

CHAPTER 7

REVISED DELIVERY FORECAST

A. GENERAL

This chapter prescribes procedures for the reporting by the CAO of anticipated or actual deviations from the contract delivery schedule. These procedures will not be used for services line items or when progress reports are required by the contract. These procedures provide for reporting the major cause of deviation and forecasting a revised delivery date. The purpose of the RDF is to provide the PO with information in a timely manner concerning any delay in the contract delivery schedule. In the case of MILSTRIP requisitions, the RDF provides the information required for the preparation of supply status.

B. FLOW AND DISTRIBUTION

The RDF flows from the CAO to the PO that issued the contract or order under the contract. In those cases where the CAO issued the order, the RDF flows to the office that authorized the CAO to issue the order. In no case will the CAO send the RDF to more than one point for the same line item. Further distribution may be accomplished internally within the Service/Agency.

C. FORECAST DELIVERY DATE

The Forecast Delivery Date (FDD) is the best estimate of the CAO as to when the quantity of a line item scheduled under the Contract Delivery Date (CDD) and Ship-To will be delivered to the Free On Board (FOB) point. When the FOB point is at destination, the transportation time from the contractor to the destination must be considered in determining delays and in forecasting revised delivery dates. For the RDF to be effectively used, the FDD must be as accurate as possible. The FDD is memorandum information and does not replace or revise the CDD which can only be changed by a contract modification.

D. REASON FOR REVISION

Each RDF will include codes that identify who and what caused the delay (see appendices A23-A and A23-B). The purpose of these codes is to explain the difference between the scheduled CDD and the FDD. In those

instances when the revision is based upon more than one factor, the major or most significant reason will be indicated.

E. RECOMMENDED ACTION

When delivery is delayed or is anticipated to be delayed, the recommendation code (appendix A24) in the RDF serves as a notice of action that the CAO is taking or is recommending to the PO. When appropriate, the CAO will provide by correspondence such as DD Form 375, Production Progress Report, detailed information for the PO to determine the proper course of action.

F. URGENCY OF PROCUREMENT

MILSCAP provides for the PO to assign a code to the contract abstract to indicate the Criticality Designator (appendix A9) . For contracts with Criticality Designator A or B, the RDF will be issued no later than the CDD (or FDD, if applicable); for Criticality Designator C, within 30 workdays of the CDD (or FDD, if applicable) .

G. REVISED DELIVERY FORECAST

1. Initiation of RDF - For each deliverable item that requires a DD Form 250, an RDF will be prepared by the CAO and forwarded to the PO when a delivery delay exists or is anticipated.

2. Delivery Delay - The RDF will be issued when a delivery delay beyond the CDD (or FDD, if applicable) exists or is anticipated.

3. Time Standard - The RDF must be issued within 2 workdays after determination that there will be a delivery delay.

4. Preparation of an RDF - A separate RDF will be prepared for each affected Ship-To address within the timeframes specified in section F., above. Stock numbered RDFs (for Navy and DLA) will use DI code PJA; MILSTRIP document numbered RDFs (for Army and Air Force) will use DI code PJB. The formats for the RDFs are shown at appendices C15 and C16.

5. Control Elements - The following fields represent control elements to discretely identify one RDF from another:

- PIIN
- Call/Order Number
- CLIN or ELIN
- Ship-To Identity

Delivery Schedule Date
MILSTRIP Document Number (for DI code PJB)
MILSTRIP Code (for DI code PJB, when applicable)
Transaction Date

H. HARD COPY REVISED DELIVERY FORECAST

1. All DoD activities cannot receive electronic RDF transactions. Therefore, those activities that are programmed to receive either the PJA or PJB are identified in appendix K.

2. The CAO will develop the RDF data for each delinquency. When the RDF recipient is listed in appendix K, an RDF will be issued. When the RDF recipient is not listed in appendix K, a clear text RDF will be mailed. The clear text format is shown at exhibit 7-1.

I. CHANGES, CORRECTIONS, **AND CANCELLATIONS**

1. Changes and corrections of RDFs are prepared' in the same manner as the original RDFs with a new transaction date to reflect the latest status.

2. There is no cancellation transaction for the RDF. Therefore the MILSCAP reversal technique, X-overpunch in the decade position, does not apply to the RDF. An incorrect FDD will be revised to reflect the correct FDD. When no FDD is applicable, the correction RDF will post the CDD to the FDD field.

J. TRANSACTION STATUS INDICATOR CODES

1. When the RDF is a final reply in response to a request from the PO, it will contain a Transaction Status Indicator code A in position 80.

2. When the RDF is a correction of a previous RDF, it will contain a Transaction Status Indicator code C in position 80. This would occur without cancellation of the previous RDF as described in paragraph 1 .2., above.

3. When the RDF is an interim reply in response to a request from the PO, it will contain a Transaction Status Indicator code D in position 80.

EXHIBIT 7-1

SAMPLE CLEAR TEXT RDF LETTER

Oklahoma City ALC/PM
Tinker AFB, OK 73145

Your contract, F34601-81-G-3193 -0021, Line Item Number 0001AA, MILSTRIP Document Number FY2031-4123-0000, is scheduled to be shipped to DoDAAC FX2065 by 12 September 1983. The contractor has advised that a quantity of 18 EA will be delivered by 30 October 1983.

The reason for delinquency is a design and engineering problem with software development, attributable to the Government. The CAO recommendation is no action; minor delay only.