

## Section Two - Requisitions

### Page 1 - Section Objectives

In this second section, we will look at the customer prepared requisition document for a blanket order case and a Cooperative Logistics Supply Support Arrangement (CLSSA) case. We will focus on the unique MILSRIP entries for both types of cases as well as focusing on specific issues that can be addressed by MILSTRIP.

### Page 2 - Requisitioning

The first step in receiving what you need is to make sure you are requisitioning the right item, using the right document, and letting the item manager know your special needs. As Maj Help is finding out, the ability to read a MILSTRIP document will prove useful in assisting your customer to solve most of the day to day problems they will encounter. As the requisitioner, knowing how to tell the [USU.S.](#) supply system what you need is crucial to getting the right item, when you need it. During this section we will identify the most common MILSTRIP positions and codes used to requisition material from the [USU.S.](#) supply system. Some positions will not be discussed in this and subsequent sections, for description of ~~these~~ [these](#) record positions refer back to Section 1 or the references provided in our resources.

### Page 3 - DIC to Item Identifier Relationship

The first step in preparing any requisition is to determine how you will requisition the item. Does it have a national stock number (NSN)? In the absence of a NSN, what other DoD identifying information or manufacturers part number will be used in this requisition? Based on the item identification data, the next step is to select the appropriate DIC for this requisition.

Most items are identified with a NSN. When using the NSN and no other information needs to be provided to the source of supply, the appropriate DIC to use is an A01. Click on "NSN" above to learn more about A01 requisitions.

If the identifying information is "other DoD" identifying information, such as Navy publications and ammunition, then the appropriate DIC is A04. Click on "Other DoD Data" above to learn more about A04 requisitions.

Lastly, some items require additional, or "exception" data to clearly identify the item to the [USU.S.](#) supply system. In this case you'll use a DIC of A05. Click on "Exception Data" above to learn more about A05 requisitions.

### Page 4 - Routing Identifier Code (RIC)

All requisitions will be routed to the International Logistics Control Organizations (ILCO), identified by the Routing Identifiercode (RIC), RP's 4-6, based on the implementing agency for the case. The corresponding [USU.S.](#) Service code is found in the document number, RP 30. Click on each of the service symbols above for the [USU.S.](#) Implementing Agency code and associated RIC. In addition to the three

service codes, you may find several other implementing agency codes in use. To view other agency codes roll over the text. Regardless of the IA, all requisitions will be routed to one of the three ILCOs.

### **Page 5 - Non-Standard Requisitions**

In addition to the RIC codes for the ILCOS, there are additional codes that may be used to requisition material through the [USU.S.](#) supply system. The customer may submit the requisition directly to WWRS or to the PROS and SNAP programs for requisitions of nonstandard items. The customer may submit requisitions to WWRS and PROs regardless of the implementing agency. SNAP is an Army program and will reflect an agency code of "B." Click on each of the symbols above to view the correct DIC and RIC for the various programs.

### **Page 6 - Document Serial Number**

The serial number is used to track individual requisitions. Duplicate serial numbers are never assigned if all other data in the document number is the same. The serial numbers for customer initiated requisitions are assigned each day by the customer and may begin with 0001 and continue consecutively through 4999. Other serial numbers may be authorized by a U.S. Military Department on a case-by-case basis; however, in no event will duplicate serial numbers be assigned to requisitions with the same document date. Serial numbers for implementing agency initiated requisitions will be unique from customer derived serial numbers. Click on the pictures above to see an example of the serial number codes. Additional service unique serial number codes can be found in the MILSTRIP references for each service under Resources (i).

### **Page 7 - Blanket Order vs CLSSA Cases**

The major benefit of the CLSSA case over a blanket order case is the response time in filling requisitions based on the priority of the requisition. You can identify CLSSA cases by three pieces of information in the requisition, the type of assistance code in RP 35, the Demand/Suffix code in RP 44, and the case designator in RPs 48-50. To view the relationship between these record positions and the type of case, click on each of the case descriptions above.

### **Page 8 - Supplemental Address**

In addition to the customer service code in RP 45 and the case designator in RPs 48-50, the Offer Release code and Freight Forwarder codes are vital to the transportation process and can provide you important information related to the shipment of the requisition. The O/R code is found on the LOA in column 6 and establishes the requirement for advance notice of shipments. The freight forwarder code is found on the front page of the LOA and is provided by the customer upon acceptance of the case.

### **Page 9 - Supplemental Address - XX & XW**

In some cases the shipments will not be going to the freight forwarder but will be shipped by the Implementing Agency using the Defense Transportation System (DTS). Click on the C-5 for an explanation of the codes used for a DTS shipment.

There are other times when material is shipped to a staging area in the [USU.S.](#). Click on the truck for an explanation of the appropriate codes in this instance.

## Page 10 - Required Availability Date (RAD)

The Required Availability Date (RAD) can be defined as a date in the future in which items are available for release and transportation to the international customer. The RAD is based on the delivery dates in the LOA. Generally RP 62-64 are left blank indicating UMMIPS time standards are acceptable to the requisitioner. Customer initiated requisitions may contain an entry in RP 62-64 reflecting requested changes to the RAD when deliveries are required either prior to or later than the UMMIPS time standards. In addition, RP 62-64 may also be used to notify the Implementing Agency of requisitions in support of high priority Non Mission Capable Supply (NMCS) and Anticipated NMCS (ANMCS) conditions. Click on the buttons for an explanation of the codes used in the RAD/RDD fields.

## Page 11 - Advice Codes

Advice codes are used by the requisitioner to provide essential information to the [USU.S.](#) supply system when the narrative format is not feasible. Use of the appropriate advice code is critical to avoiding common problems experienced by the international customer. Several scenarios are provided above to demonstrate the use of advice codes in providing essential information to the [USU.S.](#) supply system. Click on any of the scenarios to view a short movie.

## Page 12 - Distribution Codes

In preparing a requisition, the "Distribution" fields (RPs 54-56) will need to be filled in by the requisitioner per service policies. RP 54 is the distribution code and identifies the activity receiving status information, generally the ILCO, along with the requisitioner. For the AF and Army, RP 55-56 identify the line number on the case the requisition is being submitted against. For the Navy, RP 55-56 will be the Cognizance Symbol ("COG") for the type of material being requisitioned.

Click on each symbol above for service-specific discussions about the distribution fields.

## Page 13 - Review Question 1

If you see a 'N', '3' or '4' in column 35 (Type of Assistance), what code should you expect to see in column 44 (DEM/SUF)?

## Page 14 - Review Question 2

You are in the process of preparing a requisition for Navy publications. What are the correct entries for record positions 1-6

## Page 15 - Review Question 3

What advice code will you use to tell the [USU.S.](#) supply system not to substitute or backorder any unfilled quantities of your requisition for aircraft batteries?

## Page 16 - Review Question 4

What are the proper codes to enter into RP 46 and 47 for [USU.S.](#) Government sponsored transportation to the final destination?

## **Page 17 - Requisition Exercise**

You are the Bandarian supply technician filling out the first requisition for the day. Your vehicle maintenance NCO needs an engine (P/N 5705273, CAGE code 19207) as a routine requisition. Looking up this P/N in your catalogs, you determine the NSN to requisition is 2815-01-214-8820. Requisition is against the FMS case below. You need this exact NSN and cannot accept a substitute. The year is 2010 and the julian date is 159. Bandaria is currently classified as FAD III. Since this is an Army case, we filled in the USASAC-unique requirement for a "0" in column 7.

## **Page 18 - Section Summary**

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