

APPENDIX E-127 V

MANAGER REVIEW REENTRY DOCUMENT VIOLATIONS

1. INPUT DOCUMENTS

a. Manager Review Reentry Document (Input-Output - Total Actions),  
DIC ZLL, appendix B-127.

b. Manager Review Reentry Document (Input-Output - Partial Actions  
and Substitutions), DIC ZLM, appendix B-151.

2. INPUT TO PROCEDURE DECISION CHART

None.

3. PURPOSE, CONTENTS AND RESPONSIBILITIES

This appendix is applicable to chapter 4 and provides instructions for the review, research and correction of Manager Review Reentry Documents DICs ZLL/ZLM, appendices B-127 and B-151. These documents were rejected from computer processing due to specific errors occurring in the input. The rejections will be in the format of appendices B-127 and B-151. Reason for rejections will be identified by the Manager Notification Information Code (MNIC) in pos. 66 of the ZLM or pos. 73 of the rejected document. See appendix A-90 for explanation of MNICs. Reentry procedures are specified in paragraph 5. The IMs of DSO are responsible for these procedures. ODS is responsible for providing Data Entry and ADPE support. The manager Review Reentry Codes and their definitions are as follows:

<u>CODE</u>	<u>DEFINITION</u>
E	Reentered with Invalid Free Issue Signal Code D or M.
G	Duplication Notification.
J	Invalid NSN or FSC.
K	Insufficient Assets on Manager Forced Action.
L	Attempted Substitution or Partial Action using incorrect DIC.
P	Invalid Manager Forced/Directed Action Code.
U	Attempted revision of protected GFM requisition data fields.

<u>CODE</u>	<u>DEFINITION</u>
1	Denial received against a Manager Directed Action which was originally recorded as an Issue Transaction DIC D7A, B, C, D, E, L, or N.
2	Manager Directed Action attempted against a Document Number that is not recorded in the RCSF, or for which no supply section is available.
3	Manager Directed Action attempted with Invalid Entries in Quantity Fields.
4	Manager Directed Action attempted with an Invalid Ownership/Purpose Code or RIC.
5	Manager Directed Action attempted with an Invalid Condition Code, and/or the DoDAAD Address Code is Invalid or has been suspended from Requisition Processing.
6	Suffix Code invalid for this Manager Directed Action.
8	Manager Directed Action attempted with an Invalid Unit of Issue.
9	Requisition received for NSN not recorded in NIR and CAC of Service/Agency ICP not recorded in CAC to RIC X-REF Table (appendix F-241).
0	Manager Directed Action attempted against an FMS Requisition for materiel is not available above the ROPL.

#### 4. PROCESSING INSTRUCTIONS

##### a. MNIC E.

##### (1) REASON FOR REJECT

Manager Review Reentry Document, DIC ZLL, has been reinput and represents a requisition type document which contains D or M Signal Code (pos. 51) or Advice Code 2E (pos. 65-66) and:

(a) Contains Project Code 3AA or another project code authorized for free issue but directs the transaction into backorder (BB) or direct delivery (BV) status, e.g., contains Manager Forced/Directed Action Code BV, HV, HD, BB, HC, or HB in pos. 69-70. See appendix A-86.

(b) Contains Advice Code 2C, 2J, 22, 31, 32, or 33 (Do Not Backorder) but directs the transaction into backorder (BB) or direct delivery (BV) status, e.g., contains Manager Forced/Directed Action Code BV, HV, HD, BB, HC, or HB in pos. 69-70.

(c) Contains alpha indicator J, K, L, or M (Inter-Service Supply Support Program) but directs the transaction into backorder (BB) or direct delivery (BV) status, e.g., contains Manager Forced/Directed Action Code BV, HV, HD, BB, HC, or HB in pos. 69-70.

(2) PROCESSING REQUIRED

Upon receipt of the rejected Manager Review Reentry Document, processing personnel will determine the reason for reject and take one of the following actions:

(a) Attempt to determine from information available locally whether or not the item has ever been made available for free issue.

1. When there is no record of the item being made available for free issue, prepare the reentry action, using Manager Forced/Directed Action Code CM, and process as outlined in paragraph 5 below.

2. When there is reason to believe that the item may have been available for free issue, at one time, prepare the reentry action, using Manager Forced/Directed Action Code CA, and process as outlined in paragraph 5 below. The CA Directed Action Code will process mechanically to complete the transaction on the ARCSF and output Supply Status Card, DIC AE\_, in the format of appendix B-11, to the applicable ORC. The requisition Processing Branch, Stock Control Division, in accordance with appendix E-330 P, will prepare a letter or message (based on information furnished by the Item Manager preparing the reentry action) advising the customer that free issue is not/is no longer authorized and if requirement still exists, to submit a new requisition citing appropriate Signal, Advice, and Fund Codes. Letter or message should contain appropriate Supply Status information, with explanation.

3. When the requisition cites Signal Code D or M, a project code which is authorized Free Issue and Advice Code 2C, 2J, 22, 31, 32, or 33 (Do Not Backorder), prepare the reentry action, using Manager Forced/Directed Action Code CB, and process as outlined in paragraph 5 below.

4. When the requisition contains alpha J, K, L, or M in pos. 40, indicating that the materiel is being requisitioned as free issue as the result of DLSC offers. The Manager Directed Action Codes directing the transaction into backorder status are inappropriate. These types of requisitions should be processed on a fill or kill, no substitution basis, whether or not the requisitioner has entered Advice Code 2C, 2J, 22, 31, 32, or 33. Prepare the reject for reentry as follows:

a. Code Manager Review Reentry Document (ZLL) with the proper Manager Forced/Directed Action Codes as outlined in appendix A-86 when the total quantity is available for release.

b. Code Manager Review Reentry Document (ZLL) with Reject Code CB (pos. 69-70) when the total quantity is not available for free issue. Additionally, processing instructions outlined in appendix E-083 P, subparagraphs 4a, 4b, and 4c, as applicable, must be complied with relative to Shipment Denial Documentss (appendix B-83) to DLSC.

c. If a partial quantity is to be supplied, take action in accordance with processing instructions as outlined in appendix E-151 P (ZLM). Advice Code CB must be furnished the requisitioner for that quantity being canceled. Also, a Shipment Denial Document (B-83), in accordance with appendix E-083 P, must be prepared and forwarded to DLSC.

b. MNIC G.

(1) REASON FOR REJECT

Manager attempted a directed action on a document already recorded as complete in the ARCSF, Suffix Code already assigned, or if an action is directed with a suffix and the open ZB record in the RQSF has no suffix. Computer will reject this as a duplicate notification.

(2) PROCESSING REQUIRED

In the event that input is a true duplicate, no further action is required. However, if the violation resulted from a suffix code infraction, a RCSF inquiry should be obtained to determine the appropriate suffix code to be used to complete the processing action.

c. MNIC J.

(1) REASON FOR REJECT

(a) The (ZLL/ZLM) Reentry Document rejected from computer processing due to an error in the FSC/NSN.

(b) A Manager Directed Action (pos. 69-70) was attempted against an NSN bearing a delete Key Code (D\_).

(c) A Manager Directed Action to establish a backorder (BB) to be subsequently released by computer was attempted against an item bearing a Pending Gain Key Code (PG).

(2) PROCESSING REQUIRED

(a) If reject was the result of error in the FSC/NSN, review the FSC/NSN field of the (ZLL/ZLM) Reentry Document and process an inquiry of the RCSF in accordance with appendix E-155 P to determine correct FSC/NSNS. Annotate correct FSC/NSN on the Reentry Document and return to ODS for continued processing.

(b) If the reject was the result of a Manager Directed Action taken against an NSN bearing a delete Key Code (D\_), determine the applicable Key Code from NIR Remote Printout and annotate the proper Status Code (pos. 69-70) on the reentry document to effect cancellation of the requisition as prescribed in chapter 48.

(c) If upon securing an NIR Remote Printout, it is determined that the reject was the result of an attempt to establish a backorder (BB) against an NSN bearing a Pending Gain Key Code (PG) enter Status Code CH or Manager Forced/Directed Action Code HB in pos. 69-70 of the reentry document.

d. MNIC K.

(1) REASON FOR REJECT

(a) The Storage Location (pos. 78-80) does not have sufficient quantity (pos. 25-29) in the O/P and Condition Codes cited (pos. 71 and 77, respectively); or

(b) The Storage Location (pos. 78-80) is valid but the O/P Code (pos. 71) and/or the Condition Code (pos. 77) is/are invalid or blank; or

(c) The O/P and Condition Codes (pos. 71 and 77) are valid but the Storage Location (pos. 78-80) cited is not presently listed on NIR.

(2) PROCESSING REQUIRED

(a) When the NIR printout shows that the Storage Location (pos. 78-80) does not have sufficient quantity in the O/P and Condition Codes cited (pos. 71 and 77, respectively), IM should consider shipping total quantity from another location, making split shipments from more than one location, or taking alternate supply action. Reentry document should be in the format of appendix B-127 for ZLL action or B-151 for ZLM action.

(b) When sufficient quantity is available at the Storage Location cited (pos. 78-80) but the O/P and/or Condition Codes (pos. 71 and 77) are invalid or blank on the output document, edit the DLA Form 874 to show the correct code(s) and resubmit.

(c) When the output document contains valid O/P and Condition Codes (pos. 71 and 77) but the Storage Location cited in pos. 78-80 is not on the NIR, edit the DLA Form 874 with a new location, or take alternate supply action.

e. MNIC L.

(1) REASON FOR REJECT

IM directed split actions or substitute action using incorrect DIC.

(2) PROCESSING REQUIRED

Enter the appropriate DIC (ZLL or ZLM) and forward to ODS for continued processing.

f. MNIC P.

(1) REASON FOR REJECT

Request rejected due to an erroneous Manager Forced/Directed Action Code or the action cited in the reentry document is inappropriate.

(2) PROCESSING REQUIRED

(a) Review the (ZLL/ZLM) document for obvious Manager Forced/Directed Action Code errors i.e., DV in lieu of BV. Refer to appendix A-86. Correct entries in pos. 69-70 of the Reentry Document and forward to ODS.

(b) ZLM documents reentered with Action Code HA for which a substitute action was initiated by the IM. In this instance enter the correct action code from appendix A-86. The use of Action Code HA is not authorized for substitute action; since this code allows the computer to take normal supply action. Consequently, the computer could issue a forced substitute which is other than the substitute item entered on the ZLM document by the IM.

(c) ZLL/ZLM document rejected with MNIC-H was reentered with MFDAC HA. Reenter ZLL with a directed action code from appendix A-86.

(d) Check to ensure the IM has not attempted to reject an overseas requisition with Statue Code CW.

g. MNIC U.

(1) REASON FOR REJECT

GFM requisitions are mechanically validated and approved by the applicable MCA prior to ICP edit. Changing certain data elements in these requisitions therefore voids the prior approval and cannot be permitted. MINC U indicates that a Manager has attempted to direct action on a GFM requisition revising data elements which are not authorized for revision. These include NSN, UI, Quantity, Supplementary Address, and Signal Code.

(2) PROCESSING REQUIRED

(a) IM should review requisition to determine whether data contained in original requisition was in error, and a valid need exists to revise one or more of the aforementioned data elements.

(b) If so, action to cancel the requisition by reentry of the ZLL/ZLM with the appropriate MFDAC (appendix A-86) should be taken. Coordination with the MCA may be required prior to submission of a new requisition to ensure the desired item/quantity/consignee is authorized by the GFM contract and has been established in the MCA File.

(c) If the original requisition data is correct, action to continue processing the document by reentry with the appropriate MFDAC (appendix A-86) should be taken.

h. MNIC 1.

(1) REASON FOR REJECT

(a) A denial has been received against a manager directed action (DIC ZLD/ZLL/ZLM) which was recorded as an Issue Transaction DIC D7A, B, C, D, E, or P, or a denial has been received and a reedit cannot be performed because the Unit of Issue against the item has changed or there is no U/I conversion factor.

(b) A denial has been received for a controlled substance item at DPSC-R.

(c) A direct delivery confirmation (DIC ZCM, appendix B-55) has been received from the Contracting Subsystem, the NSN furnished has an NIR which indicates a Unit of Issue other than that in the ZCM, and no reference Unit of Issue or conversion factor is contained in the NIR.

(2) PROCESSING REQUIRED

(a) Review action which resulted in the denial. If clarification of previous action is required, obtain an ARCSF inquiry. Reinstitute the action IAW appendix E-127 P, or if a partial or substitution action is required, reenter IAW appendix E-151 P.

(b) If denial was against a D7P transaction, reenter ZLL with a CA in pos. 69-70. If dollar value of denial plus on-hand balance was \$199.99 or less, request that Inventory and Accounting Section of Stock Control Division initiate a request for special inventory, DIC ZJA, for NSN and location involved. If dollar value of denial plus on-hand balance was \$200 or more, the special inventory request will have already been mechanically generated and no further action is required. If DIC ZLD input, which caused DIC D7P to be created, called for reestablishment of dues-in, i.e., a D was entered in pos. 76 of the ZLD input, it will also be necessary for stock control personnel to prepare and input a DIC DD\_(X) to wipe out the Due-In record.

(c) If the NIR Remote printout reflects a UI change, make necessary corrections to the UI and quantity fields as applicable and reenter the transaction.

(d) If denial is for a controlled substance item, process as follows:

1. Partial cancel quantity denied back to the customer, advising them, alternate supply action cannot be taken due to lack of DEA Form 222. If requirement still exists, submit new requisition along with appropriate forms.

2. Total - Take alternate supply action after ensuring that the shipping depot has returned the DEA Forms 222, parts 1 and 2. If depot has not returned forms, followup with them and request they be returned. Upon receipt, process IAW procedure for ZLL MNIC B, appendix E-127 P.

(d) If ZLL was generated as a result of processing of a direct delivery confirmation requiring Unit of Issue conversion process as follows:

1. If the quantity on the document is accurate for the current Unit of Issue the ZLL can be reentered and the current Unit of Issue and quantity will be used in lieu of the ZLL input data.

2. When research determines that a quantity change is required, the reinput must be by use of the ZLM. The control quantity will reflect the original output quantity being directed while the ZLM quantity will reflect the converted quantity representative of the current Unit of Issue.

i. MNIC 2.

(1) REASON FOR REJECT

Manager has attempted to direct an action using DIC ZLL/ZLM against a document number not recorded in ARCSF, or for which no supply section is available.

(2) PROCESSING REQUIRED

(a) Manager should review document number for possible transposition. If transposed, annotate correct document number and return to ODS for continued processing.

(b) If action cannot be taken for the total quantity, delete the violation.

j. MNIC 3.

(1) REASON FOR REJECT

Manager directed an action citing an invalid or blank quantity on ZLM Reentry Document, or a split action was initiated and the second action citing Suffix Code B in pos. 44 and Suffix Code C in pos. 65 of the reinput document, DIC ZLM, processed prior to the first split action which cited Suffix Code A in pos. 44 and Suffix Code B in pos. 65 of the reinput document. A MNIC 3 will also be output when the total quantity on an input did not equal the total quantity reflected in the ARCSF. This may apply to either an attempt to create a passing order with an incorrect quantity or as a result of initiating a split action on a requisition that has been updated as a result of a partial cancellation being effected.

(2) PROCESSING REQUIRED

(a) Obtain ARCSF inquiry to determine correct quantity. Enter corrected quantity on Reentry Document and forward to ODS.

(b) Obtain ARCSF inquiry to determine the next available suffix code and enter same in pos. 65 on the Reentry Document and forward to IPC.

(c) If the output is a result of a partial cancellation being effected, as evidenced by the Status Code BQ, reinput the directed action(s) ensuring the total quantity input for all partial actions do not exceed the total open quantity. Be sure to review the ARCS carefully because any partial action with a quantity less than the remaining open quantity may have processed in addition to the partial cancellation.

k. MNIC 4.

(1) REASON FOR REJECT

IM directed an action citing an erroneous Ownership/Purpose Code or RIC on Reentry Document, or Lateral Redistribution Order (LRO).

(2) PROCESSING REQUIRED

(a) Manager should make an NIR inquiry, IAW appendix E-143 P, to determine correct Ownership/Purpose Code. Enter correct code in pos. 71 of the Reentry Document and forward to IPC.

(b) When manager directed action was to pass the requisition to another activity for supply support or to generate a LRO, the correct RIC should be entered in pos. 78-80 and forwarded to IPC. The RIC in the LRO should be listed on the TAV SPT.

l. MNIC 5.

(1) REASON FOR REJECT

(a) IM directed an action citing an invalid or erroneous Condition Code on the Reentry Document.

(b) IM directed an action against a DoDAAD Address Code which is invalid or has been suspended from requisition processing.

(c) Mechanical reinstatement of a requisition has been initiated as the result of processing a denial (DIC A6\_) with other than Management Code 3 or 9 and the Activity Address Code is suspended in the DoDAAD.

(d) Internal processing of a DIC ZCM, Cancellation Reason Code ZB, has been initiated as the result of processing a direct delivery cancellation (DIC YPE) and the Activity Address is suspended in the DoDAAD.

(2) PROCESSING REQUIRED

(a) IM should make an inquiry to the NIR, IAW appendix F-143 P. Enter the correct Condition Code in pos. 77 of Reentry Document and forward to ODS. When the Condition Code is L, cancel the document and resort to DIC ZLD or DAC as applicable.

(b) Forward violation to the DoDAAD monitor to determine if activity address is valid. If invalid, ship to address, reject with Status Code CX, if invalid bill to activity, reject with Status Code CX, if address is to be added to DoDAAD, monitor will input interim address IAW DLAM 4140.2, Volume II, Part 1, Chapter 47, and return violation to Rejection Section for reentry. MNIC 5 output based on the reasons cited in subparagraph (1)(c) and (d) above will have a 30-day followup time frame established in the Violation Control File.

m. MNIC 6.

(1) REASON FOR REJECT

The Suffix Code in the input ZLM (pos. 44) is equal to or greater than the computer assigned Suffix Code in pos. 65, or 44 contains invalid Suffix Code I, N, O, P, R, S, Y, Z, 1, or 0 (see appendix A-7).

(2) PROCESSING REQUIRED

IM should correct the Suffix Code so that it is a valid and/or less than the computer assigned Suffix Code.

n. MNIC 8.

(1) REASON FOR REJECT

Manager directed action on ZLM Reentry Document cites an invalid UI.

(2) PROCESSING REQUIRED

IM should make a remote inquiry to the NIR, IAW appendix E-271 P, to determine the correct UI. Enter correct UI on Reentry Document and forward to IPC.

o. MNIC 9.

(1) REASON FOR REJECT

Indicated that a requisition has been received for an NSN which is not recorded in the NIRF, and the CAC of the recorded Service/Agency is not listed in the CAC to RIC Cross-Reference Table.

(2) PROCESSING REQUIRED

The IM will review the request, determine reason for reject, and take the following action: Item not in the NIR and CAC not on CAC to FSC Cross-Reference Table:

(a) IM will route the Manager Review Reentry Document to the Classification Section, Materiel Support Branch, MSO, for processing.

(b) Processing personnel of the Classification Security, Materiel Support Branch, MSO, DSO, will obtain an Item Intelligence File (IIF) printout for the NSN and determine the Activity Code(s) or (CACs) for the Managing Service/ Agency ICP(s). Explanation of data elements of the IIF can be obtained from appendix F-89. Review of the CAC to RIC Cross-Reference Table (appendix F-241) will indicate which CAC(s) have been omitted. A record is to be added to the CAC to RIC Cross-Reference Table IAW appendix E-224 P prior to reentry of the Manager Review Reentry Document, DIC ZLL.

p. MNIC O.

(1) REASON FOR REJECT

Indicates a manager directed action against a FMS requisition which is under 330 days old from date of receipt at the Center and issuable assets are not available above the ROPL to fill the entire quantity.

(2) PROCESSING REQUIRED

(a) The violation will be output to ORC 94 for control and reinput. These violations will be assigned to a designated individual within the MSO of the DSO at direction of the Center Commander or a designated representative.

(b) This individual will ensure that there is an approved OSD directive(s) authorizing the release of these FMS requisitions below the ROPL asset position. In these instances the violation will be reentered and the document will bypass the ROPL edit criteria.

(c) When authority has not been granted to release below the ROPL, the IM will be advised to cease and desist from this type of action and the document will be reentered with the appropriate MFDAC to preclude issuance of materiel below the ROPL position.

5. REENTRY INSTRUCTIONS

a. Review all other data elements contained in the Manager Review Reentry Documentss and assure all data are correct prior to input.

b. The ORC of the processor must be written in the appropriate spaces on the document format, DLA Form 874 except when the preprinted ORC is the same as the ORC of the processor. In all instances the ORC of the processor must be entered in the appropriate spaces.

c. Forward corrected Review Reentry Documentss to data entry subsequent reentry to computer processing.

6. FLOWCHART

Flowchart not required.