

APPENDIX E-293 P

STRATIFICATION DATA CHANGE TRANSACTION

1. FORM/REPORT USED

Standard 80-80 Input Document or DD Form 1348m.

2. REASON/CRITERIA FOR PREPARATION

The Stratification Data Change Transaction, DIC ZTB, is prepared in the format of appendix B-286 for the purpose of effecting adjustments to the Stratification Data Record.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

The Item Manager or other DSC selected personnel will originate the DIC ZTB and forward to the Management Support Office, Directorate of Supply Operations, who is responsible for the simultaneous input of all Stratification Data Change Transactions.

4. PROCEDURES/INSTRUCTIONS FOR PREPARATION OF FORM/REPORT

a. Source(s) of Information:

As a result of reviewing the first Supply Control File Daily Output of the quarter, certain erroneous data, recorded in the SCF, in need of correction, may be brought to the attention of the Management Support Office by the Commodity Branch or from within the Management Support Office itself from reviewing certain management listings.

b. Special Instructions:

Whenever the Stratification Data Record is changed by submission of the DIC ZTB, it is incumbent upon the Management Support Office to notify the applicable Commodity Branch of the necessity to submit the necessary documentation which will effect similar changes in the SCF. When the Stratification Data Record and the SCF are changed simultaneously, as indicated above, the records will be compatible.

c. Preparation of Form/Report:

The Stratification Data Change Transaction is manually prepared in the following format:

<u>FIELD</u> <u>POSITIONS</u>	<u>INSTRUCTIONS</u>
1-3	Enter DIC ZTB.
4	Enter third position of DSC RIC.
5	Enter Stratification Code.

<u>FIELD POSITIONS</u>	<u>INSTRUCTIONS</u>
6-10	Enter Control Block A.
11-15	Enter Control Block B.
16-20	Enter Control Block C.
21-24	Enter FSC.
25-33	Enter NIIN.
34	Enter Type Pack Code (for Subsistence only).
35-36	Enter applicable Stratification Correctable Item Code from appendix A-124.
37-45	Enter applicable data elements.
46-47	Same as pos. 35-36.
48-56	Same as pos. 37-45.
57-58	Same as pos. 35-36.
59-67	Same as pos. 37-45.
68-69	Same as pos. 35-36.
70-78	Same as pos. 37-45.
79-80	Enter ORC.

d. Disposition of Form/Report:

The completed Stratification Data Change Transactions will be batched by the Management Support Office and forwarded to the ODS in sufficient time to have the changes entered and introduced to the Stratification Data Record prior to the Stratification Run.

5. PROCEDURES/INSTRUCTIONS FOR PROCESSING RESPONSE OR RETURNED FORM

Not applicable.

6. DISPOSITION OF FORM AFTER FINAL ACTION

Not applicable.

7. FLOWCHART

Flowchart not required.