

DDC J-3/J-4

MEMORANDUM FOR DISTRIBUTION CENTER COMMANDERS

SUBJECT: Critical Safety Item Program Guidelines

DDC is a team member of the working group supporting the DLA commitment to ensure NSNs identified as a Critical Safety Items have been procured from approved sources. Interim guidance from DDC sent by e-mail on December 4, 2001 is superseded with the attached detailed guidelines.

Lead responsibility for program management has been assigned to Defense Supply Center Richmond who will serve as a focal point in maintenance of the official list of CSI National Stock Numbers and for updating a single data base for DSS receipt processing. DDC J-3/J-4-O is working closely with DSCR to ensure standardization of content. DDC has coordinated DSS system changes to the Customer Return Improvement Initiative (CRII) screen to accommodate CSI that will eliminate the confusion seen in the initial data release. We anticipate that the DSS receipt restriction files will be updated as early as Monday, February 11, 2002.

Process control of new procurement and customer returns is only part of our problem. We will also need to review all on-hand assets to determine if material is from approved sources. However, since research has not been completed on previous buys, we can not just begin the surveillance inspection. DDC is working with DSCR to establish a systematic approach. Once developed, DDC will manage release of request for surveillance inspections and monitor completion and report progress to DLA. The effort will commence within the next two weeks. In addition there may be exception messages on the Material Release Orders indicating a need to ship material manufactured by a specific Contractor and Government Entity (CAGE) Code. Please provide a point of contact Mr. Walter Bostdorf, DDC J-3/J-4-O, DSN 977-5951, email wbostdorf@ddc.dla.mil by February 8, 2002.

SIGNED
PATRICK J. MCCORMICK
Director Logistics Operations

Attachments

1. DLA J-33 Jan. 9, 2002 Memorandum, Subj: Management of Critical Safety Items
2. DDC Critical Safety Items Detailed Guidelines

cc: DDC J-3/J-4-M

DDC J-6

DDC J-1A

DDC CA

Critical Safety Items
Detailed Procedures

A. Receipt Processing

- 1) Step by Step Procedural Guidance for Distribution Centers not Collocated with DSCC Laboratory
- 2) Step by Step Procedural Guidance for Distribution Centers Collocated with DSCC Laboratory (DDSP, DDCO, DDJC)

B. Supply Discrepancy Reporting

- 1) General Guidance
- 2) Mandatory Fields
- 3) Disposition Guidelines

ENCLOSURES

Enclosure 1: Receipt Restriction Screen Face
Enclosure 2: Maintain Item Discrepancy Screen Faces
Enclosure 3: Hard Copy SF 364

Step By Step Procedural Guidance for Distribution Centers
Not Collocated with DSCC-T Laboratory

A. There is no change to current receipt processing until the material has reached the receipt inspection station. Using DSS screens indicated below, CSI properties (if applicable) will be visible on the Receipt Restriction Screen RI25:

1) New Procurement Receipt/Wholesale Procurement (WP) DSS Screen RI02

2) Customer Returns & Redistributions Wholesale Non-Procurement (WN) DSS Screen RI05

3) Retail Non-Procurement (RN) DSS Screen RI07

B. DDC Memorandum dated, February 1, 2002 Subject: Clarification on Kind Count and Condition Bare Item Visual Inspection, provides reminder and clarification on requirement for bare item inspections as follows:

New Procurement: 1 Unit of Issue

Return: Any and all material not in the original manufacturer's sealed package.

C. Continue with Kind, count and Condition to determine if there is any need to prepare and suspend the material without considering the impact of CSI compliance. For example: if the material is the wrong NSN then continue and suspend to condition code "L" under normal procedure.

D. If the Receipt restriction notice appears (DSS screen RI25 sample screen face enclosure 1) the inspector will visually match the receipt restriction message with data on the material during the bare item inspection. If the Manufacturer's CAGE is not an exact match or if other look for information/data can not be validated then the material will be suspended into condition code "J" and a Supply Discrepancy Report (SDR) prepared based on instructions in Attachment 2B.

Receipt Processing
Step by Step Procedural Guidance for Distribution Centers
Collocated with DSCC-T Laboratory
(DDCO, DDSP, DDJC)

E. A. There is no change to current receipt processing until the material has reached the receipt inspection station. Using DSS screens indicated below, CSI properties (if applicable) will be visible on the Receipt Restriction Screen RI25:

- 1) New Procurement Receipt/Wholesale Procurement (WP) DSS Screen RI02
- 2) Customer Returns & Redistributions Wholesale Non-Procurement (WN) DSS Screen RI05
- 3) Retail Non-Procurement (RN) DSS Screen RI07

B. DDC Memorandum dated, February 1, 2002 Subject provides reminder and clarification on requirement for bare item inspections as follows:

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C. Continue with Kind, Count and Condition to determine if there is any need to prepare and suspend the material without considering the impact of CSI compliance. For example if the material is the wrong NSN then continue and suspend to condition code "L" under normal procedure.

D. If the Receipt restriction notice appears (sample screen face enclosure 1) the inspector will visually match the receipt restriction message with data on the material during the bare item inspection. If the Manufacturer's CAGE is not an exact match or if other look for information/data can not be validated then hard copy documentation will be prepared and attached to the material as outlined in the SDR guidelines Attachment 2B.

1) The laboratory will be contacted and the material moved to the set aside line identified for their use during inspection.

2) Material will be held for a maximum of 24 hours. Within that time DSCC-T will inspect the material and provide written disposition or advise to suspend and process the SDR with findings inconclusive.

Attachment 2A (2)

Supply Discrepancy Reporting
General Guidance

- A. A SDR needs to be completed for any item that can not be validated to have been manufactured by an approved source. DLA is responsible to ensure all assets on hand are compliant to approved source of supply regardless of owner. Therefore the following procedures will be used to ensure all parties are notified. This will provide the DLA manager the opportunity to resolve financial obligations to the owner if material is not compliant.
- B. DSS does not interface with all Services and in some instances will not interface with a DLA Manager. When a hard copy SDR needs to be sent to a DLA Manager the following Fax numbers may be used to facsimile the CSI discrepancy:

DSCC 850-3703

DSCP 444-7500

DSCR 695-4007

Sites with collocated DSCC-T laboratories will have an additional opportunity to resolve the validation of approved source; therefore, the steps are slightly different.

1. If a site does not have a collocated laboratory complete the SDR DSS screen MC222 and MC223. Electronic interface is currently only established between DSS and DLA when DLA is aware of the Due-In record.
 - a) Only when the material Source of Supply/Manager is the same as the Owner of this receipt then follow normal SDR processing procedure.
 - b) If the SOS/Manager is DLA and a Due-In was in DSS (Prepositioned Material Receipt Documentation) but the material owner is not DLA then electronic copy will pass to DLA and a hard copy SDR must be forwarded to the Service Owner.
 - c) If the SOS/Manager is DLA but no Due-In (PMRD) was available in DSS or the material owner is not DLA a hard copy SDR must be forwarded to both DLA and the Service Owner.
2. If your site is DDSP, DDCO or DDJC with a collocated DSCC-T laboratory a Supply DSCC has the opportunity to resolve the validation of approved source. A hard copy Discrepancy Report must be filled out but not submitted to the SOS/Owner until the DSCC-T Laboratory has the opportunity to resolve the validation of approved source. A hard copy discrepancy report should be provided to the DSCC-T laboratory for their use and as a means of to provide written disposition response.
 - 1) Option a: Complete the DSS Discrepancy Report Screen Faces, (MC222 and MC223) and print without submission to the DLA Manager. (Enclosure 2)

- 2) Option b: Hand write/prepare hard copy DD form 364. Blocks 1 through 15 should be filled out. State all Available Data to include Bare Item and Container Markings. (Enclosure 3).

Attachment 2 B (1)

Supply Discrepancy Reporting Mandatory Fields

- A. Mandatory Fields of data entry on DSS screen: Maintain Item Discrepancy (MC223) and (MC222) will be filled in with all available data, down to bare item and container markings. When any mandatory data field is not available it must be stated in the comments of SDR screen (MC222) what information is not available.
 - 1) Mandatory Data (MC223): NSN, Noun, Manager RIC, Contract Number, CAGE, CLIN, Call Order Number, Lot/Batch Number, Lot/Batch Number Condition Code, Quantity Shipped, Quantity Received, Quantity Discrepant, Discrepant Code (Q7), Action Code (1A). (Sample Screen Face Enclosure 2)
 - 2) Mandatory Comments (MC222): Prepared by, Name, Phone Number (DSN) and clear precise comments. Both container and bare item markings are needed. State what Mandatory Data is not available. List Point of Contact at Site, Name, Phone Number (DSN). (Sample Screen Face Enclosure 2)
- B. Mandatory Data Entry Fields for Hard Copy SF 364 and use Comment Field for Clarification: Fill in blocks 1 through 15.
 - 1) Mandatory Information: NSN, Noun, Manager RIC, Contract Number, CLIN, CAGE, Lot/Batch Number, Condition Code, Quantity Shipped, Quantity Received, Quantity Discrepant, Discrepant Code (Q7), Action Code (1A). (Enclosure 3)
 - 2) Mandatory Information in Comments block 12: Any data that is not available should be indicated as not available rather than leaving the information blank. That will eliminate the need for clarification when the technical offices are conducting research. Data on any markings on the container and on the bare item are needed. The following data should be included in the comments field: Prepared by/Name, DSN, Clear Precise Comments on data on the bare item and container markings, distribution center POC Name/DSN. (Enclosure 3)

Supply Discrepancy Reporting
Disposition Guidelines

Disposition will be provided by the Inventory Control Points through the SAMMS data system or hard copy return. There are three possibilities on disposition.

- A. Disposition cc/ A: Material identified to an Approved Source. Urgent Request for Site Stock Readiness to DAC back to cc/A.
- B. Disposition cc/ L: Follow routine processing procedures.
- C. Disposition cc/ H: Material procured from an unapproved or unidentifiable source.
 - 1) Critical Safety Item Material requiring disposal action by Defense Reutilization Marketing Office (DRMO) will be held in a suspended condition code “J” until procedures are in place that can provide complete accountability of DRMO actions for demilitarizing. Do Not DAC to CC/H. The distribution center needs to placard the material as “CSI Hold for Future Disposal”. Stock Readiness should attach a copy of the disposition to material as part of placard.
 - 2) Maintain a log of CSI disposition for disposal as an internal control of assets pending disposition.

SAMPLE

RI25 SITE: HES2 DISTRIBUTION STANDARD SYSTEM WK: S2
PAGE 001
12:06:51 RECEIPT RESTRICTIONS
30 JAN. 2002

1615 000151376

NIIN RANGE

FSC RANGE

CSI ALERT: BARE ITEM INSP FOR APPROVED SOURCE OR SUSPEND CC J
SDR CODE Q7 OTHER INFO AFTER CAGES AND PART NUMBERS AS
LISTED BELOW

PRIME: xxxxxx P/N: xxxxxxxxxx

--F1= MENU-----F2= NEXT TRANS-----F3= EXIT DSS---F5= BOOKMARK
PRESS "ENTER" TO CONTINUE
TRANS CONTINUES NEXT TRANS=>

SAMPLE

MC223 SITE: HES2 DISTRIBUTION STANDARD SYSTEM WK: S2
PAGE 001
12:51:19 MAINTAIN ITEM DISCREPANCY (SF 364) DATA
31JAN2002

WK SITE =====>
REQUEST TYPE ==> ADD

TYPE FORM CD =====> STK NUM INDIC => SHP OR PKG ==>
(S/P)
ORDER NSN/PART NO=> xxxxxxxxxxxxxx NOUN =====>
xxxxxxxxxxxx
MGR RIC =====> xxx TYPE DOC NO ==>
DOC NO =====> xxxxxxxxxxxxxx TYPE CONTRACT =>
PIIN/CONTRACT ==> xxxxxxxxxxxxxx CLIN => xxx
CAGE/PRIME ==>xxxxx
CAGE/PKG =====> xxxxx CALL/ORDER NO =>
LOT/BATCH NO =====>xxxxxxx CAO OFFICE =====>
COND CD=> X
QTY SHPD/BLD =====> xx QTY RECVD =====> xx
QTY DISCRP =====> xx DISCRP CD =====> **Q7**
U/I -=====> xx
UNIT PRICE =====> TOTAL COST =>

ACTN CODE =====> **1A** ACTN OFC CD ==>

----F1=MENU----F2=NEXT TRANS----F3=EXIT DSS----F5=BOOKMARK----
F7/8=PAGE B/F----

TRANS CONTINUES ENTER REQUIRED DATA
NEXT TRANS==>

NOTE: Mandatory Information marked with Xs
Any Mandatory Information Not Available Must be stated in SDR Comments

SAMPLE

MC222 SITE: HES2 DISTRIBUTION STANDARD SYSTEM WK: S2
PAGE 002
12:54:55 MAINTAIN ITEM DISCREPANCY (SF 364) DATA
31JAN2002

***** DISCREPANCY COMMENTS

INSP NAME:

PHONE:

1. Prepared by/ Name/ DSN
2. Clear and Precise Comments/ Sate all Available Data / Bare Item and Container Markings
3. State what Mandatory Data is not Available
4. Site POC Name and DSN

PRNT SCRN DATA?=> (Y/N) PRNT FORM SF364?=>
N (Y/N)
----F1=MENU----F2=NEXT TRANS----F3=EXIT DSS----F5=BOOKMARK----
F7/8=PAGE B/F----

FROM QBL HDR
TRANS CONTINUES

WARNING: NSN DATA UPDATED

NEXT TRANS==>