
CHAPTER 6. WHOLESALE SUPPLY SYSTEM (REQUISITIONS)

6-1. INTRODUCTION

a. GENERAL. Requisitions for approved MEDCASE requirements are submitted by activities through the USAMMA to an alternate acquisition source or to a wholesale supply source. Examples of wholesale supply sources, and their RICs are:

- (1) The Defense Supply Center Philadelphia (DSCP) (S9M)
- (2) The Defense General Support Center, (DGSC) (S9G)
- (3) The Veterans Administration, (VA) (VAA)

b. MANDATORY USE. Requisitions are used for the following types of equipment:

(1) Standard, stocked or centrally procured items (Acquisition Advice Code [AAC] "D" or "H") for all MEDCASE participants. This includes equipment that is subject to the Shared Procurement of Medical Equipment Program, which is discussed in Chapter 10.

(2) Nonstandard and standard nonstocked items (AAC other than "D" and "H") for OCONUS MEDCASE participants. (NOTE: Not mandatory, see Chapter 7).

(3) Diagnostic imaging and therapeutic radiation systems, for all MEDCASE participants.

c. USE OF REQUISITIONS BY CONTINENTAL UNITED STATES (CONUS) AND OUTSIDE CONTINENTAL UNITED STATES (OCONUS) ACTIVITIES.

(1) The wholesale supply system does not usually provide procurement support to CONUS activities for nonstandard equipment, except for diagnostic imaging systems and Shared Procurement items.

(2) OCONUS activities obtain most of their approved MEDCASE requirements by requisition.

(3) Requests for exception to policy to acquire by local procurement must be justified and forwarded in writing to the:

U.S. Army Medical Materiel Agency
ATTN:MCMR-MMT-C
1423 Sultan Dr., Ste 100
Fort Detrick MD 21702-5001

6-2. BASIC REQUISITIONING PROCEDURES

a. GENERAL. Requisitions will be submitted only for approved (1A) requirements for which there are sufficient funds in the activity's station account. Requisitions must be submitted to the USAMMA in accordance with Command policy. The USAMMA must receive three (3) copies of requisitions and all supporting documentation.

(1) Radiology systems - DD Form 1348-6, with a manufacture price quote or Equipment Data List (EDL) (see Chapter 13 for further guidance regarding requisitions for diagnostic equipment).

(2) All requisitions for nonstandard items requesting acquisition through restricted competition (i.e., "sole-source") must include a Justification for less-than-full-and-open Competition. Chapter 15 contains guidance regarding the Competition in Contracting Act (CICA).

b. DD FORM 1348-6. The DD Form 1348-6 is the basic document used for most requisitions. It must be completed in correct MILSTRIP format with additional exception data provided as shown on the samples provided in Appendix E. The DD Form 1348-6 must be submitted to USAMMA in three (3) copies. Two useful references which can be used when preparing DD Form 1348 series MILSTRIP requisitions are:

(1) Chapter 3 of this SB and, AR 725-50, *The Requisitioning, Receipt, and Issue System*.

(2) The *DLA CUSTOMER SUPPLY ASSISTANCE PROGRAM HANDBOOK*. This publication may be obtained by contacting the DLA customer assistance representative in your geographic area.

6-3. OVERVIEW OF REQUISITION PROCESSING

The following brief description shows some of the major steps involved in processing a MEDCASE requisition through USAMMA to a wholesale supply source

a. UNAVAILABLE EXCESS ASSETS. After a final, unsuccessful check for available excess assets that could meet the requirement, a requisition (DD form 1348 or 1348-6) is prepared in MILSTRIP format, and the necessary supporting documents are attached. At least three (3) complete copies are prepared.

b. REQUISITION SUBMISSION. The requisition, with supporting documentation, is forwarded to USAMMA in accordance with command policy. A Due-In is entered into the AMEDDPAS which updates the Funds Control Journal for AMEDDPAS. Appendix E provides an example of a requisition (DD Form 1348-6).

c. REQUISITION PROCESSING AT THE USAMMA. The USAMMA edits the requisition, verifies that it is for an approved (1A) requirement, ensures that funds are available in the station account, posts the execution to the MRE system, and forwards the requisition to the appropriate wholesale supply source. This transaction obligates funds. The obligation will be reflected in the activity's Funds account in the MRE system as an Undelivered Order (UDO).

d. REQUISITION PROCESSING AT WHOLESALE ACTIVITY. The wholesale supply activity receives the requisition and processes it for acquisition and/or delivery. The USAMMA receives supply and shipment status in MILSTRIP format, where it is posted to the MRE and the Requisition Management (RMS) systems. Shipment status will cause the previously recorded obligation to move from the UDO stage to the "accounts payable" (AP) stage in the MRE system.

e. RECEIPT PROCESSING. The activity receives the item and forwards a receipt confirmation DD Form 250 (Materiel Inspection and Receiving Report) or DD Form 1155 (Order For Supplies or Services) to the USAMMA. For BLIC "MB" requisitions, a receiving report (DD Form 250 or DD Form 1155) must also be submitted to:

U.S. Army Engineering Support Center
P.O. Box 1600
Huntsville AL 35807-4301

The activity also posts the receipt to its property accounting records. The USAMMA posts the receipt data to MRE and RMS.

f. SHIPMENT/BILLING. Based upon shipment information, the supply center has used funds from its stock fund to pay the supplier (nonstandard and nonstocked items only) for direct delivery to the activity. The wholesale supply source in turn forwards a bill (called an Interfund Transfer [IFT]) to the USAMMA for reimbursement.

g. FUNDS DISBURSEMENT. The USAMMA receives the IFT and makes a disbursement of MEDCASE funds to the wholesale stock fund. This obligation moves from the accounts payable stage to the disbursement stage and this "Liquidates" the obligation.

6-4. WHOLESALE SUPPLY SOURCE ACTIONS

a. STATUS. The wholesale supply system transmits status in MILSTRIP format to USAMMA, which perpetuates the status to the customer via DMS. Status is also listed in the MRE system. MILSTRIP status will normally occur in the following sequence:

Non-standard/non-stocked items:

1st status (AE1 card)	BD	Requisition has been received by the wholesale supply source and is under review.
2nd status (AE1 card)	BZ	Requisition is delayed in contracting. Upon contract award, additional status will be provided.
3rd status (AE1 card)	BV	Item has been contracted for shipment to requisitioner. An AB card will also be provided which indicates the contract number.
4th status (AS1 card)		Shipment Status.

b. REQUEST FOR ADDITIONAL INFORMATION.

(1) Occasionally, a wholesale supply source will require additional information (such as clarification of specifications, accessories or color) from a customer before it can complete procurement action. When this happens, the wholesale supply source will notify the customer requesting the information. An information copy of the request is to be provided to the USAMMA by the supply center.

(2) The customer must reply to the wholesale supply source within the suspense date established. Normally there is a 21-day suspense. If the activity does not meet the suspense, the supply center will reject (C status) the requisition, and it will have to be resubmitted. Supply center rejections and cancellations deobligate funds.

(3) Activities must provide an information copy of all correspondence sent to a wholesale supply source to the:

Army Medical Materiel Agency
ATTN:MCMR-MMT-C
1423 Sultan Dr., Ste 100
Fort Detrick MD 21702-5001

c. Only the USAMMA may certify additional funds. If a customer receives a request for additional funds, the request must be referred to the USAMMA.

d. **PROCUREMENT LEAD TIMES.** Procurement lead times for nonstandard, nonstocked items are generally established by the dollar value, as well as the technical complexity of the requirement. As a guide, the following timeframes provide a rough estimate of procurement lead times for DSCP.

- (1) \$100,000 to \$500,000: 120 days.
- (2) Award over \$500,000: 150-180 days.
- (3) Requisitions that require synopsis: add 30 days to the above estimates.

e. **ASSIGNMENT OF DOCUMENT NUMBERS BY THE USAMMA.** When a requisition is rejected or canceled in error by a wholesale supply source, the USAMMA will attempt to resubmit the requisition. Because supply centers will not accept the same document number, the USAMMA will either assign a new document serial number using an alpha character in the serial number field (i.e., W74MYG-9185-0013 would be resubmitted as 7185-A013), or assign a new document number using document serial numbers which are reserved for the USAMMA (8550-8999). When this occurs, the USAMMA will notify the customer so that the document register and due-in records may be adjusted accordingly.

6-5. SHIPMENT OF MEDCASE ITEMS

a. **CONUS ACTIVITIES.** CONUS activities will receive shipment from vendors by commercial carriers and freight forwarders.

b. **OCONUS ACTIVITIES.** When USAMMA processes a customer's requisition, the "ship to" address of the Consolidated Containerization Point (CCP) at either Defense Depot Tracy (for the Pacific) or Defense Depot Mechanicsburg (for Europe) is entered on the requisition.

(1) Military air transport may be used for OCONUS shipment. Special requests for military air transport requires the activity to provide a local transportation fund citation.

(2) Surface shipment will be used for items with high volume or weight.

(3) In some cases, suppliers may ship smaller, low-dollar value items directly to the requisitioner via parcel post.

c. **COMMERCIAL AIR.** Commercial air shipment is used only in emergency situations. MEDCASE funds cannot be used to pay for commercial air shipment; therefore, in cases where commercial air is requested, the activity will be required to provide a local transportation fund citation.

6-6. MANAGEMENT OF REQUISITIONS

a. **SUBMISSION OF REQUISITIONS.** Activities must ensure that their requisitions are received by the USAMMA. All requisitions must be posted to the Property Book Officer's (PBO) nonexpendable document register, and a due-in established in AMEDDPAS property records. Requisitions that have been submitted by the activity, but do not appear in the MRE system should be followed-up telephonically to the USAMMA.

b. **PRIORITY MODIFICATIONS.** Requests for priority upgrade should be submitted by AM card to the supply center by Defense Messaging Service (DMS).

c. **OVERDUE SHIPMENT.** Tracer action should be initiated for overdue shipments through the local transportation office in accordance with MILSTAMP procedures. A shipment should be considered overdue if it has not been received within 90 days of the ship date as reflected on the AS card or MRE system.

6-7. RECEIPT PROCESSING

a. The MEDCASE manager, the PBO , and the biomedical equipment maintenance activity must establish a coordinated procedure for the receipt of equipment acquired through the MEDCASE program.

b. **PROPERTY ACCOUNTABILITY.** Accountability for equipment acquired through the MEDCASE program will be established at the time the equipment is received by the activity. This specifically includes "uninstalled" equipment that is awaiting installation or the completion of site preparation. If necessary, uninstalled equipment may be accounted for on a separate hand receipt. Maintenance information can be loaded into AMEDDPAS after the completion of installation. The "date-in-service" should be adjusted, as necessary, to reflect the date when installation is completed.

c. **ACCEPTANCE INSPECTION.** Equipment should be inventoried and inspected for visible damage as soon after receipt as possible. Damage and/or missing items or components should be reported by submission of a Report of Discrepancy (ROD) in accordance with AR 735-11 Uniform Settlement of Military Freight Loss and Damage Claims) and AR 735-11-2 (*Reporting of Item and Packaging Discrepancies*). Acceptance should not be delayed until operational testing is possible as long as the equipment is complete and apparently undamaged. Operational deficiencies should be corrected through enforcement of the warranty.

d. **RECEIVING REPORT.** Receipt must be reported to the USAMMA upon **receipt** of equipment by immediate submission of a DD Form 250 or DD Form 1155.