

APPENDIX E-407 P

MONTHLY DELINQUENT DUE-IN FROM PROCUREMENT DREG-END BALANCE REPORT

1. PURPOSE

This appendix is applicable to chapter 3 and provides instructions for processing of the Monthly Delinquent Due-In From Procurement Dreg-End Balance Report, appendix F-238.

2. APPENDICES USED IN THIS PROCESS

- a. Appendix B-20, Materiel Receipt Transaction (Procurement Instrument Source).
- b. Appendix B-22, Materiel Adjustment Document (Single or Dual Adjustment).
- c. Appendix B-41, Due-In Transaction Transaction (Procurement Instrument Source).
- d. Appendix B-104, Transaction History File Inquiry Transaction.
- e. Appendix B-117, Due-In File Inquiry Transaction.
- f. Appendix B-145, System Interrogation Transaction.
- g. Appendix E-020 V, Materiel Receipt Transaction (Procurement Source) Violations and Materiel Receipt Transaction Followup Reply Violations.
- h. Appendix E-022 P, Materiel Adjustment Transaction.
- i. Appendix E-117 P, Due-In File Inquiry Transaction.
- j. Appendix F-71, Interrogation Reply Active Contract File (Contracting Subsystem Manual 4715.1), format of which is contained in DLAM 4140.2, Volume II, Appendix F-231.
- k. Appendix F-110, Transaction History File Printout.
- l. Appendix F-184, Due-In File Printout Inquiry List.
- m. Appendix F-238, Monthly Delinquent Due-In From Procurement Dreg-End Balance Report.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

- a. The ODS will be responsible for the preparation of the Monthly Delinquent Due-In From Procurement Dreg-End Balance Report.

b. The Inventory Accounting Branch of the DSO is responsible for initiating and monitoring followup action.

c. The DP&P is responsible for:

(1) Timely processing of request from the DSO for research and initiating followup action to contractors and DCAS, as required.

(2) Ensuring computer records are updated when the delinquent CLIN(s) are attributed to an unprocessed modification for diversion or cancellation, or the absence of posted ship data in the ACF.

(3) Ensuring replacement of lost materiel shipped by nontraceable means when the shipment pertains to the fast pay procedure, or when the lost materiel was shipped by insured parcel post.

(4) Returning the request for research and followup action to the DSO indicating that requested action was accomplished.

d. The Office of Comptroller is responsible for verifying expenditure data in the Active Contract File (ACF).

4. BACKGROUND

The Monthly Delinquent Due-In From Procurement Dreg-End Balance Report is produced to provide a listing of those delinquent balances due-in from contracting that:

a. Are paid final.

b. The posted shipped quantity has been received.

c. The posted shipped quantity is less than the contract quantity. (When the posted shipped quantity has not been received, a DIC ZDX will be produced in the format of appendix B-60.) When there is no posted shipped quantity on a delinquent contract, an F-38, DLAM 4715.1 will be produced.

5. PROCEDURE/INSTRUCTION

a. Upon receipt of the Monthly Delinquent Due-In From Procurement Dreg-End Balance Report, the Inventory Accounting Branch will obtain the necessary file printouts to determine if the remaining quantity due is still outstanding. If the remaining quantity has been receipted, no further action is required. If the followup action was initiated by a prior month's F-238, an additional followup should be made to ensure that action is being taken.

b. For the remaining open due-in records, the Inventory Accounting Branch will screen the Transaction History File Printout to determine if the quantity due-in was previously processed to the NIR as an adjustment action. If the quantity due-in was previously picked up as a D6_ receipt or D8_ adjustment action:

(1) Prepare and process a Balance Freeze Transaction, DIC ZJK, IAW appendix E-190 P and process to the NIR.

(2) Obtain an NIR Printout and verify the freeze action has been taken. Notify the IM of the freeze action. Prepare D4_ transaction for due-in quantity IAW appendix B-20 and process to the Due-In File.

(3) Upon verification that the receipt quantity has processed in the Due-In File, prepare a D6_ or D8A reversal IAW appendix B-21 or B-22 respectively, and process to the NIR.

(4) Upon verification that the quantity was reversed, prepare and process a Balance Freeze Transaction, DIC ZJK, to lift the freeze code.

c. For the remaining open Due-In Records, screen against outstanding materiel receipt violations and if a materiel receipt violation is found, process IAW appendix E-020 V.

d. For the remaining Open Due-In Records, prepare and forward a copy of an IOM to the DP&P through the Office of the Comptroller. Request the Office of the Comptroller verify expenditure data in the ACF and DP&P research and followup with the contractors or DCAS, as applicable. Or, in lieu of preparing an IOM, at the discretion of the DSC, IAB can annotate the F-238 with the required action taken or to be taken. Upon completion of the corrections, forward the F-238 to DP&P through the comptroller.

e. The DP&P will receive IOMs from the DSO for research and processing as follows:

(1) Obtain and review each hard copy award document for CLIN(s) reflected on the IOM(s).

(2) When review indicates the CLIN(s) are erroneously reflected as delinquent due to an unprocessed modification for diversion to another destination, prepare and input the necessary master amendment transactions, DIC YPE/YPF, IAW local procedures.

(3) When review/contact with the contractor indicates the materiel was shipped by insured parcel post or nontraceable means and the award pertains to the fast pay procedure, request the lost materiel be replaced by the vendor. Prepare and input a contract shipment notice transaction, DIC YPM, IAW local procedures. The contract shipment notice will contain the promised delivery date of the replacement shipment.

(4) When review/contact with the vendor indicates the materiel was shipped by traceable means, the materiel has not been shipped, or the materiel has been shipped by nontraceable means and the award is not fast pay; prepare and input a contract shipment notice transaction, DIC YPM, IAW local procedures. The contract shipment notice will contain the date of shipment or the date shipment is promised. The input of the contract shipment notice will cause the undelivered materiel to be researched through the first and second materiel receipt followup program, appendix E-060 P.

f. Upon resolution of the dreg-end balances, if the remaining balance is to be canceled, IAB will verify from the NIR print if this is a logistic loss (Key Code DX or DZ). If it is a logistic loss notify the LR Monitor to prepare and transmit a DDX reversal for the canceled quantity to the Gaining Inventory Manager.

6. FLOWCHART

Flowchart not required.