

## CHAPTER 4

### REQUISITION PROCESSING

4.1 **Policy**. This chapter prescribes policy and procedures for processing NAVSEA outfitting account requisitions. Fleet and Industrial Supply Center, Puget Sound (FISCPS) is the central processing point for all Naval Sea Systems Command (NAVSEA) Other Procurement, Navy (OPN) Outfitting account requisitions and the sole NAVSEA allotment holder for the NAVSEA Outfitting Account. FISCPS is responsible for receiving and processing all OPN outfitting requisitions. The Automated COSAL Tracking System (ACTS) enables requisition processing, financial management and funds control. ACTS will be used as the central repository for requisition processing control and reporting. Additionally, FISCPS is responsible for receiving and maintaining financial control of allotments and funding allocations authorized by NAVSEA 04L4 and will ensure that (1) the operating budget account(s) is (are) not over-obligated; (2) requisitions are processed in accordance with prescribed procedures; and (3) obligations and expenditures are currently and accurately maintained and reported in accordance with prescribed procedures.

4.2 **Procedures**. As the designated centralized allotment holder, FISCPS will receive and process OPN outfitting requisitions in accordance with the following procedures:

a. **Receipt, Verification and Acknowledgment of Requisition Packages**

(1) **Requisitions**. Upon receipt of requisitions (requisition packages) from NOP ordering activities, FISCPS will verify the completeness and validity of data, e.g., complete and correct requisition data. Requisitions that meet established criteria will be entered into ACTS for control and reporting purposes. ACTS enables requisition processing, financial management and funds control. The established criteria (e.g., prioritization) is reviewed and adjusted semi-annually based on current year funding. Requisition status "BD" will be provided to the ordering activity and/or the designated status monitoring activity via DAAS within two working days for automated requisition packages and within three working days for manual requisition packages. This status code acknowledges receipt of the requisitions at FISCPS.

(2) **Decommissioning Ships**. Requisitions for ships scheduled and listed for decommissioning in the current or following fiscal year will be held by FISCPS in an unobligated status until mass cancellation notice is received from the Type Commander (TYCOM) or Naval Supply Systems Command (NAVSUP). Exceptions are considered on an individual basis.

b. **Requisition Processing**. Under centralized allotment holder operations (FISCPS), requisition processing includes:

(1) Input authorized Coordinated Shipboard Allowance List (COSAL)/Coordinated Shore-Based Allowance List (COSBAL) requisitions into ACTS.

(2) Process all incoming status received from the supply system into ACTS, which will provide requisite financial transactions to

enable the Defense Financial Accounting Service (DFAS) to adjust the obligation. At a minimum:

(a) Forward confirmed cancellations to the appropriate DFAS for processing and recoup the funds for potential re-obligation.

(b) Forward to the appropriate DFAS requisitions resulting in a rejection by the supply system and recoup the funds for potential re-obligation.

(c) Adjust outstanding financial obligations with a "BA" status or a shipping date greater than 90 days old in accordance with procedures contained in NAVCOMPT-1000, Volume 8. Transactions which are valued above external follow-up thresholds will be automatically followed-up with requests for billing information to the issuing activity or the billing activity for Centralized Accounting and Billing (CAB) material. External follow-up thresholds are:

- \$1,000 for Inventory Control Point (ICP) procured wholesale material
- \$400 for other Department of Defense (DOD) Activity material
- \$150 for General Services Administration (GSA) material

An adjustment will be made to the obligation when a billing cannot be obtained. The adjustment should not be made earlier than 240 days after the shipping date but should be completed within one year of the shipping date since this is the retention period for billing information. Outstanding obligations that are below the external follow-up threshold should be adjusted 180 days after the shipping date. Documentation to support all follow-up efforts to obtain billing status or billing will be retained for review and audit. Records will be retained consistent with existing accounting record retention and disposition requirements. A certification similar to that in NAVCOMPT Manual paragraph 083405h will be made covering all adjustments processed.

(d) Financial transactions posting at the DFAS for which there are no ACTS records will be reviewed to determine if COSAL funding was authorized.

(3) Review expenditures which exceed obligations by greater than \$1,000 to ensure that a pricing or quantity error was not made. This review will include non-preceded expenditures over \$1,000.

(4) Follow-up automatically via the last holding activity to determine the current status on all outstanding requisitions greater than 30 days old for which no shipping, procurement, or backorder status has been received and for which the Estimated Shipping Date (ESD) has been exceeded.

(5) Update ACTS Unit Identification Code (UIC) table upon receipt of a notification of a "mass cancellation" for a ship being decommissioned to ensure that no further funds are obligated on that UIC. Cancel all unobligated requisitions for that UIC in ACTS. Process confirmed cancellations from the supply system in accordance with paragraph 4.2.b.2(a) above. If status has not been received confirming the cancellation within the 30 days of the mass cancellation notice, follow-up via the last holding activity.

(6) Price each requisition with current unit price and calculate total cost.

(7) Validate each requisition for proper Military Standard Requisitioning and Issue Procedures (MILSTRIP) entries. To the extent possible, this includes overlaying correct data when incorrect or missing fields are found. Additionally, FISCPS will enter "S01" in the Required Delivery Date (RDD) field for NAVICP managed material with an extended cost of \$300 or less.

(8) Screen all 9L cognizant material to validate. Requirements included in the Naval Medical Logistics Command's (NAVMEDLOGCOM) annual requirements file will be considered valid during the fiscal year the Annual Dental Allowance List (ADAL) or Annual Medical Allowance List (AMAL) was published. In other words, requisitioning items in FY98 from an ADAL published in FY97 will not be viewed as valid requirements.

(9) Transmit and receive those requisitions meeting NAVSEA 04L4 selected requisition screening criteria to the Naval Sea Logistics Center (NAVSEALOGCEN) for allowance validation and approval, possible free issue, or cancellation.

(10) Maintain financial control and current balances of OPN Outfitting account funds allocated by the Administering Office, which includes:

(a) Monitor all obligations for accuracy and validity and maintain audit trail documentation of validation reviews.

(b) Review unexpended obligations citing funds nearing expiration.

(c) Ensure that outfitting account is not over obligated.

(d) Ensure that unobligated funds can be recaptured in time to obligate before the end of the obligation period for the funds.

(e) Maintain documentation for all recorded obligations.

(11) Establish financial obligations in the designated allotment holder account(s) for each requisition to be released for supply action when OPN Outfitting account funds are available.

(12) Establish and maintain a requisition pending file for those requisitions that are delayed due to inadequate funds (No Money, NM status) and requisitions delayed due to inadequate asset availability (No Asset, NA status).

(13) Refer validated and funded requisitions to applicable Point of Entry (POE) as follows:

(a) Q-COSAL (Defense Logistics Agency (DLA) Cognizance Code (Cog)) - All Ships to FISCPS.

(b) Q-COSAL (Naval Inventory Control Point (NAVICP) Cog) - All Ships to NAVICP.

(c) All other requisitions - All Ships (except TRIDENT submarines) to NAVICP for NAVICP Cog material, DLA for DLA Cog material and GSA for all 9Q Cog material.

(d) TRIDENT submarines to FISCPS.

(14) Provide "BM" supply status to applicable ordering activity identifying the referral of requisitions to the POE.

(15) Report obligations to the designated Defense Financial Accounting Service (DFAS).

(16) Receive and maintain current supply and shipping status for all obligated requisitions until fully expended.

(17) De-obligate OPN Outfitting account funds and report de-obligations to DFAS for requisitions for which supply system cancellation/rejection status has been received.

(18) Report obligation and expenditure information to NAVSEA 04L4 as requested.

(19) Provide "NM" status to applicable ordering activity for requisitions without available funds.

(20) Provide "NA" status to applicable ordering activity for NAVICP requisitions without available assets.

(21) Assist TYCOMs/Ships in the reconciliation of Fleet requisitions via ACTS.

c. **Processing Time Frames**. The allotment holder will process NAVSEA Outfitting account requisitions as follows:

(1) NAVSEA Outfitting account requisitions (less those being screened) will be processed within 2 days of receipt.

(2) High Value requisitions will be processed within three days of receipt to allow time for NAVSEALOGCEN review.

d. **Selected Requisition Screening**. The allotment holder will screen all requisitions submitted as charges to the NAVSEA Outfitting account against selected requisition criteria determined by NAVSEA. Requisitions that meet the criteria will be reviewed by NAVSEALOGCEN under NAVSEA 04L4 oversight to ensure that they represent accurate and appropriate requirements and charges to the NAVSEA Outfitting account. Actions concerned with the screening of outfitting requisitions will be performed as outlined in subparagraphs 4.2d(1) through (5).

(1) The allotment holder will transmit High Value requisitions via ACTS to NAVSEALOGCEN. The data to be transmitted will include the following for each requisition:

- (a) Ship/Activity Involved
- (b) Cognizance Symbol
- (c) National Stock Number (or Part Number)
- (d) Point of Entry (POE)
- (e) Unit of Issue

- (f) Quantity
- (g) Unit Price
- (h) Project Code
- (i) Requisition Number

(2) NAVSEALOGCEN will screen all requisitions with a total extended price equal to or greater than the established threshold value.

(3) NAVSEALOGCEN will review and verify the requisition data against technical, allowance, and provisioning data. Review and verification elements will include:

(a) Verification that the NSN in the transmission is applicable to an Allowance Parts List (APL)/Allowance Equipage List (AEL) registered in the Weapon Systems File (WSF) Level A as applicable to the requisitioner.

(b) Verification that the item computes using the appropriate allowance computation method.

(c) Review of Document Status File, High Value COSAL Program, and ACTS data to ensure that the item is not already on order or previously provided.

(d) Liaison, as required, with hardware or NAVICP program managers, TYCOM, or CDM for the equipment being requisitioned to obtain additional information in resolving HIVAL screening problems.

(e) Perform CRAMSI asset screen.

(f) Coordination with NAVICP to make technical changes to the WSF based on discrepancies discovered during High Value, Planned Maintenance System (PMS), AEL and Allowance Change Request (ACR) reviews.

(g) Provide to NAVICP for material availability screening.

(4) **Material Availability Screening.** NAVSEALOGCEN will perform Consolidated Residual Asset Management Screening Initiative (CRAMSI)/Residual Asset Management (RAM) review on all approved requisitions forwarded by FISCPS. Upon completion of High Value screening, NAVICP will review all approved NAVICP Cog requisitions to verify material availability and the establishment of Planned Program Requirements/Supply Support Requests (PPRs/SSRs) and estimate material availability dates. Appropriate documentation will be prepared as necessary to initiate PPRs/SSRs for those requisitions that have no PPR/SSR established. Results of the material screen will be provided to NAVSEALOGCEN.

(5) **Results of Selected Requisition Review.** NAVSEALOGCEN will provide results of the selected requisition screening back to the allotment holder. For requisitions that are rejected with a "CA" status by NAVSEALOGCEN, a message will include the reason for the rejection and will direct the allotment holder and ordering activity to change records accordingly. Copies of messages containing requisition rejection information will be provided as follows:

TYPE REQUISITION

COPY OF MSG REJECTION TO:

Ship	Ship, TYCOM, FISCPS and NAVICP
ILO LANT/FTSCPAC	Ship, ILO/FTSC, TYCOM, FISCPS and NAVICP
COMNAVCOMTELCOM	NAVCOMTELCOM Ordering Activity, FISCPS and NAVICP
Training Activity	Training Activity, SEA 04L3, CNET, NAVSEALOGCEN, FISCPS and NAVICP
Cutter	Cutter, ELC, FOSSAC, FISCPS and NAVICP

Upon receipt of HIVAL review results from NAVSEALOGCEN, the allotment holder will:

- (a) Process approved requisitions into the supply system.
- (b) Take action to cancel rejected requisitions.
- (c) Modify requisition quantity, Cog, or price as directed by NAVSEALOGCEN and process requisitions into the supply system.
- (d) Load status into ACTS:
  - "NA" status for approved requisitions without material available for issue.
  - "NM" status for approved requisitions without funding.

**4.3 Policy and Procedures for Canceled and Modified Requisitions.** The allotment holder will, as part of ACTS, maintain requisition status files for all outfitting requisitions that have been obligated and referred to a POE. When requisition cancellation or rejection status is received from the supply system, the allotment holder will take the following actions:

- a. De-obligate funds from the applicable requisition(s).
- b. Report de-obligated funds to the applicable DFAS.
- c. Maintain a history file of canceled/de-obligated requisitions.
- d. Report number and dollar value of de-obligations to NAVSEA 04L4 monthly for adjustment of obligation rates to date.

**4.4 Resubmission of Canceled or Rejected Requisitions.** Consistent with NOP ordering procedures, Chapter 3, NOP ordering activities are authorized to resubmit outfitting requisitions that were canceled or rejected by the supply system if:

- a. The requirement is resubmitted within 180 days of the cancellation date.
- b. Corrections have been made to the cause of the original cancellation (i.e., if obsolete NSN ordered, use correct NSN).
- c. The cancellation is not the result of a failure to respond to a Material Obligation Validation (MOV) request.

