

APPENDIX E-221 V

SUPPLY OPERATIONS REPORT CARD VIOLATIONS

1. INPUT DOCUMENT

Supply Operations Report File Card, DIC ZME, appendix B-221.

2. INPUT TO PROCEDURE DECISION CHART

Appendix D-188.

3. PURPOSE CONTENTS AND RESPONSIBILITIES

This appendix is applicable to chapter 44 and provides instructions for the research, correction and reentry of Supply Operations Report File Cards which have been rejected from computer processing. The various reasons for computer rejection are listed below in Violation Reason Code sequence. The Monitor assigned within the Management Support Office, Directorate of Supply Operations (DSO) is responsible for processing these violation output documents.

VIOLATION

REASON CODES

DEFINITION

CF	Action Code Invalid or Blank.
DE	Duplicate Document (Add Action).
EI	Basic Service Code Invalid.
K2	Table Full.
PU	Input does not match Record.
R3	Supply Operations Report File Card (Add, Change or Delete). Entry Invalid.

4. PROCESSING/RESEARCH INSTRUCTIONS

a. VRC CF.

(1) REASON FOR VIOLATION/ERROR CONDITION

Violation Reason Code CF indicates that the Action Code entered in pos. 28-29 of the input document is other than an authorized action code as defined in appendices B-221 and A-42.

(2) PROCESSING/RESEARCH REQUIRED

The only acceptable Action Codes for this process are PA, PC or PD. Other alphas, numerics or blanks will cause the input to violate. Processing personnel (Monitor) will screen source documents for matching

data elements to determine what action was intended for the input card and thus determine the correct Action Code. Annotate the correct Action Code and process for reentry as indicated in paragraph 5 below. Upon receipt of the next Supply Operations Report, appendix F-40, verify that the input action processed as desired and destroy or file any suspended source documentation.

b. VRC DE.

(1) REASON FOR VIOLATION/ERROR CONDITION

Violation Reason Code DE indicates that an add action, under Action Code PA, matches the Supply Operations Report File on Reporting Code Designator, pos. 7-9, and as applicable, the Basic Service Code, pos. 30.

(2) PROCESSING/RESEARCH REQUIRED

Determine whether or not the input Supply Operations Report File Card, DIC ZME, contained an invalid entry or error in the Reporting Code Designator and/or Basic Service Code field, from suspended source documents. When it is determined that the input document is actually a duplicate, destroy the violation output. When it is determined that the input document contained invalid data, annotate the correct Reporting Code Designator and/or Basic Service Code and process for reentry as indicated in paragraph 5 below. Upon receipt of the next Supply Operations Report, appendix F-40, verify that the input action processed as desired and destroy or file any suspended source documentation.

c. VRC EI.

(1) REASON FOR VIOLATION/ERROR CONDITION

VRC EI indicates that the input document is attempting to add a record to the Supply Operations Report File for a Project Code, and the Basic Service Code, pos. 30, contains other than a Basic Service Code defined in appendix A-161.

NOTE: The Basic Service Code is used to differentiate between seemingly duplicative Project Codes assigned by the Services/Agencies.

(2) PROCESSING/RESEARCH REQUIRED

Determine the correct Basic Service Code for the Service/Agency whose Project Code is to be monitored by review of appendix A-161, and prepare the violation output for reentry IAW paragraph 5 below.

d. VRC K2.

(1) REASON FOR VIOLATION/ERROR CONDITION

VRC K2 indicates that an attempted add action could not process because the Supply Operations Report File already contains Reporting Code Designators for 52 Project Codes, 12 NMCS/ANMCS Conditions (by Military Service), and one aggregate.

(2) PROCESSING/RESEARCH REQUIRED

Determine whether or not the Project Code being entered is to be monitored locally or by HQ DLA. If it is a local requirement to be entered and the Supply Operations Report File contains other locally monitored projects, determine which requirement is required and take action to delete local code(s) as required. If it is a local requirement to be entered and the File contains all DLA monitored projects, take no action, since DLA monitored projects take precedence. If it is a DLA requirement to be entered and the File contains local codes, prepare a Supply Operations Report File Card, DIC ZME, with Action Code PD to delete one of the codes which the DSC is monitoring, prior to preparation of the violation output for reentry. If it is a DLA requirement to be entered and the File contains all DLA codes, contact HQ DLA, ATTN: DLA-OSM, to determine the necessary course of action required, e.g., which codes will be maintained and/or deleted.

e. VRC PU.

(1) REASON FOR VIOLATION/ERROR CONDITION

VRC PU indicates that a change or delete action was attempted and the Reporting Code Designator, pos. 7-9, and/or the Basic Service Code, pos. 30, did not match the Supply Operations Report File.

(2) PROCESSING/RESEARCH REQUIRED

Determine whether or not the input Supply Operations Report File Card, DIC ZME, contained an invalid entry or data entry error in the Reporting Code Designator and/or Basic Service Code field, from suspended source documents. When it is determined that the input document is correctly coded and a delete action was intended, destroy the violation output. When it is determined that the input document is correctly coded and a revision action was intended, destroy the violation output and prepare a new input coded as an add action in accordance with appendix E-221 P. When it is determined that the input document contained invalid data in the Reporting Code Designator and/or Basic Service Code field(s), determine the correct code(s) and process for reentry as indicated in paragraph 5 below. Upon receipt of the next Supply Operations Report, appendix F-40, verify that the input action processed as desired and destroy or file any suspended source documentation.

f. VRC R3.

(1) REASON FOR VIOLATION/ERROR CONDITION

The Violation Reason Code R3 covers errors in multiple fields, on add or change actions, depicted in appendix D-188, as follows:

- (a) Date of First Report Invalid or Blank.
- (b) Starting Date Invalid or Blank.
- (c) Ending Date Invalid or Blank.
- (d) AUTODIN Output Indicator Invalid or Blank.

(e) All Data Fields Blank (Revision Action).

(f) Reporting Code Designator Blank (Add Action).

(2) PROCESSING/RESEARCH REQUIRED

The Violation Output Document will reflect the total data entered on the input card. Determine from review of the violation output and the suspended source documentation which fields are invalid and correct the invalid data element, for reentry as indicated in paragraph 5 below.

5. REENTRY INSTRUCTIONS

a. Review remaining data elements contained on the Violation Output Document to detect any other invalid data and correct as necessary.

b. Reentry methods for violations are contingent upon type of violation output. Type of output is an option recorded in the Output Routing Code Table (see appendix F-20). The following codes are the various options with reentry instructions:

<u>CODE</u>	<u>OUTPUT</u>	<u>REENTRY</u>
1	ZLR - Controlled Violation Listing, appendix F-122	Corrected data and/or reentry code (A-62) will be entered on appendix F-122 with colored pencil or ink and submitted as provided in appendix E-066 P.
3	Uncontrolled Violation Listing, appendix F-117	Reentry, when required, will be accomplished prescribed in appendix E-346 P.

6. FLOW CHART

Flow chart not required.