UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BOX 99100
YUMA, ARIZONA 85369-9100

StaO 4400.5G
3KC
08 OCT 1996

STATION ORDER 4400.5G

From: Commanding Officer
To: Distribution

Subj: RECONCILIATION OF OUTSTANDING REQUISITIONS

Ref: (a) NAVSUP Publication 437
(b) OPNAVINST 4790.2E

Encl: (1) Standard Abbreviations

1. Purpose. To promulgate instructions concerning the reconciliation of all station outstanding requisitions.

2. Cancellation. Station Order 4400.5F.

3. Background. References (a) and (b) require a validation of all outstanding requisitions that are overaged. This validation presents the unfilled quantity of a requisition that is not immediately available for issue to the requisitioner, but is recorded as an obligation against existing due in material with active status.

4. Summary of Revision. This Order has been changed in its entirety and requires complete review.

5. Action

a. General Requirements

(1) Material obligations are considered overage and subject to this validation when:

(a) UMMIPS priority designators 01 through 08 requisitions that have aged over 30 days past the requisition date.

(b) UMMIPS priority designators 09 through 15 requisitions that have aged over 75 days past the requisition date.

(2) It is mandatory that recipients of validation requests conduct an item by item review with Station Supply to determine the continued need for each item. A perfunctory review, or a routine response that all material obligations are still required is a waste of time and effort on the part of all activities. Such cursory reviews do not improve supply support.

(3) Once every 90 days, each outstanding requirement will be compared with the material obligation validation aid provided by Station Supply to determine whether the total quantity is still required, or can part or all of the outstanding order be cancelled. The validation aid will be coded with the standard abbreviations as provided in Enclosure (1). Quantities cannot be increased or priorities upgraded due to this process. Any discrepancies in the outstanding requisitions will be reconciled by Station Supply and the customer and used to update the UADPS files being maintained by the Supply Department, Supply Support Division, Customer Service Branch.

b. Aviation Requirements

(1) Not later than 0800 each working day, the Station Supply Department will furnish a NMCS/PMCS report to all supported units. This report will contain all outstanding NMCS/PMCS requisitions. Any discrepancies will be reconciled with the Customer Service Branch and the supported unit.

(2) Not later than Monday of each week, the Station Supply Department will provide an "Awaiting Parts" (AWP) Listing to supported units. Any discrepancies will be reconciled with the Customer Service Branch and the supported unit.

C. J. TURNER

Distribution: B

UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BOX 99100
YUMA, ARIZONA 85369-9100

StaO 4400.5G Ch 1
3KC
15 JAN 1998

STATION ORDER 4400.5G Ch 1

From: Commanding Officer
To: Distribution List

Subj: RECONCILIATION OF OUTSTANDING REQUISITIONS

1. Purpose. To direct pen changes to the basic Order.

2. Action

a. On page 2, paragraph 5.a.(3), in the last sentence, replace the words "Supply Support Division, Customer Service Branch" with "Repairables Management Division".

b. On page 2, paragraphs 5.b(1) and 5.b(2), in the last sentence, replace the words "Customer Service Branch" with "Repairables Management Division".

3. Filing Instructions. File this Change transmittal immediately behind the signature page of the basic Order.

C. J. TURNER

DISTRIBUTION: B

STANDARD ABBREVIATIONS

O DOCUMENT IS STILL OUTSTANDING.

R DOCUMENT HAS BEEN COMPLETED. COMPLETED ON JULIAN DATE.

C DOCUMENT HAS BEEN CANCELLED OR NO LONGER REQUIRED BY ACTIVITY.

N/R NO RECORD OF THIS DOCUMENT CAN BE FOUND.