

APPENDIX E-037 V

DEMAND TRANSACTION VIOLATIONS

1. INPUT DOCUMENT

Demand Transaction Document DIC DHA, appendix B-37.

2. INPUT TO PROCEDURE DECISION CHART

a. Demand Transaction Document.

b. Daily Demand>Returns Accumulation and History Updates.

3. PURPOSE, CONTENTS, AND RESPONSIBILITIES

This appendix is applicable to chapters 9 and 52 and provides instructions for the research, correction, and reentry of Demand Transactions which have been rejected from computer processing. Violation Reason Codes (VRC), in alphabetical order, are listed below. The Requisition Processing Branch, Stock Control Division, Directorate of Supply Operations (DSO) is responsible for processing all listed VRCs.

VIOLATION

REASON CODE

DEFINITION

| | |
|----|--|
| AB | RIC From Invalid, Blank, or Unmatched. |
| AN | Unit of Issue Invalid. |
| AS | Quantity Invalid or Blank. |
| AY | National Stock Number (NSN) Invalid. |
| BJ | Supplementary Address Invalid. |
| BV | Duplicate Transaction. |
| CK | Type of Pack Code Invalid. |
| EA | Demand Code Invalid or Blank. |
| NO | Original Issue Transaction Not Recorded. |

4. PROCESSING/RESEARCH INSTRUCTIONS

a. GENERAL

(1) When contact with SSP is indicated in the processing instructions, the particular medium used (i.e., telephone, electrical message, mail) unless specified; otherwise, will be contingent upon the situation which exists at the time of processing. This judgment is therefore, at the discretion of the individual processing the violation and will be exercised accordingly.

(2) Recurring violations, of the same type, received from the same activity, indicate a possible mechanical processing program error at the submitting SSP. This condition, if apparent, is sufficient justification for establishing immediate telephone contact with the applicable SSP, to assist in rectifying the situation. The processing instructions given for each VRC assume that cause of error stems from other than mechanical program malfunction.

(3) The specific documents on which violations will be output by the computer for manual processing, and reentered to the computer for continued processing, may vary at each DSC. Therefore, particular documents (listings, forms, etc.) will not be stipulated per se, in the processing instructions for each VRC. Paragraph 5 contains additional information relative to the various computer outputs, required reentry products, and special processing/handling instructions designated for each. Such instructions will include method for forwarding corrected transactions but will not include research/review actions.

b. VRC AB

(1) REASON FOR VIOLATION/ERROR CONDITION

Violation Reason Code AB indicates that the input document contains an invalid or blank RIC From in pos. 67-69.

(2) PROCESSING/RESEARCH REQUIRED

(a) Review violation output and attempt to determine correct entry for pos. 67-69 by relating data on violation to general knowledge of requisitioning/issue patterns of the particular service/activity involved.

(b) If correct RIC From cannot be determined locally contact requisitioner, advise of discrepancy and request confirmation as to where material was issued from.

(c) If research of Supplement 1 of DoD 4140.17-M indicates RIC From is a valid code but does not appear in source Preference Table take action to load table in accordance with appendix E-123 P.

(d) Upon determining correct activity RIC From annotate violation output for reentry.

c. VRC AN.

(1) REASON FOR VIOLATION/ERROR CONDITION

Unit of Issue (UI) on input document does not match record UI in the NIR.

(2) PROCESSING/RESEARCH REQUIRED

Obtain RCS Printout, appendix F-114, to determine correct UI for NSN being processed. See appendices E-155 P and B-155. After determination of correct UI process as if Violation Reason Code AS (invalid quantity) also applies. See subparagraph 4c below.

d. VRC AS.

(1) REASON FOR VIOLATION/ERROR CONDITION

Violation Reason Code AS indicates that the quantity cited in pos. 25-29 is composed of other than all numerics or is blank or is composed of all zeros.

(2) PROCESSING/RESEARCH REQUIRED

(a) Review violation output document and utilize the document number to facilitate request for printout of Requisition Control/Status Printout (RCSP) appendix F-114. (Printout of RCS may be obtained using DIC ZCW and appendices B-155 and E-155 P.)

(b) Review RCS Printout and compare quantity and UI on original issue transaction (DIC D7_) to quantity and UI on the violation transaction. If UI on original issue matches UI on violation, revise quantity on violation to coincide with quantity on original issue. If UI on violation does not match, but is readily convertible, i.e., EA and HD, EA and GR, and so on, adjust the violation quantity accordingly. If not readily convertible, i.e., EA and FT, HD and RL, and so on, obtain conversion factor from Directorate of Technical Operations (DTO) and utilize accordingly.

(c) Reinput corrected violation in accordance with paragraph 5. Notify submitter by using a General Purpose Worksheet and preparing a Storage Item Data Correction Transaction, DIC DZB, in accordance with appendix B-261 ensuring that Code 5 is in pos. 7. Forward the worksheet to data entry with the annotation that the transaction is to be transceived directly to the activity shown in pos. 4-6.

(d) If local correction is not possible, contact the SSP (pos. 67-69 of violation), advise of the discrepancy, and request correct quantity for violation transaction.

(e) When correct quantity for violation has been determined/obtained, reflect same on required violation reentry document.

e. VRC AY.

(1) REASON FOR VIOLATION/ERROR CONDITION

Violation Reason Code AY indicates that the NSN cited in pos. 8-20 is invalid.

(2) PROCESSING/RESEARCH REQUIRED

(a) Review violation output document and use document number, in conjunction with DIC ZCW and appendices B-155 and E-155 P, to request RCS Printout, appendix F-114.

(b) Review ARCSF Printout to identify NSN cited on original issue transaction (DIC D7_). Research available catalog data (Federal Supply Catalog Management Data List) and substitute information on the NIR, (Printout of NIR may be obtained using DIC ZCQ and appendices B-143 and E-143 P) to determine, if possible, the correct NSN for the violation transaction. If correct NSN is determined, annotate violation document accordingly and reenter in accordance with paragraph 5. Notify submitter of change by using a General Purpose Worksheet and preparing a Storage Item Data Correction Transaction, DIC DZB, in accordance with appendix B-261 ensuring that Code 1, 2, or 6 is in pos. 7. Forward the worksheet to data entry with the annotation that the transaction is to be transceived directly to the activity shown in pos. 4-6.

(c) If local correction is not possible, contact the SSP (pos. 67-69 on violation), advise of the discrepancy, and request correct NSN for the violation transaction.

(d) When correct NSN has been determined/obtained, reflect same on required violation reentry document and reenter same in accordance with paragraph 5.

f. VRC BJ.

(1) REASON FOR VIOLATION/ERROR CONDITION

Violation Reason Code BJ indicates that the Supplementary Address in pos. 45-50 is not in the DoDAAD.

(2) PROCESSING/RESEARCH REQUIRED

(a) Review violation output document and use the document number, together with DIC ZCW and appendices B-155 and E-155 P, to obtain an ARCSF Printout.

(b) With both the RCS Printout and the violation output transaction on hand, contact the SSP involved (pos. 67-69 of violation), advise of the discrepancy, and request clarification.

(c) If SSP advises that the activity address code is a new one not yet fully disseminated throughout DoD, initiate action to effect local update of the DSC DoDAAD master file. This action may be accomplished by using DIC TA1 or TA3 and appendices B-133 and E-133 P. Reentry of the violation should be delayed until the DoDAAD master file has been updated, to prevent the same violation from recurring.

(d) If SSP is forwarding transactions bearing obsolete activity address codes (or local activity numbers, job order numbers), request that the practice be discontinued immediately or that action be taken to disseminate the address information throughout DoD in the normal manner. In any case, obtain a correct Supplementary Address for pos. 45-50 of the transaction in question.

(e) Upon receipt from SSP of correct entry for pos. 45-50, annotate corrected data on violation output for reentry.

g. VRC BV.

(1) REASON FOR VIOLATION/ERROR CONDITION

Violation Reason Code BV indicates that the transaction is a duplicate.

(2) PROCESSING/RESEARCH REQUIRED

Code the required violation reentry document so as to effect deletion from violation file with no further processing action required. If duplicate transactions are received in volume from the same SSP, establish immediate contact by telephone to identify probable procedural difficulty and effect necessary corrective action.

h. VRC CK.

(1) REASON FOR VIOLATION/ERROR CONDITION

Violation Reason Code CK indicates that the Demand Transaction Document, DIC DHA, contains invalid data in the Type Pack Code field, pos. 22.

(2) PROCESSING/RESEARCH REQUIRED

(a) Contact the submitting SSP (pos. 67-69) of violation output, advise of the discrepancy, and request advice of correct Type Pack Code required by the customer.

(b) When correct Type Pack Code has been obtained, reflect same on required violation reentry document.

i. VRC EA.

(1) REASON FOR VIOLATION/ERROR CONDITION

Violation Reason Code EA indicates that the Demand Transaction Document, DIC DHA, contains a valid demand code, and the matching D7_ issue transaction to which it pertains contains a demand code other than an alpha O.

(2) PROCESSING/RESEARCH REQUIRED

(a) Review violation output document and use the document number, together with DIC ZCW and appendices B-155 and E-155 P, to obtain a RCS Printout.

(b) Review the ARCSF Printout to identify the demand code in the original D7_ issue.

(c) With both the ARCSF Printout and the violation output transaction on hand, contact the SSP involved (pos. 67-69 of violation), advise of the discrepancy, and request clarification.

(d) If SSP advises that demand is properly reflected on NSN cited on original issue transaction (DIC D7_), code required violation reentry document so as to delete the violation transaction from file with no further processing action required.

(e) If SSP advises that demand should be taken on the NSN cited on the violation transaction (DIC DHA), initiate action to delete demand previously recorded for NSN on original D7_ issue. This action may be accomplished by using DIC ZRZ, and appendices B-185 and E-185 P.

(f) Code required reentry document to reflect the action taken in consequence of clarifying information received from SSP.

j. VRC NO.

(1) REASON FOR VIOLATION/ERROR CONDITION

(a) SSP:

Violation Reason Code NO indicates that the DHA transaction found no match to original D7_ transaction after having been suspended and processed in each cycle for two days.

(b) Non-SSP:

The receipt of an unmatched DIC DHA transaction from an activity other than an SSP indicates that the activity has effected a local purchase of the item but wants the demand recorded.

(2) PROCESSING/RESEARCH REQUIRED

(a) SSP:

Contact the SSP and request that the original D7_ transaction be forwarded. Reenter the violation as appropriate.

(b) Where volume exists because of problems at one particular SSP, contact the SSP, obtain original transaction by phone, and post to records immediately.

(c) Non-SSP:

The requisition Processing Branch will forward the VRC NO violations to the Inventory Manager (IM) of record in the NIR. The IM will prepare a DIC ZRZ, appendix B-185 transaction, to record the demand, entering the RIC prime of the submitting activity in pos. 23-25, the customer zone code in pos. 27, and the service code in pos. 30-31, perpetuating the remaining data from the DIC DHA transaction.

5. REENTRY INSTRUCTIONS

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

b. 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-346 P. |
| 3 | Uncontrolled Violation, appendix F-117 | Reentry, when required, is accomplished as prescribed in appendix E-346 P. |

6. FLOWCHART

Flowchart not required.