

APPENDIX E-188 P

ITEM CHARACTERISTIC CHANGE DOCUMENT

1. FORM/REPORT USED

Appendix B-188, Item Characteristic Change Document, DIC ZR4.

2. REASON/CRITERIA FOR PREPARATON

An Item characteristic Change Document (DIC ZR4) will be initiated by the IM to establish or revise one or more of the Characteristic Data Elements in the SCF. This transaction will also be used during the Logistics Reassignment process to move Item Characteristic Change Data from the LIM to the GIM.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

DSO (IM).

4. PROCEDURES/INSTRUCTIONS FOR PREPARATION OF FORM/REPORT

The Item Characteristic Change Document (DIC ZR4) will be prepared as follows:

<u>FIELD POSITIONS</u>	<u>TITLE/INSTRUCTIONS</u>
1-3	DIC - Enter DIC ZR4.
4-6	RIC - Enter RIC of processing DSC. S9C = DSCC S9E = DSCC S9G = DSCR S9I = DSCP S9P = DSCP
7	Leave blank.
8-20	NSN - Enter applicable NSN. Item <u>must</u> be the head of a family.
21-22	Leave blank.
23-24	UI - Enter appropriate UI for NSN in pos. 8-20. (Mandatory element whenever an entry appears in a Quantity field.)
25	Very Important Program (VIP) Item Code - A one digit alpha character which identifies items selected for intensive management. Codes are as follows:

FIELD
POSITIONS

TITLE/INSTRUCTIONS

Y = VIP Item - Item selected as a VIP Item because of its high essentiality to a particular mission, extremely high dollar value, or other similar importance.

N = Non-VIP Item.

This code is stored in the SCF and is subject to manual revision only. Enter Y during first or third month only.

- 26-33 Minimum Procurement Quantity - An eight digit numeric quantity which reflects the quantity of an item considered economical to procure based on production practices. This element is maintained in the SCF and is subject to manual revision only. The actual data will normally be forwarded to the IM by personnel of the DP&P based on actual procurement experience and should be placed in the SCF record for use in the next scheduled replenishment buy for the item.
- 34-41 Minimum Carload Quantity - An eight digit numeric quantity which reflects the quantity of an item required to constitute a carload. This element is maintained in the SCF and is subject to manual revision only.
- 42-46 Intermediate Pack Quantity - A five digit numeric quantity which reflects the number of unit packages contained in the intermediate package. This element is maintained in the SCF and is subject to manual revision only.
- 47-52 Shipping Container Quantity - A six digit numeric quantity which reflects the number of intermediate packages contained in the exterior shipping container. This element is maintained in the SCF and is subject to manual revision only.
- 53-55 Repair Leadtime (Days) - The number of days (not to exceed 999) which reflects the time interval between repair scheduling and placing an item in issuable condition. This element is maintained in the SCF and is subject to manual revision only. If the Repair Leadtime is not available in the SCF, the Procurement Leadtime will be utilized in lieu of the Repair Leadtime in Computer Programming.
- 56 SSCSC (Low Value) - A one digit alpha character which is assigned to Low Value Demand Items to indicate that a SSCS is required when stocked replenishment action is necessary. Codes are as follows:

FIELD
POSITIONS

TITLE/INSTRUCTIONS

Y = SSCS is required. All recommended procurements will be referred to the IM for review. This Code Y will prevent any replenishment or NSO item buy from being automatically forwarded to the DP&P.

N = SSCS is not required. Procurement will be automatically released and DSO advised by the Low Value Procurement Listing.

This Code is stored in the SCF and is subject to manual revision only.

57-64

Additional Retention Quantity - An eight digit numeric quantity numeric quantity which reflects t normal Economic Retention Level.

a. Its purpose is to prevent assets from stratifying as excess when there is justification for retaining these assets. This element is maintained in the Supply Control File.

b. The AERQ is subject to manual revision but will be reduced or deleted mechanically when assets are reduced below the Maximum Retention Quantity.

c. The input of an AERQ will overlay any previous entry, e.g., to increase an AERQ from 100 to 150 requires an entry of 150.

d. Input of an AERQ will be with the approval of the Division Chief. A DLA Form 690, appendix F-167, or DLA Form 709, appendix F-170, will be annotated with the justification for the use of an AERQ and filed in Item Manager's jacket file. Division Chief's approval will be on the DLA Form 690 or the DLA Form 709, as appropriate.

e. When a requirement is known and an increase to the NSO/QFD is not justified, consideration will be given to input of another nonrecurring requirement (chapter 58 and appendix E-095 P) in lieu of an AERQ. An AERQ may be used to prevent assets on Hard Core War Reserve Items from stratifying as excess.

f. The establishment of an AERQ to protect stocks of unknown future requirements is disallowed.

65

Tentative Due-In Restriction Code - A one*digit alpha character which indicates whether or not a tentative due-in is to be established for an item reaching the system reorder point/review level. Codes are as follows:

FIELD
POSITIONS

TITLE/INSTRUCTIONS

Y = A Standard Supply Control Study will be prepared, but no due-in established (automatic preparation of additional Standard Supply Control Studies will be suspended for 15 days).

N = No restriction on establishment of tentative due-ins.

This code is stored in the Supply Control File and is subject to manual revision only.

66

Essential Item Code - A one digit numeric code which indicates the relative essentiality of an item. Codes are as follows:

1 through 5 - Codes are to be assigned at the discretion of each DSC, to items which cannot be identified to a particular program or weapons system in the Supply Control File. These codes are to be assigned based on the items relative importance to the system, with number 1 being the most important and number 5 the least important.

67

Market Survey Indicator - This code, in conjunction with the Low Value Code, pos. 56, will cause RBs for NSNs undergoing Market Survey to be output for IM review.

Code Y will be a mechanically originated input from the Commercial Item Support Program (CISP) - Early Initiatives SAADS Program and should not be manually initiated.

Enter Code N when the completed Market Survey resulted in the determination that the NSN is not commercially available. Prepare DIC ZR3 to revise the Procurement Cycle Code and Month accordingly.

68-76

Leave blank.

77-78

Output Routing Code - Enter the applicable alpha/numeric code which identified the individual initiating, or responsible for, the preparation of the Item Characteristic Change Card, DIC ZR4.

79-80

Leave blank.

NOTE: Mandatory data element for preparation of the Item Characteristic Change, DIC ZR4 are:

- a. Document Identifier Code (pos. 1-3).
- b. Routing Identifier Code (pos. 4-6).

c. National Stock Number (pos. 8-20).

d. Output Routing Code (pos. 77-78).

It is only necessary to fill fields requiring revision plus fields indicated above as mandatory. Whenever a quantity field is being revised, zeros will be entered to the left of significant digits in order to fill out the fields. Blank spaces are not permitted in quantity fields.

5. DISPOSITION OF FORM/REPORT AFTER FINAL ACTION

Forward completed Item Characteristic Change Documents, DIC ZR4 to the Office of Data Systems (ODS) to be processed and entered into the next processing cycle.

6. FLOWCHART

Flowchart not required.