1. **PURPOSE.** The purpose of the Inventory Records Management Process is to:

   a. Support a reconciliation process between Enterprise Business System (EBS) and any Storage Activity (SA) where the property management record for DLA-owned inventory resides with the SA’s warehouse management system (WMS). This includes systems operated by DLA Distribution, the Military Services, and Commercial Contractors/Vendors.

   b. Ensure asset balances in the Total Item Property Record (TIPR) in EBS and the SA’s WMS property management record are in agreement.

   c. Identify repetitive processing errors and maintain accurate records for supply system transactions generated within the supply system by researching and reconciling property record imbalances and potential discrepancies.

   d. Ensure accurate TIPR inventory records are maintained in support of customer requirements and readiness by performing balance reconciliations.

2. **APPLICABILITY.** This DLA Instruction (DLAI) applies to Headquarters (HQ) DLA and all DLA Primary Level Field Activities (PLFAs) responsible for mission stock accountability with the exception of the DLA Disposition Services and DLA Energy.

3. **POLICY.** The DLA Inventory Records Management (IRM) process will implement and comply with DOD regulatory guidance and meet or exceed minimum DOD-wide standards, controls, and records. That guidance is in the DOD Supply Chain Material Management Regulation, DOD 4140.1-R. The standard DOD business rules, procedures and transactional interfaces can be found in both the Defense Logistics Management System (DLMS) manual, DOD 4000.25-M, and in the Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP) manual, DOD 4000.25-2M.

References: Refer to Enclosure 1.
Specific DLA policies are:

(1) The TIPR and financial accountability records will be maintained by EBS. Loaned material and material in-transit will not be reconciled during the IRM process.

(2) The SA will be accountable for the quantity of DLA-owned inventory in their custody and maintain property accountability responsibility for the on-hand balance.

(3) The SA will transmit daily closing on-hand balance to EBS for all records experiencing transactions affecting the balance and are held in EBS to be processed once per week.

(4) HQ and the IRM SPO will work with the DSCs, DDC and other SAs (Military Services and commercial contractors/vendors) to establish a schedule to conduct a total reconciliation of all material in storage, annually. The annual reconciliation to support DLA’s financial statement will not be initiated prior to 1 August and will be completed by September 30th of each year.

(5) IRM reports and causative research data will be retained for a minimum of 2 years in an easily retrievable format for audit purposes.

(6) Causative research workload for IRM accounting adjustments will be prioritized based on the dollar value of the adjustment, ensuring that the highest dollar values are researched first, and completed within 15 work days.

4. RESPONSIBILITIES. Refer to Enclosure 2.

5. PROCEDURES. Refer to Enclosure 3.

6. ADDITIONAL INFORMATION. Refer to Enclosure 4 for Tables and IRM Causative Research Report.

7. EFFECTIVE DATE. October 12, 2010
Enclosure 1
References


1. **HQ DLA is responsible for:**

   a. Establishing and maintaining DLA’s Inventory Records Management (IRM) process to provide for the effective and efficient stewardship of DLA supply system materiel.

   b. Ensuring DLA PLFAs comply with minimum DOD-wide standards and DLA requirements, when they are more restrictive than DOD policies, to ensure proper accountability and audit ability of DLA supply system inventories.

   c. Ensuring daily and total reconciliation results are processed to accounting records in compliance with all DOD guidance and that DLA PLFAs adhere to these procedures unless the Office of the Under Secretary of Defense (AT&L/L&MR), Office of the Assistant Deputy Under Secretary of Defense, Supply Chain Integration, has approved a written request for waiver by DLA or another Component.

   d. Conducting functional reviews to ensure IRM compliance with DOD and DLA policy and procedures and that causative research and corrective actions are proper, timely and effective.

   e. Evaluating IRM report data from the Defense Supply Centers (DSCs) to ensure performance standards and goals are met and maintained.

   f. Designate (in writing) a lead DSC to serve as the IRM Sub-Process Owner (SPO). As the SPO the DSC will function as the focal point for implementation of IRM requirements, coordinating system tests, conducting studies, identifying system problems, recommending IRM system changes and process improvements.

   g. Ensure training materials (approve Job Aides) are continuously updated to reflect current DLA/DOD policies, procedures, and performance goals.

2. **The Defense Distribution Center is responsible for:**

   a. Providing adequate resources to DLA Storage Activities (SAs) to ensure timely research and resolution of IRM catalog data errors and coordinating corrective actions with the DSC, as required.

   b. Ensuring updates to the Distribution Standard System (DSS) Acquisition Management Change Letter (AMCL)-8A, Owner Compliance Table, to properly execute both daily and total IRM reconciliations with the individual DSCs.

   c. Ensuring DLA SAs properly execute material accountability responsibilities and comply with DOD and DLA’s Physical Inventory Control Program (PICP) policies and procedures to maintain accurate property records of DLA-owned inventory in the custody of DLA SAs.

   d. Elevating interface and system problems to DLA HQ J-3312 for resolution.
e. Protecting DOD supply system assets from waste, loss, negligence, unauthorized use, misappropriation and, in the case of controlled inventory item materiel, compromise.

3. DLA Supply Centers are responsible for:

   a. Ensuring daily/weekly and total IRM reconciliations are executed in compliance with DOD and DLA policies and procedures.

   b. Ensure training is provided to personnel who perform functions related to IRM research and analysis.

   c. Collection and retention of PICP performance statistics and management data relating to IRM reconciliations for all materiel for which DLA owns and maintains the financial record.

   d. Ensuring that potential or actual inventory accounting adjustments, resulting from IRM reconciliation processes, are researched in accordance with the value of the adjustment and type of item involved.

   e. Monitoring IRM causative research workload to ensure research is completed within 15 work days, and that reversals are implemented with proper controls to ensure audit trails are maintained to reflect the posting of the correct supply transaction to affect corrections to undelivered orders and accounts payable.

   f. Tracking IRM performance statistics against the DOD and DLA Location Reconciliation Accuracy Goal.

   g. Requesting assistance from the SA to isolate supply transaction processing errors and focus on data transmission and validation of system logic to resolve causes of database mismatches between EBS and the SA’s WMS.

   h. Request physical inventories from the SA, as necessary, when transaction research reveals no conclusive findings for inventory mismatches.

   i. Ensuring that contracts for Vendor Managed Inventory (VMI) include clauses for the contractor to maintain an auditable inventory of all DLA-owned material, including semi-annual physical inventories; and initiation of the IRM process for weekly and total reconciliations, to ensure synchronization between the vendor’s property management record and EBS TIPR inventory records.

4. DOD Components who perform SA functions are responsible for: Supporting DLA’s IRM process consistent with DOD Physical Inventory Control Program (PICP) requirements, specifically the location reconciliation business rules, procedures, and transactional interfaces as described by References 2, 3, 4 and 5.
1. DOD requires that, in the absence of a single total item property record, the inventory owners and SA’s are required to perform location reconciliations daily for all active records (stock numbers that had any transaction affecting the record balances) and annually for all stock. DLA’s IRM process accomplishes the required location reconciliation by matching the SA’s property records to EBS TIPR to identify and correct situations where quantitative and common data elements are not in agreement. Such as:

- an owner record with no corresponding SA record,
- a SA record with no corresponding owner record,
- common elements of data that do not match, and
- quantity discrepancies

2. While the SA is responsible for the integrity of the accountable property record, and for researching the causes of physical inventory adjustments (D8A and D9A transactions), the DSCs are responsible for analyzing and researching inventory accounting adjustments (D8B and D9B) resulting from the IRM process.

3. The IRM process includes transaction data, management reports, causative research requirements, and performance goals, as described below:

   a. SA Transactions Transmitted to EBS:

      (1) Location Reconciliation Request (DZH) or DLMS 864R – The SA will submit the daily closing on-hand balance using a DZH for all materials with transactions affecting the balance (i.e. receipts, issues, denials, inventory adjustments). EBS will hold the daily balance data and run the IRM process once a week (i.e. Monday morning). The SA will also send DZHS (at least annually) for a total reconciliation of all material in storage. Record position 7 of the DZH will indicate the type of reconciliation (i.e. for daily reports use a ‘1’ and for a total IRM reconciliation use a ‘2’).

      (2) Location Reconciliation Notification (DZN) or DLMS 846R – In addition to the DZH the SA will also send a single DZN with a count of the number of DZH transactions in a transmission, to include the transmission date and the medium (i.e. DAASC).

      (3) Transaction History Transmittal (DZK) or DLMS 527R – The SA will send DZK transaction history details in response to the DZJ request. There will be as many DZK transactions as there are transactions in the SA’s transaction history for the specified time period (as identified in the DZJ). Record position 7 must echo the reconciliation type sent to the SA by EBS in the DZJ request (i.e. for weekly EBS will assign a ‘W’ and a ‘Y’ for annual requests).

      (4) Location Reconciliation History Notification (DZP) or DLMS 846R – In addition to the DZK transactions the SA will transmit a single DZP in response to the DZJ history request. The DZP transaction contains a count for the number of DZKs in a transmission.

   b. EBS Transactions Transmitted by the DSC to the SA:
(1) Storage Item Data Correction Transaction (DZB) or DLMS 888I – EBS will send a DZB to the SA based on invalid or mismatched Controlled Inventory Item Code (CIIC), unit of issue or Shelf Life Code (SLC) item data.

(2) Transaction Reject (DZG) or DLMS 824R – EBS will send the submitting SA a DZG when EBS could not recognize the owner/manager data shown in the DZH/DZK transactions, or could not be processed due to erroneous or missing data.

(3) Transaction History/Custodial Balance Request (DZJ) or DLMS 846P – If more information is required in order to reconcile the inventory records between EBS and the SA, EBS will send a DZJ requesting transaction history for a specific time frame.

Note: See Enclosure 4, Table 1 for MILSTRAP to DLMS and EBS-Order Fulfillment Extensions Cross Reference Table. Also, refer to Enclosure 4, Table 2 for Intermediate Document Codes (IDOC) to be transmitted as part of the DZK history transactions.

c. Order Fulfillment (OF-RPT-5109) Management Reports. When differences exist between the SA’s property records and the TIPR records in EBS, reports are automatically generated to identify those records. These management reports are generated after each weekly and total reconciliation process is complete. The following sub-reports provide details for both inventory lines in and out of balance and require DSC analysis and research:

- **Report 1A** – Lists all the line items that were marked as error type “l” (line items which are potentially in balance due to errored IDOCs).

- **Report 1B** – Lists all the line items that were marked as error type “A” and “F” (Line items which had DZKs which did not match to an IDOC in the system).


- **Report 3** – Lines of Inventory Adjusted. Causative Research Required. This report lists all the individual line item adjustments taken that require causative research.

- **Report 4** – Lists all the line items that were marked as error type “S” (update occurred in EBS but no DZH received) … Line item recorded in EBS, not in SA’s accountable property record. Line items are not included in Report 2. A manual accounting adjustment is required to adjust the TIPR to agree with SA’s accountable property record.

- **Report 5** – Lists all the line items that were marked as error type “B” (positive quantity on DZH but zero quantity in EBS). Line item adjustment will appear on Report 2 or 3. IRM adjustment was taken to adjust the TIPR to agree with SA’s accountable property record … may have released backorders.

- **Report 6** – Lists all the line items that were marked as error type “U, K, or L”, because the CIIC, Unit of Issue or Shelf Life Code on the DZH did not match EBS. A DZB
Storage Item Data Correction Transaction will be sent from EBS to the SA for research. No Resolution Specialist action required.

- **Report 7** – Lists all line items that were marked as error type “C” (condition code variance). This report will display a separate line for each condition code variance and should be used when researching Report 2 and 3 adjustments to determine if a condition code transfer is required to transfer quantity from EBS to agree with SA’s condition code.

- **Report 8A** – Lists all the line items that were marked as error type “H” (DZK requested but no DZK received).

- **Report 8B** – Lists all the line items that were marked as error type “N” (DZK received but no balance affecting activity to report).

- **Report 9** – Lists all the line items that were marked as error type “Y” (all lines for which EBS and SA’s record were in balance). No action required.

- **Report 10** – Lists all the line items that were marked as error type “D” (invalid Condition Code).

- **Report 11** – Lists all the line items that were not in balance (inverse of Report 9). This report includes all adjustments shown in Reports 2 and 3.

- **Report 12** – Lists all the line items that were marked as error type “M” (invalid material number (i.e. NSN)). EBS will automatically send a DZG Transaction Rejection to the SA for validation. No Resolution Specialist action required.

- **Report 13** – This report will display all lines of inventory by Plant, Material Group, NIIN, condition code combination which have been identified as blocked material, partially adjusted or chain adjusted.

- **Report S** – Weekly Summary. The report contains the final IRM Error Metric. This metric will be report to HQ each week and is recorded on the OF Metrics sheet. This report represents cumulative errors for all IRM inventory adjustments made manually and automatically by the IRM programs.

**d. Order Fulfillment (OF-RPT-9002) Management Reports.** This report will be used to manage the IRM Year-End total reconciliation process and contains three sub-reports summarizing line items both in and out of balance.

- **Report A** – Summary report of all DZH error such as invalid material number (e.g. NSN/CC), unit of issue, SLC and invalid condition code. A DZB or DZG will be sent from EBS to the SA(s) for research. No action required by the DSC Resolution Specialist

- **Report C** – Summary report of all error types assigned by EBS-IRM and broken down by category. The ‘error types’ in this report are the same as those discussed in OP-RPT-5109 Report section (above) and require DSC research/action.
• **Report E** – Summary report of all adjustments made broken down by gains and losses and the total dollar value.

**e. Causative Research and Reversal Requirements.**

1. The IRM process involves a series of validations in each interface or EBS extension and error codes assigned, based on the type of discrepancy. When quantity discrepancies occur, EBS considers in-float transactions (receipts, issues, or other transactions that may not have posted in both systems). The EBS balance is then adjusted to match the SA balance. Refer to Enclosure 4, Table 5 for specific ZC Movement Types. Once adjustments are posted, EBS calculates the value of adjustments and selects items for causative research based on set criteria. Causative Research will be performed on all Classified and Sensitive item adjustments, regardless of dollar value; pilferable item adjustments greater than $2,500; uncontrolled item adjustments between $5,000 and $16,000 with a unit variance greater than 25 percent; and, all uncontrolled item adjustments greater than $16,000. See Enclosure 4, Table 3.

2. OF-RPT-5109, Report #3 identifies IRM adjustments equal to causative research thresholds. The resolution specialist will select items from this report, and prioritize workload based on the highest dollar value adjusted. Causative research will be conducted to determine why and how a discrepancy occurred focusing on events/processes that cause the databases (between the SA and EBS-TIPR) to be out of sync. The resolution specialist will manually compare EBS and SA transaction histories, review all outstanding violations, back two years, regardless the last total reconciliation, to locate ‘missing’ supply transactions, check ‘Errored IDoc’ rejects from OF-39, OF-49, OF-11, OF-167 interfaces, and as required, request assistance from the business process analysts on complex reconciliation issues.

3. IRM causative research will be completed within 15 days work days from the date of the OF-RRT-5109 report. The causative research process ends when the cause of the discrepancy has been discovered and corrective action taken, or when no conclusive findings are apparent after all pertinent transaction files, records, and/or documents have been evaluated. Supporting documentation of causative research will be maintained using the IRM Causative Research Report form (See Enclosure 4, Attachment 1). Hard copy or electronically (scanned) documentation with proper signatures (See Enclosure 4, Table 4) will be maintained for 2 years and made available upon request.

4. If causative research identifies the cause(s) of the discrepancy the resolution specialist will reverse the adjustment posted by EBS and manually post the necessary transactions to synchronize the EBS and SA balances. When causative research reveals the adjustment was caused by an un-posted, double posted, or otherwise improperly posted transaction, such as a receipt or issue, a reversal transaction is necessary to allow the proper posting of the correct supply transaction to negate the effect of the adjustment on asset management and financial records.

   (a) An adjustment will be reversed by posting a credit loss or gain transaction which is a true reversal transaction of the original adjustment. Adjustments will not be reversed by posting an off-setting adjustment. This is important because adjustment gains and losses are measured in separate General Ledger Account Codes (GLACs). An offsetting adjustment will be
measured as an additional adjustment, creating an inflated view of gross adjustments. A reversal will result in the subtraction of the adjustment value from the GLAC, ensuring the gross adjustment rate reflects only the value of adjustments remaining unresolved. The EBS IRM Program will make automatic gains/losses using a ZC- Material Movement Type entry. To effect the proper reversal (or undo the automatic adjustment) the Resolution Specialist will use the ‘Associated’ ZC- Movement Type that corresponds to the appropriate Auto Adjustment Movement Type. See Enclosure 4, Table 5.

(b) The reversal process is appropriate regardless of the age of the improperly posted document/transaction or age of the corresponding adjustment. However, there must be a clear audit trail that links the improperly posted document or transaction directly to the original adjustment.

(c) Reversals will not be processed solely on the basis of a previous offsetting adjustment. Research must prove the offsetting adjustments are related.

f. Review and Approval Threshold for Causative Research Findings and Reversals.

(1) The extended dollar value of the IRM adjustment or reversal will determine the approval and signature level required to accept causative research finding. The Resolution Specialist, regardless of grade level will conduct the complete causative research investigation but may only accept/post the corrective actions if the adjustment is equal to or below their approval level. For adjustments/reversals greater than resolution specialist approval threshold the causative research findings will be elevated to their Supervisor/Team Leader for review, who may approve or recommend approval based on set criteria. See Enclosure 4, Table 4

g. Performance Goals. The DOD and DLA IRM reconciliation accuracy goal is 97% Overall, with a Unit Accuracy goal of 99%. The DSCs will collect and maintain performance standards and management data for all IRM reconciliations, and use the OF-RPT-5109 Report #S for reporting this metric to HQ each week on the OF Metrics sheet.
**TABLE 1**

**MILSTRAP to DLMS Cross Reference Table**

<table>
<thead>
<tr>
<th>DIC</th>
<th>DLMS IC</th>
<th>Order Fulfillment Interface</th>
<th>Detailed Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DZJ</td>
<td>846P</td>
<td>OF-INT-5107</td>
<td>Transaction History/Custodial Balance Request</td>
</tr>
<tr>
<td>DZK</td>
<td>846P</td>
<td>OF-INT-5108</td>
<td>Transaction History Transmittal</td>
</tr>
<tr>
<td>DZH</td>
<td>846R</td>
<td>OF-INT-5105</td>
<td>Location Reconciliation Request</td>
</tr>
<tr>
<td>DZN</td>
<td>846R</td>
<td>OF-INT-5105</td>
<td>Location Reconciliation Notification</td>
</tr>
<tr>
<td>DZP</td>
<td>846R</td>
<td>OF-INT-5108</td>
<td>Location Reconciliation History Notification</td>
</tr>
<tr>
<td>DZK</td>
<td>527R, 867I, 947I, 846P</td>
<td>OF-INT-5108</td>
<td>Transaction History Transmittal</td>
</tr>
<tr>
<td>DZG</td>
<td>824R</td>
<td>OF-INT-9002</td>
<td>Reject Advice</td>
</tr>
<tr>
<td>DZB</td>
<td>888I</td>
<td>OF-INT-9002</td>
<td>Storage Item Data Correction/Change</td>
</tr>
</tbody>
</table>

**TABLE 2**

**Document Identifier Codes to be Transmitted as part of the DZK History Transaction**

**Transaction History Transactions**: The following DICs will be extracted and transmitted, by the SA, as part of the DZK history transactions.

- AR       Advanced Shipment Notification
- A6_      Material Release Denial
- C0A      Post-Post of Requisition and Shipment
- D4_      Receipt of DD250 Shipment
- D6_      Receipt of MRO Shipment
- D7_      NIMS and AMMA Post-Post Issue
- D8A      Physical Inventory Gain
- D9A      Physical Inventory Loss
- A2_      Redistribution Order
- A5_      Material Release Order

**Note**: The following DICs do not affect inventory balances and will not be included in the DZK transaction history: AG6 (Material Release Cancellation Reply), AGJ (Disposal Release Cancellation Reply) and AE_ (Supply Status Reply).
<table>
<thead>
<tr>
<th>CIIC</th>
<th>$ Value and Unit Variance of Adjustment</th>
<th>Causative Research</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Uncontrolled Items:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIICs = to U, 7, 9, S or Blank</td>
<td>&gt;$1,000 but &lt;$5,000</td>
<td>NO</td>
</tr>
<tr>
<td></td>
<td>&gt;$5,000 but &lt;$16,000 and &gt;25% Unit Variance</td>
<td>YES</td>
</tr>
<tr>
<td></td>
<td>&gt;$16,000</td>
<td>YES</td>
</tr>
<tr>
<td><strong>Controlled Items:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sensitive – (CIIC is = to 1, 2, 3, 4, 5, 6, 8, Q, R or $), and/or Classified – (CIIC is = to A, B, C, D, E, F, G, H, K, L, O, S or T)</td>
<td>All IRM Adjustments</td>
<td>YES</td>
</tr>
<tr>
<td>Pilferable Items – (CIIC = to J, I, M, N, P, V, W, X, Y, or Z)</td>
<td>&gt;$2,500</td>
<td>YES</td>
</tr>
</tbody>
</table>
TABLE 4

Causative Research and Reversal Approval Thresholds

<table>
<thead>
<tr>
<th>Value of IRM Adjustment</th>
<th>Approval Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>$75,000 and below</td>
<td>RS GS-09 or above</td>
</tr>
<tr>
<td>$75,001 to $200,000</td>
<td>RS GS-11 or above</td>
</tr>
<tr>
<td>$200,001 to $500,000</td>
<td>*Supv. RS Team Leader (GS-12)</td>
</tr>
<tr>
<td>$500,001 to $1M</td>
<td>Branch Chief – GS-13 or above</td>
</tr>
<tr>
<td>$750,001 to $1M</td>
<td>Division Chief – GS-14 or above</td>
</tr>
<tr>
<td>&gt;$1M</td>
<td>Director of Supply Operations or above</td>
</tr>
</tbody>
</table>

* Note: Reversals of IRM adjustments (i.e. Wash Transactions) regardless of Dollar Value may be approved by the Supervisor/RS Team Lead (GS-12).
## TABLE 5

**IRM ZC- MOVEMENT TYPES**

<table>
<thead>
<tr>
<th>Auto Adjust Movement Type</th>
<th>*Research Type</th>
<th>Gain/Loss</th>
<th>Associated Reversal</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZCA</td>
<td>NC</td>
<td>G</td>
<td>ZCC</td>
</tr>
<tr>
<td>ZCB</td>
<td>NC</td>
<td>L</td>
<td>ZCD</td>
</tr>
<tr>
<td>ZCE</td>
<td>C</td>
<td>G</td>
<td>ZCG</td>
</tr>
<tr>
<td>ZCF</td>
<td>C</td>
<td>L</td>
<td>ZCH</td>
</tr>
<tr>
<td>ZCI</td>
<td>NC</td>
<td>G</td>
<td>ZCK</td>
</tr>
<tr>
<td>ZCJ</td>
<td>NC</td>
<td>L</td>
<td>ZCL</td>
</tr>
<tr>
<td>ZCM</td>
<td>C</td>
<td>G</td>
<td>ZCO</td>
</tr>
<tr>
<td>ZCN</td>
<td>C</td>
<td>L</td>
<td>ZCP</td>
</tr>
<tr>
<td>ZCQ</td>
<td>NC</td>
<td>G</td>
<td>ZCS</td>
</tr>
<tr>
<td>ZCR</td>
<td>NC</td>
<td>L</td>
<td>ZCT</td>
</tr>
<tr>
<td>ZCU</td>
<td>C</td>
<td>G</td>
<td>ZCW</td>
</tr>
<tr>
<td>ZCV</td>
<td>C</td>
<td>L</td>
<td>ZCX</td>
</tr>
</tbody>
</table>

*Research Type – NC = No Causative and C = Causative
Enclosure 4 – Attachment 1
IRM CAUSATIVE RESEARCH REPORT

<table>
<thead>
<tr>
<th>Material Group</th>
<th>Material # / Part # / Nomenclature</th>
<th>ZC Movement Type</th>
<th>Plant</th>
<th>Cond Code</th>
<th>CIIC</th>
<th>U/I</th>
<th>Material Unit Price</th>
<th>Qty Adj.</th>
<th>Value of IRM Adjustment (Value of Diff.)</th>
<th>Report Date</th>
<th>Date Adj. Reversed</th>
</tr>
</thead>
</table>

Causative Research Summary: Material Document # ___________________ Beginning Balance ________ Ending Balance ________

No Conclusive Findings – No further action required on IRM adjustment. However, describe what info/reports were reviewed, data analyzed and efforts taken, but with no findings apparent. ________________________________

_____________________________________________________________________________________________________________________

Justification for Reversal - Describe in terms of what type of transaction processed incorrectly and/or did not process originally (i.e. missing) to cause the IRM adjust; and then describe the type of transactions(s) posted to resolve imbalance and reverse the IRM adjustment. ________

_________________________________________________________________________________________________________________

_________________________________________________________________________________________________________________

<table>
<thead>
<tr>
<th>Value of IRM Adjustment</th>
<th>Signature Approval Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>$75,000 and below</td>
<td>RS – GS-9 or above</td>
</tr>
<tr>
<td>$75,001 to 200,000</td>
<td>RS – GS-11 or above</td>
</tr>
<tr>
<td>$200,001 to 500,000</td>
<td>*Supv/RS Team Lead – GS-12</td>
</tr>
<tr>
<td>$500,001 to 750,000</td>
<td>Branch Chief – GS-13 or above</td>
</tr>
<tr>
<td>$750,001 to $1M</td>
<td>Division Chief – GS- 14 or above</td>
</tr>
<tr>
<td>&gt;$1M</td>
<td>Director Supply Ops or above</td>
</tr>
</tbody>
</table>

* Reversals of IRM adjustments (i.e. Wash Transactions) regardless of Dollar Value may be approved by the Supervisor/RS Team Lead (GS-12).