

APPENDIX E-259 P

DEPOT BALANCE AND/OR TRANSACTION DISCREPANCY (DLA FORM 1301)

1. PURPOSE

This procedure is applicable to chapter 7 and provides instructions for processing the DLA Form 1301 which is prepared by the nonaccountable DLA storage activities only and forwarded to DSCs whenever differences are found between DSC records and parallel records being maintained at the depots. The procedures contained herein are therefore not applicable to those activities.

2. APPENDICES USED IN THIS PROCESS

- a. Appendix F-45, Requisition History Interrogation.
- b. Appendix F-109, National Inventory Record (NIR) Printout.
- c. Appendix F-110, Transaction History File Printout.
- d. Appendix F-114, Requisition Control Status Printout.
- e. Appendix F-184, Due-In File Printout Inquiry List.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

The MSO, DSO and the Requisition Processing Branch and/or Inventory Accounting Branch, DSO, are responsible for processing the DLA Form 1301.

4. PROCEDURES/INSTRUCTIONS

a. The nonaccountable DLA storage activities will forward two copies of the DLA Form 1301 directly to LPD at each DSC. Type of Discrepancy will be indicated on the DLA Form 1301 as a two digit alpha/numeric code as shown below:

<u>CODE</u>	<u>DEFINITION</u>
A-1	MRO dropped by DSC - Not received at storage activity.
A-2	Receipt not posted by DSC.
A-3	MRO not dropped by DSC.
A-4	Exception MRO not dropped by DSC.
A-5	Canceled MRO not reinstated by DSC.
A-6	Duplicate MRO not reinstated by DSC.

<u>CODE</u>	<u>DEFINITION</u>
A-7	Reactivated MRO not dropped by DSC.
A-8	No printout (depot use only - will not be forwarded).
A-9	Receipt duplicated by DSC.
A-10	Miscellaneous.

b. MSO will:

(1) Receive letters of transmittal with two copies of DB and TD Reports.

(2) Sort Depot Balance (DB) and Transaction Discrepancy (TD) Reports by type of discrepancy (Reason) code for distribution to organizational elements responsible for research and corrective action. Reason A-10, Miscellaneous, will be distributed to appropriate Branch, based on storage activity remarks indicating whether mismatch is attributed to requisition- related or receipt/adjustment-related transaction.

(3) Reproduce letters of transmittal and attach to sorted batches for distribution.

(4) Prepare DLA Form 258, establishing a 10 working day suspense and attach to reproduced letters of transmittal.

(5) Verify receipt of DB and TD reports with summary furnished by storage activity transmittal letter.

(6) Establish and maintain a control register to record at least, but not limited to, the following:

(a) Depot identification.

(b) Month of activity.

(c) Date of transmittal letter.

(d) Date of receipt of transmittal letter.

(e) Number of DB and TD reports received by Reason Code.

(f) Number of reports returned completed by Reason Code.

(7) Hand-carry letters and batches from subparagraph b(3) to responsible Branches.

(8) Receive weekly lists of resolved DB and TD Reports from responsible Branches.

(9) Update control register in accordance with subparagraph (6) (f).

(10) Initiate followup action to determine status when no response is received by the suspense date.

(11) At least quarterly or more frequently if the volume of mismatches warrants it, LPD should review the control register for the purpose of determining if a system deficiency exists in those cases where the same type mismatches keep occurring. If so, a complete analysis should be made and recommendations for any systems changes should be forwarded to MMSL.

c. Requisition Processing Branch, Stock Control Division will:

(1) Receive copy of transmittal letters with batches of DB and TD Reports from LPD and process as follows:

(a) Reason Code A-1, MRO dropped by DSC - Not received at storage activity.

1. If there is a large volume of this type error, check with MSO to determine if any batches failed to get transmitted or if there were rejects from AUTODIN not reentered. If so, have LPD initiate action for retransmission. If not, process as indicated below.

2. Prepare DIC ZCX, RHF Interrogation IAW appendix E-155 P for each document number cited on DB and TD reports.

3. Match F-045 with DB and TD Report.

4. Analyze actions reflected on F-045, which will fall into categories to be processed as follows:

a. Only original document and DIC A5_ are recorded and customer is MAP: Prepare duplicate DIC A5_ manually and forward for transmission via AUTODIN to the storage activity.

b. DIC AE6 with Status Code BF is recorded, but no DIC AF1 recorded, and customer is MAP: Same action as in subparagraph c(1) (a) 4a.

c. Only original document and DIC A5_ are recorded and the customer is other than MAP: Prepare and input DIC AF1.

d. DIC AE6 with Status Code BF is recorded, but no DIC AF_ recorded, and customer is other than MAP: Prepare and input DIC AF1.

e. Prepare DIC ZCX and verify on resulting F-045 that MRO was processed.

f. DICs AF1, AF6, AE6 with BF and reactivated DIC A5_ are recorded: No corrective action required.

NOTE: Coordinate actions with Requisition Processing Branch on documents originated by that Branch.

(b) Reason Code A-3, MRO not dropped by DSC.

1. Prepare DIC ZQA, THF Inquiry IAW appendix E-104 P for each NSN cited on DB and TD Reports.

2. Prepare DIC ZCX, RHF Interrogation IAW appendix E-155 P for each document number cited on DB and TD Reports.

3. Match F-110 and F-045 with DB and TD Reports.

4. Analyze actions reflected on the respective file printouts, and process as follows:

a. When no transaction is recorded in the THF, and RHF shows document in BD status, coordinate with IM and/or ESOC to prepare and input DIC ZLL/ZLM with Manager Forced/Directed Action Code HE in pos. 69-70 and RIC of storage activity in pos. 78-80.

b. When no transaction is recorded in the THF and document is not recorded in the RHF, coordinate with IM and/or ESOC to prepare and input the DIC A_ document with Manager Forced/Directed Action Code 7 in pos. 77 and RIC of storage activity in pos. 78-80.

c. When RHF shows MRO issued to different location by routine computer edit, coordinate with IM and/or ESOC to verify that off-line MRO was issued to the reporting storage activity. (THF for reporting depot shows no record of MRO.) Obtain ARCSF remote writeouts until NO RECORD is reflected. Prepare and input duplicate DIC A_ document with Manager Forced/Directed Action Code 7 in pos. 77, and RIC of reporting depot in pos. 78-80. If originating DIC is A4_, it is not necessary to wait for NO RECORD. Prepare and input a DIC A4_ with 7 in pos. 77, advance the suffix code, and place the RIC of the reporting depot in pos. 78-80.

d. When Requisition History and THFs show MRO issued to different location by a post-post transaction, coordinate with IM and/or ESOC to verify that off-line MRO was issued to the reporting depot and that post-post transaction recorded is erroneous. Prepare and input DIC AC1; and DIC AE6 with Status Code BQ; and input to next cycle. Obtain ARCSF remote after succeeding purge(s) of the ARCSF until NO RECORD response is received. Prepare and input duplicate requisition document with Manager Forced/Directed Action Code 7 in pos. 77 and RIC of reporting storage activity in pos. 78-80.

e. Prepare DIC ZCX and verify on resulting F-045 that MRO processed.

(c) Reason Code A-4, Exception MRO not dropped by DSC.

1. Process IAW subparagraph c(1)(b).

2. When additional clarification/data is required, research the Part Number in the Exception Data File, or Requisition History.

(d) Reason Code A-5, Canceled MRO not reinstated by DSC:

1. Prepare DIC ZCX, RHF Interrogation and DIC ZQA, THF Inquiry for document and NSN on each DB and TD Report.

2. Match printouts with DB and TD Reports.

3. Analyze actions reflected on printouts which fall into categories to be processed as follows:

a. When F-045 and F-110 reflect reversal: No corrective action required.

b. When F-045 reflects DIC AG6 with Status Code BQ, but no AC_ is posted, and F-110 does not reflect reversal, verify cancellation request, then prepare and input DIC AC_, followed by DIC AG6 input to the next cycle. When cancellation is not desired, prepare and forward DIC A5_ off-line, citing next unused suffix. Upon receipt of either DIC ARO or A6_, document will violate: Change suffix on reentry document, to the one on DIC AG6, and input.

c. Obtain ARCSF remote printout after cycle is run to verify BQ status.

(e) Reason Code A-6, Duplicate MRO not reinstated by DSC:

1. Prepare DIC ZCX, RHF Interrogation and DIC ZQA, THF Inquiry for document and NSN on each DB and TD Report.

2. Match printouts with DB and TD Reports.

3. Analyze actions reflected on printouts which fall into categories to be processed as follows:

a. When F-045 and F-110 reflect only one DIC A5_ issued to reporting depot: Coordinate with ESOC to determine whether off-line MRO was transmitted as well as computer-generated transaction. When confirmation of one MRO has been posted, prepare and input DIC ZHR for total quantity shipped.

b. When no confirmation has been posted, prepare and input ARA for total quantity shipped.

c. Obtain ARCSF remote printout after cycle is run to verify posting of corrective data.

(f) Reason Code A-7, Reactivated MRO not dropped by DSC.

1. Prepare DIC ZCX, RHF Interrogation for each document number cited on Discrepancy Reports. (Form 1301).

2. Match F-045 for each inquiry.

3. Analyze action reflected on F-045, and process as follows: Determine pertinent actions, such as date of original DIC A5_, date of DIC AF_ (1, 2 or 3), date of DIC AE6 with BF Status Code, and date of reactivated DIC A5_.

(g) Reason Code A-10, Miscellaneous.

1. Analyze depot remarks to determine probable cause of mismatch.

2. Prepare and input pertinent file inquiries (e.g., DICs ZCX, ZQA).

3. Match printouts with DB and TD Reports.

4. Analyze DSC actions recorded and determine actions required to effect balance with depot records.

5. Prepare and input documents as required to effect record balance.

(2) Annotate pertinent DICs and dates and/or narrative explanation on two copies of DB and TD Report.

(3) Accumulate originals and forward to depot each day as actions are completed.

(4) File one copy with supporting printouts in NSN sequence and retain the copies until the next physical inventory on the item(s).

(5) Send weekly list of control numbers of DB and TD Reports completed and returned, to LPD for updating control register in accordance with subparagraph b(9).

d. Inventory Accounting Branch, Stock Control Division will:

(1) Receive copy of transmittal letter with batches of DB and TD Reports from LPD and process as follows:

(a) Reason Code A-2, Receipt not posted by DSC.

1. Prepare and input DIC ZQA, THF Inquiry, DIC ZCJ, Due-In File Inquiry, and DIC YPH, Procurement System Interrogation when reported receipt is DIC D4_, for each document number cited on DB and TD reports.

2. Match printouts with DB and TD Report.

3. Analyze transactions reflected on printouts which fall into categories to be processed as follows:

a. Quantity on DB and TD Report posted as receipt Condition Code L: No corrective entry required.

b. Receipt posted by other than DICs D4_/D6_ (e.g., DIC D8_ or DIC D9_ reversal): No corrective entry required.

c. Receipt posted to new NSN (catalog change): No corrective entry required. Advise storage activity to remark stocks.

d. Receipt not posted: Research Violation Listing, F-110, F-184 and F-231 to determine status of computer files. Coordinate with Comptroller and/or DP&P as necessary to update files. Prepare and input receipt transaction (DIC D4_/D6_) or violation reentry. Prepare and submit DIC ZCJ or ZQA inquiry to verify posting of receipt transaction on printout.

(b) Reason Code A-9, Receipt duplicated by DSC.

1. Prepare DIC ZQA, THF Inquiry for NSN on each DB and TD Report.

2. Match F-110 with DB and TD Report.

3. Analyze date on F-110, and process as follows: When duplicate posting is reflected on F-110, prepare and input receipt reversal transaction.

(c) Reason Code A-10, Miscellaneous.

1. Analyze depot remarks to determine probable cause of mismatch.

2. Prepare and input pertinent file inquiries (e.g., DICs ZQA, ZCJ).

3. Match printouts with DB and TD Reports.

4. Analyze DSC action recorded and determine actions required to effect balance with storage activity records.

5. Prepare and input documents as required to effect record balance.

(2) Annotate pertinent DICs and dates or narrative explanation on DB and TD Report.

(3) Accumulate originals and forward to depot each day as actions are completed.

(4) File one copy with supporting printouts in NSN sequence and retain the copies until the next physical inventory on the item(s).

(5) Send weekly list of control numbers of DB and TD Reports completed and returned to LPD for updating control register IAW subparagraph b(9).