

AUTOMATIC DATA PROCESSING (ADP) LISTINGS  
OF NONCONFORMING SUBSISTENCE SUPPLIES

(Supplementation is prohibited.)

- I. REFERENCES.
- A. DSACM 4710.1, Volume I, Part I, Functional Description.
  - B. DSCAM 4710.1, Volume VI, Part I, Subsistence Nonconformance Supplies Reporting System (SNCSRS).
  - C. ADP Reports by Program Number:
    - 1. PXKPDE69 through PPKDPE73, IV-Phase Data Entry System Validation.
    - 2. PLNJWW05, Weekly Nonconformance Transaction Validation.
    - 3. PLNJMM05, Monthly Nonconformance History File Update.
    - 4. PLNJMM10, Monthly Nonconformance Report by Contractor.
    - 5. PLNJMM15, Monthly Nonconformance Report by Purchase Element.
    - 6. PLNJMM20, Pareto Distribution Report by NSN and by Contractor.
    - 7. PLNJAR05, Special Inquiry Processing.
  - D. DPSCM 4155.25, Subsistence Coding of Nonconforming Reports.
  - E. DPSCM 4155.41, Nonconforming Subsistence Supplies.
- II. PURPOSE AND SCOPE.
- A. To assign responsibilities in the preparation and distribution of ADP Listings of Nonconforming Subsistence Supplies.
  - B. To provide guidance in the use of these listings in evaluating the causes of nonconformances and corrective actions required.
  - C. This Regulation is applicable to the Technical Operations and Quality Assurance Division (DPSC-HS), the Contracting and Production Division (DPSC-HP), the Office of Telecommunications and Information Systems (DPSC-Z), the DLA Automation Center (DSAC-V) and the DPSC Subsistence Procuring Elements (SPEs).
- III. POLICY. Reports pertaining to nonconforming subsistence supplies shall be incorporated into the Subsistence Nonconformance Data Bank. The data input shall be purchased routinely on a monthly basis as contractor oriented and purchase element oriented listings and for special requests. The information shall be available to all personnel associated with subsistence operations without restrictions and to others on a need-to-know basis. Administrative actions relating to data input code structure and distribution of output shall be handled by the Evaluation Section, Technical Programs Branch, Technical Operations and Quality Assurance Division (DPSC-HSTE).
- IV. BACKGROUND.
- A. Nonconformances are coded on:
    - 1. DPSC Form 2662, Report of Nonconforming Supplies.
    - 2. DPSC Form 1932, Report of Nonconforming Shell Eggs and Contracting Officer's Action.
  - B. The information contained in the Data Bank consists of the specific data describing quality nonconformances relating each event to the prime contractor and subcontractor, as applicable, and including the purchase element, contract serial numbers, price data, classification and disposition decisions.
  - C. The contractor oriented listing (PLNJMM10) consists of the data elements specified above, arranged within the contractor identification as the major break and the National

Stock Number (NSN) as a minor break of the listing. All listed data is printed in the clear and recapitulation by classification and decision follow each break.

- D. The purchasing office oriented listing (PLNJMM15) consists of the data elements specified in paragraph IV.C., arranged with the purchasing office as the major break element and with a minor break of change of item within the purchasing office. All listed data is printed in the clear and recapitulations by classifications and decisions follow each break. In addition, summaries of the classification and decision information are reported for each purchasing office and for the report total.
- E. The Chief, Contracting and Production Division (DPSC-HP) shall arrange to provide the contractor oriented and the purchase element oriented listings for use by the contracting officers for research in reviewing contractor/item histories.
- F. A "Pareto" distribution by NSN and by contractor on a monthly basis and for the previous 12 month period is provided to show which items/contractors cause the greatest number of nonconformances (PLNJMM20).
- G. In addition to the routine listings related to above, a program (PLNJAR05) is available for making special pull outs of data by purchase element, NSN, contractor or general nonconformance codes, and by the classification elements. Requests for these special listings must be routed through DPSC-HSTE.
- H. A Weekly Nonconformance Transaction Validation (PLNJWW05) will be used to report all entries made during the previous week and to highlight invalid entries. DPSC-HSTE will administer this listing and report invalid inputs to the originating office for correction.
- I. The monthly update listing (PLNJMM05 Monthly Nonconformance History File Update) will be used by DPSC-HSTE in the overall validation process.
- J. Within the input, process checks are built into the IV-Phase procedure to assure essential data is entered with each report. These programs (PXPDE69 through PXPDE73) will assure that all necessary fields are included in the input process but will not validate field input for correct code.

V. RESPONSIBILITIES.

- A. The Chief, Evaluation Section, Technical Programs Branch, Technical Operations and Quality Assurance Division (DPSC-HSTE) shall:
  - 1. Design the procedures for generating the Subsistence Nonconformance Data Bank.
  - 2. Administer the Subsistence Nonconformance Data Bank. This includes input action, validation, administration, distribution of routine listings and handling all requests for special pull outs.
  - 3. Review routine monthly listings and advise the activities of interest of the observations noted.
  - 4. Assist other elements in the use of information in the Data Bank.

NOTE: DPSC-HSTE shall administer the above responsibilities for the Chief, Technical Programs Branch (DPSC-HST).

- B. The Chiefs, Technical Programs Branch (DPSC-STP), Animal Products Branch (DPSC-HAS) or Non Animal Products Branch (DPSC-HSN), as applicable, shall use the Data Bank and routine listings as reference in acquisition support actions.
- C. The Director, DLA Systems Automation Center (DSAC-V) shall provide ADP programming for the Data Bank as required.
- D. The Director, Office of Telecommunications and Information Systems (DPSC-Z) shall:
  - 1. Provide machine processing services for reports.
  - 2. Provide the required ADP reports to DPSC-HSTE.
- E. The Chiefs, Contract Quality Assurance Elements, SPEs, and the Chief, Animal Products Branch (DPSC-HAS)/Non Animal Products Branch (DPSC-HSN) shall:
  - 1. Coe and forward reports in a timely manner in accordance with reference I.D.

2. Review listings with intent to standardize actions for correcting persistent marginal performances of contractors and troublesome requirements.
  3. Process validation requests received from DPSC-HSTE.
- F. The Quality Assurance Specialist, Evaluation Section, Technical Programs Branch (DPSC-HSTE) shall code and forward warranty reports in a timely manner in accordance with reference I.D.
- G. The Chief, Contracting and Production Division (DPSC-HP) shall maintain a file of listings so that the contracting officer can make a study of nonconformances.
- H. The Chief, Evaluation Section, Technical Programs Branch (DPSC-HSTE) shall maintain this publication in a current status and review it annually.

BY ORDER OF THE COMMANDER

1 Encl  
Distribution List

PATRICIA FENWICK  
Chief, Administrative Services Division  
Office of Installation Services

DISTRIBUTION

Special  
ST-B and ST-E  
DPSC-WS – 25  
DPSC-WXA/Library – 2  
DoD Deputy Asst (DAIG-IN) – 1  
DoD IGROs – 6  
DPSC-Z – 5  
DLA-QV – 1

---

This DPSCR supersedes 4155.24, 18 Mar 85.

\*Denotes Changes.