

APPENDIX E-135 V

DoD ACTIVITY ADDRESS DIRECTORY (DoDAAD) FILE  
INQUIRY TRANSACTION VIOLATIONS

1. INPUT DOCUMENT

Appendix B-135, DoD Activity Address Directory (DoDAAD) File Inquiry Document, DIC ZBX.

2. INPUT TO PROCEDURE DECISION CHARTS

None.

3. PURPOSE, CONTENTS AND RESPONSIBILITIES

This appendix is applicable to chapter 47 and provides instructions for the research, correction, and reentry of DoDAAD File Inquiry Transactions which have been rejected from computer processing. Reasons for computer rejection are identified by in-the-clear message or by VRC OG. Processing of all in-the-clear reject messages are the responsibility of (requesting personnel) the Offices or Directorates which may interrogate the DoDAAD File, i.e., DSO, Office of Comptroller, DP&P, Office of Installations and Services, or ODS. Processing and verification of the inquiry identified as VRC OG is the responsibility of the Chief, MSO, DSO, or the DPSC counterpart.

VIOLATION

REASON CODES

DEFINITION

OG	Mass Cancellation and System Inquiry Verification Request.
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4. PROCESSING/RESEARCH INSTRUCTIONS FOR VIOLATION REASON CODE

VRC OG.

(1) REASON FOR VIOLATION/ERROR CONDITION

VRC OG indicates that either a mass cancellation or a system inquiry verification is required for Action Codes DL, DM, DP, and Action Code DN with data in pos. 14-15, an M in pos. 7, or data in pos. 28 or with an X in pos. 29, 30, 31, 32, 33, or 34 or the documents are identified in the entry process as having an invalid action code assigned. VRC OG will always be output on a Controlled Violation Listing, appendix F-122.

(2) PROCESSING/RESEARCH REQUIRED

The Chief, MSO, DSO, or the DPSC counterpart, will determine whether or not there is an IOM for this DIC and Action Code on file.

(a) If there is an IOM, specific format and data elements will be checked and reentry action will be accomplished for further processing by using Reentry Code ER.

(b) If there is no IOM, the applicable division will be queried to see if this is a valid requirement. If it is not valid, reentry will be accomplished for deletion by using Reentry Code D\_. If it is a valid requirement, the requesting division will furnish the Chief, MSO, all pertinent facts relating to this action by IOM and reentry action will be accomplished for further processing by using Reentry Code ER.

(c) Those documents identified in the entry edit as having an invalid/blank entry in the action code field will violate under VRC OG. These violations will be deleted and a new input document prepared and entered.

#### 5. PROCESSING/RESEARCH INSTRUCTIONS FOR IN-THE-CLEAR MESSAGES

a. In the main, the in-the-clear messages applied to DoDAAD Inquiry reject actions are self-explanatory, and each reentry action, if required, will be accomplished as a new input document. The following is a brief recapitulation of in-the-clear reject messages:

<u>MESSAGE</u>	<u>EXPLANATION</u>	<u>WILL APPEAR ON</u>
ACTION CODE IS INVALID	Action Code, pos. 79-80, is not DL, DM, DN, or DP (appendix A-42).	F-225
THIS INQUIRY UNMATCHED TO DoDAAD FILE	The input inquiry key does not match an existing basic (Master) or Cross-Reference record in the DoDAAD file.	F-105 F-225 F-226
FILE PRINTOUT CODE NOT VALID	The file print code appearing in pos. 77 is not B, D, or M.	F-226
INQUIRY KEYS ARE BLANK	The specific inquiry key which should appear between pos. 7 and 35, dependent on which Action Code is blank.	F-226
FOR WRITEOUT OF THIS INQUIRY SEE ORC — —	The rejected inquiry is a duplicate of a previously submitted/processed inquiry card. the submitter should contact the ORC whose inquiry was processed for required information.	F-105 F-225 F-226
INVALID SERVICE ASSIGNMENT/ FEDSTRIP CODE	Service Assignment/FEDSTRIP Code, pos. 14-15, is invalid or unmatched. See appendix A-5.	F-226

b. In the event reentry action is required, the inquiry should be prepared and justified as a new input action, in accordance with appendix E-135 P.

6. REENTRY INSTRUCTIONS

a. Review remaining data elements contained in violation output document 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 ORC Table (appendix F-20). Reentry instructions may be found DLAH 4745.2, Volume I, Part 1, Chapter 3, Verb SVRR.

7. FLOWCHART

Flowchart not required.