

APPENDIX E-088 P

SPECIAL REQUIREMENT INQUIRY DOCUMENT

1. PURPOSE

This appendix is applicable to chapter 58 and provides instructions for the manual preparation of the Special Requirement Inquiry Document, DIC ZR7, appendix B-88. Printouts of one or more elements contained in the SPR Forecast Record or Other Nonrecurring Requirement Record in the SCF are obtained by submission of the ZR7 document. Action Codes inserted in pos. 79-80 determine the type and extent of information to be furnished.

2. RESPONSIBLE ORGANIZATIONAL ELEMENT

DSO, IM/Materiel Support Branch.

3. APPENDICES USED IN THIS PROCESS

a. Appendix A-42, Action Codes.

b. Appendix B-88, Special Requirement Inquiry Document.

c. Appendix E-088 V, Processing Special Requirement Inquiry Document Violations.

4. PROCEDURES

a. To obtain a printout of one or more elements contained in the Forecast SPR Record or Other Nonrecurring Requirement Record, processing personnel will prepare a Special Requirement Inquiry Document, DIC ZR7 in the format of appendix B-88 on DLA Form 889, Transcript for Special Requirement Inquiry Document, and forward to Data Systems for processing.

b. The type and extent of information to be furnished will be determined by inserting one of the following Action Codes in pos. 79-80 of the ZR7 document:

<u>ACTION CODE</u>	<u>EXPLANATION</u>
GA	Inquiry for a single forecast SPR by document number. The NSN must be included.
GB*	Inquiry for the entire SPR Forecast Record, sequenced by the ORCs assigned in the SCF.
GC	Inquiry for the SPR Forecast Record of a single NSN.

<u>ACTION CODE</u>	<u>EXPLANATION</u>
GD*	Inquiry for the entire SPR Forecast Record, sequenced by NSN.
GF	Inquiry for the Other Nonrecurring Requirements Record of a single NSN.

*For Action Codes GB and GD - Enter ORC 99 in pos. 79-80 since these codes are restricted for management use only. These interrogations may not be made by the IM.

c. Inquiry by Action Code GA, GB, GC, or GD will result in a reply in the format of appendix F-251, Forecast SPR Record. Inquiry by Action Code GF will result in a reply in the format of appendix F-256, Other Nonrecurring Requirement Record.

d. Forward the completed document to ODS for processing. The computer validates prescribed entries and prepares violation notices for invalid entries. Violation notices are forwarded to the applicable ORC for review and processing as described in appendix E-088 V. Inputs passing the validity check will printout inquiries as requested by Action Codes, pos. 79-80.

5. SYSTEM INQUIRY

System Inquiries, i.e., those inquiries capable of producing large masses of paper as a reply and tying up computer equipment for considerable lengths of time, in this case involving Action Codes GB and GD, are to be rigidly controlled. These inquiries, in proper format, are to be forwarded to ODS, by IOM, over an authorizing signature (Division level supervisor or MSO Chief/Deputy). A copy of this IOM must be forwarded to MSO, DSO, for control purposes. ODS will schedule processing of system inquiries during time periods which will not jeopardize day-to-day operations. This IOM will be forwarded to ODS only when VRC OG is being cleared by Reentry Code ER. It will never be forwarded to ODS prior to the violation clearance action.

6. FLOWCHART

Flowchart not required.