

APPENDIX E-436 P

ICP TO MCA STATUS TRANSACTION REPORT PROCEDURES

1. PURPOSE

This procedure is applicable to chapter 13 and provides instructions for the manual review and processing of the ICP to MCA Status Transaction Report, appendix F-436B. That report is produced whenever ICP to MCA Status Transactions (DIC CGF) cannot be mechanically processed to the MCA File(s), or whenever processing same causes the quantity available for issue on a GFM contract to become negative.

2. APPENDICES USED IN THIS PROCESS

- a. Appendix A-12, Advice and Status Codes.
- b. Appendix B-231, ICP To MCA Status Transaction.
- c. Appendix F-436B, ICP To MCA Status Transaction Report.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

The applicable Management Control Activity (MCA) personnel within the DSCs are responsible for completion of the procedures described in this appendix.

4. PROCEDURES/INSTRUCTIONS, PROCESSING THE APPENDIX F-436B REPORT

Detailed processing instructions for each Error Message are reflected in the following subparagraphs.

a. INVALID DISTRIBUTION CODE - This message indicates the DIC CGF transaction has a Distribution Code (pos. 54) which is not valid for any MCA. (DIC CGF transactions which are received at the wrong MCA, but which have a valid Distribution Code, are mechanically routed to the proper activity.)

(1) DIC CGF transactions are mechanically generated by the ICP and should always perpetuate the Distribution Code on the original GFM requisition. Receipt of this error message could therefore be an indication that a clerical error was made on input of a follow-on requisition transaction, that a program problem exists, or that the DIC CGF transaction was input manually, in an attempt to circumvent the system.

(2) Review of the DIC CGF transaction should be conducted, with care taken to determine what Status Code (pos. 65-66) is reflected, and whether a Plus or Minus Indicator (pos. 7) exists. An attempt to determine whether this DIC CGF should have updated any valid MCA File or MCA History File record(s) should be made. This may be accomplished by researching MCA Files, by requisition number, or by using a similar MDN (L01 in lieu of LO1). Coordination with ICP GFM personnel as well as research of the ICP Requisition and Transaction History Files may be required.

(3) If research reveals that a clerical or keypunch error is the cause of the invalid Distribution Code, manual adjustment to the MCA File can be made, if necessary. Adjustment will be accomplished online, utilizing SMMSTEL Verb SCCA, IAW procedures in DLAH 4745.2, Volume I.

(4) If research reveals that a system/program problem exists, same will be referred to the Logistics Programs Division, DSO, for action.

(5) If research reveals that an attempt was made to circumvent the MCA approval/validation system, notification of same will be provided to the appropriate criminal investigative activity.

b. INVALID QUANTITY - Indicates the CGF transaction contains characters other than numerics in the quantity field (record pos. 25-29).

(1) DIC CGF transactions are mechanically generated by the ICP and should always perpetuate the quantity in record pos. 25-29 on the original GFM requisition or related transaction. Receipt of this error message could therefore be an indication that a clerical error was made on input of a follow-on requisition transaction, that a program problem exists, or that the DIC CGF transaction was input manually, in an attempt to circumvent the system.

(2) Review of the DIC CGF transaction should be conducted, with care taken to determine what Status Code (pos. 65-66) is reflected, and whether a Plus or Minus Indicator (pos. 7) exists. An attempt to determine whether this IDC CGF should have updated any valid MCA File or MCA History File record(s) should be made. This may be accomplished by researching MCA Files utilizing the MDN and/ or requisition number in the DIC CGF transaction. Coordination with ICP GFM personnel as well as research of ICP Requisition and Transaction History Files may be required.

(3) If research reveals that a clerical or keypunch error is the cause of the invalid quantity, manual adjustment to the MCA File can be made, if necessary, utilizing the correct quantity. Adjustment will be accomplished online, utilizing SMMSTEL Verb SCCA, IAW procedures in DLAH 4745.2, Volume I.

(4) If research reveals that a system/program problem exists, same will be referred to the Logistics Programs Division, DSO, for action.

(5) If research reveals that an attempt was made to circumvent the MCA approval/validation system, notification of same will be provided to the appropriate criminal investigative activity.

c. INVALID STATUS - Indicates the CGF transaction contains a Status Code which is invalid. Status Codes which are valid for DIC CGF transactions are specified in appendix B-231.

(1) DIC CGF transactions are mechanically generated by the ICP and should always reflect valid Status Codes in pos. 65-66. The Status Code is determined by the original input transaction relating to the GFM requisition. Receipt of this error message could therefore be an indication that a clerical error was made on input of a follow-on requisition transaction, that a program problem exists, or that the DIC CGF transaction was input manually, in an attempt to circumvent the system.

(2) Review of the DIC CGF transaction should be conducted, with care taken to determine what Status Code (pos. 65-66) is reflected, and whether a Plus or Minus Indicator (pos. 7) exists. An attempt to determine whether this DIC CGF should have updated any valid MCA File or MCA History File record(s) should be made. This may be accomplished by researching MCA Files utilizing the MDN and/or requisition number in the DIC CGF transaction. Coordination with ICP GFM personnel as well as research of ICP Requisition and Transaction History Files may be required.

(3) If research reveals that a clerical or keypunch error is the cause of the invalid Status Code, manual adjustment to the MCA File can be made, if necessary. Adjustment will be accomplished online, utilizing SMMSTEL Verb SCCA, IAW procedures in DLAH 4745.2, Volume I.

(4) If research reveals that a system/program problem exists, same will be referred to the Logistics Programs Division, DSO, for action.

(5) If research reveals that an attempt was made to circumvent the MCA approval/validation system, notification of same will be provided to the appropriate criminal investigative activity.

d. NEG AVAIL QTY - DIC CGF has caused the available quantity on the GFM contract to become negative.

(1) Quantity available for issued on GFM contracts is calculated using the following formula: Authorized Quantity minus Approved Quantity, plus or minus Adjustment Quantity, equals Available Quantity.

(a) Authorized Quantity is entered by MCA personnel to the MCA File and reflects the quantity (by NSN or P/N) which is authorized for issued by the GFM contract.

(b) Approved Quantity is the amount which has been approved through the mechanical MCA requisition validation process for issue. (This quantity should be maintained mechanically, however, may be adjusted manually, if necessary, through online SMMSTEL access utilizing Verb SCCA.)

(c) Adjustment Quantity is updated mechanically, through processing DIC CGF transactions, and manually, through online access utilizing SMMSTEL Verb SCCA. Adjustments are made whenever quantities supplied on a GFM requisition differ from those approved for issue, for a variety of reasons, i.e., over/undershipment, item substitution, cancellation of requisition, etc.

(d) Available Quantity is the quantity which currently remains available, in GFM contract terms, for issue to the GFM contractor.

(2) This error message is output as a notification to MCA personnel that more materiel than was authorized on a contract has been issued to a GFM contractor. Review of MCA and MCAH Files should be conducted to ensure the events which caused the situation were a result of normal supply action, and that no unauthorized manual intervention caused the negative Available Quantity. If necessary, coordination with ICP GFM personnel may be accomplished to include review of ICP records.

(3) If research reveals no unauthorized actions have been taken, no further action is necessary. If research reveals that an attempt was made to circumvent the MCA approval/validation system, notification of same will be provided to the appropriate criminal investigative activity.

e. NSN/P/N UNMATCHED - NSN or P/N on the CGF transaction does not match the MCAF NSN(s) or reference NSN(s).

(1) DIC CGF transactions are mechanically generated, and should perpetuate the NSN or P/N on the original requisition or follow-on transaction. Receipt of this error message could be an indication that a clerical error was made on input of a follow-on requisition transaction, or that an item different than that requisitioned has been supplied or returned to stock. This message could further indicate that a program problem exists, or that the DIC CGF transaction was input manually, in an attempt to circumvent the system.

(2) Review of the DIC CGF transaction should be conducted, with attention to what Status Code (pos. 65-66) is reflected, and whether a Plus or Minus Indicator (pos. 7) exists.

(3) If the Status Code is 6H, the DIC CGF was generated as a result of ICP processing of a Receipt for Unused GFM materiel (DIC D6H). Research of MCA and ICP records will be required to determine whether the receipt was valid, i.e., represents the return of an incorrect item.

(a) If it is determined that the receipt is valid, manual adjustment of the MCA File must be accomplished to increase/decrease the quantity available for issue on the NSN or P/N which was originally approved for issue. Be aware that the document number (pos. 30-43) on this DIC DGF transaction may not match the original issue document number. Caution must be exercised to ensure adjustments are made accurately and that possible differences in Units of Issue are taken into account.

(b) If it is determined that the receipt was invalid, coordination with ICP personnel is necessary so that the invalid transaction can be corrected. That correction should generate an offsetting DIC CGF transaction, which will also appear on the F-436B. After receipt of the corrective transaction, no further MCA action will be required.

(4) If the Status Code is other than 6H, the DIC CGF was generated as a result of processing other follow-on transactions related to GFM requisitions. Research must be conducted to determine whether the NSN or P/N reflected in the DIC CGF is valid, i.e., a comparable item has been supplied by the ICP.

(a) If the transaction appears valid, manual adjustment of the MCA Files may be necessary, on the NSN or P/N which was originally approved for issue. Caution must be exercised to ensure adjustments are made accurately and that possible differences in Units of Issue are taken into account.

(b) If the transaction appears invalid, it may be an indication of a clerical or program error, or an attempt to circumvent the system. Action to resolve these conditions will be taken IAW procedures specified in subparagraphs 4a(3) through 4a(5) of this appendix.

f. REQN UNMATCHED - Requisition Number (pos. 30-43) does not match an approved requisition in the MCA History File.

(1) The requisition number in a DIC CGF should normally match an approved requisition in the MCAHF, since the DSC cannot take supply action on a GFM requisition until it has been approved by the MCA. There are two exceptions to this rule. When Status Code HE is reflected in the DIC CGF, (designating a post-post issue); validation and approval are accomplished after the fact. Also, Status Code 6H in the DIC CGF transaction indicates the originating transaction was a receipt. Document Numbers used on GFM receipts do not necessarily match those of the original issue. (Appendix F-436B is not produced for DIC CGF transactions with Status Codes HE and 6H if an unmatched Requisition Number is the only error condition.)

(2) Receipt of this error message could be an indication that a clerical error was made on input of a follow-on requisition transaction, that a program problem exists, that the ICP has taken supply action on a requisition which was not approved by the MCA, or that the DIC CGF transaction was input manually, in an attempt to circumvent the system.

(3) Review of the DIC CGF transaction should be conducted, with care taken to determine what Status Code (pos. 65-66) is reflected, and whether a Plus or Minus Indicator (pos. 7) exists. An attempt to determine whether this DIC CGF should have updated any valid MCA File or MCA History File record(s) should be made. This may be accomplished by researching MCA Files, by MDN. Coordination with ICP GFM personnel as well as research of ICP Requisition and Transaction History Files may be required.

(4) Action to manually adjust MCA Files will be taken, if necessary. Adjustment will be accomplished online, utilizing SAMMSTEL Verb SCCA, IAW procedures in DLAH 4745.2, Volume I. Other action, if necessary, will be taken IAW subparagraphs 4a(4) and 4a(5) of this appendix.

g. STATUS CODE CR - Indicates the Status Code on this CGF is CR.

Receipt of this message indicates that a DIC which entered the ICP processing program(s) for GFM requisitions was invalid, and may indicate a program problem exists. Same will be referred to the Logistics Programs Division, DSO for research and action, as necessary.

h. STATUS CODE BF - Indicates the Status Code on this CGF is BF.

Receipt of this message indicates that the ICP has no record of the GFM requisition number reflected in pos. 30-43 of the DIC CGF transaction. MCA personnel will review MCA and History Files to determine whether the requisition has been approved and should be on ICP records for supply action. Coordination with ICP GFM personnel will be accomplished as necessary, to include review and correction of applicable records. Care should be taken to evaluate the originating transaction which generated the DIC CGF and take action accordingly.

i. UI UNMATCHED - Indicates the Unit of Issue on this CGF does not match the MCAF UI or reference UI.

(1) In order for DIC CGF transactions to update MCA File records accurately, the Unit of Issue (UI) in the transaction must match the MCAF UI or reference UI. If the UI in the CGF does not, and cannot be converted, the transaction will appear on the F-436B with the above error message.

(2) DIC CGF transactions are mechanically generated by the ICP and should always perpetuate the UI in record pos. 23-24 on the original GFM requisition or related transaction. Receipt of this error message could therefore be an indication that a clerical error was made on input of a follow-on requisition transaction, that a program problem exists, or that the DIC CGF transaction was input manually, in an attempt to circumvent the system.

(3) Review of the DIC CGF transaction should be conducted, with care taken to determine what Status Code (pos. 65-66) is reflected, and whether a Plus or Minus Indicator (pos. 7) exists. An attempt to determine whether this DIC CGF should have updated any valid MCA File or MCA History File record(s) should be made. This may be accomplished by researching MCA Files utilizing the MDN and/or requisition number in the DIC CGF transaction. Coordination with ICP GFM personnel as well as research of ICP Requisition and Transaction History Files may be required.

(4) If research reveals that a clerical or keypunch error is the cause of the invalid quantity, manual adjustment to the MCA File can be made, if necessary, utilizing the correct UI, taking into account any quantity differences which occur as a result of the mismatch. Adjustment will be accomplished online, utilizing SMMSTEL Verb SCCA, IAW procedures in DLAH 4745.2, Volume I.

(5) If research reveals that a system/program problem exists, same will be referred to the Logistics Programs Division, DSO, for action.

(6) If research reveals that an attempt was made to circumvent the MCA approval/validation system, notification of same will be provided to the appropriate criminal investigative activity.

5. FLOWCHART

Flowchart is not required.