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DEPARTMENT OF THE ARMY
Little Rock District, Corps of Engineers
P.O. Box 867
Little Rock, Arkansas 72203

LRDOM 715-1-6

Office Memorandum
No. 715-1-6

15 June 1983

Procurement FEDERAL STANDARD REQUISITIONING AND ISSUE PROCEDURE (FEDSTRIP)

1. Purpose. This directive prescribes the procedures to be followed in connection with the use of Federal Standard Requisitioning and Issue Procedure (known and hereinafter referred to as FEDSTRIP) in obtaining supplies from General Services Administration (GSA).

2. Applicability. This directive is applicable to all organizational elements of the Little Rock District.

3. Reference. General Services Administration FEDSTRIP Operating Guide, October 1972.

4. Forms. There are a number of forms that may be used in connection with FEDSTRIP. However, this directive will not attempt to explain or elaborate on each of these forms but will deal primarily with the use and preparation of Standard Form 344, Multiuse Standard Requisitioning Issue System Document, which will be used by all purchasing officers within the Little Rock District.

5. Preparation of Multiuse Standard Requisitioning Issue System Document, Standard Form 344.

a. Inasmuch as this requisition form is divided into Blocks and Card Columns, instructions herein are issued in relative order as shown on the form.

b. Document Identification.

(1) Block 1, Card Columns 1-3. This is the space for the Document Identifier Code. The code shown in this field identifies the type of document. The identifier codes are listed on pages 2-1, 2-2, and 2-3 of the FEDSTRIP Operating Guide (throughout the remainder of this DR the FEDSTRIP Operating Guide will be referred to as the Guide).

(2) Block 2, Card Columns 4-6. This is the space for the Routing Identifier Code. The Routing Identifier Code is GSA.

(3) Block 3, Column 7, Media and Status. These codes are found on page 2-6 of the Guide and one of these codes must be used.

This office memorandum supersedes LRDOM 715-1-6 dated 1 December 1978.

(4) Blocks 9, 10, 11, and 12, Card Columns 30-43. This document number is made up of the Agency Code, as shown in Appendix G of the Guide, the Requisitioner Address Code, as assigned by GSA (see Appendix A hereto for address codes), and the Julian date that the original requisition is transmitted to GSA and the serial number. See page 2-10 of the Guide for instructions on Julian dates and serial number. Also see paragraph c(4) of this directive for additional instructions on Block 12.

(5) Block 13, Card Column 44, Demand. Requisitioners will not use this column when submitting orders to GSA. GSA will use this column to furnish information to the requisitioner under certain conditions (see page 2-10 of the Guide).

(6) Blocks 14 and 15, Card Columns 45-50, Supplementary Address. This supplementary address may be either a ship-to or a bill-to address as determined by the entry in Block 16, Card Column 51, Signal (see Appendix A hereto for applicable address code).

(7) Block 16, Card Column 51, Signal. The Signal Code is an alphabetic code which is used to designate the use of the bill-to and ship-to address. This column must be filled in. The codes and their meanings are found on page 2-12 of the Guide.

(8) Block 17, Card Columns 52-53, Fund. A code in Card Column 52 must be shown on all requisitions to avoid cancellation of the order. Card Column 52 will be used to indicate a bill-to address when Card Column 51 is coded C or L. The alphabetic code L has been chosen as the Fund Code bill-to address of the Little Rock District Office and has been programed into the GSA system. Card Column 53 will be used to designate an appropriation to serve the Corps of Engineers accounting functions (see Appendix B hereto and page 2-13 of the Guide). When Card Column 51 is coded A, B, J, or K, Card Columns 52-53 may both be used to designate an accounting function, for example L2, L3, L9, etc. This code indicates to GSA that funds are available to pay the charge and GSA will also use this same fund code to group items on the Billing Register, GSA Form 952.

(9) Block 19, Card Columns 57-59, Project. Ordering offices in the Little Rock District will use a 2-digit alpha code to indicate the applicable organization. This code will be as shown in section 5 of LRDR 37-1-1. The organization of the unit which is to receive the supplies must be indicated (see Appendix B hereto). These codes are nonsignificant to GSA, but will be perpetuated on all subsequent documents relating to the requisition.

(10) Block 20, Card Columns 60-61, Priority. The urgency of the requirement for the supplies is indicated by the priority code shown in Card Columns 60-61 on the requisition. A priority code must be shown on each requisition. Priority codes should be realistic and each ordering officer should anticipate his requirements sufficiently far in advance to use a low

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priority code. Priority codes assigned by GSA are shown on pages 2-15 and 2-16 of the Guide. Should an emergency arise and it becomes necessary to use Code 03, 06, or 08, GSA assumes that the ship-to addressee will accept delivery on Saturdays, Sundays, or holidays to meet the time frame. Emergency requests will be kept to a bare minimum and for the most part Code 15 will be used. Before using codes 03, 06, or 08, read paragraphs c, d, and e on page 2-16 of the Guide.

(11) Block 21, Card Columns 62-64, Required Delivery Date. Normally this field may be left blank. In those cases where the Required Delivery Date for the requisition is beyond the Priority Delivery Date shown in the Guide, Block 21 will be completed in accordance with instructions contained on page 2-17 of the Guide.

(12) Block 22, Card Columns 65-66, Advice. This is a dual-purpose block and the coding structure depends on the directional flow of the document. The use of this block is optional with the requisitioner for furnishing advice to GSA. However, Coding 2J, fill or kill, should be used when practicable to facilitate Finance Section in clearing invalid obligations from undelivered orders. GSA will use this field to furnish status data on Supply Status and Followup Reply Cards. The codes and their meanings for both requisitioner and GSA use are found on pages 2-18 through 2-23 of the Guide.

c. Requisition Data.

(1) Blocks 4, 5, and 6, Card Columns 8-22, Stock Number. The National Stock Number for the item being requisitioned is made up of 13 digits. The first 4 digits are shown in Block 4, Card Columns 8-11. This is the Federal Supply Classification Code. The remaining 9 digits are shown in Block 5, Card Columns 12-18. This is the Federal Item Identification Number. All 13 positions must be filled. For use of manufacturer's part numbers, see instructions on pages 2-6 and 2-7 of the Guide.

(2) Block 7, Card Columns 23-24, Unit of Issue. There is a standard, two-letter abbreviation for each unit of issue listed in the GSA catalog and must be shown in Card Columns 23-24 of each requisition. Requisitions with incorrect unit of issue abbreviation will be rejected.

(3) Block 8, Card Columns 25-29, Quantity. The number of units requisitioned must be entered in this block and all unused columns must be filled with 0's from right to left. For example, if two items are required, this field would be filled 00002.

(4) Block 12, Card Columns 40-43, Serial. Each item requisitioned will have a separate serial number. Unused positions of the field must be filled with 0's. For example, the first requisition issued would be shown as 0001. Each ordering officer shall, at the beginning of each calendar year, establish a requisition register for FEDSTRIP beginning with the number "1." Purchase Order Register, ENG Form 3455, may be used for this purpose.

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(5) The wide column headed "REMARKS" on the right-hand side of the form is for the requisitioner's use and is ignored by GSA. The minimum that should be shown in this column is (1) unit price, (2) abbreviated description of the item requisitioned, and (3) the extended price of the item. On the last line of the form the total of all items on the form with cost accounting data should be shown in the following format: "GSA TOTAL \$ _____, 96X3123, CBI31-06402 ORG: LF OCC: 0260 275."

d. Signature. The ordering officer issuing the requisition to GSA shall sign in the space provided in the upper right-hand corner of the form and his name, title "Ordering Officer," and date shall be typed or printed underneath his signature. The format shall be as follows:

Gerald Carr
Ordering Officer, 26 July 1982

e. Distribution of Standard Form 344, Multiuse Standard Requisitioning Issue System Document.

<u>Copies</u>	<u>Distribution</u>
Original (signed)	To GSA on date of issue
1st carbon copy (signed)	To Contracting or Ordering Officer file
2d, 3d, and 4th carbon copies (signed)	To Finance and Accounting Branch on date of issue
6th carbon copy	To Requisitioner, if applicable

6. Other forms. For the use of other forms in connection with FEDSTRIP, see the Guide.

7. Receiving. At the time the ship-to addressee (consignee) receives the Government Bill of Lading, one copy (a flimsy) of GSA Form 1348-1, Single Line Item Release Receipt Document, and packing list of GSA 547-A, Invoice, will be attached to the GBL. Three additional copies of the 1348-1 will also be received with the merchandise. Receipt of the items will be accomplished by the use of legible copies of Standard Form 344. The quantity received will be shown in Column No. 6 and a signed certificate substantially as follows placed thereon: "I certify that the quantities shown in column 6 have been received." The receiving report and bureau voucher will be prepared in accordance with paragraph 8 below. Since Standard Form 344 will be used as a receiving report and, as such, is the basic evidence of receipt, it shall bear the original signature of the receiving agent. An ordering officer who executes Standard Form 344 should avoid executing the receiving report insofar as possible. See District Memorandum No. 735-1-1 relative to individuals authorized to sign for receipt of property, material, and supplies. The receiving report shall be prepared in triplicate and the original and duplicate shall be routed to Finance and Accounting Branch. The triplicate copy is for the files of the consignee. Bureau Voucher, ENG Form 4480, should accompany the receiving report as set out later in paragraph 10 of this directive.

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8. Billing. Upon receipt of the statement (invoice) from GSA by the District Office, a printout will be made of the statement, separating the items billed by reporting units and appropriations. These will be furnished the pertinent reporting unit for use in the preparation of a receiving report and bureau voucher. They will be prepared in the exact amount of the printout regardless of whether the articles have been received. Receiving report and bureau voucher WILL NOT be prepared prior to receiving a printout from the District Office. GSA normally does not bill for any item until it has been shipped. If delivery has not been effected when statement is received, it is the responsibility of the requisitioner to furnish GSA with OS&D reports in order that it may trace the shipments. Receiving report should be made at the time supplies are actually received and a copy held to be submitted with ENG Form 4480 when printout is received from District Office. Copies of all correspondence will be furnished the Finance and Accounting Branch. Any item paid for prior to delivery will normally be credited on a subsequent bill if delivery cannot be effected.

9. Reporting. Each ordering office shall include on its monthly report to Procurement and Supply Division, SWL Form 5(J), the total number of FEDSTRIP requisitions issued to GSA and the total dollar amount of these requisitions during the monthly reporting period.

10. Bureau voucher. A separate bureau voucher, ENG Form 4480, will be prepared for each Multiuse Standard Requisitioning Issue System Document (Standard Form 344). Bureau vouchers should be submitted in an original and two copies (yellow and pink), using proper cost coding in the accounting classification section of the bureau voucher. The document number should be shown in the obligating document reference block on the bureau voucher.

FOR THE COMMANDER:

2 Appendixes
APP A - Address Codes
APP B - FEDSTRIP Fund Codes


RAY E. MASSEY
Major, Corps of Engineers
Deputy Commander

DISTRIBUTION A

APPENDIX A
ADDRESS CODES

<u>INSTALLATION</u>	<u>ADDRESS CODE</u>
Millwood-Tri-Lakes Resident Office Corps of Engineers Ashdown, Arkansas 71822	967108
Pine Bluff Resident Office Lock Operations Section Corps of Engineers P.O. Drawer 191 Dewitt, Arkansas 72042	967110
Beaver Resident Office Corps of Engineers P.O. Drawer H Rogers, Arkansas 72756	967111
Russellville Resident Office Corps of Engineers P.O. Box 1087 Russellville, Arkansas 72801	967114
Dardanelle Dam & Power Station Corps of Engineers P.O. Box 1087 Russellville, Arkansas 72801	967113
Greers Ferry Resident Office Corps of Engineers P.O. Box 310 Heber Springs, Arkansas 72543	967116
Mountain Home Resident Office Corps of Engineers P.O. Box 369 Mountain Home, Arkansas 72653	967117
Nimrod-Blue Mountain Resident Office Corps of Engineers P.O. Box 369 Plainview, Arkansas 72857	967118
Blue Mountain Lake Corps of Engineers Waveland, Arkansas 72867	967119
*DeQueen Rec-Res Management Branch Corps of Engineers Rt 1, Box 358C DeQueen, AR 71832	967133

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ADDRESS CODES (con.)

<u>INSTALLATION</u>	<u>ADDRESS CODE</u>
Pine Bluff Resident Office Corps of Engineers P.O. Box 7835 Pine Bluff, Arkansas 71602	967120
U.S. Army Engineer District, Little Rock Corps of Engineers 700 West Capitol Room 6104 Little Rock, Arkansas 72201	967124
Lake Manager's Office Corps of Engineers Ozark Lock and Dam 4 Miles SE. of Ozark Ozark, Arkansas 72949	967136
Clearwater Resident Office Corps of Engineers Piedmont, Missouri 63957	966403
Table Rock Resident Office Corps of Engineers Branson, Missouri 65616	966404
Table Rock Dam and Power Station Corps of Engineers Branson, Missouri 65616	966405
Toad Suck Ferry Preventive Maintenance Section Corps of Engineers Route 5, Box 199 Conway, Arkansas 72032	967141
Ozark Powerhouse Corps of Engineers Approx 4 Miles SE. of Ozark, Arkansas On South Bank of Arkansas River Ozark, Arkansas 72949	967146
*Little Rock District Warehouse Corps of Engineers 3100 W. Scenic Drive North Little Rock, AR 72118	967150
*Military Entrance Processing Station 211 W. 3rd Street P.O. Box 989 Little Rock, AR 72201	217014

APPENDIX B
FEDSTRIP FUND CODES

Card Column 52 will be assigned the Alphabetic Code L. When Card Column 51 is coded C or L, the Alphabetic Code L in Card Column 52 will designate the following bill-to address:

Little Rock District
Corps of Engineers
P.O. Box 867
Little Rock, Arkansas 72203

<u>CC 52</u>	<u>CC 53</u>	<u>APPROPRIATION</u>
L	1	96X3121
L	2	96X3122
L	3	96X3123
L	4	*96-3123
L	5	96X3125
L	6	96-20X8102
L	7	96X8862
L	8	Not used
L	9	96X4902

Block 18, Card Columns 54-56, Distribution.

Block 19, Card Columns 57-59, Project.

*This is a yearly appropriation and the last digit of the fiscal year will be shown in lieu of the dash.