

CHAPTER 1

POLICY AND ADMINISTRATION

SECTION I - GENERAL

201101 - PURPOSE

a. DLAM 4140.2, the Supply Operations Manual, is published in three volumes, each of which prescribes policies, procedures and criteria for an aspect of supply operations within DLA.

b. Volume I contains the policies and procedures for the DLA Distribution System and describes the interrelationship between DSCs and DLA distribution activities.

c. This volume prescribes standard internal DSC procedures for determination of requirements, distribution and inventory accounting of materiel on a centralized basis. The title DSCs as used in this volume includes DSCP and excludes DFSC.

d. Volume III, Defense Depot Transportation and Supply Procedures, prescribes procedures and detailed criteria for operating personnel at DLA distribution activities (DDs and DSCs with collocated storage activities).

201102 - SCOPE

The procedures contained in this volume are based on the Standard Automated Materiel Management System (SAMMS), one of the DLA Uniform Automated Data Processing Systems. Until the system is installed, use of the procedures, forms, codes and the like, prescribed in this volume is optional.

201103 - RESPONSIBILITIES

a. HQ DLA is responsible for:

(1) Developing the policy content of this volume.

(2) Furnishing policy guidance relative to the development or maintenance of functional area procedural content (chapters and appendices) or data systems requirements changes to DSIO.

(3) Evaluating for approval or disapproval, proposed changes to procedural content and/or proposed data systems requirements changes prepared by DSIO or DSCs, within DoD and DLA policy. Evaluation process will consider known or projected impact on the DLA Distribution System and resources and known or projected savings/benefits to be derived.

(4) Final coordination of draft procedural changes and/or proposed data systems requirements changes within DLA and as necessary with Military Services (hereinafter referred to as the Services)/Civil Agencies.

b. DSIO is responsible for:

(1) Developing and/or maintaining procedural content of this volume.

(2) Developing and testing computer programs supporting SAMMS.

(3) Determining the effective date of changes to procedural content of this volume and/or the implementation date of approved data systems revisions.

(4) Publishing approved changes to the procedural content of this volume concurrently with the corresponding data systems revisions.

c. DSCs are responsible for:

(1) Developing, reviewing and revising or recommending revisions to the functional area procedural content of this volume and/or data systems requirements changes as requested/assigned on a case-by-case basis.

(2) Full implementation of the procedures expressed in this volume, in a manner which will assure effective utilization of available resources and accomplishment of assigned missions.

## SECTION II - POLICY

### 201201 - PRINCIPLES OF SAMMS

The following policies, principles and conceptual requirements are observed in developing procedural materiel and changes for publication in this volume:

a. DLA operates under a centralized inventory accounting and requisition processing system.

b. DoD 4000.25-2-M, Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP) governs inventory segmentation in terms of ownership, purpose and condition of materiel; prescribes authorized receipt and inventory adjustment transactions and provides related authorized Document Identifier Codes (DICs).

c. DoD 4000.25-1-M, Military Standard Requisitioning and Issue Procedures (MILSTRIP) prescribes authorized requisition, issue and followup/cancellation transactions and defines related authorized DICs.

d. Information necessary for the management of DLA inventory, computation of requirements, determination of distribution and related areas is stored within SAMMS and fully documented in this volume.

e. In requisition processing, requirements of the Uniform Materiel Movement and Issue Priority System (UMMIPS) are met. SAMMS provides supply status for transmission to customers on all Issue Priority Group (IPG) requisitions within authorized MILSTRIP/UMMIPS timeframes. The Active Requisition Control and Status File (ARCSF) is configured to provide automatic response to followup requests for a period of 45 days from the time the quantity requested has been completely accounted for. After the 45 day period, the records are stored for one year in the Requisition History File (RQHF), after which they are destroyed. During the one year period, inquiries to and answers from the record are processed mechanically.

f. Input transactions, both externally generated and internally initiated, are validated, edited, and processed within SAMMS. The procedures in this volume outline the validation criteria for each input action and define the research and processing instructions for correction and reentry of rejected transactions.

g. SAMMS has the capability of recognizing and storing input actions which are rejected as controlled violations in the format of appendix B-66 or appendix F-122. For these, SAMMS retains all input data elements with the related Violation Reason Code(s) (VRC(s)) and a mechanically assigned Violation Control Number for use in control, followup, and reentry. Uncontrolled violations in the format of appendix F-117 are not stored within SAMMS and are not subject to any type of mechanical followup.

h. SAMMS has the capability to ensure against the reentry of duplicate transactions; detailed criteria for all entries into SAMMS with related machine and manual handling of duplicates is specified.

i. Through the use of remote CRT terminals located in functional areas, SAMMS has the capability, via SAMMSTEL, to provide immediate inquiry and update functions for selected online files. Use of remote inquiry devices is limited to emergency requirements that cannot be satisfied through the multiday processing cycles.

j. Outputs which require mailing are accompanied by machine-prepared listings with appropriately prepared envelopes. Outputs requiring TWX transmission are prepared in message format.

k. SAMMS stores inventory transactions for a period of two years and produces, upon request, item histories for the full or any part of the period. SAMMS responds with item histories for the past 90 days within one workday and for the balance of the stored record within three workdays; accordingly, these item histories replace transaction registers.

l. SAMMS effects automatic assignment and control of document numbers required in specified outputs. Criteria and controls are prescribed in this volume.

m. SAMMS products contain standard header abbreviations where use of preprinted forms is not practical.

201202 - CONTENTS OF VOLUME II

This volume includes:

a. Chapters containing procedures, criteria, and instructions for one or more related functional areas.

b. Seven types of appendices supporting the chapters as follows:

(1) A - Codes used on input or output documents or in computer files and records.

(2) B - Formats for input and output transactions.

(3) C - Forms and miscellaneous instructions.

(4) D - Procedure Decision Charts depicting the processing criteria for all types of transactions.

(5) E - Step-by-step procedures for all documents requiring manual reparation/processing/review, or for a series of actions, i.e., Processing of Standard Supply Control Study.

(6) F - Operating documents and management information reports/listings.

(7) G - Definitions, abbreviations, and symbols.

SECTION III - FORMATS

201301 - CHAPTERS

a. The chapters are prepared in essentially the same manner as the corresponding chapters in volume I and include a description of the policies, criteria, guidelines, and procedures for use in one or more related functional areas. They specify input documentation and outline the document validation and processing to accomplish a desired action or transaction.

b. The chapters are the media used to link together the related codes, input and output formats, computer processes, output documents, and manual processing instructions for specific functional areas.

c. The basic format of chapters and detailed guidance for preparation, including page and paragraph numbering, is presented in section VII of this chapter.

201302 - APPENDICES

The appendices to each chapter are prepared in the formats specified in section VII of this chapter which include detailed guidance for page and paragraph numbering.

## SECTION IV - MAINTENANCE

### 201401 - ASSIGNMENT OF CHAPTER AND APPENDIX NUMBERS

a. Functional area development and maintenance responsibilities, by chapter and appendix, are assigned to DSIO-MS. On a case-by-case basis, specific development and/or maintenance tasks or functions may be assigned to DSCs or other PLFAs.

b. Numbers for new chapters and/or appendices, required during the preparation of proposed Type 1 or Type 2 changes (see paragraph 201403 below) or required in support of a specifically assigned HQ DLA development or maintenance task, are obtained from DSIO, ATTN: DSIO-MS.

### 201402 - ASSIGNMENT OF CODES

All codes used in this manual and in SAMMS computer processes, are controlled by DSIO-MS, with the exception of Military Standard codes (MILSTRIP, MILSTRAP, etc.) and DICs C and Q series which are controlled by DLA-OSS and DLA-OSC respectively.

### 201403 - PREPARATION AND SUBMISSION OF PROPOSED CHANGES

a. A proposed change to SAMMS may originate in HQ DLA, any DSC, DSIO, or other PLFAs at anytime. Proposed changes will be documented and submitted in accordance with DLAR 4730.3.

b. Action to incorporate changes directed by higher headquarters such as Military Standard Systems (i.e., MILSTRIP, MILSTRAP) into SAMMS programs and this volume will be initiated by HQ DLA and forwarded to DSIO in accordance with DLAR 4730.3.

c. Originator of a proposed change to existing documentation will document the recommended change, addition, and/or deletion as completely as possible with specific proposed recommendations to all affected portions of this volume. Formats shown in section VII of the chapter will be utilized. Affected paragraphs, pages, chapters or appendices will be rewritten with the changed portion printed in bold and italics. New appendices will have their titles printed in bold and italics; Table of Contents; or Indices will indicate their changes in bold and italics.

### 201404 - SCHEDULING OF PUBLICATION AND IMPLEMENTATION OF CHANGES

a. Planned implementation dates will be established during the quarterly review meetings attended by DSIO, DLA-LS, and DLA-MM in accordance with DLAR 4730.3. Planned implementation dates will be determined by assessment of system change impact, availability of programming resources, training requirements at the centers, time required to publish documentation changes, the programming hours involved, testing requirements, and the priority of the functional requirement.

b. No less than seventy days prior to system change implementation, DSIO will forward to HQ DLA-MMS draft page changes to this manual for final coordination and approval. Approved changes will be forwarded by

DLA-MMS draft page changes to this manual for final coordination and approval. Approved changes will be forwarded by DLA-MMS to DSIO no less than 60 days prior to final publication.

c. Changes to this volume, computer programs and/or detailed written instructions will be published and distributed by DSIO at least 15 days prior to system change implementation date to provide DSC activities adequate time for training.

d. All DSCs operating SAMMS will implement changes simultaneously to the extent possible.

e. Changes to this volume will normally be made four times a year.

#### 201405 - PUBLICATION OF CHANGES

a. This volume is published in loose leaf form to facilitate revision of paragraphs, pages, chapters, or appendices which are published as needed. Revisions are primarily by deletion and insertion of pages in proper sequence.

b. The changed portion is identified by the changes printed in bold and italics.

c. Revisions to this volume are transmitted by change letter which contain a resume of the revisions attached with effective dates. After revisions have been received and posted into this volume, change letters are filed behind the cover page of this volume.

#### 201406 - DSC LOCAL PROCEDURES

This volume is designed to require little or no additional documentation for implementation at the DSCs. To ensure that this objective is achieved, local reproduction of chapters and appendices of this volume or the incorporation of materiel contained in this volume into local publications is not authorized. Policy regarding the publication of local procedures is contained in DLAH 5025.3, Guide for Preparation of Regulatory Publications. Policy regarding locally developed procedures designed to amplify this volume is as follows:

a. Any internal DSC publication which modifies, amplifies, or changes this volume (based on authorized local deviations) will be published and identified as a local procedure relating to the appropriate chapter or appendix.

b. If copies of current pages of DLAM 4140.2, Volume II, are included in the local procedure, ensure that the area(s) that are changed have marginal lines indicating the changed area. Also show marginal when local procedures are revised. The only exception to the above policy are those instances wherein a Center either changes the number of copies and/or the distribution of an F appendix; however, Centers will advise DLA-MMS whenever a particular F appendix is suppressed along with a statement of justification.

c. One copy of each local procedure issued at the DSC will be furnished HQ DLA, ATTN: DLA-MMS, for approval. Included with each procedure or set of related procedures will be a statement of the reasons for the development of the local procedure. This statement will be in sufficient detail to ensure that the reviewing authority and related Headquarters functional managers gain a clear understanding of the intent of the procedure and its relation to the overall operation as it exists at the originating activity.

d. DLA-MMS and appropriate Headquarters staff elements will review local procedures with the intent of ensuring:

(1) That Headquarters policy, as expressed in this volume or other DLA or higher Headquarters regulations or manuals, is not violated.

(2) Local procedures which amplify detailed procedures expressed in this volume do not adversely impact the overall SAMM system.

(3) Incorporation into this volume of those procedures which are obviously applicable to all activities operating under this volume.

e. In those cases wherein the guidelines established in subparagraph d(1) and (2) above are not met, appropriate correspondence will be initiated with the originator of the procedure.

f. Once DLA-OSS has approved the local procedure the DSC will then furnish two copies to DSIO, ATTN: DSIO-MS. If DLA-MMS approves the local procedure with modifications, the DSC will furnish one copy of the modified approved local procedures to DLA-MMS and two copies to DSIO-MS. This will ensure that both HQ DLA and DSIO have copies of the approved local procedures.

g. Locally developed procedures should be prepared in the format outlined in section VII of this chapter. They will be printed on colored paper.

h. HQ DLA (DLA-MMS) will maintain continuous review of local procedures to this volume and, where appropriate, furnish SCRs to DSIO to revise this volume to incorporate materiel covered by the local procedure. DSIO will furnish advance copies of such documentation revisions to each DSC, ATTN: LS. Advance copies of documentation resulting from HQ DLA approval for DLA-wide implementation will also be furnished the SAMMS Project Office (DSCP-LT), at DSCP, for review and internal distribution until SAMMS is totally implemented at DSCP.

#### 201407 - FILE DATA RETRIEVAL

DLA PLFAs and PSEs have several management information retrieval techniques available for the extraction/compilation of ad hoc reports. These techniques are intended for those occasional data requests which are outside the realm of recurring management or operational reporting requirements. See chapter 33, Local Management Decisions in SAMMS, section VI.

## SECTION V - EMERGENCY PROCEDURES

### 201501 - DLA WAR AND EMERGENCY SUPPORT PLAN

Annex N to the DLA WESP provides for manual requisition, issue, and investigation (inventory) procedures. It may be necessary to initiate these procedures during power or computer outages, general war, post-attack period, or when directed by HQ DLA or other higher authority. Emergency manual procedures are intended to supplement this volume. Use of mechanical capability which exists during periods of emergency will not be denied.

### 201502 - CONTINUITY OF OPERATIONS PLAN (COOP)

a. COOP provides for the continuing performance of certain minimally essential supply functions at an alternate site in the event a DSC is rendered inoperable for an extended period of time, but generally not to exceed 30 days.

b. The affected DSC will contact HQ DLA CCC to recommend execution of COOP. As directed by HQ DLA, DSIO, which has been designated as the primary alternate site, will be responsible for providing the necessary ADP support to perform the designated minimally essential functions. At the conclusion of the emergency, DSIO will forward all applicable tapes and transaction files to the originating DSC for processing and conditioning of files.

## SECTION VI - DISTRIBUTION AND RELATIONSHIP TO OTHER DIRECTIVES

### 201601 - DISTRIBUTION OF VOLUME II

This volume receives special distribution. Additional requirement for copies or amended distribution of revisions to this volume should be forwarded to HQ DLA, ATTN: DASC-WDM. For assistance in this area, call DSN 427-1252 or 427-1272.

### 201602 - RELATION TO OTHER DIRECTIVES

a. If the procedures contained in this volume appear to conflict with DoD or other DLA publications, the subject should be immediately submitted to HQ DLA, ATTN: DLA-MMS, for consideration and correction.

b. The procedures contained in this volume (notably the products of the entry/exit processes) contain data which may not be directly applicable to the Supply Operations area. These products are shown for clarity and continuity and maintenance is the joint responsibility of each of the functional Directorates and/or the Service element involved.

## SECTION VII - GUIDANCE FOR PREPARATION OF CHAPTERS AND APPENDICES

### 201701 - GUIDANCE FOR PREPARATION OF CHAPTERS

a. Each chapter:

(1) Is the general, narrative description of the policies, criteria, and guidelines of one or more related functional areas.

(2) Specifies the precise documentation involved in processing transactions through the function and their interrelationships.

(3) Covers fully the procedures involved in processing transactions through the function without overlapping or being dependent upon other chapters. Interrelated chapters are integrated by making references to and from, without duplication of descriptive narrative.

(4) Corresponds with requirements of volume I, this manual, where applicable, and is written in essentially the same manner as corresponding chapter.

(5) Is assigned, by DSIO-MS, a number and title as recorded on CONTENTS pages.

(6) Is subdivided into sections.

(7) Utilizes the following paragraph numbering system:

(a) A 6-digit number constructed as follows:

1. 1st - (specifies volume).
2. 2nd and 3rd - (specifies chapter).
3. 4th - (specifies section within chapter).
4. 5th and 6th - (specifies paragraph within section).

(b) Subparagraphs are indicated by lower case alphabet, then numerals enclosed in parenthesis. Examples:

1. 201234a
2. 201234a(1)

(c) Pages are numbered by volume, part, chapter, and page. For example, the page number of the tenth page of chapter 3 is numbered: II-1-3-10. The content page of the chapter is identified in a similar manner but with an i inserted in the number. Example: II-1-3-i1.

(8) Is preceded by a Table of Contents of the chapter.

b. The first section of each chapter is entitled GENERAL and includes paragraphs, as appropriate, in the following order:

- (1) PURPOSE.
- (2) SCOPE.
- (3) REFERENCES.
- (4) BACKGROUND.

(5) POLICY.

(6) RESPONSIBILITIES.

c. Each following section:

(1) Covers the documentation and general procedures for a single transaction or a related group of transactions.

(2) Describes the processing of source documents.

(3) Describes internal computer processes, as necessary, to portray procedural logic for purposes of programming, training, and management review.

(4) Describes the general processing of computer outputs and, if applicable, their reentry into the computer.

(5) Refers to all appropriate appendices which give the complete specific details of the procedures.

d. All chapters prepared by DSIO-MS will be submitted to the Publications Management Office (PMO), DSDC-SI, for entering onto text processing equipment and subsequent publication.

#### 201702 - GUIDANCE FOR PREPARATION OF A APPENDICES

a. Each A appendix:

(1) Describes and lists a series of codes used in more than one situation or instance in this volume.

(2) Corresponds, as appropriate, with appendix of same number in volume I, this manual.

(3) Is assigned a number, published, controlled, and maintained by DSIO-MS.

(4) Utilizes a separate series of page numbers for each appendix. Pages are numbered by volume, part, appendix and page. For example, the third page of appendix A-42 is numbered II-3-A42-3.

(5) Is listed in numerical sequence in the Index of A Appendices which precedes chapter 1, and is listed in alphabetic sequence in the Alphabetic Index of A Appendices which precedes the A appendices. The first page of the Alphabetic Index of A Appendices is numbered II-3-Ai-1.

b. Codes:

(1) Conform to MILSTRIP, MILSTRAP, MILSTAMP, and volume I, as required and applicable.

(2) Are listed alphabetically, then numerically, if appropriate. The letters I and O will be omitted, if possible.

c. Format: See following page.

d. All A appendices prepared by DSIO-MS will be submitted to the PMO, DSDC-SI, for entering onto text processing equipment and subsequent publication.

F O R M A T

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APPENDIX A-\_\_

T-----I-----T-----L-----E

1. Number of characters:
2. Type of code: (alphabetic, numeric, or alpha/numeric)
3. Explanation:
  
4. Source: (if applicable)
  
5. The following codes are assigned:

<u>CODE</u>	<u>DEFINITION</u>
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6. References: (Related appendices and chapter(s))

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201703 - GUIDANCE FOR PREPARATION OF B APPENDICES

a. Each B appendix:

(1) Describes an input or output transaction used in the processes described in this volume.

(2) Corresponds, as appropriate, with appendix of same number in volume I, this manual.

(3) Conforms to MILSTRIP, MILSTRAP, as required.

(4) Is assigned a number, published, controlled, and maintained by DSIO-MS.

(5) Utilizes a separate series of page numbers for each appendix. Pages are numbered by volume, part, appendix, and page. For example, the third page of appendix B-42 is numbered II-3-B42-3.

(6) Is listed in:

(a) Numeric sequence in the Index of B Appendices which precedes chapter 1;

(b) Alphabetic sequence in the Alphabetic Index of B Appendices which precedes the B appendices;

(c) DIC sequence following the alphabetic index preceding the B appendices;

(d) DIC sequence in appendix II-3-A1;

(e) DIC sequence in appendix II-3-A31;

Each of these will be updated when a B appendix is added, deleted, or revised. The first page of the Alphabetic Index of B Appendices is numbered II-3-Bi-1.

b. Format: See following page.

c. All B appendices prepared by DSIO-MS will be submitted to the PMO, DSDC-SI, for entering onto text processing equipment and subsequent publication.

F O R M A T

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APPENDIX B-\_\_

T-----I-----T-----L-----E

1. Explanation of use, source, form number and any pertinent instructions for preparation of the input or use of the output transaction. (Include reference to applicable chapter(s).)

2. The following are the fields in the transaction:

<u>FIELD</u>	<u>FIELD</u>	<u>EXPLANATION/INSTRUCTIONS</u>
<u>LEGEND</u>	<u>POSITIONS</u>	
	*	**

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\*All 80 positions are always identified consecutively.

\*\*State, if appropriate, "Refer to applicable code in appendix\_\_."

201704 - GUIDANCE FOR PREPARATION OF C APPENDICES

a. Each C appendix:

(1) Depicts either a printed form, form letter, or other format not included in another appendix or describes standard miscellaneous instructions which cross functional area lines. Forms prescribed for use and readily available will not be included when the form is simple in design or item entries are self-explanatory.

(2) Corresponds, as appropriate, with appendix of same number in volume I, this manual.

(3) Is assigned a number, published, controlled, and maintained by DSIO-MS.

(4) Utilizes a separate series of page numbers for each appendix. Pages are numbered by volume, part, appendix and page. For example, the third page of appendix C-11 is numbered II-1-C11-3.

(5) Is listed in numeric sequence in the Index of C Appendices which precedes chapter 1 and in alphabetic sequence in the Alphabetic Index of C appendices which precedes the C appendices. The first page of the Alphabetic Index of C Appendices is numbered II-1-Ci-1.

b. Format: See following page.

c. Proposed new forms or form letters are forwarded to HQ DLA, ATTN: DLA-OSS for assignment of DLA form numbers, prior to preparation of C appendix.

d. All C appendices prepared by DSIO-MS will be submitted to the PMO, DSDC-SI, for entering onto text processing equipment and subsequent publication.

F O R M A T

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APPENDIX C-\_\_

T-----I-----T-----L-----E  
(Form Number)

Facsimile of form

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OR

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APPENDIX C-\_\_

T-----I-----T-----L-----E

1. ORIGIN/SOURCE (Where appropriate.)
  
2. PURPOSE/USE
  
3. REFERENCES (Includes all related appendices and chapters.)
  
4. EXPLANATION/FORMAT

(Describe instructions, chart, graph, or table fully or refer to attached page for format or contents.)

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201705 - GUIDANCE FOR PREPARATION OF E APPENDICES

a. A separate E appendix provides precise and complete step-by-step procedural instructions for processing all documents which require manual attention as follows:

(1) Manual preparation of all internally originated inputs (certain B appendices).

(2) Manual correction of ALL possible violations of ALL (externally or internally originated) input transactions and SAMMSTEL inquiries (certain B appendices).

(3) Manual processing of output transactions not going immediately to AUTODIN (certain B appendices).

(4) Manual processing of all printed forms which are computer-produced (certain C appendices).

(5) Manual preparation of printed forms which are internally originated but not computer-produced (certain C appendices).

(6) Manual processing of computer-produced reports/listings when not fully described in the F appendix.

(7) Manual procedures for certain normal internal operations.

b. Each of the above seven categories of procedures will (with possible MINOR variations) fit one of the attached SAMPLE INSTRUCTIONS #2, #3, or #4. These SAMPLE INSTRUCTIONS are to be followed as closely as possible for uniformity, but are not intended to be over-restrictive.

c. Each E appendix is to be written to the lowest possible operating element within the standard organization framework (DLAM 5810.1, Organization of DLA Field Activities).

d. Each E appendix is assigned a number, published, controlled and maintained by DSIO-MS.

(1) The appendix number is configured as follows:

(a) The first element is the volume number.

(b) The second element is the part number.

(c) The third element is a constant E and the three digit appendix number with either a P or V suffix. The three numerics are based on related B, C, or F appendix numbers where possible (e.g., E-007 corresponds to B-7; E-011 corresponds to B-11, etc.). The P suffix indicates:

1. Preparation of input,

2. Processing of output, or

3. Procedure for specific action or all three possibilities.

The V suffix indicates processing of violations for a document.

(2) For example, the first page of procedural or preparation appendix E-007 is as follows:

II-3-E007P-1. If the appendix outlines violation processing, the appendix is numbered the same except the use of a V suffix instead of a P suffix.

e. Each E appendix is listed in numeric sequence in the Index of E Appendices which precedes chapter 1 and in alphabetic sequence in the Alphabetic Index of E Appendices which precedes the E Appendices. The first page of the Alphabetic Index of E Appendices is numbered II-3-Ei-1.

f. Format: The format for the different types of E appendices is included in SAMPLE INSTRUCTIONS #2, #3, and #4. Each E appendix is listed in numeric sequence in the Index of E Appendices which precedes chapter 1 and in alphabetic sequence in the Alphabetic Index of E Appendices which precedes the E appendices.

g. All E appendices prepared by DSIO-MS will be submitted to the PMO, DSDC-SI, for entering onto text processing equipment and subsequent publication.

SAMPLE INSTRUCTIONS #1

APPENDIX E-001 V

LOGISTICS TRANSFER/DECAPITALIZATION DOCUMENT VIOLATIONS

1. INPUT DOCUMENT

a. Define the input document represented by the output violation notice (appendices F-122 and/or F-117).

b. EXAMPLE PARAGRAPH

LOGISTICS TRANSFER/DECAPITALIZATION DOCUMENT, DIC DE\_, APPENDIX B-1.

2. INPUT TO PROCEDURE DECISION CHART(S)

a. Identify the applicable D appendix(es) for the input document.

b. NOT APPLICABLE.

3. PURPOSE, CONTENTS, AND RESPONSIBILITIES

a. Define the purpose, contents and responsible organizational element, within the standard organization framework, responsible for the specific document/error conditions to be processed including reference to applicable chapter(s).

b. EXAMPLE PARAGRAPH

THIS APPENDIX IS APPLICABLE TO CHAPTER 8 AND PROVIDES INSTRUCTIONS FOR THE RESEARCH, CORRECTION AND REENTRY OF LOGISTICS TRANSFER/DECAPITALIZATION DOCUMENTS WHICH HAVE BEEN REJECTED FROM COMPUTER PROCESSING. REASONS FOR COMPUTER REJECTION BY VIOLATION REASON CODE, IN ALPHABETICAL ORDER, ARE LISTED BELOW. THE MATERIEL SUPPORT BRANCH OF THE DIRECTORATE OF SUPPLY OPERATIONS IS RESPONSIBLE FOR PROCESSING ALL THESE VIOLATION REASON CODES.

II-3-E001V-1

<u>REASON_CODE</u>	<u>DEFINITION</u>
AB	Invalid RIC-From.
AC	Invalid RIC-To.
AN	Invalid UI.
AW	Invalid Management Code.

#### 4. PROCESSING/RESEARCH INSTRUCTIONS

Define processing actions and research instructions for each violation/error condition listed in paragraph 3 above, as follows:

##### a. VIOLATION REASON CODE AW.

###### (1) REASON FOR VIOLATION/ERROR CONDITION

(a) Define reason input document rejected from computer processing.

###### (b) EXAMPLE PARAGRAPH

Violation Reason Code AW indicates that data in pos. 72 of the input document was other than an authorized Management Code as defined in appendix A-13.

###### (2) PROCESSING/RESEARCH REQUIRED

(a) Define specific processing or research actions required to obtain the correct data element.

1. Include preparation and submission of specific required inquiry form(s) by referring to appropriate DIC, specific B appendix number and specific Action Code(s) (appendix A-42). Do not duplicate column-by-column entries reflected in a B appendix, unless such reiteration provides necessary clarity to the processing instructions.

2. Include inquiry to source as necessary, and specify media of communication to be used, based on document priority or critical timing.

3. Include reference to source documents by complete title and reference number (e.g., DLAR 5205.1, etc.), when required.

II-3-E001V-2

4. Include reference to related E and C appendices as applicable without duplicating specific instructions. Manually prepared documents which are not covered by a specific E appendix should be fully documented and explained (entry-by-entry).

(b) REPEAT PARAGRAPH(S) IN ALPHABETICAL ORDER, SIMILAR TO 4a ABOVE FOR EACH VIOLATION REASON CODE/ERROR CONDITION LISTED IN SUBPARAGRAPH 3 ABOVE.

5. REENTRY INSTRUCTION

a. Define exact procedures for preparation of source document.

b. EXAMPLE PARAGRAPH

(1) Review remaining data elements contained in violation output documents to detect any other invalid data, and correct as necessary.

(2) Reentry method for violations is contingent upon type of violation output document which is a local option and recorded in the Output Routing Code Table (appendix F-20). The following codes are the various options with reentry instructions:

<u>CODE</u>	<u>OUTPUT</u>	<u>REENTRY</u>
1	ZLR - Controlled Violation Listing, appendix F-122	Using either Violation Listing, appendix F-122 or Violation/Suspense Control Reentry Document, appendix B-66, enter corrected data and/or Violation Reentry Code (appendix A-62) with colored pencil or ink and submit as prescribed in appendix E-066 P.
3	Uncontrolled Violation, appendix F-117	Reentry, when required, is accomplished as prescribed in appendix E-346 P.

6. FLOWCHART

E appendices will be supported by a document processing flowchart only when necessary to further explain the manual processing/research actions required in the procedure. When a document processing flowchart is not deemed necessary, this paragraph will reflect the statement FLOWCHART NOT REQUIRED.

SAMPLE INSTRUCTION #2

APPENDIX E-258 P

PROJECT ORDER (REPAIR)

1. FORM/REPORT USED

Project Order (DLA Form 531).

2. REASON/CRITERIA FOR PREPARATION

a. Define the circumstances requiring the preparation and submission of the specific form/report including reference to applicable chapter(s).

b. EXAMPLE PARAGRAPH

DLA Form 531 is used between DSCs and distribution/maintenance activities to schedule Condition Code F and G materiel for repair/completion as outlined in chapter 17.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

Define the organizational element within the standard organization framework responsible for the preparation and processing of the form/report.

4. PROCEDURES/INSTRUCTIONS FOR PREPARATION OF FORM/REPORT

a. SOURCE(S) OF INFORMATION

Define source(s) of information/data to be included on the specific form/report being prepared.

b. EXAMPLE PARAGRAPH

DLA Form 531 is prepared from information obtained from DoD Storage Quantity Control Reports (DD Form 1225).

c. PREPARATION OF FORM/REPORT

Define the preparation of the form/report to include block-by-block entries, fully cross-referencing the source of each specific data element/informational entry. Outline any suspense files or time periods established for specific actions or suspenses.

d. SIGNATURE/APPROVAL REQUIREMENTS

Define signature/approval authority in relationship to originating individual/organizational element.

e. II-3-E258P-1 EXAMPLE PARAGRAPH

The applicable Commodity Branch Chief will complete blocks 9a, b, and c. Blocks 11b and 11c will be completed by Chief, Materiel Support Branch.

f. DISTRIBUTION OF FORM/REPORT

Define the internal/external distribution of the completed form/report to include complete file name/title/nomenclature for those copies to be retained in internal files or suspense.

g. EXAMPLE PARAGRAPH

(1) The applicable Commodity Branch will retain one copy in Item History File and forward original and five copies to the Materiel Support Branch.

(2) The Materiel Support Branch will assign a Project Order Number, enter additional information as required, and distribute the form as follows:

(a) Original and three copies to performing activity.

(b) One copy to applicable Commodity Branch.

(c) Retain one copy in suspense pending receipt of acceptance copies from performing activity.

5. PROCEDURES/INSTRUCTIONS FOR PROCESSING RESPONSE TO OR RETURNED FORM/REPORT

Define each action required on receipt of reply or returned copy of the form/report from the action office/activity, to include instructions for preparation and submission of follow-on computer input by reference to appropriate DIC and B appendix. Do not duplicate column-by-column entries described in the related B appendix, unless reiteration lends necessary clarity to the processing instructions.

6. DISPOSITION OF FORM/REPORT AFTER FINAL ACTION

a. Define any mandatory timeframes for retention of completed form/report.

b. EXAMPLE PARAGRAPH

DLA Form 531 will be retained in the Project Order files until the project is complete. Subsequent to completion of repair actions, the forms will be destroyed under current records disposition procedures.

II-3-E258P-2

## 7. FLOWCHART

E appendices will be supported by a document processing flowchart only when required to further explain the manual processing/research actions required. When a document processing flowchart is not deemed necessary, this paragraph will reflect the statement, FLOWCHART NOT REQUIRED.

II-3-E258P-3

SAMPLE INSTRUCTION #3

APPENDIX E-001 P

INTERROGATION DOCUMENT

1. PURPOSE

a. Define the purpose and necessity for the procedures being established.

b. EXAMPLE PARAGRAPH

This appendix is applicable to chapter 45 and describes the processing of Interrogation Documents, DIC JTX (Urgent) and DIC JTV (Routine), appendix B-84. The Interrogation Document (incoming) is submitted by a Service ICP to the cognizant DSC. The outgoing document is prepared by the holding Service ICP indicated in the DLSC furnished assets information or to a known user of the item involved. The activity receiving the Interrogation Reply Document responds with an Interrogation Reply Document, DIC JSX, appendix B-85. The document number of Interrogation and Interrogation Reply Documents contains J in pos. 40 as prescribed by appendix C-2.

2. APPENDICES USED IN THIS PROCESS

a. Indicate related appendices required in the process/procedure established by this appendix.

b. EXAMPLE PARAGRAPH

- (1) Appendix B-84.
- (2) Appendix E-084 V.
- (3) Appendix F-79.
- (4) Appendix F-117.
- (5) Appendix F-167.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

Define the organizational element, within the standard organization framework, responsible for the completion of the procedures/process described by this appendix.

II-3-E001P-1

#### 4. PROCEDURES/INSTRUCTIONS

Define the step-by-step actions required in the procedures being established by this appendix to include the uses and relationships of related appendices listed in subparagraph 2 above.

a. Include preparation and submission of required computer input by referring to appropriate DIC, B appendix number, and Action Code(s) (appendix A-42) without duplicative instructions.

b. Include preparation and submission of hard-copy forms/reports, as applicable. Do not duplicate block-by-block entries on a C appendix which are covered by a separate E appendix. Manually-prepared documents which are not covered by an E appendix should be fully documented and explained.

c. Include quality control and results evaluation techniques, when required.

d. Include disposition instructions or instructions for dissemination of results.

#### 5. FLOWCHART

E appendices will be supported by a document processing flowchart only when required to further explain the manual processing/research action in the procedure. When a document processing flowchart is not deemed necessary, this paragraph will reflect the statement, FLOWCHART NOT REQUIRED.

II-3-E001P-2

201706 - GUIDANCE FOR PREPARATION OF F APPENDICES

a. Each F appendix:

(1) Describes a computer-prepared operating document or printout. Where possible the word "report" is avoided to preclude the assignment of a Reports Symbol Number which is NOT required for operating documents and listings.

(2) Is assigned a number, published, controlled and maintained by DSIO-MS.

(3) Consists of both explanatory page(s) and illustrative page(s).

(4) Utilizes a separate series of page numbers for each appendix. Pages are numbered by volume, part, appendix and page. For example, the second page of appendix F-2 is numbered II-3-F2-2.

(5) Is listed in numeric sequence in the Index of F Appendices which precedes chapter 1 and in alphabetic sequence in the Alphabetic Index of F Appendices which precedes the F appendices. The first page of the Alphabetic Index of F Appendices is numbered II-3-Fi-1.

b. Format: See following two pages.

c. All F appendices prepared by DSIO-MS will be submitted to the PMO, DSDC-SI, for entering onto text processing equipment and subsequent publication.

d. Each illustrative page will:

(1) Bear a heading in a single line across the top, as described in paragraph 4 of page following.

(2) Be a facsimile of actual document or printout or will be typed on 10 1/2" x 15" white bond paper. Elite type is preferred. When typed, only upper case letters will be used and typing will be within the limits shown on following page titled SAMPLE INSTRUCTION #5.

(3) Not be stapled or punched.

F O R M A T

APPENDIX F-\_\_

T-----I-----T-----L-----E

1. PURPOSE

Indicate purpose for printout, avoiding the word "Report" where possible.

2. ORIGIN

Indicate output of \_\_\_\_\_ process as depicted in chapter \_\_.

3. FREQUENCY

Indicate daily, weekly (on Fridays), monthly (month ending), upon submission of a specific input action.

4. FORMAT

a. Heading Line (use "Standard Identification" if heading consists of F Number, DSC, Output Routing Code, Title, Date Produced, and Page Number).

b. Data Organization:

(1) Sequence: (Indicate the data element on which the sequencing of data contained in the printout is based.)

(a) Major: \_\_\_\_\_.

(b) 1st Intermediate: \_\_\_\_\_.

(c) 2nd Intermediate: \_\_\_\_\_.

(d) Minor: \_\_\_\_\_.

(2) Number of lines per page: \_\_\_\_.

(3) Spacing: \_\_\_\_\_ (single, double, or triple).

(4) Page break is on: \_\_\_\_\_.

(5) Required totals are: \_\_\_\_.

c. Captions of Data Elements:

(1) Except for overriding reasons, the data element which is the major sequence is always printed in the left-most column with intermediate and minor sequences following immediately in next right columns.

(2) List each caption of the data contained in the body of the printout and describe fully, including maximum length of field and nature of content of field (alpha, numeric, or alpha/numeric).

5. DISTRIBUTION AND RETENTION

Indicate specific recipients, based on standard organization in DLAM 5810.1, of each copy with appropriate disposition instructions.

6. PROCEDURES FOR REVIEW AND PROCESSING

Describe procedures for review and use of printout or refer to appropriate E appendix for step-by-step processing.

SAMPLE INSTRUCTION #4

APPENDIX F-81

INVENTORY LOSSES FROM CATALOG UI CHANGES

1. PURPOSE

To notify DSO that a UI change has created a residual quantity which has been dropped from the accountable record. This notification serves as the basis for disposal instructions for the residual balance IAW appendix E-409 P.

2. ORIGIN

Produced automatically whenever an inventory adjustment transaction results from a catalog UI change processing which has created a residual quantity. This process is depicted in chapter 5.

3. FREQUENCY

Daily, as Catalog UI change and resultant inventory adjustment losses are processed.

4. FORMAT

a. Heading Line (Standard Identification).

b. Data Organization.

(1) Sequence:

(a) Major is ORC.

(b) Minor is National Stock Number.

(2) Number of lines per page is variable.

(3) Double spaced.

(4) Page break is on ORC.

(5) Required totals: None.

c. Captions of Data Elements:

(1) DIC - Document Identifier Code of processed inventory adjustment.

(2) RIC TO - Routing Identifier Code of processing DSC.

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- (3) NSN - National Stock Number.
- (4) OLD UI - Old (prior) unit of issue.
- (5) NEW UI - New unit of issue.
- (6) OLD QTY - Old (prior) quantity.
- (7) NEW QTY - New quantity.
- (8) RESIDUAL QTY - Residual quantity, the quantity remaining after a catalog UI conversion.
- (9) LOC RIC - Location Routing Identifier Code of distribution activity.
- (10) O/P - Ownership/Purpose Code.
- (11) COND - Condition Code.
- (12) TYPE PK - Type of Pack Code.
- (13) EFF-DATE CAT-CHG - Effective Date of the Catalog Change.
- (14) CONV FACTOR - Conversion Factor.
- (15) DEC LOC - Decimal Location. This one position field can contain the numbers 0 through 4. This number will be used to determine counting from the right the position of the decimal point in the Conversion Factor.

#### 5. DISTRIBUTION AND RETENTION

One copy to Inventory Accounting Branch, Stock Control Division, DSO. It will be destroyed after it has served the purpose for which it was prepared.

#### 6. PROCEDURES FOR REVIEW AND PROCESSING

This printout will be processed IAW appendix E-409 P, Processing Inventory Losses From Catalog UI Changes.

F081 ORC ZZ		INVENTORY LOSSES FROM CATALOG UI CHANGES										DATE	XXXX	PAGE	XXXX
DIC TO	RIC	NSN	OLD UI	NEW UI	OLD QTY	NEW QTY	RESIDUAL QTY	LOC RIC	O/P	COND	TYPE PK	EFF-DATE CAT-CHG	CONV FACTOR	DEC LOC	
D9H	S9C	XXXXXXXXXXXXXXXXXX	XX	XX	XXXXX	XXXXX	XXXXX	XXX	X	X	X	XXXXX	XXXXX	X	
D9K	S9C	XXXXXXXXXXXXXXXXXX	XX	XX	XXXXX	XXXXX	XXXXX	XXX	X	X	X	XXXXX	XXXXX	X	

II-3-F81-3

201707 - GUIDANCE FOR PREPARATION OF G APPENDICES

a. Each G appendix:

(1) Furnishes standard definitions, abbreviations, and charting symbols for use in this volume.

(2) Is assigned a number, published, controlled and maintained by DSIO-MS.

(3) Is listed in numeric sequence in the Index of G Appendices which precedes chapter 1 and in alphabetic sequence in the Alphabetic Index of G Appendices which precedes the G appendices. The first page of the Alphabetic Index of G Appendices is numbered II-1-Gi-1.

(4) Pages are numbered by volume, part, appendix and page. For example, the second page of appendix G-2 is numbered II-1-G2-2.

b. All G appendices prepared by DSIO-MS will be submitted to the PMO, DSDC-SI, for entering onto text processing equipment and subsequent publication.

c. The following format is applicable:

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APPENDIX G-\_\_

T-----I-----T-----L-----E

TERM MEANING

or

ABBREVIATION

or

SYMBOL

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