

STANDARD OPERATING PROCEDURE

TITLE UNIT PRICE AND NO NAME CHANGES

RESPONISIBILITY	STEP	ACTION
Property Disposal Technician	1	Log onto RCP DAISY.
	2	At the RCP Main Menu, Inquiries.
	3	At the Inquiries Menu, Consolidated Inquiries.
	4	For Unit Price search, type an percent (%) in the "DRMO RIC SFX" field.
	5	Go to the "Unit Price" field. Type in "100.00".
	6	Go to the "Date Enter Inv" field. Type in the current date (mm/dd/yy).
	7	Hit the "F3" key.
	8	When the search is finished, screen-print any records. These printouts will be used to search the Defense Information Systems Agency (DISA or DSS).
	9	To clear screen for name change, hit the "Shift" & "F3" keys at the same time.
	10	Type "@, < 0" in the "Name" field.
	11	Go to the "Unit Price" field. Type in "! 100.00".
	12	Go to the "Date Enter Inv" field. Type in the current date (mm/dd/yy).
	13	Hit the "F3" key.
	14	When the search is finished, screen-print any records. These printouts will be used to search the Defense Information Systems Agency (DISA or DSS).
	15	To exit inquiry section, hit "F1", then "4", then "F1" again.

RESPONISIBILITY	STEP	ACTION	(Continuation Sheet)
	16	Click on the “DSS” desktop icon.	
	17	Hit the “return” key.	
	18	At the sign on screen, enter your user ID and DSS password. Hit the “return” key twice.	
	19	At the “CL/ Super session Main Menu”, cursor down to the desired activity. (Use the “F7” and “F8” key to move between the screens.)	
	20	At the sign on screen, enter your user ID and DSS password. Hit the “return” key twice.	
	21	At the next screen, type in “15.” Hit the enter key.	
	22	At the next screen, type in “7i.” Hit the enter key.	
Property of Disposal Technician	23	At the “QBL Display” screen, enter the item NIIN. Hit the enter key.	
	24.	Compare the DSS & RCP DAISY unit prices. If the DSS price is either “0.00”, “0.01” or “100.00”, then unit price is \$100. No change needs to be made. If the unit price is other than “100.00”, “0.00” or “0.01”, then make the necessary change.	
	25	Compare the DSS & RCP DAISY unit of issue. Change RCP DAISY to match DSS.	
	26	For items with no item name, write down item as it appears in DSS.	
	27	Send e-mail to Shawn Gray in Systems (DRMS-C). For each DTID item, include RCP RIC Site, DTID, unit of issue, unit price and/ or item name. Shawn will do restarts.	
	28	After receiving Shawn Gray’s e-mail, print a file with screen prints.	

STANDARD OPERATING PROCEDURE

TITLE Processing RODs for RCP

RESPONISIBILITY	STEP	ACTION
RCP PRODUCTION	1	Receives Discrepancy via fax or email.
	2	Research DSS, DAISY ROSE, and DAISY to make sure info is correct.
	3	Open SF 364 in Form Flow and process as follows: Complete Shipping Block or Packing Block Block 1 – Date of Preparation (date you fill out the form) Block 2 – Report Number (SC4402 Number) Block 3 – To Address Block 4 – From Address (If not using Blocks 5a, 5b, 6, 7a, 7b, input N/A) Block 8 – Requisitioner’s Number (Document Number for Donations/ Transfers, H9DEB1 Number for LESO, SC4402 Number for the DEMIL Center) Block 9a – National Stock Number (NSN) and Nomenclature Block 9b – Unit of Issue Block 9c – Quantity Shipped/ Billed Block 9d – Quantity received Block 10a – Quantity that is needed Block 10b Unit Price (that comes form DAISY) Block 10c – Total Cost (system will calculate) Block 11 – Action Code (pertains to why ROD is being processed). 14a – Typed or Printed Name 14b – Signature 15 – Distribution Addresses
	4	When a ROD is received from a customer, make sure that all fields are correctly filled out. Input each request into the Demil Centers, Donation/ Transfer/ LESO section in the Database Spreadsheet File. Fax to corresponding agency to handle the ROD and wait for reply by return fax.

RESPONISIBILITY	STEP	ACTION
	5	Reference DLAI 4140.55 Response time for RODS: Controlled Items – 30 calendar days All other RODS – 55 calendar days
	6	If no response is received after 3 rd request, elevate to HQ POC. If HQ POC does not receive a response, elevate to DDC.

STANDARD OPERATING PROCEDURE

TITLE: MAINTAIN ACTIVITY CODES IN CORP ORACLE

RESPONISIBILITY	STEP	ACTION
RCP PRODUCTION		New DoDAAC has to be added to the DoDAAC Table So that the milstrip requisition will process.
	1	In Corp Oracle, Select: Activity Codes.
	2	Input DoDAAC (YT9- - -)
	3	Input Type codes (S – Special)
	4	Select Add
	5	Select Mailing Address
	6	Select Add
	7	Input Mailing Address
	8	Select OK
	9	Select Exit
	10	Select Billing Address
	11	Select ADD
	12	Input Billing Address Note: Only 4 lines per address
	13	Select OK, Exit
	14	Select POC, Select Add POC
	15	Input POC, Select OK
	16	Select Add Phone

17 Input Phone Number

RESPONISIBILITY	STEP	ACTION
	18	Select Type C for Commercial F for Fax
	19	Select Exit

STANDARD OPERATING PROCEDURE

TITLE: Manual Review

RESPONSIBILITY	STEP	ACTION
RCP Production		MANUAL REVIEW MILSTRIPS IN CORP ORACLE
		MILSTRIPs do not post in DAISY if they are in RSC K, W or MSC Q; they require a manual review before processing.
	1	In Corp Oracle, select: Processing MILSTRIP Manual Review
	2	Find DTIDs that start with DoDAAC SC4402; select DTID Details if more information is needed about the DTID (NOTE: The co-located DRMO also has "SC4402" property in their inventory so a SC4402 item may not be RCP property any longer).
	3	Check in RCP DAISY for property availability to include quantity and screening cycle (you may also check for this information on the DRMS Web, Property Search, by DTID). Check requisition details for correct supplemental address entry.
	4	If item is available for customer, click Process. If item is not available, click Cancel.
	5	If you make a mistake in selecting Process or Cancel, click Hold; it will put it back to the original status so you can redo.
	6	The DAD, RAD or TAD will write to RCP DAISY the following day, if the requisition was approved...

STANDARD OPERATING PROCEDURE

TITLE: BULK SLHs Processing

RESPONSIBILITY	STEP	ACTION
RCP Production	1	Bulk SLHs are done weekly to move property to the co-located DRMO or the Centralized DEMIL Center (CDC).
	2	In RCP DAISY, select: Warehousing Issue Property Issue Bulk Property to Another DRMO
	3	For DEMIL bulk SLHs, input RIC “%” for all RCP sites, RSC “W”, and ESD “< (less than) Prior Week’s ESD Date plus one day” (for example, <3/ 8/ 03 for items to SLH with ESD 3/ 7/ 03 or before). Hit F3 to find all applicable records.
	4	Input “A” in Reason Code (for DEMIL SLHs) and hit F9. RCP DAISY is programmed to send each site’s A5J to the correct CDC.
	5	For CV bulk (for the FSCs that CV does not receive), input RIC “%” for all RCP sites, DEMIL Code “[A, B, Q]”, and ESD “<Prior Week’s ESD Date plus one day”. Hit F3 to find all applicable records.
	6	Input “B” in Reason Code (for Hazardous SLHs) and hit F9. RCP DAISY is programmed to send each site’s A5J to the correct co-located DRMO.

NOTE: for bulk SLHs, the quantity does not decrement and the SLH requisition numbers not assigned until that evening’s batch is run (the next day you will see the SLH in RCP DAISY).

STANDARD OPERATING PROCEDURE

TITLE: ACCESS REPORTS TO PROCESS

RESPONISIBILITY	STEP	ACTION
RCP Production	1	In FTP, go to “/prod/daisydrmo/data/S9W/RPTS” and find: uder0110, Invalid Depot DIC Report (Narrow) (copy into your C: or personal directory) uder0210, Cancellation Report (Narrow) (print from the FTP View Screen) uder0610, DZH Transaction Report (Narrow (copy into your C: or personal directory)
	2	udpr9001, Rejected Action TTCs from Corp (Wide) (Print from the FTP View Screen)
	3	Bring up uder0110 into Excel; sort the data by Column A, Descending order. Find and print transactions other than the AS3s, to include DACs, D9Js, D7Zs, and D6Ts.
	4	The DACs are condition code changes form the depot. Do DTID restart in RCP DAISY to reflect new condition code and allow item to process through normal processing, unless the new condition code is H. All condition code H property is immediately SLH’d to DRMO/ CDC.
	5	D9Js are losses that RCP DAISY does not recognize. Post XAL in DAISY if record is not RSC Z.
	6	D7Zs are DSS transaction reversals, usually done for donation cancellations. Do DTID restart and XAL in DAISY to reflect reversal and circumstances for donation cancellation.
	7	D6Ts require inputting document in Corp Oracle as a D6B so the XR1 will post the next day in DAISY. For transactions on the uder 0210, Cancellation Report, verify if RCP input the cancellation request

(AC6) or if the depot cancelled our request and action is needed to adjust our record.

- 8 For transactions on the udpr9001, Rejected Action TTCs, determine if the transaction needs to be posted to DAISY or if it's a duplicate transaction.
- 9 Bring up uder0610 into Excel; do a "find function" for "Code 2" and print the DZH transactions that are not equal to depot balance for the site you are doing the QLR. Research difference between DAISY and DSS and take appropriate action (XAL, XAG, D6B).

STANDARD OPERATING PROCEDURE

TITLE: Processing SLHs (DAISY Transactions)

RESPONISIBILITY	STEP	ACTION
RCP Production		NOTE: SLH/ A5J transactions are used to edit property out of RCP inventory such as DEMIL required property, Buzzwords, etc. SLH/ A5J transactions are also used to transfer property to another DRMO:
	1	In RCP DAISY, select: Warehousing Issue property Issue property>another DRMO/ PM Shipment
	2	Input DTID number to be SLH'd. Requisition No., Gaining Prop Ric will automatically appear. Input reason code and reason for issue. Press "F9" to add record.
	3	Continue on to next record, repeat steps 1 & 2

Standard Operating Procedure

TITLE: Processing Daily Receipts for RCP Headquarters

RESPONISIBILITY	STEP	ACTION
RCP Production		Daily receipts are FTP'd to RCP Production from RCP Liaisons.
	1	Receive daily receipts via E-mail from RCP Liaisons.
	2	Review items annotated hazardous, special handling, critical FSC or buzzwords. Determine if items marked to be SLH'd should be SLH'd immediately or at the end of screening date (ESD).
	3	SLH items to be returned to the DRMO:

NOTE: DRMS requires the receipts from the RCP Liaisons NLT 2:00 pm EST daily. Any assistance required by the RCP Liaison to complete the review needs to be communicated to DRMS-NOP for assistance as early in the day as possible.

Standard Operating Procedure

TITLE: Processing MARS Milstrip Order

RESPONISIBILITY	STEP	ACTION
RCP Production		Receives requisition from AF MARS for Property
	1	Check to see new member. If new member, a supplementary address will have to be assigned and added to the YT Database before order can be processed.
	2	In RCP DAISY, select: Inquires Consolidated Inquiry Consolidated DTID Inquiry
	3	Input DTID (SC4402#), Tab to DRMO RIC SFX, Input percent (%), select F3, this will bring up record. Print record.
	4	On the printed record, annotate the document number (FX - - -) and quantity requested from the DD form 1348-1.
	5	In Corp Oracle, select: Processing Milstrip AO Add Asset
	6	Type in the Document number (FX number Found on 1348); Tab to DTID and input the SC4402 number; Input quantity requested; input the Signal Code "M"; Input the Supplementary address (YT9- - -); Select "OK." Print Screen of add asset.
	7	Put paperwork together. Place printed add asset on top. Stamp date transaction was processed. Annotate "A5A/ARO" on copy. In a day or so check to see if A5A/ARO has dropped.

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File paperwork in AF MARS file. Retain for three years.