

APPENDIX E-155 V

REQUISITION HISTORY FILE INQUIRY VIOLATIONS

1. INPUT DOCUMENT

Requisition Control and Status and Requisition History File Inquiry Documents, DIC ZCX, appendix B-155.

2. INPUTS TO PROCEDURE DECISION CHART

None.

3. PURPOSE, CONTENTS, AND RESPONSIBILITIES

a. This appendix is applicable to chapter 4 and provides instructions for inquiry documents with invalid Action Codes. The Management Support Office (MSO) within the Directorate of Supply Operations (DSO) is responsible for processing this violation.

b. Action Codes BA, BB, BC, BL, BN, BP, BQ, and BX are inquiries capable of producing large masses of paper and tying up considerable computer time. When processed, these inquiries will result in Violation Reason Code OG which is directed to the Chief, MSO/OG Monitor in MSO. At time of preparation of inquiry document, originator must also prepare justification type IOM (division level signature only) to Chief, MSO. If MSO determines to approve mass inquiry and reinput Violation Reason Code OG (using Reentry Code ER in pos. 12-13), MSO must prepare IOM, attach to reentry document, and forward to ODS.

VIOLATION

REASON CODES

DEFINITION

OG	Mass Cancellations and System Inquiry Verification Request.
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4. PROCESSING/RESEARCH INSTRUCTIONS

VRC OG.

a. REASON FOR VIOLATION/ERROR CONDITION

Violation Reason Code OG indicates that either a mass cancellation or a system inquiry verification is required for DIC ZCX with Action Codes BA, BB, BC, BL, BN, BP, BQ, BX, or the documents are identified as having an invalid Action Code assigned.

b. PROCESSING/RESEARCH REQUIRED

The Chief, MSO, DSO will see if there is an Inter-Office Memorandum (IOM) for this DIC and Action Code.

(1) 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.

(2) 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.

(3) Those documents identified in the entry edit of having an invalid/blank entry in the Action Code field will violate under Reason Code OG. In these instances, processing personnel will determine the originator (from input ORC), obtain the applicable source document or correspondence necessitating the input action and/or type of printout desired and determine the correct Action Code required from those listed in appendix A-42 and/or B-155. The OG violation will be deleted and another DLA Form 866, Transcript for Requisition Status File and Requisition History File Inquiry, will be prepared and entered.

(4) If inquiry is not appropriate or desired, reentry will be accomplished for deletion by using Reentry Code D in pos. 12.

#### 5. 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 the Output Routing Code Table (appendix F-20). Reentry instructions may be found in DLAH 4745.2, Volume I, Part 1, Chapter 3, Verb SVRR.

#### 6. FLOWCHART

Flowchart not required.