

STANDARD OPERATING PROCEDURE

TITLE: Processing Transfer Orders (Option 1)

RESPONSIBILITY	STEP	ACTION
		Transfer Orders (SF 122) are documents requesting property available through RCP DAISY.
	1	Receive transfer order from GSA Agency requesting property by DTID.
	2	In RCP DAISY select: Inquiries Consolidated Inquiry Consolidated DTID Inquiry
	3	Do an inquiry of DTID to see if property is available.
	4	If property is not available, FAX SF 122 back to GSA stamped, "Not Available". If property is available, process as below.
	5	In Corp Oracle, select: Processing MILSTRIP AO Add Asset
	6	Input: DIC (AOA) DOC # DTID FSC Unit of Issue AO Quantity Signal Code (M) Supp Address (YT----) Project Code (GSA) Priority Code
	7	Select OK

NOTE: Request will automatically process into RCP DAISY the next day. If customer decides that they do not want the property, you will need to do a cancellation the same day. RCP does not need to see a signed 122 by the AUO before it is processed.

STANDARD OPERATING PROCEDURE

TITLE: Processing Transfer Orders (Manually) (Option 2)

RESPONSIBILITY	STEP	ACTION
RCP Prod		Manual Transfer Orders (SF 122) are documents requesting property available through RCP DAISY.
	1	Receive transfer order from GSA Agency requesting property by DTID.
	2	IN RCP DAISY select: Inquiries Consolidated Inquiry Consolidated DTID Inquiry
	3	Do an inquiry of DTID to see if property is available.
	4	If property is not available, FAX SF 122 back to GSA stamped, "Not Available". If property is available, process as below.
	5	Select: RTD MILSTRIP transaction Shipment (Regular or Post Post)
	6	Add transaction to clear record.
		NOTE: Does not transmit A5A

STANDARD OPERATING PROCEDURE

TITLE: Transfer Order Feds System (Option 3)

RESPONSIBILITY	STEP	ACTION
		Customer Xcess Xpress LESO go to http://www.FSS.gsa.gov/property/feds
	1	Customer request property through Feds System (GSA)
	2	Select: Offerings Xcess Xpress Or Xcess Xpress Guidelines
	3	Process request.

NOTE: Once the request is processed in Feds, a MILSTRIP requisition will be generated in the nightly batch and sent to DRMS the following day. If customer decides that they don't want the property, a cancellation must be received the same day. Otherwise the property will be shipped.