

CHAPTER 5

REQUISITIONING

A. GENERAL

All funded requisitions entering the DAAS with **MILSTRIP** PDs 09-15 generated by participants for items not specifically excluded (chapter 4, paragraph B.) * will be processed by **DEPRA**. Funded priority requisitions (PDs 01-08) may be submitted to **DEPRA** per S/A direction: however, they will only be processed by the **DEPRA** system if specifically addressed to the **DEPRA** COMM RI or if specifically authorized in chapter 8. Authorized **DEPRA** participants may submit unfunded requisitions to meet authorized requirements.

B. SUBMISSION OF REQUISITIONS

1. Funded requisitions. Participating activities may submit requisitions on a fill/pass or fill/kill basis. Fill/kill processing is taken by **DEPRA** only if the funded requisition is addressed to RI **HRI**.

2. Unfunded requisitions. Activities may submit unfunded requisitions which will remain on the unfunded file for up to 180 days, or they may specify a shorter length of time by indicating an RDD in rp 62-64.

3. Requisition formats. Requisitions submitted to **DEPRA** will be formatted as prescribed by **MILSTRIP** except as specified in chapter 8 and/or outlined below for funded 'Fill or **Kill**' and unfunded requisitions:

(a) Enter RI **HRI** (rp 4-6).

(b) Enter Signal D or M (**rp** 51), Fund PA or **GK** (**rp** 52-53), and Advice 2E (rp 65-66) in unfunded requisitions.

(c) **All** Agencies other than U.S. Military unfunded requisitioners will enter PD 15 in rp 60-61. U.S. Military unfunded requisitioners will enter PD 14 for Pre-Positioned War Reserve Stocks/War Reserve Materiel/Mount Out/or Project Stocks requirements, PD 15 for Operations and Maintenance requirements, or PD 99 for Permissive **Overstockage/Economic** Retention Quantity.

C. REQUISITION PROCESSING

DEPRA will screen both funded and unfunded requisitions against reported excesses and either direct redistribution action, provide cancellation status, hold the requisition (unfunded order), or forward the requisitions to the **IMM**. Requisitions will be edited for format and data content prior to entry into the

CH 1

DoD 4000.25-1-S2

DEPRA system. DAAS edit rules will apply and requisitioner will receive the proper **reject** status.

1. Funded Requisitions. Screening of funded requisitions will be accomplished within the timeframes outlined for normal DAAS processing (DoD 4000.25-10-M, reference (c)). Funded requisitions are matched against **all** excesses held in the **DEPRA** data bank. If no match occurs, **DEPRA** will forward the original requisition to the **IMM** and no further action **will** be taken by **DEPRA**. **DEPRA** will take partial redistribution action on requisitions only if **the** EDV of individual redistribution action is **\$50** or more. In the event multiple shipments are made against a single requisition, the number of such partial shipments will be controlled as follows:

a. Redistribution transactions generated by **DEPRA** will be in **MILSTRIP** **DI A2_** or **A4_** format, based on each Service's capability to accept them, and will be used to effect shipment from all activities. All RDOS initiated by **DEPRA**, for other than the total requisition quantity, will contain Suffix L, M, Q,T, or U.

b. For each redistribution transaction generated, **DEPRA** will provide the requisitioner with **BM** status with the excess holding activity's RI in **rp 67-69**. In addition, **DEPRA** will provide the requisitioner with **BN** status.

c. The unfilled quantity of the original **DI AO_** which was not satisfied through redistribution action is indicated in **rp 25-29** and the requisition is forwarded via DAAS to the appropriate SOS. In this instance, **DEPRA** provides the requisitioner with **BM status/DI AE_** with the RI of the appropriate SOS entered in **rp 67-69**. The original demand code is perpetuated in **rp 44**.

2. Unfunded requisitions. Upon receipt of an unfunded requisition, **DEPRA** will provide **BD** status. All unfunded requisitions, regardless of Service, will be processed against assets immediately upon receipt of disposal advice from the **IMM/ICP**. Requisitions will **be** filled as assets become available or remain on the unfunded **file** for a period of **up** to **180 days**. **They** may specify a shorter **length** of "time by **indicating an** **RDD** in **rp 62-64**. If the **RDD** field is left blank, **DEPRA** will screen the requisition against excesses until either the requisition quantity is satisfied **or** 180 days have elapsed. If redistribution **is not effected, the** requisitioner **will receive CB status/DI AE_ after** the **RDD** is reached. Unfunded requisitions will **be screened against these assets** in the priority **sequence** specified in chapter 8, paragraph **E.**, which gives the highest **priority to U.S.** Military requirements. **DEPRA** will **take partial** redistribution action on **unfunded requisitions only if the EDV of the individual redistribu-** tion **action is \$50** or more,

D. FOLLOWUPS

1. DI AF__ or AT__ should be submitted to the RI of the last known SOS.
2. If a DI AF__ transaction received by DEPRA matches a transaction on the status history file, reply status will be furnished as follows:

STATUS ON FILE

REPLY STATUS

Positive shipping status/DI AS__

DI AS__

Stock denial status/CB status

DI AE__ /CB status

Redistribution action/EM status
previously furnished

DI AE__ /EM status with Rx of
SUPACT in rp 67-69

3. If a DI AF__ transaction matches a transaction on the unfunded requisition file, DEPRA will generate BD status with the termination date (RDD assigned) in rp 62-64.

4. If the DI AF__ or AT__ transaction does not match either file and the RI in rp 4-6 is other than HRI, DEPRA will forward the followup to DAAS for processing. In this instance, DEPRA will not provide a status reply.

5. If the followup transaction is DI AT__ with RI HRI and does not match the status history file or the unfunded requisition file, the transaction will be converted to a DI AO__ and continue normal processing as a requisition.

6. If the followup transaction is DI AF__ with RI HRI and does not match either file, DEPRA will furnish BF status.

E. CANCELLATIONS

1. DI AC__ or DI AK__ should be submitted to the last known SOS. The RI in rp 4-6 of the DI AC__ transaction must be the last known SOS indicated in the EM status transaction received from DEPRA or, in the absence thereof, the RI contained in the original requisition.

2. DEPRA will process DI AC__ or DI AK__ transactions which contain RI HRI in rp 4-6. Cancellation requests with other than RI HRI will be forwarded to the RI in rp 4-6 when DEPRA has forwarded RDO actions to that activity. When the RI in rp 4-6 is an IMM, DEPRA will take cancellation action against outstanding DEPRA RDOs and forward any remaining quantities to be canceled to the IMM..

3. DEPRA will match cancellation requests against the status history file. When a match occurs, status will be furnished as follows:

STATUS ON FILE

CANCELLATION REPLY STATUS

Positive shipping status/DI AS_

DI AU_

Stock denial status/CB status

DI AE_/BQ status for PACOM
DI AE_/CB status for EUCOM

Redistribution action/BM status
previously furnished

DI AE_/BM status for PACOM
DI AE_/B9 status for EUCOM

4. **If the DI FTC** fails to match a status history file record, the cancellation request will be screened against the unfunded RHF.

a. **If a match** occurs, BQ cancellation status **will** be forwarded from DEPRA and the requisition **will** be deleted from the **file**.

b. If there is no match on the unfunded requisition file, BF status **will** be forwarded from DEPRA.

5* SUPACT replies to cancellation requests from DEPRA must be DI AU_, Reply to Cancellation Request, or DI AE_/BQ cancellation status. It is imperative that SUPACTs do not forward CB status which is denial status in reply to cancellations as this status **will** delete excess detail records.

6. Cancellation requests containing RIs other than HR1 which do not match DEPRA records will be forwarded for DAAS processing. In this instance, DEPRA will not provide a status reply.

F. MODIFIERS

DI AM_ transactions may be submitted to the last known SOS for funded requisitions. DI AM_ transactions are unauthorized, for DEPRA RDOs/ referral orders and unfunded requisitions. DEPRA will process DI AM_ modifiers the same as DI AT_ followups.

* G. DEMAND HISTORY. Upon receipt of shipping status (AS trans -
* **action) in response to a redistribution** document, DEPRA submits
* a Demand Transaction (DI Code DHA) via the DAAS to the IMM/ICP
* recorded in DAAS files. The transaction **will**, among other data,
* contain the quantity of the item shipped, and the NSN of the item
* requisitioned. The DHA transaction is prepared only when the
* original requisition contains a valid fund code and would have been
* forwarded to the Source of Supply if DEPRA has not caused **redistribu-**
* **tion action to satisfy** the demand. The DHA transaction is not
* prepared for unfunded requisitions addressed to DEPRA only
* (RI Code HR1, Distribution Code 1). The DHA transaction is
* prepared in **accordance with DoD 40 00.25-2-M, Military Standard**
* Transaction Reporting and Accounting Procedures (MILSTRAP).