

APPENDIX E-502 P

NOTIFICATION OF SUBMISSION OF AN INVALID MATERIEL RECEIPT TRANSACTION

1. PURPOSE

This procedure is applicable to chapter 40 and describes the method and criteria to be followed when processing a notification received from a distribution activity stating that they have submitted an invalid valid/erroneous Materiel Receipt Transaction, DIC D6_, appendix B-21.

2. APPENDICES USED IN THIS PROCESS

- a. Appendix B-21, Materiel Receipt Transaction (Other than Procurement Source).
- b. Appendix B-104, Transaction History File Inquiry Transaction.
- c. Appendix B-117, Due-In File Inquiry Transaction.
- d. Appendix B-179, Standard Supply Control Study Request Transaction.
- e. Appendix E-104 P, Transaction History File Inquiry Transaction.
- f. Appendix E-190 P, National Stock Number (NSN) or Balance Freeze Transaction.
- g. Appendix E-346 P, Uncontrolled Violation Printout for Reentry.
- h. Appendix F-110, Transaction History File Printout.
- i. Appendix F-117, Uncontrolled Violation Listing.
- j. Appendix F-167, Standard Supply Control Study.
- k. Appendix F-184, Due-In File Printout Inquiry List.

3. RESPONSIBLE ORGANIZATIONAL ELEMENTS

The Receipt and Due-In Section of the Inventory Accounting Branch and the individual IMs within the Commodity Branches, DSO, and ODS are responsible for completing the procedures/processes prescribed by this appendix.

4. SOURCE AND TYPE OF NOTIFICATION

- a. A telephone call/TWX/letter will be received by the DSC from a distribution activity when the distribution activity has submitted an invalid/erroneous MRC to the DSC.
- b. This notification will include all pertinent identifying details such as date the D6_ was submitted, D6_ document number, NSN, quantity reported as received, reason the D6_ was submitted.

5. PROCEDURES/INSTRUCTIONS

a. When the Receipt and Due-In Clerks receive a notification from the distribution activity, they will assure that sufficient information has been made available so that the corrective action prescribed below can be accomplished. This information, at the minimum, will consist of the data stated in subparagraph 4(b) above.

b. If insufficient information is received by either TWX/letter notification, the distribution activity will be contacted by phone and the balance of the required details will be secured. The Receipt and Due-In Clerk will make a full and complete memorandum of all notifications originating by telephone as well as supplemental details for TWX/letter notifications secured by telephone. This memorandum will include, at the minimum:

(1) Date call was received.

(2) Identification of the reporting distribution activity.

(3) Name, symbol, and telephone extension number of the distribution activity personnel with whom contact was made.

(4) Date on which the D6_ was submitted; the D6_ document number; NSN and quantity reported as having been received, and the reason the D6_ was submitted.

c. Secure, from the IM, the Item Jacket File for the NSN involved. If an Item Jacket File is not normally maintained for the NSN, create a working Item Jacket File. Insert the telephone call memorandum/TWX/letter in this Item Jacket File and place it in a working suspense file location pending completion of these procedures.

d. In conjunction with the IM:

(1) Prepare and forward to the appropriate data entry component for preparation and input to the system through ODS, an NSN or Balance Freeze Transaction, appendix B-190, as prescribed in appendix E-190 P, utilizing Freeze Code F.

(2) Prepare and input to the system through the appropriate data entry component the following listed requests for management data:

(a) Request for appendix F-167, SSCS, in the format of appendix B-179, utilizing Reason Code IM.

(b) THF Inquiry Transaction in the format of appendix B-104, DIC ZCB, and Action Code HH to produce a Transaction Register Printout, appendix F-110. Coordination with ODS must be obtained prior to input.

(c) Due-In File Inquiry Transaction, in the format of appendix B-117, DIC ZCJ, and Action Code KI to produce a Due-In File Printout, appendix F-184.

e. Utilizing the data reflected in the management reports output as the result of the requests input under provisions of subparagraph d(2) above, make the following determinations and take the following prescribed actions as appropriate based on the determinations made:

(1) Determine from appendix F-110, whether the distribution activity freeze action processed and became effective. If it did not, take necessary followup and corrective actions through the system and assure that the freeze action processes positively.

(2) Review appendices F-167 and F-184. When appendix F-184 shows that an MRC, DIC D6_, was processed for a quantity equal to/greater than the quantity to be reversed, and section IV of appendix F-167 shows:

(a) Sufficient assets on hand at the involved distribution activity so that the required quantity can be reversed without creating a credit balance:

1. Prepare and forward to the appropriate keypunch component for keypunching and input to the system through ODS, or the remote entry device when available, appendix B-21, and an X overpunch in pos. 25 of the quantity field to indicate a reversal action. The balance of this transaction will be prepared by duplicating the data elements from the original MRC, with the exception of the quantity to be reversed if different from the originally recorded receipt quantity.

2. Release the freeze action taken (reference subparagraph d (1) above) by preparation and input to the system through the appropriate keypunch component, an NSN or Balance Freeze Transaction (refer to appendix E-190 P), citing DIC ZJK, Freeze Code W, RIC of the distribution activity, and Purpose and Condition Code appropriate to release remaining assets.

(b) Insufficient assets on hand at the involved distribution activity to permit reversal of the required quantity without creating a credit balance:

1. If an on-hand balance is shown which will permit a partial quantity reversal, prepare the Materiel Receipt Reversal Transaction described in subparagraph e(2) (a)1 above, for the on-hand asset balance shown at the distribution activity, and the NSN and Balance Freeze Transaction described in subparagraph e(2) (a)2 above.

2. If no on-hand asset balance is shown, do not prepare a Materiel Receipt Reversal Transaction. Prepare only the NSN and Balance Freeze Transaction described in subparagraph e(2) (a)2 above.

3. When action prescribed in either subparagraph (b)1 or (b)2 above is taken, prepare internal DSC correspondence informing them of action taken relative to the D6_ recorded receipt on which the deficiency exists.

(3) When the appendix F-184 shows that an MRC, DIC D6_, was processed for a quantity less than the quantity to be reversed, disregard consideration of the on-hand asset balance reflected on the appendix F-167 (SSCS) for the distribution activity. Suspend attempts to reverse the Materiel Receipt transaction and proceed in the following manner:

(a) Contact the reporting distribution activity by phone and furnish them the transaction data reflected in the DSC records and outline those data elements of the DSC records which are incompatible with the data furnished from the distribution activity. Request that they advise the DSC by telephone within two work days whether:

1. The notification of submission of an invalid/erroneous MRC is to be canceled.

2. The quantity for which reversal action was requested is to be reduced to match the DSC recorded receipt transaction quantity.

(b) When the notification request for reversal is to be canceled, annotate this information to the telephone call memorandum/TWX/letter in the Item Jacket File and prepare and input to the system, through the appropriate keypunch component, an NSN/Balance Freeze Transaction as prescribed in appendix E-190 P to release the balances at the distribution activity.

(c) When the reversal quantity is to be reduced to match the DSC recorded receipt transaction quantity, annotate this information to the telephone call memorandum/TWX/letter in the Item Jacket File, prepare and input to the system through the appropriate data entry component:

1. Appendix B-21 (reference subparagraph e(2)(a)1 above) for quantity to be reversed.

2. An NSN/Balance Freeze Transaction described in subparagraph e(2)(a)2.

(4) When the appendix F-184, does not reflect the original D6₁ materiel receipt transaction as having been processed and recorded, determine whether or not an uncontrolled violation against the initial D6₁ input document is being processed for correction and reinput:

(a) If an uncontrolled violation is found to be in-process, compare the quantity shown on the violated D6₁ transaction with quantity to be reversed:

1. When these two quantitative elements are equal, prepare and input, through the appropriate data entry component, a reinput document as prescribed in appendix E-346 P with Violation Reentry Code D. Annotate the Item Jacket File with the action taken, and prepare the input, through the appropriate data entry component, an NSN/Balance Freeze Transaction described in subparagraph e(2)(a)2.

2. When the quantity to be reversed is less than the quantity on the violated D6₁ transaction, subtract the quantity to be reversed from the quantity shown on the violation output. Continue to process the violation output for the revised quantity as prescribed in appendix E-346 P. Annotate the Item Jacket File with action taken, and prepare and input, through the appropriate data entry component, an NSN/Balance Freeze Transaction described in subparagraph e(2)(a)2.

(b) If no uncontrolled violation is found to be in-process, thereby indicating that it has not been received into the DSC system, contact the reporting distribution activity by telephone and determine whether the initial D6_ transaction may have been intercepted prior to input by the distribution activity or whether the input/transmission may have been delayed:

1. When the distribution activity advises that the initial D6_ transaction was intercepted and not transmitted to the DSC, annotate this information to the Item Jacket File and input, through the appropriate data entry component, an NSN/Balance Freeze Transaction described in subparagraph e(2) (a)2.

2. When the distribution activity advises that the initial D6_ input/transmission was delayed beyond the date which they initially stated that was input/transmitted, input a second request for an appendix F-184 (reference appendix E-117 P) to determine whether the transaction may have processed subsequent to the prior request for the initial appendix F-184 printout:

a. If the appendix F-185 printout in response to this second request shows that the initial D6_ transaction has processed, take action to process the materiel receipt reversal request in accordance with the applicable portion(s) of this appendix.

b. If this second appendix F-184 printout does not show that the initial D6_ transaction has processed, consider that it will not subsequently process, and input, through the appropriate keypunch component, an NSN/Balance Freeze Transaction described in subparagraph e(2) (a)2.

f. After all actions have been taken on a notification of submission of an invalid/erroneous MRC, maintain a closed work file on each notification and return the Item Jacket File, if applicable, to the IM.

6. FLOWCHART

Flowchart not required.