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**Ministry  
of Defence**

**JSP 886  
THE DEFENCE LOGISTICS SUPPORT CHAIN MANUAL**

**VOLUME 2  
INVENTORY MANAGEMENT**

**PART 304  
ADMINISTRATION OF TASKS**

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## **CHAPTER 1: ADMINISTRATION OF TASKS**

### **PURPOSE**

1. The purpose of this leaflet is to detail the arrangements to be followed when creating a formal Issue Task on the Central System.
2. A Task is a consolidated issue instruction to ensure the despatch of specified items in specified quantities to an individual consignee at a date to be specified by the Task Sponsor. The establishment of a Task saves the consignee having to place demands; but no forward liability is created.

### **OWNERSHIP AND POINTS OF CONTACT**

3. The policy for Direct Supply Schemes is sponsored by DES JSC SCM-SCPol-Conv2.
  - a. The Sponsor contact details, for questions regarding technical content are:  
  
DESJSCSCM-SCPol-Conv2  
Tel: Mil: 9679 Ext 81381. Civ: 030679 81381.
  - b. For questions regarding presentation and accessibility of this document contact the Document Editor:

DES JSC SCM-SCPol Editorial Team  
Tel: Mil: 9679 Ext 80953. Civ: 030 679 80953.

### **TASKING AUTHORITY**

4. The manager of a Task is known as the Tasking Authority. Any support manager may establish a Task covering items for which he or she is responsible; but items under the control of other support managers are not to be included. If a Task is required covering items managed by 2 support managers, the area with the larger interest is to raise a Task to cover items under its control. The support manager with the minority interest is then to arrange the issue of the remaining items by the Informal Issue Procedure detailed at Paragraph 20 below. Where two support managers are equally involved, or in instances where the equipment involved is the responsibility of more than two support managers, SFS 1b(RAF) is to be formally requested to assume the role of Tasking Authority.

### **THE ROLE OF SFS 1B(RAF)**

5. SFS 1b(RAF) will formally acknowledge the request to act as Tasking Authority and will obtain from the Task Sponsor a full list of all the items involved. The list will then be circulated to all support managers involved, with a request to verify reference numbers of items of their concern and to indicate availability. Forward provision action is not to be taken to meet Task requirements, since any item which cannot be made available may be deleted from the Task.

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## **PREPARATION OF THE TASK**

6. The Tasking Authority is to give notice of prospective Tasks to the MUs responsible for storing the equipment, particularly if large numbers of items are to be issued at high priority. This will ensure that sufficient manpower can be made available to deal with the extra workload.
7. The Tasking Authority is to allocate a Task Number from a register maintained within each Branch or Multi-Disciplinary Group. Blocks of numbers have been allocated for use in each area; these are detailed at Annex A. The Task Sponsor may also allocate a name or code word to a specific task.
8. The following procedure is to be used to record a task on the Central System:
  - a. Create the Task Header Record, incorporating the Task Number and Name, using Transaction Code (TC) CTZ as shown in MI 3/8. Although errors encountered during processing will be notified on unsolicited Output Q081, no confirmation of successful processing will be generated.
  - b. Use TC QTZ, as shown in MI 8/11, 2 working days after creating the Header Record, to confirm that the Header has been processed successfully.
  - c. Create the schedule of items on the Task using TC CTA as shown in MI 3/10. This input is to be completed prior to the Task Release Date.

## **PROCESSING THE TASK**

9. Once the Task Schedule has been created, processing will generate unsolicited Output Q085 as confirmation. Even though the Task Release Date may not have been reached, the Output Q085 will show the initial status for each item on the Schedule and will be distributed as follows:
  - a. The Tasking Authority.
  - b. The MU concerned.
  - c. The consignee.
  - d. The Accounting Unit if different from the consignee.
  - e. The Command Headquarters of the consignee.

If the Task involves a ship, the consignee and accounting unit copies are both sent to RNAS Yeovilton, who is responsible for forwarding one copy to the consignee.

10. On the Task Release Date, processing will repeat the full System search to satisfy the requirement. Each line item on the Task will be treated as a separate demand according to the Standard Priority Code on the Header Record. Normal stock search patterns will apply and issue requests will be generated when assets are identified. Because the Item Managers have been given notice of the requirement, normal Degree of Control checks will be over-ridden and Diversion Order action will be generated on contract dues-in where permitted. A further Output Q085 will be generated detailing the status of each line item on the Task after the initial Task Release activity.

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11. Unsatisfied requirements arising from the Task will be monitored during the period between the Task Release Date and Task Cancellation Date. As outstanding requirements on the Task are satisfied by the availability of additional assets, further Outputs Q085 will be generated advising the Tasking Authority of the up-to-date situation. It is important to note that inabilities arising from Task Issues (Supply Status Code TI) do not generate an Advice of Inability (Output M41), and the Item Manager is, therefore, to rely on the Request for Requisition (Output R001) or Print of Inabilities and Diversion Orders (Output Q113) to monitor the situation, particularly if the Item Manager is not the Tasking Authority.

12. Interim Task Situation Reports in the form of Output Q087 are generated periodically throughout the life of the Task. These reports detail the supply situation for all items on the Task and are generated at the following times:

- a. On the Required Delivery Date entered on the Task Header Record.
- b. On the Task Cancellation Date entered on the Task Header Record.
- c. At the intervals indicated by the Task Reporting Code on the Task Header Record.
- d. On request, in response to an input of TC PZH as shown in MI 7/10.

13. Distribution of Output Q087 is as follows:

- a. The Tasking Authority.
- b. The MU concerned.
- c. The consignee Accounting Unit.
- d. The Command Headquarters of the consignee.
- e. RNAS Yeovilton for RN Ship Tasks.

#### **AUTOMATIC CANCELLATION OF THE TASK**

14. The System will automatically cancel any outstanding lines, together with the Task Header Record, at the Task Cancellation Date. Details of the action are advised on Output Q087 and distributed as in Paragraph 12 above.

#### **RECORD INTERROGATION, AMENDMENT AND DELETION**

15. The Task Header Record can be interrogated by using TC QTZ as shown in MI 8/11. It is not possible to interrogate the schedule of items on line; a Task Situation Report using TC PZH as shown in MI 7/10 is to be requested.

16. Certain fields on the Task Header Record may be amended using TC ATZ as shown in MI 2/19. These are:

- a. The Task Reporting Code.
- b. The Required Delivery Date which may only be amended back as far as the Task Release Date and forward as far as the Task Cancellation Date.

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- c. The Task Cancellation Date which may only be amended forwards.
  - d. The Task Release Date which may only be amended forwards and then, only as far as the Required Delivery Date.
17. In order to achieve the desired results, it may be necessary to amend the above dates in conjunction with each other. Any other field on the Task Header Record can only be amended by deleting the complete Task and re-creating it with the new parameter values.
18. The schedule of items on a Task may be amended as follows:
- a. **Addition of Items to an Existing Task.** Use TC CTA to add a new line item to an existing Task as detailed in MI 3/10. Output Q085 will be generated to confirm the addition.
  - b. **Deletion of an Item from an Existing Task.** Use TC XTZ to delete an individual line item from a Task as shown in MI 9/6. Deletion action is confirmed by Output Q023, with cancellation of inabilities confirmed by Output Q067.
19. There are no facilities for amending the quantity of a line item on an existing Task. If the quantity is to be increased, use TC CTA to create a new line entry for the additional quantity as shown in MI 3/10. If the quantity is to be decreased, use TC XTZ to delete the existing Task Line as shown in MI 9/6 and use TC CTA to create the revised quantity as shown in MI 3/10.
20. The Tasking Authority may delete a complete Task, comprising all line items and the Header Record, at any time, using TC XTA as shown in MI 9/8. Alternatively, TC XTZ may be used to delete individual Task lines as shown in MI 9/6; the System will then delete the Header Record when the last item is removed from the schedule. Both cases are confirmed by Output Q087.

## **INFORMAL ISSUE ORDERS**

21. There is no need for Support Managers to create formal tasks for ad hoc issue requirements involving small numbers of line items. These demands can be satisfied by Management Issue Instructions available on the Depot Computer System as shown in Leaflet MI 11. The creation of an official Task without a code-name is a particularly useful option to register an inability against a demand from a contractor or out-of-System user when the item or quantity involved is beyond the processing authority of SFS 1b(RAF). In these circumstances, SFS 1b(RAF) will refer the requirement to the Item Manager for resolution, and, if stock is not available, the creation of a Task will register the requirement for retrospective satisfaction when assets become available.

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**ANNEX A: TASK NUMBERS - SMB BLOCK ALLOCATIONS**

<b>Numbers Allocated</b>	<b>DDSM</b>
10,000-10,999	DDSM 1(RAF)
11,000-11,999	DDSM 2(RAF)
12,000-12,999	DDSM 4(RAF)
13,000-13,999	DDSM 5(RAF)
14,000-14,999	DDSM 6(RAF)
15,000-15,999	DDSM 7(RAF)
16,000-16,999	DDSM 8(RAF)
17,000-17,999	DDSM 9(RAF) (for Non-Newbuild Tasks)
18,000-18,999	DDSM 9(RAF) (for New-build Tasks)
19,000-19,999	DDSM 13(RAF)
20,000-20,999	DDSM 10(RAF)
21,000-21,999	DDSM 11(RAF)
22,000-22,999	DDSM 12(RAF)
23,000-23,999	HS1
24,000-24,999	HS2
25,000-25,999	HS3
26,000-26,999	DD Pet/CG(RAF)
27,000-27,999	ADSS 51(RAF)
28,000-28,999	DDSS 16(RAF)
29,000-29,999	DDSS 21(RAF)
30,000-39,999	Not Allocated
40,000-74,999	DDSF5(RAF)

**Notes:**

1. Allocations against the above serial numbers are to be recorded in a register maintained within each MDG.
2. Allocations to each MDG may be further sub-divided to individual SMBs if required.
3. When numbers allocated have been exhausted, serial numbers should be re-used from the beginning.