

APPENDIX E-042 P

DUE-IN TRANSACTION  
(OTHER THAN PROCUREMENT INSTRUMENT SOURCE)

1. PURPOSE

This appendix applies to chapter 40 primarily and describes:

a. The receipt, review, and processing of Due-In transactions, DIC DF\_, appendix B-42, prepared and submitted to the DSC by Service/Agency ICPs requesting authority to commingle Service/Agency-Owned stocks with DLA-Owned materiel in a DLA storage point.

b. The manual preparation of Due-In transactions, DIC DF\_, appendix B-42, applicable to GFM, ADCM, recoupment from DRMO, loan, repair by DoD maintenance facilities, requisitioning materiel from other than procurement sources on a reimbursable, or nonreimbursable basis, and sales returns.

c. The manual preparation of Due-In transaction reversals, DIC DF\_, appendix B-42.

2. APPENDICES USED IN THIS PROCESS

a. Appendix B-42, Due-In Transaction (Other than Procurement Instrument Source).

b. Appendix E-158 P, Return of Loan Materiel.

c. Appendix E-216 P, Acquisition, Receipt, Storage, Issue, Inventory, and Accounting of Multiple-Managed Items.

d. Appendix E-303 P, Discrepancy Report Notice.

e. Appendix E-306 P, Disposition of Ineligible Commingled Stock.

f. Appendix E-310 P, Custodial Accountability Rejected Printout.

g. Appendix E-505 P, Issue Documents for Repair.

h. Appendix E-509 P, Manual Requisition for Recoupment of DoD Excess Materiel.

i. Appendix F-192, Custodial Accountability Rejection List.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

- a. Commodity Branches (IM), Inventory Management Division, DSO.
- b. Inventory Accounting Branch, Stock Control Division, DSO.

4. PROCEDURES/INSTRUCTIONS

- a. Commodity Branches (IM) will:

(1) Review and process Due-In transactions (submitted by Service/Agency ICPs) as a request for commingling stock as follows:

(a) The Due-In transaction (Request for Commingling, DIC DF\_, appendix (B-42) is prepared and submitted by mail from the Service/Agency ICP requesting authority to commingle Service/Agency-Owned materiel with DLA-Owned materiel in a DLA managed storage point.

(b) A Due-In transaction (Request for Commingling) from a Service/Agency ICP that is improperly prepared will be returned to the Service/Agency ICP if correction cannot be made.

(c) Processing personnel will review request and determine if item is eligible for commingling, utilizing following criteria:

1. Item must be centrally managed by the DSC as a SSC A, 1, 4, 7, or 8 NSN.

2. The DLA distribution activity identified in the request document must be within the DSC established stockage pattern for NSN involved as established in compliance with provisions of DLAM 4145.10, Positioning and Redistribution of DLA Stocks.

3. Sufficient space must be available at the DLA Storage Activity to permit storage and commingling of Service/Agency-Owned stocks.

4. DLA-Owned stocks and Service/Agency-Owned stocks to be commingled must be in the same physical condition.

5. Demands against the item at the designated DLA Storage Activity must be considered in order to ensure that Service/Agency-Owned assets may be properly rotated.

6. Any other justifiable reason why stocks should not be commingled.

(d) The Service/Agency ICP will be contacted if additional data/information are required.

(e) HQ DLA, ATTN: DLA will be advised through appropriate channels of any areas of disagreement.

(f) If commingling is authorized, enter Management Code A (appendix A-13) in pos. 72 of the Due-In transaction (appendix B-42).

(g) If commingling is not authorized, enter Management Code G (appendix A-13) in pos. 72 of the Due-In transaction (appendix B-42).

(h) Forward completed Due-In transaction (through data entry facility) for processing.

NOTE: When accepting and/or rejecting an estimated Delivery Date (year and month) must appear in pos. 73-75 of the input document.

(i) As a result of processing a Due-In transaction (Request for Commingling), DIC DF\_, appendix B-42, the following actions will be taken:

1. Due-In records will be updated, when required, and PMRCs, appendix B-19, will be forwarded to the distribution activity.

2. The Service/Agency ICP will be furnished a Due-In transaction (Reply), appendix B-42, with Management Code A or G, as appropriate.

3. The applicable Commodity Branch (IM) will be furnished one copy of appendix F-192, Custodial Accountability Rejection Listing, of items coded with Management Code G.

(j) The appendix F-192 will be processed as indicated in appendix E-310 P and will be filed in the item jacket folder for reference purposes. Listing will be retained for a period of one year and then destroyed.

(2) Review and process Due-In transactions for multimanaged items in accordance with appendix E-216 P.

b. Inventory Accounting Branch personnel will prepare Due-In transactions, DIC DF\_, with the exception of DIC DFK, and prepare Due-In transaction reversals, DIC DF\_ to include DIC DFK (reversal), using DD Form 1486, Materiel Receipt Document as the data entry transcript, as required by references in paragraphs 2c through 2j above.

NOTE: Dues-In from Sales Return, or reversals of these dues-in are mechanically prepared by the Financial Subsystem as result of processing a Credit reversal document, under DIC FAR or YWK. These transactions cannot be entered manually with a DFZ or DFZ reversal action.

(1) Due-In transactions (Other than Procurement Instrument Source) will be prepared manually to establish Due-In records for returns of GFM, returns from ADCM, recoupment from RMO, returns from loan, rotation of subsistence stocks for Project Code 2Q1, and materiel obtained on a nonreimbursable basis.

(a) Dues-in for materiel requisitioned on a reimbursable basis will be established by preparation and submission of a Due-In transaction, DIC DFT, DFU, or DFV in the format of appendix B-42. After data validation, the DFU input is passed to the Contracting Subsystem, and the following actions take place:

1. Funds are committed, and obligated. When obligated, a new document number is mechanically assigned. The new document number to be used in the DIC AO\_ requisition forwarded to the source of supply activity. The input document number is not to be used.

2. A Notice of Backorder Status Change, appendix F-189, will be output to the IM citing the mechanically assigned document number after funds have been obligated. The IM may use the receipt of the F-189 as authority to prepare, and forward the requisition.

3. A Due-In File record is established, and a PMRC is forwarded to the consignee depot. The TDIC assigned is SFT, SFU, or SFV.

4. When cancellation is required, a DLA Form 1128, DIC YPE, appendix B-73, must be prepared, and forwarded to the DP&P for processing to the ACF. A DIC DFT, DFU, or DFV reversal will not effect the cancellation of an ACF record.

(b) Dues-In for materiel requisitioned on a nonreimbursable basis will be established by preparation and submission of a Due-In transaction, DIC DFZ, in the format of appendix B-42. If reversal action is desired, prepare and submit a Due-In transaction, DIC DFZ, (reversal) with an X over punch in pos. 25.

(2) Care will be exercised to ensure that any applicable Project Order Number ADCM, Manufacturing Directive Number or loan Project Code, or Project Code 2Q1, is perpetuated in manually prepared Due-In transactions or Due-In transaction reversals. When preparing DFM reversal transactions to cover the situation where items were unexpectedly consumed in testing, Project Code 3G4 must be entered in pos. 57-59.

c. The input of Due-In transaction reversals, DIC DFK, will contain Management Code Y in pos. 72 in order that the Transaction Register Output reflects on both the Mechanical Receipt Transaction, DIC D6K, and concurrent Inventory Loss Transaction, DIC D9A, that all research actions have been taken prior to the input of the DFK reversal action. It is mandatory that DFK reversals for Redistribution Order Receipts are not input whenever there is an open unconfirmed shipment quantity reflected in the ARCSF for the specific document number on the DFK transaction. Normal monthend force closure procedures will resolve both the open quantity in the ARCSF along with reversing the invalid due-in quantity reflected in the Due-In File.

## 5. FLOWCHART

Flowchart not required.