

APPENDIX E-033 V

DELETED ITEM REPORT **DOCUMENT** VIOLATIONS

1. INPUT DOCUMENT

Deleted Item Report and Reply **Document**, DIC CK8/CKH, appendix B-33.

2. INPUT TO PROCEDURE DECISION CHART

**Deleted Item Report.**

3. PURPOSE, CONTENTS, AND RESPONSIBILITIES

This appendix is applicable to chapter 12 and provides instructions for the research, correction, and reentry of Deleted Item Report **Documents** which have been rejected from computer processing. When there is no response to a Deleted Item Report within 90 days of the date of the original CK8, the distribution activity will followup with a Delinquent Deleted Item Report (F-28). Reasons for computer rejection by Violation Reason Code, in alphabetical order, are listed below. Item Managers (IM) of the Commodity Branches of Inventory Management Division, Directorate of Supply Operations (DSO), are responsible for the correction of errors, reentry of **documents** as required and preparation of deleted item replies, and processing Delinquent Deleted Item Reports (F-28) received from distribution activities.

VIOLATION  
REASON CODE

DEFINITION

AB	Routing Identifier Code - From Invalid, Blank or Unmatched.
AF	Condition Code Invalid.
AI	Document Number Invalid.
AN	Unit of Issue Code Invalid.
AS	Quantity Invalid.
BR	The NIR Key Code is C, DR, DX, or DZ and CK8 from SSD/DSSP.
CQ	Validated Catalog Deleted Item.
CS	Catalog Change Date Invalid.
CT	Date of Count Invalid.

VIOLATION  
REASON CODE

DEFINITION

EN Unmatched NSN.

OD The NIR Key Code is C, DR, DX, or DZ and CK8 not from SSD/DSSP.

RU Unit Price Not Recorded in NIR.

4. PROCESSING/RESEARCH INSTRUCTIONS

a. VRC AB.

(1) REASON FOR VIOLATION/ERROR CONDITION

Violation Reason Code AB indicates that data in pos. 67-69 of the input document is blank or is not a Routing Identifier Code (RIC) for a distribution activity which is on the Source Preference Table.

(2) PROCESSING/RESEARCH REQUIRED

(a) Review the Source Preference Table Printout (appendix F-93) to determine if the input RIC has been omitted from the Source Preference Table (see appendix F-93 maintained in the Management Support Office, DSO). When the RIC was omitted from the table, reentry action will not be effected until such time as the appropriate table has been updated.

(b) If necessary, contact the suspected activity by telephone to confirm it was the activity submitting the input document and to confirm the correct RIC.

(c) When the FSC/NSN is not managed by the Center and the correct RIC cannot be determined, delete the violation from the Violation Control File in accordance with paragraph 5 below.

b. VRC AF.

(1) REASON FOR VIOLATION/ERROR CONDITION

Violation Reason Code AF indicates that the reported condition code, pos. 71, is other than A, B, C, D, E, F, or G.

(2) PROCESSING/RESEARCH REQUIRED

(a) Obtain an NIR Remote Inquiry Reply (see appendix E-271 P) for the NSN reported and determine whether there is an equal asset balance recorded, at the reporting location. When an equal asset balance is recorded, correct the condition code for reentry as indicated in paragraph 5 below.

(b) When there is no recorded asset balance at the reporting location, contact the reporting distribution activity (RIC-FROM) by telephone, teletype, or letter and request advice as to the correct condition code intended. On receipt of reply, prepare the reject action for reentry as indicated in paragraph 5 below.

c. VRC AI.

(1) REASON FOR VIOLATION/ERROR CONDITION

Violation Reason Code AI indicates that the Document Number, pos. 30-43, is not constructed as a MILSTRIP document number in accordance with appendix C-2.

(2) PROCESSING/RESEARCH REQUIRED

Contact the reporting distribution activity, identified by the RIC-FROM, by telephone, teletype, or letter, furnishing all details of the rejected document and request a reply furnishing the correct document number. On receipt of the reply, prepare the reject action for reentry as indicated in paragraph 5 below.

d. VRC AN.

(1) REASON FOR VIOLATION/ERROR CONDITION

Violation Reason Code AN indicates that the Unit of Issue, pos. 23-24, is invalid.

(2) PROCESSING/RESEARCH REQUIRED

(a) Obtain an NIR Remote Inquiry Reply (see appendix E-271 P) for the NSN reported and determine the correct Unit of Issue. In the event that the NSN involved is not recorded in the NIR, obtain a Visible Catalog Record (VCR) Printout, DLA Form 938, from Directorate of Technical Operations, and determine the correct Unit of Issue. Prepare the reject action for reentry as indicated in paragraph 5 below.

(b) Care is to be exercised to assure that the quantity field, pos. 25-29, is IAW the corrected UI. For example, the UI may be changed from each to feet, from pounds to bags, and so on, which could cause a change in quantity to be processed. Correct the quantity field, as necessary, prior to reentry as indicated in paragraph 5.

e. VRC AS.

(1) REASON FOR VIOLATION/ERROR CONDITION

VRC AS indicates that the quantity field, pos. 25-29, contains imbedded blanks, alpha characters, or all zeros.

(2) PROCESSING/RESEARCH REQUIRED

Notify the submitting distribution activity, by telephone, teletype, or letter, of the error, furnishing all details applicable to the rejected document, and request a reply furnishing the correct quantity being reported. On receipt of reply, prepare the reject action for reentry as indicated in paragraph 5.

f. VRC BR.

(1) REASON FOR VIOLATION/ERROR CONDITION

VRC BR indicates that there is an NIR Key Code C or a Delete Item Indicator Code DR, DX, or DZ recorded in the NIR and the CK8 is from a Navy SSD.

(2) PROCESSING/RESEARCH REQUIRED

(a) NIR Key Code C: Review NIR print which is automatically furnished to determine if there are stocks on hand and if the Navy has withdrawn user interest. If there are no stocks on hand, request a 12-month printout of the THF, appendix F-110. Review THF to determine if assets reported have been issued or disposed since date cited in pos. 62-64 of CK8 document. If yes, take no further action. If no, request that records be adjusted by attaching a copy of the CK8 document, the NIR print, and the THF print and forwarding them to the Inventory Accounting Branch. Suspend action until records are adjusted. If the Navy has withdrawn user interest, the IM must decide whether to retain the stock at the SSP for attrition or physically relocate the stock to another distribution activity or transfer the materiel to the PDO.

1. When materiel is to be retained at the reporting SSP for attrition, advise the reporting distribution activity, by letter, of this decision.

2. When materiel is to be relocated to another distribution activity, prepare and process a Redistribution Order, DIC A2A, appendix B-5, IAW appendix E-005 P. This document, when input and processed, will create a MRO, DIC A5\_, for transmission to the holding distribution activity and a PMRC, DIC DWK, for transmission to the receiving depot.

3. When materiel is to be disposed of in place, prepare and process a Disposal Directive, DIC ZLC, appendix B-31, IAW appendix E-031 P.

(b) If the Navy has not withdrawn user interest, the IM should obtain a Total Item Record (TIR), DIC LTI, IAW appendix E-429, to determine if the item is active. If so, the submitting SSP will be notified by telephone, teletype, or letter that the Navy is recorded as an active user and that no disposition should be made of the materiel. If the item is not active, action should be initiated to update the NIR Key Code. Disposition instructions will be furnished to the submitting SSP based upon the type of Key Code to be assigned.

(c) NIR Key Code DR: Determine if the Navy is a recorded user of the replacing NSN by reviewing the NIR printout, which is furnished automatically with the violation.

1. If the Navy is a recorded user of the replacing NSN, advise the SSP to reidentify stocks to the replacing NSN and retain the materiel.

2. If the Navy is not a recorded user of the replacing NSN, process IAW instructions outlined in subparagraph (2)(a)1 through 3.

(d) NIR Key Code DX: Determine if there are assets recorded in the NIR at the reporting SSP by reviewing the NIR printout which is furnished automatically with the violation.

1. When there are assets recorded in the NIR at the reporting SSP.

a. Request the Logistics Reassignment Monitor (LRM) in the Materiel Support Branch, MSO to process a Decapitalization Activator **Document**, DIC ZLW, appendix B-238 IAW appendix E-238 P.

b. Advise the SSP by telephone, teletype, or letter that the reported assets should be relabeled and marked for the GIM's NSN.

2. When there are no assets recorded in the NIR at the reporting SSP, advise the SSP that the reported NSN has been logistically transferred under NSN \_\_\_\_ and assets should be relabeled and reported to the GIM.

3. Exception: When the NIIN of the Log Loss NSN is not identical to the NIIN of the superseding NSN, it will be necessary to obtain a TIR printout, DIC LTI, to determine the interchangeability of the GIMs (superseding) NSN. This is due to the fact that the NIR Key Code DX denotes a Log Loss with NSN change that can represent either a cancel user condition or a cancel dupe condition. When the TIR contains a Phrase Code L, this denotes the superseded NSN is not interchangeable and cannot be relabeled and stocked under the GIMs NSN. Therefore, one of the following actions will be taken:

a. When the dollar value of the assets being reported is under \$10,000, issue a Disposal Directive (DIC ZLC) if the assets are recorded in the NIR, or an off-line DRO (DIC A5J) if there are no assets recorded in the NIR to the SSD.

b. When the dollar value of the assets being reported is \$10,000 or over, it will be necessary for the IM to contact the LRM in Materiel Support Branch, MSO for assistance. The LRM will advise the GIM of the available assets and request disposition instructions. Based upon the GIMs reply, the IM will take the required action when notified by the LRM. If not accessing, reference the GIMs letter that furnished the disposition instructions.

(e) NIR Key Code DZ: Determine if there are assets recorded in the NIR at the reporting SSP by reviewing the NIR printout which is furnished automatically with the violation.

1. When there are assets recorded in the NIR at the reporting SSP, prepare a Decapitalization Activator **Document**, DIC ZLW, appendix B-238, IAW appendix E-238 P. Advise SSP by telephone, teletype, or letter to change accountability from the DSC to the appropriate GIM.

2. When there are no assets recorded in the NIR at the reporting SSP, and it cannot be reasonably determined that the reported assets were due-in at the time of the logistical transfer, notify the SSP by telephone, teletype, or letter, to report the assets to the GIM. Contact the LRM in OMM for determination of the GIM.

g. VRC CQ.

(1) REASON FOR VIOLATION/ERROR CONDITION

VRC CQ indicates that a Deleted Item Report **Document**, DIC CK8, has processed through a mechanical validation, ascertained that there is an asset balance at the reporting distribution depot in the NIR.

(2) PROCESSING/RESEARCH REQUIRED

(a) IM will determine the type distribution activity reporting assets of a deleted item. Defense Depots and attrition depots (temporary storage sites) will only report NSNs which have been DELETED from the supply system.

(b) IM will determine the type of DELETED item under review by reviewing the NIR printout which is furnished automatically with the violation. NSNs which have been deleted from the supply system will be identified by a Key Code D\_.

(c) In the event the NSN has been deleted from the supply system (based on NIR Key Code and recorded Supply Status Code, appendix A-50), the IM must determine whether the stock on hand is to be transferred to the PDO or if the NSN should be reestablished in the system. Some of the facts to be considered when reviewing this type of item are: Demand history, where used data, interchangeability, end item population, critical aspects of the item, reason for deleting the item.

1. When it is determined that the item is to remain "deleted" and existing assets are to be transferred to the PDO, prepare a Disposal Directive, DIC ZLC, in the format of appendix B-31. See appendix E-031 P. ***This document when processed will create a DRO, DIC A5J, for transmission to the holding distribution activity.***

2. When it is determined that the item is to be REINSTATED into the supply system and existing assets are to be retained, initiate reinstatement action (DLSC Input Code M18) by preparing and forwarding all pertinent facts to DTO. Manually prepare a Deleted Item Report Reply **Document**, DIC CKH, IAW appendix B-33. Forward this **document** to the data entry section with the following note: **ENTER AND RETURN TO (IM'S NAME AND OFFICE SYMBOL).** Then mail the **document** to the submitting distribution activity.

h. VRC CS.

(1) REASON FOR VIOLATION/ERROR CONDITION

VRC CS indicates that the Catalog Change Date, pos. 48-51, is other than numeric, is all zeros or is greater than 365.

(2) PROCESSING/RESEARCH REQUIRED

Obtain the correct Catalog Change Date from the Item Jacket File or the Catalog Management Data records and prepare for reentry as shown in paragraph 5.

i. VRC CT.

(1) REASON FOR VIOLATION/ERROR CONDITION

VRC CT indicates that the Date of Count, pos. 62-64, contains other than numerics, is all zeros, or is greater than 365.

(2) PROCESSING/RESEARCH REQUIRED

Contact the reporting distribution activity, by telephone, teletype, or letter, and request a reply furnishing the correct date of count. On receipt of required date, prepare the reject action for reentry as indicated in paragraph 5.

j. VRC EN.

(1) REASON FOR VIOLATION/ERROR CONDITION

VRC EN indicates that the reported NSN, pos. 8-20, is applicable to an FSC managed by the DSC but the NSN is not recorded in the NIR.

(2) PROCESSING/RESEARCH REQUIRED

(a) Violation Reentry Code D\_ must be applied to all DIC CK8, VRC EN, documents after the required corrective research has been performed unless otherwise specified within this procedure.

(b) The quantity reported on the Deleted Item Report **Document** has not been recorded as a balance in the NIR since there is no NIR. In the event that this materiel is to be disposed of, the DRO, DIC A5J, will be prepared off-line, in the format of appendix B-32.

(c) Obtain a Total Item Record (TIR), DIC LTI, IAW appendix E-429 P, and a PTDF printout, DIC YPH, and take one of the following actions:

1. If the TIR indicates no record of the NSN, advise the reporting distribution depot by letter/message that the DSC has no record of the reported NSN and that it will be necessary for the distribution activity to research and reidentify the reported assets.

2. If the TIR indicates:

a. The item is managed by another activity, advise the reporting distribution depot by letter/message to report the Deleted Item Report **Document** (DIC CK8) to the applicable activity.

b. The item has undergone an FSC change and the FSC is still managed by the DSC receiving the Deleted Item Report **Document**, advise the reporting distribution depot by letter/message to relabel the stock and to advise when relabeling is complete. When so advised, prepare and input a Physical Inventory Request **Document**, DIC ZJA, appendix B-26, citing Type Inventory Code C for the depot involved. The resultant Physical Inventory Count **Document**, DIC DKA, will provide the appropriate adjustment to the NIR asset balance record.

c. The item has undergone an FSC change and the FSC is managed by another activity, advise the reporting distribution depot by letter/message to correct the FSC and report the assets to the applicable activity.

d. Cancel duplicate information, advise the distribution depot by letter/message to relabel the assets and to advise when relabeling is complete. When so advised, prepare and input a Physical Inventory Request **Document**, DIC ZJA, citing Type Inventory Code C, for the depot involved.

e. Cancel use information, prepare an off-line DRO, DIC A5J, in the format of appendix B-32.

f. Cancel, delete without replacement, prepare an off-line DRO, DIC A5J, in the format of appendix B-32.

(d) When preparing an off-line DRO, DIC A5J, it will be necessary to secure a unit price for the NSN being disposed of. In order to obtain the unit price, take one of the following actions:

1. If a unit price appears on the TIR, segment H, use this price.

2. If there is no unit price reflected on the segment H, but there is a unit price(s) reflected on the PTDF, use the lowest price reflected on the PTDF.

3. If there is no unit price reflected on the segment H or the PTDF, check the TIR for the cancel use information, interrogate the NIR to obtain the unit price on the referenced NSN and use this unit price.

4. If the unit price does not appear in the segment H and/or PTDF, and the TIR does not reflect any referenced NSN datum, forward all printouts (TIR and PTDF) in NSN sequence by cover IOM to Office of Comptroller, Budget Division, Pricing Activity, for the obtainment of a unit price. In those instances where sufficient data is not available for the pricing activity to compute a unit price, the pricing activity will so advise the IM by IOM.

5. In all cases when the IM is unable to obtain a unit price from any of the above sources, an estimated unit price (coordinated between Office of Comptroller and DSO for the FSC involved) will be used.

(e) If the TIR indicates that the NSN should be recorded in the SCF and NIR as an item currently managed by the DSC, request DTO to take the necessary catalog actions to establish the NSN in the SCF and NIR.

1. Prepare a DIC CKH reply **document**, appendix B-33, to advise the depot to retain the assets.

2. Delete the DIC CK8, VRC EN, from the Violation Control File (Violation Reentry Code D\_).

3. Establish a suspense file for the NSN involved. After DTO has taken catalog action which will process at monthend (an NIR Remote Inquiry will verify the catalog action), prepare and input a Physical Inventory Request **Document**, DIC ZJA, citing Type Inventory Code C for the depot involved.

k. VRC OD.

(1) REASON FOR VIOLATION/ERROR CONDITION

VRC OD indicates that there is an NIR Key Code C or a Delete Item Indicator Code DR, DX, or DZ recorded in the NIR and the CK8 is from a non-Navy activity.

(2) PROCESSING/RESEARCH REQUIRED

(a) Determine if item has actually been deleted. Based on this research, take one of the following actions:

1. Reinstate the item in the Federal Supply Catalog.
2. Direct transfer of material to the PDO.
3. Direct redistribution of materiel to another distribution activity.
4. Retain the materiel at reporting activity for attrition.

(b) Detailed processing to be accomplished as indicated in subparagraph f.

1. VRC RU.

(1) REASON FOR VIOLATION/ERROR CONDITION

Violation Reason Code RU indicates that a deleted Item Report **Document** has been received but no Unit Price is recorded in NIR.

(2) PROCESSING/RESEARCH REQUIRED

The IM will review the NSN for validation of the existing Supply Status Code as prescribed in DLAR 4140.52 (Assigning Supply Status Codes). If the item is not reassigned a Pending SSC 1 Code as a result of this review, and process accordingly, reentry can be accomplished after the Emergency Price Change Criteria is applied. The Standard Pricing Activity will be notified by IOM that a unit price is required for the specified item. Advice will be requested from Standard Pricing of action taken, and date. Emergency Price changes to the NIR are scheduled the first of each month. Reentry of the violations will be submitted the first working day of second week of each month. Prior to submission action information should be received from Standard Pricing.

m. RECEIPT OF DELINQUENT DELETED ITEM REPORT (DLAM 4140.2, VOLUME III, PART 3, APPENDIX F-28) FROM DISTRIBUTION ACTIVITIES.

(1) When a reply is not furnished to a Deleted Item Report (DIC CK8) within 90 days from date of original submission by the distribution activity, a Delinquent Deleted Item Report (F-28) will be received by mail.

(2) The following actions will be taken by the IM.

(a) Obtain a Transaction History File Printout, appendix F-110, in the format of appendix B-104, in accordance with appendix E-104 P. Review to determine if the CK8 was received and if disposition instructions were furnished to the submitting activity.

(b) If disposition instructions were furnished, annotate the listing with CKH **document** forwarded (date); or A5J document number \_\_\_\_\_ forwarded (date); or appropriate data.

(c) If disposition instructions were not furnished, obtain an NIR Printout and process in accordance with the Violation Reason Code assigned to the applicable NIR Key Code.

(d) The annotated listings and/or other appropriate disposition instructions will be furnished the distribution activity.

5. REENTRY INSTRUCTIONS

a. Review remaining data elements contained in violation output to detect any other invalid data and correct as necessary.

b. Reentry methods for violations are contingent upon type of violation output. Type of output is an option recorded in the Output Routing Code Table (see 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	Corrected data and/or re-entry code (appendix A-62) will be entered on appendix F-122 with colored pencil or ink and submitted as prescribed in appendix E-066 P.

CODE

OUTPUT

REENTRY

3

Uncontrolled Violation  
Listing, appendix F-117

Reentry, when required, will  
be accomplished via develop-  
ment of a complete new input  
source document with correct  
data, as prescribed in  
appendix E-346 P.

6. FLOWCHART

Flowchart not required.