

APPENDIX E-115 P

FAMILY MEMBER DATA CHANGE DOCUMENT

1. FORM/REPORT USED

Family Member Data Change Document, DIC ZR1, appendix B-115.

2. REASON/CRITERIA FOR PREPARATION

As prescribed by chapter 27, the Family Number Data Change Document is used in the following cases:

a. To change the Reorder Point (ROP) of an item after the item enters a Stock Management Family. This transaction will be used for family members only and never for the family head or a bachelor item.

b. To change the Asset Applicability Code of the item after it enters a Stock Management Family.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

The Inventory Management Division of the Directorate of Supply Operations (DSO) is responsible for preparing the Family Member Data Change Document.

4. PROCEDURES/INSTRUCTIONS FOR PREPARATION OF FORM/REPORT

a. SOURCE OF INFORMATION

The Technical Services Division of the Directorate of Technical Operations (DTO) will supply information to the Inventory Management Division of DSO by means of DLA Form 1152, Technical Guidance for Stock Management.

b. PREPARATION OF FORM/REPORT

(1) To change the Reorder Point or Asset Applicability Code (AAC) after the item enters the Stock Management Family, not applicable to the family head or bachelor items.

Prepare the Family Member Data Change Document in the format of appendix B-115, entering the new ROP in pos. 33-40 and/or the Asset Applicability Code (AAC) in pos. 32.

(2) The Family Member Data Change Document (ZR1) may be used to update either the ROP (pos. 33-40) or the AAC (pos. 32), or both. If the AAC in either the ZR1 or the NIR is 1, a constant ROP of 9s will be entered and cannot be changed unless the AAC is changed to 2. If the AAC is 2, the ROP quantity can be any valid quantity other than 9s and can be changed when necessary.

c. DISTRIBUTION OF FORM/REPORT

Forward the data entry coding sheet to the Office of Data Systems for entry and processing.

5. FLOWCHART

Flowchart not required.