

APPENDIX E-430 P

SUSPENSE FILE MAINTENANCE ACTIVITY

1. PURPOSE

This appendix provides instructions for the establishment and maintenance of records contained in the System Suspense File (Closed Loop Suspense).

2. APPENDICES USED IN THIS PROCESS

- a. Appendix A-1, Document Identifier Codes (pos. 1, 2, and 3).
- b. Appendix A-56, SAMMS and FLIS Output Routing Codes.
- c. Appendix A-82, Violation Reason Codes.
- d. Appendix A-137, Activity Codes.
- e. Appendix A-164, National Codification Bureau Codes.
- f. Appendix F-302, Rejected Suspense File Control Inputs.
- g. Appendix F-308, Additions to In-Process Suspense.
- h. Appendix F-309, Unmatched DLSC Output.
- i. Appendix F-322, Closed Loop Suspense File Listing.

3. PROCEDURES/INSTRUCTIONS

a. The System Suspense File provides a positive control of all transactions submitted to DLSC for information (interrogations) or to update (file maintenance) the Total Item Record (TIR).

(1) Transactions processed by the DSC computer automatically cause the establishment of a suspense record.

(2) Under unusual circumstances a supply technician may forward a transaction to DLSC the preparation and input of a General EAM Transcript Transmittal Coding Sheet containing DIC YBA.

(3) Records initially established in the Suspense File are recorded as In-Process status. They remain in this status until the transaction has been approved by DLSC, deleted by a DSC technician, or rejected by DLSC.

(4) Transactions received by DLSC that contain errors or that, if processed, will cause a conflict in the TIR will result in a reject to the DSC. Upon receipt of this reject, the Suspense File record will be changed from In-Process to Reject status. Records in Reject status may be deleted by a DSC technician through input of DIC YBA.

b. The format and data content requirements applicable to DIC YBA as follows:

<u>POSITION NUMBER</u>	<u>DRN</u>	<u>STND NOTE A-162</u>	<u>DATA ELEMENT</u>	<u>EXPLANATION</u>
1-3	3920	1	Document Identifier Code	Enter YBA.
4		1	File Maintenance Code	Valid input codes are: A - Add a record in In-Process status or change a record from Reject to In-Process status. C - Delete a record in In-Process status when the suspense record input DIC is LSC, LSF, LSR, or LTI, and the Document Number is <u>not</u> computer generated. D - Delete a record in Reject status. This code is also used on system generated transactions to indicate receipt of a DLSC approval. R - Is not authorized for manual input. This code is used internally to change a suspense record from In-Process to Reject status based on the receipt of a DLSC reject. * - An asterisk is used to interrogate the System Suspense File.
5-23	0117 and 1120	1	Submitter Code, Screening and Submitter Control Number	

OR

A. Submitter Code (DRN 0177) and Submitter Control Number (DRN 1120).
 These positions must contain one of the following combinations:

<u>POSITION NUMBER</u>	<u>DRN</u>	<u>STND NOTE A-162</u>	<u>DATA ELEMENT</u>	<u>EXPLANATION</u>
(5-6)	0177	1	Submitter Code Screening	Must contain a two position alpha/numeric code of the activity originating the input, appendix A-137.
(7-23)	1120	1	Submitter Control Number	
((7-8))	3720	1	Submitting Activity Code	The two position Activity Code of the processing DSC, appendix A-137.
((9-13))	2310	1	Date	The date of the transaction consisting of 2 position year and 3 position day.
((14-20))	1000	1	Document Control Number	A seven position alpha-numeric control number. For Supply Operations, the first position must be 0 (alpha) followed by the ORC of the submitter. Last 4 positions must be alpha/numeric filled. Must not be repeated for another transaction on the same day.
((21-23))			Blank	Leave blank.

OR

<u>POSITION NUMBER</u>	<u>DRN</u>	<u>STND NOTE A-162</u>	<u>DATA ELEMENT</u>	<u>EXPLANATION</u>
B. <u>DLSC Document Number (DRN 1015).</u>				
(5-6)	4210	1	Originating Activity Code	Must contain a two position alpha/numeric Code of the Activity originating the input, appendix A-137.
(7-8)	3720	1	Submitting Activity Code	The two position Activity Code of the processing DSC, appendix A-137.

<u>POSITION NUMBER</u>	<u>DRN</u>	<u>STND NOTE A-162</u>	<u>DATA ELEMENT</u>	<u>EXPLANATION</u>
(9-13)	2310	1	Date	The date of the transaction consisting of two position year and three position day.
(14-20)	1000	1	Document Control Number	A 7 position alpha/numeric number assigned for control. For Supply Operations, the first position must be O (alpha O) followed by the ORC of the submitter. The last 4 positions must be alpha or numeric filled. Must not be repeated for another transaction on the same day.
(21-23)			Blank	Leave blank.
24-27	3990		Federal Supply Classification Code	Must contain 4 numeric characters representing an authorized code, appendix A-119. For input DIC LCG, the FSC must be assigned to the processing DSC or DTRA. For LSC and LSR this field must be blank.
28-36	4000		National Item Identification Number	Must be blank when input DIC is LNC, LNK, LNP, LNR, LNT, LNU, LNW, LSC, or LSR. Otherwise, pos. 28-29 must be valid NCB Code, appendix A-164.
OR				
	4250		Permanent System Control Number	Position 30 may be alpha/numeric. When numeric, pos. 31-36 must also be numeric.
OR				
	3735		System Control Number	When alpha, it must be M, P, S, or U, and pos. 31-32 must be alpha and pos. 33-36 must be numeric.
37-39	3920	1	Input Document Identifier Code	DIC must be an authorized L Series, appendix A-1.

<u>POSITION NUMBER</u>	<u>DRN</u>	<u>STND NOTE</u> A-162	<u>DATA ELEMENT</u>	<u>EXPLANATION</u>
40-44			Output Routing Requester Code	Positions 40-42 are used to identify the person/office originating the transaction as defined in appendix A-56. When the transaction is originated by the processing DSC; data should be the same as pos. 14-16. Positions 43-44 may be blank or any combination alpha/numeric.
45	2867	1	Priority Indicator Code	<p>Must be 1, 2, 3, or 4, appendixA-165.</p> <p>Code 1: 4 hour response time. This code will not normally be used except in declared emergencies, units, or projects which have been specifically designated by the Secretary of Defense or the Joint Chiefs of Staff, or data required to support requisitions identified as Redball, Bluestreak, or any similar logistic action.</p> <p>Code 2: 12 hour response time. This code will normally be used when any management information is required or the results of the processing of a transaction is required no later than the beginning of the next work day.</p> <p>Code 3: 48 hour response time. This code will normally be used when any management information is required or the results of a transaction are required no later than the beginning of the second work day.</p>

<u>POSITION NUMBER</u>	<u>DRN</u>	<u>STND NOTE</u> <u>A-162 DATA ELEMENT</u>	<u>EXPLANATION</u>
			Code 4: 72 hour response time. This code will normally be used when any management information is required or the results of a transaction are required no later than the third work day. All mail traffic will normally fall in this priority group.
46	1	Communication Input Media Code	Must be 1, 2, 3, or 4, appendix A-166. Code 1: AUTODIN. Code 2: Mail. Code 3: TWX. Code 4: Telephone Conversation.
47-80		Blank	Leave blank.

c. DIC YBA is subjected to an Edit and Validation. Invalid transactions are output on appendix F-302, Rejected Suspense File. The following Violation Reason Codes, appendix A-82, are applicable.

<u>VIOLATION REASON CODE</u>	<u>DEFINITION/EXPLANATION</u>
AA	Document Identifier Code (DIC). The input DIC contained in the YBA pos. 37-39 is not an authorized DLSC input transaction, appendix A-1, L__ Series.
AI	Document Number Invalid. This code will be output only when the File Maintenance Code (FMC) in pos. 4 is A. Computer validation of the Document Number is as follows: Position 5-20 must be alpha/numeric filled. Positions 21-23 may be blank or any combination alphanumeric.
BV	Duplicate Transaction. This code will be output only when FMC, pos. 4, is A and the Document Number, pos. 5-23, is equal to a record in the suspense file.
I6	FSC Invalid. The FSC contained in pos. 24-27 does not match an authorized Federal Supply Classification Code in appendix A-119.

VIOLATION
REASON CODE

DEFINITION/EXPLANATION

07	NIIN/PSCN/SCN Invalid. This code is output when pos. 28-36 contain an invalid NIIN/PSCN/SCN or when the field is not blank and the input DIC, pos. 37-39, is LNC, LNK, LNP, LNR, LNT, LNV, LNW, LSC, or LSR.
QF	FSC not assigned to this DSC. This code is output when the input DIC, pos. 37-39, is LCG and the FSC, pos. 24-27, is not assigned to the processing DSC.
VM	File Maintenance Code. This code is output when pos. 4 does not contain A, C, D, or *.
VN	ORC/Requester Code Invalid. This code is output when the data in pos. 40-44 are invalid. Valid data are as follows: Positions 41-42 must be alpha or numeric. Positions 43-44 may be blank or any combination alpha or numeric.
8S	Suspense File Maintenance Transaction Unmatched or Not Authorized. This code is output under the following conditions: FMC, pos. 4, is C and the Document Number, pos. 5-23, is unmatched to a record in the suspense file, matched to a record in Reject status, or matched to a record with input DIC other than LSC, LSF, LSR, or LTI. FMC, pos. 4, is D and Document Number, pos. 5-23, is unmatched to a record in the file or is matched to a record in In-Process status. FMC, pos. 4, is R (computer assigned only) and Document Number, pos. 5-23, is unmatched to a suspense record or is matched to a record in Reject status. Under these conditions the suspense file will be corrected and F-309, Unmatched DLSC Output, will be provided. FMC, pos. 4, is * and the Document Number, pos. 5-23, is unmatched to a record on file. Under this condition the input transaction YBA and Error/Advice Code 8S will be output on F-322, Listing of Closed Loop Suspense File.

d. Output products will be produced under the following conditions:

(1) F-302, Rejected Suspense File Control Input (YBA).

(a) This report will be output when the input transaction is invalid, unmatched to the file, or not authorized.

(b) Action will be taken to reenter the transaction after an evaluation has been made of the complete transaction. Reentry transaction will be prepared as outlined in subparagraph 3b above.

(2) F-308, Addition to In-Process Suspense.

(a) This report is output each time a record is established in the suspense file as In-Process. It is also output when a suspense record is changed from Reject to In-Process status.

(b) The report will provide evidence that a transaction released by a technician has passed the DSC Edit and Validation and has been forwarded to DLSC.

(c) This report should be retained with each other input suspense data until the intent of the input has been satisfied (i.e., Notification of Approval and/or response to interrogation has been received).

(3) F-309, Unmatched DLSC Output.

(a) Upon receipt of a DLSC transaction that indicates the processing DSC as the submitter, the system will automatically generate a YBA transaction to update the System Suspense File. YBAs containing File Maintenance Code (FMC) D will indicate DLSC approved transaction. YBAs containing FMC R will indicate a DLSC reject.

(b) This report is output based on the processing of system generated YBA outlined in subparagraph 3(4)(a) above. The following conditions will cause the output of this report.

1. The Document Number is unmatched to a suspense record.
2. The Document Number is matched to a record in Reject status.

(4) F-322, Listing of Closed Loop Suspense File.

(a) This report is output in response to a technician's interrogation of the Suspense File.

(b) Input transactions (YBA containing FMC *) that are unmatched to a record on file will also be output on this report. Error/Advice Code 8S will appear to signify an unmatched interrogation request.