

APPENDIX E-461 P

GFM CONTROL FILE PRINTOUT

1. PURPOSE

a. This procedure is applicable to chapter 13 and provides instruction for the manual review and processing of the GFM Control File Printout, appendix F-461 and the Monthly GFM Manufacturing Directive Number (MDN) Summary, appendix F-461C. The GFM Control File is the primary file of record in control of GFM actions starting with the award of the purchase request and closing after completion of the contract.

b. The initial implementation of the GFM Control File will be at DPSC-T. Exportation will occur subsequent to a shakedown period at DPSC-T with additional changes as necessary to accommodate the other DSCs specific problems/operations.

2. APPENDICES USED IN THIS PROCESS

- a. Appendix A-15, Purpose Codes.
- b. Appendix A-16, Supply Condition Codes.
- c. Appendix B-22, Materiel Adjustment Transaction (Single or Dual Adjustment).
- d. Appendix B-128, GFM Cross-Reference File Maintenance Transaction.
- e. Appendix B-169, GFMCF Inquiry Transaction.
- f. Appendix B-173, GFMCF Adjustment Transaction.
- g. Appendix B-174, GFMCF Financial Adjustment Transaction.
- h. Appendix E-127 V, Manager Review Reentry Document Violations.
- i. Appendix E-169 P, GFMCF Inquiry Transaction.
- j. Appendix E-173 P, GFMCF Adjustment Transaction.
- k. Appendix F-184, Due-In File Inquiry Printout List.
- l. Appendix F-271, GFM Cross-Reference File Printout.
- m. Appendix F-461, GFM Control File Printout.
- n. Appendix F-461C, Monthly GFM Manufacturing Directive Number (MDN) Summary.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

The applicable GFM monitor within the DSO is responsible for the completion of the procedures prescribed in this appendix.

4. PROCEDURES/INSTRUCTIONS, PROCESSING THE APPENDIX F-461 LISTING

Detailed processing instructions for each Action/Reason Code are reflected in the following subparagraphs. Also included are procedures for any additional processing of the GFM Control File Printout which may be required based on the monitor's review:

a. ACTION/REASON CODE 12 - CONTRACT CLOSURE/REOPENING

(1) Daily, a GFM Control File Printout will be generated with Action/Reason Code 12 and the following Reason For inquiry messages:

(a) START CLOSURE ACTION - Generated whenever the Contract Completion Indicator is set to Y (Yes), as a result of receipt of a MILSCAP Contract Completion Statement (PF-219) which indicates the GFM contract is complete.

(b) CHECK DCMAO STATUS - Generated whenever the Contract Completion Indicator is set to N (No), as a result of receipt of a MILSCAP Contract Completion Statement (PF-219) reversal indicating the GFM contract is being reopened.

(c) CHECK MODIFICATION STATUS - Generated whenever a GFMCF Adjustment Transaction (DIC ZNR) with Action Code 10 or 20 has been processed more than 60 days ago, and the GFMCF record remains open. Additional GFMCF Printouts with this message will be generated every 30 days thereafter, until the record is closed.

(d) CHECK PRICES AND ISSUES - Generated whenever a variance of more than ten percent exists between the dollar values of GFM End Items received and those issued (plus or minus adjustments).

(2) Upon receipt of the GFM Control File Printout with Action/Reason Code 12 and the message: START CLOSURE ACTION, the GFMCF Printout will be reviewed and if applicable, procedures specified in subparagraph 4f(4) of this appendix will be followed.

(3) Upon receipt of the GFM Control File Printout with Action/Reason Code 12 and the message: CHECK DCAMO STATUS, the GFM monitor will review the contract to determine reason the closure has been reversed. This may involve coordination/communication with the applicable Defense Contract Management Area Operations Office. Further action to allow the contract to remain open in the GFMCF, or to close, will be taken as necessary, based upon information received from Defense Contract Management Area Operations Office.

(4) Upon receipt of the GFM Control File Printout with Action/Reason Code 12 and the message: CHECK MODIFICATION STATUS, the GFM monitor will review the contract to determine the reason final closure action has not been taken. If applicable, the procedures specified in subparagraph 4f(4) will be followed.

(5) Upon receipt of the GFM Control File Printout with Action/Reason Code 12 and the message: CHECK PRICES AND ISSUES, the GFM monitor will review the contract to determine the reason a discrepancy exists between the dollar value of receipts and issues. Action will be taken to reconcile any discrepancies found.

b. ACTION/REASON CODE 13 - INITIAL FILE BUILD

(1) Daily, a GFM Control File Printout will be generated with Action/Reason Code 13 whenever a new record is established in the GFM Control File.

(2) Upon receipt of a GFM Control File Printout with ACTION/REASON 13, the GFM monitor will review the GFM Item Record(s), if present, to verify that the GFM reservations are correct. If GFM reservations are incorrect the GFM Control File must be corrected by use of a GFMCF Adjustment Transaction, DIC ZNR, appendix B-173, prepared in accordance with appendix E-173 P. If quantitative adjustments are required, obtain a GFM Cross-Reference File Printout (appendix F-271) by means of a GFM Cross-Reference File Inquiry, DIC ZRX, appendix B-128. Inquiry should be by end item NSN, which may be obtained via the Active Contract File. The unit allowances on the printout should be used to determine the amount of quantitative adjustment required. If quantitative adjustments are required a purpose code transfer, DIC DAD, appendix B-22, prepared in accordance with appendix E-022 P must be effected by the IM to maintain the proper asset balances in purpose code H, appendix A-15, in the NIR.

c. ACTION/REASON CODE 14 - END ITEM QUANTITY MODIFICATION

(1) Daily, a GFM Control File Printout will be generated with Action/Reason Code 14 whenever a change is made to the Contract Quantity field of the GFM Contract Record Summary as a result of a modification to the Active Contract File by DP&P.

(2) Upon receipt of a GFM Control File Printout with Action/Reason Code 14, the Monitor will:

(a) Obtain a GFM Cross Reference File Printout (appendix F-271) by means of a GFM Cross-Reference File Inquiry, DIC ZRX prepared in accordance with appendix B-128. Inquiry should be by end item NSN which may be obtained via the Active Contract File.

(b) Compare the Contract Quantity field with the same field in the most recent previous GFM Control File Printout to determine the amount and direction of the quantity modification. Review the F-271 GFM Cross-Reference File Printout to determine the amount of the quantitative GFM adjustments required by using the unit allowances.

(c) If the quantity modification was caused by the exercise of an option a GFM Suspense File Printout, appendix F-469A, will be generated on the option portion of the award. After confirming that the dollar value of GFM per end item was the same in both GFM files action should be taken as indicated below to transfer the reservation from the GFM Suspense File to the GFM Control File. In most cases, no purpose code transfer should be required.

(d) Take appropriate file maintenance action by use of a GFMCF Adjustment Transaction, DIC ZNR, appendix B-173, prepared in accordance with appendix E-173 P. Coordination must be effected with the IM, who must initiate a purpose code transfer, DIC DAD, appendix B-22, prepared in accordance with appendix E-022 P, to maintain the proper asset balances in Purpose Code H, appendix A-15, in the NIR.

(3) A GFM Control File must be built by means of a GFMCF Adjustment Transaction, DIC ZNR, prepared in accordance with appendix E-173 P, when converting a CFM contract to GFM prior to modification of the ACF. When preparing the build of the GFM Contract Record Summary (Action Code 08), the Contract Quantity field (pos. 44-52) must be zero-filled. When it has been confirmed that the GFM Contract Record Summary has been built, modification of the ACF may be completed. Upon update to the ACF, a GFMCF Printout will be generated with Action/Reason Code 14. The GFM monitor will review this printout to confirm the correctness of Contract Quantity field.

d. ACTION/REASON CODE 15 - GFM RETURN RECEIPT

(1) Daily, a GFM Control File Printout will be generated with Action/Reason Code 15 whenever a GFM Return (DIC D6_) is recorded in the GFM Control File.

(2) Upon receipt of a GFM Control File Printout with Action/Reason Code 15, the GFM monitor will:

(a) Review the GFM Control File Printout to determine whether any further GFM return documents are anticipated. Contact the contractor to confirm that no further returns are expected.

(b) If no further returns are expected final actions, GFMCF Adjustment Transaction, DIC ZNR (Action Codes 20 and 25), should be initiated in accordance with appendix E-173 P.

e. ACTION/REASON CODE 16 - FINAL PRINTOUT

(1) Daily, a GFM Control File Printout will be generated with Action/Reason Code 16 whenever a date has been recorded in the Date Closed field of the contract record summary.

(2) Upon receipt of a GFM Control File Printout with Action/Reason Code 16, the GFM monitor will maintain this printout with the manual file as history and supporting documentation for legal claims and accountable audit trail transactions.

f. ADDITIONAL REVIEWS OF THE GFM CONTROL FILE PRINTOUT

During the review of the F-461 for any of the above listed Action/Reason Codes, the GFM monitor will carefully review all elements of the printout to determine if any additional adjustments are required. In addition, certain manual actions may necessitate revisions to the GFM Control File. Processing instructions for these reviews are as follows:

(1) REVIEW OF \$ VAL GFM PER E/I

(a) When a contract modification is received from DP&P changing the dollar value of the GFM per end item the GFM monitor will change that field in the GFM Contract Record Summary by means of a GFMCF Adjustment Transaction (Action Code 01), DIC ZNR, prepared in accordance with appendix E-173 P.

(b) When a material receipt document (DIC D4_) is processed against a contract requiring GFM the quantity received will be posted to the GFM Contract Record Summary field E/I Received. This quantity is multiplied by the \$ Val GFM per E/I to post the \$ Val GFM in Rec E/I field. If a quantity has been received prior to the change in \$ Val GFM per E/I an adjustment must be made to the financial records and to the GFM Control file to reflect the change in the \$ Val GFM in Rec E/I.

(c) If a quantity has been posted to the GFM Contract Record Summary field E/I Received a GFMCF Financial Adjustment Transaction, DIC ZNS, appendix B-174, must be prepared manually IAW appendix E-174 P. This transaction should reflect no NSN (pos. 8-20 blank), document number GFM VAL ADJUST (pos. 26-40), Action Code CA (pos. 59-60), dollar value equal to the quantity of end items received prior to the change in \$ Val GFM per E/I multiplied by the difference in \$ Val GFM per E/I (pos. 69-76), and a plus or minus code of M if the \$ Val GFM per E/I increased and P if it decreased (pos. 78). This document will be recorded in the GFM Control File immediately below the GFM Contract Record Summary and add the dollar value to the field \$ Val GFM in Rec E/I.

(2) REVIEW OF \$ VAL GFM ADJ

(a) When a contract modification is received from DP&P granting the contractor a financial adjustment unrelated to a specific issue document, the GFM monitor will record such actions in the GFM Control File.

(b) Prepare a GFMCF Financial Adjustment Transaction, DIC ZNS, IAW appendix B-174. The ZNS transaction should reflect an NSN (pos. 8-20), Action Code CA (pos. 59-60), Dollar Value equal to the dollar value of the modification (pos. 69-76), and Plus or Minus Code as indicated by the modification (pos. 78). This document will be recorded in the GFM Control File under the applicable Reservation Data section.

(c) Prepare a GFMCF Financial Adjustment Transaction as specified in subparagraph (b) above without an NSN (pos. 8-20) when the modification does not specify a GFM NSN. This document will be recorded in the GFM Control File under the GFM Contract Record Summary.

(3) DIRECT DELIVERED GFM

(a) When a determination is made to direct deliver GFM to the end item contractor the GFM Control File must be adjusted to reflect and record such actions. A GFMCF Adjustment Transaction (DIC ZNR, appendix B-173) should be prepared IAW appendix E-173 P citing Action Code 05,

Type Reservation Code 6 and the quantity to be direct delivered in pos. 37-43. A corresponding reduction should be made to an existing reservation data section via DIC ZNR citing Action Code 03 and the quantity to which this reservation data section is being reduced in pos. 21-27.

(b) Upon verifying that shipment has been posted to the Due-In and ARCSF records shipment should be recorded in the GFMCF. Such shipments are recorded via DIC ZNR citing Action Code 07 prepared IAW appendix E-173 P.

(c) In addition, when GFM is being requisitioned from another DSC/Service/Agency for direct delivery the processing instructions of appendix E-092 P are applicable.

(4) FINAL ACTIONS AGAINST THE GFM CONTROL FILE

(a) When a certificate of acceptance is received by the GFM monitor the quantity of end items accepted will be recorded in the GFM Control File. A GFMCF Adjustment Transaction, DIC ZNR, appendix B-173, will be prepared in accordance with appendix E-173 P with Action Code 10 (pos. 14-15) and the quantity of end items accepted (pos. 16-24). (b) When all actions affecting bailment have been completed the GFM monitor will take action to have a \$ Val Due Government or \$ Val Due Contractor calculated mechanically based on the data contained in GFM Control File. A GFMCF Adjustment Transaction, DIC ZNR, appendix B-173, will be prepared in accordance with appendix E-173 P with Action Code 20 (pos. 14-15).

(c) When the GFM Control File has been completed and all fields are deemed correct by all parties involved the record will be closed. A GFMCF Adjustment Transaction DIC ZNR, appendix B-173 will be prepared in accordance with appendix E-173 P with Action Code 25 (pos. 14-15). Care should be taken in the use of Action Code 25 as the record will be deleted at that time and no further actions may be processed against that record.

5. PROCEDURES/INSTRUCTIONS, PROCESSING THE APPENDIX F-461C LISTING

a. Monthly, the F-461C will be generated to give the listing of the current Manufacturing Directive Numbers (MDNs) and the corresponding end item Contract Numbers in the GFM Control File (GFMCF).

b. The GFM monitor will distribute the listings to help control the assignment of the MDNs and prevent duplicate MDNs.

c. The listing will be referenced before MDN assignment to verify that a MDN is not currently assigned to an existing end item Contract Number. Any MDN that was assigned to a Contract Number that has expired, can be reassigned to a new Contract Number.

6. FLOWCHART

Flowchart not required.