received
M	Funds Not Available
N	Known Source Phased Out
O	Excessive Price Quotation
P	Item No Longer Manufactured
Q	Item Will Be Local/Depot Manufactured
R	Next Higher Assembly Will be Procured
S	Item Available From Other Source

A1.4. PR/MIPR Coordinating Activity Codes/Transaction/Card Codes.

Number of Characters Two
 Type of Code Alphanumeric
 Definition A means of identifying to the J041 system that specific required actions have been accomplished by designated control points.

Code	Explanation
A	Prepared by PR/MIPR Initiator
A1	PR/MIPR signed by Requirements Function
B	Reproduction accomplished
C	PR/MIPR Control (release of PR/MIPR for coordination)
F	Engineering Data
G	ALC Use
H	Service Engineering or ALC Use
I	Packaging Branch
J	Transportation Branch
K	Accounting and Finance
L	Quality Assurance
M	Technical Orders or ALC Use
R or RW	PR/MIPR Control (Release of PR/MIPR to contracting)
RH	PR/MIPR Control (Release of PR/MIPR to contracting as a “Request for order to contract number”)

Document Level Transaction/Card Codes

C	Establish basic detail
BC	Correction to basic detail/deletion of document
BD	Amendment to basic detail before contract award
BL/S, B1/9	Total cancellation. Section position is reason for cancellation
BX	Amendment after contract award without line items
R or RW	Return to Contracting after Requirements rework
QS	In Requirements Rework before R transaction
QW	Release from Requirement Rework before R transaction
XX	PR/MIPR Number Correction

Line Item Level Transaction/Card Codes

LA	Establish line item detail report as due-in. Basic PR/MIPR only
MA	Establish line item detail. Do not report as due-in. Basic PR/MIPR only.
LC	Correct line item detail. Use for line items established with LA or LK transactions. To be used by PR/MIPR Control only

MC	Correct line item detail. Use for line items established with MA or MK transactions. To be used by PR/MIPR Control only
LD	Amend line item. Use for line item established with LA or LK transactions
MD	Amend line item. Use for line item established with MA or MK transactions
LK	Add new line item. Report as due-in. Amendments only
MK	Add new line item. Do not report as due-in. Amendments only
LL/S, L2/9	Cancel line item. Second position is reason for cancellation. See Atch A1-3
TD	PR/MIPR Due-In Asset (DIA) Reporting Deletion (will change L__ to M__)
XX	L/I Number correction

Note. To change MA to LA, put PR/MIPR into rework (use re-work code 89) and input LC transaction (PR/MIPR number, amendment number, L/I, NSN, and PDIC only). Prior to using rework code 89, research and verify PR/MIPR is NOT in exception reason 65. If document is in exception reason 65, contact appropriate contracting personnel for reversal of exception reason 65. DO NOT INPUT REWORK CODE 89 UNTIL EXCEPTION REASON 65 HAS BEEN REMOVED.

A1.5. PR/MIPR Rework Codes (ALC Requirements Function Reworks).

Number of Characters One
 Type of Code Alpha
 Definition A code used for reporting purposes to identify the reason for internal rework of PR/MIPR document within the ALC Requirements Function cycle. PR/MIPR control will input “QS” transaction code with the applicable rework reason code to put into rework and “QW” transaction code with the same rework reason code to release from rework.

Code	Rework Reason
A	Add line item for data
B	Add line item for spares
C	Correction of line item entry
D	Correction of Engineering data deficiencies
E	Complete item description required
F	Review of data item for deletion
G	AMC/AMSC missing or invalid
H	File maintenance rejected by the J023 system
I	Correction of fund citation/resolution of funds problem
J	Review of stock number/part number
K	Stock Number, NC, ND required to be established in D035A
L	Engineering clearance, AFMC Form 761 required
M	Urgent Justification Statement (UJS) missing
N	Sole Source Justification (SSJ) or Justification and Approval (J&A) missing or rejected
O	Invalid Signature level
P	Required form(s) or Attachment missing
Q	Information in Block 12 missing or Incomplete (specify)
R	Ship To or Mark For missing or incomplete
S	Other
T	Reverse R transaction

A1.6. PR/MIPR Type Line Item.

Number of Characters One
 Type of Code Alphanumeric
 Definition Code identifies, for reporting purposes, the general classification or reason by line item for supplies and services being purchased. Source coded PR/MIPR document.

First Position Code	Explanation (To be assigned to basic PR/MIPR)
1	Replenish Spares
2	End Items/Replacement items
3	Modification Kits
4	Modification Services
5	Repair/Overhaul Services
6	Data
7	Printing
8	Engineering Services
9	Storage Services
0	Initial Spares (Provisioning)
A	Experimental, Development, or Research
B	Combination of Type L/I 4 and S
C	Combination of Type L/I 4 and T
D	Combination of Type L/I 5 and S
E	Combination of Type L/I 5 and T
F	Combination of Type L/I W and S
G	Combination of Type L/I W and T
H (Note)	J023 Final PR Preparation
J	AF-Non-AFMC Funds for Replenishment Spares
L	AF-Non-AFMC Funds for other than Replenishment Spares
M	Depot Maintenance Industrial Funds
N	Overhaul Kits
Q	Field Teams
R	Reclamation
S	Readiness Spares Package (RSP)(spares kits)
T	Readiness Spares Package (Purpose Code B, D to P)
U (Note)	J023 Automated Delivery Order for Maintenance and Repair
V	Advance or Planning PR/MIPR (Materiel Requirements or Data) (Due-In)
W	Advance or Planning PR/MIPR (Maintenance or Services) (Non Due-In)

Y (Note)	J023 Automated Delivery Order, Spares Acquisition
Z	Industrial Readiness Mobilization Planning (IRMP)

Note. Machine assigned. Not valid for manually prepared input.

A1.7. PR/MIPR Special (Pseudo) Stock Class Assignments.

Number of Characters	Four
Type of Code	Numeric
Definition	The Pseudo code provides a processing code in lieu of an NSN when other than NSN items are being procured. Enter code on PR or MIPR (in lieu of an NSN) in block 8b on PRs and block 9b on MIPRs (opposite the line item number). The Pseudo stock class code will be followed by a description of what is being acquired.

Code	Explanation
0000	Provisioning
0001	Data and First Article
0002	Services (includes contract technical services, research, development, test and evaluation, etc.)
0003 (Note 2)	Repair and overhaul
0004 (Note 2)	Modification and retrofit
0005 (Note 1)	Indefinite Quantity Contract
0006 (Note 1)	Requirements Type Contract
0007 (Note 1)	Catalog Type Contract
0008	Central Procurement funds for stock listed items on maintenance contracts (reimbursable)
0009	First destination transportation (FDT) charges (e.g., on MIPRs sent to General Services Administration (GSA) for commercial vehicles)
0010	Technical Orders and Technical Manuals (TOs and TMs)
0011	Warranties

Note 1. Pseudo codes 0005, 0006, and 0007 are applicable only on unfunded line items.

Note 2. Funded line items for repair or overhaul will cite Pseudo code 0003. Funded line items for modification or retrofit will cite Pseudo code 0004.

A1.8. PR/MIPR Type Requirement.

Number of Characters One
Type of Code Numeric
Definition A code entered on PR/MIPR by the IM. This code enables tracking of funds spent in support of the following requirements.

Code	Explanation
2	Non-Foreign Military Sales (FMS)
3	Foreign Military Sales (FMS)

A1.9. Type PR/MIPR.

Number of Characters	Two
Type of Code	Alphanumeric
Definition	Identifies PR/MIPR document as incoming with the identity of the originator, or as outgoing with the identity of the destination.

First Position Code	Explanation
1	Air Logistics Center-Originated (ALC) PR
2	Air Logistics Center (ALC)-Originated MIPR
3	Incoming PR
4	Incoming MIPR
5	Incoming PR/MIPR for Coordination Only
6	Spares Acquisition Integrated with Production (SAIP)

(When Position 1 is Code 1 or 2, the second position is the destination. When Position 1 is Code 3, 4, 5, Position 2 is the originator of PR/MIPR).

Second Position Code	Originator/Destination
1	Locally purchased (required for SAIP PRs)
2	AFRL/IFK – Rome Research Site
3	AF Eastern Test Range (AFETR)
4	AF Aerospace Medical Division (AFAMD)
5	Oklahoma City Air Logistics Center (OC-ALC)
6	Ogden Air Logistics Center (OO-ALC)
7	San Antonio Air Logistics Center (SA-ALC)
8	Sacramento Air Logistics Center (SM-ALC)
9	Warner Robins Air Logistics Center (WR-ALC)
A	US Army
C	DSCC – Defense Supply Center Columbus
D	Aeronautical System Center (ASC)
E	DSCC – Defense Supply Center Columbus
F	Defense Supply Center Columbus (DSCC)
G	DSCR – Defense Supply Center Richmond
H	Andrews AFB
K	US Coast Guard
L	ESC – Electronics Systems Center
M	Defense Industrial Supply Center (DISC)
N	US Navy
P	Defense Personnel Support Center (DPSC)
R	National Aeronautics and Space Administration (NASA)
S	Armament Development and Test Center (ADTC)

U	SMC - Space and Missile Center
V	AEDC - Arnold Engineering Development Center
W	Headquarters AFMC, WPAFB
Y	AFFTC/PKAE – Edwards Research Site
Z	Other Government Agencies

A1.10. Source Codes.

Number of Characters One
 Type of Code Alphabetic
 Definition Identification of system or ALC originating data record.

Code	Explanation
A	Pre-Award
B	Card-To-Tape
C	J023 System
E	Contract Administration Office (CAO)
F	Sacramento ALC Code
G	Ogden ALC Code
H	Oklahoma City ALC Code
L	Warner Robins ALC Code
P	San Antonio ALC Code
Q	D035A Receipt Source Notices
R	D034A Receipt Source Notices
S	D035K Receipt Source Notices
U	Machine-Generated

A1.11. Mode of Shipment.

Number of Characters	One
Type of Code	Alphanumeric
Definition	The method of transportation used to transport materials from one location to another.

Code	Explanation
A	Motor, truckload
B	Motor, less truckload
C	Van (Unpacked, uncrated personal or government property)
D	Driveway, truckaway, towaway
E	Bus
F	Air Mobility Command (AMC) Channel and Special Assignment Airlift Mission
G	Surface, parcel post
H	Air, parcel post
I	Government trucks, for shipment outside local delivery area
J	Air, small package carrier)
K	Rail, carload (Includes TOFC/COFE (excluding SEAVAN))
L	Reserved
M	Surface - Freight forwarder
N	Reserved
O	Organic military air (including aircraft of foreign governments)
P	Through Bill of Lading (TGBL)
Q	Commercial Air freight
R	European Distribution System (EDS)/or Pacific Distribution System (PDS)
S	Scheduled Truck Service (applies to contract carriage, guaranteed traffic routings and/or scheduled service)
T	Air freight forwarder
U	Reserved
V	SEAVAN
W	Water, river, lake, coastal (commercial)
X	Bearer, walk-thru (customer pickup of materiel)
Y	Reserved
Z	Military Sealift Command (MSC); controlled, contract, or arranged space
2	Government watercraft, barge or lighter
3	Roll-on/roll-off (RORO) service

4	Armed Forces courier service (ARFCOS)
5	Service - Small Package Carrier
6	Military Official Mail (MOM)
7	Express Mail
8	Pipeline
9	Local delivery by Government or commercial truck including on-base transfers and deliveries between air, water, or motor terminals and adjacent activities. Local delivery areas are identified in commercial carrier's tariffs which are filed and approved by regulatory authorities.
•	Pilot pick up of FMS materiel by foreign country aircraft or ship in-place
%	Unassigned

A1.12. Routing Identifier Conversion Table.

The table displayed below will be used for converting D4/D6 receipt transactions. These D4/D6 transactions received by J041 which do not match this table, the RI will be placed in the resultant PRN/MRT/PWN/MWT transaction ship to field (first three positions) and a unique exception code assigned. The SRANs identified in the table are the only SRANs requiring receipt transactions. The SRANs in the table are the only SRANs considered prime for reporting on the OVERLAY DIFFERENCE REPORT (A.-J041.-5HA).

RI	SRAN	RI	SRAN
* FAJ	FB2007	BTD, BT4	FY1350
* FGG, FGB, FGW	FB2029	BRD	FY1351
* FHZ, FHB, FHW	FB2039	BPD	BY1351
* FFZ, FFB, FFW	FB2049	B12	FY1532
* FPZ, FPB, FPW	FB2059	B4D	FY1533
* FLZ, FLB, FLW	FB2065	B08	FY1535
FG5	FW2026	P63	FY8597
B47	FY1342	P64	FY8686
BKD	FY1343	* FNW	FY8700
BAD	FY1344	P65	FY8703
ADI	FY1345	P67	FY8735
AK1, AKK	FY1346	P68	FY8742
B22	FY1347	P71	FY8743
B2D	FY1348	P72	FY8767
B21	FY1349	QAZ	FY9407
		* F96	FY9447

Note. The R/I identified with a are applicable to the D035A overlay only. All other R/I are applicable to Ogden ALC D034A overlay for munitions only.

Attachment 2

TRANSACTION/CARD CODING INSTRUCTIONS

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A2.1. PR/MIPR Coordination Control Transaction.

These transactions are used to control PR/MIPR document through the coordination cycle and must be input to the J041 system in the following sequence: A transaction; A-1 transaction; B transaction; C transaction; F-M transactions; R transaction.

Column or Position	Field Characters	Field Legend and Instructions
1	A	STATUS. Required field. Enter "A".
2-14	AN	PR/MIPR NUMBER. Required field. Enter 13 position basic PR/MIPR number from block 5 of AFMC Form 36 or DD Form 448.
15		BLANK.
16-17	AN	COORDINATION ACTIVITY CODE. Required field. Enter the activity code in column 16. If the A1 transaction is being produced, the 1 will be entered in column 17; if PR/MIPR is "request for order to contract number," code an H in column 17; otherwise, leave column 17 blank.
18	A	IM or SM PSEUDO DIVISION CODE. Required field for C or BX transactions.
19-24		BLANK.
25-26	AN	TYPE PR/MIPR CODE. This field will be required only for A transactions. Otherwise leave blank.
27-59		BLANK
31-36	AN	CONTRACTING ACTIVITY. Required field for establishment of PR/MIPR; enter buying activity from block 1 of AFMC Form 36 or first line of block 7 of DD Form 448. For amendments and changes, leave blank unless being changed. Required for BX on outgoing PR/MIPR.
37		BLANK.
38-48	N	PR/MIPR ESTIMATED TOTAL DOLLARS. Required field for PR/MIPR establish; enter total dollars from block 9 of AFMC Form 36 or block 11 of DD Form 448; do not enter decimal. For amendments and changes, leave blank unless being changed. If filled on BD, must contain new total dollars. Required for BX; enter amount of adjustment, identifying dollar reduction by entering "X" in column 48.
49-58	A	INDICATORS. (Pertains to C and BC transaction codes). C transaction code: Enter indicators for those activities that are not required to coordinate. BC transaction code: Enter "D" in column 51 for DELETE of an incoming PR/MIPR. BC transaction code: Enter "X" in column 51 for EXTERNAL DELAY of a PR/MIPR. BC transaction code: This field may be blank.

59		BLANK.
60	A	FUNDS STATUS. This field is required only for K coordination transactions and will contain a C if the basic PR/MIPR funds are committed before release to contracting. Input "X" to reverse "C" for commitment. Otherwise, leave blank.
61-80		BLANK.
90	AN	PDIC.

A2.2. Basic PR/MIPR C Control Transaction (Transaction/Card Codes C, BC, BD, and BX).

Column or Position	Field Characters	Field Legend and Instructions
1	A	STATUS. Required field. Enter "A".
2-14	AN	PR/MIPR NUMBER. Required field. Enter 13-position basic PR/MIPR number from block 5 of AFMC Form 36 or DD Form 448.
15-16	AN	TRANSACTION CODE. Required field. Enter "BC", "BD", "BX" as applicable, or blank in 15 and "C" in 16 for the C coordination transaction.
17	A	SPECIAL IDENT. Applicable field for transaction code BC only. Enter "A" for amendment correction. Otherwise, leave blank.
18	A	IM or SM. Required field for PR/MIPR establishment; enter applicable IM or SM code from block 7 of AFMC Form 36 or block 9 of DD Form 448. For amendments and changes, leave blank unless being changed. Required for BX.
19-20	AN	MANAGER DESIGNATOR. Required field for PR/MIPR establishment; enter manager designator code from block 7 of AFMC Form 36 or block 9 of DD Form 448. For amendments and changes, leave blank unless being changed. Required for BX.
21	A	PRIORITY. Required field for transaction code C and BX; enter priority from block 3 of AFMC Form 36 or block 9 of DD Form 448. For transaction codes BC, BD, enter if applicable, otherwise, leave blank.
22	N	TYPE REQUIREMENT. Required AFMC field for PR/MIPR establish; enter the type requirement from block 7 of AFMC Form 36 or block 9 of DD Form 448. For other transaction codes, enter if applicable. Required for BX.
23-24	N	AMENDMENT NUMBER. Leave blank for PR/MIPR establish. For all other transactions codes, enter appropriate amendment number or "00". Enter correct amendment number for amendment correction, transaction code BC. Required for BX.
25-26	AN	TYPE PR/MIPR. Required for BX; otherwise, leave blank unless being changed.
27-28	AN	MATERIEL MANAGEMENT AGGREGATE CODE. Required field for PR/MIPR establish; enter MMC/MMAC from block 7 of AFMC Form 36 or block 9 of DD Form 448. For amendments and changes, leave blank unless being changed. Required for BX.
29-30		BLANK.

31-36	AN	CONTRACTING ACTIVITY. Required field for establishment of PR/MIPR; enter buying activity from block 1 of AFMC Form 36 or first line of block 7 of DD Form 448. For amendments and changes, leave blank unless being changed. Required for BX on outgoing PR/MIPR.
37		BLANK.
38-48	N	PR/MIPR ESTIMATED TOTAL DOLLARS. Required field for PR/MIPR establish; enter total dollars from block 9 of AFMC Form 36 or block 11 of DD Form 448; do not enter decimal. For amendments and changes, leave blank unless being changed. If filled on BD, must contain new total dollars. Required for BX; enter amount of adjustment, identifying dollar reduction by entering "X" in column 48.
49-58	A	INDICATORS. (Pertains to C and BC transaction codes). C transaction code: Enter indicators for those activities that are not required to coordinate. BC transaction code: Enter "D" in column 51 for DELETE of an incoming PR/MIPR. BC transaction code: Enter "X" in column 51 for EXTERNAL DELAY of a PR/MIPR. BC transaction code: Enter "MP" in Column 52-53 for Master Print. This field may be blank.
59		BLANK.
60	A	Fund Status, Enter "C" if changing to committed. Enter "X" to delete Fund Status C from master file. Otherwise leave blank. Applies to BC only.
61-80		BLANK.
90	AN	PDIC.

Note. IM or SM Managers Designator can only be changed on a BC or BD transaction while PR/MIPR is awaiting milestone 07.

A2.3. PR/MIPR Line Item Detail and Line Item Amendments Other Than Line Item Cancellation (Transaction/Card Codes LA, MA, LD, MD, LK, MK).

One transaction will be input for each line item on the AFMC Form 36 or DD Form 448

Column or Position	Field Characters	Field Legend and Instructions
1	A	STATUS. Required field. Enter "A".
2-14	AN	PR/MIPR NUMBER. Required field. Enter 13-position basic PR/MIPR number from block 5 of AFMC Form 36 or DD Form 448.
15-18	N	PR/MIPR LINE ITEM NUMBER. Required field. Enter line item number from block 8, column A of AFMC Form 36 or block 9, column A of DD Form 448.
19-20	A	PR/MIPR LINE ITEM NUMBER SUFFIX OR SUB-SUFFIX. Enter Suffix or subsuffix from block 8, column A of AFMC Form 36 or block 9, column A of DD Form 448. Leave blank if not present.
21-22	AN	CARD CODE. Required field. Enter transaction code from block 8, column B of AFMC Form 36 or block 9, column B of DD Form 448.
23-24	N	AMENDMENT NUMBER. Required field. Enter amendment number from block 6 of AFMC Form 36 or DD Form 448. If transaction code is LA or MA, enter "00".
25-39	AN	STOCK NUMBER. Required field only if transaction code is LA, LK, MA, or MK. If transaction code is LD or MD, enter Stock Number only if being changed; otherwise, leave blank. Enter the Stock Number from block 8, column B of AFMC Form 36 or block 9, column B of DD Form 448. Suffix with blank. Do not enter dashes.
40	AN	PROGRAM YEAR. Required field only if transaction code is LA, LK, MA, or MK. If transaction code is LD or MD, enter program year only if being changed; otherwise, leave blank. Enter the program year from block 8, column B of AFMC Form 36 or block 9, column B of DD Form 448.

41-46	AN	BUDGET PROGRAM ACTIVITY CODE. Required field only if transaction code is LA, LK, MA, or MK. If transaction code is LD or MD, enter BPAC only if being changed; otherwise, leave blank. Enter BPAC from block 13, column B AFMC Form 36, or block 14 of DD Form 448. Items funded under funds code 4F (Direct Cite-Foreign Military Sales) will be coded with a numeric 0 in column 41 followed by case and country code.
47-50	AN	MATERIEL PROGRAM CODE. Required field only if transaction code is LA, LK, MA, or MK. If transaction code is LD or MD, enter MPC only if being changed; otherwise, leave blank. Enter middle four position of MPC from block 13, column B of AFMC Form 36 or block 14 of DD Form 448.
51-58	N	PR/MIPR LINE ITEM QUANTITY. Required field only if transaction code is LA, LK, MA, OR MK. If transaction code is LD or MD, enter line item quantity only if being changed; otherwise, leave blank. Enter the line item quantity from block 8, column D of AFMC Form 36, or block 9, column C of DD Form 448. A quantity of zero in an LA, LK, MA, or MK coded Line Item Establish will not be accepted. There must be a quantity of at least one, even for pseudo type stock class which represents one contractual action to be accomplished. If a pseudo stock class is input with zero quantity, the system will automatically assume a quantity of one.. If a stock numbered item is input with zero quantity, the quantity will be rejected as invalid.
59-68	N	PR/MIPR LINE ITEM PRICE. Required field only if transaction code is LA, LK, MA, or MK. If transaction code is LD or MD, enter line item price only if being changed; otherwise, leave blank. Enter the line item price from block 8, column G of AFMC Form 36 or block 9, column F of DD Form 448.
69-76	N	IM QUANTITY. If transaction code is LA or LK, this field is required. Enter IMQ from block 8, column B of AFMC Form 36, or block 9, column B of DD Form 448. If IMQ is zero , enter a "0". If transaction code is LD, enter IM quantity only if being changed. If transaction code is MA, MK, or MD, leave this field blank. (IMQ must be equal to or less than line item quantity.)

77	A	REQUIREMENTS COMPUTATION SUPPRESSION CODE. Enter RCS code "S", if present, from block 8, column B of AFMC Form 36, or block 9, column B of DD Form 448; otherwise, leave blank.
78	A/N	Enter asterisk (*) if item has transferred to another activity. Enter "X" for PICA/SICA override. Otherwise leave Blank.
79	AN	FUND CODE. Second position of two position fund code. (Example = Fund Code 4F, enter F).
80	AN	PR/MIPR TYPE LINE ITEM. Required field for line item establish actions. Enter for amendment/change actions only if changing type line item; otherwise, leave blank.
81-85	N	NEED DATE. Enter Julian date (YYDDD). (LA, LD, and LK transactions only).
86	A	ACTION INDICATOR. Enter "A" for original need date or "B" for adjusted need date. (LC/LD transactions only).
90	AN	PDIC.

Note. All fields are required for amendments adding new line items. This type action would be transaction-coded LK or MK. If stock number being used new line item must be sub-line item. (Stock number must be the same as basic line item)

Note. *If funds are unknown or non-AFMC funds are cited on a line item on an AFMC PR code 999999 in BPAC (pos 41-46), 9999 in MPC (pos 47-50) and V or W in PR/MIPR TYPE LINE ITEM, as applicable, (pos 80).

A2.4. Total Cancellation Amendments (Transaction/Card Code BL/S and B1/9).

Column or Position	Field Characters	Field Legend and Instructions
1	A	STATUS. Required field. Enter "A".
2-14	AN	PR/MIPR NUMBER. Enter PR/MIPR number from block 5 of AFMC Form 36 or DD Form 448.
15-16	AN	CARD CODE. Enter "B" in column 15 and the cancellation reason code in column 16. (Attachment A1-3).
17-22		BLANK.
23-24	N	AMENDMENT NUMBER. Enter the amendment number from block 6 of AFMC Form 36 or DD Form 448.
25-80		BLANK.
90	AN	PDIC.

A2.5. Line Item Cancellation Amendments (Transaction/Card Codes LL/S and L1/9)

Line items partially or totally awarded on contract cannot be canceled. Item quantities awaiting contract award may be reduced by amendment decreasing PR/MIPR line item quantity.

Column or Position	Field Character	Field Legend and Instructions
1	A	STATUS. Required field. Enter "A".
2-14	AN	PR/MIPR NUMBER. Enter PR/MIPR number from block 5 of AFMC Form 36 or DD Form 448.
15-18	N	PR/MIPR LINE ITEM NUMBER. Enter item number from block 8, column A of AFMC Form 36 or block 9, column A of DD Form 448.
19-20	A	PR/MIPR LINE ITEM NUMBER SUFFIX or SUBSUFFIX. Enter Suffix or sub-suffix from block 8, column A of AFMC Form 36 or block 9, column A of DD Form 448. Leave blank if not present.
21-22	AN	CARD CODE. Enter "L" in column 21 and the cancellation reason in column 22.
23-24	N	AMENDMENT NUMBER. Enter the amendment number from block 6 of AFMC Form 36 or DD Form 448.
25-80		BLANK.
90	AN	PDIC.

A2.6. PR/MIPR Line Item Detail Corrections (Transaction/Card Codes LC or MC)

Column or Position	Field Characters	Field Legend and Instructions
1	A	STATUS. Required field. Enter "A".
2-14	AN	PR/MIPR NUMBER. Required field. Enter 13-position basic PR/MIPR number from block 5 of AFMC Form 36 or DD Form 448.
15-18	N	PR/MIPR LINE ITEM NUMBER. Required field. Enter line item number from block 8 column A of AFMC Form 36 or block 9, column A of DD Form 448.
19-20	A	PR/MIPR LINE ITEM NUMBER SUFFIX OR SUBSUFFIX. Enter suffix or sub-suffix if present; otherwise, leave blank.
21-22	A	CARD CODE. Required field. Enter applicable transaction code.
23-24	N	AMENDMENT NUMBER. Enter amendment number noted on basic PR/MIPR. If no amendment number, enter "00".
25-39	AN	STOCK NUMBER. Enter stock number, if being corrected; otherwise, leave blank.
40	AN	PROGRAM YEAR also SPECIAL INDENT. Enter program year if being corrected. Enter "A" when correcting an amendment number for L/I detail record. A "Z" will be coded when identifying a pre-validation of a "stock as" stock number (see Note 1). When submitting a correction to update a Generic Stock number (formerly JCA) with a "stock as" number, "X" will be coded. Column may also be blank. Enter "P" when changing/adding AMC/AMSC.
41-46	AN	BPAC. Enter BPAC if being corrected; otherwise, leave blank. Items funded under funds code 4F (Direct Cite-Foreign Military Sales) will be coded with a numeric "0" in column 41 followed by the case and country code. See Note 2. If changing AMC/AMSC, enter new code in columns 41-42.
47-50	AN	MPC. Enter MPC only if being corrected; otherwise, leave blank. See note 2.
51-58	N	PR/MIPR LINE ITEM QUANTITY. Enter line item quantity, if being corrected; otherwise, leave blank.
59-68	N	PR/MIPR LINE ITEM PRICE. Enter line item price, if being corrected; otherwise, leave blank.
69-76	N	IM QUANTITY. Enter IMQ if being corrected. Transaction Code must be LC. If transaction code is MC, leave this field blank.

77	A	REQUIREMENTS COMPUTATION SUPPRESSION CODE (RCS). Enter code if being corrected; otherwise, leave blank. To delete prior code assignment, enter an "X" in this field.
78	AN	Enter Asterisk (*) if item has transferred to another activity. Enter "X" for PICA/SICA override; otherwise, leave blank.
79	AN	FUND CODE. Second position of two position fund code. (Example = Fund Code 4F, enter "F".) (See Block 13 of AFMC Form 36 for fund code). Required field if the fund cite is being changed. See Note 2.
80	AN	PR/MIPR TYPE LINE ITEM. Enter PR/MIPR Type Line Item if being corrected; otherwise, leave blank. Required field if the NSN/Pseudo Code is being changed/deleted/updated.
81-85	N	NEED DATE. Enter Julian Date (YYDDD). (LC/LD transactions only).
86	A	ACTION INDICATOR. Enter "A" for original Need Date or "B" for adjusted need date. (LC/LD transactions only).
90	AN	PDIC.

Note 1. When validating Generic stock numbers, column 40 will be "Z" and columns 41-80 may be blank.

Note 2. When correcting fund code, BPAC or MPC, the transaction should contain all three data elements due to compatibility edits.

Note 3. If a line item was erroneously coded MA, and should have been coded LA, for due-in reporting, an LC correction with the correct IM quantity will cause the system to generate the due-in reporting.

A2.7. PR/MIPR Return (Transaction/Card Code R and QS/QW).

- a. The R transaction will show release of PR/MIPR document back to Contracting Activity whenever a PR/MIPR was returned to Requirements Function for rework.
- b. The QS/QW transactions will show the reason(s) for rework of a PR/MIPR and its corresponding release transaction from rework whenever an activity (Internal Requirements Function) returns PR/MIPR document to the originator.
- c. A separate QS and a corresponding QW transaction are required for each REWORK REASON CODE assigned so that a match can be made to show the document has been released from that specific rework action. (Maximum of 4 reason codes can be used.)

Column or Position	Field Characters	Field Legend and Instructions
1	A	STATUS. Required field. Enter "A".
2-14	AN	PR/MIPR NUMBER. Required field. Enter 13-position basic PR/MIPR number.
15		BLANK.
16-17	A	CARD CODE. Enter "R" for release to Contracting Activity after Requirements Function rework. Enter "QS" Requirements Function Rework before R transaction. Enter "QW" for release from Requirements Function Rework before R transaction.
18	A	REWORK REASON CODE. Required field for QS and QW transactions. (Note: The Rework Reason Code must match both QS and QW transactions to release that specific rework action). Leave blank for R transaction. (Attachment A1-5).
19-80		BLANK.
90	AN	PDIC.

A2.8. PR/MIPR Number and/or Line Item Number Correction (Transaction/Card Code XX).

This transaction will correct a PR/MIPR number and/or a line item number at document or line item level while document is within the Requirements Function cycle (prior to initial R transaction release or return for rework by Contracting Activity).

Column or Position	Field Characters	Field Legend and Instructions
1	A	STATUS. Required field. Enter "A".
2-14	AN	PR/MIPR NUMBER. Required field. Enter PR/MIPR number as it was previously shown.
15-20	AN	PR/MIPR LINE ITEM NUMBER. If line item number is being changed, enter the number as it was previously shown; otherwise, leave blank.
21-22	A	CARD CODE. Enter "XX".
23-50		BLANK.
51-63	AN	CORRECTED PR/MIPR NUMBER. Required field. Enter corrected PR/MIPR number.
64-69	AN	CORRECTED PR/MIPR LINE ITEM NUMBER. Enter corrected PR/MIPR line item number if being changed; otherwise, leave blank.
70-80		BLANK.
90	AN	PDIC.

A2.9. Purchase History Record Request Transaction (Status D).

This transaction will produce a purchase history record for a selected stock number.

Column or Position	Field Characters	Field Legend and Instructions
1	A	STATUS. Required field. Enter "D".
2-16	AN	NATIONAL STOCK NUMBER (NSN). Required field. Enter the NSN selected.
17	A	CARD CODE. Required field. Enter "A".
18	A	ROUTING CODE. Required field. Enter "M" for Requirements Function PHR interrogation. Enter "P" for Contracting Activity PHR interrogation.
19	A	MOD/REPAIR INDICATOR. Enter "M" if Mod/Repair PHR is desired; otherwise, leave blank.
20-22	AN	IM MGR DES/BRANCH, SECTION, BUYER. Required field. If column 18 is M, enter IM Division, Manager Designator. If column 18 is P, enter Branch, Section, Buyer.
23-27	AN	Can be local assignment or blank.
28-80		BLANK.
90	AN	PDIC.

A2.10. Miscellaneous Item Record (Format Identifier Codes MEA, EEA, MCA, ECA).

Source documents to be used in coding the following formats are DD Form 1149, 1348, AFMC Form 110, and 339.

Column or Position	Field Character	Field Legend and Instructions
1-3	A	FORMAT IDENTIFIER. Required field. Enter: MEA to set up a miscellaneous item in J041 or to correct a suspended MEA record; EEA to delete An MEA record suspended in J041; MCA to change item data in J041; ECA to delete An MCA record suspended in J041.
4-28	AN	MISCELLANEOUS DOCUMENT CONTROL IDENTIFICATION. Entries will be made as follows: Required field for MEA, MCA, EEA, ECA.
		a. BAILMENT/LOAN ITEM, TYPE LINE ITEM K. PIIN in columns 4-16 Supplemental PIIN in columns 17-20 (if no entry, leave blank); columns 21-22 blank; CLIN in columns 23-26 (prefix with zeroes); sub-line item number in columns 27-28 (if no sub-line item number, leave blank).
		b. ISSP ITEM, TYPE LINE ITEM Y. Enter requisition number in columns 4-17 (include J, K, L, N, or R in column 14), as shown in DD Forms 1149 or 1348. Leave columns 18-28 blank.
		c. TERMINATION ITEM, TYPE LINE ITEM T. Enter termination document number in columns 4-17 (include V in column 14) as shown on DD Form 1149. Leave columns 18-28 blank.
		d. RECLAMATION PROJECT ITEM, TYPE LINE ITEM D. Leave columns 4-11 blank. Enter in columns 12-14 one of the following indents as shown on AFMC Form 110, (Air Force) RSA, RSB, RSC, RSE, RSF, RSH, RST, RSM, and RSU; (Navy) NRP; (Army) ARP; enter Serial Number in columns 15-17; leave columns 18-22 blank; enter line item number in columns 23-26, and leave columns 27-28 blank or use for sub-line items.
29-43	AN	NATIONAL STOCK NUMBER (NSN). Enter the NSN. Required field for MEA.

44-51	N	ORDER QUANTITY. For the MEA, enter the total quantity on order for a given line item. (MEA cannot be all zeroes). For MCA, enter the net increase or decrease (plus or minus) quantity required to adjust the quantity in J041. If a minus quantity, enter "X" in column 51. Enter a minus (-) after the quantity when using KeyPlus. If a plus quantity, enter quantity desired with no X in column 51. Required field for MEA.
52-53	A	UNIT OF ISSUE. Leave blank (mechanically assigned).
54-62	N	LINE ITEM UNIT PRICE. Leave blank (mechanically assigned).
63-64		BLANK.
65	A	CONDITION CODE. Enter the applicable code. (A-G or J) for Type Line Item M, T, or Y. (See Attachment 1.). Leave blank for Type Line Items K (mechanically assigned). Type Line Item D will use the condition code indicated on AFMC Form 110. Required field for MEA or enter condition code "W" if applicable.
66-71	AN	CONTRACTOR IDENTITY. Enter contractor (DODAAD) identity (Type Line Item K only). Required field for MEA.
72-76		BLANK.
77	A	TYPE LINE ITEM. Enter Type Line Item "K" (Bailment/Loan), "D" (Reclamation Project), "Y" (ISSP), or "T" (Termination) as applicable. Cannot be blank. Required field for MEA/MCA/EEA/ECA. MCA transactions must contain the code previously recorded in the system. In order to change Type Line Item code, delete the record with the incorrect code and set up a new record with the proper code.
78	A	IM ALC. Leave blank (mechanically assigned).
79		BLANK.
80	A	SOURCE. Leave blank (mechanically assigned).
90	AN	PDIC.

A2.11. Miscellaneous Destination Record (Format Identifier Codes MAB, EAB).

Source documents to be used in coding the following formats are DD Forms 1149 and 1348, AFMC Forms 110 and 339. No MAB transaction is required if item is due-in to the prime ALC.

Column or Position	Field Characters	Field Legend and Instructions
1-3	A	FORMAT IDENTIFIER. Enter: MAB to set up or change destination data in J041; MAB to correct a MAB record suspended in J041; EAB to delete a MAB record suspended in J041. Required field for MAB/EAB.
4-28	AN	MISCELLANEOUS DOCUMENT CONTROL IDENTIFICATION. Enter the miscellaneous Document Line Item Number as shown on the associated DD Form 1149, 1348, AFMC Form 110 or AFMC Form 339. (Reference columns 4-28 of MEA transaction for proper configuration). Required field for MAB/EAB.
29-43	AN	FROM DESTINATION. There are three methods to be used in deciding the SHIP TO:
		Method 1 (To be used only when establishing B master records when the destination is other than the IM ALC). Enter the destination and/or requisition number.
		Method 2 (To be used only when correcting an erroneous quantity of the non IM ALC destination or in canceling the non IM ALC B master record). Enter the destination or requisition number as shown on AFMC Form 339.
		Method 3 (To be used only when diverting materiel from an established nonprime destination to a new nonprime destination. Enter the losing destination or requisition number as shown on AFMC Form 339.
		NOTE: The SHIP TO for FMS begins with a D in column 29. A U in column 29 and blanks in columns 30-43 may be entered, in any of the methods above, if the SRAN or requisition number are in fact unknown. If SRAN is input, columns 29-34 or 52-57, it must meet configuration specified in DODAAD 4000.25-D. Required field for MAB/EAB.
44-51	N	DESTINATION QUANTITY. The following directions are to be used with the three methods shown in the SHIP TO field. The quantity cannot be all zeroes.
		Method 1 Enter the quantity reflected on the shipping instructions or the quantity shown on the AFMC 339 for the destination.

		Method 2 If the quantity of other than the IM ALC is being changed or corrected, enter the plus or minus quantity required to adjust the quantity. If a minus quantity, enter "X" in column 51. Enter a minus (-) after the quantity when using KeyPlus. If plus quantity, enter the quantity desired with no X in column 51. If the destination is being deleted (not changed), enter the current quantity, as indicated in AFMC Form 339, with an X in column 51.
		Method 3 Enter the quantity being diverted to the gaining destination. Required field for MAB.
		NOTE: In any of the methods cited above the quantity cannot be all zeros.
52-66	AN	TO DESTINATION. Enter the destination or requisition number of the gaining activity. Entries in this field are to be made with method 3 only. Required field for EAB if coded in MAB.
67-76		BLANK.
77	A	TYPE LINE ITEM. Enter Type Line Item K (Bailment/Loan), D (Reclamation Project), T (Termination), or Y (ISSP) as indicated on AFMC Form 339. Cannot be blank. Required field for MAB/EAB.
78-79		BLANK.
80	A	SOURCE. Leave blank (mechanically assigned).
90	AN	PDIC.

Note. Any time FD2020 (FB2029), FD2030 (FB2039), FD2040 (FB2049), FD2050, (FB2059), OR FD2060 (FB2065) account is entered in the FROM or TO DESTINATION field the FD account will be automatically converted to the corresponding FB account.

A2.12. Miscellaneous Item Schedule Record (Format Identifier Codes SCH and ECH).

Source documents to be used in coding the following format are DD Form 1149, 1348, AFMC Form 110, 339. Schedule records, with schedule dates/quantities, will be automatically generated by J041 upon establishment of the line item in J041 for Type Line Items, T (Termination), and Y (ISSP). Adjustments to these mechanically generated dates must be done using the instructions below. Code additional transactions if there are more than three delivery schedule dates.

Column or Position	Field Characters	Field Legend and Instructions
1-3	A	FORMAT IDENTIFIER. Enter: SCH to set up, change, or delete, schedule data in J041; SCH to correct An SCH record suspended in J041; ECH to delete An SCH record suspended in J041. Required field for SCH/ECH.
4-20	AN	MISCELLANEOUS DOCUMENT CONTROL IDENTIFICATION. Enter the Bailment/Loan PIIN/SUPP PIIN number for type line item K or the document number, columns 4-17, for the type line items T, Y, or D as shown on AFMC Form 339, AFMC Form 110, DD Form 1149 or 1348 as applicable. Required field for SCH/ECH.
21-22		BLANK.
23-28	AN	MISCELLANEOUS LINE ITEM NUMBER. Enter the line item number as shown on AFMC Form 339, AFMC Form 110, DD Form 1149, or 1348 as applicable. If type line item is T or Y, leave blank. If type line item is K or D and the delivery schedule date is the same for all associated line items, enter SHORTY in columns 23-28, the Delivery Schedule Date in columns 29-35 and leave columns 36-76 and 78-80 blank. (Under these conditions, J041 will mechanically generate An SCHEDULE record, with schedule date/quantity, for each line item in J041 that matches the Bailment/Loan PIIN/SUPP PIIN in columns 4-20 or Reclamation Project number in columns 4-17). If type line item is K or D and individual schedules dates/quantities are required, enter the line item number. (If type line item is D then columns 27-28 may be blank or can be used for sub-line items). Required field for SCH/ECH.

29-35	AN	DELIVERY SCHEDULE DATE (Schedule 1). Enter the date for delivery of the materiel in the following configuration, YYYYYYMMDD, (Must agree with Date Table in Attachment 3. To delete An SCHEDULE, enter D (delete) in column 29 and leave columns 30-35 blank. (If columns 23-28 contain SHORTY this does not apply.) To change An SCHEDULE date, delete the original schedule and input New schedule and Quantity. Required field for SCH/ECH.
36-43	N	DELIVERY SCHEDULE QUANTITY (Schedule 1). Enter the quantity scheduled for delivery on the date shown in columns 29-35. (If columns 23-28 contain SHORTY, leave blank). If only one schedule, leave columns 44-76 and 78-80 blank. If An SCHEDULE date is being changed, enter "D" (Delete) in column 36 and leave columns 37-43 blank. If the quantity only is being changed, enter the plus or minus quantity. If a minus quantity, enter a "X" in column 43. If a plus quantity, do not enter a "X" in column 43 (Enter a minus (-) after the quantity when using KeyPlus. Required field for SCH. NOTE: When any schedule quantity is added, changed, or deleted, An MCA transaction with a plus or minus quantity must be input to J041 to adjust the Order Quantity in J041.
44-50	AN	DELIVERY SCHEDULE DATE (Schedule 2). Enter the second delivery date for delivery of material. (If columns 23-28 contain SHORTY, leave blank). If the schedule date is being changed. Delete original schedule and input new schedule and quantity.
51-58	N	DELIVERY SCHEDULE QUANTITY (Schedule 2). Enter the quantity schedule for delivery on the date shown in the columns 44-50. If only two schedules, leave columns 59-76 and 78-80 blank. If quantity is being changed, enter the plus or minus quantity. If minus quantity, enter an "X" in column 58. If a plus quantity, do not enter an "X" in column 58. (Enter a minus (-) after the quantity when using KeyPlus).
59-65	AN	DELIVERY SCHEDULE DATE (Schedule 3). Enter the third delivery schedule date for delivery of materiel. If the schedule date is being changed,. Delete original schedule and input New schedule.

66-73	N	DELIVERY SCHEDULE QUANTITY (Schedule 3). Enter the quantity scheduled for delivery on the date shown in columns 59-65. If quantity is being changed, enter the plus or minus quantity. If a minus quantity, enter an "X" in column 73. If a plus quantity, do not enter an "X" in column 73. (Enter a minus (-) after the quantity when using KeyPlus).
74-76		BLANK.
77	A	TYPE LINE ITEM. Enter the type line item "K" (Bailment/Loan), "D" (Reclamation Project), "T" (Termination), or "Y" (ISSP) as applicable. Cannot be blank. Required field for SCH/ECH.
78-79		BLANK.
80	A	SOURCE. Leave blank (mechanically assigned).
90	AN	PDIC.

A2.13. Miscellaneous Shipment/Receipt Record (Format Identifier Codes MRT, MWT, ERT, EWT).

Source documents to be used in coding the following formats are DD Forms 250, 1149, 1348, and AFMC Form 339.

a. The MRT transaction is used to post shipment/receipt notices, for an associated line item, in the J041 system. The MWT transaction is used to reverse out of the J041 system an erroneous shipment/receipt notice or to downward (minus) adjust an erroneous quantity in the J041 system.

b. Source Documents:

1. Shipment/Receipt notices posted to the J041 system of materiel to a storage SRAN, originates from a Document ID (D4/D6) transaction via the (D035K to D035A) D035A.
2. Shipment/Receipt notices, posted to the J041 system, to Air Force customers, originate from DD Forms 250, 1149 or 1348, MRT transactions.
3. Reversal of posted shipment/receipt notices out of the J041 system may originate from either a Document ID (D4/D6) transaction via the (D035K to D035A) D035A or an MWT transaction via DD Form 250, 1149, 1348, or AFMC Form 339.

c. MWT/ERT/EWT transactions require only key data elements cited as required field in the coding instructions below.

Column or Position	Field Characters	Field Legend and Instructions
1-3	A	FORMAT IDENTIFIER. Enter : MRT to set up shipment/receipt data in J041; MRT to correct a MRT record suspended in J041; MWT to delete shipment/receipt data in J041; MWT to adjust shipment/receipt data in J041; MWT to correct a MWT record suspended in J041; ERT to delete a MRT record suspended in J041; EWT to delete a MWT record suspended in J041. Required field for MRT/MWT/ERT/EWT.
4-20	AN	MISCELLANEOUS DOCUMENT CONTROL IDENTIFICATION. Enter the Bailment/Loan PIIN/SUPP PIIN number for type line item K or the document number, columns 4-17, for type line items T, Y, or D as indicated on AFMC Form 339. Required field for MRT/MWT/ERT/EWT.
21-22		BLANK.
23-28	AN	MISCELLANEOUS LINE ITEM NUMBER. Enter the line item number as shown on AFMC Form 339 for type line items K or D. (If the type line item is D, then columns 27-28 may be blank or can be used for sub-line items). If the type line item is T or Y leave blank. Required field for MRT/MWT/ERT/EWT.

29-43	AN	SHIP TO/REQUISITION DOCUMENT NUMBER. Enter the SRAN of the activity receiving the shipment, in columns 29-34, leave 35-53 blank, or the requisition document number and suffix of the activity to which shipment was made, in columns 29-43 (the suffix is in column 43; if no suffix, leave column 43 blank) as shown on AFMC Form 339, or DD Forms 250, 1149, 1348 per directions given in chapter 6 for shipment/receipt processing by type line item. If type line item is D, enter the shipping document number as shown on DD Form 1348. Required field for MRT/MWT/ERT/EWT.
44-50	AN	CONTRACTOR SHIPMENT SERIAL NUMBER. If type line item is T or Y leave blank. If type line item is K, enter INVADJ1, 2, 3, etc., if an inventory adjustment; CNDMNT1, 2, 3, etc., if condemnation, valid shipment number or NOSHIP9 (cannot be blank). If type line item is D enter INVADJ1, 2, 3, etc., if item is not found; CNDMNT1, 2, 3, etc., if item is condemned, (reference chapter 6). Required field for MRT/MWT/ERT/EWT.
51		BLANK.
52-58	AN	DATE SHIPPED/RECEIVED. Enter the date the item was shipped received as shown on AFMC Form 339, DD Forms 250, 1149, or 1348 as applicable in the following configuration, YYMMMDD. Must agree with Date Table in Attachment 3. Required field for MRT/MWT/ERT/EWT.
59-60	A	UNIT OF ISSUE. Enter the unit of issue as indicated on the AFMC Form 339, DD Forms 250, 1149, or 1348 as applicable. Required field for MRT.
61-68	N	QUANTITY SHIPPED/RECEIVED. Enter the quantity shipped or received as shown on AFMC Form 339, DD Forms 250, 1149, 1348 as applicable. Cannot contain all zeroes. Required field for MRT/MWT.
69-71	AN	RECEIPT SERIAL NUMBER. Bailment/Loan (type L/I K) Receipts only. Enter the receipt serial number. If not available enter "ZZZ". Required field for MRT/MWT/ERT/EWT.
72	AN	MODE OF SHIPMENT. Shipments only. Enter the applicable code as shown on the AFMC Form 339, DD Forms 250 or 1348 as applicable. Leave blank if no code.
73-76		BLANK

77	A	TYPE LINE ITEM. Enter type line item "K" (Bailment/Loan), "D" (Reclamation Project), "T" (Termination), or "Y" (ISSP) as shown on AFMC Form 339. Cannot be blank. Required field for MRT/MWT/ERT/EWT.
78-79		BLANK.
80	A	SOURCE. Leave blank (mechanically assigned).
90	AN	PDIC.

Note. Any time FD2020 (FB2029), FD2030 (FB2039), FD2040, (FB2049), FD2050 (FB2059) or FD2060 (FB2065) account is entered in the SHIP TO field the FD account will be automatically converted to the corresponding FB account.

A2.14. Miscellaneous Document and Item Number Change Record (Format Identifier Codes MCT and ECT).

Source documents to be used in coding the following formats are DD Form 1149, 1348, AFMC Form 110, 339.

Column or Position	Field Characters	Field Legend and Instructions
1-3	A	FORMAT IDENTIFIER. Enter: MCT to correct a document or line item number in J041; MCT to correct a MCT record suspended in J041; ECT to delete a MCT record suspended in J041; Required field for MCT/ETC.
4-20	AN	CURRENT MISCELLANEOUS DOCUMENT CONTROL IDENTIFICATION. Enter the Bailment/Loan/PIIN/SUPP PIIN number for type line item K or the document number, columns 4-17 for type line items T, Y, or D as shown on AFMC Form 339. Required field for MCT/ECT.
21-22		BLANK.
23-28	AN	CURRENT MISCELLANEOUS LINE ITEM NUMBER. Enter the line item number shown on AFMC Form 339 for type line items K or D. (If the type line item D, then columns 27-28 may be blank or can be used for sub-line item). If type line item is T or Y leave blank. Required field for MCT/ECT.
29		BLANK.
30-46	AN	NEW MISCELLANEOUS DOCUMENT CONTROL IDENTIFICATION. Enter the new document number/Bailment/Loan PIIN/SUPP PIIN/Reclamation Project number, as applicable in columns 30-46. If type line item is K or D and only the line item number, columns 49-54, are being changed, enter the same Bailment/Loan PIIN/SUPP PIIN number or Reclamation Projection Number in columns 30-46 as contained in columns 4-20. Required field for MCT.
47-48		BLANK.
49-54	AN	NEW MISCELLANEOUS LINE ITEM NUMBER. Enter the new line item number for type line item K or D. (If type line item is D, then columns 53-54 may be blank or can be used for sub-line item). If type line is T or Y leave blank. Required field for MCT.
55-76		BLANK.

77	A	TYPE LINE ITEM. Enter the type line item "K" (Bailment/Loan), "D" (Reclamation Project), "T", (Termination), or "Y" (ISSP), as shown on AFMC Form 339. Cannot be blank. Required field for MCT/ECT.
78-79		BLANK.
80	A	SOURCE. Leave blank (mechanically assigned).
90	AN	PDIC.

Note. The MCT transaction cannot be used to change from one existing control identification on the J041 Master Files to another existing control identification on the J041 Master Files. The change must be to a new control identification, otherwise, adjustment transactions (not a MCT) must be used.

A2.15. Miscellaneous Document and Item Number Deletion Record (Format Identifier Codes MDT and EDT).

Source documents to be used in coding the following formats are DD Form 1149, 1348, AFMC Form 110, 339.

Column or Position	Field Characters	Field Legend and Instructions
1-3	A	FORMAT IDENTIFIER. Enter: MDT to delete an item from J041; MDT to correct a MDT record suspended in J041; EDT to delete a MDT record suspended in J041; Required field for MDT/EDT.
4-20	AN	MISCELLANEOUS DOCUMENT CONTROL IDENTIFICATION. Enter the Bailment/Loan PIIN/SUPP PIIN number for type line item K, or the document number, columns 4-17, for type line items T, Y, or D as shown on AFMC Form 339. Required field for MDT/EDT.
21-22		BLANK.
23-28	AN	MISCELLANEOUS LINE ITEM NUMBER. If an individual line item is to be deleted on a Reclamation Project (type line item D) or Bailment/Loan (type line item K) enter the line item number as shown on AFMC Form 339; otherwise, leave blank. (If type line item is D, then columns 27-18 may be blank or can be used for sub-line item). If the type line item is T or Y leave blank. Required field for MDT/EDT.
29	A	DELETE INDICATOR. If type line item is K (Bailment/Loan) or D (Reclamation Project) and columns 23-28 are blank; enter a "D"; otherwise, leave blank. If type line item is T or Y leave blank. Required field for MDT/EDT.
30-76		BLANK.
77	A	TYPE LINE ITEM. Enter the type line item "K" (Bailment/Loan), "D" (Reclamation Project), "T" (Termination), or "Y" (ISSP) as shown on AFMC Form 339. Required field for MDT/EDT.
78-79		BLANK.
80	A	SOURCE. Leave blank (mechanically assigned).
90	AN	PDIC.

Note. The following restrictions apply to MDT processing: (1) MDT with a Miscellaneous Line Item Number can only be used for type line item K (Bailment/Loan) and D (Reclamation Project). (2) MDT removing a line item cannot be used if any shipment/receipts have been processed against that line item, or other transaction are on the suspense file.

A2.16. Interrogation Record (Format Identifier Code MXA).

Source documents to be used in coding the following formats are AFMC Form 339.

A limitation on the number of interrogations per daily processing cycle is imposed. These limitations for interrogation codes A, B, C, and E equal the total of the single or combined type interrogation transactions and must not exceed 50.

Column or Position	Field Characters	Field Legend and Instructions
1-3	A	FORMAT IDENTIFIER. Required field. Enter MXA.
4	A	TYPE INTERROGATION. Required field. Enter a "C" for STRIKE LIST.
5-19	AN	DATA IDENTIFICATION. Required field. Enter the six-position contractor code as shown on the AFMC Form 339. NOTE: The first position of the six-position contractor code is always blank. Left justify and suffix with spaces.
20-24	AN	CUSTOMER IDENTIFICATION. LEAVE BLANK. The resultant output product will be forwarded to Requirements Function for analysis or further dissemination to the appropriate IM(s).
25-59	AN	NAME. Enter the contractor's name. Left justify and suffix with spaces.
60-79		BLANK.
80	A	SOURCE. Leave blank (mechanically assigned).
90	AN	PDIC.

A2.17. PR/MIPR Due-In-Asset (DIA) Reporting Deletion (Transaction/Card Code TD).

- a. This transaction will reverse the action when a PR/MIPR was erroneously coded and the transaction previously submitted for due-in asset reporting. (The L_ series will be reversed to M_ series and the IM quantity reduced to zero).
- b. Use KEYPLUS open format "J041".

Column or Position	Field Character	Field Legend and Instructions
1	A	STATUS. Required field. Enter "A".
2-14	AN	PR/MIPR NUMBER. Required field. Enter 13-positioned basic PR/MIPR number.
15-18	N	PR/MIPR LINE ITEM NUMBER. Required field. Enter line item number. Prefix with zeros.
19-20	A	PR/MIPR LINE ITEM NUMBER SUFFIX OR SUB-SUFFIX. Enter suffix or sub-suffix if present, otherwise, leave blank.
21-22	A	CARD CODE. Enter "TD".
23-80	A	Blank.
90	AN	PDIC.

Attachment 3

VALIDATION CRITERIA

A3.1	Daily PR/MIPR Error Listing (A Status).....	115
A3.2	Validation Criteria (Post-Award).....	126

A3.1. Daily PR/MIPR Error Listing (A Status).

Exception Message	Format Identity Code	Transaction Column	Explanation
ALREADY ON CONTRACT	BD BL/S or B1/9 LC/MC LL/S OR L1/9 LD/MD	15-16 21-22	Basic amendments, total cancellations, line item corrections or cancellations after total Award or line item corrections with quantity change or cancellations after partial award will not be processed.
AMD NO	BC,BD,BX BL/S or B1/9 LA/MA,LK/ MK/LD/MD LL/S or L1/9 LC/MC	23-24	Except for basic/line item corrections, other than amendment number correction (BC or LC/MC), the amendment number must be present and be numeric. Amendment numbers can not be greater than 3 higher to the applicable basic or line item, nor can the amendment number be equal to or less than the applicable basic or line item. Amendment Number Correction transactions (BC or LC/MC with A in column 40) may be any numeric number. (Note additional processing for Amendment Number Correction transactions.)
AWAITING CORRECTION OF DATA DEFICIENCY	R Transaction	16	Data error exists in document/line item level of this document. Correct data error and re-input R transaction (Daily Error Listing for Dollar Imbalance Message).
	BC Required	N/A	Basic data error condition will display all basic data in the BC transaction code format, Asterisks (*) will denote the units position of data field(s) in error. See "C/CARD DATA DEFICIENCY" message for explanation and corrective action.
AWAITING CORRECTION	LC/MC Required	N/A	Asterisk denotes deficiency exist on this line item. Data submitted on line item establish transaction was in error. See Daily PR/MIPR Error Listing generated on establish date for data error notification. Submit LC/MC transaction code transaction to correct error.
BC PRIOR TO C CARD	BC	15-16	BC transaction code transaction has been submitted before entry of C Coordination Transaction data. Research for proper PR/MIPR number.

BPAC	LA/MA LD/ MD LK/MK LC/ MC	41-46	BPAC must be alphanumeric. BPAC must be compatible with PR/MIPR initiator if AFMC/ALC generated. Correct and resubmit.
BUD CD X/STK FUND	LA/MA LD/ MD LK/MK LC/ MC	79	Locally initiated type line item 1 (Transaction column. 80) and fund code input are not compatible (input if not correct or not complete). Research and correct.
C/CARD DATA DEFICIENCY	BC Required	N/A	The referenced PR/MIPR has a data element error recorded on Daily PR/MIPR Error Listing at time of C Coordination transaction processing. Research and re-input a basic correction (BC transaction code) to correct recorded error.
CARD CD	Unknown Basic Unknown Coord. Unknown L/I Unmatched Trans.	15-16 16-17 21-22	This message is generated for several reasons. A basic transaction (no line item number) matched on PR/MIPR number but unable to identify. A basic coordination transaction with coordination activity code of other than A through M or R. Duplicate coordination transaction previously entered. A transaction code BC transaction to correct amendment number (A in column 17) submitted after document release by requirements function. A line item level transaction (columns 15 through 18 numeric) with an erroneous transaction code (columns 21-22). Matched line item amendment transaction (columns 15-19) coded as other than LD/MD to update an Amendment line item record. Correct and re-input transaction.
DOC NOT IN RWK	BC (Delete)	51	DOC not in requirements function or in PK rework.
D/PMR WK DYS V 45	BC (Delete)	51	The delete transaction will not process if the ALC/PK total rework return days is less than 45 calendar days. Resubmit transaction when total rework is greater than 44 calendar days.
DOC IM ERROR	LA/MA LK/ MK	N/A	Transaction is not in error. PR/MIPR basic master record contains a blank or invalid IM or SM Code. Prepare and input correction transaction (transaction code BC, column 15-16) citing correct IM or SM for this PR/MIPR document. Resubmit line item transaction with or after correction to the basic master.

DOC NOT IN RWK	BC	51	Delete transaction (D in column 51 of BC transaction) submitted against PR/MIPR document that is not currently in rework status. Research document status to decide corrective action.
DOLLAR SUMMARY OUT OF BALANCE	BC and/or LC/MC Required	N/A	The dollar balance between C Coordination transaction total dollars and a total line item dollars is in error. Research PR/MIPR document to decide which total is causing the imbalance and input appropriate correction transactions (BC or LC/MC transaction codes.) (When trying to drop the R transaction, you will receive this message if the C transaction hasn't dropped.)
DUP NSN ON PR NUMBER	LA/MA LD/ MD LK/MK LC/ MC	25-39	The stock number cited on the rejected transaction is currently assigned to the referenced local PR already in process but not yet assigned to solicitation. Requirement may be consolidated with or added as a sub-line item to the referenced PR. Research stock number to ensure number cited is accurate.
DUPE R CARD	R Transaction	16	PR/MIPR document has already been released by the ALC/Requirements Function. Research document number for accuracy. If PR/MIPR number is correct on rejected transaction, take no further action. Otherwise, input R Transaction for applicable PR/MIPR to be released.
FM R/W v >4x	QS	16-17	PR/MIPR document has four recorded rework reasons already established. (Reference AFMCM 64-104, Volume 4, paragraph 3.10.5).
FM RWK DYS v < 45	BC (Delete)	51	The delete transaction will not process if PR/MIPR document age is less than 45 calendar days, or in requirements function rework status for less than 33 cycle days. A cycle day equates to one system processing cycle. Re-input transaction when calendar days meet either of the criteria.
IM QTY v L/I QTY	LA, LD, LK, LC	69-76	The IM quantity can never be greater than the line item quantity. Re-input transaction or correct transaction if erroneous transaction was retained for proper IM quantity.

IM/SM	A Coordination Transaction C Coordination Transaction BC/BD/BX	18	The IM or SM code in the submitted transaction was not alphabetic. If submission was of an A Coordination transaction, do nothing. If C Coordination transaction was submitted, follow with a BC correction transaction. If submission was an amendment (BD or BX transaction code) action, re-input transaction.
IN FM REWORK	R Transaction	16	The R coordination transaction submitted and rejected was against a PR/MIPR document which is currently in Requirement Function rework status. Research document to decide rework reason code needed and submit QW rework release transaction with applicable rework reason in Column 18. Re-input R Coordination Transaction in same processing cycle, if appropriate.
INPUT AMC/AMSC	LC/MC	41-42	Message generated when D035A NSN validation does not include AMC/AMSC PR/MIPR Control will extract AMC/AMSC block 8C of AFMC Form 36 or block 9B of DD Form 448 and input w/LC/MC transaction. Document will not release until AMC/AMSC is present. To correct, use LC/MC with "P" in Column 40 and two digit AMC/AMSC in Column 41 and 42. This message will appear daily on daily PR/MIPR error listing with other validation data, but in IM DIV sequence.
INVALID CTL CHG FROM PREV CYCLE	XX	21-22	Control correction from previous cycle processed and a match on PR/MIPR or PR/MIPR LINE ITEM and a match on PR/MIPR or PR/MIPR LINE ITEM was encountered on this cycle. The document or line item is restored to its previous PR/MIPR/Line item number and the control correction is rejected. Research for correct PR/MIPR or line item number. Change and re-input.
INVALID CTL CORRECTION	XX	21-22	The control correction submitted is matched to a PR/MIPR document already released by Requirements Function or contents are invalid or incomplete. Research correction contents and PR/MIPR document. Re-input corrections.

INVALID IM QTY	LA, LD, LK, LC	69-76	The line item establish, amendment, or correction transaction has an invalid or blank IM Quantity field. If transaction is a correction without a line item quantity, and line item record has an error in Line Item Quantity, message will also appear. Research quantities in question. correct and re-input transaction if rejected. Input line item correction to an already established line item.
INVALID R/W CODE	Q Transaction	16-17	Transaction has been rejected because of transaction code. Code must be either QS or QW in column 16-17. Correct and re-input with applicable code.
INVALID R/W RELEASE	QW	18	Document is not currently in Requirements Function rework. Research, correct, and resubmit transaction if still required.
INVALID R/W RSN	QS	18	Transaction rejected due to invalid rework reason code. Decide and enter proper rework reason code (A through S).
INVALID TRANSACTION	A Status Transaction	N/A	<p>This transaction cannot be processed due to one of the following reasons:</p> <ul style="list-style-type: none"> a. Error in amendment number. b. Error in milestone series. c. Error in transaction code to establish. d. Error in line item number. e. Transaction not applicable to matching PR/MIPR document. f. Invalid milestone series. g. Unidentified type recycle record. h. Unidentified type transaction code. <p>Transaction matches already canceled document or line item</p> <p>Research for compatibility of all data elements contained in the transaction. Correct and re-input.</p>

J023 DLT/ ACTIVE LINE ITEM	BC	51	This transaction is submitted to delete a J023 generated PR/MIPR containing active line items. Either "consolidation" has not taken place to remove the active line item or document is not to be deleted. Research requirements for line items and process cancellation amendment if requirements no longer exist.
J023 DLT/DOC NOT IN FM	BC	51	This transaction is submitted to delete a J023 generated PR/MIPR already advanced beyond the Requirements Function release. Delete transactions are processed only against documents currently in Requirements Function status (before R transaction).
L/I NO	LA/MA LD/ MD LK/MK LC/ MC	15-20	The four high order positions of line item number must be pure numeric. The two low order positions (sub or sub-line) must be alphabetic or blank. Correct transaction and re-input for processing.
L/I PRICE	LA/MA LD/ MD LK/MK LC/ MC	59-68	Line item price must be numeric and present in all line item establish type transactions (LA/MA, LK/MK). If line item price is to be amended or corrected, (LD/MD, LC/MC), it must be numeric and present. Correct transaction and re-input if rejected. Submit LC/MC transaction code if transaction was retained.
L/I QTY	LA/MA LD/ MD LK/MK LC/ MC	51-58	Line Item quantity must be present and numeric in LA/MA and LK/MK transaction coded transactions. If quantity field is required in LC/MC or LD/MD transaction coded transactions quantity must be numeric. Correct transaction and re-input, if rejected or code LC/MC transaction if retained.
MGR DES	C Coordina- tion Transaction	19-20	Manager designator must be present and alphanumeric on the C Coordination Transaction. Correct and input Manager Designator.
MI DOLLAR	MI	59-68	Dollar field must be numeric and not zeroes. Dollar field represents the value by which line item price is to be reduced. Value cannot be greater than line item price already established. When line item price is currently invalid, transaction will be rejected. Correct dollar in transaction and re-input. If line item price currently in error, submit LC/MC correction transaction to correct line item price.

MI QTY	MI	51-58	Quantity field must be numeric and not zeroes. Quantity field represents the value by which line item quantity is to be reduced. Value cannot be greater than line item quantity already established. When line item quantity is currently invalid, transaction will be rejected. Correct quantity in transaction and re-input. If line item quantity is currently invalid, input LC/MC correction transaction to correct line item quantity.
MMAC	C Coordination Transaction	27-28	MMC/MMAC must be present and alpha. Correct code and re-input using BC correction transaction
MPC	LA/MA LD/ MD LK/MK LC/ MC	47-50	MPC Code must be alphanumeric. The MPC submitted will not pass the edit against funds code generated by the type line item, BPAC and Initiating Activity. If program year or BPAC is invalid, Reason for error message generation must be researched and transaction resubmitted or LC/MC correction transaction re-input to eliminate error in line item record.
NO LINE ITEM ESTABLISHED ON THIS DOC	R Coordination Transaction	N/A	Requirements Function document release (R Transaction) is submitted against a PR/MIPR document which has no line items established. All documents, other than type 5 PR/MIPR, must have line item(s) established before R transaction is released. Research type document and submit line item detail transaction(s) as necessary. If PR/MIPR is for coordination only (Type 5 PR), submit basic correction (BC transaction code) to change Type PR code to 5_ before resubmitting R Transaction for document release.
NON-PRIME/ REWORK	LD/MD LK/ MK LC/MC	25-39	Transaction contains non-prime stock number as recorded in I D035A. Matching document is recorded as an outgoing PR to the prime ALC and is currently in PK status. To assign requested stock number to cited PR document, a return to Requirements Function for rework by PK is required if document has not yet been forwarded to prime ALC. If the document has been forwarded to the prime ALC, a new PR must be written.

OUT OF SEQ COORD CARD	A-1, B, C, F-M or R	16	Coordination transactions A, A1, B, and C must be entered in sequence or may be entered simultaneously, Coordination transaction F-M must be entered after C coordination or with C coordination transaction. No sequence is required within F-M coordination transaction series. The R coordination transaction must be entered last when Requirement Function is ready to release PR/MIPR document. Research for missing coordination transaction(s). Submit coordination in sequence cited above.
OVER 3 ERRORS	A Status	N/A	Transaction submitted contains more than three errors. Values of data fields in error may or may not be blank. Research transaction against PR/MIPR document and re-input corrected transaction.
PR NO	A Coordination Card BX Amendment	2-14	PR/MIPR number is invalid. Edit follows: Card Column 2-7 Valid Initiating Activity 8-9 Numeric Fiscal Year 10-14 Numeric Serial Number for PR's or one alpha followed by four numeric for MIPRs. Correct and resubmit transaction.
PR RELEASED BY FM	LC/MC	40	Transaction has been submitted to validate a "stock as" stock number against a Generic stock number (JCA) source of supply line item set up in the J041 system. This transaction should have been submitted before coordination was completed and Requirements function released the document. Transaction cannot be resubmitted. Validation may be completed through D035A interrogation.
PRECEDED BY AMEND XX	BL/S-B1/9	23-24	Cancellation transaction amendment number is not higher than applicable basic/master amendment number being canceled. Correct transaction and re-input.
PRG YR	L or M Series Line Item Detail	40	Program year must be alphanumeric and present except on matching line item correction/amendment type transactions. Correct and re-input.

PRI	C Coordination Transaction BC, BD or BX Transaction	21	Current priority codes are A through E and R. Research document for applicable priority and submit BC transaction if transaction was retained. Otherwise re-input transaction after correction has been made.
PROC ACTY	C Coordination Transaction BC/BD/BX Transaction	31-36	Procuring Activity must be alphanumeric and present on outgoing PR/MIPR. If present on incoming PR/MIPR, it must be the locally assigned procuring activity. Correct and re-input.
SICA CODE VS TYPE PR	LA/LC/LD/LK	78	NSN is an AF managed SICA item. Item should be bought via MIPR on DD Form 448 from the PICA. IM should take action to cancel PR. If item must be bought by SICA, re-input transaction with an "X" in column 78.
SOS-GENERIC SN-SUBMIT LC CORRECTION	LC/MC Required	21-40	Generic Stock-Numbered source of supply line is awaiting contract award by contracting. Submit LC/MC transaction updating Generic stock number currently recorded in the J041 system with "stock as" number or "NC number" as requested by contracting.
STOCK NO	LA/MA LD/MD LK/MK LC/MC	25-39	Stock number class is not numeric or not a valid pseudo code. Stock number not valid in D035A Stock number not prime at this ALC on intern-incoming PR/MIPR. Stock number not prime at processing ALC on outgoing MIPRs. Stock number not prime at destination ALC on outgoing PRs. Stock number not valid FSC/MMC mix in D035A Research document type PR code and prime IM assignment in D035A Correct as required . Use "Asterisk (*)" in column 78 if transferred to another activity.
TOT DOL	C Coordination Transaction BC, BD or BX	39-48	PR/MIPR estimated total dollars must be numeric. Transaction codes C and BX must contain dollar amount. BX may be negative dollars (dollar reduction after contract award) and must have an X in units position of dollars field (column 48). Correct transaction and re-input correct dollars in BC transaction. Note: BX amendments to adjust dollars will ONLY be done on OUTGOING PR/MIPRs.

TYPE PR	A Coordination Transaction BC, BD or BX	25-26	Transaction PR/MIPR must be unmatched or document must be in Requirements Function status for Type PR code to update master record. Type PR/MIPR must be alphanumeric with the left position (column 25) numeric. If A Coordination Transaction or BX transaction code (amendment after contract award) correct Type PR code and re-input. If transaction code is BC, re-input with proper Type PR Code. If transaction code is BD, re-input with proper Type PR code.
TYPE REQ	C Coordination Transaction BX Transaction Code BC or BD Transaction	20	Type requirement must be a 2 or 3 and must be present in the C Coordination transaction or BX transaction (amendment after contract award). Correct type requirement and re-input. If transaction code BC or BD was used, re-input with same transaction code and amendment number for BD transaction.
TYPE L/I	LA/MA LK/MK LC/MC LD/MD	80	Type line item code is required for establish type transactions (LA/MA or LK/MK). For transaction code LC/MC or LD/MD the type line item code is an optional code. Note: Combination type line item codes exist for maintenance and Readiness Spares Package line items.
TYPE L/I-FUNDS	LA/MA LD/MD LK/MK LC/MC	80 and 41-50 not compatible	Type line item J or L (AF-Non AFMC funds) cannot be used with BPAC/MPC codes of spaces, 9's or BPAC codes beginning with 15.
TYPE 5	N/A	N/A	This message will appear when line item establish transaction is processed against a "coordination only" document. If AFMC requirements are to be added, change type PR/MIPR code to outgoing before line items are added.
UNMATCHED R/W RSN	QW	18	Rework reason code in rejected transaction does not match rework reason cited when PR/MIPR was put into Requirements Function rework by the QS transaction coded transaction. Enter matching rework reason and re-input transaction.

UNMATCHED TRANSACTION	A Status	N/A	Transaction is unmatched on PR/MIPR control number and is other than an A coordination transaction or BX transaction coded transaction. Research PR/MIPR number. Correct and re-input transaction
VALIDATION PENDING	LC/MC	25-39	Error message is generated whenever line item stock number has not been validated and no other line item data are in error. No action is necessary.

Validation Criteria (Post-Award)

Code	Exception Message	Format Code	Identity	Transaction Column
A31	ORDER QUANTITY 1. MEA must be numeric and greater than zero. 2. MCA VALIDATION a. May be blank b. If coded must be numeric	MEAN MCA		44-51
A36	STOCK NUMBER 1. MEA VALIDATION a. Stock Number must be entered b. NC NUMBER (1) Columns 29-32 must be numeric (2) Columns 33-34 must be NC (3) Columns 35 must be alpha (4) Columns 36-41 must be numeric (5) Columns 42-43 must both be blank or alpha filled c. ND NUMBER (1) Columns 29-32 must be numeric (2) Columns 33-34 must be ND (3) Columns 35-40 must be numeric (4) Column 41 must be alpha (5) Columns 42-43 must both be blank or alpha filled d. KIT NUMBER (1) Column 29-32 must be numeric (2) Column 33 must be K (3) Columns 34-40 must be numeric (4) Column 41 must be alpha (5) Columns 42-43 must both be blank or alpha filled e. NSN NUMBER (1) Columns 29-41 must be numeric (2) Columns 42-43 must both be blank or alpha filled. 2. MCA VALIDATION a. May be blank b. If coded must meet criteria in b through e above.	MEAN MCA		29-43
A41	TYPE LINE ITEM Must be T, Y, D, or K	MEA		77

- A65 FROM DEST MAB 29-43**
1. May be U column 29 and 30-43 blank.
 2. Columns 29-34 must meet DODAAD configuration check. Columns 35-43 may be blank. If columns 35-43 entered, column 35 must be numeric; columns 35-38 are not numeric or are all zeros, or are over 366; columns 39-42 must be alphanumeric filled; column 43 may be blank or alpha.
- DODAAD CONFIGURATION CHECK**
- a. If first position is E, F, J, or U, second position must be alpha and 3-6 numeric.
 - b. If first position is L or Z, 2-6 must be numeric.
 - c. If first position is M and second position is numeric, 3-6 must be numeric; or second position is alpha and 3 numeric, then 4-6 must be numeric, or 2-3 alpha and 4 numeric, then 5-6 must be numeric; or 2-5 alpha, then 6 is alphanumeric.
 - d. If first position is A, C, D, G, H, P, Y, W, B, or numeric then 2-6 must be alphanumeric filled.
 - e. If first position is N, and second position numeric, 3-6 must be numeric, second position is alpha, 3 must be alpha and 4-6 numeric.
 - f. If first position is R, second position must be alphanumeric, and 3-6 must be numeric.
 - g. If first position is V, 2-5 must be numeric and 6 alphanumeric.
 - h. If first position is S, and second position alpha, 3-6 must be numeric; or second position is numeric 3-5 must be numeric and 6 alpha.
- A68 DEST QUANTITY MAB 44-51**
1. Must be numeric and greater than zero.
 2. Enter X in column 51 for decrease. X in column 51 is invalid if "To Destination", columns 52-66 is coded.
- A69 TO DEST MAB 52-66**
1. A "U" in column 52 and blanks in columns 53-66 may be entered if the SRAN or requisition number are unknown.
 2. Columns 52-57 must meet DODAAD configuration check (See A65). Columns 58-66 may be blank. If columns 58-66 entered, column 58 must be numeric, columns 59-61 must be numeric and may not be zeroes, or over 366. Columns 62-65 must be alphanumeric filled, column 66 may be blank or alpha.
- A75 SHIPMENT NO MRT 44-50**
- Must be alphanumeric filled if type line item is K (bailment).

A76 SHP/RCVD DATE MRT 52-58

Must be entered and meet the DATE CONFIGURATION TABLE edits.

DATE CONFIGURATION TABLE

Year must be greater than 60 or less than 99.

Note: This table is not Year 2000 Compliant

MONTH	DAY RANGE	MONTH	DAY RANGE
JAN	01-31	JUL	01-31
FEB	01-29	AUG	01-31
MAR	01-31	SEP	01-30
APR	01-30	OCT	01-31
MAY	01-31	NOV	01-30
JUN	01-30	DEC	01-31

A77 SHP RCVD QUANT MRT MWT 61-68

Must be filled numeric and greater than zero.

B02 SCHEDULE DATE SCH 29-35

1. Must be entered.

2. Column 29 may be D and 30-35 blank. NOTE: If type line item, column 77 is D or K and CLIN, columns 23-38 contain SHORTY, D is not valid.

3. If date entered, must meet DATE CONFIGURATION TABLE (see A76 above).

B03 SCHEDULE QUANT SCH 36-43

1. May be blank if column 29 is D.

2. If column 36 contains a D, then columns 37-43 must be blank.

3. Columns 36-43 must be numeric and greater than zero, an X in column 43 indicates decrease.

B04 DELETE IND MDT 29

If type line item is K or D and 23-28 are blank,, column 29 must be D.

B05 INV DOCUMENT ID MEA 4-28

1. RECLAMATION PROJECT - Type Line Item D position 77.

- a. Positions 4-11 must be blank.
- b. Positions 12-13 must be AR, NR, RE, or RS.
- c. Position 14 must be alpha.
- d. Positions 15-17 must be numeric.
- e. Positions 18-22 must be blank.
- f. Positions 23-26 must be alphanumeric filled.
- g. Positions 27-28 must be blank.

2. BAILMENT/LOAN - Type Line Item K position 77.

- a. Purchasing Office - positions 4-9.

(1) If position 4 is M, F, or N, positions 5-9 must be numeric.

- (2) If positions 4-5 are DA, positions 6-7 must be alpha, positions 8-9 are alphanumeric but both cannot be alpha.
- (3) If positions 4-6 are DSA, position 7 must be numeric. If position 8 is numeric, then position 9 must be alpha numeric or if position 8 is alpha, position must be alpha.
- (4) If position 4 is G or Z, then positions 5-9 may be alphanumeric filled.
- b. Fiscal Year - positions 10-11
 - (1) Must be numeric field
 - (2) If fiscal year is prior to 68 or is 99, PIIN validation is nullified and the only requirement is a thirteen position, filled field.
- c. Type Instrument - position 12 - must be A-G, L-N, or P-W.
- d. Serial Number - Positions 13-16.
 - (1) Positions 13-14 must be alphanumeric.
 - (2) Positions 15-16 must be numeric.
- e. SUPP/PIIN Error - Positions 17-22
 - (1) If type contract instrument (position 12) is not A, D, or G, SUPP/PIIN must be blank.
 - (2) If type contract instrument (position 12) is A, D, or G, positions 17-20 may be blank. If filled, must be one of the following.
 - (a) Position 17 is alpha, positions 18-20 may be alphanumeric.
 - (b) Position 17 is numeric, positions 18-20 must be numeric.
 - (c) Position 17 cannot be A, I, alpha O, or P.
 - (3) Positions 21-22 must always be blank.
- f. CLIN/ELIN - positions 23-28.
 - (1) If position 23 is numeric, position 24-26 must be numeric.
 - (2) If position 23 is alpha, positions 24-26 must be alphanumeric filled.
 - (3) Positions 27-28 may be blank or filled.
 - (4) If PIIN fiscal year equals 99, positions 23-26 must be filled. Positions 22-28 may be blank or 27 filled and 28 blank or 27-28 both filled.
- 3. TERMINATION - Type Line Item T, position 77; ISSP - Type Line Item Y, position 77.
 - a. Positions 4-9 must be FD2020, FD2030, FD2040, FD2050, or FD2060.
 - b. Positions 10-13 must be numeric.
 - c. If type line item Y, position 14 must be J, K, L, M, or N. If type line item T, position 14 must be V.
 - d. Positions 15-17 must be alphanumeric filled.
 - e. Positions 18-28 must be blank.

Note: Ensure the type line item code, position 77 is the proper code for the Document reflected in position 4-28.

B06 NEW DOC ID**MCT****30-54**

1. RECLAMATION PROJECT - Type Line Item D, position 77.
 - a. Positions 30-37 must be blank.
 - b. Positions 38-39 must be AR, NR, RE, or RS.
 - c. Position 40 must be alpha.
 - d. Positions 41-43 must be numeric.
 - e. Positions 44-48 must be blank.
 - f. Positions 49-52 must be alphanumeric filled.
 - g. Positions 53-54 must be blank.
2. BAILMENT/LOAN - Type Line Item K, position 77.
 - a. Purchasing Office - positions 30-35.
 - (1) If position 30 is M, F, or N, positions 31-35 must be numeric.
 - (2) If positions 30-31 are DA, positions 32-33 must be alpha, positions are alphanumeric but both cannot be alpha.
 - (3) If positions 30-32 are DSA, position 33 must be numeric. If position 34 is numeric then position 35 must be alphanumeric or if position 34 is alpha, position 35 must be alpha.
 - b. Fiscal Year - positions 36-37.
 - (1) Must be numeric filled.
 - (2) If Fiscal Year is prior to 68 or 99, PIIN validation is nullified and the only requirement is a thirteen position, filled field.
 - c. Type Instrument - position 38 - must be A-G, L-N, or P-W.
 - d. Serial Number - positions 39-42.
 - (1) Positions 39-40 must be alphanumeric.
 - (2) Positions 41-41 must be numeric.
 - e. SUPP/PIIN Error - positions 42-46.
 - (1) If type contract instrument (position 38) is not A, D, or G, SUPP/PIIN must be blank.
 - (2) If type contract instrument (position 38) is A, D, or G, positions 43-46 may be blank. If filled, must be one of the following:
 - (a) Position 43 is alpha, positions 44-46 may be alphanumeric.
 - (b) Position 43 cannot be A, I, alpha O, or P.
 - (c) Position 47-48 must always be blank.
 - (3) Position 47-48 must always be blank.
 - f. CLIN/ELIN - positions 49-54.
 - (1) If position 49 is numeric, positions 50-52 must be numeric.
 - (2) If position 49 is alpha, positions 50-52 must be alphanumeric filled.
 - (3) Positions 53-54 may be blank or filled.
 - (4) If PIIN fiscal year equals 99 positions, 49-52 must be filled. Positions 53-54 may be blank or 53 filled and 54 blank or 53-54 both filled.

3. TERMINATION - Type Line Item T, position 77; ISSP - Type Line Item Y, position 77.
 - a. Positions 30-35 must be FD2020, FD2030, FD2040, FD2050, or FD2060.
 - b. Positions 36-39 must be numeric.
 - c. If type line item Y, position 40 must be J, K, L, M, or N. If type line item is T, position 40 must be V.
 - d. Positions 41-43 must be alphanumeric.
 - e. Positions 44-54 must be blank.

Note: Ensure that the type line code, position 77, is the proper code for document reflected in position 30-54.

B07	TYPE LINE ITEM	MCT, MDT	77
	Must be entered and equal T, Y, D, or K.		
B08	CONTRACTOR ID	MEA, MCA	66-71
	If MEA type line item, (position 77) is K, 69-71 must be alphanumeric filled.		
B09	REC SERIAL Number	MRT	69-71
	If type line item (position 77) is K, 69-71 must be alphanumeric filled.		
1AA	INVALID 1486	D6Z	54
	<ol style="list-style-type: none"> 1. D6Z receipt transaction has been received from D035A, D034A, or D035K and D035A/D034A Document Identifier Suffix, column 54 (see AFM 67-1, Volume III, Part Three) is not A, G, M, or Z. 2. Corrective Action - review transaction to decide if receipt should be processed in J041. If processing is required, code MRT/MWT using the data from the D6Z transaction. If processing is not required, no further action is needed. <p>Note: This exception is not suspended.</p>		
1AB	INVALID FIC	NA	1-3
	Transaction has been received with an M in column 1 but columns 2-3 are not valid codes for J041. Review transaction and submit valid FIC transaction. <ol style="list-style-type: none"> 1. D6/D4 receipt transaction has been received from D035A/D035K/D034A and the Routing Identifier (D6 columns 67-69) is not convertible in J041. 2. The D6/D4 receipt has been converted to MRT/MWT and the invalid routing identifier has been placed in the first 3 positions of Ship To. No action is required until appropriate instructions are received from the Item Manager. <p>Note: This transaction will be suspended for 30 days and if no action is taken, will be automatically removed from suspense.</p>		
1AC	INV ROUTING ID	MRT, MWT	29-31
	<ol style="list-style-type: none"> 1. D6/D4 receipt transaction has been received from D035A/D035K/D034A and the Routing Identifier (D6 columns 67-69) cannot be converted in J041. See Attachment A1-12. 2. The D6/D4 receipt has been converted to MRT/MWT and the invalid routing identifier has been placed in the first 3 positions of Ship To. No action is required until appropriate instructions are received from the Item Manager. 		

1AG	SHIPMENT NO.	MRT	44-50
	D4 receipt has been received from D035A/D035K/D034A with an invalid shipment number. Columns 44-50 must be alphanumeric filled.		
	Note: This exception will be assigned A75 exception code the next processing cycle.		
1AJ	SHP/RCVD DATE	MRT	52-58
	D6/D4Z receipt has been received from D035A/D035K/D034A containing a Julian date which is not convertible to an in the clear date. The invalid date has been placed in the first 4 positions (52-55) of the MRT.		
	Note: This exception will be assigned A76 exception code the next processing cycle.		
1AK	SHP/RCVD QUANT	MRT, MWT	61-68
	D6/D4Z receipt has been received for D035A/D035K/D034A containing a quantity which is not numeric.		
1AL	RSN	MRT	69-71
	D4 receipt received from D035A/D035K/D034A with the RSN not alphanumeric filled.		
	Note: This exception will be assigned B09 exception code the next processing cycle.		
1AM	DATE	SCH, MRT, MWT	NA
	This exception code is assigned to any calendar date which is not convertible to a Julian date. The exception should be very rare and may indicate a J041 system problem.		
1MC	NO MATCH ON SUSPENSE	ECH, ERT, EA, EAB, ECT, EDT, EWT	NA
	Appears on any erased transaction which fails to match a suspended transaction on control data.		
2EG	UNMATCHED DEST/DOC	MRT, MWT	29-43
	Receipt is unmatched to Destination master.		
2EQ	PURCH UNIT-MSTR	MRT, MWT	59-60
	Receipt unit of issue is different than the line item unit of issue. Review and correct purchase unit.		
	Note: A quantity adjustment may be necessary.		
2ER	CONDITION CODE	MEA, MCA	65
	1. If type line item is T or Y, and ERRC is other than N, P, V, X, then condition code must be A-G.		
	2. If type line item is D, condition code must be A-H, J-M or R.		
	Note: ERRC code will print following the error message on J041 Miscellaneous Exception Report and J041 Miscellaneous Item Exception Control Report.		
2FC	UNMATCHED L/I	ALL TRANSACTIONS	NA
	Transaction does not match an existing document/line item.		

2FD	UNMTCH STK NBR	MRT	NA
	Receipt stock number from D035A/D035K/D034A is different than the line item master.		
	a. Review the shipping document. If the wrong stock number was coded in the receipt, re-input the MRT. If the wrong document number was coded, erase the MRT and input the correct MRT.		
	b. If the J041 master stock number is wrong, process An MCA with the correct stock number.		
2FE	INV ADJUSTMENT	MWT	NA
	1. MWT is unmatched to an existing shipment master.		
	2. MWT matches an existing shipment master but the quantity being reversed exceeds the quantity previously received.		
2FK	DUPLICATE ESTAB	MEA	NA
	MEA matches on existing document/line item.		
2FL	NEW CI DUPE	MCT	30-54
	Document control change duplicates an existing master record.		
2FM	INVALID IM/PO CODE	MEA, MCA	NA
	Line Item established transaction and the processing ALC is not prime for the stock number.		
2FN	LI QTY REDUCTION	MCA	44-51
	Quantity reduction exceeds the undelivered balance.		
2FS	UNMATCHED SCHEDULE	SCH	NA
	Schedule delete or quantity reduction does not match an existing schedule master.		
2FW	INV DEST DECREASE	MAB	44-51
	Destination decrease is unmatched or quantity decrease exceeds the unshipped shipped/received position.		
2FZ	INV SCHEDULE DECREASE	SCH	NA
	Schedule quantity decrease exceeds the quantity on schedule master.		
2F1	INV DELETION	MDT	NA
	Contract/document being deleted contains line items which have had shipments/receipts processed.		
2F5	FM/PK MIX-UP	ANY	NA
	1. Requirements input a transaction which matches a type line item G, N, P, R, or B. If type contract line item K established matches an existing line item, change the bailment (K) CLIN to be a "9" in first position.		
	2. Contracting input a transaction which matches the line item G, T, Y, D, or K.		
2F8	DUPLICATE ASM	MRT	NA

Receipt matches an existing shipment master on shipment number and receipt serial number. If shipment number and receipt serial number are blank, match is made on SHP/RCVD date.

2F9	INV CONTROL CHANGE	MCT	4-28
	Control change has matching transactions on old control identification attempting to process the same cycle. Transaction will process when matching transaction have processed or have been removed from suspense.		
2WC	SCHEDULE BALANCE	MEA, MCA, SCH	NA
	Line item establishes or changes to existing master would cause the schedule quantities and line item quantities to be out of balance.		
2WD	DESTINATION BALANCE	MEA, MCA, MAB	NA
	Line item establishes or changes to existing master would cause the destination quantities and line item quantities to be out of balance.		
332	INVALID FSC/MMC	MEA, MCA	29-43
	FSC/MMC not valid in D035A.		
333	INVALID STOCK NUMBER	MEA, MCA	29-43
	FSC/MMC prime this ALC but stock number not in D035A.		
335	AUTO RECYCLE	MEA, MCA	29-43
	Recycled if Thursday cycle. Stock number valid but J041 user code cannot be established in D035A.		

Attachment 4**STANDARD PRICING DATA**

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A4.1**Annual SSD Consumable Stock Fund Sample Procedures Instructions**

1. IM are required to review each item received on the J041 products. This is required because edits have been established in the J041 system that exclude some procurements from J041 processing. Some examples of the exclusions are Surplus, First Article, GFM, and FMS. If the IM decides to use a price excluded from J041, a change will have to be submitted and a reason documented. The IM will check the contract information against the AFMC Form 318, the AFMC Form 339, and /or a copy of the contract. If a discrepancy is found between the information in the J041 and the IM record, the IM should annotate the J041 product and input a price change to KeyPlus.
2. The IM can either accept the J041 “New Standard Price” on the J041 product, retain the “D143B Data Standard Price” on the J041 product, or change the price to one the IM selects.
 - a. If the IM accepts the “New Standard Price”, annotate “accept” and sign name on the product. No KeyPlus entry is required.
 - b. If the IM wants to retain the “D143B Data Standard Price”, annotate “D” under F-M code, sign name, and input to KeyPlus, Job Name J041A1, format 4.
 - c. If the IM wants to change the price to a price not on the J041 product, annotate “C” under F-M code and annotate correct price within the brackets and sign name. (Do not include surcharge.) Input to KeyPlus, Job Name J041A1, format 3.
3. Division/Directorate price monitor should review changes on completed products. A copy of the product should be retained in suspense until stocklist actions are completed. Hand carry the annotated J041 products to the center price monitor by the date determined from the HQ AFMC required “as of” date in the transmittal letter.

A4.2. Table of Exceptional Standard Price Variances.

During Phase I processing, the following is used to mechanically compute revised standard prices to reduce manual workload to a minimum. However, as an essential quality control measure, system-generated price changes, which equal or exceed the arbitrary variances from current standard prices as established by the following table, will be output on the Exceptional Standard Variance Report for mandatory IM review.

UNIT PRICE RANGE	EXCEPTIONAL VALUE
\$.01- 0.10	50%
0.11 - 10.00	40%
10.01 - 100.00	30%
100.01 - 500.00	25%
500.01 - 10,000.00	20%
10,000.00 - Over	10%

A4.3. Price History Error Listing Processing Instructions.

PRODUCT: Price History Error Listing (A-J041-JA1-M1-MJA)
A-J041.AAA-A1-8AN (SSD)
A-J041.EAA-E1-8AR (RSD)
A-J041-JA1-M1-8JA (Equipment)

DISTRIBUTION: Copies of this listing are distributed to the contracting function.

DESCRIPTION: This Phase I listing identifies items for which acquisition data was invalid and/or inadequate for purposes of system generation of new standard prices.

ACTION: The ALC price monitor/contracting personnel will resolve error conditions as identified by the error message. Then, notify the responsible IM (as indicated by the manager designator code) of correct acquisition data to permit manual price review. Initiate action to correct data in the J041 system as required. The IM, upon receipt of valid acquisition data, obtain necessary data from the D035A (present ERRRC designator, Cataloging Activity, and present unit of issue) to accomplish manual price review. The IM will initiate supplemental price changes as required.

A4.4. Exceptional Standard Price Variance Report Processing Instructions.

- PRODUCT:** Exceptional Standard Price Variance Report (A-J041-JB1-M1-MJB)
A-J041.ABA-A1-8AN (SSD)
A-J041-EBA-E1-8AR (RSD)
A-J041-JB1-M1-8JB (Equipment)
- DISTRIBUTION:** The ALC price review monitor distributes segments of this report to the responsible IM as determined by the assigned manager designator codes.
- DESCRIPTION:** A Phase I report developed primarily to identify items that have an exceptional standard price variance. This report incorporates all other data which requires 100 percent review by the IM.
- ACTION:** Review all items without exception, but no action is required if the NEW STANDARD PRICE is acceptable. If the D035A STANDARD PRICE should be retained, delete (line out) the NEW STANDARD PRICE,(F/M Code D.) If neither the D035A STANDARD PRICE nor the NEW STANDARD PRICE is acceptable, annotate the IM-generated price change in the write-in space () provided directly below the NEW STANDARD PRICE (F/M Code C). Extract annotated pages only from the original copy of the report for KeyPlus input. Input all change and delete actions into Key-Plus. Forward all annotated pages to the division focal point who will check annotated data for accuracy. These products will then be furnished to the ALC price review monitor by the due date established on the price review schedule. The ALC price review monitor will ensure reports received are correctly annotated by scheduled date for system processing by DISA.

A4.5. IM Notification of Standard Price Changes Processing Instructions.

- PRODUCT:** IM/SPM Notification of Standard Price Change (A-J041-JB2-M1-MJB)
Refer to the Surveillance Programmer Instructions for breakout by SSD and RSD.
A-J041-JB2-M1-8JB (Equipment)
- DISTRIBUTION:** Segments of this report are distributed to the responsible IM as determined by the assigned manager designator codes.
- DESCRIPTION:** This Phase I report serves primarily to notify the IM of system-generated price changes wherein the variance from the current standard prices is not sufficient to warrant manual review.
- ACTION:**
- a. Price review is not required; however, price changes may be initiated with the following detailed instructions.
 - b. No action is required if the NEW STANDARD PRICE is acceptable.
 - c. If the D035A STANDARD PRICE should be retained, delete (line out) the NEW STANDARD PRICE. (F/M Code: D.) Add input to KeyPlus, format 4.
 - d. If neither the D035A STANDARD PRICE nor the NEW STANDARD PRICE is acceptable, annotate the IM-generated price change in the write-in space () provided directly below the NEW STANDARD PRICE (F/M Code C) and input into KeyPlus format 3. Forward all annotated pages to the division focal point who will check annotated data for accuracy. These products will then be furnished to the ALC price review monitor by the due date established on the price review schedule. The ALC price review monitor will ensure reports received are correctly annotated by scheduled date for system processing by DISA.

A4.6. Manual Price Review Report Processing Instructions.

- PRODUCT:** Manual Price Review Report (A-J041-JB3-M1-MJB)
See Surveillance Programmer Instructions for SSD and RSD breakout.
A-J041-JB3-M1-8JB (Equipment)
- DISTRIBUTION:** Segments of this report are distributed to the responsible IM as determined by the assigned manager designator codes.
- DESCRIPTION:** This Phase I report serves primarily to identify items for which the D035A data are inadequate for purposes of system generation of standard prices and items which don't qualify for price review (e.g., DLA-managed; local purchase). Also, identifies items containing FAE/GFM/GFP and items with D035A/J041 unit of issue (U/I) incompatibility.
- ACTION:** Review all items without exception. Specific conditions which require IM action are noted as:
- a. Exception message "NOT ACT AF CP IN D035A." This message will be assigned whenever the current item record, as established in the D035A Subsystem, indicates that this item is other than an active, Air Force-managed, centrally procured item of supply. If the D035A record is correct, no further action is required. If the D035A record requires correction to reflect that the item is an active, Air Force managed, centrally procured item, initiate routine SLC action to accomplish change in status and price revision, if appropriate.
 - b. Exception message "No D035A RECORD" is self-explanatory. Research to determine why a contract was awarded on an item not recorded in the D035A. If the item is managed by another service, no further action is required. If the item is currently managed by another ALC, extract all pertinent data from the report, and refer to the managing activity. If the item is currently active, establish an appropriate item record in D035A by SLC.
 - c. Exception message "U/I INCOMPATIBILITY." This message is assigned whenever the unit of issue for an item is not identical in the D035A record and the J041 record. This edit was established to preclude computer-generation of a new tentative standard price oriented to a unit of issue other than that recorded in D035A. If the unit of issue in the D035A is valid, multiply the J041 acquisition cost by the ratio of the D035 U/I to the J041 U/I, add appropriate surcharges, and, if a variance results, input a routine, supplemental price change. If the U/I in the D035A record is invalid, initiate a routine SLC; the price review system can't be used as the media to process a price change in conjunction with a U/I change.
 - d. Exception message "ADD STANDARD PRICE OF GFM." This message is assigned whenever the item being procured includes GFAE/GFM/GFP. Each IM will manually adjust the acquisition cost to add the value of GFAE/GFM/GFP (that is, standard prices at time of delivery to contractor) and surcharges as appropriate. If the tentative standard price computed in this manner differs from the current D035A price, each IM will input routine supplemental price changes for Phase III processing.

e. Exception message: "NO D143 RECORD." In general, many of these NSNs were transferred to DLA; however, this does not apply in all cases (e.g. MMAC codes). Research the stock class, MMAC, to pinpoint the problem.

A4.7. Supplemental Standard Price Variance Report Preparation Instructions.

PRODUCT: A-J041-JB4-MI-MJB

See the Surveillance Programmer Instructions for SSD and RSD

A-J041-JB4-M1-8JB (Equipment)

1. Purpose: All Phase I reports include, as the last page, a worksheet titled Supplemental Standard Price Variance Report for each manager designator code. This worksheet is an optional form to use in assisting the IM with the input to KeyPlus for supplemental changes. A supplemental change format is also used to resubmit IM generated price revisions rejected during the file maintenance cycle of the previous monthly review, unless the items reappear on the current listings of system-generated prices with later revisions.

2. Preparation Instructions: The following categories of price revisions don't qualify for inclusion in this report:

2.1 Price revisions for items listed in either the Exceptional Standard Price Variance Report or the IM/SPM Notification of Standard Price Changes, for the current review cycle. Price revisions for items assigned control numbers other than National Stock Numbers (NSN) (for example, ND, NC, L, K). Price revisions in conjunction with unit of issue revisions, or price revisions to items with unit of issue changes pending before the new unit of issue established in the D035A. Price revisions for NSNs in the process of capitalization to a Defense Supply Center, GSA, or another service. All required elements of data, except new price and FM code, must be cited exactly as currently recorded in the various data systems concerned, or latest pipeline changes.

2.2. Assign file maintenance code B.

2.3. Supplemental price changes for INV/EQP items must include a surcharge of 3 percent for transportation unless shipments are made FOB destination.

3. Send changes or corrections to the IM division/directorate focal point who will check data for accuracy and make corrections as necessary. These products will then be furnished to the ALC price review monitor by the due date established by the price review schedule.

4. The ALC price review monitor ensures reports are received from the IM divisions by the scheduled date for system processing by DISA.

A4.8. KeyPlus Data Entry System: Supplemental Price Change, Change New Standard Price, and Delete New Standard Price.

The following instructions must be applied precisely by the IM when they use the KeyPlus data entry system (J041E1: Recoverable, J041J1: Equipment, J041A1: SSD items).

Field Designator	No. Columns	Columns	Instructions
National Stock Number (NSN)	13 N	1-13	Enter NSN.
Materiel Management Aggregation Code (MMAC)	2A	14-15	Enter MMAC if applicable; otherwise blank.
D035A ERRC Designator	3A/N	16-18	D035A 3-position ERRC designator. Never blank.
New Standard Price	10 N	19-28	Enter cents in cc 27-28. Enter dollars in cc 19-26. Eliminate decimals. Fill field to left with leading zeros. Never blank.
File Maintenance (FM) Code	1A	29	Enter F/M Code B. Never blank.
Manager Designator	3 A/N	30-32	Enter division office code, if any, in cc 30. Enter manager designator code in cc 31-32. Never blank.
Cataloging Activity	2 A	33-34	Enter cataloging activity code (for example, SE, TA). Never blank.
(D035A Unit Of Issue (U/I)	2 A	35-36	D035A U/I. Never blank.
Budget Code	44	37-80	Always blank.

Samples.

DATA ENTRY BATCH: XXXXX COUNT: X JOB: J041_1 FORMAT: 02

Supplemental Price Change	Field Designator	Column No(s).
	Stock Number	1-13
	MMAC	14-15
	ERRC	16-18
	New Std Price	19-28
	File Maint CD	29
	MGR DES CD	30-32
	CATLG ACTV	33-34
	Unit of Issue	35-36
	Budget Code	40

DATA ENTRY BATCH: XXXXX COUNT: X JOB: J041_1 FORMAT: 03

Change New Standard Price	Field Designator	Column No(s).
	Stock Number	1-13
	MMAC	14-15
	Price Code	19-28
	Budget Code	29

DATA ENTRY BATCH: XXXXX COUNT: X JOB: J041_1 FORMAT: 04

Delete New Standard Price	Field Designator	Column No(s).
	Stock Number	1-13
	MMAC	14-15
	Price Code	19-28
	Budget Code	29

A4.9. File Maintenance (F/M) Codes.

A4.9.1. F/M codes (one position alpha) are assigned by the responsible IM in processing various reports to indicate the corrective actions required. The codes indicate to data entry personnel the type of F/M actions to be input to the Price Variance Master File.

A4.9.2. Applicable F/M codes established below are mandatory for all IM generated changes and will be assigned in accordance with the IM actions required.

A4.9.3. F/M codes applicable to the Exceptional Standard Price Variance Report and the IM/SPM Notification of Standard Price Changes are as follows:

F/M Code	IM Actions
None	Accepts NEW STANDARD PRICE.
D	Retains D035A STANDARD PRICE and deletes NEW STANDARD PRICE.
C	Establishes new IM generated price.

A4.9.4. Code applicable to the Supplemental Standard Price Variance Reports or formats in Attachment A4-8 as follows:

F/M Code	IM Actions
B	Establishes new IM generated price except when adding GFM to a contract price.

A4.10. Initial Price Variance Errors Processing Instructions.

- PRODUCT:** Initial Price Variance Errors. (A-J041-JE1-M2-MJE)
See Surveillance Programmer Instructions for SSD and RSD
A-J041-JE1-M2-8JE (Equipment)
- DISTRIBUTION:** This listing is distributed to the ALC price review monitor only.
- DESCRIPTION:** A Phase I product output primarily to identify errors in IM generated changes/additions to system-generated prices prior to normal Phase III processing. Also, identifies all prices in excess of \$10 million for purposes of validation/re-input or correction prior to normal Phase III process.
- ACTION:** In consultation with the responsible IM, resolve all errors and validate or revise prices in excess of \$10 million. Corrections will be input by the scheduled due date for Phase III processing by DISA. Advise the responsible IM/SPM of the causes for the errors. Take other measures as appropriate to preclude future occurrence of errors.

A4.11. Standard Price Variance Error Listing Processing Instructions.

- PRODUCT:** Standard Price Variance Error Listing (A-J041-JH1-M3-MJH)
See Surveillance Programmer Instructions for SSD and RSD
A-J041-JH1-M3-8JH (Equipment)
- DISTRIBUTION:** Segments of this listing are distributed to the responsible IM as determined by the assigned MDCs.
- DESCRIPTION:** A Phase III listing of items for which the IM generated changes/additions didn't pass the established Phase III edit routines. Proposed standard price revisions already in the tape record are deleted when the IM generated changes are rejected.
- ACTION:** Resolve errors as indicated by the ERROR MESSAGE. If revisions are validated, resubmit through this system at the next monthly (other than SSD) price review using supplemental price change format (Attachment A4-8).

A4.12. Standard Price Revision Notification Report Processing Instructions.

- PRODUCT:** Standard Price Revision Notification Report (A-J041-JH2-M3-MJH)
See Surveillance Program Instructions for SSD and RSD
A-J041-JH2-M3-8JH (Equipment)
- DISTRIBUTION:** This report is provided to the ALC price review monitor for information only and forward to IM for file.
- DESCRIPTION:** This Phase III report provides notification to the ALC price review monitor and IM of price changes input directly to AFMC and to AFMC/Cataloging and Standardization Center (CASC) at Battle Creek MI for SLC processing, except RSD prices which are only overlaid to D041.
- ACTION:** File one copy of report as record of changes. Retain for 1 year for a reference document of price changes submitted by tape to AFMC/CASC

A4.13. Surveillance Programmer Instructions.

1. The following Product Control Numbers (PCNs) must be incorporated into CA-Dispatch for the System Support Division (SSD) Annual price Review:

Program	DSN-Suffix	PCN	Title
BZSAA	BZIAAA	A-J041.-AAA-A1-8AN	SSD Price History Error Listing
BASAB	BZIABA	A-J041.-AAB-A1-8AN	SSD Phase One Processing Counts
		A-J041.-ABA-A1-8AN	SSD Exceptional Standard Price Variance Report
		A-J041.-ABB-A1-8AN	SSD IM Notification of Standard Price Challenge
		A-J041.-ABC-A1-8AN	SSD Manual Price Review Report
		A-J041.-ABD-A1-8AN	SSD Supplemental Standard Price Variance Report
BZSAD	BZIADA	A-J041.-ADA-A1-8AN	SSD IM Manual Price Changes
BZSAE	BZIAEA	A-J041.-AEA-A1-8AN	SSD Initial Price Variance Errors
BZSAH	BZIAHA	A-J041.-AHA-A1-8AN	SSD Standard Price Variance Error Listing
		A-J041.-AHB-A1-8AN	SSD Standard Price Revision Notification Report

2. The following Product Control Numbers (PCNs) must be incorporated into CA-Dispatch for the Repairable Support Division (RSD) Monthly Price Review:

Program	DSN-Suffix	PCN	Title
BZSEA	BZIEAA	A-J041.-EAA-E1-8AR	RSD Price History Error Listing
BASEB	BZIEBA	A-J041.-EAB-E1-8AR	RSD Phase One Processing Counts
		A-J041.-EBA-E1-8AR	RSD Exceptional Standard Price Variance Report
		A-J041.-EBB-E1-8AR	RSD IM Notification of Standard Price Challenges
		A-J041.-EBC-E1-8AR	RSD Manual Price Review Report
		A-J041.-EBD-E1-8AR	RSD Supplemental Standard Price Variance Report
BZSED	BZIEDA	A-J041.-EDA-E1-8AR	RSD IM Manual Price Changes
BZSEE	BZIEEA	A-J041.-EEA-E1-8AR	RSD Initial Price Variance Errors
BZSEH	BZIEHA	A-J041.-EHA-E1-8AR	RSD Standard Price Variance Error Listing
		A-J041.-EHB-E1-8AR	RSD Standard Price Revision Notification Report

Attachment 5

CORRECTION MATRIX J-41-D035A INITIAL/AMENDED SHIPPING INSTRUCTION RECONCILIATION

(J041.-5VD-12-M50)

ERROR MESSAGE	CAUSE OF ERROR	RESEARCH	IM/SPM CORRECTION	PK CORRECTION
IN J041 ONLY (This is the First error Message to be Worked each Month)	Doc nr input to J041 does not match any in D035A Usually caused By keypunch Error in J041	For FMSrqsq interrogate SAMMISQ-A-ID I65D Compare with B/O on-line In D035A using Screen DODD or DODA. And with PR/MIPR Contract	If research indicates error was in J041 input, prepare AFMC Form 414, "Due-In Asset Status Record Correction." Attach copy of the listing to the 414 and forward to Contracting. Retain a copy of the 414 and listing for your file. If contract docnr is in error, notify the buyer. Label "IMMEDIATE ACTION REQUIRED DOC NR ERROR ON CONTRACT" the contractor, line item, NSN/PR, incorrect docnr and correct docnr. Annotate your copy of the J041.-5VD listing with action taken.	Contracting will make the J041 correction and return one annotated copy of the AFMC Form 414. Process contract mod. J041 correction and furnish IM copy of the contract mod.

NOTE: THE DUE-IN ASSET STATUS RECORD (AFMC FORM 339) SHOULD BE VERIFIED, UPON RECEIPT, AGAINST THE ON-LINE D035A B/O DISPLAY. ERRORS IN THE J041.-5VD CAN OFTEN BE PREVENTED BY SUBMITTING AN TWO-WAY MEMO TO PR/MIPR FOR CORRECTIONS IMMEDIATELY.

IN D032 ONLY PR/MIPR	Can be companion MSG to "IN J041 ONLY".	For FMSrqsq interrogate SAMMIS Q-A-ID I65D	If determined to be companioning to "IN J041 ONLY" entry is to be corrected.
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ERROR MESSAGE	CAUSE OF ERROR	RESEARCH	IM/SPM CORRECTION	PK CORRECTION
IM converted D035A B/O to "BY" Prior to contract award.	IM converted D035A B/O to "BY" Prior to contract award.	Compare doc nr against current Item Status Report D032-ILT-S2-GDA (D035A) B/O List or screen. DODD or DODA.	If contract is not awarded, status should be changed to "BZ". Input ZP on TRM screen with 4 in blank field to remove BV. Then on screen B0AA, change B4 to BZ. When 339 is received, Use B0AA screen to change BZ to BV.	
		Compare doc nr on D035A B/O with PR/MIPR and contract.		
		Check for Companion errors in J041 ONLY		
		Ensurequis Still in pre-Award (PR/MIPR) By checking for AFMC Form 339.		
	Shipment has been made, J041 cleared But D035A overlay did not occur.	For FMS reqts, interrogate SAMIS Q-AS-ID 1065D. Check AFMC Form 339 Shipment and D035A DODA or DODD on-line Screen to determine if B/O remains Open. Also, check to see if a D035A Exception has generated using on-line DODA or CEX screen.	If AFMC Form 339, shows shipment with D035A "BY", open, interrogate D035A to ensure ZKS has not been posted since cut-off date for J041 - 5VD list input Manual ZKS. (DO NOT DELETE IT) and do not input manual ZKS.	

NOTE: THE GREATEST VOLUME OF 'IN D032 ONLY' ERRORS GENERATE AS 'IN D032 ONLY PR/MIPR' MANY OF THESE ERRORS ON FMS REQUISITIONS CAN BE IDENTIFIED AND CORRECTED BY USE OF THE SAMIS Q-A-ID-308.

ERROR MESSAGE	CAUSE OF ERROR	RESEARCH	IM/SPM CORRECTION	PK CORRECTION
In D032-1041 D032 NOT BY coded	IM failed in D035A To change "BZ" to "BY" when AFMC 339 was received.	For FMS interrogate, SAMIS Q-A-ID I65D. Check D035A on-line screen.	If requisition is on B4, B5, BB or BZ (FMS), go to screen B0AA or BOAE and change to BV. If item procured for direct shipment, but released from stock for shipment (BA) and not confirmed, correction requires following entries: (a) IM should contract shipper via PK for Shipping info. If item actually shipped, Input confirmation info by using CFDA Screen in D035A. (b) If no shipment, go to REV screen n D035A to reverse BA. (c) Go to B0AA or BOAE screen in D035A to establish it.	If item procured for direct shipment but partial qty shipped from stock and confirmed with the remaining qty on B/O two actions are required. (a) Prepare AFMC Form 270, Request Issuance of Shipping instructions, to ASI qty to replace those shipped from stock. (b) Go to B0AA or BOAE screen in D035A, change to BV.

NOTE: AT THE TIME A PR/MIPR IS SUBMITTED FOR FMS, THE IM WILL CONVERT THE B/O TO 'BZ' STATUS. THIS WILL PREVENT ASSETS BEING RELEASED FROM STOCK IN ERROR. WHEN THE CONTRACT HAS BEEN AWARDED, 'BZ' STATUS MUST BE CHANGED TO 'BY' WHICH ALSO PREVENTS RELEASE FROM STOCK AND PREVENTS CUSTOMER CANCELLATION WITHOUT IM APPROVAL.

ERROR MESSAGE	CAUSE OF ERROR	RESEARCH	IM/SPM CORRECTION	PK CORRECTION
IN D032-J041 STOCK NO IN ERROR	Wrong NSN on the PR/MIPR	For FMS rqns, interrogate SAMIS Q-A-ID 165D	If J041 shows PR/MIPR still in the coordination phase of pre-award, initiate amendment to change the PR/MIPR. If the wrong NSN is contained in the contract, contact the buyer to determine required corrective action. Annotate your copy of the J041.-5VD listing with action taken.	Process contract MOD (SF 30), correct the J041 and furnish IM copy of contract mod.
Preferred item substitution by IM on PR/MIPR without D035A Correction.	For FMS rqns, interrogate SAMIS Q-A-ID 165D.	Compare NSN PR/MIPR with D035 on line screen and contract.	Correction requires: (a) Go to TRM screen in D035A to input ZP with '4' in blank field to change BV to B4. (b) Go to B0AA or BOAE screen in D035A and change NSN and put on BV	
	Compare NSN on PR/MIPR with D035A on line screen and Contract.			

ERROR MESSAGE CAUSE OF ERROR RESEARCH IM/SPM CORRECTION PK CORRECTION

IN D032-J041
J041-D032
QUANTITY IN
ERROR

IM converted in D035 only partial qty to BV (J041 qty correct.)

For FMS rqm, interrogate SAMIS Q-A-ID.

Go to TRM screen in D035A to put rqm on B4, then go to BOAA or BOAE screen and put total qty on BV.

IM failed in D035A to convert entire B/O qty to BV. Entire qty released for shipment from stock.

Compare D035A qty and contract qty.

IM must initiate ASI (AFMC Form 270) action to ship entire quantity to stock to prevent duplicate shipment.

Process AFMC Form 270 to accomplish ASI and forward a copy to IM.

NOTE: PARTIAL QUANTITY ALREADY ON BACKORDER MUST ALSO REFLECT B4.

NOTE: DUPLICATE SHIPMENTS TO FMS RESULT IN REPORTS OF DISCREPANCY (ROD), OVER DELIVERY OF CASE DOLLAR VALUES AND CUSTOMER COMPLAINT.

Partial shipment from contract decreased J041 qty, but did not overlay into D035A.

For FMS rqms, interrogate SAMIS Q-A-ID. I65D.

Compare AFMC Form 339 card qty against the D035A qty Due-in.

If AFMC Form 339 indicates partial shipment over 15 days prior to J041 -5vdlisting, interrogate D035A) If qty shipped did not post, input a manual ZKS for the partial shipment to produce a qty match between J041 and D035A. Do not manual ZKS any item that is open (due-in) in J041, instead send an two-way memo to the buyer requesting contracting check its files for a DD250 and input the correct transactions. J041 will overlay to D035A. D035A will not overlay to J041).

Contracting will input DD250 to J041.

Check for D035A Exception on ZKS Transaction.

Clear the exception. (DO NOT DELETE IT)

ERROR MESSAGE	CAUSE OF ERROR	RESEARCH	IM/SPM CORRECTION	PK CORRECTION
<p>Contractor will Accept only order for "MINIMUM BUY QTY".</p>		<p>On FMS rqnns, customer country approval required to increase the qty. Increase D035A qty to min buy qty reflected in J041. Go to TRM screen in D035A for ZP action. Input 4 in blank field to pupt rqn on B/O. Then go to BOAA or BOAE screen to put rqn on BV with minimum buy qty.</p>		
<p>In D032 ONLY ASTION LOCAL PURCHASE Contract ESD PLUS 15 DAYS EXCEEDED.</p>	<p>Local purchase is not established in J0412.</p>	<p>Contract Base Procurement for a copy of DD Form 1150.</p>	<p>In addition for FMS a separate entry for M024 input is required to update SAMIS (this must be done via M024). AE3FPZ with 'MIN BUY QTY' in Cols 25-29 with 'BJ' in Cols 65-66. (M024 does not have an additive feature therefore the min buy qty must be input.</p>	
<p>IN D032 ONLY CONTRACT, ESD PLUS 15 DAYS EXCEEDED</p>	<p>Repair contracts in J041</p>	<p>Check contract nr and ELIN.</p>	<p>Input manual ZKS. Reference AFMC 67-1, Volume III, Part 3.</p>	<p>Contracting will provide shipment confirmation (Manual ZKM) to the IM.</p>
		<p>Prepare AFMC Form 414. Annotate remarks Block 'J041 ACTION REQUIRED REQUEST SHIPMENT CONFIRMATION'.</p>	<p>Upon receipt of the manual ZKM from contracting input to D035A to clear the D032 record.</p>	

ERROR MESSAGE CAUSE OF ERROR RESEARCH IM/SPM CORRECTION PK CORRECTION

<p>IN D032 ONLY ISI ON PROVISION CONTRACT</p>	<p>Erroneous input to J041 of contract code "C" on non-provisioned Item.</p>	<p>Contact SPM to ensure not provisioning contract and that PR/MIPR has been Initiated.</p>	<p>The IM must furnish information and assist the SPM in correction. Responsibility for corrective action rests with the SPM.</p> <p>Go to TRM screen in D035A for ZP action with 4 in blank field. Then go to BOAA or BOAE screen and input rqn on BV with correct contract code</p>	<p></p>																					
<p>IN D032 ONLY ASION PRODUCTION CONTRACT.</p>	<p>Erroneous contract Code 'X' when BV input. PR/MIPR.</p>	<p>Check contract to determine if Initiated by IM.</p>	<p>Go to TRM screen in D035A for ZP action with 4 in blank field. Then go to BOAA or BOAE Screen and input rqn on BV with correct contract Code.</p>	<table border="0"> <thead> <tr> <th style="text-align: left;">Code</th> <th style="text-align: left;">Explanation</th> <th style="text-align: left;">D035A Status</th> </tr> </thead> <tbody> <tr> <td>C</td> <td>ISI on prov contract</td> <td>BV</td> </tr> <tr> <td>H</td> <td>ISI on PR/MIPR</td> <td>BV & BZ</td> </tr> <tr> <td>J</td> <td>Production Contract</td> <td>BV & BZ</td> </tr> <tr> <td>M</td> <td>ISI on Local Purchase Contract</td> <td>BV & BZ</td> </tr> <tr> <td>X</td> <td>ASI on Repair Contract</td> <td>BV & BZ</td> </tr> <tr> <td></td> <td>ASI on Production Contract</td> <td>BV & BZ</td> </tr> </tbody> </table>	Code	Explanation	D035A Status	C	ISI on prov contract	BV	H	ISI on PR/MIPR	BV & BZ	J	Production Contract	BV & BZ	M	ISI on Local Purchase Contract	BV & BZ	X	ASI on Repair Contract	BV & BZ		ASI on Production Contract	BV & BZ
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X	ASI on Repair Contract	BV & BZ																							
	ASI on Production Contract	BV & BZ																							

ERROR MESSAGE CAUSE OF ERROR RESEARCH IM/SPM CORRECTION PK CORRECTION

<p>IN J041-D032 D032 RQN CONTROL INACTIVE</p>	<p>AC3BZ not input to D035A when PR/MIPR initiated and AC3BY not input I65D. When AFMC Form 339 received. As a result, B/O Released from Stock.</p>	<p>For FMS rqn, interrogate SAMIS Q-S-ID</p> <p>Verify if doc nr is correct; that material Is released and B/O posted rqn no longer on B/O and AFMC Form 339 card still reflects due-in.</p>	<p>Prepare ASI (AFMC Form 270) to prevent duplicate shipment and divert material to stock or to satisfy other existing rqmts, or if contract can be terminated without charges, request contract termination.</p>	
<p>Rqn cancelled in D035A but still on Order with Contractor.</p>	<p>For FMS rqn, interrogate SAMIS Q-A-ID 165D.</p> <p>Research D035A on-line screens to verify rqn no longer on B/O.</p>	<p>Prepare ASI (AFMC Form 270) to prevent duplicate shipment and divert material to stock or to satisfy other existing rqmts, or if contract can be terminated Without charges, request contract termination.</p>		

NOTE: FMS MMAC:XX ITEMS AND P/Ns ON 'ND' NUMBERS CANNOT BE DIVERTED TO STOCK. ASI ITEMS TO SATISFY OTHER EXISTING REQUIREMENTS, TERMINATE WITHOUT CHARGE OR REINSTATE CANCELED RQN AND CONTINUE SUPPLY ACTION.

ERROR MESSAGE	CAUSE OF ERROR	RESEARCH	IM/SPM CORRECTION	PK CORRECTION
IN J041 ONLY-D032 MULTIPLE CONTRACT LINE I.D. SAME DOC NO. (J041 has more than due-in for the same doc nr.)	IM erroneously initiated duplicate PRs for the same shipment	For FMS rqs interrogate SAMIS Q-A-ID I65D Review PR/MIPR and AFMC Form 339s	One of the contracts requires ASI action or termination. If another rqt exists or material can be diverted to stock, process ASI (AFMC Form 270). If no rqt exists, prepare termination.	

ABBREVIATIONS USED IN THIS CORRECTION MATRIX

ASI	Amended Shipping Instructions	MOD	Modification
B/O	Back Order	NSN	National Stock Number
COL	Column	PN	Part Number
DOC NR	Document Number	PR/MIPR	Purchase Request/Military Inter-Departmental Purchase Request
FMS	Foreign Military Sale	QTY	Quantity
IMS	Inventory Management Specialist	RQN	Requisition
ISI	Initial Shipping Instruction	SAMIS	Security Assistant Management Information System Quick Identification I65D
J041.-5VD	J-41.-5VD-M5-M50, Initial Amended Shipping Instruction Reconciliation Listing	SPM	System Program Manager
MIN BUY QTY	Minimum Buy Quantity	AFMC Form 339	Due-In Asset Status Record

J041 HEADER (SAMPLE)

OO-AMC

J041-D032 INITIAL-AMENDED SHIPPING INSTRUCTION RECONCILIATION 07-05-96 A-J041.-5VD M5 M50 PG 94

ITEMS IN J041 AND/OR D032A *** PART I - COMPLETE RECONCILIATION ***

MANAGER DESIGNATOR 333

1	2	3	4
I.D.	S-PIN	LINE	DATE
J041	DUE-IN	J041	
DOCUMENT NO.	STOCK NO.	QTY ERRC	CONTROL PIIN
DSRA4450197565	1610000987125	5	F0460683C0316
		COAL	
		P	85057 333 * IN D032A-J041
		ESTAB	MGR.....REMARKS...

J041-D032A STOCK NO. IN ERROR

1. CONTROL PIIN: Contract number.
2. IDENTIFICATION S-PIIN: Contract call number. C-ELIN: Contract line/item exhibit.
3. TYPE LINE ITEM: P = Provisioning, N = Non-provisioning, B = Other.
4. J041 DATE ESTAB: May reflect applicable ALC code in first column followed by the Julian Date.

J041 HEADER (SAMPLE)

SA-ALCFMI

J041-D032 INITIAL-AMENDED SHIPPING INSTRUCTION RECONCILIATION 09-30-89 A-J041.-5YD 12 M50
 ITEMS IN J041 AND/OR D032A *** PART II - FMS/SVICD BREAKOUT ***

ILP FOCAL POINT WR-ALC (6600-7399) COUNTRY CODE SR

DOCUMENT NO.	STOCK NO.	QTY	ERRC	CONTROL	PIIN	1	2	3	4
DSRA4450197565	161000987125	5		F0460683C0316					
						J041	ID.	TYPE	J041
						DUE-IN	S-PIN	LINE	DATE
							C-ELJN	ITEM	ESTAB MGR.....REMARKS...
							COAL	P	85057 333 * IN D032A-J041

J041-D032A STOCK NO. IN ERROR

1. CONTROL PIIN: Contract number.
2. IDENTIFICATION S-PIIN: Contract call number. C-ELJN: Contract line/item exhibit.
3. TYPE LINE ITEM: P = Provisioning, N = Non-provisioning, B = Other.
4. J041 DATE ESTAB: May reflect applicable ALC code in first column followed by the Julian Date.

D032 HEADER (SAMPLE)

1 2 3 4 5 6 7 8 9 10 11 12 13
 D-I AS M STOCK NO. UI QTY SUPADD SIG FC DIS PRJ PRI RDD ADV SUB P C M R-ISRAN RCVD PD UI BOOTY OPQTY UI CQTY
 A 41 S 161000987125 EA 5 DA40NL L AF NNZ 7AQ 03 A13 2L 032 A 2 FLZ 5032 T EA 2

1. DIS: First position is distribution, N=FMH, second and third position is FMS line item (sub case).
2. PROJ: Project Code: Project code or blank
3. RDD: Required Delivery Date or Required Availability Date (RAD).
4. SUB: Submission Date – Date requisition submitted.
5. P: Ownership Purpose Code: See AFM 67-1, Volume III, Pt 3, FMS is 'A'.
6. C: Condition Code.
7. M: Management: N/A.
8. R-ISRAN: Not Operational Ready Status.
9. RCVD: Date requisition received in system.
10. PD: Priority Distribution N/A.
11. BOQTY: Backorder Quantity: Should be blank when advice status is 'BZ' or 'BV'.
12. OPQTY: Open Quantity. Qty will appear when alternate action has not been taken on an outstanding exception.
13. QTY: Qty will appear in this field on a 'BV' item when a cancellation is received and a '4A' exception is generated. Cancellation can only be made when an ASI to depot can be initiated or the PR/Contract can be canceled without termination charges.

D032 TRAILER (SAMPLE)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19							
D-I AS R	EA	QTY	SHIPPR	S	H	UNIT	COST	ESD	R	D	CA	DACT	P	C	TRQTY	TDI	DAY	SHIP	IDENT	M	DAS	MGR	RM	PD	C
A41	161000987125	EA	5	6316C		6211.00	6061	R	BV	5061	A	A	P		2T	2Y1	N								

1. R: Manager Review Code
2. SHIPPR: If depot shipment reflects Shipper R/I. If reflects ESD year, last 3 digits of PR or contract and contract code.
3. S: Document number suffix.
4. H: Hold N/A.
5. R: Reinstatement N/A.
6. D: Delay code: R I Backorder, I I Inventory
7. CA: Action Status Code.
8. DACT: Date of action.
9. P: Ownership/Purpose Code, 'A' = FMS.
10. C: Condition Code.
11. TRQTY: Transaction Quantity: Action qty confirmed, shipped reversed, canceled denied.
12. TDI: Transaction document identifier: The following codes can appear in this column:

REV	Reversal	ARD	Exact Qty from source	BLD	RDO	Under-shipment	ZKS	ZKU	ZKM	Contractor Confirmation
ARA	MRO over-shipment		other than Prime (MRO)	A6	-	MRO denial	B7			RDO denial
BLO	RDO from Prime	ARB	MRO Under-shipment	Del		Exception delete	TER			SRAN terminated
		BLA	RDO Over-shipment							

D032 TRAILER (SAMPLE)

D-1 AS R STOCK NO. UI QTY SHIPPR S H UNIT COST ESD R D CA DACT P C TRQTY TDI DAY SHIP IDENT M DAS MGR RM PD C
 A41 161000987125 EA 5 6316C 6211.00 6061 R BV 5061 A A 13 14 15 16 17 18 19
 P 2T 2Y1 N

13. DAY: Date shipped, denied, reversed, or deleted.

14. SHIP IDENT: TCN, GBL, contract code.

15. M: Mode.

16. DAS: Date Shipped. If unconfirmed PSC & ERRC are reflected.

17. RM: Budget Program Code.

18. PD: N/A.

19. C: Completion code:

- 1. Confirmed shipment
- Blank Open BA or BV
- D. Shipment reversed denied
- or deleted.
- C. Overage (N/A to FMS)
- 2. Rejection cancellation
- X. Exception
- B. Lost Document (N/A to FMS)

Attachment 6

J041 OUTPUT PRODUCTS LIST

File ID/PCN/ RCS/DSN	Full Title	Media/ Class	Freq/As of Date/ Due Date	Copies	On/Off Base Recipients
A-J041.-14A-Q2-820	Quarterly Inter-ALC Reconcilia- tion	List/U	Q/2 WD/I WD	1	ALC Local Distribution to functional users
A-J041.-26A-D2-820	Daily Non-Numer ic Excep- tion Report	List/U	D/D/D	1	ALC Local Distribution to Functional users
A-J041.-3EA-D2-82 0	Daily PR/ MIPR File Mainte- nance Action	List/U	D/D/D	1	ALC Local Distribution to Functional Users
A-J041.-3EG-M2-82 0	Monthly Summary Of Work- days Used to Coordi- nate on Completed PR/MIPR	List/U	M/EOM/I WD	1	ALC Local Distribution to Functional Users
A-J041.-3EJ-W2-820	Weekly Summaries of Work- days Used to Coordi- nate on Completed PR/MIPR	List/U	WK/EOW/ 3 CD	1	ALC Local Distribution to Functional Users
A-J041.-3EN-M2-82 0	Monthly Process Time for Delinquent PR/MIPR	List/U	MEOM/I WD	1	ALC Local Distribution to Functional Users

A-J041.-4DA-D2-820	Daily PR/MIPR Status	Fiche/U	D/D/D	1	ALC Local Distribution to Functional Users
A-J041-4DB-W2-820	Weekly Pre-Award Master File	Fiche/U	WK/EOW/ 3 CD	4	ALC MSC/SJD ALC/FMI ALC/PKXD (PKT at SA-ALC) OL-AG MSC/SJD
A-J041.-4HX-D2-820	Daily List of Exceptions	List/U	D/D/D	1	ALC Local Distribution to Functional Users
A-J041.-4JA-D2-820	Daily PR/MIPR Error List	List/U	D/D/D	1	ALC Local Distribution to Functional Users
A-J041.-4JB-D2-820	Daily PR/MIPR Intransit Report	List/U	D/D/D	1	ALC Local Distribution to Functional Users
A-J041.-4JC-D2-820	Daily Pre-Award Activity	List/U	D/D/D	1	ALC Local Distribution to Functional Users
A-J041.-4JD-D2-820	Daily Contract Award and CLIN Updates	List/U	D/D/D	1	ALC Local Distribution to Functional Users
A-J041.-4JE-D2-820	Procurement Status by Buyer	List/U	M/EOM/ I WD	1	ALC Local Distribution to Functional Users
A-J041.-4JF-D2-820	Daily PR/MIPR Delinquency and Rework Lists Parts I, II, III, IV	List/U	M/EOM/I WD	1	ALC Local Distribution to Functional Users
A-.J041.-4JJ-D2-820	Special IG Identical SN in Procurement Process	List/U	D/D/D	1	ALC Local Distribution to Functional Users

A-.J041.-4JX-D2-82 0	Daily PR/ MIPR Errors	List/U	D/D/D	1	ALC Local Distribution to Functional Users
A-.JO4I.-4JY-D2-82 0	Daily PR/ MIPR Coordina- tion Status Parts 1 and 2)	List/U	D/D/D	1	ALC Local Distribution to Functional Users
A-J041.-4PA-W2-82 0	Weekly Procure- ment Work- load Report (Parts 1, 2 and 3)	List/U	WK/EOW/ 3 CD	1	ALC Local Distribution to Functional Users
A-J041.-4PB-W2-82 0	Weekly Contract Comple- tions Report	List/U	WK/EOW/ 3 CD	1	ALC Local Distribution to Functional Users
A-J041.-4PC-W2-82 0	Weekly Purchase Request Comple- tions Report	List/U	WK/EOW/ 3 CD	1	ALC Local Distribution to Functional Users
A-J041.-4PD-W2-82 0	Monthly Comple- tion Cycle Data	List/U	WK/EOW/ 3 CD	1	ALC Local Distribution to Functional Users
A-J041.-4PE-W2-82 0	Weekly PR/ MIPR Can- cellations and Dele- tions	List/U	WK/EOW/ 3 CD	1	ALC Local Distribution to Functional Users
A-J041.-4PJ-W2-820	IM/SM Weekly Status Report	List/U	WK/EOW/ 3 CD	1	ALC Local Distribution to Functional Users
A-J041-4PK-W2-M2 0	J041 Weekly Transac- tion Regis- ter	Fiche/ U	WK/EOW/ 3 CD	1	ALC Local Distribution to Functional Users

A-J041.-4PT-M2-82 0	Program Execution Review	List/U	M/EOM/I WD	1	ALC Local Distribution to Functional Users
A-J041.-4TA-M2-82 0	Monthly Summary of FM to PK Intran-sit Time	List/U	M/EOM/I WD	1	ALC Local Distribution to Functional Users
A-J041.-4TB-M2-82 0	Monthly Line Item Statistical Summary	List/U	M/EOM/I WD	1	ALC Local Distribution to Functional Users
A-J041.-4TC-M2-82 0	Monthly Minority Business Enterprise Summary for Awarded Contracts	List/U	M/EOM/I WD	1	ALC Local Distribution to Functional Users
A-J041.-4TD-M2-82 0	Coordinated Procurement Report	List/U	M/EOM/I WD	1	ALC Local Distribution to Functional Users
A-J041.-4TE-M2-82 0	Central Procurement Workload Reports Part A, B, C and D	List/U	M/EOM/I WD	2	ALC Local Distribution to Functional Users
A-J041.-4TF-M2-82 0	Monthly Summary of PR/ MIPR and Amendments Completed	List/U	M/EOM/I WD	1	ALC Local Distribution to Functional Users
A-J041.-4TG-M2-82 0	Monthly Report of PR/MIPR Awarded	List/U	M/EOM/I WD	1	ALC Local Distribution to Functional Users

A-J041.-4TH-M2-820	Monthly PR/MIPR Awards Cancellations	Fiche/U	M/EOM/WD	1	ALC Local Distribution to Functional Users
A-J041.-4TJ-M2-820	Monthly WRM (D to P) Funds for Stock Fund Items	List/U	M/EOM/WD	1	ALC Local Distribution to Functional Users
A-J041.-4TK-M2-820	Monthly 57-6 Report	List/U	M/EOM/WD	1	ALC Local Distribution to Functional Users
A-J041.-4TL-M2-820	Monthly PR/MIPR Cancellations and Deletions	List/U	M/EOM/WD	1	ALC Local Distribution to Functional Users
A-J041.-4TM-M2-820	Monthly PR/MIPR Workload Report	List/U	M/EOM/WD	1	ALC Local Distribution to Functional Users
A-J041.-4TN-M2-820	Monthly Report of Reworked Documents	List/U	M/EOM/WD	1	ALC Local Distribution to Functional Users
A-J041.-4TO-M2-820	Monthly Report of Urgent PR/MIPR	List/U	M/EOM/WD	1	ALC Local Distribution to Functional Users
A-J041.-4TP-M2-820	Monthly PR Rework Status and Management Summary by MDC and Division	List/U	M/EOM/WD	1	ALC Local Distribution to Functional Users
A-J041.-4TS-M2-820	Production Count Report	List/U	M/EOM/WD	1	ALC Local Distribution to Functional Users

A-J041.-4VA-M2-820	Directorate Monthly Summary of Contract Awarded	List/U	M/EOM/1 WD	1	ALC Local Distribution to Functional Users
A-J041.-4VC-M2-820 RCS: MTC-PK(M)7702	Procurement Action Summary	List/U	MEOM/I WD	2	ALC PKXD HQ AFMC/PKX(Part II)
A-J041.-4VD-M2-820	Monthly Milestone Action	List/U	M/EOM/I WD	1	ALC Local Distribution to Functional Users
A-J041.-4VE-M2-820	Monthly Exception Reason Code Analysis	List/U	M/EOM/I WD	1	ALC Local Distribution to Functional Users
A-J041.-4VF-M2-820	Contracts With Destination Acceptance	List/U	M/EOM/I WD	1	ALC Local Distribution to Functional Users
A-J041-4VJ-M2-820	DD Form 1057 Actions	Tape/U	M/EOM/I WD	1	ALC Local Distribution to Functional Users
A-J041.-4XB-M2-820 RCS:DD-A&T(M)1015	Monthly Contracting Summary	List/U	M/EOM/I WD	2	ALC Local Distribution to Functional Users HQ AFMC/PKX
A-J041.-4ZA-M1-850 RCS:MTC-LG "AR"9302	CIT PRs Suspended for Lack of Funds	List/U	W/EOW	1	ALC Local Distribution to Functional Users AFMC CO/PKA DLA Product Centers HQ AFMC/LGIA
A-J041.-4ZB-M1-850	CIT PRs Initiated Less than 30 Days Prior to Award	List/U	M/EOM	1	ALC Local Distribution to Functional Users AFMC CO/PKA DLA Product Centers

A-J041.-4ZC -M1-850	CIT PRs Initiated Less than 30 Days Prior to Award Summary	List/U	M/EOM	1	ALC Local Distribution to Functional Users AFMC CO/PKA DLA Product Centers
A-J041.-5BA -D5-850	MILSCAP Month to Date Counts	List/U	D/D/D	1	ALC Local Distribution to Functional Users
A-J041.-5DA-D5-85 0	Daily Con- tract/MIPR Item Trans- action Reg- ister	List/U	D/D/D	1	ALC Local Distribution to Functional Users
A-J041.-5DB-W5-85 0	D035A Stock Num- ber Excep- tions	List/U	15th/Thurs After EOM	1	ALC Local Distribution to Functional Users
A-J041.-5DC-W5-85 0	Erroneous and Sus- pended PV2 Payment Notices	List/U	W/Thurs/ I CD	1	ALC Local Distribution to Functional Users
A-J041.-5DD-D5-85 0	Erroneous and Sus- pended PK9/PKZ Comple- tion Notices	List/U	D/D/D	1	ALC Local Distribution to Functional Users
A-J041.-5DE-D5-85 0	Erroneous and Sus- pended PJA Excep- tions	List/U	D/D/D	1	ALC Local Distribution to Functional Users
A-J041.-5DF-D5-850	MILSCAP Process Error List- ing	List/U	D/D/D	1	ALC Local Distribution to Functional Users

A-J041.-5DG-D5-850	MILSCAP Abstract Statistics by Recipient	List/U	D/D/D	1	ALC Local Distribution to Functional Users
A-J041.-5EA-D5-850	Final Shipment Notice	List/U	D/D/D	1	ALC Local Distribution to Functional Users
A-J041.-5EB-D5-850	Contract Completion/ Extended Notice	List/U	D/D/D	1	ALC Local Distribution to Functional Users
A-J041.-5EC-D5-850	PR/MIPR Contract Completion/ Extended Closeout Notice (CAT I)	Stuffer	D/D/D	1	ALC Local Distribution to Functional Users
A-J041.-5ED-D5-850	CAO Excess Funds Notification	Stuffer	D/D/D	1	ALC Local Distribution to Functional Users
A-J041-5EE-D5-850	Assets shipped/To Be Shipped to Contractors-Poss Loan	Stuffer	D/D/D	1	ALC Local Distribution to Functional Users
A-J041.-5EG-Q5-850	Dormant Contract Funds (PK Actions)	Stuffer	Semi-annual 1 Aug, 1 Feb	1	ALC Local Distribution to Functional Users
A-J041.-5EH-Q5-850	Dormant Contract Funds	Stuffer	Semi- annual Aug, 1 Feb	1	ALC Local Distribution to Functional Users
A-J041.-5EI-D5-850	J041 Misc. Exception Control Report	Stuffer	D/D/D	1	ALC Local Distribution to Functional Users

A-J041.-5EJ-W5-850	J041 Misc-Item Exception Control Report	Stuffer	W/Thurs/1 CD	1	ALC Local Distribution to Functional Users
A-J041.5E4-D5-880	Flash Notice	Stuffer	D/D/D	1	ALC Local Distribution to Functional Users
A-J041-5FA-D5-850	Due-In Assets Status Record by Stock Number Within MDC	List/U	D/D/D	1	ALC Local Distribution to Functional Users
A-J041.-5FB-D5-850	Due-In Assets Status Record by Document Number	List/U	D/D/D	1	ALC Local Distribution to Functional Users
A-J041.-5GA-D5-850	Post Award Master	Fiche/U	D/D/D	1	ALC Local Distribution to Functional Users
A-J041.-5GB-D5-850	Erroneous and Suspended Transactions	List/U	D/D/D	1	ALC Local Distribution to Functional Users
A-J041.-5GC-D5-850	Non-suspended Transaction Exception Report If Transaction Code = MXA	List/U	D/D/D	1	ALC Local Distribution to Functional Users
A-J041.-5GD-D5-850	J041/H103 Recon	List/U	As Req/1 WD	1	ALC Local Distribution to Functional Users
A-J041.-5HA-W5-850	J041 Overlay Difference Report for D035A/DO34A/DO62	List/U	W/Thurs/1 CD	1	ALC Local Distribution to Functional Users

A-J041.-5JA-W5-850	IM Receipt Coding Cross Reference Report-Sections I and 11	List/U	W/Thurs/D	1	ALC Local Distribution to Functional Users
A-J041.-5JC-D5-850	Document Cross Reference List	List/U	SM/15th/1WD Thurs After EOM/1WD	1	ALC Local Distribution to Functional Users
A-J041.-5JD-D5-850	Stock Number Cross Reference List	List/U	SM/15th/1WD Thurs After EOM	1	ALC Local Distribution to Functional Users
A-J041.-5J4-W5-850	Stock Number Line Item Cross Reference	Fiche/U	W/Thur/D	1	ALC Local Distribution to Functional Users
A-J041.-5KA-M5-850	J041 Shipment/ Receipt Intransit Discrepancy Report	List/U	M/1st Fri After 1st Thur of Month	1	ALC Local Distribution to Functional Users
A-J041.-5MB-D5-850	Interrogation Reply-D/FM Strike List	List/U	M/1st Fri After EOM/ICD	1	ALC Local Distribution to Functional Users
A-J041.-5MD-M5-850	Interrogation Reply-Contractor	List/U	M/1st Fri After 1st Thur of Month	1	ALC Local Distribution to Functional Users
A-J041.-5ME-M5-850	Interrogation Reply-Buying	List/U	M/1st Fri After 1st Thur of Month	1	ALC Local Distribution to Functional Users
A-J041.-5MF-M5-850	Interrogation Reply-CAO	List/U	M/1st Fri After EOM/ICD	1	ALC Local Distribution to Functional Users
A-J041.-5MG-M5-850	CAO Status of First Article Items	List/U	As Req	1	ALC Local Distribution to Functional Users

A-J041.-5MH-M5-850	Interrogation-CAO	List/U	M/As Req/1 CD	1	ALC Local Distribution to Functional Users
A-J041.-5MJ-M5-850	Interrogation Reply MMAC Status	List/U	M/As Req/1 CD	1	ALC Local Distribution to Functional Users
A-J041-5V1-M5-850	Production Delinquency Summary Status-Contracts/Orders	Fiche/U	M/1st Fri After 1st Thur of Month	1	ALC Local Distribution to Functional Users
A-J041.-5VA-M5-850	J041/D035A Bailment/Loan Reconciliation	List/U	M/1st Fri After 1st Thur of Month	1	ALC Local Distribution to Functional Users
A-J041.-5VB-M5-850	Bailment/Loan Reconciliation Control Report	List/U	As Req/Fri After EOM	1	ALC Local Distribution to Functional Users
A-J041.-5VC-M5-850	J041/D035A Initial/Amended Shipping Instruction Reconciliation (Items in J041 only)	List/U	M/1st Fri After 1st Thur of Month	1	ALC Local Distribution to Functional Users
A-J041.-5VD-M5-850	J041/D035A Initial/Amended Shipping Instruction Reconciliation (Items in J041 and/or D035A)	List/U	M/1st Fri After 1st Thur of Month	1	ALC Local Distribution to Functional Users

A-J041.-5VE-S5-850	Summary of Contract Actions	List/U	SM/15th/Fri After EOM/ICD	1	ALC Local Distribution to Functional Users
A-J041.-5VF-M5-850	J041/DO35A Reconciliation Summary -	List/U	M/1st Fri After EOM/ICD	1	ALC Local Distribution to Functional Users
A-J041.-5VH-M5-850	Delinquency Summary by ADP Point	List/U	M/1st Fri After EOM/ICD	1	ALC Local Distribution to Functional Users
A-J041.-5VI-M5-850	Production Delinquency Summary Status-Outgoing PR/MIPR Cat II items	List/U	M/1st Fri After EOM/ICD	1	ALC Local Distribution to Functional Users
A-J041.-5VJ-M5-850	Production Delinquency Status Overall Summary	List/U	M/1st Fri After 1st Thur of Month	1	ALC Local Distribution to Functional Users
A-J041.-5VK-M5-850	Hardware Line Item Delinquencies	List/U	M/1st Fri After EOM/ICD	1	ALC Local Distribution to Functional Users
A-J041.-5WA-M5-850	Line Item Definition Report	List/U	M/1st Fri After EOM/ICD	1	ALC Local Distribution to Functional Users
A-J041.-5WB-M5-850	Contractor Production Performance History Summary	List/U	M/1st Fri After EOM/ICD	1	ALC Local Distribution to Functional Users

A-J041.-5WC-M5-850	Contractor Production Performance History L/I Completions	List/U	M/1st Fri After EOM/ICD	1	ALC Local Distribution to Functional Users
A-J041.-5WD-M5-850	Shipping Document Status	List/U	M/1st Fri After EOM/ICD	1	ALC Local Distribution to Functional Users
A-.J041.-5WE-M5-850	Closed Contracts	List/U	M/1st Fri After EOM/ICD	1	ALC Local Distribution to Functional Users
A-.J041.-5WF-M5-850	Contracts to be Closed-Sections I, II and III	List/U	M/1st Fri After EOM/ICD	1	ALC Local Distribution to Functional Users
A-J041.-5WG-M5-850	Active Contracts	Fiche/U	M/1st Fri After 1st Thur of Month	1	ALC Local Distribution to Functional Users
A-J041.-5WH-M5-850	Active Contracts/ Contracts to be Closed-Sections I and II	List/U	M/1st Fri After 1st Thur of Month	1	ALC Local Distribution to Functional Users
A-J041-5WI-M50-850	Active Maintenance Contracts	List/U	M/1st Fri After 1st Thur of Month	1	ALC Local Distribution to Functional Users
A-J041.-5WJ-M5-850	Twelve-month History of Closed Contracts	Fiche/U	M/1st Fri After 1st Thur of Month	1	ALC Local Distribution to Functional Users
A-J041.-5YA-M5-850	Contract Option Expirations	List/U	M/1st Fri After 1st Thur of Month	1	ALC Local Distribution to Functional Users

A-J041.-5YB-M5-850	J041 Category I and II Requirements Data Report	List/U	Q/Fri After EOQ/ICD	1	ALC Local Distribution to Functional Users
A-J041.-5YC-M5-850	J041 Replacement Item Requirements Data Report	List/U	Q/Fri After EOQ/ICD	1	ALC Local Distribution to Functional Users
A-J041.-5YD-M5-850	J041 Dormant Reclamation Project Item Report	List/U	M/1st Fri After EOM/ICD	1	ALC Local Distribution to Functional Users
A-J041.-5YE-M5-850	J041 Dormant Sap Excess Item	List/U	M/1st Fri After EOM/ICD	1	ALC Local Distribution to Functional Users
A-J041.-5YF-M5-850	J041 Dormant Sap Termination Item Report	List/U	M/1st Fri After EOM/ICD	1	ALC Local Distribution to Functional Users
A-J041.-5YG-M5-850	J041 Dormant ISSP Item Report	List/U	M/1st Fri After EOM/ICD	1	ALC Local Distribution to Functional Users
A-J041.-5YH-M5-850	J041 SAP Requisition Shipment Status Report	List/U	M/Thurs After EOM/ICD	1	ALC Local Distribution to Functional Users
A-J041.-5YI-M5-850	On-Order Stock Fund Status	List/U	M/1st Fri After 1st Thur of Month	1	ALC Local Distribution to Functional Users
A-J041.-5YJ-Q5-850	On-Order/Undelivered Stock Fund Balance	List/U	Q/Fri After EOQ/1 CD	2	ALC Local Distribution to Functional Users

A-J041.-5YL-Q5-850	Undelivered Stock Fund Balances Budget Code I Due-Ins to Other Than Prime Account	Fiche/ U	Q/Fri After EOQ/1 CD	1	ALC Local Distribution to Functional Users
A-J041.5YM-Q5-850	Undelivered Stock Fund Balances Item Transferred for Management	Fiche/ U	Q/Fri After EOQ/1 CD	1	ALC Local Distribution to Functional Users
AJ041.-5YN-Q5-850	Undelivered Stock Fund Balances Budget Code Other than 1 or 9. Funds Code 6H Due-Ins to Prime Account	Fiche/ U	Q/Fri After EOQ/1 CD	1	ALC Local Distribution to Functional Users
A-J041.-5YP-Q5-850	Undelivered Stock Fund Balances Budget Code 1 and Fund Code 6H Due- Ins to Prime Account	Fiche/ U	Q/Fri After EOQ/1 CD	1	ALC Local Distribution to Functional Users

A-J041.-5YQ-Q5-85 0	Undelivered Stock Fund Balances Budget Code I and Fund Code not 6H Due-In to Prime Account	Fiche/ U	Q/Fri After EOQ/1 CD	1	ALC Local Distribution to Functional Users
A-J041.-5YR-Q5-85 0	Undelivered Stock Fund Code 6H provisioned items Due-In to Prime Account	Fiche/ U	Q/Fri After EOQ/1 CD	1	ALC Local Distribution to Functional Users
A-J041.-6CA-D6-86 0	Daily Update	List/U	D/D/D	1	ALC Local Distribution to Functional Users
A-J041.-6CC-Q6-86 0 RCS DD-A&T(Q&SA) 714	Quarterly Breakout Savings Report	List/U	Q/Fri After EOQ/1 CD	2	ALC Local Distribution to Functional Users HQ AFMC/PKX
A-J041.-6CE-Q6-860 RCS:DD-A&T(Q&S A) 714	Quarterly Replenishment Spare Parts Total FY Procurement Report	List/U	Q/EOQ/1 WD	3	ALC/PKXS ALC Production HQ AFMC/PKX
A-J041.6CJ-D6-860	Daily History Error Listing	List/U	D/D/D	1	ALC Local Distribution to Functional Users
A-J041.-6CK-D6-86 0	Daily Procurement History Record	List/U	D/D/D	1	ALC Local Distribution to Functional Users
A-J041.-6CL-D6-860	Special Procurement History Extraction	List/U	D/D/D	1	ALC Local Distribution to Functional Users

A-J041.-6CN-D6-860	Daily Competition Advocate Update	List/U	D/D/D	1	ALC Local Distribution to Functional Users
A-J041.-6CV-D6-860	History Price Variance Report	List/U	W/EOW	1	ALC Local Distribution to Functional Users
A-J041-6CX-D6-860	Daily Competition Advocate Error	List/U	D/D/D	1	ALC Local Distribution to Functional Users
A-J041-6FB-W6-860	DLW Transactions	List/U	W/EOW	1	ALC Local Distribution to Functional Users AFMC CO/PKA DLA Product Centers
A-J041-6JA-D6-860	J041 Inter-ALC Transmittal Sections A and B	List/U	D/D/D	1	ALC Local Distribution to Functional Users
A-J041-6SA-M2-850 RCS: MTC-PK(M)7502	Due-In Date vs Ship Date	List/U	M/EOM	1	ALC Local Distribution to Functional Users HQ AFMC/PKP
A-J041-6SB-MM-840 RCS: MTC-PK(M)7502	Due-In Date vs Ship Date Summary	List/U	M/EOM	1	ALC Local Distribution to Functional Users HQ AFMC/PKP
A-J041-6SC-MM-840 RCS: MTC-PK(M)7502	Final Date Shipped vs Need Date	List/U	M/EOM	1	ALC Local Distribution to Functional Users HQ AFMC/PKP
A-J041-6SD-MM-840 RCS: MTC-PK(M)7502	Final Date Shipped vs Need Date Summary	List/U	M/EOM	1	ALC Local Distribution to Functional Users HQ AFMC/PKP
A-J041-6SE-MM-840 RCS: MTC-PK(M)7502	Original Schedule Date vs Date Shipped	List/U	M/EOM	1	ALC Local Distribution to Functional Users HQ AFMC/PKP

A-J041-6SF-MM-84 0 RCS: MTC-PK(M)7502	Original Schedule Date vs Date Ship- pedSum- mary	List/U	M/EOM	1	ALC Local Distribution to Functional Users HQ AFMC/PKP
A-J041-6TA-MM-84 0 RCS: MTC-PK(M)7502	Final Date Shipped vs Due-In Date Type Line Item	List/U	M/EOM	1	ALC Local Distribution to Functional Users HQ AFMC/PKP
A-J041-6TB-MM-84 0 RCS: MTC-PK(M)7502	Final Date Shipped vs Need Date Type Line Item	List/U	M/EOM	1	ALC Local Distribution to Functional Users HQ AFMC/PKP
A-J041-6TC-MM-84 0 RCS: MTC-PK(M)7502	Final Date Shipped vs Schedule Date Type Line Item	List/U	M/EOM	1	ALC Local Distribution to Functional Users HQ AFMC/PKP
A-J041-6UA-M6-86 0	XAC Transac- tions received	List/U	M/EOM	1	ALC Local Distribution to Functional Users AFMC CO/PKA DLA Product Centers
A-J041-6UB-M6-86 0	Report of CIT Stock Numbers Actually Transferred	List/U	M/EOM	1	ALC Local Distribution to Functional Users AFMC CO/PKA DLA Product Centers
A-J041-6UC-M6-86 0	Stock Num- ber Transfer Discrep- ancy Report	List/U	M/EOM	1	ALC Local Distribution to Functional Users AFMC CO/PKA DLA Product Centers
A-J041-6VA-W6-86 0	Acquisition Due-In XAC Transac- tions Received	List/U	W/EOW	1	ALC Local Distribution to Functional Users AFMC CO/PKA DLA Product Centers

A-J041-6WA-W6-86 0 RCS:MTC-LG"AR" 9302	Canceled DLA Con- tracts Ter- minated DLA PRs	List/U	W/EOW	1	ALC Local Distribution to Functional Users AFMC CO/PKA DLA Product Centers HQ AFMC/LGIA
A-J041-6WB-D5-85 0	DDX Reversals	List/U	W/EOW	1	ALC Local Distribution to Functional Users AFMC CO/PKA DLA Product Centers
A-J041-6WC-W6-86 0	Duplicate DDX/DFX Transac- tions	List/U	W/EOW	1	ALC Local Distribution to Functional Users AFMC CO/PKA DLA Product Centers
A-J041-6WD-W6-86 0	Weekly DDX/DFX Transac- tions	List/U	W/EOW	1	ALC Local Distribution to Functional Users AFMC CO/PKA DLA Product Centers
A-J041-6XA-Y6-880	Freedom of Information	Fiche/ U	A/End of Sep	1	ALC Local Distribution to Functional Users
A-J041-6YA-W6-86 0	Contracts vs PR Sta- tus	List/U	W/EOW	1	ALC Local Distribution to Functional Users AFMC CO/PKA DLA Product Centers
A-J041-70A-D7-870	DAYFILE Listing	List/U	D/D/D	1	ALC Local Distribution to Functional Users
A-J041-71A-D7-870	Job Stream Statistics	List/U	D/D/D	1	ALC Local Distribution to Functional Users
A-J041.-81A-AR-88 0	PR/MIPR Coordina- tion Records	List/U	As Req/As Req/1 WD	1	ALC Local Distribution to Functional Users
A-J041.-81B-AR-88 0	Coordina- tion Con- trol Transac- tion Trans- mittal Listing	List/U	As Req/As Req/1 WD	1	ALC Local Distribution to Functional Users

A-J041.-83A-AR-880	CAO/ADP Table	List/U	As Req/As Req/1 WD	1	ALC Local Distribution to Functional Users
A-J041.-8AA-AR-880	Pre-Award Reconciliation	List/U	As Req/As Req/1 WD	1	ALC Local Distribution to Functional Users
A-J041.-8CA-AR-880	Post Award Reconciliation	List/U	As Req/As Req/1 WD	1	ALC Local Distribution to Functional Users
A.-J041.-8DA-AR-880	Backlogged Requirements	List/U	As Req/As Req/1 WD	1	ALC Local Distribution to Functional Users
A-J041.-8PA-AR-880	Manufacturer's Name	List/U	As Req/As Req/1 WD	1	ALC Local Distribution to Functional Users
J041.BZ15L3 RCS:DD-COMP(Q)1434	Contract/Miscellaneous	Tape/U	M/EOM/10 WD	1	US Department of Commerce
A-J041.-AAA-A1-8AN	SSD Price History Error Listing	List/U	Mon/Ann	1	ALC Local Distribution to Functional Users
A-J041.-AAB-A1-8AN	SSD Phase One Proc Count	List/U	Mon/Ann	1	ALC Local Distribution to Functional Users
A-J041.-ABA-A1-8AN	SSD Exceptional Standard Price Variation	List/U	Mon/Ann	1	ALC Local Distribution to Functional Users
A-J041.-ABB-A1-8AN	SSD IM Notification of Standard Price Changes	List/U	Mon/Ann	1	ALC Local Distribution to Functional Users
A-J041.-ABC-A1-8AN	SSD Manual Price Review	List/U	Mon/Ann	1	ALC Local Distribution to Functional Users
A-J041.-ABD-A1-8AN	SSD Supplemental Standard Price Variation	List/U	Mon/Ann	1	ALC Local Distribution to Functional Users

A-J041.-ADA-A1-8 AN	SSD IM Price Changes	List/U	Mon/Ann	1	ALC Local Distribution to Functional Users
A-J041.-AEA-A1-8A N	SSD Initial Price Varia- tion Errors	List/U	Mon/Ann	1	ALC Local Distribution to Functional Users
A-J041.-AHA-A1-8 AN	SSD Stan- dard Price Variation Errors	List/U	Mon/Ann	1	ALC Local Distribution to Functional Users
A-J041.-AHB-A1-8 AN	SSD Stan- dard Price Revision Notification	List/U	Mon/Ann	1	ALC Local Distribution to Functional Users
A-J041.-EAA-E1-8A N	RSD Price History Error List- ing	List/U	Mon/Ann	1	ALC Local Distribution to Functional Users
A-J041.-EAB-E1-8A N	RSD Phase One Proc Count	List/U	Mon/Ann	1	ALC Local Distribution to Functional Users
A-J041.-EBA-E1-8A R	RSD Excep- tional Stan- dard Price Variation	List/U	Mon/Ann	1	ALC Local Distribution to Functional Users
A-J041.-EBB-E1-8A R	RSD IM Notifica- tion of Standard Price Changes	List/U	Mon/Ann	1	ALC Local Distribution to Functional Users
A-J041.-EBC-E1-8A R	RSD Man- ual Price Review	List/U	Mon/Ann	1	ALC Local Distribution to Functional Users
A-J041.-EBD-E1-8A R	RSD Sup- plemental Standard Price Varia- tion	List/U	Mon/Ann	1	ALC Local Distribution to Functional Users
A-J041.-EDA-E1-8A R	RSD IM Price Changes	List/U	Mon/Ann	1	ALC Local Distribution to Functional Users

A-J041.-EEA-E1-8AR	RSD Initial Price Variation Errors	List/U	Mon/Ann	1	ALC Local Distribution to Functional Users
A-J041.-EHA-E1-8AR	RSD Standard Price Variation Errors	List/U	Mon/Ann	1	ALC Local Distribution to Functional Users
A-J041.-EHB-E1-8AR	RSD Standard Price Revision Notification	List/U	Mon/Ann	1	ALC Local Distribution to Functional Users
A-J041.-S31-S1-8P0	Part I - ALC Planned Acquisition by Part Number	List/U	Semi-Annual	1	ALC Local Distribution to Functional Users
A-J041.-S32-S1-8P0	Part II - ALC Planned Acquisition by Stock Number	List/U	Semi-Annual	1	ALC Local Distribution to Functional Users
A-J041.-S33-S1-8P0	Part III - ALC Planned Acquisition by Noun	List/U	Semi-Annual	1	ALC Local Distribution to Functional Users
A-J041.-S34-S1-8P0	Part IV - ALC Planned Acquisition by Mfg Name	List/U	Semi-Annual	1	ALC Local Distribution to Functional Users
A-J041.-S35-S1-8P0	Part I - ALC Planned Hardware Acquisition by Part Number	Fiche	Semi-Annual	1	ALC Local Distribution to Functional Users

A-J041.-S35-S1-8P0	Part II - ALC Planned Hardware Acquisition by Stock Number	Fiche	Semi-Annual	1	ALC Local Distribution to Functional Users
A-J041.-S35-S1-8P0	Part III - ALC Planned Hardware Acquisition by Noun	Fiche	Semi-Annual	1	ALC Local Distribution to Functional Users
A-J041.-S35-S1-8P0	Part IV - ALC Planned Hardware Acquisition Manufac- turer Name	Fiche	Semi-Annual	1	ALC Local Distribution to Functional Users
A-J041.-S41-S1-8P0	Part 1 - Data for Review Unmatched Buy Items	List/U	Semi-Annual	1	ALC Local Distribution to Functional Users
A-J041.-S41-S1-8P0	Part 2 - Data for Review Nonprime Buy Items	List/U	Semi-Annual	1	ALC Local Distribution to Functional Users
A-J041.-S41-S1-8P0	Part 3 - Data for Review Counts/Sta- tistics	List/U	Semi-Annual	1	ALC Local Distribution to Functional Users
A-J041.-S41-S1-8P0	Part 4 - Data for Review Summary by BPAC	List/U	Semi-Annual	1	ALC Local Distribution to Functional Users

A-J041.-S41-S1-8P0	Part 5 - Data for Review Summary by Type Computa- tion	List/U	Semi-Annual	1	ALC Local Distribution to Functional Users
A-J041.-S41-S1-8P0	Part 6 - Data for Review Summary by Dollar Range	List/U	Semi-Annual	1	ALC Local Distribution to Functional Users
A-J041.-S41-S1-8P0	Part 7 - Data for Review Summary by AMC/ AMSC	List/U	Semi-Annual	1	ALC Local Distribution to Functional Users
A-J041.-S41-S1-8P0	Part 8- Data for Review Buy Item and AMC not 1-5	List/U	Semi-Annual	1	ALC Local Distribution to Functional Users
A-J041.-S41-S1-8P0	Part 9 - Data for Review Stock Num- ber Changes	List/U	Semi-Annual	1	ALC Local Distribution to Functional Users
A-J041.-S41-S1-8P0	Part 10 - Data for Review Buy Item and No Part Num- ber	List/U	Semi-Annual	1	ALC Local Distribution to Functional Users
A-J041.-S41-S1-8P0	Part 11 - Data for Review I&S Sub- group Buys	List/U	Semi-Annual	1	ALC Local Distribution to Functional Users

A-J041.-S41-S1-8P0	Part 12 - Data for Review Incompati- ble Compu- tation Category	List/U	Semi-Annual	1	ALC Local Distribution to Functional Users
A-J041.-S41-S1-8P0	Part 13 - Data for Review Multiple Computa- tion Sources	List/U	Semi-Annual	1	ALC Local Distribution to Functional Users
A-J041.-S41-S1-8P0	Part 99 - Data for Review Sources	List/U	Semi-Annual	1	ALC Local Distribution to Functional Users
A-J041.-JA1-M1-8J A	Price His- tory Error Listing	List/U	Mon/Ann	1	ALC Local Distribution to Functional Users
A-J041.-JA2-M1-8J A	Phase One Proc Count	List/U	Mon/Ann	1	ALC Local Distribution to Functional Users
A-J041.-JB1-M1-8JB	Excep- tional Stan- dard Price Variation	List/U	Mon/Ann	1	ALC Local Distribution to Functional Users
A-J-41.-JB2-M1-8JB	IM-SM Notifica- tion of Standard Price Changes	List/u	Mon/Ann	1	ALC Local Distribution to Functional Users
A-J041.-JB3-M1-8JB	Manual Price Review	List/U	Mon/Ann	1	ALC Local Distribution to Functional Users
A-J041.-JB4-M1-8JB	Supplemen- tal Stan- dard Price Variation	List/U	Mon/Ann	1	ALC Local Distribution to Functional Users
A-J041.-JD1-M2-8J D	IM Changes	List/U	Mon/Ann	1	ALC Local Distribution to Functional Users

A-J041.-JE1-M2-8JE	Initial Price Variation Errors	List/U	Mon/Ann	1	ALC Local Distribution to Functional Users
A-J041.-JH1-M3-MJ H	Standard Price Variation Errors	List/U	Mon/Ann	1	ALC Local Distribution to Functional Users
A-J041.-JH2-M1-MJ H	Standard Price Revision Notification	List/U	Mon/Ann	1	ALC Local Distribution to Functional Users

Attachment 7

PRODUCT DESCRIPTIONS

PCN: A-J041.-3EA-D2-820

TITLE: Daily PR/MIPR File Maintenance Actions

SEQUENCE – PR/MIPR Number

FREQUENCY – Daily

DISTRIBUTION – Requirements Activity, Coordinating Contracting Activity and Contracting Activity

SOURCE – Pre-Award Master File

TYPE LI(s) CATEGORIES – NA

PAGE NUMBERING – Sequential

PAGE EJECT – End of page/End of report

EXPLANATION OF HEADINGS – Self-explanatory

PURPOSE – List of Daily Document or Line Item Information which has been submitted for establishing, correcting, canceling PR/MIPR data.

USE – By Requirements and Contracting Activities to screen for line item established and all corrections posted to the master record. By Coordinating Contracting Activity to screen line item corrections on outgoing documents to determine action on PRs sent to Contracting Activity but not released by J041.

CRITERIA FOR REPORT TOTALS – NA

SUBSEQUENT DISSEMINATION OF PRODUCT/PRODUCT INFORMATION – NA

DISPOSITION OF PRODUCT – Retain for 6 months then destroy.

PCN: A-J041.-3EG-M2-820**TITLE: Monthly Summary Of Workdays Used To
Coordinate On Completed PR/MIPR**

SEQUENCE – By days - Activity

FREQUENCY – Monthly

DISTRIBUTION – Requirements Activity

SOURCE – Pre-Award Master File

TYPE LI(s) CATEGORIES – NA

PAGE NUMBERING – NA (1 Page Report)

PAGE EJECT – End of page/End of report

EXPLANATION OF HEADINGS – Self-explanatory

PURPOSE – To provide a summary of time-frame, of the number of days each activity took to coordinate on completed PR/MIPR. Also, to provide a summary breakout by IM division of PRs and MIPRs released to PK for FMS and NON-FMS requirements.

USE – By Requirements Activity to spotlight areas needing management attention.

CRITERIA FOR REPORT TOTALS – NA

SUBSEQUENT DISSEMINATION OF PRODUCT/PRODUCT INFORMATION – None

DISPOSITION OF PRODUCT – Retain for 12 months then destroy.

PCN: A-J041.-3EJ-W2-820

**TITLE: Weekly Summary Of Workdays Used To Coordinate
On Completed PR/MIPR**

SEQUENCE – Number of Days in Process

FREQUENCY – Weekly

DISTRIBUTION – Requirements Activity

SOURCE – Pre-Award Master File

TYPE LI(s) CATEGORIES – NA

PAGE NUMBERING – NA (1 Page Report)

PAGE EJECT – End of page/End of report

EXPLANATION OF HEADINGS – Self-explanatory

PURPOSE – Summary listing of the number of completed PR/MIPR coordinated by each activity within selected time-frames, followed by a summary of completed PR/MIPR by each IM or SM division with signature time-frame. Also a signature time by type of requirements.

USE – By Requirements Activity to analyze and control coordination and signature times on PR/MIPR at local level.

CRITERIA FOR REPORT TOTALS – NA

SUBSEQUENT DISSEMINATION OF PRODUCT/PRODUCT INFORMATION – None

DISPOSITION OF PRODUCT – Retain for 3 months then destroy.

PCN: A-J041.-3EN-M2-820**TITLE: Monthly Process Time For Delinquent PR/MIPR**

SEQUENCE – IM or SM division by PR/MIPR

FREQUENCY – Monthly

DISTRIBUTION – Requirements Activity

SOURCE – Pre-Award Master File

TYPE LI(s) CATEGORIES – NA

PAGE NUMBERING – Sequential

PAGE EJECT – End of page/End of report

EXPLANATION OF HEADINGS - EXT DELAY – Document was delinquent due to being sent to another activity for change or coordination.

PURPOSE – To provide a listing of all PR/MIPR delinquent within the requirements activity this month, with coordination time listed.

USE – By Requirements Activity to control delinquencies in the coordination cycle and compile reports of delinquent activities.

CRITERIA FOR REPORT TOTALS – NA

SUBSEQUENT DISSEMINATION OF PRODUCT/PRODUCT INFORMATION – None

DISPOSITION OF PRODUCT – Retain for 12 months then destroy.

PCN: A-J041.-4DA-D2 -820 (Part 1)

TITLE: Daily PR/MIPR Status In FM

SEQUENCE – PR/MIPR Number PR/MIPR line item number

FREQUENCY – Daily

DISTRIBUTION – Requirements Activity and Contracting Activity and Coordinating Contracting Activity

SOURCE – Pre-Award Master File (BZM48A1, BZM48A2, BZM48A3)

TYPE LI(s) CATEGORIES – NA

PAGE NUMBERING – Sequential

PAGE EJECT – End of page/End of report

EXPLANATION OF HEADINGS – Self-explanatory

PURPOSE – To provide a status of PR line items, still in Requirements Activity coordination.

USE – To determine status of PR/MIPR prior to submission to Contracting (also includes PR/MIPRs in rework exception reason codes 70-99).

CRITERIA FOR REPORT TOTALS – NA

SUBSEQUENT DISSEMINATION OF PRODUCT/PRODUCT INFORMATION – NA

DISPOSITION OF PRODUCT – Requirements Activity destroy upon receipt of next daily product. J041 OPR retain for 6 months then destroy.

NOTE: 4DA has 7 parts.

PCN: A-J041.-4DA-D2 -820 (Part 2)

TITLE: Daily Non-PR Status In PK

SEQUENCE – PIIN Number

FREQUENCY – Daily

DISTRIBUTION – Same as Part 1

SOURCE – Same as Part 1

TYPE LI(s) CATEGORIES – NA

PAGE NUMBERING – Sequential

PAGE EJECT – Same as Part 1

EXPLANATION OF HEADINGS – Self-explanatory

PURPOSE – Report Non-PR document/line item status in the Contracting Activity

USE – To determine status or take action on non-PR Documents

CRITERIA FOR REPORT TOTALS – NA

SUBSEQUENT DISSEMINATION OF PRODUCT/PRODUCT INFORMATION – NA

DISPOSITION OF PRODUCT – Same as Part 1

PCN: A-J041.-4DA-D2 -820 (Part 3)

TITLE: Daily PR/MIPR Line Item Status In PK

SEQUENCE – PR/MIPR Number

FREQUENCY – Daily

DISTRIBUTION – Same as Part 1

SOURCE – Same as Part 1

TYPE LI(s) CATEGORIES – NA

PAGE NUMBERING – Sequential

PAGE EJECT – Same as Part 1

EXPLANATION OF HEADINGS – Self-explanatory

PURPOSE – Provide status of internal/incoming PR/MIPR documents and L/I in the Contracting Activity

USE – Research/verify status of PRs in the Contracting Activity.

CRITERIA FOR REPORT TOTALS – NA

SUBSEQUENT DISSEMINATION OF PRODUCT/PRODUCT INFORMATION – NA

DISPOSITION OF PRODUCT – Same as Part 1

PCN: A-J041.-4DA-D2 -820 (Part 4)

**TITLE: Daily Outgoing PR/MIPR Line Item Status
In PK**

SEQUENCE – PR/MIPR Number

FREQUENCY – Daily

DISTRIBUTION – Same as Part 1

SOURCE – Same as Part 1

TYPE LI(s) CATEGORIES – NA

PAGE NUMBERING – Sequential

PAGE EJECT – Same as Part 1

EXPLANATION OF HEADINGS – Self-explanatory

PURPOSE – Provide status of outgoing PR/MIPR documents and L/I.

USE – Research/verify status of outgoing PR/MIPR in Contracting Activity.

CRITERIA FOR REPORT TOTALS – NA

SUBSEQUENT DISSEMINATION OF PRODUCT/PRODUCT INFORMATION – NA

DISPOSITION OF PRODUCT – Same as Part 1

PCN: A-J041.-4DA-D2 -820 (Part 5, 6, and 7)

TITLE: See Purpose Below

SEQUENCE – NA

FREQUENCY – Daily

DISTRIBUTION – See Part 1

SOURCE – Same as Part 1

TYPE LI(s) CATEGORIES – NA

PAGE NUMBERING – Sequential

PAGE EJECT – Same as Part 1

EXPLANATION OF HEADINGS – Self-explanatory

PURPOSE – Summary Data For:

Part V – PR Status Summary in the Contracting Activity

Part VI – Weekly ALC Outgoing Delinquencies

Part VII – Weekly Procuring Agency Outgoing PR/MIPR Delinquencies

USE – Research, follow-up. And observe Workload of PR Documents and L/I

CRITERIA FOR REPORT TOTALS – Self-explanatory in Part V.

SUBSEQUENT DISSEMINATION OF PRODUCT/PRODUCT INFORMATION – NA

DISPOSITION OF PRODUCT – Same as Part 1

PCN: A-J041.-4DB-W2-820**TITLE: Weekly Pre-Award Master File**

SEQUENCE – Document Number within PR/MIPR, solicitation, or contract.

FREQUENCY – Weekly

DISTRIBUTION – Requirements Activity and Contracting Activity

SOURCE – Pre-Award Master File (BZM48A1)

TYPE LI(s) CATEGORIES – NA

PAGE NUMBERING – Sequential

PAGE EJECT – End of fiche page

EXPLANATION OF HEADINGS – NA

PURPOSE – To portray actual status of PR, Solicitation, and contract master records...

USE – By Requirements Activity and Contracting Activity for management surveillance and by AFMC for system surveillance.

CRITERIA FOR REPORT TOTALS – NA

SUBSEQUENT DISSEMINATION OF PRODUCT/PRODUCT INFORMATION – NA

DISPOSITION OF PRODUCT – File until no longer required by user then destroy.

PCN: A-J041.-4JA-D-2-M20

TITLE: Daily PR/MIPR Error Listing

SEQUENCE – PR/MIPR Number

FREQUENCY – Daily

DISTRIBUTION – Requirements Activity and Contracting Activity

SOURCE – Pre-award Master File

TYPE LI(s) CATEGORIES – NA

PAGE NUMBERING – Sequential

PAGE EJECT – End of page/End of report.

EXPLANATION OF HEADINGS – Self explanatory except as listed below:

DIS Disposition – Review, Retain, or rejected will be displayed for transactions in error.

PURPOSE – Provide a listing of erroneous PR/MIPR file maintenance actions. Up to 3 errors will be identified per action.

USE – By Requirements Activity, and Coordinated Contracting Activity to ensure timely correction of previous day's input. By Coordinated Contracting Activity and Contracting Activity to determine status of PRs sent to Contracting Activity but not released by J041.

CRITERIA FOR REPORT TOTALS – NA

SUBSEQUENT DISSEMINATION OF PRODUCT/PRODUCT INFORMATION – NA

DISPOSITION OF PRODUCT – PR/MIPR Control will retain for 6 months then destroy.

PCN: A-J041.-4JB-D2-M20 (Part 1, Part 2)**TITLE: Daily PR/MIPR Intransit Report**

SEQUENCE – PR/MIPR Number

FREQUENCY – Daily

DISTRIBUTION – Requirements Activity, Coordinated Contracting Activity

SOURCE – Pre-award Master File

TYPE LI(s) CATEGORIES – NA

PAGE NUMBERING – Sequential

PAGE EJECT – End of page/End of report.

EXPLANATION OF HEADINGS – Self explanatory excepted as listed below:

PROC Activity – Procuring Activity – Shown for outgoing PR/MIPR only.

DAYS DLNQ INTRANSIT – Days delinquent intransit, number of workdays over 4. An asterisk after

Amendment number indicated as amendment by itself.

PURPOSE – Listing of all documents for which milestone, 00, 30, or 40, data have not been submitted.

USE – By Requirements Activity, and Coordinated Contracting Activity to monitor and control delinquencies.

CRITERIA FOR REPORT TOTALS – NA

SUBSEQUENT DISSEMINATION OF PRODUCT/PRODUCT INFORMATION – NA

DISPOSITION OF PRODUCT – Requirements Activity and Contracting Activity, will retain for 1 week. Coordinated Contracting Activity and PR/MIPR Control will retain for 6 months and then destroy.

PCN: A-J041.-4JF.-D2-820 (Part I)

TITLE: Daily PR/MIPR Delinquent And Rework Listing

SEQUENCE – PR/MIPR Number within IM and SM division

FREQUENCY – Daily

DISTRIBUTION – Requirements Activity and Contracting Activity

SOURCE – Pre-award Master File

TYPE LI(s) CATEGORIES – NA

PAGE NUMBERING – Sequential

PAGE EJECT – End of page/End of report.

EXPLANATION OF HEADINGS – Self explanatory except as listed below:

DOC IS DELNQ/IN REWORK – Document is delinquent or in rework. The following is the explanation of headings and associated narrative that may appear under this column heading.

PRI – Priority of PR/MIPR

SIGNATURE – Document is held up in signature cycle. Beginning with the submission of the A transaction, the number of workdays a document is in signature cycle (for ALC originated PR/MIPR), or screening cycle (for incoming PR/MIPR), is counted until the A-1 data is submitted. The time standard is 3 workdays.

REPRODUCTION – Document is held up in reproduction process between submission of A-1.

FM RELEASE – The requirements Activity is delinquent in releasing the coordination copies to the applicable activities.

COORDINATION – All applicable activities that must coordinate on PR/MIPR have not yet done so (D-M data). The time standard for obtaining all coordination is 5 days.

FM TO PROC – PR/MIPR Control has not released the document to procurement, resulting in a delinquency. PR/MIPR Control has 1 workday after all coordination cards have entered the system to submit the R data.

DEL ONE DAY – PR/MIPR will be delinquent in one day, in cycle. Twenty-five workdays are allotted for the processing of a PR/MIPR from initiation to release to procurement. This message appears when 10 workdays have elapsed to notify PR/MIPR Control of a potential delinquency.

DEL IN FM – Document is delinquent in cycle in the Requirements Activity. The time standard for the cycle in requirements activity is 25 workdays.

FM REWORK – Document is in rework in the Requirements Activity.

XTERNL DELAY – Document has become delinquent as a result of being sent to another Activity for coordination.

R OUT of SEQ – R data is out of sequence

PURPOSE – List of delinquent or potentially delinquent PR/MIPR. The location of each delinquency is identified and the coordination data, which have not been submitted, are indicated. PR/MIPR, which will be delinquent, next cycle are also identified.

USE – By Requirements Activity to identify PR/MIPR, which are delinquent or potentially delinquent, and to control delinquencies. By the Contracting Activity to determine status of PRs sent to the contracting activity but not released by J041.

CRITERIA FOR REPORT TOTALS – NA

SUBSEQUENT DISSEMINATION OF PRODUCT/PRODUCT INFORMATION – NA

DISPOSITION OF PRODUCT – Requirements Activity will keep for 6 months then destroy. Contracting Activity will destroy after use.

PCN: A-J041.-4JF-D2-820 (Part II)

TITLE: Daily PR/MIPR Delinquent And Rework Listing

SEQUENCE – By PR/MIPR Number within IM/SM Division and grouped as follows:

- a. Delinquent in signature cycle.
- b. Potentially delinquent in signature cycle.
- c. In rework with potential delinquencies flagged.
- d. To FM for rework.

FREQUENCY – Daily

DISTRIBUTION – Requirements Activity and Contracting Activity

SOURCE – Pre-award Master File

TYPE LI(s) CATEGORIES – NA

PAGE NUMBERING – Sequential

PAGE EJECT – End of page/End of report.

EXPLANATION OF HEADINGS – Self explanatory except as listed below:

TRN/DT – Date returned to Requirements Activity for rework.

PURPOSE – Provide listing of all delinquent or potentially delinquent PR/MIPRs within each division plus PR/MIPRs in rework.

USE – Used by PR/MIPR Control and the coordinating activities to identify and expedite delinquent or potentially delinquent PR/MIPRs.

CRITERIA FOR REPORT TOTALS – NA

SUBSEQUENT DISSEMINATION OF PRODUCT/PRODUCT INFORMATION – NA

DISPOSITION OF PRODUCT – Requirements Activity will keep for 6 months then destroy. Contracting Activity will destroy after use.

PCN: A-J041.-4JF-D2-820 (Part III)

TITLE: Daily PR/MIPR Delinquent And Rework Listing

SEQUENCE – Coordinating Activity, PR/MIPR Number

FREQUENCY – Daily

DISTRIBUTION – Requirements Activity and Contracting Activity

SOURCE – Pre-award Master File

TYPE LI(s) CATEGORIES – NA

PAGE NUMBERING – Sequential

PAGE EJECT – End of page/End of report.

EXPLANATION OF HEADINGS – Self explanatory except as listed below:

 WKDYS – Total number of workdays taken to date to process a PR/MIPR

PURPOSE – Provide a separate listing for each coordinating Activity of all delinquent or potentially delinquent PR/MIPR related to that Activity.

USE – By Requirements Activity and Contracting Activity to identify and expedite delinquent or potentially delinquent PR/MIPR.

CRITERIA FOR REPORT TOTALS – NA

SUBSEQUENT DISSEMINATION OF PRODUCT/PRODUCT INFORMATION – NA

DISPOSITION OF PRODUCT – Same as Part I.

PCN: A-J041.-4JF-D2-820 (Part IV)

**TITLE: Daily PR/Mipr Delinquent And Rework
Listing**

SEQUENCE – PR/MIPR Number

FREQUENCY – Daily

DISTRIBUTION – Requirements Activity and Contracting Activity

SOURCE – Pre-award Master File

TYPE LI(s) CATEGORIES – NA

PAGE NUMBERING – Sequential

PAGE EJECT – End of page/End of report.

EXPLANATION OF HEADINGS – Self explanatory

PURPOSE – Provide a separate listing for all PR/MIPRs in rework status for exception reason codes 70-99.

USE – By Requirements Activity and Contracting Activity to identify PR/MIPRs in rework status.

CRITERIA FOR REPORT TOTALS – NA

SUBSEQUENT DISSEMINATION OF PRODUCT/PRODUCT INFORMATION – NA

DISPOSITION OF PRODUCT – Same as Part I.

PCN: A-J041.-4JX-D2-820

TITLE: Indexed PR/MIPR Error Listing

SEQUENCE – PR/MIPR Number and index number

FREQUENCY – Daily

DISTRIBUTION – Requirements Activity and Contracting Activity

SOURCE – Pre-award Master File

TYPE LI(s) CATEGORIES – NA

PAGE NUMBERING – Sequential

PAGE EJECT – End of page/End of report.

EXPLANATION OF HEADINGS – Self explanatory except as listed below:

DIS Disposition – review, retain, or rejected will be displayed for transactions in error.

PURPOSE – Provide a listing of erroneous PR/MIPR file maintenance actions. Up to 3 errors will be identified per action. To correct by index number, correction must be input next day after date of exception.

USE – By Requirements Activity and Coordinated Contracting Activity to ensure timely correction of previous day's input. By coordinated Contracting Activity and Contracting Activity to determine status of PRs sent to Contracting Activity but not released by J041.

CRITERIA FOR REPORT TOTALS – NA

SUBSEQUENT DISSEMINATION OF PRODUCT/PRODUCT INFORMATION – NA

DISPOSITION OF PRODUCT – PR/MIPR Control will retain for 6 months then destroy.

Note: J041 will not allow M_ transaction exceptions and H coordinating card exceptions to be corrected by index numbers. Transactions must be manually reinput.

PCN: A-J041.-4JY-D2-820 (PART 1 AND Part 2)

**TITLE: Daily PR/MIPR Coordination
Status**

SEQUENCE: PR/MIPR Number

FREQUENCY: Daily

DISTRIBUTION - Requirements Activity and Coordinated Contracting Activity

SOURCE - J041 Pre-Award Master Files

TYPE LI(S) CATEGORY -NA

PAGE NUMBERING -Sequential

PAGE EJECT -End of Page/End of Report

EXPLANATION OF HEADINGS - Self Explanatory

PURPOSE - This product provides actual coordination status of each PR/MIPR by activity code.

USE - By Requirements Activity to monitor Coordinating Activity status, for follow up action, and to forecast incoming workload.

CRITERIA FOR REPORT TOTALS - NA

SUBSEQUENT DISSEMINATION OF PRODUCT/PRODUCT INFORMATION - NA

DISPOSITION OF PRODUCT - PR/MIPR Control will retain 3 Months then destroy.

PCN: A-J041.-4PJ-W2-820

TITLE: IM/SM Status Report

SEQUENCE – By NSN within each MDC

FREQUENCY – Weekly

DISTRIBUTION – Requirements Activity

SOURCE – Pre-award Master File

TYPE LI(s) CATEGORIES – NA

PAGE NUMBERING – Sequential

PAGE EJECT – End of page/IM/SM change.

EXPLANATION OF HEADINGS – Self explanatory except as listed below:

BC – Budget Code

RCD – Record Code (shown if line entry is in rework or canceled, otherwise blank)

LI – Type Line Item

MS – Milestone

* - An asterisk to left of M/S indicates items on contract this week.

PURPOSE –. To provide a listing of all PR/MIPR line items active in PK, canceled, returned for rework or awarded on contract this week. Also, provide a listing of all provisioning line items active in PK or awarded on contract this week.

USE –. By Requirements Activity to determine status of contracting actions in process.

CRITERIA FOR REPORT TOTALS – NA

SUBSEQUENT DISSEMINATION OF PRODUCT/PRODUCT INFORMATION – None

DISPOSITION OF PRODUCT – Destroy upon receipt of next product

PCN: A-J041.-4TA-M2-820**TITLE: Monthly Summary Of FM To PK Intransit Times**

SEQUENCE – By days, by number of PRs

FREQUENCY – Monthly

DISTRIBUTION – Requirements Activity and Contracting Activity

SOURCE – Pre-award Master File

TYPE LI(s) CATEGORIES – NA

PAGE NUMBERING – NA (1 page report)

PAGE EJECT – End of page/End of report.

EXPLANATION OF HEADINGS – self-explanatory

PURPOSE – To provide a summary of the number of days that lapse between Requirements Activity release and Contracting Activity pick up (MS 00) including days in rework.

USE –. By Contracting Activity for planning and improvement purpose.

CRITERIA FOR REPORT TOTALS – NA

SUBSEQUENT DISSEMINATION OF PRODUCT/PRODUCT INFORMATION – NA

DISPOSITION OF PRODUCT –Requirements Activity retain one copy of each month's product for 12 months, then destroy. Contracting Activity retains until next monthly's received then destroy.

PCN: A-J041.-4TE-M2-820 (Part A)**TITLE: Central Procurement Workload Report
PART A: Status Of PR/MIPR**

SEQUENCE – NA

FREQUENCY – Monthly

DISTRIBUTION – Requirements Activity and Contracting Activity

SOURCE – Pre-award Master File

TYPE LI(s) CATEGORIES – NA

PAGE NUMBERING – Sequential

PAGE EJECT – End of page/End of report.

EXPLANATION OF HEADINGS –

Internal (B) – Local ALC generation and central procurement

Incoming (C) – PR/MIPR incoming from central procurement for other AF or DOD activities

Total (D) = B + C

Outgoing PR (E) – Locally generated PRs for non-local AF central procurement

Outgoing MIPR (F) – Locally generated MIPRs for non-AF procurement

Line A = B should always = parent total (1, 2, 3, 4)

Line 1.A + 2.A – 3.A = 4.A

Line 1.b + 2.B – 3.B = 4.B

Line 2.C + 2.D = 2

Line 2.E, 2.F, 2.G are included in totals of 2

4.A + 4.B = 4

PURPOSE – To provide procurement directorate summaries consisting of: PART A – PR/MIPR Activity for this month.

USE – By Requirements Activity, Contracting Activity for workload analysis to determine workload Volume by incoming and outgoing documents, number of PRs completed, type of contract returned or canceled. By AFMC/PKX for competitive consolidation.

CRITERIA FOR REPORT TOTALS – NA

SUBSEQUENT DISSEMINATION OF PRODUCT/PRODUCT INFORMATION – NA

DISPOSITION OF PRODUCT – Requirements Activity and Contracting Activity retain for 1 year then destroy.

NOTE: Contains 4 parts (A, B, C, and D)

PCN: A-J041.-4TE-M2-820 (Part B)

**TITLE: Central Procurement Workload Report
PART B: Contractual Actions Issued During The
Month**

SEQUENCE – NA

FREQUENCY – Monthly

DISTRIBUTION – Same as Part A

SOURCE – Pre-award Master File

TYPE LI(s) CATEGORIES – NA

PAGE NUMBERING – Sequential

PAGE EJECT – End of page/End of report.

EXPLANATION OF HEADINGS Type of action (Col. A) explanation: This is determined by the size/
type action and type instrument codes associated with the contractual action at time of award. –

Line 1 Type instrument codes 4, 5, 8, A, B, J, K, L, Y, and Z.

Line 2 Size/Type Codes 3, 5, 7, 8, 4, 6. Type instrument code D, E, F, G, M, Q, R, S, T, U, V, W,
X.

Line 3 Type instrument code 1

Line 4 Type instrument code 6, 7.

Line 5 Type instrument code C.

Line 6 Type instrument code N.

Line 7 Type instrument code H.

Line 8 Type instrument code 9.

Line 9 Type instrument code 2.

Line 10 Type instrument code P.

PURPOSE – To provide procurement directorate summaries consisting of: Part B Contractual document
obligating dollars by type of actions.

USE – By Requirements Activity for workload analysis to determine workload Volume by incoming and
outgoing document, type of contract awarded and number of PRs returned. By Contracting Activity for
system surveillance.

CRITERIA FOR REPORT TOTALS – NA

SUBSEQUENT DISSEMINATION OF PRODUCT/PRODUCT INFORMATION – NA

DISPOSITION OF PRODUCT – Same as Part A

PCN: A-J041.-4TE-M2-820 (Part C)

**TITLE: Central Procurement Workload Report
PART C: Small Purchase**

SEQUENCE – NA

FREQUENCY – Monthly

DISTRIBUTION – Same as Part A

SOURCE – Pre-award Master File

TYPE LI(s) CATEGORIES – NA

PAGE NUMBERING – Sequential

PAGE EJECT – End of page/End of report.

EXPLANATION OF HEADINGS - Self-explanatory

PURPOSE – To provide procurement directorate summaries of active and completed small purchase documents.

USE – By Contracting Activity for workload analysis of small purchased for documents in process and document completion for this month.

CRITERIA FOR REPORT TOTALS – NA

SUBSEQUENT DISSEMINATION OF PRODUCT/PRODUCT INFORMATION – NA

DISPOSITION OF PRODUCT –Same as Part A.

PCN: A-J041.-4TE-M2-820 (Part D)

TITLE: Central Procurement Workload Report

PART D: Reasons For Purchase Request Return

SEQUENCE – NA

FREQUENCY – Monthly

DISTRIBUTION – Same as Part A

SOURCE – Pre-award Master File

TYPE LI(s) CATEGORIES – NA

PAGE NUMBERING – Sequential

PAGE EJECT – End of page/End of report.

EXPLANATION OF HEADINGS - Self-explanatory

PURPOSE – To provide procurement directorate summaries of documents returned to Requirements Activity by reason.

USE –.For display and counts of reasons PRs were returned to rework. Same as Part A.

CRITERIA FOR REPORT TOTALS – NA

SUBSEQUENT DISSEMINATION OF PRODUCT/PRODUCT INFORMATION – NA

DISPOSITION OF PRODUCT –Same as Part A

PCN: A-J041.-4TF-M2-M20

TITLE: Monthly Summary Of PR/MIPR And Amends
Completed

SEQUENCE – By IM/SM division

FREQUENCY – Monthly

DISTRIBUTION – Requirements Activity and Contracting Activity

SOURCE – Pre-award Master File

TYPE LI(s) CATEGORIES – NA

PAGE NUMBERING – Sequential

PAGE EJECT – End of page/End of report.

EXPLANATION OF HEADINGS –

J023 DO – J023 Delivery Order

PRIORITY U – Urgent Priority Codes A-D

PRIORITY R – Routine Priority Code E and R

PURPOSE – Provides a summary of PR/MIPR and amendments completed this month by priority. Also, number of basic PR/MIPR upgraded to urgent.

USE – By ALC management to compile workload figures and projections throughout Requirements Activity.

CRITERIA FOR REPORT TOTALS – IM/SM is not displayed if totals are zero.

SUBSEQUENT DISSEMINATION OF PRODUCT/PRODUCT INFORMATION – NA

DISPOSITION OF PRODUCT – Retain 2 years and then destroy.

PCN: A-J041.-4TG-M2-820**Title: Monthly Report Of PR/MIPR Awarded On Contract Or
Cancelled**

SEQUENCE – PR/MIPR

FREQUENCY – Monthly

DISTRIBUTION – Requirements Activity, and Contracting Activity

SOURCE – Pre-award Master File

TYPE LI(s) CATEGORIES – NA

PAGE NUMBERING – Sequential

PAGE EJECT – 3 parts, Part 1 lists internal, Part 2 lists outgoing, Part 3 lists incoming.

EXPLANATION OF HEADINGS – At the right of line, J023 PR or J023 ADO will be indicated if applicable for PR/MIPR.

PURPOSE –To provide a list of all PR/MIPR that have been awarded on contract or canceled since the last report. Will not report partial awards.

USE – By Requirements Activity, for the purpose of purging PR/MIPR file.

CRITERIA FOR REPORT TOTALS – NA

SUBSEQUENT DISSEMINATION OF PRODUCT/PRODUCT INFORMATION – NA

DISPOSITION OF PRODUCT –Requirements Activity retain until receipt of the next monthly report and then destroy Contracting Activity retain for 12 months.

NOTE: This product is not used for purging of Incoming/Outgoing PR/MIPRs.

PCN: A-J041.-4TH-M2-820

**TITLE: Monthly Report Of PR/MIPR Awarded Contract Or
Cancelled**

SEQUENCE – PR/MIPR

FREQUENCY – Monthly

DISTRIBUTION – Requirements Activity and Contracting Activity

SOURCE – Pre-award Master File

TYPE LI(s) CATEGORIES – NA

PAGE NUMBERING – Sequential

PAGE EJECT – End of page/Fiche

EXPLANATION OF HEADINGS –

PURPOSE – To provide a 12-month history of all PR/MIPR awarded or canceled.

USE – For research purposes.

CRITERIA FOR REPORT TOTALS – NA

SUBSEQUENT DISSEMINATION OF PRODUCT/PRODUCT INFORMATION – NA

DISPOSITION OF PRODUCT – Requirements Activity retain until receipt of next monthly report then
destroy Contracting Activity retain for 12 months then destroy.

PCN: A-J041.-4TL-M2-820**TITLE: Monthly PR/MIPR Cancellations and Deletions**

SEQUENCE – IM/SM division by PR/MIPR

FREQUENCY – Monthly

DISTRIBUTION – Requirements Activity

SOURCE – Pre-award Master File

TYPE LI(s) CATEGORIES – NA

PAGE NUMBERING – Sequential

PAGE EJECT – End of page/End of report

EXPLANATION OF HEADINGS – Self-explanatory

PURPOSE –To provide a listing (in two columns) of all PR/MIPR that have been totally canceled deleted, or have line items canceled this month.

USE – By Requirements Activity management to determine volume of cancellations and reasons for these actions.

CRITERIA FOR REPORT TOTALS – NA

SUBSEQUENT DISSEMINATION OF PRODUCT/PRODUCT INFORMATION – None

DISPOSITION OF PRODUCT – Retain for 1 month then destroy.

PCN: A-J041.-4TM-D5-850

TITLE: Monthly PR/MIPR Workload Report

SEQUENCE – NA

FREQUENCY – Monthly

DISTRIBUTION – Requirements Activity

SOURCE – Pre-award Master File

TYPE LI(s) CATEGORIES – NA

PAGE NUMBERING – Sequential

PAGE EJECT – End of page/End of report

EXPLANATION OF HEADINGS – Self-explanatory.

PURPOSE – To provide a list, by quantity, of the number of PR/MIPR, amendments, L/I, and total cancellations processed each month.

USE - To track, manage, and forecast PR/MIPR workload.

CRITERIA FOR REPORT TOTALS – NA

SUBSEQUENT DISSEMINATION OF PRODUCT/PRODUCT INFORMATION – NA

DISPOSITION OF PRODUCT – Retain 3 years then destroy.

PCN: A-J041.-4TN-M2-820**TITLE: Monthly Report Of Reworked Documents**

SEQUENCE: PR/MIPR Number

FREQUENCY: Monthly

DISTRIBUTION - Requirements Activity

SOURCE: J041 Pre-Award Master

TYPE LI(s)/CATEGORIES - NA

PAGE EJECT -End of Page/End of Report

EXPLANATION OF HEADINGS - Self Explanatory

PURPOSE - To provide a monthly update of PR/MIPRs returned for rework to include exception reason code and total rework days.

USE - To track and manage PR/MIPRs in rework.

CRITERIA FOR REPORT TOTALS - NA

SUBSEQUENT DISSEMINATION OF PRODUCT/PRODUCT INFORMATION - NA

DISPOSITION OF PRODUCT - Retain for 6 months then destroy.

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PCN: A-J041.-4TO-M2-820

TITLE: Monthly Report Of Urgent PR/MIPRS

SEQUENCE: PR/MIPR within MDC

FREQUENCY: Monthly

DISTRIBUTION - Requirements Activity

SOURCE - J041 Pre-Award Master

TYPE LI(S) CATEGORY -NA

PAGE NUMBERING -Sequential

PAGE EJECT -End of Page/End of Report

EXPLANATION OF HEADINGS - Self Explanatory

PURPOSE - Monthly summary of PRMIPRs in pre-award status that has been upgraded to urgent.

USE - To track and manage priority PR/MIPRs.

CRITERIA FOR REPORT TOTALS - NA

SUBSEQUENT DISSEMINATION OF PRODUCT/PRODUCT INFORMATION - NA

DISPOSITION OF PRODUCT - Retain 6 months then destroy.

**PCN: A-J041.-4TP-M2-820 (Part 1 & 2) TITLE: PART 1 - Monthly PR Rework Status Report
PART 2 - Monthly Management Summary
By MDC**

SEQUENCE: MDC

FREQUENCY: Monthly

DISTRIBUTION - Requirements Activity

SOURCE - J041 Pre-Award Master

TYPE LI(S) CATEGORY -NA

PAGE NUMBERING -Sequential

PAGE EJECT -End of Page/End of Report

EXPLANATION OF HEADINGS - Self Explanatory

PURPOSE - To provide status of PR/MIPRs in rework.

USE - To track and manage PR/MIPRs in rework status.

CRITERIA FOR REPORT TOTALS - NA

SUBSEQUENT DISSEMINATION OF PRODUCT/PRODUCT INFORMATION - NA

DISPOSITION OF PRODUCT - Retain 6 months then destroy.

PCN: A-J041.-5DB-M2-850

TITLE: D035A Stock Number Exceptions

SEQUENCE - :National Stock Number

FREQUENCY: Semimonthly

DISTRIBUTION - Requirements Activity/Provisioning

SOURCE - Format Identity Code P. E.

TYPE LI(S) CATEGORY -“N” (non-provisioning), “P” (provisioning)

PAGE NUMBERING -Sequential

PAGE EJECT -End of Page/End of Report

EXPLANATION OF HEADINGS - S/PIIN - Supplemental PIIN. Contains order number and last modification number processed against the line item, as applicable.

PURPOSE - To provide special identity of line items with stock numbers that have posted to the J041 master records but have failed to index through D035A.

USE - By Requirements Activity/Provisioning to control AFMC Form 339 having and MDC of 333 and a message titled INVALID STOCK NUMBER.

CRITERIA FOR REPORT TOTALS - NA

SUBSEQUENT DISSEMINATION OF PRODUCT/PRODUCT INFORMATION - NA

DISPOSITION OF PRODUCT - Retain until receipt of next report then destroy.

PCN: A-J041.-5EE-D5-850**TITLE: Assets Shipped Or To Be Shipped To Contractors -
Possible Loan**

SEQUENCE: PIIN

FREQUENCY: Daily

DISTRIBUTION - Requirements Activity

SOURCE - J041 Post-Award Master Files

TYPE LI(S) CATEGORY -NA

PAGE NUMBERING -Sequential

PAGE EJECT -End of Page/End of Report

EXPLANATION OF HEADINGS - Self explanatory

PURPOSE - Information source for use by the Loan Controlr (LCO).

USE - All J041 system PDH and PJJ records with ERRC "S", "U", "C", "T", or "L" which have Air Force Contractor Service Assignment Codes "EY" or "EZ" in the first two positions of either the requisition document numbers or supplementary address field will be listed. The LCO may use this product to identify shipments/scheduled shipments to contractor activities, which are for possible loans. Many of the items with ERRC "C", "T", or "L" may be for installation as government furnished material, but are shown as information; items with ERRC "S" or "U" may be checked more closely or actual/potential loans.

CRITERIA FOR REPORT TOTALS - NA

SUBSEQUENT DISSEMINATION OF PRODUCT/PRODUCT INFORMATION - NA

DISPOSITION OF PRODUCT - Retain until action has been taken, then destroy.

PCN: A-J041.-5EI-D5-M50**TITLE: J041 Miscellaneous Exception Report**

SEQUENCE – (MAJOR TO MINOR) – Control Identification

FREQUENCY – Daily

DISTRIBUTION – One copy to Requirements Activity (Stuffer)

SOURCE – POST-AWARD SUSPENSE FILE and J041 system file containing non-controlled exceptions.

TYPE LI(s) CATEGORIES – Termination (T), ISSP (Y), Reclamation Project (D), Bailment/Loan (K).

PAGE NUMBERING – Sequential

PAGE EJECT – End of page/End of report.

EXPLANATION OF HEADINGS – Self explanatory except as listed below:

TRAN CODE – Transaction Code. This denotes the type of transaction being reflected (i.e. destination MAB, line item MEA, etc.).

SRC CODE – Source Code. Denotes the source of input that generates the transaction (i.e. D035K “S”. D035A “Q”, etc.).

PURPOSE – This product is generated from transactions input to the J041 system that are determined by J041 to be invalid (based upon predetermined criteria). Additional products will also be generated if corrective transactions are determined to be invalid. The invalid data will be identified with underlying asterisks. Unique error message codes, cross-referenced to the names of the invalid data or to the erroneous conditions, are indicated to the right of the invalid transactions under “remarks”.

1. All E_ _ transactions.

NWT transactions with a “2FC – UNMATCHED L/I” exception message. It is therefore not necessary to suspense release these transactions.

All D4/D6 transactions with a 1AA exception (INVALID 1486).

USE – This product is used by requirements activity for corrective action. The corrective data is input to J041 for correction of the suspended data.

CRITERIA FOR REPORT TOTALS – NA

SUBSEQUENT DISSEMINATION OF PRODUCT/PRODUCT INFORMATION – NA

DISPOSITION OF PRODUCT – Retain until receipt of the AFMC Form 339, indication the transaction has been posted to the Post-Award Master Files or an additional product reflecting invalid correction procedure, then destroy.

PCN: A-J041.-5EJ-M2-820**TITLE: Miscellaneous Item Exception Control Report**

SEQUENCE – Control Identification

FREQUENCY – Weekly

DISTRIBUTION – Requirements Activity

SOURCE – Invalid Input Transactions

TYPE LI(s) CATEGORIES – Termination (T), ISSP (Y), Reclamation Project (D), Bailment/Loan (K).

PAGE NUMBERING – Sequential

PAGE EJECT – End of page/End of report.

EXPLANATION OF HEADINGS – Self-explanatory.

PURPOSE – This product lists all exceptions (as of the last day of the week) that require corrective action by the requirements activity. This report includes all currently suspended transactions (including the processing date's business) and reflects the date the item was suspended. This product also includes a summary of the suspended transactions for each miscellaneous type line item.

USE – By Requirements Activity for overall control of outstanding exceptions when errors are not readily corrected, and/or when exception reports are lost or misplaced. The date the item was suspended may be used to determine the priority for processing the exception.

CRITERIA FOR REPORT TOTALS – These are accumulated totals of all suspended transactions separated by type line item.

SUBSEQUENT DISSEMINATION OF PRODUCT/PRODUCT INFORMATION – None

DISPOSITION OF PRODUCT – Retain until next report received then destroy.

PCN: A-J041.-5FA-D5-850

TITLE: Due-In Assets Status Record

SEQUENCE – (MAJOR TO MINOR) – MDC, National Stock Number and Document Identification
 FREQUENCY – Daily

DISTRIBUTION – Requirements Activity

SOURCE – Post-award Master File

TYPE LI(s) CATEGORIES – Termination (T), ISSP (Y), Reclamation Project (D), Bailment/Loan (K), Non-provisioning (N), Provisioning (P), PR (A), MIPR (B), Non-ALC Funded and Procured Equipment Items (G).

PAGE NUMBERING – Sequential

PAGE EJECT – End of page/End of report.

EXPLANATION OF HEADINGS – Self explanatory except as listed below:

MD/DSA code – MD or DSA (including Army, Navy) Code. Blank if no code. If this item is for other services this column will contain the Source of Supply and the identifier SICC will be printed between the PCN (A-J041.5FA-D5-850) and the addressee (IM). If this item is for stock number review, this column will contain 333.

STOCK NUMBER – If Stock number changes, old number is reported one time on lower line.

TLI – Type line item (reference Type List/Categories above).

DOCUMENT IDENTIFICATION

PIIN/DOCUMENT – Procurement Instrument Identification Number (buying activity, year, and serial Number) of contract; or document number of non-contractual document.

C/O NO – Contractual documents only. Call or order number of a basic order or blanket purchase agreement.

E/CLIN – For contractual documents, exhibit or basic contract line item number. For non-contractual documents, line item number.

MOD NUM – This block will contain the latest PO modification number processed.

PU/U/I – Purchase Unit if contract, or unit of issue, if not contract.

UNIT PRICE – Blank if no price (indicators U or N)

PS – Price Status Indicator. For contractual items. “A” if firm price, “E” if estimated price, “U” if unknown price, “N” if not applicable. For miscellaneous items, will always be “A”.

TOTAL QUANTITY ORDERED – Quantity ordered

DUE-IN – Quantity ordered, minus shipped quantity. When the message PRIME and quantity is referenced in this field, it represents the prime quantity due in on this PR/MIPR.

ERRC – Expendability, Recoverability, Reparability Category

CONTRACTOR IDENT/BUYING ACTIVITY – See DODAAD 4000.25-D for Contractor Code.

PR/MIPR REFERENCE

ACTIVITY – Code of ALC initiating PR/MIPR

FY – Fiscal year of funds

SERIAL NUMBER – Serial Number of PR/MIPR

LINE ITEM – Line Item Number of PR/MIPR. Last number processed by J041 if more than one line item is involved.

ACRN – Accounting Classification Reference Number

DATE OF AWARD – Mailing date of contract to contractor.

POIA – Purchasing Office (Issuing ALC)

BUYER CODE – Unique codes representing the Branch, Section, and Buyer of this contractual document.

DATE ESTABLISHED – Date item was established in J041.

DATE OF LAST ACTION – Date item quantity status last changed.

REMARKS – This block may contain the following data:

Funds data, from left to right: 2 position Fund Code, 1 position Program Year, 1 position Funding ALC, 6 position BPAC, 4 position MPC.

Condition Code

Readiness Spares Package (RSP)

Foreign Military Sales Indicator (FMS) and/or

Budget Code (BC)

(THIRD THROUGH NINE LINES) – Destination, shipment or receipt, delivery schedule data.

SHIP TO IDENTITY – Stock record account number of AF activity to which items are to be shipped (DODAAD 4000.25-D)

DOCUMENT NO – Requisition Document Number

SRAN – SRAN of activity requisitioning items

DATE – Date of requisition

SERIAL NO – Requisition serial number

S – Serial suffix number

DESTINATION DATA

QUANTITY ORDERED – Quantity procured or requisitioned.

QUANTITY DUE-IN – Quantity ordered minus quantity shipped or received.

SHIPMENT OR RECEIPT DATA

SHIPMENT NUMBER – Contractor Shipment Serial Number

S – Contractor Shipment Serial Number Suffix

SHIPPED/RECEIVED DATE – Date items were shipped (off-base) or received (on-base)

SHIPPED/RECEIVED QUANTITY – Quantity ordered minus quantity shipped or received.

1.If shipment is made direct to a customer the eight-position quantity shipped will be reflected.

2.If the contracting activity has received the advanced DD250 for ALC FB accounts. PJJ and the five-position quantity will be reflected. This will notify the item manager material has been shipped but not received.

Note: This action does not reduce the due-in position.

DELIVERY SCHEDULE DATA –

DATE – This column has multiple use. If the schedule record on the J041, BZM57C Master file, contains a Forecasted Delivery Date, due to An SCHEDULE adjustment, then the forecasted date will be printed in lieu of the Schedule Delivery Date and an “R” will be printed in the SS column.

SS – Estimated or Undefined indicator. Denotes the Status of the schedule date.

This column may contain Estimated (E), Undefined (U), Forecasted (R), Multiple (M), Actual (A). “A” for miscellaneous item.

QUANTITY – Quantity scheduled for delivery.

(TENTH LINE) – J041 messages generated by specific conditions.

PURPOSE – This product AFMC Form 339, Due-In Assets Status Record, is generated whenever a contractual or non-contractual item is established, changed, or deleted in the J041 system. All messages and the reasons for their generation are contained in AFMCM 64-104, Volume 4 Chapter 6.

USE – This product provides the IM with current status of all due-ins. This product is used by the IM for requirements computations, asset distribution, and other IM functions. This product is used by the Requirements Activity review of a stock number contained in the J041 system that does not have matching stock number in the D035A system.

CRITERIA FOR REPORT TOTALS – NA

SUBSEQUENT DISSEMINATION OF PRODUCT/PRODUCT INFORMATION – NA

DISPOSITION OF PRODUCT – Retain in the active or inactive IM file as appropriate until replaced by a more current report or notified by AFMC Form 339 to delete then destroy.

PCN: A-J041.-5FB-D5-M50**TITLE: Due-In Assets Status Record By Document Number**

SEQUENCE – (MAJOR to MINOR) – Acquisition Document Line Item Number

FREQUENCY – Daily

DISTRIBUTION – One copy Requirements Activity

SOURCE – Post-award Master File

TYPE LI(s) CATEGORIES – Termination (T), ISSP (Y), Reclamation Project (D), Bailment/Loan (K)

PAGE NUMBERING – Sequential

PAGE EJECT – End of page/End of report.

EXPLANATION OF HEADINGS – Reference PCN A-J041.5FA-M50 with the exception of the following:

SS – This block is not applicable.

MOD NUM – This block will always be blank.

REMARKS – This block will not contain Funds Data or Readiness Spares Package (RSP)

PS – This block is not applicable

PURPOSE – This report, AFMC Form 339, Due-In Assets Status Records, is generated when a miscellaneous type line item (T, D, K) is established, changed, or deleted in the J041 system.

USE – The AFMC Form 339 used for product A-J041.-5FA-D5-M50, is the same as that used for product A J041.-5FB-D5-M50/A-J041.5FA.D5.M50. A-J041.-5FB-D5-M50 records for the same miscellaneous items are identical except for the product number and the recipient (DIA instead of IM). This product is used by requirements function to determine the current status of each miscellaneous item due in to AIR FORCE activities. This product is also used by requirements activity for the management and control of all miscellaneous items in the J041 system.

CRITERIA FOR REPORT TOTALS – NA

SUBSEQUENT DISSEMINATION OF PRODUCT/PRODUCT INFORMATION – NA

DISPOSITION OF PRODUCT – Retain in the active or inactive file as appropriate.

PCN: A-J041.-5HA-W5-850

TITLE: J041 Overlay Difference Report For D032/D062

SEQUENCE – (MAJOR to MINOR) – National Stock Number

FREQUENCY – Weekly

DISTRIBUTION – Contracting Activity, Requirements Activity

SOURCE – Pre-award and Post-award Master Files, Receipts on Post-Award Suspense Files

TYPE LI(s) CATEGORIES – Report contains quantity due-in prime for Air Force-managed item ERRC codes S or U (condition code A, B, D, D) C or T (condition code A, B, C) N or P or X (condition code A, B, C, D).

Type line items B (MIPR), D (Reclamation Project), N (Non-provisioning), P (Provisioning), T (Termination), Y (ISSP), and A (PR). Any item with the first position of the Source of Supply field containing other than F,J, or blank is excluded.

PAGE NUMBERING – Sequential

PAGE EJECT – End of page/End of report. Change in Manager Designator Code.

EXPLANATION OF HEADINGS

ZFF – Identified due-in asset overlay for D035A

ZGA – Identified due-in asset overlay for D062

BLANK – Identified J041 receipts (MRT/PRN or MWT/PWN) which are suspended.

RI – Routing Identifier – Constant Z if the D035A or D062. Constant FG5 if D062.

STOCK NUMBER – Self-explanatory

PU – Purchase Unit as reflected on Contractual/Miscellaneous Acquisition Document.

NOTE: This is not necessarily the stock-list Unit of Issue.

TERM CONTRACT – Contains quantity due in prime for type line items P or N.

CURRENT MONTH – Contains quantity due delivery for the month the report is generated.

Contains type line items P, N, T, Y, and D.

1st MONTH – Contains quantity due delivery for the 1st month following the report month. Type line items reported are the same as current month.

2nd MONTH – Contains quantity due delivery for the 2nd month following the report month.

Type line items reported are the same as current month.

3rd MONTH – Contains quantity due delivery for the 3rd month following the report month.

Type line items reported are the same as current month.

TERM PR/MIPR – Contains quantity due in prime for type line items A and B.

REMINDER – Contains quantity due delivery, which extends beyond the 3rd month for type line items P, N, T, Y and D. Also includes Term PR/MIPR quantity.

CC – Condition Code – Self-explanatory.

PIIN/DOCUMENT NUMBER – Contains the contractual/miscellaneous document identification, which the ZF record was generated from.

CLIN/ELIN – Contains the line item identification applicable to the contract/document number.

DIVERTED QTY – Contains quantity due in for the NSN, to a non-prime account, when applicable.

SHP NO – Contractor Shipment Serial Number.

RSN – Receipt Serial Number.

S – Source – Denotes the source of input for the MRT/PRN or MWT/PWN (D035A), etc.

Note: Preceding the remark for MRT/PRN or MWT/PWN exception, the office responsible for the corrective action is identified Contracting Activity, Requirements Activity.

PURPOSE – Provides a list of due-in asset overlay records which were not included in the J041, D035A,

D062 mechanical interface procedure, (i.e., zero due-in record for the stock number shown in D035A, D062). Identifies the due-in quantities and document numbers involved and the condition that prevented the mechanical update of D035A, D062.

USE – This product will be used by Contracting Activity, Requirements Activity and Item Manager to execute proper corrective action. Two conditions exist which causes the ZF_ record to be reflected on this report. These conditions are identified under the REMARK heading. They are:

Condition 1: PURCH UNIT DIFF – Occurs when multiple J041 master records exist for a given stock number and the purchase unit is different.

Condition 2: RECEIPT EXCEPTION – Occurs when a Receipt (MRT, PRN, or MWT/PWN) is suspended in J041 because of one of six exception codes. The MRT/PRN or MWT/PWN reflect on the report is an image of the available data elements contained on suspended J041 transaction. For data element identification, reference Attachment 2. These transactions are converted from D4; D6 receipt records received from D035A and D035K.

- (a) IAC – INV ROUTING ID – The routing identifier of the D4 or D6 receipt transaction did not match the J041 RI CONVERSION TABLE.
 - (b) IAK – SHP/RCVD QUANT – Quantity received is not numeric or not greater than zero.
 - (c) 2EQ – PURCH UNIT – MSTR – Purchase Unit in MRT/PRN or MWT/PWN does not agree with purchase unit of J041 master records.
 - (d) 2FA – UNMATCHED CONTRACT – Receipt contract number does not match an existing J041 master record. This exception applies to PRN transactions only.
 - (e) 2FC – UNMTCH STK NBR – Stock number in MRT/PRN does not match the stock number on J041 master records. The stock number reflected with the receipt transactions is the stock number contained on the J041 master record.
- 2FB – DUPLICATE ASM – The MRT/PRN input transaction is a duplicate of a receipt that has posted to the J041 master record.

FUNCTIONAL RESPONSIBILITY – Requirements Activity/Contracting Activity – Review listing each week and take immediate action.

PURCHASE UNIT DIFF – Review discrepancy against hard copy to make sure J041 masters are correct. If master records are correct, annotate the report and forward one copy to the Item Manager. Suspend one copy for future use. No further action by Contracting Activity or Requirements Activity is necessary. This discrepancy will appear each week until the items are received complete. If J041 masters are in error, process a file maintenance transaction to change purchase unit. NOTE: In some instances a change in purchase unit may require an adjustment to quantities.

2FA UNMTCH CONTRACT – Research transactions against shipping document to determine correct identification. If necessary, contact the Item Manager for help.

2EQ PURCH UNIT - MSTR - Verify that the Purchase Unit in J041 master is correct. If purchase unit is correct, change the Purchase Unit in the receipt.

Note: In some instances a change in purchase unit will require a change to the quantity received. If the J041 master is in error make the appropriate change to purchase unit.

1AK SHP/RCVD QUANT - This exception should never occur. Contact local ACD will review and take necessary action of notifying the appropriate distribution system of a suspected problem. Obtain a copy of the shipping document and correct the receipt quantity.

1AC INV ROUTING ID - Requirements Activity and Contracting Activity will not attempt correction until the proper routing identifier and Ship to DODAAD CODE is provided by the item manager. If the item manager does not respond within 30 days of the transaction suspense date, J041 will automatically remove the transaction from J041.

2FD UNMTCH STK NBR - Review the receipt transaction against the shipping document to

determine correct identification. Correct the receipt or the J041 master as appropriate.

2FD DUPLICATE ASM - Verify the receipt in the J041 master is correct. If it is correct, adjust the duplicate receipt. If the J041 master is in error, input and ERT/ERN to remove the duplicate receipt from suspense and a MWT/PWN to correct the J041 master.

MM-R (ITEM MANAGER) - This report provides the Item Manager the status of the due in position when the mechanical overlay has been withheld from D035A/D062 because of an exception condition. The report is to be used to supplement the D035A and D062 due-in asset reporting. The Contracting Activity and Requirements Activity will take corrective action for all exception conditions except 1AC - INV Routing ID. Requirements Activity will assume responsibility for corrective action for these exceptions. 1AC exceptions occurs when J041 receives a D4/D6 receipt from D035A/D035K which contains a routing identifier which is not on the H041 RI Conversion Table, Attachment 3, Section G. The three-position routing identifier is printed in the first three positions of MRT/MWT/PRN/PWN Ship to. The IM will annotate the report with the instructions to delete the exception or identify the correct "Ship to" address and forward the report to Requirements Activity.

CRITERIA FOR REPORT TOTALS - Reference "Explanation of Headings"

SUBSEQUENT DISSEMINATION OF PRODUCT/PRODUCT INFORMATION - NA

DISPOSITION OF PRODUCT - Retain until receipt of the next weekly report then destroy.

PCN: A-J041.-5JA-W5-M50**TITLE: IM Receipt Coding Cross-Reference Report**

SEQUENCE – (MAJOR TO MINOR) – Section I – National Stock Number: Section II – Control Identification

FREQUENCY – Weekly

DISTRIBUTION – Requirements Activity

SOURCE – Post-Award Master Files

TYPE LI(s) CATEGORIES –Termination (T), ISSP (Y), Bailment/Loan (K), Reclamation Project (D), , MIPR (B), Provisioning (P), Non provisioning (N), Non-ALC-funded and procured equipment items (G).

PAGE NUMBERING – Sequential. Reinitialize with change in section.

PAGE EJECT – End of page/End of report. End of Section.

EXPLANATION OF HEADINGS – STK FND – Stock Fund Indicator –

If Stock Fund equals 6C then STK FND equals 7.

If Stock Fund equals 6H then STK FND equals 8.

IM ALC – Denotes the Air Logistics Center (ALC) that has prime management for the associated stock number.

PURPOSE – SECTION I of this product provides a list of all contractual and non contractual items (Excluding repair contracts/line items) in the J041 system for which a receipt document may be received for a Depot or Base Support Account. The stock numbers are cross-referenced to the document line item numbers. Section II of this product provides a list of all repair contracts in the J041 system.

USE – Section I is used by requirements activity for a reference document to show stock numbered items that may be due in.

Section I should be used by Central Receiving to assist in coding document line item numbers (as they appear in J041) onto DD Form 1486. Material Receipt Document.

Section II is used by requirements activity as a reference document to identify repair contracts.

Section II should be used by Central Receiving as a reference document, upon receipt of a DD Form 250, to identify repair contract items for proper coding of receipt (D4M) transactions.

CRITERIA FOR REPORT TOTALS –NA

SUBSEQUENT DISSEMINATION OF PRODUCT/PRODUCT INFORMATION – NA

DISPOSITION OF PRODUCT –Retain until receipt of next weekly report and then destroy.

PCN: A-J041.-5JC-D5-850

TITLE: Document Cross Reference List

SEQUENCE: TYPE L/I, PIIN/DOC NR

FREQUENCY: Semimonthly

DISTRIBUTION - Requirements Activity

SOURCE - Post-Award Master File

TYPE LI(S) CATEGORY -Bailment/Loan (K), ISSP (Y), Termination (T), Reclamation Project (D).

PAGE NUMBERING -Sequential

PAGE EJECT -End of Page/End of Report

EXPLANATION OF HEADINGS - Self-explanatory.

PURPOSE - Provides a ready reference of miscellaneous due-ins by Document Number.

USE -By Requirements Activity for review of miscellaneous items to aid in resolution of data exceptions and to identify status of due-ins by document number.

CRITERIA FOR REPORT TOTALS - NA

SUBSEQUENT DISSEMINATION OF PRODUCT/PRODUCT INFORMATION - NA

DISPOSITION OF PRODUCT - Retain until next product, then destroy.

PCN: A-J041.-5JD-D5-850**TITLE: Stock Number Cross Reference List**

SEQUENCE: Stock Number, Type LI.

FREQUENCY: Semimonthly

DISTRIBUTION - Requirements Activity

SOURCE - Post-Award Master File

TYPE LI(S) CATEGORY -Bailment/Loan (K), ISSP (Y), Termination (T), Reclamation Project (D).

PAGE NUMBERING -Sequential

PAGE EJECT -End of Page/End of Report

EXPLANATION OF HEADINGS - Self-explanatory.

PURPOSE - Provides ready reference of miscellaneous due-ins by stock number.

USE -By Requirements Activity for review of miscellaneous items to aid in resolution of data exceptions and to identify status of due-ins by stock number.

CRITERIA FOR REPORT TOTALS - NA

SUBSEQUENT DISSEMINATION OF PRODUCT/PRODUCT INFORMATION - NA

DISPOSITION OF PRODUCT - Retain until next product then destroy.

PCN: A-J041.-5J4-W5-850

TITLE: Stock Number Line Item Cross Reference

SEQUENCE – (MAJOR TO MINOR) – National Stock Number, PIIN, CLIN/ELIN

FREQUENCY – Weekly

DISTRIBUTION – Requirements Activity, Contracting Activity, Coordinated Contracting Activity

SOURCE – Post-Award Master Files.

TYPE LI(s) CATEGORIES – Non provisioning (N), Provisioning (P), Coordinated Contract (B), Non-ALC Funded and purchased equipment items (G), and Miscellaneous Items.

NOTE: Type LI-K (Bailment) is also included for information purposes.

PAGE NUMBERING – Sequential

PAGE EJECT – End of page/End of report.

EXPLANATION OF HEADINGS –

MDC. An individual in Requirements Activity responsible for managing the item.

Contract Administrative Office Code (CAO)

Kind of Contract (KOC)

Type Line Item (TLI). Remaining headings are self-explanatory.

PURPOSE – Provides a ready reference Requirements Activity, Contracting Activity, Coordinated Contracting Activity when the only available information is the urgency for status of a specific stock number.

USE – This product will be used by Requirements Activity, Contracting Activity, Coordinated Contracting Activity as follows: Item 1: Review product upon request by ALC organizations, CAO offices, buying activities, etc., to determine the range of present contractual coverage for the item NSN. Item 2: Once the contract number (PIIN) or Military Interdepartmental Purchase Request (MIPR) Number and Miscellaneous Documents, Category is identified, refer to the post award (J041.- 5GA Report) to determine detailed status of the stock number. This product will be used by data entry personnel for the screening of data input aid in the resolution of data exceptions and identify status of stock numbered items.

CRITERIA FOR REPORT TOTALS –NA

SUBSEQUENT DISSEMINATION OF PRODUCT/PRODUCT INFORMATION – NA

DISPOSITION OF PRODUCT –Retain until receipt of next weekly product and then destroy.

PCN: A-J041.-5MB-M2-820

TITLE: Interrogation Reply Strike List

SEQUENCE – Contractor Code, Manager Designator Code, National Stock Number, Control Identification

FREQUENCY – As required, (on a daily cycle).

DISTRIBUTION – Requirements Activity

SOURCE – Post Award Master Files. TYPE LI(s) CATEGORIES – Non provisioning (N), Provisioning (P).

PAGE NUMBERING – Sequential. Reinitialize on change in Contractor Code

PAGE EJECT – End of page/End of report. Change in Manager Designator Code.

EXPLANATION OF HEADINGS –

QUANTITY DELINQUENT – The quantity of unshipped line items that is one day or more delinquent in total scheduled shipments as of the date of the report. Includes only firm schedules for all items.

DAYS DLNQ – Day Delinquent. If there is more than one delinquent schedule, then only the number of days computed for the oldest schedule is shown. This computed “Days DLNQ” represents the difference between the “Delivery Schedule Date” and the “Processing Date”

DLY CDE – Delay Code. This is a three-position field with the first position denoting G (Government), K (contractor), or U (Unknown) and the second and third positions denoting the reason for delay of the scheduled delivery.

CRIT DSG – Criticality Designator

1ST ART – First Article

FORMAL ACTN - Formal Action. Signifies action taken with one contractor.

LI CRIT

PURPOSE – This product is a list of all active line items for each contract pertaining to a contractor (in a strike or pending strike situation). Schedule date is shown only when An SCHEDULE date is subsequent to the processing date or the delivery schedule is delinquent. If An SCHEDULE date is estimated, then the message “SCHEDULE IS NON FIRM” will be printed. If the schedule is a “U” then the message “SCHEDULE IS UNKNOWN” will be printed. Those items, which have been shipped and received complete, will not be printed.

USE – By Requirements Activity to determine the impact of a strike situation on incoming items, and for use in reporting the impact to higher headquarters using the DOD Work Stoppage and Impact Report

CRITERIA FOR REPORT TOTALS –

SUBSEQUENT DISSEMINATION OF PRODUCT/PRODUCT INFORMATION – Data from this product are reflected on the DOD Work Stoppage and Impact Report which is forwarded by the IM or ALC strike monitor to the strike monitor at HQ AFMC Contracting.

DISPOSITION OF PRODUCT – Retain until strike is ended. NOTE: The contractor code must be entered in pos. 6-10. Improper entry to the left of the field will result in an asterisk being printed in the last position immediately following the contractor code. Improper entry to the right of this field will result in less than a five digit contractor code being printed on the interrogation product, with the message “NO MATCHING DATA FOR THIS IDENTITY”. Any interrogation product that prints this message should be checked for contractor code accuracy.

PCN: A-J041.-5VA-M2-820

**TITLE: J041 and Item Management Wholesale Requisition
Process (D032) Bailment/Loan Reconciliation**

SEQUENCE – National Stock Number

FREQUENCY – Monthly

DISTRIBUTION – Requirements Activity

SOURCE – Post-Award Master Files, D035A Bailment Master Files

TYPE LI(s) CATEGORIES –Bailment/Loan (K).

PAGE NUMBERING – Sequential

PAGE EJECT – End of page/End of report.

EXPLANATION OF HEADINGS – Self-explanatory.

PURPOSE – This product is a list of the discrepancies between J041 and the D035A systems for Bailment/Loan account records. These discrepancies are indicated by a message printed in the remarks area of the report. Four messages may be indicated:

1. NO D035 LOANED – Indicates the D035A Bailment master record for this stock number reflects zero on loan balance. There may be multiple J041 entries plus a TOTAL for entry for this item.
2. NO J041 OBLIGATED/LOAN – Indicates the J041 master files do not contain any type line item (K) record for this stock number. There will be a one-line entry only for this item for the D035 record.
3. J041 LOANED EXCEEDS D035 LOANED – Indicates the J041 master files for this Bailment/loan item have an accumulated balance greater than the on loan balance of the D035A Bailment master file. There may be multiple J041 entries plus a TOTAL entry for this item.
4. D035 LOANED EXCEEDS J041 LOANED – Indicates the D035A Bailment master file record for this Bailment/loan item on loan balance is greater than the accumulated on loan balance of the J041 master file record for this item. There may be multiple J041 entries plus a TOTAL entry for this item.

USE – By Requirements Activity to bring the J041 and D035A Bailment/Loan records into agreement through corrective actions in J041 and/or D035.

CRITERIA FOR REPORT TOTALS –Total entries are accumulated for the J041 OBLIGATED and the J041 LOANED quantities as applicable to an individual stock number.

SUBSEQUENT DISSEMINATION OF PRODUCT/PRODUCT INFORMATION – NA

DISPOSITION OF PRODUCT –Retain until next monthly product is received and then destroy.

PCN: A-J041.-5VB-M2-820**TITLE: Bailment/Loan Reconciliation (J041/D032)**

SEQUENCE – (MAJOR TO MINOR) – Contractor Identity, Control Identification

FREQUENCY – Every six months (January and July)

DISTRIBUTION – Requirements Activity

SOURCE – J041 Post-award Produce Recovery File

TYPE LI(s) CATEGORIES –Bailment/Loan (K).

PAGE NUMBERING – Sequential

PAGE EJECT – End of page/End of report.

EXPLANATION OF HEADINGS – Self-explanatory.

PURPOSE – This product is a list of the discrepancies between J041 and D035A systems for Bailment/Loan account records. These discrepancies are indicated by a message printed in the remarks area of the report. Four messages may be indicated.

1. NO D035 LOANED – Indicates the D035 Bailment master record for this stock number reflects zero on loan balance. There may be multiple J041 entries plus TOTAL for entry for this item.
2. NO J041 OBLIGATED/LOAN – Indicates the J041 master files do not contain any type line item (K) record for this stock number. There will be a one-line entry only for this item for the D035 records.
3. J041 LOANED EXCEEDS D035 LOANED – Indicates the J041 master files for this Bailment/Loan item have an accumulated balance greater than the on loan balance of the D035A Bailment master file. There may be multiple J041 entries plus a TOTAL entry for this item.
4. D035 LOANED EXCEEDS J041 LOANED – Indicates the D035A Bailment master file record for this Bailment/Loan item on loan balance is greater than the accumulated multiple J041 entries plus a TOTAL entry for this item.

USE – By Requirements Activity to bring the J041 and D035A Bailment/Loan records into agreement through corrective actions to J041 and/or D035.

CRITERIA FOR REPORT TOTALS –Total entries are accumulated for the J041 OBLIGATED and the J041 LOANED quantities as applicable to an individual stock number.

SUBSEQUENT DISSEMINATION OF PRODUCT/PRODUCT INFORMATION – NA

DISPOSITION OF PRODUCT –Retain until next monthly product is received and then destroy.

PCN: A-J041.-5VD-M5-850**TITLE: J041/D032 Initial/Amended Shipping Instruction**

SEQUENCE – (MAJOR TO MINOR) Manager Designator Codes, Requisition Document Number, National Stock Number Control Identification

FREQUENCY – Monthly

DISTRIBUTION – Requirements Activity

SOURCE – J041 Post-Award Master File/D035 Requisition Control Files

TYPE LI(s) CATEGORIES – Provisioning (P), Non-Provisioning (N), MIPR (B).

Type ISI/ASI codes for BV coded transactions in D035 are C, J, M, and X

PAGE NUMBERING – Sequential

PAGE EJECT – End of page/End of report. Change in Manager Designator Code

EXPLANATION OF HEADINGS – Self-explanatory.

PURPOSE – This product is used by Requirements Activity to reconcile D035A requisition file records with J041 line item records by requisition.

This product provides a list of all line items on the Post-Award files containing document numbers for which there may or may not be a matching document number record on the D035A requisition control file. This product also provides a listing (summary) of the total number of each type of incompatibility (by type message) for managerial analysis.

USE – By Requirements Activity to reconcile D035A requisition control file records with J041 line item records by requisition number. These incompatibilities may occur due to miss-identity, cancellation, and failure of follow-up, improper processing of an ISI/ASI. The message that may appear in the “REMARKS” column that identifies these incompatibilities and the correction procedures can be found in Attachment 5.

CRITERIA FOR REPORT TOTALS – The summary for message D032 BV action completed also includes the summary for the message D032 REQ CTL INACTIVE.

SUBSEQUENT DISSEMINATION OF PRODUCT/PRODUCT INFORMATION – NA

DISPOSITION OF PRODUCT – Retain until receipt of next monthly product and destroy.

PCN: A-J041.-5YB-M5-850**TITLE: J041 Category I and II Requirements Data Report**

SEQUENCE: National Stock Number

FREQUENCY: Quarterly

DISTRIBUTION - Requirements Function Product Directorates as required.

SOURCE - Post-Award Master Files

TYPE LI(S) CATEGORY -NA

PAGE NUMBERING -Sequential

PAGE EJECT -End of Page/End of Report

EXPLANATION OF HEADINGS - Self Explanatory

PURPOSE - To provide a listing of contract Due-Ins for D041 items

USE - To Requirements Function to verify contract Due-Ins against D041 computation.

CRITERIA FOR REPORT TOTALS - NA

SUBSEQUENT DISSEMINATION OF PRODUCT/PRODUCT INFORMATION - NA

DISPOSITION OF PRODUCT - Retain for 2 years or until no longer needed then destroy.

PCN: A-J041.-5YC-M5-850

TITLE: J041 Replacement Item Requirements Data Report

SEQUENCE: National Stock Number

FREQUENCY: Quarterly

DISTRIBUTION - Requirements Activities Product Directorates as required

SOURCE - Post-Award Master

TYPE L/I CATEGORIES - NA

PAGE NUMBERING -SEQUENTIAL

PAGE EJECT -End of Page/End of Report

EXPLANATION OF HEADINGS - Self Explanatory

PURPOSE - To provide a list of contract due ins for D039 items..

USE - For Requirement Function to verify Contract due ins against D039 computation.

CRITERIA FOR REPORT TOTALS - NA

SUBSEQUENT DISSEMINATION OF PRODUCT/PRODUCT INFORMATION -NA

DISPOSITION OF PRODUCT -Retain for 2 years or until no longer needed then destroy.

PCN: A-J041.-5YD-M5-850**TITLE: J041 Dormant Reclamation Project Item Report**

SEQUENCE – (MAJOR TO MINOR) – Control Identification

FREQUENCY – Monthly

DISTRIBUTION – Requirements Activity

SOURCE – J041 Post-Award Master Files

TYPE LI(s) CATEGORIES – Reclamation Project (D)

PAGE NUMBERING – Sequential

PAGE EJECT – End of page/End of report.

EXPLANATION OF HEADINGS – Self-explanatory.

PURPOSE – This product lists the reclamation project items that haven't been shipped complete for 90 days subsequent to the delivery schedule date.

USE - For requirements function to verify due ins.

CRITERIA FOR REPORT TOTALS –NA

SUBSEQUENT DISSEMINATION OF PRODUCT/PRODUCT INFORMATION – NA

DISPOSITION OF PRODUCT –Retain until receipt of next monthly product then destroy.

PCN: A-J041.-5YF-M5-850

TITLE: J041 Dormant SAP Termination Item Report

SEQUENCE – (MAJOR TO MINOR) Control Identification

FREQUENCY – Monthly

DISTRIBUTION – Requirements Activity

SOURCE – J041 Post-Award Master Files

TYPE LI(s) CATEGORIES – Termination (T).

PAGE NUMBERING – Sequential

PAGE EJECT – End of page/End of report.

EXPLANATION OF HEADINGS – Self-explanatory.

PURPOSE – This product lists all termination items that haven't been shipped complete and 120 days or more have lapsed since the items were established in J041.

USE – By Requirements Activity for the follow-up action.

CRITERIA FOR REPORT TOTALS –NA

SUBSEQUENT DISSEMINATION OF PRODUCT/PRODUCT INFORMATION – NA

DISPOSITION OF PRODUCT –Retain until receipt of next monthly product then destroy.

PCN: A-J041.-5YG-M5-850**TITLE: J041 Dormant ISSP Item Report**

SEQUENCE – (MAJOR TO MINOR) – Control Identification

FREQUENCY – Monthly

DISTRIBUTION – Requirements Activity

SOURCE – J041 Post-Award Master Files

TYPE LI(s) CATEGORIES –ISSP (Y).

PAGE NUMBERING – Sequential

PAGE EJECT – End of page/End of report.

EXPLANATION OF HEADINGS – Self-explanatory.

PURPOSE – This product lists the ISSP items that haven't been shipped complete and 120 days or more have lapsed since the items were established in J041.

USE -By Requirements Activity for the follow-up action. Reference Chapter 6; Paragraph 6.4 for corrective action.

CRITERIA FOR REPORT TOTALS –NA

SUBSEQUENT DISSEMINATION OF PRODUCT/PRODUCT INFORMATION – NA

DISPOSITION OF PRODUCT- Retain until receipt of next monthly product then destroy.

PCN: A-J041.-5YH-M5-850

TITLE: J041 SAP Requisition Shipment Status Report

SEQUENCE – (MAJOR TO MINOR) Requisition Document Number, Stock Number

FREQUENCY – Monthly

DISTRIBUTION – Requirements Activity

SOURCE – J041 Post-Award Master Files

TYPE LI(s) CATEGORIES – Provisioning (P), Non-provisioning (N), Category I MIPR (B), Bailment/ Loan (K), Reclamation Project (D), Termination (T), ISSP (Y), Non-ALC funded and procured equipment items (G).

PAGE NUMBERING – Sequential

PAGE EJECT – End of page/End of report.

EXPLANATION OF HEADINGS – Self-explanatory.

PURPOSE – This product lists requisition documents in the J041 system. Included are all applicable line item data for each contract and miscellaneous item. Multiple shipments to each destination, for an individual requisition number, will be printed following the basic line item data. Information will be in the form of shipment number, date shipped, and the quantity shipped. Contract line items and miscellaneous line items that are shipped complete since the previous report will be shown then deleted on subsequent month's report.

USE – By Requirements Activity to track the shipment status of active requisitions.

CRITERIA FOR REPORT TOTALS –NA

SUBSEQUENT DISSEMINATION OF PRODUCT/PRODUCT INFORMATION – NA

DISPOSITION OF PRODUCT –Retain for two reporting cycles then destroy.

PCN: A-J041.-5YI-M5-850**TITLE: On-Order Stock Fund Status**

SEQUENCE – NA

FREQUENCY – Monthly

DISTRIBUTION – Requirements Activity

SOURCE – Post-Award Master Files

TYPE LI(s) CATEGORIES- Provisioning (P), Non-provisioning (N), Category I MIPR (B), ERRC N or P Air Force items only and the due in is to a depot or base support account.

PAGE NUMBERING – NA (one page report)

PAGE EJECT – End of page/End of report.

EXPLANATION OF HEADINGS – Self-explanatory.

PURPOSE – This product provides a list, at the IM ALC of On Order Stock Fund balances in J041 for all Contract and Category I MIPR items where the budget code is 1, ERRC is N or P, Air Force items only and due-in is to a depot or base support account.

USE – This product is used by Requirements Function to validate the total value of Stock Fund due-ins.

CRITERIA FOR REPORT TOTALS –

NEW CONTRACTS AMOUNT – Total dollar value of all contracts and modifications abstracted during the reporting month.

RECEIPTS AMOUNT – Total dollar value of receipts made during the reporting month.

BALANCE – Total dollar value of due-ins at the end of the reporting month.

SUBSEQUENT DISSEMINATION OF PRODUCT/PRODUCT INFORMATION – NA

DISPOSITION OF PRODUCT –Retain until no longer needed then destroy.