

CHAPTER 2

INVENTORY ACCOUNTING

SECTION I - GENERAL

202101 - PURPOSE

This chapter covers the basic Inventory Accounting System applying to stocks held in the DLA Distribution System and accounted for on the inventory control records maintained by the DSCs. It prescribes basic codes, documents, records, and files used in administering the system.

202102 - SCOPE

This chapter is confined to policy guidance having overall application to the Inventory Accounting System. (Major functions of the total Distribution System include issues, receipts from all sources, adjustments, inventories, disposal, and capitalization/decapitalization.) Detailed procedures applying to transaction in other than Inventory are contained in the other chapters of this manual.

SECTION II - INVENTORY ACCOUNTING SYSTEM

202201 - GENERAL

The Inventory Accounting System for the DLA adheres to the principle that the structure of the accounting system provides essential information to the materiel managers for the exercise of supply and financial management without encumbering the system with details peculiar to different types of materiel. This standard system imparts uniformity, without impairing the latitude of a DSC in the selection of internal management techniques appropriate to the items of supply under its cognizance.

202202 - INVENTORY SEGMENTATION

a. Inventory Segmentation refers to intelligence regarding the stock balance of an item which is obtained by dividing the total inventory of an item into meaningful categories having distinctive characteristics. The Inventory Accounting System established to account for items of supply which are controlled, managed, or stocked in the DLA Distribution System embraces the concept of inventory segmentation by ownership/purpose, condition, and location IAW the provisions of MILSTRAP. In essence, the intelligence provided by the DLA Distribution System indicates who owns the stock (ownership), or for what purpose the stock is held (purpose) within the ownership, the condition of stock (condition) in terms of its readiness for issue, and where the stock is physically stored (location). These basic elements of data are

required by DSC for proper management of inventories, for requisition editing, and for proper receipt, storage, and issue of an item. This intelligence is also required for the preparation of Financial and Supply Status reports required for management and decision making.

b. The design of the coding structure pertaining to the DLA Inventory Accounting System treats each type of segmentation individually and purely, with no mix of data.

(1) Ownership Codes, appendix A-14, provide the means of segmenting stocks held in the DLA Distribution System to permit identification of stocks in custody of a DSC which are owned by another IM, Military Department, other Government agency or activity.

(2) Purpose Codes, appendix A-15, provide the means of segmenting stocks under a DLA IM's cognizance to permit identification of the purpose or reservation for which the materiel is held.

(3) Ownership/Purpose Codes, although separate and distinct elements of data, are entered in the stock record as a single element of data. Accordingly, when DLA is accounting for assets owned by another activity, the entire balance is maintained by DSCs under the code assigned to the owning Service/agency. Further breakout by purpose is neither prescribed nor intended. Conversely, ownership by DLA is supplemented by the code which identifies the purpose for which the materiel is reserved.

(4) Condition Codes, appendix A-16, provide the means of segmenting stocks held in the DLA Distribution System according to the physical state of the materiel or actions to change the status of the materiel. Multiple records for same NSN depict different Condition Codes.

(5) Location coding provides a means of segmenting stocks held in the DLA Distribution System according to the site where the materiel is physically stored or located. MILSTRIP RICs, appendix A-2, are utilized as Location Codes. (See appendix A-2.)

c. Custodianship of stocks owned by another IM may involve issue or other disposition IAW the owner's instructions.

d. The range of Ownership/Purpose, Condition, and Location Codes is fixed to accommodate the DLA Distribution System as a whole. No other inventory segmentation codes are authorized. The full range of codes may not have application to the materiel managed by any one DSC but DSCs use of codes having application is mandatory. Prescribed codes are applied without modification of the code definition.

202203 - INVENTORY TRANSACTIONS

a. An inventory transaction is a full description of a supply action furnished to, or developed by, an IM for use in the management of the items under his cognizance from both a financial and a supply point of view. In turn, inventory transactions, when properly aggregated, form the essential information required by an IM for review and for reporting to higher authority the results of his management effort.

b. For the basic function of requisitioning and related document preparation, the MILSTRIP standardized transaction formats and coding is used. While MILSTRIP did not extend its standard procedures beyond the

requisitioning process, it recognized there was inherent and fundamental need within any Supply Distribution System for communicating data pertinent to the inventory accounting and reporting process. Hence MILSTRIP, in declaring the document identifier coding structure for the requisitioning function, provides the means and sets the pattern for identifying products of the inventory accounting and reporting function.

c. DICs, appendix A-1, directed by MILSTRAP to identify inventory transactions integral to the DLA Inventory Accounting System is based on MILSTRIP precepts. Each character of the code assigned to these transactions provides intelligence regarding the effect of the transaction on the supply and financial records.

(1) D in the first position of the DIC is used to categorize Inventory Accounting transactions.

(2) The second position, when numeric, signifies an inventory transaction affecting on hand balance(s) and indicates the general nature of the transaction. An even number signifies a receipt or debit and an odd number, an issue or credit. The second position, when alphabetic, signifies informative data not affecting on hand balance(s); although they may create transactions which will affect the quantitative figure(s).

(3) The third position augments the second position by furnishing specific information relating to the transaction. In order to interpret the meaning of the entry, the second and third digits must be read as a unit.

d. The DLA Inventory Accounting System identifies both the transactions which affect inventory balance(s) and those which do not. An X overpunch in the high order position of the quantity field (pos. 25) reverses an inventory transaction. The C series of DICs, configured to MILSTRAP, are authorized for transactions not covered by MILSTRAP. The process of selecting transactions and defining codes applicable to the system was guided by these principles:

(1) Distribution depots should be required to furnish DSCs only that information which cannot be developed at the DSC.

(2) Transactions, to be complete, must contain all necessary information with regard to segmentation, reimbursability, and customer identification.

(3) Transactions should not duplicate inventory segmentations.

(4) Transactions should be capable of posting direct to a Stock Fund General Ledger with a minimum of interpretation.

e. Information conveyed by these transactions, supplemented by ancillary codes and data already available in MILSTRIP, may obtain an infinite number of combinations of transaction intelligence for management purposes.

202204 - MANAGEMENT CODES

a. Management Codes (appendix A-13) provide supplemental detail about a receipt, issue, or adjustment transaction.

b. Management Codes relate to specific DICs. DICs in the C or D series apply to four categories of transactions, receipt, issue, adjustment, and physical inventory. Additionally, DLA elects to assign Management Codes in the Issue Transaction series for use in connection with transactions with type A DICs, except that Management Code M will not be used in the DLA System. A separate Management Code series is used in conjunction with transactions of an informative nature or of a type not classified in one of the four above categories.

202205 - PROJECT CODES

a. Project Codes (appendix A-11) are established for/by each Service/agency. DLA (acting for DoD) may assign specific codes to projects which, by their nature, command special recognition and handling by the supplier and will be recognized by all Services/agencies. Project Codes are authorized outside the criteria for internal use of the Services or DLA; these codes are not necessarily meaningful to other than the activity making the assignment. The Basic Service Code, as described in appendix A-161, is a conversion of Service Assignment Codes (see appendix A-5) and is used to differentiate between seemingly duplicate Project Code Assignments by the Services/agencies.

b. Use of the Projects Codes to relate a stock reservation reflected on the stock records under a composite Purpose Code to its corresponding requirement is in consonance with the latter criteria. Likewise, Project Codes may be used to link stocks set aside on the record for production and provisioning to related schedules or programs, or to associate materiel returned from temporary loan with the original issue. Codes authorized for these purposes are reflected in appendix A-11.

c. For internal application in these and similar cases, Project Codes may be assigned by HQ DLA, (DLA-OPP), and reflected in appendix A-11. Registers are maintained and disposition effected IAW DLAM 5015.1, Files Maintenance and Disposition.

SECTION III - INVENTORY ACCOUNTABILITY

202301 - GENERAL

The NIR is the basic record of accountability showing by item, the receipt, issue, adjustment and disposal actions, balances on hand, and other identifying or supply management data, as required. The accuracy and currency of the NIR is critical to the effective and efficient discharge of the assigned supply mission. Because it is the primary source of data influencing requirement computation, inventory control, supply distribution, and financial management decisions and actions, inaccuracies in the NIR penetrate and degrade the entire supply system. Personnel at every command, supervisory and operational level throughout DLA Distribution System, share a degree of responsibility for this

record. It is the product of the composite work force; it manifests the standard of the aggregate work effort. As a matter of operational routine, all personnel must consider the effect of their actions on the reliability of data reflected in the stock record account and related financial records and reports.

202302 - PURPOSE AND SCOPE

This section prescribes the maintenance and administration of the inventory record and the responsibilities of accountable officers.

202303 - POLICY GOVERNING INVENTORY LOSSES

Chapters 5 and 7 prescribe policy and procedures governing losses and adjustments to inventory records.

202304 - ESTABLISHMENT AND NUMBERING OF STOCK RECORD ACCOUNTS

At each DSC, a stock record account is established to account for all stocks (regardless of ownership) which are programmed for distribution and which are controlled, managed, or stocked in the DLA Distribution System under cognizance of the DSC. The stock record account is assigned a serial number by HQ DLA for identification purposes. The stock record account serial number corresponds to the Activity Address Code for the DSC. It is placed on all accountable documents pertaining to the account.

202305 - APPOINTMENT AND RESPONSIBILITIES OF ACCOUNTABLE OFFICERS

The stock record account is maintained by, or under the supervision of an accountable officer, appointed by written directive (IOM or letter signed by the Commander/Deputy Commander) to perform this duty.

a. The accountable officer is responsible to higher authority for maintaining and administering the stock record account IAW prescribed procedures. Specifically responsible for accuracy of the supply data pertinent to the account and documenting all transactions affecting the account. Personally responsible for ensuring the stock record account is in condition for audit at all times.

b. Operating procedures are analyzed periodically to ensure that practices are IAW regulations, directives, and procedures. The accountable officer has primary responsibility in appraising the validity and propriety of Inventory Accounting documents allied to the account. When a determination is made that an undue number of discrepancies are accruing from sources outside of the direct supervision, the proper authority is notified for prompt corrective action.

202306 - TRANSFER OF PROPERTY ON A STOCK RECORD ACCOUNT

a. Upon complete transfer of property on the records of a stock record account, the officer being relieved of accountability and his successor sign a typewritten Certificate of Transfer as follows:

_____ (Installation)

_____ (Date)

I certify the balances shown on the records of stock record account _____ (Serial Number of the Account) as of this date _____ (Date) are true and correct to the best of my knowledge and belief and that the property has this date been turned over to _____ (Name of Receiving Officer) pursuant to

(Cite Written Directive)

_____ (Name of Officer being relieved)

I certify that I have this date received and assumed accountability from _____ (Officer turning over property), predecessor, all property pertaining to the above designated stock record account for which my said predecessor was accountable as shown by the latest closing National Inventory Balance File and as supported by appropriate entries reflected in the THF.

_____ (Officer receiving property)

APPROVED:

Commander)

(DSC Commander/Deputy

b. The original of the Certificate of Transfer, together with the written directive authorizing the transfer, is filed with the accountable records and one copy of the certificate is retained by the Officer relieved of accountability.

202307 - DOCUMENTS

a. A document is an authorized property accounting paper, or other official instrument which, when properly accomplished, must be recorded, listed, or filed for future inspection or audit in order to reflect and support the receipt, shipment, issue, transfer, or disposition of property by the individual required by regulations to maintain the formal record of such transactions.

b. The definition of a document is not contingent upon a requirement to post the document to a stock record/property accounting form, tape, or stored record. Any document processed and accomplished is considered a valid document though there may be no requirement to post it. A Report of Survey supporting a materiel receiving document evidencing a discrepancy in shipment is a case in point. A document of this type is assigned the same document number as the receiving document, marked DO NOT POST and filed after passing quality control.

c. A document number is not considered the authority to accomplish a property transaction. The purpose of a document number is to provide a means of controlling, filing, and referencing documents. Each document must contain information which will enable an auditor to trace the property and establish the validity of the property transaction reflected.

d. A document reflecting the transfer of property which does not involve an increase or decrease in property accountability will bear an appropriate notation or code identifying the type of transaction involved.

e. As used in this manual, "credit transaction" refers to those documents which reflect a decrease in accountability or in balance(s) of the stock record. In a like manner, "debit transaction" refers to an increase. "Adjustment transaction" refers to those documents which reflect counter-balancing changes in the stock position on the inventory stock record, or which reflect a change in the physical stock position affecting a stock balance. Processing these documents may or may not result in an increase or a decrease in accountability depending on the type of transaction involved.

f. There are three categories of documents associated with the Inventory Accounting System.

(1) Source Documents. These are debit, credit, and adjustment documents, assigned a DIC, which affect the inventory balance through updating actions.

(2) Related Documents. These are documents, assigned a DIC, which bear a relationship to Source Documents but do not affect the inventory balance through updating actions, i.e., followup notifications, status reporting, requisition cancellations, materiel release orders, and materiel release confirmations.

(3) Supporting Documents. These are various types of documents necessary to support a Source Document or an inventory balance updating action, i.e., stock discrepancy reports, inventory adjustment reports, reports of survey, and receiving reports.

g. Classified documents are controlled, processed, and filed IAW security regulations.

h. Date and time stamps, or other supplementary impressions, are placed on documents in a manner that avoids obliteration or interference with the data.

202308 - DOCUMENT NUMBERS

a. A document number is a 14-position alpha/numeric combination, assigned and controlled by the accountable officer to identify an Inventory Accounting document throughout its entire processing cycle. Construction and assignment of document numbers and suffixes are prescribed in each chapter of this manual dealing with specific document processing and transmission.

b. Document numbers will not be duplicated in the Inventory Accounting System within a 10-year period; suffix codes are used, when necessary, to relate multiple or split processing actions to a single source document. To preclude duplication of document numbers assigned to documents originated by DSCs and by distribution depots, the DSC reserves a block of serial numbers (entry in pos. 40-43) for own use; for depot use, furnishes a block of serial numbers to each depot storing the DSC's materiel. A register of document numbers utilized will be maintained by DSCs and distribution depots and retained for audit purposes.

c. A canceled document number is not reassigned. When a number is canceled after assignment, the reason for cancellation is noted in records controlling assignment of document numbers. If the document has been posted, the transaction is corrected. The canceled document is then recorded in the completed document file.

202309 - DOCUMENT CONTROL

DSCs and distribution depots establish positive controls over all documentation passed between depots and DSCs to ensure transmission, receipt and subsequent processing. Control registers or document suspense files of source documents, mechanized or manual, are in sufficient detail to determine the number and types of supporting documents created or required under any one document number. In developing detailed procedures related to document control, guidance in

the chapters concerned with receipt, issue, and adjustment transactions is followed.

202310 - VALID DOCUMENTS

A document is considered complete after it has been properly prepared, processed, and filed in either a tape record, computer, or manual file. A debit, credit, or adjustment transaction is not completed until all information required to sustain audit is made part of the file or record.

a. For requisitions (passing orders), redistribution orders, and supply directives, the file or record must contain all source documents allied to the original demand and, as a minimum; those related documents confirming shipment, cancellation, or other disposition of the ordered quantity.

b. For receiving documents, the file must contain all source documents allied to the original receipt. As appropriate, those supporting documents listing incoming materiel/shipment data, documenting discrepancies or damages in shipment, and evidencing relief from accountability must be available to the accountable officer upon request.

c. For adjustment documents, the file must contain all source documents allied to the adjustment action. As appropriate, those supporting documents listing stock discrepancies, evidencing stock overages and shortages, and/or relief from accountability, or documenting catalog changes must be available to the accountable officer upon request.

202311 - DOCUMENT QUALITY CONTROL

Document quality control is the process of accounting for all documents and checking to determine accuracy and completeness. Although responsibility for terminal quality control is vested in the accountable activity, all components of the Supply Distribution System involved in the processing of documents, check documents for validity at the time of processing. If errors are found, immediate action is taken with the individual or office responsible for correcting the errors.

202312 - DELINQUENT AND LOST DOCUMENTS

Data necessary to identify a delinquent or missing document are obtained from the control records or document suspense files. When the delinquent or missing document cannot be located and when deemed appropriate, a duplicate is reconstructed and processed in the normal manner as a valid document to the stock record account. If not deemed appropriate, the originating activity is advised and requested to resubmit the document.

202313 - SUPPORTING DOCUMENT FILES

a. The following files are established and maintained by each DSC in support of the accountable record:

- (1) Inventory Control Record.

(2) Transaction Registers.

(3) Source Documents (including certain related documents).

(4) Supporting Documents/Data.

NOTE: Each must be readily accessible for audit, as well as for control and research purposes.

b. Completed document files are arranged in document number sequence. A charge-out system is used to account for documents temporarily removed from the completed document files.

c. Source documents maintained in tape files, supporting documents in manila folders, and registers or other control records are subject to audit and are preserved until eligible for disposal as prescribed in DLAM 5015.1. Tape or other computer records will not be duplicated by hard copy documents.

SECTION IV - ESTABLISHMENT AND MAINTENANCE OF THE NATIONAL INVENTORY RECORD

202401 - PURPOSE

The NIR is maintained within the computer and is updated by all increase/decrease transactions affecting the inventory balance on hand. The record provides current asset availability and supply management data to assist managers and/or computer in effecting supply determinations.

202402 - SCOPE

The NIR consists of all items managed by a DSC. Updating of data in the NIR is accomplished through processing of file maintenance transactions. These transactions are processed on a scheduled and/or "as required" basis. Certain data elements reflected in the NIR are updated using the Item Management Data Change Document, DIC ZJM (appendix B-142), and the Item Management Variable Data Change Document, DIC ZNP (appendix B-132).

202403 - GENERAL

Data to establish and maintain the NIR are obtained from various sources such as current DSC records, Cataloging Subsystem, Requirements Subsystem, Contracting Subsystem, and so on. When required, output from the NIR is passed to the Financial and Requirements Subsystems. Additionally, output from this record is passed to the Requisition History File, THF, and the Backorder File. Certain management data are provided from this record.

202404 - POLICY

a. Multiple daily processes updating the NIR are as follows:

- (1) Normal Demands.
- (2) Priority Demands.
- (3) Directed Actions.
- (4) SSP Transactions.
- (5) Denials/Cancellations.
- (6) Receipts/Dues-In.
- (7) Inventory Adjustments.
- (8) Capitalization/Decapitalization.
- (9) Backorder Releases.
- (10) Catalog Actions.
- (11) Management Data Changes.

b. Printout of the NIR is obtained either through remote inquiry devices or cyclical processing.

c. The NIR Printout (appendix F-109) will be sequenced by NSN, Location, Ownership, Purpose, and Condition. The majority of the headings on this report are self-explanatory.

d. The policy criteria for the Requirements data elements are generated by the Requirements Subsystem and are updated by predetermined formulae and computer action. However, provision is made for temporarily establishing an inhibitor on the various levels, based on Item Manager's needs, by the IM's preparation of Item Manager's Data Change Document, DIC ZJM (appendix B-142).

e. Catalog data elements and policy criteria are generated by the Cataloging Subsystem. Updating of the NIR is automatic based on changes from the Catalog Subsystem as covered in chapter 48.

f. Definitions are listed in appendix G-2.

g. DICs as related to issue, receipt/due-in and/or adjustment activity, update the NIR in the on-hand, due-in, or backorder balances are as follows:

<u>DIC</u>	<u>DEFINITION</u>	<u>ON-HAND IN PLACE</u>	<u>DUE-IN</u>	<u>BACKORDERS</u>
D4_	Receipts	+	-	
D6_	Receipts	+	-	
D7_	Issues	-		
D8_	Adjustment	+		
D9_	Adjustment	-		
DD_	Due-In Transaction		+	
DF_	Due-In Transaction		+	
DG_	Backorder Transaction		+	
C7_	Backorder Release		-	

Reversal of any of the listed transactions is affected by use of the X overpunch in the quantity fields (pos. 25).

h. Prior to updating the NIR, all incoming issue documents are purified and validated through process as described in chapter 4. Also, prior to each edit, the NIR is updated. All incoming issue documents will be processed through the NIR for selection of the specific Action Decision Code designated for the NSN. Following this, the issue document proceeds through the full availability edit- search process IAW chapter 4.

i. On an annual basis, each DSC will scan NIRF and for those stock numbers which are coded SSC 1, 4, 6, 7, 8, or A with no unit weight and/or unit cube.

SECTION V - ESTABLISHMENT AND MAINTENANCE OF THE TRANSACTION HISTORY FILE

202501 - PURPOSE

The THF is maintained in mass storage of all increase/decrease transactions to NIR. Records are retained for two years for audit, management review, and investigation of discrepancies affecting inventory accountability. Transactions which become two years old, based on the processing date, will be purged from mass storage at monthly intervals IAW DLAM 5015.1.

202502 - SCOPE

The THF is a composite record of input transactions received from customers, IMs, distribution activities, or other supply activities including the following:

- a. Post - post issue transactions, reversal resulting from cancellations, warehouse refusal actions, and issue adjustments forwarded by SSPs.
- b. Requisition processing to include the issues, reversal resulting from cancellations, warehouse refusal actions, overshipments/undershipments, and backorder release activity, including reversal resulting from cancellations.
- c. Redistribution and disposal processing.
- d. Receipt processing from all sources.
- e. Increase/decrease adjustment processing.
- f. Physical Inventories.
- g. Catalog changes.
- h. Due-in transactions.
- i. Backorder transactions.
- j. Loans and Special Purpose Issue Transactions (e.g., cannibalization, test samples, and so on).

202503 - GENERAL

a. The Transaction Register (or Record) is the accountable record of postings to the Stock Record Account. Transaction records are stored for two years in order to provide history of the item for any portion of the period. THF printout (appendix F-110) is available within one workday for histories of past 90 days; for the balance of the stored period within three workdays. If an interrogation of the THF finds no reply, the Extended History File is interrogated automatically.

b. The THF printout (appendix F-110) lists all transactions that cause an increase or decrease to the NIR on-hand balance. This data can be requested on an NSN or a single location basis, and it is also available on a particular field legend basis, such as Project Code. Data can be obtained for the past 24 months. The THF printout indicates the opening on-hand balance, the date of last activity, the transactions processed, the processing activity, and the closing on-hand balance. Submitters of inquiries for a THF printout, will receive an appendix F-110 with a message if the recorded date is not available or if an invalid condition exists.

c. The THF printout will be used by the operating components for audit/review, for specific transaction data as required, and research of transaction activity in conjunction with inventory adjustments (gains or losses).

d. The THF printout contains all actions that have a direct affect, either increase or decrease to inventory balance records. Actions affecting the due-in or backorder files can be obtained through the Due-In and Backorder File Printouts. Methods of obtaining these printouts on a current basis, are described in the appropriate chapters of this manual.

e. The THF printout includes three separate entries as follows:

(1) Line 1 - Data from input THF Inquiry.

(2) Line 2 - Header Data.

(3) Line 3 - Opening On-Hand Quantity, and transaction quantity, date, UI, dollar value, DIC, and Document Number.

f. There are three methods of manual inquiry into the THF.

(1) Daily, on line inquiry by DIC ZQA (appendix B-104), which produces a printout of all transactions for a specified period of time for a particular NSN.

(2) Daily, on line inquiry by DIC ZQA (appendix B-104), which produces a printout of all transactions for a specified period of time at a particular location, for a particular NSN.

(3) Off-the-Shelf programs, by DIC ZCB (appendix B-104), which produces a printout of all transactions for a specified period of time for an AAC, a Directive Number, or by NSN for a specific location (i.e., depot RIC). This type of inquiry must be coordinated with ODS (by IOM, telephone, or personal contact) due to excessive run time required, prior to input of inquiry transaction.

g. THF printouts are mechanically generated on a daily basis for any inventory adjustment which is subject to mandatory research. A one-year history is furnished.

h. THF printouts are also mechanically generated on a monthly basis for Norfolk only for each NSN assigned ICC U. Only the current month history is furnished and for ease of identification, these printouts are identified as appendix F-110A.

i. THF visibility will be maintained during the Logistic Reassignment process through execution of the following actions for NSNs involved in a DSC to DSC transfer:

(1) Records will be extracted from the Transaction History File at the LIM on ETD-90, ETD-60, ETD-30 and ETD.

(2) Only the following DICs will be extracted from the THF: D4_, D6_, D7_, D8_ and D9_.

(3) This procedure is depicted in DLAM 4140.8.

202504 - SPECIAL ITEM REVIEW PROGRAM

Upon request from DLA to DSO only, the off-the-shelf programs for the Special Item Review Program may be used. DIC ZLA (appendix B-161) produces a F-182, Special Item Review Program Listing of all DIC D7_ transactions for a one year period for the requested NSN(s). This type of inquiry must be coordinated with the respective IPC by IOM due to the lengthy run time, prior to input of the inquiry transaction(s). The F-182 listing will be output with an original and one copy to be forwarded to the applicable Services, for their use in responding to Congressional or GAO investigations.

SECTION VI - ESTABLISHMENT AND MAINTENANCE OF THE FEDERAL SUPPLY CLASS (FSC)/ROUTING IDENTIFIER CODE (RIC) TABLE

202601 - PURPOSE/SCOPE

The FSC/RIC Table is used for the processing of misrouted documents to the DSC having prime cataloging responsibility.

202602 - POLICY

- a. The FSC/RIC Table is maintained in the computer.
- b. Printout of the complete Table is furnished upon request.

202603 - RESPONSIBILITIES

- a. HQ DLA maintains FSC/RIC Table assignments (appendix A-119) to indicate all FSCs managed by DLA and the RIC assigned to the DSC having prime cataloging responsibility.
- b. DSCs will load the table and make necessary changes as directed.

202604 - PROCEDURES

- a. DSO will:
 - (1) Review changes to FSC/RIC as directed by HQ DLA.

(2) Prepare FSC/RIC Maintenance Document, DIC ZLS (appendix B-200) utilizing applicable Action Code (appendix A-42) to obtain desired FSC/RIC Table Printout (appendix F-206).

(3) Review printout against FSC/RIC Table; where necessary initiate changes to the table to ensure agreement.

b. IPC will:

(1) Process FSC/RIC Maintenance Document upon request.

(2) Forward FSC/RIC Table Printout to the organizational element reflected as ORC in the input document.

SECTION VII - ESTABLISHMENT AND MAINTENANCE OF THE DSC CONTROL TABLE

202701 - PURPOSE/SCOPE

The DSC Control Table will be used for the automatic assignment of control numbers by the DSC to MILSTRIP, Violation Control and Recommended Buy documents.

202702 - POLICY

a. The DSC Control Table is maintained in the computer.

b. A printout of the entire table is furnished upon request.

202703 - RESPONSIBILITIES

DSCs are responsible for the determination of the size of the range of numbers.

202704 - PROCEDURES

a. DSO will:

(1) Determine the beginning and ending serial numbers to be assigned to the documents involved.

(2) Ensure that the configuration of each serial number corresponds with the Table Key Code: MILSTRIP (Key Codes 01 and 02) are alpha/numeric; Recommended Buy Number (Key Code 03) is all numeric; and Violation Control Number (Key Code 04) is alpha/numeric with the beginning serial number always alpha.

b. Prepare DSC Control Table Document, DIC ZLX (appendix B-245) when DSC Control Table Printout (appendix F-254) is desired.

SECTION VIII - CYCLICAL INQUIRIES

202801 - PURPOSE/SCOPE

a. The system is designed to readily provide data to the materiel managers on a special request basis to supplement normal recurring reports.

b. The following inquiries may be processed for the SAMMS files indicated. See applicable B and E appendices for format, inquiry keys, action codes and processing information. See applicable F appendix for output formats. See applicable E (violation) or F appendix for error conditions.

TITLE OF FILE (KEY)	<u>DIC</u>	<u>B APPENDIX</u>	<u>E APPENDIX</u>	<u>F APPENDIX</u>
Backorder	ZCK, ZLH	B-170, B-211	E-170, E-211	F-145, F-997
Customer Returns	ZDT, ZRC	B-63	E-063	F-35, F-36, F-37
Demands>Returns History	ZRD	B-97	E-097, E-319	F-2, F-42, F-191
Direct Delivery Table	ZLK	B-106	E-106	F-194
DoDAAD (SCAF)	ZBX	B-135	E-135	F-105, F-225, F-226
Due-In	ZCJ	B-117	E-117	F-184
End-Item PGC Program Requirements	ZRV	B-72	E-072	F-299
Fractionation/Supply Management Grouping Code	ZRE	B-87	E-087	F-46, F-135, F-263
Front-End Screening History	ZMY	B-275	E-516	F-414
GFM Control File	ZNK, ZRX	B-169, B-128	E-169, E-128	F-461A, F-461B, F-271
GFM Suspense File	ZNT	B-176	E-176	F-469A, F-469B
Inactive Item Review	ZF5	B-182	E-182	F-158
Item War Reserve Study and Totals	ZSB	B-105	E-105	F-176
LR Gain	ZQB	B-233	E-233	F-86C
LR Loss	ZDA	B-359		F-359
Management Control Activity	ZAU	B-197	N/A	F-473A, F-473B, F-473C
National Inventory Record	ZCQ	B-143	E-143	F-99, F-99A, F-109, F-213
NIR Conditional Substitute Section	ZGV	B-125	E-125	F-94
Peacetime Requirements Forecast (PGC) Policy Tables	ZSK	B-120	E-120	F-402

(1) Distribution Policy Tables

TITLE OF FILE (KEY)	<u>DIC</u>	<u>B APPENDIX</u>	<u>E APPENDIX</u>	<u>F APPENDIX</u>
FSC/RIC X-Reference (A)	ZLS	B-200	E-200	F-206
CAC/RIC X-Reference (B)	ZMR	B-224	E-224	F-241
Document Control (C)	ZLX	B-245	E-245	F-245
Source Preference (D)	ZHA	B-123	E-123	F-93
PWRMR (E)	ZLB	B-160	E-160	F-14
Output Routing Code (F)	ZEQ	B-159	E-159	F-20
Project Code Reference (G)	ZHB	B-126	E-126	F-95
RIC to RMO/AAC X-Reference (H)	ZLJ	B-124	E-124	F-124
FEDSTRIP Support (J)	ZLG	B-201	E-201	F-142
Performance Report (K)	ZMM	B-225	E-225	F-253
FMS Bypass (L)	ZLQ	B-138	E-138	F-143
Controlled Substances (M)	ZMV	B-263	E-285	F-409
POE to AAC (R)	ZLN	B-242	E-242	F-258
Command Controlled Regulated Item	ZNC	B-289	E-289	F-406

(2) Requirements Policy Tables

TITLE OF FILE (KEY)	<u>DIC</u>	<u>B APPENDIX</u>	<u>E APPENDIX</u>	<u>F APPENDIX</u>
Storage Mission Code (001)	ZTA	B-70	E-070	F-249
Advance Warning (002)	ZTA	B-70	E-070	F-455
Safety Level Factors for Critical Weapons Systems (005)	ZTA	B-70	E-070	F-333
Standard Pricing Computa- tion Method (006)	ZTA	B-70	E-070	F-6-11 (DLAM 7000.2)
Variable Safety Level (007)	ZTA	B-70	E-070	F-82
Alpha Factor (008)	ZTA	B-70	E-070	F-262
System Due-In Review Level (009)	ZTA	B-70	E-070	F-260
Program Change Factor (010)	ZTA	B-70	E-070	F-155
Procurement Group Code (011)	ZTA	B-70	E-070	F-116
Minimum Disposal Value (012)	ZTA	B-70	E-070	F-259
Forecast Return Percentage (014)	ZTA	B-70	E-070	F-72
Materiel Returns Acceptable Condition Code (015)	ZTA	B-70	E-070	F-195
Materiel Returns Authorized SSC and MMAL (016)	ZTA	B-70	E-070	F-197
Authorized Materiel Returns Project Code Control (017)	ZTA	B-70	E-070	F-199
Agency Demand, Minimum System/Minimum Location \$Buy, MRQ, Safety Level and Procurement Cycle Period (018)	ZTA	B-70	E-070	F-261

TITLE OF FILE (KEY)	<u>DIC</u>	<u>B APPENDIX</u>	<u>E APPENDIX</u>	<u>F APPENDIX</u>
SSP Control Level (019)	ZTA	B-70	E-070	F-223
New Item/Leadtime Safety Level Policy (020)	ZTA	B-70	E-070	F-34
Stratification Policy (021)	ZTA	B-70	E-070	F-221
Emergency Requirements (022)	ZTA	B-70	E-070	F-69
Report of Area Returns (023)	ZTA	B-70	E-070	F-156
Stratification Adjustments and Restrictions (026)	ZTA	B-70	E-070	F-310
Stratification Data Record Tolerance (027)	ZTA	B-70	E-070	F-446
Minimum Procurement Delivery Allocation Factor (032)	ZTA	B-70	E-070	F-63
SPR Maximum Acceptance Quantity (033)	ZTA	B-70	E-070	F-115
War Reserve Control (034)	ZTA	B-70	E-070	F-340
Program/PGC	ZRK	B-51	E-051	F-264
Provisioning	ZR8	B-101	E-101	F-106
Requisition Control and Status and Requisition History	ZCW, ZCX	B-155	E-155	F-114
SCF Program Requirements Trailer	ZRS	B-53	E-053	F-149
Size Tariff Maintenance	ZRT	B-84	E-084	F-89
Special Item Review (THF)	ZLA	B-161	E-161	F-182
Special Requirement	ZR7	B-88	E-088	F-251, F-256
Stratification Data	ZTB	B-286	E-293	F-445
Supply Control	ZR9, ZRH	B-179, B-156	E-179, E-307, E-156	F-450
Supply Control (ORC)	ZRF	B-232	E-232	F-250
Transaction History	ZQA	B-104	E-104	F-110
War Reserve History	ZSD	B-65	E-65	F-330
War Reserve Trailers (SCF)	ZRM	B-98	E-098, E-196	F-171A
Weapon System Item			E-154	F-137

202802 - POLICY

Inquiry to the above files may be specific or general depending upon the need of the user. If a printed reply is not required, the CRT may be used for the inquiry (see section IX).

SECTION IX - CRT INQUIRIES

202901 - GENERAL

The CRT Inquiry concept is that the IM, requisition processing personnel of DSO or any other person who has a need, may obtain printouts of the online files shown below on a realtime basis. CRT

Equipment Inquiries may be considered as a replacement for normal file printouts which are obtainable by data inquiry processed in the multidaily processes if file prints are not required.

202902 - RESPONSIBILITIES

The DSCs are responsible for:

- a. Advising HQ DLA, on a continuing basis of requirements for CRT inquiry equipment(s).
- b. Placement of CRT Inquiry devices within the DSC to obtain maximum advantage of realtime capabilities.
- c. Control and discriminate use of CRT Inquiry equipments to minimize interruptions of normal processing cycles.
- d. Under no circumstances will the CRT Inquiry device be used to mass check previously submitted data as posted to the appropriate file.

202903 - ONLINE FILE CAPABILITY

The following online files may be inquired using SAMMSTEL; access to the file and the output format are explained in the applicable E appendix to this manual, and/or the applicable chapter and section of the DLA Remote Users Handbook, DLAH 4745.2, Volume I.

<u>FILE</u>	<u>VERB</u>	<u>E APPENDIX</u>
ACF - Active Contract	SPHA/SPHP	E-231 P
APRF - Active Purchase Request	SPHD	E-230 P
ARCSF - Active Requisition Control and Status	SARC	E-270 P
BORF - Backorder	SBOR	E-235 P
CDCF - Customer/Depot Complaint File	SCDI	
DoDAAD - Address	SZBX	E-361 P
DIF - Due-In	SDIA	E-272 P
ICMF - Inventory Control Master File	SICM	
INCR - Incremental CLIN	SIDS	E-234 P
LRDF - Logistics Reassignment Data File	SLRC	
MCAF - Management Control Activity File	SCCA	
NIR - National Inventory Record	SNIR	E-271 P
NIR/DIF - National Inventory/Due-In	SQAF	E-275 P
Online Requisitioning Process	SOLR	E-362 P
GFM Control File Inquiry	SGFM	E-177 P