

APPENDIX E-042 V

DUE-IN DOCUMENT PROCUREMENT
INSTRUMENT AND OTHER THAN PROCUREMENT INSTRUMENT SOURCES VIOLATIONS

1. INPUT DOCUMENTS

a. Due-In Transaction Document - Procurement Instrument Source, DIC DD_, appendix B-41.

b. Due-In Transaction Document - Other Than Procurement Instrument Source DIC DF_, appendix B-42.

2. INPUT TO PROCEDURE DECISION CHARTS

a. Due-In Records.

b. Due-In Reversal Transaction Document - Procurement Instrument Source.

3. PURPOSE, CONTENTS, AND RESPONSIBILITIES

This appendix is applicable to chapters 3, 6, 8, 12, 13, 14, 17, 40, 41, and 45 and provides instructions for the research, correction, and reentry of Due-In transaction documents, including reversals, which have rejected from computer processing. The Inventory Accounting Branch Stock Control Division, within the Directorate of Supply Operations, is responsible for the correction of errors and reentry of the document as required, except those specifically requiring action by the item manager, i.e., AN, BT, (applicable to DFC, DFH, DFU, DFZ) CV, and GP. Reasons for computer rejection are as follows:

VIOLATION

REASON CODE

DEFINITION

AA	Document Identifier Code Invalid.
AB	Routing Identifier Code From Invalid, Blank, or Unmatched.
AF	Condition Code Invalid, Blank, or Unmatched.
AI	Document Number Invalid, Blank, or Unmatched.
AL	Distribution Code/Directive Number Invalid, Blank, or Unmatched.
AN	Unit of Issue Invalid, Blank, or Unmatched.

<u>VIOLATION REASON CODE</u>	<u>DEFINITION</u>
AR	Purpose Code Invalid, Blank, or Unmatched.
AS	Quantity Invalid or Blank.
AW	Management Code Invalid.
AY	NSN Invalid, Blank, or Unmatched.
BE	3rd pos. of DIC and LR RIC from incompatible.
BT	No Matching Due-In/Receipt Record or Due-In Record contains TDIC other than DIC ZD_.
CN	Loan Project Number Invalid.
CU	NSN Coded Logistics Loss.
DE	Duplicate Document.
FP	Unmatched Logistics Reassignment Loss File.
FU	Line Item Number Field Invalid or Blank.
GN	DSC Indicator Invalid.
GP	Family Number Invalid.
HP	Estimated Delivery Date Invalid.
PJ	Supply Status Code Not SSC 1, 4, 7, 8, or A.
RU	STD Unit Price/Acquisition Cost Not Recorded in NIR.
S3	No RIC on Service Table.
UA	Storage Location Code Invalid or Missing.
8Y	Data Not Numeric.

4. PROCESSING/RESEARCH INSTRUCTIONS

a. VRC AA.

(1) REASON FOR VIOLATION/ERROR CONDITION

Indicates that the DIC, pos. 1-3, is invalid for mechanical processing. The input is:

(a) DIC DFK without an X over punch in pos. 25 (reversal).

(b) DIC DD_ which is not a commercial repair.

(c) DIC DFT, DFU or DFV with an X over punch in pos. 25 (reversal).

(2) PROCESSING/RESEARCH REQUIRED

(a) Obtain the source documents necessitating the submission of the rejected document and determine the action attempted. When it is determined that the correct action is a reversal of a due-in, prepare reentry document IAW paragraph 5, to reflect the X over punch in pos. 25.

(b) If the input was DIC DD_, commercial repair, and a reversal action was not intended, delete the violation.

(c) If the input was DIC DFT(X), DFU(X) or DFV(X) reversal, delete the violation and process a DLA Form 1128, DIC YPE, IAW appendix E-506 P.

b. VRC AB.

(1) REASON FOR VIOLATION/ERROR CONDITION

Indicates that data in pos. 67-69 was blank or reflected a distribution activity RIC (consignee) not authorized as a storage point for the processing DSC.

(2) PROCESSING/RESEARCH REQUIRED

Consult MILSTRIP, DoD 4000.25-1-M, Supplement Number 1, and/or source document(s) necessitating the submission from the Item Jacket File to determine the correct RIC.

c. VRC AF.

(1) REASON FOR VIOLATION/ERROR CONDITION

Indicates that the Condition Code, pos. 71, is invalid.

(2) PROCESSING/RESEARCH REQUIRED

Obtain source document(s) necessitating submission from Item Jacket File and determine the correct Condition Code (see appendix A-16).

d. VRC AI.

(1) REASON FOR VIOLATION/ERROR CONDITION

Indicates that data in Document Number, pos. 30-43, is missing or invalid. Specific error conditions are:

(a) For DICs DFT, DFU, and DFV, pos. 40 must be J, K, or L except as in subparagraph(b).

(b) For DIC DFU citing Project Code 2Q1, pos. 40 is unrestricted.

(c) For DDX and DDM, pos. 40 can contain the PIIN or MIPR Number.

(d) All DF_ will accept MILSTRIP Document Number except DFZ and DFZ reversals must have the address in the Document Number field.

(e) For DFL, pos. 40 can contain Contract Number beginning with DLA100 at DSCP C&T.

(2) PROCESSING/RESEARCH REQUIRED

Obtain Source document(s) necessitating submission from Item Jacket File for correct PIIN, MIPR, Contract Number, or MILSTRIP Document Number.

e. VRC AL.

(1) REASON FOR VIOLATION/ERROR CONDITION

Indicates Distribution Code, pos. 54-56, is invalid. DIC DDM input, indicates pos. 54 is blank or other than 7 or 8, or pos. 55-56 are blank or other than alphanumeric. Applies also to DIC DF_ input.

(2) PROCESSING/RESEARCH REQUIRED

Obtain source document(s) necessitating submission from Item Jacket File for correct Distribution Code. The correct MDN may also be obtained through review of Project Order Number/MDN register.

f. VRC AN.

(1) REASON FOR VIOLATION/ERROR CONDITION

Indicates Unit of Issue (UI), pos. 23-24, is invalid; does not match Reference UI or UI in NIR.

(2) PROCESSING/RESEARCH REQUIRED

Obtain source document(s) necessitating submission from Item Jacket File and determine the correct UI. Contact the DTO if necessary.

g. VRC AR.

(1) REASON FOR VIOLATION/ERROR CONDITION

Indicates O/P, pos. 70, is invalid.

(2) PROCESSING/RESEARCH REQUIRED

Obtain source document(s) necessitating submission from Item Jacket File and determine the correct O/P. See appendices A-14 and A-15.

h. VRC AS.

(1) REASON FOR VIOLATION/ERROR CONDITION

Indicates data in Quantity, pos. 25-29, contains alphas, all zeros, all blanks, or imbedded blank columns. (X over punch in pos. 25 is mandatory for reversal transactions.)

(2) PROCESSING/RESEARCH REQUIRED

Obtain source document(s) necessitating submission from Item Jacket File and determine the correct Quantity or if a reversal transaction was the intent.

i. VRC AW.

(1) REASON FOR VIOLATION/ERROR CONDITION

Indicates that the Management Code, pos. 72, is invalid.

(2) PROCESSING/RESEARCH REQUIRED

Obtain source document(s) necessitating the submission from the Item Jacket File and determine correct Management Code.

j. VRC AY.

(1) REASON FOR VIOLATION/ERROR CONDITION

Indicates that NSN, pos. 8-20, is invalid and/or not current in NIR.

(2) PROCESSING/RESEARCH REQUIRED

Obtain source document(s) necessitating the submission from the Item Jacket File and determine the correct NSN. Contact the DTO for the current NSN.

k. VRC BE.

(1) REASON FOR VIOLATION/ERROR CONDITION

Indicates that the third position of the DIC is other than X and that the LIM RIC field is filled (pos. 51-53 on DIC DD_ and 76-78 on DIC DF_).

(2) PROCESSING/RESEARCH REQUIRED

Contact the Logistics Monitor in the LPD of DSO to determine if transaction is for LR. If so, change pos. 3 of DIC to X and reenter IAW paragraph 5. If not for LR, delete the LIM RIC and reenter IAW paragraph 5.

1. VRC BT.

(1) REASON FOR VIOLATION/ERROR CONDITION

Indicates that there is no matching Due-In record. Specific error conditions are:

(a) For DIC DD_ the following data element(s) were unmatched.

1. NSN, pos. 8-20.
2. PIIN, pos. 30-42.
3. CLIN, pos. 45-50.
4. RIC, pos. 67-69.
5. Ownership/Purpose Code, pos. 70.
6. Condition Code, pos. 71.
7. Call Order Serial Number, pos. 77-80.

In addition the TDIC in the matching Due-In record must be DICs ZDM, ZDS, ZDU, ZDV, or ZDZ.

(b) For DIC DF_ the following data element(s) were unmatched.

1. NSN, pos. 8-20.
2. Document Number, pos. 30-43.
3. RIC, pos. 67-69.
4. Ownership/Purpose Code, pos. 70.
5. Condition Code, pos. 71.

(2) PROCESSING/RESEARCH REQUIRED

(a) For DIC DD_ the document represents a reversal (over punch in pos. 25) processed against a Due-In record reestablished as a result of a discrepant shipment (TDIC ZDS). Obtain source document(s) and/or a Due-In File Printout to determine the correct entry for the unmatched data element(s) specified in subparagraph (1) (a) above.

(b) For DIC DF_ the document represents a reversal (over punch in pos. 25) processed against an existing Due-In record. Obtain source document(s) and/or a Due-In File Printout to determine the correct entry for the unmatched data element(s) specified in subparagraph (1) (b) above.

(c) When a reversal action was input to reduce the due-in quantity to zero, and it is determined that the basic Due-In record was either not established or previously reversed, clear the Violation Suspense File.

m. VRC CN.

(1) REASON FOR VIOLATION/ERROR CONDITION

Indicates that the Project Code field, pos. 57-59, is invalid.

(2) PROCESSING/RESEARCH REQUIRED

Obtain source document(s) necessitating the submission from the Item Jacket File and determine the correct Project Code.

n. VRC CU.

(1) REASON FOR VIOLATION/ERROR CONDITION

Indicates an attempt to add to a due-in on an erroneous receipt and NSN, pos. 8-20, is coded for Logistical Loss.

(2) PROCESSING/RESEARCH REQUIRED

(a) Prepare an IOM to Office of the Comptroller explaining erroneous receipt of stock and requesting financial records be adjusted accordingly. Provide details such as document number, quantity, STD unit price, UI, dates of transaction, and the like.

(b) Prepare a letter to the gaining ICP explaining erroneous receipt and requesting they reestablish their due-in quantity and stock on-hand quantity accordingly. Furnish details such as document number of receipt, quantity, and date of transaction.

(c) Clear Violation Control File.

o. VRC DE.

(1) REASON FOR VIOLATION/ERROR CONDITION

Indicates that a DIC DFU input matches a Due-In record (TDIC SFU) and input is not a reversal.

(2) PROCESSING/RESEARCH REQUIRED

Processing personnel will review records retained in support of the manually prepared exception data requisition, and manually initiated Due-In transactions prepared. When it is found that violation output is a duplicate transaction (e.g., funds were previously committed and due-in were established), violation output will be reentered (if applicable) with Reentry Code D, to delete record from Violation Control File. When it is found that violation output represents a different purchase (e.g., requisition action), processing personnel will take action to assign a different document number to both Due-In transaction and exception data requisition, and reenter violation for continued processing.

p. VRC FP.

(1) REASON FOR VIOLATION/ERROR CONDITION

VRC FP indicates that the input document contains an NSN in pos. 8-20 that is not recorded in the Logistics Reassignment Loss File (LRLF).

(2) PROCESSING/RESEARCH REQUIRED

Access the National Inventory Record File (NIRF) by using the SAMMSTEL Verb SNIR, or DIC ZCQ (appendix B-143) to ascertain the NIR Key Code of DX or DZ. If one of the two Key Codes is not present, contact the LR Monitor in the LPD to see if NSN was a LOG LOSS item.

q. VRC FU.

(1) REASON FOR VIOLATION/ERROR CONDITION

Indicates that Line Item Number, pos. 45-50, is invalid. Positions 45-48 should be all numeric other than all zeros, and pos. 49-50 can be alphanumeric, or all zeros.

(2) PROCESSING/RESEARCH REQUIRED

Obtain source document(s) necessitating submission from Item Jacket File and determine the correct Item Number.

r. VRC GN.

(1) REASON FOR VIOLATION/ERROR CONDITION

Indicates that a DIC DFU input has rejected because DSC Control Table, appendix F-254, was not available (mechanically) to assign a Recommended Buy Number, for use in commitment of funds.

(2) PROCESSING/RESEARCH REQUIRED

(a) Processing personnel will advise LPD, DSO, of receipt of the violation output and request advice as to when reentry action can be accomplished.

(b) LPD, DSO, personnel will contact DSC's IPC to ascertain cause/extent of problem which resulted in DSC Control Table not being available within the program, and determine when corrective action will be accomplished.

(c) On notification of correction of problem, violations output will be reentered for continued processing.

s. VRC GP.

(1) REASON FOR VIOLATION/ERROR CONDITION

Indicates that a due-in has been established against an NSN that has an invalid family number.

(2) PROCESSING/RESEARCH REQUIRED

Correct the family number in the NIR IAW appendix E-171 P.

t. VRC HP.

(1) REASON FOR VIOLATION/ERROR CONDITION

Indicates that the EDD, pos. 73-75, is blank, alpha characters, or numerics other than a year and month configuration.

(2) PROCESSING/RESEARCH REQUIRED

Obtain source document(s) necessitating the submission from the Item Jacket File and determine the correct date.

u. VRC PJ.

(1) REASON FOR VIOLATION/ERROR CONDITION: (Applies to DIC DF_ input only.)

Indicates SSC is other than SSC 1.

(2) PROCESSING/RESEARCH REQUIRED

Determine whether or not the decision to accept custodial accountability was in error.

(a) If decision was in error, clear the Violation Suspense File.

(b) If decision was correct based on a known but not yet processed SSC change, expedite action to process SSC change prior to reentry.

v. VRC RU.

(1) REASON FOR VIOLATION/ERROR CONDITION

Indicates that an attempt has been made to process Due-In transaction against an NSN that is assigned a SSC 2, 3 or 9, and there is no STD unit price in the NIRF.

(2) PROCESSING/RESEARCH REQUIRED

The Standard Pricing Office should be notified that a STD 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 the second week of each month. Prior to submission action, information should be received from Standard Pricing.

w. VRC S3.

(1) REASON FOR VIOLATION/ERROR CONDITION: (Applies to DIC DF_ input only.)

The RIC for the owning Service/Agency ICP is not on the Service/Agency-owned assets Reporting table. This is applicable to due-in for commingled stock.

(2) PROCESSING/RESEARCH REQUIRED

Review the Service/Agency-owned Assets Reporting Table, appendix F-14. If the RIC of the Service/Agency is not reflected, update the table in accordance with appendix B/E-160. Delete the violation from the Violation Control Suspense File in accordance with paragraph 5.

y. VRC UA.

(1) REASON FOR VIOLATION/ERROR CONDITION

(a) For DIC DD_, VRC UA indicates that:

1. The Storage Location Code in pos. 67-69 is garbled or does not match RIC in the Source Preference Code Table of the DSC.

2. The Routing Identifier Code (From) in pos. 51-53 is invalid or the RIC (From) is valid, but a Call/Order Number is recorded in pos. 77-80.

(2) PROCESSING/RESEARCH REQUIRED

(a) Obtain the source document(s) from the Item Jacket File to determine the correct storage location code or Call/Order Number.

(b) Correct and reenter in accordance with paragraph 5.

z. VRC 8Y.

(1) REASON FOR VIOLATION/ERROR CONDITION

Indicates that the input document contains a date that is not numeric.

(2) PROCESSING/RESEARCH REQUIRED

Correct the date and reenter in accordance with paragraph 5.

5. REENTRY INSTRUCTIONS

a. Review remaining data elements contained on the Violation/Control Suspense File to detect any other invalid data, and correct as necessary.

b. Reentry method for violations may be completed online via the SAMMSTEL Verb SVRR, in accordance with appendix E-346 P.

6. FLOWCHART

Flowchart not required.