

APPENDIX E-160 P

SERVICE/AGENCY-OWNED ASSETS REPORTING TABLE

1. PURPOSE

This appendix describes the preparation of the Service/Agency-owned Assets Reporting Table, DIC ZLB, appendix B-160, for establishment, change, or deletion of a record in the Service/Agency-owned Assets Reporting Table, appendices C-46/F-14. This table is used in ADP transaction reporting, asset reporting, and financial billing/credit actions.

2. APPENDICES USED IN THIS PROCESS

- a. Appendix B-160, Service/Agency-owned Assets Reporting Table Document.
- b. Appendix C-46, Service/Agency-owned Assets Reporting Table.
- c. Appendix F-14, Service/Agency-owned Assets Reporting Table.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

Plans and Programs Branch, Management Support Office, Directorate of Supply Operations or its counterpart at DSCP.

4. PROCEDURES/INSTRUCTIONS

a. The Service/Agency-owned Assets Reporting Table, appendices C-46/F-14, consists of the Military Service/Agency Activity address to which ADP transactions reporting, asset reporting, and financial billing/credit actions are to be forwarded.

b. The Service/Agency-owned Assets Reporting Table Document, DIC ZLB, appendix B-160, is prepared by processing personnel to establish, change, or delete a record in the table. In order to change a Service Code, Ownership Code, RIC, and Exception Code in the table, processing personnel must first process a delete (Action Code AB) prior to processing an add (Action Code AA). This document is also used to request a printout of the entire table, appendix F-14.

c. Upon notification from HQ DLA, or the Military Service/Agency ICP, processing personnel will take the following action to establish, change, or delete the record in the Service/Agency-owned Assets Reporting Table, appendix C-46 and/or appendix F-14. Prepare coding document, in duplicate, in the format of appendix B-160. Enter action code in pos. 79-80 from appendix A-42 as follows:

(1) AA - Add or change entry in table.

(2) AB - Delete entry from table.

(3) AC - Printout of the entire Service/Agency-owned Assets Reporting Table, appendix F-14.

- d. Retain duplicate copy of coding document for control purposes.
- e. Forward original coding document through data entry facility to ODS for processing.
- f. As result of processing a Service/Agency-owned Assets Reporting Table Document, DIC ZLB, appendix B-160, in accordance with appendix D-111, a Service/Agency-owned Assets Reporting Table, appendix F-14 is prepared and one copy is forwarded to constant ORC 94 for redistribution to the table monitor.
- g. The F-14 Report will be reviewed by the requester to assure that the change action intended by input of the Service/Agency-owned Assets Reporting Table Document is processed as desired.
- h. When the entire printout of the table is required using Action Code AC, the report will be used for the purpose requested.
- i. When a DSC has no commingled stock, a nonsignificant entry must be made to make the program work. The note on appendix B-160 states the required nonsignificant entry.

5. FLOWCHART

Flowchart not required.