

APPENDIX E-117 P

DUE-IN FILE INQUIRY DOCUMENT

1. PURPOSE

This appendix is applicable to chapter 3 and describes the method for manual preparation of a Due-In File Inquiry Document, DIC ZCJ, appendix B-117. This card is prepared whenever it is necessary to obtain a printout of the Due-In File. As the result of input of this Inquiry Document, the requester will receive a Due-In File Printout Inquiry List, appendix F-184 which is used by the recipient for specific due-in detail information.

2. APPENDICES USED IN THIS PROCESS

- a. Appendix B-117, Due-In File Inquiry Document.
- b. Appendix F-184, Due-In File Printout Inquiry List.

3. RESPONSIBLE ORGANIZATIONAL ELEMENTS

The individual item managers within the Commodity Branches of the Directorate of Supply Operations will normally be responsible for the preparation of the Inquiry Documents described in this appendix.

4. PROCEDURES/INSTRUCTIONS

- a. Processing personnel will determine the need for making inquiry to the Due-In File in the course of day-to-day processing actions.
- b. When it is determined that inquiry is required, prepare the Due-In File Inquiry Document in the format of appendix B-117. Forward inquiry to the Office of Data Systems through Data Entry facility for processing.
- c. The Due-In File Printout Inquiry List will contain due-in data as defined in appendix F-184 and will be used for informational purposes by the recipient.

5. FLOWCHART

Flowchart not required.