

APPENDIX E-338 P

ENTRY-EXIT EXCEPTION LIST

1. PURPOSE

This appendix is applicable to chapter 30 and describes the processing of documents reflected on the appendix F-68, Entry-Exit Exception List, that are rejected or require special handling as indicated by the in-the-clear message.

2. APPENDICES USED IN THIS PROCESS

- a. DoD 4000.25-1-M, MILSTRIP.
- b. DoD 4000.25-1-S1, MILSTRIP Routing Identifier and Distribution Codes.
- c. DoD 4000.25-7-S1, Fund Code Supplement to MILSBILLS.
- d. Appendix A-1, Document Identifier Codes.
- e. Appendix A-5, Service Assignment Codes.
- f. Appendix A-10, Distribution Codes.
- g. Appendix A-123, Reject Advice Codes.
- h. Appendix B-26, Physical Inventory Request Document.
- i. Appendix B-113, Physical Inventory Cancellation Document.
- j. Appendix B-117, Due-In File Inquiry.
- k. Appendix B-133, DoD Activity Address Directory (DoDAAD) File Update Transaction.
- l. Appendix B-143, National Inventory Record (NIR) Inquiry.
- m. Appendix B-168, MRO Daily Report Transaction.
- n. Appendix E-113 P, Physical Inventory Cancellation Document.
- o. Appendix E-133 P, DoD Activity Address Directory (DoDAAD File Update Transaction).
- p. Appendix E-333 P, Document Control Tables.
- q. Appendix E-429 P, Interrogating TIR by Assigned NIIN or Assigned Permanent System Control Number (PSCN).
- r. Appendix F-53, Document Control Table Printout and Reject List.

- s. Appendix F-109, National Inventory Record (NIR) Printout.
- t. Appendix F-184, Due-In File Printout Inquiry List.
- u. Appendix F-211A, Preinventory Item List.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

The Logistics Program Division (LPD) in the Directorate of Supply Operations (DSO), in conjunction with the Office of Telecommunications and Information Services (OTIS) and DLA Systems Design Center (DSDC), is responsible for processing the documents reflected on this listing.

4. PROCEDURES/INSTRUCTIONS

a. The following reject or special handling messages may be reflected on the Entry-Exit Exception List, appendix F-68:

b. The message INVALID INPUT or INVALID DIC reflected on the appendix F-68 indicates that the DIC in pos. 1-3, of the accompanying document is not authorized for entry into SAMMS (or DWASP at collocated activities) processing or is not included in one of the three Entry Document Control Tables (DCTs), appendix F-53. Processing personnel will check the DIC, pos. 1-3, against the sequential listing of DICs in appendix A-1 and:

(1) When the input DIC is found to be valid in appendix A-1, the responsible personnel in the Logistics Program Division in the Directorate of Supply Operations, will determine whether or not an entry to one of the DCTs is required.

(a) If an entry to a DCT is required, contact the OTIS to initiate corrective action as prescribed in appendix E-333 P. When review of the appendix F-53 determines that the input DIC has updated the DCT, return the document to the OTIS for entry into the applicable mechanical process.

(b) If an entry to the DCT is not required, determine which activity submitted the transaction, and return the document by mail with appropriate correspondence.

(2) When the input DIC is confirmed to be invalid, and is other than DIC DZG, manually compare the column-by-column entries of the invalid document against the B appendices of this manual to identify the format of the rejected document. Determine the correct DIC using the B appendix, the Alphabetic Index of B appendices, the Cross-Reference of Document Identifier Codes to applicable B and D appendices or the sequential listing of DICs listed in appendix A-1.

(3) In the event processing personnel cannot identify the correct format or DIC involved from review of the B appendices, screen the Entry-Exit Exception List, appendix F-68 for a 3-position entry which could represent the Routing Identifier Code (RIC) of a submitting DSC/Depot (i.e., S9C, SCC, and so forth). See subparagraph 2b.

(a) When such an entry is found, contact the prospective DSC/Depot (digital communication element), by telephone, furnishing all details from the Entry-Exit Exception List, appendix F-68, to include the probable date of receipt and request review of recent transmissions to identify the rejected document.

(b) On receipt of the DSC/Depot reply indicating a probable DIC, locate and rereview the applicable B appendix to confirm/reject the DSC/Depot suggestion.

(c) If AUTODIN data are appended under a special message, the originator may be serviced by the Digital Branch, to retransmit the data in question.

(4) When the appendix F-68 header information immediately preceding the invalid DIC listed identifies the invalid DIC as a locally originated DLA input, contact the responsible element cited by telephone, furnishing all details from the Entry-Exit Exception List and request assistance in identification of the reject. On receipt of advice from them indicating the correct DIC, locate and rereview the applicable B appendix to confirm the recommended DIC identification. Should an improperly prepared activity document from the DWASP Subsystem inadvertently appear on the appendix F-68 listing under a wrong reject header, handcarry the applicable document(s) to the responsible section for correction and reinput by the activity so identified.

(5) When processing personnel, with assistance from the prospective submitting DSC/Depot or submitting ORC, cannot positively identify the correct DIC for the rejected document, the Entry-Exit Exception List, appendix F-68, and related document will be suspended within the Administrative Services Branch for a period of seven days. This suspense period will allow operating personnel of other branches/offices/divisions to query the Administrative Services Branch in the event an expected output is not received. On expiration of the 7-day suspense, and when an inquiry identifying the correct input document is not received, the Entry-Exit Exception List, appendix F-68, will be destroyed.

(6) When the correct DIC has been identified, annotate the correction directly below the erroneous DIC, pos. 1-3, on the document. A distinctive colored pencil will be used for ease in keypunching. Forward the annotated document to the OTIS, via data entry services, for preparation of a new input document and reentry into the applicable process.

(7) When it is determined that the rejected document represents a DoDAAD Update Batch Control Narrative Transaction inserted in the communication batch by DAASO, processing personnel will review the narrative messages and when any specific batch of DoDAAD update documents is not received (i.e., batches 1, 2, and 4 for day 137 are received; but batch 3 of 4 is missing), request the Digital Branch to obtain a retransmission for processing.

c. The message NON-LASE TRANSACTION indicates the input DIC is a DIC DZG, Transaction Reject Transaction, with other than DIC DTA, DTB, DTC, or DTD in pos. 57-59 of the transaction, and is being rejected. Process manually as follows:

(1) If the reject action is applicable to a DIC DJA, Physical Inventory Request Action (appendix B-26):

(a) Cancel the initial request by preparing a Physical Inventory Cancellation Transaction, DIC ZAR (appendix B-113), IAW procedures outlined in appendix E-113 P.

(b) If the Reject Advice Code (appendix A-123) in pos. 79-80 is AD, identify the correct NSN to be inventoried by reviewing the Preinventory Item List (appendix F-211A).

1. If the rejected NSN is determined to have been erroneous, prepare a new DIC ZJA (appendix B-26), Physical Inventory Request Transaction, for the correct NSN, citing a new inventory cutoff date, and forward to the OTIS for processing and transceiving to the applicable distribution activity under DIC DJA.

2. If the rejected NSN is the same as the NSN on the F-211A listing, validate the NSN by requesting an F-109, NIR Printout (appendix B-143), and a Total Item Record (TIR) as described in appendix E-429 P and review the same as follows:

a. If the rejected NSN is determined to be correct as a result of the review, contact the applicable distribution activity by telephone/mail/TWX for resolution of the apparent NSN conflict, furnish applicable cataloging data supporting the DSC NSN records. When NSN conflict has been resolved with the submitter identifying the NSN recorded on the DSC records as the correct NSN, prepare a new DIC ZJA for processing, citing a new inventory cutoff date and forward to the OTIS for processing under DIC DJA.

b. If the NSN recorded in the DSC records is determined to be in error, take the necessary action to correct all related DSC records accordingly and prepare and submit a DIC ZJA for the new NSN, if applicable.

c. If the Reject Advice Code (appendix A-123) in pos. 79-80 is AC, AQ, or AP, prepare a DIC ZJA (appendix B-26) reflecting the correct Type of Physical Inventory/Transaction History Code, new inventory cutoff date, and/or correct Management Code and forward to the OTIS for processing and transceiving to the applicable distribution activity under DIC DJA.

(2) If the reject action is applicable to a DIC DU_/DW_, Prepositioned Materiel Receipt Transactions (Procurement/other than Procurement Instrument Source) obtain and review a Due-In printout, appendix F-184, by preparing and forwarding to the OTIS a request in the format of appendix B-117 citing Action Code KI in pos. 79-80. Determine if the Due-In File contains any incorrect data elements. If so, prepare a Due-In Reversal and manually establish a new Due-In record with the correct data elements. If the Due-In File is correct but does not match the rejected DIC DU_/DW_ transaction, manually prepare a corrected DIC DU_/DW_ for off-line submission to the depot. If the Due-In File is correct and matches the rejected DIC DU_/DW_, return the DIC DZG transaction to the originator off-line indicating the incoming transaction is not in error IAW DSC records.

(3) Receipt of DIC DZG documents for other than the DIC DJA, DU_ or DW_ transactions cited above are not anticipated and would appear to be erroneous. Resolution should be determined at the local level.

d. The message MRO DAILY REPORT CARD will be reflected when the DIC CEJ is processed. Daily, DLA Depots will transceive one DIC CEJ to each DSC which has generated MROs to that depot, i.e., a DSC will receive one DIC CEJ per day from each DLA Depot to which MROs have been output.

(1) Compare the total number of MROs output daily to each depot against the number of MROs received at each depot through use of the SAMMS Exit I/O Control Listing and pos. 56-60 of the DIC CEJ. Post data to the locally designed worksheet.

(2) If there is a substantial difference in the quantities, determine if the exit run was accomplished in time for the MROs to meet the depot's next DWASP run. In addition, determine if comparisons against all depots reflect significant quantity differences, or if problems existed at the DSC/DAAS.

(3) Outline the reasons for the difference in quantities after research is completed and maintain data for future use.

(4) Provide data to HQ DLA when requested.

e. The message INVALID EXIT DIC reflected on the appendix F-68 indicates that the DIC, pos. 1-3, of the accompanying mechanically produced document is not recognized for further exit processing or documentation, e.g., not included on the Exit Document Control Table. Processing personnel will check the DIC, pos. 1-3, against the sequential listing of DICs in appendix A-1 and:

(1) When the output DIC is found to be valid, notify the appropriate system analyst of the LPD in the DSO who will contact the OTIS, to initiate corrective action as outlined in appendix E-333 P. On completion of corrections to the DCT, return the document to OTIS for Entry-to-Exit processing and for documentation.

(2) When the output DIC is confirmed to be invalid, there is a mechanical or programming error. This fact is to be forwarded to the Technical Division, DSDC, by telephone, to be confirmed by letter, for corrective action.

f. The messages NO CODED ADDRESS FOUND or NOT IN SCAF reflected on appendix F-68 indicates that the intended recipient of the document (Activity Address Code, RIC, Service and Distribution, or Service and Fund Code) is not recorded in the DoDAAD portion of the SAMMS Combined Address File (SCAF).

(1) Processing personnel will determine the recipient of the output document, based on the DIC (e.g., DIC AE1 is intended for address in pos. 30-35; DIC AE3 is intended for address represented by pos. 30 and 54, and so on).

(2) Processing personnel will obtain the correct in-the-clear mail addresses applicable to those documents intended for an Activity Address Code pos. 30-35, pos. 45-50 (normally MILSTRIP) from Headquarters DLA, ATTN: DLA-OPP.

(a) Output documents reflecting an Issue Priority Designator (IPD) (normally MILSTRIP) 01-08 will be converted to an administrative teletype and transmitted by that media.

(b) Other documents will be transmitted by mail in accordance with current procedures.

(c) The DoDAAD File will be updated using DIC TA1, appendix B-133, IAW appendix E-133 P.

(3) Processing personnel will obtain the current in-the-clear mail address applicable to those documents intended for a RIC (pos. 4-6, pos. 67-69) (normally MILSTRIP) from reference subparagraph 2b. Processing and updating of the DoDAAD File will be IAW subparagraphs f(2)(a), (b) and (c) above.

(4) Processing personnel will obtain the current in-the-clear mail address applicable to those documents intended for a Service and Distribution Code (pos. 30 and 54) from appendices A-5 and A-10. Processing and updating the DoDAAD File will be IAW subparagraphs f(2)(a), (b) and (c) above.

(5) Processing personnel will obtain the correct in-the-clear mail address applicable to those documents intended for a Service and Fund Code (pos. 30 and 52) from subparagraph 2c and appendix A-5. Processing and updating the DoDAAD File will be IAW subparagraphs f(2)(a), (b) and (c) above.

g. The message TAC 1 ADDR NOT FOUND reflected on appendix F-68 indicates that the intended recipient of the document (Activity Address Code) is recorded in the DoDAAD File but the TAC 1 (Mail) Address has not been recorded. Processing of this message is as indicated in subparagraphs f(2)(a), (b) and (c) above.

h. The message INVALID COMMODITY CODE reflected on appendix F-68 indicates that the position(s) which should reflect the applicable Commodity Code are either invalid or blank. Refer to appendices A-27 and F-53 for the type of commodity code check and the location. Correct the document and reprocess.

i. The messages INVALID BYTE COUNT or INCOMPLETE PACKAGE reflected on appendix F-68, indicate input transaction packages of DLIS/SAMMS interface data with invalid data. These documents will be routed to the DTO for processing as required by DLAM 4130.3.

j. The messages INVALID BATCH COUNT and NO HEADER indicate systems problems in processing output batches of Materiel Obligation Validation (MOV) documents. If the number of batch transactions of DIC AN1, AN2 or AN3 is not a numeric between 1 and 494 the error message INVALID BATCH COUNT will be reflected. If the batch of DIC AN_ documents is not accompanied by a header DIC AN9 or ANZ, the error message NO HEADER will be reflected. The MOV Monitor in the LPD of the DSO should contact the OTIS for assistance.

k. The messages INVALID RTN IN TABLE, INVALID ADDR IN TABLE, INVALID CTR IN TABLE, INVALID EDS IN TABLE or DCT ERROR indicate mismatches between the document being processed and the applicable data in the DCT. Contact the OTIS or DSAC for assistance to resolve the processing discrepancies.

l. Those listings, appendix F-68, containing Source of Supply Responses, DIC QUR, are to be routed to the requester identified by the ORC appearing in pos. 74-75.

m. The output appendix F-68 will be destroyed on completion of the processing indicated above.

5. When this listing contains documents not covered by any procedure in this appendix, the Logistics Program Division in the DSO will notify the OTIS of the problem, and this latter responsible element will inform the LPD of disposition of the listing and related documents involved.

6. FLOWCHART

Flowchart not required.